



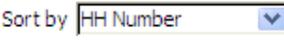
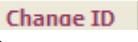
**TASAF II**  
**IMPACT EVALUATION STUDY**

**A JOINT RESEARCH PROJECT BETWEEN**  
**THE WORLD BANK**  
**AND**  
**ECONOMIC DEVELOPMENT INITIATIVES**

**FIELD INTERVIEWER'S MANUAL: Parts 1-6 + Appendices A-D**  
**FIELD ADMINISTRATION**  
**February 2008**

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## 1. INTRODUCTION

### 1.1. FOREWORD

EDI has been contracted by the World Bank, in collaboration with TASAF, to organise a survey that will form the cornerstone of TASAF's evaluation. It is EDI's job to send its interviewer teams out to the field to collect high-quality, reliable data that can be analysed by researchers on the project.

The conclusions from this research are of extreme importance for both the Tanzanian Government and the international community. They will be used to plan future projects and plan the development of the nation. The role of the interviewer is key in this process. You, as an interviewer, are the source of the data and the quality of the research and resulting policies will stand or fall depending on your job.

This job of high responsibility needs strict guidelines and strict discipline. Unless you follow these guidelines to the letter the data you collect will be of no value. This document, the interviewer's manual, will form what you should regard as the 'constitution' of the survey. It should answer any queries you have about your job as an interviewer and about the way the data should be collected. You should know this constitution by heart. You should have this constitution with you at all times during your work. During discussions with fellow interviewers, your supervisor or the project management it will be the manual that has the last word and final authority.

But remember too that the manual is a working document and just as a country passes new laws and amends old ones so this manual can be adapted and changed by the project management. This will happen through addendums. Whenever a new addendum appears you will be given official notification and your supervisor will sit with you to review its contents. You are instrumental in formulating these addendums. If you find omissions, situations that are not adequately covered, or anything that you find unclear or think is wrong, notify your supervisor or the project management so that your query can be reviewed and, if necessary, the laws governing the survey altered through an addendum.

This 3-year endeavour will start in 2008 and is planned to continue till 2010. This manual provides guidelines for interviewers hired on the 2008 baseline survey.

### 1.2. BACKGROUND TO TASAF

TASAF I has completed its first phase (2000-2005) and has entered into its second phase (2006-2009). The overall objective of TASAF II is to empower communities within the framework of the National Strategy for Growth and Reduction of Poverty (NSGRP) – more commonly known under the Swahili acronym of MKUKUTA (Mkakati wa Kukuza Uchumi na Kuondoa Umaskini Taifa) – with the aim of contributing to the achievement of the Millennium Development Goals.

TASAF II will have two components that will be implemented nationwide. The first component is Capacity Enhancement, which aims to improve skills at local level to

implement sub-projects. The second is the National Village Fund, which aims to support sub-projects. The National Village Fund will consist of three parts:

- (i) Public Works Programme (PWP) – cash transfers through short-term employment for public works at a wage rate set at 20% below the market casual labour rate. One example could be the rehabilitation of a part of the road.
- (ii) Community Development Initiatives (CDI) – Supporting the implementation of sub-projects to improve social services. Examples could be the building a school, or the improvement of a water source.
- (iii) Social Support Programme (SSP) – Grants to vulnerable groups.

### **1.3. BACKGROUND TO THE EVALUATION SURVEY**

EDI has been contracted to conduct the survey that will evaluate this third part (SSP) only. The SSP supports Vulnerable Groups (VG). The survey will evaluate sub-projects for the following 4 categories of VG supported by SSP:

- households with elderly people (aged 55 or above)
- households with widows and widowers (excl. those that remarried)
- households with two-parent orphans (17 years or younger and lost both parents)
- households with disabled individuals

TASAF provides grants to groups formed by these vulnerable people (referred to as VG groups) and assists them to start a group-based income generating activity, such as opening a shop, rearing chickens or goats, etc.

At the time of writing the evaluation was planned to be conducted in 3 districts. For each of these districts TASAF will select 20 study villages (also referred to as clusters) for the teams to conduct interviews in.

Before you enter into the village, your supervisor will tell you which VG groups are in the village. If there are more than 3 groups in the village, a random sample of 3 groups will be drawn so that we will never have more than 3 groups considered for the survey. However, we will gather some information also for the non-sampled TASAF groups in the village.

It is important that, before you enter the village, you know the names of these groups as well as understand, for each of them:

- The vulnerability criteria that determine membership
- The kind of income activities this group does

### **1.4. LISTING**

For each village in which the survey takes place all households will be placed into strata according to their characteristics. The characteristics that determine in which stratum a household falls are:

- Does anyone in the HH hold a leadership position in the village (VEO or chairperson)?
- Does anyone in the HH fit the eligibility criteria for **any** of the (sampled) TASAF groups in this village?
- Does anyone in this HH belong to **any** (sampled) TASAF VG group? And if so, are they a chairperson, a treasurer or a secretary of this group?

In order to collect all of these data for every household in the village, the survey team will first need to visit each and every household in the village and conduct a short listing questionnaire that asks the above questions. Depending on the answers to these questions households will be placed into exactly one stratum. From each of these strata a specific number of households will be sampled and these households will be visited again for a longer interview (the household questionnaire).

The following table outlines how these exhaustive and non-overlapping strata will be constructed. If someone is eligible for more than one stratum (e.g. a VEO who is member of a group) then the lower number stratum has priority over the higher number stratum.

Stratum No.	Inclusion criteria	Sample Size	Notes
{1}	VEO and Chairman	2	Complete universe sampled
{2}	Group 1 chairperson, secretary and treasurer	3	Complete universe sampled
{3}	Group 2 chairperson, secretary and treasurer	3	Complete universe sampled
{4}	Group 3 chairperson, secretary and treasurer	3	Complete universe sampled
{5}	Group 1 other members	3	
{6}	Group 2 other members	3	
{7}	Group 3 other members	3	
{8}	Eligible non-members of any group	3	Fit VG criteria of the union of all TASAF groups in village, but are not members. If more than one VG criterion, then the union is used rather than intersection
{9}	Population	3	Population minus those in other strata (can include members of non-selected 4 <sup>th</sup> , 5 <sup>th</sup> etc. groups)
10	Prime mover	1	Complete universe sampled  Based on 3 questions in group questionnaire we determine prime mover(s). If not yet captured in previous strata, we add them to sample.

## 2. BASIC PRINCIPLES OF SURVEY WORK

### 2.1. THE INTERVIEWER

#### 2.1.1. *The interviewer's role and work conditions*

The interviewer's role is central to the survey. The Project needs high quality information from the households that you interview. We depend on you to get us high quality information.

It is very important that all interviewers follow the same procedures. If each interviewer has a particular way of conducting his work then the results of the survey cannot be trusted, because they will be influenced by, for example, the way each interviewer asked a particular question. In order to assure uniformity, we ask you to please be sure to follow all of the instructions contained in this manual.

You will be working closely with your supervisor. Inform him or her of any problems encountered in the field. When you are in doubt, ask your SUPERVISOR what to do. Again, it is better to take time and ask about proper procedures than to make a mistake.

The supervisor will provide you with all the necessary materials and instructions. He/she will collect and check your work and will help you solve any problems that may arise.

The household survey will be carried out in rural areas. Living conditions will sometimes be difficult, and you will need to be flexible. It is advised that you stay in one guest house if possible. If this is not possible it is advised you stay in guest houses that are nearby. This will ensure both ease of communication, as well as your security. We ask you to go into this work knowing that you need to be very flexible. You may not get the food you want at the time you need, you might also sleep in unsympathetic conditions.

Often your team will be in villages for extended periods of time. Communication from remote areas may not always be easy. You will need to ensure that your family life permits you to conduct this type of work.

#### 2.1.2. *Your main job: to carry out household interviews*

Your principal task is to conduct household interviews. You are required to conduct interviews according to the workload assigned to you by the supervisor. Interviews are ideally conducted in a single visit, but may need more visits, for example if a particular survey respondent is not present at the time of your visit.

Please take into account that you are responsible for interviewing all of the households assigned to you. You and your supervisor need to make sure that you have planned the use of your time well, in order to be able to leave the village in time.

In conducting the interviews, please follow the instructions contained in this Manual.

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

- This instruction manual
- Your personal Questionnaire Review Booklet
- UMPC
- GPS
- UMPC Stylus pen
- UMPC batteries (1 large and 1 small)
- UMPC bag
- Field bag
- Blue UMPC screen cleaning tissue
- Rain coat
- Stationeries
- Anthropometric equipment
- Identification card

### *2.1.3. You and your supervisor*

You should always follow the advice and instructions of your supervisor. Your supervisor will assign you your work at the start of each field visit. She/he will carry out the following checks in the field:

- Examining all of your electronic questionnaires to make sure that each interview has been carried out correctly and in full;
- Visiting some of the households that you have already interviewed. He/she will repeat some sections of the questionnaire in order to verify that you recorded that household's answers correctly;
- Observing one or more of your interviews, to evaluate your method of asking the questions. You may or may not be informed of their "sitting-in" beforehand.
- Discussing your work with you, and evaluating your work; she/he will report on your performance to the management team.

Your supervisor is the link between yourself and the project management team. You must inform her/him of any difficulties or problems that you encounter. If you do not understand a procedure, you should ask your supervisor for advice.

## **2.2. BEFORE THE INTERVIEW**

### *2.2.1. Meeting the Households to Be Interviewed*

Good approach will assist you to get proper response from the respondents. A good first impression can be created by being polite, being friendly, good attitude and showing confidence.

When meeting the household, explain the purpose of your interview. For the listing exercise, this introduction should be very brief (cf. section 3.5.4).

- You are conducting a survey for the World Bank to evaluate development projects such as TASAF. The conclusions from this research will be used to plan future projects and plan the development of the nation.
- If the issue is raised, you can inform them that 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.

### *2.2.2. Selection of Interpreters*

Our goal is to conduct all interviews in Kiswahili. You should make a great effort to encourage the respondent to use Kiswahili, it is better to explain a few difficult questions in another language than to change completely to another language.

If no one in the household speaks Kiswahili well enough to interpret and no one in the team speaks the language of the household, you must ask the household to choose someone (for instance, a friend, neighbour or relative) to interpret for the interview. This person should be someone who speaks Kiswahili well and is trusted by the household, since the questions are confidential.

It is always best to use an interpreter chosen by the household, as this will help to ensure the confidentiality of the interview. If the household does not know anyone suitable, you must inform your supervisor, who will ask the village leaders to designate someone. The person chosen to translate should be a person who is respected and trusted in the community.

You should instruct the translator not to elaborate on the question asked, to be patient with the household members responding, and to remain neutral and professional in attitude toward the questions and answers obtained, and to maintain the confidentiality of the respondent and his or her answers. Avoid having the interpreter suggest answers to the respondent. The interpreter should ask the question as it is, without giving context or interpretation to the respondent. If the respondent does not understand the question then the interpreter should be instructed to communicate the problem to you and you should elaborate on the question as per instructions in this manual.

If you do the translation yourself, you must be very careful to stick to the sense and meaning of the questions as they are written on the questionnaire.

If at all possible, the household interview should be conducted in Kiswahili. This is because great care has been taken to obtain the most precise translation of each question from English into Kiswahili to capture the exact intent and meaning. As soon as another language is used, either by the interviewer, or by someone else designated to serve in this role, the precision of each question in the questionnaire is compromised and an unknown bias may damage the quality of the information obtained.

In summary, certain problems can arise from the use of interpreters:

- It is difficult to know how good the translation is. It is possible that the respondent's friend who speaks Kiswahili does not speak it well enough to translate everything said during the interview, and he will not want to admit it.
- The interpreter may be so familiar with the household that he starts to answer for the respondent without asking the questions. In that case, 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.

## **2.3. THE INTERVIEW**

### *2.3.1. Basic concepts of an interview*

Survey interviewing is a technique of collecting information from the public by asking some structured questions to the respondent. The interviewer's role is vital to accomplish the survey objectives for three reasons, namely:

- Interviewer plays a major role in getting responses from respondents.
- Interviewer is responsible for initiating and motivating respondent.
- Interviewer should handle parts of the interaction in the interview and interview proceeding in standard procedures, so that there is no bias. She/he is a key to a successful interview by making respondent feel that they have participation in the interview, keeping all secrecy and give sufficient information about the purpose of survey.

To achieve this, the interviewer needs to have good communication skills. Communication skills are the art and science of attaining mutual understanding between two persons or two parties. This can be either verbal or non-verbal. Sometimes the strength of non-verbal communication is underestimated. You should be aware of this when you meet the respondent. Their behaviour towards you can be influenced by:

- Expectation of getting something from the interviewer.
- Suspicious on what does this outsider want from them.
- A feeling of being socially inferior to the visitor.
- Trying not to disappoint his guest.

All these factors can be the reason for respondent not to talk openly and freely.

### 2.3.2. *Private Nature of the Interview*

All of the information collected is **strictly confidential**

In principle, all of the questions should be asked of the respondent in complete privacy to ensure that his/her answers remain confidential. The presence of other people during the interview may cause him/her embarrassment and influence some of his/her answers.

The only exception to this rule is when a respondent is incapable of answering the questions, due to language difficulties or he/she has problems in remembering things. In these cases, look for someone else in the household who has the best knowledge of the household and the household members activities. But it is important that you interview the household head whenever is possible.

On the other hand, it is often difficult to limit the number of people present during an interview. The visit of an interviewer may be a big event for the household. The household members and the neighbours are bound to be curious. When faced with this situation you should explain to the respondent that the answers are confidential.

**You must make effort to ensure no one except household members are present.**

Sometimes interviewers feel that it is okay for a respondent's friends to sit in, or be present at, the interview. This is not true. First, the household may have exaggerated the proximity of the person to the household. Second, it may not be true that s/he "knows everything about the household and all of their secrets" as the respondent told you. You will often need to insist that the friend or visitor leave. Sometimes the village/kitongoji chairman may be around (for instance, in case he/she is the interpreter). However, you should make effort to ensure that he/she is NOT present during the interview, because households may change their responses due to the present of the village/kitongoji leader.

How can you do this? During the first meeting in the village with the village leaders and sub village leaders, you need to explain that our interviews must be conducted in privacy. Even the leader must leave.

At the household level, you will need to persuade the respondent of the importance of the interview. Our task is of great importance to our society and to the nation as a whole. You will need to "prepare the ground" for the interview, by explaining that we will be asking personal and confidential information, and that we will guard the confidentiality of this information. By "preparing the ground", we mean that you will carefully explain the purpose of the survey and to create a relationship of mutual respect with the respondent. You can say that you are under instructions not to proceed with the interview in a public way. Finally, you will have to repeat and repeat your arguments until the respondent complies. It will be a big mistake to start the interview with friends or neighbours present.

### 2.3.3. *Establishing a Trusting Relationship with the Respondents*

As much as possible, you should use a conversational tone while you are reading the questions. You must read the questions exactly as stated, but your eye contact with the respondent and your tone of voice is important in establishing a good relationship with the household members. Good eye contact is important, because you are learning about the respondent from his/her eyes, face, and body language. At the end of each question, we encourage you to look at the respondent while you are waiting for his or her reply.

You need to think about the answers you are receiving and weigh them. Does the answer make sense in the context of this household and in the local environment? Most respondents will give truthful answers. However, you need to be on your guard for the respondent who is giving you false information, or who feels he can shorten the interview by either not telling you, or by making up a false story. When probing, you must be both "*mpole na makin*", that is, you must be fully polite, but also firm in your desire to get a good and truthful answer. When a respondent does not give you truthful answers, you must make it clear in a polite way that you understand that the story you are hearing is not the real story, or full story. You may need to point out contradictions that you have understood.

If a respondent observes that you accept his/her first untruthful answers, then you can expect more false answers. As result, you will be recording bad data. Remember that you are there in the household and the village, to get good information that can be used for improving policies. If you accept false stories as answers, then you are failing to collect good quality data. *Remember the respondent is not legally bound to answer your questions it is only by his/her GOODWILL that she/he responds to what you will be asking'*

### 2.3.4. *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. Respondents tend to give answers and adopt attitudes that they think will please the visitor. You must not show any 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. If he/she asks you for your opinion, wait until the end of the interview to discuss the matter with him/her.

You must also avoid any preconceived idea about the respondent's ability to answer certain questions or about the kind of answer he/she is likely to give.

### 2.3.5. *Suggestion for professional behaviour*

Remember that you are working on an assignment for the World Bank and Economic Development Initiatives. You must observe the following rules at all times:

- Be courteous towards everyone (the respondent and his/her family and friends, the supervisor, other members of the team and anyone else involved). **YOUR**

**BEHAVIOUR** can have a significant influence on the opinions of people in the areas covered by the survey as to the value of the whole project.

- Avoid disturbing or upsetting anyone by **YOUR BEHAVIOUR**.
- Be properly dressed, so that the respondent will be inclined to trust you, as a reliable and responsible person.
- Exercise patience and tact in conducting the interview, to avoid antagonizing the respondent or leading him/her to give answers that are not accurate.
- Avoid involving yourself in politics and religious discussion in any case, symbols related to a political party or religion should be avoided as much as it is possible. The project covers a large part of the country which exercises different norms and customs. **Without compromising your freedom of speech and dress, maintain professional at all times.**
- **Never ever** discuss the answers given by one household with members of another household or with any other person except the team supervisor and the project management team. The Management team has promised the Government, the village leaders and the household's strict confidentiality and all team members must conduct themselves according to this code.
- Avoid using street jargon such as "poa", "bibi", etc.
- Do not ask for any gifts (e.g. "May I take this mango?"). Do not accept money.

### 2.3.6. *How to ask questions?*

Interviewer's behaviours can influence the respondent's answer. Avoid influencing them; our job is to record respondent's answers.

- The way to ask questions:
  - Read questions in exactly the way they are formulated in the questionnaire, without adding reducing or changing. Do not use your own words, since this may alter the meaning of the whole question and it can influence your respondent to give a different answer. However, in case the respondent is not a member of the household (which may occur in the listing exercise), you should use you common sense and adjust the wording of the question to the circumstances. For instance, instead of saying "When was the last time that you or anyone else in your household attended a village assembly?", you should say "When was the last time that anyone in this household attended a village assembly?".
  - If the respondent doesn't understand, repeat the question slowly, don't explain by your own words.

- Don't change the chronological questions (deviation can change the answer). Always **ask** the questions ***exactly*** as **in the form in which they appear in the questionnaire**. And follow the exact sequence of sections used in the questionnaire.
- Don't pass a question due to previous answers or since you know the answer.
- Don't show your respondent that you are in a hurry or tired. Give them time to think on their response.
- Follow exactly the questions' instructions like skips, brackets and red coloured instructions.

When reading questions you must control voice intonation. This can differ from one interviewer to the other. Avoid a low voice and loudness since that can bore or annoy the respondent.

After reading a question once in a clear and comprehensible manner, you should await the reply. If the respondent does not answer in the reasonable time, he has probably 1) not heard the question; or 2) not understood the question; or 3) does not know the answer. In any case, if there is no answer, repeat the question. If there is still no reply, you must ask whether the question has been understood. If the answer is "No", you may reword the question. If the difficulty lies in finding the right answer, you should help the respondent to consider his/her reply.

The questionnaire should be completed during the interview. Do NOT record the answers on scraps of paper and transfer them to the questionnaire later. We know you are very intelligent that is why we choose you to work with us, but do not count on your memory for filling in the answers once you have left the household.

### 2.3.7. *Pace of the Interview*

You must determine the pace of the interview. Avoid long discussions of the questions with the respondents. If you are receiving irrelevant or complicated answers, listen to the respondent and then lead him/her back to the original question. Remember that it is you who are running the interview and that you must be on top of the situation at all times.

### 2.3.8. *Reaction to respondents*

There are three reactions that you can come across during the interview.

- Respondents who need courage to talk, who look tired and bored or are in a hurry to give answers.
- People who are very talkative.
- People who can respond by crying.

Strategies:

1. For those who look tired or bored and try to respond to many questions by “*I don’t know*” try to keep them interested with the questions. Explain that questions are being asked to many others.
2. Those who are very talkative be careful! (Especially with time and getting more information than needed).
3. Those who cry give them time to cry, then show sympathy and continue to ask questions.

## **2.4. AFTER THE INTERVIEW**

### *2.4.1. Double check questionnaire*

After finishing each interview, verify that all the sections of the questionnaire have been correctly completed. This counts for surveys of all kinds, i.e. both the listing and the household questionnaires. A huge advantage of the UMPC is that many inconsistencies and/or missing fields are automatically detected by the software once you activate the validation checks during the interview. How exactly this is done will be discussed below, but note already that it is very important that you carry out this validation procedure and that you immediately make the necessary changes in case the alert report lists some error alerts. Note, however, that **YOU SHOULD NOT MAKE ANY CHANGES IN THE COMPLETED QUESTIONNAIRE WITHOUT ASKING THE RESPONDENT THE QUESTIONS AGAIN**, unless your supervisor asks you to do so.

It may be that not all inconsistencies are automatically detected by the program, however. Hence, it is important that you also go through the questionnaire yourself and verify that all sections have been correctly completed. You should do this immediately after each interview, before you hand over your UMPC to your supervisor, and –most importantly- before leaving the village. Otherwise, if you leave the village without checking, and if you have made a mistake, you will have to return to the village – a waste of time and money.

### *2.4.2. Writing comments*

Before leaving the household, you should write comments in the comments box in case something unusual has occurred. This can be of any kind. Note that it is **compulsory to write a comment in the following cases**:

- If an interpreter was used. You need to confirm whether using an interpreter has influenced the responses of the respondent or not.
- There is a missing field. This should be avoided, but in case you had been forced to do so, you should explain the reason why in the comments box.
- There is an unusual response compared to average responses. You are all very intelligent, so we expect you to conduct interviews actively (as opposed to passively). That is, we expect you to think about the responses of the respondent and not to just enter them with your brains on level zero. If you think the response of the respondent is rather unusual (based for instance on

previous interviews with other respondents in the village), you should first make sure whether he/she has understood the question properly (without influencing his/her answer!). In case he/she does not change his/her answer, you should make a comment about this in the comment box.

- In case a DK answer was given
- For the household questionnaire (not for the listing one), in case there was nothing to comment, you have to write 'ok' in the comment box.

#### 2.4.3. *Checking your belongings*

Before leaving the household, double check whether you have at least the following 12 objects with you:

- **UMPC**
- **Stylus Pen**
- GPS
- Dry screen cleaning tissue
- Small battery
- Large battery
- Black UMPC cover bag
- Larger UMPC cover bag
- Field bag
- Child anthropometric equipment
- Notebook
- Identity card

#### 2.4.4. *Thanking the household*

**Before leaving, thank all the members of the household who took part in the interview.**

Although you should make sure to thank the household sincerely, you should try not to stay around in the household longer than necessary. This is important to remember, especially for the listing exercise, where you cannot afford wasting time. You should make sure you leave the household as soon as possible, after having thanked the household. In case any household member asks you to stay a bit longer for lunch/drinks, you should thank him kindly for the offer, but refuse accepting it with the excuse that you still have a lot of work to do.

#### 2.4.5. *Your feedback duties*

The UMPC survey method no doubt has many advantages compared to the traditional survey methods, among them having the possibility of running an immediate automatic validation check procedure. However, it is a relatively new survey technology. Hence, there certainly is scope for improvement. As an interviewer, you are in the best position to encounter any inconsistencies/errors/impracticalities etc. of this survey method. In order to improve future research, we therefore kindly ask for your cooperation in optimizing the UMPC survey method by giving us as much feedback as possible on your experience with it. This may be feedback of any kind, about the survey software,

about the UMPC itself, about its battery use, its battery charging system, its bag use, etc.

Very important feedback, for instance, is feedback concerning the automatic validation check procedure. In case you find some errors yourself that were not detected by the automatic validation check procedure, **please notify this to your supervisor** the same evening. It is very important that you give this feedback, since it enables us to make the collected data more reliable for future research purposes.

In order not to forget any (feedback) comments you may have to your supervisor, we advice you to note them down immediately, even during the interview. You can do this in your notebook, or maybe more practically, in the Windows Journal of your UMPC. How exactly to use the Windows Journal is explained in Appendix A of this manual.

#### 2.4.6. *Big Brother is watching you!*

Another huge advantage/improvement of using a UMPC for survey work is that each action the interviewer undertakes is electronically registered. Hence, it can easily be verified whether the remunerator performs his tasks according to requirements. For instance whether he follows all questions in the required sequence, at the required speed, at the required moment on the required day, etc. Your work is continuously monitored and evaluated by both your supervisor and the project management team at the head quarters. Therefore, for your own sake, you better listen to the advice given by your supervisor and stick to all instructions lined out in this manual.

### 3. FIELD WORK PROCEDURES SPECIFIC TO THIS PROJECT

#### 3.1. INTRODUCTION

For the field work to go smoothly the listed procedures have to be followed as they have been worked out and proved efficient. The quality of data collected will depend much on how the field work has been planned and how this plan is followed.

#### 3.2. FIELD PLANNING

Table 3.1. Field planning

Day	Interviewers' field procedures
Day 0	<ul style="list-style-type: none"> <li>- Travel</li> <li>- Arrival in village</li> <li>- Reporting</li> <li>- Recruitment of scouts</li> <li>- Equipment hand-over procedure</li> <li>- Battery charging procedure</li> </ul>
Day 1	<ul style="list-style-type: none"> <li>- Equipment hand-over procedure</li> <li>- Preparing car for field work</li> <li>- Leaving to field</li> <li>- Assisting supervisor in preparations for listing:               <ul style="list-style-type: none"> <li>- Confirming village information</li> <li>- Mapping</li> <li>- Assigning of neighbourhoods for listing to interviewers and scouts</li> </ul> </li> <li>- Start listing exercise</li> <li>- Equipment hand-over procedure</li> <li>- Evening discussion</li> <li>- Battery charging procedure</li> </ul>
Day 2	<ul style="list-style-type: none"> <li>- Equipment hand-over procedure</li> <li>- Preparing car for field work</li> <li>- Leaving to field</li> <li>- Finalising listing exercise</li> <li>- Conducting HH QX surveys</li> <li>- Assisting supervisor in conducting community QX if necessary.</li> <li>- Equipment hand-over procedure</li> </ul>
Day 3	<ul style="list-style-type: none"> <li>- Equipment hand-over procedure</li> <li>- Preparing car for field work</li> <li>- Leaving to field</li> <li>- Conducting HH QX surveys</li> <li>- Assisting supervisor in conducting group QX's if necessary.</li> <li>- Equipment hand-over procedure</li> <li>- Evening discussion</li> <li>- Battery charging procedure</li> </ul>
Day 4	<ul style="list-style-type: none"> <li>- Equipment hand-over procedure</li> <li>- Preparing car for field work</li> <li>- Conducting remaining of HH QX surveys</li> <li>- Tying up loose ends</li> <li>- Packing and leaving to next village</li> <li>- Equipment hand-over procedure</li> <li>- Evening discussion</li> <li>- Battery charging procedure</li> </ul>

On average, field work in one village in this project should be completed in 4 days. Table 3.1 shows you all field procedures of this project, each scheduled on a specific day. You and your team should try to follow this schedule as good as possible. Of course, this schedule is based on an average village. Sometimes the village will be smaller, in case it may be completed in 2-3 days. Sometimes the village may be larger, in case it may take you longer to complete. However, your supervisor will make sure that on average, the time schedule in table 3.1 is maintained. The rest of part 3 of this manual will explain the listed field procedures in more detail.

### **3.3. REPORTING PROCEDURE**

#### *3.3.1. Arrival in village*

Teams are required to stay within or close to the village being visited. Your supervisor will arrange for the team's accommodation. It is compulsory that a supervisor will visit a village a day or some days before day 1. During this pre-visit appointments or confirmation of when a team will arrive will be made.

#### *3.3.2. Reporting*

All villages will be informed by the district TASAF management about your visit. They will be informed on what you are going to do and they will be asked to give necessary supports to your exercise. As soon as a team arrives in the village, it is important to visit the village leaders before anything else so as to explain the intentions of being there and ask for their support. The VEO, Village chairperson and the kitongoji chairpersons will be the most important leaders to report to. The leaders will be asked to organise for scouts (cf. 3.4.4) and to organise groups and community meetings. In some cases, especially for the first village in a district, a TASAF representative may be available for initial introduction of the survey team to the village leaders.

### **3.4. PREPARATION FOR LISTING**

Usually in the morning of day 1 but always after reporting to the village officials, a few other procedures need to be carried out before the listing procedure can take off. Mainly your supervisor will be in charge of this. However, he/she may and should ask you to assist him/her in these tasks, so that the listing exercise can start as soon as possible. Preparation for listing involves 1) confirming village information, 2) mapping, 3) assigning of neighbourhoods to interviewers for listing and 4) finding scouts and allocating them to interviewers.

#### *3.4.1. Confirming village information*

Before the start of the listing exercise, probably several days before your teams arrives in the village, a group of well-informed people from the village (including scouts) will be gathered together with the assistance of the VEO or village chairman. Among the well-informed people will be some of the TASAF group members of the village, at least one per group. These people will assist in confirming village information that we obtained before the start of the project. This confirmation is very

important, since the listing and sampling procedure will be based on this information. Probably the lead supervisor will take this task of confirming village information on his shoulders, however, you and your team might be asked to assist or finalize the procedure once in the village.

More specifically, the lead supervisor or your team supervisor confirms a list of names of TASAF members that we already obtained before arrival in the village. Other information that the gathered village members will confirm is among other things the position of the mentioned members in the group, the name of their household head, the name of the group they are member of, etc. The gathered people will also be asked similar information about the VEO and Village Chairman.

#### *3.4.2. Mapping procedure*

Mapping involves sketching the village, sectioning locality to visit and identifying possible neighbourhoods. Mapping is done so as to know the exact locations where the interviewing team will visit. Since we have to make sure that we visit EACH AND EVERY HOUSEHOLD in the village during listing, the mapping procedure might even be the most important procedure in the field planning list. Hence, you should carry it out with special care. A map of the village is provided by the village chairperson. The map usually shows the number and names of all vitongoji in the village and their locations. When looking at the map, it is important to note the easily recognizable signs such as hills, rivers, mosques or schools and hospitals. Using these signs will help the interviewer and the guide to remember easily the place that has been visited.

#### *3.4.3. Assign neighbourhoods to interviewers for listing*

After mapping, every interviewer is assigned locations that he/she will have to visit in order to list ALL households in that area. The village/kitongoji chairperson should also help in identifying which places should be visited first and at what time because they know the village better than your team members.

#### *3.4.4. Finding scouts*

Seven scouts (one for each interviewer) should be assigned in order to assist in the listing procedure. You should make sure, before starting the listing, that your guide knows the location of all of the households in the area you are assigned to for listing.

Moreover, every scout will be provided with a list of all TASAF group members, the VEO and the Village chairperson. You need to give this list to your guide, while telling him/her that he/she should alert you each time you are approaching a household on that list. You will have to remind him/her several times during the listing so that he/she does not forget doing so.

The role of the scout is discussed in more detail in section 3.5.1.

### 3.5. LISTING PROCEDURE

Listing is done so as to stratify the village population, after which a sample of households can be drawn. This sample will be interviewed after listing by use of the household questionnaire. In its full form, the listing exercise is conducted in 8 minutes on average. The questions involved mainly aim to know if there are vulnerable people in a household, whether these vulnerable people are in a vulnerable group or not and if the respondent knows anything about TASAF projects in their village.

#### 3.5.1. *The role of the scout*

The main role of the scout is to guide you to ALL households in the neighbourhood assigned to you and to make sure ALL households are listed in the end of the day. Hence, we need a guide that knows every single corner of the neighbourhood by heart. Make sure your guide knows that you need to visit EACH SINGLE HOUSEHOLD, this includes households of which the guide knows that they are not present at the moment of our visit, because even for those households, we need GPS coordinates AND information that enables us to draw a random sample. This information can be given by neighbours or by the guide himself.

Another important task of your guide is to alert you if you are approaching households in which a TASAF member, VEO or Village chairperson live. To help him/her in this task, you should give him/her a list of names (provided to you by your supervisor) of all TASAF members in the village + VEO and Village Chairperson.

#### Example:

Village = Buchurago

	sno	TASAF member/ Kitongoji	gender	position
		VEO/Chairperson		
1.	54	Gloria Mbiha	female	
		Member		
2.	34	Shallon Mitti	female	
		Chairperson		
3.	7	Bet Caeyers	female	Member
4.	12	Jiwe Udongo	female	
		Treasurer		

Most of the time, the column 'kitongoji' can only be filled in after arrival in the village, in which case you will have to enter the vitongoji manually. Before the start of the listing, you should check on this list all (at the right hand side of the table) those households that you and your guide plan to visit during the listing exercise. Once you

have visited a household on the list, you should check the person on the list (at the left hand side of the table). In the end of the day, you should hand over this list to your supervisor, who will then verify whether all persons on the list their respective households have been listed.

You can also ask your guide to assist you in the 'identification of listed households' procedure (cf. section 3.5.2).

It is important that your guide keeps distance while you are interviewing a household member. In order to maintain confidentiality you have to ensure that no outsider, including the guide, is around while interviewing your respondent. Ask your guide to keep distance, even if he/she is a village/kitongoji leader. We want to avoid outsiders to influence the respondent in his/her answers (especially for village officials this may be the case). You should make this clear to your guide BEFORE the start of the listing exercise. The guide/outsider will be allowed to be closer ONLY in case he takes the role of interpreter cf. section 2.2.2.

In summary, BEFORE THE START OF THE LISTING, you need to kindly ask your guide whether he/she could

- Guide you to EACH SINGLE HOUSEHOLD in the neighbourhood assigned to you. Emphasize that he/she should also take you to dwellings of households of which he/she knows that the members are not present.
- Flag households of people that are listed on the list of TASAF members/VEO/Village Chairman you gave him/her before the start of the listing exercise. Moreover, he/she needs to check a person on the list once you have visited his/her household.
- Keep distance while you are interviewing a household member, in order to maintain confidentiality.
- Assist you in the 'identification of listed households' procedure (cf. section 3.5.2). Emphasize that he/she should put the sticker on the front door of the dwelling.

### *3.5.2. Identification of listed households*

Your supervisor will provide you with stickers in order to identify listed households. Make sure you put a sticker/identifying mark on the front door of the dwelling of every listed HH. This is done so as to avoid a listing interview to be done in the same household twice and also this will help to note that every household is visited. The marking process may be assisted by the guide (cf. section 3.5.1).

### *3.5.3. Capturing GPS coordinates*

GPS coordinates will be captured by the program through Bluetooth detection. UMPC are installed with a program that detects GPS signals via Bluetooth. Each interviewer will be provided with a GPS acquiring device that will be used to give location coordinates. All locations at which interviews are conducted will be marked. Marked locations will include dwellings of households, village centres and service facilities.

It is very important that you use the GPS units correctly. **Appendix D** of this manual gives a detailed explanation about how to use the GPS units. Read this appendix carefully!

#### 3.5.4. *Short versus long listing surveys*

In order to minimize the duration of the listing exercise, some households will get a very short listing survey (3 minutes on average). The software will randomly select households for long survey (8 minutes on average) and households for short survey. Most households, however, will get the long form. Section 6.3 will discuss in more detail the difference between these 2 survey types.

#### 3.5.5. *How to introduce yourself to the household?*

When arriving at the household for listing, you should always briefly introduce yourself and inform the household members about the purpose of your visit. You should keep the introduction very brief though. You should stick to the following 5 points:

- We are from the district council
- We are collecting information for evaluation of supports in villages
- We are here to list ALL households in the village.
- On top of listing, we will be asking a few basic questions.
- All the responses are confidential and will remain between the respondent and our office. That is why your guide is keeping distance.

Note that you should NOT mention the World Bank. The reason why is not because we want to keep this secret, in the contrary, but if you would mention it, the respondent may ask you for more detailed information, and we do not have time for this. Also, it may create wrong expectations of the respondent.

#### 3.5.6. *Make sure all households in the village are listed*

For the sake of the randomness of our sample, it is VERY important that ALL households in the village are listed. Your guide plays an important role in this (cf. section 3.5.1). However, also you as an interviewer can make a difference. When leaving a household after a visit, you should always ask its members who their neighbours in the village are. You should make sure you visit all of the neighbours they mention.

#### 3.5.7. *Absent household members during listing*

For the listing survey, your aim should always be to have as a respondent either 1) the head of the household, 2) the spouse of the head of the household or 3) other adult member of the household ('adult' here should be interpreted as a person who is mature enough and in the condition/position to answer the questions in the survey). These are most likely to be in the position to give reliable responses to the questions in the listing questionnaires. However, there are 2 possible cases in which a survey

cannot be satisfactorily completed during first listing visit and that a follow-up visit is necessary:

1) The head, spouse or other adult member is present but he/she cannot provide you with all required information. In this case, your answer to the question “Is a follow-up interview necessary for this household?” on form L8 should be ‘yes’. You will also need to give the reason why this is the case on the same form, together with the identification codes of the questions for which there are missing fields, or for which information needs to be confirmed. You should also mention the name and relationship to head of the person that would be able to give you the missing information. This information will be used by your supervisor while organising follow-up interviews. Note that in case none of the other HH members would be able to give you the information neither, you should mention this in the “why is follow up necessary field”.

OR

2) None of these members (head, spouse or other adult member) is at home at the moment of your visit. In that case, you will need to select one of the other members in the response list of the question ‘who gave you the listing information’ on form L1. In case the respondent is any other person, the following questions will be automatically skipped (since the respondent is assumed not to be in the position to answer these questions):

- Have you ever heard of a development program called TASAF?
- Have you or anyone in your household attended a meeting in which the details of TASAF were explained?
- In the past 7 days, on how many days have you or anyone in your HH eaten [...]?

Selecting a respondent other than the 3 members mentioned above, will also imply that the question “Is a follow-up interview necessary for this household?” is automatically set to ‘yes’, since several questions have been skipped. Moreover, the “why is follow up necessary?” field will be automatically filled with ‘Infosource > 3’, which indicates to the supervisor that a follow up is necessary because the respondent was somebody else than code 1, 2 or 3 and hence the questions listed here above had been skipped. In case only the skipped questions are left blank, you do not have to add anything to the “why is follow up necessary” field. However, in case you had to enter/select DK in one of the enabled fields, you will have to indicate those as well.

Note, however, that selecting ‘yes’ for the question “Is a follow-up interview necessary for this household?” automatically implies that your supervisor will have to

organise re-interviews with these households, a waste of time, which we want to avoid as much as possible. Hence, your aim should always be to satisfactorily complete the record at the first visit. Hence, always try to have either the head, spouse of other adult member as respondent to the interview.

It might be that you pass at a certain household, but that you decide to first interview another one (for instance, in case nobody is around). In that case, however, you should ALWAYS create a record for that household, and capture its GPS coordinates. This reminds you later that you should not forget to come back to this household. You will notice that if you try to add a new household record while either the GPS coordinates or the name of the HH head of the previous HH record is missing, a warning window will pop up.

### **3.6. SAMPLING PROCEDURE**

Remember that the purpose of the listing exercise is to stratify the ENTIRE population so that EACH household falls into ONE stratum and ONLY one and that we can identify vulnerable groups and TASAF members in the village. We need this information in order to draw a sample of 1) VEO/Village chairperson, 2) TASAF members 3) vulnerable non-TASAF households and 4) non-vulnerable non-TASAF households. Section 1.4 of this manual discussed the 10 strata together with the sample size for each of them. ALL HH's in strata 1-4 will get the HH survey, while a sample needs to be drawn to determine which HH's of the other strata will get the HH survey. Since no sample needs to be drawn for strata 1-4, we do not need to wait until listing is finished before we can start conducting HH surveys for those HH's. For those households, the household surveys can in principle start on day 2 already, but in order to minimize the complexity of the logistics, a HH survey should only be conducted on one day if it has been listed on one of the previous days. For strata 5-10, we can only draw a sample once the listing exercise is FULLY completed. Only once that sample is drawn, we can conduct the household surveys for the strata 4-10 households. Your supervisor will be in charge of this sampling procedure. HH's sampled for HH survey will be allocated to interviewers of your team by your supervisor.

### **3.7. HH QX SURVEY PROCEDURE**

For each of the sampled households in the village, your team will have to conduct a household survey. This survey will take 2.5 hours on average. Depending on the size of the village (and hence on the duration of the listing exercise), your team may be split up on day 2 in those that continue and finalize the listing exercise, and those that start conducting household surveys for households in strata 1-4 that have been listed on the previous day (remember that the sample for those households can already be drawn right after the village confirmation procedure). The other HH surveys will need to wait to be conducted until the listing exercise is fully completed and the sample is drawn.

### **3.8. GROUP QX AND COMMUNITY QX**

For each village, a community survey needs to be conducted and for each TASAF group, a group survey. Your supervisor will be in charge of this, but he might ask you

to assist him in this task. We will not, however, go into more detail on those questionnaires in this interviewer's manual.

### 3.9. EQUIPMENT HAND-OVER PROCEDURE

Each morning and each evening of a working day, your UMPC equipment, together with your "questionnaire Review Booklet" gets handed over from your supervisor to you (morning) and from you to your supervisor (evening) respectively. The following objects need to be handed over each time:

- Your UMPC
- Your stylus pen
- Your small battery
- Your large battery
- Your blue cleaning tissue
- Black UMPC cover
- UMPC bag
- Your questionnaire Review Booklet

The main reason for handing over the UMPC equipment to your supervisor in the evening is that he/she needs 1) to transfer the data from your UMPC to his/her laptop for questionnaire review and later for transfer to the EDI head quarters and 2) to charge the batteries. The questionnaire review procedure will be explained in section 3.11.

The moment a hand-over of an object takes place, you need to check this object in a hand-over check list, of which an example is presented in appendix B of this manual. Some items may be added to this list by your supervisor. On the same list, the recipient of the equipment is required to provide his signature to confirm that he actually received all items that have been checked on the list. In the morning, the recipient is the interviewer, in the evening this is the supervisor.

Once you have an item in your possession, it is your own responsibility to take good care of it. It is also your own responsibility to check whether the items you received are in the same condition as in which you handed it over the previous time. If an object has been handed over, but not in the same condition as the previous time, the item needs to be checked in the list, but a comment about the damage you encountered needs to be made before providing your signature. In case an object is missing, you should NOT check that item in the list and provide a comment about it.

### 3.10. EVENING DISCUSSION

At the end of each working day, the supervisor meets with the whole team of interviewers (sometimes individually, if necessary) so as to discuss all matters which caught any kind of attention on the respective day. During this discussion, you should pay careful attention to what your supervisor has to say. Sometimes a session will be short, sometimes it will be long. In any case, you should keep your concentration until it is finished. You should listen to your supervisor's advice, and follow his/her instructions. In case he/she asks you to adjust your behaviour on the field, for

instance your way of conducting interviews, you should take the instructions seriously.

### 3.11. QUESTIONNAIRE REVIEW PROCEDURE

Each evening of a working day, you must hand over your UMPC together with your personal “Questionnaire Review Booklet” to your supervisor who will transfer all recently completed household records onto his/her computer in order to review them. For the household questionnaire, you need to tick the ‘ok for transfer’ check box on form H (cf. infra) once a record is completed. Do not forget to do so. Only records for which this check box is ticked will be transferred in the evening.

For the listing questionnaire records, records of households for which a follow-up interview is necessary, will also be transferred to the supervisor’s laptop, though not yet for final review. For those household records, your supervisor will first have to organise re-visits/invitations to base camp, in order to complete all records.

Note that records will only be transferred once, unless you have been asked by your supervisor to edit a specific household record, in which case it will be transferred again once you have made the required changes. **Hence, you should NOT change ANY data after the first transfer, unless your supervisor asks you to do so.** The moment you have checked the ‘ok for transfer’ box and the record got transferred to the supervisor’s laptop, your supervisor will have the ‘live version’ of the record, which means that he/she decides who will make changes, if necessary.

Each morning, your supervisor will return to you your UMPC equipment and your personal “Questionnaire Review Booklet”, in which he/she will have written comments for the household records that had been transferred the evening before. For the listing questionnaires, your supervisor will ONLY make a comment if something was wrong with one of your listing records of the previous day. For the household questionnaires, however, there will be a comment box for EACH of the households for which a record had been transferred the evening before, even for those that had been satisfactorily completed.

A typical page of the Questionnaire Review Booklet is presented in appendix C of this manual. Each reviewed **household record** for the HH questionnaire survey will be assigned a new box in the Review Booklet. Your supervisor will enter the ID of the household record that has been reviewed and the date on which this review has taken place. In case the record was reviewed for the first time, your supervisor will have selected ‘yes’ to the question “first entry”? In case the record had been reviewed before but you had been asked to make some changes which were now subject to review, the answer to this question will be “no”. In case a household record is satisfactorily completed by you as an interviewer, your supervisor will have written ‘ok’ in the respective comment box and he will have selected ‘yes’ to the question ‘OK?’. In case your supervisor has selected ‘no’ to the ‘OK?’ question, he/she will have written comments in the comment box referring to which changes need to be made in order to correctly complete the questionnaire. These changes need to be made the following day, after which you should again make sure that the ‘ok for review’ box on form H of

that household record is checked, so that it can be re-transferred to your supervisor for review.

In case the comments concern a **listing record**, the box in the upper right corner will be checked. Most of the times, these listing comments, if any, will mainly be there for feedback purposes and you will not be asked by your supervisor to make any changes. You should, however, make sure that you take this feedback seriously and that you do not make the mistakes again in the future.

Note that the communication of your supervisor to you in your Questionnaire Review Booklet will be based on the Question Identification Code scheme as it is lined out in section 4.2 of this manual. It is therefore VERY important that you fully understand this scheme in order to be able to understand the comments of your supervisor.

We emphasize again that **YOU SHOULD NOT MAKE ANY CHANGES IN THE COMPLETED QUESTIONNAIRE WITHOUT ASKING THE RESPONDENT THE QUESTIONS AGAIN**, unless your supervisor asks you to do so. The comment box in your Questionnaire Review Booklet will instruct you what to do and whether a re-visit of the household is necessary.

### 3.12. BATTERY CHARGING PROCEDURE

The batteries of the UMPC's need to be charged at the end of each working day. The UMPC have small and large batteries. Both batteries should be fully charged before starting the interviewing process. Therefore the charging process should be conducted every evening after the interviewing process. Electricity is used in charging these batteries, however if there is no electricity, there is an alternative use of charging the batteries by use of solar power or inventors. Your supervisor will be in charge of this. However, he/she might ask you to assist him in this task and you should do so in this case.

## 4. A GUIDE THROUGH THE UMPC HOUSEHOLD SURVEY

### 4.1. INTRODUCTION

This survey project will be carried out by use of a UMPC (ultra mobile PC). If you are not familiar with a UMPC, it is important that you first read Appendix A very carefully. It guides you through the basic UMPC features that you need to fully understand before getting familiar with the questionnaire itself.

Once you are familiar with the basic UMPC features, you are ready to familiarize yourself with the electronic survey. The 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 complex questionnaire. To build your familiarity with it, as you're preparing for your fieldwork with the survey households, make an effort to learn how the questionnaire is put together, how you can find your way through the different electronic forms, and how a typical administration to a survey respondent would proceed.

To start, it is important that you understand the question identification scheme (based on letters and numbers), which is very useful for communication purposes. This part of the manual will start by briefly discussing this question identification scheme. It will proceed by discussing in detail how to find your way through the electronic survey.

### 4.2. FORM AND QUESTION IDENTIFICATION SCHEME

As discussed in section 3.11, the supervisor daily will have to communicate his questionnaire review results to the interviewers by use of their Questionnaire Review Booklets. Likewise, it may happen that an interviewer wants to communicate an issue concerning a specific survey question to his supervisor. Instead of referring to questions in full words as they appear on the forms, we recommend using the question identification scheme, which is developed especially for communication purposes. For instance, instead of referring to the question 'Who provided the listing information?' in the listing questionnaire, you should refer to field L1Q11. This section will discuss in detail how to code a specific question. **It is important that you understand this scheme and that you apply it as such.**

In short, the identification scheme is based on the *form* location of the survey questions in the electronic survey version. Important here is the form identification scheme, which will be the topic of the first discussion here below. We will then proceed by discussing how the question identification scheme depends on this form identification scheme.

#### 4.2.1. *Form identification scheme*

Both questionnaires are divided into 8 different sections, which in the electronic survey are represented on 8 different tabs. Each section consists of several forms. Note the difference between a *section* and a *form*. A section is the aggregate of questions about 1 topic (can be very broad), for instance 'consumption'. Each 'tab' in the electronic

survey represents 1 section. A form is a subset of questions of one section represented together on the electronic screen. Often (especially in the household questionnaire), one section is represented by several forms, because usually not all questions of a section can fit on one screen. Most of the time, however, the questions in a section are grouped in a way such that each form represents a sub-section of the section as a whole. For instance, form **T6a** ‘food consumption’ is a form of section **T6** in which all questions of the section ‘consumption’ specific about food consumption are grouped together.

Each form has a purple identification code, consisting of letters and often also numbers, which can each time be found in the upper left corner of the form (except for the ‘Tab forms’, cf. infra).

Table 1 gives an overview of the **main forms** of the survey. Most of these forms are the same for the household and the listing questionnaire, except for the “Tab-form” (i.e. the main body of the questionnaire), which is coded **L** in the listing questionnaire and **T** in the household questionnaire, and the Control data form, which only appears in the household questionnaire program.

Table 1: Main forms survey

<b>Code</b>	<b>Name</b>	<b>Description</b>
<b>S</b>	Select Data file form	This is the first form that opens up once you open the survey program. District, cluster and interviewer name have to be selected here. By doing so, you create a new or enter an existing data file.
<b>F</b>	Home page	This is the front and central page of the survey. Depending on the task you want to carry out, a different path needs to be followed here.
<b>H</b>	Households form	This is the form on which all household records that you created for a specific cluster (in a specific district) will eventually be listed. Starting from this form, you can create a new household record or you can enter an existing one in order to edit/enter data.
<b>C</b>	Control data	Form only appearing in household questionnaire. It contains information about the availability of the household for interview.
<b>L/T</b>	Tab Forms	This is the main body of the program, which is subdivided in 8 <u>Tabs</u> each representing a separate section of the survey. For the listing questionnaire, this main tab body is coded <b>L</b> , while for the household questionnaire this body is coded <b>T</b> .

Table 4.1. L-body listing questionnaire

**L** household **180209/1001** If the respondent is not a HH member, rephrase questions to read 'this hh' rather than 'your HH' (or similar).

1. Control data | 2. Vulnerable groups | 3. HH head data | 4. Amenities | 5. Assets | 6. Groups & links | 7. TASAF info | 8. Finish

<b>L1</b>	Control data	<ul style="list-style-type: none"> <li>▪ To request information concerning the interviewer's visit to the household</li> <li>▪ Detecting TASAF beneficiaries/VEO/Village Chairman in the household, if any, on the basis of the name of the household head, by using a 'matching' method.</li> <li>▪ To collect GPS coordinates of the households</li> </ul>
<b>L2</b>	Vulnerable groups	<ul style="list-style-type: none"> <li>▪ To detect vulnerable members in the household.</li> </ul>
<b>L3</b>	HH head data	<ul style="list-style-type: none"> <li>▪ To request more detailed information about the head of this household (sex, age, education, main occupation, tribe, religion)</li> </ul>
<b>L4</b>	Amenities	<ul style="list-style-type: none"> <li>• To collect information on the household's housing amenities</li> <li>• To collect very basic information on HH consumption</li> </ul>
<b>L5</b>	Assets	<ul style="list-style-type: none"> <li>• To collect information on the household's assets</li> </ul>
<b>L6</b>	Groups & links	<ul style="list-style-type: none"> <li>• To collect information on group membership and village participation of the household members</li> <li>• To collect information of the household's social networks (links with village officials, relatives, etc.).</li> </ul>
<b>L7</b>	TASAF info	<ul style="list-style-type: none"> <li>• To collect information on household's awareness of and membership in TASAF- and other projects.</li> </ul>
<b>L8</b>	Finish	<ul style="list-style-type: none"> <li>• To add comments about the interview</li> <li>• To indicate whether a follow-up interview for this household is necessary</li> <li>• To run final validation check procedure</li> </ul>

Main forms **L** (for the listing questionnaire) and **T** (for the household questionnaire) are subdivided in **8 different tabs, of which the sequence needs to be followed** while surveying the households. Each tab denotes one section of the questionnaire.

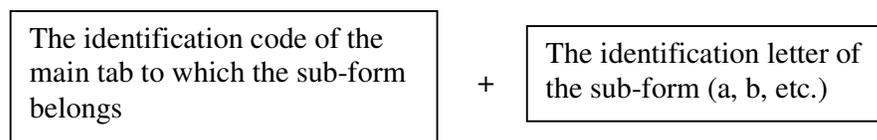
Table 4.1 gives an overview of the 8 different tabs of the listing questionnaire. Table 4.2 gives an overview of the 8 tabs in the household questionnaire.

Note that on these tab forms the specific identification code is not shown as such in the upper left corner. However, their code composition is straightforward. It is **L or T** (depending on which questionnaire) + **the section number** as it appears in the tab. For instance, the identification code of the tab “Vulnerable groups” in the listing questionnaire is **L2**.

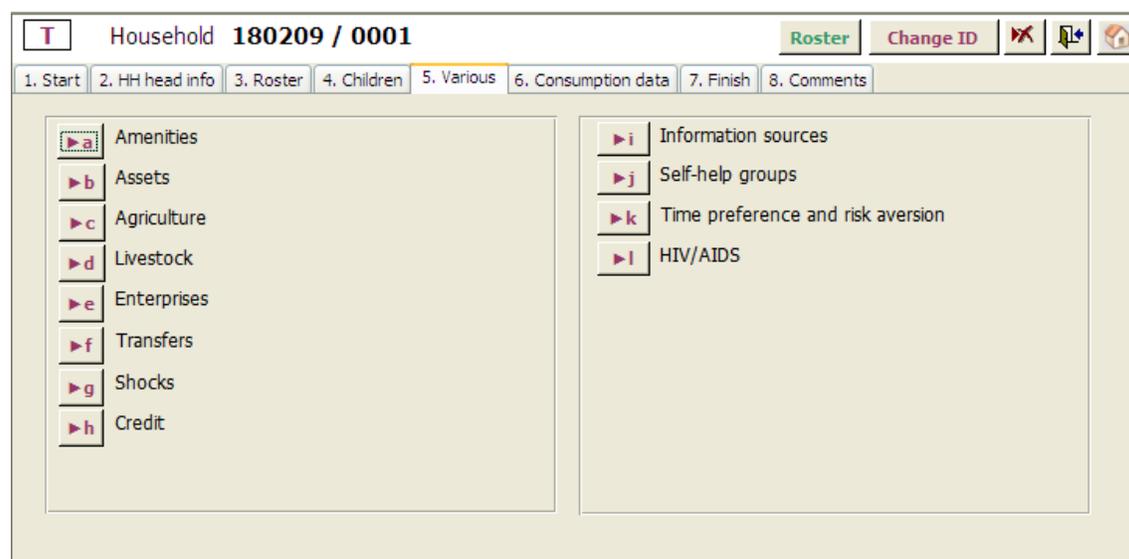
Table 4.2. T-body household questionnaire

<b>T1</b>	Start	<ul style="list-style-type: none"> <li>▪ To request information concerning the interviewer’s visit to the household (starting time, language interview, etc.)</li> </ul>
<b>T2</b>	HH head info	<ul style="list-style-type: none"> <li>▪ To request more detailed information about the head of this household (name, origin, religion, tribe).</li> </ul>
<b>T3</b>	Roster	<ul style="list-style-type: none"> <li>▪ In this section the interviewer has to build up the household roster, i.e. make a list of all household member names together with their basic data (age, sex, marital status, relationship to head, etc.), educational data and health data.</li> </ul>
<b>T4</b>	Children	<ul style="list-style-type: none"> <li>• To collect more detailed information on the child household members of less than 5 years old (Food consumption, anthropometrics, etc.)</li> </ul>
<b>T5</b>	Various	<ul style="list-style-type: none"> <li>• This large section groups 12 sub-sections together on one tab: Amenities, assets, agriculture, livestock, enterprises, transfers, shocks, credit, information sources, self-help groups, time preference &amp; risk aversion and HIV/AIDS.</li> </ul>
<b>T6</b>	Consumption data	<ul style="list-style-type: none"> <li>• This section contains questions about the household’s consumption patterns. It is subdivided by several sub-sections (cf. infra) based on the type of consumption and the recall period.</li> </ul>
<b>T7</b>	Finish	<ul style="list-style-type: none"> <li>• To collect information about the status of the survey</li> <li>• To take you back to form T4b to enter the anthropometrics data.</li> <li>• To run final validation check</li> </ul>
<b>T8</b>	Comments	<ul style="list-style-type: none"> <li>• To add comments about the interview</li> </ul>

For clarity purposes, many of the tab forms (especially in the household questionnaire) in turn are subdivided in several sub-forms (a, b, c, etc.). The identification codes of these new forms are composed by

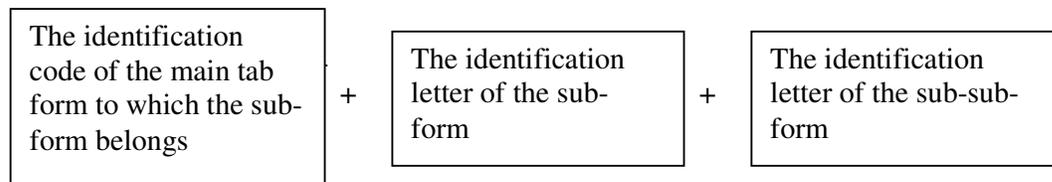


Example: **T5** in household questionnaire



Tab **T5**, shown in this figure, has 12 sub-sections, each denoted by a letter. Each of these sub-sections is represented on a different form, which is coded as T5 + letter of sub-section. Hence, we have sub-forms T5a, T5b, T5c, etc.

Moreover, questions on some of the sub-forms in turn are spread over several sub-sub-forms (again denoted by a, b, etc.). Their form identification codes follow the same logic as the sub-forms, i.e. they consist of



Example:

The screenshot shows a software interface for data entry. At the top, there are tabs for 'T5ea', 'Enterprise details', and '1 Training'. Below these are sub-tabs for '1. Ownership', '2. Employees', and '3. Input/Output'. The main area contains five numbered questions with corresponding input fields:

- Who in the HH owns this income-generating activity? FIRST MEMBER [dropdown] SECOND MEMBER [dropdown]
- How many individuals outside this HH co-own this income generating activity? [text box]
- How many months during the last 12 months did HH operate this income generating activity? [text box]
- Where does the household operate the income generating activity? [dropdown]
- When did this income generating activity start off? YEAR [text box] MONTH [dropdown]

Tab T5 has a sub-form T5e (“enterprises”), which in turn has a sub-sub form T5ea in which you need to enter more detailed information on each enterprise, i.e. form T5ea which is shown here above.

Special cases (household questionnaire):

- **T6S:**  
One special case of a sub-sub-form is **T6S**, i.e. the ‘**select items**’ form in the consumption section (**T6**). In this form, the household is asked whether or not it has consumed/purchased specific consumption items over a specific period of time (yes or no). The same T6S form can be accessed from several consumption sub-sections of **T6** (i.e. **T6a**, **T6b**, **T6c** and **T6d**). However, the lists of consumption items differ each time, depending on the consumption form from where **T6S** has been accessed. The following figure shows you the **T6S** form accessed from sub-form **T6a**.

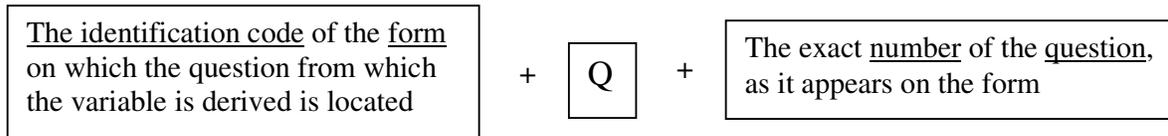
The screenshot shows the T6S form with the question: "1. Within the past 7 days, did the members of this household eat/drink any [...] within the household?". The household ID is 180209 / 0001. A 'Roster' button is visible. A dropdown menu shows 'Cereals and Cereal products' and 'Category 1 of 8'. Below is a table with columns for Code, yes, no, and Item.

Code	yes	no	Item
0102	<input type="radio"/>	<input type="radio"/>	Mchele
0104	<input type="radio"/>	<input type="radio"/>	Mahindi (punje)
0105	<input type="radio"/>	<input type="radio"/>	Unga wa mahindi
0111	<input type="radio"/>	<input type="radio"/>	Mandazi, keki na biskuti

- **T6aE:**  
Another special case is sub-sub-form **T6aE**, a sub-form of form **T6a**. It is the **enter/edit data form** in which you need to answer questions about all food consumption items that have been selected on the **T6S** form as being consumed by the household over the last 7 days.

#### 4.2.2. Question identification scheme

Once you understand the form identification code scheme, understanding the question identification scheme is straightforward. Each question code is composed by



#### Examples:

- L3Q5 = Question 5 on tab L3: “What is head of household [NAME]’s tribe?”.

- T5gaQ1 = Question 1 on form T5ga: “How widely spread was this shock? It affected...”

Special cases:

- Some questions have several response fields associated to them. In those cases, you should refer to the response fields by use of a, b, c, etc.
  - Examples:
    - On form T5ga shown here above, question 2 has 2 response fields: YEAR and MONTH. You should refer to the first response field (YEAR) as T5gaQ2a and to the second one (MONTH) as T5gaQ2b.
    - On form T5ea (shown here below): Question 1 has two response fields, one for the first member and another for the second one. You should refer to the FIRST MEMBER response field as 'T5eaQ1a' and the SECOND MEMBER response fields as 'T5eaQ1b'.

The screenshot shows the 'T5ea' form under the 'Enterprise details' tab, specifically the '1 Training' section. It contains five questions:

- Who in the HH owns this income-generating activity? FIRST MEMBER (dropdown) and SECOND MEMBER (dropdown).
- How many individuals outside this HH co-own this income generating activity? (text input).
- How many months during the last 12 months did HH operate this income generating activity? (text input).
- Where does the household operate the income generating activity? (dropdown).
- When did this income generating activity start off? YEAR (text input) and MONTH (dropdown).

- Form T6aE:

The screenshot shows the 'T6aE' form for 'Food consumption item'. It includes the following information and questions:

Cluster: 180209 : Kibale ()  
Household ID: 0001 Item: 0104 Maize (grain)

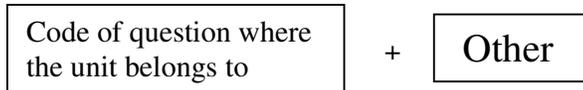
Over the last 7 days

	quantity	units
1. How much [ITEM] did your HH consume in the past [RECALL]? QUANTITY	<input type="text"/>	<input type="text"/>
2. How much came from purchases in the past [RECALL]? QUANTITY <i>If none, enter 0</i>	<input type="text"/>	<input type="text"/>
3. How much did you spend?	<input type="text"/>	TZ shillings
4. How much came from own production in the past [RECALL]? QUANTITY <i>If none, enter 0</i>	<input type="text"/>	<input type="text"/>
5. How much came from gifts and other sources in the past [RECALL]? QUANTITY <i>Exclude food taken outside the household. If none, enter 0</i>	<input type="text"/>	<input type="text"/>

Most of the questions on this form have 2 response fields, one for the value consumed and one for the measurement units. For instance for question 1, the 'units' field should be referred to as T6aEQ1b.

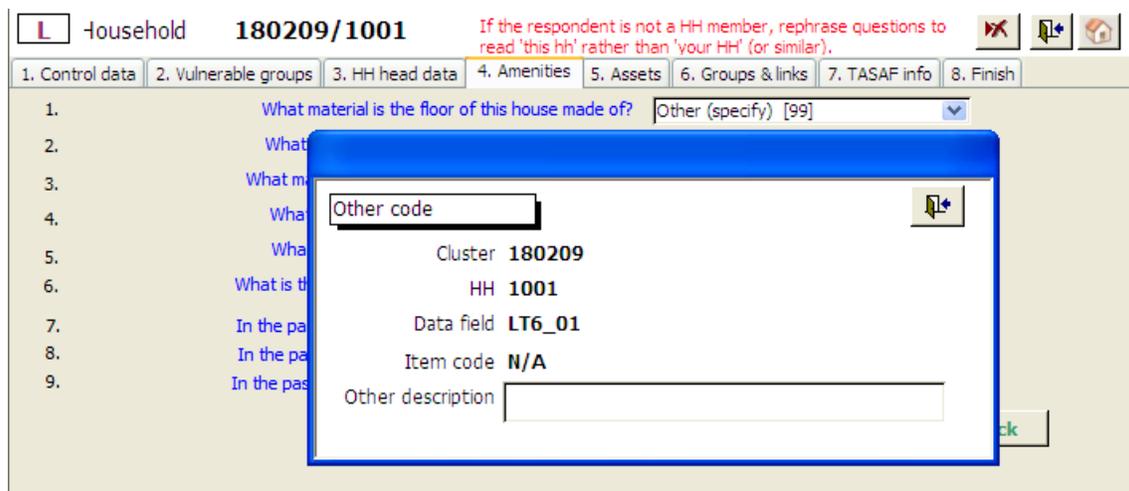
- 'Other' fields:

In some cases, the respondent is allowed to answer 'other' to a specific question, in case the response is not included in the list of possible answers. In those cases, the interviewer needs to fill in an 'other' field to specify the 'other' answer. We will denote this field by



Examples:

On form L4 in the listing questionnaire, if you select 'Other (specify)' as a response to question 1, a 'other code' window will pop up, as is shown in the figure here below:



This 'other' field should be referred to as L4Q1Other.

- Some sub-forms in the household questionnaire are subdivided in several tabs. The questions on these forms, however, do continue in sequence of numbering. For instance, form T3a:

**T3a** Household Member - basic data Household ID 3007 Member ID 1

HH member name **Jacob Rochus** Check

Is [NAME] male or female? Male [1] 2 (years old at last birthday)

1. Basic information 2. Details of parents

1. What is the relationship of [NAME] to the head of the household?
2. What is the relationship of [NAME] to the TASAF group member?
3. What is [NAME]'s marital status? Read all responses
4. Is the spouse of [NAME] living in household?
5. Who is [NAME]'s husband?
6. For how long was [NAME] absent during the last 12 months?
7. What is [NAME]'s main daily activity?

**T3a** Household Member - basic data Household ID 3007 Member ID 1

HH member name **Jacob Rochus** Check

Is [NAME] male or female? Male [1] 2 (years old at last birthday)

1. Basic information 2. Details of parents

8. Is [NAME]'s biological father alive?
9. Does [NAME]'s biological father live in this household?
10. Who is [NAME]'s father?
11. What was [NAME]'s age when his/her father died?
12. Is [NAME]'s biological mother alive?
13. Does [NAME]'s biological mother live in this household?
14. Who is [NAME]'s mother?
15. What was [NAME]'s age when his/her mother died?

The previous two figures show how the questions on form T3a are spread over two tabs. Their identification code, however, does not depend on which tab they are located. Question 1 on tab 1 will simply be referred to as T3aQ1, and question 8 on tab 2 will be referred to as T3aQ8.

- Identification code of questions on individual members/enterprises/etc:

Often, the same questions are asked from different individual members/enterprises/etc. Hence, there are several response fields for one question, each associated to a different member or enterprise (etc.). For instance:

Household 180216 / 3007

1. Start 2. HH head info 3. Roster 4. Children 5. Various 6. Consumption data 7. Finish 8. Comments

Make a complete list of all individuals who normally eat and sleep together in this household, starting with the head of the household

Add new HH member Check 6. Roster number of the main respondent Jacob Rochus [1]

1. ID	2. Name	3. Sex	4. Age	5. TASAF member?	Demo-graphics	Educ-ation	Health
1	Jacob Rochus	Male [1]	35	Yes [1]	a	b	c
2	Abida Assey	Female [2]	30	No [2]	a	b	c
3	Peter Rochus	Male [1]	2	No [2]	a	b	c

In these cases, you should refer to response fields as



For example in the figure here above, the response field of question 3 associated to household member ID 1 should be referred to as: T3Q3ID1. The same applies to enterprises, children, transfers, credit sources, etc.

#### 4.3. HOW TO FIND YOUR WAY THROUGH THE ELECTRONIC FORMS AND HOW TO COMPLETE THE QUESTIONNAIRE?

For the UMPC survey, we have used specific **tools** such as letters, numbers, skips, colours and arrows (▶) to guide both the interviewer and the data user through the forms. For the interviewer, more specifically, these tools facilitate finding all the fields for which an entry needs to be made, and especially to identify the sequence in which this should happen. This section of the manual will discuss these different tools. The software will be continuously updated to satisfy your needs as good as possible. New features may be added, others may be deleted. Hence, it is more important that you understand the general tools used in the electronic survey, rather than learning the setup of the forms by heart without understanding the logic behind them. Therefore, please read this part of the manual very carefully.

##### 4.3.1. Colour scheme

The most obvious tools to guide the interviewer through the survey procedure are the 5 different colours used: Purple, red, blue, green and black. Table 4 gives an overview of the purpose of these colours.

Table 4. Colour scheme:

<b>Purple</b>	<ul style="list-style-type: none"> <li>- Colour of all <b>identification codes</b> in upper left corner of the forms</li> <li>- <b>Command buttons</b> that you should tick if you want to <b>continue the data entry process</b>, for instance if you want to move on to the next section or if you want to move to the next HH member.</li> <li>- Purple buttons are also used for icons that <b>set time and date</b>.</li> </ul>
<b>Red</b>	<ul style="list-style-type: none"> <li>- All <b>instructions specific to the interviewer</b>. These should NOT be read out loud to the respondent!</li> <li>- Command buttons that you should tick <b>ONLY</b> if you want to <b>delete</b> specific blocks of data. Cf. infra.</li> </ul>
<b>Blue</b>	Questions <b>to be asked</b> to the household members <b>out loud</b> . Note that sometimes this also includes a list of possible answers if this list is blue coloured.
<b>Green</b>	<ul style="list-style-type: none"> <li>- All '<b>check</b>' <b>command buttons</b>, i.e. buttons that you should tick in order to run the validation check procedure. Cf. infra.</li> <li>- The 'roster' command button on form <b>T6a</b>, form <b>T6</b> and form <b>T6S</b>. Cf. infra.</li> </ul>
<b>Black</b>	All other characters on the forms.

#### 4.3.2. Questions where you insert text

You will often have to insert the name of a person, item, or animal into a blue question, i.e. a question that you need to ask out loud to the respondent. This is indicated by brackets [...]. For those cases, the name of the person/item/animal will always be shown in red on top of the form to remind you of the name.

Example: On form **L3**:

The screenshot shows a form interface with a navigation bar at the top containing tabs labeled '1. Control data', '2. Vulnerable groups', '3. HH head data', '4. Amenities', '5. Assets', '6. Groups & links', '7. TASAF info', and '8. Finish'. Below the navigation bar, there is a text input field for 'Name of head of household' containing the text 'Frolida Joseph' in red. Below this field, question '1.' is displayed: 'Is head of household [NAME] male or female?' with a dropdown menu to its right.

To ask this question you would say to the respondent in Kiswahili, “Is head of household [Frolida] male or female?”

#### 4.3.3. Arrow scheme (▶)

All **purple icons that lead to the opening of a new form** include an arrow (▶) and a letter, referring to the identification code of the forms that you can access through ticking this icon.

Examples:

- On form **T3**, command buttons , and respectively lead you to forms **T3a**, **T3b** and **T3c**.

- On form **F** in household questionnaire

The purple icon means 'Ticking this icon will lead you to form **H**, form **A** and body **T**.'

This arrow tool is useful for at least two reasons: 1) It enables the interviewer to distinguish between those purple icons that lead to the opening of new forms and those that don't, and 2) to guide the data user through the questionnaire when he's trying to link questions to variable names, based on the question identification scheme.

#### 4.3.4. Letter and number scheme: the basis of the survey sequence

As discussed in section 4.2, each form and each question has an identification code. Moreover, on each form, all questions are numerically ordered and all sub-sections are either numerically (e.g. the tab forms) or alphabetically ordered (e.g. the sub-sections on the T-forms and L-forms). While interviewing a household, it is important that **you follow the sequence of the questions and sections as they appear in the survey**. Moreover, you should FIRST answer all QUESTIONS (1, 2, 3, etc.) on a form BEFORE moving on to the sub-sections (a, b, etc.). In case the questions are asked from several individuals, animals, land plots, individually, you first answer ALL questions for the first one, then you do the same for the next one, and so on. Once you have completed the questions for all individuals/animals/etc., you move on to the sub-sections, starting with the sub-section for the first individual, then the second, etc. There are some exceptions to this rule, which will be discussed below.

Also **VERY important in the survey sequence** are the **validation checks**, which should be carried out each time right after completing a form but **BEFORE moving on to the next form**. Given the great importance of this validation procedure, we will spend an entire section on it in much more detail below (cf. section 4.3.11).

Equally important in the sequence of the survey are **skips**, which will also be discussed in a separate section below (cf. section 4.3.10).

Examples:

- Listing questionnaire: The **8 tabs** on main form **L** are **numbered**, and the **sequence of this numbering must be followed while interviewing**. You only move on to the next tab once you have entirely completed the previous one.



- On form **T2**, the questions are numerically ordered from 1 to 7 and this sequence must be followed, conditional on skip pattern:

Household **180216/1086** If the respondent is not a HH member, rephrase questions to read 'this hh' rather than 'your HH' (or similar).

1. Control data | 2. Vulnerable groups | 3. HH head data | 4. Amenities | 5. Assets | 6. Groups & links | 7. TASAF info | 8. Finish

Name of head of household

1. Is head of household [NAME] male or female?
2. How old was head of household [NAME] at his/her last birthday?
3. What is the highest level of COMPLETED education of head of household [NAME]?
4. What is head of household [NAME]'s main occupation?
5. What is head of household [NAME]'s tribe?
6. What is head of household [NAME]'s religion?
7. Is the HH head also head of another HH in this village?
8. What is the name of the spouse of the HH head in THIS household?

#### 4.3.5. *Going back to the previous form*

In case you want to go back to the previous form, you need to tick the button, which is shown in the upper right corner of each form. Note that you will need to do this each time you want to go back from a sub-form to its main form. For instance if you have completed one sub-form and you want to go to the next sub-form of the main form, you always need to go back to the main form to access the next sub-form.

#### 4.3.6. *Going straight to the front page (= 'home' page)*

In case you want to go straight to form **F**, i.e. the front page, starting from any form you need to tick the button which is shown in the upper right corner of each form.

#### 4.3.7. *Type of response fields*

For the data entry, we distinguish 5 types of response fields in the UMPC survey: **Text fields, numeric fields, combo boxes, combined text and combo boxes, Y/N radio buttons and date fields.**

- **Text fields:**

In most of these fields, both text and numbers are allowed to be entered by use of the Tablet PC Input Panel of the UMPC. However, usually you will only have to enter text, no numbers.

Also note that you do NOT have to enter capital letters in any field, not even for names of household members. If necessary, the software automatically changes the first letter into upper case. Entering capital letters would only unnecessarily complicate data entrance in the UMPC.

- **Numeric fields:**

In these fields, only numeric characters are allowed to be entered by use of the Tablet PC Input Panel of the UMPC.

Example:

The screenshot shows a data entry form for 'Maize (grain)'. At the top, there is a header bar with 'T6aE' and 'Food consumption item'. Below this, there is a note: 'You are allowed to use decimals on this form, but ONLY if really necessary'. The form displays the following information: Cluster: 180209 : Kibale (); Household ID: 0001; Item: 0104; and Maize (grain). The main section is titled 'Over the last 7 days' and contains five numbered questions, each with a 'quantity' field and a 'units' dropdown menu. The questions are: 1. How much [ITEM] did your HH consume in the past [RECALL]? QUANTITY; 2. How much came from purchases in the past [RECALL]? QUANTITY (with a note 'If none, enter 0'); 3. How much did you spend? (with a note 'TZ shillings'); 4. How much came from own production in the past [RECALL]? QUANTITY (with a note 'If none, enter 0'); 5. How much came from gifts and other sources in the past [RECALL]? QUANTITY (with a note 'Exclude food taken outside the household. If none, enter 0').

All 'quantity' fields on this form are numeric fields. You will notice that it is not possible to enter text in these fields.

- **Standard combo boxes:**

In these fields, a response needs to be selected from a response list, using the stylus pen. No entry by use of the Tablet PC Input Panel needs to be made here.

Example: On form L1: Before doing anything, the response field to L1Q11 looks as follows:

The screenshot shows a response field for question 11, which is 'Who provided the listing information?'. The field is a dropdown menu with a blue arrow button in the top right corner.

In order to answer this question, you need to tick by use of your stylus pen the button in the right corner of the response field. The following response field will consequently be shown:

11.	Who provided the listing information?	<div style="border: 1px solid black; padding: 2px;"> <div style="text-align: right;">▼</div> <div style="padding: 2px;"> <p>Head of HH [1]</p> <p>Spouse of HH head [2]</p> <p>Another adult HH member [3]</p> <p>Other non-adult HH member [4]</p> <p>Non-HH member relative [5]</p> <p>A neighbour [6]</p> <p>Guide [7]</p> </div> <div style="text-align: right;">           ▲            □            ▼         </div> </div>
-----	---------------------------------------	---

Using your stylus pen, you need to select ONE of the responses in the response list. It is not possible to select more than one response. As an interviewer, you can ignore the codes in between brackets, since these are only relevant for data use purposes.

- **Combined text and combo boxes:**

Occasionally (but very rarely) there will be a response field that combines the text and combo box features. When closed, they look exactly the same as a standard combo box. However, the FIRST TIME you answer these questions, the response field will be EMPTY and you will need to enter text by use of the Tablet PC input panel. The text you enter will then be stored in the software memory so that the second time you answer the question, for instance for the next household, all previously entered responses will be shown in the combo box response field.

Example: Form L1:

4.	Neighbourhood	<div style="border: 1px solid black; padding: 2px;"> <div style="text-align: right;">▼</div> </div>
5.	What is the name of the head of your household?	<div style="border: 1px solid black; padding: 2px;"> <div style="text-align: right;">▼</div> </div>

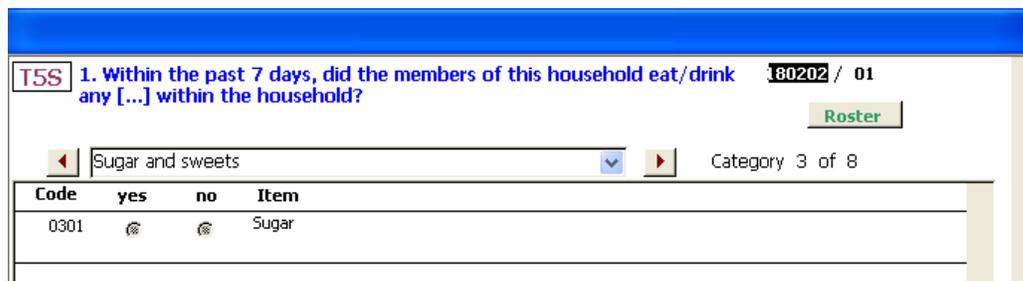
As you can see, the response field L1Q4 is empty the first time you answer this question for that kitongoji. However, once you have entered the neighbourhood for the first household, this neighbourhood will be listed in the response list (combo box) for all following households:

3.	Kitongoji	Kihija
4.	Neighbourhood	Karibu na kapeche
5.	What is the name of the head of your household?	Alex Kapeche (cluster chairman)
6.	What is the commonly used name of the HH head?	Buganga
	Look for similar names in the list of villagers	Cornery Kapeche
		Costa Musara
		Festo Furgence
7.	Was the dwelling visited during listing?	Fidas France
8.	Why was the dwelling not visited during listing?	Justinian Gervas
9.	Is there someone available for interview?	<b>Karibu na kapeche</b>
10.	Why is there no one available for interview?	Katabiro
		Mseveni
		Novati Ishemo
11.	Who provided the listing information?	Ponsian Mambya
		Richard Kaijage
		Sylvester Gervas
		Videus Rwebugisa
		Wilbrod France

- **Yes/No radio buttons**  :

The survey uses Yes/No radio buttons in several sections. The Yes/No radio button set consists of a pair of two radio buttons, i.e.  , one of them representing the 'yes' radio button and the other representing the 'no' radio button. Before you have answered the question, both radio buttons are grey. Once you have answered the yes/no question by ticking one of the two buttons, however, the one that you have ticked will become black, while the other one will become white. In case you have mistakenly selected the wrong radio button, you can still reverse the black/white colour scheme by ticking the correct radio button.

Example: On form **T6S**:



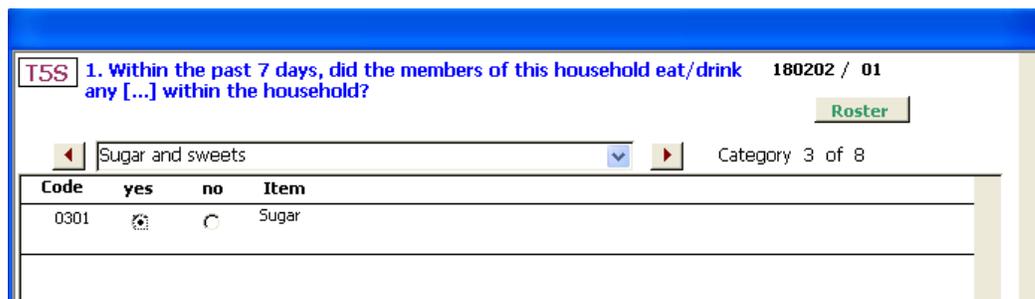
**T5S** 1. Within the past 7 days, did the members of this household eat/drink any [...] within the household? 180202 / 01

Roster

Sugar and sweets Category 3 of 8

Code	yes	no	Item
0301	<input type="radio"/>	<input type="radio"/>	Sugar

Before answering this question, the two radio buttons are coloured in grey. Assume the correct answer to this question is 'yes'. Using your stylus pen, you then tick the radio button  which is located in the 'yes' column. The correct response entry to this question will then look as follows:



**T5S** 1. Within the past 7 days, did the members of this household eat/drink any [...] within the household? 180202 / 01

Roster

Sugar and sweets Category 3 of 8

Code	yes	no	Item
0301	<input checked="" type="radio"/>	<input type="radio"/>	Sugar

#### 4.3.8. 'Other' response

If the reply by the respondent is not in the list of answers shown in the questionnaire, select 'other' in the list. In that case, you will always be asked for details that must be filled in.

Example: On form **T5d**:

The screenshot shows the 'T5d Household livestock' form for Household ID 180209 / 0001. The form is divided into two tabs: '1. Ownership' and '2. Spending'. The 'Ownership' tab is active, displaying a table with columns for 'Code', 'Type of livestock', 'Number owned', and 'Record 0 if none owned'. The table lists various livestock types: Dairy cows, Indigenous, Dairy goats, Chickens, Sheep, Pigs, Ducks/Turkeys, Rabbits, and '99 Other (Specify)'. The '99 Other (Specify)' row has the number '2' entered in the 'Number owned' column. A pop-up window titled 'Other code' is overlaid on the form, containing the following information: Cluster 180209, HH 0001, Data field LivestockCode, and Item code N/A. There is also a text input field for 'Other description'.

Note that in the field for 'Other livestock', i.e. category 99 on form T5d, you first enter the number of the other livestock, for instance '2'. Once you leave that field, a new window will pop up, namely the 'other code' window. In that window you must specify the other livestock type.

#### 4.3.9. *DON'T KNOW (DK)*

You should always try to avoid Don't Know (DK) answers. For every DK you select in the questionnaire, you have to explain the reason for the "Don't know" in the **comment section**, i.e. in form **T8**.

How to enter a DK response depends on the field type. For **combo** boxes, you simply **select 'DK'** from the list. Note, however, that for most questions DK answers are not allowed, hence you cannot select DK in many cases. For **text** fields, you simply **write 'DK'**. For **numeric** fields where DK answers are allowed, you enter **'-99'** if you want to answer DK. For **Radio buttons**: In the consumption section, you should tick 'yes' and then enter '-99' in the respective fields. In the asset section, you should not tick any of the radio buttons (hence, leave the answer to this question blank), but in this case do not forget to mention the reason for this in the comments section. But we emphasize that you should ALWAYS try to avoid DK answers.

#### 4.3.10. *BLANKS VERSUS SKIPS*

In the survey, we make a distinction between '**unconditional fields**' and '**conditional fields**'. Unconditional fields are fields for which an entry is always required, independent of your previous responses. Conditional fields are fields for which the entry requirement is conditional on the response to a previous question.

In order to have a logical order in filling in the questionnaire, it has been designed with a system of skips that allow you to follow the logical sequence of questions based on the responses to questions already provided. In some cases, a certain question will no longer apply based on a previous reply. In this case, an automatic **skip** disables that specific conditional field, which then becomes **grey instead of white**. It is impossible to make an entry once the field is disabled, i.e. once it is grey. **Grey fields must be left blank**, while **white fields, must be filled in!** Leaving white fields blank will lead to MISSING alerts in the alert report, while filling in grey fields will lead to ERROR alerts in the alert report. Cf. infra.

Example: Form T3a:

The screenshot shows a web form titled "HH member information" for member "Peter Rochus" (Household ID 3007, Member ID 3). The form is divided into two tabs: "1. Basic information" and "2. Details of parents". Under "2. Details of parents", questions 8 through 15 are listed. Question 8, "Is [NAME]'s biological father alive?", is a dropdown menu with "No" selected. Question 9, "Does [NAME]'s biological father live in this household?", is a dropdown menu that is disabled (greyed out) because the answer to question 8 is not "yes". Question 10, "Who is [NAME]'s father?", is a text input field that is also disabled. Questions 11, 12, 13, 14, and 15 are white and enabled.

In case the biological father of the child is not alive, it does not make sense (it may even be rather painful) to ask whether the father of the child lives in the household. Hence, question T3aQ9 is conditional on question T3aQ8: It is disabled (grey) as long as the answer to T3aQ8 is not 'yes'. It only becomes enabled (i.e. white) in case the answer to question T3aQ8 is 'yes'.

We emphasise that it is very important to **make sure that there is no data entered in grey fields**. It may be, for instance, that at first you have answered a certain question, say question x, such that the conditional field of a following question, say question y, is enabled (white). Hence, following the sequence of the questionnaire, you also make an entry in the white field belonging to question y. If you then for some reason decide to change the answer to question x such that the field of question y gets disabled, i.e. it becomes grey, **you must first make sure that you delete the data you had entered in the y field, BEFORE disabling it!** Remember that it is not possible to enter/delete data once the field is grey. If you do not do so, the data gets stored in the datafile, even though the field was supposed to be disabled. This would lead to errors in data analysis, which we need to avoid.

Example: Form T3a

As you can see, an entry has been made in a GREY field, which is an ERROR, and should be removed. This entry had been made while T3aQ9 was enabled (previously), but it no longer applies. What you should do is the following: You answer 'yes' to question 8, after which question 9 becomes enabled. You then delete the entry in that field. Once the field is empty, you switch the answer to question 8 back to 'no'.

4.3.11. *Check scheme*

**VERY important** in the survey sequence are the **validation checks**, which are located on most of the forms. In the view of its great importance, we will spend quite a large part of this manual on its discussion. **BEFORE leaving a form** once you have completed all of its questions, you should tick the **green check box**  **Check**, if it is located on that form, in order to run the validation process. Any missing fields and/or inconsistencies between question responses will consequently be listed in an **alert report**. Also, at the entire end of the interview, you should tick the final **validation of completed interview check**, which will run all validation checks of all forms all over again. Since it is a repeated check procedure serving as a double check, it should not show many new alerts.

The alert report distinguishes between **three alert types** that are listed and discussed in table 4.3. What you should do in case one or more of these alert types appear in your alert report depends on the alert type.

Table. 4.3. Type of alerts in alert report

Alert type	Type code	Description	What to do?
Missing	M	This alert tells you that you have forgotten to fill in a required field	You must <u>immediately</u> go back to that field and make sure that it is filled in. <b>Do not make any changes, however, without asking the respondent the questions again.</b> Run the validation check again to make sure that the missing error has been removed from the alert report.
Error	E	This alert tells you that you have made an entry error. This can be of different kind. E.g., you have entered a negative value, while only positive values are allowed for that field E.g., you have made an entry in a disabled, i.e. grey, field. E.g., there is an inconsistency between two responses. For instance, if Mary claims to be married to Francis, while Francis claims to be separated.	You must <u>immediately</u> go back to the relevant fields and make the necessary changes until the error alert disappears from the alert report (i.e. after making changes run the validation check again until the error alert disappears). <b>Do not make any changes, however, without asking the respondent the questions again.</b>
Warning	W	This alert WARNS you that you MIGHT have made a mistake, but not necessarily so. E.g., if you have entered a higher level than usual for the level of education completed. E.g., if you have entered a higher number than usual for the number of rooms used by the household	You should reconsider the relevant question, and make sure that the given information is correct. However, <u>if</u> the given information is <u>correct</u> , you should <u>not</u> make any changes. In that case, the warning alert will NOT disappear from the list, but it can be ignored if you are sure the given information is correct.

Fig. 4.1. Example of an Error report

Code for alert type, cf. Table 3 for discussion		Cluster ID/Household ID	
180209/1022			= Alert group. It tells you to which section the alert applies
180209/1022	L2		
M	Main record		Missing: There are children in the household that have lost their mother or their father (or both), but no entry for 'How many have lost both parents?' has been made. (LT3_04_M1)
180209/1022	L3		
E	Main record		The age of the household head exceeds the entry for the age of the oldest member in the household. (LT2_02_E2)
W	Main record		It is uncommon in this area to find a person of this age. Are you sure the given information is correct? (LT2_02_W1)
180209/1022	L7		
M	Main record		Missing: The respondent is either the head, spouse or other adult household member, but no entry for 'have you personally ever heard of a development programme called TASAF?' has been made. (LT7_01_M1)
M	project: 1 - Dairy cattle for widows		Missing: The respondent is either the head, spouse or other adult household member, but no entry for 'have you personally ever heard of TASAF project 1' has been made. (LT7_03_M1)
			= Entity to which the alert applies. If this is the household as a whole, it lists 'Main record'. If not, it is specified. E.g. specific member name, consumption item, etc.

An example of an alert report is shown in the figure here above. (By default the report opens in a small format. You have to tick the screen once with your stylus pen in order to enlarge the report and to be able to read the alerts).

Note that right after each alert description in the alert report, there is a code in between brackets. You may ignore it, as it denotes the alert code, which is there rather for design purposes and is not very relevant to you.

**To close the error report** on the UMPC, tick 'print preview' in the upper left corner of the report, and then select 'close'.

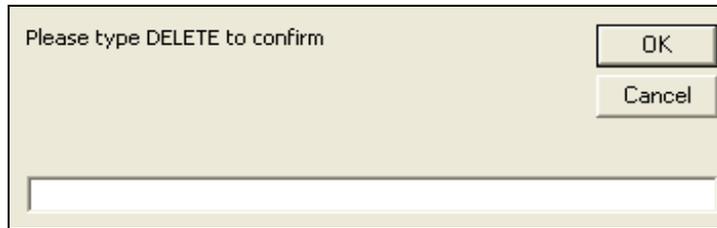
**In the ideal case** where there are **no errors or warnings** detected during the validation process, the following window will pop up once you have ticked a 'check' box:



4.3.12. *Delete data* 

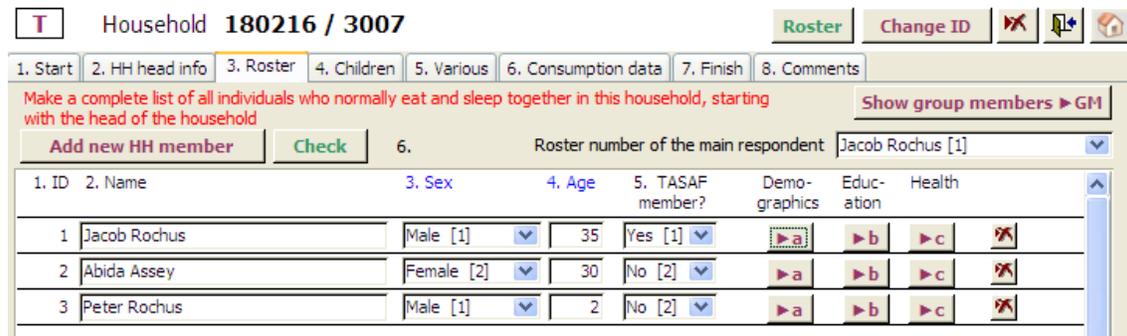
In rare cases, and only under special circumstances, you may have to delete entire blocks of data:

If you want to **delete all data** of an **entire household**, for instance, you can do so on the main form **T** of that household survey by ticking the  button in the upper right corner of that form. This should **ONLY** be done, of course, in case the data of that household is no longer useful. Once you have ticked the  button, the following window will pop up:



If you are very sure that the data on this household is useless, type DELETE by use of the Tablet PC Input Panel. All data on that household will consequently be deleted.

If you want to **delete all data** of a specific **household member**, you can do so on form **T2** by ticking the  button at the right of this member's roster line:



Once you have ticked the  button, a window will pop up that asks you 'Do you really want to remove this record?' Again, only if you are sure that the data on this member is useless, you select 'yes'. All data on that household member will consequently be deleted.

4.3.13. *Indication of last visited section* 

Once you have left a sub-form to go back to its main form, it may be useful to have an indication on that main form that tells you which sub-section you have just visited. This is done by a **dotted square** surrounding the icon that gave access to the last visited sub-section . In the figure here above, the interviewer had just visited sub-form a for household member ID 1.

4.3.14. *Add new record* **Add new record**

On several forms, you will have to make a list of names/items, for which you then need to provide more detailed information afterwards. For instance, on form T3 you need to make a list of all the members in the household. On form T5e, you have to make a list of all enterprises the household owns (if any). Etc. In order to add a record to the list, you need to tick the **Add new record** button, which is each time located on top of the respective form.

4.3.15. *Set date and time* **Set**

Another advantage of using an electronic survey is that **date and time** can be automatically set. You don't need to manually enter this data. Simply by ticking the **Set** button, the date and time fields are automatically filled in.

*Example:*

Form **T1**:

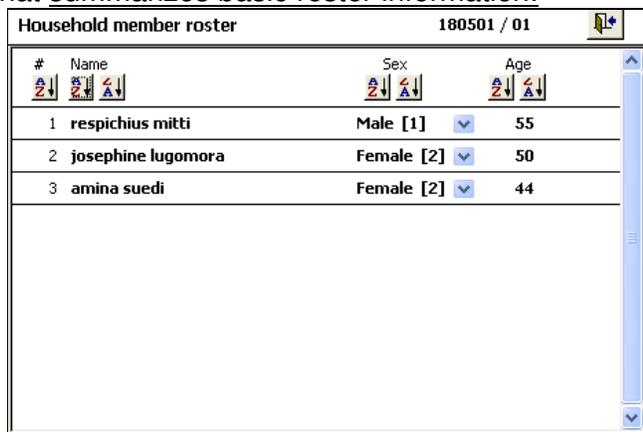


The screenshot shows a form with two input fields: 'Date of interview' and 'Time started'. To the right of these fields is a button labeled 'Set'.

You should, however, **ALWAYS check whether the inserted date and time are consistent with your own watch!** It may be that for some reason the UMPC clock is incorrectly installed, which would lead to incorrect date and time data by use of the **Set** button. You should always verify whether the clock is correctly set, **BEFORE** starting the interview.

4.3.16. *Roster button* **Roster**

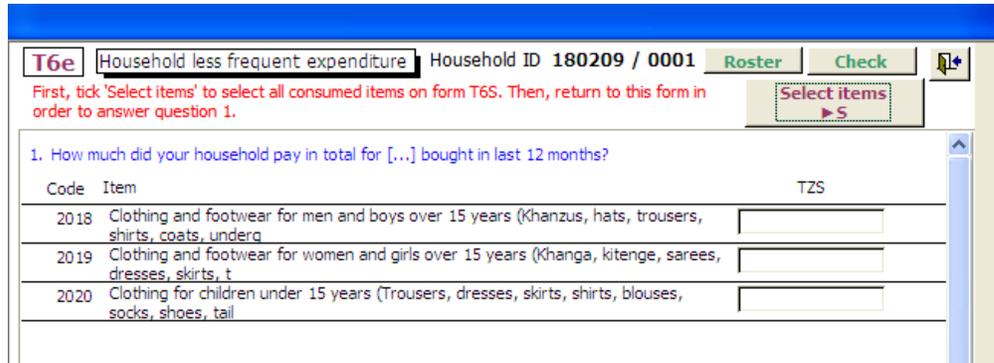
A very useful tool is the roster button. Ticking this button opens up the following window that summarizes basic roster information:



#	Name	Sex	Age
1	respichius mitti	Male [1]	55
2	josephine lugomora	Female [2]	50
3	amina suedii	Female [2]	44

Using the  or  button, you can sort the table ascending or descending respectively based on either the household member ID, Name, sex or age.

This tool is very useful for instance on form **T6e**, where some consumption items listed may refer to a specific age category, as in the following example:



The screenshot shows a web-based form titled 'T6e Household less frequent expenditure' for household ID '180209 / 0001'. It features a 'Roster' button and a 'Check' button. A red instruction reads: 'First, tick "Select items" to select all consumed items on form T6S. Then, return to this form in order to answer question 1.' Below this is a 'Select items' button with a right-pointing arrow. The main question is '1. How much did your household pay in total for [...] bought in last 12 months?'. A table follows with columns for 'Code', 'Item', and 'TZS'. The table lists three categories of clothing expenditures. A vertical scroller is visible on the right side of the table.

Code	Item	TZS
2018	Clothing and footwear for men and boys over 15 years (Khanzus, hats, trousers, shirts, coats, underg	<input type="text"/>
2019	Clothing and footwear for women and girls over 15 years (Khanga, kitenge, sarees, dresses, skirts, t	<input type="text"/>
2020	Clothing for children under 15 years (Trousers, dresses, skirts, shirts, blouses, socks, shoes, tail	<input type="text"/>

In order to make the sum of total clothing expenditures of all household members under 15 years old, for instance, you need to know which members exactly this question applies to, so that you can remind the respondent which members' clothing expenditures you are talking about. Sorting the roster **Roster** window by age will facilitate this task.

#### 4.3.17. Scroller

Given the relatively small size of the UMPC, it may be that not all contents of a form are visible. Most of the forms, however, are developed such that they have a **scroller** utility. A scroller enables you to read all contents of a form, even if they are hidden at first. You should always use the scroller to check whether there are no hidden contents on the form.

Example: **Form T6S accessed from form T6e**

**T6S** 1. Over the past 12 months, did anyone in the household purchase any [...]? 180209 / 0001 

**Roster**

Non-food expenditure - 12 months  Category 1 of 1

Code	yes	no	Item
2018	<input checked="" type="radio"/>	<input type="radio"/>	Clothing and footwear for men and boys over 15 years (Khanzus, hats, trousers, shirts, coats, underg
2019	<input checked="" type="radio"/>	<input type="radio"/>	Clothing and footwear for women and girls over 15 years (Khanga, kitenge, sarees, dresses, skirts, t
2020	<input checked="" type="radio"/>	<input type="radio"/>	Clothing for children under 15 years (Trousers, dresses, skirts, shirts, blouses, socks, shoes, tail
2021	<input checked="" type="radio"/>	<input checked="" type="radio"/>	Other personal effects (Yarn and sewing material, umbrellas, gloves, handbags, purses, wallets, sungl
2022	<input checked="" type="radio"/>	<input checked="" type="radio"/>	Modern medical care services (Hospitals, dispensaries, private doctors, density. (Excluding transp
2023	<input checked="" type="radio"/>	<input checked="" type="radio"/>	Modern medical care: medications (Prescribed medicine, non-prescribed medicine)
2024	<input checked="" type="radio"/>	<input checked="" type="radio"/>	Traditional medical care (Traditional healers, traditional medicine)
2025	<input checked="" type="radio"/>	<input checked="" type="radio"/>	Education of children in BOARDING SCHOOL (School fees, uniform, equipment.

On this form, many more items are listed than those that are shown on the screen, but they are hidden because the screen is too small. However, by using the scroller, you can scroll down the list. It is very important that you remember this, because often trainees forget this, and then confusion abounds when the alert report lists many missing fields.

#### 4.3.18. Filter

Another special tool to note is the 'Filter' tool . The usefulness of this tool is to be able to filter out specific items in a list. This might be useful for instance in case you want to review/edit data about one particular item on a list after the list has been completed. This can be a person's name or certain shocks in the list of shocks, etc. If you want to return to the complete list of people, simply tick the  button once again.

#### Example: Form **T5g**

On this form, the  button enables you to filter out those shocks for which the answer to the question "Affected?" is "yes".

**T5g** Household shocks Household ID 180209 / 0001  Check

1. Over the past 5 years, did you experience any of the following shocks causing a significant reduction in your HH's income/assets?

2. ID	Shock	Affected?		3. Rank 3 most severe shocks
		yes	no	
1	Drought or floods	<input checked="" type="radio"/>	<input type="radio"/>	Most severe [1]
2	Crop disease or crop pests	<input type="radio"/>	<input type="radio"/>	
3	Livestock died or were stolen	<input type="radio"/>	<input type="radio"/>	
4	Household business failure, non-agricultural	<input type="radio"/>	<input type="radio"/>	
5	Loss of salaried employment or non-payment of salary	<input type="radio"/>	<input type="radio"/>	
6	End of regular assistance, aid, or remittances from outside HH	<input type="radio"/>	<input type="radio"/>	

4.3.19. *Sorting tool* Sort by

The sorting tool is useful to sort items in a list by a certain category. For instance, on form H, you can sort the households in the list by 1) HH number or by 2) head name, or by 3) Kitongoji or by Date & Time:

Sort by

- HH Number
- Head name
- Kitongoji
- Date & Time

4.3.20. *Change ID*

Once you have created a household record by use of form A in the household questionnaire, you can only change the ID or cluster location of that household by using the  button which is located on top of the T body. Ticking this command button will pop up the following form:

**Change household ID**

Change a household identifier

Current values

Unique cluster ID 180209  
Household ID: 0001

New values

Cluster:

Household ID:

On this form you can change the cluster and/or the household ID.

#### 4.3.21. *Get GPS data*

During the listing exercise, you will need to collect GPS coordinates for EACH household. This can be done by ticking the  command button on form L1a of the listing questionnaire, after having connected the GPS to your UMPC. See section 3.5.3 for more details on how this should be done.

## 5. IMPORTANT DEFINITIONS

A *DWELLING* is the house, houses or apartment in which the household members are presently living.

A *HOUSEHOLD* is one or more persons who usually sleep in the same dwelling and take their meals together. If a dwelling is owned by people who are living away for long time while the dwelling is maintained by either tenants or a relative, then the HH head is to be identified among the people actually living in that dwelling.

A *HOUSEHOLD MEMBER* is a person who ate and slept in the household's dwelling for at least 6 out of the past 12 months. Two exceptions to this rule are tenants or boarders and mkataba servants who may sleep or eat in the household's dwelling, but **SHOULD NOT** be classified as a household member.

The *HOUSEHOLD HEAD* is the person identified by the household members themselves as the head. He/she is the person who is named in reply to the question: "Who is the head of this household?" Most often, but not always, it will be the person who is the main provider and who is familiar with all the activities and occupations of household members. The head of the household can be male or female.

When determining who is household head, pay attention to the customs and traditions of the area in which you are interviewing. Do not be prejudiced in thinking that only a man can be a household head. In Ngara Kagera for example, if the male head dies, the first wife will often replace him as the head of the household.

There are many different types of *HOUSEHOLDS*, for example:

- a household with a head, his wives and children, his father, nephew, and other persons, whether blood relations or not, who have slept in the same dwelling and taken their meals together for three of the twelve months preceding the interview.
- a household with a single adult.
- a household with a married couple, with or without children.
- a child headed household (household headed by the oldest sibling/orphaned).

The household may include several persons who are blood relatives. However, it will only include the members of the extended family who live and take their meals together in the same dwelling for at least three of the last twelve months before the survey. Relatives who do not satisfy this criterion cannot be considered household members for the purpose of the survey. To avoid confusion for the respondents, the interviewer must be careful to explain the survey's household definition and use the term "kaya" for household, not "familia". If the term "kaya" is not understood, then you need to explain it's meaning, and differentiate the term from "familia".

*THE RESPONDENT* is a well informed household member who will answer the questions you ask on behalf of him\herself and the other household members.

*THE PAST 7 DAYS* are the 7 days preceding the interview. If the interview is taking place on a Tuesday, then the past 7 days begin on Tuesday a week ago and extend until Monday the day before the interview.

The PAST 12 MONTHS are the 12 months preceding the interview. The interviewer must be specific by referring to the same date one year ago. If the interview is on August 1<sup>st</sup> 2007, then the interviewer should ask about activities since August 1<sup>st</sup> 2006.

For people who temporarily stay in the villages we will ask local leaders about how they regard these people. If they include being members, then we consider them for this survey.

## THE QUESTIONNAIRES IN DETAIL: GENERAL INSTRUCTIONS PER FORM

### 6.1. INTRODUCTION

This part of the manual discusses both the listing and the household questionnaire in detail. The instructions in this manual will be grouped per section (Tab). Within each section, the instructions will be grouped per form. For each section of the questionnaire, the manual presents 3 kinds of information:

- The purpose of the section as a whole and of each of its sub-sections
- General instructions that apply to the entire section or to an entire form
- Specific Instructions that apply to specific questions (Appendix E which can be found in second booklet of this manual)

The specific instructions to the questions in the questionnaires can be found in Appendix E of this manual (cf. second booklet of this manual). They are grouped together per form and in the sequence in which the questions appear in the electronic survey. You need to have Appendix E in hand while reading part 6 of this manual, since both parts go together: Part 6 has the general instructions per form, while Appendix E contains specific instructions to the questions on those forms. Once you have finished reading the general instructions of one form, you should read the specific instructions to the questions before moving on to the general instructions of the next form.

In the near future, the UMPC software is likely to offer a nice tool to recall instructions to a specific question *electronically while* carrying out the survey. At the moment of this writing, this tool is not yet in place. Hence, we will not elaborate on it at this stage. However, once this tool is developed, we will provide you with an addendum on this.

Please do read the remaining parts of the manual with special care and preferably more than once. This is important, because in order to collect high quality information, all interviewers and supervisors must have

- The same understanding of what a question means
- A standard manner of asking the question
- A standard manner of probing for the best possible answer

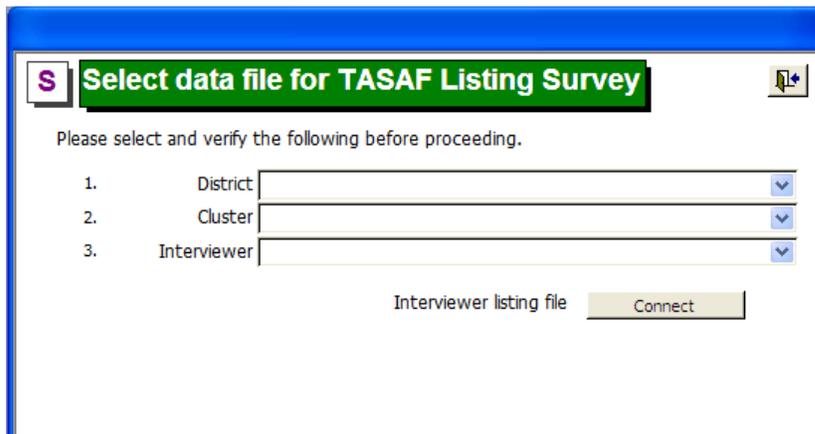
The procedure of opening the program and finding your way to the main body of the questionnaire (the so called 'Tab forms') is similar for both the listing and the household questionnaires. Section 6.2 discusses this starting off procedure and the forms that need to be completed on your way to the Tabs. Section 6.3 discusses the general instructions of the main body (the so called L tabs) of the listing questionnaire in detail. This questionnaire is very short. In its full form it should not take more than 8 minutes on average to conduct. Section 6.4 discusses the general instructions of the main body of the household questionnaire (the so called T tabs). This questionnaire is much longer, it takes on average 2.5 hours to conduct. For each of the 2 questionnaires, we will discuss the forms in the same sequence that you as an interviewer will be required to follow.

## 6.2. STARTING OFF FORMS

For the interviewer, the starting off procedure for the listing and household questionnaires is very similar. After opening the program, on your way to the main body of the questionnaires (the Tabs), you will run through the following 5 forms (in the sequence of appearance):

### Form S: Select data file form

Listing questionnaire:



S Select data file for TASAF Listing Survey

Please select and verify the following before proceeding.

1. District
2. Cluster
3. Interviewer

Interviewer listing file

This form looks similar for the household questionnaire.

### **Purpose:**

This is the first form that opens up once you open the survey program. District, cluster and interviewer name have to be selected here. By doing so, you create a new or enter an existing data file.

### **General instructions:**

Once you have entered the 3 fields on this form, you need to tick the  button in order to connect to the datafile.

For the HH survey, in case it is the first time you will be entering data for a specific cluster in a district, a window of the following kind will pop up:

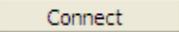


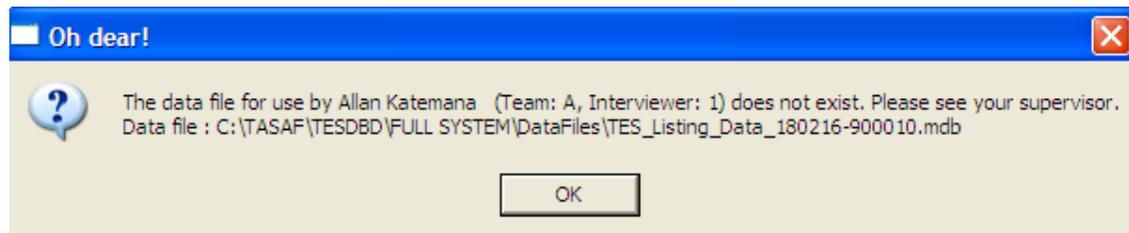
Done

The data file for use by Mitti Respichius (Team: Z, Interviewer: 6) does not exist. Do you wish to create it now?

If you are sure you entered the correct information on form **S** (i.e. you are sure you entered the correct region, district and your OWN name – DOUBLE CHECK THIS!), you select 'yes', which will bring you straight to form **F**.

From the second time onwards (within one cluster) this 'done' window will no longer appear, since the file for that cluster has already been created the first time you connected.

For the listing survey, no such window will pop up. Ticking the  button will take you straight to form F. However, your UMPC need to be installed with the datafile containing the village information collected by the (lead) supervisor before the start of the listing exercise. This datafile needs to be installed in your UMPC BEFORE you start listing. If this datafile is not there, you will NOT be able to connect and the following window will pop up:



## Form F: Home page

For listing questionnaire:



This form looks similar for the household questionnaire.

### **Purpose:**

This is the front and central page of the survey. Depending on the task you want to carry out, a different path needs to be followed here.

**General instructions:**

There are no questions to be completed on this form. It only serves as a central (home) page from which different paths can be chosen, depending on which task you want to perform. Being an interviewer, however, you only have one main task to perform, i.e. conducting surveys. Hence, there is only one path to follow, i.e. the “Enter listing data” (for listing questionnaire) or “Add or edit data” (for household questionnaire) path. The ‘Supervisor tasks’ path will be disabled for interviewers.

Follow the arrows to find your way to the **H** form and eventually to the Tab forms here. More specifically, for the listing questionnaire, tick the  button. For the household questionnaire, tick the  button.

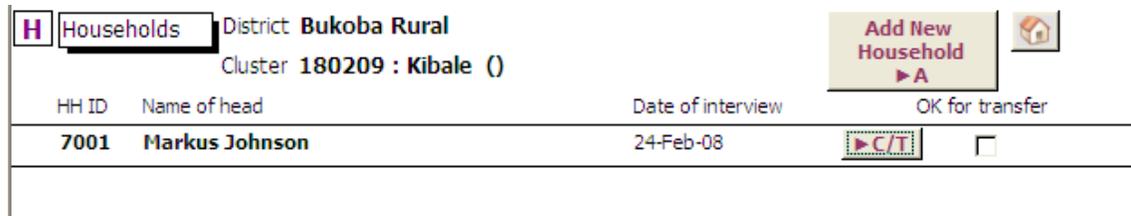
**Form H: Households form**

For the listing questionnaire:



The screenshot shows the 'Households' form for the listing questionnaire. It includes a header with 'Households', 'District Bukoba Rural (Kagera) [1802]', and 'Cluster 180209 : Kibale ()'. There is an 'Add New Household' button and a home icon. Below the header is a filter field and a 'Sort by' dropdown menu set to 'HH Number'. The table below has columns for 'HH ID', 'Name of head', 'Kitongoji', and 'Date/time of listing'.

For the household questionnaire:



The screenshot shows the 'Households' form for the household questionnaire. It includes a header with 'Households', 'District Bukoba Rural', and 'Cluster 180209 : Kibale ()'. There is an 'Add New Household' button with a sub-button 'A' and a home icon. Below the header is a table with columns for 'HH ID', 'Name of head', 'Date of interview', and 'OK for transfer'. A row is visible with '7001', 'Markus Johnson', '24-Feb-08', and a 'C/T' button.

**Purpose:**

This is the form on which all household records assigned to the interviewer will be listed. Starting from this form, you can create a new household record or you can enter an existing one in order to edit/enter data.

## General instructions:

### Listing questionnaire:

When you arrive at form **H** for the first time in a cluster for listing, the form will be empty. Each time you arrive at a household for listing, you will need to create a new household record for that household. You can do so by ticking

**Add New Household**

the button. The listing program will then take you straight to the **L** Tab forms, but when you return to the H form after completion of the listing survey for the household, the household records will be listed on form H as follows (example):

HH ID	Name of head	Kitongoji	Date/time of listing		
1001	Petro Buzibona	Kamogoro	26/03/2008 13:35:35		9
1002	Mwajiri Swedi	Kamogoro	26/03/2008 14:20:33		9
1003	Yassin Kayanda	Kamogoro	26/03/2008 14:39:12		9
1004	Emmanuel Tibamanya	Kamogoro	26/03/2008 15:07:07		9
1005	Bernado Michael	Kamogoro	26/03/2008 15:31:04		9
1006	Deodigadi Diocles	Kamogoro	26/03/2008 16:01:54		9
1007	Stadius Fidel	Kamogoro	26/03/2008 16:35:37		9
1008	Omary Mjubi	Kamogoro	26/03/2008 16:41:57		8
1009	Hashimu Ngeze	Kamogoro	26/03/2008 16:57:07		9
1010	Sadik Ibrahim	Kamogoro	26/03/2008 17:18:22		9
1011	Sauda Rajabu	Kamogoro	27/03/2008 08:52:29		9

Besides the HH ID, a few other characteristics of the household will be summarized on form **H** once the survey is completed: The number of households in total listed by you, the name of head, the kitongoji in which the household's dwelling is located and date/time of listing are summarized here as well. Moreover, for each record, once the stratum of the household is known (usually only after completion of the household questionnaire), it will be shown in the column at the right hand side of form **H** in the listing questionnaire. In case you want to edit a listing record after it has been completed, you can go back to the L body of the record by ticking its  button.

Note that you will have many records listed at the end of the listing exercise (given that an interviewer lists 45 households on an average day). You can use the Filter tool (cf. section 4.3.18) in order to filter out household records for editing. You can also use the Sorting tool (cf. section 4.3.19) if you want to sort the records by category.

## Household questionnaire:

For the household questionnaire, this form will be similar. There are 4 important differences, however.

First, the list of household records that are assigned to you by your supervisor for household survey will be pre-populated by your supervisor, i.e. you do not need to create new household records yourself. The only thing you need to do when you want to start editing the record of a specific household is to tick the **C/T** button of the respective record which will take you through form **C** (cf. infra) to the **T**-body of the household questionnaire.

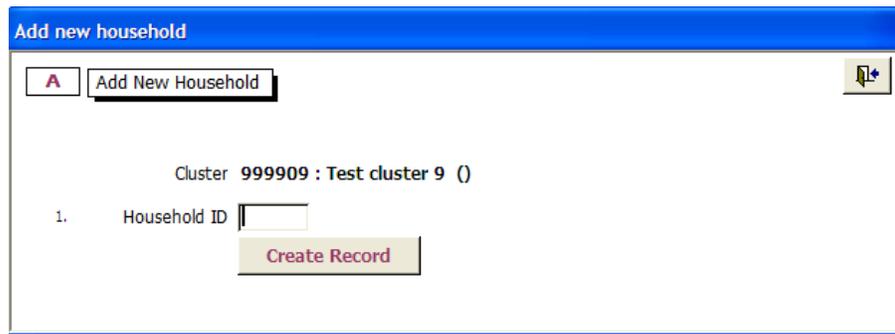
Second, different from the listing program is that you will need to check the 'ok for transfer' box of the household record the moment that the record is completed. Only records for which the 'ok for transfer' check box are checked will be transferred for review by the supervisor in the evening. **It is VERY important not to forget this.**

Third, for the household questionnaire, the **H** form does not have the filter and sorting tools, since you will never have a lot of records listed for household survey.

Finally, although the list of records on form **H** will be pre-populated for the household questionnaire, there is a possibility to add a new household record to the form, which should only be done in the rare case that your supervisor asks you to do so. This can be done on form **A** which can be

accessed by ticking the  button. The next sub-section shows this form.

### Form A: Add new household



### Purpose:

This form only applies to the household questionnaire. As discussed in the previous section, you can create a new household record here, in the rare case that this is necessary.

## Form C: Control data

The screenshot shows a web-based form titled 'Form C: Control data'. At the top, there is a blue header bar. Below it, the form has a white background with a blue border. On the left, there is a tab labeled 'C' and a dropdown menu showing 'Control data'. To the right of this, the text 'Household ID 180209 / 7001' is displayed. Further right, there is a green 'Check' button and a small icon. Below this, the 'Interviewer' field is set to 'Allan Katemana' and the 'Household ID number' field is set to '7001'. There are three numbered questions: 1. 'Is the HH available for interview or not?' with a dropdown menu; 2. 'Reason for HH unavailability?' with a text input field; 3. 'How can one verify HH unavailability?' with a text input field. At the bottom center, there is a button labeled 'Proceed to Interview > T'.

### Purpose:

Also this form only occurs on your way to the **T**-body of the household questionnaire. You need to enter information about the household's availability for interview here.

### General instructions:

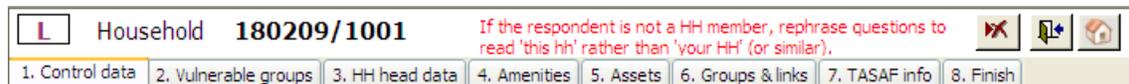
This form occurs right after you have ticked the **> C/T** button on form **H** of the household questionnaire. In case the answer to question 1 is 'yes' (i.e. the household is available for interview), the **Proceed to Interview > T** will be enabled and ticking it will take you straight to the **T**- body of the questionnaire. In case the household is unavailable, you do not have to answer any other question than those on form **C**. You will have to consult your supervisor in that case, who will provide you with a replacement household.

### 6.3. LISTING QUESTIONNAIRE

Moving your way through the starting off forms will eventually bring you to the main body of the questionnaires, i.e. the Tab body. For the listing questionnaire, this is the so called L body existing of 3 or 8 tabs, depending on whether the household will get a long or short listing form. The software is developed in a way that it randomly determines which households get a very short listing form (only 3 tabs to be completed, 3 minutes survey on average) and which households get a longer listing survey (8 tabs, 8 minutes on average). The reason why some households only get a very short listing survey is because we want to minimize the duration of the listing exercise. When starting the listing survey, by default only 3 tabs will be shown:



When arriving at the end of form L2, the software will randomly determine whether the household gets a short or long listing survey. In case it is selected for a short survey, you move straight from L2 to L8, the finishing form of the survey. In case the household is selected for a long listing survey, all other tabs show up once you arrive at the end of form L2:



In that case, you must also complete tabs 3 to 7 for that household.

You will need to follow the sequence of the tabs carefully. Each tab represents a section, which may consist of several forms. **Remember to ALWAYS run the validation check procedure BEFORE moving on the next form!!**

We will now discuss each section of the listing questionnaire separately.

#### 6.3.4. Section 1: Control data

##### **Purpose:**

- To collect GPS coordinates of the households
- To request information concerning the interviewer's visit to the household
- Detecting TASAF beneficiaries/VEO/Village Chairman in the household, if there are any, on the basis of the name of the household head, by using a 'matching' method.

## Form L1: Main form of section 1 – Control data

**L** Household **180216/1088** If the respondent is not a HH member, rephrase questions to read 'this hh' rather than 'your HH' (or similar).

1. Control data | 2. Vulnerable groups | 8. Finish

1. Household number: 1088

2. Interviewer ID (use the EDI staff number): Allan Katemana

3. Kitongoji:

4. Neighbourhood:

5. What is the name of the head of this household?:

6. What is the commonly used name of the HH head?:  
Look for similar names in the list of villagers ▶ b

7. Was the dwelling visited during listing?:

8. Why was the dwelling not visited during listing?:

9. Is there someone available for interview?:

10. Why is there no one available for interview?:

11. Who provided the listing information?:

Get GPS data ▶ a

Check

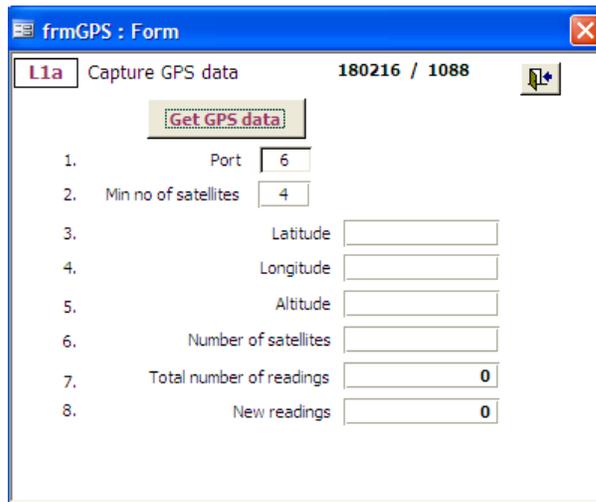
### General instructions:

This form deviates somewhat from the sequence rules described in section 4.3.4:

- First (BEFORE asking any question), you should go to form L1a in order to capture GPS coordinates of the dwelling (cf. infra)
- Once that is done, you return to L1 in order to answer questions 1-6.
- BEFORE moving on to question 7, you MUST enter form L1b and carry out the matching procedure (cf. infra)
- You then return to L1 and complete questions 7-11
- Before moving on to section L2, you carry out the validation check procedure.

Note that this deviates somewhat from the sequence rules because you need to enter sub-forms a and b BEFORE having completed all questions on the form.

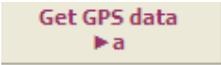
## Form L1a: Capture GPS data



The screenshot shows a software window titled "frmGPS : Form". Inside, there is a sub-form titled "L1a Capture GPS data" with a progress indicator "180216 / 1088". A button labeled "Get GPS data" is positioned at the top. Below it, a list of numbered fields is visible:

1. Port: 6
2. Min no of satellites: 4
3. Latitude: [empty text box]
4. Longitude: [empty text box]
5. Altitude: [empty text box]
6. Number of satellites: [empty text box]
7. Total number of readings: 0
8. New readings: 0

### General instructions:

This form can be accessed by ticking  on form L1.

BEFORE the start of the interview, you need to collect the GPS coordinates of the household. You should ALWAYS do this, even if an interview has not been able to be conducted for one reason or another. Furthermore, you should obviously do this AT THE DWELLING where the household lives, that is NOT at another location, even if the interview had to be conducted somewhere else.

Another great advantage of using the UMPC for survey work is that GPS coordinates of households can be automatically captured. There is no need to manually enter the coordinates into the forms.

Appendix D of this manual gives a detailed explanation of how to use the GPS. You MUST FOLLOW THESE INSTRUCTIONS CAREFULLY. Tick the  button, and all coordinates will be automatically entered in the fields on form L1a.

## Form L1b: Matching procedure

<b>L1b</b>	Matching procedure	Name of HH head <b>Paulina Ndyamukama (Shumbusho)</b>	Kitongoji <b>Kihija</b>	Add from Kitongoji	HHNum <b>1023</b>	
1. Is [GROUP MEMBER/VEO/CHAIRPERSON] a member of this household?		If the answer to this question is 'yes', check the 'match' box of that member.				
#	Household head	Group member/VEO/Chairperson	Project	Kitongoji	Score	Match
28	Paulina Ndyamukama (Lutane Ndyamukama)	Paulina Ndyamukama (Lutane Ndyamukama)	1 : Dairy cattle for widows	Kihija	20	<input type="checkbox"/>

### General instructions:

You have to access this form right after having answered question 6 on L1. In case you forget to do so, the form will automatically pop up once you have completed question 11 (final question of the form). The screen shot here is just an example. The purpose of this form is to detect 1) TASAF members or 2) Village chairman or 3) VEO in a household, if there are any. The way it works is as follows:

- In field L1Q5 you enter the name of the head of the household and in field L1Q6 you enter his/her commonly used name
- The moment you access form L1a a 'matching' software starts operating and compares the names you entered with the names on a list of the heads of the households of all TASAF beneficiaries + VEO + village chairman in the village. This list has been pre-entered in the computer before the start of the listing exercise. The matching mechanism matches all names that are phonetically similar.
- The results of the matching process are shown on form L1b. More specifically, it shows you a list of names of TASAF members, VEO or chairman, of whom the household head sounds similar to the name you entered in fields L1Q5 and L1Q6.
- The list shows you
  - The official name of the head of the household of TASAF members/VEO/Chairperson in the kitongoji with similar names, together with his/her commonly used name
  - The name of the TASAF member/VEO/chairperson that is a member of the household of that household head
  - The name of the TASAF project that member belongs to (if it is a VEO or chairman not belonging to a project, that field will be empty)
  - The name of the kitongoji the household belongs to
  - The matching score, which indicates how similar the household head name on the TASAF list and the name you entered in fields L1Q5 and L1Q6 are similar. This score has a range of 0 to 20. The higher the score, the higher the possibility that there is a match, i.e. that a person on the list actually is a member of the household.
  - A 'match' box (cf. infra)

- In case there are no matches, i.e. in case none of the TASAF members/VEO/Chairman in that kitongoji have a household head of whom the name is similar to the names you entered in fields L1Q5 and L1Q6, the list will be empty:

#	Household head	Group member/VEO/Chairperson	Project	Kitongoji	Score	Match
---	----------------	------------------------------	---------	-----------	-------	-------

### What to do when form L1b pops up?

3 different situations are possible:

#### 1) Form L1b shows you a list of names:

In this case, you should read out to the respondent ALL names listed in column “group member/VEO/Chairperson” (NOT the household heads) on that list, while asking “Is person [GROUP MEMBER/VEO/CHAIRPERSON] a member of this household?”. For instance, in the example in the figure above, you should say “Is Paulina Ndyamakama” a member of this household?”. Furthermore, in case the commonly used name shown in brackets in the same column differs from the official name, you should verify (as a double check) whether that listed commonly used name could indeed be the person’s commonly used name”. Example: “Do people call Paulina sometimes “Lutane Ndyamakama”?”. **If the answer for a certain person is ‘yes’, that means that there is a match and that you should check the ‘Match’ box on the line of that person in the list.** DO NOT FORGET TO MATCH IN THIS CASE!!

#	Household head	Group member/VEO/Chairperson	Project	Kitongoji	Score	Match
28	Paulina Ndyamakama (Lutane Ndyamakama)	Paulina Ndyamakama (Lutane Ndyamakama)	1 : Dairy cattle for widows	Kihija	20	<input checked="" type="checkbox"/>

In case the answer is ‘no’, you should NOT check the ‘Match’ box. You should do this for each and every name listed on form L1b.

(Note that your guide is supposed to flag those households in which there are TASAF members/VEO/Chairman. In case you found a match, while your guide did NOT flag the household, you should, after the interview, kindly remind him that he/she should not forget to flag those households.)

Once this is done, you go back to form L1 and you move on to question L1Q7.

2) **Form L1b does NOT list any names and your guide did NOT flag the household as having a TASAF member/VEO/Chairperson:**

<b>L1b</b>	Matching procedure	Name of HH head Themistocres Mchunguzi (Demes)	Kitongoji Kihija	Add from Kitongoji	HHNum 1004	
#	Household head	Group member/VEO/Chairperson	Project	Kitongoji	Score	Match

This will be the most common situation. You should not do anything with the list in that case. You go back to form L1 and you move on to question L1Q7.

3) **Form L1b does NOT list any names, WHILE your guide DID flag the household as having a TASAF member/VEO/Chairperson:**

This situation will hopefully be the least common. It means that the matching procedure did not work properly, i.e. that the software did not recognize the names of the household head that you had entered in fields L1Q5 and L1Q6, while the person was on the TASAF list and hence should have been listed. This means that you have to find the match manually. What you should do in this case is the following:

- You tick the button on top of form L1b. A list of all TASAF members/VEO/Chairperson for that kitongoji will pop up
- You search for a name of the household head that looks similar to the name you entered in field L1Q5 (and/or similar commonly used names)
- In case you find one (which you should, since the guide flagged the household), you ask the respondent whether the group member/VEO/Chairman listed on the line of that household head is indeed a member of the household

Remember that in case there is more than 1 similar name, you should ask this question for several members.

- If the answer is 'yes', you check the 'match' box
- Once this is done, you go back to form L1 and move on to question L1Q7.

### 6.3.5. Section 2: Vulnerable groups

#### **Purpose:**

- To detect vulnerable members in the household.

#### **Form L2: Main form of section 2 – Vulnerable groups**

Household 180216/1087 If the respondent is not a HH member, rephrase questions to read 'this hh' rather than 'your HH' (or similar).

1. Control data 2. Vulnerable groups 3. HH head data 4. Amenities 5. Assets 6. Groups & links 7. TASAF info 8. Finish

1. How many people normally eat and sleep in the household?

2. How many of them are not yet 5 years old?

3. How old is the oldest MALE member of your household? (in years)

4. How old is the oldest FEMALE member of your household? (in years)  Enter -7 if there are none. (This can be done by double-tapping.)

5. In your household, are there any young people not yet 18 years old who have lost either their mother their father (or both parents)?

6. How many have lost their mother only?

7. How many have lost their father only?

8. How many have lost both parents?

9. Is there any FEMALE member in this household who has lost her husband AND is currently NOT married?

10. Is there any MALE member in this household who has lost his wife AND is CURRENTLY NOT married?

11. Is there any member in this household who is PERMANENTLY physically or mentally disabled?  Details

#### **General instructions:**

You will notice that the software will randomly determine whether the household gets a short or long listing survey once you have answered question 10. In case it is selected for a short survey, you go straight to form L8 from here. In case the household is selected for a long survey, you move on to form L3.

## Form L2a: Disabled persons details

L2a Disabled persons details 180209/1001 Add new person

Please give details of all the persons in this household with a disability.

1. #	2. Type of disability?	3. Male or Female?

### General instructions:

This form will automatically pop up in case the answer to question L2Q10 is 'yes'.

Tick the **Add new person** button in order to add a new record. Only add a record for those members with a disability. For instance, if there are 2 disabled members in the household, you add 2 separate records, one after the other. Note that we are not interested in the name of the persons here.

L2a Disabled persons details 180209/1001 Add new person

Please give details of all the persons in this household with a disability.

1. #	2. Type of disability?	3. Male or Female?
1	<input type="text"/>	<input type="text"/>

### 6.3.6. Section 3: HH Head data

#### Purpose:

- To request more detailed information about the head of this household (sex, age, education, main occupation, tribe, religion)

## Form L3: Main form section 3 – HH Head data

L Household 180216/1087 If the respondent is not a HH member, rephrase questions to read 'this hh' rather than 'your HH' (or similar).

1. Control data 2. Vulnerable groups 3. HH head data 4. Amenities 5. Assets 6. Groups & links 7. TASAF info 8. Finish

Name of head of household Alex

1. Is head of household [NAME] male or female?
2. How old was head of household [NAME] at his/her last birthday?
3. What is the highest level of COMPLETED education of head of household [NAME]?
4. What is head of household [NAME]'s main occupation?
5. What is head of household [NAME]'s tribe?
6. What is head of household [NAME]'s religion?
7. Is the HH head also head of another HH in this village?
8. What is the name of the spouse of the HH head in THIS household?

Check

6.3.7. Section 4: Amenities

**Purpose:**

- To collect information on the household's housing amenities

**Form L4: Main form section 4 – Amenities**

Household **180216/1087** If the respondent is not a HH member, rephrase questions to read 'this hh' rather than 'your HH' (or similar).

1. Control data | 2. Vulnerable groups | 3. HH head data | **4. Amenities** | 5. Assets | 6. Groups & links | 7. TASAF info | 8. Finish

1. What material is the floor of this house made of?

2. What material is the roof of this house made of?

3. What material are the walls of this house made of?

4. What is the HH's main source of drinking water?

5. What is the main type of toilet used by this HH?

6. What is the main source of energy used for lighting?

7. In the past seven days, on how many days did your household eat MEAT?

8. In the past seven days, on how many days did your household eat EGGS?

9. In the past seven days, on how many days did your household drink MILK?

Questions 7-9 are only enabled if the respondent is the HH head, spouse of HH head, or other adult member.

6.3.8. Section 5: Assets

**Purpose:**

- To collect information on the household's assets

**Form L5: Main form section 5 - Assets**

Household **180216/1087** If the respondent is not a HH member, rephrase questions to read 'this hh' rather than 'your HH' (or similar).

1. Control data | 2. Vulnerable groups | 3. HH head data | 4. Amenities | **5. Assets** | 6. Groups & links | 7. TASAF info | 8. Finish

1. Do you, or anyone else in your household, own a functioning [ASSET]...?

Code	Asset	yes	no
05	Radio	<input type="radio"/>	<input type="radio"/>
06	Watch or clock	<input type="radio"/>	<input type="radio"/>
09	Bicycle	<input type="radio"/>	<input type="radio"/>
10	Motorcycle	<input type="radio"/>	<input type="radio"/>
11	Car or truck	<input type="radio"/>	<input type="radio"/>
13	Mobile phone	<input type="radio"/>	<input type="radio"/>
14	Sponged sofa	<input type="radio"/>	<input type="radio"/>
15	Non-sponged sofa	<input type="radio"/>	<input type="radio"/>

6.3.9. Section 6: Groups & Links

**Purpose:**

- To collect information on group membership and participation of the household members
- To collect information of the household's social networks (links with village officials, relatives, etc.).

**Form L6: Main form section 6 – Groups & Links**

**L** Household **180216/1087** If the respondent is not a HH member, rephrase questions to read 'this hh' rather than 'your HH' (or similar).

1. Control data 2. Vulnerable groups 3. HH head data 4. Amenities 5. Assets 6. Groups & links 7. TASAF info 8. Finish

1. When was the last time YOU OR ANYONE in your household attended a village assembly?

2. Is anyone in your household a BLOOD relative of the kitongoji chairman?

3. Is anyone in your household a BLOOD relative of the village chairman?

4. Is anyone in your household a BLOOD relative of the VEO?

5. How many of the parents of the household HEAD live in the same village (but NOT in the same household)?

6. How many of the children of the household HEAD live in the same village (but NOT in the same household)?

7. How many of the brothers and sisters of the household HEAD (SHARING AT LEAST 1 PARENT) live in the same village (but NOT in the same household)?

8. Do YOU OR ANYONE in your household hold any governmental position (e.g. chairperson, secretary, treasurer, councillor, etc.) or is anyone member of any of the village's finance, planning, security, school or health COMMITTEES?

For questions 5,6 and 7 enter zero if there are none.

**Check**

6.3.10. Section 7: TASAF info

**Purpose:**

- To collect information on household's awareness of and membership in TASAF- and other projects.

**Form L7: Main form section 7 – TASAF info**

**L** Household **180216/1087** If the respondent is not a HH member, rephrase questions to read 'this hh' rather than 'your HH' (or similar).

1. Control data 2. Vulnerable groups 3. HH head data 4. Amenities 5. Assets 6. Groups & links 7. TASAF info 8. Finish

1. Have you personally ever heard of a development programme called TASAF?

2. Have YOU OR ANYONE in your household attended a meeting in which the details of TASAF were explained?

ID	Group/project name	3. Have you ever heard of TASAF group [GROUP NAME ]?	4. Is anyone in your HH a member of TASAF group [GROUP NAME ]?
1	Elder's goat keeping	<input type="text"/>	<input type="text"/>

5. In the past 12 months did YOU OR ANY member of the household get assistance from any OTHER project designed to assist vulnerable individuals like orphans, widows/ers, elderly, HIV/AIDS affected people, disabled, food insecure?

**Check**

## **General instructions:**

The TASAF groups in the village (a maximum of 3) will be listed on this form. In the example here above, there is only 1 group in the village, i.e. Dairy cattle for widows. Hence, questions 3 and 4 should only be asked for this one group. In case there are more groups in the village, a maximum of 3 of them will be listed on the form and for each of them questions 3-4 have to be completed (if the questions are enabled). Question 1 is disabled if the respondent is not the household head, spouse of HH head or other adult member. Question 3 is set automatically to DK in this case.

### 6.3.11. Section 8: Finish

#### **Purpose:**

- To indicate whether a follow-up interview for this household is necessary
- To run final validation check procedure
- To add comments about the interview

#### **Form L8: Main form section 8 – Finish**

Household **180216/1087** If the respondent is not a HH member, rephrase questions to read 'this hh' rather than 'your HH' (or similar).

1. Control data 2. Vulnerable groups 3. HH head data 4. Amenities 5. Assets 6. Groups & links 7. TASAF info 8. Finish

1. Is a follow up interview necessary for this household? [v]

2. Why is a follow-up necessary?

Validation of completed interview

#### **General instructions:**

In case the answer to L8Q1 = 'yes', the form will look as follows:

Household **180216/1087** If the respondent is not a HH member, rephrase questions to read 'this hh' rather than 'your HH' (or similar).

1. Control data 2. Vulnerable groups 3. HH head data 4. Amenities 5. Assets 6. Groups & links 7. TASAF info 8. Finish

1. Is a follow up interview necessary for this household? [yes [1]]

2. Why is a follow-up necessary?

Enter in this box 1) reason why follow-up necessary  
2) ID codes of questions subject to follow-up and  
3) Name available person most suitable for follow-up

Validation of completed interview

## 6.4. HOUSEHOLD QUESTIONNAIRE

Moving your way through the starting off forms of the household questionnaire, cf. section 6.2, will eventually bring you to the main body of the household questionnaire, i.e. the **T**-body, existing of 8 different tabs:



You will need to follow the sequence of the tabs carefully. Each tab represents a section, which may consist of several forms. At the moment of this writing, the validation check procedures are not yet implemented in the household questionnaire. This will happen very soon. Once they are there, **remember to ALWAYS run the validation check procedure BEFORE moving on the next form!!**

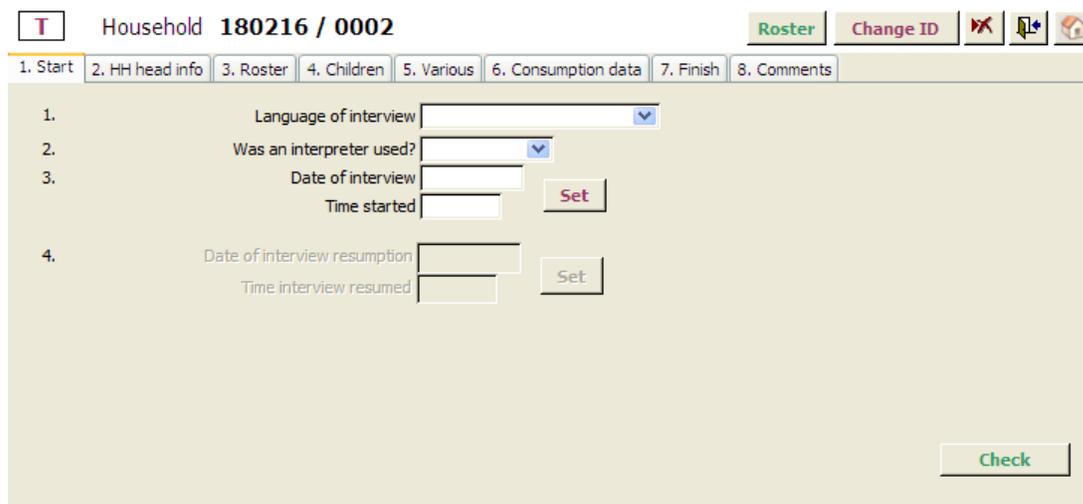
We will now discuss each section of the household questionnaire separately.

### 6.4.1. Section 1: Start

#### **Purpose:**

- To request information concerning the interviewer's visit to the household (Starting time, language of interview, whether interpreter is used)

#### **Form T1: Main form of section 1 – Start**



#### **General instructions:**

The starting time is automatically set the moment you arrive at form **T1** (since this is usually the moment that the interview starts). In the rare case that you want to change

the starting time, you can tick the **Set** button. If you do so, an alert window will pop up to ask you whether you are sure you want to re-set the starting time.

#### 6.4.2. Section 2: HH Head info

##### **Purpose:**

- To collect more details about the household head (where raised, religion, tribe).

#### Form T2: Main form of section 2 – HH head info

The screenshot shows a web-based data entry form for household information. At the top, it identifies the household as '180216 / 0001'. Below this are navigation tabs for different sections of the survey. The current section is '2. HH head info', which contains seven questions related to the household head. Questions 3, 4, 5, 6, and 7 include dropdown menus for selection. A 'Check' button is positioned at the bottom right of the question area.

##### **General instructions:**

Fields T2Q6 and T2Q7 will be pre-populated since they are copied from the information collected during the listing survey. The reason why the questions are repeated here is for confirmation purpose. Please verify the pre-filled answer with the respondent. In case the respondent gives you a different answer, you should ask the question again. Only when you are sure the information is correct, you can change the entry in the respective field.

Double clicking field T2Q2 will copy the entry in T2Q1.

#### 6.4.3. Section 3: Roster

##### **Purpose:**

- To identify all household members, together with their age and sex
- To identify TASAF members in the roster
- To collect basic information such as marital status of the household members and their relationships to the head:
- To collect information on educational background of the household members
- To collect information on the health status of the household members

## Form T3: Main form of section 3 – Roster

### General Instructions:

Remember that we will already know before the start of the listing exercise which households are TASAF households and which ones are not (from the village information confirmation). Hence, we do NOT and SHOULD NOT have to ask question 5 “TASAF group member?” on form **T3** OUT LOUD to the respondent. The interviewer can answer this question himself/herself once he/she is reminded of who the TASAF members in the household are. The software provides us now with a tool that reminds the interviewer of the TASAF members in the household. More specifically, ONLY for TASAF households, there will be a new command box shown on form **T3**:

**Show group members ▶ GM** :

1. ID	2. Name	3. Sex	4. Age	5. TASAF member?	Demo-graphics	Educ-ation	Health
-------	---------	--------	--------	------------------	---------------	------------	--------

Ticking this box will bring you to form **GM**, (“Show group members”) which shows you who exactly the TASAF members in the household are.

When there is NO TASAF member in the household, the **Show group members ▶ GM** will NOT appear and the question “TASAF group member?” will be automatically set to ‘no’ for each of the household members you add to the roster.

We will now discuss the sequence rules on this form. We distinguish between 2 cases: TASAF households (**Show group members ▶ GM** button is shown) and non-TASAF households (**Show group members ▶ GM** button NOT shown). We start with the more general NON-TASAF household case:

#### 1. Make list of household members : T3Q1-T3Q5

You must start by making a list of all household members’ names, together with their sex and age and indication of whether they are a TASAF member or not, i.e. you must first answer questions 1-5 for household member ID 1, then answer questions 1-5 for household member ID 2, etc. until you have answered question 1-5 for all household members. Note that the response to question 5 will be automatically set to ‘no’ for each member in this case (since we know that there are no TASAF members in the household). You should NOT ask this question out loud to the respondent. Note that you should NOT yet enter the sub-forms (T3a, T3b, etc.) at this stage.

To add a new household member to the list, please tick the **Add new HH member** button.

**The person listed in the FIRST ROW will always be the HEAD of the household.** If the respondent to the questionnaire is not the head of the household, the head of the household will still be listed in the first row (not the respondent). The household head is the person identified by the respondent as the household head. He is the person who is named in reply to the question “who is the head of this household”.

The process of listing household members should be done carefully to ensure that no one is missed. All people who usually eat and sleep in the dwelling are considered to be household members. To ensure complete coverage, the interviewer should explicitly ask about three types of persons which are commonly overlooked by survey respondents:

- 1) Persons who are temporarily absent; they should be included.
- 2) Servants makubaliano
- 3) Infants or small children who have not been listed, as very young children are often overlooked in accountings of household members.

Note:

Children who don't reside in the household (Example, living with relatives), should not be registered as household members even if their parents live in the respective household. Children at boarding school are also NOT included.

Note that you do NOT need to enter capital letters for names, the software will do this automatically. Also, since often the members have the same family name, it may be useful to know that double clicking the name field will copy the FULL name of the previously listed member. In case both members have the same family name, you then only need to change the first name of the copied name.

2. Main respondent: question T3Q6

Once you have answered questions 1-5 for all members, you should answer question 6 which asks you to select the main respondent to the survey.

3. Sub-forms: T3a, T3b, T3c

Once you have answered question 6, all questions on that main form of section 3 are completed. Only then you move on to the sub-forms. First you complete sub-form T3a FOR ALL MEMBERS. Once that one is completed for all members, you move on to sub-form T3b. Again, you first complete this form FOR ALL MEMBERS, before moving on to form T3c.

#### 4. Validation check procedure

Once you have completed the entire section 3, you should run the validation check procedure, before moving on to section 4.

If the household has a TASAF member, the sequence rule of the questions on the form slightly different. In case the household has at least one group member the **Show group members ► GM** button will appear and the FIRST thing you should do when arriving at form **T3** is to pop up the GM form to see who exactly the TASAF members in the household are. You should remember the names listed (in case you forget, just pop up the GM form again). Once you know this, you can start building up the roster. In general, you should follow the sequence rules as discussed here above, with the only difference that question 5 is NOT automatically answered. Note that for all members that are NOT listed on form GM, you select 'no' to question 5 manually. However, the moment the respondent mentions the name of a TASAF member (listed on form GM), for instance Magdalena George, you should do the following:

- Add a new (empty) record:

1. ID	2. Name	3. Sex	4. Age	5. TASAF group member?	Demo-graphics	Educ-ation	Health	
1	Stefan Rochus	Male [1]	22	No [2]	► a	► b	► c	✕
2					► a	► b	► c	✕

- Put the cursor in the empty 'name' field (but do NOT enter anything)
- Pop up form GM once again:

Name of group member
Magdalena George (Mangada)

- Tick the **Copy name** button on the line of "Magdalena"
- The name will consequently be copied in the empty record and question 5 will automatically be set to 'yes':

T Household **180209 / 8030** Roster Change ID

1. Start 2. HH head info 3. Roster 4. Children 5. Various 6. Consumption data 7. Finish 8. Comments

Make a complete list of all individuals who normally eat and sleep together in this household, starting with the head of the household Show group members > GM

Add new HH member  6. Roster number of the main respondent

1. ID	2. Name	3. Sex	4. Age	5. TASAF group member?	Demo-graphics	Educ-ation	Health
1	Stefan Rochus	Male [1]	22	No [2]	a	b	c
2	Magdalena George			Yes [1]	a	b	c

- Answer questions 3 and 4 for that member.
- Move on to the next member

### Form T3a: Household member – Basic data

Tab 1:

HH member information

T3a Household Member - basic data Household ID 0001 Member ID 1

HH member name Peter Rochus

Is [NAME] male or female? Male [1] 2 (years old at last birthday)

1. Basic information 2. Details of parents

1. What is the relationship of [NAME] to the head of the household?
2. What is the relationship of [NAME] to the TASAF group member?
3. What is [NAME]'s marital status? **Read all responses**
4. Is the spouse of [NAME] living in household?
5. Who is [NAME]'s husband?
6. For how long was [NAME] absent during the last 12 months?
7. What is [NAME]'s main daily activity?

Tab 2:

HH member information

T3a Household Member - basic data Household ID 0001 Member ID 1

HH member name Peter Rochus

Is [NAME] male or female? Male [1] 2 (years old at last birthday)

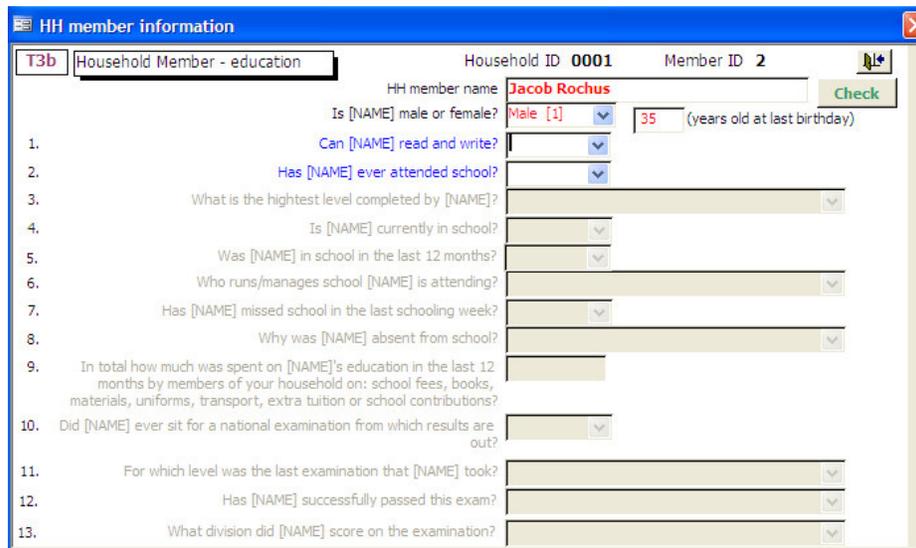
1. Basic information 2. Details of parents

8. Is [NAME]'s biological father alive?
9. Does [NAME]'s biological father live in this household?
10. Who is [NAME]'s father?
11. What was [NAME]'s age when his/her father died?
12. Is [NAME]'s biological mother alive?
13. Does [NAME]'s biological mother live in this household?
14. Who is [NAME]'s mother?
15. What was [NAME]'s age when his/her mother died?

## General instructions:

Note that there are 2 Tabs in this sub-form. You should first complete Tab 1 before moving on to Tab 2. All questions on Tab 2 are disabled for persons 18 years old or above.

### Form T3b: Household member - Education



HH member information

T3b Household Member - education Household ID 0001 Member ID 2

HH member name **Jacob Rochus**

Is [NAME] male or female? Male [1] 35 (years old at last birthday)

1. Can [NAME] read and write?

2. Has [NAME] ever attended school?

3. What is the highest level completed by [NAME]?

4. Is [NAME] currently in school?

5. Was [NAME] in school in the last 12 months?

6. Who runs/manages school [NAME] is attending?

7. Has [NAME] missed school in the last schooling week?

8. Why was [NAME] absent from school?

9. In total how much was spent on [NAME]'s education in the last 12 months by members of your household on: school fees, books, materials, uniforms, transport, extra tuition or school contributions?

10. Did [NAME] ever sit for a national examination from which results are out?

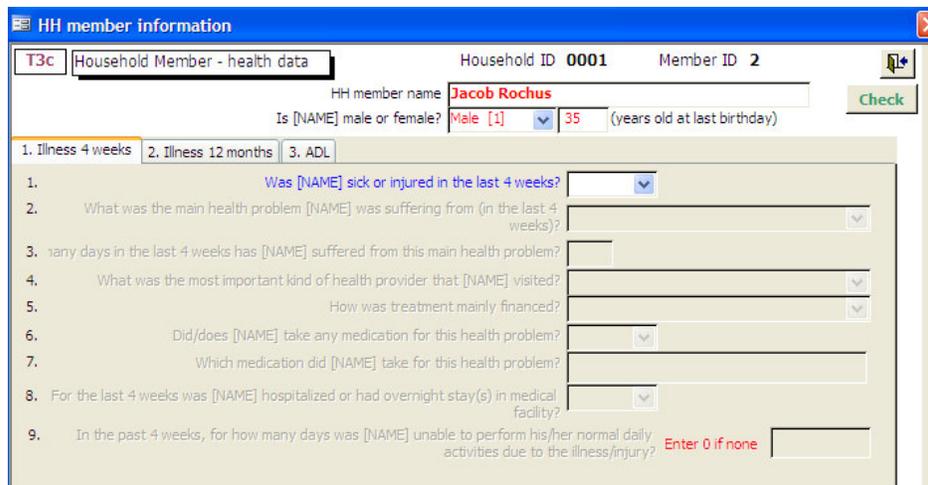
11. For which level was the last examination that [NAME] took?

12. Has [NAME] successfully passed this exam?

13. What division did [NAME] score on the examination?

### Form T3c: Household member – Health data

Tab 1:



HH member information

T3c Household Member - health data Household ID 0001 Member ID 2

HH member name **Jacob Rochus**

Is [NAME] male or female? Male [1] 35 (years old at last birthday)

1. Illness 4 weeks 2. Illness 12 months 3. ADL

1. Was [NAME] sick or injured in the last 4 weeks?

2. What was the main health problem [NAME] was suffering from (in the last 4 weeks)?

3. Many days in the last 4 weeks has [NAME] suffered from this main health problem?

4. What was the most important kind of health provider that [NAME] visited?

5. How was treatment mainly financed?

6. Did/does [NAME] take any medication for this health problem?

7. Which medication did [NAME] take for this health problem?

8. For the last 4 weeks was [NAME] hospitalized or had overnight stay(s) in medical facility?

9. In the past 4 weeks, for how many days was [NAME] unable to perform his/her normal daily activities due to the illness/injury? Enter 0 if none

Tab 2:

HH member information

T3c Household Member - health data Household ID 0001 Member ID 2

HH member name **Jacob Rochus** Check

Is [NAME] male or female? Male [1] 35 (years old at last birthday)

1. Illness 4 weeks 2. Illness 12 months 3. ADL

10. In the past 12 months have there been any episodes in which [NAME] was too ill to perform his/her normal daily activities? [dropdown]

11. Estimate the total number of days [NAME] was not able to perform his/her daily activities due to illness for the past 12 months? [input]

12. Is [NAME] physically handicapped in any way which limits or prevents activities or work? [dropdown]

13. In what way is [NAME] handicapped? [input]

14. How is the impact of [NAME]'s disability on his/her daily activities compared to 12 months ago? [input]

Tab 3:

HH member information

T3c Household Member - health data Household ID 3007 Member ID 1

HH member name **Jacob Rochus** Check

Is [NAME] male or female? Male [1] 35 (years old at last birthday)

1. Illness 4 weeks 2. Illness 12 months 3. ADL

15. Can [NAME] do vigorous activities like running, lifting heavy objects, participating in sports or doing hard labour? [dropdown]

16. Can [NAME] do walking uphill? [dropdown]

17. Can [NAME] bend over or stoop? [dropdown]

18. Can [NAME] walk more than one kilometer? [dropdown]

19. Can [NAME] walk over 100 meters? [dropdown]

20. Can [NAME] bath or use the toilet? [dropdown]

### **General instructions:**

Note that there are 3 Tabs in this sub-form. You should complete them in numerical order.

Also note that tab 3, i.e. the ADL questions, are ONLY asked in TASAF households and ONLY to members of age  $\geq 15$  years old.

#### 6.4.4. Section 4: children.

### **Purpose:**

- This section aims to gather more detailed information (feeding, care and anthropometrics) about children of LESS than 5 years old.

## Form T4: Main form section 4 – Children

2. ID	3. Name	4. Sex	5. Age	feeding	height & weight
2	Peter Rochus	Male [1]	2		

### General instructions:

On this form, all household members of age LESS than 5 (if any) will be listed (automatically copied from roster). In case there are no such members, this section will be disabled, in which case you do not need to fill in anything on this form. If there is at least one such member, however, he/she will be listed as shown in the figure here above. On main form **T4**, there is only 1 question enabled to be completed by you as a supervisor, which you should do you before moving on to sub-form **T4a** for EACH listed member. As is instructed by the red text on the form, you should not yet enter **T4b** at this stage. You will have to return to this form once you have reached **T8** and ONLY for TASAF households. Note that question fields 2 to 5 are locked on this form. They are only there to remind you some of the child's characteristics. Sub-form T4b is ONLY enabled for children older than 6 months and younger than 5 years old in TASAF households. An asterisk will indicate enabled sub-forms: \*.

If there is no asterisk next to the command button it means that the sub-form is disabled and that it should not be completed for that household. To illustrate, if sub-form b must be completed (as for all TASAF HH's) form T4 will look as follows:

2. ID	3. Name	4. Sex	5. Age	feeding	height & weight
3	Peter Rochus	Male [1]	2		*

If the HH is NOT a TASAF HH, or if the member is not yet 6 months old, form T4 will look as follows:

T Household 180216 / 0002 Roster Change ID

1. Start 2. HH head info 3. Roster 4. Children 5. Various 6. Consumption data 7. Finish 8. Comments

1. Respondent on child questions Check

Leave T4b (height and weight) until the end of the interview.

2. ID	3. Name	4. Sex	5. Age	feeding	height & weight
1	Peter Rochus	Male [1]	2	<span>a</span>	<span>b</span>

### Form T4a: Child Member Data – nutrition and care

T4a Child Member Data - nutrition and care Household ID 0002 Member ID 1

HH member name Peter Rochus

Is [NAME] male or female? Male [1] 2 (years old at last birthday)

1. Was [NAME] breastfed?

2. How many times did [NAME] get breastfed yesterday?

3. How many times did [NAME] get liquid food yesterday?

4. How many times did [NAME] get solids (snacks) yesterday?

5. How many times did [NAME] get solids (meals) yesterday?

6. Who is the principal carer of [NAME]?

7. Who is the SECOND principal carer of [NAME]?

8. What is [NAME]'s birth date? DAY MONTH YEAR

### Form T4b: Household Member Data – measurements

T4b Child Member Data - measurements Household ID 3007 Member ID 3

HH member name Peter Rochus

Is [NAME] male or female? Male [1] 2 (years old at last birthday)

1. Was the height of [NAME] recorded?

2. Why was the height of [NAME] not recorded?

3. What is [name]'s current height? In centimeters

4. Was height/length measured with child standing or lying down?

5. Was [NAME] weighed?

6. Why was [NAME] not weighed?

7. What is [name]'s current weight? In kilograms

### General instructions:

This form is only enabled for those households that have at least one TASAF member and at least one child BELOW 5 years old (but above 6 months old).

For practicality reasons, this form should only be completed (if required) at the end of the interview (once you have reached T8). The software will take you back to T4 at

that stage. You need to use the anthropometric equipment in order to complete this form. Your supervisor will show you how to use this equipment.

#### 6.4.5. Section 5: Various

##### **Purpose:**

As its name suggests, this section is very broad. It consists of 12 sub-sections:

- Amenities: To collect information on the household's housing amenities
- Assets: To collect information on the household's assets
- Agriculture: To collect information on the household's agricultural landholdings owned/used/rented, area of these plots, main crops cultivated and agricultural inputs used.
- Livestock: To collect information on the household's livestock
- Enterprises: To collect information on the enterprises owned by the household members
- Transfers: To collect information on the gifts received and given by the household over the past 12 months (cash, food and in-kind)
- Shocks: To collect information on the shocks (causing a significant reduction in HH's assets/income) the household experienced over the last 5 years
- Credit: To collect information on the loans the household has taken over the last 12 months
- Information sources: To collect information on the sources of information the household members regularly consult (newspaper, television, radio, noticeboard)
- Self-help groups: To collect information on the HH's membership in self-help groups
- Time preference and risk aversion: To measure the respondent's time preference (present time versus future) and risk aversion
- HIV/AIDS: To collect information on the household's vulnerability to HIV/AIDS

#### **Form T5: Main form section 5 – Various**

The screenshot shows the software interface for Form T5. At the top, there is a header bar with a tab icon, the text 'Household 180216 / 3007', and buttons for 'Roster', 'Change ID', and other navigation icons. Below the header is a navigation bar with tabs numbered 1 to 8: '1. Start', '2. HH head info', '3. Roster', '4. Children', '5. Various', '6. Consumption data', '7. Finish', and '8. Comments'. The '5. Various' tab is selected and highlighted. The main content area is divided into two columns. The left column contains sub-sections 'a' through 'h': Amenities, Assets, Agriculture, Livestock, Enterprises, Transfers, Shocks, and Credit. The right column contains sub-sections 'i' through 'l': Information sources, Self-help groups, Time preference and risk aversion, and HIV/AIDS. Each sub-section is preceded by a small icon with a letter.

## Form T5a: Amenities

**T5a** Household amenities Household ID 180216 / 0001 Check

1. What material is the floor of this house made of?
2. What material is the roof of this house made of?
3. What material are the walls of this house made of?
4. What is the tenure status of the main residence? *Read all responses*
5. How many rooms are used by this household, also including sittingroom? (excluding bathroom, toilet, store and kitchen)
6. What is the HH's main source of drinking water throughout the year?
7. What is the main type of toilet used by this HH?
8. What is the main source of energy used for lighting?

## Form T5b: Assets

**T5b** Household assets Household ID 180216 / 0001 Check

1. Do you, or anyone else in your household, own a functioning [ASSET]?

Code	Asset	owned?	
		yes	no
01	Iron	<input type="radio"/>	<input type="radio"/>
02	Refrigerator	<input type="radio"/>	<input type="radio"/>
03	Television	<input type="radio"/>	<input type="radio"/>
04	Mattress or bed	<input type="radio"/>	<input type="radio"/>
05	Radio	<input type="radio"/>	<input type="radio"/>
06	Watch or clock	<input type="radio"/>	<input type="radio"/>
07	Sewing machine	<input type="radio"/>	<input type="radio"/>
08	Any stove ( NOT including 'figa')	<input type="radio"/>	<input type="radio"/>
09	Bicycle	<input type="radio"/>	<input type="radio"/>
10	Motorcycle	<input type="radio"/>	<input type="radio"/>
11	Car or truck	<input type="radio"/>	<input type="radio"/>
12	Wheelbarrow	<input type="radio"/>	<input type="radio"/>
13	Mobile phone	<input type="radio"/>	<input type="radio"/>
14	Sponged sofa	<input type="radio"/>	<input type="radio"/>
15	Non-sponged sofa	<input type="radio"/>	<input type="radio"/>

## Form T5c: Agriculture

Tab 1:

**T5c** Household agriculture Household ID 180216 / 0001 Check

1. Land owned/rented 2. Crops 3. Inputs

1. Do you OWN any agricultural land (including grazing and fallow land)?
2. What is the total area you own?
3. Do you have a title deed for this land?
4. Do you rent for money or borrow for free any land?
5. What is the total area you rent/borrow for free?

Tab 2:

**T5c Household agriculture** Household ID **180216 / 0001** Check

1. Land owned/rented | 2. Crops | 3. Inputs

6. What are the 3 main crops you grow on this owned/rented/borrowed land, ranked from most important to less important (allow for fallow and grazing)?

FIRST

SECOND

THIRD

7. What is the total cash value (in TSH) of all crops sold by this household over the past year?

Tab 3:

**T5c Household agriculture** Household ID **180216 / 0001** Check

1. Land owned/rented | 2. Crops | 3. Inputs

8. Did you or any other HH member irrigate any of your fields in the past 12 months?

9. Did you or any other HH member use any chemical fertilizer in the past 12 months?

10. Did you or any other HH member use any manure on your farm in the past 12 months?

11. Did you or any other HH member use any hybrid seeds on your farm in the past 12 months?

12. Have you or any other HH member spoken with a government agricultural extension officer in the past 12 months?

**Form T5d: Livestock**

Tab 1:

**T5d Household livestock** Household ID **180216 / 0001** Check

1. Ownership | 2. Spending

Code	Type of livestock	Number owned		Record 0 if none owned
		1) Today?	2) 12 months ago?	
1	Dairy cows (including calves)	2	0	<input type="text"/> a *
2	Indigenous cows (including calves)	0	0	<input type="text"/> a
3	Dairy goats (including baby goats)	2	3	<input type="text"/> a *
4	Indigenous goats (including baby goat)	0	3	<input type="text"/> a *
5	Chickens (local variety, excluding chidl)	2	0	<input type="text"/> a
6	Chickens (foreign variety, excluding cl)			<input type="text"/> a
7	Sheep			<input type="text"/> a
8	Pigs			<input type="text"/> a
9	Ducks, Turkeys			<input type="text"/> a
10	Rabbits			<input type="text"/> a
99	Other (Specify)			<input type="text"/> a

Tab 2:

T5d Household livestock Household ID 180216 / 0001 Check

1. Ownership 2. Spending

3. How much did you spend in total on veterinary/medical expenses in the past 12 months?

4. How much did you spend in total on feed in the past 12 months?

5. How much did you spend in total on anything else concerning your livestock in the past 12 months?

6. What is the total cash value of all eggs, meat and milk (COMING FROM YOUR OWN LIVESTOCK) sold over the past 4 weeks?

### **General instructions:**

This form has 2 Tabs. First, you have to complete Tab 1, together with its sub-form T5da. Only once that is completed, you should go to Tab 2.

On Tab 1, note that only for those livestock types of which the household held livestock at least 1 12 months ago OR at least 1 today, sub-form T5da is enabled. Enabled sub-forms are indicated by a start \* on the line of the respective livestock type.

All questions on Tab 2 are disabled if the household does not (today) or did not (12 months ago) own ANY livestock type.

If an entry for the 'other' livestock type is different from zero, an 'other type' window will pop up, where you need to describe the 'other' type.

### **Form T5da: Livestock details**

T5da Livestock details Dairy cows (including calves)

How many [LIVESTOCK TYPE] does the HH own TODAY? 2 How many [LIVESTOCK TYPE] did the HH own 12 MONTHS AGO? 0

1. On whose property are these animals kept? Read all responses

2. What is the main reason the livestock is kept for?

3. Does this household co-own the livestock with other non-household members?

4. What was the main reason of change in the number of this livestock compared to 12 months ago?

## Form T5e: Household Enterprises

When opening the form:

The screenshot shows the top of the Form T5e interface. The title bar reads "T5e Household enterprises" and "Household ID 180216 / 0001". There are buttons for "Add new enterprise", "Check", and a help icon. Question 1 is displayed: "1. Over the past month, has anyone in your household operated any non-agricultural income-generating enterprise which produces goods or services or has anyone in your household owned a shop or operated a trading business?". A dropdown menu is open, showing "Yes [0]".

After having answered 'yes' to question 1 here:

The screenshot shows the form after question 1 has been answered "Yes". The dropdown menu now shows "Yes [1]". Question 2 is partially visible: "2. ID 3. What income-generating activities did individuals in the HH operate over the past month?".

After having added an enterprise to the list (if any):

The screenshot shows the form after an enterprise has been added. The dropdown menu for question 1 now shows "Yes [1]". The table for question 3 has one row with the ID "1" and a text input field. There are buttons for adding and deleting entries.

### **General instructions:**

First make a list of all the enterprises the household owns. Only once the list is completed you should complete form T5ea for each enterprise record.

## Form T5da: Enterprise details

Tab 1:

The screenshot shows the 'Ownership' section of the 'Enterprise details' form. The window title is 'T5ea Enterprise details 1 Training'. The 'Ownership' tab is selected. The form contains the following questions and input fields:

- 1. Who in the HH owns this income-generating activity? FIRST MEMBER [dropdown]  
SECOND MEMBER [dropdown]
- 2. How many individuals outside this HH co-own this income generating activity? [text input]
- 3. How many months during the last 12 months did this HH operate this income generating activity? [text input]
- 4. Where does the household operate the income generating activity? [dropdown]
- 5. When did this income generating activity start off? YEAR [text input] MONTH [dropdown]

Tab 2:

The screenshot shows the 'Employees' section of the 'Enterprise details' form. The window title is 'T5ea Enterprise details 1 Training'. The 'Employees' tab is selected. The form contains the following questions and input fields:

- 6. Which household members are engaged in this income generating activity? FIRST PERSON [dropdown]  
SECOND PERSON [dropdown]  
THIRD PERSON [dropdown]  
FOURTH PERSON [dropdown]
- 7. How many non-household members are engaged in this income generating activity? If none, enter 0 [text input]
- 8. When the income generating activity is up and running, how many hours per week does each employee work on average? [text input]

Tab 3:

The screenshot shows the 'Input/Output' section of the 'Enterprise details' form. The window title is 'T5ea Enterprise details 1 Training'. The 'Input/Output' tab is selected. The form contains the following questions and input fields:

- 9. What was the main source of start-up capital for this income-generating activity? FIRST SOURCE [dropdown]  
SECOND SOURCE [dropdown]  
THIRD SOURCE [dropdown]
- 10. What was the total income this income generating activity earned during the past 4 weeks AFTER paying all expenses including the wages of employees, but NOT including any income you paid yourself? If there was a LOSS, write negative value [text input]
- 11. To whom do you sell your products or services? FIRST BUYER [dropdown]  
SECOND BUYER [dropdown]
- 12. What is the total value of your business including stocks and assets? [text input]

## Form T5f: Transfer

Tab 1 when opening the form:

The screenshot shows the 'Household transfers' form for Household ID 180216 / 0001. The '1. Received' tab is active. Question 1 asks: 'Over the past 12 months, did your household receive any gifts (in cash or in-kind) from any source (individuals/family/institutions) outside your household of an overall value of at least 5000 TSH (per source)?'. A dropdown menu is visible to the right of the question.

Tab 1 if the answer to T5fQ1='yes':

The screenshot shows the form after answering 'Yes' to question 1. The dropdown for question 1 is set to 'Yes [1]'. Below this, a table is displayed for recording gifts. The table has three columns for source types: 'Individuals', 'Government/NGO/Religious organisations', and 'Other (specify)'. Each row has three input fields for the value of gifts in TSH, with instructions to 'Enter 0 if none'. There are also 'X' icons to delete rows.

2. Source type	3. How much cash in total in TSH from [SOURCE TYPE]?	4. How much food in total in TSH from [SOURCE TYPE]?	5. How much other in-kind gifts in total in TSH from [SOURCE TYPE]?
1 Individuals [1]	<input type="text"/>	<input type="text"/>	<input type="text"/>
2 Government/NGO/Religious organisations [2]	<input type="text"/>	<input type="text"/>	<input type="text"/>
3 Other (specify) [99]	<input type="text"/>	<input type="text"/>	<input type="text"/>

Tab 2:

The screenshot shows the '2. Given' tab of the form. Question 6 asks: 'Over the past 12 months, did your household GIVE OUT any gifts (in cash or in-kind) of an overall value of at least 5000 TSH to any individuals/institutions?'. Below this are three questions (7, 8, 9) asking for the total value in TSH of all CASH, FOOD, and OTHER IN-KIND GIFTS given as a gift to individuals/institution in the last 12 months. Each question has an input field.

### General instructions:

As you can see in the figure of Tab 1, the 3 source types are pre-populated here. We distinguish 3 different categories: 1) Individuals, 2) Government/NGO/Religious organisations and 3) Other (specify). You need to enter a value in each of the fields. If the answer is '0', double click the field and 0 will be automatically entered.

**Form T5g: Shocks**

T5g Household shocks Household ID 180216 / 0001  Check

1. Over the past 5 years, did you experience any of the following shocks causing a significant reduction in the income/assets of your HH?

2. ID	Shock	Affected?		3. Rank 3 most severe shocks
		yes	no	
1	Drought or floods	<input checked="" type="radio"/>	<input type="radio"/>	Most severe [1] ▶ a
2	Crop disease or crop pests	<input type="radio"/>	<input type="radio"/>	▶ a
3	Livestock died or were stolen	<input type="radio"/>	<input type="radio"/>	▶ a
4	Household business failure, non-agricultural	<input type="radio"/>	<input type="radio"/>	▶ a
5	Loss of salaried employment or non-payment of salary	<input type="radio"/>	<input type="radio"/>	▶ a
6	End of regular assistance, aid, or remittances from outside HH	<input type="radio"/>	<input type="radio"/>	▶ a
7	Large fluctuations in output and/or input prices (food, crops, inputs, etc.)	<input type="radio"/>	<input type="radio"/>	▶ a
8	Chronic/severe illness or accident of household member	<input type="radio"/>	<input type="radio"/>	▶ a
9	Death of member of household	<input type="radio"/>	<input type="radio"/>	▶ a
10	Death of other family member	<input type="radio"/>	<input type="radio"/>	▶ a
11	Significant increase in number of members in household	<input type="radio"/>	<input type="radio"/>	▶ a
12	Jailed	<input type="radio"/>	<input type="radio"/>	▶ a
13	Land/dwelling damaged destroyed	<input type="radio"/>	<input type="radio"/>	▶ a
14	Hijacking/Robbery/Burglary/Assault	<input type="radio"/>	<input type="radio"/>	▶ a
97	Other (1)	<input type="radio"/>	<input type="radio"/>	▶ a
98	Other (2)	<input type="radio"/>	<input type="radio"/>	▶ a
99	Other (3)	<input type="radio"/>	<input type="radio"/>	▶ a

**General instructions:**

This form is rather special. You should start by answering question 1 for all the shocks listed (tick the YES/NO radio buttons). Note that in case the household experienced a shock other than the ones listed, tick the YES radio button of codes 97-99 and a 'other code' window will pop up in which you can describe the 'other shock'. You can select up to 3 other shocks. In case there is no other shock, select 'no', do not leave an 'other' type blank.

Once you have answered question 1 for each shock, you tick the  button which will filter out those shocks for which the answer to question 1 was 'yes'. For instance:

T5g Household shocks Household ID 180216 / 0001  Check

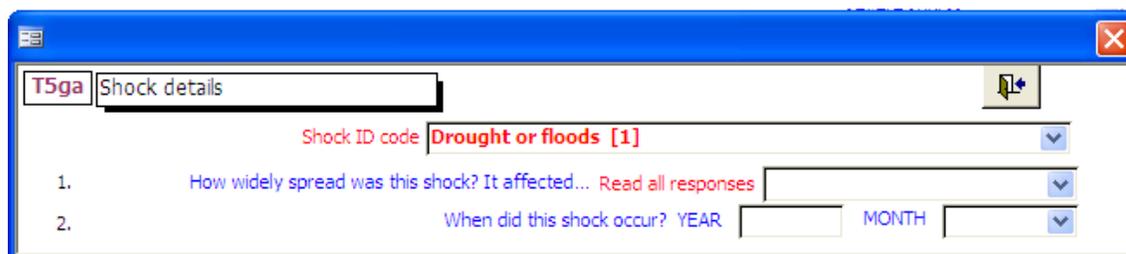
1. Over the past 5 years, did you experience any of the following shocks causing a significant reduction in the income/assets of your HH?

2. ID	Shock	Affected?		3. Rank 3 most severe shocks
		yes	no	
1	Drought or floods	<input checked="" type="radio"/>	<input type="radio"/>	▶ a
3	Livestock died or were stolen	<input checked="" type="radio"/>	<input type="radio"/>	▶ a
5	Loss of salaried employment or non-payment of salary	<input checked="" type="radio"/>	<input type="radio"/>	▶ a
7	Large fluctuations in output and/or input prices (food, crops, inputs, etc.)	<input checked="" type="radio"/>	<input type="radio"/>	▶ a

Read out to the respondent the shocks in the filtered list in order to remind him/her about the shocks he/she claimed to have experienced. Then you should ask the respondent question 3, i.e. you ask him/her to rank the 3 most severe shocks among those shocks. Note that an entry only needs to be made for maximum 3 shocks, namely the 3 most severe ones. In case the household experienced more than 3 shocks, some fields for question 3 will remain blank.

ONLY FOR THE 3 MOST SEVERE SHOCKS sub-form T5ga needs to be completed. This form is disabled for all other shocks.

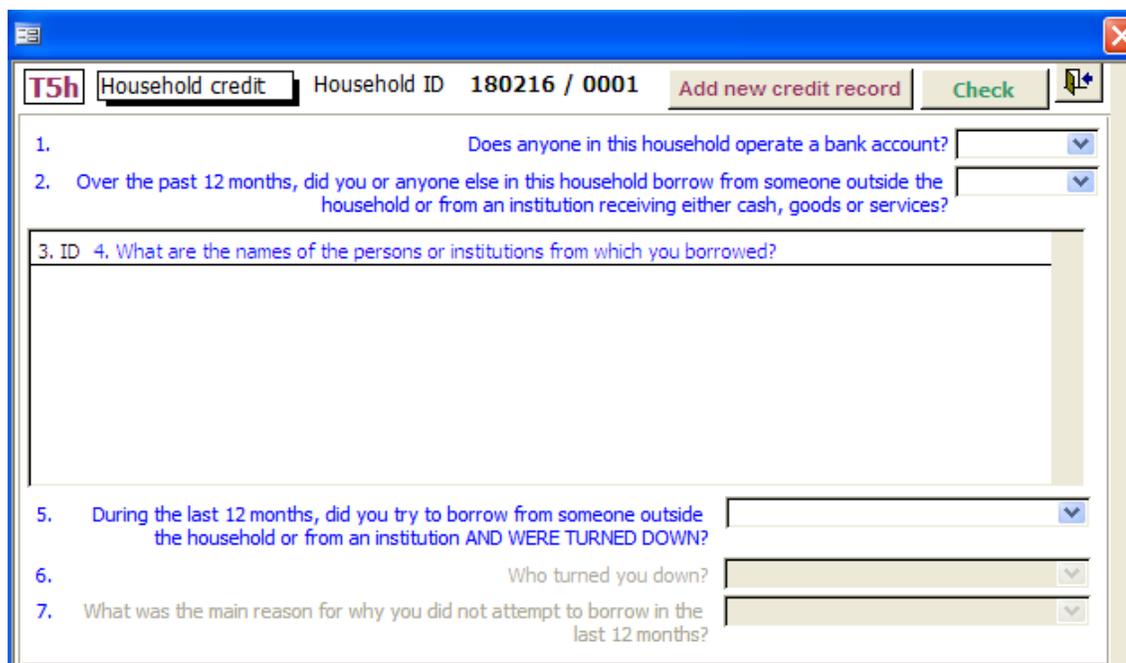
### Form T5ga: Shock details



The screenshot shows a software window titled 'T5ga Shock details'. At the top, there is a tab labeled 'T5ga Shock details' and a '+' icon. Below the tab, the text 'Shock ID code' is followed by a dropdown menu showing 'Drought or floods [1]'. Below this, there are two numbered questions: '1. How widely spread was this shock? It affected...' with a dropdown menu and a 'Read all responses' link, and '2. When did this shock occur?' with 'YEAR' and 'MONTH' dropdown menus.

### Form T5h: Credit

When opening the form:



The screenshot shows a software window titled 'T5h Household credit'. At the top, there is a tab labeled 'T5h Household credit', the text 'Household ID 180216 / 0001', and buttons for 'Add new credit record' and 'Check', along with a '+' icon. Below the tab, there are several numbered questions: '1. Does anyone in this household operate a bank account?' with a dropdown menu; '2. Over the past 12 months, did you or anyone else in this household borrow from someone outside the household or from an institution receiving either cash, goods or services?' with a dropdown menu; '3. ID 4. What are the names of the persons or institutions from which you borrowed?' with a large text area; '5. During the last 12 months, did you try to borrow from someone outside the household or from an institution AND WERE TURNED DOWN?' with a dropdown menu; '6. Who turned you down?' with a dropdown menu; and '7. What was the main reason for why you did not attempt to borrow in the last 12 months?' with a dropdown menu.

When the answer to question 2 is 'yes' and a credit record has been added:

**T5h** Household credit Household ID 180216 / 0001 Add new credit record Check

1. Does anyone in this household operate a bank account? No [2]

2. Over the past 12 months, did you or anyone else in this household borrow from someone outside the household or from an institution receiving either cash, goods or services? Yes [1]

3. ID 4. What are the names of the persons or institutions from which you borrowed?

1	
---	--

5. During the last 12 months, did you try to borrow from someone outside the household or from an institution AND WERE TURNED DOWN?

6. Who turned you down?

7. What was the main reason for why you did not attempt to borrow in the last 12 months?

### General instructions:

The sequence of this forms deviates somewhat from the sequence rules:

- You first answer questions 1-2.
- If the answer to T5hQ2 = yes, you make a list of all credit sources. that is you answer questions 1-4 for all credit sources. Once you have made the list, you start entering sub-form a for all listed credit sources. Once that is done, you move on to questions 5-7.
- If the answer to T5hQ2 = no, you go straight to question 5.

Note that this deviates from the sequence rules because you need to enter sub-form a BEFORE answering questions 5-7 in case the household has taken credit.

### **Form T5ha: Credit details**

**T5ha** Credit details 1 Training

1. How much was borrowed? Include the value of goods or services acquired on credit.

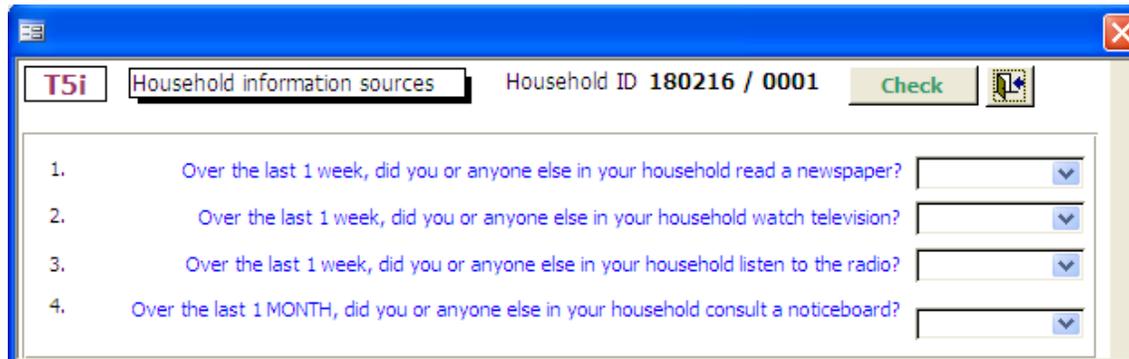
2. What was the source TYPE of this loan?

3. Which household member was responsible for the loan?

4. What was the main reason for obtaining loan? Was it: Read all responses

5. At what interest rate was this loan? In % % 6. Interest period

## Form T5i: Information sources

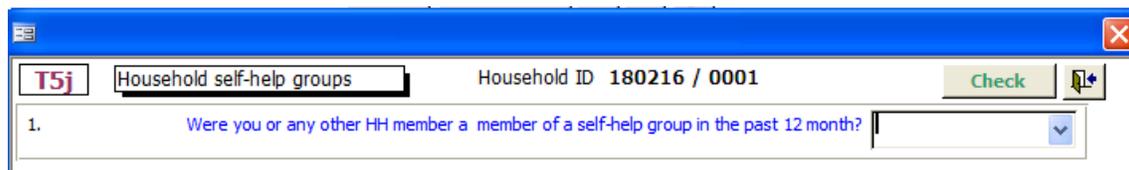


The screenshot shows a software window titled "T5i Household information sources" with "Household ID 180216 / 0001" and a "Check" button. It contains four numbered questions, each with a dropdown menu:

1. Over the last 1 week, did you or anyone else in your household read a newspaper?
2. Over the last 1 week, did you or anyone else in your household watch television?
3. Over the last 1 week, did you or anyone else in your household listen to the radio?
4. Over the last 1 MONTH, did you or anyone else in your household consult a noticeboard?

## Form T5j: Self-help groups

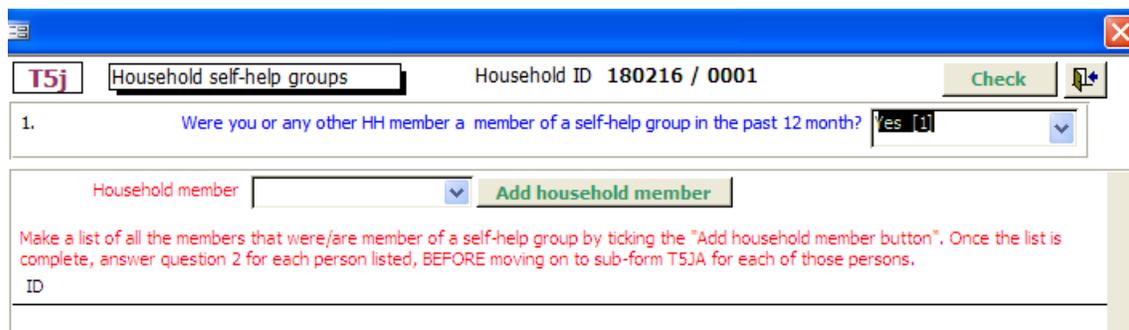
When opening the form:



The screenshot shows a software window titled "T5j Household self-help groups" with "Household ID 180216 / 0001" and a "Check" button. It contains one question with a dropdown menu:

1. Were you or any other HH member a member of a self-help group in the past 12 month?

If the answer to T5jQ1 = yes:



The screenshot shows the same software window as above, but with the dropdown menu for question 1 set to "yes [1]". Below the question, there is a "Household member" dropdown menu and an "Add household member" button. A red instruction text reads: "Make a list of all the members that were/are member of a self-help group by ticking the 'Add household member button'. Once the list is complete, answer question 2 for each person listed, BEFORE moving on to sub-form T5JA for each of those persons." Below this is an "ID" label and a blank input field.

### **General instructions:**

If the answer to T5jQ1 = yes, you need first to make a list of all members in the HH that are member of a self-help group. The way to do this is as follows. The combo box on the form contains all members of the household. Example:

You start by selecting in the combo box the first member the respondent mentions, for instance Stefan Rochus:

In order to add Stefan to the list, you should tick the **Add household member** button. As a result, Stefan will be added to the list:

Note that a new question appears on the form, i.e. question 2. For each person listed, you answer this question, before adding the next member to the list. Do NOT add a member if he/she does not belong to any self-help group.

In case there is another household member that belongs to a self-help group, you repeat the same procedure, i.e. selecting his/her name in the combo box and ticking the “add household member” button so that he/she gets added to the list. Only once all relevant members are listed and question 2 is answered for each of them, you complete sub-form T5JA for each member listed.

## Form T5ja: Self-help group details

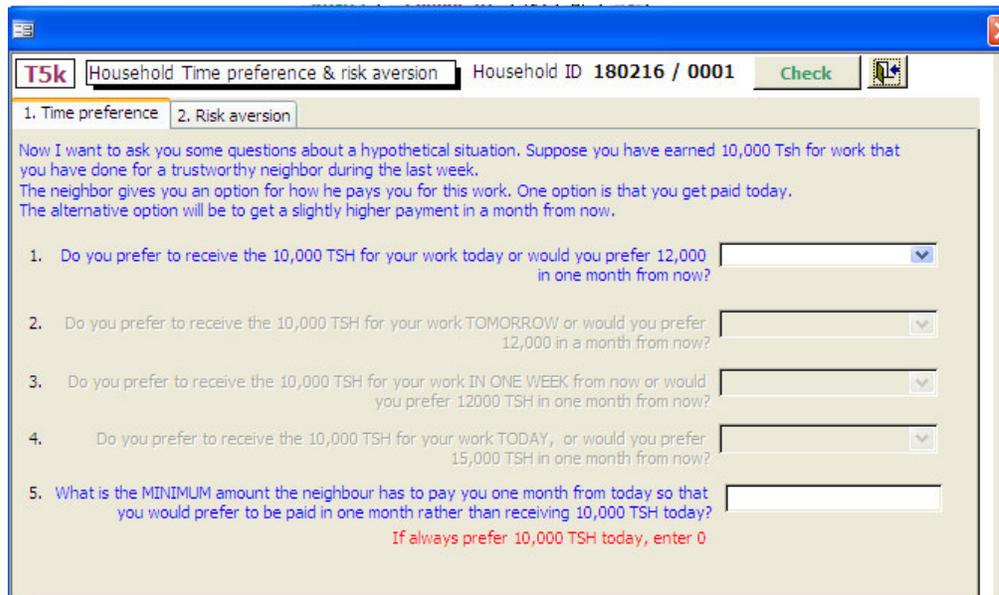


The screenshot shows a software window titled "T5ja Self-help groups details" for user "Stefan Rochus" with Member ID 1. The main question is "1. What are the types of self-help groups this household member belongs/belonged to?". Below this question are four dropdown menus labeled "Group 1", "Group 2", "Group 3", and "Group 4".

On this form, you need to give the types of the self-help groups the person belongs to. Depending on the number you entered in response field T5jQ2, only a specific number of fields are enabled on form T5ja. If the person belongs to 3 self-help groups, the entry for T5jQ2 is '2' and only 2 fields are enabled on form T5ja. Details for a maximum of 4 groups should be given. If the person belongs to more than 4 groups, give information of the 4 MAIN ones.

## Form T5k: Time preference and risk aversion

Tab 1:



The screenshot shows a software window titled "T5k Household Time preference & risk aversion" for Household ID 180216 / 0001. It has a "Check" button and a printer icon. There are two tabs: "1. Time preference" (selected) and "2. Risk aversion". The text reads: "Now I want to ask you some questions about a hypothetical situation. Suppose you have earned 10,000 Tsh for work that you have done for a trustworthy neighbor during the last week. The neighbor gives you an option for how he pays you for this work. One option is that you get paid today. The alternative option will be to get a slightly higher payment in a month from now." Below this are five questions, each with a dropdown menu:

1. Do you prefer to receive the 10,000 TSH for your work today or would you prefer 12,000 in one month from now?
2. Do you prefer to receive the 10,000 TSH for your work TOMORROW or would you prefer 12,000 in a month from now?
3. Do you prefer to receive the 10,000 TSH for your work IN ONE WEEK from now or would you prefer 12000 TSH in one month from now?
4. Do you prefer to receive the 10,000 TSH for your work TODAY, or would you prefer 15,000 TSH in one month from now?
5. What is the MINIMUM amount the neighbour has to pay you one month from today so that you would prefer to be paid in one month rather than receiving 10,000 TSH today?  
*If always prefer 10,000 TSH today, enter 0*

Tab 2:

**Tsk** Household Time preference & risk aversion Household ID 180216 / 0001 Check

1. Time preference 2. Risk aversion

Suppose you have to choose between 2 bags. After you have chosen a bag you have to put your hand in one bag and take out 1 envelope of which the contents will be your winnings.

6. Bag 1 has only 1 envelope containing 5,000 TSH. Bag 2 has 2 envelopes: One with 5,000 TSH and the other with 10,000 TSH. Which of the two bags would you choose to pick an envelope out of?

7. Are you sure? If you choose bag 1 then you will win 5000 TSH for sure. If you choose bag 2 you will win at least 5,000 TSH but you could win 10,000 TSH. Which bag will you choose?

8. Now suppose that you have to choose between the two bags again. Bag 1 contains an envelope with 5,000 TSH and bag 2 has TWO envelopes: One envelope contains 4,000 TSH and the other contains 10,000 TSH. Which bag would you choose?

9. Now suppose that you have to choose between the two bags again. Bag 1 contains an envelope with 5,000 TSH and bag 2 has TWO envelopes. One envelope contains 2,000 TSH and the other contains 10,000 TSH. Which bag would you choose?

### **General instructions:**

For each of the 2 tabs, do NOT forget reading the introductory text BEFORE proceeding to the questions on the respective tab.

Especially important in this section is that you read the questions AS THEY ARE WRITTEN. Do not try to influence the respondent in his/her answers.

### **Form T5I: HIV/AIDS**

When opening the form:

**T5I** Household HIV / AIDS Household ID 180216 / 0001 Check

1. Have you ever heard of HIV/AIDS? Use the local term for HIV/AIDS

If the answer to question T5I = yes:

Tab 1:

T51 Household HIV / AIDS Household ID 180216 / 0001 Check

1. Have you ever heard of HIV/AIDS? Use the local term for HIV/AIDS Yes [1]

1. Deaths 2. Sickness 3. General

2. Are there any members of this household who some people say have died from AIDS?

3. a. How many members in total?

b. How many of those were SPOUSE of the household head?

c. How many of those were CHILD of the household head?

d. How many of those were PARENT of the household head?

e. How many of those were neither spouse/child/parent of the household head?

Tab 2:

T51 Household HIV / AIDS Household ID 180216 / 0001 Check

1. Have you ever heard of HIV/AIDS? Use the local term for HIV/AIDS Yes [1]

1. Deaths 2. Sickness 3. General

4. Are there any members of this household who some people say may be sick with HIV/AIDS now?

5. a. How many members in total?

b. How many of those are SPOUSE of the household head?

c. How many of those are CHILD of the household head?

d. How many of those are PARENT of the household head?

e. How many of those are neither spouse/child/parent of the household head?

Tab 3:

T51 Household HIV / AIDS Household ID 180216 / 0001 Check

1. Have you ever heard of HIV/AIDS? Use the local term for HIV/AIDS Yes [1]

1. Deaths 2. Sickness 3. General

6. I don't want to know the results, but have you ever been tested with HIV/AIDS?

7. When were you tested? MONTH YEAR

8. In your opinion, what is the likelihood (chance) that you ARE infected with HIV/AIDS now?

9. In your opinion, what is the likelihood (chance) that you WILL be infected with HIV/AIDS in the future?

10. Have you ever heard about special antiretroviral drugs (USE LOCAL NAME) that people infected with HIV/AIDS can get from a doctor or nurse to help them live longer?

11. Are these drugs available in this area?

12. If a member of this household was sick with HIV/AIDS, would ARV treatment be available and affordable for the household?

13. How many members of this household are currently being treated with ARVs?

#### 6.4.6. Section 6: Consumption

##### **Purpose:**

The objective of this section of the questionnaire is to analyse the consumption and expenditure pattern of the household.

##### **Form T6: Main form section 6 – Consumption**

The screenshot shows a web-based form for household consumption data. At the top, it identifies the household as '180216 / 0001'. The interface has a series of tabs for different sections, with '6. Consumption data' currently selected. The form is divided into two main parts. The first part contains two questions: '1. Respondent on consumption questions' and '2. What are 2 main sources of cash income for the household, starting with the most important one?'. The second part is a list of seven sub-sections, each with a right-pointing arrow button labeled with a letter from 'a' to 'g'. A 'Check' button is positioned at the bottom right of the form area.

##### **General instructions:**

Answer question 1-2 on this form before moving on to the sub-forms. On each of these sub-forms, form T6S plays an important role. Therefore we will discuss form **T6S** to start with.

##### **Form T6S: Select items**

The starting procedure on sub-forms T6a, T6b, T6c, T6d and T6e is the same: On each of these sub-forms, the first thing you need to do is to enter sub-form T6S, which is a special case of a sub-form as discussed in part 4 in this manual.

On this form, you need to select whether or not the household has consumed/purchased specific consumption items over a specific period of time (yes or no). The same TYPE of T6S form can be accessed from each of the consumption

sub-sections of T6 by ticking the  button. However, the recall-period and the lists of consumption items differ each time, depending on the sub-form from where the **T6S** form has been accessed, that is either from **T6a**, **T6b**, **T6c**, **T6d** or **T6e**.

The following screen shot is one of **T6S** when accessed from **T6b** (outside food and drink):

Code	yes	no	Item
1201	<input type="radio"/>	<input type="radio"/>	Full meals (breakfast, lunch, dinner)
1202	<input type="radio"/>	<input type="radio"/>	Barbecued meat, chips, roast bananas, and other snacks
1203	<input type="radio"/>	<input type="radio"/>	Kibuku and other local brews
1204	<input type="radio"/>	<input type="radio"/>	Wine, commercial beers, and spirits
1205	<input type="radio"/>	<input type="radio"/>	Sodas and other non-alcoholic drinks
1206	<input type="radio"/>	<input type="radio"/>	Sweets and ice-cream
1207	<input type="radio"/>	<input type="radio"/>	Tea, coffee, Samosa, cake, and other hotel snacks

For each sub-form, the T6S form contains different items, with different codes. Appendix F of this manual (in second manual booklet) contains the list of all consumption items, grouped by category (sub-form).

Each item on the list of items should be individually asked. For instance, even if a person says they did not eat any flour maize (code 0105) in food consumption section, make sure to ask if they ate any grain maize (code 0104).

Remember that you can use the **Roster** button in case you need to remind the respondent which persons are listed on the roster.

Note that in section T6a, you need to go through 8 different consumption categories on form **T4S**, which is done by ticking the buttons. Only once you have gone up to category 8, the button will appear and you can leave the form to go back to form **T4a** where you can continue the survey.

**Form T6a: Food consumption**

**General instructions:**

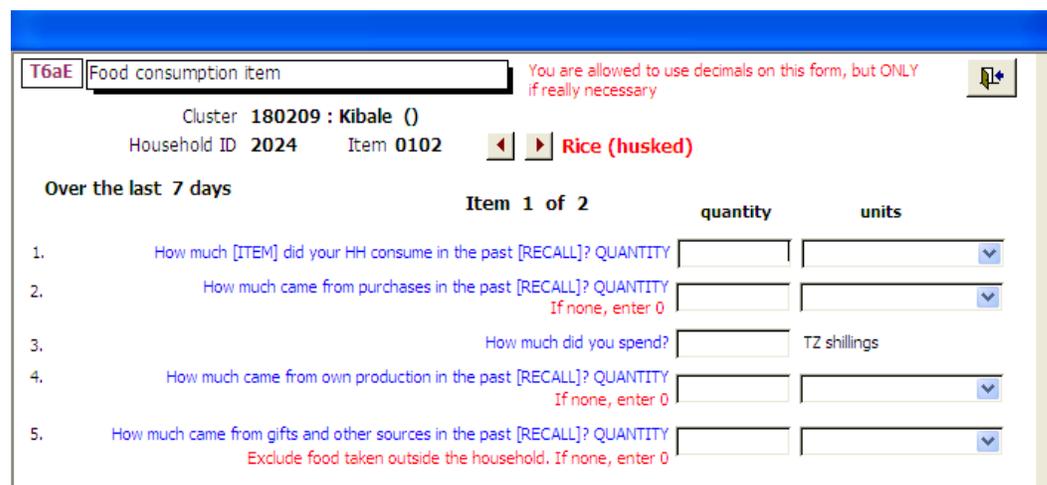
This form inquires the household about its food consumption WITHIN THE HOUSEHOLD over the last 7 days. The lists of food items reflect the most commonly

consumed foods among the population of Tanzania. The items on this list were specifically selected from the most common food items as reported from hundreds of food items in the national Household Budget Survey 2000 (conducted by the NBS). All foods/beverages which might be consumed are implicitly covered on this list. Please note that the focus in this section is on consumption of food and not on food expenditures.

The survey sequence on form **T6a** deviates somewhat from the standard survey sequence rules. As discussed above, you start this form by completing sub-sub-form **T6S**. Once you have completed form **T6S**, you will notice that all food items that the household consumed over the last 7 days are now listed on form **T6a**.

In some regions, different households may eat different types of items than households from your regions, so make sure to ask each individual item on the food list.

The easiest way to proceed is to tick the  button to access sub-form **T6aE**:



**T6aE** Food consumption item You are allowed to use decimals on this form, but ONLY if really necessary

Cluster **180209 : Kibale ( )**  
 Household ID **2024** Item **0102** ◀ ▶ Rice (husked)

**Over the last 7 days**

	Item 1 of 2	quantity	units
1.	How much [ITEM] did your HH consume in the past [RECALL]? QUANTITY	<input type="text"/>	<input type="text"/>
2.	How much came from purchases in the past [RECALL]? QUANTITY <span style="color: red; font-size: small;">If none, enter 0</span>	<input type="text"/>	<input type="text"/>
3.	How much did you spend?	<input type="text"/>	TZ shillings
4.	How much came from own production in the past [RECALL]? QUANTITY <span style="color: red; font-size: small;">If none, enter 0</span>	<input type="text"/>	<input type="text"/>
5.	How much came from gifts and other sources in the past [RECALL]? QUANTITY <span style="color: red; font-size: small;">Exclude food taken outside the household. If none, enter 0</span>	<input type="text"/>	<input type="text"/>

For all items listed, you will need to answer 5 questions on form T6aE. You start by completing all 5 questions for item 1 (in the example here above that is Rice (husked)). Once that is done, you can go to the data entry form for the next listed item by ticking the  button. And so on, until you have answered these 5 questions for all food items that the household consumed over the last 7 days.

Quantities and unit codes

There is a large set of volume/weight unit codes in the food consumption section. These codes refer to quantities usually found in retail markets and other commercial setting in Tanzania. The coding scheme, while extensive, cannot hope to be comprehensive to cover all non-standard units used by households throughout Tanzania. The following set of rules is given to assist the interviewer in using these unit-coding schemes:

- Whenever possible, report the quantity in standard, metric units. Always try to convert the quantity the respondent reports to kilograms or litres. However, we recognize that reporting quantities in standard units will often be difficult to do. Consequently we have provided in the coding list more than a dozen alternative non-standard units that might be employed when it is difficult to convert the amount reported to a standard unit.
- If the respondent reports a quantity in a unit other than those listed in the coding scheme, see if he or she can:
  - First convert the quantity to some standard equivalents – kg, 50-kg bag, 90-kg bag, grams, litres, millilitres, and so.
  - If unable to convert to standard units, convert the quantity to one of the non-standard units listed in the coding scheme.
  - If it seems not possible to enter the quantity reported by the respondent using the standard or the non-standard units found in the coding scheme, should obtain a clear description of the unit the respondent is referring to in terms of volume or dimensions (height, width, depth). Inform the supervisor of this non-standard unit. If this is a commonly used new non-standard unit in the area, an investigation will be done to compute conversion factors to standard units for most of the major food items for which the non-standard unit is used.

Units for eggs should always be Piece. For example, if the household consumed 5 eggs, this is recorded as 5 pieces.

Try to avoid using decimal points, whenever possible. For example, rather than noting a quantity as '0.5 of a 50kg bag', the interviewer should note '25 kg'.

You may want to edit data on one particular item in the list on form **T4a** afterwards.

Instead of ticking the  button and go to the item form to change the data, it is easier to tick the  button on the row in the list that corresponds to the particular item. This will lead you straight to the **T6aE** form of that item.

Once you have completed the form, tick the  button and return to form T6a in order to access the next section.

## Form T6b: Outside food and drink

The screenshot shows the top portion of the T6b form. At the top left, it says 'T6b Household outside food and drink'. To the right, it displays 'Household ID 180209 / 2024'. There are two buttons: a green 'Check' button and a 'Select items' button with a right-pointing arrow and the letter 'S'. Below these, a red instruction reads: 'First, tick 'Select items' to select all consumed items on form T6S. Then, return to this form in order to answer question 1.' The main question is: '1. What was the value of [...] eaten/drunk outside this household in the last 7 days? Include gifts as well as purchases'. Below the question is a table with three columns: 'Code', 'Item', and 'TZS'. The table is currently empty.

### General instructions:

This form inquires the household about its food and drink consumption OUTSIDE THE over the last 7 days.

As discussed above, you start this form by completing sub--form **T6S**, by recording whether any household member has eaten any of the listed food or drinks outside the household. Once you have completed form **T6S**, you will notice that all items that the household consumed over the last 7 days OUTSIDE the households are now listed on form **T6b**:

This screenshot shows the T6b form with a list of items. The header and instructions are the same as in the previous screenshot. The table below the question is populated with the following items:

Code	Item	TZS
1201	Full meals (breakfast, lunch, dinner)	<input type="text"/>
1204	Wine, commercial beers, and spirits	<input type="text"/>
1206	Sweets and ice-cream	<input type="text"/>

For each of the items on the list, question T6bQ1 then asks you to record the total value of this food/drink eaten/drunk outside the household over the last 7 days, even if the person did not pay for the item or meal themselves. This data should be entered in the column below TZS.

## **Form T6c to form T6e: Non-food expenditures**

### **General instructions:**

These 3 forms collect information on the household's non-food expenditures. Note that here we are asking information on whether the household has purchased, NOT CONSUMED, any of the listed products in the specified recall period. Similar to the consumption modules with recall periods, form **T6S** provides a list of items that will include both non-durable and durable items that may be common expenditures for households in the communities we are surveying. Then record the total value of the purchased items on form **T6c**, **T6d** or **T6e** respectively.

Often, one 'item' in the list on **T4S** consists of a set of items, which ALL need to be read to the respondent. Remember that the respondent should sum the total of all purchases for each item on forms **T6c**, **T6d** or **T6e**. Using the UMPC calculator can be useful for this purpose.

### **Form T6c: FREQUENT NON-FOOD EXPENDITURES (1) over the past 2 weeks**

Select the items that the household has purchased over the past 2 weeks and record the total value of the amount purchased.

### **Form T6d: FREQUENT NON-FOOD EXPENDITURES (2) over the past 1 month**

This section asks whether the household has purchased any personal care items, batteries or utilities over the past month. Personal care items include those items included on the questionnaire (Toilet soap, toilet paper, toothpaste, hair products, razor, perfumes, lotions, make-up and beauty salons, etc.) that are used for personal cleanliness and appearance. Utilities include all services that the household may have purchased in the past month including electricity, water, garbage disposal, and landline telephone service. If the household has bills for these different services, they can be used as references for how much the household purchased in the last month.

### **Form T6e: LESS FREQUENT EXPENDITURE over the past 12 months**

This section collects information on the household's durable good and services expenditures over the past 12 months. The categories of items listed on **T6S** have descriptions of specific items which are included in the category that you should read to the respondent before they answer the question. Remember that the respondent should sum the total of all purchases in each category over the past year.

Make sure that you capture all non-food expenditures and that no non-food expenditures are double counted. There are certain borderline cases of expenditures that can be argued to belong to several categories at once. Make sure you make an informed decision where to include, asking your supervisor for advice, but never double-enter these expenditures. Similarly, ALL non-food expenditures HAVE to belong to exactly one category in the questionnaire. It would be impossible for a

household to have a non-food expenditure that you cannot capture anywhere on the questionnaire.

Exclude any expenditures that are only for business purposes. For example if a trader pays for a bus to collect fish for sale then this fare should not be included.

### Form T6f: Details of missing consumption expenditures

**T6f** Household missing consumption information Household ID 180209 / 2024

1. How much expenditure information for [NAME?] is NOT captured in what you have mentioned to me?  
[Read all responses](#)

ID	Name	Amount of information not captured
1	Peter Rochus	<input type="text"/>
2	Maria Rochus	<input type="text"/>
3	Stefan Rochus	<input type="text"/>

#### **General instructions:**

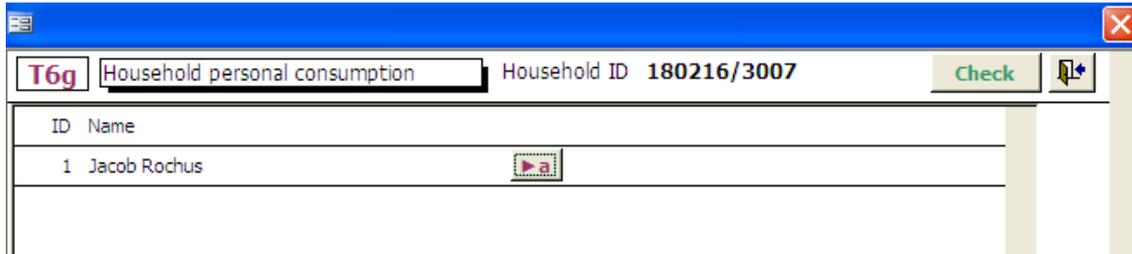
You will encounter situations where the respondent cannot tell you about the non-food expenditures of one of the household members. Your first strategy should always be to have the respondent make an estimate, but if that is not possible then the expenditures of one of the members will be excluded. Question **T6fQ1** aims to capture whether this has happened.

Note that the question is in NEGATION form, i.e. it asks how much expenditure information is NOT captured in what the respondent mentioned to you. You should READ ALL RESPONSES in this question.

A realistic situation could be that the household head is absent from the household and only visits during weekends. The respondent may then not know and refuse to guess how much the household head spends on non-food items. If this is the case, select in **T6fQ1** how much of the head's expenditure is missing.

In case the respondent knew all of the expenditures of the household member, select 'none' for field **T6fQ1**.

## Form T5g: Personal consumption



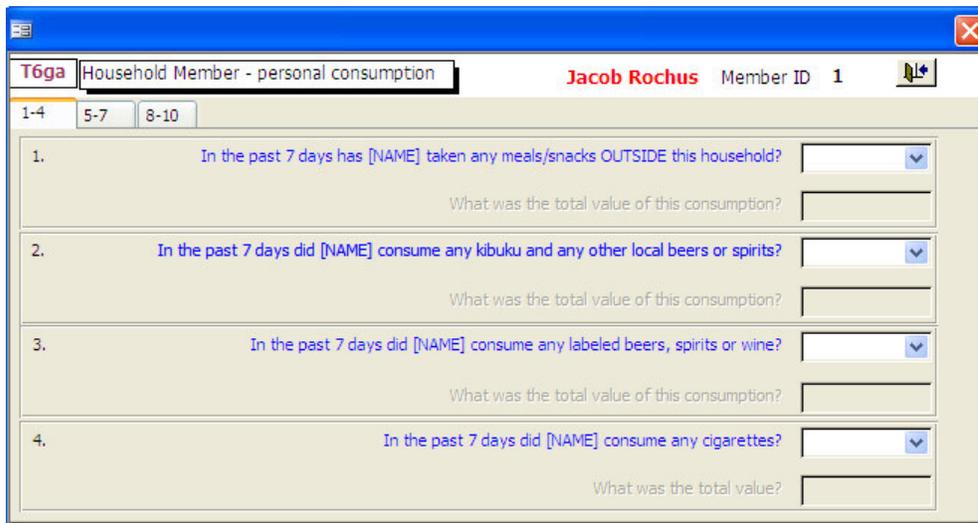
The screenshot shows a software window titled "T5g Household personal consumption". The window header includes "Household ID 180216/3007" and a "Check" button. Below the header is a table with two columns: "ID" and "Name". The table contains one entry: "1 Jacob Rochus". To the right of the name is a small icon with a play button and the letter 'a'.

### General instructions:

This section is not asked for all households. Nor is it asked for all members. This section is only asked for TASAF households AND ONLY from those members that are 1) TASAF members or 2) meet the TASAF vulnerability criteria (in the narrow sense) of the village. Those members will be listed on form **T6g**. The section will be disabled for all other households. For each person listed, you should complete section T6ga.

## Form T6ga: Household Member – personal consumption

Tab 1:



The screenshot shows a software window titled "T6ga Household Member - personal consumption". The window header includes the name "Jacob Rochus" and "Member ID 1". Below the header are three tabs: "1-4", "5-7", and "8-10", with "1-4" selected. The main content area contains four numbered questions, each with a dropdown menu and a text input field for the total value:

1. In the past 7 days has [NAME] taken any meals/snacks OUTSIDE this household?  
What was the total value of this consumption?
2. In the past 7 days did [NAME] consume any kibuku and any other local beers or spirits?  
What was the total value of this consumption?
3. In the past 7 days did [NAME] consume any labeled beers, spirits or wine?  
What was the total value of this consumption?
4. In the past 7 days did [NAME] consume any cigarettes?  
What was the total value?

Tab 2:

T6ga Household Member - personal consumption Jacob Rochus Member ID 1

1-4 5-7 8-10

5. In the past 12 months did [NAME] acquire any sodas, juices, ice-creams or sweets?    
What was the total value?

6. In the past 12 months did [NAME] acquire any clothing or footwear?    
What was the total value?

7. In the past 12 months did [NAME] acquire any recreation and entertainment: video halls, disco, sport events, etc. ?    
What was the total value?

Tab 3:

T6ga Household Member - personal consumption Jacob Rochus Member ID 1

1-4 5-7 8-10

8. In the past 12 months did [NAME] acquire any phone credit or traveling fare?    
What was the total value?

9. In the past 12 months did [NAME] acquire any personal goods like watches, jewelry, suitcases and the like?    
What was the total value?

10. In the past 12 months did [NAME] acquire any personal care goods or services like cosmetics, haircuts, hairdressing, toothbrushes, make-up and the like?    
What was the total value?

#### 6.4.7. Section 7: Finish

##### **Purpose:**

- To collect information about the status of the interview.
- To run final validation check procedure

## Form T7: Main form of section 7 – Finish

T Household 180216 / 3007 Roster Change ID X ↕ 🏠

1. Start 2. HH head info 3. Roster 4. Children 5. Various 6. Consumption data 7. Finish 8. Comments

**Validation of completed interview**

**Remember to weigh and measure the children under 5 (T4b)**

1. Number of visits required to complete the interview

2. Interview result

3. Time finished

Time finished (after resumption)

3. Why is the interview only partially completed?

4. How proficient was the respondent in Swahili?

### General instructions:

Do NOT forget to run the final validation check!!!! You should do this BEFORE setting the finish time.

### 6.4.8. Section 8: Comments

### Purpose:

- To write any comments that can help with the interpretation of the interview

## Form T8: Main form of section 8 – Comments

T Household 180209 / 0001 Roster Change ID X ↕ 🏠

1. Start 2. HH head info 3. Roster 4. Children 5. Various 6. Consumption data 7. Finish 8. Comments

### **General instructions:**

Write any comments that can help with the interpretation of the interview. All questionnaires should have something written in the comments box. If there is nothing to comment, then simply write "ok". Comments could be, for example: "the respondent seemed ill at ease and was not comfortable answering questions about their earnings", or "the respondent seemed drunk and there was no one else in the household to interview instead of him".

There are several cases in which a comment is compulsory. See section 2.4.2.

Other possible comments are comments concerning the validation check procedure. Also these should be written in the comments section.

In order to minimize the time spent at the household, we ask you to note down all the possible comments that you think of during the interview in the Window Journal. Afterwards, once you have left the household, you can take your time to copy the comments into the comment section, which may be a bit more time consuming. You can then delete the files in the Window Journal.

## 7. SOME IMPORTANT THINGS TO REMEMBER

This section contains a summary of the most important points to remember. You should read these several times, until you know them by heart. Please, take this advice seriously. These points are most important for successful completion of this project. This list is NOT exhaustive, and points will be added during training.

### 7.1. CONCERNING THE USE OF UMPC FOR SURVEYING

- ALWAYS replace the stylus pen in its holder DIRECTLY after use.
- Always close the Tablet PC Input Panel (keyboard) right after using it. It might hide important information on the screen.
- Do not touch the UMPC screen with your hands while entering data with the stylus pen, since this will hinder the contact between the pen and the screen.
- Each evening, hand over all UMPC equipments to your supervisor, together with your Questionnaire Review Booklet. Sign the daily 'hand over' check list each time you do so.
- Always decrease the brightness of the screen (by use of Menu Button, cf. Appendix A) once you have entered the household, in order to safe battery life.
- Always switch off the sound of the UMPC (by use of Menu Button, cf. Appendix A) before visiting the household, since sound may take away the concentration of the respondent.
- You are NOT allowed to use internet on the UMPC.
- Frequently check the remaining battery charge. Do so especially **before** the **interview** starts and try to avoid changing the battery whilst visiting the household.
- NEVER install any program onto the UMPC. NEVER plug in any device other than your supervisor's USB stick into the UMPC.
- Use the HOLD function of the UMPC in case you want to avoid changes on the screen while not using the UMPC for as short while (for instance while going from one household to another during listing).
- Use the Windows Journal (cf. Appendix A) in case you want to write some comments to your supervisor DURING the interview. These comments need to be copied in the comments section on form **T8** AFTER the interview. By transferring the household record to your supervisor at the end of the day, the comments will be transferred as well.
- When you want to change the battery, make sure your UMPC is switched off first.
- Make sure your UMPC is well protected when it rains!

### 7.2. GENERAL POINTS

- Each time before leaving the household, double check whether you have with you all things listed in section 2.4.3.
- Remember to fill in EACH enabled (white) field.
- Remember to enter comments for EACH household record (not compulsory for listing if there is nothing unusual). Enter 'ok' if there is nothing to comment.

- Run the validation check procedure EACH TIME BEFORE MOVING ON TO THE NEXT FORM and run the final validation check at the end of the interview.
- Listing survey:
  - ALWAYS run the matching procedure on form L1.
  - Capture GPS coordinates of EACH dwelling in the village.
  - Make sure you put a sticker/identifying mark to every listed HH.
  - Frequently remind your guide that he/she should flag households with TASAF members/VEO/Village chairman.
- Do not waste unnecessary time doing things which are not related to the survey. Especially for listing, this matters a lot.
- Remember to always thank your respondent for the responses and time he/she has spent on you.
- In order to maintain confidentiality, make sure no outsiders (including the guide and/or village official) are around while interviewing your respondent.
- Read this manual several times until you know every point by heart...

## Appendix A: getting started with the umpc

In general, the functioning of a UMPC is similar to that of a standard computer. The main difference, however, is that a UMPC does not have a keyboard nor a mouse. Instead, it supports a **Touch Screen LCD** that can be operated with a **stylus pen** or with your **fingers**. This section of the manual will guide you through the basic UMPC features that you need to fully understand before using it on the field. Before turning to the discussion on how to use the computer, however, please read the following safety instructions carefully. It is of utter most importance that you do so for security purposes and to prevent damage of the product.

### 1.1. Safety precautions

- Use related:
  - Operate the touch screen LCD following the instructions below, i.e. **ONLY** by use of the **Stylus Pen** or your **fingers**. **NEVER** use any other object, as sharp objects may scratch or damage the LCD surface.
  - Use the computer with special care. Avoid dropping the computer or any of its parts and do not put heavy objects on top of it. Take particular care not to drop the product when using the computer on the stand.
  - Keep the UMPC and all its attributes out of reach of children. Take particular care with the Stylus Pen. Children may injure themselves by swallowing it or damaging their eyes. Keep this always in mind while visiting a household.
  - Do not place a candle, lighted cigar, etc. over the product.
  - In case of lightning, immediately turn the system off and disconnect the power cord from the wall outlet.
  - Do not connect any devices to the connectors or ports of the computer, unless you have been permitted to do so by your supervisor.
  - When the computer is used for a long time, an 'odd' smell may arise. Ventilate the room frequently and use the computer carefully.
  - **Only use computer parts (e.g. batteries) given to you by your supervisor.**
  - When moving the product, turn the power off and separate all connected cables first. Failing to do so may damage the product or cause users to trip over the cables.
  - For cleaning the UMPC screen, only use the blue tissue or wet tissues provided to you by your supervisor. Using a cleansing solution or chemical not explicitly developed for computer use may damage the product.
  - Avoid damaging the data on a hard disk drive. A hard disk is extremely sensitive to external impact and may cause data loss on the surface of the disk. Possible causes of data loss:
    - Due to an external impact to the disk while assembling or disassembling the computer.
    - When the computer is turned off or reset by a power failure while the hard disk drive is in operation.
    - Moving the computer or any impact caused to it while the hard disk drive is in operation, may damage the data on the hard disk drive.

- Power related:
  - Do not touch the power cord with wet hands, as there is a danger of electric shock.
  - If the power cord or power outlet makes a noise, disconnect the power cord from the wall outlet and contact your supervisor, as there is danger of electric shock or fire.
  - Do not use a damaged or loose power cord or power outlet.
  - Plug the power cord into the power outlet firmly. Failing to do so may cause fire.
  - Do not unplug the power cord by pulling only the cable. If the cord is damaged, this may cause electric shock.
  - Do not bend the power cord excessively and do not place heavy objects on the power cord
  - Keep the power cord out of the reach of infants and pets.
  - If water or another substance comes into contact with the power input jack or into the computer, disconnect the power cord and contact your supervisor.
  - Keep the power cord and power outlet clean.
  - Never disassemble parts (e.g. the power supply or AC adapter). There is a danger of electric shock. If your computer does not work properly, contact your supervisor instead of trying to fix it yourself.
  - Do not block the ports (hole), vents, etc. of the product and take care not to insert any alien substances into the product.
  - Do not touch the antenna and power outlet, as there is a danger of electric shock.
  
- Battery use related :
  - Do not dispose of non-functioning batteries. Carry them with you and take them back to the office of E.D.I. Failing to do so may cause fire or an explosion.
  - Do not throw or disassemble the battery, as this may cause injury, fire or an explosion.
  - Avoid contact with metal objects such as car keys or clips when storing or carrying a battery. Contact with metal may cause excessive current and high temperature and may damage the battery or cause fire.
  - Change the battery according to the instructions below.
  - Do not place the battery into a fire or heat it, as there is a danger of fire or explosion.

## **1.2. Getting started**

Keeping all the above precautions in mind, you are now ready to start getting familiar with the UMPC. This section will teach you all the basic things you need to know in order to be able to use it on the field for surveying purposes. The first subsection gives an overview of all the UMPC features, together with a brief explanation of their purposes. Not all of them will be as relevant to your needs, however. The next subsection will focus on those features that are relevant to you and will discuss those in more detail. (In case you do need further information on another feature, we refer to the detailed pdf UMPC manual situated on the UMPC desktop. The exact pages of

this pdf manual where you can find information on a specific feature are referred to in the overview here below).

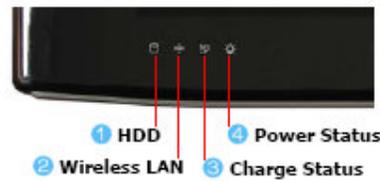
**a. Overview of all UMPC features**

**Front View / Status Indicators**



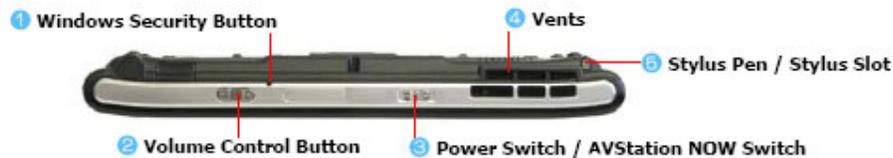
1	<b>LCD</b>	The screen images from the computer are displayed here.
2	<b>Mono Speaker</b>	A device generating sound. One speaker is at the top left of the computer.
3	<b>Joystick</b>	Plays the same role as the direction keys (←, →, ↑, ↓) on the keyboard. Used as a joystick when playing games.
4	<b>Auto Scaler Button</b> (Automatic Resolution Adjustment Button)	Press this button to change the screen resolution. Auto Scaler provides 3-step resolutions. Whenever you press this button, the screen resolution changes to 800x480 (Default Resolution) > 800x600 > 1024x600 sequentially. (☐ p.30)
5	<b>Status Indicators</b>	Shows the operating status of the computer. The corresponding operating LED is lit when the corresponding function operates. (☐ p.15)
6	<b>Menu Button</b>	Press this button to launch the Menu Program. (☐ p.27) The Menu Program provides shortcuts to frequently used functions on the computer. You can easily change the settings.
7	<b>Enter Button</b>	Press this button to select an item. It is the same as the Enter key on the keyboard.
8	<b>Quick Launch Button</b>	You can register a frequently used program to launch it just by pressing this button. (☐ p.28)

## Status Indicators



1	<b>HDD</b>	This turns on while the hard disk drive is being accessed.
2	<b>Wireless LAN</b>	This turns on when the wireless LAN is operating. ( p.45)
3	<b>Charge Status</b>	This shows the power source and the battery charge status. <b>Green:</b> When the battery is fully charged or the battery is not installed. <b>Amber:</b> When the battery is being charged. <b>Blinks:</b> It blinks for a while when sliding the HOLD switch up or when pressing a button when the HOLD switch is in the HOLD position. <b>Off :</b> When the computer is running on battery power without being connected to AC power.
4	<b>Power Status</b>	This shows the computer operating status. <b>On :</b> When the computer is operating. <b>Blinks:</b> When the computer is in Standby mode.

## Top View



1	<b>Windows Security Button</b>	Pressing this button is the same as pressing the <Ctrl>+<Alt>+<Del> keys on the keyboard. Press the Stylus Pen, display the <b>Windows Task Manager</b> window.
2	<b>Volume Control Button</b>	A button used to control the volume. ( p.26)
3	<b>Power Switch / AVStation NOW Switch</b>	You can turn the computer on or off by sliding this switch to the right and releasing it. ( p.18) You can launch AVStation NOW by sliding this switch to the left when the computer is turned off. ( p.79)
		<b>!</b> To turn the computer on, slide the Power switch to the right and hold it for more than 0.1 seconds before releasing it.
4	<b>Vents</b>	The internal heat of the computer is emitted through these holes.
		<b>!</b> If the vents are blocked the computer may over-heat. This may be dangerous, so avoid blocking the vents.
5	<b>Stylus Pen / Stylus Slot</b>	The Stylus is used to enter information through the touch screen. ( p.20) You can keep the Stylus Pen in the Stylus Slot.

## Right View



### 1 Monitor Port

A jack used to connect a monitor, TV or projector supporting a 15-pin D-SUB interface. ( p.31)

### 2 USB Port

A port used to connect a USB device such as a USB keyboard, mouse, etc.

### 3 DC-in Jack

A port used to connect the AC adapter supplying power to the computer.

## Left View



### 1 External ODD Power Port

A port used to supply power to the external USB ODD.

### 2 USB Port

A port used to connect a USB device such as a USB keyboard, mouse, USB ODD, etc.

### 3 Headphone Jack

A jack used to connect the headphones.

### 4 MIC Jack

The jack for connecting a microphone.

### 5 HOLD Switch

When sliding the HOLD switch into the **HOLD** position (upwards), no buttons will work.

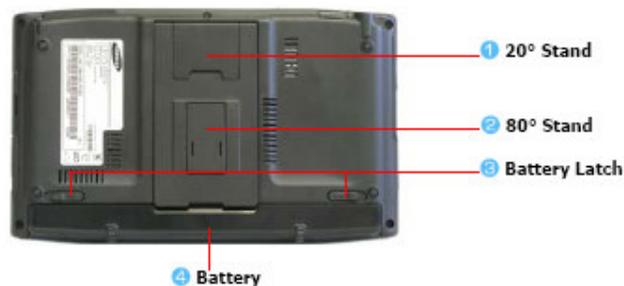
When pressing a button or switch in the HOLD status, the **Charge LED** ( ) blinks for a moment.

To use the computer again, slide the HOLD switch down.

### 6 Hand Strap Hole

You can connect the Hand Strap here.

## Rear View



### 1 20° Stand

You can position the computer at a 20° degree angle so that you can comfortably enter text.

### 2 80° Stand

You can position the computer at an 80° degree angle so that you can comfortably view the screen.

### 3 Battery Latch

The latch used to remove or install the battery. ( p.96)

### 4 Battery

A Lithium Ion rechargeable battery which supplies power to the computer. ( p.96)

## b. Discussion of the relevant UMPC features

- Turning the computer on and off

### Turning the computer on

Slide the **Power Switch** to the right, hold it for more than **0.1 seconds** and then release it. The computer is turned on.



Make sure that you switch the Power switch to the **right**, NOT to the left, if you want to turn on the computer. Switching it to the left will launch AVStation Now, of which the meaning is irrelevant for your purposes, and will not switch on your computer.

### Turning the computer off

- 1 Click the **start** button (  ) on the taskbar.
- 2 Click **Turn Off Computer**.



- 3 Click **Turn Off**.



When the system cannot be shut down due to a system error, turn it off by sliding and holding the **Power Switch** for more than 4 seconds. After that, when turning it on by sliding the Power Switch, the disk checking program may launch.

### Turning the computer on Stand By

If you will not be using the computer for a very short while, you may not want to shut down the computer. In that case, however, please do turn the computer on Stand By in order to safe battery life.

1. Click the **start** button on the taskbar.
2. Click **Turn Off** the Computer
3. Click **Stand By**

- **How to operate the UMPC**

As mentioned above, the UMPC does not have a keyboard nor a mouse. Instead, one has to operate the touch screen LCD with a **Stylus Pen** or with his **fingers**. We emphasise again that you may **NOT use any other object**, since sharp objects may scratch or damage the LCD surface.

*Removing the Stylus Pen from the computer:*

Pull the Stylus Pen upwards and out.



When finished, **return it to the Stylus Slot!** We emphasize that it is **VERY** important not to forget this, since it is the only object that can be used to operate the UMPC. Please, double check this before you leave a place each time after using the UMPC.

*Stylus Pen Functions:*

Mouse	Stylus Pen	Function
Single-click	Single-tap	Single-tap with the pen to select an item.
Double-click	Double-tap	Double-tap with the pen to run an item.
Right-click	Press and Hold	Press and hold for more than 3 seconds with the pen to display the Pop-up menu.
Drag	Drag	Press an item and drag it with the pen to move the item.



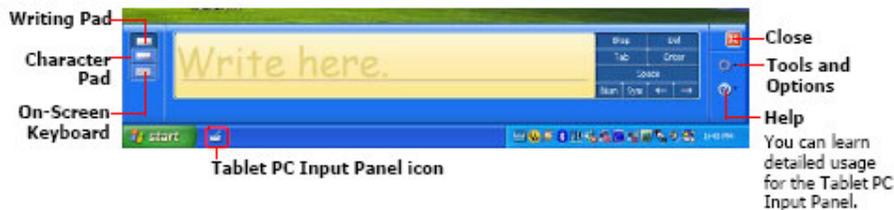
*Entering text:*

During the survey, you will often have to enter text in the UMPC. You can enter text by using the **Tablet PC Input Panel**.

The Tablet PC Input Panel is an on-screen letter input pad provided by Windows. With this method, letters are entered by use of the Stylus Pen. There are three ways in which letters can be entered using the Tablet PC: With the Writing Pad, with the Character Pad, and with the **On-Screen**

**Keypad.** In practice, for your purposes we suggest only using the On-Screen Keypad while entering responses of respondents, and the Writing Pad for entering comments in the Windows Journal.

To open the Tablet PC Input Panel, click on the Tablet PC Input Panel (  ) icon on the taskbar. A picture of the Tablet PC Input Panel is displayed below.

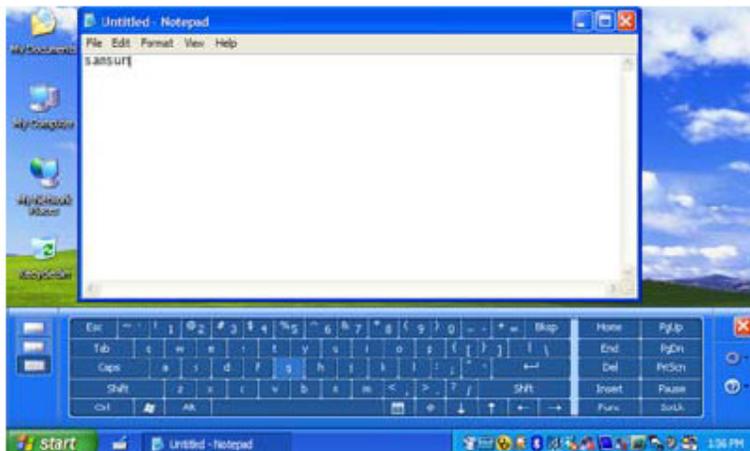


## Entering text using the On-Screen Keyboard

The On-Screen Keyboard displays a standard keyboard on the screen. Text is entered by pressing the corresponding keys on the screen.

To use the On-Screen Keyboard, follow these steps:

- 1 Open the Tablet PC Input Panel and an editing program.
- 2 In the **Tablet PC Input Panel**, click the **On-Screen Keyboard** icon (  ).
- 3 Select letters using the Stylus Pen.



(Note that in the figure the Program Notepad is opened only for demonstrative purposes)

We recommend that you **close the Tablet PC Input Panel each time right after using it**, since it may hide important information on the screen. Ignoring this advice may lead you to miss important questions of the questionnaire, so please try to remember thi advice.

- **Volume control**

You can control the volume with the Volume Control button or Volume Control program.

Press the right side (+) of the **Volume Control button** (  ) to turn the volume up and press the left side (-) to turn the volume down.

- **Using the Menu Button (  )**



The following figure discusses those functions in the menu that may be relevant for you purposes:

Menu Items	Function
<b>Brightness Up</b>	This increases the LCD brightness by one step.
<b>Brightness Down</b>	This decreases the LCD brightness by one step.
<b>Wireless LAN ON (OFF)</b>	Turns the Wireless LAN on or off.
<b>Sound ON (OFF)</b>	Turns the volume on or off.
<b>Backlit OFF</b>	Turns the LCD backlight off. Press a point on the screen once to turn it on again.

<b>Battery</b>	Shows the remaining battery charge.
<b>Rotation</b>	Whenever this item is pressed, the screen rotates by 90 degrees to the left.

**!** When rotating the screen, a part of the screen image may not be displayed in some software programs.

Three functions are especially important for your purposes:

- 1) You may need to use the **Brightness Up button**, especially when you are using the UMPC outside in **daylight**. You will notice that you will not be able to see the screen when you switch on the computer in natural daylight, until you have increased the LCD brightness. However, once inside in a house, decrease the brightness again in order to expand battery charge.
- 2) You should **switch the sound off before visiting a household**, because the sound may bother the household members.
- 3) Make sure that you **frequently check the remaining battery charge**. Do so especially **before** the **interview** starts and try to avoid changing the battery whilst visiting the household.

- **The Quick Launch Button**



The Quick Launch Button launches a prior registered program just by pressing this button. At the moment of this writing, the buttons have not yet been installed. But we may pre-install them such that U1 launches the listing questionnaire and U2 launches the household questionnaire for instance.

- **The Auto Scaler Button**

Using this button, you can change the screen resolution. However, we have developed the survey software in a way such that the default resolution, i.e. 800x480 pixels, is most suitable. You should better not change these settings.

- **The HOLD switch button**

When sliding the HOLD switch into the HOLD position (upwards), no buttons will work. To use the computer again, slide the HOLD switch down. You will have to use this UMPC feature on the field. For instance, while listing you should not switch off your computer in between two household visits. Instead, you should switch on the hold button on HOLD before putting it in its protection bag.

- **Windows Journal**

While interviewing, you may want to write down some comments to your supervisor in order not to forget them. Useful for this purpose is **Windows Journal**, an

electronic sheet on which you can write anything you want, by use of your stylus pen. The advantage is that you can use your stylus pen in the same way as you would use a standard pen. We have installed the UMPC such that the **u4** button launches Windows Journal. We recommend you to keep this notebook open (though minimized) throughout the interview, so that you can immediately write down anything unusual you encounter. The Windows Journal is also very useful for adding comments in the comments box of each questionnaire. You can copy then into the comment box once you are finished.

- **Minimize the Ribbon**

It may be that a large menu ribbon appears on the screen of your UMPC. You should always minimize this, but selecting 'minimize' the ribbon in the scroll down menu.

- **Using the Battery**

- *Charging the Battery using standard electricity:*

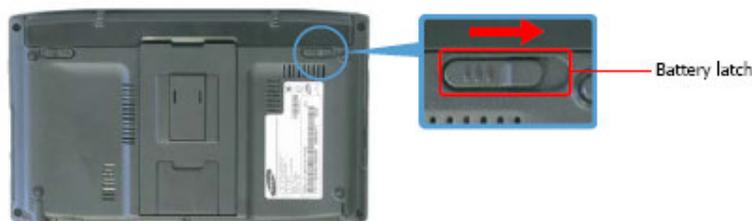
- 1 Attach the battery and connect the AC adapter to the DC-in jack of the computer. The battery will then be charged.
- 2 When charging is complete, the Charge LED turns green.

Status	Charge LED
Charging	Amber
Charging complete	Green
AC adapter not connected	Off

Once on the field, electricity is often unavailable. Hence, it is important that you carry a spare battery, that you are able to replace them, and that you frequently monitor the Battery Charge.

- *Removing and Attaching a Battery:*

- 1 Shutdown the system and place the computer upside down on a flat surface.
- 2 Pull the two battery latches outwards (☐↗), then remove the battery.



- 3 To install the battery again, slide the battery into the system. The battery latches move inwards and fix the battery automatically.

Double check if the battery latch has been moved inwards!

- *Monitoring the Battery Charge:*

It is important that you frequently monitor the Battery Charge, BEFORE the interview takes place, and DURING the interview, to make sure that you do not run out of battery while interviewing a household.

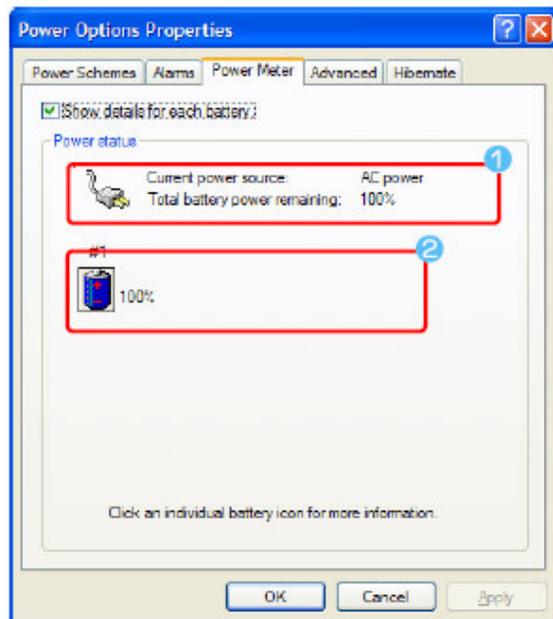
- *Viewing the battery charge from the Menu Button*

Press the **Menu** button and select **Battery**.



- *Viewing the battery charge from the Control Panel*

Select the **Start > Control Panel > Performance and Maintenance > Power Options > Power Meter** tab.



- ① Power Supply Status
- ② Remaining Battery Charge

- *Viewing the battery charge on the battery*

Separate the battery and press the **PUSH** button on the battery. The remaining battery charge (%) will be displayed.



- *Battery warning*

- An alarm will sound when the remaining battery charge reaches below 10%.  
In this case, connect the AC adapter or turn off the computer and install a fully charged battery.
- When the remaining battery charge is under 3%, the computer automatically saves the current work and turns off. These settings may differ according to the settings in the **Control Panel > Performance and Maintenance > Power Options > Alarms** tab.

### c. Questions and answers

This section provides information on possible problems and solutions.

#### Q1 The system does not shutdown properly.

- A** When the system does not shutdown normally, press and hold the Power button until the system shuts down manually. If the Power-Saving Mode is configured into the Power button, press and hold for more than 4 seconds to shut the system off. When the system is turned on after such a manual shutdown, Scandisk will run to check errors in the system.

#### Q2 The system freezes during a program operation

- A1** There is an error with the program currently being used. Press the <Ctrl>, <Alt>, and <Del> keys (**Windows Security Button**) simultaneously and select End Task in the [Windows Task Manager] window.
- A2** There is an error with the Windows OS. Reboot the system by using the Power button.

#### Q1 The LCD screen is too dark or too bright

- A** Adjust the LCD brightness. Press the **Menu** button and select either **Brightness UP** or **Brightness Down**.  
Alternatively, press the + or - **Volume Control** buttons at the top of the computer while holding down the **Menu** button to adjust the LCD brightness.

#### Q1 I cannot run any functions.

- A1** This may happen when the computer is in the HOLD status. When pressing a button or switch in the HOLD status, the **Charge LED** (⚡) blinks for a moment. Slide the HOLD switch downwards and try again.
- A2** If the computer is running on battery power, check the battery charge status.

APPENDIX B: HANDOVER CHECK LIST

DATE handing over SUPERVISOR to INTERVIEWER	
DATE handing over INTERVIEWER to SUPERVISOR	

Interviewer ID	Hand-over Direction	UMPC	UMPC Cover	UMPC Bag	Large Batt.	Small Batt.	Cleaning tissue	Stylus Pen	Rain coat	Qu. Review Booklet	Signature recipient	Comments
1	SUP – INT											
	INT – SUP											
2	SUP – INT											
	INT – SUP											
3	SUP – INT											
	INT – SUP											
4	SUP – INT											
	INT – SUP											
5	SUP – INT											
	INT – SUP											
6	SUP – INT											
	INT – SUP											
7	SUP – INT											
	INT – SUP											

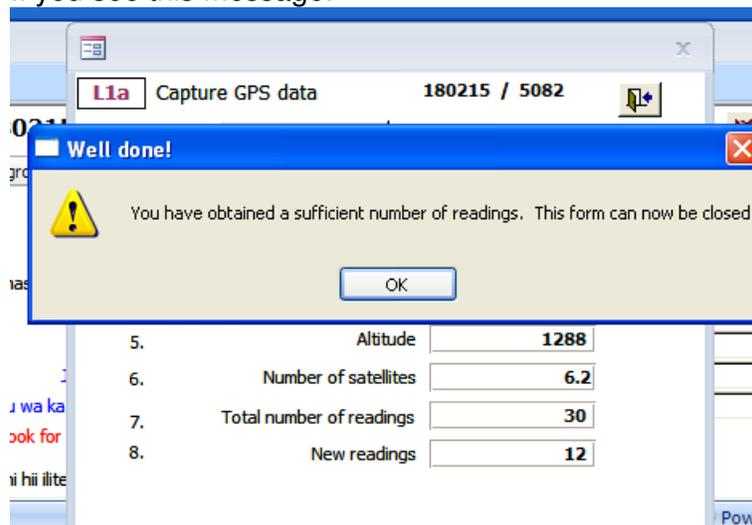
APPENDIX C: QUESTIONNAIRE REVIEW BOOKLET

<b>Date</b>		If the comments concern listing, the following box will be checked: <div style="text-align: center; margin-top: 20px;"> <input type="checkbox"/> </div>
<b>HH ID</b>		
<b>First entry?</b>	YES / NO	
<b>OK?</b>	YES / NO	
<b>Comments:</b>		

## APPENDIX D: HOW TO USE THE GPS?

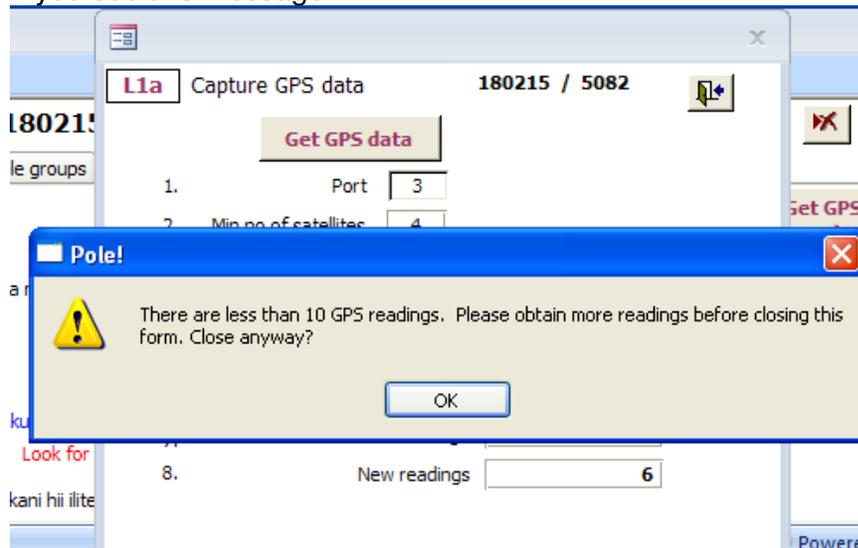
It is very important that the GPS units are used correctly. Here are some instructions.

- 1. ALWAYS TURN ON THE GPS BEFORE TURNING ON OR RESTARTING THE UMPC**
- 2. ALWAYS HOLD THE GPS SO THAT IT CAN 'SEE' THE SKY**
- 3. ALWAYS CHECK THAT THE GREEN LIGHT IS FLASHING** (move so the GPS can see the sky and give it time to find the position, this may take up to 2 minutes in sheltered areas)
- 4. There are now new messages for the GPS**
  - a. If you see this message:



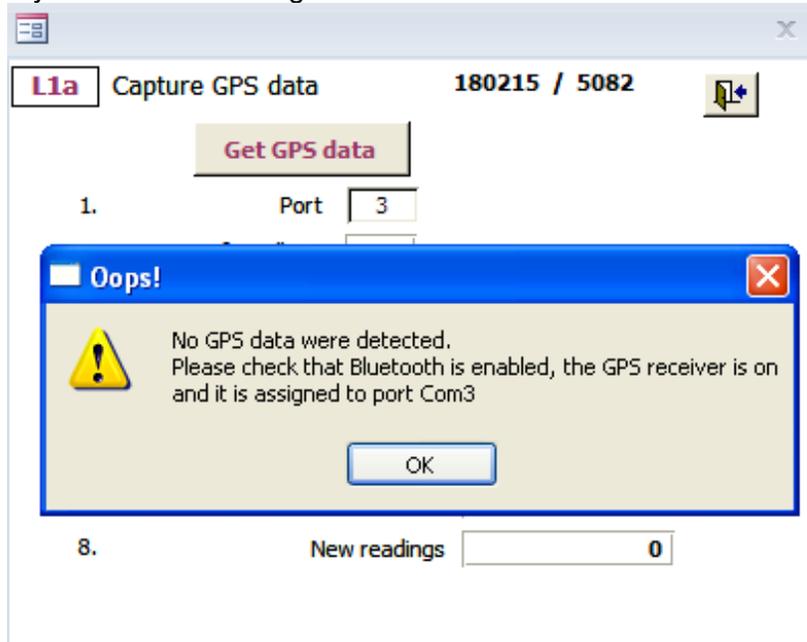
then everything is OK, just press ok and continue with the survey.

- b. If you see this message:



Then you need more GPS data, **press 'OK' and the press 'GET GPS data' again**

5. If you see this message:



Then :

- a. The GPS is off (so **turn it on and wait until the green light is flashing**) OR
  - b. The GPS is on but needs more time to find satellites (**wait until the green light is flashing**) OR
  - c. The GPS cannot see the sky (**put the GPS somewhere where it can see the sky and wait until the green light is flashing**) OR
  - d. You switched on / restarted the UMPC when the GPS was off (**switch the GPS on if needed and restart the UMPC**)
  - e. **VERY RARELY** the com port is incorrect.
    - i. close the get GPs screen and minimise the listing program
    - ii. Double click on GPSinfo on the desktop
    - iii. Click on "scan com ports" this will show which port the GPS is on. If not, then check that the GPS is switched on and try scanning the ports again
    - iv. d) close GPSinfo
    - v. Set the com port in the listing program to the correct port
    - vi. **YOU SHOULD NEVER HAVE TO DO THIS, REPORT IT IMMEDIATELY IF YOU DO**
6. An **old problem which should not occur again** is if you see an error message containing 'COM Error - The semaphore\_timeout period has expired' followed the same error message above in number 4.
- a. Try switching on the-GPS and waiting 5-10 seconds.
  - b. . If it is on, then try switching it off and on again

7. Another **old problem which should not occur again** is the message 'COM Error: -the system cannot Find the File specified', followed the same error message above in number 4.

a. Follow the procedure above in number 4 part d.

**NEVER LOG on as administrator to try to fix it. This can introduce more problems**

**S**      **Select datafile**

**District (LGA) code**

*Namba ya Wilaya (LGA)*

Make sure you select the right district in which you are about to start survey work.

**Unique cluster ID**

*Utambulisho pekee wa kitongoji*

Make sure you select the right cluster in which you are about to start survey work.

**ID of interviewer**

*Namba ya msahili*

It is important that you select YOUR OWN name as an interviewer here. In case you have selected another interviewer's name by mistake, you should return to this form (by use of "change" command button on form F) and change the selection.

**L1 Control data**

BEFORE THE START OF THIS SECTION, CAPTURE GPS DATA ON FORM L1a. RIGHT AFTER Q6: RUN MATCHING PROCEDURE BY USE OF FORM L1b.

**Interviewer**

*Mсахили*

This field is automatically filled in based on the information you entered on form S while opening the program. It is not possible to change the entry in this field on this form. In case you want to change the name of the interviewer, you will have to go back to form F and activate the 'change' button, which takes you back to form S.

**Kitongoji**

*Kitongoji*

In this combo list, select the kitongoji in which the household you are visiting is located.

**L1Q4****Neighbourhood**

*Eneo la ujirani*

The purpose of this question is to enable us to easily track the household in the future. In this field, you need to enter the response of the question to the GUIDE "in which neighbourhood is this household located?". Sometimes, it is a very specific localisation, such as 'mosque'. Sometimes, it might be very informal, such as 'big rock'. As long as the description uniquely identifies the neighborhood of the household, it is fine. You should confirm the name of the neighbourhood with the respondent.

Note that this response field is rather unusual. It looks like a regular combo-box, but it is not. The FIRST time you enter a specific neighbourhood, you will need to enter it manually by use of the tablet PC input panel of the UMPC. Once you have entered a neighbourhood, however, it will be stored in the software memory. From that moment onwards, it will be listed in the response list of the combo box of that field. This should simplify your work, given that during listing many households are living in the same neighbourhood.

**L1Q5****What is the name of the head of this household?**

*Je, mkuu wa kaya hii anaitwa nani?*

The head of the household is the name of the person that the respondent answers to the question 'who is the head of this household?'. It can be a person that does not normally eat and sleep in this household, as long as the household considers him/her as a household member. Do not assume that a household head always is a male person, it can even so be a female.

**L1Q6****What is the commonly used name of the HH head?**

*Je, mkuu wa kaya anajulikana zaidi kwa jina gani?*

"The purpose of this name is to: 1) ease the tracking of this household and 2) identify households with a TASAF member by use of the matching process (form L1b). Double clicking this field will copy the full official name of the household head from field L1Q5.

Right after this question, you should go to form L1b. Here is where the MATCHING PROCESS takes place. The matching procedure is explained fully in section 6.3.1. of this manual. We emphasize here that is very important that you take this matching procedure seriously.

**L1Q7****Was the dwelling visited during listing?**

*Je, maskani hii ilitembelewa wakati wa kuorodhesha?*

[1]=Yes, [2]=No,

[1]=Ndiyo, [2]=Hapana,

You are supposed to visit EACH household. Under RARE circumstances only, it might be impossible to visit the household for listing. If this is the case, you need to select the reason for this in the next question. If you have passed at a household, even if the household members were not present, you have visited the household and you should answer 'yes' (because you were able to capture GPS coordinates, household head name, etc.)

Enabled if L1Q7 = [2]

L1Q8

**Why was the dwelling not visited during listing?**

*Je, kwa nini maskani hii haikutembelewa wakati wa kuorodhesha?*

[1]=Too far, [2]=Nor far, but no time, [99]=Other (specify),

[1]=Mwali sana, [2]=Siyo mbali, ila sikupata muda, [99]=Nyingine (taja),

In this field you need to give a valid reason why you have not been able to visit the dwelling during listing.

L1Q9

**Is there someone available for interview?**

*Je, kuna mtu aliyepatikana kwa ajili ya usahili?*

[1]=Yes, [2]=No,

[1]=Ndiyo, [2]=Hapana,

Only under rare circumstances will the answer to this question be 'no'. Given that for listing also neighbours, guide, relatives, etc. are allowed to be the respondent (if really necessary), not being able to find someone who can answer most questions in the questionnaire is rare and should be avoided. In case there is really nobody available for interview, tabs L3 to L7 will be disabled. In case the household was supposed to have received a long listing interview, the question 'is a follow up necessary?' will be automatically set to 'yes' and the text 'household is unavailable' will be automatically entered in field 'why is follow up necessary?'. You should ALWAYS answer all questions on form L1 and L2, however. You can even ask those questions to households living a bit further away from the unavailable household, or to a village official. You should make sure that you answer these questions BEFORE the sampling takes place.

Note the difference between this question and question 8. It can be that a dwelling was visited, but that no one was available for interview. Or it can be that a dwelling was NOT visited, while a household member was available for interview (for instance at another location).

Enabled if L1Q9 = [2]

L1Q10

**Why is there no one available for interview?**

*Je, kwa nini hapakupatikana mtu kwa ajili ya usahili?*

[1]=Too far, [2]=Not far, but no time, [3]=Respondent not at home, [4]=Respondent refused, [99]=Other (specify),

[1]=Mwali sana, [2]=Sio mbali, ila sikupata muda, [3]=Msahiliwa hakuwepo nyumbani, [4]=Msahiliwa alikataa, [99]=Nyingine(taja),

In this field you should give a valid reason for why an interview for the household has not been conducted.

L1Q11

**Who provided the listing information?**

*Je, ni nani aliyetoa taarifa kuhusu kaya hii?*

[1]=Head of HH, [2]=Spouse of HH head, [3]=Another adult HH member, [4]=Other non-adult HH member, [5]=Non-HH member relative, [6]=A neighbour, [7]=Guide, [8]=Village official, [99]=Other (Specify),

[1]=Mkuu wa kaya, [2]=Mwenza wa mkuu wa kaya, [3]=Mtu mwingine mzima (mwanakaya), [4]=Mtoto (mwanakaya), [5]=Ndugu (asiye mwanakaya), [6]=Jirani, [7]=Mwongozaji, [8]=Kiongozi wa kijiji, [99]=Nyingine (Taja),

This question asks about the person that responded to the survey questions. In case several persons assisted to the survey, take the main respondent. You should always aim to have one of the following respondents for the listing exercise: 1) The head of the HH, 2) the spouse of the head of the household or 3) other adult household member. In case at the first visit the respondent is any other person, the following questions will be automatically skipped (since the respondent is assumed not to be in the position to answer these questions):

- Have you ever heard of a development program called TASAF?
- have you or anyone in your household attended a meeting in which the details of TASAF were explained?
- In the past 7 days, on how many days have you or anyone in your HH eaten [...]

Note that 'adult' member here should be defined as a person who is 'mature' enough and in the condition to answer all questions in the survey in a reliable way.

Selecting a respondent other than the three members mentioned above, will also imply that the question on form L8 "Is a follow up necessary?" is set to "yes" and that the text 'Infosource >3' is automatically entered in L8Q2. This means that your supervisor will have to organise re-interviews with these households, a waste of time, which we want to avoid as much as possible. Hence, your aim should be to satisfactorily complete the record at the first visit. Always try to have either the head, spouse or other adult member as respondent to the interview.

In case you start off the interview with a respondent > code 3, but during the interview a household member with code <=3 arrives, you should start all over the interview and repeat all questions.

In case the interview could not be conducted for some reason, the response in this field should be the person that gave the information on form L1. Most of the time that will be the guide.

After answering this question, and before moving on to the following section, the program will take you automatically to form L1b in case you haven't visited it yet.

If the respondent is 'tenant', select 'other' and describe.

**L1a Capture GPS data**

TICK THE "GET GPS DATA" BUTTON IN ORDER TO OBTAIN THE GPS COORDINATES OF THE HOUSEHOLD

**L1b Matching procedure**

CARRY OUT THE MATCHING PROCEDURE. WE REFER TO SECTION 6.3.1 FOR A DETAILED EXPLANATION OF THIS PROCEDURE SHOULD BE CARRIED OUT.

**L2 Vulnerable groups**

<b>L2Q1</b>	<p><b>How many people normally eat and sleep in the household?</b></p>
	<p><i>Je, ni watu wangapi kwa kawaida hula na kulala katika kaya hii?</i></p>
	<p>All people who usually eat and sleep together in the dwelling are considered to be household members. This definition applies to all members, except for the head of the household who may be living outside of the dwelling. Even if this person does not usually eat and sleep in the household, he is still considered a member. Some persons are commonly overlooked by survey respondents but they should be included: Persons who are temporarily absent; they should be included. The second are servants makubaliano. Finally, the interviewer should ask whether there are any infants or small children who have not been listed, as very young children are often overlooked in accountings of household members.</p>
	<p>Note: Children who don't reside in the household (Example, living with relatives), should not be registered as household members even if their parents live in the respective household. Children at boarding school are also NOT included.</p>
<b>L2Q2</b>	<p><b>How many of them are not yet 5 years old?</b></p>
	<p><i>Je, ni wangapi kati ya hawa wana umri chini ya miaka 5?</i></p>
	<p>This does NOT include children of 5 years old.</p>
<b>L2Q3</b>	<p><b>How old is the oldest MALE member of your household? (in years) IF THERE ARE NONE, ENTER -7. THIS CAN BE DONE BY DOUBLE TAPPING.</b></p>
	<p><i>Je mwanakaya wa KIUME aliye mkubwa zaidi katika kaya hii ana umri gani? IF THERE ARE NONE, ENTER -7. THIS CAN BE DONE BY DOUBLE TAPPING.</i></p>
	<p>Note that this question only asks about the oldest MEMBER OF THIS HOUSEHOLD. Do NOT consider elderly that do not satisfy the definition 'person who normally eats and sleeps in this household', even if one of the household members takes care of that person. One exception to this is the head of the household. A person that the respondent states to be the head of the household is always considered a member, even if he does not normally eat and sleep in this household.</p>
	<p>If there are no MALE members in this household, enter -7 (double tapping enters this value).</p>
<b>L2Q4</b>	<p><b>How old is the oldest FEMALE member of your household? (in years) IF THERE ARE NONE, ENTER -7. THIS CAN BE DONE BY DOUBLE TAPPING.</b></p>
	<p><i>Je, mwanakaya wa KIKE aliyemkubwa zaidi katika kaya hii ana umri wa miaka mingapi? IF THERE ARE NONE, ENTER -7. THIS CAN BE DONE BY DOUBLE TAPPING.</i></p>
	<p>Note that this question only asks about the oldest MEMBER OF THIS HOUSEHOLD. Do NOT consider elderly that do not satisfy the definition 'person who normally eats and sleeps in this household', even if one of the household members takes care of that person. One exception to this is the head of the household. A person that the respondent states to be the head of the household is always considered a member, even if he does not normally eat and sleep in this household.</p>
	<p>If there are no FEMALE members in this household, enter -7 (double tapping enters this value)</p>
<b>L2Q5</b>	<p><b>In your household, are there any young people not yet 18 years old who have lost either their mother their father (or both parents)?</b></p>
	<p><i>Katika kaya hii kuna yeyote ambaye ajatimiza umri wa miaka 18 ambaye amefiwa na mzazi mmojawapo au wote wawili baba na mama?</i></p>
	<p>[1]=Yes, [2]=No, [88]=DK,</p>
	<p>[1]=Ndiyo, [2]=Hapana, [88]=Sijui,</p>
	<p>Note that this question only asks about orphans that are MEMBER OF THIS HOUSEHOLD. Do not consider orphans that do NOT satisfy the definition 'person who normally eats and sleeps in this household', even if one of the household members takes care of that person.</p>
	<p>One exception to this is the head of the household. A person that the respondent states to be the head of the household is always considered a member, even if he does not normally eat and sleep in this household. Note that if the orphan is head/spouse of a household (and below 18 years old) , you should still consider him/her an orphan.</p>
<b>L2Q6</b>	<p><b>How many have lost their mother only?</b></p>
	<p><i>Wangapi wamefiwa na mama pekee?</i></p>

Enabled if L2Q5 = [1]

L2Q7

**How many have lost their father only?**

*Wangapi wamefiwa na baba pekee?*

Enabled if L2Q5 = [1]

L2Q8

**How many have lost both parents?**

*Wangapi wamefiwa na wazazi wote wawili?*

L2Q9

**Is there any FEMALE member in this household who has lost her husband AND is CURRENTLY NOT married?**

*Katika kaya hii kuna MWANAMKE yeyote aliyefiwa na mme na kwa sasa hajaolewa?*

[1]=Yes, [2]=No, [88]=DK,

[1]=Ndiyo, [2]=Hapana, [88]=Sijui,

Note that this question only asks about widows that are MEMBER OF THIS HOUSEHOLD. Do NOT consider widows that do not satisfy the definition 'person who normally eats and sleeps in this household', even if one of the household members takes care of that person. One exception to this is the head of the household. A person that the respondent states to be the head of the household is always considered a member, even if he does not normally eat and sleep in this household.

L2Q10

**Is there any MALE member in this household who has lost his wife AND is CURRENTLY NOT married?**

*Katika kaya hii kuna MWANAUME yeyote aliyefiwa na mke na kwa sasa hajaoa?*

[1]=Yes, [2]=No, [88]=DK,

[1]=Ndiyo, [2]=Hapana, [88]=Sijui,

Note that this question only asks about widowers that are MEMBER OF THIS HOUSEHOLD. Do NOT consider widowers that do not satisfy the definition 'person who normally eats and sleeps in this household', even if one of the household members takes care of that person. One exception to this is the head of the household. A person that the respondent states to be the head of the household is always considered a member, even if he does not normally eat and sleep in this household.

L2Q11

**Is there any member in this household who is PERMANENTLY physically or mentally disabled in any way which limits or prevents normal daily activities or work?**

*Kuna mwanakaya yeyote mwenye ulemavu WA KUDUMU wa kimaumbile au kiakili ambao unamzuia kufanya kazi ama shughuli zake za kawaida za kila siku?*

[1]=Yes, [2]=No, [88]=DK,

[1]=Ndiyo, [2]=Hapana, [88]=Sijui,

A person is considered disabled in this question ONLY in case he/she is PERMANENTLY disabled in the sense that it hinders him significantly in his/her daily activities.

Note that this question only asks about disabled people that are MEMBER OF THIS HOUSEHOLD. Do not count disabled persons that do not satisfy the definition 'person who normally eats and sleeps in this household', even if one of the household members takes care of that person. One exception to this is the head of the household. A person that the respondent states to be the head of the household is always considered a member, even if he does not normally eat and sleep in this household.

In case the answer to this question is 'yes', form L2a will automatically pop up. In case the answer is 'no', form L2a will be disabled.

**L2a Disabled persons details**

Enabled if L2Q11 = [1]

L2aQ1

**Disabled member ID (generated automatically based on rank in the list of disabled persons)**

*Namba ya mwenye ulemavu (Namba inapatikana moja kwa moja kutokana na mpangilio wa wenye ulemavu)*

L2aQ2

**What type of disability does this person suffer?**

*Je, ana ulemavu wa aina gani?*

[1]=Poor eyesight/Blind, [2]=Poor hearing/deaf, [3]=Unable to speak, [4]=Missing limb (arm/leg/hand/foot), [5]=Paralysed/lame/crippled, [6]=Mentally disabled, [7]=Albino, [88]=DK, [99]=Other (specify),

[1]=Kutoona vizuri/ Upofu, [2]=Kutosikia vizuri/ Uziwi, [3]=Bubu, [4]=Kukosa kiungo(mkono/mguu), [5]=Kupooza/ Ulemavu, [6]=kukosa akili, [7]=Zeruzeru, [88]=Sijui, [99]=Nyingine (taja),

'Other' disabilities not listed in the response list, such as epilepsy, etc. should be described in the 'other' response window.

'One eyed' should go to [1] poor eye sight/Blind.

L2aQ3

**Male or female?**

*Je, ni wanaume au mwanamke?*

[1]=Male, [2]=Female,

[1]=Mme, [2]=Mke,

**L3 HH Head data**

*Enabled if 1) HH has ANY vulnerable member (elderly, widow(er), orphan, disabled) OR 2) if HH is randomly sampled for long listing questionnaire (1/X rule).*

**L3Q1****Is head of household [NAME] male or female?**

*Je, mkuu wa kaya ni mwanamme au mwanamke?*

[1]=Male, [2]=Female,

[1]=Mme, [2]=Mke,

The sex of the head of the household will be indicated here. The interviewer should be mindful not to assume the sex from the name, but be sure to ask about the person in case he/she is not around.

**L3Q2****How old was head of household [NAME] at his/her last birthday?**

*Je, mkuu wa kaya ametimiza umri wa miaka mingapi?*

Age is among the most important pieces of information. A mistake in this question will have a domino effect throughout the whole questionnaire making several sections wrong, because the skipping patterns are not followed correctly. If the respondent does not know his/her age, you must make an estimate by reference to the events that have taken place in his life or that of the community (village, town, district, region) or the world, such as the independence of Tanzania, a flood in the region, the war with Iddi Amin, or the World Wars. Intensive probing is required to obtain the complete date, month and year of birth. Often respondents will refer to refer events such as:

- Community events/weather conditions
- Religious occasions/holidays
- Public holidays e.g. Independence Day, Union Day, Idd-el-Fitr, Idd ul Hajj, Maulid Christmas, Easter, New Years
- Regional disasters
- Birth intervals
- World events e.g. World War I, II The famine that occurred in Tanzania after World War II, in 1946 and 1947.
- National independence in 1961.
- The birth of TANU.

Interviewers in the past projects conducted by EDI Ltd have suggested these additional questions in order to estimate the age of household members:

- Ask when the household member got married, and then add the age of the oldest child to the age of the parent when s/he was married. (However, if the oldest child was born several years before or after the marriage, this method can lead to large errors, so you should probe how long after marriage they got children)
- Establish the dates of specific events in a given location where the interview takes place and ask how old the member was when the events occurred.

Age must be recorded in full years which the household member has lived since his/her birth.

**L3Q3****What is the highest level of COMPLETED education of head of household [NAME]?**

*Je, ni kiwango gani cha juu kabisa cha elimu ALICHOKAMILISHA mkuu wa kaya [JINA]?*

[00]=None, [01]=Pre-Primary, [02]=Adult, [11]=Standard I, [12]=Standard II, [13]=Standard III, [14]=Standard IV, [15]=Standard V, [16]=Standard VI, [17]=Standard VII, [18]=Standard VIII, [19]=Primary + Course, [20]=Form I, [21]=Form II, [22]=Form III, [23]=Form IV, [24]=Form IV + Course, [25]=Form V, [26]=Form VI, [27]=Form VI+ Course, [28]=Ordinary Diploma, [41]=University I, [42]=University II, [43]=University III, [44]=University IV, [45]=University V & +, [88]=DK,

[00]=Sijasoma, [01]=Elimu ya awali, [02]=Elimu ya watu wazima, [11]=Darasa la I, [12]=Darasa la II, [13]=Darasa la III, [14]=Darasa la IV, [15]=Darasa la V, [16]=Darasa la VI, [17]=Darasa la VII, [18]=Darasa la VIII, [19]=Elimu ya Msingi + Kozi, [20]=Kidato cha I, [21]=Kidato cha II, [22]=Kidato cha III, [23]=Kidato cha IV, [24]=Kidato cha IV + kozi, [25]=Kidato cha V, [26]=Kidato cha VI, [27]=Kidato cha VI+ Kozi, [28]=Stashahada, [41]=Chuo kikuu mwaka wa I, [42]=Chuo kikuu mwaka wa II, [43]=Chuo kikuu mwaka wa III, [44]=Chuo kikuu mwaka wa IV, [45]=Chuo kikuu mwaka wa V & +, [88]=Sijui,

This question asks about the highest level of education [NAME] has ever attended AND completed. Note that the level needs to have been (successfully) completed. For example someone who has just entered standard VI will have response code '15' for this question. Someone who has repeated form 2 and is still in form 2 today will have response code '20'.

Note that the most common number of years in university is 3. Hence, if the respondent is not sure about the exact number of years needed to complete the university degree (without repeating years) of the household head, select code '43'.

L3Q4

**What is the head of household [NAME]'s main daily activity?***Je, ni kazi gani kuu ya kila siku ya mkuu wa kaya [JINA]?*

[1]=Paid employee, [2]=Agricultural sector: Self-employed WITH employees, [3]=Agricultural: self-employed WITHOUT employees, [4]=Non-agricultural: Self-employed WITH employees, [5]=Non-agricultural: self-employed WITHOUT employees, [6]=Unpaid family work, [7]=Domestic work, [8]=Seeking work, [9]=Sick, [10]=Retired, [11]=Full-time student, [12]=Apprentice, [13]=Incapacitated, [14]=Religious leader/Pastor, [99]=Other (specify),

[1]=Muajiriwa anayelipwa, [2]=Sekta ya kilimo: Ajira binafsi na kuajiri wengine, [3]=Sekta ya kilimo: Ajira binafsi bila kuajiri wengine, [4]=Sekta Nje ya kilimo: Ajira binafsi na kuajiri wengine, [5]=Sekta Nje ya kilimo: Ajira binafsi bila kuajiri wengine, [6]=Kazi za familia zisizo na malipo, [7]=kazi za majumbani, [8]=Natafuta kazi, [9]=Naumwa, [10]=Mstaafu, [11]=Mwanafunzi wa muda wote, [12]=Najifunza kazi, [13]=Sina uwezo wa kufanya kazi, [14]=Kiongozi wa dini/Mchungaji, [99]=Nyingine (taja),

If response is something like 'business man,' or 'shoe maker', or 'witch doctor', or 'researched', etc. please check whether the person is self employed and whether he/she has employees. Depending to the answers to these questions, you can categorize him/her under an existing response category.

L3Q5

**What is the tribe of the HH head ?***Je, mkuu wa kaya ni wa kabila gani?*

[001]=Alagwa, [002]=Akiek, [003]=Arusha, [004]=Assa, [005]=Barabaig, [006]=Bembe, [007]=Bena, [008]=Bende, [009]=Bondei, [010]=Bungu, [011]=Burunge, [012]=Chagga, [013]=Datoga, [014]=Dhaiso, [015]=Digo, [016]=Doe, [017]=Fipa, [018]=Gogo, [019]=Gorowa, [020]=Gweno, [021]=Ha, [022]=Hadzabe, [023]=Hangaza, [024]=Haya, [025]=Hehe, [026]=Ikizu, [027]=Ikoma, [028]=Iraqw, [029]=Isanzu, [030]=Jiji, [031]=Jita, [032]=Kabwa, [033]=Kaguru, [034]=Kahe, [035]=Kami, [036]=Kara (Regi), [037]=Kerewe, [038]=Kimbu, [039]=Kinga, [040]=Kisankasa, [041]=Kisi, [042]=Konongo, [043]=Kuria, [044]=Kutu, [045]=Kw'adza, [046]=Kwavi, [047]=Kwaya, [048]=Kwere, [049]=Kwifa, [050]=Lambya, [051]=Luguru, [052]=Luo, [053]=Maasai, [054]=Machinga, [055]=Magoma, [056]=Makonde, [057]=Makua, [058]=Makwe, [059]=Malila, [060]=Mambwe, [061]=Manda, [062]=Matengo, [063]=Matumbi, [064]=Maviha, [065]=Mbugwe, [066]=Mbunga, [067]=Mosiro, [068]=Mpoto, [069]=Mwanga, [070]=Mwera, [071]=Ndali, [072]=Ndamba, [073]=Ndendeule, [074]=Ndengereko, [075]=Ndonde, [076]=Ngasa, [077]=Ngindo, [078]=Ngoni, [079]=Ngulu, [080]=Ngurimi, [081]=Ngwele, [082]=Nilamba, [083]=Nindi, [084]=Nyakyusa, [085]=Nyambo, [086]=Nyamwanga, [087]=Nyamwezi, [088]=Nyanyembe, [089]=Nyaturu, [090]=Nyaha, [091]=Nyiramba, [092]=Pangwa, [093]=Pare, [094]=Pimbwe, [095]=Pogolo, [096]=Rangi, [097]=Rufiji, [098]=Rungi, [099]=Rungu, [100]=Rungwa, [101]=Rwa, [102]=Safwa, [103]=Sagara, [104]=Sandawe, [105]=Sangu, [106]=Segeju, [107]=Shambaa, [108]=Shubi, [109]=Sizaki, [110]=Suba, [111]=Sukuma, [112]=Sumbwa, [113]=Swahili, [114]=Temi, [115]=Tongwe, [116]=Tumbuka, [117]=Vidunda, [118]=Vinza, [119]=Wanda, [120]=Wanji, [121]=Ware, [122]=Yao, [123]=Zanaki, [124]=Zaramo, [125]=Zigula, [126]=Zinza, [127]=Zyoba, [128]=Mangati, [129]=Iraqw, [130]=Wafyomi, [131]=Manyema, [132]=Mbugu, [888]=DK, [998]=Foreign national, [999]=Other (specify),

[001]=Alagwa, [002]=Akiek, [003]=Arusha, [004]=Assa, [005]=Barabaig, [006]=Bembe, [007]=Bena, [008]=Bende, [009]=Bondei, [010]=Bungu, [011]=Burunge, [012]=Chagga, [013]=Datoga, [014]=Dhaiso, [015]=Digo, [016]=Doe, [017]=Fipa, [018]=Gogo, [019]=Gorowa, [020]=Gweno, [021]=Ha, [022]=Hadzabe, [023]=Hangaza, [024]=Haya, [025]=Hehe, [026]=Ikizu, [027]=Ikoma, [028]=Iraqw, [029]=Isanzu, [030]=Jiji, [031]=Jita, [032]=Kabwa, [033]=Kaguru, [034]=Kahe, [035]=Kami, [036]=Kara (Regi), [037]=Kerewe, [038]=Kimbu, [039]=Kinga, [040]=Kisankasa, [041]=Kisi, [042]=Konongo, [043]=Kuria, [044]=Kutu, [045]=Kw'adza, [046]=Kwavi, [047]=Kwaya, [048]=Kwere, [049]=Kwifa, [050]=Lambya, [051]=Luguru, [052]=Luo, [053]=Maasai, [054]=Machinga, [055]=Magoma, [056]=Makonde, [057]=Makua, [058]=Makwe, [059]=Malila, [060]=Mambwe, [061]=Manda, [062]=Matengo, [063]=Matumbi, [064]=Maviha, [065]=Mbugwe, [066]=Mbunga, [067]=Mosiro, [068]=Mpoto, [069]=Mwanga, [070]=Mwera, [071]=Ndali, [072]=Ndamba, [073]=Ndendeule, [074]=Ndengereko, [075]=Ndonde, [076]=Ngasa, [077]=Ngindo, [078]=Ngoni, [079]=Ngulu, [080]=Ngurimi, [081]=Ngwele, [082]=Nilamba, [083]=Nindi, [084]=Nyakyusa, [085]=Nyambo, [086]=Nyamwanga, [087]=Nyamwezi, [088]=Nyanyembe, [089]=Nyaturu, [090]=Nyaha, [091]=Nyiramba, [092]=Pangwa, [093]=Pare, [094]=Pimbwe, [095]=Pogolo, [096]=Rangi, [097]=Rufiji, [098]=Rungi, [099]=Rungu, [100]=Rungwa, [101]=Rwa, [102]=Safwa, [103]=Sagara, [104]=Sandawe, [105]=Sangu, [106]=Segeju, [107]=Shambaa, [108]=Shubi, [109]=Sizaki, [110]=Suba, [111]=Sukuma, [112]=Sumbwa, [113]=Swahili, [114]=Temi, [115]=Tongwe, [116]=Tumbuka, [117]=Vidunda, [118]=Vinza, [119]=Wanda, [120]=Wanji, [121]=Ware, [122]=Yao, [123]=Zanaki, [124]=Zaramo, [125]=Zigula, [126]=Zinza, [127]=Zyoba, [128]=Mangati, [129]=Iraqw, [130]=Wafyomi, [131]=Manyema, [132]=Mbugu, [888]=Sijui, [998]=Raia wa nje ya nchi, [999]=Nyingine (taja),

In case the household head has a NATIONAL tribe not listed in the list, please select 'other' and specify the tribe in the 'other description' window. In case the household head has a FOREIGN tribe, please select 'foreign national' in the list.

L3Q6

**What is the religion of the HH head?***Je, mkuu wa kaya ni wa dhehebu gani?*

[1]=Catholic, [2]=Protestant, [3]=Other Christian, [4]=Muslim, [5]=Traditionalist, [6]=No Religion, [88]=DK, [99]=Other (specify),

[1]=Katoliki, [2]=Madhehebu ya kiprotestanti, [3]=Wakristo wengine, [4]=Muislamu, [5]=Dini za kijadi, [6]=Asiye na dini, [88]=Sijui, [99]=Nyingine (taja),

L3Q7

**Is the HH head also head of another HH in this village?***Je, mkuu wa kaya hii pia ni mkuu wa kaya nyingine katika kijiji hiki?*

[1]=Yes, [2]=No,

[1]=Ndiyo, [2]=Hapana,

Emphasize that only multiple households IN THIS VILLAGE are considered. Do not consider household's of the head in another village.

Enabled if L3Q7 = [1]

L3Q8

**Please give the name of a HH member other than head (e.g. spouse) to identify the household that you are CURRENTLY visiting**

*Tafadhali niambie jina la mwanakaya mwingine tofauti na Mkuu wa kaya (mfano. mwenza) ambaye anatambulisha kaya hii*

For this question we are ONLY interested in the name(s) of the spouse in the CURRENT HH, that is the HH that is interviewed at the moment.

In case a household of the head of this household gets sampled for HH survey, you need to use the name entered in this response field to identify the specific household that got sampled.

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**L4 Amenities**

*Enabled if 1) HH has ANY vulnerable member (elderly, widow(er), orphan, disabled) OR 2) if HH is randomly sampled for long listing questionnaire (1/X rule).*

**L4Q1****What material is the floor of this house made of?**

*Sakafu ya nyumba hii imetengenezwa kwa kutumia nini?*

[1]=Mud/earth, [2]=Wood/plank, [3]=Tiles, [4]=Concrete/Cement, [5]=Grass, [99]=Other (specify),

[1]=Udongo, [2]=Mbao, [3]=Vigae, [4]=Zege /Saruji, [5]=Nyasi, [99]=Nyingine (taja),

If there is more than one type of floor material, the interviewer will record the main one. If there is not a significant main one, the interviewer will record the one of highest value. You do not need to ask this question if it is obvious by looking around. But if, for example, the floor is covered with grass, you should ask what material is below the grass. If the material below the grass is of higher value (for instance cement), you should report the material underneath.

**L4Q2****What material is the roof of this house made of?**

*Paa ya nyumba hii imetengenezwa kwa kutumia nini?*

[1]=Mud, [2]=Thatch, [3]=Wood, [4]=Iron sheets, [5]=Concrete/Cement, [6]=Roofing tiles, [7]=Asbestos, [99]=Other (specify),

[1]=Udongo, [2]=Nyasi/makuti, [3]=Mbao, [4]=Mabati, [5]=Zege /Saruji, [6]=Vigae, [7]=Mabati ya asbestosi, [99]=Nyingine (taja),

If there is more than one type of roofing material, the interviewer will record the main one. If there is not a significant main one, the interviewer will record the one of highest value. You do not need to ask this question if it is obvious by looking around.

**L4Q3****What material are the walls of this house made of?**

*Kuta za nyumba hii zimetengenezwa kwa kutumia nini?*

[1]=Mud/Mud brick, [2]=Stone, [3]=Burnt bricks, [4]=Concrete/Cement, [5]=Wood/Bamboo, [6]=Iron sheets, [7]=Cardboard, [99]=Other (specify),

[1]=Udongo/Matofali ya Udongo, [2]=Mawe, [3]=Matofali ya kuchoma, [4]=Zege /Saruji, [5]=Mbao/Mianzi, [6]=Mabati, [7]=Mbao laini (Cardboard), [99]=Nyingine (taja),

If there is more than one type of material used for walls, the interviewer will record the main one. If there is not a significant main one, the interviewer will record the one of highest value. You do not need to ask this question if it is obvious by looking around. But if, for example, the walls are plastered you need to ask what material is behind the plaster. If the material behind the plaster is of higher value, you should choose the higher value one.

In case the walls of the dwelling seem to be build out of grass, you should figure out which material supports the grass and select that material in the list. It can not be that grass stands on its own, so the response cannot be 'grass'.

You will notice that in Moshi there is a unique type of building walls materials. There is a kind of bricks that look strong but not baked. They are sliced out of naturally compacted gravel. This type of walls should be classified under 'burnt brick', i.e. code [3].

**L4Q4****What is the HH's main source of drinking water throughout the year?**

*Je, nini chanzo kikuu cha maji ya kunywa kwa mwaka mzima katika kaya hii?*

[1]=Pipe bourne water treated, [2]=Piped bourne water untreated, [3]=Bore hole/hand pump, [4]=Covered Well, [5]=Uncovered Well, [6]=Protected spring, [7]=Unprotected spring, [8]=Rain water, [9]=River, lake, pond, [10]=Truck, vendor, [99]=Other (specify),

[1]=Bomba la maji (Dawa), [2]=Bomba la maji (Bila Dawa), [3]=Kisima kirefu/pampu ya mkono, [4]=Kisima kilicho funikwa, [5]=Kisima kilicho wazi, [6]=Chemichemi iliyojengewa, [7]=Chemichemi isiyojengewa, [8]=Maji ya mvua, [9]=Mto/Ziwa/Bwawa, [10]=Gari/Mbebaji anayetembeza, [99]=Nyingine (taja),

If more than one source of drinking water is used, only the main one will be recorded. If the household uses a different drinking source in different seasons, then use that source that they use the most days in a year. Note that a spring (chemichemi) is water that naturally springs from the ground, while a well (kisima) is dug to reach the ground water table level. A chemichemi can be dug a little to improve water collection, but that does not make it a kisima. In case the response is 'tinga tinga', the response option [9] should be selected.

L4Q5

**What is the main type of toilet used by this HH?***Je, ni choo cha aina gani kinachotumiwa na kaya hii ?*

[1]=None (bush), [2]=Flush to sewer, [3]=Flush to septic tank, [4]=pan/bucket, [5]=Covered pit latrine, [6]=Uncovered pit latrine, [7]=Ventilated pit latrine, [99]=Other (specify),

[1]=Hakuna choo, [2]=Kuflashi kwenye mfereji wa maji taka, [3]=Kuflashi kwenye tangi/shimo, [4]=Ndoo, [5]=Shimo lililofunikwa, [6]=Shimo lisilofunikwa, [7]=Shimo lenye bomba la kutolea hewa, [99]=Nyingine (taja),

First ask whether the household HAS a toilet, yes or no. If the answer is 'no', select 'none'. Only if they say 'yes', you should ask them which type of toilet.

A flush toilet is one in which water carries the waste down pipes. A pit latrine refers to a pit dug into the earth. There are two types of pit latrines. 'shimo lililofunikwa' is a pit latrine which is covered (you cannot look inside). 'shimo lisilofunikwa' is a pit latrine that is not covered. There may be planks/boards to support the feet, but they only serve as support and not to cover the hole. A covered pit latrine does NOT mean that it has fences behind which people hide themselves while using the toilet. If the respondent answers that they use the bush, the fields, or a cleared corner of the compound, the interviewer will record "None". If the household uses more than one toilet, take the most frequently used one. In case the household member(s) is/are present at the moment of your visit, do NOT ask whether you can go and have a look at the toilet to verify. Only in case the HH members are not present, you can go and have a look in case the toilet is OUTSIDE the house and in public domain.

L4Q6

**What is the main source of energy used for lighting?***Je, chanzo cha nishati kwa ajili ya mwanga wakati wa usiku katika kaya hii ni kipi?*

[1]=Kerosine/paraffin, [2]=Gas, [3]=Main electricity, [4]=Solar panels/private generator, [5]=Battery, [6]=Candles, [7]=Firewood, [99]=Other (specify),

[1]=Mafuta ya taa, [2]=Gesi, [3]=Umeme(Tanesco/Gridi), [4]=Mionzi ya jua/Jenereta binafsi, [5]=Betri, [6]=Mishumaa, [7]=Kuni, [99]=Nyingine (taja),

If more than one, take the most frequently used. If they say that they are using a lamp, you need to ask them which energy source they are using in order to lit the lamp. Always choose the highest value option in the list that applies. For instance, if the household uses a generator, you should select option [4], even if the generator charges a battery first.

Enabled if L1Q11 &lt;=[3]

L4Q7

**In the past seven days, on how many days did your household eat MEAT?***Je, katika siku saba zilizopita ni kwa siku ngapi kaya yako ilikula NYAMA?*

First ask whether the person has eaten any meat in the past seven days. Only in case the respondent answers 'yes', ask him/her on how many days. Note that we do NOT consider TIMES here, only the number of days. Hence, the total number entered here CANNOT exceed 7.

Enabled if L1Q11 &lt;=[3]

L4Q8

**In the past seven days, on how many days did your household eat EGGS?***Je, katika siku saba zilizopita ni kwa siku ngapi kaya yako ilikula MAYAI?*

First ask whether the person has eaten any eggs in the past seven days. Only in case the respondent answers 'yes', ask him/her on how many days. Note that we do NOT consider TIMES here, only the number of days. Hence, the total number entered here CANNOT exceed 7.

Enabled if L1Q11 &lt;=[3]

L4Q9

**In the past seven days, on how many days did your household drink MILK?***Je, katika siku saba zilizopita ni kwa siku ngapi kaya yako ilikunywa MAZIWA?*

First ask whether the person has drunk milk in the past seven days. Only in case the respondent answers 'yes', ask him/her on how many days. Breast feeding is NOT considered for this question. Note that we do NOT consider TIMES here, only the number of days. Hence, the total number entered here CANNOT exceed 7.

**L5 Assets**

*Enabled if 1) HH has ANY vulnerable member (elderly, widow(er), orphan, disabled) OR 2) if HH is randomly sampled for long listing questionnaire (1/X rule).*

FOR EACH ASSET IN THE LIST (cf. asset code), CHECK 'YES' OR 'NO' DEPENDING ON WHETHER THE HOUSEHOLD OWNS THE ASSET OR NOT.

**Asset code**

Asset code

[05]=Radio, [06]=Watch or clock, [09]=Bicycle, [10]=Motorcycle, [11]=Car or truck, [13]=Mobile phone, [14]=Sponged sofa, [15]=Non-sponged sofa,

[05]=Redio, [06]=Saa, [09]=Baiskeli, [10]=Pikipiki, [11]=Gari au lori, [13]=Simu ya mkononi, [14]=Sofa lenye sponji, [15]=Sofa lisilo na sponji,

**L5Q1****Do you, or anyone else in your household, own a functioning [ASSET]?**

*Je, wewe au mwanakaya mwingine kwenye kaya hii anamiliki [MALI] kinachofanya kazi?*

[1]=Yes, [2]=No,

[1]=Ndiyo, [2]=Hapana,

For each item listed, indicate whether someone in the household owns one of the listed items ('yes' or 'no'). Make sure to ask EACH individual item and not let the respondent simply list which assets he/she thinks they have. Also, you should ask about the more luxury items, such as cars, even if you think they do not own it. You can always tell the respondent that you are asking those questions to everybody in the village, and that it is your job to do so in order to be consistent for each household.

Make sure you ask whether or not the respondent or anyone in the household owns the item. This is important as it is easy to slip into the habit of asking 'you' rather than 'you or anyone else in the household' (as it conforms more closely to natural conversational phrasing). Stick to the formulation 'you or anyone else in the household' to avoid confusion. Asking 'you' may be interpreted by the respondent as meaning 'his/her self' not the household.

People who belong to several households (e.g. a polygamist head of household with another wife and household somewhere else) will own assets that do not belong to the household you are interviewing. E.g. do not count this person's furniture in the other household as belonging to the household you are interviewing, but DO count a mobile phone that he carries with him or a motorbike that he uses to visit both households. The rule should be that anything that remains in the other household is not eligible for inclusion in the asset section of the questionnaire, but anything that clearly transfers between households can be included.

Note that a 'functioning' need to be 'functioning' in order to be considered as owned asset. For instance, do not consider a car that has been standing still in the garage for several years because it does not function anymore. However, in case an asset is temporarily not functioning (for instance a cell-phone that is at the fundi at the moment), you should consider it.

Specific asset instructions:

- Radio: Emphasize that also small radio's are considered
- Clock: Emphasize that also watches are considered
- Television: it is having the UNIT itself that is meant here, NOT whether this unit has SIGNAL or not.

**L6 Groups & Links**

*Enabled if 1) HH has ANY vulnerable member (elderly, widow(er), orphan, disabled) OR 2) if HH is randomly sampled for long listing questionnaire (1/X rule).*

L6Q1	<p><b>When was the last time YOU OR ANYONE in your household attended a village assembly?</b></p>
	<p><i>Je, ni lini kwa mara ya mwisho WEWE AU YEYOTE kwenye kaya hii alihudhuria mkutano wa kijiji?</i></p> <p>[1]=Less than 3 months ago, [2]=3-6 months ago, [3]=6-12 months ago, [4]=1-3 years ago, [5]=More than 3 years ago, [6]=Never went, [88]=DK,</p> <p>[1]=Chini ya miezi 3 iliyopita, [2]=Kati ya miezi 3-6 iliyopita, [3]=Kati ya miezi 6-12 iliyopita, [4]=Kati ya mwaka 1-3 iliyopita, [5]=Zaidi ya miaka 3 iliyopita, [6]=Sijawahi kuhudhuria, [88]=Sijui,</p> <p>Emphasize that we are ONLY considering VILLAGE assemblies here, we do NOT consider KITONGOJI meetings. Note that this question is also asked if the respondent is not the head/spouse or other adult member, because it is assumed that other village citizens might know the answer to this question. In case the respondent does not know, you can select DK, but a comment should always be made in that case.</p>
L6Q2	<p><b>Is anyone in your household a BLOOD relative of the kitongoji chairman?</b></p>
	<p><i>Je, WEWE AU YEYOTE katika kaya hii ana undugu wa damu na mwenyekiti wa kitongoji?</i></p> <p>[1]=Yes, residing in this household, [2]=Yes, not residing in this household, [3]=No, [88]=DK,</p> <p>[1]=Ndiyo, anaishi kwenye kaya hii, [2]=Ndiyo, haishi kwenye kaya hii, [3]=Hapana, [88]=Sijui,</p> <p>Note that this question ONLY asks about BLOOD relatives. Hence, it does not include close friends/relatives that are not blood related to anybody of the household. So it does NOT include clan members. Nor does it include blood brotherships. Nor does it include husbands/wives of a blood relative living in another household, for example . Emphasize this to the respondent.</p> <p>The responses 'yes, residing in this HH' and 'yes, not residing in this HH', refer to the kitongoji chairman residing in this household or not.</p>
L6Q3	<p><b>Is anyone in your household a BLOOD relative of the village chairman?</b></p>
	<p><i>Je, WEWE AU YEYOTE katika kaya hii ana undugu wa damu na mwenyekiti wa kijiji?</i></p> <p>[1]=Yes, residing in this household, [2]=Yes, not residing in this household, [3]=No, [88]=DK,</p> <p>[1]=Ndiyo, anaishi kwenye kaya hii, [2]=Ndiyo, haishi kwenye kaya hii, [3]=Hapana, [88]=Sijui,</p> <p>Note that this question ONLY asks about BLOOD relatives. Hence, it does not include close friends/relatives that are not blood related to anybody of the household. So it does NOT include clan members. Nor does it include blood brotherships. Nor does it include husbands/wives of a blood relative living in another household, for example . Emphasize this to the respondent.</p> <p>The responses 'yes, residing in this HH' and 'yes, not residing in this HH', refer to the village chairman residing in this household or not.</p>
L6Q4	<p><b>Is anyone in your household a BLOOD relative of the VEO?</b></p>
	<p><i>Je, WEWE AU YEYOTE katika kaya hii ana undugu wa damu na mtendaji wa kijiji?</i></p> <p>[1]=Yes, residing in this household, [2]=Yes, not residing in this household, [3]=No, [88]=DK,</p> <p>[1]=Ndiyo, anaishi kwenye kaya hii, [2]=Ndiyo, haishi kwenye kaya hii, [3]=Hapana, [88]=Sijui,</p> <p>Note that this question ONLY asks about BLOOD relatives. Hence, it does not include close friends/relatives that are not blood related to anybody of the household. So it does NOT include clan members. Nor does it include blood brotherships. Nor does it include husbands/wives of a blood relative living in another household, for example . Emphasize this to the respondent.</p> <p>The responses 'yes, residing in this HH' and 'yes, not residing in this HH', refer to the VEO residing in this household or not.</p>
L6Q5	<p><b>How many of the parents of the household HEAD live in the same village (but NOT in the same household)? ENTER 0 IF NONE</b></p>
	<p><i>Je, ni wazazi wangapi WA MKUU WA KAYA wanaishi hapa kijijini lakini siyo kwenye kaya hii? ENTER 0 IF NONE</i></p> <p>Note that this question ONLY asks about the parents for the household HEAD. Also, it only asks about BIOLOGICAL parents, it does NOT include uncle/aunts etc.</p>

L6Q6

**How many of the children of the household HEAD live in the same village (but NOT in the same household)? ENTER 0 IF NONE**

*Je, ni watoto wangapi WA MKUU WA KAYA wanaishi hapa kijijini lakini siyo kwenye kaya hii? ENTER 0 IF NONE*

Note that this question ONLY asks about children of the household HEAD. For polygamist households, children of the head living in another household should be considered for this question. Also children of the household head from a person with whom he/she never got married should be considered.

L6Q7

**How many of the brothers and sisters of the household HEAD (SHARING AT LEAST 1 PARENT) live in the same village (but NOT in the same household)? ENTER 0 IF NONE**

*Je, ni ndugu (wanaozaliwa walau na mzazi mmoja) wangapi WA MKUU WA KAYA wanaishi hapa kijijini lakini siyo kwenye kaya hii? ENTER 0 IF NONE*

This question asks about both older AND younger brothers/sisters of the household HEAD only (not of other household members).

L6Q8

**Do YOU OR ANYONE in your household hold any governmental position (e.g. chairperson, secretary, treasurer, councillor, etc.) or is anyone member of any of the village's finance, planning, security, school or health COMMITTEES?**

*Je, kuna mtu yeyote katika kaya hii ana wadhifa katika uongozi wa kiserikali (mfano: Mwenyekiti, Katibu, Mweka hazina, Diwani, n.k) au kwenye kamati ya kijiji ya fedha, mipango, ulinzi, shule au afya?*

[1]=Yes, [2]=No, [88]=DK,

[1]=Ndiyo, [2]=Hapana, [88]=Sijui,

The positions considered are NOT confined to the examples in the question. However, only positions in GOVERNMENTAL (ruling) bodies AND/OR committees listed in the question are considered. Any governmental body should be considered, but positions such as balozi should not be included.

**L7 TASAF info**

Enabled if 1) HH has ANY vulnerable member (elderly, widow(er), orphan, disabled) OR 2) if HH is randomly sampled for long listing questionnaire (1/X rule).

L7Q3 and L7Q4 are asked about EACH TASAF group in the village.

Enabled if L1Q11 <= [3]

L7Q1

**Have you personally ever heard of a development programme called TASAF?**

*Je, wewe binafsi umewahi kusikia mpango wa maendeleo ya jamii ujulikanao kama TASAF?*

[1]=Yes, [2]=No,

[1]=Ndiyo, [2]=Hapana,

This question aims to evaluate the awareness of TASAF among the people in the village. The respondent simply has to answer 'yes' or 'no'. Make sure the guide keeps distance and does not influence the respondent in answering this question. Especially when the guide is a village official this is important.

Enabled if L7Q1 = [1]

L7Q2

**Have YOU OR ANYONE in your household attended a meeting in which the details of TASAF were explained?**

*Je, WEWE AU YEYOTE katika kaya hii aliwahi kuhudhuria mkutano ambapo maelezo juu ya TASAF yalitolewa?*

[1]=Yes - a village/kitongoji meeting, [2]=Yes - other meeting, [3]=No, [88]=DK,

[1]=Ndiyo - mkutano wa kijiji/kitongoji, [2]=Ndiyo - mikutano mingine, [3]=Hapana, [88]=Sijui,

In case anyone in the household attended more than 1 meeting in the response list, select the FIRST one he/she ATTENDED. NOT the first one listed in the response list.

Automatically set to [88] = DK if L1Q11 > [3]

L7Q3

**Have you personally ever heard of the TASAF group/project [GROUP NAME]?**

*Je, wewe binafsi umewahi kusikia mradi wa [JINA LA KIKUNDI] wa TASAF?*

[1]=Yes, [2]=No, [88]=DK,

[1]=Ndiyo, [2]=Hapana, [88]=Sijui,

Emphasize that you are asking about the TASAF project (since other projects might have similar activities as TASAF). This question is always enabled, even if the respondent is not head/spouse/other adult member, i.e. L1Q11 >[3]. The reason why is technical. However, the response is automatically set to DK in this case. You should NOT ask this question in this case.

If the respondent is the head/spouse/other adult member, the option 'DK' is NOT allowed.

Enabled if L7Q3 = [1] Or L7Q3 = [88]

L7Q4

**Are YOU OR ANY member of the household an official member of TASAF group [NAME GROUP]?**

*Je, WEWE au YEYOTE katika kaya yako ni mwanakikundi rasmi wa kikundi cha TASAF [JINA LA KIKUNDI]?*

[1]=Yes, [2]=No,

[1]=Ndiyo, [2]=Hapana,

This question is a third and last tool to identify whether there are TASAF members in the household. Remember that the first 2 tools are 1) the guide who is supposed to flag those households and 2) the matching procedure on L1. In case the first two tools did not work for some reason, this question enables you to detect these members. In case tools 1 and 2 did not detect a TASAF member in the household, while the response to question L7Q4 is 'yes', then you should first verify with your guide (discretely) whether the member is indeed on the list you gave him. In case he says 'yes', go back to L1, open L1b and carry out the matching procedure manually (see section 6.3.1 in this manual on how to do this). In case you do not find him/her on the list, you should not do anything. The household may have a member in reality (maybe in another village), but it may also be that it does not. You should write a comment about this in the comment box, however. In case he/she says 'no' while you did match somebody in the beginning, you should first make sure that the person you matched is indeed living in the dwelling. It might be that you matched the person by mistake, because he/she was listed but he/she lives in another household of the household head (for instance polygamist head). If that is the case you should untick the match box. In case the person you matched is indeed living in the dwelling, but the respondent claims that he/she is not a member, you should not do anything. It might be that he/she is a ghost member (that is a person that is listed to be a TASAF member, while he/she is not aware of this). You should not change the previous entries.

Note that TASAF has NOT started yet, although the members in the group have been notified that they WILL be beneficiaries once TASAF starts. Hence, it may be that a TASAF member may claim that he is not a member at this stage. In case the respondent answers 'no' to this question, while she is listed on the member list given to your guide, you should emphasize to your respondent that the question asks about household members that are member of a TASAF group that will start its activities once TASAF starts.

L7Q5

**In the past 12 months did YOU OR ANY member of the household get assistance from any OTHER project designed to assist vulnerable individuals like orphans, widows/ers, elderly, HIV/AIDS affected people, disabled, food insecure?**

*Je, katika kipindi cha miezi 12 iliyopita mwanakaya YEYOTE alipata msaada wowote kutoka kwenye miradi inayosaidia wenye mahitaji maalumu kama yatima/wajane/wagane/wazee/walioathirika na virusi vya ukimwi/wenye ulemavu na wenye uhaba wa chakula?*

[1]=Yes, [2]=No, [88]=DK,

[1]=Ndiyo, [2]=Hapana, [88]=Sijui,

Note that for this question only projects OTHER than TASAF projects should be considered.

L8	Finish
L8Q1	<p><b>Is a follow-up interview necessary for this household?</b></p> <p><i>Je, kutembelewa tena kwa kaya hii ni kwa lazima?</i></p> <p>[1]=Yes, [2]=No,</p> <p>[1]=Ndiyo, [2]=Hapana,</p> <p>A follow-up visit is a re-visit organised by your supervisor in order to collect information that was missing during the first visit. A follow-up is necessary if 1) the respondent at the first visit was not able to answer all of the required questions AND 2) another member, not present at the moment of the first visit, would be able to do so.</p> <p>More specifically, there are 2 possible cases in which a follow-up visit is necessary:</p> <p>1) The head, spouse or other adult member is present but he/she cannot provide you with all required information</p> <p>OR</p> <p>2) None of these members (head, spouse or other adult member) is at home at the moment of your visit. In case the respondent is any other person, some of the questions on forms L4 and L7 are automatically skipped (since the respondent is assumed not to be in the position to answer these questions). Hence, information is missing, and a follow-up interview is necessary. In that case, the response to "Is a follow-up interview necessary?" is automatically set to "yes".</p> <p>Note, however, that selecting 'yes' for the question "Is a follow-up interview necessary for this household?" automatically checks the check box "follow-up" for that HH record on form H. This implies that your supervisor will have to organise re-interviews with these households, a waste of time, which we want to avoid as much as possible. Hence, your aim should always be to satisfactorily complete the record at the first visit. Hence, always try to have either the head, spouse of other adult member as respondent to the interview.</p>
L8Q2	<p>Enabled if L8Q1 = [1]</p> <p><b>Why is a follow-up necessary?</b></p> <p><i>Je, kwa nini kutembelewa tena kwa kaya hii ni kwa lazima?</i></p> <p>In case the answer to the question "Is a follow-up interview necessary for this household?" is 'yes', you need to provide more information to facilitate the work of your supervisor who has to organise the follow-up interviews. Please specify 1) the reason why a follow-up is necessary, 2) the identification codes of the questions subject to follow-up interview and 3) if necessary also the name of the person in the household who would be able to give you this information. In case a follow-up is necessary because the respondent was not the head/spouse/other adult hh member, this field will automatically be filled with 'Infosource &gt; 3', which is enough to indicate to the supervisor that a follow up is necessary because the respondent was somebody else. However, in case that even an ENABLED (white) question could not be answered reliably, you should indicate this question in this field.</p> <p>If the household is unavailable for interview (hence, response to L1Q9 is 'no'), the entry 'household unavailable for interview' will be automatically made in L8Q2.</p>
L8QComments	<p><b>Comments</b></p> <p><i>Maoni</i></p> <p>Write any comments that can help with the interpretation of the interview. Comments could be, for example: "the respondent seemed ill at ease and was not comfortable answering questions about their earnings", or "the respondent seemed drunk and there was no one else in the household to interview instead of him".</p> <p>There is one case in which a comment is compulsory. In case there is a variable in the questionnaire to which the respondent answered Don't Know (DK) and you were not able to get an answer. In this case the comment should explain which steps you took to get an answer from the respondent.</p> <p>Other possible comments are comments concerning the validation check procedure. Also these should be written in the comments section.</p>

**C Control data**

THIS FORM ONLY OCCURS ON YOUR WAY TO THE T-BODY OF THE HOUSEHOLD QUESTIONNAIRE. IT DOES NOT OCCUR IN THE LISTING QUESTIONNAIRE.

**CQ1 Is the HH available for interview or not?**

*Je kaya hii imepatikana kwa ajili ya usahili au hapana?*

[1]=Yes, [2]=No,

[1]=Ndiyo, [2]=Hapana,

In this field, indicate whether the household is available for interview or not. If not, consult your supervisor, who will provide you with a replacement household.

Enabled if CQ1 = [2]

**CQ2 Reason for HH unavailability?**

*Sababu ya kutopatikana kwa kaya hii?*

[1]=Refused, [2]=Household no longer exists, [3]=Household unknown, [4]=Temporarily absent, [99]=Other (specify),

[1]=Umekataliwa, [2]=Kaya haipo tena, [3]=Kaya haifahamiki, [4]=Kaya haipo kwa muda, [99]=Nyingine (taja),

Enabled if CQ1 = [2]

**CQ3 How can one verify HH unavailability?**

*Unawezaje kuhakikisha kutopatikana kwa kaya hii?*

In this field you need to describe who exactly provided you with the information that the household is unavailable for interview.

T1	Start
T1Q1	<p><b>Language of interview</b></p> <p><i>Lugha iliyotumika kwenye usahili</i></p> <p>[1]=Swahili, [99]=Other (Specify),</p> <p>[1]=Kiswahili, [99]=Nyingine (taja),</p> <p>The language recorded here is that used by the interviewer and not the one used by the interpreter. If an interviewer can speak the local language it is better that he/she translates, since he is in a better position to translate correctly the demand of the question. When interpreters are used to translate and convey the question in a different language then the language used is SWAHILI.</p>
T1Q2	<p><b>Was an interpreter used?</b></p> <p><i>Je mkalimani alitumika?</i></p> <p>[1]=Yes, [2]=No,</p> <p>[1]=Ndiyo, [2]=Hapana,</p> <p>If the answer to this question is 'yes', a comment MUST be made about how smoothly the interview was carried out.</p>
T1Q3	<p><b>Date and time of interview start?</b></p> <p><i>Tarehe na muda usahili ulipoanza?</i></p> <p>This field is automatically filled when leaving form C. In case you want to change the starting time, tick the 'set' button. However, you should always check whether the entry is consistent with your watch!</p> <p>Note that the starting time of the interview is the time when you start filling in the questionnaire with the respondent, not when you set out from base camp for the interview.</p>
T1Q4	<p>Enabled if T7Q5 = [2]</p> <p><b>Date and time of interview resumption (if applicable)</b></p> <p><i>Tarehe na muda wa kurudiwa usahili? (Ikiwa lazima)</i></p> <p>This question should only be answered if it is the SECOND visit to the HH. This question will be enabled if the first visit was 'partially completed'.</p>

T2	HH Head Info
T2Q1	<p><b>Name of HH head (as per listing)? (Automatically copied from info collected during listing)</b></p>
	<p><i>Mkuu wa Kaya hii anaitwa nani? (Automatically copied from info collected during listing)</i></p>
	<p>This name will be pre-filled on the basis of the information collected during listing. The field will be locked, i.e. it is not possible for you to change it.</p>
T2Q2	<p><b>What is the name of the head of this HH?</b></p>
	<p><i>Je, mkuu wa kaya hii anaitwa nani?</i></p>
	<p>Double clicking this field will copy the name entered in the previous response field. But when the name of the HH head is different from the one given during the listing exercise, for any noted reason, you need to enter the name manually. However, in that case a comment <b>MUST</b> be made about why this is the case.</p>
T2Q3	<p><b>Where was the head raised? READ ALL RESPONSES</b></p>
	<p><i>Je, mkuu wa kaya alilelewa wapi? READ ALL RESPONSES</i></p>
	<p>[1]=In this village, [2]=In this district, but not in this village, [3]=Outside of this district, but in this country, [4]=Outside of this country,</p>
	<p>[1]=Kwenye kijiji hiki, [2]=Kwenye wilaya hii, lakini siyo hapa kijijini, [3]=Nje ya wilaya hii, lakini ndani ya nchi, [4]=Nje ya nchi hii,</p>
	<p>Here we ask the locality of where the person was <b>RAISED</b>, which is the location where he spent most of his/her time of his/her childhood.</p>
T2Q4	<p>Enabled if T2Q3 = [3]</p>
	<p><b>In which region was the head raised?</b></p>
	<p><i>Mkuu wa kaya alilelewa mkoa gani?</i></p>
	<p>Select the region from the drop down menu.</p>
T2Q5	<p>Enabled if T2Q3 = [3]</p>
	<p><b>In which district was the head raised?</b></p>
	<p><i>Mkuu wa kaya alilelewa wilaya gani?</i></p>
	<p>Select the district from the drop down menu.</p>
T2Q6	<p><b>What is the religion of the HH head?</b></p>
	<p><i>Je, mkuu wa kaya ni wa dini/dhehebu gani?</i></p>
	<p>[1]=Catholic, [2]=Protestant, [3]=Other Christian, [4]=Muslim, [5]=Traditionalist, [6]=No Religion, [88]=DK, [99]=Other (specify),</p>
	<p>[1]=Katoliki, [2]=Madhehebu ya kiprotestanti, [3]=Wakristo wengine, [4]=Muislamu, [5]=Dini za kijadi, [6]=Asiye na dini, [88]=Sijui, [99]=Nyingine (taja),</p>
	<p>This field is pre-populated with information collected during listing. You should confirm the entry with the respondent, however.</p>

T2Q7

**What is the tribe of the HH head ?***Je, mkuu wa kaya ni wa kabila gani?*

[001]=Alagwa, [002]=Akiek, [003]=Arusha, [004]=Assa, [005]=Barabaig, [006]=Bembe, [007]=Bena, [008]=Bende, [009]=Bondei, [010]=Bungu, [011]=Burunge, [012]=Chagga, [013]=Datoga, [014]=Dhaiso, [015]=Digo, [016]=Doe, [017]=Fipa, [018]=Gogo, [019]=Gorowa, [020]=Gweno, [021]=Ha, [022]=Hadzabe, [023]=Hangaza, [024]=Haya, [025]=Hehe, [026]=Ikizu, [027]=Ikoma, [028]=Iraqw, [029]=Isanzu, [030]=Jiji, [031]=Jita, [032]=Kabwa, [033]=Kaguru, [034]=Kahe, [035]=Kami, [036]=Kara (Regi), [037]=Kerewe, [038]=Kimbu, [039]=Kinga, [040]=Kisankasa, [041]=Kisi, [042]=Konongo, [043]=Kuria, [044]=Kutu, [045]=Kw'adza, [046]=Kwavi, [047]=Kwaya, [048]=Kwere, [049]=Kwifa, [050]=Lambya, [051]=Luguru, [052]=Luo, [053]=Maasai, [054]=Machinga, [055]=Magoma, [056]=Makonde, [057]=Makua, [058]=Makwe, [059]=Malila, [060]=Mambwe, [061]=Manda, [062]=Matengo, [063]=Matumbi, [064]=Maviha, [065]=Mbugwe, [066]=Mbunga, [067]=Mosiro, [068]=Mpoto, [069]=Mwanga, [070]=Mwera, [071]=Ndali, [072]=Ndamba, [073]=Ndendeule, [074]=Ndengereko, [075]=Ndonde, [076]=Ngasa, [077]=Ngindo, [078]=Ngoni, [079]=Ngulu, [080]=Ngurimi, [081]=Ngwele, [082]=Nilamba, [083]=Nindi, [084]=Nyakyusa, [085]=Nyambo, [086]=Nyamwanga, [087]=Nyamwezi, [088]=Nyanyembe, [089]=Nyaturu, [090]=Nyaha, [091]=Nyiramba, [092]=Pangwa, [093]=Pare, [094]=Pimbwe, [095]=Pogolo, [096]=Rangi, [097]=Rufiji, [098]=Rungi, [099]=Rungu, [100]=Rungwa, [101]=Rwa, [102]=Safwa, [103]=Sagara, [104]=Sandawe, [105]=Sangu, [106]=Segeju, [107]=Shambaa, [108]=Shubi, [109]=Sizaki, [110]=Suba, [111]=Sukuma, [112]=Sumbwa, [113]=Swahili, [114]=Temi, [115]=Tongwe, [116]=Tumbuka, [117]=Vidunda, [118]=Vinza, [119]=Wanda, [120]=Wanji, [121]=Ware, [122]=Yao, [123]=Zanaki, [124]=Zaramo, [125]=Zigula, [126]=Zinza, [127]=Zyoba, [128]=Mangati, [129]=Iraqw, [130]=Wafyomi, [131]=Manyema, [132]=Mbugu, [888]=DK, [998]=Foreign national, [999]=Other (specify),

[001]=Alagwa, [002]=Akiek, [003]=Arusha, [004]=Assa, [005]=Barabaig, [006]=Bembe, [007]=Bena, [008]=Bende, [009]=Bondei, [010]=Bungu, [011]=Burunge, [012]=Chagga, [013]=Datoga, [014]=Dhaiso, [015]=Digo, [016]=Doe, [017]=Fipa, [018]=Gogo, [019]=Gorowa, [020]=Gweno, [021]=Ha, [022]=Hadzabe, [023]=Hangaza, [024]=Haya, [025]=Hehe, [026]=Ikizu, [027]=Ikoma, [028]=Iraqw, [029]=Isanzu, [030]=Jiji, [031]=Jita, [032]=Kabwa, [033]=Kaguru, [034]=Kahe, [035]=Kami, [036]=Kara (Regi), [037]=Kerewe, [038]=Kimbu, [039]=Kinga, [040]=Kisankasa, [041]=Kisi, [042]=Konongo, [043]=Kuria, [044]=Kutu, [045]=Kw'adza, [046]=Kwavi, [047]=Kwaya, [048]=Kwere, [049]=Kwifa, [050]=Lambya, [051]=Luguru, [052]=Luo, [053]=Maasai, [054]=Machinga, [055]=Magoma, [056]=Makonde, [057]=Makua, [058]=Makwe, [059]=Malila, [060]=Mambwe, [061]=Manda, [062]=Matengo, [063]=Matumbi, [064]=Maviha, [065]=Mbugwe, [066]=Mbunga, [067]=Mosiro, [068]=Mpoto, [069]=Mwanga, [070]=Mwera, [071]=Ndali, [072]=Ndamba, [073]=Ndendeule, [074]=Ndengereko, [075]=Ndonde, [076]=Ngasa, [077]=Ngindo, [078]=Ngoni, [079]=Ngulu, [080]=Ngurimi, [081]=Ngwele, [082]=Nilamba, [083]=Nindi, [084]=Nyakyusa, [085]=Nyambo, [086]=Nyamwanga, [087]=Nyamwezi, [088]=Nyanyembe, [089]=Nyaturu, [090]=Nyaha, [091]=Nyiramba, [092]=Pangwa, [093]=Pare, [094]=Pimbwe, [095]=Pogolo, [096]=Rangi, [097]=Rufiji, [098]=Rungi, [099]=Rungu, [100]=Rungwa, [101]=Rwa, [102]=Safwa, [103]=Sagara, [104]=Sandawe, [105]=Sangu, [106]=Segeju, [107]=Shambaa, [108]=Shubi, [109]=Sizaki, [110]=Suba, [111]=Sukuma, [112]=Sumbwa, [113]=Swahili, [114]=Temi, [115]=Tongwe, [116]=Tumbuka, [117]=Vidunda, [118]=Vinza, [119]=Wanda, [120]=Wanji, [121]=Ware, [122]=Yao, [123]=Zanaki, [124]=Zaramo, [125]=Zigula, [126]=Zinza, [127]=Zyoba, [128]=Mangati, [129]=Iraqw, [130]=Wafyomi, [131]=Manyema, [132]=Mbugu, [888]=Sijui, [998]=Raia wa nje ya nchi, [999]=Nyingine (taja),

This field is pre-populated with information collected during listing. You should confirm the entry with the respondent, however. In case the household head has a NATIONAL tribe not listed in the list, please select 'other' and specify the tribe in the 'other description' window. In case the household head has a FOREIGN tribe, please select 'foreign national' in the list.

**T3 Roster**

MAKE A COMPLETE LIST OF ALL INDIVIDUALS WHO NORMALLY EAT AND SLEEP TOGETHER IN THIS HOUSEHOLD, STARTING WITH THE HEAD OF THE HOUSEHOLD. FIRST ANSWER QUESTIONS 1-6 FOR ALL HOUSEHOLD MEMBERS, BEFORE MOVING ON TO FORMS T3a AND T3b. SEE SECTION 6.1.3 OF THE INTERVIEWER'S MANUAL FOR MORE DETAILS ABOUT THE SEQUENCE RULE OF THE QUESTIONS ON THIS FORM.

**Member ID (automatically generated by ticking the "add new HH member" command button on form)**

*Namba ya utambulisho wa mwanakaya (automatically generated by ticking the "add new HH member" command button on form)*

T3Q2

**HH member name**

*Jina la mwanakaya*

The person listed in the FIRST ROW will always be the HEAD of the household. If the respondent to the questionnaire is not the head of the household, the head of the household will still be listed in the first row (not the respondent). The household head is the person identified by the respondent as the household head. He is the person who is named in reply to the question "who is the head of this household".

The process of listing household members should be done carefully to ensure that no one is missed. All people who usually eat and sleep in the dwelling are considered to be household members. To ensure complete coverage, the interviewer should explicitly ask about three types of persons which are commonly overlooked by survey respondents:

- 1) Persons who are temporarily absent; they should be included.
- 2) Servants makubaliano
- 3) Infants or small children who have not been listed, as very young children are often overlooked in accountings of household members.

Note:

Children who don't reside in the household (Example, living with relatives), should not be registered as household members even if their parents live in the respective household. Children at boarding school are also NOT included.

Often, members have the same family name. Therefore, to ease your job, we added the tool that double clicking this field will copy the name of the previously listed member. You then only need to change the first name of that person. Also, you do not need to enter capital letters for the names, the software will do this automatically.

T3Q3

**Is [NAME] male or female?**

*Je, [JINA] ni mwanamme au mwanamke?*

[1]=Male, [2]=Female,

[1]=Mme, [2]=Mke,

The sex of each household member will be indicated here. The interviewer should be mindful not to assume the sex from the name, but be sure to ask about each person.

T3Q4

**What was the age of [NAME] at last birthday (in completed years)? IF LESS THAN 1 YEAR, ENTER 0**

*Je, [JINA] amekamilisha umri wa miaka mingapi? IF LESS THAN 1 YEAR, ENTER 0*

Age is among the most important pieces of information for this survey as many of the questions in each section depend on the age of the listed household member. If the respondent does not know his/her age, you must make an estimate by reference to the events that have taken place in his life or that of the community (village, town, district, region) or the world, such as the independence of Tanzania, a flood in the region, the war with Iddi Amin, or the World Wars. Intensive probing is required to obtain the complete date, month and year of birth. Often respondents will refer to refer events such as:

- Community events/weather conditions
- Religious occasions/holidays
- Public holidays e.g. Independence Day, Union Day, Idd-el-Fitr, Idd ul Hajj, Maulid Christmas, Easter, New Years
- Regional disasters
- Birth intervals
- World events e.g. World War I, II
- The famine that occurred in Tanzania after World War II, in 1946 and 1947.
- National independence in 1961.
- The birth of TANU.

Interviewers in the past projects conducted by EDI Ltd have suggested these additional questions in order to estimate the age of household members:

- Ask when the household member got married, and then add the age of the oldest child to the age of the parent when s/he was married. (However, if the oldest child was born several years before or after the marriage, this method can lead to large errors, so you should probe how long after marriage they got children)
- Compare the age of the household's child with that of a neighbour's child, an age-mate, or playmate.
- Establish the dates of specific events in a given location where the interview takes place and ask how old the member was when the events occurred.

Age must be recorded in full years which the household member has lived since his/her birth. For a child who has not completed 12 month (365 days) you record 0 year. If someone will be 25 years old in two weeks after the date of interview, the recorded age would be 24.

To check if you have recorded the age properly try to compare the age of the parent and that of the first child and see if make sense. When we were testing one of our questionnaires we found a mother with difference of 10yrs to her first daughter that was strange and we had to probe more to discover she was not her biological mother. Age will give you a lot of information which you will be using to prove the answers you getting from the responded

T3Q5

**Is this person a member of a TASAF group? DO NOT READ THIS QUESTION TO RESPONDENT**

*Je, [JINA] ni mwanakikundi wa kikundi cha TASAF? DO NOT READ THIS QUESTION TO RESPONDENT*

[1]=Yes, [2]=No,

[1]=Ndiyo, [2]=Hapana,

This question should NOT be read out loud to the respondent. For NON-TASAF households, the response field is automatically set to 'no' for each household member. For TASAF households, you need to answer this question yourself manually (do NOT ask the respondent), by using form GM. Cf. Section 6.1.3 of this manual for more detailed information.

T3Q6

**Roster number of the main respondent**

*Namba ya anayejibu kutoka kwenye orodha ya kaya*

Ideally, the main respondent is the head of the household. Only in case it is really impossible to interview the head, the main respondent can be another well informed household member who will answer the questions you ask on behalf of him\herself and the other household members. If there are more than one household members while interviewing, take the main one.

**T3A Household member - Demographics**

COMPLETE THIS FORM FOR ALL HOUSEHOLD MEMBERS BEFORE MOVING ON TO FORM T3b.

T3AQ1

**What is the relationship of [NAME] to the head of the household?***Je [JINA] ana uhusiano gani na mkuu wa kaya?*

[1]=Head, [2]=Wife/Husband, [3]=Biological child, [4]=Adopted child, [5]=Grandchild, [6]=Niece/Nephew, [7]=Father/Mother, [8]=Sister/Brother, [9]=Uncle/Aunt, [10]=Son/Daughter in-law, [11]=Brother/Sister in-law, [12]=Grandfather/mother, [13]=Father/Mother in-law, [14]=Other relative, [15]=Servant/servant's relative, [16]=Lodger/lodger's relative, [17]=Non-relative, [99]=Other (specify),

[1]=Mkuu wa kaya, [2]=Mke/mme, [3]=Mtoto wa kuzaa, [4]=Mtoto wa kuasili, [5]=Mjukuu, [6]=Mpwa, [7]=Baba/Mama, [8]=Dada/Kaka, [9]=Mdugu wa baba/mama, [10]=Mkwe, [11]=Shemeji/Wifi, [12]=Babu/Bibi, [13]=Baba/Mama Mkwe, [14]=Ndugu wengine, [15]=Mtumishi na nduguze, [16]=Mpangaji na nduguze, [17]=Hakuna uhusiano, [99]=Nyingine (taja),

This question solicits the social relationship that the person shares with the head of household. Indicate from the list the person's relationship to the head of household. The person listed in the first row in the roster should always be 'head' since the head of the household should always be listed in the first row, regardless of whether or not the head is present at the time of interview. Other members should be identified in one of the other categories listed. The wife/husband is the married or unmarried partner of the head. Members of the household who are not related to the head will be coded "non-relative". 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.

Enabled if HH has at least 1 TASAF member (i.e. in strata with TASAF members) AND if [NAME] is NOT a TASAF member himself/herself (i.e. T3Q5 = [2])

T3AQ2

**What is the relationship of [NAME] to the TASAF group member?***Je [JINA] ana uhusiano gani na mwanakikundi wa TASAF?*

[1]=Husband/Wife, [2]=Parent/Child, [3]=Brother/Sister, [4]=Grandchild/Grandparent, [5]=Uncle/Aunt/Nephew/Niece, [6]=Other relatives, [99]=Other (specify),

[1]=Mke/Mme, [2]=Mzazi/Mtoto, [3]=Kaka/Dada, [4]=Mjukuu/Bibi/Babu, [5]=Mjomba/Shangazi/Mpwa, [6]=Ndugu wengine, [99]=Nyingine (taja),

Only consider TASAF members as defined in the roster (for instance, it might be that the household claims to have a TASAF member while this person was not confirmed to be a member during village information confirmation. Such persons should NOT be considered a member). If more than one TASAF member take main member as defined by HH. In case there is not really a main member, take the relationship to head that is ranked highest in the response list (hence, lowest code).

Enabled if age [NAME] (T3Q4) >=12

T3AQ3

**What is [NAME]'s marital status? READ ALL RESPONSES***Je, nini hali ya ndoa ya [JINA]? READ ALL RESPONSES*

[1]=Monogamous married, [2]=Polygamous married, [3]=Separated, [4]=Widow/Widower, [5]=Divorced, [6]=Never married,

[1]=Ndoa ya mke mmoja, [2]=Ndoa ya wake wengi, [3]=Kutengana, [4]=Mjane/Mgane, [5]=Talaka, [6]=Hajawahi kuoa/kuolewa,

PRESENT MARITAL STATUS is the marital status on the day of the interview. You must read each category to the respondent; otherwise he/she will reply, for example, that he is a bachelor instead of divorced or separated. MARRIED includes all types of marriage (for example, civil, traditional or common law).

- The category informal union will include all household members who live as husband and wife but they are not legally recognized as husband and wife.
- The category Divorced will include all household members who have signed the legal divorce paper and they do not live together anymore.
- The category separated will include all household members who have been living together as husband and wife, but they do not live together anymore due to some misunderstanding, but they have not signed the divorce papers.
- There is no term for widower (a man who has lost his wife) in Kiswahili. Both widows and widowers should be in a category MJANE.

Enabled if T3aQ3 = [1] or [2]

T3AQ4

**Is the spouse of [NAME] living in household?***Je mke/mme wa [JINA] anaishi katika kaya hii?*

[1]=Yes, [2]=No,

[1]=Ndiyo, [2]=Hapana,

Enabled if T3aQ4 = [1] AND if sex [NAME] (T3Q3) = [2] (female)

T3AQ5

**Who is [NAME]'s husband? SELECT MEMBER FROM ROSTER**

*Je, mume wa [JINA] ni nani? CHAGUA KWENYE ORODHA YA KAYA*

This question is only asked from the FEMALE members in the household, since male members can have several spouses and we want to avoid double counting.

T3AQ6

**For how long was [NAME] absent during the last 12 months?**

*Ni kwa muda gani [JINA] hakuwepo nyumbani katika miezi 12 iliyopita?*

[1]=Present all year, [2]=Absent 6 months or less, [3]=Absent more than 6 months,

[1]=Amekuwepo kwa muda wote, [2]=Hakuwepo chini ya miezi sita, [3]=Hakuwepo zaidi ya miezi sita,

Record the number of months [NAME] was away for out of the last 12 months. For example if the interview is conducted in the beginning of March 2008, then you should ask how many months from March 2007 to february 2008 [NAME] was ABSENT from the household. Do not confuse this with being present in the household, you should ask the number of months [NAME] was NOT there.

The time spent, does not need to be consecutive, it is CUMMULATIVE time that matters. You should add up all the months that [NAME] slept and ate in the dwelling and assess whether it is under or above 6 months. Continuing with the same example as above, imagine [NAME] moved into the household in beginning of May 2007 and then stayed till September 2007 (5 months). He then left the household in October 2007, but returned for the whole of January and february 2008. To summarise, [NAME] was:

- Absent from the household in March, April, October, November, December (5 months).

-Present in the household in May, June, July, August, September, January, February (7 months).

Thus we would choose option 2 "away for 6 months or less".

Another example is someone who visits the household every weekend of the year. This means they are absent for 5 out of every 7 days in the year, which adds up to be more than 6 months. Someone who visits 3 out of 7 days is absent for more than 6 months, but someone who visits for 4 out of 7 days is absent for less than 6 months.

Enabled if age [NAME] (T3Q4) >=7

T3AQ7

**What is [NAME]'s main daily activity?**

*Je, kazi kuu ya [JINA] ni ipi?*

[1]=Paid employee, [2]=Agricultural sector: Self-employed WITH employees, [3]=Agricultural: self-employed WITHOUT employees, [4]=Non-agricultural: Self-employed WITH employees, [5]=Non-agricultural: self-employed WITHOUT employees, [6]=Unpaid family work, [7]=Domestic work, [8]=Seeking work, [9]=Sick, [10]=Retired, [11]=Full-time student, [12]=Apprentice, [13]=Incapacitated, [14]=Religious leader/Pastor, [99]=Other (specify),

[1]=Muajiriwa anayelipwa, [2]=Sekta ya kilimo: Ajira binafsi na kuajiri wengine, [3]=Sekta ya kilimo: Ajira binafsi bila kuajiri wengine, [4]=Sekta Nje ya kilimo: Ajira binafsi na kuajiri wengine, [5]=Sekta Nje ya kilimo: Ajira binafsi bila kuajiri wengine, [6]=Kazi za familia zisizo na malipo, [7]=kazi za majumbani, [8]=Natafuta kazi, [9]=Naumwa, [10]=Mstaafu, [11]=Mwanafunzi wa muda wote, [12]=Najifunza kazi, [13]=Sina uwezo wa kufanya kazi, [14]=Kiongozi wa dini/Mchungaji, [99]=Nyingine (taja),

Note that this question considers ACTIVITIES, not only occupation. Leave the respondent to decide on which activity is considered main for a member.

Enabled if age [NAME] (T3Q4) < 18

T3AQ8

**Is [NAME]'s biological father alive?**

*Je, baba mzazi wa [JINA] yupo hai?*

[1]=Yes, [2]=No, [88]=DK,

[1]=Ndiyo, [2]=Hapana, [88]=Sijui,

Enabled if T3aQ8 = [1]

T3AQ9

**Does [NAME]'s biological father live in this household?**

*Je, baba mzazi wa [JINA] anaishi katika kaya hii?*

[1]=Yes, [2]=No,

[1]=Ndiyo, [2]=Hapana,

Enabled if T3aQ9 = [1]

T3AQ10

**Who is [NAME]'s father? SELECT MEMBER FROM HOUSEHOLD ROSTER**

*Je baba mzazi wa [JINA] anaitwa nani? CHAGUA KWENYE ORODHA YA KAYA*

Enabled if T3aQ8 = [2]

T3AQ11

**What was [NAME]'s age when his/her father died?**

*Je, [JINA] alikuwa na umri wa miaka mingapi baba yake alipofariki?*

Enabled if age [NAME] (T3Q4) < 18

T3AQ12

**Is [NAME]'s biological mother alive?**

*Je mama mzazi wa [JINA] yupo hai?*

[1]=Yes, [2]=No, [88]=DK,

[1]=Ndiyo, [2]=Hapana, [88]=Sijui,

Enabled if T3aQ12 = [1]

T3AQ13

**Does [NAME]'s biological mother live in this household?**

*Je, mama mzazi wa [JINA] anaishi katika kaya hii?*

[1]=Yes, [2]=No,

[1]=Ndiyo, [2]=Hapana,

Enabled if T3aQ13 = [1]

T3AQ14

**Who is [NAME]'s mother? SELECT MEMBER FROM HOUSEHOLD ROSTER**

*Je, mama mzazi wa [JINA] ni nani? CHAGUA KWENYE ORODHA YA KAYA*

Enabled if T3aQ12 = [2]

T3AQ15

**What was [NAME]'s age when his/her mother died?**

*Je, [JINA] alikuwa na umri wa miaka mingapi mama yake alipofariki?*

**T3B Household member - Education**

Enabled if age (T3Q4) >=3

COMPLETE THIS SECTION FOR ALL HOUSEHOLD MEMBERS (UNLESS SKIP) AFTER HAVING COMPLETED FORM A FOR ALL HOUSEHOLD MEMBERS.

T3BQ1

**Can [NAME] read and write?**

*Je [JINA] anaweza kusoma na kuandika?*

[1]=Yes, [2]=No,

[1]=Ndiyo, [2]=Hapana,

This question asks the individual to indicate whether they can read and write. Any language including English, Kiswahili, or other local languages in which the individual can read and write the language should result in a "Yes" response. Otherwise, the answer should be "No". If a person can only read, but not write, then the response should be "No".

T3BQ2

**Has [NAME] ever attended school?**

*Je, [JINA] aliwahi kwenda shule?*

[1]=Yes, [2]=No, [88]=DK,

[1]=Ndiyo, [2]=Hapana, [88]=Sijui,

Enabled if T3bQ2 = [1]

T3BQ3

**What is the highest level of COMPLETED education of [NAME]?**

*Je, ni kiwango gani cha juu kabisa cha elimu ALICHOKAMILISHA [JINA]?*

[00]=None, [01]=Pre-Primary, [02]=Adult, [11]=Standard I, [12]=Standard II, [13]=Standard III, [14]=Standard IV, [15]=Standard V, [16]=Standard VI, [17]=Standard VII, [18]=Standard VIII, [19]=Primary + Course, [20]=Form I, [21]=Form II, [22]=Form III, [23]=Form IV, [24]=Form IV + Course, [25]=Form V, [26]=Form VI, [27]=Form VI+ Course, [28]=Ordinary Diploma, [41]=University I, [42]=University II, [43]=University III, [44]=University IV, [45]=University V & +, [88]=DK,

[00]=Sijasoma, [01]=Elimu ya awali, [02]=Elimu ya watu wazima, [11]=Darasa la I, [12]=Darasa la II, [13]=Darasa la III, [14]=Darasa la IV, [15]=Darasa la V, [16]=Darasa la VI, [17]=Darasa la VII, [18]=Darasa la VIII, [19]=Elimu ya Msingi + Kozi, [20]=Kidato cha I, [21]=Kidato cha II, [22]=Kidato cha III, [23]=Kidato cha IV, [24]=Kidato cha IV + kozi, [25]=Kidato cha V, [26]=Kidato cha VI, [27]=Kidato cha VI+ Kozi, [28]=Stashahada, [41]=Chuo kikuu mwaka wa I, [42]=Chuo kikuu mwaka wa II, [43]=Chuo kikuu mwaka wa III, [44]=Chuo kikuu mwaka wa IV, [45]=Chuo kikuu mwaka wa V & +, [88]=Sijui,

Record only completed level and not the level a person is currently in or reached.

Enabled if T3bQ2 = [1]

T3BQ4

**Is [NAME] currently in school?**

*Je, [JINA] anasoma kwa sasa?*

[1]=Yes, [2]=No,

[1]=Ndiyo, [2]=Hapana,

Enabled if T3bQ2 = [1] And T3bQ4 = [2]

T3BQ5

**Was [NAME] in school in the last 12 months?**

*Je, [JINA] alikuwa shule katika miezi 12 iliyopita?*

[1]=Yes, [2]=No,

[1]=Ndiyo, [2]=Hapana,

Enabled if T3bQ4 = [1]

T3BQ6

**Who runs/manages school [NAME] is attending?**

*Je, shule anayosoma [JINA] inaendeshwa / inamilikiwa na nani?*

[1]=Government, [2]=Community, [3]=Religious, [4]=Charity, [5]=Private, [99]=Other (specify),

[1]=Serikali, [2]=Jamii, [3]=Dini, [4]=Mashirika ya misaada, [5]=Binafsi, [99]=Nyingine (taja),

Enabled if T3bQ4 = [1]

T3BQ7

**Has [NAME] missed school in the last schooling week?**

*Je, [JINA] hakuhudhuria shule katika juma la masomo lililopita?*

[1]=Yes, [2]=No, [88]=DK,

[1]=Ndiyo, [2]=Hapana, [88]=Sijui,

Do NOT consider weekend days. You should consider public holidays, however, these are an option in the response list.

Enabled if T3bQ7 = [1]

T3BQ8

**Why was [NAME] absent from school?**

*Je, ni kwa nini [JINA] hakuhudhuria shule?*

[1]=Public holiday, [2]=School closed not in break, [3]=School closed in break, [4]=Absence teacher, [5]=Illness child, [6]=Illness HH member, [7]=Funeral, [8]=Disciplinary action, [9]=Cannot meet costs, [10]=Child refused, [11]=Child had to work, [99]=Other (specify),

[1]=Sikukuu za kitaifa, [2]=Shule imefungwa kwa dharura, [3]=Shule imefungwa kwa ajili ya likizo, [4]=Mwalimu hakuwepo, [5]=Mwanafunzi alikuwa mgonjwa, [6]=Kuna mwanakaya alikuwa mgonjwa, [7]=Mazishi, [8]=Kutokana na hatua za kinidhamu, [9]=Siwezi kumudu gharama, [10]=Mwanafunzi alikataa, [11]=Mwanafunzi alikuwa na kazi, [99]=Nyingine (taja),

If the response is not in the list, choose 'other'. For instance, if the person missed school because he/she had to travel, select 'other' and specify.

If the person had school fees problem, you should select code [9] 'cannot meet cost'.

Enabled if T3bQ4 = [1] Or if T3bQ5 = [1]

T3BQ9

**In total how much was spent on [NAME]'s education in the last 12 months by members of your household on school fees, books, materials, uniforms, transport, extra tuition or school contributions?**

*Je, kwa ujumla kaya yako imetumia gharama kiasi gani katika kipindi cha miezi 12 iliyopita kwa ajili ya masomo ya [JINA] ikiwa ni gharama za: ada ya shule, vitabu, vifaa, sare, usafiri, gharama za masomo ya ziada au michango ya shule?*

Note that it can be that there is a schooling household member, while the household claims not to have spent anything on education for that member. Since this is rare, there will be a warning listed in the error report in this case. You should make sure the respondent considers all expenses listed in the question. In case the respondent still claims he/she did not spend anything on the member, you should make a comment about this in the comment box.

Enabled if T3bQ2 = [1]

T3BQ10

**Did [NAME] ever sit for a national examination from which results are out?**

*Je, [JINA] amewahi kufanya mihani wowote ambao matokeo yake yalitolewa?*

[1]=Yes, [2]=No, [88]=DK,

[1]=Ndiyo, [2]=Hapana, [88]=Sijui,

Exams considered are ONLY those held at NATIONAL level and not otherwise. Note that this question is asked for ALL persons that have EVER attended school.

Enabled if T3bQ10 = [1]

T3BQ11

**For which level was the last examination that [NAME] took?**

*Je, mtihani huo wa mwisho aliofanya [JINA] ulikuwa wa hatua gani?*

[1]=Standard IV, [2]=Standard VII, [3]=Form II, [4]=Form IV, [5]=Form VI, [88]=DK, [99]=Other (Specify),

[1]=Darasa la Nne, [2]=Darasa la Saba, [3]=Kidato la cha Pili, [4]=Kidato cha Nne, [5]=Kidato cha Sita, [88]=Sijui, [99]=Nyingine (taja),

Note that this question only asks about the LAST examination the person took. Make sure the respondent considers the last one, and not a previous one (even if he/she obtained a higher score on the previous one).

Teachers grade 'A' certificate is NOT a national examination.

If the respondent took the Standard VIII examination long time ago, you should select 'standard VII', since this is the current equivalent to the former Standard VIII degree (does no longer exist now)

Enabled if T3bQ10 = [1]

T3BQ12

**Has [NAME] successfully passed this exam?**

*Je, [JINA] alifaulu vizuri mtihani huu?*

[1]=Yes, [2]=No, [88]=DK,

[1]=Ndiyo, [2]=Hapana, [88]=Sijui,

Enabled if T3bQ11 = [4] or [5] And if T3bQ12 = ]1]

T3BQ13

**What was [NAME]'s score on this examination?**

*Je, [JINA] alipata daraja gani katika mtihani huu?*

[1]=1, [2]=2, [3]=3, [4]=4, [88]=DK, [99]=Other (Specify),

[1]=1, [2]=2, [3]=3, [4]=4, [88]=Sijui, [99]=Nyingine (taja),

**T3C Household member - health**

THE ADL QUESTIONS 15-20 ARE ONLY ASKED OF &gt;= 15 YEAR OLD MEMBERS IN TASAF HOUSEHOLDS

**T3CQ1 Was [NAME] sick or injured in the last 4 weeks?***Je, [JINA] aliugua au kujeruhiwa katika majuma manne yaliyopita?*

[1]=Yes, [2]=No,

[1]=Ndiyo, [2]=Hapana,

Enabled if T3cQ1 = [1]

**T3CQ2 What was the main health problem [NAME] was suffering from (in the last 4 weeks)?***Nini lilikuwa tatizo kuu la kiafya lililokuwa linamsumbua [JINA] katika muda wa majuma 4 yaliyopita?*

[1]=Malaria, [2]=Diarrhea, [3]=Vomiting, [4]=Flu, [5]=Athma, [6]=Headache, [7]=Backache, [8]=TB, [9]=Diabetes, [10]=STDs, [11]=Burn, [12]=Fracture, [13]=HIV/AIDS, [14]=Ear/Nose/Throats, [15]=Typhoid, [16]=Poisoning, [17]=Dental, [18]=Urinating is painful, [19]=Mental disorder, [20]=Stomach disorder, [21]=Prolonged wound, [22]=Skin problem, [23]=Pregnancy related, [24]=Cancer, [25]=Respiratory, [26]=Upper respiratory, [27]=Heart problem/BP, [28]=Unspecified long term illness, [29]=Bilharzia/Schistosomiasis, [30]=Arthritis/Nerve disorder, [31]=Rheumatism, [32]=Eye problem, [33]=Injured, [99]=Other (Specify),

[1]=Malaria, [2]=Kuharisha, [3]=Kutapika, [4]=Mafua, [5]=Pumu, [6]=Kuumwa kichwa, [7]=Kumwa mgongo, [8]=Kifua kikuu (TB), [9]=Kisukari, [10]=Magonjwa ya zinaa, [11]=kuungua, [12]=Kuteguka/ Kuvunjika kiungo, [13]=VVU/ Ukimwi, [14]=Sikio/ Pua/ Koo, [15]=Taifodi, [16]=Sumu, [17]=Meno, [18]=Maumivu wakati wa kukojoa, [19]=Matatizo ya akili, [20]=Matatizo ya tumbo, [21]=Kidonda cha muda mrefu, [22]=Matatizo ya ngozi, [23]=Matatizo yanayohusiana na ujauzito, [24]=Saratani/ Kansa, [25]=Matatizo katika mfumo wa kupumua, [26]=Matatizo katika njia ya hewa, [27]=Matatizo ya moyo/ presha, [28]=Ugonjwa wa muda mrefu usioleweka, [29]=Kichocho, [30]=Matatizo ya mishipa, [31]=Matatizo ya mifupa, [32]=Matatizo ya macho, [33]=Jeraha, [99]=Nyingine (taja),

High blood pressure should be considered under code [27] Heart problems/BC.

'Coughing' should be considered under code [26] 'Upper respiratory'.

'Stroke' should be considered under code [26] 'heart problems/BC'.

Enabled if T3cQ1 = [1]

**T3CQ3 For how many days in the last 4 weeks has [NAME] suffered from this main health problem?***Je, katika kipindi cha majuma 4 yaliyopita ni kwa siku ngapi [JINA] amesumbuliwa na tatizo hili kuu la kiafya?*

Note that for this question we are ONLY interested in days ill in the LAST 4 WEEKS. Hence, the entry in this field cannot exceed 28.

Enabled if T3cQ1 = [1]

**T3CQ4 What was the most important kind of health provider that [NAME] visited?***Je, ni sehemu/mtoa huduma gani maalumu wa afya alipotembelea [JINA] kwa ajili ya matibabu?*

[1]=Referral hospital, [2]=District/Region hospital, [3]=Public dispensary, [4]=Public health center, [5]=Private Dispensary/Hospital, [6]=Private clinic, [7]=Super natural healer, [8]=Traditional healer (Herbalist), [9]=Missionary Dispensary/Hospital, [10]=Pharmacy/Chemist, [11]=Faith healer, [77]=&lt;None&gt;, [99]=Other (specify),

[1]=Hospitali ya rufaa, [2]=Hospitali ya wilaya/ mkoa, [3]=Zahanati ya serikali, [4]=vituo vya afya vya serikali, [5]=Zahanati/ hospitali binafsi, [6]=Kliniki za binafsi, [7]=Mganga wa kienyeji, [8]=Mganga wa kutumia mitishamba (Herbalist), [9]=Zahanati/ Hospitali za misheni/dini, [10]=Duka la dawa, [11]=Mponyaji wa kutumia imani, [77]=&lt;Hakuna&gt;, [99]=Nyingine (taja),

Enabled if T3cQ1 = [1] AND if T3cQ4 &lt;&gt; [77]

**T3CQ5 How was treatment mainly financed?***Je, ni njia gani kuu ilitumika kugharimia matibabu?*

[1]=Free treatment, [2]=Health insurance, [3]=Own cash, [4]=Had to work for provider, [5]=Use of asset, [6]=Took loan, [7]=Got assistance, [8]=Differed by provider, [99]=Other (specify),

[1]=Matibabu yalitolewa bure, [2]=Bima ya afya, [3]=Fedha yangu, [4]=Nilifanya kazi kwa aliyenipa huduma, [5]=Nilitumia mali zangu, [6]=Nilichukua mkopo, [7]=Nilipata msaada, [8]=Makubaliano na mtoa huduma, [99]=Nyingine (taja),

T3CQ6	<p>Enabled if T3cQ1 = [1]</p> <p><b>Did/does [NAME] take any medication for this health problem?</b></p> <p><i>Je, [JINA] alitumia/anatumia dawa yoyote kwa tatizo hili la kiafya?</i></p> <p>[1]=Yes, [2]=No, [1]=Ndiyo, [2]=Hapana,</p>
T3CQ7	<p>Enabled if T3cQ6 = [1] And T3cQ2 = [13]</p> <p><b>Which medication did [NAME] take for this health problem?</b></p> <p><i>Je, ni matibabu gani [JINA] ametumia kwa tatizo hili la kiafya?</i></p> <p>This question is only asked in case the person suffered/suffers from HIV/AIDS and if he/she took medicines for this. You should enter the specific name of the medication in this response field.</p>
T3CQ8	<p>If T3cQ1 = [1]</p> <p><b>For the last 4 weeks was [NAME] hospitalized or had overnight stay(s) in medical facility?</b></p> <p><i>Je, katika kipindi cha majuma manne yaliyopita [JINA] alilazwa?</i></p> <p>[1]=Yes, [2]=No, [1]=Ndiyo, [2]=Hapana,</p>
T3CQ9	<p>Enabled if T3cQ1 = [1]</p> <p><b>In the past 4 weeks, for how many days was [NAME] unable to perform his/her normal daily activities due to the illness/injury?</b></p> <p><i>Je, katika majuma 4 yaliyopita, ni siku ngapi [JINA] alishindwa kufanya shughuli zake za kawaida kwa sababu ya kuugua au kupata majeraha yoyote?</i></p> <p>This question is ALSO asked of children, because we are interested in normal daily activities of the person, not necessarily in their work ability. For a baby, this would be sleeping, eating, etc.</p> <p>Note that for this question we are ONLY interested in the number of days ill in the LAST 4 WEEKS. Hence, the entry made in this field cannot exceed 28.</p>
T3CQ10	<p>Automatically set to 'yes' if T3cQ9 &gt; 0</p> <p><b>In the past 12 months have there been any episodes in which [NAME] was too ill to perform his/her normal daily activities?</b></p> <p><i>Je, katika miezi 12 iliyopita kumekuwepo kipindi ambapo [JINA] aliugua kiasi cha kushindwa kufanya shughuli zake za kila siku?</i></p> <p>[1]=Yes, [2]=No, [1]=Ndiyo, [2]=Hapana,</p> <p>This question is ALSO asked of children, because we are interested in normal daily activities of the person, not necessarily in their work ability. For a baby, this would be sleeping, eating, etc.</p> <p>In case the answer to question 9 is greater than 0, the response to this field is automatically set to 'yes', in which case you should NOT ask this question out loud to the respondent.</p> <p>Note that for this question we are only interested in the number of days ill IN THE LAST 12 MONTHS. Hence, the entry in this field cannot exceed 364.</p>
T3CQ11	<p>Enabled if T3cQ10 = [1]</p> <p><b>Estimate the total number of days [NAME] was not able to perform his/her daily activities due to illness for the past 12 months?</b></p> <p><i>Je, unaweza kukadiria idadi ya siku ambazo [JINA] hakuweza kufanya kazi zake kwa sababu ya kuugua kwa kipindi cha miezi 12 iliyopita?</i></p>

T3CQ12

**Is [NAME] PERMANENTLY physically or mentally disabled in any way which limits or prevents normal daily activities or work?**

*Je, [JINA] ana ulemavu wa KUDUMU wa kiakili au kimaumbile ambao unamzuia kufanya kazi ama shughuli zake za kawaida za kila siku?*

[1]=Yes, [2]=No,

[1]=Ndiyo, [2]=Hapana,

Enabled if T3cQ12 = [1]

T3CQ13

**What type of disability is [NAME] suffering?**

*Je, [JINA] ana ulemavu gani unaomsumbua?*

[1]=Poor eyesight/Blind, [2]=Poor hearing/deaf, [3]=Unable to speak, [4]=Missing limb (arm/leg/hand/foot), [5]=Paralysed/lame/crippled, [6]=Mentally disabled, [7]=Albino, [88]=DK, [99]=Other (specify),

[1]=Kutoona vizuri/ Upofu, [2]=Kutosikia vizuri/ Uziwi, [3]=Bubu, [4]=Kukosa kiungo(mkono/mguu), [5]=Kupooza/ Ulemavu, [6]=kukosa akili, [7]=Zeruzeru, [88]=Sijui, [99]=Nyingine (taja),

Enabled if T3cQ12 = [1]

T3CQ14

**How is the impact of [NAME]'s disability on his/her daily activities compared to 12 months ago?**

*Je, kwa sasa unalinganishaje madhara yatokanayo na ulemavu wa [JINA] katika kutekeleza shughuli zake za kila siku na ilivyokuwa miezi 12 iliyopita?*

[1]=Worse now, [2]=Same, [3]=Improved,

[1]=Mbaya zaidi kwa sasa, [2]=Hali ni ileile, [3]=Hali imeimarika,

Enabled if HH is a TASAF HH AND if age (T3Q4) >=15

T3CQ15

**Can [NAME] do vigorous activities like running, lifting heavy objects, participating in sports or doing hard labour?**

*Je,[JINA] anaweza kufanya shughuli ngumu kama kukimbia,kubeba vitu vyenye uzito mkubwa na kushiriki kwenye michezo au kufanya kazi ngumu?*

[1]=Yes, [2]=Yes, with difficulty, [3]=Not at all,

[1]=Ndiyo, [2]=Ndiyo, kwa taabu/shida, [3]=Hapana,

Enabled if HH is a TASAF HH AND if age (T3Q4) >=15

T3CQ16

**Can [NAME] do walking uphill?**

*Je, [JINA] anaweza kupanda kilima?*

[1]=Yes, [2]=Yes, with difficulty, [3]=Not at all,

[1]=Ndiyo, [2]=Ndiyo, kwa taabu/shida, [3]=Hapana,

Enabled if HH is a TASAF HH AND if age (T3Q4) >=15

T3CQ17

**Can [NAME] bend over or stoop?**

*Je, [JINA] anaweza kuinama au kuinuka?*

[1]=Yes, [2]=Yes, with difficulty, [3]=Not at all,

[1]=Ndiyo, [2]=Ndiyo, kwa taabu/shida, [3]=Hapana,

Enabled if HH is a TASAF HH AND if age (T3Q4) >=15

T3CQ18

**Can [NAME] walk more than one kilometer?**

*Je, [JINA] anaweza kutembea umbali wa zaidi ya kilomita moja?*

[1]=Yes, [2]=Yes, with difficulty, [3]=Not at all,

[1]=Ndiyo, [2]=Ndiyo, kwa taabu/shida, [3]=Hapana,

T3CQ19

Enabled if HH is a TASAF HH AND if age (T3Q4) >=15 AND if T3cQ18 <> [1]

**Can [NAME] walk over 100 meters?**

*Je,[JINA] anaweza kutembea umbali wa zaidi ya mita 100?*

[1]=Yes, [2]=Yes, with difficulty, [3]=Not at all,

[1]=Ndiyo, [2]=Ndiyo, kwa taabu/shida, [3]=Hapana,

T3CQ20

Enabled if HH is a TASAF HH AND if age (T3Q4) >=15

**Can [NAME] bath or use the toilet?**

*Je,[JINA] anaweza kuoga au kutumia choo?*

[1]=Yes, [2]=Yes, with difficulty, [3]=Not at all,

[1]=Ndiyo, [2]=Ndiyo, kwa taabu/shida, [3]=Hapana,

Note that the question is bathing OR using the toilet. In case the person can do either one of those two, the answer should be 'yes'.

#### **T4 Children**

*Enabled if there is at least one child of age below 5 years in the household.*

FIRST ANSWER QUESTION 1 ON THIS FORM, BEFORE MOVING ON TO FORM T4a FOR EACH OF THE CHILDREN BELOW 5 YEARS OLD IN THE HOUSEHOLD. FORM T4b SHOULD ONLY BE COMPLETED AT THE END OF THE INTERVIEW AND ONLY IF 1) IT IS A TASAF HOUSEHOLD AND IF 2) THE CHILD IS OLDER THAN 6 MONTHS OLD AND YOUNGER THAN 5 YEARS OLD. IF A SUB-FORM T4b IS REQUIRED TO BE COMPLETED, IT WILL HAVE AN ASTERIX ALONG THE SIDE ON FORM T4.

T4Q1

Disabled if no child < 5 years in household

**Respondent on child questions**

*Anayejibu maswali juu ya mtoto*

The questions in this sections should preferably be asked to the MAIN carer of the child. In case there is more than 1 respondent in this section, select the main respondent to this section.

**T4A Child member data - Nutrition and Care**

*Enabled if there is at least one member in the household of age below 5 years old. Questions will only be asked of those members.*

**T4aQ1 Was [NAME] breastfed?**

*Je, [JINA] ananyonya/alinyonyeshwa?*

[1]=Yes, [2]=No,

[1]=Ndiyo, [2]=Hapana,

Enabled if T4aQ1 = [1]

**T4aQ2 How many times did [NAME] get breastfed yesterday?**

*Je, [JINA] alinyonyeshwa mara ngapi kwa siku ya jana?*

**T4aQ3 How many times did [NAME] get liquid food yesterday?**

*Je, [JINA] alikula vyakula laini(rojo) mara ngapi kwa siku ya jana?*

**T4aQ4 How many times did [NAME] get solids (snacks) yesterday?**

*Je, [JINA] alikula vyakula vigumu(vitafunwa) mara ngapi kwa siku ya jana?*

**T4aQ5 How many times did [NAME] get solids (meals) yesterday?**

*Je, [JINA] alikula vyakula vigumu(milo) mara ngapi kwa siku ya jana?*

**T4aQ6a Who is the principal carer of [NAME]?**

*Je, mwangalizi mkuu wa [JINA] ni nani?*

[1]=Current HH member, [2]=Relative in another HH, [3]=Non-relative, [4]=Nursery/Kindergarten, [99]=Other,

[1]=Mwanakaya, [2]=Ndugu katika kaya nyingine, [3]=Sio ndugu, [4]=Chekechea, [99]=Mwingine,

If the principal carer of the child is a member of the household, the next response field is enabled, in which you can select the respective household member.

Enabled if T4aQ6a = [1]

**T4aQ6b Name of principal carer? FIRST (SELECT NAME FROM HOUSEHOLD ROSTER)**

*Jina la mwangalizi mkuu (Kama ni mwanakaya)? WA KWANZA (SELECT NAME FROM HOUSEHOLD ROSTER)*

**T4aQ7a Who is the SECOND principal carer of [NAME]?**

*Nani mwangalizi mkuu wa PILI wa [JINA]?*

[1]=Current HH member, [2]=Relative in another HH, [3]=Non-relative, [4]=Nursery/Kindergarten, [99]=Other,

[1]=Mwanakaya, [2]=Ndugu katika kaya nyingine, [3]=Sio ndugu, [4]=Chekechea, [99]=Mwingine,

If the principal carer of the child is a member of the household, the next response field is enabled, in which you can select the respective household member. You should always try to probe whether there is a second carer for the child. If there really is no second one, you should select 'none'.

Enabled if T4aQ7a = [1]

T4aQ7b

**Name of principal carer? SECOND (SELECT NAME FROM HOUSEHOLD ROSTER)**

*Mwagalizi mkuu (Kama ni mwanakaya)? WA PILI (SELECT NAME FROM HOUSEHOLD ROSTER)*

T4AQ8a

**What is [NAME]'s birth date? DAY**

*Je, [JINA] alizaliwa tarehe ngapi? DAY*

In the RARE case you don't know the exact day, you should enter '-99'. It is VERY important, however, that you do your very best to make the respondent remember the day of birth.

T4AQ8b

**What is [NAME]'s birth date? MONTH**

*Je, [JINA] alizaliwa tarehe ngapi? MONTH*

[1]=January, [2]=February, [3]=March, [4]=April, [5]=May, [6]=June, [7]=July, [8]=August, [9]=September, [10]=October, [11]=November, [12]=December, [88]=Dk,

[1]=Januari, [2]=Februari, [3]=Machi, [4]=Aprili, [5]=Mei, [6]=Juni, [7]=Julai, [8]=Agusti, [9]=Septemba, [10]=Oktoba, [11]=Novemba, [12]=Desemba, [88]=Sijui,

In the VERY RARE case the respondent does not know the exact month, select DK. You should do your VERY best to make the respondent remember, however. A comment MUST be made in case the respondent really does not know, and a valid reason must be given in this case.

T4AQ8c

**What is [NAME]'s birth date? YEAR**

*Je, [JINA] alizaliwa tarehe ngapi? YEAR*

[08]=2008, [07]=2007, [06]=2006, [05]=2005, [04]=2004, [03]=2003,

[08]=2008, [07]=2007, [06]=2006, [05]=2005, [04]=2004, [03]=2003,

Note that there is NO DK option for this response field. The reason why is because it is VERY important that we know the year of birth and since it is maximum 5 years ago, it is impossible that the respondent cannot remember.

**T4b Child member data - measurements**

*Enabled if HH is a TASAF HH AND only for children older than 6 months AND younger than 5 years old.*

THIS SECTION SHOULD BE COMPLETED AT THE END OF THE INTERVIEW. YOU WILL HAVE TO COME BACK TO THIS SECTION ONCE YOU HAVE REACHED T8 AND ONLY IF THERE ARE CHILDREN IN THE HOUSEHOLD FOR WHICH THIS SECTION NEEDS TO BE COMPLETED. IN CASE A CHILD IS NOT PRESENT AT THE MOMENT OF VISIT, YOU WILL HAVE TO COME BACK BEFORE LEAVING THE VILLAGE. MAKE SURE YOU SELECT THE APPROPRIATE NUMBER OF VISITS ON T8 IN THAT CASE AND TO SET THE TIME OF RESUMPTION AND FINISHED OF THE SECOND VISIT.

**T4bQ1 Was the height of [NAME] recorded?**

*Je, [JINA] alipimwa urefu?*

[1]=Yes, [2]=No,

[1]=Ndiyo, [2]=Hapana,

If the child is not home at the moment of your visit, you should try to go back to the household within the 4 days (average) of your stay in the village and make sure that you find the child there. In case the child will not come back within those 4 days, you should report 'currently not home'.

*Enabled if T4bQ1 = [2]*

**T4bQ2 Why was the height of [NAME] not recorded?**

*Je, kwa nini [JINA] hakupimwa urefu?*

[1]=Currently not home, [2]=Too ill, [3]=Unwilling, [99]=Other (specify),

[1]=Hayupo nyumbani kwa sasa, [2]=Anaumwa sana, [3]=Hakuwa tayari, [99]=Nyingine (taja),

*Enabled if T4bQ1 = [1]*

**T4bQ3 What is [name]'s current height? IN CENTIMETERS**

*Je, kwa sasa [JINA] ana urefu wa sentimita ngapi? IN CENTIMETERS*

*Enabled if T4bQ1 = [1]*

**T4bQ4 Was height/length measured with child standing or lying down?**

*Je, mtoto alipimwa urefu akiwa amesimama au amelala chini?*

[1]=Standing, [2]=Lying down,

[1]=Akiwa amesimama, [2]=Akiwa amelala chini,

**T4bQ5 Was [NAME] weighed?**

*Je, [JINA] alipimwa uzito?*

[1]=Yes, [2]=No,

[1]=Ndiyo, [2]=Hapana,

*Enabled if T4bQ5 = [2]*

**T4bQ6 Why was [NAME] not weighed?**

*Je, kwa nini [JINA] hakupimwa uzito?*

[1]=Currently not home, [2]=Too ill, [3]=Unwilling, [99]=Other (specify),

[1]=Hayupo nyumbani kwa sasa, [2]=Anaumwa sana, [3]=Hakuwa tayari, [99]=Nyingine (taja),

*Enabled if T4bQ5 = [1]*

**T4bQ7 What is [name]'s current weight? IN KILOGRAMS**

*Je, kwa sasa [JINA] ana uzito wa kilo ngapi? IN KILOGRAMS*

**T5      Various**

THIS SECTION CONTAINS 12 SUB-SECTIONS. YOU SHOULD FOLLOW THEM IN ALPHABETICAL SEQUENCE.

**T5A Amenities****T5AQ1****What material is the floor of this house made of?***Sakafu ya nyumba hii imetengenezwa kwa kutumia nini?*

[1]=Mud/earth, [2]=Wood/plank, [3]=Tiles, [4]=Concrete/Cement, [5]=Grass, [99]=Other (specify),

[1]=Udongo, [2]=Mbao, [3]=Vigae, [4]=Zege /Saruji, [5]=Nyasi, [99]=Nyingine (taja),

If there is more than one type of floor material, the interviewer will record the main one. If there is not a significant main one, the interviewer will record the one of highest value. You do not need to ask this question if it is obvious by looking around. But if, for example, the floor is covered with grass, you should ask what material is below the grass. If the material below the grass is of higher value (for instance cement), you should report the material underneath.

**T5AQ2****What material is the roof of this house made of?***Paa ya nyumba hii imetengenezwa kwa kutumia nini? READ ALL RESPONSES*

[1]=Mud, [2]=Thatch, [3]=Wood, [4]=Iron sheets, [5]=Concrete/Cement, [6]=Roofing tiles, [7]=Asbestos, [99]=Other (specify),

[1]=Udongo, [2]=Nyasi/makuti, [3]=Mbao, [4]=Mabati, [5]=Zege /Saruji, [6]=Vigae, [7]=Mabati ya asbestosi, [99]=Nyingine (taja),

If there is more than one type of roofing material, the interviewer will record the main one. If there is not a significant main one, the interviewer will record the one of highest value. You do not need to ask this question if it is obvious by looking around.

**T5AQ3****What material are the walls of this house made of?***Kuta za nyumba hii zimetengenezwa kwa kutumia nini?*

[1]=Mud/Mud brick, [2]=Stone, [3]=Burnt bricks, [4]=Concrete/Cement, [5]=Wood/Bamboo, [6]=Iron sheets, [7]=Cardboard, [99]=Other (specify),

[1]=Udongo/Matofali ya Udongo, [2]=Mawe, [3]=Matofali ya kuchoma, [4]=Zege /Saruji, [5]=Mbao/Mianzi, [6]=Mabati, [7]=Mbao laini (Cardboard), [99]=Nyingine (taja),

If there is more than one type of material used for walls, the interviewer will record the main one. If there is not a significant main one, the interviewer will record the one of highest value. You do not need to ask this question if it is obvious by looking around. But if, for example, the walls are plastered you need to ask what material is behind the plaster. If the material behind the plaster is of higher value, you should choose the higher value one.

In case the walls of the dwelling seem to be build out of grass, you should figure out which material supports the grass and select that material in the list. It can not be that grass stands on its own, so the response cannot be 'grass'.

You will notice that in Moshi there is a unique type of building walls materials. There is a kind of bricks that look strong but not baked. They are sliced out of naturally compacted gravel. This type of walls should be classified under 'burnt brick', i.e. code [3].

**T5AQ4****What is the tenure status of the main residence? READ ALL RESPONSES***Je, umilikaji wa makazi haya ni wa aina gani? READ ALL RESPONSES*

[1]=Owner occupied, [2]=Employer provided subsidized, [3]=Employer provided free, [4]=Rented, [5]=Free, [6]=Nomads,

[1]=Mmiliki ndiye mkaaji, [2]=Muajiri kachangia kiasi cha malipo, [3]=Makazi yametolewa bure na muajiri, [4]=Imepangwa, [5]=Bure, [6]=Nahamahama,

Read all responses here. Also, in case the household owns the dwelling, but not the area, the question should still be 'yes', since we are interested in the tenure status of the residence. We are NOT interested in who exactly owns the place if this is not the household members themselves. In case the household lives for free in the household owned by another relative that does not live in the household, you should select [5].

**T5AQ5****How many rooms are used by this household? (excluding bathroom, toilet, store and kitchen)***Je, ni vyumba vingapi hutumiwa na kaya hii ukijumuisha na sebule (bila kuhusisha bafu, choo, stoo na jiko)?*

Excluding the bathroom, toilet, kitchen and store, the question gathers information about the number of rooms in the house that the household can occupy. However, if the HH only has one room in which they do everything (cooking, sleeping, etc.), enter '1'. Do NOT enter 0 because of excluding bathroom/kitchen etc. in this case. Only in the very rare case of the HH being nomads and not having a house at all, enter '0', though a comment MUST be made in this case.

T5AQ6

**What is the HH's main source of drinking water throughout the year?**

*Je, nini chanzo kikuu cha maji ya kunywa kwa mwaka mzima katika kaya hii?*

[1]=Pipe bourne water treated, [2]=Piped bourne water untreated, [3]=Bore hole/hand pump, [4]=Covered Well, [5]=Uncovered Well, [6]=Protected spring, [7]=Unprotected spring, [8]=Rain water, [9]=River, lake, pond, [10]=Truck, vendor, [99]=Other (specify),

[1]=Bomba la maji (Dawa), [2]=Bomba la maji (Bila Dawa), [3]=Kisima kirefu/pampu ya mkono, [4]=Kisima kilicho funikwa, [5]=Kisima kilicho wazi, [6]=Chemichemi iliyojengewa, [7]=Chemichemi isiyojengewa, [8]=Maji ya mvua, [9]=Mto/Ziwa/Bwawa, [10]=Gari/Mbebaji anayetembeza, [99]=Nyingine (taja),

If more than one source of drinking water is used, only the main one will be recorded. If the household uses a different drinking source in different seasons, then use that source that they use the most days in a year. Note that a spring (chemichemi) is water that naturally springs from the ground, while a well (kisima) is dug to reach the ground water table level. A chemichemi can be dug a little to improve water collection, but that does not make it a kisima. In case the response is 'tinga tinga', the response option [9] should be selected.

T5AQ7

**What is the main type of toilet used by this HH?**

*Je, ni choo cha aina gani kinachotumiwa na kaya hii?*

[1]=None (bush), [2]=Flush to sewer, [3]=Flush to septic tank, [4]=pan/bucket, [5]=Covered pit latrine, [6]=Uncovered pit latrine, [7]=Ventilated pit latrine, [99]=Other (specify),

[1]=Hakuna choo, [2]=Kuflashi kwenye mfereji wa maji taka, [3]=Kuflashi kwenye tangi/shimo, [4]=Ndoo, [5]=Shimo lililofunikwa, [6]=Shimo lisilofunikwa, [7]=Shimo lenye bomba la kutolea hewa, [99]=Nyingine (taja),

First ask whether the household HAS a toilet, yes or no. If the answer is 'no', select 'none'. Only if they say 'yes', you should ask them which type of toilet.

A flush toilet is one in which water carries the waste down pipes. A pit latrine refers to a pit dug into the earth. There are two types of pit latrines. 'shimo lililofunikwa' is a pit latrine which is covered (you cannot look inside). 'shimo lisilofunikwa' is a pit latrine that is not covered. There may be planks/boards to support the feet, but they only serve as support and not to cover the hole. A covered pit latrine does NOT mean that it has fences behind which people hide themselves while using the toilet. If the respondent answers that they use the bush, the fields, or a cleared corner of the compound, the interviewer will record "None". If the household uses more than one toilet, take the most frequently used one. In case the household member(s) is/are present at the moment of your visit, do NOT ask whether you can go and have a look at the toilet to verify. Only in case the HH members are not present, you can go and have a look in case the toilet is OUTSIDE the house and in public domain.

T5AQ8

**What is the main source of energy used for lighting?**

*Je, chanzo cha nishati kwa ajili ya mwanga wakati wa usiku katika kaya hii ni kipi?*

[1]=Kerosine/paraffin, [2]=Gas, [3]=Main electricity, [4]=Solar panels/private generator, [5]=Battery, [6]=Candles, [7]=Firewood, [99]=Other (specify),

[1]=Mafuta ya taa, [2]=Gesi, [3]=Umeme(Tanesco/Gridi), [4]=Mionzi ya jua/Jenereta binafsi, [5]=Betri, [6]=Mishumaa, [7]=Kuni, [99]=Nyingine (taja),

If more than one, take the most frequently used. If they say that they are using a lamp, you need to ask them which energy source they are using in order to lit the lamp. Always choose the highest value option in the list that applies. For instance, if the household uses a generator, you should select option [4], even if the generator charges a battery first.

**T5B Assets**

FOR EACH ASSET IN THE LIST (cf. asset code), CHECK 'YES' OR 'NO' DEPENDING ON WHETHER THE HOUSEHOLD OWNS THE ASSET OR NOT.

**Asset code**

*Namba ya mali*

[01]=Iron, [02]=Refridgerator, [03]=Television, [04]=Mattress or bed, [05]=Radio, [06]=Watch or clock, [07]=Sewing machine, [08]=Any stove ( NOT including 'figa'), [09]=Bicycle, [10]=Motorcycle, [11]=Car or truck, [12]=Wheelbarrow, [13]=Mobile phone, [14]=Sponged sofa, [15]=Non-sponged sofa,

[01]=Pasi, [02]=Jokofu (friji), [03]=Luninga (TV), [04]=Godoro/Kitanda, [05]=Redio, [06]=Saa, [07]=Cherehani, [08]=Jiko lolote ( Isipokuwa 'mafiga'), [09]=Baiskeli, [10]=Pikipiki, [11]=Gari au lori, [12]=Toroli, [13]=Simu ya mkononi, [14]=Sofa lenye sponji, [15]=Sofa lisilo na sponji.

**T5BQ1a**

**Do you, or anyone else in your household, own a functioning [ASSET]?**

*Je, wewe au mwanakaya mwingine kwenye kaya hii anamiliki [MALI] kinachofanya kazi?*

[1]=Yes, [2]=No,

[1]=Ndiyo, [2]=Hapana,

For each item listed, indicate whether someone in the household owns one of the listed items ('yes' or 'no'). Make sure to ask EACH individual item and not let the respondent simply list which assets he/she thinks they have. Also, you should ask about the more luxury items, such as cars, even if you think they do not own it. You can always tell the respondent that you are asking those questions to everybody in the village, and that it is your job to do so in order to be consistent for each household.

Make sure you ask whether or not the respondent or anyone in the household owns the item. This is important as it is easy to slip into the habit of asking 'you' rather than 'you or anyone else in the household' (as it conforms more closely to natural conversational phrasing). Stick to the formulation 'you or anyone else in the household' to avoid confusion. Asking 'you' may be interpreted by the respondent as meaning 'his/her self' not the household.

People who belong to several households (e.g. a polygamist head of household with another wife and household somewhere else) will own assets that do not belong to the household you are interviewing. E.g. do not count this person's furniture in the other household as belonging to the household you are interviewing, but DO count a mobile phone that he carries with him or a motorbike that he uses to visit both households. The rule should be that anything that remains in the other household is not eligible for inclusion in the asset section of the questionnaire, but anything that clearly transfers between households can be included.

Note that a 'functioning' need to be 'functioning' in order to be considered as owned asset. For instance, do not consider a car that has been standing still in the garage for several years because it does not function anymore. However, in case an asset is temporarily not functioning (for instance a cell-phone that is at the fundi at the moment), you should consider it.

Specific asset instructions:

- Radio: Emphasize that also small radio's are considered
- Clock: Emphasize that also watches are considered
- Television: it is having the UNIT itself that is meant here, NOT whether this unit has SIGNAL or not.

**T5C Agriculture****T5CQ1****Do you own any agricultural land/farm (including grazing and fallow land)?**

*Je, unamiliki ardhi yoyote kwa ajili ya kilimo(ukijumuisha maeneo ya mifugo na yaliyopumzishwa kulimwa)?*

[1]=Yes, [2]=No,

[1]=Ndiyo, [2]=Hapana,

Enabled if T5cQ1 = [1]

**T5CQ2a****What is the total area you own? AREA**

*Je, ni nini ukubwa wa eneo linalomilikiwa na kaya hii kwa ujumla? ENEO*

Note that we are interested in the TOTAL area of ALL plots owned. Emphasize this to the respondent. The area of the plots can be recorded up to the nearest half unit. If a respondent reports that he/she cultivates a half hectare of sweet potato, you would record this as: 0.5 hectares.

Enabled if T5cQ1 = [1]

**T5CQ2b****What is the total area you own? AREA UNIT**

*Je, ni nini ukubwa wa eneo linalomilikiwa na kaya hii kwa ujumla? KIPIMO CHA ENEO*

[1]=Acre, [2]=Hectare,

[1]=Ekari, [2]=Hekta,

You will find that some respondents are not familiar with units of area measurement such as hectares or acres. If you feel the respondent is not comfortable with these units then do not force him/her to use them. Rather ask him/her to indicate the size by comparing to (i) a football field (which is around 1 acre, but do check that the local football field is standard) or (ii) anything else that can be shown to you and from which you could make an area estimate yourself. Your supervisor will train you on estimating plot sizes. Once you have established the first plot size you can use this to calculate the others as a multiple of them. E.g. The 'plot close to John's house' is 2 times bigger than the 'plot in the valley'.

Enabled if T5cQ1 = [1]

**T5CQ3****Do you have a title deed for this land?**

*Je, una hati miliki ya ardhi hii?*

[1]=Yes, [2]=No, [88]=DK,

[1]=Ndiyo, [2]=Hapana, [88]=Sijui,

**T5CQ4****Do you rent for money or borrow for free any land?**

*Je, kuna ardhi yoyote unayokodi, kuazima au kutumia bure?*

[1]=Yes, [2]=No,

[1]=Ndiyo, [2]=Hapana,

Enabled if T5cQ4 = [1]

**T5CQ5a****What is the total area you rent/borrow for free? AREA**

*Je, ni nini ukubwa wa eneo linalokodiwa/kutumiwa bure na kaya hii kwa ujumla?*

Note that we are interested in the TOTAL area of ALL plots rented/borrowed for free. Emphasize this to the respondent. The area of the plots can be recorded up to the nearest half unit. If a respondent reports that he cultivates a half hectare of sweet potato, you would record this as: 0.5 hectares.

Enabled if T5cQ4 = [1]

T5CQ5b

**What is the total area you rent/borrow for free? AREA UNIT**

*Je, ni nini ukubwa wa eneo linalokodiwa/kutumiwa bure na kaya hii kwa ujumla? KIPIMO  
CHA ENEO*

[1]=Acre, [2]=Hectare,

[1]=Ekari, [2]=Hekta,

You will find that some respondents are not familiar with units of area measurement such as hectares or acres. If you feel the respondent is not comfortable with these units then do not force him/her to use them. Rather ask him/her to indicate the size by comparing to (i) a football field (which is around 1 acre, but do check that the local football field is standard) or (ii) anything else that can be shown to you and from which you could make an area estimate yourself. Your supervisor will train you on estimating plot sizes. Once you have established the first plot size you can use this to calculate the others as a multiple of them. E.g. The 'plot close to John's house' is 2 times bigger than the 'plot in the valley'.

Enabled if T5cQ1 = [1] OR T5cQ4 = [1]

T5CQ6a

**What are the 3 main crops you grow on this owned/rented/borrowed land/farms, ranked from most important to less important (allow for fallow and grazing)? FIRST**

*Ni mazao gani makuu matatu unayolima/mnayolima katika eneo hili  
linalomilikiwa/linalokodiwa/linaloazimwa ukianzia lililo muhimu zaidi mpaka yale yasiyo  
muhimu sana?(yaliyopumzishwa au kwa ufugaji) LA KWANZA*

[1]=Maize, [2]=Coffee, [3]=Banana, [4]=Cashew nut, [5]=Cassava, [6]=Sweet potatoes, [7]=Irish potatoes, [8]=Groundnuts, [9]=Paddy, [10]=Millet, [11]=Sorghum, [12]=Wheat, [13]=Beans, [14]=Soya beans, [15]=Pigeon pea, [16]=Tobacco, [17]=Cotton, [18]=Sugar cane, [19]=Cabbage, [20]=Okra, [21]=Tomato, [22]=Onions, [23]=Peas, [24]=Fallow, [31]=Assorted fruits, [32]=Other vegetables, [33]=Other tubers, [34]=Other pulses, [35]=Tea, [36]=Planted trees, [37]=Animal feed, [38]=Grazing, [39]=Sunflower, [77]=<none>, [99]=Other (specify),

[1]=Mahindi, [2]=Kahawa, [3]=Ndizi, [4]=Mikorosho, [5]=Mihogo, [6]=Viazi Vitamu, [7]=Viazi mviringo, [8]=Karanga, [9]=Mpunga, [10]=Ulezi, [11]=Mtama, [12]=Ngano, [13]=Maharage, [14]=Soya, [15]=Mbaazi, [16]=Tumbaku, [17]=Pamba, [18]=Miwa, [19]=Kabichi, [20]=Bamia, [21]=Nyanya, [22]=Vitunguu, [23]=Njegere, [24]=Limepumzishwa, [31]=Matunda ya kuchagua, [32]=Mboga za majani nyingine, [33]=Mazao jamii ya mizizi, [34]=Mazao mengine ya jamii ya kunde, [35]=Chai, [36]=Miti ya kupanda, [37]=Chakula cha mifugo, [38]=Ufugaji wa kisasa, [39]=Arizeti, [77]=<Hakuna>, [99]=Nyingine (taja),

Note that we are interested in the 3 main crops of ALL land/farms owned AND borrowed AND rented.

Respondents tend to forget permanent crops (such as bananas in Bukoba district). Make sure the respondent understands that ALL crops should be considered here, also permanent ones.

In case there is no clear ranking for the crops, you should insist to the respondent that he/she should rank, but you should also write a comment about this in the comment box.

Enabled if T5cQ1 = [1] OR T5cQ4 = [1]

T5CQ6b

**What are the 3 main crops you grow on this owned/rented/borrowed land, ranked from most important to less important (allow for fallow and grazing)? SECOND**

*Ni mazao gani makuu matatu unayolima/mnayolima katika eneo hili  
linalomilikiwa/linalokodiwa/linaloazimwa ukianzia lililo muhimu zaidi mpaka yale yasiyo  
muhimu sana?(yaliyopumzishwa au kwa ufugaji) - LA PILI*

[1]=Maize, [2]=Coffee, [3]=Banana, [4]=Cashew nut, [5]=Cassava, [6]=Sweet potatoes, [7]=Irish potatoes, [8]=Groundnuts, [9]=Paddy, [10]=Millet, [11]=Sorghum, [12]=Wheat, [13]=Beans, [14]=Soya beans, [15]=Pigeon pea, [16]=Tobacco, [17]=Cotton, [18]=Sugar cane, [19]=Cabbage, [20]=Okra, [21]=Tomato, [22]=Onions, [23]=Peas, [24]=Fallow, [31]=Assorted fruits, [32]=Other vegetables, [33]=Other tubers, [34]=Other pulses, [35]=Tea, [36]=Planted trees, [37]=Animal feed, [38]=Grazing, [39]=Sunflower, [77]=<none>, [99]=Other (specify),

[1]=Mahindi, [2]=Kahawa, [3]=Ndizi, [4]=Mikorosho, [5]=Mihogo, [6]=Viazi Vitamu, [7]=Viazi mviringo, [8]=Karanga, [9]=Mpunga, [10]=Ulezi, [11]=Mtama, [12]=Ngano, [13]=Maharage, [14]=Soya, [15]=Mbaazi, [16]=Tumbaku, [17]=Pamba, [18]=Miwa, [19]=Kabichi, [20]=Bamia, [21]=Nyanya, [22]=Vitunguu, [23]=Njegere, [24]=Limepumzishwa, [31]=Matunda ya kuchagua, [32]=Mboga za majani nyingine, [33]=Mazao jamii ya mizizi, [34]=Mazao mengine ya jamii ya kunde, [35]=Chai, [36]=Miti ya kupanda, [37]=Chakula cha mifugo, [38]=Ufugaji wa kisasa, [39]=Arizeti, [77]=<Hakuna>, [99]=Nyingine (taja),

Note that we are interested in the 3 main crops of ALL land/farms owned AND borrowed AND rented.

Respondents tend to forget permanent crops (such as bananas in Bukoba district). Make sure the respondent understands that ALL crops should be considered here, also permanent ones.

In case there is no clear ranking for the crops, you should insist to the respondent that he/she should rank, but you should also write a comment about this in the comment box.

In case there is no second crop, select 'none'.

(Enabled if T5cQ1 = [1] OR T5cQ4 = [1]) AND T5cQ6b <> [77]

T5CQ6c

**What are the 3 main crops you grow on this owned/rented/borrowed land, ranked from most important to less important (allow for fallow and grazing)? THIRD**

*Ni mazao gani makuu matatu unayolima/mnayolima katika eneo hili linalomilikiwa/linalokodiwa/linaloazimwa ukianza lililo muhimu zaidi mpaka yale yasiyo muhimu sana?(yaliyopumzishwa au kwa ufugaji) - LA TATU*

[1]=Maize, [2]=Coffee, [3]=Banana, [4]=Cashew nut, [5]=Cassava, [6]=Sweet potatoes, [7]=Irish potatoes, [8]=Groundnuts, [9]=Paddy, [10]=Millet, [11]=Sorghum, [12]=Wheat, [13]=Beans, [14]=Soya beans, [15]=Pigeon pea, [16]=Tobacco, [17]=Cotton, [18]=Sugar cane, [19]=Cabbage, [20]=Okra, [21]=Tomato, [22]=Onions, [23]=Peas, [24]=Fallow, [31]=Assorted fruits, [32]=Other vegetables, [33]=Other tubers, [34]=Other pulses, [35]=Tea, [36]=Planted trees, [37]=Animal feed, [38]=Grazing, [39]=Sunflower, [77]=<none>, [99]=Other (specify),

[1]=Mahindi, [2]=Kahawa, [3]=Ndizi, [4]=Mikorosho, [5]=Mihogo, [6]=Viazi Vitamu, [7]=Viazi mvingo, [8]=Karanga, [9]=Mpunga, [10]=Ulezi, [11]=Mtama, [12]=Ngano, [13]=Maharage, [14]=Soya, [15]=Mbaazi, [16]=Tumbaku, [17]=Pamba, [18]=Miwa, [19]=Kabichi, [20]=Bamia, [21]=Nyanya, [22]=Vitunguu, [23]=Njegere, [24]=Limepumzishwa, [31]=Matunda ya kuchagua, [32]=Mboga za majani nyingine, [33]=Mazao jamii ya mizizi, [34]=Mazao mengine ya jamii ya kunde, [35]=Chai, [36]=Miti ya kupanda, [37]=Chakula cha mifugo, [38]=Ufugaji wa kisasa, [39]=Arizeti, [77]=<Hakuna>, [99]=Nyingine (taja),

Note that we are interested in the 3 main crops of ALL land/farms owned AND borrowed AND rented.

Respondents tend to forget permanent crops (such as bananas in Bukoba district). Make sure the respondent understands that ALL crops should be considered here, also permanent ones.

In case there is no clear ranking for the crops, you should insist to the respondent that he/she should rank, but you should also write a comment about this in the comment box.

In case there is no third crop, select 'none'.

Enabled if T5cQ1 = [1] OR T5cQ4 = [1]

T5CQ7

**What is the total cash value (in TSH) of all crops sold by this household over the past year?**

*Je, ni kiasi gani cha fedha kilichopatikana kutokana na mauzo ya mazao yote ya kaya hii kwa mwaka uliopita?*

Emphasize to the respondent that this also includes occasional sales such as sale of avocados, sweet bananas, ...

Enabled if T5cQ1 = [1] OR T5cQ4 = [1]

T5CQ8

**Did you or any other HH member irrigate any of your fields in the past 12 months?**

*Katika kipindi cha miezi 12 iliyopita kuna yeyote katika kaya hii aliyependesha kilimo cha umwagiliaji katika mashamba ya kaya hii?*

[1]=Yes, [2]=No,

[1]=Ndiyo, [2]=Hapana,

This question considers ALL fields the household uses, that is all owned, rented and used for free.

Enabled if T5cQ1 = [1] OR T5cQ4 = [1]

T5CQ9

**Did you or any other HH member use any chemical fertilizer on your land in the past 12 months?**

*Katika kipindi cha miezi 12 iliyopita kuna yeyote katika kaya hii aliyetumia mbolea za kemikali katika mashamba ya kaya hii?*

[1]=Yes, [2]=No,

[1]=Ndiyo, [2]=Hapana,

This question considers ALL fields the household uses, that is all owned, rented and used for free.

Enabled if T5cQ1 = [1] OR T5cQ4 = [1]

T5CQ10

**Did you or any other HH member use any manure on your farm in the past 12 months?**

*Katika kipindi cha miezi 12 iliyopita kuna yeyote katika kaya hii aliyetumia mbolea ya samadi katika mashamba ya kaya hii?*

[1]=Yes, [2]=No,

[1]=Ndiyo, [2]=Hapana,

This question considers ALL fields the household uses, that is all owned, rented and used for free.

Enabled if T5cQ1 = [1] OR T5cQ4 = [1]

T5CQ11

**Did you or any other HH member use any hybrid seeds on your farm in the past 12 months?**

*Je, katika kipindi cha miezi 12 iliyopita, kuna yeyote katika kaya hii alitumia mbegu za kisasa katika shamba la kaya?*

[1]=Yes, [2]=No,

[1]=Ndiyo, [2]=Hapana,

This question considers ALL fields the household uses, that is all owned, rented and used for free.

T5CQ12

**Have you or any other HH member spoken with a government agricultural extension officer in the past 12 months**

*Katika kipindi cha miezi 12 iliyopita kuna yeyote katika kaya hii aliyeongea na bwana/bibi shamba/mifugo?*

[1]=Yes, [2]=No,

[1]=Ndiyo, [2]=Hapana,

With spoken we mean ANY interaction with the official agricultural extension official (Government or non Governmental Organisations) in the past 12 months. Interaction means any communication, even if it is just saying 'hello'. Note that only PERSONAL interaction is considered. If a HH member has attended a public meeting in which the officer has spoken to a crowd of people, without having PERSONALLY interacted with the HH member, the answer should be 'no'.

**T5D Livestock**

FIRST COMPLETE QUESTIONS 1 AND 2 FOR ALL LIVESTOCK TYPES (cf. livestock code) BEFORE MOVING ON TO T5da. RECORD 0 IF NONE OWNED. BEFORE STARTING ANSWERING QUESTION 3 ON TAB 2, COMPLETE SECTION T5da FOR EACH LIVESTOCK TYPE OWNED.

**Code for type of animal**

*Aina ya mnyama*

[1]=Dairy cows (including calves), [2]=Indigenous cows (including calves), [3]=Dairy goats (including baby goats), [4]=Indigenous goats (including baby goats), [5]=Chickens (local variety, excluding chicks), [6]=Chickens (foreign variety, excluding chicks), [7]=Sheep, [8]=Pigs, [9]=Ducks, Turkeys, [10]=Rabbits, [99]=Other (Specify),

[1]=Ng'ombe wa kisasa (pamoja na ndama), [2]=Ng'ombe wa kienyeji (pamoja na ndama), [3]=Mbuzi wa maziwa (pamoja na watoto wa mbuzi), [4]=Mbuzi wa kienyeji (pamoja na watoto wa mbuzi), [5]=Kuku wa kienyeji, [6]=Kuku wa kisasa, [7]=Kondoo, [8]=Nguruwe, [9]=Bata, bata mzinga, [10]=Sungura, [99]=Wengine (Taja),

We do NOT consider normal pets here, such as dogs, cats, etc. We ONLY consider LIVESTOCK in this section.

T5DQ1

**How many [LIVESTOCK TYPE] does the HH own TODAY?**

*Je, kaya hii inamiliki [...] wangapi kwa sasa?*

This question is only about OWNERSHIP. That is, we do not mean POSSESSION. The difference between ownership and possession is that one can be in the possession of a livestock while he/she does NOT own it, hence the livestock should NOT be considered in this question.

Note that this also includes livestock OWNED at another location than at the dwelling of the household.

Do not count chicks as chickens, but do count calves as cows. The reason is that a chick has too large a chance of dying.

T5DQ2

**How many [LIVESTOCK TYPE] did the HH own 12 MONTHS AGO?**

*Je, katika miezi 12 iliyopita, kaya hii ilikuwa inamiliki [...] wangapi?*

Make sure you always ask this question. Do not assume that the household did not own any of the livestock type 12 months ago in case it does not own any of it TODAY.

T5DQ3

Enabled if HH owns at least 1 livestock type.

**How much did you spend in total on veterinary/medical expenses in the past 12 months?**

*Je, kiasi gani cha fedha kilitumika kwa ajili ya matibabu ya mifugo katika miezi 12 iliyopita?*

T5DQ4

Enabled if HH owns at least 1 livestock type.

**How much did you spend in total on feed in the past 12 months?**

*Je, ni kiasi gani cha fedha kilitumika kwa ajili ya chakula cha mifugo katika miezi 12 iliyopita?*

T5DQ5

Enabled if HH owns at least 1 livestock type.

**How much did you spend in total on anything else concerning your livestock in the past 12 months?**

*Je, ni kiasi gani cha fedha kilitumika kwa ajili ya matumizi mengine ya mifugo katika kipindi cha miezi 12 iliyopita?*

Note that we ONLY talk about EXPENDITURES here.

T5DQ6

Enabled if HH owns at least 1 livestock type.

**What is the total cash value of all eggs, meat and milk (COMING FROM YOUR OWN LIVESTOCK) sold over the past 4 weeks?**

*Je, ni kiasi gani cha fedha kilipatikana kutokana na mauzo ya mayai, nyama na maziwa yaliyotokana na mifugo ya kaya hii kwa majuma 4 yaliyopita?*

**T5DA Livestock details**

Enabled if household owns today OR owned 12 months ago the livestock type.

Enabled if T5dQ1>0

T5DAQ1

**On whose property are these animals kept? READ ALL RESPONSES**

*Je, ni katika ardhi ya nani wanyama hawa hutunzwa? READ ALL RESPONSES*

[1]=Your own property, [2]=Someone else's property, [3]=Communal property,

[1]=Ardhi yako mwenyewe, [2]=Ardhi ya mtu mwingine, [3]=Ardhi ya jumuiya,

Enabled if T5dQ1>0

T5DAQ2

**What is the main reason the livestock is kept for?**

*Je, lengo kuu la kufuga mifugo hii ni lipi?*

[1]=Asset (sell of animal when in need), [2]=Income (sell of animal with intension), [3]=Income (sell of products with intension), [4]=Food consumption selling surplus, [99]=Other (specify),

[1]=Ni mali (nauza inapohitajika), [2]=Ni kipato (nauza mnyama ninapokusudia), [3]=Ni kipato (nauza bidhaa za wanyama ninapokusudia), [4]=Kwa ajili ya mlo na kuuza ziada, [99]=Nyingine (taja),

If the respondent keeps the livestock for 'security purposes', select code [1] 'asset'.

If the respondent keeps the livestock to get manure/milk, select option [4] "food consumption and sell of surplus".

If the respondent answers 'for the child', asks them for which reason it is kept for the child.

Enabled if T5dQ1>0

T5DAQ3

**Does this household co-own the livestock with other non-household members?**

*Je, kaya hii humiliki mifugo hii kwa kushirikiana na kaya nyingine?*

[1]=Only this household, [2]=Yes with relatives, [3]=Yes with friend(s), [4]=Yes, group owned livestock,

[1]=Ni kaya hii tu, [2]=Ndiyo, pamoja na ndugu, [3]=Ndio, na rafiki/marafiki, [4]=Ndiyo, pamoja na kikundi,

Enabled if T5dQ1 <> T5dQ2

T5DAQ4

**What was the main reason of change in the number of this livestock compared to 12 months ago?**

*Je, nini ilikuwa sababu kuu ya kuongezeka/kupungua kwa idadi ya mifugo kwa sasa ukilinganisha na kipindi cha miezi 12 iliyopita?*

[1]=Died, [2]=Bought, [3]=Gift from individual, [4]=Given by development organizations, [5]=Reproduction (Not necessary from own livestock), [6]=Sold, [7]=Given away, [8]=Stolen, [9]=Eaten at home, [99]=Other (Specify),

[1]=Walikufa, [2]=Nillinua, [3]=Zawadi kutoka kwa mtu, [4]=Nilipewa na shirika la maendeleo, [5]=Wamezaliana (si lazima iwe ya wanyama anaomiliki, lakini hata kama kaya ilifuga kwa ajili ya wengine na ikalipwa kwa kupewa ng'ombe), [6]=Niliuza, [7]=Niligawa, [8]=Waliibiwa, [9]=Tulitumia nyumbani, [99]=Nyingine (taja),

Note the meaning of 'died' in the response list. 'Died' should NOT be selected if the animals were deliberately slaughtered for home consumption or sale of meat. It should only be used if the animals died unintentionally - e.g. disease, accident, old age.

**T5E Enterprises**

IF THE ANSWER TO T5EQ1 = Yes, MAKE A LIST OF ALL ENTERPRISES THE HOUSEHOLD OWNS (IF ANY).  
ONCE THE LIST IS COMPLETE, COMPLETE FORM T5EA FOR EACH ENTERPRISE RECORD.

T5EQ1

**Over the past month, has anyone in your household operated any non-agricultural income-generating enterprise which produces goods or services or has anyone in your household owned a shop or operated a trading business?**

*Kwa mwezi uliopita, kuna yeyote katika kaya hii aliendesha mradi wa mapato yasiyotokana na kilimo ambao huzalisha bidhaa au hutoa huduma; au kuna yeyote katika kaya hii anamiliki duka au anaendesha mradi wa biashara?*

[1]=Yes, [2]=No,

[1]=Ndiyo, [2]=Hapana,

Note that we ONLY consider OWNED enterprises here. Being employee of an enterprise does NOT imply that you operate it.

Enabled if T5eQ1 = [1]

T5EQ2

**Enterprise ID**

*Utambulisho wa mradi*

Enabled if T5eQ1 = [1]

T5EQ3

**What income-generating activities did individuals in the HH operate over the past month? NAME ENTERPRISE**

*Je, ni shughuli zipi zilizofanywa na wanakaya wa kaya hii kwa ajili ya kujiingizia kipato?  
NAME ENTERPRISE*

**T5EA Enterprise details***Enabled if T5EQ1 = [1]*

THE QUESTIONS IN THIS SECTION SHOULD BE ANSWERED FOR EACH ENTERPRISE THE HOUSEHOLD OWNS.

**T5EAQ1a****Who in the HH owns this income-generating activity? [first member] SELECT FROM LIST***Nani katika kaya hii anamiliki mradi huu wa kujiingizia kipato? [MWANAKAYA WA KWANZA] SELECT FROM LIST***T5EAQ1b****Who in the HH owns this income- generating activity? [SECOND MEMBER] SELECT FROM LIST***Nani katika kaya hii anamiliki mradi huu wa kujiingizia kipato? [MWANAKAYA WA PILI] SELECT FROM LIST***T5EAQ2****How many individuals outside this HH co-own this income generating activity? IF NONE, ENTER ZERO***Ni watu wangapi nje ya kaya hii wanashiriki katika umilikaji wa mradi huu wa uzalishaji mali? IF NONE, ENTER ZERO***T5EAQ3****How many months during the last 12 months did HH operate this income generating activity?***Kaya hii imeendesha mradi huu wa uzalishaji mali kwa miezi mingapi katika kipindi cha miezi 12 iliyopita?***T5EAQ4****Where does the household operate the income generating activity?***Je, ni mahali gani kaya hii huendeshea mradi huu wa kujiingizia kipato?**[1]=Home, inside residence, [2]=Home, outside residence, [3]=Jua kali or shed, [4]=Local market, [5]=Commercial area shop, [6]=Roadside, [8]=Mobile kiosks, [9]=Other fixed place, [99]=Other (specify),**[1]=Nyumbani, ndani ya makazi, [2]=Nyumbani, nje ya makazi, [3]=Jua kali au kivuli, [4]=Soko la ndani, [5]=Duka lililopo eneo la biashara, [6]=Pembeni ya barabara, [8]=Kioski kinachobebeka, [9]=Sehemu nyingine ya kudumu, [99]=Nyingine (taja),**Note that 'fixed' place, means that it is not mobile, i.e. that you will not move within a month.***T5EAQ5a****When did this income generating activity start off? [YEAR]***Je, ni lini mradi huu wa uzalishaji mali ulianza? MWAKA***T5EAQ5b****When did this income generating activity start off? MONTH***Je, ni lini mradi huu wa uzalishaji mali ulianza? MWEZI**[1]=January, [2]=February, [3]=March, [4]=April, [5]=May, [6]=June, [7]=July, [8]=August, [9]=September, [10]=October, [11]=November, [12]=December, [88]=Dk,**[1]=Januari, [2]=Februari, [3]=Machi, [4]=Aprili, [5]=Mei, [6]=Juni, [7]=Julai, [8]=Agosti, [9]=Septemba, [10]=Oktoba, [11]=Novemba, [12]=Desemba, [88]=Sijui,***T5EAQ6a****Which household members are engaged in this income generating activity? FIRST PERSON***Ni wanakaya gani wanajihusisha na mradi huu wa uzalishaji mali? WA KWANZA**Include anyone who spent time working for the business, even if they are children.*

T5EAQ6b

**Which household members are engaged in this income generating activity?  
[SECOND PERSON] SELECT FROM LIST**

*Ni wanakaya gani wanajihusisha na mradi huu wa uzalishaji mali? [WA PILI] SELECT FROM LIST*

Include anyone who spent time working for the business, even if they are children. If no second member, select 'none'.

Enabled if T5eaQ6b <> None

T5EAQ6c

**Which household members are engaged in this income generating activity? [THIRD PERSON] SELECT FROM LIST**

*Ni wanakaya gani wanajihusisha na mradi huu wa uzalishaji mali? [WA TATU] SELECT FROM LIST*

Include anyone who spent time working for the business, even if they are children. If no third member, select 'none'.

Enabled if T5eaQ6b <> None AND T5eaQ6c<>0

T5EAQ6d

**Which household members are engaged in this income generating activity?  
[FOURTH PERSON] SELECT FROM LIST**

*Ni wanakaya gani wanajihusisha na mradi huu wa uzalishaji mali? [WA NNE] SELECT FROM LIST*

Include anyone who spent time working for the business, even if they are children. If no fourth member, select 'none'.

T5EAQ7

**How many employees are there who are not HH members in the last one month? IF NONE ENTER 0**

*Je, kuna watu wangapi wasio wanakaya wanaojihusisha katika mradi huu wa uzalishaji mali? IF NONE ENTER 0*

IF NUMBER VARIES TAKE AVERAGE.

T5EAQ8

**When the income generating activity is active, how many hours per week does each employee work on average?**

*Kwa nyakati ambazo mradi huwa hai(ukifanya kazi), kila mfanyakazi hufanya kazi kwa wastani wa saa ngapi kwa juma?*

INCLUDE HOUSEHOLD MEMBERS

T5EAQ9a

**What was the main source of start-up capital for this income-generating activity?  
FIRST SOURCE**

*Kipi kilikuwa chanzo kikuu cha kwanza cha mtaji wa kuanzishia mradi huu wa uzalishaji mali? CHANZO CHA KWANZA*

[1]=Loan from family/friends, [2]=Gift from family/friends, [3]=sale of assets owned, [4]=Proceeds from another bussiness, [5]=Own savings, [6]=loan from SACCOS, [7]=Non agricultural credit, [8]=Bank or other institution, [9]=Loan from money lender, [10]=Inherited, [77]=<None>, [99]=Other (specify),

[1]=Mkopo kutoka kwa familia/marafiki, [2]=Zawadi kutoka kwa familia/marafiki, [3]=Kuuza mali zangu, [4]=Matokeo ya biashara nyingine, [5]=Akiba binafsi, [6]=Mkopo kutoka SACCOS, [7]=Mkopo usiohusiana na kilimo, [8]=Benki au taasisi nyingine, [9]=Mkopo kutoka mkopeshaji, [10]=Urithi, [77]=<Hakuna>, [99]=Nyingine (taja),

Only PHYSICAL capital is meant here. Hence, no human capital, nor labour, etc. For instance, if the person found wood in the forest, this should NOT be considered as start-up capital.

Enabled if T5eaQ9a<>[77]

T5EAQ9b

**What was the main source of start-up capital for this income-generating activity?  
SECOND SOURCE**

*Kipi kilikuwa chanzo kikuu cha kwanza cha mtaji wa kuanzishia mradi huu wa uzalishaji mali? CHANZO CHA PILI*

[1]=Loan from family/friends, [2]=Gift from family/friends, [3]=sale of assets owned, [4]=Proceeds from another bussiness, [5]=Own savings, [6]=loan from SACCOS, [7]=Non agricultural credit, [8]=Bank or other institution, [9]=Loan from money lender, [10]=Inherited, [77]=<None>, [99]=Other (specify),

[1]=Mkopo kutoka kwa familia/marafiki, [2]=Zawadi kutoka kwa familia/marafiki, [3]=Kuuza mali zangu, [4]=Matokeo ya biashara nyingine, [5]=Akiba binafsi, [6]=Mkopo kutoka SACCOS, [7]=Mkopo usiohusiana na kilimo, [8]=Benki au taasisi nyingine, [9]=Mkopo kutoka mkopeshaji, [10]=Urithi, [77]=<Hakuna>, [99]=Nyingine (taja),

Only PHYSICAL capital is meant here. Hence, no human capital, nor labour, etc. For instance, if the person found wood in the forest, this should NOT be considered as start-up capital. In case there was no SECOND source, select 'none'.

Enabled if T5eaQ9a<>[77] AND T5eaQ9b<>[77]

T5EAQ9c

**What was the main source of start-up capital for this income-generating activity?  
THIRD SOURCE**

*Kipi kilikuwa chanzo kikuu cha kwanza cha mtaji wa kuanzishia mradi huu wa uzalishaji mali? CHANZO CHA TATU*

[1]=Loan from family/friends, [2]=Gift from family/friends, [3]=sale of assets owned, [4]=Proceeds from another business, [5]=Own savings, [6]=loan from SACCOS, [7]=Non agricultural credit, [8]=Bank or other institution, [9]=Loan from money lender, [10]=Inherited, [77]=<None>, [99]=Other (specify),

[1]=Mkopo kutoka kwa familia/marafiki, [2]=Zawadi kutoka kwa familia/marafiki, [3]=Kuuza mali zangu, [4]=Matokeo ya biashara nyingine, [5]=Akiba binafsi, [6]=Mkopo kutoka SACCOS, [7]=Mkopo usiohusiana na kilimo, [8]=Benki au taasisi nyingine, [9]=Mkopo kutoka mkopeshaji, [10]=Urithi, [77]=<Hakuna>, [99]=Nyingine (taja),

Only PHYSICAL capital is meant here. Hence, no human capital, nor labour, etc. For instance, if the person found wood in the forest, this should NOT be considered as start-up capital. In case there was no THIRD source, select 'none'.

T5EAQ10

**What was the total income this income generating activity earned during the past 4 weeks AFTER paying all expenses including the wages of employees, but NOT including any income you paid yourself? IF THERE WAS A LOSS, ENTER A NEGATIVE VALUE**

*Ni kiasi gani cha mapato kilipatikana kutokana na mradi huu wa uzalishaji mali katika majuma 4 yaliyopita baada ya kulipa gharama zote pamoja na mishahara ya wafanyakazi bila kuhusisha matumizi yako binafsi? (KAMA KUNA HASARA ILITOKEA WEKA TAKWIMU HASI)*

T5EAQ11a

**To whom do you sell your products or services? FIRST BUYER**

*Unauza bidhaa au kutoa huduma zako kwa nani? MNUNUZI WA KWANZA*

[1]=Final consumers, [2]=Small business, [3]=Large established business, [4]=Institutions, [5]=Export, [6]=Manufacturers, [7]=Government, [77]=<None>, [99]=Other (specify),

[1]=Watumiaji, [2]=Wafanya biashara ndogondogo, [3]=Wafanya biashara wakubwa, [4]=Taasisi, [5]=Wanunuzi wa nje ya nchi, [6]=Watengenezaji, [7]=Serikali, [77]=<Hakuna>, [99]=Nyingine (taja),

The response option 'none' is NOT allowed to this question. There MUST always be at least 1 buyer.

T5EAQ11b

**To whom do you sell your products or services? SECOND BUYER**

*Unauza bidhaa au kutoa huduma zako kwa nani? MNUNUZI WA PILI*

[1]=Final consumers, [2]=Small business, [3]=Large established business, [4]=Institutions, [5]=Export, [6]=Manufacturers, [7]=Government, [77]=<None>, [99]=Other (specify),

[1]=Watumiaji, [2]=Wafanya biashara ndogondogo, [3]=Wafanya biashara wakubwa, [4]=Taasisi, [5]=Wanunuzi wa nje ya nchi, [6]=Watengenezaji, [7]=Serikali, [77]=<Hakuna>, [99]=Nyingine (taja),

If no second buyer, select 'none'.

T5EAQ12

**What is the total value of your business including stocks and assets?**

*Nini jumla ya thamani ya biashara yako ikijumuisha amana na rasilimali?*

**T5F Transfers**

IF ANSWER TO T5fQ1 = [1], ANSWER QUESTIONS 3 TO 5 FOR ALL 3 SOURCE TYPES (INDIVIDUALS, GOVERNMENT/NGO/RELIGIOUS ORGANISATIONS, OTHER). MAKE A TOTAL OF ALL GIFTS PER CATEGORY. NOTE THAT YOU NEED TO MAKE AN ENTRY IN EACH FIELD. IF THE HH DID NOT RECEIVE ANY TRANSFERS FROM A SPECIFIC SOURCE, ENTER ZERO. HOWEVER, THERE MUST BE AT LEAST ONE ENTRY DIFFERENT FROM ZERO, OTHERWISE THE RESPONSE TO T5fQ1 SHOULD NOT HAVE BEEN 'yes'.

**T5FQ1**

**Over the past 12 months, did your household receive any gifts (in cash or in-kind) from any source (individuals/family/institutions) outside your household of an overall value of at least 5000 TSH (per source)?**

*Je, katika kipindi cha miezi 12 iliyopita, kaya hii alipokea zawadi ( fedha au vitu ) kutoka chanzo chochote (watu binafsi/familia/taasisi) nje ya kaya hii, angalau yenye jumla ya thamani ya shs 5000/= kwa kila chanzo?*

[1]=Yes, [2]=No,

[1]=Ndiyo, [2]=Hapana,

Only consider gifts of TOTAL value coming from 1 (individual) source of minimum 5000 TSH. The gifts may have been spread in time over the year, however.

Source types are pre-populated. Questions need to be answered for each of these 3 types if T5FQ1 = [1]

**T5FQ2**

**Source type**

*Aina ya chanzo*

[1]=Individuals, [2]=Government/NGO/Religious organisations, [99]=Other (specify),

[1]=Watu binafsi, [2]=Serikali/NGO/ (mashirika yasiyo ya kiserikali), mashirika ya Dini, [99]=Nyingine (taja),

The source types are pre-populated.

Enabled if T5FQ1 = [1]

**T5FQ3**

**How much CASH in total in TSH from [SOURCE TYPE]?**

*Je, jumla mlipata fedha taslimu kiasi gani kutoka kwa [CHANZO]?*

This question ONLY considers CASH money.

Enabled if T5FQ1 = [1]

**T5FQ4**

**How much FOOD in total in TSH from [SOURCE TYPE]?**

*Je, kwa jumla nini thamani ya chakula ambacho kaya hii ilipata kutoka kwa [CHANZO]?*

Enabled if T5FQ1 = [1]

**T5FQ5**

**How much OTHER IN-KIND GIFTS in total in TSH from [SOURCE TYPE]?**

*Je, kwa jumla nini thamani ya zawadi nyingine kaya hii ilipata kutoka kwa [CHANZO]?*

Only other in-kind gifts DIFFERENT from food.

**T5FQ6**

**Over the past 12 months, did your household GIVE OUT any gifts (in cash or in-kind) of an overall value of at least 5000 TSH to any individuals/institutions)?**

*Katika kipindi cha miezi 12 iliyopita kaya yako ILITOA zawadi yeyote (pesa au vitu) kwa watu binafsi/taasisi nje ya kaya hii zenye angalau thamani ya shilling 5,000.00 kwa kila aliyepewa (mtu binafsi/taasisi)?*

[1]=Yes, [2]=No,

[1]=Ndiyo, [2]=Hapana,

Enabled if T5fQ6 = [1]

**T5FQ7**

**What was the total value (in TSH) of all CASH given as a gift to individuals/institution in the last 12 months?**

*Ni jumla ya fedha kiasi gani zilizotolewa kama zawadi kwa mtu/taasisi katika kipindi cha miezi 12 iliyopita?*

Enabled if T5fQ6 = [1]

T5FQ8

**What was the total value (in TSH) of all FOOD given as a gift to individuals/institution in the last 12 months?**

*Ni nini jumla ya thamani(shs) ya vyakula iliyotolewa kama zawadi kwa watu binafsi / taasisi katika kipindi cha miezi 12 iliyopita?*

---

Enabled if T5fQ6 = [1]

T5FQ9

**What was the total value (in TSH) of all OTHER IN-KIND GIFTS given as a gift to individuals/institution in the last 12 months?**

*Ni nini jumla ya thamani(shs) ya zawadi nyinginezo zilizotolewa kwa watu / taasisi katika kipindi cha miezi 12 iliyopita?*

---

**T5G Shocks**

FOR EACH SHOCK LISTED (cf. Shock code), CHECK 'yes' OR 'no' DEPENDING ON WHETHER THE HOUSEHOLD EXPERIENCED THE SHOCK OR NOT. ONCE YOU HAVE GONE THROUGH THE LIST, RANK THE 3 MOST SEVERE SHOCKS ( DO NOT RANK MORE THAN 3 SHOCKS). FOR EACH OF THESE 3 SHOCKS, YOU NEED TO ENTER MORE DETAILED INFORMATION ON FORM T5GA.

**T5GQ2****Shock ID code**

*Namba ya utambulisho wa janga*

[1]=Drought or floods, [2]=Crop disease, crop pests or crop damaged by animals, [3]=Livestock died or were stolen, [4]=Household business failure, non-agricultural, [5]=Loss of salaried employment or non-payment of salary, [6]=End of regular assistance, aid, or remittances from outside HH, [7]=Large fluctuations in output and/or input prices (food, crops, inputs, etc.), [8]=Chronic/severe illness or accident of household member, [9]=Death of member of household, [10]=Death of other family member, [11]=Significant increase in number of members in household, [12]=Jailed, [13]=Land/dwelling damaged destroyed, [14]=Hijacking/Robbery/Burglary/Assault, [97]=Other (1), [98]=Other (2), [99]=Other (3),

[1]=Ukame au mafuriko, [2]=Magonjwa ya mazao, wadudu waharibifu wa mazao au wanyama waharibifu wa mazao, [3]=Wanyama walikufa au waliibwa, [4]=Biashara za kaya zilishindikana, zisizo za kilimo, [5]=Kupotea kwa ajira au kukosekana kwa kazi ya malipo, [6]=Mwisho wa msaada wa kila mara kutoka nje ya kaya, [7]=Kuyumba kwa bei za malighafi na/au bidhaa zinazozalishwa na kutengenezwa, [8]=Ugonjwa sugu/mkubwa au ajali kwa mwanakaya, [9]=Kifo cha mwanakaya, [10]=Kifo cha mwanafamilia mwingine, [11]=Ongezeko kubwa la watu kwenye kaya, [12]=Kufungwa jela, [13]=Nyumba/maskani imeharibiwa, [14]=Kutekwa/kuibiwa/kuvamiwa/kudhalilishwa, [97]=Nyingine (1), [98]=Nyingine (2), [99]=Nyingine (3),

**T5GQ1****In the past 5 years, did you experience any of the following shocks causing a significant reduction in your HH's income/assets?**

*Je, katika miaka mitano iliyopita, uliwahi kukutwa na janga (pigo) lolote lililosababisha upungufu wa kipato au mali katika Kaya yako?*

[1]=Yes, [2]=No,

[1]=Ndiyo, [2]=Hapana,

Before the start of this section, you should give them a reference point of until when the 5 years period goes back. Do NOT consider shocks that happened BEFORE the period, even if the household still feels the consequences now.

SHOCK is defined by SUDDEN situation, different from usual. Also, SHOCK is different from CONSEQUENCES OF SHOCK. For instance, HUNGER is NOT a shock, but a consequence.

When respondent says 'yes', repeat to him 'within five years?'

We suggest you to note down the description of the shock that the respondent gives associated to this question in the Windows Journal, so you can use this description later for the ranking question Q2 in that section. That is, you should use the descriptions to summarize the shocks before asking the respondent to rank them.

It is important to note that a shock may only be reported ONCE. Also, be alert when the respondent answer is 'yes'. Based on the description he/she gives to this shock, you should decide yourself in which category the shock belongs.

You should select 'no' if there is no 'other' shock, for all other 1, other 2 and other 3.

Select rank only if shock is one of the 3 most severe shocks the HH experienced.

**T5GQ3****Please rank the 3 most significant shocks you experienced**

*Pangilia majanga makuu matatu ambayo yamewahi kukutokea*

[1]=Most severe, [2]=2nd most severe, [3]=3rd most severe,

[1]=Lililo kubwa zaidi, [2]=Kubwa zaidi la 2, [3]=Kubwa zaidi la 3,

Note that this question should be asked, AFTER you have summarized all shocks the household experienced. You should ask the respondent to rank the 3 most severe shocks out of all those experienced shocks. You should NOT delete the ones that are not ranked among the 3 most severe.

If there was only 1 shock, you do not have to ask this question out loud, but you should select 'Most severe'.

For this question, you should go to your notes in the Windows Journal made while asking question 1 in this section. You should summarize the shocks first, by use of these descriptions written down by you in Windows Journal.

**T5GA Shock details**

Enabled if T5gQ3 = [1] or [2] or [3]

FOR EACH OF THE 3 MOST SEVERE SHOCKS THE HOUSEHOLD EXPERIENCED, YOU SHOULD ANSWER BOTH QUESTIONS ON THIS FORM.

T5GAQ1

**How widely spread was this shock? It affected...**

*Je, janga (pigo) hilo lilisambaa kwa kiasi gani? liliathiri...*

[1]=Only this HH, [2]=Some other HHs, [3]=Most HHs in this community, [4]=All HHs in this community,

[1]=Kaya hii tu, [2]=Kaya nyinginezo, [3]=Kaya nyingi katika jamii hii, [4]=Kaya zote katika jamii hii,

This question means "did it ONLY hit your own household DIRECTLY, or did it also have a DIRECT negative ECONOMIC impact on other households?" It does NOT mean whether other households were also somehow INDIRECTLY affected by the shock that only hit one household, because of the shock's consequences, such as emotionally. For instance, if a household member died, it is very unlikely that this affected other households in the village in a non-emotional way. In case the respondent answers 'all households in the village', you should ask him/her "in which way", to make sure that the question was well understood.

T5GAQ2a

**When did this shock occur? YEAR**

*Je, janga (pigo) hili lilitokea lini? MWAKA*

Check whether the date mentioned is within last 5 years. If it occurred before, delete the shock record.

You should ALWAYS try your very best to make the respondent remember the year in which the shock occurred. Only in case the respondent REALLY does not remember, after all your attempts to make him/her remember, you select DK (don't know). A comment about this MUST be made, however, in this case.

T5GAQ2b

**When did this shock occur? MONTH**

*Je, janga (pigo) hili lilitokea lini? MWEZI*

[1]=January, [2]=February, [3]=March, [4]=April, [5]=May, [6]=June, [7]=July, [8]=August, [9]=September, [10]=October, [11]=November, [12]=December, [88]=Dk,

[1]=Januari, [2]=Februari, [3]=Machi, [4]=Aprili, [5]=Mei, [6]=Juni, [7]=Julai, [8]=Agusti, [9]=Septemba, [10]=Oktoba, [11]=Novemba, [12]=Desemba, [88]=Sijui,

You should ALWAYS try your very best to make the respondent remember the month in which the shock occurred. Only in case the respondent REALLY does not remember, after all your attempts to make him/her remember, you select DK (don't know). A comment about this MUST be made, however, in this case.

**T5H Credit**

IF THE ANSWER TO QUESTION T5HQ2 = [1], MAKE A LIST OF EACH CREDIT TAKEN BY THE HH. BEFORE ANSWERING QUESTIONS T5HQ5 AND T5HQ6, COMPLETE FORM T5HA FOR EACH CREDIT LISTED.

**T5HQ1****Does anyone in this household operate a bank account?**

*Kuna mtu yeyote katika kaya hii anamiliki akaunti ya benki?*

[1]=Yes, [2]=No,

[1]=Ndiyo, [2]=Hapana,

**T5HQ2**

**Over the past 12 months, did you or anyone else in this household borrow from someone outside the household or from an institution receiving either cash, goods or services?**

*Je, katika kipindi cha miezi 12 iliyopita kuna mwanakaya yeyote wa kaya hii aliyekopa fedha, vitu visivyo fedha au huduma kutoka taasisi au mtu binafsi asiye mwanakaya hii?*

[1]=Yes, [2]=No,

[1]=Ndiyo, [2]=Hapana,

Enabled if T5hQ2 = [1]

**T5HQ3**

**Sequence no for credit/loan (AUTOMATICALLY GENERATED BY TICKING "ADD NEW CREDIT RECORD" COMMAND BUTTON)**

*Sequence no for credit/loan (AUTOMATICALLY GENERATED BY TICKING "ADD NEW CREDIT RECORD" COMMAND BUTTON)*

Enabled only if T5hQ2 = [1]

**T5HQ4**

**What are the names of the persons or institutions from whom you or anyone else in your household borrowed over the past 12 months? NAME INSTITUTION. FOR EACH RECORD LISTED, ENTER MORE DETAILED INFORMATION ON FORM T5HA.**

*Je, ni watu au taasisi gani abayo mtu yeyote katika kaya hii alikopa katika kipindi cha miezi 12 iliyopita? NAME INSTITUTION. FOR EACH RECORD LISTED, ENTER MORE DETAILED INFORMATION ON FORM T5HA.*

List all NAMES first before proceeding to more detailed questions. You should NOT enter type of institution/person from whom the household borrowed, this will be filled in later.

**T5HQ5**

**During the last 12 months, did you try to borrow from someone outside the household or from an institution and were turned down?**

*Je, katika miezi 12 iliyopita, ulijaribu kukopa kwa mtu yeyote nje ya kaya hii au taasisi yoyote NA HUKUFANIKIWA/ULIKWAMA?*

[1]=Yes, [2]=No, [3]=Still awaiting word on loan,

[1]=Ndiyo, [2]=Hapana, [3]=Bado nasubiri majibu ya mkopo,

The emphasis of this question is on being TURNED DOWN. Hence, this question is also asked if the household states in question 2 to have borrowed money, since we are interested whether there maybe has been another attempt to borrow for which the HH was turned down.

Enabled if T5hQ5 = [1]

**T5HQ6****Who turned you down?**

*Je, ni nani alikukwamisha?*

[1]=Commercial banks, [2]=Micro-finance institution, [3]=Building soc./mortgage, [4]=Insurance companies, [5]=SACCOS, [6]=Other financial institution, [7]=Relatives, [8]=Neighbours/friends, [9]=Grocery/local merchant, [10]=Money lender, [11]=Employer, [12]=Religious institution, [13]=NGO, [14]=Self help groups, [99]=Other,

[1]=Benki za kibiashara, [2]=Taasisi ndogondogo za fedha, [3]=Building soc./mortgage, [4]=Kampuni za bima, [5]=SACCOS, [6]=Taasisi nyingine za fedha, [7]=Ndugu, [8]=Majirani/marafiki, [9]=Grosari/mfanyabiashara wa ndani, [10]=Mtoa mikopo, [11]=Muajiri, [12]=Taasisi za kidini, [13]=NGO (mashirika yasiyo ya kiserikali), [14]=Vikundi vya kujitegemea, [99]=Nyingine (taja),

Enabled if T5hQ2 = [2] AND T5hQ5 = [2]

T5HQ7

**What was the main reason for why you did not attempt to borrow in the last 12 months?**

*Je, ni kwa nini hukujaribu kukopa katika miezi 12 iliyopita?*

[1]=No need, [2]=Believed would be refused, [3]=Too expensive, [4]=Too much trouble for what it is worth, [5]=Inadequate collateral, [6]=Do not like be in debt, [7]=Do not know any lender, [99]=Other (specify),

[1]=Sikuhitaji mkopo, [2]=Niliamini ningekataliwa, [3]=Ni ghali sana, [4]=Ni usumbufu pasipo faida, [5]=Dhamana haikutosha, [6]=Sipendi madeni, [7]=Sijui mkopeshaji yeyote, [99]=Nyingine(taja),

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**T5HA Credit details**

Enabled if T5hQ2 = [1]

THIS FORM SHOULD BE COMPLETED FOR EACH PERSON/INSTITUTION FROM WHICH HH BORROWED RIGHT AFTER QUESTION 4 ON FORM T5H.

**T5HAQ1**

**How much was borrowed? Include the value of goods or services acquired on credit**

*Ni kiasi gani kilikopeshwa? Ukijumuisha bidhaa au huduma zilizokopwa*

If the entry is < 5000 TSH, the subsequent questions on this form will be disabled.

**T5HAQ2**

**What was the source TYPE of this loan?**

*Je, ni nini AINA ya chanzo cha mkopo huu?*

[1]=Commercial banks, [2]=Micro-finance institution, [3]=Building soc./mortgage, [4]=Insurance companies, [5]=SACCOS, [6]=Other financial institution, [7]=Relatives, [8]=Neighbours/friends, [9]=Grocery/local merchant, [10]=Money lender, [11]=Employer, [12]=Religious institution, [13]=NGO, [14]=Self help groups, [99]=Other,

[1]=Benki za kibiashara, [2]=Taasisi ndogondogo za fedha, [3]=Building soc./mortgage, [4]=Kampuni za bima, [5]=SACCOS, [6]=Taasisi nyingine za fedha, [7]=Ndugu, [8]=Majirani/marafiki, [9]=Grosari/mfanyabiashara wa ndani, [10]=Mtoa mikopo, [11]=Muajiri, [12]=Taasisi za kidini, [13]=NGO (mashirika yasiyo ya kiserikali), [14]=Vikundi vya kujitegemea, [99]=Nyingine (taja),

Enabled if T5HAQ1 > 5000

**T5HAQ3**

**Which household member was responsible for the loan? SELECT HOUSEHOLD MEMBER FROM ROSTER**

*Ni mwanakaya yupi alihusika katika mkopo huu? SELECT HOUSEHOLD MEMBER FROM ROSTER*

Enabled if T5HAQ1 > 5000

**T5HAQ4**

**What was the main reason for obtaining loan? Was it: READ ALL RESPONSES**

*Je ni sababu gani kuu iliyosababisha kuchukua mkopo? READ ALL RESPONSES*

[1]=Subsistence needs, [2]=Medical cost, [3]=School fees, [4]=Ceremony/Wedding, [5]=Purchase land, [6]=Purchase agricultural inputs, [8]=Purchase agricultural machinery, [9]=Purchase/Construction of dwelling, [10]=Other business inputs, [11]=Purchase livestock, [99]=Other (specify),

[1]=Mahitaji ya muda mrefu, [2]=Gharama za matibabu, [3]=Ada ya shule, [4]=Sherehe/ harusi, [5]=Ununuzi wa ardhi, [6]=Kununua pembejeo za kilimo, [8]=kununua mashine za kilimo, [9]=Kununua/ kujenga makazi, [10]=Mahitaji ya biashara nyingine, [11]=Ununuzi wa mifugo, [99]=Nyingine (taja),

Enabled if T5HAQ1 > 5000

**T5HAQ5**

**At what interest rate was this loan? IN %**

*Je riba ilikuwa ya asilimia ngapi? IN %*

Enter interest rate in %, but do NOT enter the % sign itself, this is written in the box next to the entry field. It may be that the respondent does not know the exact interest rate and that he/she can only tell you the amount he/she is/was supposed to pay back. In that case, you should calculate yourself from the given information the interest rate. Note that if A is the amount borrowed and B is the amount that the household had to pay back later, the interest rate =  $[(B-A)/A] * 100$ . For instance, if a person borrowed 10.000 TSH and he/she had to return 11.000 after 1 year, the interest rate was  $[(11.000-10.000)/10.000] * 100 = 10 \%$ .

Enabled if T5haQ5 <> 0 And if T5HAQ1 > 5000

**T5HAQ6**

**Interest period**

*kipindi cha riba*

[1]=Hour, [2]=Day, [3]=Week, [4]=Month, [5]=Year,

[1]=Saa, [2]=Siku, [3]=Juma, [4]=Mwezi, [5]=Mwaka,

T5I Information sources	
T5IQ1	<p><b>Over the last 1 week, did you or anyone else in your household read a newspaper?</b></p> <p><i>Je, katika siku saba zilizopita, kuna mwanakaya yeyote aliyesoma gazeti?</i></p> <p>[1]=Yes, [2]=No, [88]=DK, [1]=Ndiyo, [2]=Hapana, [88]=Sijui,</p>
T5IQ2	<p><b>Over the last 1 week, did you or anyone else in your household watch television?</b></p> <p><i>Je, katika siku saba zilizopita, kuna mwanakaya yeyote aliyeangalia luninga/ TV?</i></p> <p>[1]=Yes, [2]=No, [88]=DK, [1]=Ndiyo, [2]=Hapana, [88]=Sijui,</p>
T5IQ3	<p><b>Over the last 1 week, did you or anyone else in your household listen to the radio?</b></p> <p><i>Je, katika siku saba zilizopita, kuna mwanakaya yeyote aliyesikiliza redio?</i></p> <p>[1]=Yes, [2]=No, [88]=DK, [1]=Ndiyo, [2]=Hapana, [88]=Sijui,</p>
T5IQ4	<p><b>Over the last 1 MONTH, did you or anyone else in your household consult a noticeboard?</b></p> <p><i>Je, katika mwezi mmoja uliopita, kuna mwanakaya yeyote katika kaya hii alisoma ubao wa matangazo?</i></p> <p>[1]=Yes, [2]=No, [88]=DK, [1]=Ndiyo, [2]=Hapana, [88]=Sijui,</p>
T5J Self-help groups	
<p>MAKE A LIST OF ALL MEMBERS THAT WERE/ARE MEMBER OF A SELF-HELP GROUP BY TICKING THE "ADD HH MEMBER" BUTTON. ONCE THE LIST IS COMPLETE, ANSWER QUESTION 2 FOR EACH PERSON LISTED, BEFORE MOVING ON TO SUB-FORM T5JA FOR EACH OF THESE PERSONS.</p>	
T5JQ1	<p><b>Were you or any other HH member a member of a self-help group in the past 12 month?</b></p> <p><i>Je, katika kipindi cha miezi 12 iliyopita, kuna mtu yeyote katika kaya hii aliyekuwa/ambaye ni mwanakikundi wa kikundi cha kusaidiana?</i></p> <p>[1]=Yes, [2]=No, [1]=Ndiyo, [2]=Hapana,</p>
<p>Enabled if T5JQ1 = [1]</p>	
T5JQ2	<p><b>How many self-help groups does [NAME] belong to?</b></p> <p><i>Je, [JINA] yumo kwenye vikundi vingapi vya kusaidiana?</i></p>

**T5JA Self-help groups (details)**

FOR EACH PERSON LISTED ON T5J, THIS FORM MUST BE COMPLETED. GIVE THE TYPE OF SELF-HELP GROUPS THE PERSON BELONGS TO. DETAILS OF A MAXIMUM OF 4 SELF-HELP GROUPS SHOULD BE GIVEN. IF THE PERSON IS MEMBER OF MORE THAN 4 GROUPS, GIVE DETAILS OF THE 4 MAIN ONES.

Enabled if T5JQ2 >=1

T5JAQ1a

**What are the types of self-help groups this household member belongs/belonged to? Group 1**

*Je, mwanakaya huyu yumo/alikuwemo kwenye kikundi cha kusaidiana cha aina gani?*  
**KIKUNDI CHA KWANZA**

[1]=Women's/Men's group, [2]=Merry-go-round, [3]=Youth-related, [4]=Religious-related, [5]=Family-related, [6]=Social welfare, [7]=Groups, [99]=Other (specify),

[1]=Vikundi vya akina mama/baba, [2]=Mzunguko wa kuchangiana, [3]=Vikundi vya vijana, [4]=Vikundi vya kidini, [5]=Vikundi vya kifamilia, [6]=Vikundi vya kijamii, [7]=Vikundi, [99]=Nyingine (taja),

Enabled if T5JQ2 >=2

T5JAQ1b

**What are the types of self-help groups this household member belongs/belonged to? GROUP 2**

*Je, mwanakaya huyu yumo/alikuwemo kwenye kikundi cha kusaidiana cha aina gani?*  
**KIKUNDI CHA PILI**

[1]=Women's/Men's group, [2]=Merry-go-round, [3]=Youth-related, [4]=Religious-related, [5]=Family-related, [6]=Social welfare, [7]=Groups, [99]=Other (specify),

[1]=Vikundi vya akina mama/baba, [2]=Mzunguko wa kuchangiana, [3]=Vikundi vya vijana, [4]=Vikundi vya kidini, [5]=Vikundi vya kifamilia, [6]=Vikundi vya kijamii, [7]=Vikundi, [99]=Nyingine (taja),

Enabled if T5JQ2 >=3

T5JAQ1c

**What are the types of self-help groups this household member belongs/belonged to? GROUP 3**

*Je, mwanakaya huyu yumo/alikuwemo kwenye kikundi cha kusaidiana cha aina gani?*  
**KIKUNDI CHA TATU**

[1]=Women's/Men's group, [2]=Merry-go-round, [3]=Youth-related, [4]=Religious-related, [5]=Family-related, [6]=Social welfare, [7]=Groups, [99]=Other (specify),

[1]=Vikundi vya akina mama/baba, [2]=Mzunguko wa kuchangiana, [3]=Vikundi vya vijana, [4]=Vikundi vya kidini, [5]=Vikundi vya kifamilia, [6]=Vikundi vya kijamii, [7]=Vikundi, [99]=Nyingine (taja),

Enabled if T5JQ2 >=4

T5JAQ1d

**What are the types of self-help groups this household member belongs/belonged to? GROUP 4**

*Je, mwanakaya huyu yumo/alikuwemo kwenye kikundi cha kusaidiana cha aina gani?*  
**KIKUNDI CHA NNE**

[1]=Women's/Men's group, [2]=Merry-go-round, [3]=Youth-related, [4]=Religious-related, [5]=Family-related, [6]=Social welfare, [7]=Groups, [99]=Other (specify),

[1]=Vikundi vya akina mama/baba, [2]=Mzunguko wa kuchangiana, [3]=Vikundi vya vijana, [4]=Vikundi vya kidini, [5]=Vikundi vya kifamilia, [6]=Vikundi vya kijamii, [7]=Vikundi, [99]=Nyingine (taja),

**T5K Time preference and risk aversion**

INTRODUCTION TO QUESTIONS 1-5 TO BE READ OUT LOUD TO THE RESPONDENT: "Now I want to ask you some questions about a hypothetical situation. Suppose you have earned 5000 Tsh for work that you have done for a trustworthy neighbor during the last week. The neighbor gives you an option for how he pays you for this work. One option is that you get paid today. The alternative option will be to get a slightly higher payment in a month from now."

INTRODUCTION TO QUESTIONS 6-9 TO BE READ OUT LOUD TO THE RESPONDENT: "Suppose you have to choose between 2 bags. After you have chosen a bag you have to put your hand in one bag and take out 1 envelope of which the contents will be your winnings."

IT IS VERY IMPORTANT THAT YOU READ THIS TEXT IN THE EXACT WORDS AS IT IS WRITTEN ON THE FORM.

T5KQ1

**Do you prefer to receive the 10,000 TSH for your work today or would you prefer 12,000 in one month from now?**

*Je, ungependelea kulipwa Tshs 10,000 kwa kazi yako leo au kulipwa Tshs 12,000 baada ya mwezi?*

[1]=10,000 TSH today, [2]=12,000 TSH in one month,

[1]=Shilingi 10,000 leo, [2]=Shilingi 12,000 kwa mwezi mmoja,

Enabled if T5kQ1 = [1]

T5KQ2

**Do you prefer to receive the 10,000 TSH for your work TOMORROW or would you prefer 12,000 in a month from now?**

*Je, ungependelea kulipwa Tshs 10,000 kwa kazi yako ya KESHO au kulipwa Tshs 12,000 baada ya mwezi?*

[1]=10,000 TSH tomorrow, [2]=12,000 TSH in one month,

[1]=Shilingi 10,000 kesho, [2]=Shilingi 12,000 katika mwezi mmoja,

Enabled if T5kQ1 = [1] AND T5kQ2 = [1]

T5KQ3

**Do you prefer to receive the 10,000 TSH for your work IN ONE WEEK from now or would you prefer 12000 TSH in one month from now?**

*Je, ungependelea kulipwa Tshs 10,000 kwa kazi yako JUMA MOJA tokea sasa au kulipwa Tshs 12,000 baada ya mwezi?*

[1]=10,000 TSH in one week, [2]=12,000 TSH in one month,

[1]=Shilingi 10,000 katika wiki moja, [2]=Shilingi 12,000 katika mwezi mmoja,

Enabled if T5kQ1 = [1]

T5KQ4

**Do you prefer to receive the 10,000 TSH for your work TODAY, or would you prefer 15,000 TSH in one month from now?**

*Ungependa kulipwa Tshs 10,000 kwa kazi yako leo, au ungependa kulipwa Tshs 15,000 baada ya mwezi mmoja kuanzia sasa?*

[1]=10,000 TSH today, [2]=15,000 TSH in one month,

[1]=Shilingi 10,000 leo, [2]=Shilingi 15,000 katika mwezi mmoja,

T5KQ5

**What is the MINIMUM amount the neighbour has to pay you one month from today so that you would prefer to be paid in one month rather than receiving 10,000 TSH today?**

*Ni kiwango gani CHA CHINI kabisa ambacho ungependa kulipwa na jirani yako baada ya mwezi mmoja, ili upendeleo kulipwa baada ya mwezi badala ya kupokea Tshs 10,000 leo?*

This question asks about the MINIMUM amount. This question is also asked to respondents that preferred 12,000 in month from now for question 1, because it might be that they would even accept less than 12,000 in one month time.

Double ticking the field will enter 12,000.

If the respondent first agrees in question 1 to have 12,000 today but then tells you in question 5 that the minimum is amount greater than 12,000 (hence, inconsistent answers), you need to ask him "You answered that you would accept 12,000 TSH one month from now instead of 10,000 TSH today. Are you sure that the minimum you would accept is XXX TSH?". If the respondent sticks to his/her answer, you just move on. Otherwise, you change the entry. The same for inconsistent answers between Q4 and Q5.

T5KQ6

**Bag 1 has only 1 envelope containing 5,000 TSH. Bag 2 has 2 envelopes: One with 5,000 TSH and the other with 10,000 TSH. Which of the two bags would you choose to pick an envelope out of?**

*Begi moja lina bahasha moja tu yenye Tshs 5,000. Begi la pili lina bahasha mbili: ya kwanza ina Tshs 5,000, ya pili ina Tshs 10,000. Je, ungependa kuchagua bahasha katika begi lipi?*

[1]=Bag 1, [2]=Bag 2,

[1]=Begi la 1, [2]=Begi la 2,

Most respondent will select bag 2. Some respondents may laugh with this question. However, it is necessary that you do ask it, because it ensures that the respondent understands the questions in this section.

Enabled if T5kQ6 = [1]

T5KQ7

**Are you sure? If you choose bag 1 then you will win 5000 TSH for sure. If you choose bag 2 you will win at least 5,000 TSH but you could win 10,000 TSH. Which bag will you choose?**

*Una uhakika? Ukichagua begi la 1 kwa hakika utapata Tshs 5000. Ukichagua begi la 2 angalau unaweza kupata Tshs 5000, lakini pia ungeweza kupata Tshs 10000. Je, ni begi lipi utachagua?*

[1]=Still choose bag 1, [2]=Change to bag 2,

[1]=Bado nitachagua begi la 1, [2]=Nitachagua begi la 2,

Enabled if T5kQ6 = [2] OR T5kQ7 = [2]

T5KQ8

**Now suppose that you have to choose between the two bags again. Bag 1 contains an envelope with 5,000 TSH and bag 2 has TWO envelopes. One envelope contains 4,000 TSH and the other contains 10,000 TSH. Which bag would you choose?**

*Sasa ikiwa unatakiwa kuchagua tena kati ya mabegi 2. Begi la kwanza lina bahasha yenye Tshs 5000 na begi la pili lina bahasha 2: Bahasha moja ina Tshs 4000 na bahasha nyingine ina Tshs 10000. Je, utachagua begi lipi?*

[1]=Bag 1, [2]=Bag 2,

[1]=Begi la 1, [2]=Begi la 2,

Enabled if T5kQ8 = [2]

T5KQ9

**Now suppose that you have to choose between the two bags again. Bag 1 contains an envelope with 5,000 TSH and bag 2 has TWO envelopes. One envelope contains 2,000 TSH and the other contains 10,000 TSH. Which bag would you choose?**

*Sasa ikiwa unatakiwa kuchagua tena kati ya mabegi 2. Begi la kwanza lina bahasha yenye Tshs 5000 na begi la pili lina bahasha 2: Bahasha moja ina Tshs 2000 na bahasha nyingine ina Tshs 10000. Je, utachagua begi lipi?*

[1]=Bag 1, [2]=Bag 2,

[1]=Begi la 1, [2]=Begi la 2,

**T5L HIV/AIDS**

Questions 2-13 are only enabled if T5LQ1 = [1]

**T5LQ1****Have you ever heard of HIV/AIDS? ASK IN LOCAL LANGUAGE**

*Je, umewahi kusikia kuhusu VVU/UKIMWI? ASK IN LOCAL LANGUAGE*

[1]=Yes, [2]=No,

[1]=Ndiyo, [2]=Hapana,

After having asked this question and if the response is 'yes', you should tell the respondent that you will now ask some questions about HIV/AIDS, because it is an important topic since most of the households in Tanzania are affected by this disease.

**T5LQ2****Are there any members of this household who some people say have died from AIDS?**

*Je, kuna yeyote katika kaya hii ambaye anasemekana kuwa alifariki kwa ugonjwa wa UKIMWI?*

[1]=Yes, [2]=No, [88]=DK,

[1]=Ndiyo, [2]=Hapana, [88]=Sijui,

Enabled if T5LQ2 = [1]

**T5LQ3a****What is the TOTAL number of members in household who some people say have died from AIDS?**

*Je, ni wanakaya wangapi katika kaya hii wanasemekana kuwa walifariki kwa ugonjwa wa UKIMWI?*

Enabled if T5LQ2 = [1]

**T5LQ3b****What is the number of SPOUSES (of the household head) who some people say have died from AIDS?**

*Je, ni wangapi kati ya waliofariki wakisemekana kuwa na ugonjwa wa VVU/UKIMWI walikuwa wenza wa mkuu wa kaya hii?*

Enabled if T5LQ2 = [1]

**T5LQ3c****What is the number of CHILDREN (of the household head) who some people say have died from AIDS?**

*Je, ni wangapi kati ya waliofariki wakisemekana kuwa na ugonjwa wa VVU/UKIMWI walikuwa watoto wa mkuu wa kaya hii?*

Enabled if T5LQ2 = [1]

**T5LQ3d****What is the number of PARENTS (of the HH head) who some people say have died from AIDS?**

*Je, ni wangapi kati ya waliofariki wakisemekana kuwa na ugonjwa wa VVU/UKIMWI walikuwa wazazi wa mkuu wa kaya hii?*

Enabled if T5LQ2 = [1]

**T5LQ3e****What is the number of OTHER household members who some people say have died from AIDS? Specify if > 0**

*Je, ni wanakaya wangapi wengine waliofariki wakisemekana kuwa na ugonjwa wa UKIMWI katika kaya hii? Specify if > 0*

If there are members in the household OTHER than spouse/child/parent, please specify the relationship of that member to the head of the household (do NOT mention names) in the 'other specification' window that pops up, particularly if this member is the respondent.

T5LQ4	<p><b>Are there any members of this household who some people say may be sick with HIV/AIDS now?</b></p> <p><i>Je, kuna mwanakaya yeyote katika kaya hii ambaye anasemekana kuwa na ugonjwa wa UKIMWI?</i></p> <p>[1]=Yes, [2]=No, [88]=DK, [1]=Ndiyo, [2]=Hapana, [88]=Sijui,</p>
Enabled if T5LQ4 = [1]	
T5LQ5a	<p><b>What is the TOTAL number of members of this household who some people say may be sick with HIV/AIDS now?</b></p> <p><i>Je kuna jumla ya wanakaya wangapi katika kaya hii ambao watu wengine wanasema kuwa wanaishi na VVU/UKIMWI?</i></p>
Enabled if T5LQ4 = [1]	
T5LQ5b	<p><b>What is the number of SPOUSES (of the HH head) who some people say may be sick with HIV/AIDS?</b></p> <p><i>Je, kuna wenza wangapi wa mkuu wa kaya hii ambao watu wengine wanasema wanaishi na VVU/UKIMWI?</i></p>
Enabled if T5LQ4 = [1]	
T5LQ5c	<p><b>What is the number of CHILDREN (of the HH head) who some people say may be sick with HIV/AIDS?</b></p> <p><i>Je, kuna watoto wangapi wa mkuu wa kaya hii ambao watu wengine wanasema wanaishi na VVU/UKIMWI?</i></p>
Enabled if T5LQ4 = [1]	
T5LQ5d	<p><b>What is the number of PARENTS (of the HH head) who some people say may be sick with HIV/AIDS?</b></p> <p><i>Je, kuna wazazi wangapi wa mkuu wa kaya hii ambao watu wengine wanasema wanaishi na VVU/UKIMWI?</i></p>
Enabled if T5LQ4 = [1]	
T5LQ5e	<p><b>What is the number of OTHER HOUSEHOLD MEMBERS in this household who some people say may be sick with HIV/AIDS? Specify if &gt; 0</b></p> <p><i>Je, kuna wanakaya wangapi wengine katika kaya hii ambao wanasemekana kuwa wanaishi na VVU/UKIMWI? Specify if &gt; 0</i></p> <p>If there are members in the household OTHER than spouse/child/parent, please specify the relationship of that member to the head of the household (do NOT mention names) in the 'other specification' window that pops up, particularly if this member is the respondent.</p>
T5LQ6	<p><b>I don't want to know the results, but have you ever been tested with HIV/AIDS?</b></p> <p><i>Nisingependa kujua matokeo, ila wewe binafsi umewahi kupima VVU/UKIMWI?</i></p> <p>[1]=Yes, [2]=No, [1]=Ndiyo, [2]=Hapana,</p>
Enabled if T5LQ6 = [1]	
T5LQ7a	<p><b>When were you tested? MONTH</b></p> <p><i>Je, ulipimwa lini? MONTH</i></p> <p>[1]=January, [2]=February, [3]=March, [4]=April, [5]=May, [6]=June, [7]=July, [8]=August, [9]=September, [10]=October, [11]=November, [12]=December, [88]=DK, [1]=Januari, [2]=Februari, [3]=Machi, [4]=Aprili, [5]=Mei, [6]=Juni, [7]=Julai, [8]=Agusti, [9]=Septemba, [10]=Oktoba, [11]=Novemba, [12]=Desemba, [88]=Sijui,</p>

T5LQ7b	<p>Enabled if T5LQ6 = [1]</p> <p><b>When were you tested? YEAR</b></p> <p><i>Je, ni lini ulipopimwa? MWAKA</i></p> <p>You should try VERY hard not to get DK here. If REALLY does not know, provide a clear reason in the comment box.</p>
T5LQ8	<p><b>In your opinion, what is the likelihood (chance) that you ARE infected with HIV/AIDS now?</b></p> <p><i>Kwa maoni yako, kuna uwezekano gani kwamba umeathirika na VVU/UKIMWI kwa sasa?</i></p> <p>[1]=No, [2]=Low, [3]=Medium, [4]=High, [5]=Already infected, [88]=DK, [1]=Hakuna, [2]=Mdogo, [3]=Katikati, [4]=Mkubwa, [5]=Mwathrika, [88]=Sijui,</p> <p>In case it is clear from question 4 that the respondent himself/herself is infected with HIV/AIDS, you should NOT ask this question out loud. You should select 'already infected' in the response list in this case. BUT ONLY IF THIS IS 100 % SURE BASED ON RESPONSE TO QUESTION 4. Do NOT judge yourself in case of doubt, ask in that case.</p> <p>AVOID SELECTING DK HERE. The respondent will be tempted to say 'don't know' here, but you should try very hard to make him/her choose another response option.</p>
T5LQ9	<p>Enabled if T5LQ8 &lt;&gt; [5]</p> <p><b>In your opinion, what is the likelihood (chance) that you WILL be infected with HIV/AIDS in the future?</b></p> <p><i>Kwa maoni yako, kuna uwezekano gani wa kuathirika na VVU/UKIMWI kwenye siku za usoni?</i></p> <p>[1]=No, [2]=Low, [3]=Medium, [4]=High, [5]=Already infected, [88]=DK, [1]=Hakuna, [2]=Mdogo, [3]=Katikati, [4]=Mkubwa, [5]=Mwathrika, [88]=Sijui,</p> <p>AVOID SELECTING DK HERE. The respondent will be tempted to say 'don't know' here, but you should try very hard to make him/her choose another response option.</p>
T5LQ10	<p><b>Have you ever heard about special antiretroviral drugs [USE LOCAL NAME] that people infected with HIV/AIDS can get from a doctor or nurse to help them live longer?</b></p> <p><i>Je, umewahi kusikia kuhusu dawa za ARV ambazo huweza kupatikana toka kwa madaktari au wauguzi ili kurefusha maisha ya walioathirika na VVU/UKIMWI?</i></p> <p>[1]=Yes, [2]=No, [1]=Ndiyo, [2]=Hapana,</p>
T5LQ11	<p>Enabled if T5LQ10 = [1]</p> <p><b>Are these drugs available in this area?</b></p> <p><i>Madawa haya yanapatikana kwenye maeneo haya?</i></p> <p>[1]=Yes, [2]=No, [88]=DK, [1]=Ndiyo, [2]=Hapana, [88]=Sijui,</p> <p>With area we mean within the reach of the respondent.</p>
T5LQ12	<p>Enabled if T5LQ10 = [1]</p> <p><b>If a member of this household was sick with HIV/AIDS, would ARV treatment be available and affordable for the household?</b></p> <p><i>Je, kama mwanakaya angeugua VVU/UKIMWI, matibabu ya ARV yangepatikana na mngeweza kumudu gharama?</i></p> <p>[1]=Yes, [2]=No, [88]=DK, [1]=Ndiyo, [2]=Hapana, [88]=Sijui,</p> <p>Note that BOTH conditions 'available' AND 'affordable' need to be satisfied here.</p>
T5LQ13	<p>Enabled if T5LQ10 = [1]</p> <p><b>How many members of this household are currently being treated with ARVs?</b></p> <p><i>Je, ni wanakaya wangapi kwa sasa wanatibiwa kwa ARV?</i></p>

**T6 Consumption data**

FIRST ANSWER QUESTIONS 1-2 ON THIS FORM. THEN COMPLETE THE SUB-FORMS a - g IN ALPHABETICAL ORDER.

**T6Q1**

**Respondent on consumption questions**

*Msahiliwa kuhusu maswali ya matumizi*

Select here the MAIN respondent to the consumption section.

**T6Q2a**

**What are your HH's 2 main sources of cash income, starting with the most important one? FIRST**

*Nini vyanzo vikuu viwili vya mapato ya kaya yako, ukianzia cha muhimu zaidi? CHA KWANZA*

[1]=Sale of food crops, [2]=Sale of livestock, [3]=Sale of livestock products, [4]=Sale of cash crops, [5]=Business income, [6]=Wages or salaries in cash, [7]=Other casual cash earnings, [8]=Cash remittances, [9]=Fishing, [77]=<None>, [99]=Other (specify),

[1]=Kuuza mazao ya chakula, [2]=Kuuza mifugo, [3]=kuuza mazao ya mifugo, [4]=Kuuza mazao ya biashara, [5]=Mapato ya kibiashara, [6]=Ujira/mishahara taslimu, [7]=Mapato mengine ya fedha taslimu, [8]=Kupewa fedha taslimu, [9]=Uvuvi, [77]=<Hakuna>, [99]=Nyingine (taja),

In case the HH's activity is gathering products in free nature for selling, for instance grass, select 'other' and specify this activity. This is NOT business, nor is it selling crops. Business are only those activities in which the HH buys product and re-sells them (often after adding value to it).

AID should be coded [8] Cash remittances.

The option 'none' is NOT allowed for this response field.

**T6Q2b**

**What are your HH's 2 main sources of cash income, starting with the most important one? SECOND**

*Nini vyanzo vikuu viwili vya mapato ya kaya yako, ukianzia cha muhimu zaidi? CHA PILI*

[1]=Sale of food crops, [2]=Sale of livestock, [3]=Sale of livestock products, [4]=Sale of cash crops, [5]=Business income, [6]=Wages or salaries in cash, [7]=Other casual cash earnings, [8]=Cash remittances, [9]=Fishing, [77]=<None>, [99]=Other (specify),

[1]=Kuuza mazao ya chakula, [2]=Kuuza mifugo, [3]=kuuza mazao ya mifugo, [4]=Kuuza mazao ya biashara, [5]=Mapato ya kibiashara, [6]=Ujira/mishahara taslimu, [7]=Mapato mengine ya fedha taslimu, [8]=Kupewa fedha taslimu, [9]=Uvuvi, [77]=<Hakuna>, [99]=Nyingine (taja),

Select 'none' in case there is no second.

In case the HH's activity is gathering products in free nature for selling, for instance grass, select 'other' and specify this activity. This is NOT business, nor is it selling crops. Business are only those activities in which the HH buys product and re-sells them (often after adding value to it).

**T6A Food consumption**

FIRST, TICK THE 'SELECT ITEMS' COMMAND BUTTON TO SELECT ALL ITEMS (YES OR NO) ON FORM T6S THAT THE HOUSEHOLD CONSUMED OVER THE PAST 7 DAYS (ITEMS LISTED UNDER CATEGORY A IN CONSUMPTION APPENDIX OF THIS PRINTOUT). ONCE THAT IS DONE, GO TO FORM T6AE IN ORDER TO ENTER MORE DETAILED INFORMATION ON EACH OF THE ITEMS SELECTED 'YES' ON FORM T6S.

**T6AE Food consumption**

Enabled only for those items for which the interviewer selected 'yes' on form T6S.

NOTE THAT IF THE CONSUMPTION ITEM IS LISTED ON FORM T6, THAT MEANS THAT THE HH DID CONSUME THE ITEM. HENCE, THERE SHOULD ALWAYS BE AT LEAST ONE SOURCE OF CONSUMPTION WITH QUANTITY GREATER THAN 0 ON FORM T6AE. THAT IS, EITHER THE QUANTITY CONSUMED CAME FROM 1) PURCHASES, OR FROM 2) HOME PRODUCTION OR FROM 3) GIFTS.

**T6AEQ1a****How much [ITEM] did your HH consume in the past [RECALL]? QUANTITY**

*Ni kiasi gani cha [KITU] kilichotumiwa katika kipindi cha siku saba zilizopita? KIASI*

The entry in this field is NOT allowed to be zero, since following the information given on T6S, the HH DID consume the item.

**T6AEQ1b****How much [ITEM] did your HH consume in the past [RECALL]? UNIT**

*Ni kiasi gani cha [KITU] kilichotumiwa katika kipindi cha siku saba zilizopita? KIPIMO*

[1]=Kilograms, [2]=Grams, [3]=Litre, [4]=Millilitre, [5]=25 KG Bag, [6]=50 KG Bag, [7]=90 KG Bag, [8]=Debe, [9]=Table spoon, [10]=Bunch, [11]=Hand, [12]=Piece/Number, [13]=Heap, [14]=Handful, [15]=Pakacha/Tenga, [16]=Gorogoro, [17]=1/4 KG Tin, [18]=1/2 KG Tin, [19]=1 KG Tin, [20]=Bowl, [21]=Cup, [22]=Glass, [23]=TSh., [24]=Mche, [25]=Kibaba, [99]=Other (specify),

[1]=Kilogramu, [2]=Gramu, [3]=Lita, [4]=Millilita, [5]=Kiroba KG 25, [6]=Kiroba KG 50, [7]=Gunia KG 90, [8]=Debe, [9]=Kijiko cha chakula, [10]=Mkungu, [11]=Chane, [12]=Kipande/Idadi, [13]=Fungu, [14]=Ukufi/Kiganja, [15]=Pakacha/Tenga, [16]=Gorogoro, [17]=Kopo 1/4 KG, [18]=Kopo 1/2 KG, [19]=Kopo KG 1, [20]=Bakuli, [21]=Kikombe cha chai, [22]=Bilauri (Giasi), [23]=Shilingi, [24]=Mche, [25]=Kibaba, [99]=Nyingine (taja).

In case you need to add several items of DIFFERENT UNITS together in one category, you will need to use TSH as a unit. If the person did not buy the item, you need to ask him/her 'For how many TSH would you be able to sell this item in case you would sell it?'

With bakuli we mean half a kilogram.

MCHE = This is a bar of laundry soap about a 40 cm. The unit "piece" refers to ¼ of a bar or a tablet of bath soap  
KIBABA = a small tin cylinder with a long handle used to measure liquid commodities e.g. kerosene and cooking oil in shops.

**T6AEQ2a****How much came from purchases in the past [RECALL]? QUANTITY**

*Ni kiasi gani cha [KITU] kilichonunuliwa katika kipindi cha siku saba zilizopita? KIASI*

Double tapping this field will enter 0.

Enabled if T6AEQ2a > 0

**T6AEQ2b****How much came from purchases in the past [RECALL]? UNIT**

*Ni kiasi gani cha [KITU] kilitokana na manunuzi katika kipindi cha siku saba zilizopita? KIPIMO*

[1]=Kilograms, [2]=Grams, [3]=Litre, [4]=Millilitre, [5]=25 KG Bag, [6]=50 KG Bag, [7]=90 KG Bag, [8]=Debe, [9]=Table spoon, [10]=Bunch, [11]=Hand, [12]=Piece/Number, [13]=Heap, [14]=Handful, [15]=Pakacha/Tenga, [16]=Gorogoro, [17]=1/4 KG Tin, [18]=1/2 KG Tin, [19]=1 KG Tin, [20]=Bowl, [21]=Cup, [22]=Glass, [23]=TSh., [24]=Mche, [25]=Kibaba, [99]=Other (specify),

[1]=Kilogramu, [2]=Gramu, [3]=Lita, [4]=Millilita, [5]=Kiroba KG 25, [6]=Kiroba KG 50, [7]=Gunia KG 90, [8]=Debe, [9]=Kijiko cha chakula, [10]=Mkungu, [11]=Chane, [12]=Kipande/Idadi, [13]=Fungu, [14]=Ukufi/Kiganja, [15]=Pakacha/Tenga, [16]=Gorogoro, [17]=Kopo 1/4 KG, [18]=Kopo 1/2 KG, [19]=Kopo KG 1, [20]=Bakuli, [21]=Kikombe cha chai, [22]=Bilauri (Giasi), [23]=Shilingi, [24]=Mche, [25]=Kibaba, [99]=Nyingine (taja).

In case you need to add several items of DIFFERENT UNITS together in one category, you will need to use TSH as a unit. If the person did not buy the item, you need to ask him/her 'For how many TSH would you be able to sell this item in case you would sell it?'

With bakuli we mean half a kilogram.

MCHE = This is a bar of laundry soap about a 40 cm. The unit "piece" refers to ¼ of a bar or a tablet of bath soap  
KIBABA = a small tin cylinder with a long handle used to measure liquid commodities e.g. kerosene and cooking oil in shops.

Enabled if T6AEQ2a > 0

**T6AEQ3****How much did you spend?**

*Je, ulitumia fedha kiasi gani?*

T6AEQ4a

**How much came from own production in the past [RECALL]? QUANTITY***Ni bidhaa kiasi gani zilitokana na uzalishaji binafsi? KIASI*

Double tapping this field will enter 0.

Enabled if T6AEQ4a &gt; 0

T6AEQ4b

**How much came from own production in the past [RECALL]? UNIT***Je ni bidhaa kiasi gani zilitokana na uzalishaji binafsi? KIPIMO*

[1]=Kilograms, [2]=Grams, [3]=Litre, [4]=Millilitre, [5]=25 KG Bag, [6]=50 KG Bag, [7]=90 KG Bag, [8]=Debe, [9]=Table spoon, [10]=Bunch, [11]=Hand, [12]=Piece/Number, [13]=Heap, [14]=Handful, [15]=Pakacha/Tenga, [16]=Gorogoro, [17]=1/4 KG Tin, [18]=1/2 KG Tin, [19]=1 KG Tin, [20]=Bowl, [21]=Cup, [22]=Glass, [23]=TSh., [24]=Mche, [25]=Kibaba, [99]=Other (specify),

[1]=Kilogramu, [2]=Gramu, [3]=Lita, [4]=Millilita, [5]=Kiroba KG 25, [6]=Kiroba KG 50, [7]=Gunia KG 90, [8]=Debe, [9]=Kijiko cha chakula, [10]=Mkungu, [11]=Chane, [12]=Kipande/Idadi, [13]=Fungu, [14]=Ukufi/Kiganja, [15]=Pakacha/Tenga, [16]=Gorogoro, [17]=Kopo 1/4 KG, [18]=Kopo 1/2 KG, [19]=Kopo KG 1, [20]=Bakuli, [21]=Kikombe cha chai, [22]=Bilauri (Giasi), [23]=Shilingi, [24]=Mche, [25]=Kibaba, [99]=Nyingine (taja),

In case you need to add several items of DIFFERENT UNITS together in one category, you will need to use TSH as a unit. If the person did not buy the item, you need to ask him/her 'For how many TSH would you be able to sell this item in case you would sell it?'

With bakuli we mean half a kilogram.

MCHE = This is a bar of laundry soap about a 40 cm. The unit "piece" refers to ¼ of a bar or a tablet of bath soap  
KIBABA = a small tin cylinder with a long handle used to measure liquid commodities e.g. kerosene and cooking oil in shops.

T6AEQ5a

**How much came from gifts and other sources in the past [RECALL]? QUANTITY***Ni bidhaa kiasi gani zilitokana na zawadi pamoja na vyanzo vingine? KIASI*

Double tapping this field will enter 0.

Enabled if T6AEQ5a &gt; 0

T6AEQ5b

**How much came from gifts and other sources in the past [RECALL]? UNIT***Je ni bidhaa kiasi gani zilitokana na zawadi na vyanzo vingine? KIPIMO*

[1]=Kilograms, [2]=Grams, [3]=Litre, [4]=Millilitre, [5]=25 KG Bag, [6]=50 KG Bag, [7]=90 KG Bag, [8]=Debe, [9]=Table spoon, [10]=Bunch, [11]=Hand, [12]=Piece/Number, [13]=Heap, [14]=Handful, [15]=Pakacha/Tenga, [16]=Gorogoro, [17]=1/4 KG Tin, [18]=1/2 KG Tin, [19]=1 KG Tin, [20]=Bowl, [21]=Cup, [22]=Glass, [23]=TSh., [24]=Mche, [25]=Kibaba, [99]=Other (specify),

[1]=Kilogramu, [2]=Gramu, [3]=Lita, [4]=Millilita, [5]=Kiroba KG 25, [6]=Kiroba KG 50, [7]=Gunia KG 90, [8]=Debe, [9]=Kijiko cha chakula, [10]=Mkungu, [11]=Chane, [12]=Kipande/Idadi, [13]=Fungu, [14]=Ukufi/Kiganja, [15]=Pakacha/Tenga, [16]=Gorogoro, [17]=Kopo 1/4 KG, [18]=Kopo 1/2 KG, [19]=Kopo KG 1, [20]=Bakuli, [21]=Kikombe cha chai, [22]=Bilauri (Giasi), [23]=Shilingi, [24]=Mche, [25]=Kibaba, [99]=Nyingine (taja),

In case you need to add several items of DIFFERENT UNITS together in one category, you will need to use TSH as a unit. If the person did not buy the item, you need to ask him/her 'For how many TSH would you be able to sell this item in case you would sell it?'

With bakuli we mean half a kilogram.

MCHE = This is a bar of laundry soap about a 40 cm. The unit "piece" refers to ¼ of a bar or a tablet of bath soap  
KIBABA = a small tin cylinder with a long handle used to measure liquid commodities e.g. kerosene and cooking oil in shops.

**T6B Outside food and drink**

FIRST, TICK THE 'SELECT ITEMS' COMMAND BUTTON TO SELECT ON FORM T6S ALL ITEMS (YES OR NO) THE HOUSEHOLD CONSUMED OUTSIDE THE HOUSEHOLD WITHIN THE PAST 7 DAYS (ITEMS LISTED UNDER CATEGORY B IN THE CONSUMPTION APPENDIX OF THIS PRINTOUT). ONCE THAT IS DONE, RETURN TO THIS FORM TO ENTER THE VALUE EATEN/DRUNK (IN TSH) OUTSIDE THIS HOUSEHOLD IN THE LAST 7 DAYS FOR EACH ITEM SELECTED ON FORM T6S.

**T6C Frequent non-food expenditures (1)**

FIRST, TICK THE 'SELECT ITEMS' COMMAND BUTTON TO SELECT ON FORM T6S ALL PURCHASED ITEMS (YES OR NO) OVER THE PAST 2 WEEK (ITEMS LISTED UNDER CATEGORY C IN THE CONSUMPTION APPENDIX OF THIS PRINTOUT). ONCE THAT IS DONE, RETURN TO THIS FORM TO ENTER THE VALUE PAID IN TOTAL (IN TSH) FOR THE AMOUNT BOUGHT IN THE LAST 2 WEEKS FOR EACH ITEM SELECTED ON FORM T6S.

**T6D Frequent non-food expenditures (2)**

FIRST, TICK THE 'SELECT ITEMS' COMMAND BUTTON TO SELECT ALL ITEMS (YES OR NO) ON FORM T6S THAT THE HOUSEHOLD PURCHASED OVER THE PAST 1 MONTH (ITEMS LISTED UNDER CATEGORY D IN THE CONSUMPTION APPENDIX OF THIS PRINTOUT). ONCE THAT IS DONE, RETURN TO THIS FORM TO ENTER THE VALUE PAID IN TOTAL (IN TSH) FOR THE AMOUNT BOUGHT IN THE LAST 1 MONTH FOR EACH ITEM SELECTED ON FORM T6S.

**T6E Less frequent expenditure**

FIRST, TICK THE 'SELECT ITEMS' COMMAND BUTTON TO SELECT ALL ITEMS (YES OR NO) ON FORM T6S THAT THE HOUSEHOLD PURCHASED OVER THE PAST 12 MONTHS (ITEMS LISTED UNDER CATEGORY E IN THE CONSUMPTION APPENDIX OF THIS PRINTOUT). ONCE THAT IS DONE, RETURN TO THIS FORM TO ENTER THE VALUE PAID IN TOTAL (IN TSH) FOR THE AMOUNT BOUGHT IN THE LAST 12 MONTHS FOR EACH ITEM SELECTED ON FORM T6S.

**T6F Details of missing information based on HH roster**

THIS QUESTION SHOULD BE ASKED FOR EACH HOUSEHOLD MEMBER LISTED IN ROSTER.

**T6fQ1**

**How much expenditure information for [NAME?] is not captured in what you have mentioned to me?**

*Je, ni taarifa kiasi gani za matumizi ya [JINA] ambazo hazikutolewa kati ya hizi ulizonitajia?*

[1]=All, [2]=Most, [3]=Some, [4]=Less than half, [5]=Just a small amount, [6]=None,

[1]=Yote, [2]=Mengi yake, [3]=Kiasi, [4]=Pungufu ya nusu, [5]=Kidogo sana, [6]=hamna,

You will encounter situations where the respondent cannot tell you about the non-food expenditures of one of the household members. Your first strategy should always be to have the respondent make an estimate, but if that is not possible then the expenditures of one of the members will be excluded. Question T6fQ1 aims to capture whether this has happened.

Note that the question is in NEGATION form, i.e. it asks how much expenditure information is NOT captured in what the respondent mentioned to you. You should READ ALL RESPONSES in this question.

A realistic situation could be that the household head is absent from the household and only visits during weekends. The respondent may then not know and refuse to guess how much the household head spends on non-food items. If this is the case, select in T6fQ1 how much of the head's expenditure is missing.

In case the respondent knew all of the expenditures of the household member, select 'none' for field T6fQ1.

**T6G Personal Consumption**

*This section only applies to households with a member belonging to a (sampled) TASAF group in the village (maximum of 3 TASAF groups sampled per village). That is HH's in strata 2-7 (and possibly also stratum 1 if the HH has a TASAF member). Within those households, the personal consumption questions are ONLY asked to 1) TASAF members (of sampled TASAF groups in village) and to 2) household members meeting the NARROW VG criteria of ANY of the (sampled) TASAF groups (maximum of 3 groups sampled) in the village. If the household does not belong to strata {2-7}, no names are listed and section T6G should be entirely skipped. Otherwise, complete form T6GA for each person listed.*

**T6GA Household member - personal consumption**

T6GAQ1a

**In the past 7 days has [NAME] taken any meals/snacks OUTSIDE this household?***Katika siku saba zilizopita, [JINA] alipata mlo / vitafunwa vyovyote nje ya kaya hii?*

[1]=Yes, [2]=No,

[1]=Ndiyo, [2]=Hapana,

Enabled if T6GAQ1a = [1]

T6GAQ1b

**What was the value of this consumption?***Je, matumizi haya yana thamani gani?*

Enabled if age [NAME] (T3Q4) &gt; 10 years old

T6GAQ2a

**In the past 7 days did [NAME] consume any kibuku and any other local beers or spirits?***Je, katika siku 7 zilizopita [JINA] alikunywa kibuku na pombe za kienyeji au pombe kali?*

[1]=Yes, [2]=No,

[1]=Ndiyo, [2]=Hapana,

Enabled if T6GAQ2a = [1]

T6GAQ2b

**What was the total value of this consumption?***Je, kwa jumla matumizi haya yana thamani gani?*

Enabled if age [NAME] (T3Q4) &gt; 10 years old

T6GAQ3a

**In the past 7 days did [NAME] consume any 'labelled' beers, spirits or wine?***Je katika siku 7 zilizopita [JINA] alikunywa bia, mvinyo au pombe kali zilizotengenezwa kiwandani?*

[1]=Yes, [2]=No,

[1]=Ndiyo, [2]=Hapana,

Enabled if T6GAQ3a = [1]

T6GAQ3b

**What was the total value of this consumption?***Je, kwa jumla matumizi haya yana thamani gani?*

Enabled if age [NAME] (T3Q4) &gt; 10 years old

T6GAQ4a

**In the past 7 days did [NAME] consume any cigarettes?***Je katika siku 7 zilizopita [JINA] alivuta sigara?*

[1]=Yes, [2]=No,

[1]=Ndiyo, [2]=Hapana,

Enabled if T6GAQ4a = [1]

T6GAQ4b

**What was the total value?***Je, kwa jumla matumizi haya yana thamani gani?*

T6GAQ5a

**In the past 12 months did [NAME] acquire any sodas, juices, ice-creams or sweets?**

*Je katika miezi 12 iliyopita [JINA] alitumia soda, juisi, ice-creams au pipi?*

[1]=Yes, [2]=No,

[1]=Ndiyo, [2]=Hapana,

Enabled if T6GAQ5a = [1]

T6GAQ5b

**What was the total value?**

*Je, kwa jumla matumizi haya yana thamani gani?*

T6GAQ6a

**In the past 12 months did [NAME] acquire any clothing or footwear?**

*Je katika miezi 12 iliyopita [JINA] alipata nguo au kitu chochote cha kuva miguuni?*

[1]=Yes, [2]=No,

[1]=Ndiyo, [2]=Hapana,

Enabled if T6GAQ6a = [1]

T6GAQ6b

**What was the total value?**

*Je, vitu hivyo vina thamani gani?*

T6GAQ7a

**In the past 12 months did [NAME] acquire any recreation and entertainment: video halls, disco, sport events, etc. ?**

*Katika miezi 12 iliyopita, je [JINA] alipata viburudisho kama: video, disco, michezo n.k?*

[1]=Yes, [2]=No,

[1]=Ndiyo, [2]=Hapana,

Enabled if T6GAQ7a = [1]

T6GAQ7b

**What was the total value?**

*Jumla ya gharama hizi ni kiasi gani?*

T6GAQ8a

**In the past 12 months did [NAME] acquire any phone credit or traveling fare?**

*Je, katika kipindi cha miezi 12 iliyopita [JINA] alinunua muda wa maongezi (vocha/dola) au kusafiri?*

[1]=Yes, [2]=No,

[1]=Ndiyo, [2]=Hapana,

Enabled if T6GAQ8a = [1]

T6GAQ8b

**What was the total value?**

*Je, kwa jumla matumizi haya yana thamani gani?*

T6GAQ9a

**In the past 12 months did [NAME] acquire any personal goods like watches, jewelry, suitcases and the like?**

*Je, katika kipindi cha miezi 12 iliyopita [JINA] alipata mahitaji binafsi kama saa, vito vya thamani, mkoba n.k?*

[1]=Yes, [2]=No,

[1]=Ndiyo, [2]=Hapana,

Enabled if T6GAQ9a = [1]

T6GAQ9b

**What was the total value?**

*Je, kwa jumla matumizi haya yana thamani gani?*

T6GAQ10a

**In the past 12 months did [NAME] acquire any personal care goods or services like cosmetics, haircuts, hairdressing, toothbrushes, make-up and the like?**

*Je, katika miezi 12 iliyopita [JINA] alipata mahitaji binafsi au huduma kama vipodozi, kunyoa na kutengeneza nywele, mswaki, n.k?*

[1]=Yes, [2]=No,

[1]=Ndiyo, [2]=Hapana,

Enabled if T6GAQ10a = [1]

T6GAQ10b

**What was the total value?**

*Je, kwa jumla matumizi haya yana thamani gani?*

### **T6S Select consumption items**

THIS FORM TYPE IS USED IN SECTION T6A, T6B, T6C, T6D AND T6E. YOU NEED TO SELECT THE CONSUMED/PURCHASED CONSUMPTION ITEMS ON THIS FORM. DEPENDING ON THE FORM FROM WHICH T6S IS ACCESSED, A DIFFERENT SET OF CONSUMPTION ITEMS IS LISTED. SEE APPENDIX F OF THIS MANUAL TO SEE THE LIST PER CATEGORY.

T6SQ1

**In the past [RECALL] did household consume/purchase any [ITEM]?**

*Katika kipindi cha [...] ...pita, je kaya hii ilitumia/ilinunua [..]?*

[1]=Yes, [2]=No,

[1]=Ndiyo, [2]=Hapana,

T7	Finish
T7Q1	<p><b>Number of visits required to complete the interview</b></p> <p><i>Jumla ya ziara zilizotakiwa ili kukamilisha usahili</i></p> <p>[1]=1, [2]=2, [3]=3, [4]=4, [5]=5, [6]=6, [1]=1, [2]=2, [3]=3, [4]=4, [5]=5, [6]=6,</p>
T7Q2	<p>Enabled if T1Q1 = [1]</p> <p><b>How proficient was the respondent in Swahili?</b></p> <p><i>Je, msailiwa alikuwa na uwezo gani wa kujieleza kwa kiswahili?</i></p> <p>[1]=Excellent, [2]=Good, [3]=Average, [4]=Poor, [5]=Very poor, [6]=Speaks no Swahili, [1]=Vizuri sana, [2]=Vizuri, [3]=Wastani, [4]=Mbaya, [5]=Mbaya sana, [6]=Haongei Kiswahili,</p>
T7Q3	<p><b>Date and time of interview finish</b></p> <p><i>Tarehe na saa usahili ulipokamilika</i></p>
T7Q4	<p>Enabled if T7Q5 = [2]</p> <p><b>Date and time of interview finish (second session)</b></p> <p><i>Tarehe na saa usahili ulipokamilika (awamu ya pili)</i></p> <p>This question should only be answered in case it is the SECOND visit to the HH. It indicates the time finished of this second visit.</p>
T7Q5	<p><b>Interview result</b></p> <p><i>Matokeo ya usahili</i></p> <p>[1]=Completed, [2]=Partially completed, [1]=Umekamilika, [2]=Haukukamilika,</p>
T7Q6	<p>Enabled if T7Q5 = [2]</p> <p><b>Why is the interview only partially completed?</b></p> <p><i>Kwa nini usahili haukukamilika?</i></p>
T8	Comments
T8QComments	<p><b>General comments</b></p> <p><i>Maoni ya jumla</i></p> <p>Write any comments that can help with the interpretation of the interview. All questionnaires should have something written in the comments box. If there is nothing to comment, then simply write "ok". Comments could be, for example: "the respondent seemed ill at ease and was not comfortable answering questions about their earnings", or "the respondent seemed drunk and there was no one else in the household to interview instead of him".</p> <p>There are several cases in which a comment is compulsory. See section 2.4.2. of this manual.</p> <p>Other possible comments are comments concerning the validation check procedure. Also these should be written in the comments section.</p> <p>In order to minimize the time spent at the household, we ask you to note down all the possible comments that you think of during the interview in the Window Journal. Afterwards, once you have left the household, you can take your time to copy the comments into the comment section, which may be a bit more time consuming. You can then delete the files in the Window Journal.</p>

## List consumption items used in TASAF II impact evaluation study

Category	<b>A.01</b>	Cereals and Cereal products
Rep. period	7 days	
<b>0102</b>		Rice (husked)
<b>0104</b>		Maize (grain)
<b>0105</b>		Maize (flour)
<b>0111</b>		Buns, cakes and biscuits
Category	<b>A.02</b>	Starches
Rep. period	7 days	
<b>0201</b>		Cassava fresh
<b>0202</b>		Cassava dry/flour
<b>0203</b>		Sweet potatoes
<b>0205</b>		Irish potatoes
<b>0206</b>		Cooking bananas, plantains
Category	<b>A.03</b>	Sugar and sweets
Rep. period	7 days	
<b>0301</b>		Sugar
Category	<b>A.04</b>	Pulses, Dry
Rep. period	7 days	
<b>0401</b>		Peas, beans, lentils and other pulses
Category	<b>A.06</b>	Vegetables
Rep. period	7 days	
<b>0601</b>		Onions, tomatoes, carrots and green pepper, other viungo
<b>0602</b>		Spinach, cabbage and other green vegetables
Category	<b>A.08</b>	Meat, meat product, fish
Rep. period	7 days	
<b>0801</b>		Goat meat
<b>0802</b>		Beef including minced sausage
<b>0803</b>		Pork including sausages and bacon
<b>0804</b>		Chicken and other poultry
<b>0807</b>		Eggs
<b>0808</b>		Fresh fish and seafood (including dagaa)
<b>0809</b>		Dried/salted/canned fish and seafood (incl. dagaa)
Category	<b>A.09</b>	Milk and milk products
Rep. period	7 days	
<b>0901</b>		Fresh milk
<b>0902</b>		Milk products (like cream, cheese, yoghurt etc, but excl. fats)
Category	<b>A.10</b>	Oil, Fats, Spices
Rep. period	7 days	
<b>1001</b>		Cooking oil
Category	<b>B.12</b>	Outside food and drink
Rep. period	7 days	
<b>1201</b>		Full meals (breakfast, lunch, dinner)
<b>1202</b>		Barbecued meat, chips, roast bananas, and other snacks

## List consumption items used in TASAF II impact evaluation study

<b>1203</b>	Kibuku and other local brews
<b>1204</b>	Wine, commercial beers, and spirits
<b>1205</b>	Sodas and other non-acholic drinks
<b>1206</b>	Sweets and ice-cream
<b>1207</b>	Tea, coffee, Samosa, cake, and other hoteli snacks

Category **C.13** Non-food expenditure - 2 weeks  
Rep. period 2 weeks

<b>2001</b>	Charcoal/coal
<b>2002</b>	Firewood
<b>2003</b>	Kerosene, paraffin
<b>2004</b>	Matches, lighters, candles, lamp/stove wicks
<b>2005</b>	Laundry soap, toilet soap
<b>2006</b>	Cigarettes, tobacco, snuff
<b>2007</b>	Cellphone top-up cards and internet
<b>2008</b>	Transport, Petrol, oil, fares for transport (bus, mini-bus, taxi, boat). Include transport to/from school or for medical care

Category **D.14** Non-food expenditure - 1 month  
Rep. period 1 month

<b>2009</b>	Personal care (Toilet soap, toilet paper, toothpaste, hair products, razor, perfumes, lotions, make-up, beauty salons)
<b>2010</b>	Batteries
<b>2011</b>	Utilities (Electricity, water, garbage disposal, telephone landline)

Category **E.20** Non-food expenditure - 12 months  
Rep. period 12 months

<b>2018</b>	Clothing and footwear for men and boys over 15 years (Khanzus, hats, trousers, shirts, coats, undergarments, socks, shoes, tailoring)
<b>2019</b>	Clothing and footwear for women and girls over 15 years (Khanga, kitenge, sarees, dresses, skirts, trousers, blouses, coats, undergarments, socks, shoes, tailoring)
<b>2020</b>	Clothing for children under 15 years (Trousers, dresses, skirts, shirts, blouses, socks, shoes, tailoring)
<b>2021</b>	Other personal effects (Yarn and sewing material, umbrellas, gloves, handbags, purses, wallets, sunglasses, jewellery)
<b>2022</b>	Modern medical care services (Hospitals, dispensaries, private doctors, density. (Excluding transport/food))
<b>2023</b>	Modern medical care: medications (Prescribed medicine, non-prescribed medicine)
<b>2024</b>	Traditional medical care (Traditional healers, traditional medicine)
<b>2025</b>	Education of children in BOARDING SCHOOL (School fees, uniform, equipment)
<b>2027</b>	Cleaning materials, household services (Detergents (not laundry soap), insecticides, sprays and coils, polish)
<b>2028</b>	Contributions to religious and other organizations ( )
<b>2029</b>	Ceremonies (Contributions to wedding parties and funerals, dowries paid out)
<b>2031</b>	Insurance (Car, medical, life insurance)
<b>2032</b>	Domestic services (Payments given to domestic workers)