

owned by the household, skip to the next section. DURABLE GOODS are items, often large, which last for more than a year. Such goods should be exclusively for the use by the household. Durable goods used for business purposes should be asked in relevant sections.

Question 2: Report the number of items in each category.

Question 3: Indicate how many years ago the household acquired the item. This is not the age of the item, as it may have been purchased or otherwise acquired as a second-hand goods. It is intended to know for how many years the household has been using the item. If more than one unit of a item is used, this question refers to the most recent acquisition.

Question 4: Indicate whether the durable good was purchased or was acquired in some other way.

Question 5: Report the price/value of the item at the time of its acquisition. If the item was not purchased, but received as a gift or part of an inheritance, bride price or dowry, you must ask the estimated market value at the time the household received it.

Question 6: This should be the value of the durable good in current age and condition, i.e. what the respondent would receive for it if this item were sold at current market value. Note that we are not asking about the price of a new item purchased today. If more than one unit of a item is in use, include the total value of all.

## SECTION 7

### EDUCATION

**Purpose:** This section collects information on the following:

1. literacy of household members - i.e. member of the household who can read and write;
2. the educational attainment for each person - i.e. the highest level of schooling completed as well as the type of school attended;
3. expenses on education incurred by the household during the past 12 months.

**Respondent:** All household members aged five years and older are to be considered as respondent in this section. Each respondent has to be interviewed directly. If the person is not available, or is too young to provide information for him/herself, the information could be obtained from a parent or the best-informed person. In all cases, write the ID code of the person providing the information in the first column of the section. Complete the whole section for each individual (i.e., all relevant parts) before going on to the next person.

#### PART A: LITERACY

##### Instructions

Questions 2 and 3: The information on whether the respondent may read or write in any language is reported here.

##### Question 4:

**FORMAL SCHOOLING:** Includes schooling at primary or secondary school and technical or professional training.

**TAUGHT AT HOME:** means that the person learned to read and write at home through a relative or member of his/her household.

**GOVERNMENT LITERACY COURSE:** Any literacy course outside the regular school framework sponsored by the government.

**NGO LITERACY COURSE:** This includes any course organized by a non-governmental organization (NGO), either national or international.

**OTHER:** Include here any other course of study which differs in significant ways from the formal government curriculum. Religious schools (such as Hindu Vedashrams, Buddhist monasteries or Muslim madrassa) are to be included here.

Question 5: The answer recorded for this question determines the parts and questions that are to be asked for each person.

**NEVER ATTENDED SCHOOL:** Code "1" is for those individuals who report never having attended formal schooling. In this case, you must ask question 6.

**ATTENDED SCHOOL IN THE PAST:** Code "2" is for those individuals who have attended school in the past, but are not currently attending school. In this case, you must complete PART B for the person before going on to the next person listed in Part A. A person completing his/her study as a private student should be included here.

**CURRENTLY ATTENDING SCHOOL:** Code "3" is for those persons who are currently attending school. For these persons, complete PART C before going on to the next individual in PART A. Students who are not attending school as such, but are preparing to take examinations (e.g. SLC) privately are to be included here (Code "3").

**Question 6:** This question relates to the persons who have never attended school. Do not read the list of possible answers to the respondent. Rather, ask him/her to tell you why they did not attend school and record two main answers from the list that best reflect his/her response. If the respondent provides more than two reasons, ask him or her to specify the two main reasons in the order of their importance. If the respondent gives only one reason, leave blank the column for secondary reason.

## **PART B: PAST ENROLLMENT**

### **Instructions**

#### **Question 1:** \_

**PUBLIC SCHOOL:** A school / college organized/sponsored by the government. Campuses/colleges affiliated with the Tribhuvan University should be included here.

**PRIVATE SCHOOL:** A non-government school sponsored by an individual, various institutions, and religious organizations.

**PRIVATE COMMUNITY/PROPOSED SCHOOL:** A school sponsored by the community but not yet formally approved by the government.

**TECHNICAL SCHOOL:** A school approved by the government where students are given technical and vocational training.

**OTHER:** Include all other types of schools (e.g. Vedashrams, Monasteries and Madrases) and home (for those who learned to read and write at home through a relative or household member).

**Question 2:** The last class the respondent completed is to be recorded here. Use the Education codes provided at the back of the questionnaire. Only the class completed should be recorded. The class not yet completed should not be considered.

**Question 3:** Write the total number of years it took for the respondent to complete the primary school (from class 1 to 5, excluding classes below one, i.e. Nursery and KG). Interruption of education, such as a period the student dropped out school, should not be counted. In the case of individuals who did not complete primary education, write the total number of years they spent attending primary school.

Question 4: Write the total number of years it took for the respondent to complete the secondary school (from class 1 to SLC). Interruption of education, such as a period the student dropped out school, should not be counted. In the case of individuals who did not complete SLC, write the total number of years they spent attending school.

Question 5: The reasons for leaving the school are asked in this question. The list of possible answers should not be read to the respondent. Rather, ask him/her to tell you why they left school and record the answer(s) that best reflect his/her response from the list. If the respondent provides more than two reasons, ask him or her to specify the two main reasons in the order of their importance. If the respondent gives only one reason, leave blank the column for secondary reason. In case where the respondent could not provide any specific reasons, use code 15 (other reason).

## **PART C: CURRENT ENROLLMENT**

### **Instructions**

Question 2: In case of persons studying at home to appear in exams privately, the code for the level of education that the student is currently preparing for should be recorded.

Question 5: Write the code for "YES" if the person lives away from the household to attend the school. If the person travels to and from house to attend the school; enter the code for "No".

Question 6: Ask for the respondent's usual mode of transportation.

Question 7: Ask the respondent to estimate the total time he/she spends during a normal school day traveling from home to school and back, in hours and minutes.

Question 8: For those who live away from home to attend school, record the district code for the place where they attend school, and whether it is urban or rural.

Question 9: This question covers all the schooling expenditures, during the past 12 months, made by the household for students attending school. The expenditures may include expenses incurred in the current schooling year as well as for the part of the previous year, provided they fall within the last 12 months. If, for instance, the interview takes place in June 1996, the total amount reported here should include the expenses for the first term of the current school year and for the last six months of the previous school year. It is likely that the information on education expenses will be obtained from the head of household or the parent of the child, rather than from the student himself/herself. If there are no expenses under certain item, code "0".

Some respondents will have difficulty remembering expenditures made up to 12 months before.

If, after probing and help from you, the respondent (or his/her parents) cannot recall expenditures by category, write DK (DON'T KNOW) in the appropriate column and write the total expenses in Column H. If detailed expenditures are provided for some or all categories, write them in the appropriate columns; write any other expenditures for which the breakdown is not known in column G, then sum the amounts up and write the total in column H. Note, however, that the breakdown of expenses by type is extremely important, and hence try to obtain the expenses separately for each of the categories by probing.

Column D: Textbooks, writing supplies, stationery etc. This should not only include expenses for books, stationery and pens, but also mathematical boxes, calculators and other learning tools such as computers.

Column E: Private Tutoring This includes tuition fees for private individualized instruction outside of school to improve his or her academic performance.

Column F: Boarding Fees Include all expenses for boarding, meals, lodging, etc. for students who live away from home.

Column G: Other fees and expenses Other expenses include miscellaneous expenses, such as student membership fees for clubs, etc. Include also the cost of uniforms and other clothing necessary for school activities. Also record here the amounts that the respondent cannot break down into other specific categories.

Question 10: Ask whether part or all of the schooling expenses were covered from sources outside the household. Only those payments that are made through the school are to be included here. Other forms of assistance in which money is given to the household by an outside source, for instance a benefactor or any other person who is not a household member, should instead be covered in section 15.

Question 11: As any other schooling expenses, the scholarship and external assistance during the past 12 months may also fall into two academic year. If the respondent received a scholarship during the past school year (6 months in the above example), but is not receiving one for the current school year, the receipts of scholarship only in months which fall within the reference period should be recorded here. Likewise, if no scholarship was received in the previous school year but a scholarship is being received in the current school year; a total receipts of scholarship in the period upto the time of interview need to be recorded.

The household may also received in-kind assistance (i.e. books, subsidized housing, etc.) over the past 12 months. Ask the respondent to estimate the total money value of all such in-kind payments and add it to the total cash payments.

## SECTION 8

### HEALTH

**Purpose:** This section gathers information on the following:

1. The prevalence of chronic diseases among household members.
2. Illness and injuries among household members in the past 30 days, use of medical facilities and medical expenditures for treating the illness or injuries.
3. Immunization received since birth by children under 5 years of age.

**Respondent:** All household members are to be considered as respondents for Parts A and B. Part C collects information for children under 5 years of age. The mother, or a knowledgeable adult (preferably female) should be interviewed to obtain information for children aged 5 years and under. In all cases, write the ID code of the person providing the information in the column ONE at the beginning of Part A.

#### PART A: CHRONIC ILLNESS

##### Instructions

CHRONIC ILLNESS are defined as an illnesses that arise primarily as a result of long-term damage to the body. This damage is usually associated with aging. For this reason, chronic illnesses are generally found in adults. Chronic diseases often arise as a result of poor eating habits, alcohol abuse, or smoking. Examples of chronic diseases are heart diseases, cancer, diabetes, cirrhosis of the liver, arthritis. Record in this section also illnesses that may derive from a person's job, such as damage to legs and back from working as a porter.

Question 1: Write the ID code of the respondent.

Question 2: If the respondent does not understand the concept of chronic illness, you should explain by saying: "A Chronic Illness is ...". Use the definition of chronic illness given above.

Question 3: If the respondent lists more than one illness, record the one that the respondent feels is most debilitating.

**HEART CONDITIONS:** Hardening of the arteries, stroke, heart attack, high blood pressure, etc.

**ASTHMA:** Chronic breathing difficulties, arising either as a congenital condition or as a result of an acute allergy.

**EPILEPSY:** Various disorders marked by disturbed electrical systems of the central nerve system and typically manifested by convulsion attack.

**DIABETES:** Diabetes mellitus, or inadequate production of insulin.

**CIRRHOSIS OF THE LIVER:** Damage to the liver, often resulting from alcohol or hepatitis.

**OCCUPATIONAL ILLNESSES:** Illness or injury arising as a result of job related activities.

**OTHER:** Arthritis, mental disablement etc.

Question 4: Record how many years ago the respondent first became aware of the symptoms. If the respondent has been experiencing symptoms for less than a year, record code "0".

Question 5: Include here all costs incurred during past 12 months for the treatment of illness/disease reported in Q.3: medicines, consultations and travel costs.

Question 6: If there are multiple chronic diseases, sum the days lost for all diseases. Usual activities means the work, duties, or activities that the respondent expects to perform on a regular basis. These are not limited to income-earning activities. If the respondent is a student, for instance, we want to know the number of days he/she was not able to go to school due to the disease.

## **PART B: ILLNESSES OR INJURIES**

### **Instructions**

Question 1: Record how many months and days ago the respondent was last ill. Since the reference period of interest to us is the last 30 days before the interview, skip the remainder of this section for respondents who have not been ill or injured during the last 30 days. If a respondent has had several illnesses during the period, write down only the most recent illness or injury. Probe to make sure that the respondent has not forgotten any recent illness, regardless of whether he/she went to see someone for the treatment. If the person was ill for the past 40 or 45 days, the costs of the last 30 days only should be covered here. The expenses made for the first consultation is, however, the amount paid for the first time regardless of whether the first consultation falls within 30 days.

Question 2: Choose the code that best fits the symptoms described by the respondent. We realize that the response to this question will be imprecise, so do not be too concerned with attempting to code a precise diagnosis. Include pregnancy and pregnancy-related illness under "OTHER". Include dental care under "OTHER".

Question 3: To CONSULT means to go to someone, for example a doctor, nurse, or Jhankri, to seek diagnosis and treatment for an illness.

|   |
|---|
| Questions 4 - 7 refer to the first consultation; Questions 9 - 12 to the second. Q. 13 refers to the total costs (fees, medicines, travel,..) for the past 30 days. |
|---|

Questions 4 and 9:

**PARAMEDIC:** Someone who has received some formal medical training, but is not a doctor, for instance Health Assistants (HA), Auxiliary Health Workers (AHW), Sub Auxiliary Health Worker (SAHW) etc.

**NON-PARAMEDIC:** Someone who has only received brief training, and may be working as a volunteer, for instance Village Health Workers (VHW), Community Health Volunteers (CHV), Maternal and Child Health Workers (MCHW).

**TRADITIONAL HEALER:** Someone who applies traditional principles such as Dhami and Jhankri.

**OTHER:** Other health practitioners.

Question 5:

**SUB-HEALTH POSTS** are public health facilities which are normally staffed by Auxiliary Health Worker (AHW).

**HEALTH POSTS** are public posts normally staffed by Health Assistance and more facilities are available (compared with the Sub-Health Posts).

**PUBLIC HEALTH CENTERS** are centers normally in larger villages. Doctors are, generally, available in such centers.

**MOBILE CLINICS** are the clinics or centers established on ad-hock basis (according to local needs of different places). Examples are - Eye Camp, Diarrhea Disease/Cholera Treatment Camps etc.

**HOME VISIT** means that the health practitioner came to the house to see the patient.

**OTHER PUBLIC** includes any other public facilities.

**OTHER PRIVATE** are any private facilities other than pharmacies, including NGO hospitals.

Questions 6 and 11: The **COST OF CONSULTATION** includes the fee for examining the patient and diagnosing the illness (laboratory test costs etc.) and the cost of any medicines provided as a part of the consultation. Cost of first consultation should be recorded in question 6 and second consultation - in Q.11.

Questions 7 and 12: In reporting travel expenses, give the total amount spent for transport to the facility and back to the house for the patient and all members who accompanied the patient, particularly if the fare is charged on a per person basis, i.e. bus, railway etc.

Question 13: Include all expenses during the past 30 days for the illness reported in Q. 2.

Questions 14 and 15: Usual activities means the work, duties, or activities that the respondent expects to perform on a regular basis. These are not limited to income-earning activities. If the respondent is a student, we want to know the number of days he/she was not able to go to school due to the illness or injury. If the respondent is a housewife, ask the number of days she was not able to do housework because of the illness or injury.

Questions 16 - 18 are for children under 5 reporting diarrhea during the past 30 days. Diarrhea is defined as three or more loose stools per day. We want to know how diarrhea was treated. Be careful not to include dysentery here; dysentery, which may be identified by the presence of blood and/or mucus in the stool, is a much more serious disease, and is not treated with ORS.

Question 16: If the child was not given anything to treat the diarrhea, go to the next person.

Question 17: ORS (Oral Rehydration Salt) is usually given to children with diarrhea. ORS can also be prepared at home, as a mixture of water and salt, used as a substitute for commercially-prepared ORS. If the answer is allopathic or traditional medicine, go to the next person.

Question 18: Record here the place where the ORS was obtained.

## **PART C: IMMUNIZATION**

**Respondent:** Part C has to be asked for all children aged 5 years and under. Ask the mother or, if she is not available, another knowledgeable adult (preferably female) could be consulted.

Question 1: IMMUNIZATION is a method of making a person immune to disease by injecting certain substances into the body which stimulate the production of disease-fighting antibodies. To be effective, all immunizations in a series must be given (for example, 3 DPT immunizations must be given for the protection to be effective). Further, the series must not be started before the child reaches the right age. Thus, dates of immunization are very important.

### Questions 2 and 3:

Ask to see the immunization cards for all children. If these are available, check whether the immunizations have been received, and write "1" in the appropriate columns provided in Q.3. If the card is not available, ask Q.4.

BCG: Gives protection against tuberculosis.

DPT: Is given in three monthly doses (usually two months apart) to children below the age of 5 years. It provides protection against diphtheria, pertussis (whooping cough) and tetanus.

POLIO: Provides protection against poliomyelitis. Like DPT, it is given in three monthly doses.

MEASLES: Provides protection against rubella.

Question 4: Record whatever numbers of doses the respondent tells you.

Question 5: Record the place where the most recent immunization was given.

OUTREACH CLINIC is a mobile clinic or an immunization camp.

## SECTION 9

### ANTHROPOMETRICS

**Purpose:** This section collects information on the health and nutritional status of young children by measuring their height (or length) and weight. In addition, an accurate measure of a child's age in months must be obtained, either from birth records or by probing carefully. The analysis of these data will make it possible to:

1. Assess the relationships between weight, height, age and sex for the population as a whole and thus determine weight and growth curves by sex;
2. Identify categories of persons who may have nutritional deficiencies; and
3. Study the effect of household characteristics on the weight and height of young children.

**Respondents:** The heights and weights of all children in the household aged 3 years and under will be obtained. It is very important to measure all children; if some are not present or are unavailable, set up another visit at a time when they can be measured.

#### Instructions

The female anthropometrist is responsible for obtaining weights and heights of children. Instructions on how to actually obtain these measurements are presented in the Anthropometrics Manual. The following comments refer only to other questions in this part of the questionnaire.

Question 1: Determining the correct age of the child is very important in assessing the health and nutritional status, because children grow fast, and reporting the age incorrectly would lead to inaccurate estimates of weight-for-age and height-for-age. You should ask to see a birth certificate or, if not available, an Immunization Card or any other paper or document with a birth date. If no document is available, probe carefully to determine in which year and month each child was born. Use the Calendar of Recent Events provided.

Question 3: In this section, the age of the child is to be recorded in completed months. In recording this information, never round off the age of a child. For example, if a child is 2 years and 3 months old, do not round this off to 2 years and record as "24 months". Instead, record the age as accurately as possible; in this case as "27 months".

After determining the age of a child, check in the roster to make sure that the age reported there was correct. If there are inconsistencies, probe extensively to make sure you have the correct age of the child.

Question 9: Record here the age of the child in months when the mother started feeding the child other foods such as roti, rice, or other such solid/semi-solid foods. If the child is still only being exclusively breast fed, record "99".

## SECTION 10

### MARRIAGE AND MATERNITY HISTORY

**Purpose** : This section collects information on:

1. Maternity history from female household members,
2. Pre-natal and post-natal care from women who had a child in the last three years, and
3. Contraceptive knowledge and practices from both men and women.

**Respondents:** Complete Part A for all women who have been married and have given birth. All women who had a child in the last three years (i.e. who have a child three years old or younger) are to be considered as respondent for Part B. Finally, all currently married men and women aged 15 to 49 years should answer questions on Part C.

#### Instructions

Information on fertility and family planning is usually considered personal and private. Respondents may be embarrassed by being asked these questions publicly, particularly in the presence of friends, neighbors and relatives. Therefore, make every effort to ask these questions in private. Even other relatives, especially in-laws, should be excluded. Sometimes, even the presence of the respondent's children may inhibit him/her from answering fully and truthfully. You should also avoid asking the husband about the wife's contraceptive and reproductive history. The information husband provides will not be as reliable as that provided by the wife herself. Therefore, always try to interview the concerned woman directly. If you cannot interview the woman herself, interview a close female relative.

Female interviewers will be responsible for interviewing female household members and male interviewers will be responsible for interviewing male household members in each household. This will require the exchange of questionnaire between the male and female interviewers.

#### PART A: MATERNITY HISTORY

##### Instructions

The respondents for this part of the section have to be determined based on the information on the marital status from Question 6 of Section 1, Part A. Prior to beginning the interview for this section, copy the names and ID codes of all ever-married women aged 15 to 49 years, who have given birth to at least one child, to the pages of Part A. Use one page for each woman.

Three same pages are attached to the questionnaire. If there are more than three women, use an additional questionnaire. Before starting the interview, tell the women that you would like to interview them about their maternity history and contraceptive practice.

**EVER - MARRIED WOMEN:** are all women who have been married, regardless of whether they are currently married. Thus, women who are now currently married, separated, divorced, or widows must answer this part.

**Question 1:** List all children that the woman has given birth to, starting from the first birth to the most recent. Make sure that a woman lists all children she has given birth to, regardless of whether or not they are still alive and regardless of whether or not they live with her at present. Make this list before you go on to ask the remaining questions for each child. The dates of birth of children aged 5 and younger who are still alive have been collected in the ANTHROPOMETRICS section, so you can copy this information from there. If your respondent cannot give a date for her child's birth, use the supplementary calendar of recent events to help her recall. Ask the respondent: "When was your 1st child born?, then "When was your 2nd child born?", and so on.

Be sure to probe for children who have died. There is often a natural reluctance to discuss the death of a child, and many groups have a prohibition against talking about the dead. But we do need a complete list of all the children a woman gives birth to, live birth or who died very shortly after birth. When you have prepared the list, ask the respondent if it is complete. Ask her if there was any child who died shortly after birth, whom she has not mentioned yet. If a respondent difficulty in recalling the time when a child was dead or died immediately after birth, ask about the birth order of the dead child, i.e., ask when the dead was born. If there were twins or other multiple births, list them on separate lines.

There may be cases when the respondent, after she has completed the list, recalls a child she forgot to mention. This may happen, for instance, if the respondent decides to mention a deceased child she has not mentioned. In such a situation, record this child at the bottom of the list. Determine where the child falls in the birth order, and then renumber the list accordingly. For instance, if the woman has already listed five children and then recalls a sixth who was born between the second and third child, the child she recalled becomes the third child. Then in Question No. 1 cross off the printed serial number (06 in this case) and write the correct one (03). Correct the serial numbers for the other children on the list; those who were numbered 03-05 now become 04-06.

This part of the section can serve as a cross-check on the roster. Make sure that children listed here who are alive and live at home are also listed in the roster.

**Question 2:** If a child died before being given a name (before name giving ceremony), write "NO NAME" here.

**Question 5:** If the child does not currently live with the household, go to Question 8. Remember, children living away at boarding school are still part of the household if they are listed as members in the roster. You would code here "Yes" for them.

**Question 7:** Try to obtain the age of the child at death, expressed in years and months if the child died within two years after birth. Years alone are sufficient if the child lived more than three years and months are not required. Use days only if the child lived less than a month. (Code 0 in the time categories that you do not use). Thus, if a child lived only a month, code "0" in the years column, "1" in the months column and "0" in the days column. If a child lived less than a month, code the number of days, and put 0's in the other columns. If a child was stillborn, code "0" years, "0" months, "0" days. If the child was born alive, i.e. breathed on its own, but died on the first day, code "0" years, "0" months, "1" days.

**Question 8:** Write the level of education that the child completed, using the same codes and instructions as in the Education Section 7, Part B, Q. 2.

## **PART B: PRE- AND POST-NATAL CARE**

**Respondent:** This part is to be administered to all women in the household with a child age 3 or under. Use the line corresponding to the mother's ID code and record details.

**Question 1:** Pre-natal care is defined as regular visits made to a health practitioner or doctor to monitor the health of a woman and her child during her pregnancy.

**Question 3:** If the respondent cannot answer this question, ask her to count the months from her last visit to the health practitioner/doctor. Record the time in months.

**Question 6:**

**FAMILY MEMBER OR RELATIVE:** This may be anyone who has a kinship relation to the respondent, either through descent or marriage. Thus, it can be anyone from the respondent's family, or the family into which she married.

**NEIGHBOR:** A neighbor is anyone who lives near the respondent, but is not related to her, either through blood (descent), or marriage. However, exclude from the category of neighbor anyone who is a Birth Attendant, Auxiliary Nurse Midwife (ANM), or Mother-and-Child Health worker (MCHW). If someone is a neighbor and also falls into one of these categories, record them in their professional capacity.

**TBA:** A TBA is a traditional birth attendant, a "Dhai." They generally have no formal training in modern medical techniques but have learned the skills from other Dhais.

**Question 8:** A post-natal check-up is a visit to a health practitioner made within six weeks after birth to check the health of both the mother and the child.

## **PART C: FAMILY PLANNING**

**Respondent:** Only those male and female household members aged 15 to 49 years who are currently married should answer this part. Note that this is the only part of the section C where men have to be interviewed.

### **Instructions**

**Question 1:** If the respondent doesn't remember when he/she was first married, help them to recall the event by using a supplementary calendar of some important events.

**Question 6:** Do not read the list of family planning methods here; rather, let the respondent tell you which one he or she uses. If a person uses a local term or slang expression for the type of birth control method used, be sure you ask which method he or she is referring to and code accordingly. Code the responses as follows:

1. CONDOM / DHAL:

2. OTHER TEMPORARY METHOD: This includes:

**PILLS**: Also referred to as an oral contraceptive, is a tablet taken daily by women.

**DEPO-PROVERA**: An injection for women that prevents pregnancy for several months.

**IUD (or intra-uterine device)**: A small metal or plastic device with nylon thread tails that is placed inside the woman's womb by a doctor or nurse.

**NORPLANT**: A contraceptive that is placed in small plastic capsules under a woman's skin, generally in the upper arm.

**DIAPHRAGM**: A shallow cup of soft rubber stretched over and around a flexible ring worn by the woman to block the sperm from entering the uterus, thus preventing pregnancy. It is used with a contraceptive jelly, which kills sperm.

**FOAM/JELLY/CREAM**: A suppository or cream the woman places in the vagina before intercourse.

3. PERMANENT METHODS: This includes the following methods:

**FEMALE STERILIZATION (or Tubal Legation)**: A sterilization operation for women that involves cutting and tying off the ends of the woman's Fallopian tubes. This prevents the egg from reaching the uterus, making conception impossible.

**MALE STERILIZATION (or vasectomy)**: An operation for men which involves cutting and tying the ends of the tubes through which sperm passes.

4. TRADITIONAL: This includes:

**SAFE PERIOD or RHYTHM**: A method based on abstinence from sexual intercourse during that period of the woman's menstrual cycle when she is fertile and, therefore, likely to conceive.

**WITHDRAWAL**: During the act of sexual intercourse, the male withdraws before his climax, reducing the likelihood that the woman will become pregnant.

Any other method that the respondent describes that does not fall into any of the above three categories.

Question 9: Here we are interested only in government health workers. All others, such as NGO workers, should be coded as "No".

Question 10: The intention of this question is to know that if a married couple envisage of restarting their conjugal life again then how many sons and daughters or any number of children regardless of sex he or she thinks appropriate to have. Mention the numbers in the appropriate boxes. Some people may have difficulty with this question because they believe that the number of children is "up to God" or a matter of karma. In such cases, code "99" for boys and "99" for girls.

## SECTION 11

### WAGE EMPLOYMENT

**Purpose:** This section collects information on employment for household members who work for wages. Information is collected separately for wage workers in agriculture (Part A) and for employees in other sectors of the economy (Part B). Each part has separate questions for workers who are paid on a daily basis and workers who are paid for longer periods of time. This will allow the respondent to select the time period most appropriate to report the type of payments he received.

**Respondent:** The respondents for the section include all household members aged 10 years or older. If possible, the interviewer should speak with each individual personally so that the respondent could provide information on his/her own work activities and incomes. This will help the respondents to give their information on activities and wages more accurately. If young people are not present to be interviewed, their parents can provide information on their employment and earnings.

#### Instructions

Information on hours worked for each activity by household members in the past week as well as during the past 12 months has already been collected in Section 1, Part C. It is important to be able to link this information to the data collected in this section. In order to allow this, both parts of this section have two columns at the beginning marked "ACTIVITY CODE" and "ID CODE". All activities mentioned in Section 1, Part C where the first column in Q. 9 "Wage employment in agriculture" contains a "1" should be covered in Part A. Similarly all activities with a code "1" in the second column of Q.9 should be covered in Part B. For each of these activities, you should copy the ACTIVITY CODE and ID CODE from the first two columns of Section 1, Part C to the relevant parts of Section 11. This will allow information collected in these two sections to be matched together.

#### PART A: WAGE EMPLOYMENT IN AGRICULTURE

This section pertains to work done by a person for an employer on a farm. People who worked as permanent, seasonal, or casual laborers on a farm should report their earnings in this part. Exclude work that is related to agriculture but not directly in the fields, like milling (rice mills or oil mills). If a respondent worked at someone's mill, record that work under non-agricultural wage labor. Do not include the work done by a person on his own farm.

#### Instructions

**Question 1:** Here, you must copy information collected in Section 1, Part C. Turn to Section 1, Part C, and look at Question 9. If an activity has a check in the column for WAGE EMPLOYMENT IN AGRICULTURE in Q.9 of Section 1 Part C, you must transfer this activity here. Follow the steps outlined below:

- Copy the ACTIVITY CODE from Section 1.C to the first column in Section 11, Part A.

- Write the ID code of the household member who performed the activity in the second column.
- Finally, write the activity description from Section 1.C, Question 1, in Question 1.

**ATTENTION:** The question two identifies whether a work has been done on a contract/piece rate basis. In case of work done on contract or piece rate basis, the remuneration is fixed in the beginning and dependent on the volume of work. For this type of work, the questions 7 to 13 have to be filled in. The works not classified as contract or piece rate works need to be classified into those paid on a daily basis and those paid for a longer time period (weekly, monthly, annually). Whether a work is paid on a daily basis or in longer term basis is indicated in question number three. Daily-wage workers are then asked Questions 4 - 6, while all others are asked Questions 7 - 13.

Questions 4 - 6 are for agricultural activities where workers were paid on a daily basis. Examples are workers hired for particular activities, such as ploughing, sowing, harvesting, etc.

**Question 4:** Report the amount of wages in cash the respondent receives per day for doing the job mentioned. Report wages for a full working day or based on the number of hours he usually spends for doing that job. If the respondent worked four hours a day and was paid Rs. 50 for each four-hour day, then the wage for a full working day would be Rs. 50. For each activity the daily working hour could also be determined from Question 4 of Section 1, Part C.

**Question 5:** The main two items of in-kind receipts for wages have to be reported. If only one item is received, the column for the second item should be left blank.

**Question 6:** Record the total value of all in-kind payments. This figure should include the value of all items received in-kind, even if they are not listed in Question 5. There are two columns in this question. In the first column marked "PER DAY", write the in-kind payments received every day by the worker - this should include the value of any meals that the individual was provided by the employer, or fraction of the harvest, etc. that was paid on a daily basis. In some instances, the individual may have received a single in-kind payment, for instance a certain quantity of rice at the end of his or her work over a number of days. In this case, record the total value of the in-kind payment in column 2: "WHOLE PERIOD". This amount should not include any of the payments (per day) already reported in the first column.

When you have completed question 6, ask about the next activity.

Questions 7 - 13 are for agricultural activities where workers were paid on a weekly or monthly basis, or for the entire period during which they worked, or in some other way. Examples are workers who are permanently employed by another farmer and who get paid on a regular basis, or workers hired for an entire season.

**Question 7:** The total remuneration in cash received in the past 12 months for the job should be reported here.

**Question 8:** The instruction for filling this question is same as that for question 5.

**Question 9:** The same instructions as Q. 6 apply - Daily in-kind payments should be reported in the first column "PER DAY", and other in-kind payments should be recorded in the second column.

**Question 10:** This question asks about any loan or advance payment that may have been made by the employer. If the loan received is still outstanding, or if repayment on the loan took place over the past 12 months, make sure that this loan is covered in Section 14.

**Question 11:** Sometimes wage work in agriculture entails an obligation for other members of the family to work for the same employer. These other workers may be paid for their work, or may work as unpaid helpers. In all such instances, the answer to this question should be "Yes".

## **PART B: WAGE EMPLOYMENT OUTSIDE AGRICULTURE**

The activities to be transferred from Section 1, Part C into this part of Section 11 are those activities which were classified as wage employment not in agriculture. This is any work done for a firm or individual not in agriculture, and for which the respondent received a wage. Include apprentices and helpers as well. Do not include persons who are employers, or who are self-employed, as they do not receive a wage.

### **Instructions**

**Question 1:** Here, you must copy information collected in Section 1, Part C. Follow these steps:

1. Turn to Section 1, Part C, and look at Question 9.
2. If an activity has a check in the column for WAGE EMPLOYMENT NOT IN AGRICULTURE in Q.9, you must transfer this activity here.
3. Copy the ACTIVITY CODE from Section 1.C to the first column of Section 11, Part B. Write the ID code of the household member who performed the activity in the second column.
4. Finally, write the activity description from Section 1.C, Question 1, in this Question 1.

**Question 2:** Describe the industry in which the respondent is employed. Put the appropriate code using the standard industrial classification provided at the back page of the questionnaire.

**Question 3:** This question separates whether the individual has worked on a piece rate basis or not. If the individual worked on a piece rate basis then ask Question 14.

**Question 4:** This question is designed to separate individuals working on a daily-wage basis from those who were paid for a longer time period. Daily-wage workers are then asked Questions 5 - 7, while all others are asked Questions 8 - 13.

|   |
|---|
| <p><b>Questions 5 - 7</b> are for non-agricultural activities where workers were paid on a daily basis. Examples are workers hired on a daily basis in factories.</p> |
|---|

**Question 5:** Report only the wages in cash the respondent receives for a full working day. Record the daily wages or salary based on the normal working hours per day for the activity concerned. For every activities the average working hours could also be determined from column 4 of Section 1, Part C.

**Question 6:** The main two items of in-kind receipts for wages have to be reported. If only one item is received, the column for the second item should be left blank.

**Question 7:** Record the total value of all in-kind payments. This figure should include the value of all items received in-kind, even if they are not listed in Question 6. There are two columns in this question. In the first column marked "PER DAY", report the value of in-kind payments received every day by the worker - this should include the value of any meals that the individual was provided by the employer, or other such daily in-kind payments. In some instances, the individual will have received a single in-kind payment, for instance clothes or other such goods at the end of his or her work over a number of days. In this case, record the total value of the in-kind payment in column 2: "WHOLE PERIOD". This amount should not include any of the payments (per day) already reported in the first column.

When you have completed question 7, ask about the next activity.

**Questions 8 - 13** are for non-agricultural activities where workers were paid on a weekly or monthly basis, or for the entire period during which they worked, or in some other way. Regular employees, for instance civil servants, will fall in this category. Since regular employees often receive various benefits in addition to their basic pay, this part includes a few questions on benefits.

**Question 8:** This question aims at recording the income earned by the worker doing the activity listed on each line. Take-home pay and transport allowances are recorded on a monthly basis, because most regular workers are paid every month. Bonuses, tips, allowances, value of clothing and other payments are recorded for the whole past 12 months, because they are usually not received in equal amounts each month (for instance, workers receive the Dasain bonus only once a year). If a worker has worked in an activity for less than 12 months, record the amounts received over the period worked.

**TAKE-HOME PAY:** This is the cash payment the worker takes home, after any amounts that the employer deducts directly, such as, for instance, income taxes or contributions to social security. Record the figure on a per-month basis. Exclude bonuses, tips and allowances for housing and transportation here; instead, record them in the appropriate column.

**TRANSPORT:** If an individual receives an allowance for transportation, record it in this column. Record the figure on a per-month basis. If the organization for which he or she works provides free transportation, rather than a cash subsidy, estimate the value based on the means of public transport the worker would otherwise use.

**BONUSES, TIPS AND ALLOWANCES:** A bonus or tip is a sum of money paid to a worker in addition to his regular wage to cover certain expenses, or to give him an incentive to increase his productivity. Include any annual bonuses such as the Dasain bonus. A tip is any extra amount received, for instance from customers should also be included here. Record how much the worker received over the last 12 months while working on this activity.

**CLOTHING:** Record the value of all the clothing and other apparel received from the employer during the last 12 months.

**ANY OTHER PAYMENTS:** Include in this column any other payments not specified above, such as allowances for housing (or the value of free housing) or food (or the value of the food subsidy received).

**Question 11:** A RETIREMENT PENSION is a sum of money paid at regular intervals to the beneficiaries of retirement, pension, or disability insurance schemes. Code "Yes" only if the respondent will receive a pension after retirement as a result of his/her employment in this activity.

**Question 12:** SUBSIDIZED MEDICAL CARE means that the respondent's employer pays, directly or through an insurance program, all or part of the worker's medical costs.

**Question 13:** We would like to get a sense for the size of the firm or enterprise where the person works, but not a precise estimates. Ask how many people work for the same employer, even if not in the same place as the respondent (for instance in a different office or shop).

**Question 14:** Record all values of wages in cash and kind received during last 12 months from work outside agriculture on a piece rate or contract basis.

## SECTION 12

### FARMING AND LIVESTOCK

**Purpose:** The purpose of this section is to collect information on the household's income and expenditures from farming and livestock. The section covers:

1. Land holding: land owned, land operated, and changes in land holding;
2. Production and uses of agricultural commodities;
3. Use of inputs: fertilizer, seeds, labor;
4. Income and expenditures from farming;
5. Livestock: animals owned and income from livestock;
6. Ownership of farming assets;
7. Use of extension services.

**Respondent:** Any household that owns and/or operates agricultural land and/or raises livestock should complete this section of the questionnaire. The respondent should be the head of household or another person in the household well informed about these matters. Be sure to fill in the ID code of the respondent at the beginning of the section.

#### Instructions

In this section, you need to be very careful with the reference period. It would be desirable to have information for the past 12 months, as we do elsewhere in the questionnaire. But often crops will be growing in the fields at the time of the interview, and the respondent will not know how much crop he will harvest, or how much fertilizer or other inputs he will use in total, before the season is over. Therefore, we need to ask all the questions on farming with refer to the past completed dry and wet seasons. For this reason, the reference period is the past AGRICULTURE YEAR, that is, the last two completed growing seasons.

The reference period will vary depending on when the interview takes place over the year. If a crop has not been harvested (at the time of interview), information on the last harvested crop should be considered. For example, if rice crop is standing in the field to be harvested, the information of the crop (rice) grown in the same reason of the last year should be recorded.

For livestock, the reference period will be the past 12 months, as there is no problem similar to that of incomplete growing seasons in case of crops. For the data on inventory of livestock, the day of enumeration is the reference date.

#### PART A1: LAND HOLDING - LAND OWNED

Parts A1 and A2 collect information on the land the household owns or operates. The information is organized by parcel: every line on the page represents a different parcel. If a portion of land from a

parcel has been rented out to others, the two contiguous pieces (the portion of land operated and the other portion rented out) should be considered as two separate parcels on the basis of agricultural operation. Land owned and operated by the household is considered in Part A1 and land rented in and operated by the household is covered in Part A2.

### Instructions

**Question 1:** If the answer is "Yes", ask the respondent to list all the parcels the household owns, and write them in the first column. Contiguous pieces of land can be listed as one parcel, as long as they are of the same quality and irrigated in the same way. A parcel is a piece of land entirely surrounded by other land, water, road, forest, etc. not forming part of the land operated by the household. A parcel may consist of one or more fields adjacent to each other. A piece of land should be listed as two parcels if it consists of two different qualities of land - wet and dry land. If a household owns more than 20 parcels use an additional questionnaire. Do not list the kitchen garden and the plot on which the house is situated, listed in Sec. 2. If the household does not own any land, skip to Part A2.

**Question 2:** List the name of all the parcels.

**Question 3:** Record the size (area) of the land in the units given by the respondent. Sometimes respondent does not know area of the operated parcel of land in standard unit and he/she may give answer in local unit. List the area unit as reported. Wherever necessary, these units will be converted into standard metric units based on information collected in community questionnaire.

Record area in one of the three local units - bigha, ropani, seeds (unit). Area should be recorded in seeds unit only if the respondent could not report the area in other two standard units (i.e., bigha or ropani). Seeds unit for the same parcel may vary according to the crops - rice, maize, wheat and other crops grown in the parcel. For bari or dry land, area should be recorded in terms of maize seeds while for wet land it should be recorded in terms of rice seeds. There are three columns for recording area of a parcel and the area should be recorded in the following order: Ropani, Aana and Paisa or Bigha, Kattha and Dhur or Muri, Pathi and Mana. These are shown in the table below:

| Area         |        |       | Unit |
|--------------|--------|-------|------|
| Ropani       | Aana   | Paisa | 1    |
| Bigha        | Kattha | Dhur  | 2    |
| Muri (Rice)  | Pathi  | Mana  | 3    |
| Muri (Maize) | Pathi  | Mana  | 4    |

For example, if the size of a parcel is one Ropani, 2 Aana and 3 Paisa, record the area as follows:

| Area |   |   | Unit |
|------|---|---|------|
| 1    | 2 | 3 | 1    |

**Question 4:** Record the code of the district in which the parcel is located.

**Question 5:** Ask the respondent about the type of the land. Code Pakho or bari if it is a dry land. Pakho is not suitable for rice(paddy) cultivation. Maize, millet, buckwheat are the most common crops

grown on dry land. Wet land primarily denotes that the field is suitable for rice cultivation. Other crops (like wheat, potato etc.) may also be usually grown in wet land even if the land is suitable for rice cultivation. The main criterion of wet land is that it should be suitable for rice (if intended to grow) cultivation.

Question 6: Ask for the mode of irrigation for the parcel.

**IRRIGATED** means that the parcel receives water through artificial means, like canals or channels made by people. The source of the water is irrelevant: the main point is whether the parcel was irrigated or not.

**RAIN-FED** means land that gets its water solely from rainfall, springs or snow melt, without any human construction to assist. A rain-fed land is considered as not irrigated.

Question 7: Ask if the system of irrigation provides water year-round, or for only part of the year and code according to the answer.

Question 8: Ask about the mode of irrigation for the parcel. Use the code for MIXED SOURCE if the water for irrigation comes from more than one source. This may occur either when different sources are used during different seasons or when more than one source of water is used. The different sources could be used either together or one after another during the same season.

Question 9: Ask about the management of the irrigation system.

**SELF-MANAGED:** Use this code if the farmer manages the system by himself -- for instance, if he owns his own tube-well, or if he maintains the canal that brings water from a river.

**AGENCY-MANAGED:** Use this code for irrigation systems managed by the government.

**COMMUNITY-MANAGED:** Use this code if the irrigation system is collectively managed by a group of farmers.

Question 10: Ask whether the parcel was inherited by the household.

Question 11: Ask about the registration of the parcel. The term parcel, as used here, should not be confused with the same term in cadastral work; one parcel may consist of more than one cadastral parcels. You should probe before recording the answer.

Question 12: Ask about the quality of the parcel.

**AWAL, DWAIM, SIM, CHAHAR:** The code used should be based on the classification of the land by the land revenue department.

**NOT APPLICABLE:** Use this code if the land has not been classified as belonging to any of the above categories by the land revenue department.

Question 13: Ask about the current price of the parcel. Sometimes you may have to ask about the price of a similar parcel in the same locality and record the answer.

**Questions 14 - 16** ask about what the household did in the parcel during the winter season of the past agricultural year. These include information on whether the land is operated by the household or rented out to other household, rent received and crops grown. Similar information are to be collected for the summer or wet season of the past agricultural year in questions 17 - 19.

**Questions 14 and 17:** Ask what the household did in the parcels it owns during the last agricultural year, that is, the last completed dry or wet seasons. Record answers for dry season in Q. 14 and for wet season - in Q. 17.

**CROPPED YOURSELF** means that the household cultivated crops on the parcel.

**SHARECROPPED OUT** means that the parcel was given to another household to operate in return for a share of the crops harvested. The share amount varies according to the agreement between the owner (household) and the operator.

**FIXED-RENTED OUT** means that the parcel was given to another household to operate in return for a fixed sum, either cash or in-kind. The household receives the fixed amount (cash or in-kind), generally, at the end of agricultural year.

**MORTGAGED OUT** means that the parcel was given to another household to operate in return for a loan. In this case interest is not paid for the loan.

**LEFT FALLOW** means that the parcel has not been cultivated during the reference period.

**OTHER** includes land granted to the workers/helpers instead of service or wages and parcels granted rent free.

**Question 15 and 18:** For the parcels that the household did not cultivate, but sharecropped, fixed-rented, or mortgaged out to other households, ask what rent was received from the tenants. Record what was received both in cash and in kind for dry season in Q.15 and for wet reason in Q.18. In each case, record the net rent, i.e. the rent net of any inputs the household provided to the tenants. For instance, if the household received Rs. 10,000 in rent but provided the tenants fertilizer worth Rs. 1,200, the net cash rent would be Rs. 8,800. If the household received crops worth Rs. 4,000 and provided the tenants seeds worth Rs. 400, the net rent in-kind will be Rs. 3,600.

**Question 16 and 19:** For the plots that the household cultivated themselves, ask what crops were cultivated during the past completed dry and wet seasons. List the crops grown in dry season in Q. 16 and crops grown in wet reason in Q. 17. List up to four crops per parcel, using the codes provided. For the purposes of this survey, orchard trees, timber wood, sugarcane, etc., are all considered crops.

## **PART A2 : LAND SHARECROPPED/RENTED/MORTGAGED-IN**

This part refers to parcels the household cultivates but does not own.

Question 2: If the answer for Q. 1 is "Yes", list all the parcels that are sharecropped-in, rented-in, or mortgaged-in by the household. If the answer is "No", skip to Part A3.

Question 3: Indicate the contractual arrangement, i.e., the type of agreement between the household and the owner of the plot.

**SHARECROPPED-IN:** The household operates the plot and gives the landlord a share of the crops harvested in return.

**FIXED-RENTED-IN:** The household operates the plot for a specified period of time and pays to the landlord a fixed amount, in cash or in-kind.

**MORTGAGED-IN:** The household operates the plot in return for a loan it made to the landlord. In this case, make sure that you list the amount of the loan in Section 14, Part B.

**OTHER:** Land operated in exchange for service, free of rent and other rental arrangements.

Question 4: Ask what rent the household paid to the owner of the parcel. List only cash payments here; in-kind payments will be recorded in Part B, Column 4.

Questions 5 - 10: Follow the same instructions as for Questions 3 and 5 - 9 in the previous part (Part A1).

Question 11 - 12: Ask what crops the household cultivated on each plot over the past agricultural year. List up to four crops per plot, using the codes provided. Use Q. 11 for the dry season crops and Q. 12 for the crops grown in wet season.

## **PART A3: INCREASE OR DECREASE IN LAND HOLDINGS**

The **purpose** of this part is to find out changes in land holding over the past 12 months. Note that the reference period here is the last 12 months rather than the past agricultural year. This is because we do not ask here about crops, and we want to know if the household used any income to buy land, or received any income from selling land.

Information regarding changes in land ownership, particularly the sale of land, is considered by some people a personal and sensitive matter. Reassure the respondent that all information will be regarded as confidential.

## **PART B: PRODUCTION AND USE**

### **Instructions**

This part collects information on all the crops a household has grown over the past agricultural year, and on how it used the produce or amount harvested.

Ask the respondent to list all the crops he grew on parcels during the past agricultural year (on both owned parcels and parcels sharecropped, rented, or mortgaged in). You have asked already what crops he grew on each plot of parcel, so check to make sure all the crops are listed here. If he remembers now some crop he did not mention earlier, add the crop there as well, on the line for the parcels where it is grown. Once the list is completed, ask the other questions.

Question 2: Seeds that the farmer kept from last year's harvest should not be included in "improved variety", even if the farmer at one point had purchased improved variety seeds.

Question 3: Fill in the columns as follows:

COLUMN A: Record the unit of measure used for each crop. Unit of measure is recorded in quantity code.

COLUMN B: Record the total amount of crop harvested in terms of the unit specified in column A.

COLUMN C: Record the total amount of crop given to the landlord. In the case of a crop that has just been harvested, include also the amount the household expects to give to the landlord even if this amount has not actually been given.

COLUMN D: Record the total amount of crop sold. In the case of a crop that has just been harvested, include the amount the household has determined to sell even if this amount has not actually been sold as yet.

Question 4: collects information on the amount of each crop sold (or will be sold). Ask about the quantity sold, the price per unit and the total income received from sales, or which the household expects to receive.

COLUMN A: Record the quantity code of crop sold.

COLUMN B: Record the quantity of each crop that was sold out of production during the past agricultural year.

COLUMN C: Record the price per unit of crop. Remember that the price recorded here should be per unit of quantity reported in column A.

COLUMN D: Record the value of total sales of each crop in Rupees. If the crop has not been sold as yet, code "0".

## **PART C : EXPENDITURES ON AGRICULTURAL INPUTS**

This Part collects information on expenditure by the household on the purchase of agricultural inputs like seed, fertilizer and hired labor; and is accordingly divided into three sub-parts: expenditure on seeds and young plants in Part C1, expenditure on fertilizers and insecticides in Part C2; and expenditure on hired labor in Part C3.

### **PART C1 : EXPENDITURE ON SEEDS AND YOUNG PLANTS**

#### **Instructions**

Question 1: If the answer to this question is "No", i.e., the respondent did not purchase any seeds or young plants to be used for crop cultivation in the reference year, skip to Part C2.

Question 2: List all the crops for which the respondent purchased seeds or young plants during the past agricultural year. Use the crop codes provided.

Question 4: Record the amount of money spent for each kind of seed and young plants.

On the last line numbered 98, record the total amount spent to transport the seeds/young plants from where they were purchased to the respondent's plots.

Sum the amounts spent and write this total in the box in line 99 at the end.

### **PART C2 : EXPENDITURE ON FERTILIZERS AND INSECTICIDES**

Question 1: CHEMICAL FERTILIZERS are chemical substances used to increase the fertility of the soil. Examples are urea, nitrogen, phosphate, etc. If the answer to this question is "No", go to Part C3.

Question 2: Three types of fertilizer are listed here. If any fertilizer other than the three listed was used, record the information for this in the line marked "OTHER FERTILIZER". Similarly, record the information for all insecticides used in the row marked "INSECTICIDES".

Question 3: Record the codes of the crops on which the fertilizer and insecticides were used.

Question 4: Record the quantity that the household received from the landlord free of charge. If cash payment for the fertilizer was made to the landlord, this should instead be reported in Q. 5. Use KGs as the unit of measure; convert other measure such as bags, etc. into KGs. If none was received, or if there is no landlord, write "0".

Question 5: Record the quantity of fertilizer purchased, and how much was spent (excluding transportation cost). If none was purchased, write "0".

On the line marked 06 "Transportation Costs", record the total amount spent to transport the fertilizers and insecticides from where they were purchased to the respondent's plots.

Sum the amounts spent and write this total in the box in line 99 at the end.

**Question 10:**

**NOT AVAILABLE FOR PURCHASE** means that the fertilizer needed was not available on the market because of lack of supply or shortages.

**NOT ENOUGH MONEY** means that the respondent did not have enough money and was unable or unwilling to buy on credit.

**PART C3 : EXPENDITURES ON HIRING LABOR**

The **purpose** of this part is to determine how much the household spent to hire workers to work on its plots. Since there are many kinds of workers, doing different jobs for different periods of time and paid in many different ways, this part will require some probing on your part. What we are trying to get is the total cash payments over the past agricultural year. If the respondent cannot give a breakdown, but only a total, that is fine too: record the total only. However, most respondents will probably list the types of workers they hired and remember the daily or monthly pay for each type.

We are interested specifically in workers who work on the land. Therefore, do not include persons working solely as domestic helper, such as drivers, servants, persons doing the laundry, gardeners, security guards, etc.

**Question 1:** If the respondent did not hire any casual agricultural workers during the past agricultural year, skip go to Q. 9.

**Question 2:** List here the various types of casual workers the respondent mentions, for instance harvesters, ploughers, etc. Basically, any group of workers that is paid in a different way from the rest should be recorded in a separate line. Use different rows for labor paid on daily basis and labor paid in total for a fixed work.

**Question 3:** Ask whether the work was done on fixed payment basis; if "YES" code "1" and record the total amount paid (cash and in kind) in Q. 8. If the answer is "NO" code "2" and go to Q. 4.

**Question 4:** Here, you should calculate the total number of man-days worked by workers of this type over the past agricultural year. You must multiply the number of people hired by the average number of days they worked. For example, suppose the respondent hired three workers to harvest his rice fields. He hired two of them for three days (total, six days) and one for six days. In total, this was 12 man-days of labor. During the following season, he hired one person to plow his field. That man worked for three days. So three man-days were spent on ploughing. Remember that the harvesting and ploughing activities have to be reported in two separate lines.

**Question 5:** Record the cash pay per day for each kind of worker. If some workers are hired at different rates, then list them as a separate type of worker. For example, suppose that once you ask about the pay, the farmer mentioned above tells you that the two workers who harvested for three days each were women, and they were paid Rs. 40 a day. The other worker was a man, and he was paid Rs. 50 a day. Then, correct the list to read "Harvesting - male", and write the corresponding number of man-days

(erase the old numbers) and the daily pay (Rs. 50). Then add "Harvesting-Women," and again write the total days worked (six) and the pay per day (Rs. 40).

Question 6: Record here the value of any in-kind payments made to workers every day. Include here the cost of meals or any payments of rice, wheat, etc. made on a daily basis.

Questions 7 - 8 should be filled directly by the interviewer.

Question 7: Sum the amounts reported in Q. 5 and Q. 6 and record the total here. This is the total daily wage paid to each of the casual wage workers.

Question 8: Multiply the number of man-days reported in Q. 3 by the amount recorded by you in Q. 6. This is the total payment by the household for each type of worker over the past 12 months.

Question 9: Sum the amounts in Q. 8 for different workers, and record the total amount here.

Question 10: If the respondent did not hire any permanent agricultural workers during the past agricultural year, skip to the next part.

Question 12: Note that this question refers to the total amount spent to hire permanent workers. For instance, if two workers were hired for 12 months each, and were paid Rs. 1,000 per month, you should record Rs. 24,000 here (2 workers x 12 months x Rs. 1,000/month). If land has been given free of rent in exchange for service or work, then the amount equal to that what would have been realized if the land was rented out on fixed rental basis, should be recorded here.

Question 13: Sum the amount recorded for Q. 9 and Q. 12, and record the total here.

## **PART D : EARNINGS FROM AGRICULTURE**

The **purpose** of this part is to estimate cash earnings from farming, that is, the difference between the revenues a farmer earns from selling his crops and the expenditures necessary to grow such crops. In this page, you will have to report information collected in previous parts, collect some additional information, and then calculate the difference between revenues and expenditures. Make sure you report earnings and expenditures for the whole household, not just for the respondent.

### **Instructions**

At the beginning, copy the information already collected elsewhere to this page. The questions to which and the shells from which the information should be copied are given below:

Question 1 : Copy      TOTAL CROP SALES from Part B (row 99).  
Question 9 : Copy      TOTAL EXPENDITURES ON SEEDS from Part C1 (row 99).  
Question 10: Copy      TOTAL EXPENDITURES ON FERTILIZER AND INSECTICIDES from Part  
C2 (row 99)

Question 11: Copy TOTAL EXPENDITURE ON HIRED LABOR from Part C3 (Q. 13)

After copying these data, ask about other categories of revenues and expenditures for which information has not yet been collected.

Questions 2 - 7 refer to revenues from farming and rental of machinery not previously reported.

Question 2: Record revenues from the SALE OF CROP BY-PRODUCTS. Crop by-products are secondary products derived after processing the principal commodity, for instance wheat straw, corn husk/stalks, tobacco husk, cotton sticks, coconut shells, etc.

Questions 3 - 6: Record revenues from RENTING OUT draft animals, tractors, threshers and other machinery to other farmers.

Question 7: Record here any OTHER REVENUES related to agricultural crops not reported elsewhere.

Question 8: Once you have recorded all revenues, sum them up and write the total in the box marked "TOTAL REVENUES".

Questions 12 - 22 refer to expenditures related to farming and rental of machinery not previously reported.

Question 12: Record any expenditures incurred for IRRIGATION CHARGES/COSTS, i.e., all cost arising from using and/or operating an irrigation system, including water costs, use of equipment, users fees, electricity or fuel to power tube-wells, maintenance of canals, looking after canal operation etc.

Question 13: Expenditures for TRANSPORTATION OF CROPS TO MARKET include the cost of bus tickets, rented vehicles, pottering incurred to transport crops to the markets where they are sold. Include loading and unloading charges (porter's charges, bus fare, cart fare, truck fare etc.) If the farmer used his own vehicle, include also the cost of fuel and other related expenses.

Question 14: Expenditures on SACKS, TWINE, OR OTHER CONTAINERS include costs of packing materials used to assemble crops in bales or bundles for transport and for storing.

Question 15: Expenditures on STORAGE FACILITIES include expenses for the rental of storage huts, sheds or warehouses for crops.

Question 16: Record expenditures for IMPROVEMENTS ON LAND AND FARM BUILDINGS, which include expenditures to construct irrigation ditches, build storage facilities, greenhouses, etc.

Question 17: Record expenditures for the REPAIR AND MAINTENANCE OF EQUIPMENT, such as tractors, threshers, pumps, and all other machinery and implements.

Questions 18 - 21: Record expenditures for RENTING someone else's animals, tractor, thresher and other machinery or implements. If the respondent has difficulty estimating the total payment, ask what rates he paid per day, how many days he rented each type of equipment in each of the past two growing seasons (wet & dry), and calculate the total by multiplying the daily rate times the number of days. If the

rates to hire animals or a tractor include pay for the driver, include such pay in the total, but make sure this has not already been reported in Part C3.

Question 22: Record here all OTHER EXPENDITURES not previously reported, for instance commission charges.

Question 23: Once you have recorded all expenditures, sum them up and write the total in the box marked "TOTAL EXPENDITURES".

## PART E : LIVESTOCK

### PART E1 : LIVESTOCK OWNERSHIP

This part collects information on the animals owned by the household, on earnings from the sale of such animals, expenditures on purchases, and on revenues and expenditures related to livestock products. If the household tends animals for others, record only ownership, sales and purchases of animals the household is entitled to keep, for instance the baby goats or sheep that the household keeps in return for tending the flock.

Note that, from here on, the reference period is again the past 12 months, and not the past agricultural year.

Question 1: If the household did not own any animals over the past 12 months, skip to Part F.

|   |
|---|
| Questions 2 - 6: ask about the animals owned, sold, and purchased over the past 12 months, and the earnings from sale of animals. |
|---|

Question 2: A list of animals is provided in this column. Ask whether the household owned any of these animals during the past 12 months and put a check "√" either in column marked "YES" if the household own/owned the animals concerned or in column marked "NO" if no animals are owned. For the kind of animals owned during past 12 months, ask the rest of the questions.

Question 3: For each kind of animal, list the number currently (on the day of enumeration) owned, and then record what each group of animals is worth today. Thus, if the respondent has 5 male goats, you would want to find out what it would cost to buy those 5 male goats at current market prices prevailing in the local market.

Question 4: For each kind of animal determine how many the respondent had a year ago. Find out how much it would have cost to purchase them at that time.

Question 5: Record how many animals were sold during the last 12 months, and what was paid to the respondent for them. Convert in-kind payments to cash equivalents. However, exclude animals that were traded for other animals.

**Question 6:** Record how many animals of each type were purchased over the last 12 months and how much was paid. Exclude animals that were traded for other animals.

After completing the questions, sum up the totals for Q. 3 - 6 and write these amounts in the respective boxes in line 10 marked "TOTAL".

## **PART E2 : EARNINGS FROM LIVESTOCK**

The purpose of this part is to estimate cash earnings from livestock products, that is, the difference between the revenues a farmer earns from selling animal products and the expenditures necessary to raise the animals. You will ask about revenues and expenditures, and then calculate the difference between them. The animals may be owned or tended by the household.

Do not include here income from the sale of animal products produced from purchased animal products. For instance, include revenues from the sale of Dahi made from milk produced by animals owned by the household, but exclude revenues from the sale of Dahi produced from milk bought in the market. This will be covered later in the enterprises section (Section 13). The resale of animal products also should not be included in this part. Similarly, do not include here income from livestock raising that has the characteristics of a commercial enterprise, for instance a poultry or fish farm. Income from such enterprises will also be reported in the section on enterprises (Section 13). At times, the distinction may be hard to draw. However, in general, large-scale activities like poultry farm should be reported in the enterprises section (Section 13).

Questions 1 - 7 refer to revenues from the sale of livestock products.

**Questions 1 - 5:** Record revenues during the past 12 months from the SALE OF animal products: MILK, GHEE, EGGS, DAHI, and MEAT. Sometimes you will have to ask about monthly revenues and then calculate the total annual revenues (if the respondent finds it difficult to say the total annual revenues).

**Question 6:** ANIMAL HIDES are natural raw hides and skins processed into leather. Do not include sales of live animals reported. Sales of live animals and sales of animal hides are two different things.

**Question 7:** Record here revenues from the sale of any other products not listed above, for instance animal wool and hair (sheep, goat, etc.),

**Question 8:** Once you have recorded all revenues, sum them up and write the total revenues.

Questions 9 - 13 refer to expenditures related to feeding and tending animals. Include only expenditures incurred on the household farm. Expenditures related to commercial enterprise reported in Section 13, should not be included here.

**Question 9:** Record any expenditures incurred for FODDER.

**Question 10 and 11:** Record any expenditures incurred for TRANSPORTATION OF ANIMAL FEED, VETERINARY SERVICES, etc.

Question 12: Record here all OTHER EXPENDITURES not included in the categories mentioned above, such as construction or repair of animal sheds and stables, animal gear and equipment, rental of stables, etc.

Question 13: Once you have recorded all expenditures, sum them up and write the total in the box marked "TOTAL EXPENDITURES".

## **PART F : OWNERSHIP OF FARMING ASSETS**

### **Instructions**

Question 1: FARMING ASSETS are large-scale equipments used in agricultural production. Ask the respondent if the household owns any of the items listed here.

OTHER MACHINERY is any other large-scale item owned by the household.

Question 2: Count only equipment in operating condition, not broken items.

When all questions have been answered, sum the amounts reported for Q. 2 - 7 and write the totals in the respective boxes in line 10 marked "TOTAL".

## **PART G : EXTENSION SERVICES**

Question 1: If the answer to this question is "No", skip to Question 5.

JT / JTA: are junior technicians and junior technical assistance employed by the government or non-government agencies who are stationed in villages and work as agricultural extension agents for contacting and demonstrating improved farming methods to the farmers in the villages.

Question 2: If more than three crops are mentioned, record the three crops which are most important to the respondent in terms of production or income.

Question 4: If more than two recommendations are given, record the two most important recommendations.

Question 5: If the answer to this question is "No", skip to the next part.

Question 6: If more than two services are mentioned, record the two most important services provided.

Question 7: If the answer is "NO" skip to the next section.

## SECTION 13

### NON-FARM ENTERPRISES/activities

**Purpose:** The purpose of this section is to obtain information on all non-farm economic activities that the household is engaged in. This section will cover all non-farm self-employment activities and businesses regardless of size. If a household runs a street corner tea stall, report it in this section. Likewise, if a household owns a major factory, report it in this section. If the women in the household make straw mats, carpets or baskets, some of which are sold in the market, then the share of these activities that are used to generate income should be reported here. In short, all income-generating activities that are not wage labor and are not agricultural are covered in this section.

**Respondent:** The respondent for this section is the household member who knows best about a particular activity. It is very important that you speak with this person rather than with some other household member, who may know less about the revenues and expenditures related to the activity. You may have to schedule a special appointment to meet the person/persons concerned. Be sure to write the identification code of the person interviewed in Question 3. Ask all questions about each activity/enterprise before moving on to the next enterprise.

#### PART A : GENERAL CHARACTERISTICS

##### Instructions

**Question 1:** Before interviewing, copy all activities that are identified as "self-employment not in Agriculture" in Section 1.C, Q. 9, to Question 1 of this section. Self employed non-agricultural activity may have engaged more than one household member. It is more relevant to ask about the total earnings from the activity than to try for individual earnings - share in such cases. It is also easier for the respondent to report the total household earning from such activities. Moreover, the information on each individual's works/participation in the enterprise has already been reported in Section 1, Part C. For these reasons, the information for a given enterprise needs to be obtained only once even if more than one member of the household is engaged in it. Use one row for each enterprise. For example, if a household has three enterprises- tea shop, tailoring and workshop, all of them should be listed. Same person may have been occupied in more than one of the activities and a number of persons may be engaged in one activity, but we should go by type of activities and not by members. First row should contain information on tea shop, the second row - on tailoring and the third row - on work shop.

Write the description of the activity under the column marked 'DESCRIPTION', and write a description of the industrial sector in which the activity takes place in the column beside it and put the appropriate code for the industry. If, for example, the activity is a tea stall, the industrial sector would be "Retail-Food."

**Question 2:** Write the ID codes of all the household members who work in this activity. Probe here to determine if there are any other household members, in addition to the persons who are mentioned working in this activity in Section 1. C, who participate in this activity. If you find out that other household members (who were not reported as participating in the activity in Section 1. C) do work on it, add them in Section 1. C as well. A large or rich household may have several different non-farm

activities, with family members participating in all or some of them. Thus, a single family member may be listed in several rows in question 3. Up to five members should be listed based on the participation.

Question 4: Ask how long the enterprise has been operating, and record the total number of years and months. If the enterprise has been in operation intermittently, or only during certain seasons, record the time that has passed since the enterprise first began operating. For example, if a respondent lives in the highlands and travels to Pokhara every winter to run a tea shop for three months of the year, and has been doing so for twenty years, record "20" in the column "Years".

Question 5: Location of the activity:

HOME means in the household's dwelling.

OTHER FIXED LOCATION means some fixed location other than the household's dwelling, such as a shop. This must be an owned or rented permanent place for business.

OTHER VARIABLE LOCATION means that the activity is performed in a variety of locations. For instance, a tailor who goes from house to house but has no shop and does not work in his home should be classified here. A vendor who sells in the streets or a taxi driver would also be included in this category.

Question 6: Ask for how many of the past 12 months this enterprise/activity has been operating. While asking this question, consider the following:

1. If the activity is a manufacturing enterprise which uses machinery, "in operation" means that the enterprise continues to produce goods for sale and it does not mean that the machines are continuously running.
2. If the person in charge of the enterprise is ill or away but another household member runs the activity in his/her absence, the enterprise is considered to be "in operation".
3. If an enterprise offers a professional service, for instance consulting services; and the person offering the services ceases to do so for an extended period of time, then the enterprise is not "in operation" during that time.

Question 7: Household ownership means sole proprietorship: only the people in the household receive the profits and must pay debts arising from the business or activity. If this is the case, code 1 and skip Question 8 (go to Q-9). If the business is jointly owned with people from other household/s, code 2, and go on to question 8.

Question 8: Joint owners split the profits. Here, we want to find out what part of the profits from a jointly owned business are kept by the household interviewed. List this as a percentage of the business's total profits, e.g., "50" percent of profits. The percentage of the total profits earned from the business is important and essential because it enables to estimate the amount of profits earned by the household from the jointly owned business.

Question 9: Allow the respondent to reply to this question in his or her own words and then code the answer yourself. If the respondent gives several answers, ask him/her to rank them in order of importance and record the two most important one. Small enterprises are businesses with less than 10 workers, counting the owner, employees, and any unpaid family workers.

Question 11: Again, allow the respondent to reply to this question in his or her own words and then code the answer yourself. If the respondent mentions several sources of money, ask him/her to rank them in order of importance and record the main two.

**Question 12:** If "No", skip to Question 14, while "Yes" takes you to Question 13.

**Question 14:** If only the household members are involved in this activity, answer "No" and skip to Q. 16.

**Question 15:** Here, "normally" means under average conditions. We want neither peak times nor slow times. For instance, we do not want the number of employees a shop or restaurant hires during Dasain. We do not want the number of workers a tourist hotel in Kathmandu hires during the peak season, nor we want the number of people hired at the same hotel during the monsoon when there are no tourists. Record the number of employees during a normal month when the enterprise is operating. Do not count family members here.

**Question 16:** Do not read the responses to the respondent. Ask about the problems he encounters, and choose the code that seems most appropriate. If he mentions several problems, ask for the most serious.

**CAPITAL OR CREDIT PROBLEMS:** There is a shortage or lack of money to operate the business, or the owner encounters difficulty in borrowing the needed funds or money to run the business profitably.

**LACK OF TECHNICAL KNOW-HOW:** The owners of the business do not have the necessary background or knowledge to operate the business efficiently.

**PROBLEMS WITH SUPPLY OF POWER OR WATER:** The business suffers from shortages of electricity or water.

**LACK OF ADEQUATE LABOR:** The owners of the business cannot find the necessary workers who are trained for the type of business.

**GOVERNMENT REGULATIONS:** There are government regulations hindering the operations of the business.

**LACK OF RAW MATERIALS:** The supply of raw materials needed in order to produce the finished product of the enterprise is inadequate or unreliable.

**LACK OF CUSTOMERS:** There is not enough demand for the goods produced or services offered.

**OTHER:** Problems with equipment or parts. The business suffers from breakdowns in the equipment or the lack of spare parts.

## **PART B : INCOME FROM ENTERPRISES**

In this Part, you should record all revenues and expenditures for the past 12 months for each of the activities listed in Part A. Filling out this part will probably require considerable probing and calculating on your part, especially for small-scale activities.

There are different kind of revenues and expenditures, depending on the type of activity. Revenues are all cash and in-kind receipt deriving from the sale of goods or services. Expenditures are all the costs incurred in running the enterprise: wages for workers, the cost of raw materials, fuel, electricity, water, the rent for buildings and equipment, and so on. Because a same set of the questionnaire is used for many different activities, it asks only about total revenues without specifying types of revenues. Similarly, expenditures of various types are grouped together in a few broad categories. So, when for instance the respondent gives you expenditures for several different items, you will have to sum them up and record the total in the relevant column. You may have to probe for additional items the respondent may have forgotten.

Only expenditures incurred for the purpose of the enterprise should be included here. Do not include any expenditure for personal matters, for instance the cost of food items a shopkeeper uses himself. In some cases, it might be difficult to separate expenditures on personal items from expenditures on items for the business. For example, if the respondent operates the enterprise in his own house, it may be difficult to separate the cost of electricity used for the business and the cost of electricity used by his family. In such cases, try to get the respondent to estimate the expenditures related to the business as best as he/she can.

The reference period is the past 12 months for both revenues and expenditures. For some activities, the respondent may know what revenues or expenditures are on a daily, or weekly, or monthly basis. In this case, you should first try to obtain an average monthly revenue/expenditure and estimate the annual figure by multiplying the monthly averages by the number of months during which the business has been in operation over the past 12 months. Similarly, annual figures can also be estimated from weekly or seasonal figures.

If an enterprise is owned jointly by two or more households, report revenues and expenditures for the entire enterprise.

### **Instructions**

Question 1: Copy the description of the activity/enterprise from Part A.

Question 2: Gross revenues include all receipts, in cash and in kind, from the sale of goods and services before subtracting any expenses. Gross revenue of a goods producing industry is the revenue that is/will be generated from the sale of goods produced during the past 12 months. In respect to the service enterprises, it is the gross revenue from the services provided. In case of trading enterprises, gross revenues are defined as the value of sales during the last 12 months. Record the gross sales value without deducting cost of purchases of goods for resale.

If the respondent knows revenues on a daily, weekly, or monthly basis, calculate the annual amount by using 30 days per month, 4 weeks per month or 52 weeks per year. For example, suppose the respondent owns a tea shop and sells tea and other miscellaneous items making about Rs. 50 a day. Thus, the person made about Rs. 1,500 a month (Rs. 50 x 30 days). For the three months that the tea shop has been in

operation, the gross revenues will be about Rs. 4,500. If the tea shop was in operation for three months during the past 12 months, this will be the annual gross revenues from the tea shop.

Questions 3 - 7 refer to operating the business. We ask separately for four types of expenditures, viz. expenditures on wages, fuel, raw materials and other operating expenses (all other costs associated with running the business, like the interest on loans, taxes, and so on).

**Question 3:** Expenditures on wages includes all payments to workers. Cash expenditures include straight time pay and incentives for workers paid on a time basis; pay of workers paid on a piece-work basis, allowances for overtime, holiday work, and all other allowances, bonuses and any contributions the respondent makes for pensions, health insurance and the like. Payments in kind include the value of meals, clothing, lodging and any other items provided to the workers over the past 12 months.

Remember to ensure that the payments recorded do not include payments for domestic workers who help in the household. If there are domestic workers who also work in the business, their wages and salaries should be calculated based on the time spent in the enterprise. The remaining of the remuneration in this case should be recorded as an expenditure of the household in Section 6A, row 239.

**Question 4:** Expenditures on fuels include expenses on electricity, kerosene, firewood, diesel, petrol and other such fuels. If the enterprise uses a vehicle which is also used for personal use, ask the respondent to estimate the share of use for personal purposes. For instance, suppose the household head, operating a taxi, reports that he uses about 10% of the time for personal purposes and that his total fuel bill is Rs. 1,300 per month. The expenses on fuel for business should be recorded by deducting the amount due to personal use i.e. Rs 130 (10% of Rs 1300) from the total fuel bill, i.e., Rs. 1,170 (1,300 - 130).

**Question 5:** Expenditure on raw materials includes items like cloth, thread and other such items in the case of a tailor; goods purchased for resale from a wholesaler in the case of a shop-keeper; tea, sugar, milk, and other such expenses in the case of a tea stall; the cost of any grains purchased by the household for wine-making in the case of a Rakshi maker; and so on. There are two columns for recording the answer. In the first column, the cost of purchased raw materials should be recorded. In cases when the raw materials produced by the household are used, the market value of the goods used as raw materials should be entered in column 2. For trading enterprises, the cost of purchasing the goods that were sold during the past 12 months should be considered here. Total purchases during the reference period must not be reported. There should be consistency in reporting the amount of goods sold and purchased for resale.

**Question 6:** Other operating expenses include the cost of water, the rent for buildings and equipment; any interest paid on loans; the cost of maintenance, repairs, spare parts for equipment; the cost of packing, transportation, storage of products; the cost of insurance; any taxes paid by the enterprise.

Remember to make sure that the expenditures listed do not include expenditures for personal matters. If there are expenditures shared between the enterprise and the household, help the respondent calculate the share that is directly related to the business.

**Question 7:** There is often a tendency on the part of the respondents to underestimate the amount of money earned from the enterprise. As a rough cross-check, you should sum up the expenditures reported in Q. 3 - 6 for each enterprise and subtract this amount from gross revenues.

This amount calculated as outlined above represents the net revenues for the business and could be positive (if the enterprise earned more money than was spent) or negative (if expenses were higher than revenues). In some cases, this total may be negative and indicates loss from the enterprise. The positive net revenue shows profit from the enterprise and indicates that the household is capable of buying assets or, or making loan to other enterprises. If the net revenue is negative, the household may have had to sell assets or borrow money. Both purchases or sales of assets and loans made or taken should be reported in other sections (Section 14) of the questionnaire.

Check with the respondent to see if the net revenue as calculated corresponds to the amount he/she thinks the household earns from the enterprise. If there is any discrepancy, probe to see if any of the amounts reported in Q. 2 - 6 are incorrectly reported. This does not mean that an enterprise always earns profit. For instance, when reporting "Gross Revenues" in Q. 2, the respondent may already have deducted some of the expenditures incurred by the enterprise. In this case, you should re-ask the question and clarify that you are seeking the "Total" but not the "Net" revenues.

Question 8: Expenditures on capital goods include the cost of constructing buildings for operating the enterprise, purchasing equipment (such as machinery, vehicles, etc.) and major improvements in buildings and machinery. The expenditures incurred for these purposes during the past 12 months should be recorded here.

Question 9: Record the total amount received from the sale of capital goods during the past 12 months.

Question 10 and 11: Ask about the value of the enterprise. Often, there are valuable assets used in the enterprise (such as machinery or tools); also, the skills of the owners and the location of an enterprise contribute to its profits. We would like to know the total value of the enterprise in the present condition.

Questions 10 - 11: We want to estimate the value of the enterprise and that by how much it changed over the last 12 months. Ask the respondent how much someone would have to pay for this enterprise today (question 10), and how much it would have been worth a year ago (question 11).

**Question 8:** Record the amount of the loan. Exclude interest or other fees from this amount; the principal only should be reported here.

**Question 9:** Ask the respondent to specify the interest rate agreed upon. This may be different from the "effective interest rate". The "effective interest rate" would include other fees and costs of loan processing. It may be necessary to probe carefully to get the interest rate, particularly for loans from informal lenders. Do not accept a response of "0" markup unless the respondent insists that he did not have to pay any markup or interest on the loan.

This question covers two situations. In several cases, interest rate is not fixed. The total fixed amount is paid back which includes the compensation for interest. In such cases, the borrower may not know the exact interest rate. Hence, the total amount that is required to be repaid (principal and interest together) should be recorded for these kind of loan arrangement in the column marked "RUPEES". On the other hand, if the interest rate is known to the borrower, it should be reported accordingly in the column marked "PERCENT". You should be careful that both of the columns in Q - 9 are not applicable for a particular loan. In other words, for a loan either the interest rate is fixed or the total amount to be repaid includes it.

**Question 11:** Additional payments in the form of labor should be reported in total days of labor. Other additional payments include cash and the value of in-kind payments.

**Question 12:** Ask the respondent if the loan had to be repaid by a particular time, that is, whether he agreed on a fixed repayment schedule when he received the loan.

**Question 13:** If there is a fixed schedule, specify the date the loan should be, or should have been, repaid.

**Question 15:** Indicate how much has been repaid in total, including principal repayments and interest.

**Question 16:** COLLATERAL is something used to guarantee the loan. Usually the lender retains the deed or property rights if property is used as the collateral, for instance buildings or land. In some cases, the respondent will not have to offer any collateral to secure the loan. He or she uses instead the signature of a well-established businessman or landowner (a PERSONAL GUARANTEE), or refers to a good past BORROWING RECORD.

## **PART B : LENDING AND OUTSTANDING LOANS**

**Question 1:** We want to know about the lending activities of the household over the past 12 months. These include:

1. Loans made by the household to other households or individuals over the past 12 months (both loans still to be repaid and loans already repaid).
2. Loans made earlier which were partly or fully repaid over the past 12 months

Do not include loans between members of the household.

**Question 3:** "PRIMARY LENDER" is the household member who made the loan to the borrower.

For the remaining questions, the same instructions as for the questions in Part A apply.

### **PART C : OTHER ASSETS**

**Question 1:** Other fixed assets that the household might own include other houses, apartments, shops, and land which is not used for agriculture. Any agricultural land listed in Section 12 should not be reported in this part. Also exclude any property used for business, which were included in the value of the enterprise in Section 13.

**Question 8:** Other real assets that the household might own include a taxi, tempo, minibus, or truck rented out to other households or individuals, a photocopier, fax machine, sewing machine, carpet loom, etc. Exclude all those assets that have already been reported earlier in either Section 12 or Section 13.

## SECTION 15

### REMITTANCES AND TRANSFERS

**Purpose:** This section has two purposes. The first purpose is to measure the flow of remittances and payments from the household being interviewed to other households. This is covered in Part A. The second purpose is to measure the flow of remittances and payments from other households to the household interviewed. This is covered in Part B.

Do not include payments for work or purchases of goods and services in this section. Also, do not include transfers between household members. However, payments sent to or received from any person not considered to be a household member according to the NLSS definition should be included here. Thus, a student living away for more than 6 months would not qualify as a household member according to the NLSS definition. Thus, the payments made by the household to support such an individual should be included here. Similarly, payments from a person working abroad or in another city or town who has not been considered as a household member should also be reported here. The payments both in cash and kind have to be included.

**Respondent:** The respondent should be the person who directly sends or who receives the payment. If this is not possible, interview the most knowledgeable person available. Write the ID code of the respondent for each transaction in the first column of each part.

#### PART A : REMITTANCE AND TRANSFER INCOME SENT

##### Instructions

Question 2: "Assistance" in this part means cash payments. List all names before going on to ask Questions 3 - 9. If the respondent does not wish to give names, leave this column blank but fill in the rest of the information.

Question 4: Use the relationship codes from Section 1. A, Q. 3.

The RECIPIENT is the person who receives the remittance or transfer payment.

The DONOR is the person in the household who sends the payment (in cash or kind) without expectation to receive anything in exchange.

#### PART B : REMITTANCE AND TRANSFER INCOME RECEIVED

Remittances, transfer incomes received in cash and / or kind should be recorded in this Part.

Follow the same instructions as in Part A.

## SECTION 16

### OTHER ASSET AND INCOME

**Purpose:** This section gathers information on other financial assets owned by the household and covers other sources of income not previously reported.

**Respondent:** The respondent should be the head of the household, the spouse, or any well-informed adult household member.

#### Instructions

Question 3: In many cases, it will be difficult for the respondent to give an accurate estimate of the value of assets a year ago. In such instances, ask the respondent to give an approximate estimate.

Question 4: The total amount of income, profit, interest, dividend and any other form of earning received from each sources should be recorded here.

In the case of row number 106 - Employee Provident fund -, the amount of pension received by any member of the household from his or her employer during the past 12 months should be recorded here.

## SECTION 17

### ADEQUACY OF CONSUMPTION

**Purpose:** The purpose of this section is to ask the respondents for a subjective estimate of the economic well-being of the household. It will give a sense of whether or not they feel their economic resources are sufficient to meet their basic needs.

**Respondent:** The respondent should be the household head or the head's spouse.

#### Instructions

ADEQUATE means neither more nor less than what the respondent considers to be the minimum consumption needs of the family.

After each question in this Section, ask the following, and write the code of the response in the appropriate box:

- It was less than adequate for your family's needs.
- It was just adequate for your family's needs.
- It was more than adequate for your family's needs.