



GOVERNMENT OF MALAWI

INTEGRATED HOUSEHOLD SURVEY

INSTRUCTIONS TO SUPERVISORS

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National Statistical Office
P.O. Box 333

Zomba

CHAPTER 1: INTRODUCTION

- 1.1 You have been selected for a very responsible job. It is your duty to make sure that the interviewers are carrying out their work properly by assisting them at all stages of the survey. You should be able to advise them on how to improve their work, and be ready to answer the questions they may put.
- 1.2 You will be operating from one of the following centres: Zomba and Blantyre in the southern region, Lilongwe in the central region and Mzuzu in the northern region. This will be your base for the survey period.
- 1.3 As well as supervising the interviewers' work you should cope with administrative problems which may arise, notifying Head Office if someone falls ill for example, and ordering extra supplies of forms well before there is any danger of running out.

CHAPTER 2: SUPERVISORY WORK

2.1 Dwelling and Household Listing

Before the households have been selected you should visit the Enumeration Area (EA) to make sure that all the dwellings and households there are listed correctly and that no dwellings and households are missing from the list. If the interviewer has done his work properly you will be able to identify every dwelling on the list without any trouble. Otherwise you should explain that he is not describing the dwellings accurately and point out his errors.

2.2 Household Selection

When you are satisfied with the dwelling and household list you should select the households at which the interviewer has to call. You need to select 10 households in each urban EA and 20 households in each rural EA. This is done using the table of random numbers. This table is an extract from a larger table of random numbers. You will have to decide to go either column-wise downwards or row-wise across. Since each household number in our listing comprises three digits downwards or across the table, the first three digit number you come to will be selected and so on and so forth until you come to ten households. This method of selection is known as simple random sampling. You should tick each household that has been selected in the column marked "selected household". The interviewers should then visit the households that have been ticked.

- 2.3 It will not be possible for you to be present at all initial and recall interviews, but you should attend as many as possible. You should make sure that the interviewer asks the questions exactly as indicated in the questionnaire. You should also pay particular attention to the following points: (i) make sure all persons ten years or older are present at the time of the interview, or ensure that the interviewer has arranged to call back to interview people not present initially. (ii) Make sure that the interviewer uses check-lists that are provided.

- 2.4 When an interviewer has completed all sections of I.H.S-2 you should go through the forms with him, indicating matters which need to be clarified, and point out sections where the questionnaire has been incorrectly filled in. Corrections should be made during the diary-keeping period.
- 2.5 On one of your visits to the household you should assess the imputed rent, using your knowledge of the rents people pay in houses of similar type. If your figure differs by more than 10% from the occupiers estimate you should enter your figure rather than the occupier's in the coding boxes.
- 2.6 It may happen that the interviewer has been asked by the respondent to obtain details of his income from an accountant. In this case a form I.H.S-9 will have been completed. You should initially contact the accountant by telephone or call in taking the I.H.S-9 form with you. If the accountant requires a letter from NSO before releasing the information you should place the form I.H.S-9 at the relevant point in the I.H.S-2 questionnaire and Head Office will collect the information.
- 2.7 You should also attend some diary interviews. Here you should ensure that the interviewer is actually shown any diaries the respondents are keeping themselves, and that, if the interviewer is keeping the diary, he should interview all the spenders. You must never allow an interviewer to rely on one person to tell him about another's expenditure.
- 2.8 It is important that if the interviewer is keeping the diaries for some or all respondents in the household, he should visit the relevant household every other day. If he fails to make contact or does not speak to all spenders then he must go as frequently as possible until contact is made. By inspecting the records of visits and diaries you will be able to make sure that the interviewer is keeping this aspect of his work up to date.
- 2.9 After work on a particular household has been completed you should make sure that all relevant forms are in the household's envelope.
- 2.10 You should collect all the household forms from a given EA and dispatch them with a summary sheet I.H.S-10 on top. Each household selected will have an envelope containing all the completed questionnaires. You must make sure that no household form is omitted when sending the EA's forms to NSO.

CHAPTER 3: PRICING EXERCISE

- 3.1 **Background:** This exercise involves the collection of prices for a selected set of goods and services within the area in which you are operating
- 3.2 Prices collected during the exercise are used in the computation of consumer price indices.
- 3.3 **Commodity groups:** The pricing exercise will be done for seven commodity groups. This covers: (i) Food costs (I.H.S-30), (ii) Beverages and tobacco (I.H.S-31), (iii) Clothing and footwear (I.H.S-32), (iv) Housing (I.H.S-33), (v) Household operation (I.H.S-34), (vi) Transportation (I.H.S-35), (vii) Miscellaneous (I.H.S-36).

- 3.4 You will be supplied with seven different sets of forms (I.H.S-30 to I.H.S-37). In these forms you will indicate information on town/boma, market and date in the top left-hand corner of the form.
- 3.5 In the top-right hand corner of the form you will see an explanation of the coding system employed. “L “ stands for low income as well as rural households; “M” stands for medium income households and “H” stands for high-income households. These forms are the same as those used in the urban retail price indices. The difference is that whereas the urban retail price index covers all three types of households the present exercise will only be restricted to the first group of households, i.e. low/rural households. Hence only commodities appearing in the very first column will be applicable.
- 3.6 Collection of prices: You will be required to identify a representative market in your supervisory area. Twice a month you will be visit the market to buy a set of market commodities as indicated on the Market form (I.H.S-37). You will need only two samples. This is done during the middle of the month and at the end of the month. You will be given a schedule of dates for this exercise.
- 3.7 After buying the commodities you should take them to your operating base and use the scale provided to weigh them, recording the information in the I.H.S-37.
- 3.8 In addition to the buying of market commodities you will also select a set of representative shops or outlets from which you will quote prices (not buying commodities) in the middle of the month again with reference to the dates indicated on the schedule of dates provided. As indicated for market produce items only the prices of commodities coming under code “L” will be quoted.
- 3.9 You will also be expected to identify during the pricing exercise items which are peculiar to that area you are operating at.
- 3.10 If an item misses in the shop you are supposed to substitute it with one which is as close to it as possible, i.e. similar in terms of specification, quality and economic usage.

CHAPTER 4: COMMUNITY-LEVEL QUESTIONNAIRE

4.1 The objective of the Community Survey is to provide community level data on infrastructure which can readily be integrated with the data collected through the household survey. You will therefore be required to record facilities and other information as indicated in I.H.S-5 Questionnaire for the area where you are working.

CHAPTER 5: CONCLUSION

5.1 The above duties of pricing exercise and recording of community level questionnaire are in addition to your work of supervising enumerators in the survey. The interviewer’s manual indicates procedures to be followed in carrying out the survey. You must make sure that the interviewers behave in polite, courteous fashion while carrying

out these duties, helping them where necessary. The quality of the results of a survey of this type depends to a large extent on the quality of supervision; it is therefore up to you to make a success of this survey.