

## **Preface**

The main objective of the Multipurpose Household Budget Survey 2005/2006 is to collect data and indicators that cover various aspects of the Yemeni household's living conditions, such as spending, housing, health, education, and employment, on the governorate level. The availability of such data will enable the local administration authorities to devise information-based development plans, on the lowest administrative level.

The implementation of the MPHBS 2005-2006 is advantaged by the availability of technical and administrative expertise, making the planning and preparations to the international standards for such surveys. Also, the experience of the CSO in implementing similar surveys has enabled the elimination of errors and shortcomings of previous similar surveys, aiming at the collection of high-quality data that meets the needs of different government institutions, as well as the needs of researchers, investors, and other stake-holders. In addition, such data will enable the update of indicators pertaining to the Consumer Price indices, household consumption levels, and National Accounts.

Devising the methodology of the MPHBS 2005/2006 the most important phase of the preparations for the implementation of the survey. Building such methodology included several steps as follows:

### **1- Determining the study community:**

Dwelling units (with residing households) were defined as primary sampling units (PSUs) on the urban and rural levels of each governorate, except nomadic communities, collective housing, and military camps. According to the administrative divisions, Yemeni households are spread out in 21 governorates, including the Secretariat of the Capital (Sanaa City).

### **2- The Sample Frame:**

The main frame of households generated by the General Population, Housing, and Establishment Census 2004 was used as the sample frame of the MPHBS. This sample frame was used to draw districts, sectors, sections, and enumeration areas included in the survey sample. The clusters of the sample were set at 1200, and selected from 1200 different enumeration areas. Finally the households were selected (12 households per cluster) to make the final size of 14400 households. The sample frame used provided the advantage of being up-to-date, giving stability to the selected households, and insuring the accuracy and precision of the elements of the chosen sample.

To accomplish all the above, a plan of operation was devised, and included all the steps to be taken, and the technical and administrative measures to be taken during this plan that is constituted of five phases: Preparation, Field Operation, Data Editing and Coding, Data Entry, and Dissemination. .

**Amin M.. Mohie Al-Din, Ph. D.**  
**Chairman**

## Introduction

The Household Budget Survey is considered THE single most important of all economic, social, and demographic surveys. The importance of this survey comes from the fact that it is the only survey that studies the household income and consumption patterns. The household income and consumption constitute the household budget, which must- at any given time- satisfy one of three conditions as follows:

- 1- Balanced state, i. e. income equals consumption.
- 2- Unbalanced state, i. e. consumption exceeds income, hence, household has no savings.
- 3- Unbalanced state, i. e. income exceeds consumption, hence, household has savings.

Based on the above, and by studying the relationship between the two variables, i. e. income and consumption, we can easily conclude that income is the independent variable, while consumption is a dependent variable, and the relationship can be summarized as follows:

- As the household income increases, their consumption of goods and services will increase by variable rates depending on the rate of income increase and on the importance of each of the goods and services, pertaining to the households' economic and social status, and vice versa.
- On the other hand, the household's consumption will stabilize at a certain point, i. e. household must consume a minimum amount of goods and services that are vital to stay alive, regardless of the income status.

In light of the objectives of the CSO's being, and out of keenness to produce comprehensive, accurate, and up-to-date indicators, the CSO has launched the Multi-purpose Household Budget Survey 2005/2006. The project is long overdue, since the latest HBS was conducted in 1998, and so the CSO understands both the vitality and the urgency of the need for the HBS data for all users, especially strategy makers, and development planners.

One of the important decision made for this MPHBS is the decision to link all the consumption and expenditure data, in addition to collecting labor, education, and health for the first time. Further, data on public services was collected to relate the income and expenditure cases.

This survey will also collect more comprehensive income data, something that was not provided for through previous surveys.

Chapter 1

**The Survey Methodology  
And  
The Field Operation**

# Section I

## General Issues

## Section I:

- 1<sup>st</sup>: Importance of the MPHBS
- 2<sup>nd</sup>: Objectives of the MPHBS
- 3<sup>rd</sup>: MPHBS: Methodology and Data Collection Scheme
- 4<sup>th</sup>: Functional Layout

### (1-1) The importance of the HBS:

The Living Standard Measurement Surveys LSMS (Household-based budget surveys) acquire their importance from the vitality of the information they generate that enable the state to understand the variation in income and spending on different geographical and social levels. Household surveys in general, and household budget surveys in particular, are statistical exercises that are given more priority, and conducted on a timely basis by most countries. This is because of their direct relationship to the living conditions of the people and because of the richness and high value of the data they produce on the economic, social, and demographic levels.

Household budget surveys measure the four most important activities of the household in any community:

- 1- Expenditures on the goods and services to fulfill the household's basic needs, which is routinely called the (household consumption expenditures) or the (living expenditures).
- 2- The household's total consumption of goods and services, usually dubbed as: (the living standard).
- 3- Total usual income of the household, from all sources.
- 4- Savings, which is representative of the household's ability to finance new investments to increase the household's income and improve its standard of living.

In addition, household surveys contribute greatly to the development of other statistical practices.

The launching of the MPHBS reflects the vitality of the apparent need to update the outdated data, especially that of the HBS 1998. Furthermore, updating such data is essential to measure the trends in income and consumption changes, amongst other social characteristics, in addition to the vitality of such data to local policy makers.

### (1-2) Objectives of the MPHBS

The MPHBS 2005/2006 aims at collecting integral and comprehensive economic, social, and demographic data to fulfill the users' needs, and to help in economic and social policy making, follow up, and evaluation. The main objectives of the MPHBS are namely:

- 1- Collecting up-to-date data on the household's income and expenditures, and measuring their levels and the trends of change, leading to the measurement of poverty indicators, on the rural and urban levels.
- 2- Collecting data and devising demographic indicators through studying the related educational, social, and environmental household's living conditions.
- 3- Gathering data on the public services of the local community, relating such data geographically by means of GIS systems, and plotting such information on the map to provide a digital picture of the society's spending patterns, both on the urban and rural levels.

- 4- Updating the data weights required to derive the consumer price indices.
- 5- Providing data on the household production activities directed for self consumption, and the share of such production of the domestic product.
- 6- Updating the indicators on the labor force, child labor, and disabilities.
- 7- Participating in the provision of data needed for the national poverty information system.
- 8- Updating the data on household consumption, to improve the National Accounts' estimates on th household sector, according to the United Nation's SNA1993.
- 9- Providing the baseline data needed to compile the National Food Basket.

### (1-3) The Legal Framework of the MPHBS:

The importance of the Multi-purpose Household Budget Survey (MPHBS) dictates that the CSO sets the legal framework for its implementation process. The management of the CSO has done this through taking a series of measures and issuing a series of executive decrees, as follows:

1. The Chairman's Decree No. (3), of 29/12/2002, forming a task team for the preparation for the MPHBS.
2. The Chairman's Decree No. (4), of 2003, forming the technical committee of the MPHBS (an 18-member committee formed from CSO staff and some members from other stakeholder institutions).
3. The Chairman's Decree No. (27), of 2/4/2003, appointing an executive director and two assistants for the MPHBS.
4. The Chairman's Decree No. (36), of 2003, appointing Abdulhakeem Al-Obeid, Ph. D, as technical consultant of the survey.
5. The Chairman's Decree No. (37), of 2003, appointing Mr. Ali Al-Osaily the General Supervisor of the MPHBS.
6. The Chairman's Decree No. (40), of 3/5/2003, forming the technical committees and support committees, and outlining their roles.
7. The Chairman's Decree No. (51), of 2003, appointing Saeed Al-Moalem, Ph. D, as Sample Consultant for the MPHBS.
8. The executive order dated 25/8/2003, forming a task team headed by Mr. Ali Al-Osaily, to complete the preparations for the MPHBS.
9. Working with the World Bank Mission during the period October 1st-12th, 2003, preparing for the MPHBS, and finalizing the list of indicators to be included in the MPHBS's questionnaire that are related to the government's policies and that will enable the evaluation of such policies and the measurement of poverty.
10. Conducting three seminars by the World Bank's consultants accompanying the above mission on the basics of conducting and evaluating household budget surveys (LSMS), attended by over 20 trainees.
11. The Chairman's Decree No. (5), of 22/2/2004, re-forming the executive and technical committees of the MPHBS, and setting the year 2005 as the MPHBS year.
12. The Chairman's Decree No. (6), of 23/2/2004, re-forming the technical committee of the MPHBS and outlining its role.
13. The Chairman's Decree No. (7), of 23/2/2004, re-forming the supervisory committee of the MPHBS, headed by the Chairman of the CSO, and outlining its role.
14. The Chairman's Decree No. (16), of 3/10/2004, forming the Technical Office of the MPHBS and outlining its role.
15. The Chairman's Decree No. (106), of 22/3/2004, forming the Technical Office of the MPHBS, headed by Mr. Abdulatif Al-Shaibani, and outlining its role.
16. The Chairman's Decree No. (89), of 2004, forming the Advisory Committee of the MPHBS and outlining its role.
17. The Chairman's Decree No. (90), of 2004, re-forming the supervisory committee of the MPHBS and outlining its role.

18. The Chairman's Decree No. (113), of 2004, adding members to the supervisory committee.

#### **(1-4) The Operational Structure of the MPHBS:**

The operational structure of the MPHBS is composed of:

1. The Supervisory Committee,
2. The Technical Committee,
3. The Technical Office,
4. The Executive committee,
5. The support Committees

##### **(1-4-1) The tasks of the Supervisory Committee:**

1. Approving the questionnaires, and all documents needed for the implementation of the MPHBS at all stages.
2. Approving the Schedule of activities and all the plans of operation.
3. Approving the budget of the MPHBS, securing the financing of such budget from local and foreign sources, and providing for the logistics and human resources for the implementation of the survey according to the time schedule.
4. Supervising all activities of the MPHBS, to ensure the conformance of such activities to the international standards, producing high quality data.
5. Approving the final results.

The Supervisory committee convenes once a month, and can convene more frequently as needed.

##### **(1-4-1) Tasks of the Technical Committee:**

##### **(1-4-1) Tasks of the Technical Committee:**

1. Discussing and approving the general objectives of the MPHBS and the time schedule of its implementation.
2. Discussing and approving the drafts of all MPHBS's documents, and insuring the survey's content complies with the needs of data users and with its objectives.
3. Discussing and approving the budget of the MPHBS.
4. Discussing and approving the structural layout of the MPHBS, and the tasks of the office and field staff groups.
5. Discussing and approving the draft for staff theoretical and practical training program, and setting the criteria for staff selection to insure the quality of the training and trainees.
6. Discussing and approving the draft of the Publicity Program and its details.
7. Following up the carrying out of the technical and administrative directives and instructions.
8. Following up to insure the acquisition and provision of all needs of the MPHBS.
9. Studying matters forwarded from the Supervisory Committee.
10. Forwarding the drafts of the MPHBS documents to the Supervisory Committee for approval on a timely basis and in conformance with the general time schedule.
11. Studying, discussing, and approving the draft output of the MPHBS.
12. Any other delegated tasks.

##### **(1-4-3) Tasks of the Technical Office:**

1. Following up the preparation of all documents of the MPHBS by the support committees, reviewing, approving, and forwarding such documents to the Technical Committee that will forward them to the Supervisory committee.
2. Reviewing and approving the reports compiled by the heads of the support committees.
3. Following up the timely acquisition of the office and field logistics for each of the MPHBS phases.
4. Supervising the compliance with the budget and time schedule of the MPHBS, based on the reports of the Executive Director.
5. Defining the contents of the main reports of the MPHBS.
6. Making recommendations to improve the operation of the MPHBS.
7. Compiling reports to the Technical and Supervisory Committees on the difficulties facing the MPHBS.

**(1-4-4) Tasks of the Executive Management:**

1. Following up the preparation of the implementation plan and the time schedule.
2. Following up the acquisition of the office and field logistics of the MPHBS.
3. Following up the preparation of the structural layout.
4. Following up the preparation of all the documents (questionnaire, output tables, instructions manual, sample frame, etc..) and forwarding such documents to the Supervisory Committee for approval.
5. Following up the preparation of computer systems and software, and the data processing plan.
6. Supervising the implementation of the training program.
7. Supervising the support committees and following up their work.
8. Insuring the soundness of the financial procedures and the disposal of the MPHBS funds to achieve its objectives.
9. Devising the financial guidelines of the MPHBS.
10. Preparing the final report of the MPHBS.

**(1-5-1) The Support Committees of the MPHBS:**

- A. Tasks of the Documentation and Office Processing Committee:
- Preparing the methodology document, which consists of:
    1. The time schedule for the implementation of the MPHBS, and its objectives.
    2. The instructions for completing the questionnaire, and the related definitions and terminology.
    3. The methodology for the field operations' training.
    4. The questionnaire.
    5. The objectives of the MPHBS.
    6. The report forms of all staff groups.
    7. The training program.
    8. The methodology on the pilot survey.
    9. The instructions on controlling the quality and consistency of the data,
    10. The guidelines for office and field data-checking, and the related manuals.
  - Supervising the printing of the documents to the standards of quality set by the committee.
  - Supervising the office processing of the data (data review, coding, auditing, editing)
  - Preparing the final report.

**B. Tasks of the Field Operations Committee:**

1. Devising a mechanism for carrying out the field activities, starting with staff selection, and ending with result presentation after each phase, and presenting such mechanism within a methodology document.
2. Compiling a matrix of the logistic needs of field teams, and ensuring the provision and distribution of such needs.
3. Carrying out the pilot survey, and finalizing the MPHBS's documents accordingly.
4. Participating in the organization and supervision of the training program for the supervisors and team leaders.
5. Any other delegated tasks.

### **C. Tasks of the Sampling and Sample Frame Committee:**

1. Coordinating and following up with the Census Frame team to finalize the updating of the Census Frame, which will serve as the sample frame for the MPHBS.
2. Building a sample frame that fulfills the needs of the MPHBS.
3. Designing and drawing the sample of the MPHBS.
4. Any other delegated tasks.

### **D. Tasks of the Data Processing Committee:**

1. Performing the initial study of the survey questionnaire, and preparing the descriptive listings of the various fields as a first step to building the data entry program.
2. Building a database of the collected data, in a fashion that conforms with the desired output.
3. Building the software for data processing (data entry, manuals and classifications, and manual maintenance).
4. Building the software for data-checking (for comprehensiveness, content, consistency).
5. Testing the data processing system, using the data sets of the pilot survey.
6. Devising a mechanism to coordinate data entry, checking, and auditing.
7. Building the output tabulation, including the tables of indicators, and testing such tabulations.
8. Extracting the final results of the MPHBS.
9. Any other delegated tasks.

### **E. Tasks of the Administrative and Financial Committee:**

1. Following up the preparation and approval of the MPHBS budget.
2. Devising the financial forms for the dispensing of the MPHBS funds on the office and field levels.
3. Preparing the bookkeeping ledgers of the MPHBS in conformance with the forms above.
4. Setting fund-dispensing procedures that will insure smooth and speedy achievement of tasks.
5. Dispensing the staff compensations according to the above procedures on the office and field levels.
6. Closing the accounts of each of the staff, and preparing the final financial report of the MPHBS.
7. Acquiring the logistic needs of the office and field activities, in coordination with the Executive Director of the MPHBS.
8. Devising the archiving and filing forms for the financial documents.

9. Establishing a document circulation log, to keep record of the movement of all documents of the MPHBS.
10. Devising a mechanism for dispensing all supplies from the storage of the MPHBS.
11. Distributing the logistic needs of all the field teams, and closing the accounts of field staff at the conclusion of field activities.

#### **(1-4-6) The Governorate Supervisors:**

The governorate supervisor is in charge of implementing the field activities in several areas covered, normally within one governorate. The governorate supervisors answer directly to the Chairman of the CSO, who is also head of the Supervisory committee. Each of the governorate supervisors directly oversees the conduct of the team leaders in the governorate. The main tasks of the governorate supervisor are as follows:

1. Attending the theoretical and practical parts of the central training program, and comprehending the presented material.
2. Receiving the ledgers, training manuals, and sample listings from the MPHBS administration, and distributing such documents to the team leaders.
3. Coordinating with the MPHBS administration in recruiting the field staff from each governorate.
4. Coordinating with the MPHBS administration in assigning the operation areas among the team leaders, and defining the routes of the field teams before launching the field operation, according to the time schedule.
5. Directly supervising the team leaders, and in directly the interviewers within the governorate.
6. Meeting with the local officials, and coordinating with them to achieve the goals, after informing them about the MPHBS and insuring their cooperation in facilitating the tasks of the field staff.
7. Performing field quality control tasks during data collection, to ensure the field staff's conformance with the field operation plan, and to call to the attention of the team leaders any deficiencies or shortcomings and to forward to them any new instructions from the central level.
8. Using the list of stand-by field staff to replace any of the team leaders or interviewers that do not perform to the instructions and standards of the MPHBS, informing the central management of the MPHBS.
9. Performing field data checks as outlined in the section on instruction of field quality control.
10. Providing the Executive Management of the MPHBS with the names of the heads of households that have children (6 yrs and younger), during the second week of each month at the latest.
11. Collecting the monthly progress reports from the team leaders and forwarding them to the management of the MPHBS.
12. Collecting the completed questionnaires from the team leaders, after checking them for completeness and comprehensiveness against the sample listings provided to the team leaders.
13. Supervising the implementation of the Publicity Program within the governorate.
14. Providing the team leaders with a certificate of release after they have handed in all the documents and belongings of the MPHBS.
15. Handing all the documents and belongings of the MPHBS in to the central management to get a certificate of release.

### **(1-4-7) The team leaders:**

The team leader is responsible for the carrying out of all field activities in a number of enumeration areas within a district or more, depending on the sample distribution. The team leader answers directly to the governorate supervisor. Each of the team leaders supervises the field activities in his area, carrying out the following tasks:

1. Attending the theoretical and practical training according to the central training program.
2. Receiving the ledgers, training manuals, and sample listings from the MPHBS governorate supervisor, and distributing such documents to the interviewers in his area.
3. Assigning the interviewers to the enumeration areas, in coordination with the governorate supervisor, defining the routes for each interviewer, before launching the field activities for the first month, and orienting the interviewers with their enumeration areas. The same procedure is repeated for all months of the MPHBS.
4. Directly supervising the interviewers in his/her area.
5. Meeting with the local officials and coordinating with them to facilitate the implementation and raise their awareness of the importance of the MPHBS.
6. Applying out field quality control measures during data collection, and insuring the interviewers conformance with the time schedule and technical specifications.
7. Receiving the completed questionnaires from interviewers, checking their content, and making sure of the validity according to the pre-set time reference periods.
8. Performing extensive and continuous field control measures, especially during the first period of the MPHBS, returning faulty questionnaires to interviewers (while informing the operations monitoring room of such flaws) to remedy and correct mistakes, informing them of their mistakes and shortcomings and of any additional instructions.
9. Reviewing the questionnaires in the field, and checking them against the sample listings given to the interviewers, to insure the comprehensiveness of coverage on the household and enumeration area levels.
10. Recommending –to the governorate supervisor- the replacement of interviewers that do not comply with the standards and instructions given to them.
11. Receiving the achievement reports from the interviewers, producing progress reports on their supervision areas, and forwarding such reports to the governorate supervisors.
12. Collecting the data for (Section 6: Anthropometrics), according to the time schedule provided to team leaders.
13. Insuring the interviewers' compliance with the procedures and schedules of the MPHBS.
14. Participating in the Publicity Program of the MPHBS in their supervision areas, through local media outlets and posters.
15. Collecting the questionnaires and documents, at the conclusion of each cycle (month), checking the household names against the sample listings and checking the questionnaires for completeness, then forwarding all documents to the governorate supervisors.
16. Providing all team leaders with a certificate of release and completion of mission at the conclusion of cycle 12 (month 12) of the MPHBS, and after receiving all the documents and belongings of the MPHBS.
17. Compiling a conclusion report to be forwarded to the governorate supervisor, to receive a certificate of release.

### **(1-4-8) The interviewers:**

The interviewer is responsible for carrying out the field activities in the assigned enumeration area. The enumeration area is composed of a number of households, for which the interviewer will collect the data according to the sample listings provided to him/her. In addition, the interviewer will carry out the following tasks:

1. Attending the theoretical and practical training programs and comprehending their contents.
2. Receiving the enumeration area and documents from the team leader.
3. Familiarizing himself/herself with the enumeration area and locating the sample households before starting the data-collection process. The interviewer should be accompanied by the instructions manual, and should refer to it when needed. In addition, the interviewer must carry the sample listing, a number of blank questionnaires, and the MPHBS id card at all times to present to households when needed. He/She should also plan his/her movement route in coordination with the team leader.
4. Referring to the team leader at the occurrence of any problems, technical or otherwise.
5. Carrying out the preliminary visits for all the households for the upcoming cycle (month), introducing himself/herself. Presenting the MPHBS id, familiarizing them with the MPHBS, presenting the letter from the Chairman of the CSO, collecting the first set of data as directed, presenting the diary to the household, and assigning a member of the household the task of keeping the diary. The interviewer must check his/her work before leaving the household to ensure the completion of each field. If, however, a mistake is discovered after leaving the household, the interviewer must re-visit the household as soon as possible to correct such mistakes. It is not permitted to remedy such problems in-house later on.
6. Handing all questionnaires for that particular enumeration area to the team leader according to the time schedule, and compiling an achievement report at the conclusion of each cycle,
7. Compiling a conclusion report at the end of all activities of the MPHBS and handing all the documents and belongings of the MPHBS to the team leader to receive a certificate of release from the team leader.

### **(1-5) The sampling methodology:**

The methodology applied in any sample survey is dependent on the objectives of the survey. Accordingly, and in order to achieve the objectives of the MPHBS 2005/2006, it is essential to design a sample that conforms with the objectives of the MPHBS and represents the study community properly through a suitable sample size distributed around the governorates to produce governorate-level estimates. This is an advantage that was not available in previous household surveys. Below are the main aspects of the MPHBS 2005/2006:

#### **(1-5-1) The study community:**

- F.** For the purposes of the MPHBS 2005/2006, the study community –from where the sample will be drawn- must be defined, and the elements comprising it must be clarified, so that the data collectors will make sure that the data they collect belong to the community being studied. In our case, the study community is the community of households in the urban and rural areas of Yemen that are listed in the frame of the General Population, Housing, and Establishment Census 2004, and excluding the nomadic communities, establishments with collective housing, and collective housing arrangements.

### **Tasks of the Sampling and Sample Frame Committee:**

5. Coordinating and following up with the Census Frame team to finalize the updating of the Census Frame, which will serve as the sample frame for the MPHBS.
6. Building a sample frame that fulfills the needs of the MPHBS.
7. Designing and drawing the sample of the MPHBS.
8. Any other delegated tasks.

### **G. Tasks of the Data Processing Committee:**

10. Performing the initial study of the survey questionnaire, and preparing the descriptive listings of the various fields as a first step to building the data entry program.
11. Building a database of the collected data, in a fashion that conforms with the desired output.
12. Building the software for data processing (data entry, manuals and classifications, and manual maintenance).
13. Building the software for data-checking (for comprehensiveness, content, consistency).
14. Testing the data processing system, using the data sets of the pilot survey.
15. Devising a mechanism to coordinate data entry, checking, and auditing.
16. Building the output tabulation, including the tables of indicators, and testing such tabulations.
17. Extracting the final results of the MPHBS.
18. Any other delegated tasks.

### **H. Tasks of the Administrative and Financial Committee:**

12. Following up the preparation and approval of the MPHBS budget.
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17. Closing the accounts of each of the staff, and preparing the final financial report of the MPHBS.
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19. Devising the archiving and filing forms for the financial documents.
20. Establishing a document circulation log, to keep record of the movement of all documents of the MPHBS.
21. Devising a mechanism for dispensing all supplies from the storage of the MPHBS.
22. Distributing the logistic needs of all the field teams, and closing the accounts of field staff at the conclusion of field activities.

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The governorate supervisor is in charge of implementing the field activities in several areas covered, normally within one governorate. The governorate supervisors answer directly to the Chairman of the CSO, who is also head of the Supervisory committee. Each of the governorate supervisors directly oversees the conduct of the team leaders in the governorate. The main tasks of the governorate supervisor are as follows:

16. Attending the theoretical and practical parts of the central training program, and comprehending the presented material.
17. Receiving the ledgers, training manuals, and sample listings from the MPHBS administration, and distributing such documents to the team leaders.
18. Coordinating with the MPHBS administration in recruiting the field staff from each governorate.
19. Coordinating with the MPHBS administration in assigning the operation areas among the team leaders, and defining the routes of the field teams before launching the field operation, according to the time schedule.
20. Directly supervising the team leaders, and in directly the interviewers within the governorate.
21. Meeting with the local officials, and coordinating with them to achieve the goals, after informing them about the MPHBS and insuring their cooperation in facilitating the tasks of the field staff.
22. Performing field quality control tasks during data collection, to ensure the field staff's conformance with the field operation plan, and to call to the attention of the team leaders any deficiencies or shortcomings and to forward to them any new instructions from the central level.
23. Using the list of stand-by field staff to replace any of the team leaders or interviewers that do not perform to the instructions and standards of the MPHBS, informing the central management of the MPHBS.
24. Performing field data checks as outlined in the section on instruction of field quality control.
25. Providing the Executive Management of the MPHBS with the names of the heads of households that have children (6 yrs and younger), during the second week of each month at the latest.
26. Collecting the monthly progress reports from the team leaders and forwarding them to the management of the MPHBS.
27. Collecting the completed questionnaires from the team leaders, after checking them for completeness and comprehensiveness against the sample listings provided to the team leaders.
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19. Receiving the ledgers, training manuals, and sample listings from the MPHBS governorate supervisor, and distributing such documents to the interviewers in his area.
20. Assigning the interviewers to the enumeration areas, in coordination with the governorate supervisor, defining the routes for each interviewer, before launching the field activities for the first month, and orienting the interviewers with their enumeration areas. The same procedure is repeated for all months of the MPHBS.
21. Directly supervising the interviewers in his/her area.

22. Meeting with the local officials and coordinating with them to facilitate the implementation and raise their awareness of the importance of the MPHBS.
23. Applying out field quality control measures during data collection, and insuring the interviewers conformance with the time schedule and technical specifications.
24. Receiving the completed questionnaires from interviewers, checking their content, and making sure of the validity according to the pre-set time reference periods.
25. Performing extensive and continuous field control measures, especially during the first period of the MPHBS, returning faulty questionnaires to interviewers (while informing the operations monitoring room of such flaws) to remedy and correct mistakes, informing them of their mistakes and shortcomings and of any additional instructions.
26. Reviewing the questionnaires in the field, and checking them against the sample listings given to the interviewers, to insure the comprehensiveness of coverage on the household and enumeration area levels.
27. Recommending –to the governorate supervisor- the replacement of interviewers that do not comply with the standards and instructions given to them.
28. Receiving the achievement reports from the interviewers, producing progress reports on their supervision areas, and forwarding such reports to the governorate supervisors.
29. Collecting the data for (Section 6: Anthropometrics), according to the time schedule provided to team leaders.
30. Insuring the interviewers' compliance with the procedures and schedules of the MPHBS.
31. Participating in the Publicity Program of the MPHBS in their supervision areas, through local media outlets and posters.
32. Collecting the questionnaires and documents, at the conclusion of each cycle (month), checking the household names against the sample listings and checking the questionnaires for completeness, then forwarding all documents to the governorate supervisors.
33. Providing all team leaders with a certificate of release and completion of mission at the conclusion of cycle 12 (month 12) of the MPHBS, and after receiving all the documents and belongings of the MPHBS.
34. Compiling a conclusion report to be forwarded to the governorate supervisor, to receive a certificate of release.

### **(1-4-8) The interviewers:**

The interviewer is responsible for carrying out the field activities in the assigned enumeration area. The enumeration area is composed of a number of households, for which the interviewer will collect the data according to the sample listings provided to him/her. In addition, the interviewer will carry out the following tasks:

8. Attending the theoretical and practical training programs and comprehending their contents.
9. Receiving the enumeration area and documents from the team leader.
10. Familiarizing himself/herself with the enumeration area and locating the sample households before starting the data-collection process. The interviewer should be accompanied by the instructions manual, and should refer to it when needed. In addition, the interviewer must carry the sample listing, a number of blank questionnaires, and the MPHBS id card at all times to present to households when needed. He/She should also plan his/her movement route in coordination with the team leader.
11. Referring to the team leader at the occurrence of any problems, technical or otherwise.
12. Carrying out the preliminary visits for all the households for the upcoming cycle (month), introducing himself/herself. Presenting the MPHBS id, familiarizing them with the MPHBS, presenting the letter from the Chairman of the CSO, collecting the first set of data as directed, presenting the diary to the household, and assigning a member of the household the

task of keeping the diary. The interviewer must check his/her work before leaving the household to ensure the completion of each field. If, however, a mistake is discovered after leaving the household, the interviewer must re-visit the household as soon as possible to correct such mistakes. It is not permitted to remedy such problems in-house later on.

13. Handing all questionnaires for that particular enumeration area to the team leader according to the time schedule, and compiling an achievement report at the conclusion of each cycle,
14. Compiling a conclusion report at the end of all activities of the MPHBS and handing all the documents and belongings of the MPHBS to the team leader to receive a certificate of release from the team leader.

### **(1-5) The sampling methodology:**

The methodology applied in any sample survey is dependent on the objectives of the survey. Accordingly, and in order to achieve the objectives of the MPHBS 2005/2006, it is essential to design a sample that conforms with the objectives of the MPHBS and represents the study community properly through a suitable sample size distributed around the governorates to produce governorate-level estimates. This is an advantage that was not available in previous household surveys. Below are the main aspects of the MPHBS 2005/2006:

#### **(1-5-1) The study community:**

For the purposes of the MPHBS 2005/2006, the study community –from where the sample will be drawn- must be defined, and the elements comprising it must be clarified, so that the data collectors will make sure that the data they collect belong to the community being studied. In our case, the study community is the community of households in the urban and rural areas of Yemen that are listed in the frame of the General Population, Housing, and Establishment Census 2004, and excluding the nomadic communities, establishments with collective housing, and collective housing arrangements.

**Table -1- The study community of the MPHBS 2005/2006**

The study community of the MPHBS 2005/2006
<ul style="list-style-type: none"><li>▪ All households of the urban/rural Yemen.</li><li>▪ Exclude nomadic communities.</li><li>▪ Exclude establishments w/collective housing.</li></ul> Exclude collective housing.

**(1-5-2) The MPHBS's sample frame:**

The frame of the 2004 Census, which is the most up-to-date household listing available, was adopted with its administrative and census components. From this frame, the districts to be covered were drawn, then the sectors, sections, and enumeration areas included in the sample. Then the sample 1200 clusters were selected from 1200 enumeration areas on urban/rural levels. Finally the 14,400 households were selected for coverage at 12 households per cluster. The up-to-date frame provides for the stability of the sample in the sense that it guarantees the accuracy of the listings and the availability of the selected households.

**(1-5-3) The sample design:**

Survey sample design varies with the variation of the objectives of each survey. Many methodologies are used to design the sample of a household sample survey, however, the most commonly used method used for a multi-purpose household survey is the multi-stage cluster sampling.

Accordingly, several suggested sample designs for the MPHBS 2005/2006 were provided, through the cooperation of local consultants, a consultant of the ESCWA, a consultant of the World Bank, and the management of the MPHBS and the staff of the CSO. Discussion led to the adoption of a two stage clustered sample design that classified the study community into 38 strata, (where each governorate is represented by an urban stratum and a rural stratum, except the cities of Sanaa and Aden, which are all urban, and the governorates of Sanaa and Raimah, which are all rural), 19 urban and 19 rural strata.

Assigning the strata as mentioned above is aimed at representing the rural and urban communities of each governorate to achieve the following:

- a. Deriving estimates on the urban/rural levels of each governorate to serve the planning and implementation of social and economic development on the local level.
- b. Aiding in the process of updating the estimates of national accounts, by enabling the national accounts staff, hence the development planners, to estimate the contribution of each governorate in the gross domestic product (GDP).
- c. Understanding the variations in the living standards between the urban and rural communities in the governorates as well as between different governorates.
- d. Extracting the poverty indicators on the governorate level to understand the poverty phenomenon, and to devise the proper local poverty-reduction policies.

No.	Governorate	Urban strat	Rural strata	Total strata
1	Ibb	1	1	2
2	Abyan	1	1	2
3	Al-Amanah (Sanaa City)	1		1
4	AlBaydha	1	1	2
5	Taiz	1	1	2
6	Al-Jawf	1	1	2
7	Hajja	1	1	2
8	Al-Hodiedah	1	1	2
9	Hadhranout	1	1	2
10	Dhamar	1	1	2
11	Shabwah	1	1	2
12	Saadah	1	1	2
13	Sanaa		1	1
14	Aden	1		1
15	Lahaj	1	1	2
16	Marib	1	1	2
17	Al-Mahweet	1	1	2
18	Al-Maharah	1	1	2
19	Amran	1	1	2
20	Al-Dhalea'	1	1	2
21	Raimah		1	1

**Table - 2- Allocating the study community to strata according to the sample design of the MPH BS 2005/2006**

#### **(1-5-4) Sizing the Cluster:**

The cluster size varies according to the nature of the survey, the data-collection methodology, and the public awareness.

Accordingly, the sample of the MPHBS was carefully designed to be more comprehensive, representing most of the country's districts, at the urban/rural levels of each governorate. This mandated the reduction of cluster size to be in the range that allows representation of all covered areas. The ideal cluster size is 8-20 households, and the cluster-size adopted is 12 households to best represent each enumeration area, considering the consistency of households in one area. Only one cluster will be drawn from each enumeration area, in order to achieve the widest geographic coverage possible. This strategy ensures the spreading of the sample widely amongst each stratum, ensuring the dependability of the output. Further, the consistency of the sample components in each enumeration area justifies the small cluster size, and does not jeopardize the quality of the output.

#### **(1-5-5) Setting the sample size:**

Setting the sample size is one of the vital stages of statistical survey implementation. However, deciding on the size of the sample does not only depend on statistical theory. When setting the sample size for sample surveys, the following factors are considered:

1. The desired quality of the output.
2. The financial and human-resources cost of the survey.
3. The reverse relation between the sampling errors and the sample size.
4. The direct proportionality between the non-sampling errors and the sample size.
5. The non-sampling errors can be controlled through the use of quality-control measures, such as:
  - A. The careful selection of staff,
  - B. The implementation of an extensive training program, and
  - C. The use of a suitable time-reference frame.
6. The sampling errors are inversely proportional to the square root of the sample size, hence; reducing the sampling errors by half dictates squaring the size of the sample.
7. The quality of training is inversely proportional to the number of trainees.

Accordingly, a larger sample size indicates higher cost and an increase in non-sampling errors, while very slightly reducing the sampling errors. On the same level, an excessively small sample size does not conform with the quality and comprehensiveness standards, making the output non-representative of the community being studied.

Taking all the above into consideration, the MPHBS 2005/2006 sample size is determined as follows:

- 100 field interviewers
- 25 team leaders
- 21 governorate supervisors
- 54 stand-by interviewers/team leaders

Considered also was the expected high desertion rate, due to the length of the coverage period (one whole year), and for reasons such as the stressful nature of the mission, employment, marriage (especially for female staff), illness, or death.

To secure the continuity of the field operation, the number of stand-by interviewers/team leaders was increased to 100, while the number of the interviewers in the field was kept the same.

Accordingly:

$$\begin{aligned}\text{Sample size} &= \text{Cluster size} \times \text{No. of interviewers} \times \text{No. of cycles (year months)} \\ &= 12 \times 100 \times 12 = 14,400 \text{ HHs.}\end{aligned}$$

This sample size is reasonable for the resources at hand. However, the effort remains enormous considering the work circumstances of Yemen. The suggested 14,400 household sample size facilitates the production of precise, dependable, and statistically sound estimates on the national level, on the governorate level, and on the urban/rural levels.

### **(1-6) Allocating the Sample:**

There are numerous sample-allocating methods that vary with the variation of the sample design method. Making a choice depends on the nature of the study, the study community, and the available social and economic indicators. In addition, selecting the sampling methodology must aim at achieving the main objectives of the survey at question.

### **Designing the MPHBS sample:**

To achieve the objectives of the MPHBS, a two-stage cluster sample was designed, according to which the study community was allocated into 38 urban/rural strata covering all governorates. To allocation of the sample amongst the different strata was studied thoroughly and many suggestion were made, from which the MPHBS management adopted a mixture of equal allocation and allocation proportional to size, taking into consideration the resulting standard errors for each stratum, and aiming at reducing the variation of such errors on the stratum level and on the total level. The objectives of the above are:

#### **Reducing the sampling errors:**

This is achieved through controlling the sample allocation to the urban/rural strata, using allocation proportional to size.

Insuring the acquisition of reasonable estimates for each stratum, by allocating part of the sample equally to the strata. In addition, the field staff is proportionally distributed between the strata and for all the survey cycles (months).

### **(1-6-1) Allocating the Sample to strata:**

To achieve the objectives of the MPHBS 2005/2006, the survey sample must be representative of the governorates. This is achieved through allocating the sample to the urban/rural strata of the governorates. This means that 14,400 households need to be allocated to strata using an acceptable statistical allocation method that guarantees the extraction of consistent-quality results. This objective mandates the use of suitable criteria for allocation, population size, in this case. Accordingly, information on the population is needed, including the following details:

1. Urban and rural household estimates on the governorate level for 2004.
2. Estimates on the variation of household spending for the urban/rural areas of each governorate as per the Household Budget Survey 1998.
3. The standard deviation of the urban/rural household spending for each governorate.

The above details mandate the knowledge of the population size and distribution between the urban and rural areas of each governorate, to enable the allocation of the sample.

### **(1-6-2) Allocating clusters to the urban/rural areas of governorates:**

The clusters were allocated to the urban/rural areas of the governorates in groups of 12 (to cover 12 cycles of the MPHBS), then extra clusters were allocated randomly to the cycles of the survey, with consideration to the number of assigned field staff. Allocation was controlled in areas where the number of assigned field staff did not match the number of clusters assigned.

For instance: In the urban governorate of Ibb 43 clusters were allocated. And were distributed at 3 per cycle to make 36 clusters, the remaining 7 clusters were distributed randomly among the cycles, taking into consideration the number of field staff assigned for the governorate of Ibb.

### **(1-7) The comprehensiveness of the sample:**

The management of the MPHBS, out of keenness to have comprehensive coverage of all urban/rural areas on the national level, adopted a sample design that will insure the representation of urban/rural areas on the governorate level. Based on that, the sample drawing was performed from all governorates of the Republic of Yemen, and included (298) districts, or 89% of the total number of (333) districts. Further, and because of the variation in district population size, land area, and geographic conditions, and to achieve a more comprehensive coverage, the management of the survey adopted the field divisions Census 2004 (sectors, sections, enumeration areas) for the purpose of sample drawing. This decision was made because such divisions are consistent in population size, land area, and geographic conditions. The table below (table -3-) shows the distribution of sectors, sections, and enumeration areas that were covered by the sample in the urban/rural levels of all governorates.

**Table (3) Allocation of sample clusters (enumeration areas) to census urban/rural sectors and sections in all governorates**

Governorate	Sectors	No. of sectors			Clusters		
		Urban	Rural	Total	Urban	Rural	Total
<b>Ibb</b>	49	42	41	83	43	41	84
<b>Abyan</b>	13	24	18	42	30	18	48
<b>Al-Amanah (Sanaa City)</b>	45	154	1	155	155	1	156
<b>AlBaydha</b>	13	23	19	42	29	19	48
<b>Taiz</b>	52	56	40	96	56	40	96
<b>Al-Jawf</b>	8	13	14	27	22	14	36
<b>Hajja</b>	30	29	30	59	30	30	60
<b>Al-Hodiedah</b>	54	75	33	108	75	33	108
<b>Hadhranout</b>	24	41	19	60	41	19	60
<b>Dhamar</b>	32	30	29	59	31	29	60
<b>Shabwah</b>	14	19	15	34	21	15	36
<b>Saadah</b>	19	24	20	44	28	20	48
<b>Sanaa</b>	24	0	24	24	0	24	24
<b>Aden</b>	17	72	0	72	72	0	72
<b>Lahaj</b>	21	18	23	41	25	23	48
<b>Marib</b>	9	8	14	22	22	14	36
<b>Al-Mahweet</b>	14	9	21	30	27	21	48
<b>Al-Maharah</b>	6	12	11	23	12	12	24
<b>Amran</b>	24	25	21	46	27	21	48
<b>Al-Dhalea'</b>	13	18	14	32	22	14	36
<b>Raimah</b>	13	0	23	23	1	23	24
<b>Totals</b>	<b>494</b>	<b>692</b>	<b>430</b>	<b>1122</b>	<b>769</b>	<b>431</b>	<b>1200</b>

**(1-8) The Time reference of the MPHBS:**

The objective of Households Budget Surveys is to collect data on households' income and spending during a specified period of time. To account for all variables, the data-collection period must be long enough to cover such variables, normally one whole year.

Accordingly, the reference period adopted for the MPHBS 2005/2006 is the one-year period between 4/1/1005 and 3/31/2006.

**(1-8-1) Data-collection reference period:**

Defining the reference period for data collection is one of the main principles, since it leads to avoiding double-collection of data or missing out on some households. In addition, clearly defining the data-collection reference period affects the data collection methodology and schedule, since some data elements do not require reference periods, while other data must be

collected based on different reference periods, depending on the type of data being collected as follows:

- a. Data referenced for one month, and collected for all households,
- b. Data collected according to various reference periods as referenced in the questionnaire (previous month, previous quarter, previous annum)

### **(1-8-2) The survey cycle, and data collection periods:**

Collecting data on the household's income and spending must cover the whole year to account for the seasonal and periodical variations, especially in spending patterns. To achieve that, the survey was divided into 12 consecutive one-month cycles.

### **(1-9) Data collection methodology:**

The management of the MPHBS studied various data-collection setups, including that used in the Household Budget Survey 1998, which was carried out by the CSO, in addition to suggestions and recommendations provided by local and foreign consultants. After careful consideration of the various technical, logistic, and administrative determinants, the administration of the MPHBS adopted a data collection strategy, based on the following:

- a. The cycle period is one month,
- b. Each interviewer will complete one whole cluster in one month (12 households), then move to the next cluster.

Based on the above, the following data-collection strategy was adopted:

#### **A. The Interviewers:**

Each interviewer will complete data collection for one cluster during one whole month, through numerous visits to each households, as follows:

1. The first visit is dedicated to the Roster, the Dwelling Conditions, and the Durable Goods, in addition to distributing the Diary for week I.
2. Visit II is for the collection of the Education and Health data.
3. Visit III is dedicated for collecting data on the Economic Activities and Employment sections, in addition to distributing the Diary for week II.
4. Visit V is for the collection of the Weekly Food Expenditures and Consumption data, for week I.
5. Visit IV is dedicated for collecting the data of Loans' and Agricultural Activities sections.
6. Visit VI is for the collection of data on Quarterly Expenditures and the Annual Expenditures on Non-food Goods and Services, and distributing the Diary for week III.
7. Visit VII is dedicated for the collection of data on the Weekly Expenditures and Consumption of Food Goods and Services for week II.
8. Visit VIII is for the collection of data on Wage Income, Private Businesses, and Other Income sections, and distributing the Diary for week V.
9. Visit IX is dedicated for the collection of data on Weekly Expenditures and Consumption of Food Goods and Services for week III.
10. Visit X is dedicated for the collection of data on Weekly Expenditures and Consumption of Food Goods and Services for week V.

11. Visit XI is carried out on the 1<sup>st</sup> of the next month (next cycle) to collect data on Monthly Expenditures on Non-food Goods and Items for the households of the cluster covered the preceding month.

### **B. The Team Leader:**

Team leaders are responsible for supervising the daily activities of their teams. Each team leader will supervise 2-4 interviewers. The team leader will manage the field activities, occasionally accompany interviewers to the field, review their work on a timely basis, and solve any problems and difficulties they might face. Team leaders will also check the completed questionnaires for accuracy and completeness, and distribute documents and receive them from the interviewers to the governorate supervisor and vice versa.

The team leader will make the following visits to the interviewers, during each cycle:

1. Visit I: Two days for each interviewer, during which the team leader will check the collected data for completeness and accuracy, and collect anthropometric data.
2. Visit II: One day for each interviewer to check on collected data.
3. Visit III: One day for each interviewer to check on collected data.
4. Visit V: One day for each interviewer to check on collected data.

The above visits will be conducted each cycle, and the team leader will collect the completed questionnaires at the conclusion of each cycle (month), and forward them to the governorate supervisor, along with the diaries and household listings (frame).

It is particularly important that the team leader supervises the collection of price data, and checks the use of conversion factors between standard measuring units and local units during the above visits.

### **(1-10) Staff Selection Criteria:**

In selecting responsible, qualified, and able field staff, a set of guidelines and standards had to be adopted. Such guidelines and standards are also applicable also to the Field Staff Selection Committees that will visit the governorates and conduct interviews to select interviewers and team leaders, as well as to the staff of the CSO that will be used in the field, provided that the direct superior approves of the use of his/her staff.

Accordingly, for the applicant to be selected for the MPHBS, He/She must:

- Hold a university degree,
- Be a resident of the enumeration area assigned, or a neighboring district.
- Be fully dedicated to work full time on this assignment through the whole period of the MPHBS, or as assigned,
- Present the approval of current employer, for those currently employed, of full time dedication during training and implementation period of the MPHBS, as outlined in the time schedule.
- Agree to all terms of the contract signed with the MPHBS management,
- Be unconditionally willing to conduct all activities and tasks outlined in the manual of instructions and data-collection methodology,
- Own communication means (mobile telephone) throughout the period of the MPHBS,
- Be willing to perform the tasks of the MPHBS in all areas as outlined in the sample listing assigned.

- Pass the personal interview that will be aimed at evaluating the qualities of the applicant,
- Provide guardian approval (for females) of the participation of the applicant, in addition to guardian's co-signature of the contract.
- Accept the result of the evaluation carried out at the conclusion of the training program, based on which the assignment of the applicant (interviewer/team leader/standby interviewer) will be determined.
- Has no other (family) obligations that can conflict with the ability to conduct the mission.
- Provide a certified commercial bond to guarantee his/her completion of the mission. The CSO employees are exempt from this requirement.
- Be of appropriate age, and free of all disabilities that can affect his/her ability to complete the mission.

**(1-11) The Staff Selection Procedure:**

The following procedure for the selection (recruitment) of the field staff will be applied:

- 1) Instructions are sent to all directors of governorate branches of the CSO to start the selections process, including the following documents with such instructions:
  - The criteria for staff selection (conditions and standards that must be met by applicants)
  - The listing of communities included in the sample for each governorate,
  - The number of staff needed, at 3-4 applicants for each enumeration area.
- 2) The directors of CSO branch offices are to locate the potential staff from the sample areas and contact them to determine if they meet the preset criteria and if they are willing to take on the assignment. 3-4 applicants are recruited for each enumeration area, giving priority to females particularly in cities with a total sample of 12 clusters or more (one interviewer's assignment)
- 3) Personal Interview Committees are sent to each governorate on a specific schedule, accompanied by all the documents and supplies needed to interview the applicants, such as:
  - The application forms,
  - The contract that will be signed by the staff member, if he/she is selected, for informational purposes,
  - The interview questionnaire,
  - The form of interview minutes, which will be forwarded to the MPHBS administration after being signed by all committee members, and
  - A copy of data collection schedule (for informational purposes), and an introduction of the tasks of the field worker.
- 4) The results of the interviews are forwarded to the MPHBS administration (Field Operations Committee) by Feb. 5<sup>th</sup>, 2006, with all the applicant's documents for review and preparation of acceptance listings, which are to be approved by the Supervisory Committee by Feb 10<sup>th</sup>, 2006.
- 5) The final listing of accepted applicants (interviewers and team leaders) by governorate. Then letters are written to the directors of CSO branch offices, informing them of the approval of attached listings and of the training schedule. The directors will, in turn, inform the accepted applicants to convene at least one day before the training program to collect the supplies for the training.

- 6) All applicants are considered candidates until the end of the training program and the evaluation of their comprehension of the training materials, according to which the final selection of the interviewers and team leaders is made.
- 7) The final selection (of the interviewers and team leaders) is made based on the evaluation at the conclusion of the training program.

A time schedule is to be made for the activities and tasks of the team leaders that will be assigned to the field, while another schedule of activities is made for the stand-by interviewers.

Arrangements are also to be made for contacting the stand-by interviewers when need arises.

### **(1-12) Determining areas for staff selection:**

According to the MPHBS's data selection schedule, the interviewer is required to reside constantly in the study area assigned during the whole survey cycle (while collecting the data of each 12-household cluster), then move to the area of the next cluster which can be within the same district, or within a neighboring district. Hence the assignment of each interviewer is limited to one cluster (12 households) per cycle. This mechanism mandates the selection of field staff from the districts within the assigned area, provided that they meet the criteria outlined above. Further, the selection of staff from the sample areas must also fulfill the following conditions:

1. The selection must be made from districts with the largest sample allocation.
2. The selected staff must be a resident in a middle area to the neighboring sample areas.
3. Females must be given priority in urban areas and cities that sample allocation of 12 clusters or more.
4. The initial nomination of the applicants will come through the directors of the CSO branch offices, utilizing the maps and household listings (sample frame) that show the distribution of the sample in the governorate. Such nominations must be forwarded to the MPHBS's administration as early as possible.
5. Nominations are not final until personal interviews are carried out, and the listings are approved by the MPHBS administration and the Supervisory Committee, provided that nominations are in excess of the actual need (3 nominees per post)

### **(1-13) The MPHBS Documents:**

The documents of the survey include three questionnaires:

First: The General Questionnaire: This is composed of (17) sections that will be completed for the households of a whole cluster (12 households) each cycle (one month), through numerous visits. Each visit is dedicated for the completion of a certain part of the questionnaire. Some data is collected weekly, other are collected monthly on the previous month, the previous three months, and the previous year.

In general, the reference period of the MPHBS can be detailed as follows:

1. Expenditure Data:
  - A. Data related to spending on food goods and services and fast-moving goods and services is collected weekly, for four weeks for each of the households in the cluster.
  - B. For spending on non-food goods and services (section 14), spending on housing and its goods and services, and Other goods and services: data is collected monthly for the month preceding the interview.
  - C. For spending on non-food goods and services (groups 15-20, fabrics and clothes, shoes, other goods, transportation, health services): data is collected for the three months preceding the interview.

- D. For spending on non-food goods and services in groups 21-25 + other goods and services (transport durable goods, education, culture and entertainment, hotels and restaurants, money transfers + part of the housing costs classified as Others): data is collected once from each household to cover the 12-month period preceding the interview.
2. “Other Income” data:  
The data on “Other Income” is collected once from each household, covering the reference period of 12 months prior to the interview.
3. Methodology of collecting “Spending” data:  
  
To collect data on “spending”, we rely on actual spending and consumption pattern, i. e. what the expenditures were, and what the household actually consumed of those expenditures.

Below, the content of the questionnaires is discussed in detail.

### **1<sup>st</sup>: The General Questionnaire:**

Numerous questions were designed to acquire the data that is targeted for collection by the MPHBS. These questions are distributed in the general questionnaire into several sections according to the classification of the data, as follows:

#### **Section One: The Household Roster:**

This section is dedicated for the collection of the demographic and social data on the members of the household.

#### **Section Two: Economic Activities:**

This section aims at collecting data on the income-generating activities of all household members, 6 years of age or older, during the 12 months preceding the interview.

#### **Section Three: Dwelling Conditions:**

This section is for collecting data on the characteristics of the dwelling, and the living and environmental conditions of the household.

#### **Section Four: Health:**

Tackles aspects related to the health conditions, collecting data on general health for all household members, and reproductive health for married, divorced, and widowed females of the household. In addition, this section covers the smoking and Qat-chewing habits. Some of the questions in this section have special reference periods.

#### **Section Five: Education:**

This section collects data on education and the household spending on education, during the 12-month period preceding the interview.

#### **Section Six: Anthropometrics:**

This section is for the collection of anthropometric data (height and weight) for children 6 years of age and younger. A separate manual of instructions was prepared for this section, since its data will be collected by a separate team.

#### **Section Seven: Wage Earning:**

This section collects data on the income of household members who have wage-earning employment, in addition to the economic sector of their employer, the period since employment, the number of regular work hours, and the amount of wage earned (for household members 6 years of age and older).

**Section Eight: Employment:**

This section is dedicated to the collection of data on household members who: are currently employed, currently unemployed, reasons for unemployment, or for not wanting to work, and measures taken and period of employment search.

**Section Nine: Agricultural/Fishery Activities:**

This section collects data on the agricultural holdings of the household, amount of land holdings, amount of live stock owned, whether or not the household has any fishing activities, and the income generated from such activities, after the calculation of all expenditures (Paid labor, equipment, production supplies, self consumption, etc..).

**Section Ten: Income fro Private Activities (Other than Agriculture/Fishery):**

Collecting data on household members that have income-generating investments other than agriculture or fishing.

**Section Eleven: Other Income:**

This section covers all “Other” sources of income, such as pension, transfers, property rentals, etc....

**Section Twelve: Durable Goods:**

This section collects data on all durable goods owned by the household, and their value.

**Section Thirteen: Loans and Credits:**

This section is dedicated for the collection of data on the loans and credits owed by the household, how they are being paid off, and the ability of the household to acquire more loans/credits if needed.

**Section Fourteen: Spending on Food Goods and Services:**

This section collects data about spending on food goods and services (in addition to fast-moving non-food items), weekly, for the four weeks of each cycle.

**Section Fifteen: Monthly Spending on Non-Food Goods and Services:**

This section is for the collection of data about monthly spending on non-food goods and services for the month preceding the interview, such as spending on housing, some furniture, and housing appliances.

**Section Sixteen: Quarterly Spending on Non-Food Goods and Services:**

Here we collect data about the spending on non-food goods and services for the quarter (3 months) preceding the interview, such as fabrics, clothing, shoes, some furniture and house appliances, in addition to transportation, communications, and health care.

**Section Seventeen: Annual Spending on Non-Food Goods and Services (for the previous year):**

In this section, we collect data about the household’s spending on non-food goods and services for the year preceding the interview.

**2<sup>nd</sup>: The “Local Community Services” Questionnaire:**

This questionnaire is dedicated for the collection of data about the availability and quality of community services, and will be completed by a special team that will also locate the local services using advanced GPS instruments.

**3<sup>rd</sup>: The “Prices” Questionnaire:**

**This questionnaire is for the collection of price data in the rural areas. Urban prices are normally collected on a monthly basis through the CPI price-collection program.**

## **Section Two**

### **Reaching the sample households**

**(2-1) How to reach selected sample households in urban areas (cities):**

- a. Each team leader/interviewer will be equipped with a household listing (frame) that shows the households of the selected sample, showing the following details:
- b. Each interviewer/team leader must learn the divisions above as follows:
  - A. Learn how to locate an urban sector (in a city) through studying the city map, and learning the main features and landmarks (including zones and streets). Sector number can be found on the arrows that mark the boundaries of the sector.
  - B. Learn how to identify the sections within the sector in the assigned listing (frame), using the sector map, and utilizing the available landmarks. Section numbers are marked under the section border arrows or at the block start mark.
  - C. Learn to identify block numbers that are included in the assigned sample using the section map (or sketch map where maps are not available). Block numbers are provided above the block border arrows and at the block start mark. The interviewer/team leader must orient themselves with the block borders before starting the field work, and they must learn all markings (markings for sectors, sections, blocks, and buildings) used well enough to be able to reach the household and dwelling units assigned to them.

Below, please find a table of all the markings used in urban areas, and the meaning of each marking:

**Table 3- Markings used on sectors, sections, and blocks, and their meanings**

Different block-border cases	Marks								End Mark
	Start mark	Continue mark	Right turn mark	Sub-Right turn marks		Left turn mark	Sub-left turn marks		
				Light-right turn	Sharp-right turn		Slight-left turn	Sharp-left turn	
1 If the block border matches the city border, the sector border, and the section border together									
2 If the block border matches the sector border, and the section border together									
3 If the block border only matches the section border									
4 If the block is located inside the sector/section (i.e. away from border)									

ح = city border

ق = Sector No.

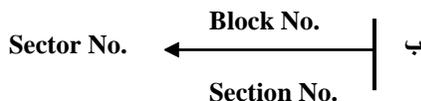
س =Section No.

ك = Block No.

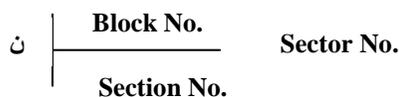
ن = Block Start

ب = Block end

For the above marks, the letter (ق) will be replaced by the sector number, the letter (س) by the section numbers, and the letter (ك) by the block numbers. The arrow head shows the direction of the border line, while the start mark for block borders is shown by the mark:



Next to the block start mark, is the block end mark as follows:



**(2-2) Identifying Buildings, Dwelling Units, and Households of the sample in urban areas (cities):**

- After identifying the blocks (as elements of the enumeration area that houses the sample cluster), the interviewer needs to identify the numbers of the assigned buildings in his\her sample listing. Routing within the block follows the serial numbers of buildings to reach targeted building. Interviewers can easily follow the serialized numbers of the buildings by walking along streets so that block buildings are on his/her right hand side, moving from one building (or block of buildings) to identify all the buildings included in the assigned sample.
  - The interviewer must be familiar with the mark used for the numbering of buildings, and its meaning, as follows:



- The Building number is on top of the right-hand-side portion of the mark, while the entrance number is below the right-hand-side portion of the same mark.

- After identifying, and reaching, the targeted building and entrance (if multiple entrances are present), the interviewer must identify the dwelling unit listed in the assigned sample listing. If the dwelling unit is occupied by a household other than the listed household, the new household replaces the listed one in the study.

**(2-3) Identifying a dwelling unit within the building:**

1. If the building contains one dwelling unit, then identifying the dwelling unit is not an issue; the resident household shall be studied.
2. If the building contains multiple dwelling units, then identifying the targeted household can be done using one of two ways:
  - A. Using the name of the household head as provided in the sample listing (frame)
  - B. If the household cannot be identified within the building, or has moved, the interviewer should use as identifier the dwelling number as provided in the sample listing.
3. If, otherwise, the dwelling numbers are not provided, the interviewer shall:
  - a. Consider the first dwelling to his/her right as dwelling No. 1, and
  - b. The second as No. 2, and
  - c. Continue to identify all dwelling units within the building, including the targeted dwelling unit.

**Important notes:**

1. The interviewer must familiarize himself/herself with the outer borders of the block to avoid overlapping with neighboring blocks.
2. The interviewer must carefully follow the routing procedure outlined above to reach the targeted dwellings and households.
3. If the interviewer found that some building numbers are missing, then he/she should locate the preceding number and the following number, then locate the missing number in between.
4. Some of the block buildings might be separate and hard to find if the interviewer is not familiar with the borders of the block and all elements of the block. The interviewer must also be familiar with the numbering route that was used when during the listing stage of the Census 2004.
5. The name of the building owner is an important identifier of the building, and such identifier should be enquired about if there is difficulty in identifying the building, or in the case of multiple buildings with the same number.
6. The interviewer/team leader must, when using block maps, check the map legend to make sure and understand the various markings and lines.

7. Team leaders in general, and particularly in cities, must help the interviewers in identifying the elements of their sample assignments during their preliminary round, especially the first month of field work.
8. The team leaders and supervisors are responsible for familiarizing the interviewers with the urban/rural enumeration (cluster) areas assigned to them. They are also responsible for insuring the accuracy of the interviewers in identifying the assigned households. Further, the team leaders and supervisors should check the building numbers and household numbers of all cases where the households of the sample listings were replaced. The accuracy of documentation in such cases will be considered when evaluating the interviewer, the team leader, and the Supervisor.

**(2-4) Reaching the assigned (rural) enumeration areas:**

1. The sample listing provided to the interviewer/team leader identifies the names of:  
The governorate, the district, the sub-district, the village, and the sub-village that are included in the sample.
2. The interviewer/team leader shall, upon arrival to the district:
  - A. Identify the targeted sub-district using the map or the help of the local authorities. If the enumeration (cluster) area is not within a certain sub-district, then he/she must identify the villages included.
  - B. Identify the village/villages included in the sample.
  - C. Identify the sub-villages and communities within the villages.
3. The interviewer, after identifying the communities included in the sample, shall identify the buildings in the sample listing (frame), and the targeted dwelling units within.
4. The interviewer, when working in rural areas, can easily identify targeted households by taking advantage of the fact that countryside communities are so social (i. e. people know each other on the personal level)

**Section Three:  
Guidelines for household-interviewing  
And  
Question-Asking**

### **3 - Guidelines for household-interviewing and Question-Asking**

Each of the MPHBS interviewers aims at collecting accurate and dependable data from the respondent. The quality of the collected data does not only depend on the respondent, but also on the abilities of the interviewer in phrasing the questions and putting them in the right order, and also his/her abilities to adapt and socialize with the community. The interviewer's ability to probe and investigate the given answers is another success factor in data collection.

Data collection is basically an interaction between a qualified interviewer and a diverse community that is characterized by various cultural, educational, and social values. Hence, the responses will be affected by such factors.

Accordingly, there are guidelines that should be followed when interviewing the respondent (household head, or other household member delegated by the household head), because following such guidelines will create confidence between the interviewer and respondent, facilitating the interviewer's task of data collection.

#### **(3-1) The main Guideline to be followed by the interviewer:**

1. The interviewers must know their assignments well, and must have learned all the instructions in their instructions manuals, so as to avoid any embarrassments or mistakes. Interviewers must also be patient, calm, and courteous.
2. Interviewers must respect the local cultural customs, such as the common fear of envy. The interviewer must also use care not to state his/her thoughts or comments straight out, and must win the trust and confidence of the household. Further, interviewers must be considerate - in their clothes and look- to the local customs in order to achieve their goals.
3. Interviewers must be courteous. treat all nicely, avoid looking down onto the respondents or their households, and act and dress as simply as possible.

#### **(3-2) Procedures and manners to be followed by the interviewer while conducting an interview:**

The interviewer should:

- a. Politely knock the door, and ask permission to conduct the interview.
- b. Interview the household head or a household member that represents the household head, and should not carry out the interview otherwise.
- c. Introduce himself/herself to the household head or representative, presenting the MPHBS ID card, and clearly explaining his/her mission. The interviewer should not make any promises in return to the data, and should apologize for the time that would be consumed to complete the consecutive interviews.
- d. Taking the respondent's educational background, age, and nationality into consideration when conducting the interview, and use care not to insult or look down onto the respondent, regardless of the respondents' economic, social, and cultural background.

**(3-3) Requirement that have to be met by the interviewer during the interview:**

1. Avoid indicative questions that lead the respondent to certain responses, and avoid reacting to the respondents answers.
2. State questions as they appear in the questionnaire and help the respondent only if he/she has difficulties understanding the questions, and in a way not to affect the content of the questions. If the responses seem to be unreasonable, the interviewer should politely re-ask the question and probe for the right answer, rather than stating that the given response does not make sense. The interviewer can also check if the given responses are consistent with other data provided previously (where applicable), and mark data that does not fit for checking in a later visit.
3. Make sure to explain to the respondent the objective of each of the asked questions, since the respondent might withhold the answer or give incorrect data if he/she suspects the objective, in which case the interviewer must be skillful in convincing the respondent otherwise.
4. Show courteousness at all times and never complain, force responses, or show impatience.
5. Avoid side discussions unrelated to the MPHBS, since such discussions could raise the respondents' suspicion.
6. Avoid deriving and extracting data from other data, and make sure to ask all the questions in the questionnaires and read out all the responses in the case of multiple choice answers.
7. Avoid acting hurriedly, or giving the respondent the impression of carelessness about the collected data, so that the respondent will fully interact and provide accurate responses.
8. Remind the respondent all the time that the data collected will always be kept confidential, and will never be used for anything other than statistical purposes.
9. Avoid "guessing" and "expecting":

The educational, social, and economic background differ from one household to the other, as do personalities from one person to the other. Hence, the interviewer should never have and preconception about the respondents' abilities to respond to the questions, or the responses he/she will give.

### **(3-4) Exclusivity of the interview:**

Due to the fact that the presence of other people (non-household-members) can cause the respondents' reluctance to reply to some of the questions and/or tendency to fabricate responses, it is always advisable that presence at the interview be limited to the interviewer and respondent. Where needed, another household member can be present (where the household head needs help, or when the response needs the input of other household members). In some of the questionnaire's sections, the responses must come from each household member, such as economic activities and income.

### **(3-5) Dealing with Non-Response:**

Non-response is the case where the interview was not conducted for any reason. The interviewer must, when visiting any of the households in his/her assigned sample, record the outcome of the visit on the front cover of the questionnaire. The result should be recorded after multiple visits, since multiple visits represent a powerful way of reducing the number of non-response cases, which are normally attributed to the following reasons:

#### **(3-5-1) The assigned household does not reside in the listed dwelling:**

The household might have relocated and the dwelling is vacant, in which case the interviewer must inform the team leader. If another household has replaced the listed household in the dwelling, then the new household is listed as part of the study.

#### **(3-5-2) The household refuses to be part of the MPHBS:**

The decision of the respondent (household head) to cooperate or not greatly depends on his/her first impression. Hence, the interviewer must introduce himself/herself courteously, explain the objectives of the survey elaborately, and stress the fact that the collected data will be kept confidential and will only be used for statistical purposes. If the respondent shows non-interest, then the interviewer must not accept that as a final answer, and must ask if the visit can be repeated. In the case that refusal is final; the interviewer must inform the team leader.

#### **(3-5-3) The household is absent from the dwelling:**

If the household/household head is not present in the dwelling at the time of the visit, the interviewer must repeat the visit until the required person (household head or representative) becomes available.

#### **Section Four:**

#### **Definitions and Terminology of the MPHBS**

## **Section Four:**

### **Concepts, Definitions and Terminology of the MPHBS**

Each of the concepts and terminology used in the MPHBS must be clearly and precisely defined, and understood by the staff of the MPHBS, because any misunderstandings on the part of the staff affects the objectives and, hence, the final results.

#### **(4-1) The vitality of the Concepts and Definitions:**

It is essential to produce a definition for all concepts and terminologies used in the MPHBS for many reasons, such as:

1. The need of all staff to understand the meaning of all the terminology used in order to collect the data as instructed (i. e. building, census entrance, dwelling, household, block number, village, sub-village, etc....). For example: If a building has multiple entrances that don't all lead to all dwellings, each entrance is considered a census dwelling, by definition, and so on. The interviewer that is assigned to collect the data must be familiar with the definitions of the household, the household head, and other terms used in the MPHBS, in order to be successful in collecting data.
2. The need to standardize concepts and terminology and terminology of the MPHBS for all data-collectors, in order to collect homogeneous and consistent data. Failing in the provision of clear and simple definitions for such concepts and terminology will leave room for interviewers' judgment, hence producing non-consistent data.
3. Clarifying the concepts enables the interviewers to direct the questions correctly to the respondents. Many of the questions in the questionnaire would be otherwise vague and result in the collection of low quality data.
4. The understanding of concepts on which data collection was based enables data users to properly analyze data, and hence make sound decisions. Having variable definitions for the same case does not help the users of the data to take advantage of it, and such data can become totally useless.
5. The need to make comparisons of the MPHBS with data from other surveys can only be satisfied within the limits set by the concepts and definitions of each of the surveys being compared. Accordingly, any change in the concepts should be carefully done to preserve the ability to compare the data with that of other surveys in the future.

## **(4-2) Concepts and Definitions related to Administrative Data:**

### **1. The governorate:**

This is the main administrative unit of the administrative divisions of the Republic of Yemen. Yemen is divided into (20) governorates, in addition to the Secretariat of the Capital (Sanaa City). Each governorate is divided into a number of districts that vary from one governorate to the other.

### **2. The District:**

This is the administrative unit of division within the governorate. The district is composed -in rural areas- of a number of sub-districts, and -in urban areas- of a small town, or a group of zones or neighborhoods. The total number of districts of Yemen is (333).

### **3. The Sub-Districts:**

This is the administrative unit of division within the district. Each sub-district is composed of a number of villages and sub-villages. The sub-districts can be a small town and a few villages and sub-villages.

## **Administrative divisions of the cities**

### **4. The city:**

These are the centers of the governorates, centers of districts, and all urban centers with a population of 5000 or more.

### **5. The Zone:**

This is an internationally defined term that is part of a city.

### **6. The Neighborhood:**

This is a locally defined part of the city. The city is composed of zones, and a zone is composed of neighborhoods.

### **7. The Street/Road:**

This is any passage way that leads to the entrance of one or more buildings that are lined on its sides. This could be a square, street, or alley.

## **Administrative divisions of rural areas**

### **8. The village:**

This is a stable population center that has a well known name, and is not a city or nomadic community. The village has a name and borders that encompass its agricultural properties, pastures, and sub-villages, if applicable.

### **9. The Sub-village:**

This a population center that is part of (administratively belongs to) a city or village, fulfilling the following conditions:

- Neighboring the village/city, and its residents are of the population of the village/city.
- Owned by the residents of the village/city, and not separated from them by the properties of another village/city.
- Both conditions above must apply at all times.

#### **(4-3) Concepts and definitions of the census data:**

##### **10. The sector:**

This is a census division that, in rural cases, is composed of a whole district or more or part of a district and –in urban areas- is composed of a city/town and its country side, and can be a mix of urban and rural areas. Sectors are further divided into sections that have clearly marked borders.

##### **11. The Section:**

This is part of the sector. The section can be a whole sub-district or more or part of one in rural areas. In urban areas, a section can be a neighborhood, more than a neighborhood, part or a group of neighborhoods.

##### **12. The Enumeration Area:**

This is part of a section. The number of households in an enumeration area varies according to the geographic characteristics of such area. The EA can be a block or a group of blocks in the urban case. In the rural case, the EA shall be one of the following cases:

- Part of a large village (the borders of which shall be clearly marked through the numbers on the buildings).
- A whole village (with or without sub-villages).
- A number of villages (with or without sub-villages).

The EA can not mix urban and rural areas, and cannot be divided between two sub-districts. The components of the EA must be closely located and as easy to commute through as possible.

##### **13. The Block:**

This is a census division that is composed of a group of adjacent –or scattered- buildings. It is composed of (15-20) scattered buildings, and enough buildings to make 45-60 households on average in closely located buildings, provided that the total number of households in a block can not exceed that of an EA. There must be a clear natural barrier (street or alley) between adjacent blocks.

##### **14. The Building:**

This is a stand-alone structure that has one or more entrances and is built of one or more construction materials, and inhabited by households or has housing facilities, regardless of its original or current use. The building can at the same time be used for economic or social activities or both, such as tower buildings, houses, villas, tents, huts, etc... The building can be used as a residence, hotel, workshop, store, cinema, police station, prison, hospital, school, mosque, or any combination of the above. In addition, all structures that are used as a single dwelling or single establishment are considered buildings, provided that they are surrounded by a clear fence, such as schools or hospitals.

Excluded from the above definition are the following:

Bridges, water tanks, electric equipment containers, building security posts, engine rooms, water pump rooms, traffic posts, etc...

Caves, historic and ancient structures, unless inhabited at the time of the survey.

Land lots and fenced gardens, unless it contains buildings used for housing or work activities.

Vacant structures, unless inhabitable at the time of the survey.

Destroyed structures, unless inhabited during the survey.

Military structures, even if matching the "Building" definition at the time of the survey.

Building components that are structurally separate, but related in use, such as: kitchens, storage rooms, or animal barns. In addition, the dwelling might –particularly in rural areas- be composed of several separate structures that serve for housing and other forms of use for the household, and most likely separated from other structures by a fence, although this is not required.

### **15. The Census Entrance:**

Each entrance to the building is considered a census entrance if it leads to part of the building only, and not the whole building. If one of the entrances of the building leads to all components of the buildings (all dwellings), then the building has one main entrance, and the others are side entrances, if applicable. Finally, if the structure is an establishment or group of establishments with separate entrances, the first entrance is the considered the census entrance (where the building number, entrance number, and number of households are shown).

### **16. The Dwelling (unit):**

This is a separate building, or part of a building, that is prepared to accommodate one household, even if inhabited by multiple households at the time of the survey, or vacant. It has one or more separate entrances that allow its residents to enter/exit without having to go through other dwellings. For the purposes of the MPHBS, any facility that is inhabited at the time of the survey is considered a dwelling unit, even if it was not constructed as a dwelling, such as a store in which the owner/household lives or a cave that is inhabited.

**17. The Living Room:**

This is a space within the dwelling that is surrounded by walls that go all the way to the ceiling, and used for the purposes of sleeping, sitting, eating, studying, or a combination of the above. Excluded from this category are hallways, balconies, kitchens, rest rooms, bathrooms, and storage rooms (used to store food items, fuel wood, or hay). Excluded also are living rooms used for business purposes or to house livestock. If, for instance, the dwelling has five rooms, two of which are used as a clinic, and three as residence, then the living rooms in this dwelling are three only.

**18. The Bedroom:**

This is one space of the dwelling surrounded by full walls (that go all the way to the ceiling), and that is solely used for sleeping, regardless of its furniture.

**19. The Cluster:**

The cluster is composed of (12) households that have been randomly drawn of the households in the EA. The households in the cluster will be covered by visits that spread over a month's period to collect the targeted data. One cluster was drawn from each EA included in the sample

**(4-4) Concepts and definitions related to Roster:****20. The household:**

This is an individual or a group of individuals, related or unrelated, that share their daily living arrangements (food, board and other living arrangements). A person that regularly lives with the household is considered a member of the household, even if this person was temporarily absent at the time of the survey. In addition, people who regularly live with the household, even if they are not related to the household, such as drivers and servants.

Also, included in the household are the following:

- a. Household members that reside with the household most of the year, and were present at the time of the visit.
- b. Most persons that live with the household on a regular basis, even if unrelated, such as servants and house maids.
- c. Household members that are temporarily absent for work reasons (such as fishermen, oil field workers, physicians, and nurses on call at the time of the interview.
- d. Household members that work in military institutions, who regularly lived with the household before working with the military, even if not present at the time of the interview.
- e. Household members that regularly live with the household, but were traveling inside the country at the time of the interview.

- f. Household members that regularly live with the household, but were traveling abroad at the time of the interview.

Persons that do not live regularly with the household, but were present at the time of the interview (guests, servants) are not household members.

### **21. The Household Head:**

The household head is one of the household members (male or female) that the household considers as their head. This does not have to be the oldest of the members or the highest in income, but the one responsible for managing the household's affairs, and could be the husband, wife, or the eldest son/daughter. It is not required that the household head be related to other household members, and he/she can be temporarily absent at the time of the interview.

### **22. The Respondent:**

This is one of the adult household members (male or female) that is able to provide responses for the questions in the questionnaire. This could be the household head or another member agreed upon by the household.

### **23. The Marital Status:**

This is the household members' marital status at the time of the interview. It will be one of four cases:

- 1) **Married:** HH member (male or female), 10 years of age or older that is legally married at the time of the interview. A person is considered married if the legal procedure has been completed, even if he/she does not live with their spouse at the time of the interview (engagement is not considered marriage)

- 2) **Single (never married):**

This is the household member (male or female), 10 years of age or more, that never got married, at the time of the interview.

- 3) **Divorced:**

This is the household member (male or female), 10 years of age and older, that has been married and is divorced at the time of the interview. If the (male) household member has two spouses, one passed away, and one if divorced later, he is considered divorced.

- 4) **Widow:**

This is the household member (male or female), 10 years of age and older, that has been married and his/her spouse passed away, and he/she never married again at the time of the interview. If the (male) household member has two spouses, one is divorced and one passed away later, he is considered a widow.

#### **(4-5) Concepts and definitions related to Health:**

**1. Eye-sight difficulties:**

Persons who suffer complete blindness, or partial blindness that disables them from seeing clearly. Persons who can remedy this problem using corrective lenses (contact lenses or glasses) are not considered amongst this group.

**2. Hearing difficulties:**

Persons who have difficulties hearing clearly because of complete or partial impairment of the hearing abilities. Persons who have hearing aid instruments are considered part of this group.

**3. Speech difficulties:**

Persons who have speech impairments preventing them from communicating with others.

**4. Hearing and speech Difficulties:**

Persons who suffer complete loss of the hearing and speech abilities (mute) and are unable to communicate with others.

**5. Physical (walking) difficulties:**

Persons who suffer disability in the lower part of the body that prevent them from walking.

**6. Physical (movement) difficulties:**

Persons that suffer complete impairment of the ability to move the body.

**7. Physical (upper) difficulties:**

Persons that suffer impairment in the top part of the body that prevents them from “holding” items.

**8. Mental difficulty preventing learning and control abilities:**

Persons that suffer mental impairment that limit the ability to learn or control one’s behavior to the extent that disable them from practicing normal life.

**9. Multiple disabilities:**

Person who suffer two or more of the above-mentioned disabilities.

#### **(4-6) Concepts and definitions related to Education:**

**1. The highest achieved diploma:**

This is the highest educational certificate earned by the individual at the time of the interview. For individuals currently enrolled at a certain educational level that he/she has not completed, the highest earned diploma is the

diploma for the preceding level. So, for instance, an individual who is currently attending high school will have the elementary school diploma as the highest earned diploma, and an individual who currently attends college will have high school diploma as the highest earned diploma. As for individuals who were previously enrolled and dropped out, their highest earned diploma is the highest earned before dropping out, so an individual who attended college and dropped out before graduation will have high school as the highest earned diploma.

#### **(4-7) Concepts and definitions related to economic activities:**

##### **1) The main economic activity:**

1. This is the sector of economic activity where the individual practices as his/her main profession at the time of the interview, regardless of the actual profession, so if the individual:
2. Works in an establishment, his/her economic activity is that of the establishment, not the individual's own activity within the establishment, so the economic activity of an individual working as a legal consultant for the Central Statistical Office is the activity of the CSO: statistics, and the economic activity of an individual working as a physician in a textile factory is the activity of the factory: textiles, and so on.
3. If the establishment where the individual works has multiple economic activities, then the individual can choose one of them as his/her economic activities. In addition, when recording the economic activity of the individual, the following must be taken into consideration:

##### **A) Economic activities of individuals working within establishments:**

Whether the establishments were ministries, other government institutions, or private sector entities such as restaurants, hotels, etc..., only the name of the establishment where the individual works is recorded if the name indicates the activity of the establishment, such as the Ministry of Endowment, Ministry of Civil Service, The General Post Authority, Khalid Electronics Stores, Wadi Sordod Agricultural Project, Sam's Restaurant, and so on. The economic activity is recorded in detail otherwise. In addition, the interviewer must make sure the full name of the establishment is recorded to indicate the economic activity, so that the interviewer must record "The Central Statistical Organization" and cannot stop at "The Central Organization", because then it might be mixed up with the Central Organization for Control and Auditing, or the Central Literacy Authority. Similarly, the interviewer cannot just record "Development Project" without specifically stating the nature of the project in detail, since there are –at any time- numerous development projects

(The middle Highlands Development Project, The Fishery Development Project, etc....)

**B) Economic activities of individuals who don't belong to an establishment:**

The economic activity of an individual who grows vegetables is growing vegetables, and that of an individual who produces textiles is textile production.

Further, the economic activity for an individual who works as a door-to-door salesman, for instance, is derived from the type of goods and services he/she provides, such as clothes, house wares, pottery, etc...

The Property sector:

This is the sector of property of the establishment where the individual works. The sectors of property are:

**1) Government, administrative:**

This is for individuals who work for the administrative units of the government, such as:

**Ministries:**

Such as the Ministry of Education, the Ministry of Planning and International Cooperation, the Ministry of Telecommunications and Information Technology, the Ministry of Defense, the Ministry of the interior, etc...

**Other institutions:**

Such as the Central Statistical Organization, the Central Organization for Control and Auditing, the National Information Center, etc...

**State Authorities:**

Such as the Tax Authority, the Customs Authority, etc...

State Banks and Funds:

Such as the Central Bank of Yemen, the Social Fund for Development, the Social Welfare Fund, etc...

**2) Government, public sector:**

This is for individuals who work for one of the government-owned economic establishments of productive or service nature, including all public sector production/service units, such as:

**Public Authorities:**

The General Electricity Authority, the Public Works Authority, etc...

**Public Corporations and Companies:**

The General Radio and TV Corporation, The General Water and Sewage Corporation, the Aden Refinery Company, etc...

**Public-sector Factories:**

The Textile Factory, etc...

**3) Mixed-sector:**

This is for individuals that work in one of the establishments whose ownership is shared between the government and the private sector (local or foreign), such as:

**Mixed-sector companies:**

The Yemen Airlines, Marib Insurance Company, Yemen-Libyan Holding Company, etc..

**Mixed-sector Banks:**

The Yemen Development and Reconstruction Bank.

**Other mixed-sector establishments.****4) Cooperative sector:**

This is for individuals that work for establishments practicing cooperative activities and owned by cooperative associations (agricultural, vocational, professional, fishery), and can be supervised by the Ministry of Social Affairs. The term “cooperation/cooperative” does not necessarily have to be part of the name of all cooperative establishments, and the reverse is true, since not all establishments that carry that term in the name necessarily belong to this sector.

**5) Private Sector (local):**

This is for individuals working for establishments solely owned by the local private sector, individually or collectively owned through shares. This includes individuals who worked in:

- Homes (Servants, chefs, drivers, gardeners, etc...
- Outside establishments, such as door-to-door salesmen, etc...

**6) Private Sector (foreign):**

This is for individuals working for establishments solely owned by the foreign private sector, individually or collectively owned through shares, including forums, companies, and banks that are owned by non-Yemenis.

**7) Mixed Private Sector:**

This is for individuals working for establishments owned jointly by local and foreign private sectors (a Yemeni individual/group and a non-Yemeni individual/group).

**8) Endowment:**

This is for individuals working for an endowment establishment supervised by the Ministry of Endowments, or privately supervised endowments.

**9) Non-government organizations:**

This is for individuals working for establishments owned by non-government organizations, such as syndicates, associations, charities, sport clubs, political parties, etc...

**10) Regional and International Organizations:**

This is for individuals working for establishments owned by regional and/or international organizations, such as UN organizations (UNDP, UNICEF, UNESCO), the International Red Cross, and the World Bank, etc... In addition, for the purposes of the MPHBS, this category shall include individuals who work for diplomatic and consular missions of other countries.

**2. The current Main Profession:**

This is the main type of labor activity practiced by the individual during the 12-month period preceding the interview (from field 202) and for the period before the past 12 months for field 809. If the individual has practiced more than one profession, the one considered to be the main profession by the individual shall be recorded, writing out the details, not only the title of the profession (i. e. employee, or laborer). For instance, employees can be clerk, typist, accounting clerk, production manager, primary school teacher, high school teacher, bus driver, electrical engineer, mechanical engineer, dentist, vet, pharmacist, machinery operator, waiter/ess, vegetable farmer, fruit farmer, grain farmer, live stock/poultry producer, fisherman, salesman, construction worker, broker, retail trader, wholesale trader, driver. Use care to differentiate between agricultural producers and agricultural laborers.

**(4-8) Concepts and definitions related to spending and income:**

**1. Bought goods and services:**

This is for the amount paid by the household to purchase goods and services during the reference period.

**2. Consumption:**

This is the quantity of goods and services (bought by or gifted to the household) actually used by the household during the reference period.

**3. Transfers:**

These are the amounts (cash and in kind) transferred by the household to others (inside the country or abroad), which is the total cost to the household paid to non-household members.

#### 4. **Income:**

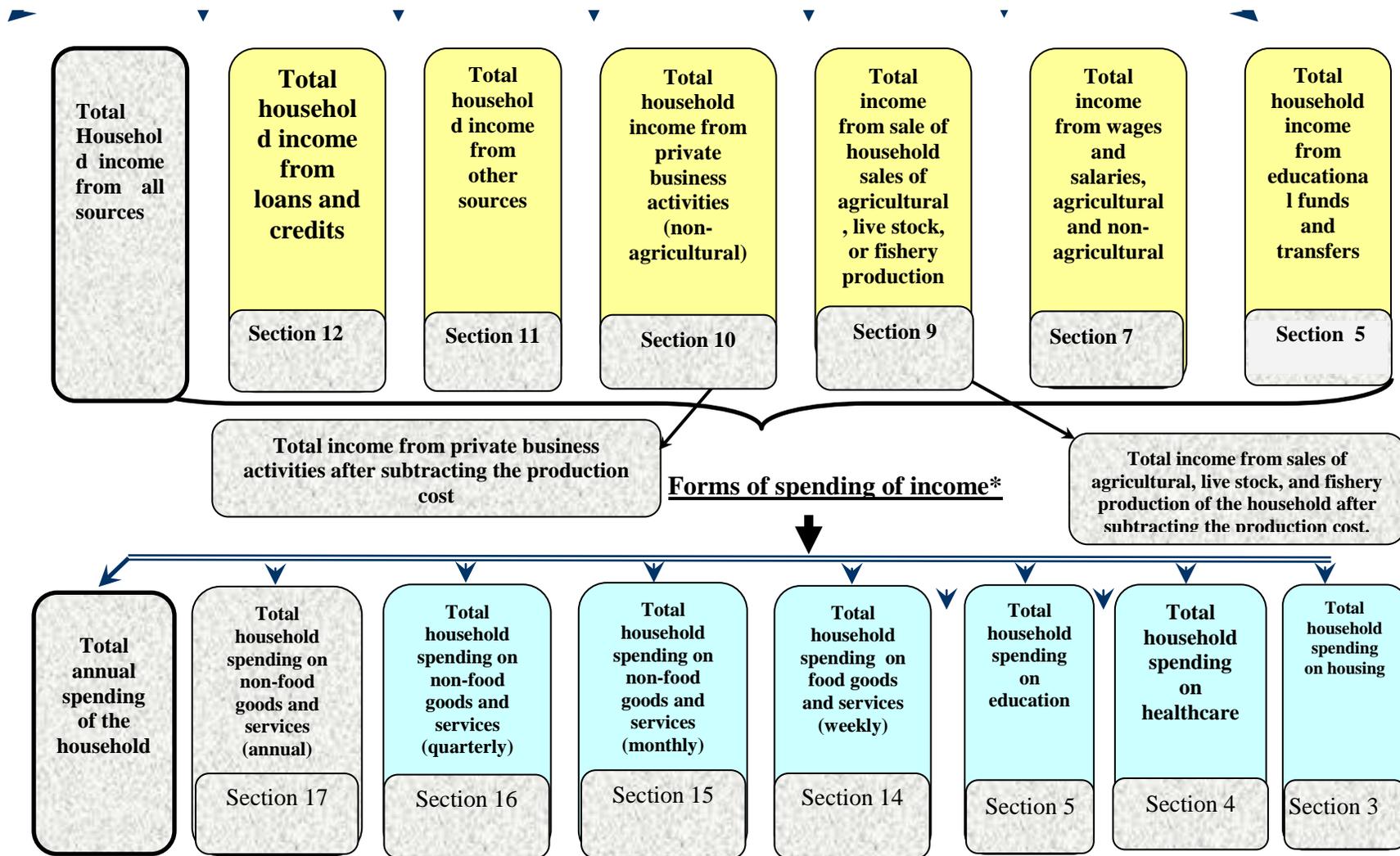
This is the total amount gathered by all household members from different sources during the reference period, such as:

- Education funds and grants,
- Wages and salaries,
- Revenue from sale of agricultural, live stock, or fish production,
- Revenue from private businesses, excluding agricultural and fishery activities.
- Other recieved income such as:
  1. Pension payments,
  2. Cash and in kind aid,
  3. Transfers from relatives,
  4. Revenue of investment shares,
  5. Revenue from sale of properties, and
  6. Rent of properties, etc...

Please see the chart below for income sources and spending.

The general income/expenditure framework of the MPHBS

\* Household income sources



## **5. Interest:**

Interest is one of the income forms received by owners of monetary capital (such as bank deposits, shares, bonds, and loans). Accordingly, this is the total amount received by the household from such sources.

## **6. Shares:**

This term means one of two things:

- 1) The percentage of an entity owned by one of the partners (also the document proving such ownership), or
- 2) The bond issued by a company to a shareholder to prove his/her ownership of part of the stock.

Interest from shares, bonds, and stocks:

This is the total amount received by the household during the reference period from putting their monetary capital at the disposal of companies. If such companies are stock-based, then the received amount is interest from stocks, and if it partnerships, then the received amounts are return of investment on shares (This include special entities such as Musharakah Companies and Murabaha) .

## **Musharakah:**

This is a special arrangement that ends in transfer of ownership, or is limited by a certain period of time, after which it ends by liquidation. Limited Musharakah, that ends in transfer of ownership, is an arrangement where a bank will finance an investment and liquidate the capital at the end of the activity, giving each of the partners their share as per their founding agreement, while part of the revenue of one partner is directed to pay off the bank, and the ownership of the project is transferred to such partner at the conclusion of activities.

## **Modharabah:**

This is an arrangement where a certain property is bought, or a certain investment is made, with the objective of short-term selling at higher prices (stocks, bonds, real estate), as opposed to regular longer-period investments. In real estate, for instance, this would be an investor who acquires properties (land/buildings) for the purpose of selling rather than operating. Revenue comes in two ways:

Buying at a certain price with the prospect of selling at a higher price later, or

Selling at a higher price, with the prospect of buying at a lower price later.

**Murabaha:**

This is an arrangement where the client will request the bank to buy a certain item, and then sell it to him/her, adding a certain commission.

**Season:**

This is normally a 12-month period (usually the 12 months preceding the interview). If the interviewer visited the household in June, the previous season would be:

May, April, March, February, January of 2005, then December, November, October, September, August, July, June of 2004.

## Chapter Two

### **General Instructions for completing the fields of the General Questionnaire**

**General Instructions for completing the fields of the General  
Questionnaire of the MPHBS 2005/2006**

- 1) The interviewer must, before heading to the field, make sure to accompany all work supplies, such as the sample listings (frame), the instructions manual, and the report forms.
- 2) One questionnaire must be used (minimum) for each one household.
- 3) The interviewer must be sure to record all administrative data on the cover of the questionnaire according to the provided sample listing (frame), before starting the completion of the questionnaire.
- 4) The interviewer must record the data in the fields of the questionnaire clearly, using legible handwriting, and cross out mistakes lightly using two slashes as so (/ /), leaving the mistakes readable, and putting the correct reply in the same area, and avoiding crossing out the data as possible.
- 5) The interviewer must comply with all the concepts, definitions, and instructions in th instructions manual, and never use personal judgment, but refer to his/her supervisor for clarifications when needed.
- 6) The interviewer must fill in all fields of the questionnaires, and put a dash (-) in fields that are not applicable.
- 7) If the interviewer runs across a reply that does not fit (not logical), then he/she must enquire with the respondent, and write the explanation on the side next to the field.
- 8) The interviewer must leave all shaded fields clean and empty as these fields are meant for office use only.
- 9) The interviewer must abide by the provided units of measurement, and try to enquire about local units and transfer them to standard units, stating such case in the book of reports provided.
- 10) The interviewer must enter the date of the first interview on the cover of the questionnaire, while other sections of the questionnaire must be completed according to the provided time schedule, witting the date at the beginning of each section when completed.
- 11) The team leader must enter the date of his/her first field visit on each questionnaire.
- 12) If one of the household members was missed, it shall be added at the end of the roster (provided such member fits the definition of the household)