



REPUBLIC OF ZAMBIA

# **SOCIAL DIMENSIONS OF ADJUSTMENT**

**PRIORITY SURVEY  
1992/1993**

## **SUPERVISORS' INSTRUCTION MANUAL**

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## **CHAPTER I - INTRODUCTION**

### ***A. BACKGROUND AND PURPOSE OF THE SURVEY***

This survey is the second in a series of Priority Surveys. The main objective of the survey is to collect data to be used to measure and analyse the socioeconomic effects of structural adjustment policies, and in particular how such policies affect living standards at the household level. The Priority Survey series will provide the government planners, policy makers, and analysts with a set of data that will provide an understanding of the consequences of macro-economic policies on the welfare of different household groups.

Structural adjustment typically involves policy changes in areas such as fiscal, monetary, trade, exchange rate policies, and institutional reform. Structural adjustment programs can be undertaken on a country's own initiative or on conditions from international organisations and bilateral donors.

Structural adjustments currently going on in Zambia include:

- (i) Reducing the government deficit/expenditure.
- (ii) Increasing central government revenue - such as increasing the tax base.
- (iii) Removal of subsidies on consumption (related to (i) above).
- (iv) Liberalizing interest rates.
- (v) Liberalizing exchange rates.
- (vi) Liberalizing the flow of goods and services (trade).
- (vii) Privatizing state owned companies.

All these adjustments have certain effects on the economy. The purpose of this survey is therefore to measure the impact of these adjustments on the micro-economy.

The 1991 Priority Survey will be compared with results from this survey in order to link the changes that have taken place on households' well-being. Variables to be used to measure these changes are; labour force data, incomes and expenditures of households, nutritional aspects of children aged below five years, health aspects, agricultural production of some select crops and property owned by households.

It is essential that data collected from the field be as accurate as possible. The role of the enumerator is therefore very important as they are the key data collectors. It is essential that they be trained in such a way that they understand all the concepts and definitions used in the survey so that an enumerator in one Province is collecting exactly the same data as an enumerator in another. Training makes enumerators ask the same questions with the exact same meaning so that data collected is accurate. The role of the Supervisors, Provincial Statistical Officers, and Master Trainers is also very vital as they provide the necessary tools, facilities and link for the enumerator to carry out his/her work efficiently.

## ***B. SCOPE AND COVERAGE***

This survey will cover the whole country in both urban and rural areas on a sample basis. Institutionalized populations like those in army barracks, prisons, hospitals, hotels, hostels, schools, refugee camps, and also diplomats accredited to embassies and high commissions will not be included in the survey.

An estimated 10,000 households out of the total listed from about 651 sample Standard Enumeration Areas (250 urban and about 401 rural SEAs) will be enumerated.

## ***C. SAMPLING PROCEDURE***

The Priority Survey Phase II will cover a sample of 401 Rural SEAs and 250 Urban SEAs.

For Rural SEAs you need to select a total of 10 households from the Agriculture Crop Forecasting Survey list of selected households (select 8 from the small scale farmers stratum and 2 from the medium scale farmers stratum). Large scale farmers will be enumerated on a 100% basis in the 401 Rural Crop Forecasting Survey SEAs. This means that all large scale farmers identified in the 401 Rural SEAs will be covered. Only household based farmers are to be enumerated. Institutional farms such as those operated by the Zambia National Service, State farms, etc should not be enumerated.

For Urban SEAs you will need to select a total of 25 households from each. 50% of these 25 (that is 13 households) will be selected from the 25 households that were selected/enumerated in the Priority Survey Phase I (PS-I), as a panel. The other 50% of the required 25 (that is 12 households) will be selected from the fresh listing of households that will be done in PS-II. The list of households that were selected/enumerated in PS-I will be provided to you for the SEAs under your supervision.

Listing of households and buildings will only take place in the 250 Urban SEAs. The enumerator must list all households and buildings in the SEA including those that

appear on the PS-I list. There will be no listing done in the 401 Rural SEAs.

The methods to be used to select the households from the urban and rural SEAs are explained below.

## SELECTION OF HOUSEHOLDS IN THE URBAN SEAS

The first step after listing of households and buildings is completed is to assign sampling serial numbers to all eligible households listed on the listing booklet/s in each SEA. The sampling serial numbers should run from 1 to N. N being the last eligible household listed in that SEA.

The sampling serial numbers should be written in the last four columns of the listing booklet/s.

Households that will not be assigned sampling serial numbers are the following:-

1. Residential housing units that are vacant.
2. Non-contact households - e.g a household that is away on holiday, to a funeral, or cannot be contacted for any other reason for the duration of the listing period. If the household will be back during the listing period then the enumerator should list that household and later you assign a sampling serial number to it after the listing is complete.  
  
But if the household is a non-contact for the duration of the listing then do not assign it a sampling serial number.
3. Refusals - Do not assign a sampling serial number to a household that is listed but refuses to provide you with the information that is required on the listing booklet/s.
4. Partially responding households should not also be assigned sampling serial numbers unless there is a very good reason for not providing the required information in full - like if the respondent is unable to provide all the responses because of the other members not being present at the time to help provide the responses.
5. Do not assign sampling serial numbers to non-residential buildings.
6. Do not assign sampling serial numbers to households that were selected/enumerated in the PS-I (check list given to you of PS-I selected households). But if they were listed but not interviewed in PS-I then you should assign sampling serial numbers to them. This means that all the 25 (or less) households identified as having been interviewed on the PS-I questionnaire should be marked on the listing booklet/s. They should be marked with 'PS-I' against them, in the left margin.

The next step after assigning sampling serial numbers is to select the households. You are required to select 12 households for the non-panel selection and 13 households for the panel selection from each urban SEA under your supervision in the following way:

### **STEPS TO FOLLOW IN THE SAMPLE SELECTION:**

In order to avoid achieving a different sample size from the expected one, due to certain technical problems associated with systematic sampling, we have adopted **CIRCULAR SYSTEMATIC SAMPLING** procedure. By this procedure, we will assume that the listing of households will be in a circle. We will assume the following relationship:

$$N=nk$$

where,

#### **For the 250 urban SEAs:-**

$N_1$  is the total number of selected/enumerated households in PS-I for the panel selection. That is those that will be identified on the PS-II listing.

$N_2$  is the total number of households that will be assigned sampling serial numbers in a Standard Enumeration Area, for the non-panel selection.

#### **For the 401 Rural SEAs:-**

$N$  is the total number of households selected for the Crop Forecasting Survey in each of the two strata. For small scale farmers,  $N_3$  is the total number of households selected in that category for CFS. For medium scale farmers,  $N_4$  is the total number of households selected in the medium scale category for CFS.

and  $n_1$  is the required number of households from the panel list of households and  $n_2$  is the required number of households from the non-panel list of households

$n_3$  is the required number of households from the CFS list of selected households, in the small scale stratum.

$n_4$  is the required number of households from the CFS selected households, in the medium scale stratum.

and  $k$  is the sampling interval which will be calculated from this relationship i.e.

$$k = N/n$$

$k_1 = k$  for panel sample

$k_2 = k$  for non-panel sample

$k_3 = k$  for small scale stratum

$k_4 = k$  for medium scale stratum

Each time you calculate this sampling interval you must round it down (i.e. consider only the integer part, ignoring the decimal part of it).

#### STEPS TO SELECT THE 12 (OR MORE) HOUSEHOLDS FROM THE PS-II LIST

1. Get  $N_2$  which is the total number of households assigned sampling serial numbers in an SEA.

2. Calculate  $k_2$ . That is  $k_2 = N_2/n_2$ . There will be two  $k$ 's for each SEA. For example if an SEA has 105 households assigned sampling serial numbers and the required number of households for the non-panel selection is 12 then the  $k_2 = 105/12 = 8.75$  it means the  $k_2 = 8$  for this SEA.

3. Get the random start using the **table of random numbers** (see appendix for the numbers). Make sure this number is between **1** and  $N_2$ . The methods used to select the random start are various but in this survey you are to follow this method: If for example you have 105 households assigned sampling serial numbers, you need three columns of numbers. If your  $N_2$  is say 98 then you need two columns of numbers. Go down the first two or first three columns of random numbers (depending on whether your  $N_2$  is two or three digits) and look for a number that falls between **1 and  $N_2$**  (inclusive of 1 and  $N_2$ ). The first number that falls between **1 and  $N_2$  is your Random Start.**

If in the first two or first three columns you do not come across a number between **1 and  $N_2$**  then continue on to the next two or three columns whichever applies. When selecting the Random Start for the next SEA under you, you should start off from the previous random start and so on so that you do not always end up with the same random start.

The household serial number that corresponds to this random start is the first selected household, in the non-panel sample.

4. Continue to select households by adding  $k_2$ (**sampling interval**) to the serial numbers

of each selected household until you achieve your ' $n_2$ '.

For example if your  $N_2 = 105$  and  $k_2 = 8$  and your random start is 015 then you will select households as follows:-

Households with sampling serial numbers; 15, 23, 31, 39, 47, 55, 63, 71, 79, 87, 95, 103 = 12 households

will be selected for interviewing on the PS II questionnaire, from the non-panel list. The other 13 will be selected from the panel list.

5. If any of the selected households becomes vacant after listing, or is non-contact, or refuses to be enumerated or for any other reason cannot be interviewed you need to replace such a household. Replace the household by simply going back to the random number table and select a number between 1 and N again. The household whose sampling serial number corresponds to the random number is the replacement household. Again you have to continue from the last random number you last used. If this household has already been selected continue going down the columns of random numbers until you get a random number which does not correspond to a household already selected. If there is more than one household to replace, continue going down and up the columns of random numbers until you get all the required number of households to replace.

Select the households required from the panel list as follows:-

## STEPS TO SELECT THE 13 (OR LESS) HOUSEHOLDS FROM THE PS-1 LIST

### **Panel Sample**

1. To learn how the situation is changing over time you will interview some of those households who participated in the first Priority Survey (PS-I).
2. While listing the households you will also ask each household whether they were both listed and interviewed for PS-I one and a half years ago, that is in October to November, 1991. For those who were interviewed write PS-I in the left margin of the listing form.
3. When listing of households and buildings is completed in an SEA, compare this new listing form with the PS-I list of selected households to identify the households that took part in PS-I and have been listed in PS-II. Do this by checking names of head of household and other members, village/locality name, number of household members, etc.
4. List all households you have managed to identify on Form SDAPS03 with names, new ID number (survey building number + housing unit number + household number) and



old Id number (SBN + HUN + HHN),

The PS-I list will include a maximum of 25 households but is likely to include less. For a few SEAs the old listing form and questionnaire will be missing and therefore the panel list for PS-I will not be provided. For such a case you should write 'PS-I listing missing' on top of the Form SDAPS03.

5. If you have been able to identify 13 or less households from the old listing form, select all those households. If you have identified between 14 and 25 households, select 13 of these households by applying the circular systematic sampling procedure.

6. Since you are to select a total of 25 households from each SEA you should select an additional sample from the SEA. IF you were able to select 13 households who participated in the PS-I you will now have to select 12 other households. If you were able to identify and select less than 13 households who participated in PS-I, select whatever number you need from the PS-II to ensure that a total of 25 households are selected from each SEA.

7. Select both the PS-I panel sample and PS-II non-panel sample by using circular systematic sampling procedure.

8. YOU MUST FIRST SELECT THE PANEL LIST BEFORE SELECTING FROM THE NON-PANEL PS-II SAMPLE IN ORDER TO IDENTIFY THE TOTAL NUMBER OF HOUSEHOLDS THAT ARE SHORT IN THE PANEL.

9. You select the panel sample from the PS-I as follows:-

Example 1:

- 20 households are identified from PS-I on the PS-II new listing, as households who were both listed and enumerated in PS-I (in 1991).

- Select 13 households from the 20 as follows:  
number the households serially from 1 to 20.  
 $N=20$   
 $n=13$   
 $k=20/13=1.54=1$

Random start say = 01

The selected households will therefore be those whose serial numbers are:

01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12 and 13.

In this case 12 households will be selected from the PS-II new list because 13 have been selected from the PS-I panel list.

Example 2:

- Only 10 households have been identified from the PS-I panel list in the PS-II new listing.
- In this case all the 10 households identified from PS-I panel list will be enumerated.
- It also means that the 3 shortfall will be selected from the PS-II new list which means 15 households instead of 12 households will be selected from the PS-II list. If the SEA had say 120 households assigned sampling serial numbers it means the **k** for the non-panel list of households will be **120/15=8**.

Example 3:

- List of households selected/enumerated in the PS-I is not provided.
- In such a case select all the 25 households from the fresh PS-II listing.

Example 4:

- 25 Households have been identified from the PS-I list on the PS-II list.
- In this case select 13 households from the 25 and 12 households from the rest of the listed households on PS-II.
- Select the 13 households from the 25 as follows:-

First number the households serially from 1 to 25 if they are not already numbered.

$$\begin{aligned}N &= 25 \\n &= 13 \\k &= 25/13 = 1.92 \approx 2 \\ \text{Say random start} &= 17\end{aligned}$$

The selected households will therefore be those whose serial numbers are:-  
17, 18, 19, 20, 21, 22, 23, 24, 25, 1, 2, 3 and 4.

- The next step will be to select 12 households from the non-panel list, that is from the households assigned sampling serial numbers on the PS-II listing.

## SELECTION OF HOUSEHOLDS IN RURAL SEAS

No listing will be done in the 401 rural SEAs.

A list of 20 selected households for Crop Forecasting Survey (CFS) will be provided to you. This list will consist of small scale farming households as well as medium scale farming households. Small scale farming category will include both small scale farming households and non-agricultural households. Medium scale category will consist of medium scale farming households. Small scale farming stratum will consist of ten (10) households from which you will have to select eight households (8). Medium scale farming stratum will consist of ten (10) households from which you will have to select two (2) households. For each stratum you will need to calculate a sampling interval ( $k$ ) in the same way as explained above. Selection of households using random numbers will be as explained above. In cases where there is a shortfall of the required number of households to be selected in a stratum, select the shortfall from the other stratum. For example, if there is only 1 medium scale farming household on the Crop Forecasting Survey list and yet you require to select 2. Pick the only medium scale farming household and select 9 small scale farming households instead of 8. If there are only two medium scale farmers enumerate both, plus 8 small scale farmers. If there are no medium scale farming households in a particular SEA then select 10 small scale farming households instead of 8. If there are between 3-10 medium scale farmers on the CFS list then select two out of those and 8 from the small scale farmers using the Circular Systematic Sampling.

For example if the CFS list has 10 small scale and 10 medium scale farmers. You will select as follows:-

### Step 1:

$$\begin{array}{ll} N_3 = 10 & n_3 = 8 \\ N_4 = 10 & n_4 = 2 \end{array}$$

Serially number the 10 households in each stratum from 1 to 10

### Step 2:

$$\begin{array}{l} k_3 = 10/8 = 1.25 = 1 \\ k_4 = 10/2 = 5 \end{array}$$

### Step 3:

Random start for  $N_3 = 05$   
Random start for  $N_4 = 03$

#### Step 4:

Selection of households from each stratum will be as follows:

Small scale stratum: Households with serial numbers 05, 06, 07, 08, 09, 10, 11 and 12 will be selected.

Medium scale stratum: Households with serial numbers 03, and 08 will be selected,.

#### Example 2:-

The CFS list has 10 small scale farmers and 1 medium scale farmers:-

##### Step 1

Assign serial numbers from 1 to 10 in a shortfall in the the small scale medium scale stratum, stratum.

$N_3=10$   $n_3=9$   
 $N_4=1$   $n_4=1$

##### Step 2

$k_3=10/9=1.11=1$   
(since there's  
 $n_3=9$ )

##### Step 3

Random start = 03

#### Step 4

The only medium scale farmer will be enumerated and the following small scale farming households:-

03, 04, 05, 06, 07, 08, 09, 10, and 11 will be selected.

#### Example 3

The CFS list has 10 households in the small scale stratum and 7 households in the medium scale stratum.

##### Step 1

Assign serial numbers to households: 1 to 10 in the small scale stratum and 1 to 7 in the medium

##### Step 2

$k_3=10/8=1.25=1$   
 $k_4=7/2=3.5=3$

##### Step 3

Random Start=01  
Random Start=07

scale stratum.

$N_3=10$   $n_3=8$

$N_4=7$   $n_4=2$

#### Step 4

Small scale stratum: Households with the following serial numbers will be selected:- 01, 02, 03, 04, 05, 06, 07, and 08. Medium scale stratum: Households with the following serial numbers will be selected:- 07 and 10.

#### Example 4:

The CFS list has 10 small scale farming households and no medium scale farming households.

#### Step 1 - 4

Enumerate all the 10 small scale farming households in this case.

After selecting the 13 (or less) households from the panel list and the 12 (or more) households (from the non-panel list) required for interviewing on the PS II questionnaire record the random starts and sampling intervals ( $k_1$  and  $K_2$ ) on the respective top cover of the listing form. Use the extra boxes provided on the top cover of the listing form. Give the list of the selected households to the enumerator to interview and record the particulars of the selected households on the summary field control forms which will be provided to you.

## **CHAPTER II - FIELD STAFF AND THEIR FUNCTIONS**

### ***A. MASTER TRAINERS***

A Senior Officer from the Central Statistical Office (Head Office) has been designated as Master Trainer for each of the nine Provinces with the following major functions:-

- (i) To train and oversee the training of enumerators in their respective Provinces.
- (ii) To oversee the whole Survey project and ensure that it succeeds. That is, they are overall in charge.
- (iii) To check that the field arrangements are operational and moving according to plan.
- (iv) To participate in checking the completed forms for any discrepancies and ensure that such discrepancies are resolved.
- (v) In case of refusals from the respondents, to assist the Provincial Officers, Supervisors and enumerators to convince such respondents of the importance of the Survey and thus secure their co-operation.
- (vi) To administer and monitor funds for training of Enumerators.
- (vii) To advise on other technical aspects of the Survey. Although only the major functions are listed here, the Master Trainers can assist the Survey Staff in other matters as well.

### **B. PROVINCIAL STATISTICAL OFFICERS (PSO's)**

Are to:-

- (i) To train enumerators together with Master Trainers.
- (ii) To make accommodation, transport and other arrangements for staff involved in the field operations, in consultation with them, for both the training period and field operations. Also to liaise with the Master trainer on how to administer funds for training enumerators, i.e what and how much to buy, etc.
- (iii) Generally to ensure that all administrative issues are done. For example, informing Provincial and Local authorities, about the presence of field Staff and the Survey operation itself in order to gain cooperation from the local people, mobilizing the enumerators, solving CSA/SEA boundary problems, mobilizing materials from the Provinces (e.g. bicycles)

and so on.

(iv) Wherever possible PSO's, Master Trainers, Supervisor and the appropriate enumerator should together identify actual ground boundaries for the selected SEAs, to ensure that the enumerator is working within the boundaries of his/her allocated SEAs. They should also take care of imaginary boundaries by measuring distances, etc to locate where they are.

(v) To help check completed questionnaires with Master trainer, and so on.

(vi) Any other issues that may come up during the field operations.

### C. SUPERVISORS

The Supervisor performs a vital function in the Survey process. Each Supervisor is responsible for the performance of the enumerators under his or her direction. The general functions of the Supervisor include:-

(i) Assisting Master Trainers and PSOs to train enumerators.

(ii) Organizing the enumerators to successfully complete their assignments; allocating areas (SEA's) showing enumerator his/her SEA boundaries on the ground, issuing Survey Forms and other equipment.

(iii) Ensuring that the work completed by the field staff meets the standards of quality which are required.

(iv) Communicating with the Master trainer and PSO on a regular basis to report the status of the Survey, relay problems encountered in the field, and receive directives on Survey operations and resolutions to problems raised.

(v) Providing routine supervision with regard to administrative and personnel matters. To supervise the enumerators under him/her on a daily basis and rotating between enumerators. Supervisors will lead and supervise on the average 3 enumerators.

(vi) Selecting the sample of households.

(vii) Editing completed listing sheets and questionnaires for consistency, legibility, completion, etc.

This Survey will provide very essential data that concerns the well being of people. Appropriate policies will be developed concerning the same based on the data collected.

In order for the whole Survey operation to succeed in the field, there is need for field staff to work as a team and avoid conflicts between them. It is essential that PSO's work closely with Master trainers and agree on how to go about the whole operation. That is, how to allocate materials to enumerators, where to have them and Supervisors stay during the operation, how to allocate the available transport, and generally how to go about the general overall supervision. Supervisors should be directed on how to carry out their day to day supervision. In other words there is need to consult each other and agree on issues that arise in the field. Master trainer, PSO and Supervisors should all attend the training session of enumerators. Master trainer and PSO should rotate between different Supervisors and supervise and direct their work. If transport is enough, Master trainer and PSO can supervise different areas each day and share experiences when they meet later.



## **CHAPTER III - SUPERVISION/EDITING INSTRUCTIONS FOR SUPERVISORS.**

### ***A. SUPERVISING THE FIELD WORK***

#### **(i) INTRODUCTION.**

As a Supervisor, your most important task in the field is to provide day to day supervision of the enumerators and their work. Your supervisory functions in the field can be divided into three areas; allocating assignments for interviewing, supervising enumerators' work and quality control.

#### **(ii) ALLOCATING ASSIGNMENTS.**

Before allocating SEA's to the enumerators, you and the enumerators should carefully review the work to be done. After that, keep the following points in mind when making assignments:

1. Plan the work carefully so that it will be completed within the allocated time.
2. Do not show favoritism when giving assignments. Areas which are difficult should be divided as equally as possible.
3. Provide enumerators with sufficient forms to complete their assignment. Keep record of what and how much is issued to each enumerator in your notebook or control form.
4. Instruct the enumerators to fill in the appropriate coding information at the top cover of the questionnaires.
5. Remind enumerators to review the questionnaires before leaving the respondent and once again before submitting the completed questionnaires to you.

#### **(iii) EDITING and QUALITY CONTROL.**

The success of this Project depends to a large extent on the accuracy and completeness of the interviewing. In order to guarantee both accuracy and completeness, you are responsible for certain quality control activities: editing all completed questionnaires, observing actual interviews, and spot checking a small percentage of enumerators unannounced.

You should edit the completed questionnaires as soon after receiving them as possible. Editing consists of a check for accuracy, completeness, consistency and legibility. Enumerators are most likely to commit errors early in the field work period, so it is particularly important that your editing be timely and thorough at that time. You should make note of all errors that you discover and discuss them with the enumerators at the next meeting. If there are errors in any of the questionnaires, give them back to the enumerator to correct by contacting the respondent again. If, after repeated discussion, an enumerator continues to make errors, you should contact the PSO in your Province for what action to take.

For editing questionnaires, you will use the instructions found in Section E of this Chapter, except that you must never erase the enumerator's entries. When you edit the questionnaires, as supervisor, you are to cross through the incorrect entry and write the correct entry in a place as close to the incorrect entry as possible.

#### **(iv) OBSERVING FIELD WORK.**

Observing field work is an important quality control activity. It provides feedback on enumerator quality and performance and can be used to motivate and as on-the-job training. Observation is an integral part of the enumerator training program and gives supervisory staff the opportunity to observe the Survey progress in operation. This enables you to understand the problems of interviewing better and strengthens your ability to assist the enumerators, observation serves the additional purpose of helping the enumerator in difficult situations which cannot be realistically simulated in the classroom.

Observation is the best method of evaluating the enumerator's ability to apply the concepts and procedures covered in training to the job. It is the best method to determine the skill as an enumerator and observe their attitude towards the job. Their skill as enumerator includes explaining the purpose of the Survey and answering respondent's questions; being able to effectively probe for accurate answers; asking the questions correctly and being able to follow skip patterns.

Initial observations are an extension of classroom training and provide an opportunity to identify areas in which new enumerator need additional training. During the first days of listing and first days of enumeration, you should observe all your enumerators. If possible per day. After initial observations, observe each enumerator further, with some unannounced spot checks. Pay particular attention to enumerators who show some weaknesses.

There are several general rules to keep in mind when conducting an observation.

- (a) Be as unobtrusive as possible. Your presence should not make either the enumerator or the respondent feel uncomfortable.
- (b) Never interrupt the interview to correct the enumerator.
- (c) Review any errors with the enumerator immediately after the interview.
- (d) If the enumerator incorrectly omitted any items, tell him or her to return immediately to obtain the lacking information.
- (e) Never rebuke or scold an enumerator in front of a respondent.

### **ENUMERATOR'S CONDUCT.**

While in the field, you must ensure that the behavior of the enumerators is satisfactory and that it in no way detracts or harms the Survey. Enumerators should always conduct themselves in a polite, courteous manner, whether they are dealing with farmers or other residents of the area. They should not become involved in local controversies, like politics, and so on.

If you feel an enumerator is not behaving properly, speak to him or her. If the problem persists, contact the PSO. Both you and the enumerator are the representatives of the Survey when you are in the field. Remember you are probably the only persons associated with the Survey that people will meet.

### **SUPERVISOR'S CONDUCT.**

The success of the whole Survey operation depends on the mastery of your supervisory skills because you alone will be the only one in direct contact with the enumerators most of the time.

As supervisor, you must set the example for the enumerators. You must conduct yourself in a polite, courteous manner whether you are dealing with the enumerator himself or the respondent. Politeness also includes introducing yourself to the village headman, etc and explaining your reason for being there.

Since you are working with others where your behaviour will determine the success of the operation, you must be self-reliant. For example, taking enough supplies for yourself. You must also be humble when in the presence of village people. For example, show respect to all villagers whether men or women. Show respect to everyone whether rich or poor, educated, illiterate, old, young, a member of a political party you do not belong to, etc.

## ***B. DEALING WITH NON-RESPONSE***

A major goal of every survey is to obtain the highest number of completed interviews possible. This means that the case of "non-response" should be kept to the absolute minimum. Non-response refers here to any individual questionnaire which is not "complete". Dealing effectively with non-response will be a primary duty of yours in the field and it is sufficiently important to merit special treatment in this manual.

### **General Guidelines**

Although the reasons for non-response can be varied. There are some general guidelines that you should follow in all cases of non-response:

1. Review all non-response cases with the enumerator at the time the enumerator gives them to you. It may be that the enumerator has forgotten to record something of importance that will be recalled in the course of your conversation.
2. Try to distinguish on a case-by-case, enumerator-by- enumerator basis whether a "problem" is really a problem or merely the result of insufficient effort on the part of the enumerator. Do not be too willing to accept non-response cases until you are certain that the enumerator tried his or her best to obtain the interview.

### **Types of Non-response**

Cases of non-response will fall into one of the following categories outlined below:

#### **1. Refusal**

Enumerators are told to contact you if someone refuses to be interviewed. You should remember that most refusals are not final and that with tact and right approach most refusals can be converted to complete interviews.

From the original enumerator, try to get an idea of the reasons for refusal, the strength of the refusal, and whether the original enumerator thinks another enumerator would be more successful. You should reassign the case to someone else if you think another person can get the interview. Otherwise, you should visit the household yourself and try to obtain the interview. In most cases, at least three follow-up attempts should be made to accept refusals.

## **2. Respondent Not At Home or Unavailable**

When cases are given to you with the status "Non-Responses: "Respondent not at home", you should check to make certain that one or more call backs have been made. Since the survey continues, the enumerator should check back every opportunity until the respondent returns. Also check with neighbours for useful information about the expected return of the respondent.

## **3. Omissions**

This refers to cases where some items were mistakenly omitted by the enumerator; where the respondent refused to answer certain questions; or when the enumerator was interrupted. Omitted questions should be discovered by you or the enumerators during editing. During your edit if you discover errors, the cases should be returned to the enumerator for a revisit. Refused questions should be documented in the questionnaire by the enumerator. Additional attempts should be made in the case of interviews that are partially completed due to interruptions, in order to complete them. These can be made either by the original enumerator or by a different one.

### ***C. TIMELESS AND REPORTING REQUIREMENT***

You will be engaged in various field operations, each of which is important. If one of the activities is behind schedule, it will influence other activities. Nowhere is this more the case than in the field work. Delays in field work have an impact on data entry of questionnaires, on data tabulation, analysis, etc. It is therefore essential that every effort be made to complete field work within the scheduled time.

In this and all surveys, it is important that all field work be monitored and that field problems and their solutions be documented so that similar problems can be solved in a consistent manner. For these reasons, you are required to document problems that you cannot solve on your own or that are due to a specific shortcoming in the survey procedures or materials. Document these issues in a report which you should write after field work is over. Submit this report to your Master Trainer who will in turn submit it to the secretariat of the Priority survey. As the field work progresses you need to constantly keep records of such things as dates, special problems and how you resolved them, whether there were any delays/disruptions in the field work, any conflicts encountered, any peculiar situations, and any other issues that come up that need to be brought to the attention of the organisers of this surveys. Then later, at the end of the field work write all this in form of a report and submit it to your Master Trainer. Master Trainer and PSO will also give their own reports. These reports will help in future surveys.

#### ***D. OTHER ISSUES***

At the end of field operations collect all materials that were handed out to the enumerators whether used or not, and even spoilt ones and hand them over to PSO. Hand over the ones that were got from the provincial offices to the PSO and any other materials that will need to be handed over to them. For the main part of this survey you will be required to batch completed questionnaires by SEA and have them sent to the provincial offices, through the Master Trainer and PSO, for data entry to begin. Once a SEA is completely enumerated and all the editing/correcting done, batch the questionnaires up and send them to the Provincial Offices. After data entry - send them to Lusaka. The material that need to come back to Lusaka should be put together by the PSO and give to the Master Trainer or Supervisors to bring back. The materials should then be handed over to the Secretariat in Lusaka.

If any enumerator is unable to perform his duties e.g. through ill health, family crisis, etc., you must ensure that his work is carried out by yourself or by redistribution among other enumerators.

Observe how the enumerator is carrying out the enumeration. He may be having difficulties in asking questions, or he/she may be shy or nervous, or may be making mistakes. Help him/her overcome his difficulties. Check that the enumerator is listing all the households in his allocated SEA's and enumerating all the selected households in the area. This can be done by checking that the houses listed have stickers on them and by you calling on several houses randomly to make sure the enumerator has been there and interviewed the household. Be certain enumerator knows how to identify a household. Also there is no need to place more than one sticker on the structures of one household. One sticker is enough per household. Each household in a housing unit, and each housing unit in a building should have one sticker.

When enumerators are doing their work, you must make yourself readily available to answer any questions they may have or deal with difficult cases or to supply additional materials (if necessary).

As supervisors you must be thoroughly familiar with the materials that will be used in the field and their purpose. The major field materials are:

- Enumerators' manual.
- Supervisors' manual.
- Listing forms/booklets.
- Questionnaires.
- SEA maps
- Weighing scales
- Length/Height boards

At the end of each field day you should as much as possible, have group meetings or "debriefings". It is important that the supervisor not only gives clear instructions to his enumerators but that he listens carefully to what the enumerators have to say. For example, you could begin a day by observing several interviews. At the end of the day, you could discuss the days problems and resolve how the difficulties could possibly be solved, and also direct enumerators on methods of canvassing the next day's interviews, etc. If the enumerators under you are far apart and are camped in different places then you need to work out the most efficient way possible to carry out your supervision in the amount of time, transport, and other facilities available. Work this out with your master trainer and PSO.

It is also your responsibility to maintain the documents in good condition and to instruct the enumerators to do the same. These documents should be kept in an area where they can be stored while maintaining confidentiality and without threat of damage from moisture, rodents, etc. It is also your responsibility to ensure that the enumerator keeps the weighing scales and length/height boards in a good condition.

### ***E. EDITING INSTRUCTIONS***

#### **LISTING -**

- Check that the top cover identification particulars and summary of SEA are completed and correct.
- Check that all the lines on the listing sheet are completed. That is, there should not be any blanks because all the questions are applicable to a household. If for example a household does not own any cattle, then zeros should appear there. If there is non-responses to a question, a enumerator should put a dash in the appropriate box. Blank spaces will only appear in cases of non-residential buildings listed that do not have households living in them. For such buildings they will be only survey building numbers. Housing unit numbers and household number will have zeros. The rest of the columns on such lines will be blank
- Check that name of village/locality and CSA and SEA numbers are given on top of every completed listing sheet/page and that the pages are numbered serially.
- Check that the Survey Building number, Housing unit number, and household number are being recorded correctly and the same information should be placed on the stickers pasted on doors.
- Check that the name of the head of household tallies with the sex. Example,

Mary Mwila. Normally Mary is a female name - but not always the case. Just confirm with enumerator if he/she happened to record Mary as male.

- Check that the total number of household members is equal to male members + female members.

- If answer in question 9 is 'Yes' then there should be a non-zero entry in at least one of the boxes from column 10 through 27. Otherwise enumerator should write a note explaining why not. It could be that the household is engaged in some other agricultural activity not listed, like fish farming.

- When listing is completed check that other particulars like total population, etc are recorded. Ensure that all the details required on the front cover of the listing booklet and on all listing sheets are recorded.

- If all is checked and fine, write your name and date of final checking of the listing booklet. Do not sign or write your name on the top cover of the listing form unless you have edited enumerators' work in full. Then start selecting the households to be enumerated on the detailed questionnaire, by the enumerator. Follow the sampling procedure as given in this manual. Please ensure that non-contact households, vacant and refusing households are not included in the list of households to be sampled. That is do not assign sampling serial numbers to such households. They will however be listed.

### **ENUMERATION -**

- You must edit **ALL** the questionnaires used to interview the selected households. You should edit the questionnaires page by page and question by question before submitting them to your PSO, Master Trainer or Provincial Office.

- Ensure that enumerator writes legibly and neatly. This helps those checking his/her work, and for data entry in the computer.

- Check that the identification particulars are properly entered on each and every questionnaire. These are; the Province name, District name, CSA number, whether Rural or Urban area, SEA number, Survey building number, household number, village/locality, name of chief of the area and code number for that particular chief, etc.

- Check that all the identification particulars are completed.

- There should be no blank spaces against questions which should be answered.



The enumerator should enter either words or numbers (including zeros) where there should be a response. There will be three types of responses:-

Words or numbers - where a response should be given. Enter zeros whenever the response is none.

Blank - where a response should not be given. Example, for education, persons aged below five years, their line (on education part) should be left blank.

Dash - where there is non-response to a question. Enumerator should be encouraged to write notes whenever such is the case. Or whenever they meet with a strange situation. Where there is a blank or dash, and yet there was supposed to be a response, check with the enumerator and correct accordingly. In some cases it may be necessary to go back to the respondent to get the answer.

- Ensure that enumerator follows the skip pattern throughout the questionnaire. That means you need to understand the logic of the skip pattern yourself.
- Whenever you correct your enumerator's work you should use pencil and never erase anything. Cross out the wrong entry and then write the correct one on top or beside or below the crossed out one.
- Check that the enumerator is carrying out his work according to the detailed instructions in the enumerators' manual. Which means you need to be constantly reading the manual yourself and to be very familiar with it.
- Ensure as much as possible that the details on the listing sheet tally with what is on the questionnaire for a particular household, for items like number of usual members of the household, name of head of household and their sex, etc. But remember that between listing and enumeration some things may change like a new baby being born, a member of a household dying, a household moving, etc.

### **Section 1 - Household Roster**

- Check that the head is listed first. Usually the spouse (if there's one) follows, and then the rest of the household members (including non-relatives).
- Check for consistencies between the various variables. For example an 'own child' of head should not be older than the head.
- Question 6 is to be asked of those aged 12 years and above otherwise should be left blank.
- Education is for members of the household aged 5 years and above and

questions 13 to 17 for those aged 5 to 30 years, otherwise should be left blank.

### **Section 2 - Labour Force**

- Is to be asked of members of the household aged 7 years and above.
- Check the educational level attained in Section 1 for that person tallies with their occupation (type of job)
- Person can be 'currently attending school' (in Section 1) and yet been 'working' most of last 12 months, and currently not working. Check for such similar consistencies throughout the sections.
- All persons of the household classified as 'self-employed' and 'employer' (non-agricultural) should have details in section 6A and 6B recorded. Section 6A and 6B is for non-farm business activities.
- Check that occupation and industry described in questions 2, 3, 8, 9, 14, 16, 24 and 25 are correctly coded by checking with the detailed list/examples of codes.

### **Section 3A - Housing and Facilities, Housing Amenities**

- Ensure that all the boxes are recorded. None should be left blank.

### **Section 3B - Access to Facilities**

- Check for the skip pattern. For example if question 3 is answered then question 4 should not have a response.
- Check that distances given to the nearest facility are similar in one given location.
- Question 1, all the boxes should be recorded with a response.

### **Section 4 - Migration**

- Check for the skips and consistencies in the answers to questions.

### **Section 5 - Agriculture**

- Ensure that backyard/kitchen/dambo gardens are not included as agricultural activity. But growing of vegetables meant for sale is to be considered as an agricultural activity.
- Check that the skip pattern is followed.

- Ensure that the boxes in question 1 of section 5A, question 1.1, 2.1, and 3.1 of section 5B, and question 1 of section 5C, and question 1.1, 1.5, 1.9, and 1.13 of section 5D each have an entry of either 1 for 'Yes' or 2 for 'No'. Likewise ensure that if the entry is 1 for those questions then the subsequent questions should have responses (unless there's a skip instruction). And if the entry is 2 for those questions then the subsequent questions should be left blank.
- Area can be given in any one of the three measurements, Hectare, Acre, or lima or any combination of the three.
- Questions 1.2, 2.2, 3.2 of section 5B and question 2 of section 5C should have all boxes recorded with responses.

### **Section 6 - Non-farm Business Activities**

- Ensure that any entries recorded in section 2 as 'self-employed' or 'employer' but for non-agricultural or non-farming activities should have details entered here.
- Also in question 2 (section 6A) the business activities should tally with what appears in section 2. List the three most important ones.
- In section 6B, questions 5 and 8 are for employees/workers in each of the three main business activities listed in section 6A, minus the owner/s.

### **Section 7 - Household Income**

- Check that all persons aged 7 years and above who are recorded in section 2 are also recorded here.
- If a household member aged 7 years and above did not receive/earn income from any of the sources listed in this section there should be zeros against their line numbers under each source.
- If a member of the household received/earned income from some sources and not others then there should be zero entries under those sources where they did not receive/earn income.
- Check that amounts of income are also quite consistent with type of job/business.
- Check that income from non-farm business activities recorded in section 6A are

in columns 13 to 15 and income from other non-farm business activities are recorded in column 16.

- For members of the household whose employment status in section 2 was central or local government employees, income from that job should be recorded in columns 17 and 18 of this section.

- For members of the household whose employment status in section 2 was parastatal employees, income from that job should be recorded in columns 19 and 20 of this section.

- For members of the household whose employment status in section 2 was private sector employees, income from that job should be recorded in columns 21 and 22 of this section.

### **Section 8 - Household Expenditure**

- Ensure that all the boxes have an entry of either a figure or a dash (for non-responses). None of the boxes should be left blank. If no money was spent on any of those items then zeros should be recorded. One zero can be written in the first box with a line across the remaining boxes.

- Check for consistencies in figures given.

- If a household was recorded as owner-occupier, or free of charge, or other in section 3a question 4 there should be no money spent on rent in question 5 of this section. Like wise if the household was recorded as renting in section 3A question 4 there should be a value for rent in question 5 of this section.

- If a household was recorded as owning a motor vehicle in section 9B expect a none zero entry in last item of question 9 of this section.

- Ensure that enumerator has recorded own produce consumed and purchased food in the appropriate columns of question 10 of this section.

### **Section 9 - Household Property**

- Ensure that owner-occupied dwellings are included in the total number of buildings owned by the household in question 3 of section 9A.

- Section 9A question 2, all the boxes should be completed with either 1 for 'Yes' or 2 for 'No'.

- Section 9A question 6, title deeds to residential, commercial, industrial, and agricultural land are usually given by the Ministry of lands. Title deeds are some legal handing over of some amount of land to a person or persons or a company for a specific use. Usually a 99 year lease.

- In section 9B all the boxes in columns 2 and 3 should have responses.

### **Section 10 - Anthropometry**

- Ensure that all household members listed in section 1 that are aged between three months and fifty-nine months have details entered in this section.

- Check that the age given in section 1 for the children aged between 3 - 59 months correspond to those in this section. Also ensure that the enumerator is recording age in months for children aged below five years, and not in years.

- Ensure that the skip is followed in question 6.

- Check that the serial number of the child's/children's natural mother/s is/are correctly entered.

- Check that the weights and heights/lengths are correctly entered to the nearest decimal point).

- Check that there is consistency between the age of the child and the weight and length/height. If the weight or length/height appears too low or too high consult the enumerator. You and the enumerator may need to re-weigh or re-measure the child to ensure that the measurements are correct and that it is a genuine case of low/high weight/length/height.

After all the checking is done and all the corrections made (as necessary) sign the questionnaire (write your name) and write the date of final checking.

## **CHAPTER IV - GENERAL GUIDELINES FOR TRAINING OF ENUMERATORS**

### ***A: INTRODUCTION:***

The quality of the completed questionnaires is directly related to the emphasis placed upon adequate training of personnel working on the survey. The data collected from all provinces must use the same method of collection. That is why it is important to train enumerators in the same way and also for master trainer, PSO, and supervisors to be present throughout the training of enumerators.

The supervisors' manual has been prepared (in addition to the enumerators' manual) to ensure that this survey succeeds. The enumerators' manual has the various terms defined and questions in the listing sheet and questionnaire explained so that there is uniformity in collection of data. Without such training there is no doubt that it will be up to each enumerator to define the meaning of terms. In such a case different responses will be recorded for the same question because of the questions being asked differently. Training avoids that.

The following is a general guideline as to how training should be conducted. The master trainer, PSO, and supervisor should work together and form a specific training schedule within these general guidelines and the time allocated for training:-

Go through the introductory part of the enumerators manual like the purposes of the survey, importance of the enumerator, how they should conduct themselves, importance of accuracy, legibility, etc.

Familiarize enumerator with maps.

- Map reading
- How to find their position, etc.

Explain about the north arrow, the map scale, and the legend or key and also how to relate what is on the map to what is on the ground. Show them how SEA boundaries are marked. When measuring distances between two points use the paper strip method. Lay a piece of paper with straight edges on the two points whose distances apart are being measured. Mark the points on the paper by moving it along a road or whatever route you are following on the map, and place it below on the graphic scale. Read this distance from the graphic scale.

## ***B. INSTRUCTION***

Go through the entire enumerators manual and explain terms, etc. Go page by page and elaborate on what is given in the manual. Attend to any questions enumerators may raise. Clarify issues within what the manual explains. Note down any interesting points raised in the training and field operations.

Translate some of the questions into local languages.

Do not rush through the manual. Ensure that everything is understood by the enumerators. Wherever possible, demonstrate examples, etc on the board.

Ask enumerators questions in order to find out if they are following along or not.

When training them on listing demonstrate on the board how they should do it in a systematic way. They should follow along a main road and list the households and buildings on each side of the road. They should then follow along roads that branch off main roads and list all households on each side of these roads and then come back to the main road and follow the main road again until they come to another road that branches off and so on. They should follow a 'move forward' type of system instead of listing households and buildings haphazardly. This will ensure that all households and buildings in the SEA are listed. In some rural areas where there are no regular roads, enumerator should follow all foot paths, etc and should ask villagers if there are any villages beyond their village.

As much as possible always demonstrate on the board when training the enumerators.

## ***C. PRACTICALS***

There is need for enumerators to practice interviewing before actually going out to the field.

### Classroom practice

You can have one or more classroom practicals. One enumerator can interview a pretend respondent, while the rest of the class is observing. Let the class take note of mistakes made during the interview. After mock interview there should be a review session. Discuss mistakes made and how they need to be corrected, etc.

### Field practice

Divide the enumerators among the master trainer, PSO and supervisors. Take them to nearby areas and let them practise interviewing while master trainer, PSO, and supervisors observe them. The field practise should take place in both a rural and an urban setting since enumerators will be enumerating both rural and urban SEAs. Therefore select both rural and urban areas for field practise. Ensure that the enumerator takes practicals just as seriously as though it was the actual field operations. Note down their shortcomings and other issues and then later meet back in the classroom and share your experiences. Let everyone give an overview of what they observed (including enumerators themselves). Discuss the issues raised and solve the problems raised. Enumerator should fill in a fresh questionnaire just as they would do in actual field. Master Trainers, PSOs, and Supervisors must check the questionnaires used for classroom and field practise, and correct any errors made.

The training period will last for seven-ten days. Day 1 can be devoted to the introductory part. Days 2 through 6 to the entire questionnaire, day 7 for classroom practice and days 8-10 for field practice.

### ***D. FIELD OPERATIONS***

After completion of training, supervisors should allocate field materials to the enumerators in liaison with the master trainer and PSO. Take note of what is issued and amounts. Field staff should then be dispatched to their areas of operation. Ensure that enumerators have collected all the supplies they will need in the field. In cases of newly recruited enumerators, PSO should direct them on what essentials they will need and where they are likely to stay.