



**REPUBLIC OF ZAMBIA**

**LIVING CONDITIONS MONITORING  
SURVEY III  
2002**

**ENUMERATORS INSTRUCTION  
MANUAL**

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**THE LIVING CONDITIONS MONITORING SURVEY III (2002)  
ENUMERATOR'S INSTRUCTION MANUAL**

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## **CHAPTER I - INTRODUCTION**

### **1.1 Purpose of the Survey**

The Living Conditions Monitoring Survey (LCMS) is intended to highlight and monitor the living conditions of the Zambian society. The survey will include a set of priority indicators on poverty and living conditions to be repeated regularly.

The Living Conditions Monitoring surveys are built-upon the Priority surveys conducted in 1991 (PSI) and 1993 (PSII), by the Central Statistical Office.

The LCMS has a normative point of departure, that is, describing the living conditions as good or bad, as improving or deteriorating and identifying those that require policy action.

The survey will provide a basis on which to: -

- Monitor the impact of government policies and donor support on the well being of the Zambian population.
- Monitor poverty in Zambia.
- Provide various users with a set of reliable socio-economic indicators against which to monitor development.

However, the survey is **not** a fully-fledged survey on any of the topics covered, it is concerned with information necessary to monitor living conditions.

The following topics will be covered in the LCMS 2002: -

- Marital status and orphan hood
- Health
- Education
- Economic activity
- Income
- Household amenities and housing conditions
- Household access to facilities
- Household assets
- Self-assessed poverty and household coping strategies
- Developmental issues
- Household food production
- Household expenditure
- Anthropometry
- Deaths in the Household

## 1.2 Coverage

The survey will have a nationwide coverage on a sample basis. It will cover both rural and urban areas in all the nine provinces. Hence a very big sample size of about 19,600 households will be drawn.

## 1.3 Field questionnaires

Two types of questionnaires will be used in the survey. These are:-

1. The Listing Booklet - to be used for listing all the households residing in the selected Standard Enumeration Areas (SEAs)
2. The Main questionnaire - to be used for collecting detailed information on all household members.

## 1.4 Duties of an enumerator

Your main duties as an enumerator in the survey is to collect data on the listing form and main questionnaire which will later be handed over to your supervisor and subsequently to the Living Conditions Monitoring Unit through the provincial office.

You will be assigned to a supervisor. Your supervisor will allocate you two work areas (SEAs). These areas have clearly identifiable boundaries. Your supervisor will show you around your SEA boundary so that you are familiar with it before you start your assignment. After you have been assigned your work areas and your SEA boundaries identified, you will then start your assignment by listing all the households residing in your work areas (SEAs), using the Listing Form. Thereafter, your supervisor will select a sample of households. You will then interview the selected households using the Main questionnaire. Details of how listing and interviewing is to be done are provided in subsequent chapters.

Each enumerator will carry out his/her work in a Standard Enumeration Area (SEA). A team of enumerators will be led by a supervisor. Your supervisor will provide you with questionnaires and other materials and will be responsible for organizing your day-to-day survey activities. During your field work you must keep regular contact with your supervisor to enable him/her to make adjustments to the programs of your work. If necessary, you should also report any problems to him/her, such as any persons refusing to be interviewed.

The quality of information to be derived from the data is dependent on what you collect from the respondents. Make sure that you record the information which is correct to the best knowledge of the respondents.

The LCMS2002 main questionnaire is very detailed and may require that you visit the household more than once in order to collect all the information required on the

questionnaire. If the respondents appear to be busy or ask you to come another time, then please make an appointment to complete the interview at an agreed date and time.

You must record answers neatly and legibly (clearly). You must also keep your survey materials and equipment clean and in good order.

You must always check your work before you hand it over to your supervisor. This is known as editing. Editing entails:-

- (i) Checking your work for completeness. There should not be any omissions.
- (ii) Checking your work for legibility. You should record answers in a clear format. The person entering the data in the computer and the person checking your work should be able to read your writing.
- (iii) Checking your work for consistency. There should be consistency between answers recorded in the various sections of the questionnaire. For example an own child of the head should not be older than the head.
- (iv) After checking your work and ensuring that it is error free, then handover your work to your supervisor.

You should always write notes in the questionnaire (not in or around answer boxes but close enough to the answer) to explain peculiar or unusual situations or strange answers recorded for the purposes easy checking of your work by your supervisor and to help data entry operators understand certain answers.

### 1.5 Enumerator conduct

As an enumerator you should always be polite and try to establish good relationships with all households you are dealing with and with local authorities within the area assigned to you. You should stimulate interest in the survey so that the best information possible is obtained from the respondents.

You are not allowed to argue with respondents or rebuke them or enter into any political discussions with them. If a respondent leads you into a conversation outside your work then politely decline. If a respondent is hostile or not very cooperative with you, consult your supervisor who will solicit for cooperation from the respondent.

You must also dress appropriately when collecting data from the various households. You should always be clean and dressed in a manner accepted by the community where you are operating from.

### 1.6 Equipment and materials

Each enumerator will be provided with the following:-

- |                                     |                                |
|-------------------------------------|--------------------------------|
| (a) Survey questionnaires           | (h) stickers                   |
| (b) Pencils and erasers             | (i) Mother/baby weight scales  |
| (c) A pencil sharpener/razor blades | (j) Length/height boards       |
| (d) A notebook                      | (k) Writing board              |
| (e) A survey badge                  | (l) Carrier bag                |
| (f) A map of your work area         | (m) Calendar of events         |
| (g) A letter of introduction        | (n) Kitchen and tubular scales |

The following survey materials should be returned to the Provincial Office immediately after the field work is completed:-

- (a) Questionnaires (both completed and unused)
- (b) Unused stickers
- (c) Maps
- (d) Survey badge
- (e) Mother/baby weighing scales
- (f) Length/height boards        scales
- (g) Carrier bags
- (h) Writing boards
- (i) Kitchen and tubular

### 1.7 Legal powers and confidentiality

This survey is being carried out under the provisions of the Census and Statistics Act, Chapter 425 of the Laws of Zambia.

#### Comment

All persons residing in Zambia except for foreign diplomats accredited to embassies and high commissions at the time of the survey are required by this act to provide the necessary information. However, willing cooperation of the people is most important for a successful survey. By the same Act, you are not permitted to show, disclose or discuss any information collected in the survey with anyone other than the survey officials.

#### Excluded Households from the Survey

The definition of a household given refers only to private households. Many people do not live in private households but in institutions such as schools, hospitals, prisons, army camps, etc.

This survey will not list or enumerate persons/households living in hotels, motels, nurses' hostels, government hostels, prisons, boarding schools, colleges and universities, army camps, national service camps and other such institutionalized places if they do not cook

separately. Diplomats accredited to Embassies and High Commissions will not be enumerated.

However, persons such as doctors, wardens, managers of hostels, policemen, etc staying with or without their families within the premises of institutions in separate houses normally cooking separately, should be treated as private households and should be enumerated in the usual manner. Ordinary workers other than diplomats working in Embassies and High Commissions will also be enumerated. Others with diplomatic status working in the UN, World Bank etc should be enumerated. Also to be enumerated are persons or households, who live in institutionalized places such as hostels, lodges, etc, but cook separately. Examples are persons or households living in Highland House Hostel in Lusaka, such persons/households are to be enumerated.

Institutionalized persons will be excluded in this survey because they tend to distort the data needed for the survey. However, persons in places like boarding schools and hospitals who qualify to be usual members of a household, according to the definition, will be captured in their respective households.

You and all other survey officials have taken or will be required to take an oath of secrecy in the presence of a magistrate or commissioner for oaths. If it is found that anyone has shown the survey documents or disclosed the information to unauthorized persons, that person will be prosecuted under this act.

#### 1.8 The enumeration area

You as an enumerator will be assigned an enumeration area in which you will do the enumeration work for the survey. Your supervisor will assign you to this area with a map or a sketch showing boundaries.

Your supervisor will take you around your enumeration area and instruct you with regard to the order in which you will carry out the enumeration. He/she will specify the order in which the localities or villages should be visited in the areas or the streets to be covered. In order for you to cover your area in an orderly manner you must follow these instructions carefully.

Since the cooperation of the people is an essential factor in the success of the survey, your supervisor will introduce you to the local, and traditional leaders and other influential persons in the area to solicit their cooperation.

Before interviewing a household, whether at the listing or enumeration stage, you are required to introduce yourself and the purpose of your visit in a polite manner. After listing or enumerating the household you should thank the respondents. If it is at the listing stage, you should alert the household that you might visit them again for a second interview.

## **CHAPTER II - LISTING PROCEDURE**

### **2.1 Introduction**

Your supervisor will show you a Standard Enumeration Area (SEA) where you will carry out your field work in two stages.

The first stage will involve listing all the households in the Standard Enumeration Area assigned to you.

The second stage will involve canvassing the main questionnaire. This should be done to households selected from the listing done in the first stage.

At the time of listing you will be required to fill in the identification and other particulars on the front page of the listing booklet. Inside the booklet you will be required to fill in the Household number (HHN), name of the household head, sex of the household head and the number of usual members of the household by sex and other particulars required in the listing booklets.

The listing booklet is designed in such a way that the same set of questions is repeated. This is done so as to have all the listing information for a particular SEA in one booklet as much as possible.

Each row (for one set of questions) is meant for one household. After exhausting 13 rows, move on to the next set and continue listing the households. In most cases, one booklet will suffice to list all households in an SEA, but should you need to use more than one listing booklet, number them accordingly on the top right hand corner of the cover page.

For example if only one listing booklet was used. That booklet will be numbered. Listing Form no. 1 of 1.

If you used three booklets to list all the households in an SEA then the first to be filled will be numbered 'Listing Form no. 1 of 3', the second one, '2 of 3' and the third one, '3 of 3'.

The second digit informs your supervisor and other people checking your work as well as the data entry operator about the total number of listing booklets that were used per SEA.

### **2.2 Identification**

For Province and District, write down the appropriate names and code numbers. The code numbers are found in the appendices. For CSA and SEA write down the code numbers

only. Also indicate whether the SEA is rural or urban using the information provided to you by your supervisor.

### **2.3 Summary of the SEA**

Add up the total numbers of the listed households in the SEA whether they are non-contacts or not. Also add up the total number of female-headed households, households who refuse to be listed and non-contact households. A household is non-contact if they are temporarily away at the time of the enumeration. Those who have moved permanently (vacancies) are not to be counted as households of the SEA.

Also add up the total number of persons residing in the entire SEA and write the totals for male and female.

### **2.4 Sampling particulars**

Items 20-35 will be filled-in by your supervisor unless he/she is not available in which case whoever selects the sample will fill-in the information.

Random start is to be filled in by your supervisor. Each SEA will have its own random start selected depending on the total number of households (N) assigned Sampling serial numbers in each SEA. In Rural SEAs each SEA will have three different random starts for the three strata; small scale, medium scale, and non-agricultural.

The large-scale stratum will not have a random start as all identified large scale farmers will be enumerated. Details of how random starts will be established are explained in the supervisors' manual.

The number of households to be selected and enumerated must be 20 in both the urban and rural SEA's).

You should show dates when listing started and when it ended, and also indicate your name where it says 'enumerator's name'. The supervisor needs to write his/her name and date of final checking of the listing sheets.

### **2.5 Listing**

You are required to list all households residing in your assigned Standard Enumeration Area (SEA) whether they are non-contacts, refusals, or partially responding households in order for the survey co-ordinators to know the total number of households residing in an SEA. However, only fully responding households will be assigned sampling serial numbers by your supervisor. Standard Enumeration Areas (SEAs) are geographically demarcated areas by Central Statistical Office specifically for purposes of conducting censuses and surveys. They have in most cases clearly identifiable boundaries using land physical features such as roads, rivers, powerlines, rail-lines, etc. The listing of households within the Standard Enumeration Area should be done in a serpentine/meandering manner. This means that you should proceed in order, like a snake

in motion or a meandering river. In rural areas, the order could even be zig-zag. This order is meant to make sure that households of different characteristics within the SEA have a fair chance of selection because households of similar characteristics tend to be located in the same part of the SEA. Within your enumeration area you will give a unique serial number to each household as you continue to list. This number will run serially in each enumeration area. The number will be in four digits, starting with 0001, followed by 0002, 0003, and so on. No two households in your enumeration area will have the same number. This will be different from other types of numbers already existing, such as house number, plot number, stand number, flat number, etc. The idea is to make sure that all the households in your area have been covered.

This will also help you and your supervisor in checking on your progress.

**Item 1: HOUSEHOLD NUMBER (HHN)**

**Household:** A household is a group of persons who normally cook, eat and live together. These people may or may not be related by blood, but make common provision for food or other essentials for living and they have only one person whom they all regard as the head of household. Such people are called members of the household.

A household will thus include servants and farm hands who normally live and eat with other members of the household. There are situations where people eat together and even sleep under one roof, but have different persons whom they regard as head. These should be considered as belonging to separate households. There can also be one-member households where a person makes provisions for his/her own food or other essentials for living. Such a person is the head of his/her own household.

Each household will be given its own household number. Each household within a housing unit will be given a four-digit serial number 0001,0002,0003,0004, etc. When listing households in your SEA, ensure that every building and structure in the SEA is visited and find out whether or not there are people living there. This means that you will visit both residential and non-residential buildings such as school buildings, office buildings, shops, markets, streets, etc. This will ensure that you cover all households residing in the SEA. And please note that not all households reside in conventional accommodation such as houses, traditional hut, flats (apartments), etc. Some households live in unconventional accommodation such as classrooms, shops, market stalls, street corridors, etc. These have to be listed and enumerated also, as long as they qualify to be households.

**Housing unit:**

For the purpose of this survey any structure that is habited by a household at the time of the survey will be treated as a housing unit.

A housing unit is an independent place of abode intended for habitation by one household. It should have direct access to the outside such that the occupants can come in and go out without passing through anybody else's premises. The housing unit should have at least one door, which directly leads to the outside into the open or into a public corridor or hallway. Structures, which are not intended for habitation such as garages and barns, classrooms etc., but are occupied, as living quarters by one or more households at the time of the survey will also be treated as housing units. Although a housing unit is intended for habitation by one household it may be occupied at the time of enumeration by one or more households or it may even be vacant.

**Shared Accommodation:**

If two or more persons/families share accommodation such as sharing one apartment or house or even non-residential accommodation such as a classroom, and share the cost of food and/or other items, they are to be considered as one household. But if they do not make common provisions for food they are to be considered as separate households.

**Polygamous Households:**

Example 1:

A man married to several wives each living with her children in separate houses or group of houses should be regarded as separate households if each wife cooks and eats meals separately. In this case, even if they sometimes eat together, the fact remains that the wives are running separate households. Therefore, treat them as different households. Assign the husband as head to only one wife - most senior wife.

Example 2:

A man married to several wives each living with her children in a separate house or group of houses should be regarded as one household if all those wives cook and eat together.

**Items 2-4:**

Write down the name of the locality or village where the household resides and the chiefs/chieftainess' area. In some cases these will be the same for the entire SEA but not in all cases. The locality names are such as Mtendere, Chipulukusu, Highridge, Kansenshi, Chawama, etc. In urban areas, record 888 for chief/chieftainess, which implies - Not applicable.

**Item 5: Name of head of household**

Ask for the name of the head of the household and record it.

Head of Household: This will be the person all members of the household regard as the head. He/she is the one who normally makes day-to-day decisions governing the running of the household. In most cases this will be the husband/father in the household. In cases of one-member households, the member will be the head of the household. The head of the household can either be male or female.

Note that the main respondent will not necessarily be the head of the household. In many of the households you will visit, the head of household will also be the main respondent, that is, the one giving most of the information. But any knowledgeable member of the household can be a respondent. A respondent who is not the head of the household can answer the questions on behalf of the head of household if the head of the household is not there at the time of interview.

**REMEMBER A PERSON DOES NOT BECOME THE HEAD OF A HOUSEHOLD SIMPLY BECAUSE HE/SHE IS THE MAIN RESPONDENT.**

In cases of shared accommodation and the persons or families sharing have been classified by you as separate households you have to find out who the heads of the separate households are.

If they are classified as one household, take the oldest person as head if the household members themselves cannot identify or consider one person as being the head.

### **Items 7-9: Number of usual household members**

This survey will use the de jure ('usual') system of enumeration as opposed to de facto ('as of previous night') system.

#### Usual member of household

For the purposes of this survey a usual household member is one who has been continuously living with a household for at least six months. He/she may or may not be related to the other household members by blood or marriage, and may be a house helper or labourer. A usual household member normally lives together with other household members in one house or closely related premises and takes his/her meals from the same kitchen.

Newly married couples are to be regarded as usual members of the households even if one or both of them has been in the household for less than six months.

Newly born babies of usual members of a household should be included as usual members of that household.

Members of the household who are at boarding schools, colleges and universities within Zambia or any other persons temporarily away from the household who normally live and eat there such as persons temporarily away for seasonal work, because of illness, attending funerals, giving birth, visiting relatives or friends have to be included in the list of usual members of the household. Any other persons who have spent at least six months with the household have to be included as usual members of the household. Other persons such as servants and lodgers who are part of this household must be taken as usual members.

Usual members of the household who have been continuously living outside the household for more than six (6) months e.g. someone abroad for studies for more than six months should not be included as a member of the household.

Add up all the usual members of the household and write the total number in the column indicated 'Total'. Then find out how many of those usual members of the household are male and how many are female and record the answer in the appropriate columns. Be certain to include the head of the household, the aged, and babies in the number recorded. These tend to be left out.

**Question 10: Did any member of this household grow or anybody grows on their behalf any crops during the last agricultural season?**

The last agricultural season for households who shall be interviewed during this survey, that is, from 9<sup>th</sup> September to 13<sup>th</sup> October will be 2001/2002 agricultural seasons

These activities should only be for those being done in Zambia. If the activities are done outside Zambia, do not record them here.

Crops include fruits, vegetables, and other crops such as maize, beans, groundnuts, cotton, seed and so on. Growing of fruits refers to organised orchards. To get area under fruit; record the size of the orchard/s.

Backyard/Kitchen/Dambo gardens are excluded from agricultural activity if they are mainly for household consumption. But if they are mainly for commercial purposes then include them.

For the purpose of this survey, both active involvement in the growing of own crops, and growing done by others but on the behalf of the listed household are to be included. The idea is to capture all the sources of income or livelihood of the household regardless of location or management of the source within Zambia. In other words, the household does not necessarily have to physically grow crops as long as the activities are accruing to them. The above qualifications refer also to ownership of livestock and poultry.

**Questions 11-13: What was the total area under crop for all household members combined?**

Record the total size of the cultivated area under crop for all members of the household and for all crops. Be sure to add areas where crops were actually grown and not where crops were intended to be grown but not actually grown. Also be certain to add up the total area where crops were grown for this household even if they are managed by non-members of the household elsewhere.

The size of the area is to be recorded in one of the units indicated on the listing form depending on the units given by the respondent. Be sure to probe when respondent gives area in hectare. They may actually mean acre. One household may record the area in one or more of the given units.

Ask respondent for the total area of all the fields. Add up the areas reported for all the fields for all the members of the household and record the total area in the boxes provided. It is very important to get the correct amount of total area under crop, as this will be used also for sampling purposes. Begin by asking respondent if there are any members of the household who carried out some agricultural activities whether by themselves or done by other people on their behalf. Then ask the respondent to give you the total land area under crop, field by field, and for each household member, whether managed by them or not. Then add this up and they will constitute the total area under crop for that household.

If a household is managing a farm or growing crops on behalf of other households - exclude these activities.

**Question 14 - 21: Does any member of the household own any livestock now?**

Ownership refers to all livestock owned by all members of the household regardless of where they are raised. That means include livestock owned by the household but is raised by somebody else other than the member of the household. Exclude livestock that the household raises on behalf of others. Record the number owned as at survey date.

Beef cattle - Record the total number of cattle owned by the household that are raised specifically for beef. This does not include traditional cattle even if they are sold once in a while for beef. If a household owns only traditional cattle and/or dairy cattle enter a zero in this column.

Dairy cattle - Record the total number of cattle owned by the household that are raised specifically for milk production. This also does not include traditional cattle even if they produce milk. Enter a zero if none are owned.

Other cattle - Record the total number of any other cattle owned by the household other than beef or dairy.

Goats and sheep - Record the total number of goats and sheep of any kind owned by the household.

PIGS:

Exotic pigs - Record the total number of pigs other than traditional, owned by the household. Exotic pigs are usually raised for commercial purposes for meat and pork products such as polony and sausages.

Other pigs - Record the total number of any other pigs other than exotic pigs owned by the household.

**Question 22-28: Does any member of this household own any poultry?**

Ownership refers to all poultry owned by all members of the household regardless of where they are raised. That means include poultry owned by the household but is raised by somebody else other than the member of the household.

**HYBRID CHICKENS**

Broilers - Record the total number of broilers (chickens raised for meat), owned by the household, accumulative over the 12 months prior to the survey. That is, add up the total number of broilers raised by the household or raised on their behalf in the twelve months period prior to the survey.

Layers - Record the total number of layers (chickens raised for eggs for sale), owned by the household, accumulative over the 12 months period prior to the survey. That is, add up the total number of layers raised by the household or raised on their behalf in the twelve months period prior to the survey.

Parent stock of poultry - These are special type of chickens used for breeding purposes and are produced under very sophisticated conditions. Record number raised by the household on an accumulative basis during the 12 months period prior to the survey.

Other chickens - Record the total number of chicken other than broilers and layers owned by the household accumulative during the 12 months period prior to the survey.

Other poultry - Refers to other poultry other than chicken such as ducks, guinea fowls, geese, turkeys, pigeons, and rabbits. Record the total

number of any such other poultry owned by the household accumulative during the 12 months period prior to the survey.

**Question 30: Does any member of this household or anybody on their behalf do some fish farming?**

Fish farming refers to the breeding of fish and not catching of fish. It refers to a situation where the household has dug out ponds and rears fish in them for consumption and/or sale.

**Marker slips/stickers**

In order to identify the household in a structure a special marker slip/sticker should be pasted on top of the main door of each structure after the household has been listed. This means that stickers should be pasted on all buildings/structures. This slip will be marked with province name and code, district name and code, CSA number, SEA number and household number (HHN).

For buildings with more than one household, each household in the building should have a sticker.

If there are several households living in one building with one main entrance - you can indicate the range of household numbers on the main door, e.g. and then paste 0010- 0 0 1 5 individual stickers inside the building on the main door of each household.

Non-residential buildings with no households living in them should also have stickers pasted on them and province, district, CSA and SEA identification particulars written on them but the household number should be zeros.

Residential buildings with no household living in them will also have province, district, CSA and SEA identification particulars written on them but the household number should be zeros.

The marker slip/stickers will have the following design: -

<b>CENTRAL STATISTICAL OFFICE</b>			
<b>LIVING CONDITIONS MONITORING SURVEY (LCMS)</b>			
	<b>YEAR</b>	<input type="text"/> <input type="text"/> <input type="text"/>	
<b>Province:</b>	<input type="text"/>		
<b>District:</b>	<input type="text"/> <input type="text"/> <input type="text"/>		

<b>CSA No</b> .....	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>SEA No.:</b> .....	<input type="text"/>		
<b>HHN:</b> .....	<input type="text"/>	<input type="text"/>	<input type="text"/>

These particulars should be written with a pen but the listing sheet and questionnaire should be recorded in pencil.

### CHAPTER III - ENUMERATION

The next stage after the listing of households is completed in your assigned SEAs, you will be required to enumerate a selected number of households using the main questionnaire. Your supervisor will give you the list of selected households to enumerate.

#### Questionnaire construction conventions: -

For most questions a fixed number of categories and a box for codes are given. The appropriate answer category should be put in the registration box as shown below:-

#### Example 1

Question 5 (Section 1). Is..... male or female?

If the answer is Male, a 1 will be recorded in the answer box as below: -

- 1 Male
- 2 Female

CODE

1
---

The questions, which you should ask the respondent, are written in small letters, while instructions to you are written in capital letters. Also, whenever you find a shaded area, this will contain an instruction to you. This is done to make it easier for you to distinguish between the actual questions and other information in the questionnaire. Answer categories written in small letters should be read out while those in capital letters should not be read out.

**Skip instructions:** >> after an answer category means one should skip to the question or section indicated after the skip sign.

#### Example: 2

Question 1 (Section 3). Has... been sick or injured during the last two weeks?

- 1 YES
- 2 NO >> NEXT SECTION

CODE

2
---

In this example if the person has not been sick or injured in the last two weeks you should record the answer category 2 and then skip to the next section, which in this case will be section 4.

All amounts/quantities in figures should be right justified with a leading zero (0) and an arrow as shown below: -.

0	-	>	3	4	5
---	---	---	---	---	---

[IF THE ANSWER WAS E.G. K345]

0	-	-	-	-	>
---	---	---	---	---	---

(FOR NONE)

### **III.1            MAIN QUESTIONNAIRE**

#### Introduction

The main questionnaire will be used to collect detailed data on the household and all individual members of the household.

The questionnaire is preferably to be administered to the head of household. If that cannot be done, another knowledgeable person may be interviewed. Some portions of the questionnaire however, will need to be answered by individual persons. Below are the topics covered in the questionnaire and the preferred respondents.

The main questionnaire is divided into 15 sections as follows: -

<u>SECTION</u>	<u>TOPIC</u>	<u>PREFERRED RESPONDENT</u>
1.	Household roster	- Head or spouse
2.	Marital status & Orphan hood	- Head or spouse or individual person
3.	Health	- Individual person if aged 12 + years Mother or female guardian if child is below 12 years
4.	Education	- Head or spouse
5.	Economic Activities	- Head or spouse
6.	Income	- Individual person
7.	Household Amenities	- Head or spouse
8.	Household Access to Facilities	- Head or spouse
9.	Household assets	- Head or spouse
10.	Self-assessed poverty and Coping strategies	- Head or spouse
11.	Development issues and social fund impact	- Head or spouse
12.	Household food production	- Head <u>and</u> spouse

- 13. Household expenditure household purchases - Ask for the person who makes most of the
- 14. Anthropometry - Mother of child or female guardian
- 15. Deaths in the household - Head or spouse

The above mentioned are preferred respondents for the various parts of the questionnaire but if the preferred respondents are not available - you have to find out when they are usually at home so that you interview them, or if it is still not possible, you interview some other knowledgeable person/s in the household. This will entail you to make more than one visit to a household in order to collect all the information required from the household members. It is, in fact, better to pay several visits to a household and collect correct information rather than to collect incomplete or inaccurate information in one single visit from a member of household who does not have all the information. Make appointments for re-visits and ensure that you keep to the appointed times with the households while you continue enumerating other households.

In some rare cases you will need to complete more than one main questionnaire per household. The main questionnaire is meant for one household (one questionnaire per household) and has provision for 13 members in total to be recorded on the questionnaire. If you come across a household with more than 13 members, continue on another questionnaire. Write down the same identification particulars as on the first questionnaire but record the following on the top left corner of each questionnaire: -

A Questionnaire No.  of  on the first questionnaire and;

A Questionnaire No.  of  on the second one.

**HOW TO COMPLETE THE QUESTIONNAIRES: -**

**Household identification particulars**

**1 Province name**

Write down the name of the province you are operating from in the space provided. You will then enter the province code in the box. These codes are given in Appendix I.

**2 District name**

Write down the name of the district you are operating from in the space provided, then enter the code, as it appears in Appendix I.

**3 Constituency name**

Find out the name of the constituency in which the household in your work area (SEA) falls. This information can be obtained from local party officials, traditional leaders or the district council. See Appendix IV for the constituency codes. Note that an SEA can fall in more than one constituency. In such a case find out the constituency in which the household falls.

**4 Ward name**

Also find out the name of the ward in which the SEA you are working in is. You can get this information from the local political leadership in your area or the district council. Then enter the appropriate code for the ward. Codes for wards are given in the Appendix II.

**5 Census supervisory area number (CSA)**

Your supervisor will give you the number of the CSA in which your work area is located. Enter the number in the boxes provided.

**6 Standard enumeration area number (SEA)**

This is the area allocated to you for enumeration. Your supervisor will give you your SEA number. Transfer the information to the questionnaire. Ensure that the CSA and SEA number you are given correspond to the ones on your maps (work area) and the questionnaire.

7 Indicate whether the SEA is rural or urban.

**8 Stratum**

In case of rural areas the relevant stratum from the Listing form should be entered here. In the case of urban areas the information on low cost, medium cost, high cost is provided on the list of selected SEAs

**9 Household number (HHN)**

Transfer the household number of the selected household from the listing form.

**10 Centrality**

Enter the relevant code as given to you by your supervisor.

**11 Panel number**

If the household falls under a panel sea enter 1 for yes, if not enter 2 for no.

**12 Village or locality name**

Write down the name of the village or locality where the household resides.

**13 Chief's/chieftainess' area**

Write down the name of the chief's or chieftainess' area in which the household resides and the code number of the chief/chieftainess from appendix iii.

**14 Household status**

Record here whether this household is the originally selected household or whether it is a replacement. Ensure that the identification particulars refer to the enumerated household.

**15. Reasons for replacing**

Indicate the reasons for replacing a household in cases where another household replaces an originally selected household.

Your supervisor should provide you with this information as well as for item 13.

**16 Enumerated household and sampling serial number of household**

Here, you should write down the name of the head of the household and the residential address of the household that is being enumerated. (See definition of head of household in chapter ii). The sampling serial number will come from the last columns of the listing sheet.

**17 Name of main respondent**

The name of the person giving most of the household information should be written down as well as his/her serial number from the Household Roster.

**18 Total number of persons who live in this household**

Add up and record the total number of persons who live in this household. This will give the household size of each household. It is important to record the correct number.

**19-20 Data collection**

You should indicate your name and date of completion of the main questionnaire. Your Supervisor should also write his/her name and date of checking the questionnaire.

If you are not able to make contact with a selected household on the first visit, you are supposed to try again later. Before interviewing a household, first find out if they are ready to be interviewed immediately or make an appointment to interview them at a later time or date.

**SECTION 1:HOUSEHOLD ROSTER**

For the definition of the household, usual household members and polygamous households please refer to Chapter II.

**Question 1: Serial numbers of usual household members**

Each member of the household should be numbered in the first column (serial number of household members). If there are more than 13 members in the household, continue on another questionnaire. Instructions on how to use another questionnaire are given in Chapter II.

**Question 2: Names of usual household members**

List all the usual members of the household serially starting with the head. You should list them in this manner; you first ask for the name of the head, then for the spouse, then for their children who live with them, then for other relatives who live with them, then for non-relatives who live with them, then for other members of the household who are temporarily away visiting etc, then for members of the household who are at boarding schools, colleges, university, and so on. Ensure that only usual members of the household are recorded. Do not record children of the head who are no longer members of the household. In particular, old people have a tendency of regarding grown up children who have their own households as part of their households because they are their children. This is not the type of household membership we are looking for. The information (on usual household members) is very important for estimating the population. Therefore, ensure that it is correctly recorded.

If there is a newly born baby who is not yet named in the household then write 'Baby' and the Surname e.g. Baby Musonda.

Be sure to include all usual members of the household including those who are temporarily away on visits, funerals, in hospitals, boarding schools and so on. Also ensure that non-usual members of the household are excluded from the list.

**Question 3: How old is ..... now?**

Record the age in completed years, e.g. a person who is 17 years and 11 months old will have 17 entered as his/her age.

For those younger than 5 years ask for the **under five (5) clinic card** and check for the date of birth of that child, then calculate the age by subtracting the date of birth from the date of enumeration and record the actual age in months. For example a child born on 10th March, 1998 will be 4 years 8 months old = 56 months old on 20th November, 2002 (i.e. if that's the date you are enumerating a particular household).

To estimate ages in months; first subtract the child's year of birth from 2002 (2002-1998 = 4) in this case and that will be the completed years. Then count the number of months from the child's month of birth to the survey date. In this example 10th March to 20th November = 8 completed months. Therefore, the

child's age in completed months is: (4 years x 12 months)= 48 months + 8 months = 56 months. Indicate 1 in the box code if age is in years and 2 if age is in months, e.g a child of 56 months (i.e 4 years and 8 months) will be recorded as:

CODE	AGE
2	59   60

and an adult of 66 years be recorded as:

CODE	AGE
1	69   60

Almost all persons who have been to school know their age, while some especially the illiterate and the very old, may not. In such a case, use the calendar of events to estimate the age of the person. E.g. How old he/she was when the Chinese built the Lusaka-Mongu road or when the name Feira boma was changed to Luangwa or when Zambia became an independent country etc.

If you have already ascertained the age of some member of the household this may be of considerable help in determining the ages of other members of the household. In case you are only given the year of birth and no month, calculate the age by subtracting the year of birth from 2002.

Example: You are interviewing the head of household who cannot remember or does not know his/her age. You can estimate his/her age in various ways. For example, find out the age of the eldest child (if he/she knows it), and then ask him/her how old he/she was when the first child was born. Then add that age to the age of the first child - that will be the estimated age.

For those aged more than 90 years round down to 90 and record

1	9   0	in the answer boxes.
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**Question 4: Relationship with the Head of household**

Remember that relationship is only to the permanent head of household and not to any other members or the temporary head. This will cover relationship by blood, marriage, etc. For example grand children, in-laws, stepchildren, etc. 'Other relatives ' will be any other relatives not indicated in the questionnaire. 'Non relative' will mean no relationship with the head either by blood, marriage,

adoption, etc. For example maids, garden boys, farm hands, etc, who are not related to the head but are members of the household.

Relationship to the head should be in the nuclear way not the extended family system. This means that the children of the head's brothers and sisters who are members of his/her household should be recorded as nephews and nieces and not son/daughter as is the case in our African/Zambian culture. Ensure that you record relationship to the head according to the nuclear family system.

**Question 6: Is ... blind, deaf, dumb, crippled, mentally retarded or has multiple disabilities?**

There are various levels of disability; some are severe while others are not. In this question the concern is with the severe forms where there is total loss of the function of a particular organ. Partial impairment is not included here.

**Blind:** Complete loss of sight.

**Deaf:** Complete loss of sense of hearing.

**Dumb:** Complete loss of speech (oral).

**Crippled:** Any person with a physical abnormality relating to the loss of bodily limbs or any deformity in the bodily stature.

**Mentally retarded:** Any individual that is either very slow to learn or has deficiency of mental intellect (slow in grasping things, difficulties in remembering things, very slow at responding).

**Dissabilities:** Any person who is limited in the kind or amount of activities that he/she can do because of the on –going difficulties due to a long-term physical condition, mental condition or health problems. If a person has more than one disability, record six (6) for multiple disabilities.

**Question 7: Where was ..... residing 12 months ago?**

The objective of this question is to find out if a person migrated or not. Within the household some persons may move out or move in permanently or the whole household may move together. Whichever is the case, each individual member of the household must be asked this question.

If a person is uncertain about the period "12 months ago", then ask the question this way: "Where were you living this time last year"? Or Where was... living this time last year?

Answer categories 1 and 2 refer to a situation where a person is in the same type of area even if they may have moved to a different locality. Answer categories 3, 4 and 5 are the persons of interest. Based on this if for example a household moved from one locality to another within Lusaka city then the answer category

to record is '2'. But if someone moved from a rural part of say Chipata District to the Chipata town itself then the answer to record is '3'.

If a child's age is less than one (1) year old, record the same migration status as that of the parents or guardians.

**Question 9: Was the part of the district... was residing in 12 months ago rural or urban?**

The list of urban areas and townships is given in the District Codes Appendices.

**Question 10: Why did... move from his/her previous residence?**

This question is meant to establish reasons why people migrate.

For school - means the person migrated because they found a school place in that area, or preferred the school in that area, etc. For example, a person may move from one household to another because the place where the other household lives is closer to the school desired, etc.

Back from school/studies - For example, someone was abroad for three years studying and is now back with his/her original household.

To seek work/business - Those who migrated in order to look for work or business opportunities.

To start work/business - Those who migrated in order to take up a new job or business.

Transfer of head of household - Those who migrated together as a household because the whole household moved as a result of the head being transferred.

Previous household could not afford to keep him/her - Those who migrated because the household they lived with before was unable to look after them.

Got married - Those who migrated because they entered into marital unions.

New household - Those who moved because they have just set-up a new household.

Retirement - Those who migrated because they retired.

Retrenchment - Those who migrated because they were retrenched.

Decided to resettle - Those who migrated for the simple reason that they just wanted to live elsewhere.

Acquired own/different accommodation - Those who moved because they acquired, their own or different accommodation.

Found new agricultural land - Those who moved because they found or were in search of new or larger or more readily available or fertile land.

Other (specify) - If a person migrated due to other reasons other than those identified these other reasons are to be specified.

If a person gives several reasons for having migrated, ask them for the main one or the one they rank as most important.

## **SECTION 2: MARITAL STATUS AND ORPHANHOOD**

### **Question 1: What is your marital status?**

This question will be asked of all persons 12 years and above. Please code the appropriate response.

Never married:

Never married category refers to those who have never been in any marital union (marriage). Enter code '1' in the appropriate box.

Married:

Marriage is any permanent living arrangement between a man and woman to live together. This includes church marriages, other religiously approved unions, civil registration at a Boma other civil ceremony that has been performed, and the man and woman are living as husband/wife at present. These are to be recorded as married. Enter code '2' in the appropriate box.

Separated:

A man or a woman, who is separated, but not legally (Civil or Customary) divorced from his/her partner, and has no other wife/husband now. Enter code '3' in the appropriate box.

Divorced:

A man/woman permanently separated from the spouse and has no other spouse now will be given code '4'.

Widowed:

A man or woman whose partner died and has no wife/husband at present.

**Questions 2 and 3: Is the biological mother (father) of... still alive?**

Biological mother refers to the person who gave birth to the person being enumerated.

Biological father refers to the man who bore the person being enumerated.

### SECTION 3: HEALTH

#### **Question 1: Has .... been sick or injured during the last two weeks?**

This question is to be asked to all members of the household regardless of whether or not they had to stop their normal duties due to the sickness/injury. Record '1' for YES also if a person's sickness started earlier than the two weeks period before the survey as long as the person was still sick during the two weeks period before the survey or currently as you enumerate. If a person was sick during the two weeks period before the survey and is no longer sick, you still record '1' for YES.

#### **Question 2: What was ... mainly suffering from?**

This question applies only if the person has been sick/is sick in the last 2 weeks prior to the survey. Find out what he/she was/is mainly suffering from. Ask for the main illness. For example, if the person had a cough/cold and also a fever - record cough/cold. Fever is normally a symptom of other illnesses. Unless the person only had fever or it has been established that it was malaria - then only do you record fever/malaria.

If a person says I am suffering from general body pains; probe further for the main sickness/illness. If that cannot be established, record the answer category 29 (other) and specify as general body pains.

#### **Question 3: Did you consult any health or other institution/personnel for this illness/injury or did he/she use self-administered medicine only?**

A health consultation is one where a person has approached or sought medical advice/attention from any medical officer, spiritual healer or traditional healer (including herbalists) whether at a public or private health institution or merely by calling a medical officer on a private engagement, or by consulting a church pastor. This consultation could even be done outside Zambia. If the person took medicine that was bought without consultation or was available in the home, then that is self-administered medicine. If this medicine did not work and consultation was done later, then the answer category should be 'consulted'.

#### **Question 4: How much in total was spent on..... 's medication/consultation for this illness/injury?**

Record how much was spent for buying the medicine (only the amount spent in the last two weeks should be recorded). If the medicine was not bought, e.g. just given by friends, neighbours, relatives, or just dugout or collected own herbs, then enter zeros.

**Question 5: Which health or other institution/personnel did.... visit first for this illness/injury?**

You are to record the code for the first institution or personnel the person consulted for the illness or injury. You are to find out the type of health institution, which the respondent(s) visited. To do this first find out the actual name of the institution they visited. This will give an idea of the type of institution they visited. If you cannot determine from the actual name ask the respondent what type it is.

Some of the answer categories that are not clear have been defined below.

Medical personnel: refers to a situation where a sick person consults a health worker directly without going through an institution.

Spiritual healer: These are people who will use the spiritual media other than that used by the Christians clergymen to heal people of various illness e.g. Ba Mizimu.

Church healer: These are people who use prayers i.e. the clergymen to heal people of the various illness e.g. Pastors, Catholic fathers etc. These can also be referred to as faith healers.

Traditional healer: These are people who use herbs to heal people of the various illness.

**Question 6 and 12: Who attended to.... during this visit?**

Indicate the most qualified person consulted. For example, if during the consultation, a nurse, and then a doctor were consulted, the answer category circled should be 'medical doctor'.

**Question 7: Was... admitted to the institution on this visit?**

The objective of this question is to find out if a person was admitted at that particular institution where he/she went. Being admitted implies spending one or more nights in that institution for health or medical attention. If a person was admitted you record '1' for Yes.

**Question 8: How many nights did he/she spend?**

Record the number of nights the person spent in the institution if he/she was admitted on the first visit/trip, made to the first institution consulted.

If the person was not admitted, record

		0
	→	

If the person was admitted and spent e.g. 5 nights in the institution, record

0	0	5
---	---	---

If the respondent says one month, probe further to find out if it was exactly one month or more or less. Try, as much as possible, to get the exact number of nights. If it is truly one month record

0	3	0
---	---	---

A provision has been made for three boxes for cases where a person has been sick and admitted for more than 99 days.

That is a terminally ill patient.

If a person has been sick for a long time and is still admitted as at survey date or was still admitted during the two weeks prior to the survey, calculate carefully with the help of the respondents, the total number of nights that he/she has spent in the institution and record that.

**Question 9: What was the method used for paying for the services of the facility on this visit?**

Several options have been provided. Find out the exact way this consultation was paid for and record that.

Pre-payment scheme low cost:

These are either individual or family schemes. The premiums for schemes are very low.

Pre-payment scheme high cost:

These are also either individual or family schemes but are characterised with high premiums.

Paid for by Employer:

These are medical schemes paid by employers for either employees and in some cases for their families as well.

Paid by Insurance:

These are medical policies that either an individual or an institution buys. In case of any illness, the Insurance Company covers all the bills.

Paid part and the other part paid by others e.g. Employers:

This is the situation where the payment of medical fees is done partly by the affected individual and the other part by another person or employers.

Paid directly:

This is a situation where the individual pays for his/her medical fees directly.

Didn't pay:

No payment was made for the medical consultation.

Paid for by other (specify):

This is a situation where the medical fees are paid for by any other person.

Some health questions are repeated for the second visit for those cases where the person made more than one visit to the same institution for the same illness or injury. Ensure that you ask for the right visit and record answers for the appropriate visit.

**Question 10: Did....make a second visit to this or another institution/personnel for this same illness/injury?**

You have to find out whether a person made a second visit to the same or another institution/personnel for that same illness/injury. There are a number of answer categories that have been provided and you will pick on the best answer category that explains the respondent's answer.

**SECTION 4: EDUCATION**

This section is to be asked for all members of the household aged 5 years and above.

**Question 1: Is.... currently attending school?**

Be cautious when asking this question to persons who seem obviously not to be attending school.

Attending school is taken to mean that the person attends school as a full-time or part-time student i.e. in the formal school system.

**For example: -**

- Students attending vocational training including teacher training should be considered as attending school.
- Students at colleges and universities.
- Persons attending night school should be taken as attending school.
- Students/pupils at primary and secondary schools.
- People on unpaid or paid study leave to a formal educational institution.
- People engaged in correspondence studies with a correspondence school.

All those who will be deemed to be attending school or college/university should be recorded under answer category '2'.

**Question 2: What grade is.... currently attending?**

Use the following codes:-

Grade 1 to 12.....	CODES...01 TO 12
Grade 12 GCE (O-level).....	CODE...12
Vocational training.....	CODE...13
Grade 12 GCE (A-level).....	CODE...14
College students.....	CODE...14
Undergraduate University students.....	CODE...15
Post-graduate Diploma students....	CODE...16
Masters Degree students.....	CODE...17
Doctoral level and above students.	CODE...18

**Short courses**

According to the Technical and Vocational Training Authority (TEVETA) any course that lasts more than six months must be classified as a long-term course. Therefore, all courses that do not exceed six months will be regarded as short courses.

However, it is important to note that only courses that lead to the acquisition of a certificate or diploma will be considered as short courses. All workshops and seminars where no certificates are issued should not be treated as short courses. Therefore, as enumerators you have to probe further to distinguish between routine workshops/seminars and courses. Short courses will be code 13.

College students refer to those studying towards a diploma or certificate including National Accounting Technician (NATECH). Undergraduate students category also includes ACCA, CIMA students.

**Question 3: What grade was ... attending last year?**

Use the same codes as in question 2 (above).

Also use the same codes as in question 2 (above) for codes for questions 7, and 8.

**Question 4: Is the school .... is currently attending a government, mission/religious, industrial or private school?**

**Government schools-** Schools run by the central government including some colleges and the universities.

**Local government schools** - Schools run by district councils e.g. some nursery schools.

**Mission/religious schools** - Schools run by churches such as Catholic, Seventh Day Adventist, Reformed Church, Salvation Army, etc.

**Private schools** - Schools run by private persons/institutions usually accompanied by high school fees.

**Company owned schools** - Schools run by companies, e.g. ZISC. They should be a part of the company

**Community schools** - Schools managed by the community and progression is in 'levels' as opposed to grades. It goes up to level 4 which is equivalent to Grade 11.

**PTA schools** – These are schools run by Parent Teacher's Associations.

**Question 5: Has.... ever attended school?**

This question is basically trying to find out if a person has been to school, i.e any grade. Refer back to question one (1) for more understanding.

**Question 8: What was the highest grade .... attained?**

The level attained is the qualification (i.e. degree, diploma, certificate, etc) that an individual has acquired, whether by full-time study, part-time study or private study, whether conferred in the home country or abroad, and whether conferred by educational authorities, special examining bodies or professional bodies.

For cases up to GCE (O) Level, when recording highest level of education, the level completed is what matters. While for cases after GCE (O) level, qualification is what matters.

The system of school standards, grades and forms has been changed about 3 times in the past. Below is the sketch to guide you. Convert all previous standard of education to the current education level using the table below. For persons who were educated outside Zambia give the code of the appropriate Zambian Equivalent of the level reached.

Please note that the answer codes for question 8 are slightly different from answer codes for questions 2, 3, and 7. Make sure you record the right answer codes. As you will not be in a position to always refer to your instruction (enumerators) manual for codes, you can first record the educational attainment in words (above the answer boxes) and then later at home or at your camp, record the appropriate answer codes by referring to the enumerators manual.

<b><u>Date</u></b>	<b><u>Before 1956</u></b>	<b><u>1956-65</u></b>	<b><u>1966-80</u></b>	<b><u>1981 to Date Codes</u></b>	
	Sub-standard A	Sub standard	Grade 1	Grade 1	01
	Sub-Standard B	Sub-Standard	Grade 1	Grade 1	01
	Standard 1	Standard 1	Grade 2	Grade 2	02
	Standard 2	Standard 2	Grade 3	Grade 3	03
	Standard 3	Standard 3	Grade 4	Grade 4	04

Standard 4	Standard 4	Grade 5	Grade 5	05
Standard 5	Standard 5	Grade 6	Grade 6	06
Standard 6	Lower	Grade 6	Grade 6	06
	Standard 5			
Standard 6	Upper	Grade 7	Grade 7	07
	Standard 6			
Form 1	Form 1	Form 1	Grade 8	08
Form 2	Form 2	Form 2	Grade 9	09
Form 3	Form 3	Form 3	Grade 10	10
Form 4	Form 4 (GCE)	Form 4	Grade 11	11
Form 5			Grade 12	12
	(GCE)	GCE (O)	GCE (O)	
Form 6 Lower	Form 6	Form 5	Grade 12	12
	(Lower)	GCE (O)	GCE (O)	
Form 6 Upper	Form 6	Form 5	Grade 12	14
	Upper	GCE (A)	GCE (A)	
Certificate				14
Diploma				14
Undergraduate	University			14
Bachelors' Degree				15
Post Graduate Diploma				16
Master Degree				17
Doctorate and above				18

Example 1:

If someone had passed standard 5 before 1956, enter code 06 in the boxes provided.

Example 2:

Suppose a person completed form 5 GCE (O) Level in 1980. In 1981 he went to study at the University of Zambia. After two years he/she left before completing the program. For this person enter the code 14 in the appropriate boxes.

Example 3:

If someone completed (not just attended) grade 7 but is now repeating grade 6, then the highest grade attained in this case is grade 7. Someone repeating grade 7 - highest grade attained is grade 7. Someone who is currently attending grade 7 but has never completed grade 7 before, then highest grade attained is grade 6.

Example 4:

If someone has completed NATECH, ZDA, AAT and equivalent, record him or her under code 14.

Example 5:

If someone has completed ACCA, CIMA and equivalent but has no higher qualification such as Masters degree, record under code 15.

**Question 9: What was the main reason for... leaving school at the time?**

Here we are trying to establish the main reason why a person is not in school or what could have led a person out of school. Several answer categories have been provided and you pick on the answer category that matches with the respondent's response. Caution has to be taken when asking this question.

**Question 10: Why has... never attended school?**

Several options have also been provided here. The interviewer has to probe and find out why dash has never been to school. Then pick on the appropriate code that explains why.

**SECTION 5: ECONOMIC ACTIVITIES**

This section is for all members of the household aged 5 years and above. The age lower cut-off is 5 years in order to capture child labour.

**Question 1: What is your main current economic activity?**

The objective of this question is to find out what a person is mainly engaged in currently. For example someone's main activity may be a student and while on

school holidays this person finds temporary employment at the time of the survey -record them as full-time students. In cases where the respondents spent an equal amount of time on two activities, find out which one they regard as their main activity.

(i) In wage employment: -

This refers to persons employed by someone on a fixed monthly/weekly/daily wage/salary. This category also includes those persons employed and paid on piecework basis. Students on school holidays who manage to find jobs and might be working during the reference period are to be recorded as full-time students and not as working. All persons who get paid partly in cash and in kind are included in this category (e.g. hotel workers and farm labourers).

(ii) Running a business/self employed: -

This refers to persons who are running their own business such as marketeers, hawkers, cobblers, tinsmiths, bottle store operators, grocery store owners, bar/bottle store operators, etc. Included in this group are two or more persons running a business on partnership basis, and street vendors. Call-boys at bus stations (ngwangazis or Kusogolo boys) and those who carry peoples' shopping from shops like mealie meal carriers are also classified as self employed as long as this is their main current economic activity. Make sure that unpaid family workers are included.

(iii) Farming, fishing and forestry: -

Included here are farmers who till and manage their own farms, with or without the help from other persons. Make sure all the small scale and subsistence farmers are included in this category. **Also, make sure that all females and unpaid family workers engaged in farming are recorded as farmers, not as housewives or unemployed persons.** The current working status of all persons in agricultural and allied activities will be determined as follows: -

- (i) Agricultural: growing crops, fruits and vegetables, raising of poultry and livestock, and fish farming. This will include unpaid family workers.
- (ii) Fishing and hunting. This includes unpaid family workers.
- (iii) Forestry: collecting or cutting wood, charcoal burning, gathering of honey and beeswax from trees, gathering of mushrooms, caterpillars, collecting wild fruits for sale, etc. Please ensure that you include unpaid family workers.

(iv) Not working but looking for work/means to do business:-

This refers to persons who are currently seeking for jobs or means to do business. This includes persons who have:-

- (i) Registered at various labour offices;
- (ii) Gone to see possible employers to ask for jobs;
- (iii) Written/applied for jobs;
- (iv) Asked friends, relatives, neighbours, etc to help them find a job;
- (v) Sat for interviews and are awaiting letters of offer;
- (vi) Made an effort to start a business e.g. opening a market stall, clearing a piece of land for agricultural activity, etc.

If a person did not do any of the things above but only wished to get a job or business without trying to do something to actually find a job or business then do not classify that person as looking for work but include him/her in the answer category below.

(v) Not working and not looking for work/means to do business but available for work: -

This refers to a person who wishes to get a job or is interested in getting a job or means to do business but has not made any practical effort to get a job or means to do business. Included in this category are those persons who: -

- (i) Are not sure there is any job available
- (ii) Imagine they are not qualified or that there is no suitable vacancies for them
- (iii) Are not looking for work but are very much interested in working. They may not be looking for work due to temporary reasons such as illness or awaiting results of previous application, etc.

Those persons who are not working and not looking for work because they are full-time housewives or students or for any other reasons should be classified in the categories below.

(vi) Full-time student: -

This refers to all persons whose main current activity is full-time students/pupils even if they are doing some work for pay or profit at the time of the survey. Make

sure you exclude students on paid study leave. These are to be classified as working (the ones on paid study leave).

(vii) Full-time homemaker: -

These are persons who devote most of their time to looking after their own household/families/children. Homemakers who are subsistence farmers should be regarded as farmers.

(viii) Retired, too old to work: -

These are persons who retired and are depending mainly on pension or retirement benefits. If a retired person engages in any job/business for pay or profit or is doing some subsistence farming then he/she is to be regarded as in wage employment or farming. Those who say they are too old to work are the ones who should be regarded as very old.

(ix) Other: -

This refers to those who are neither interested nor available for work, such as beggars, vagrants and the invalids or the very sick or permanently disabled and those who give disability as a reason for not working and not looking for work. You are here required to specify the given reason.

Include also those persons who live on rental incomes, savings, inheritance, remittances, charity, family help, gambling income, etc.

**Question 2: What type of job/business are you doing?**

This refers to the main job/business the respondent is currently doing. The main job/business is the job/business in which a respondent spends more working time. If the respondent spends an equal amount of time on two jobs, record the one that earns him/her the most income. If the respondent spends an equal amount of time on two jobs and earns the same amount on the same jobs ask him/her to indicate which one is the main job.

Specify/describe briefly the type of job he/she is doing before coding. Afterwards on the same day at your camping place enter the appropriate code for the occupation from appendix VII. Use the four digit level codes.

Occupation should be given in clear terms to show what kind of work an individual is doing.

Examples: -

Carpenter, messenger, town clerk, radio mechanic, Farmer, farm labourer, accounts clerk, personnel officer.

Avoid entering a term that implies greater skill or responsibility than is really involved in the respondent's job. Do not enter "Engineer" for someone who is actually a draughtsman, or "Accountant" for a bookkeeper, or "Brick-Layer" for someone who only mixes mortar and hauls bricks. This implies that you have to probe further and find out exactly what a person's real occupation is by asking further questions about his training and cross check with his/her education given in section 4.

**Questions 3 and 12: What sort of business/service is carried out by your employer/establishment/business?**

Specify / describe briefly the type of business or service that is carried out at the person's business or workplace. First write the industry above the boxes for codes and then later on give the code number when you get back to camp (see Appendix VIII for industrial codes). Use the four digit level codes.

This question refers to the kind of business or service (industry) carried out at his/her workplace relating to the occupation that is already recorded under question 2. The type of product or service that is produced will depend upon the industry or type of job a person is employed in.

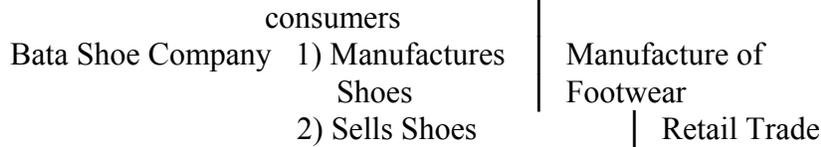
Example 1:

A carpenter may work in: -	The industry will be: -								
<table border="0" style="width: 100%;"> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black; width: 50%;"></td> <td style="border-top: 1px solid black; border-bottom: 1px solid black; width: 50%;"></td> </tr> <tr> <td>A furniture workshop</td> <td>Furniture Manufacturing</td> </tr> <tr> <td>A building Construction Co.</td> <td>Construction</td> </tr> <tr> <td>Zambia Railways</td> <td>Transport</td> </tr> </table>			A furniture workshop	Furniture Manufacturing	A building Construction Co.	Construction	Zambia Railways	Transport	
A furniture workshop	Furniture Manufacturing								
A building Construction Co.	Construction								
Zambia Railways	Transport								

Example 2:

Many enterprises have several functions and in such a case, the industry to record should relate to the functions of the establishment where the respondent is closely associated.

Functions	Industry								
<table border="0" style="width: 100%;"> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black; width: 50%;"></td> <td style="border-top: 1px solid black; border-bottom: 1px solid black; width: 50%;"></td> </tr> <tr> <td>Dairy Produce Board 1) Prepares Milk</td> <td>Food Manufacturing</td> </tr> <tr> <td>2) Sells milk to Retailers</td> <td>Wholesale Trade</td> </tr> <tr> <td>3) Sells milk to</td> <td>Retail Trade</td> </tr> </table>			Dairy Produce Board 1) Prepares Milk	Food Manufacturing	2) Sells milk to Retailers	Wholesale Trade	3) Sells milk to	Retail Trade	
Dairy Produce Board 1) Prepares Milk	Food Manufacturing								
2) Sells milk to Retailers	Wholesale Trade								
3) Sells milk to	Retail Trade								



Examples 3:

- (1) A Doctor employed by the University Teaching Hospital and a Doctor working at a hospital owned by KCM - Both will be classified in Industry 8511 (Hospital Activities).
- (2) A Plumber employed by a crop farm owned by KCM will not be classified under mining but under code 0111 (Agriculture).

**Questions 4 and 13: What is your employment status?**

**Employees** are those person(s) who work for others for a wage or salary, which may be paid to them in cash or kind or partly in cash and partly in kind. Salesmen who work for commission are also to be classified as employees.

Examples:

- A shop assistant
- A bartender (not the bar owner)
- A carpenter working for a contractor
- A miner
- A domestic servant, cook, gardener, security guards etc.
- A manager of a firm
- A mechanic working for pay in a garage

**NOTE:**

- All government workers and employees of parastatal and private organizations from an office orderly right up to secretary to the Cabinet, Managing Directors, etc are employees.
- The President, Vice President, Ministers and other members of parliament having public funds as their main source of income will be considered as government sector employees. Similarly, chairmen of service commissions and chairmen of parastatal organizations will be treated as employees.

- All full-time political party employees are to be recorded as private sector employees.

Classify employees according to whether they are Central government employees, Local government employees, parastatal employees, private sector employees, or international organisation/embassy employees.

**Self- Employed:** Those persons who are not working for others for a wage or salary but run their own businesses, factories, workshops, farms and also do not employ others and pay them wages and salaries in their establishment are classified as self-employed. Ordinarily such persons will have their own place of business and determine their own hours of work and work program. These persons may do other peoples work by fixing an hourly rate or on the basis of the job itself, e.g. self-employed plumbers, electricians, etc.

The fact that members of a person's household may assist him/her in his/her work without receiving any remuneration does not alter his employment status as self-employed because he/she is not employing them. However, if he pays wages or a salary to any member of this household, in that case he is employing that member and this relation (employer/employee) will then be the case.

Examples of a self-employed person:-

- A subsistence/small scale farmer who does not employ outside labour in his farm except unpaid family workers will be treated as self-employed.
- An owner of a small family store run by him/herself is self-employed.
- A marketeer or a street vendor is a self-employed person.
- A car mechanic running a small repair business is self-employed.
- An owner of a small teashop or kiosk, which he/she runs himself/herself, or with the help of his (unpaid) family members is a self-employed person.
- A cobbler or a carpenter running repair business without paid help of others is self-employed.
- A tailor doing his business with no paid helper is self-employed.
- A plumber who does repair jobs for different households. Some walk around and solicit for jobs from one household to another.
- An electrician running a small repair shop on his own.

If a person works as a subsistence farmer and other members of the household also have their own plots on the farm/holding and harvest separately and run as separate entities then each one of these will be a subsistence farmer and each classified as **self-employed**. But if the rest of the members of the household work in the farm owned or controlled by the head and do not receive salary/wage, then they will be classified as **unpaid family** workers while the head or the one who controls/owns the farm will be classified as **self-employed**.

**Central Government Employees:** This refers to those employees who work for all organs of the government, which includes: government ministries and departments, all levels of the law courts (supreme, high, magistrate, and local courts), etc including the Ministry of Local Government and Housing.

**Local government employees:** This refers to those employees who work for the district/local councils (city, municipal, and township councils).

**Parastatal Employees:** are those employees who work for firms/companies owned and/or controlled by the government or partly owned/or controlled by the government and partly by private. Such as Zambia Railways, ZSIC, KCM, NHA and so on. This includes statutory boards such as the ZRA, ZPA, LuSE, Bank of Zambia, etc.

**International organisation/embassy employees:** This includes employees working for international organisations such as the United Nations (UNDP, UNFPA, UNICEF, etc), World Bank, Care International, World Vision, etc and for embassies and high commissions (excluding diplomats).

**Private Sector Employees:** This includes those employees who are employed in privately owned firms/companies such as shops, private butcheries, private farms, and other businesses owned by private individuals or companies, airlines, hair salons, restaurants, hotels, and so on as long as there is no government participation.

**Employer/partner:** This refers to those persons who run their own business on their own or jointly with partners/shareholders and employ others in their establishment and pay them wages/salaries.

Remember do not include personnel managers/officers, managing directors (who are not owners) or any such people as employer if they are themselves employed. But a managing director of his/her own firm/company/business is an employer regardless of age, sex, education level, or income level.

**Unpaid Family workers:** These are persons who normally assist in the family business or farm but do not receive any pay or profit for the work so performed.

**Question 5: In your current main job/business, are you entitled to a pension, gratuity or social security?**

This and the next two questions are meant to establish whether a person is in the formal or informal sector of the economy. Pension Schemes refer to schemes paid out in form of money when a person retires from employment such as the government pension scheme and the local government Superannuation Fund scheme.

Social security is also some kind of insurance for a person when he/she is out of employment or retired such as the NAPSA, Workmen's Compensation, and Insurance Policies provided by employers (not provided by employees themselves).

**Questions 6 and 15: Are you entitled to paid leave in your current main job/business?**

This question refers to whether or not a person is entitled to pay while on vacation leave, maternity leave, etc.

**Questions 7 and 16: Are there 5 or more people working in this company/business including the owner?**

The respondent is supposed to include all workers in all branches of the same company/business.

**Question 8: During the last 12 months, have you changed employment/businesses?**

Find out if the person who is currently working or running a business had a different job/business previous to the current one.

**Questions 9 and 18: What was the main reason for leaving the last Job/business?**

If the respondent gives you more than one reason, find out the main reason.

**Question 10: Do you have another job/business?**

This question refers to any other job/business apart from the main current job/business recorded in question 1. A person may, for example, be employed in a regular job but might be also running business, or may even have two regular jobs.

The same set of questions for the main job or business is repeated for the secondary job or business. Please refer to the appropriate questions for reference. If the person has more than one secondary job, pick the one where he/she earns more income

**Question 11: What type of job/business is this?**

Ask for the main secondary job or business. If the person has more than one secondary job or business record the secondary job or business, which earns the person the most money.

**Question 17: Did you have a job/business in the last 12 months?**

This question is intended to find out whether a person reported mainly to be unemployed and inactive was engaged in some gainful activities in last 12 months prior to the survey time. Some respondents could have had some income generating ventures but due to one or other reasons they are now doing nothing. Probe to find out the exact situation.

**Question 19: Are you currently engaged in any income generating activities or farming?**

This question is intended to find out whether a person reported mainly to be unemployed and inactive still is engaged in some gainful activities. For example, a woman identified as a homemaker may be selling some foodstuff, cigarettes, Salaula, at home, etc. When asked question 1, she might report her activity status as a housewife even though she also engages herself in some income generating activities.

## SECTION 6: INCOME

### **Items 1-18: Sale of own Produce**

Items 1 to 18 relate to incomes earned by members of the household (combined) from their own production activities. Emphasize to the respondent that you want to collect income from the entire households' own production (combined) whether done by the household members themselves or by others on their behalf and that the respondent should not include income that is not accruing to the household. The income asked for is from production of hybrid maize, local maize, cassava, groundnuts, rice, millet, sorghum, beans, soyabeans, sweet potatoes, irish potatoes, vegetables, other food crops, cotton, tobacco, sunflower, paprika, other non-food crops, cattle, goats, sheep, pigs, livestock products, chickens, ducks, other poultry and finally eggs.

If a person bought any of the items mentioned in items 1-18 and later re-sold them, that income should not be recorded in items 1-18 but should be recorded as retail trade under "Income from non-farming business activities". It has to be income from the households' own production or farming which will appear in items 1-18.

### **Items 19.1 - 23: Sale and consumption of own livestock**

These items relate to income earned by the household (combined) from sale of own livestock either live or slaughtered. Also included is consumption of the various types of livestock owned by the household. If a household slaughtered a cow for example, for a wedding and sold part of it. Record the whole cow under 19.3 (consumption). Record under the main reason for selling the livestock. Another example, if a household slaughtered one of their own goats for purposes of selling it and consumed part of it. Record it under 20.2 (sale of own goats slaughtered) because that was the main intension. Own consumption should be valued at the current average prices ruling in that locality. For example, if a household slaughtered four (4) goats during the last 12 months prior to the survey and the average (current) price of a goat is K15,000 in that locality, you will record:-

0 > 4 in the second column and 0 > 6 0 0 0 0 in the column for value(third column).

### **Items 24.1 - 24.4: Sale of own poultry**

These items relate to sale and consumption of different kinds of poultry. Differentiation is not made between live and slaughtered. Combine them when recording.

**Questions 26 and 27: Income from non-farming business activities**

Make sure that any non-farming Business Activity(ies) which was/were recorded in section 5 by self-employed persons and employers/partners is/are described/specified and also reflected or recorded as non-farming business activities in this section. This implies that you should first identify those recorded as '1' (self-employed) and '7' (employer/partner) in questions 4 and 13 of section 5. You are therefore required to screen out those who are engaged in agricultural activities and only take details of persons engaged in non-agricultural activities, under these questions.

In addition add income from any other non-farming business activities that might not have been recorded in section 5. The duration and size of the business activity does not matter. Even if the activity is operated for only one month or even less, it still needs to be recorded. If only one business activity was operated, then just record that one.

**Question 28: How much is your regular gross monthly salary/wage including regular allowances such as housing and transport allowances, regular overtime, and retention allowances, from the main job?**

For those persons in section 5 who were identified with alternative 1 in question 1, record income from their main job including regular allowances such as housing allowance, retention allowance, etc. Regular allowances usually come together with the monthly pay. Exclude subsistence allowances which are meant for paying for food and lodging.

**Question 29: How much non-regular allowances did you receive last month, that is, overtime payments, subsistence allowances, bonuses, etc.**

Here record any non-regular allowances having been received by this person from his/her job, such as non-regular overtime payments, long-service bonus, sitting allowance, settling allowance, etc. Non-regular allowances are adhoc and sometimes are included with the regular pay but in most cases are paid separately.

**Questions 30-31:**

The questions are related to questions 28-29 but for a second job in cases where persons have two regular jobs. For example a nurse might be working at the University Teaching Hospital and also at a private clinic in different shifts. The income from both jobs should be recorded under questions 28-31.

**Question 32: How much income-in-kind do you receive per month e.g. bags of mealie meal, charcoal, etc, from your jobs?**

Record any such income received by the person. Convert income-in-kind to cash by estimating the value of the goods received at the current prices as at survey date in that locality.

**Question 33: How much rent do you receive per month from houses, other buildings, non-agric equipment and land you own?**

Record any money received from rent by the person. Example, rent from houses owned, or rent from commercial buildings owned, rent from any other property owned including land but excluding agricultural land. Rent from agricultural land owned and leased out will appear under question 25 - "Other farming income".

**Question 34: how many remittances did you receive last month?**

Record any income in cash and kind received by a person in the household during the last one month. Remittances may be in the form of money, food items, school uniforms, clothes, etc sent to an individual by relatives or friends. For remittances in kind convert them to cash using the prices they would have been bought at the time of being sent/given. The income from remittances should be accrued to the person who actually received the remittances, regardless of whether it is for personal use or for the benefit of the whole household.

**Question 35: How much do you receive as pension payment per month?**

Record any income received by a person as pension either monthly or the amount received as lump sum if they happened to receive it 30 days prior to enumeration.

**Question 36: How much in grants do you receive per month?**

Record any income received by a person such as scholarships, allowances, disability grants (for blind, deaf, dumb, physically disabled persons, etc), charitable organisation grant, church donations and any other grants.

**Questions 37-39:**

Relate to borrowed income, income from savings and interest on savings, and income invested in form of shares, securities, bonds, treasury bills, etc.

**Question 40: How much income did you receive from any other sources last month?**

Record any other income received or earned by an individual, which have not been captured from questions 1-39 of this section.

## SECTION 7: HOUSEHOLD AMENITIES AND HOUSING CONDITIONS

### Points to note

- Most questions in this section refer to the present situation. However, questions on main source of water supply are asked for the **wet** and **dry** season separately, as the source of water supply can vary according to season.
- Some questions are asked of the **main** source of various housing facilities. If a household uses more than one source of a particular facility, only record the main one, i.e. the one that is most commonly used. In some cases you may have to probe further in order to ascertain the main source.

### Question 1: What kind of dwelling does your household live in?

The main aim of this question is to find out exactly the type of dwelling, in, which the household lives. The materials and outlook of the dwelling matters. E.g. most traditional huts are constructed using mud, dagga, poles, and reeds, grass and have a roof with a hut shape.

Traditional hut: traditional hut is the type of housing usually found in the rural areas of Zambia. It is, however, usually made of mud material around the walls and roof is usually thatched. Even if it is found in the urban areas it should be recorded as traditional hut.

Improved traditional: this is the type of housing also common in the rural areas but has been improved by the materials used for either the walls and/or the roofing. Some of these huts may have red brick or burnt brick walling and in some cases asbestos or even iron sheets on the roof. In all respect they are traditional huts but have a relevant improvement that sets them apart from typical traditional huts.

Detached house: this is usually a housing structure that is split into two or more housing units. Each housing unit is independently detached from the other and stands on its own. It is structurally separated part of the permanent building by the way it is built, rebuilt or converted.

Flat/apartment/multi-unit: this is a housing structure that has a set of rooms and its accessories in a permanent building. It can also be a structurally permanent building by the way it is built, rebuilt or converted having several housing units.

Semi-detached house: This is a housing structure that is split into two or more housing units. The separate housing unit usually has a set of rooms and its accessories are not independently defined from the permanent structure and are separated by a wall.

Servants' quarters: This is a housing structure that is separate from the main house but is part of the main house. It has a room or a set of rooms and its accessories in a permanent building. It is usually intended to house the help from the main house. Note that it is common that these days servant quarters are being

rented out to other households. In this case they will still be recorded as servant quarters.

Guest house/wing: This is a housing structure that is separate or part of the main house. The separate housing unit is has a room or a set of rooms and its accessories in a permanent structure. It is a private housing unit, which is kept for visitors to stay and have meals.

Cottage built near main house: This is a housing structure that is separate from the main house. The separate housing unit is has a room or a set of rooms and its accessories in a permanent structure. It is a private housing unit, which is kept for visitors to stay and have meals for payment (small hotel).

House attached to/on top of a shop: This is a living quarter that is part of a commercial building.

Hostel: A building or living quarters in which certain types of people can live and eat, such as students/young people working away from home can stay for payment.

Non-residential building: These are premises in a permanent structure or structures that are not intended for habitation of people or groups of people. They are usually commercial buildings such as school classrooms, barns, warehouses etc.

Unconventional: These are improvised housing units that are independent or makeshift shelters. They are structures that are built from mostly waste or salvaged materials and without a predetermined design or plan for the purpose of habitation by one or more households. They are, however, being used, as living quarters though do not comply with generally accepted standards for habitation. Such will be found in suburban shanty areas such as Kantemba, storage container etc. Not all structures in shanty areas may be considered as unconventional as they may have been built in a planned manner from regular building materials.

Other: Other is a residual category of living quarters and includes trailers, boats, tents, caravans etc. A building may have one or more housing units but not vice versa. Some buildings may not have any housing units because they are used exclusively for non-residential purposes. Although a housing unit is intended for habitation by one household it may be occupied by more than one, or may even be vacant.

**Question 2: On what basis does your household occupy the dwelling you live in? Is it...?**

Find out whether the household lives in housing they own (owner-occupied), or rented, or is free housing. If rented or free housing-record from whom.

If you find a situation where a household has rented out part of its house and the household who lives in the rented part falls in the sample - record their occupancy status in question 2 as: -

6 Rented from private persons (landlords)

If the household, which owns the house, is the one, which falls in the sample - record as: -

1 Owner - occupied

If you come across a household whose occupancy status is not clear - record:

9 Other (specify) and specify their occupancy status on the dotted space provided in the questionnaire.

**Question 3: How is the rent paid? Is it...?**

Answer category 1 refers to where rent is deducted from the salary at an economic rate. Answer category 2 refers to subsidised rent where the company pays part or most of it. Answer category 4 "Paid by employer" means that the employer pays the rent (in whole) directly to whoever the house is rented from on behalf of the household.

**Question 4: How much are you charged per month?**

The essence of this question is to find out exactly how much the household pays per month on rentals. If they pay in advance you have to calculate the charge per month (1 month).

**Question 5: In what instalments or period do you pay your rent? Is it?**

For the households that are staying in rented homes, very often most landlords would describe a mode of payment for rentals. As an interviewer, you have the task of asking and probing to find out how they make their payments.

**Question 6: What kind of building material is /are the ... of this dwelling made of?**

This question is important in assessing the quality of the dwelling the household lives in. There are various types of materials used for roof, walls and floor. In some cases, you may need to ask the respondent what material their wall, roof or floor are made of if you are not able to see them. Be observant.

In the cases of the floor, and floor which is covered by a wall-to-wall carpets or other coverings which are stuck to that floor should be regarded as covered concrete. Make sure you probe to find out what is beneath the carpet, to ensure that it is concrete.

**(a) Roof**

Asbestos sheets: these are roofing sheets that are made from a soft, grey, mineral that are used as a building material. When made into solid sheets they become

good protection or insulation against fire and heat. They are also used for industrial purposes as protection against things.

Asbestos tiles: these are tiles that are made from a soft grey mineral that are used as a building material. When made into solid tiles they become good protection or insulation against fire and heat. They are commonly used for as roofing purposes in many building structures.

Iron sheets: usually galvanized iron sheets or can be corrugated. These are the lightest roofing materials and can be obtained in length from 1.2 meters to 3.6 meters. Large lengths can be obtained on specific order. They can also be used on walls when flat.

Grass/straw: a traditional roofing material that works well at angles of 35 degree and more with thatch thickness of 12 centimeters to 15 centimeters. the thatch thickness increases with the decline in angle.

### **(b) Walls**

Burnt concrete brick: This is a mixture of crushed stones, river sand and cement, with the right amount of water. It can be molded into the shape of a brick and baked under intense heat.

Concrete brick: This is a mixture of crushed stones, river sand and cement, with the right amount of water. It can be molded into the shape of a brick.

Mud brick: brick made of mud and sun dried.

Burnt mud brick: bricks made from mud. They are usually then put on fires under intense heat so as to harden.

Pole: these are walls made from a stack of wooden poles assembled around a structure.

Pole and dagga: these are walls made from a stack of wooden poles assembled around a structure. Smearing dagga or mud between the poles usually reinforces them.

Mud: these are walls made by heaping mud piles on top of each other until the desired structure is achieved.

Grass/straw: these are wall made by thatching straw or grass around the structure in order to create a desired enclosure.

Iron sheets: these are walls made from flattened iron sheets erected around the structure.

Steel: these are walls made from a metal consisting of iron in a strong hard form containing some carbon and sometimes other metals and is used as building materials such as cutting tools, machines, walls, etc.

Hard-board: these are walls made from strong material made out of fine pieces of wood pressed into sheets and used in making things instead. They are heavy thin boards usually 4 millimeters to 8 millimeters in width.

A mixture of hardboard, tin, plastic, etc.: these are walls made from a mixture of hardboard, tin, plastic or other materials.

Other: this is a residual category to cater for any kinds of walling not other wise specified.

### **(b) Floor**

Concrete only: this is a mixture of crushed stones, river sand and cement, with the right amount of water. it can be molded into on to the floor.

Covered concrete: this is a mixture of crushed stones, river sand and cement, with the right amount of water. it can be molded into on to the floor. however, it is covered and not visible to the naked eye by wall to wall carpets, tiles etc.

Mud: these are floors completely made from mud. they are usually treated or seasoned clay mixed with cow dung; it makes a hard shinny floor. it is mostly found in traditional houses.

Wooden only: these are floors made from wood only. processed planks usually used from tree trunks in construction as timber.

**Question 7: What is the main source of water supply for this household during the wet and dry seasons?**

A protected well is one, which has a ring of concrete wall and/or is covered. A borehole differs from a well in that it is deeper and requires a pump to bring the water to the surface. Public tap refers to taps set up and meant to be used by several households such as the ones found in George compound, Misisi compound, etc. It does not include taps, which are built at a particular house and are used by neighbours and others. The latter should be recorded as 'Own tap'.

**Question 8: How far is the source of water supply during the wet and dry seasons?**

Correct distance has to be taken here and where the respondents are not clear ask other people or go there physically and estimate the distance. If less than one kilometre enter '00'.

**Question 10: Does this household boil or treat drinking water during the wet and dry season?**

"Treat" means the treatment done by the household not by the public water system such as the council. It is well known that water from the public system is treated but the household does further treatment to ensure the safety of the water. If the household purchases safe drinking water from shops such as spring water, then the answer to be recorded is Yes ... 1

**Questions 11 and 15: How much on average are you charged for (water, electricity) per month?**

These questions are for the average amount in Kwacha, which the household is supposed to pay per month. For questions 11 and 15 you enter zeros if they are not obliged to pay for water or electricity. Note also that these questions shall cover what the household is supposed to pay per month, regardless of whether the amount is paid or not. If the last electricity bill is not paid, the amount supposed

to be paid should be recorded, the portion referring to the monthly consumption, not the accumulated bill.

**Question 12: What is the main type of energy used for lighting in your household?**

This question is basically trying to establish what the household mainly uses for lighting when it's dark or at night.

**Question 13: What is the main type of energy that your household uses for cooking?**

This question is trying to establish the main source of energy, the household uses for cooking. They might be using several types of energy but you have to record the main one.

**Question 14: What type of cooking device is used by your household?**

Most households prepare their foods in their homes. As an interviewer, you have to find out exactly what they cook on. Avoid making assumptions on the basis of locality or any other reason.

## **SECTION 8: HOUSEHOLD ACCESS TO FACILITIES**

### **Question 1: How far is it to the nearest...?**

These facilities are those which are nearest to the household: irrespective of whether any member of the household uses them or not. In the first row for instance, you have to find out the distance to the nearest food market from where the household stays, irrespective of whether the household's food and other commodities are purchased from there or not.

Example: A household living in Kabwata Estates purchases its supplies from Kamwala market, which is further away than Kabwata Market. The distance you will record for the food market is that to Kabwata market even if the household does not use it.

In villages, the distance to the nearest facility can be obtained from a knowledgeable person like a schoolteacher, student, religious leader etc if the household head is not knowledgeable. Or alternatively, you can estimate the distance by finding out where exactly the facility is located. Distances should, as much as possible, be obtained for a village or location as a whole so that you will not need to ask each household in the village or location for this information. If you have problems in estimating distances to various facilities, seek the help of your supervisor. You may need to estimate the distances together using the speedometer of a vehicle or by looking for a knowledgeable person who knows the distances.

Facilities referred to in this section need not be conventional ones. Examples are postal agencies as opposed to a fully fledged post office, a primary school that only goes up to grade four, a basic secondary school, a partial clinic, a bus stop that is not official, etc. Record the distance to the nearest facility whether this facility is conventional or not and being used by the household or not.

Food market: Is a well-defined or organised central point/place where buying and/or selling of food takes place. It need not be an official market

Exclude: Street Vendors/hawkers if they are not operating from a central place.

You will notice that there are five different types of schools. Please be careful to note the description of the school before entering the distance. Where possible find out from the Headmistress or teachers what type of school it is.

A Community school School managed by the community and progression is in 'levels' as opposed to grades. It goes up to level 4, which is equivalent to Grade 11.

A primary school/middle basic school would be one that goes from Grade one to nine.

A basic school is one that goes from Grade one to nine.

A high school is one that goes from Grade ten to twelve, e.g. David Kaunda High School in Lusaka.

A secondary school is one that goes from Grade eight to twelve.

## **SECTION 9: HOUSEHOLD ASSETS**

### **Question 1: Does this household own a/an ... now?**

This refers to household assets that are owned by households and are in good working condition or temporarily out of order but are usable.

If a household is keeping an asset for somebody else and using it do not include it among the assets used no matter how long they have had it. Assets that are inherited should be included among assets owned so long they are in working condition.

## SECTION 10: SELF ASSESSED POVERTY AND COPING STRATEGIES

### **Question 1: Do you consider your household to be very poor, moderately poor or not poor?**

For this question, please let the respondent give his/her own view, regardless of his/her household's actual situation. In this section we are trying to find out households' own perception of their poverty status. The objective (measured) poverty will be analysed against this subjective poverty. Desist from influencing the opinion of the respondent. For instance, even if the respondent looks poor but says he/she is non-poor, record non-poor for your answer.

### **Question 2: What do you think has led your household to be in poverty?**

The respondent should be expected to give some reason that implies some sort of action on his/her side or from public authorities. "Lack of money" should not be accepted as an answer. Probe further in such a situation to find the cause of the lack of money

### **Question 3: How many meals excluding snacks does your household normally have in a day?**

Here the word meal refers to full meals that the household takes together. A normal full meal in an ordinary Zambian household would comprise of Nshima and relish. Relish normally takes the form of vegetables, meat, fish and chicken, etc.

### **Question 5: Finally, there are a number of ways people can cope in times of hardship. Did your household have to rely on any of the following during the last 12 months?**

- 5.2 Other piecework refers to piecework other than that which has anything to do with agriculture.
- 5.6 Substituting ordinary meals with mangoes, pumpkins, sweet potatoes etc. Ordinary meals constitute the normal balanced diet of carbohydrates, (nshima, rice, potatoes, etc), protein (meat, chicken, fish, beans, groundnuts etc) and vitamins (vegetables, fruits). An ordinary meal will thus be like nshima with vegetables, nshima with beans, nshima with meat, nshima with kapenta, rice with meat, rice with beans, potatoes with meat, spaghetti & meat balls, etc. Ordinary meals need not have all the required items; proteins, carbohydrates, and fruits. The above mentioned should substitute such meals as described.
- 5.7 Reducing number of meals or food in-take refers to a reduction of the number of meals consumed in a day; e.g. taking one or two meals a day instead of three, as well as reduction in the quantity taken per meal.

- 5.8 Reducing other household items e.g. soap, detergents refers to the reduction both in the quantity used and the quality of products used e.g. buying cheaper items than those normally used.
- 5.9 Informal borrowing, e.g. kaloba, borrowing from friends etc. Informal borrowing is between two people; one gives the other a loan and expects to be paid back at a later date. Some persons can even give the receiver an interest rate, and then it becomes what is called kaloba.
- 5.11 Church charity refers to any remittances in cash or kind received from any kind of church, such as Christian, Muslim, Buddhist, Jewish, Bahai faith etc.
- 5.15 Petty vending is trading at unrecognised places away from the formal market place. This could be just outside one's house, at some street corner in the neighbourhood, alongside a road, etc.

## **SECTION 11: DEVELOPMENTAL ISSUES**

This section is meant to collect information on community needs. The section also seeks to find out awareness of the households about the Micro-Projects Unit (MPU). The Micro-Projects Unit (MPU) was set up by the government in collaboration with the World Bank to help lessen the hardships of the poor. The MPU is located in the Ministry of Finance. The MPU finances the rehabilitation of existing infrastructure such as schools, health centres, etc and also the building of new infrastructure, and providing micro-credit to the poor.

We further seek to find out if the respondents have ever heard of the Zambia Social Investment fund (ZAMSIF), which is also based in Ministry of finance. They also fund community projects.

### **Question 1: Which social and economic facilities would you like provided or improved in this community? Please list them in order of importance.**

The list of possible choices is listed in Appendix X. Social and economic facilities include schools, health facilities, roads, water supply, job opportunities, input market, food market, inputs, credit facilities, etc.

Let the respondent (preferably head or spouse in this case) provide you with the answers in terms of what they require, in order of importance with choice 1 being the most important. Then code the choices given using the codes provided in Appendix X.

The respondent can list up to four choices maximum. However, some households will have less than four choices or even none. Ensure that either the head or spouse answers this question. The respondent however is free to consult other members of the household on what the household requires in form of social and economic facilities.

Explanation of some codes is in Appendix X.

Please turn over to Appendix X: -

A long list of Social and Economic facilities, which concern households living conditions, is provided. The list has been set-up according to categories for ease of reference.

Always find out whether or not the respondent means providing a facility that does not already exist or rehabilitating an already existing one and record the answers appropriately.

Below are explanations of some of the Social and Economic facilities: -

When a respondent gives the answer 'A Lack of agricultural inputs'. Probe further to find out the reason why they lack the inputs. Is it because they cannot afford them, or the inputs are not readily available on the market or what? Record the correct answer.

Agricultural marketing facilities - Is the whole process of buying and selling agricultural produce.

Credit facilities - Refer to institutions, which provide money for borrowing.

More primary/secondary places to be available - Is where the respondent feels the current school places are not enough and therefore more places must be made available.

Employment opportunities to be provided (jobs should be provided) - Differs from the next item in that in the former case there are no jobs or employment opportunities available in that community whereas the latter case refers to a situation where employment opportunities are available but the household feels that they are not enough.

Hammer mill - Means chigayo in the local language.

Housing/accommodation needed - Is where a respondent feels that their housing or accommodation is not adequate. Perhaps the house is too small for their household or they share accommodation with other households, etc.

Housing/accommodation currently occupying to improve - Implies the respondent feels the housing they are currently occupying is below a standard they wish to live in, or is dilapidated, etc.

Housing/accommodation should be provided - This is where in general, the respondent feels there should be more housing available to the community in form of numbers.

Housing/accommodation should improve - This is where in general, the respondent feels the housing currently available should improve in standard.

Affordable housing - Implies the household wishes to have affordable housing. They feel that the current housing available is expensive.

Security to improve - Implies the household generally feels that the current security situation in their community is not safe. Maybe they have had several burglaries or muggings in their community and do not feel secure. This is opposed to the desire for police services or improved police services.

Water supply facilities - If the household simply says we would like water to be provided - probe further and find out what kind of water facilities they need/desire and record appropriately. Do they need a well, borehole, or piped (tap) water, etc.

Food and other consumer goods issues - If the household simply says; we need food - probe further and ask in what form; relief food, own food etc. Relief food is free food given out to hunger stricken areas. If they emphasise that they simply need food then record code 60 (food required).

**Question 2: Have you heard of the Micro-Project Unit?**

This question aims at finding out how knowledgeable various households are about the Micro-Projects Unit (MPU).

**Question 3: Have you heard of the Zambia Social Investment Fund (ZAMSIF)?**

This question seeks to find out if the respondent has heard of the Zambia Social Investment Fund (ZAMSIF). ZAMSIF is a GRZ/World Bank Project, which also provide assistance to the communities.

**SECTION 12: HOUSEHOLD FOOD PRODUCTION**

**Question 1: Did any member of this household grow any crops in the last agricultural season?**

The last agricultural season refers to the most recent agricultural season before the date of the interview. For households covered before October 2002 the last season will be 2000-2001. After October 2002, the last season is 2001-2002.

**Question 2: How much land was cultivated in total in the last agricultural season for all crops by all household members?**

If the household cultivated several fields, add up and give the total in hectares, acre or limas according to the unit of measurement the respondent/s uses. It must be noted that in identifying a field, the main features should be that the land must have been cultivated and crops planted and grown on it. This should be the actual area under crop.

**Question 3: Did any member of this household or anybody grow on their behalf any... during the last agricultural season?**

Amongst the crops for which this question will be asked is hybrid maize and local maize. **Hybrid maize** is non-traditional maize. It is a high yielding or early maturing or disease resistant type of maize like Pioneer, MM604, and MM10 etc. Hybrid maize that has been replanted is no longer hybrid maize and should therefore be recorded as local maize. **Local maize** is traditional maize, usually planted from own produce. In addition to hybrid and local maize, the following crops will be asked about: -

- Cassava
- Millet
- Sorghum
- Rice
- Mixed beans
- Soya beans
- Sweet potatoes
- Irish potatoes
- Groundnuts

**Question 4: How many ... kg bags of... did all the members of the household harvest?**

Please note that the units of harvest are not the same for all crops. Some crops are to be measured in 90kg bags, others in 80kg bags and yet others in 10kg bags. Ensure that the correct unit is used for measuring harvest and sales of various crops. Rice and groundnuts weigh about 80kg when packed in a 90kg bag.

**Question 7: Ownership of livestock**

These questions ask about ownership of livestock. Ownership refers to all the livestock owned by the household jointly, even those that are being raised or used

by someone else. Please record the total number owned by the household members jointly regardless of the type. That is, record all dairy cattle, beef cattle and traditional cattle together. For goats and sheep, record the total number of any kind owned by each individual in the household. For the pigs record both exotic and traditional pigs.

**Questions 8: Ownership of poultry**

These questions ask about poultry. Record all types of chicken that is, broilers, layers, parent stock of chicken, and traditional chicken. Also record the total number of ducks and geese and guinea fowls owned by the household jointly in the appropriate columns. Other poultry includes, turkeys, rabbits, and pigeons. Make sure that the total number owned of other poultry is recorded.

## SECTION 13: HOUSEHOLD EXPENDITURE

### EDUCATION EXPENSES

**Question 1: How much was spent on the following during the first, second and third school terms this year (1998)?**

The first, second and third school terms being referred to here are from January-April, May-August, and September-December 1998, respectively, for both primary and secondary school going members of the household. For colleges, universities and some private schools all school fees paid from January to enumeration date, 1998 should be recorded in the term they were paid, even though they cover all terms.

"School fees" include boarding fees, tuition paid to school/college/university, registration fees, etc. Tuition referred to under 'school fees' is different from private tuition.

"School uniforms" includes school items such as shoes, socks, jersey/jacket, necktie and badges etc, for school purposes.

"Contribution to school/PTA" includes payments made by school going members of the household to school projects and PTA funds.

"Private tuition" refers to a tuition fee incurred outside the normal school arrangements such as engaging a teacher to have extra sessions with a member of the household. Note that the other form of tuition paid to the institution where a person goes for school has been taken care of under school fees.

"Books and stationery" constitute the accessories/instruments a member of the household uses for the purposes of writing, reading and drawing such as notebooks, textbooks, mathematical sets, pens, pencils, erasers, sharpeners, rulers, etc.

"Other school expenses" include all other expenses not covered by the above items.

In case of a household with more than one school going member, add up the amounts spent on the above items for all school going members.

## MEDICAL EXPENSES

### **Question 2: How much was spent on the following during the last one-month?**

The last one month refers to the 30 days prior to the date of enumeration. E.g. If the enumeration for the particular household takes place on 24th November, the reference period is from 24th October to 23rd November.

You are supposed to record the amount in Kwacha against each medical expenditure item. Note that "Medicines" include both traditional medicines, and those bought from shops/chemists etc.

### **Question 3: How much was spent during the last one month on the following, excluding school uniforms?**

Clothes- refers to both new and second hand clothes such as dresses, jackets, trousers, shirts, T-shirts, etc.

Fabric/material - refers to unmade clothing fabric bought for the purposes of making something to wear out of them.

Tailoring charges - refers to amounts of money spent on paying tailors to make clothes.

### **Question 4: How much was spent on the following housing expenses during the last 1 (one) month?**

For government employees or other employees whose rent is deducted from their pay, record the amount stated on their payslips.

Home repairs costs concern expenditure on repairs and maintenance to the dwelling where the household lives, such as replacing a broken down sewer pipe, toilet part, water tap, bulb holder, socket, etc.

Expenditure on rent, water and electricity refers the actual amount spent on these items in the last 30 days. If nothing has been spent on the item, e.g. if the household has not paid for water and electricity even if they were supposed to, enter 0→ .

**Question 5: How much own produced charcoal did you consume during the last one-month?**

This question relates to cases where households produce their own charcoal for use. This is quite common in rural areas.

In such cases estimate the quantity of the charcoal consumed in e.g. 25kg bags and ask how many such bags were consumed during the last one month by the household. Record that number in the 'QUANTITY' boxes. Find out what price that size of bag of charcoal would be sold at in that locality and record that in the 'PRICE/UNIT' box. For example, a household consumed two (2) 90kg bags worth of charcoal own produced and the price for a 90kg bag of charcoal is sold at K5,000 in that locality. You will record this information as follows:-

UNIT 90kg\_bag

QUANTITY 0 2 . 0

PRICE > 5 0 0 0

This information will be used to calculate the value of own consumption.

**Question 6, 7, 8 and 9: Remittances**

Remittances are transfers in cash or in kind from one household to another. We want to record the value given in Kwacha both for the remittances paid in cash or in kind. Thus you should give the value of remittances paid in kind, based upon the price of such an item within that particular locality.

You should also find out how much was paid to rural and urban areas as well as areas outside Zambia.

**Question 10: Transport**

"Other transport expenses" includes all expenses on transport for various reasons other than for business e.g. visiting , attending a funeral, hiring a taxi etc.

**Question 12: Personal services**

Entertainment includes meals taken at restaurants, hotels, etc, hiring videos to watch, going to cinemas, music shows, discos, attending football matches, etc.

**Question 13: How much was spent on the following items during the last one (1) month?**

Hammer milled meal - This is mealie meal which is pre-milled using a hammer mill and sold already packaged as opposed to pre-milled mealie meal produced by large commercial producers.

**Question 14: How much was spent on, consumed from own produce or received on the following food items during the last 2 weeks?**

A household might be a recipient of free food either from other households or donor organisations. This food so received by the household should be valued as well as consumption of own produced food items.

If a household has consumed any of these items from its own production or received, then you are to record the quantity that was consumed in last two weeks, the unit it is being measured in, and estimate the retail price of the unit in the market or shops. But if the items were bought from the market or shops then record the expenditure in the last column to the nearest Kwacha.

Example 1:

A household may have consumed 1½ 20 litre tins worth of maize grain from their own produce. In this case you record as follows:-

UNIT 20 litre tin

QUANTITY 0 1 . 5

PRICE > 3 0 0 0

The K3,000 is the price a 20 litre tin of maize grain would have been sold at in the nearest market if the household was to buy the grain.

Example 2:

A household consumed 20 eggs laid by their own chickens and each egg would cost K100 if it was bought at the nearest market. You record the information as follows:-

UNIT One egg

QUANTITY 20.0

PRICE > 100

The same way of estimation will be done for food items received. [TRAINER - GIVE MORE EXAMPLES ON BOARD].

If the household both bought an item from the market, received, and also consumed from its own production, then record all in the appropriate columns.

## SECTION 14: ANTHROPOMETRY

This section of the questionnaire shall be administered to every child between the ages 0 through 59 months who is a usual member of the household. There shall be one column filled-in per child. Even for newborn babies the section shall be administered. This section of the questionnaire should be answered by an adult member of the household in the following order of preference: (a) Mother of child, (b) Female spouse (those two might of course be the same person in many cases), (c) Head of household and (d) Any other knowledgeable person.

Ask for the child's/children's under-five clinic card/s before asking questions on this section, for all children who are aged below five years and are usual members of the household. If the cards are not available for some or all the under-five children, you should still go ahead and ask the questions.

### **Question 4: Date of birth of child?**

If the under-five clinic card is available, copy the date of birth from there. If it is not available, the respondent will have to provide this information. Almost all persons who have been to school know the age and date of birth of their children, while some illiterate and the very old do not. Ask such a person if any special events happened during the year the child was born, or the year before or even the year after the child was born. Record the date of birth of the child being enumerated. That is the date, month and year. E.g. if the child was born on the 26<sup>th</sup> December 1999, enter;

2	6
---	---

1	2
---	---

9	9
---	---

It is of utmost importance that the correct age in months is recorded for those children between 0-59 months. If this age is not correct, it will have serious implications for the assessment of different forms of malnutrition.

The age given in section 1 will be checked against the date of birth in this section for children aged below five years in order to collect the correct age in months of the children.

When editing the questionnaire ensure that there is this consistency.

**Question 8: At what age (in months) did you first give... water or other fluids or food?**

If the child is given gripe water regularly this should be considered as the child is being given fluids.

**Question 10: How many times has.... received the following vaccinations?**

Please indicate whether or not the information on vaccinations is obtained from the child's under-five clinic card.

Find out the total number of times the child has received each type of vaccination. In order to help the respondent in identifying different vaccinations, use the following criteria: -

- BCG or Tuberculosis vaccination is given in the arm and a scar is normally seen.
- DPT is given on the buttock
- Polio vaccination is given orally, i.e. through drops in the mouth.
- Measles is given in the thigh.

If the child has not received any vaccination for a particular disease, enter 0.

**Questions 14 and 15: Weight and length/height of child?**

This question applies only to children aged 3 - 59 months only. Children less than 3 months old should not be weighed and measured. The supervisor will demonstrate how to measure the weight and height of the child/children using weighing scales, the mother/baby scale in this case, and the length board.

**Weight:** ask the mother/respondent if you can weigh her and the child. First you have to weigh the mother/respondent, and then the mother/respondent and child together. The weight of the child will then show on the scale. Weight should be given in kilograms (kg) and grams. E.g. if the child weighs 12.1kg, enter: -

1	2
---	---

 . 

1
---

 Kg

**Height:** For children aged 3 to 23 months, you will have to measure the child while he/she is lying down on the measuring (length) board. For children aged 24 through 59 months you will have to measure them while standing upright (height). Length/height should be recorded in centimetres and millimetres. E.g. if a child is 1 metre, 2 centimetres and 5 millimetres tall, this will be recorded as: -

1	0	2
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 . 

5
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 CENTIMETRES

After measuring the weights and heights of all the under-five children in the household check the answers you have just recorded and make sure they are correct. It is advisable especially for weight to measure twice in order to counter-check your recorded answers. This data on weight and height is important and should be measured and recorded correctly as it is used for computing the nutrition status of children under the age of five years.

### **SECTION 15: DEATHS IN THE HOUSEHOLD**

Record the number of people who died in the household in the 12 months period prior to the survey, if any, and record their ages and sex. If two people died for

example and their ages and sex were; 3 months old male, 45 years old male - they will be recorded as follows in question 3: -

	AGE		SEX
DECEASED 1	0	0	1
DECEASED 2	4	5	1
DECEASED 3	9	8	8
DECEASED 4	9	8	8
DECEASED 5	9	8	8
DECEASED 6	9	8	8

A provision of up to six deaths has been given although most households who experienced deaths in their household would not normally have more than one death in a 12 months period. But the provision is for up to six deaths for those rare cases where they had more than one death.

Ensure that the deaths recorded are of persons who used to be usual members of the household.

Age should be recorded in completed years. If the deceased age was below one year - record zeros in the age answer boxes. If the deceased was aged 90 years or above 90 years record in the age answer boxes.

9	0
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**APPENDICES**

**APPENDIX I: CODES OF PROVINCES AND DISTRICTS**

<b>PROVINCE</b>	<b>DISTRICT</b>	<b>CODE</b>
CENTRAL .....		1
	Chibombo .....	101
	Kabwe .....	102
	Kapiri Mposhi .....	103
	Mkushi .....	104
	Mumbwa .....	105
	Serenje .....	106
COPPERBELT .....		2
	Chililabombwe .....	201
	Chingola .....	202
	Kalulushi .....	203
	Kitwe .....	204
	Luanshya .....	205
	Lufwanyama .....	206
	Masaiti .....	207
	Mpongwe .....	208
	Mufulira .....	209
	Ndola .....	210
EASTERN .....		3
	Chadiza .....	301
	Chama .....	302
	Chipata .....	303
	Katete .....	304
	Lundazi .....	305
	Mambwe .....	306
	Nyimba .....	307
	Petauke .....	308
LUAPULA .....		4
	Chiengi .....	401
	Kawambwa .....	402
	Mansa .....	403
	Milengi .....	404
	Mwense .....	405
	Nchelenge .....	406
	Samfya .....	407
LUSAKA .....		5

Chongwe .....	501
Kafue .....	502
Luangwa .....	503
Lusaka .....	504
NORTHERN .....	6
Chilubi .....	601
Chinsali .....	602
Isoka .....	603
Kaputa .....	604
Kasama .....	605
Luwingu .....	606
Mbala .....	607
Mpika .....	608
Mporokoso .....	609
Mpulungu .....	610
Mungwi.....	611
Nakonde.....	612
NORTH-WESTERN .....	7
Chavuma .....	701
Kabompo .....	702
Kasempa .....	703
Mufumbwe (Chizera) .....	704
Mwinilunga .....	705
Solwezi .....	706
Zambezi .....	707
SOUTHERN .....	8
Choma .....	801
Gwembe .....	802
Itezhi-tezhi .....	803
Kalomo .....	804
Kazungula.....	805
Livingstone .....	806
Mazabuka .....	807
Monze .....	808
Namwala .....	809
Siavonga .....	810
Sinazongwe\.....`	`
WESTERN .....	9
Kalabo .....	901
Kaoma .....	902
Lukulu .....	903
Mongu .....	904

Senanga .....	905
Sesheke .....	906
Shang'ombo .....	907

**APPENDIX II: LIST OF URBAN AREAS AND TOWNSHIPS BY PROVINCE AND DISTRICT**

<u>Province</u>	<u>District</u>	<u>Township</u>
CENTRAL		Chibombo Chibombo
	Chibombo	Chisamba
	Kabwe	Kabwe Municipal
	Kapiri Mposhi	KapiriMposhi Township
	Mkushi	Mkushi Township
	Mumbwa	Mumbwa Township Nampundwe
	Serenje	Serenje Township
	COPPERBELT	
Chililabombwe		Chililabombwe Municipal
	Chingola	Chingola Municipal
	Kalulushi	Chambishi Township Kalulushi Municipal
	Kitwe	Kitwe City
	Luanshya	Luanshya Municipal
	Lufwanyama	Lufwanyama
	Mufulira	Mufulira Municipal
	Masaiti	Masaiti Boma
	Mpongwe	Mpongwe

	Ndola	Ndola City
EASTERN	Chadiza	Chadiza Township
	Chama	Chama Township
	Chipata	Chipata Township
	Katete	Katete Township
	Lundazi	Lundazi Township
	Mambwe	Mambwe Township
	Nyimba	Kacholola
	Nyimba	Nyimba Township
	Petauke	Petauke Township
LUAPULA	Chiengi	Chiengi
	Kawambwa	Kawambwa Township Mwansabombwe
	Mansa	Mansa Township
	Milengi	Milengi
	Mwense	Mwense Township
	Nchelenge	Nchelenge Township
	Samfya	Samfya/Mwamfuli Township
LUSAKA	Luangwa (Feira)	Luangwa Township
	Chongwe	Chongwe Township Rufunsa
	Kafue	Kafue Township

Lusaka Urban	Chilanga Lusaka City
NORTHERN Chilubi	Chilubi Township
Chinsali	Chinsali Township
Isoka	Isoka Township
Kaputa	Kaputa Township
Kasama	Kasama Township
Luwingu	Luwingu Township
Mbala	Mbala Township
Mpika	Mpika Township
Mporokoso	Mporokoso Township
Mpulungu	Mpulungu Township
Mungwi	Mungwi
Nakonde	Nakonde
NORTH-WESTERN	
Chavuma	Chavuma Township
Kabompo	Kabompo Township
Kasempa	Kasempa Township
Mufumbwe (Chizera)	Kalengwa Mine Mufumbwe Township
Mwinilunga	Mwinilunga Township
Solwezi	Kansashi Mine Solwezi Township
Zambezi	Zambezi Township

SOUTHERN	Choma	Batoka Township Choma Township Mbabala Pemba Township
	Gwembe	Gwembe Township
	Itezhi-tezhi	Itezhi-tezhi Township
	Kalomo	Kalomo Township Zimba
	Kazungula	Kazungula Township
	Livingstone	Livingstone Township
	Mazabuka	Kafue Gorge Kaleya Magoye Mazabuka Township Nega-Nega
	Monze	Chisekesi Monze Township
	Namwala	Namwala Township
	Siavonga	Chirundu Siavonga (Kariba)
	Sinazongwe	Maamba Township Sinazongwe Township
WESTERN	Kalabo	Kalabo Township Sikongo
	Kaoma	Kaoma Township
	Lukulu	Lukulu Township
	Mongu	Limulunga Mongu Township Lunga Namushakende

Senanga	Senanga Township
Sesheke	Katima-Mulilo Mulobezi Sesheke Township
Shang'ombo	Shang'ombo

**APPENDIX III: LIST OF CHIEFS BY DISTRICT**

CENTRAL PROVINCE

Kabwe Rural

- 101- Chief Chamuka
- 102- Chief Chipepo
  
- 103- Chief Chitanda
- 104- Chief Liteta
- 105- Senior Chief Mukuni
  
- 106- Chief Mukubwe
- 107- Chief Mungule
  
- 108- Chief Ngabwe

Mkushi

- 109- Chief Chembe
- 110- Chief Chikupili
- 111- Chief Chitina
- 112- Chief Kanyenshya
- 113- Senior Chief Mboroma
- 114- Chief Mbosha
  
- 115- Chief Mukonchi
- 116- Chief Mulungwe
  
- 117- Chief Nkole
- 118- Chief Shaibila

Mumbwa

- 119- Chief Chibuluma
- 120- Chief  
Kabulwebulwe
- 121- Chief Kaindu
- 122- Chief Moono
- 123- Chief  
Mulendema
- 124- Chief Mumba
- 125- Senior Chief  
Shakumbila

Serenje

- 126- Chief Chibale
- 127- Chief Chisomo
- 128- Chief Kabamba
- 129- Chief Kafinda
- 130- Chief Mailo
- 131- Senior Chief  
Muchinda
- 132- Chief Muchinka
- 133- Chieftainess  
Serenje

COPPERBELT

Ndola Rural

- 201- Senior Chief Chiwala
- 202- Chief Fungulwe
- 203- Chief Kalunkunya
- 204- Chief Lesa
- 205- Chief Lumpuma
- 206- Chief Machiya
- 207- Chief Malembeka

- 208- Chief Mukutuma
- 209- Senior Chief Mushili
- 210- Chief Mwinuna
- 211- Senior Chief Ndubeni
- 212- Chief Nkana
- 213- Chief Shibuchinga
- 214- Chieftainess Shimukunami

EASTERN PROVINCE

Chadiza

- 301- Chief Mlolo
- 302- Chief Mwangala
- 303- Chief Pembamoyo
- 304- Chief Zingalume

Katete

- 333- Chief Kathumba
- 334- Senior Chief Kawaza
- 335- Chief Mbang'ombe

Chama

- 305- Chief Chibale
- 306- Chief Chifunda
- 307- Chief Chikwa
- 308- Senior Chief Kambombo
- 309- Chief Tembwe
- 310- Chief Lundu

Lundazi

- 336- Chief Chikomeni
- 337- Senior Chief Magodi
- 338- Chief Mphamba
- 339- Chief Mwase-Mpangwe
- 340- Chief Mwanya
- 341- Sr.Ch.Mwase-Lundazi
- 342- Chief Pikamalaza
- 343- Chief Zumwanda
- 344- Chief Kapichila
- 345- Chief Chitungulu
- 346- Chief Kazembe

Chipata

- 311- Chief Chanje
- 312- Chief Chikuwe
- 313- Chief Chinunda
- 314- Chief Chinyaku
- 315- Chief Jumbe
- 316- Chief Kakumbi-Malama
- 317- Chief Kapata-Moyo
- 318- Chief Madzimawe
- 319- Chief Mafuta
- 320- Chief Maguya
- 321- Chief Malama-Chikunto
- 322- Chief Mishoro
- 323- Chief Mkanda
- 324- Chief Mnkhanya
- 325- Chief Mnukwa
- 326- Paramount Chief Mpezeni
- 327- Senior Chief Mshawa
- 328- Chief Msoro
- 329- Senior Chieftainess Nsefu
- 330- Chief Nzamane
- 331- Chief Sayiri
- 332- Paramount Chief Undi

Petauke

- 347- Sr.Chief Kalindawalo
- 348- Senior Chief Lwembe
- 349- Chief Mwanjabanthu
- 350- Chieftainess Mwape
- 351- Chief Ndake
- 352- Chief Nyalugwe
- 353- Chief Nyamphande
- 354- Chieftainess Nyanje
- 355- Chief Sandwe
- 356- Chief Mumbi

LUAPULA PROVINCE

Kawambwa

- 401- Chief Chama
- 402- Chief Munkata
- 403- Senior Chief Mushota
- 404- Senior Chief Mwata-Kazembe

Mansa

- 405- Chief Chimese
- 406- Chief Chisuka
- 407- Chief Kalaba
- 408- Chief Kalase-Lukangaba
- 409- Chief Kasoma-Lwela
- 410- Chief Mabumba

411- Chief Matanda  
412- Senior Chief  
Milambo  
413- Chief Sokotwe  
414- Chief Mibenge

Mwense

415- Chief Kashiba  
416- Chief Katuta  
417- Chief Lubunda  
418- Chief Lukwesa  
419- Chief Mulundu  
420- Chief Matipula  
421- Chief Mwenda

Nchelenge

422- Chief Lambwe-Chomba  
423- Chief Kambwali  
424- Chief Kanyembo  
425- Senior Chief Mununga  
426- Chief Nshimba  
427- Senior Chief Puta

LUSAKA PROVINCE

Luangwa (Feira)

501- Senior Chief Mburuma

Samfya

428- Chief Kasoma-  
Bangweulu  
429- Chief Chitembo  
430-Senior Chief  
Kalima-Nkonde  
431- Chief Kasoma-  
Lunga  
432- Chief Mbulu  
433-Senior Chief  
Kalasa-Mukuso  
434- Chief Mulakwa  
435- Chief Mulongwe  
436- Chief Bwalya-  
Mponda  
437- Cheif  
Mwansakombe  
438- Senior Chief  
Mwewa  
439- Chief Nsamba

Lusaka Rural

503- Chief Chiawa

502- Chief Mpuka

504- Chief  
Mumpanshya  
505-Senior  
Chieftainess  
Nkomesha

506- Chief Shikabeta  
507- Chief Unda-  
Unda

NORTHERN PROVINCE

Chilubi

601- Chief Chiwanangala  
602- Chief Matipa

Chinsali

603- Chief Chibesakunda

604- Chief Kabanda  
605- Chief Mubanga

606- Chief Mukwikile  
607- Senior Chief Nkula  
680- Chief Nkweto

Isoka

609- Chief Kafwimbi  
610- Chief Katyetye  
611- Chief Muyombe  
  
612- Chief Mwenechifungwe  
613- Chief Mweniwisi

Kasama

615- Chief Chimbola  
616- Paramount Chief  
Chitimukulu  
617- Chief Makasa  
618- Chief Munkonge  
619- Senior Chief  
Mwamba  
620- Chief  
Nkolemfumu

Kaputa

621- Chief Kaputa  
622- Chief Mukupa-  
Katandula  
623- Senior Chief  
Nsama

Luwingu

624- Chief Chabula  
625- Chief Chipalo  
626- Senior Chief  
Chungu  
627- Chief Katuta  
628- Senior Chief  
Shimumbi

614- Chieftainess Waitwika

Mbala

630- Chief Chinakila

631- Chief Chitimbwa

632- Chief Fwambo

633- Chief Mpande

634- Chief Mwamba

635- Chief Nondo

636- Senior Chief Nsokolo

637- Senior Chief Tafuna

Mporokoso

647- Chief Chitoshi

648- Chief Shibwalya-Kapilya

649- Chief Mporokoso

650- Chief Mukupa-Kaoma

NORTH-WESTERN PROVINCE

Mufumbwe (Chizera)

701- Chief Chizera

702- Chief Mushima

Kasempa

706- Chief Ingwe

707- Senior Chief Kasempa

629- Chief Tungati

Mpika

638- Chief  
Chikwanda

639- Chief  
Chiundaponde

640- Chief Kabinga

641- Senior Chief  
Kopa

642- Chief Luchembe

643- Chief Mpepo

644- Chief Mpumba

645- Chief  
Mukungule

646- Chief Nabwalya

Kabompo

703- Chief  
Chiyengele

704- Chief Kalunga

705- Senior Chief  
Sikufela

Mwinilunga

708- Chief Chibwika

709- Chief Ikelenge

710- Chief Kakoma

711- Senior Chief  
Kanongesha

712- Chief Kanyama

713- Chief  
Mwininyilamba

714- Chief Ntambu

715- Chief Nyakaseya  
716- Senior Chief  
Sailunga

Solwezi

717- Chief Chikola  
718- Senior Chief Kalilele  
  
719- Chief Kapijimpanga  
720- Chief Mukumbi  
  
721- Chief Matebo  
722- Senior Chief Mujimanzovu  
  
723- Chief Mulonga  
  
724- Chief Mumena  
725- Chief Musaka  
726- Snr Chief Musele

Zambezi

727- Chief Ishima  
728- Senior Chief  
Ishindi  
729- Chief Kucheka  
730- Chief Chinyama  
Litapi  
731- Chief Mpidi  
732- Senior Chief  
Ndungu  
733- Chieftainess  
Nyakulenga

SOUTHERN PROVINCE

Choma

801- Chief Macha  
802- Chief Mapanza  
  
803- Chief Mooyo  
Simaundu  
805- Chief Singani

Gwembe

806- Chief Chipeco  
807- Chief  
Munyumbwe  
804- Chief

Kalomo

808- Chief Chikanta  
  
809- Chief Moomba  
810- Chief Mukuni  
811- Chief Musokotwane  
812- Chief Nyawa  
813- Chief Sekute  
814- Chief Simwatachela  
815- Chief Sipatunyana

Mazabuka

816- Chief  
Mwanachingwala  
817- Chief Mwenda  
818- Chief Naluwama  
819- Chief Sianjalika

Monze

Namwala

820- Chief Chona

821- Chief Choongo

822- Chief Monze

823- Chief Mwanza

824- Chief Siamusonde

825- Chief Ufwenuka

Siavonga

836- Chief Chipepo

837- Chief Sikongo

838- Chief Simamba

839- Chief Sinadambwe

826- Chief  
Chilyabufu

827- Chief Kaingu

828- Chief Muchila

829- Chief Mukobela

830- Chief Mungaila

831- Chief Musungwa

832- Chief Muwezwa

833- Chief  
Nalubamba

834- Chief Shezongo

835- Chief Shimbizhi

Sinazongwe

840- Chief Mwemba

841- Chief  
Sinazongwe

WESTERN PROVINCE

Kalabo

(Chietainess Mbowanjikakana)

901- Induna Akabati

902- Induna Chumbulu

903- Induna Imbwae

904- Induna Katusi

905- Induna Kaongolo

906- Induna Kaonga

907- Induna Kayombo

908- Induna Likubi

909- Induna Lioko

910- Induna Lwambo

911- Induna Lwandamo

912- Induna Malala

913- Induna Manyima

914- Induna Mukubesa

915- Induna Mulepu

Imamuna

Lukula

(Chief Imwiko)

942- Chief Akabati

943- Chief Litondo

944- Chief Imbuwa

945- Chief Mushashu

946- Chief  
Mundandwe

947- Chief Mwenda

948- Chief  
Nawasilundu

949- Chief Silembe

950- Chief Likubi

951- Induna Lukama

Mongu

(Paramount Chief The  
Litunga)

952- Induna

916- Induna Mundandwe  
917- Induna Mundia  
918- Induna Mwanamambo  
919- Induna Mwanamawa  
920- Induna Mwanamungela  
921- Induna Mwenemundu  
922- Induna Nalubuto  
923- Induna Nalwendo  
924- Induna Namakaya  
925- Induna Namulimbwa  
926- Induna Nasando  
927- Induna Simayumbula

Kaoma

(Chief Litia)

928- Induna Iluya  
929- Induna Kakumba  
930- Induna Kabilamwandi  
931- Induna Kanguya  
932- Induna Kasabi  
933- Induna Kahare  
934- Induna Kasimba  
935- Induna Mayankwa  
936- Induna Mufaya  
937- Induna Mwanambuya  
938- Induna Mwanatete  
939- Induna Nyambe  
940- Induna Iibinga  
941- Induna Mutondo

Sesheke

953- Induna  
Inyamawina  
954- Induna  
Ishewambuto  
955- Induna Munono  
956- Induna  
Mukulwambula  
957- Induna  
Mwanang'umune  
958- Induna  
Mwenechiengele  
959- Induna Ikanjiwa  
960- Induna Solami  
961- Induna  
Nawasilundu  
962- Induna Sikwa  
963- Induna  
Yusikwakuonga

Senanga

(Chieftainess Litunga-  
La-Mboela)

964- Induna Imonga  
965- Induna Imenda  
966- Induna Imutulo  
967- Induna Ikubiana  
968- Induna Indopu  
969- Induna  
Imukondo  
970- Induna Mukata  
971- Induna Mushemi  
972- Induna  
Sambiana  
973- Induna Ololo  
974- Induna Yutanga  
975- Induna Nalopu  
976- Induna  
Mwanamwalile  
977- Induna Lukama

(Senior Chief Inyambo)

- 978- Induna Imbwae
- 979- Induna Imalenda
- 980- Induna Aibelilwe
- 981- Induna Matape
- 982- Induna Matakoko
- 983- Induna Mukwae
- 984- Induna Mulauli
- 985- Induna Mupengu
- 986- Induna Mwanza
- 987- Induna Nalisa
- 988- Induna Katundu
- 989- Induna Sabukube
- 990- Induna Sakakuwa
- 991- Induna Sifuwe
- 992- Induna Sibofu
- 993- Induna Nasando
- 994- Induna Silumbu

**APPENDIX IV: LIST OF CODES OF  
CONSTITUENCIES**

**CENTRAL PROVINCE**

001 CHISAMBA  
002 KATUBA  
003 KEEMBE  
004 BWACHA  
005 KABWE  
006 KAPIRI MPOSHI  
007 MKUSHI NORTH  
008 MKUSHI SOUTH  
009 MUMBEZHI  
010 MUMBWA  
011 NANGOMA  
012 CHITAMBO  
**PROVINCE**  
013 MUCHINGA  
014 SERENJE

**COPPERBELT PROVINCE**

015 CHILILABOMBWE  
016 CHINGOLA  
017 NCHANGA  
018 KALULUSHI  
019 CHIMWEMWE  
020 KAMFINSI  
021 KWACHA  
022 NKANA  
023 WUSAKILE  
024 LUANSHYA  
  
025 ROAN  
026 KANKOYO  
027 KANTANSHI  
028 MUFULIRA  
029 KAFULAFUTA  
030 LUFWANYAMA  
031 MASAITI

**EASTERN PROVINCE (Cont'd)**

047 SINDA  
048 CHASEFU  
049 LUMEZI  
050 LUNDAZI  
051 MALAMBO  
052 NYIMBA  
053 KAPOCHE  
054 PETAUKE  
055 MSANZALA

**LUAPULA**

056 KAWAMBWA  
057 MWANASBOMBWE

058 PAMBASHE

059 BAHATI  
060 CHEMBE  
061 MANSA  
062 CHIPILI  
063 MAMBILIMA  
065 MWENSE  
066 NCHELENGE  
067 BANGWEULU  
068 CHIFUNABULI  
069 LUAPULA

**LUSAKA PROVINCE**

070 KAFUE  
071 FEIRA  
072 CHILANGA  
073 CHONGWE  
074 RUFUNSA  
075 CHAWAMA

032 MPONGWE  
033 BWANA MKUBWA  
034 CHIFUBU  
035 KABUSHI  
036 NDOLA

076 KABWATA  
077 KANYAMA  
078 LUSAKA CENTRAL  
079 MANDEVU  
080 MATERO  
081 MUNALI

**EASTERN**

037 CHADIZA  
038 VUDWI  
039 CHAMA NORTH  
040 CHAMA SOUTH  
041 CHIPANGALI  
042 CHIPATA  
043 KASENENGWA  
044 LUANGENI  
045 MILANZI  
046 MKAIKA

**NORTHERN PROVINCE**

082 CHILUBI  
083 CHINSALI  
084 SHIWA-NG'ANDU  
085 ISOKA EAST  
086 ISOKA WEST  
087 NAKONDE  
088 CHIMBAMILONGA  
089 KAPUTA  
090 KASAMA

**NORTHERNPROVINCE(Cont'd)**

091 LUKASHYA  
092 MALOLE  
093 LUBANSENSHI  
094 LUPOSOSHI  
095 MBALA  
096 MPULUNGU  
097 SENG HILL  
098 KANCHIBIYA  
099 MFUWE  
100MPIKA  
101LUNTE  
102 MPOROKOSO

**WESTERN PROVINCE**

134 KALABO  
135 LIUWA  
136 SIKONGO  
137 KAOMA  
138 LUAMPA  
139 MANGANGO  
140 LUKULU EAST  
141 LUKULUWEST  
142 LUENA  
143 MONGU  
144 NALIKWANDA  
145 NALOLO  
146 SENANGA  
147 SINJEMBELA  
148 MULOBEZI  
149 MWANDI  
150 SESHEKE

**NORTH-WESTERNPROVINCE**

103 CHAVUMA  
104 KABOMPO EAST  
105 KABOMPO WEST  
106 KASEMPA  
107 MUFUMBWE  
108 MWINILUNGA EAST  
109 MWINILUNGA WEST

110 SOLWEZI CENTRAL  
111 SOLWEZI EAST  
112 SOLWEZI WEST  
113 ZAMBEZI EAST  
114 ZAMBEZI WEST

**SOUTHERN PROVINCE**

115 CHOMA  
116 MBABALA  
117 PEMBA  
118 GWEMBE  
119 DUNDUMWENZE  
120 KALOMO  
121 KATOMBOLA  
122 MAPATIZYA  
123 LIVINGSTONE  
124 CHIKANKATA  
125 MAGOYE  
126 MAZABUKA  
127 BWEENGA  
128 MONZE  
129 MOOBA  
130 ITEZHI-TEZHI  
131 NANWALA  
132 SIAVONGA  
133 SINAZONGWE

**APPENDIX V: CONVERSION TABLE FOR CASSAVA**

<b>RAW CASSAVA</b>		<b>CASSAVA CHIPS</b>	
<b>RAW CASSAVA</b>	<b>CASSAVA FLOUR</b>	<b>DRY CHIPS</b>	<b>CASSAVA FLOUR</b>
<b>STANDARD BAGS</b>	<b>90KG BAGS</b>	<b>50KG BAGS</b>	<b>90KG BAGS</b>
¼	0.16	¼	0.14
1/3	0.2	1/3	0.19
1/2	0.3	½	0.28
2/3	0.4	2/3	0.37
3/4	0.48	¾	0.42
1	0.6	1	0.56
2	1.2	2	1.11
3	1.8	3	1.67
4	2.4	4	2.22
5	3	5	2.78
6	3.6	6	3.33
7	4.2	7	3.89
8	4.8	8	4.44
9	5.4	9	5
10	6	10	5.56

## **APPENDIX VI: HOW TO MEASURE HEIGHT/LENGTH OF CHILDREN**

### **A. Child Length/Height Summary Procedure**

1. **Measurer or Assistant:** Place the measuring board on a hard flat surface, i.e. ground, floor or steady table.

2. **Assistant:** Place the questionnaire and pencil on the ground, floor or table (Arrow 1). Kneel on both knees behind the base of the board, if it is on the ground or floor (Arrow2).

3. **Measurer:** Kneel on the right side of the child so that you can hold the foot piece with your right hand (Arrow 3).

4. **Measurer and Assistant:** With the mother's help, lay the child on the board by doing the following:

**Assistant:** Support the back of the child's head with your hands and gradually lower the child on the board.

**Measurer:** Support the child at the trunk of the body.

5. **Measurer or Assistant:** If she is not the assistant, asks the mother to kneel on the opposite side of the board facing the measurer to help keep the child calm.

6. **Assistant:** Cup your hands over the child's ears (Arrow 4). With your arms comfortably straight (Arrow 5), place the child's head against the base of the board so that the child is looking straight up. The child's line of sight should be perpendicular to the ground (Arrow 6). Your head should be straight over the child's head. Look directly into the child's eyes.

7. **Measurer:** Make sure the child is lying flat and in the centre of the board (Arrow 7). Place your left hand on the child's shins (above the ankles) or on the knees (Arrow 8). Press them firmly against the board. With your right hand, place the foot piece firmly against the child's heels (Arrow9).

8. **Measurer and Assistant:** Check the child's position (Arrow 1-9). Repeat any steps as necessary.

9. **Measurer:** When the child's position is correct, read and call out the measurement to nearest 0.1 cm. Remove the foot piece, release your left hand from the child's shins or knees and support the child during the recording.

10. **Assistant:** Immediately release the child's head, record the measurement, and show it to the measurer.

**NOTE:** If the assistant is untrained, the measurer records the length on the questionnaire.

11. **Measurer:** Check the recorded measurement on the questionnaire for accuracy and legibility. Instruct the assistant to erase and correct any errors.

12. For children aged 3-23 months measure them as illustrated below. For children aged 24-59 months measure them while standing upright and use all the directions in the illustration below but modify the situation to suit the standing upright position.

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\* If the assistant is untrained, e.g. the mother, then the measurer should help the assistant with the height/length procedure.

**APPENDIX VII: OCCUPATION CODES**

<p><b>MAJOR GROUP1: LEGISLATORS, SENIOR OFFICIALS AND MANAGERS</b></p>
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**11 LEGISLATORS AND SENIOR OFFICIALS**

**111 LEGISLATORS**

1110 Legislators

**112 SENIOR GOVERNMENT OFFICIALS**

1120 Senior government officials

**113 TRADITIONAL CHIEFS AND HEADS OF VILLAGES**

1130 Traditional chiefs and heads of villages

**114 SENIOR OFFICIALS OF SPECIAL-INTEREST ORGANISATIONS**

1141 Senior officials of political-party organisations

1142 Senior officials of employer', workers' and other economic-interest organisations

1143 Senior officials of humanitarian and other special-interest organisations

**12 CORPORATE MANAGERS-a\***

**121 DIRECTORS AND CHIEF EXECUTIVES**

1210 Directors and chief executives

**122 PRODUCTION AND OPERATIONS DEPARTMENT MANAGERS**

1221 Production and operations department managers in agriculture, hunting, forestry and fishing

1222 Production and operations department managers in manufacturing

1223 Production and operations department managers in construction

1224 Production and operations department managers in wholesale and retail trade

1225 Production and operations department managers in restaurants and hotels

1226 Production and operations department managers in transport, storage and communications

1227 Production and operations department managers in business services

1228 Production and operations department managers in personal care, cleaning and related services

1229 Production and operations department managers not elsewhere classified

**123 OTHER DEPARTMENT MANAGERS**

1231 Finance and administration department managers

1232 Personnel and industrial relations department managers

1233 Sales and marketing department managers

1234 Advertising and public relations department managers

1235 Supply and distribution department managers

1236 Computing services department managers

1237 Research and development department managers

1239 Other department managers not elsewhere classified

**13 GENERAL MANAGERS-b\***

**131 GENERAL MANAGERS**

1311 General managers in agriculture, hunting, forestry and fishing

1312 General managers in manufacturing

1313 General managers in construction

1314 General managers in wholesale and retail trade

1315 General managers of restaurants and hotels

1316 General managers in transport, storage and communications

1317 General managers of business services

1318 General managers in personal care, cleaning and related services

1319 General managers not elsewhere classified

\*\*\*\*\*

a\* This group is intended to include persons who - as directors, chief executives or department managers - manage enterprises or organisations, or departments, requiring a total of three or more managers

b\* This group is intended to include persons who manage enterprises, or in some cases organisations, on their own behalf, or on behalf of the proprietor , with some non-managerial help and the assistance of no more than one other manager who should also be classified in this sub-major group as, in most cases, the tasks will be broader than those of a specialised manager in a large enterprise or organisation. Non-managerial staff should be classified according to their specific tasks.

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<b>MAJOR GROUP 2: PROFESSIONALS</b>
-------------------------------------

**21 PHYSICAL, MATHEMATICAL AND ENGINEERING SCIENCE PROFESSIONALS**

**211 PHYSICISTS, CHEMISTS AND RELATED PROFESSIONALS**

2111 Physicists and astronomers

2112 Meteorologists

2113 Chemists

2114 Geologists and geophysicists

**212 MATHEMATICIANS, STATISTICIANS AND RELATED PROFESSIONALS**

2121 Mathematicians and related professionals

2122 Statisticians

**213 COMPUTING PROFESSIONALS**

2131 Computer system designers and analysts

2132 Computer programmers

2139 Computing professional not elsewhere classified

**214 ARCHITECTS, ENGINEERS AND RELATED PROFESSIONALS**

2141 Architects, town and traffic planners

2142 Civil engineers

2143 Electrical engineers

2144 Electronics and telecommunications engineers

2145 Mechanical engineers

2146 Chemical engineers

2147 Mining engineers, metallurgists and related professionals

2148 Cartographers and surveyors

2149 Architects, engineers and related professionals not elsewhere classified

**22 LIFE SCIENCE AND HEALTH PROFESSIONALS**

**221 LIFE SCIENCE PROFESSIONALS**

2211 Biologists, botanists, zoologists and related professionals

2212 Pharmacologists, pathologists and related professionals

2213 Agronomists and related professionals

**222 HEALTH PROFESSIONALS (except nursing)**

2221 Medical doctors

2222 Dentists

2223 Veterinarians

2224 Pharmacists

2229 Health professionals (except nursing) not elsewhere classified

**223 NURSING AND MIDWIFERY PROFESSIONALS**

2230 Nursing and midwifery professionals

**23 TEACHING PROFESSIONALS**

**231 COLLEGE, UNIVERSITY AND HIGHER EDUCATION TEACHING PROFESSIONALS**

2310 College, university and higher education teaching professionals

**232 SECONDARY EDUCATION TEACHING PROFESSIONALS**

2320 Secondary education teaching professionals

**233 PRIMARY AND PRE-PRIMARY EDUCATION TEACHING PROFESSIONALS**

2331 Primary education teaching professionals

2332 Pre-primary education teaching professionals

**234 SPECIAL EDUCATION TEACHING PROFESSIONAL**

2340 Special education teaching professionals

**235 OTHER TEACHING PROFESSIONALS**

2351 Education methods specialists

2352 School inspectors

2359 Other teaching professionals not elsewhere classified

**24 OTHER PROFESSIONALS**

**241 BUSINESS PROFESSIONALS**

2411 Accountants

2412 Personnel and careers professionals

2419 Business professionals not elsewhere classified

**242 LEGAL PROFESSIONALS**

2421 Lawyers

2422 Judges

2429 Legal professionals not elsewhere classified

**243 ARCHIVISTS, LIBRARIANS AND RELATED INFORMATION PROFESSIONALS**

2431 Archivists and curators

2432 Librarians and related information professionals

**244 SOCIAL SCIENCE AND RELATED PROFESSIONALS**

2441 Economists

2442 Sociologist, anthropologists and related professionals

2443 Philosophers, historians and political scientists

2444 Philologists, translators and interpreters

2445 Psychologists

2446 Social work professionals

**245 WRITERS AND CREATIVE OR PERFORMING ARTISTS**

2451 Authors, journalists and other writers

2452 Sculptors, painters, and related artists

2453 Composers, musicians and singers

2454 Choreographers and dancers

2455 Film, stage and related actors and directors

**246 RELIGIOUS PROFESSIONALS**

2460 Religious professionals

<b>MAJOR GROUP3: TECHNICIANS AND ASSOCIATE PROFESSIONALS</b>
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**31 PHYSICAL AND ENGINEERING SCIENCE ASSOCIATE PROFESSIONALS**

**311 PHYSICAL AND ENGINEERING SCIENCE TECHNICIANS**

3111 Chemical and physical science technicians

3112 Civil engineering technicians

3113 Electrical engineering technicians

3114 Electronics and telecommunications engineering technicians

3115 Mechanical engineering technicians

3116 Chemical engineering technicians

3117 Mining and metallurgical technicians

3118 Draughtspersons

3119 Physical and engineering science technicians not elsewhere classified

**312 COMPUTER ASSOCIATE PROFESSIONALS**

3121 Computer assistants

3122 Computer equipment operators

3123 Industrial robot controllers

**313 OPTICAL AND ELECTRONIC EQUIPMENT OPERATORS**

3131 Photographers and image and sound recording equipment operators

3132 Broadcasting and telecommunication equipment operators

3133 Medical equipment operators

3139 Optical and electronic equipment operators not elsewhere classified

**314 SHIP AND AIRCRAFT CONTROLLERS AND TECHNICIANS**

3141 Ships' engineers

3142 Ships' deck officers and pilots

3143 Aircraft pilots and related associate professionals

3144 Air traffic controllers

3145 Air traffic safety technicians

**315 SAFETY AND QUALITY INSPECTORS**

3151 Building and fire inspectors

3152 Safety, health and quality inspectors

**32 LIFE SCIENCE AND HEALTH ASSOCIATE PROFESSIONALS**

**321 LIFE SCIENCE TECHNICIANS AND RELATED ASSOCIATE PROFESSIONALS**

3211 Life science technicians

3212 Agronomy and forestry technicians

3213 Farming and forestry advisers

**322 MODERN HEALTH ASSOCIATE PROFESSIONALS (except nursing)**

3221 Medical assistants

3222 Sanitarians

3223 Dietitians and nutritionists

3224 Optometrists and opticians

3225 Dental assistants

3226 Physiotherapists and related associate professionals

3227 Veterinary assistants

3228 Pharmaceutical assistants

3229 Modern health associate professionals (except nursing) not else where classified

**323 NURSING AND MIDWIFERY ASSOCIATE PROFESSIONALS**

3231 Nursing associate professionals

3232 Midwifery associate professionals

**324 TRADITIONAL MEDICINE PRACTITIONER AND FAITH HEALERS**

3241 Traditional medicine practitioners

3242 Faith healers

**33 TEACHING ASSOCIATE PROFESSIONALS**

**331 PRIMARY EDUCATION TEACHING ASSOCIATE PROFESSIONALS**

3310 Primary education teaching associate professionals

**332 PRE-PRIMARY EDUCATION TEACHING ASSOCIATE PROFESSIONALS**

3320 Pre-primary education teaching associate professionals

**333 SPECIAL EDUCATION TEACHING ASSOCIATE PROFESSIONALS**

3330 Special education teaching associate professionals

**334 OTHER TEACHING ASSOCIATE PROFESSIONALS**

3340 Other teaching associate professionals

**34 OTHER ASSOCIATE PROFESSIONALS**

**341 FINANCE AND SALES ASSOCIATE PROFESSIONALS**

3411 Securities and finance dealers and brokers

3412 Insurance representatives

3413 Estate agents

3414 Travel consultants and organisers

3415 Technical and commercial sales representatives

3416 Buyers

3417 Appraisers, valuers and auctioneers

3419 Finance and sales associate professionals not elsewhere classified

**342 BUSINESS SERVICES AGENTS AND TRADE BROKERS**

3421 Trade brokers

3422 Clearing and forwarding agents

3423 Employment agents and labour contractors

3429 Business services agents and trade brokers not elsewhere classified

**343 ADMINISTRATIVE ASSOCIATE PROFESSIONALS**

3431 Administrative secretaries and related associate professional

3432 Legal and related business associate professionals

3433 Bookkeepers

3434 Statistical, mathematical and related associate professionals

3439 Administrative associate professionals not elsewhere classified

**344 CUSTOMS, TAX AND RELATED GOVERNMENT ASSOCIATE PROFESSIONALS**

3441 Customs and border inspectors

3442 Government tax and excise officials

3443 Government social benefits officials

3444 Government licensing officials

3449 Customs, tax and related government associate professionals not elsewhere classified

**345 POLICE INSPECTORS AND DETECTIVES**

3450 Police inspectors and detectives

**346 SOCIAL WORK ASSOCIATE PROFESSIONALS**

3460 Social work associate professionals

**347 ARTISTIC, ENTERTAINMENT AND SPORTS ASSOCIATE PROFESSIONALS**

3471 Decorators and commercials designers

3472 Radio, television and other announcers

3473 Street, nightclub and related musicians, singers and dancers

3474 Clowns, magicians, acrobats and related associate professionals

3475 Athletes, sportspersons and related associate professionals

**348 RELIGIOUS ASSOCIATE PROFESSIONALS**

3480 Religious associate professionals

<b>MAJOR GROUP 4: CLERKS</b>
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**41 OFFICE CLERKS**

**411 SECRETARIES AND KEYBOARD-OPERATING CLERKS**

4111 Stenographers and typists

4112 Word-processor and related operators

4113 Data entry operators

4114 Calculating-machine operators

4115 Secretaries

**412 NUMERICAL CLERKS**

4121 Accounting and bookkeeping clerks

4122 Statistical and finance clerks

**413 MATERIAL-RECORDING AND TRANSPORT CLERKS**

4131 Stock clerks

4132 Production clerks

4133 Transport clerks

**414 LIBRARY, MAIL AND RELATED CLERKS**

4141 Library and filing clerks

4142 Mail carriers and sorting clerks

4143 Coding, proof-reading and related clerks

4144 Scribes and related workers

**419 OTHER OFFICE CLERKS**

4190 Other office clerks

**42 CUSTOMER SERVICES CLERKS**

**421 CASHIERS, TELLERS AND RELATED CLERKS**

4211 Cashiers and ticket clerks

4212 Tellers and other counter clerks

4213 Bookmakers and croupiers

4214 Pawnbrokers and moneylenders

4215 Debt-collectors and related workers

**422 CLIENT INFORMATION CLERKS**

4221 Travel agency and related clerks

4222 Receptionists and information clerks

4223 Telephone switchboard operators

<p><b>MAJOR GROUP 5: SERVICE WORKERS AND SHOP AND MARKET SALES WORKERS</b></p>
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**51 PERSONAL AND PROTECTIVE SERVICES WORKERS**

**511 TRAVEL ATTENDANTS AND RELATED WORKERS**

5111 Travel attendants and travel stewards

5112 Transport conductors

5113 Travel guides

**512 HOUSEKEEPING AND RESTAURANT SERVICES WORKERS**

5121 Housekeepers and related workers

5122 Cooks

5123 Waiters, waitresses and bartenders

**513 PERSONAL CARE AND RELATED WORKERS**

5131 Child-care workers

5132 Institution-based personal care workers

5133 Home-based personal care workers

5139 Personal care and related workers not elsewhere classified

**514 OTHER PERSONAL SERVICES WORKERS**

5141 Hairdressers, barbers, beauticians and related workers

5142 Companions and valets

5143 Undertakers and embalmers

5149 Other personal services workers not elsewhere classified

**515 ASTROLOGERS, FORTUNE-TELLERS AND RELATED WORKERS**

5151 Astrologers and related workers

5152 Fortune-tellers, palmists and related workers

**516 PROTECTIVE SERVICES WORKERS**

5161 Fire fighters

5162 Police officers

5163 Prison guards

5169 Protective services workers not elsewhere classified

**52 MODELS, SALESPERSONS AND DEMONSTRATORS**

**521 FASHION AND OTHER MODELS**

5210 Fashion and other models

**522 SHOP SALESPERSONS AND DEMONSTRATORS**

5220 Shop salespersons and demonstrators

**523 STALL AND MARKET SALESPERSONS**

5230 Stall and market salespersons

<p><b>MAJOR GROUP 6: SKILLED AGRICULTURAL AND FISHERY WORKERS</b></p>
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**61 MARKET-ORIENTED SKILLED AGRICULTURAL AND FISHERY WORKERS**

**611 MARKET GARDENERS AND CROP GROWERS**

6111 Field crop and vegetables growers

6112 Tree and shrub crop growers

6113 Gardeners, horticultural and nursery growers

6114 Mixed-crop growers

**612 MARKET-ORIENTED ANIMAL PRODUCERS AND RELATED WORKERS**

6121 Dairy and livestock producers

6122 Poultry producers

6123 Apiarists and Seri culturists

6124 Mixed-animal producers

6129 Market-oriented animal producers and related workers not elsewhere classified

**613 MARKET-ORIENTED CROP AND ANIMAL PRODUCERS**

6130 Market-oriented crop and animal producers

**614 FORESTRY AND RELATED WORKERS**

6141 Forestry workers and loggers

6142 Charcoal burners and related workers

**615 FISHERY WORKERS, HUNTERS AND TRAPPERS**

6151 Aquatic-life cultivation workers

6152 Inland and coastal waters fishery workers

6153 Deep-sea fishery workers

6154 Hunters and trappers

**62 SUBSISTENCE AGRICULTURAL AND FISHERY WORKERS**

**621 SUBSISTENCE AGRICULTURAL AND FISHERY WORKERS**

6210 Subsistence agricultural and fishery workers

**MAJOR GROUP 7: CRAFT AND RELATED TRADE WORKERS**

**71 EXTRACTION AND BUILDING TRADES WORKERS**

**711 MINERS, SHOTFIRERS, STONE CUTTERS AND CARVERS**

7111 Miners and quarry workers

7112 Shot fires and blasters

7113 Stone splitters, cutters and carvers

**712 BUILDING FRAME AND RELATED TRADES WORKERS**

7121 Builders, traditional materials

7122 Bricklayers and stonemasons

7123 Concrete placers, concrete finishers and related workers

7124 Carpenters and joiners

7129 Building frame and related trades workers not elsewhere classified

**713 BUILDING FINISHERS AND RELATED TRADES WORKERS**

7131 Roofers

7132 Floor layers and tile setters

7133 Plasterers

7134 Insulation workers

7135 Glaziers

7136 Plumbers and pipe fitters

7137 Building and related electricians

**714 PAINTERS AND BUILDING STRUCTURE CLEANERS AND RELATED TRADES WORKERS**

7141 Painters and related workers

7142 Varnishers and related painters

7143 Building structure cleaners

**72 METAL, MACHINERY AND RELATED TRADES WORKERS**

**721 METAL MOULDERS, WELDERS, SHEET-METAL WORKERS, STRUCTURAL-METAL PREPARERS, AND RELATED TRADES WORKERS**

7211 Metal moulders and core makers

7212 Welders and flame cutters

7213 Sheet-metal workers

7214 Structural-metal preparers and erectors

7215 Riggers and cable splicers

7216 Underwater workers

**722 BLACKSMITHS, TOOLMAKERS AND RELATED TRADES WORKERS**

7221 Blacksmiths, hammer-smiths and forging-press workers

7222 Toolmakers and related workers

7223 Machine-tool setters and setters-operators

7224 Metal wheel-grinders, polishers and tool sharpeners

**723 MACHINERY MECHANICS AND FITTERS**

7231 Motor vehicle mechanics and fitters

7232 Aircraft engine mechanics and fitters

7233 Agricultural-or industrial-machinery mechanics and fitters

**724 ELECTRICAL AND ELECTRONIC EQUIPMENT MECHANICS AND FITTERS**

7241 Electrical mechanics and fitters

7242 Electronics fitters

7243 Electronics mechanics and servicers

7244 Telegraph and telephone installers and servicers

7245 Electrical line installers, repairers and cable jointers

**73       PRECISION, HANDICRAFT, PRINTING AND RELATED WORKERS**

**731   PRECISION WORKERS IN METAL AND RELATED MATERIALS**

7311 Precision-instrument makers and repairers

7312 Musical-instrument makers and tuners

7313 Jewellery and precious metal workers

**732   POTTERS, GLASSMAKERS AND RELATED TRADES WORKERS**

7321 Abrasive wheel formers, potters and related workers

7322 Glassmakers, cutters, grinders and finishers

7323 Glass engravers and etchers

7324 Glass, ceramics and related decorative painters

**733   HANDICRAFT WORKERS IN WOOD, TEXTILE, LEATHER AND RELATED MATERIALS**

7331 Handicraft workers in wood and related materials

7332 Handicraft workers in textile, leather and related materials

**734   PRINTING AND RELATED TRADES WORKERS**

7341 Compositors, typesetters and related workers

7342 Stereotypers and electrotypers

7343 Printing engravers and etchers

7344 Photographic and related workers

7345 Bookbinders and related workers

7346 Silk-screen, block and textile printers

**74 OTHER CRAFT AND RELATED TRADES WORKERS**

**741 FOOD PROCESSING AND RELATED TRADES WORKERS**

7411 Butchers, fishmongers and related food preparers

7412 Bakers, pastry-cooks and confectionery makers

7413 Dairy-product makers

7414 Fruit, vegetable and related preservers

7415 Food and beverage tasters and graders

7416 Tobacco preparers and tobacco products makers

**742 WOOD TREATERS, CABINET-MAKERS AND RELATED TRADES WORKERS**

7421 Wood treaters

7422 Cabinet-makers and related workers

7423 Woodworking-machine setters and setter-operators

7424 Basketry weavers, brush makers and related workers

**743 TEXTILE, GARMENT AND RELATED TRADES WORKERS**

7431 Fibre prepares

7432 Weavers, knitters and related workers

7433 Tailors, dressmakers and hatters

7434 Furriers and related workers

7435 Textile, leather and related pattern makers and cutters

7436 Sewers, embroiderers and related workers

7437 Upholsterers and related workers

**744 PELT, LEATHER AND SHOEMAKING TRADES WORKERS**

7441 Pelt dressers, tanners and fellmongers

7442 Shoemakers and related workers

<p><b>MAJOR GROUP 8: PLANT AND MACHINE OPERATORS AND ASSEMBLERS</b></p>
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**81 STATIONARY-PLANT AND RELATED OPERATORS**

**811 MINING-AND MINERAL-PROCESSING-PLANT OPERATORS**

8111 Mining-plant operators

8112 Mineral-ore- and stone-processing-plant operators

8113 Well drillers and borers and related workers

**812 METAL-PROCESSING-PLANT OPERATORS**

8121 Ore and metal furnace operators

8122 Metal melters, casters and rolling-mill operators

8123 Metal-heat-treating-plant operators

8124 Metal drawers and extruders

**813 GLASS, CERAMICS AND RELATED PLANT OPERATORS**

8131 Glass and ceramics kiln and related machine operators

8139 Glass, ceramics and related plant operators not elsewhere classified

**814 WOOD-PROCESSING AND PAPERMAKING-PLANT OPERATORS**

8141 Wood-processing-plant operators

8142 Paper-pulp plant operators

8143 Papermaking-plant operators

**815 CHEMICAL-PROCESSING-PLANT OPERATORS**

8151 Crushing-, grinding- and chemical-mixing machinery operators

8152 Chemical-heat-treating-plant operators

8153 Chemical-filtering- and separating-equipment operators

8154 Chemical-still and reactor operators (except petroleum and natural gas)

8155 Petroleum- and natural-gas-refining-plant operators

8159 Chemical-processing-plant operators not elsewhere classified

**816 POWER-PRODUCTION AND RELATED PLANT OPERATORS**

8161 Power-production plant operators

8162 Steam engine and boiler operators

8163 Incinerator, water-treatment and related plant operators

**817 AUTOMATED-ASSEMBLY-LINE AND INDUSTRIAL-ROBOT OPERATORS**

8171 Automated-assembly-line operators

8172 Industrial-robot operators

**82 MACHINE OPERATORS AND ASSEMBLERS**

**821 METAL- AND MINERAL-PRODUCTS MACHINE OPERATORS**

8211 Machine-tool operators

8212 Cement and other mineral products machine operators

**822 CHEMICAL-PRODUCTS MACHINE OPERATORS**

8221 Pharmaceutical- toiletry-products machine operators

8222 Ammunition- and explosive-product machine operators

8223 Metal finishing- plating- and coating-machine operators

8224 Photographic-products machine operators

8229 Chemical-products machine operators not elsewhere classified

**823 RUBBER- AND PLASTIC-PRODUCTS MACHINE OPERATORS**

8231 Rubber-product machine operators

8232 Plastic-products machine operators

**824 WOOD-PRODUCTS MACHINE OPERATORS**

8240 Wood-products machine operators

**825 PRINTING-, BINDING-AND PAPER-PRODUCT MACHINE OPERATORS**

8251 Printing-machine operators

8252 Bookbinding-machine operators

8253 Paper-products machine operators

**826 TEXTILE-, FUR- AND LEATHER-PRODUCTS MACHINE OPERATORS**

8261 Fibre-preparing-, spinning- and winding-machine operators

8262 Weaving- and knitting-machine operators

8263 Sewing-machine operators

8264 Bleaching-, dyeing- and cleaning-machine operators

8265 Fur- and leather-preparing-machine operators

8266 Shoemaking and related machine operators

8269 Textile-, fur- and leather-products machine operators not elsewhere classified

**827 FOOD AND RELATED PRODUCTS MACHINE OPERATORS**

8271 Meat- and fish-processing-machine operators

8272 Dairy-products machine operators

8273 Grain- and spice-milling-machine operators

8274 Baked-goods, cereal and chocolate-products machine operators

8275 Fruit-, vegetable- and nut-processing-machine operators

8276 Sugar production machine operators

8277 Tea-, coffee-, and cocoa-processing-machine operators

8278 Brewers-, wine and other beverage machine operators

8279 Tobacco production machine operators

**828 ASSEMBLERS**

8281 Mechanical-machinery assemblers

8282 Electrical-equipment assemblers

8283 Electronic-equipment assemblers

8284 Metal-, rubber- and plastic-products assemblers

8285 Wood and related products assemblers

8286 Paperboard, textile and related products assemblers

**829 OTHER MACHINE OPERATORS AND ASSEMBLERS**

8290 Other machine operators and assemblers

**83 DRIVERS AND MOBILE-PLANT OPERATORS**

**831 LOCOMOTIVE-ENGINE DRIVERS AND RELATED WORKERS**

8311 Locomotive-engine drivers

8312 Railway brakemen, signallers and shunters

**832 MOTOR-VEHICLE DRIVERS**

8321 Motorcycle drivers

8322 Car, taxi and van drivers

8323 Bus and tram drivers

8324 Heavy truck and lorry drivers

**833 AGRICULTURAL AND OTHER MOBILE-PLANT OPERATORS**

8331 Motorised farm and forestry plant operators

8332 Earth-moving- and related plant operators

8333 Crane, hoist and related plant operators

8334 Lifting-truck operators

**834 SHIPS' DECK CREWS AND RELATED WORKERS**

8340 Ships' deck crews and related workers

<b>MAJOR GROUP 9: ELEMENTARY OCCUPATIONS</b>
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**91 SALES AND SERVICES ELEMENTARY OCCUPATIONS**

**911 STREET VENDORS AND RELATED WORKERS**

9111 Street food vendors

9112 Street vendors, non-food products

9113 Door-to-door and telephone salespersons

**912 SHOE CLEANING AND OTHER STREET SERVICES  
ELEMENTARY OCCUPATIONS**

9120 Shoe cleaning and other street services elementary occupations

**913 DOMESTIC AND RELATED HELPERS, CLEANERS AND  
LAUNDERERS**

9131 Domestic helpers and cleaners

9132 Helpers and cleaners in offices, hotels and other establishments

9133 Hand-laundrers and pressers

**914 BUILDING CARETAKERS, WINDOW AND RELATED CLEANERS**

9141 Building caretakers

9142 Vehicle, window and related cleaners

**915 MESSENGERS, PORTERS, DOORKEEPERS AND RELATED WORKERS**

9151 Messengers, package and luggage porters and deliverers

9152 Doorkeepers, watchpersons and related workers

9153 Vending-machine money collectors, meter readers and related workers

**916 GARBAGE COLLECTORS AND RELATED LABOURERS**

9161 Garbage collectors

9162 Sweepers and related labourers

**92 AGRICULTURAL, FISHERY AND RELATED LABOURERS**

**921 AGRICULTURAL, FISHERY AND RELATED LABOURERS**

9211 Farm hands and labourers

9212 Forestry labourers

9213 Fishery, hunting and trapping labourers

**93 LABOURERS IN MINING, CONSTRUCTION, MANUFACTURING  
AND TRANSPORT**

**931 MINING AND CONSTRUCTION LABOURERS**

9311 Mining and quarrying labourers

9312 Construction and maintenance labourers: roads, dams and similar constructions

9313 Building construction labourers

**932 MANUFACTURING LABOURERS**

9321 Assembling labourers

9322 Hand packers and other manufacturing labourers

**933 TRANSPORT LABOURERS AND FREIGHT HANDLERS**

9331 Hand or pedal vehicle drivers

9332 Drivers of animal-drawn vehicles and machinery

9333 Freight handlers

<b>MAJOR GROUP 0: ARMED FORCES</b>
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**01-ARMED FORCES**

**011 ARMED FORCES**

0110 Armed forces

**APPENDIX VIII: INDUSTRY CODES**

**A. AGRICULTURE, HUNTING AND FORESTRY**

**DIVISION 01 AGRICULTURE, HUNTING AND RELATED SERVICE ACTIVITIES**

**011 Growing of Crops; market gardening; horticulture**

- 0111 Growing of cereals and other crops n.e.c.
- 0112 Growing of vegetables, horticultural specialities and nursery products
- 0113 Growing of fruit, nuts, beverage and spice crops

**012 Farming of animals**

- 0121 Farming of cattle, sheep, goats, horses, asses, mules and hinnies, diary farming
- 0122 Other animal farming, production of animal products n.e.c.

**013 0130 Growing of crops combined with farming of animals (mixed farming)**

**014 0140 Agricultural and animal husbandry service activities, except veterinary activities**

**015 0150 Hunting, trapping and game propagation including related service activities**

**DIVISION 02 AGRICULTURE, HUNTING AND RELATED SERVICE ACTIVITIES**

**020 0200 Forestry, logging and related service activities**

**B. FISHING**

**DIVISION 05 FISHING, OPERATION OF FISH HATCHERIES AND FISH FARMS; SERVICE ACTIVITIES INCIDENTAL TO FISHING**

**050 0500 Fishing, operation of fish hatcheries and fish farms; service activities incidental to fishing**

**C. MINING AND QUARRYING**

**DIVISION 10 MINING OF COAL AND LIGNITE; EXTRACTION OF PEAT**

**101 1010 Mining and agglomeration of hard coal**

102 1020 Mining and agglomeration of lignite

103 1030 Extraction and agglomeration of peat

DIVISION 11 **EXTRACTION OF CRUDE PETROLEUM AND NATURAL GAS; SERVICE ACTIVITIES INCIDENTAL TO OIL AND GAS EXTRACTION EXCLUDING SURVEYING**

111 1110 Extraction of crude petroleum and natural gas

112 1120 Service activities incidental to oil and gas extraction excluding Surveying

DIVISION 12 **MINING OF URANIUM AND THORIUM ORES**

120 1200 Mining of uranium and thorium ores

DIVISION 13 MINING OF METAL ORES

131 1310 Mining of iron ores

132 1320 Mining of non-ferrous metal ores, except uranium and thorium ores

DIVISION 14 OTHER MINING AND QUARRYING

141 1410 Quarrying of stone, sand and clay

142 1420 Mining and quarrying n.e.c.

1421 Mining of chemical and fertilizer minerals

1422 Extraction of salt

1429 Other mining and quarrying n.e.c.

<b>D. MANUFACTURING</b>
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DIVISION 15 MANUFACTURE OF FOOD PRODUCTS AND BEVERAGES

151 Production, processing and preservation of meat, fish, fruit, vegetables, oils and fats

1511 Production, processing and preserving of meat and meat products

1512 Processing and preserving of fish and fish products

1513 Processing and preserving of fruit and vegetables

- 1514 Manufacture of vegetable and animal oils and fats
- 152 1520 Manufacture of dairy products
- 153 1530 Manufacture of grain mill products, starches and starch products, and prepared animal feeds
  - 1531 Manufacture of grain mill products
  - 1532 Manufacture of starches and starch products
  - 1533 Manufacture of prepared animal feeds
- 154 Manufacture of other food products
  - 1541 Manufacture of bakery products
  - 1542 Manufacture of sugar
  - 1543 Manufacture of cocoa, chocolate and sugar confectionery
  - 1544 Manufacture of macaroni, noodles, couscous and similar farinaceous products
  - 1549 Manufacture of other food products n.e.c.
- 155 Manufacture of beverages
  - 1551 Distilling, rectifying and blending of spirits; ethyl alcohol production from fermented materials
  - 1552 Manufacture of wines
  - 1553 Manufacture of malt liquors and malt
  - 1554 Manufacture of soft drinks; production of mineral waters

DIVISION 16 MANUFACTURE OF TOBACCO PRODUCTS

- 160 1600 Manufacture of tobacco products

DIVISION 17 MANUFACTURE OF TEXTILES

- 171 Spinning, weaving and finishing of textiles
  - 1711 Preparation and spinning of textile fibres; weaving of textiles
  - 1712 Finishing of textiles
- 172 Manufacture of other textiles
  - 1721 Manufacture of made-up textile articles, except apparel
  - 1722 Manufacture of carpets and rugs
  - 1723 Manufacture of cordage, rope, twine and netting
  - 1729 Manufacture of other textiles n.e.c.

173 1730 Manufacture of knitted and crocheted fabrics and articles

DIVISION 18 MANUFACTURE OF WEARING APPAREL; DRESSING AND DYEING OF FUR

181 1810 Manufacture of wearing apparel, except fur apparel

182 1820 Dressing and dyeing of fur; manufacture of articles of fur

DIVISION 19 TANNING AND DRESSING OF LEATHER; MANUFACTURE OF LUGGAGE, HANDBAGS, SADDLERY, HARNESS AND FOOTWEAR

191 Tanning and dressing of leather; manufacture of luggage, handbags, saddlery and harness

1911 Tanning and dressing of leather

1912 manufacture of luggage, handbags and the like saddlery and harness

192 1920 Manufacture of footwear

DIVISION 20 MANUFACTURE OF WOOD AND OF PRODUCTS OF WOOD AND CORK, EXCEPT FURNITURE; MANUFACTURE OF ARTICLES OF STRAW AND PLAITING MATERIALS

201 2010 Saw milling and planing of wood

202 Manufacture of products of wood, cork, straw and plaiting materials

2021 Manufacture of veneer sheets; manufacture of plywood, laminboard, particle board and other panels and boards

2022 Manufacture of builders' carpentry and joinery

2023 Manufacture of wooden containers

2029 Manufacture of other products of wood; Manufacture of articles of cork, straw and plaiting materials

DIVISION 21 MANUFACTURE OF PAPER AND PAPER PRODUCTS

210 Manufacture of paper and paper products

2101 Manufacture of pulp, paper and paperboard

2102 Manufacture of corrugated paper and paperboard and of containers of paper and paperboard

2109 Manufacture of other articles of paper and

paperboard

DIVISION 22 PUBLISHING, PRINTING AND REPRODUCTION OF RECORDED MEDIA

221 Publishing

- 2211 Publishing of books, brochures, musical books and other publications
- 2212 Publishing of newspapers, journals and periodicals
- 2213 Publishing of recorded media
- 2219 Other publishing

222 Printing and service activities related to printing

- 2221 Printing
- 2222 Service activities related to printing

223 2230 Reproduction of recorded media

DIVISION 23 MANUFACTURE OF COKE, REFINED PETROLEUM PRODUCTS AND NUCLEAR FUEL

231 2310 Manufacture of coke oven products

232 2320 Manufacture of refined petroleum products

233 2330 Processing of nuclear fuel

DIVISION 24 MANUFACTURE OF CHEMICALS AND CHEMICAL PRODUCTS

241 Manufacture of basic chemicals

- 2411 Manufacture of basic chemicals, except fertilizers and nitrogen compounds
- 2412 Manufacture of fertilizers and nitrogen compounds
- 2413 Manufacture of plastics in primary forms and of synthetic rubber

242 Manufacture of other chemical products

- 2421 Manufacture of pesticides and other agro-chemical products
  - 2422 Manufacture of paints, varnishes and similar coatings, printing ink and mastics
  - 2423 Manufacture of pharmaceuticals, medicinal chemicals and botanical products
  - 2423 Manufacture of soap and detergents, cleaning and polishing preparations, perfumes and toilet preparations
  - 2429 Manufacture of other chemical products n.e.c.
- 243 2430 Manufacture of man-made fibres

DIVISION 25 MANUFACTURE OF RUBBER AND PLASTICS PRODUCTS

251 Manufacture of rubber products

- 2511 Manufacture of rubber tyres and tubes; retreating and rebuilding of rubber tyres
- 2519 Manufacture of other rubber products

252 2520 Manufacture of plastic products

DIVISION 26 MANUFACTURE OF OTHER NON-METALLIC MINERAL PRODUCTS

261 2610 Manufacture of glass and glass products

269 Manufacture of non-metallic mineral products n.e.c.

- 2691 Manufacture of non-structural non-refractory ceramic ware
- 2692 Manufacture of refractory ceramic products
- 2693 Manufacture of structural non-refractory clay and ceramic products
- 2694 Manufacture of cement, lime and plaster
- 2695 Manufacture of articles of concrete, cement and plaster
- 2696 Cutting, shaping and finishing of stone
- 2699 Manufacture of other non-metallic mineral products n.e.c.

DIVISION 27 MANUFACTURE OF BASIC METALS

271 2710 Manufacture of basic iron and steel

272 2720 Manufacture of basic precious and non-ferrous metals

273 Casting of metals

- 2731 Casting of iron and steel
- 2732 Casting of non-ferrous metals

DIVISION 28 MANUFACTURE OF FABRICATED METAL PRODUCTS, EXCEPT MACHINERY AND EQUIPMENT

281 Manufacture of structural metal products, tanks, reservoirs and steam generators

- 2811 Manufacture of structural metal products
- 2812 Manufacture of tanks, reservoirs and containers of metal
- 2813 Manufacture of steam generators, except central heating hot water boilers

289 Manufacture of other fabricated metal products; metal working service activities

2891 Forging, pressing, stamping and roll forming of metal; powder metallurgy

- 2892 Treatment and coating of metals; general mechanical engineering on a fee or contract basis
- 2893 Manufacture of cutlery, hand tools and general hardware
- 2899 Manufacture of other fabricated metal products n.e.c

DIVISION 29      MANUFACTURE OF MACHINERY AND EQUIPMENT N.E.C

- 291            Manufacture of general-purpose machinery
  - 2911    Manufacture of engines and turbines, except aircraft, vehicle and cycle engines
  - 2912    Manufacture of pumps, compressor, taps and valves
  - 2913    Manufacture of bearings, gears, gearing and driving elements
  - 2914    Manufacture of ovens, furnaces and furnace burners
  - 2915    Manufacture of lifting and handling equipment
  - 2919    Manufacture of other general-purpose machinery
- 292            Manufacture of special purpose machinery
  - 2921    Manufacture of agricultural and forestry machinery
  - 2922    Manufacture of machine tools
  - 2923    Manufacture of machinery for metallurgy
  - 2924    Manufacture of machinery for mining, quarrying and construction
  - 2925    Manufacture of machinery for food, beverage and tobacco processing
  - 2926    Manufacture of machinery for textile, apparel and leather production
  - 2927    Manufacture of weapons and ammunition
  - 2929    Manufacture of other special purpose machinery
- 293    2930    Manufacture of domestic appliances n.e.c.

DIVISION 30            MANUFACTURE OF OFFICE, ACCOUNTING AND COMPUTING MACHINERY

- 300    3000    Manufacture of office, accounting and computing machinery

DIVISION 31      MANUFACTURE OF ELECTRICAL MACHINERY AND APPARATUS N.E.C.

- 311      3110    Manufacture of electric motors, generators and transformers
- 312      3120    Manufacture of electricity distribution and control apparatus
- 313      3130    Manufacture of insulated wire and cable
- 314      3140    Manufacture of accumulators, primary cells and primary batteries
- 315      3150    Manufacture of electric lamps and lighting equipment

319 3190 Manufacture of other electrical equipment n.e.c.

DIVISION 32 MANUFACTURE OF RADIO, TELEVISION AND  
COMMUNICATION EQUIPMENT AND APPARATUS

321 3210 Manufacture of electronic valves and tubes and other electronic components

322 3220 Manufacture of television and radio transmitters and apparatus for line  
telephony and line telegraphy

323 3230 Manufacture of television and radio receivers, sound or video recording or  
reproducing apparatus, and associated goods

DIVISION 33 MANUFACTURE OF MEDICAL, PRECISION AND OPTICAL  
INSTRUMENTS, WATCHES AND CLOCKS

331 Manufacture of medical appliances and instruments and appliances for  
measuring, checking, testing, navigating and other purposes, except optical  
instruments

3311 Manufacture of medical and surgical equipment and orthopaedic appliances

3312 Manufacture of instruments and appliances for measuring, checking, testing,  
navigating and other purposes, except industrial process control equipment

3313 Manufacture of industrial process control equipment

332 3320 Manufacture of optical instruments and photographic equipment

333 3330 Manufacture of watches and clocks

DIVISION 34 MANUFACTURE OF MOTOR VEHICLES, TRAILERS  
AND SEMI-TRAILERS

341 3410 Manufacture of motor vehicles

342 3420 Manufacture of bodies (coachwork) for motor vehicles; manufacture  
of trailers and semi trailers

343 3430 Manufacture of parts and accessories for motor vehicles and their  
engines

DIVISION 35 MANUFACTURE OF OTHER TRANSPORT

EQUIPMENT

- 351 Building and repairing of ships and boats
  - 3511 Building and repairing of ships
  - 3512 Building and repairing of pleasure and sporting boats
- 352 3520 Manufacture of railway and tramway locomotives and rolling stock
- 353 3530 Manufacture of aircraft and spacecraft
- 359 Manufacture of transport equipment n.e.c.
  - 3591 Manufacture of motorcycles
  - 3592 Manufacture of bicycles and invalid carriages
  - 3599 Manufacture of other transport equipment n.e.c.

DIVISION 36 MANUFACTURE OF FURNITURE; MANUFACTURING  
N.E.C.

- 361 3610 Manufacture of furniture
- 369 Manufacturing n.e.c.
  - 3691 Manufacture of jewellery and related articles
  - 3692 Manufacture of musical instruments
  - 3693 Manufacture of sports goods
  - 3694 Manufacture of games and toys
  - 3699 Other manufacturing n.e.c.

DIVISION 37 RECYCLING

- 371 3710 Recycling of metal waste and scrap
- 372 3720 Recycling of non-metal waste and scrap

<b>E. ELECTRICITY, GAS AND WATER SUPPLY</b>
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DIVISION 40 ELECTRICITY, GAS, STEAM AND HOT WATER  
SUPPLY

- 401 4010 Production, collection and distribution of electricity
- 402 4020 Manufacture of gas; distribution of gaseous fuel; through mains
- 403 4030 Steam and hot water supply

DIVISION 41 COLLECTION, PURIFICATION AND DISTRIBUTION OF WATER

410 4100 Collection, purification and distribution of water

**F. CONSTRUCTION**

DIVISION 45 CONSTRUCTION

451 4510 Site preparation

452 4520 Building of complete construction or parts thereof; civil engineering

453 4530 Building installation

454 4540 Building completion

455 4550 Renting of construction or demolition equipment with operator

**G. WHOLESALE AND RETAIL TRADE; REPAIR OF MOTOR VEHICLES, MOTORCYCLES AND PERSONAL AND HOUSEHOLD GOODS**

DIVISION 50 SALE, MAINTENANCE AND REPAIR OF MOTOR VEHICLES AND MOTORCYCLES; RETAIL SALE OF AUTOMOTIVE FUEL

501 5010 Sale of motor vehicles

502 5020 Maintenance and repair of motor vehicles

503 5030 Sale of motor vehicle parts and accessories

504 5040 Sale, maintenance and repair of motor-cycles and related parts and accessories

505 5050 Retail sale of automotive fuel

DIVISION 51 WHOLESALE TRADE AND COMMISSION TRADE, EXCEPT OF MOTOR VEHICLES AND MOTORCYCLES

511 5110 Wholesale on a fee or contract basis

512 Wholesale of agricultural raw materials, live animals, food, beverages and tobacco

- 5121 Wholesale of agricultural raw materials and live animals
- 5122 Wholesale of food, beverages and tobacco
- 513        Wholesale of household goods
  - 5131 Wholesale of textiles, clothing and footwear
  - 5139 Wholesale of other household goods
- 514        Wholesale of non-agricultural intermediate products, waste and scrap
  - 5141 Wholesale of solid, liquid and gaseous fuels and related products
  - 5142 Wholesale of metals and metal ores
  - 5143 Wholesale of construction materials, hardware, plumbing and heating equipment and supplies
  - 5149 Wholesale of other intermediate products, waste and scrap
- 515    5150 Wholesale of machinery, equipment and supplies
- 519    5190 Other wholesale

DIVISION 52 RETAIL TRADE, EXCEPT OF MOTOR VEHICLES AND  
MOTORCYCLES; REPAIR OF PERSONAL AND HOUSEHOLD  
GOODS

- 521        Non-specialized retail trade in stores
  - 5211 Retail sale in non-specialized stores with food, beverages or tobacco predominating
  - 5219 Other retail sale in non-specialized stores
- 522        5220 Retail sale of food, beverages and tobacco in specialized stores
- 523        Other retail trade of new goods in specialized stores
  - 5231 Retail sale of pharmaceutical and medical goods, cosmetic and toilet articles
  - 5232 Retail sale of textiles, clothing, footwear and leather goods
  - 5233 Retail sale of household appliances, articles and equipment
  - 5234 Retail sale of hardware, paints and glass
  - 5239 Other retail sale in specialized stores
- 524 5240 Retail sale of second-hand goods in stores
- 525        Retail trade not in stores

- 5251 Retail sale via mail order houses
  - 5252 Retail sale via stalls and markets
  - 5259 Other non-store retail sale
- 526 5260 Repair of personal and household goods

<b>H. HOTELS AND RESTAURANTS</b>
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DIVISION 55 HOTELS AND RESTAURANTS

- 551 5510 Hotels; camping sites and other provision of short-stay accommodation
- 552 5520 Restaurants, bars and canteens

<b>I. TRANSPORT, STORAGE AND COMMUNICATIONS</b>
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DIVISION 60 LAND TRANSPORT; TRANSPORT VIA PIPELINES

- 601 6010 Transport via railways
- 602 Other land transport
  - 6021 Other scheduled passenger land transport
  - 6022 Other non-scheduled passenger land transport
  - 6023 Freight transport by road
- 603 6030 Transport via pipelines

DIVISION 61 WATER TRANSPORT

- 611 6110 Sea and coastal water transport
- 612 6120 Inland water transport

DIVISION 62 AIR TRANSPORT

- 621 6210 Scheduled air transport
- 622 6220 Non-scheduled air transport

DIVISION 63 SUPPORTING AND AUXILIARY TRANSPORT ACTIVITY  
ACTIVITIES OF TRAVEL AGENCIES

- 630 Supporting and auxiliary transport activity activities of travel agencies

- 6301 Cargo handling
- 6302 Storage and warehousing
- 6303 Other supporting transport activities
- 6304 Activities of travel agencies and tour operators, tourist assistance activities n.e.c.
- 6309 Activities of other transport agencies

DIVISION 64 POST AND TELECOMMUNICATIONS

- 641 Post and courier activities
  - 6411 National post activities
  - 6412 Courier activities other than national activities
- 642 6420 Telecommunications

<b>J. FINANCIAL INTERMEDIATION</b>
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DIVISION 65 FINANCIAL INTERMEDIATION, EXCEPT INSURANCE AND PENSION FUNDING

- 651 Monetary intermediation
  - 6511 Central banking
  - 6519 Other monetary intermediation
- 659 Other financial intermediation
  - 6591 Financial leasing
  - 6592 Other credit granting
  - 6599 Other financial intermediation n.e.c.

DIVISION 66 INSURANCE AND PENSION FUNDING, EXCEPT COMPULSORY SOCIAL SECURITY

- 660 Insurance and pension funding, except compulsory social security
  - 6601 Life insurance
  - 6602 Pension funding
  - 6603 Non-life insurance

DIVISION 67 ACTIVITIES AUXILIARY TO FINANCIAL INTERMEDIATION

- 671           Activities auxiliary to financial intermediation, except insurance and pension funding
  - 6711   Administration of financial markets
  - 6712   Security dealing activities
  - 6719   Activities auxiliary to financial intermediation n.e.c.
- 672   6720   Activities auxiliary to insurance and pension funding

REAL ESTATE, RENTING AND BUSINESS ACTIVITIES

DIVISION 70 REAL ESTATE ACTIVITIES

- 701   7010   Real estate activities with own or leased property
- 702   7020   Real estate activities on a fee or contract basis

DIVISION 71 RENTING OF MACHINERY AND EQUIPMENT WITHOUT OPERATOR AND OF PERSONAL AND HOUSEHOLD GOODS

- 711           Renting of transport equipment
  - 7111   Renting of land transport equipment
  - 7112   Renting of water transport equipment
  - 7113   Renting of air transport equipment
- 712           Renting of other machinery and equipment
  - 7121   Renting of agricultural machinery and equipment
  - 7122   Renting of construction and civil engineering machinery and equipment
  - 7123   Renting of office machinery and equipment (including computers)
  - 7129   Renting of other machinery and equipment n.e.c.
  - 7130   Renting of personal and household goods n.e.c.

DIVISION 72 COMPUTER AND RELATED ACTIVITIES

- 721   7210   Hardware consultancy
- 722   7220   Software consultancy and supply
- 723   7230   Data processing
- 724   7240   Data base activities
- 725   7250   Maintenance and repair of office, accounting and computing machinery
- 729   7290   Other computer related activities

DIVISION 73 RESEARCH AND DEVELOPMENT

731 7310 Research and experimental development on natural sciences and engineering (NSE)

732 7320 Research and experimental development on social sciences and humanities (SSH)

DIVISION 74 OTHER BUSINESS ACTIVITIES

741 Legal, accounting, bookkeeping and auditing activities; tax consultancy; market research and public opinion polling; business and management consultancy

7411 Legal activities

7412 Accounting, book-keeping and auditing activities; tax consultancy

7413 Market research and public opinion polling

7414 Business and management consultancy activities

742 Architectural, engineering and other technical activities

7421 Architectural and engineering activities and related technical consultancy

7422 Technical testing and analysis

743 7430 Advertising

749 Business activities n.e.c.

7491 Labour recruitment and provision of personnel

7492 Investigation and security activities

7493 Building-cleaning activities

7494 Photographic activities

7495 Packaging activities

7499 other business activities n.e.c

<b>L. PUBLIC ADMINISTRATION AND DEFENCE; COMPULSORY SOCIAL SECURITY</b>
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DIVISION 75 PUBLIC ADMINISTRATION AND DEFENCE; COMPULSORY SOCIAL SECURITY

751 Administration of the State and economic and social policy of the community

7511 General (overall) public service activities

- 7512 Regulations of the activities of agencies that provide health care, education, cultural services and other social services, excluding social security
- 7513 Regulation of and contribution to more efficient operation of business
- 7514 Ancillary service activities for the Government as a whole
- 752 Provision of services to the community as a whole
  - 7521 Foreign affairs
  - 7522 Defence activities
  - 7523 Public order and safety activities
- 753 7530 Compulsory social security activities

<b>M. EDUCATION</b>
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DIVISION 80 EDUCATION

- 801 8010 Primary education
- 802 Secondary education
  - 8021 General secondary education
  - 8022 Technical and vocational secondary education
- 803 8030 Higher education
- 809 8090 Adult and other education

<b>N. HEALTH AND SOCIAL WORK</b>
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DIVISION 85 HEALTH AND SOCIAL WORK

- 851 Human health activities
  - 8511 Hospital activities
  - 8512 Medical and dental practice activities
  - 8519 Other human health activities
- 852 8520 Veterinary activities
- 853 Social work activities
  - 8531 Social work with accommodation
  - 8532 Social work without accommodation

**O. OTHER COMMUNITY, SOCIAL AND PERSONAL SERVICE**

DIVISION 90 SEWAGE AND REFUSE DISPOSAL, SANITATION  
AND SIMILAR ACTIVITIES

900 9000 Sewage and refuse disposal, sanitation  
and similar activities

DIVISION 91 ACTIVITIES OF MEMBERSHIP ORGANISATIONS  
N.E.C.

911 Activities of business, employers and professional organisations  
9111 Activities of business and employers' organisations  
9112 Activities of professional organisations

912 9120 Activities of trade unions

919 Activities of other membership organisations

9191 Activities of religious organisations  
9192 Activities of political organisations  
9199 Activities of other membership organisations n.e.c.

DIVISION 92 RECREATIONAL, CULTURAL AND SPORTING  
ACTIVITIES

921 Motion picture, radio, television and other entertainment activities

9211 Motion picture and video production and distribution  
9212 Motion picture projection  
9213 Radio and television activities  
9214 Dramatic arts, music and other arts activities  
9219 Other entertainment activities n.e.c.

922 9220 News agency activities

923 Library, archives, museums and other cultural activities

9231 Library and archives activities  
9232 Museums activities and preservation of historical sites and building  
9233 Botanical and zoological gardens and nature reserves activities  
924 Sporting and other recreational activities  
9241 Sporting activities  
9249 Other recreational activities

DIVISION 93 OTHER SERVICE ACTIVITIES

- 930 Other service activities
  - 9301 Washing and (dry-) cleaning of textile and fur products
  - 9302 Hairdressing and other beauty treatment
  - 9303 Funeral and related activities
  - 9309 Other service activities n.e.c.

**P. PRIVATE HOUSEHOLDS WITH EMPLOYED PERSONS**

DIVISION 95 PRIVATE HOUSEHOLDS WITH EMPLOYED PERSONS

- 950 9500 Private households with employed persons

**Q. EXTRA-TERRITORIAL ORGANISATIONS AND BODIES**

DIVISION 99 EXTRA-TERRITORIAL ORGANISATIONS AND BODIES

- 990 9900 Extra-territorial organisations and bodies

**APPENDIX IX: LIST OF INCOME GENERATING ACTIVITIES**

- 01. Petty vending at home (e.g. selling mishanga, vegetables, bread, or a variety of groceries, etc).
- 02. Petty vending or hawking outside the home.
- 03. Selling knitted items.
- 04. Selling own-sewed clothes
- 05. Baking fritters/scones/cakes for sale.
- 06. Brewing local (non-alcoholic) drinks, e.g. munkoyo for sale.
- 07. Brewing beer or other alcoholic drinks for sale.
- 08. Carpentry.
- 09. Making handicrafts, e.g. clay pots, doormats, decorations, etc for sale.

10. Making reed mats or baskets for sale.
11. Hairdressing (braiding hair, cutting hair, styling hair, etc) at home.
12. Piecework (e.g. gardening, digging pits, etc).
13. Repairing and painting houses, etc.
14. Other (Specify in the questionnaire).

**APPENDIX X: LIST OF SOCIAL AND ECONOMIC FACILITIES**

**Code Number**

**AGRICULTURAL FACILITIES**

- 01.....Agricultural inputs on credit to be provided.
- 02.....Provision of agricultural inputs on credit to be provided.
- 03.....Agricultural marketing facilities to be provided.
- 04.....Agricultural marketing facilities to be improved.
- 05.....Agricultural inputs to be available.
- 06.....Provision of agricultural inputs to improve.
- 07.....Agricultural inputs to be provided free.
- 08.....We need buyers for our farm produce or lack of market for produce.
- 09.....Prices of our farm produce too low - need higher prices to make profit.
- 10.....Agriculture extension services to be provided.
- 11.....Agriculture extension services to improve.
- 12.....Veterinary services to be provided.
- 13.....Veterinary services to improve.

**CREDIT FACILITIES**

- 14.....Credit facilities to be provided.
- 15.....Credit facilities to improve.

**EDUCATION FACILITIES**

- 16.....Primary school/s to be built.
- 17.....Primary school/s to be rehabilitated/improved.
- 18.....More primary school places to be available.
- 19.....Secondary school/s to be built.
- 20.....Secondary school/s to be rehabilitated/improved.
- 21.....More secondary school places to be available.
- 22.....More colleges to be built.
- 23.....Existing colleges to be expanded.
- 24.....Colleges to be rehabilitated/improved.
- 25.....More universities to be built.
- 26.....Existing universities to be expanded.
- 27.....Universities to be rehabilitated/improved.
- 28.....Provision of more places at colleges and universities in order to train more school leavers.

**EMPLOYMENT ISSUES**

- 29.....Employment opportunities to be provided (jobs should be provided).
- 30.....Employment opportunities to improve (more jobs to be provided).
- 31.....Salaries/wages should improve.

**HAMMERMILLS**

- 32.....Hammer mill/s to be provided.

33.....The number of hammermills should increase/improve.

**Code Number**

**HEALTH FACILITIES**

- 34.....Health centre/clinic should be built.
- 35.....Health centre/clinic should be rehabilitated/improved.
- 36.....Hospital should be built.
- 37.....Hospital should be rehabilitated/improved.
- 38.....Services offered at health facility or facilities should improve.

**HOUSING ISSUES**

- 39.....Housing/accomodation needed.
- 40.....Housing/accomodation currently occupying to improve.
- 41.....Housing/accomodation should be provided.
- 42.....Housing/accomodation should improve.
- 43.....Affordable housing.

**POLICE/SECURITY FACILITES**

- 44.....Police services to be provided.
- 45.....Police services to improve.
- 46.....Security to improve.

**ROADS**

- 47.....Roads to be built.
- 48.....Roads to be rehabilitated/improved.
- 49.....Roads to be tarred or resurfaced.

**SANITATION**

- 50.....Sanitation to be provided.
- 51.....Sanitation to improve.

**TRANSPORT FACILITIES**

- 52.....Transport service to be provided.
- 53.....Transport service to improve.

**WATER SUPPLY FACILITIES**

- 54.....A water well or wells to be provided.
- 55.....A water well or wells to be rehabilitated/improved/restored.
- 56.....A borehole or boreholes to be provided.
- 57.....A borehole or boreholes to be rehabilitated.
- 58.....Piped (tap) water to be provided.
- 59.....Piped (tap) water to be rehabilitated or improved or restored

**FOOD AND OTHER CONSUMER GOODS ISSUES**

- 60.....Food required..
- 61.....Relief food required due to poor harvest.
- 62.....Relief food required due to lack of it.
- 63.....Relief food required because not able to grow or afford enough or due to poverty.
- 64.....Food to buy required.
- 65.....Market where to buy food and other items from needed.

- 66.....Shops where to buy consumer goods from needed.
- 67.....Consumer goods to be available.
- 68.....Other (specify in the questionnaire).