



# **NAMIBIA LABOUR FORCE SURVEY 2012 (NLFS 2012)**

## **LISTING INSTRUCTION MANUAL**

**OCTOBER 2012**

# Contents

Chapter 1	Introduction .....	3
Chapter 2	Methodology .....	4
Chapter 3	Listing operation .....	6
Chapter 4	Household listing forms .....	21

## Appendices

Appendix 1	Listing forms (Urban and Rural) .....	29
Appendix 2	Sample household sheet .....	40
Appendix 3	Form SH .....	47
Appendix 4	Map reading training and reference manual	49
Appendix 5	Manual for using GPS and JUNO (MEASURE Evaluation Global Positioning Toolkit)	

# Chapter 1

## Introduction

### 1.1 Overview

Namibia Labour Force Survey (NLFS 2012) is a continuation of the series of Labour Force Surveys conducted in Namibia after independence. The data collection exercise of the NLFS 2012 will be undertaken as from the 1<sup>st</sup> of October 2012. This survey is also an important component of the National Household Survey Programme.

The survey will be conducted nation-wide and will cover the thirteen regions. It will gather statistical data on employment trends and other socio-economic characteristics of the population, which will be presented by:

- (a) Regions
- (b) Urban/rural parts of country
- (c) Socio-economic groups of the population

A representative sample of 506 PSUs, giving 9108 households will be selected through a two stage sample design. The reference night for the survey will be the night of Sunday, 30<sup>th</sup> September 2012 and the data-collection will be carried out during first 2 weeks of October 2012.

### 1.2 Objective of listing

The main objective of listing is to prepare a current list of households in the selected PSUs. This list should reflect the actual number of households in the PSU closer to the interviewing time. The sample households for the interviewing will be selected from this list. The list will also be help to locate the selected households at the start of the interviewing.

# Chapter 2

## 2.1 Methodology

### 2.1.1 Survey concepts

#### 2.1.1.1 Population

Group of units defined according to the aim of a survey is referred to as the population. The aim or the objective of the NLFS 2012 is to collect reliable data on the Labour Force, employment, unemployment and other relevant information of the Namibian household population. Hence the population in this survey is the household population in Namibia.

Homeless people and the people who are living in institutions (institutional population) are **excluded** from this survey.

#### 2.1.1.2 Sample

A part of a population selected in the belief that it will be representative of the whole population is referred as a sample.

#### 2.1.1.2 Random sample

Random sample is a sample drawn in such a manner that each unit in the population has a predetermined chance of selection and the method of selection must be based purely on chance.

Once a sample is selected in this manner, actual data collection should be confined to the selected units.

**Under no circumstances the selected household should not be changed.**

## 2.2 Sample Design

Stratified two stage cluster sample design

First stage –	Clusters (PSU s)
Second stage -	Households

## 2.3 Sample size

It was decided that a total sample of 9 108 households would estimate the population figures with reasonable accuracy at the regional level. It was also decided that 18 households would be taken from each of the selected PSU's, so that there is an increase in the number of PSU's (506)

thus spreading the sample households more across the country. This would improve the representation of the sub population groups in the sample.

### Distribution of the sample households and sampling fractions

Region	Total number of households in Namibia	Total sample households	Sampling fraction (%)
Caprivi	21 833	558	2.6
Erongo	44 914	810	1.8
Hardap	19 561	540	2.8
Karas	21 383	558	2.6
Kavango	36 498	720	2.0
Khomas	89 961	1 134	1.3
Kunene	18 648	522	2.8
Ohangwena	43 433	792	1.8
Omaheke	16 126	486	3.0
Omusati	46 697	828	1.8
Oshana	36 873	738	2.0
Oshikoto	37 340	738	2.0
Otjozondjupa	31 949	684	2.1
Namibia	465 216	9 108	2.0

### Distribution of the sample households and the sample PSU s by region and urban/rural areas

Region	Sample PSUs			Sample households		
	Urban	Rural	Total	Urban	Rural	Total
Caprivi	10	21	31	180	378	558
Erongo	40	5	45	720	90	810
Hardap	16	14	30	288	252	540
Karas	16	15	31	288	270	558
Kavango	12	28	40	216	504	720
Khomas	60	3	63	1080	54	1134
Kunene	9	20	29	162	360	522
Ohangwena	6	38	44	108	684	792
Omaheke	9	18	27	162	324	486
Omusati	4	42	46	72	756	828
Oshana	21	20	41	378	360	738
Oshikoto	6	35	41	108	630	738
Otjozondjupa	21	17	38	378	306	684
Namibia	230	276	506	4140	4968	9108

# Chapter 3

## 3.1 Listing operation

### 3.1.1 Introduction

Based on the sample design of this survey, the sample will be selected in two stages. First stage is the selection of the primary sampling unit (PSU) which is a geographical area and the second stage is the selection of secondary sampling unit (SSU) which is a household. To select the predetermined number of households (18 households) from each selected PSU, a list of all households within the PSU should be available. Preparing such a list of households for the selected PSUs is known as the **listing operation** and it is the first major activity of the fieldwork of the survey.

The list of households serves two main purposes namely;

1. For the selection of the sample household
2. For calculation of the inclusion probabilities of the selected households.

This list will also help to locate the selected sample households on the ground since such information is also included in the listing form.

The probability mentioned in (2) above are vitally important at a later stage when the population figures for Namibia will be estimated. Because of this, the list of households must reflect the true situation on the ground at the time of listing and should be the current list of households within the selected PSU.

It should be clear now that the listing operation itself plays a very important role in the whole survey.

Hence supervisors together with the interviewers must carry out the listing operation very carefully following all the instructions given below.

Generally, the relevant regional authorities will be informed about the survey during publicity, but it will be as well the duty of the supervisors to make direct contact with these regional authorities before starting the work with the households in the selected PSUs.

The regional authorities are,

Regional office - Chief Regional Officer and the Governor if necessary  
Urban areas - Town clerk, Councilors of the selected areas

Rural areas- Chief headman and sub headman and the councilors of the selected areas.  
Commercial farms- Commercial farm owner/Manager

Therefore, before starting the listing operation in the respective areas, it is the responsibility of all field staff to contact the relevant regional authorities and to start up the public information system about the survey.

As mentioned earlier, the task to be done during the listing operation is to prepare a complete list of all the households within the boundaries of the selected PSUs.

### **3.1.2 Listing of households**

#### **3.1.2.1 Definitions**

##### **Households**

Households occupy dwelling units, which may be a building/structure or a part of a building/structure or a group of buildings/structures regardless of its/their physical condition. Buildings/structures can be classified into dwelling units, living quarters other than dwelling units (institutions) and non-housing units.

##### **Household**

Household consists of one or more persons related or unrelated who live together having a community of life with common catering arrangements and are answerable to the same head of household. Households can occupy one building/structure, more than one building/structure or part of a building/structure.

**The following examples should guide you in defining a household.**

##### **Persons who belong to the same household**

- i. A domestic servant who lives in the same house (or servant's quarters of the house) and is provided at least one main meal a day by the main household is part of the main household.
- ii. Two unrelated persons living together in the same house and having a catering arrangement i.e. pooling their resources together for the preparation of meals) belong to the same household.
- iii. A lodger or boarder who lives with the main household in the same house and is provided meals by the main household belongs to the main household.

## **Persons who belong to separate households**

- i. Domestic servants living in the same house or servants quarters, but who make their own eating arrangement belong to a separate household.
- ii. Two related or unrelated persons who live in the same house but maintain separate eating arrangements belong to separate households.
- iii. A lodger who has separate eating arrangements from that of his/her landlady/landlord belong to separate household.

## **NOTE**

Domestic servants who work during daytime/who for a few days and go back to their own homes after work should only be included in their own households

## **Head of household**

The head of household is a person, either female or male, who is looked upon by other members of household as their leader or main decision maker.

## **Dwelling unit:**

This is a building/structure where households live and is a place of residence. Sometimes if a household occupy more than one building/structure they are all considered as one dwelling unit for the purpose of this survey.

## **Household members**

All persons who spent the last night in the household, including visitors, are considered as household members for listing purposes, i.e person who were in the households before 7.00 AM of the listing date.

## **Institutions:**

People live in these structures also, but in quite a different way compared to households. People live here under a central authority and do not have their own cooking and eating arrangements. Instead their meals are supplied by the authority. Examples of this type are the hospitals, prisons, police barracks and hostels etc. These institutions are excluded from the survey. If there are any dwelling units occupied by households who are not part of the institution inside the compound of the institution then they should also be included.

## **Non dwelling units:**

No people live in these structures. Examples of this type are service stations, shops, office blocks etc. These are also excluded from the survey.

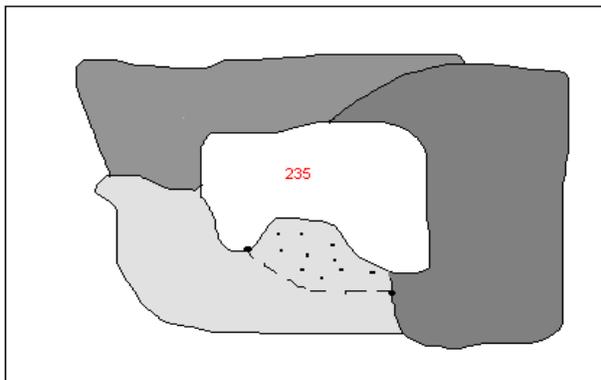
### 3.1.2.2 Coverage errors

The coverage errors include all types of under-coverage or over-coverage of the population at different levels. This could happen in two different situations.

The first situation is when the whole population is not represented in the geographic area frame (list). For example if the area frame units are duplicated or some units are not included in the frame then an error is introduced.

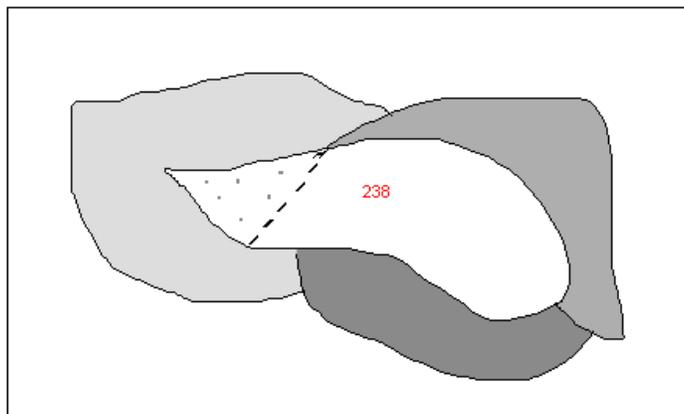
The second situation occurs when the population within the selected geographic area is under or over covered. This happens at the listing stage and can only be controlled by the field staff who need to take proper care of such situations so that correct population is covered.

#### Over-coverage



1. The boundary of the selected area (PSU no 235) is identified incorrectly and households belonging to another PSU are included in this PSU.
2. The same household could also be included more than once in the list during listing.

## Under-coverage



1. The boundary of the selected area (PSU no 238) is identified incorrectly and households belonging to the PSU are omitted.
2. Other households could also be omitted while listing.

These coverage errors should be avoided during the listing operation so that the current population (households) could be determined correctly. First step towards achieving this goal is the identification of the boundaries of the selected PSU correctly on the ground.

### 3.1.2.3 Identification of the boundaries of the PSU's

Preparation of a complete list of all private households within the selected PSU means that the list should be prepared in such a way that:

- all households belonging to the surrounding PSUs are excluded and
- all the households in the PSU are listed without omission.

The first step to achieve the objective of a complete list satisfying the above conditions is to **correctly identify the boundary of the PSU**. A map will be provided to help in identifying the boundaries of each of the selected PSUs. Hence it is important for you to understand the map reading principles and the different types of PSU maps.

Even with all this knowledge it will be difficult to find the boundaries of some of the PSUs especially in urban informal areas and rural communal areas. In such cases a GPS should be used to identify the boundaries. The boundary will be uploaded into the GPS by the GIS analyst. How to use the GPS will be covered later in this training.

Some GPSs will be given to the Regional Supervisor/GIS analyst for them to be used whenever necessary. It is the responsibility of the RS to plan this activity with the TSs so that GPSs are used efficiently to cover as many difficult PSUs as possible for the boundary identification.

### 3.1.2.4 Map reading guidelines

#### **Remember a map is only a guide.**

*It will not show you every feature which is on the ground. What it shows may also be outdated. However, it will have some features, which can be identified on the ground.*

You will be issued with a printed A3 size map with the title of the survey you are carrying out. The map shows the extent and coverage of the selected primary sampling unit (PSU) and its surroundings. Using this map you need to identify the boundary shown on the ground. For this purpose you need to be quite conversant with reading a map properly.

Map reading guidelines that will help you to correctly read the map and identify the boundary of the PSU will be presented to you in detail during this training by the GIS and cartography staff and more details for reference are given in the MAP READING TRAINING AND REFERENCE MANUAL (SEE Appendix 4)

### 3.1.2.5 Moving in the PSU and listing the households (Guidelines)

- Find out the general location of the selected PSU using the regional map.
- Familiarize yourself with the PSU.
- On the ground (in the PSU), orientate yourself with the map; identify some prominent landmarks, e.g. schools, sports fields, or any other feature that is prominent on the map (or aerial photograph).
- Using the information depicted on the map or aerial photograph, follow the boundary of the PSU as seen on the map. As you go round the PSU you should write a brief but detailed description of the boundary route, using the visible physical features along the boundary as landmarks. Write this boundary description in the space provided on the second page of the listing form.
- When selecting a suitable starting point for listing, it is preferable to select a point on the *edge* of the selected PSU, not in the middle. A suitable starting point could be a road intersection, a church, a shop, school etc. It may be ideal to select a common starting point for the boundary description and the listing route.
- Mark the starting point with an encircled symbol like this  and proceed, listing the households systematically. Show the direction taken by drawing  arrows on the map, clearly showing turning points.
- In some instances you may find a new development as well as new features within the PSU, which are not shown on the map. In such situations you need to update your map with the new information. If required a sketch map may be prepared for the new development.
- Visit all buildings and structures found within the PSU whatever the type maybe and check for any private households living in them. Even the uncompleted structures should be checked. All

institutions and non-dwelling units should also be checked for any private households living within them. **This instruction should be strictly followed irrespective of what was found on the map.**

- Check how many households are living in the dwelling unit according to the definition of the household. Each such household should be listed separately in its own row in the listing form. Sometimes one household may be occupying more than one structure. In such instances keep in mind that you are listing the households and not the structures/dwelling units and hence you should list this as one household.
- You also need to capture the GPS point of the dwelling unit (DU) where the household lives using a JUNO (PDA – Personal Digital Assistant). This will be explained in detail under the listing forms later in this manual.
- Once the listing of households and capturing of DUs are completed, data in the JUNO will be downloaded by the GIS analyst to check whether all the DUs are within the boundary of the PSU. If not then you will have to go back and check the positions of such DUs which are outside and make necessary corrections.
- If the dwelling unit is closed at the time of your visit you may inquire from the neighbours whether the unit is occupied or not. If it is occupied ask the neighbours about the time the owner might return.

In such instances you should follow the guidelines given below.

- i. If the dwelling unit is not occupied yet and it is definite that it is not going to be occupied by the interviewing time, then there is no household living here and such units should not be included in the listing form.
- ii. If the dwelling unit is not occupied yet and it is certain that it is going to be occupied by the interviewing time, then such units should be included.
- iii. In the event of households moving in or out of the PSU at the time of listing, include the household, which is moving in, and exclude the one, which is moving out.
- iv. If the occupants had left temporarily and are sure to return then include it in the list.

Note

- Hotels, resorts and campsites are excluded from the listing since they are falling under the category of institutions. Holiday homes found within a compound as independent structures should also be excluded from the listing although they may not strictly fall under the category of institutions.

Once the listing procedure is completed you should have a complete list of households for the PSU.

## 3.2 Listing in urban areas

Map 1 – Developed formal area – Cadastre map



On the map the PSU boundary is shown with the broken line, which runs along the streets. There are some other features on the map close to the PSU such as Junior Primary School, Motor Clinic and Katutura Health Centre, which could help in identifying the location of the PSU.

- Identify the location of the PSU using the town map.
- Identify the boundary of the PSU by walking around it.
- Describe the boundary of the PSU on the listing form. Write all the street names starting from one corner until you come back to the same corner covering the complete PSU.
- Update the map adding any new features.
- Divide the area into different segments using the streets on the map as shown so that the segments cover the PSU completely. Name the segments as shown (A, B, C).
- Determine the order of the segments to be listed. For example, from segment A to segment C.
- Mark the starting point of the listing of each segment on the map as shown.
- Proceed in the direction as shown, listing the households on the left.



Once the boundaries are identified proceed with the listing as shown below.

- Divide the area into different segments using the streets/foot paths on the map as shown so that the segments cover the PSU in its entirety. Name the segments as shown (A, B, C, etc.).
- Determine the order of the segments to be listed. For example from segment A to segment F in that order.
- List the households in each segment separately following the guidelines given under Map 1.
- In each segment show the starting point and the path taken.

**Map 3 – informal area – Aerial photos**



On the map the PSU is the area within the dashed line. This is an informal area where the shacks are built not according to any plan. You will need more time to identify the boundary. Most of the time the boundary follows footpaths, and sometimes through structures, which have to be carefully identified. Update the map by including some permanent features on the ground, which you can find (including small shops). Indicate on the map the particulars of the households on both sides of the boundary, inside and outside. The particulars may be the erf number, house number or the name of head of household. Keep in mind that these areas could change rapidly and what is on the map may be quite outdated. Check the footpaths and other reference points inside the PSU also and if changed note such changes on the map.

After identifying the boundary and with the updated map you should now be ready to start the listing. But this is not always straightforward as the other previous cases because of the haphazard pattern of the houses inside the PSU.

Describe the boundary of the PSU on the listing form as before giving all the details of the boundary.

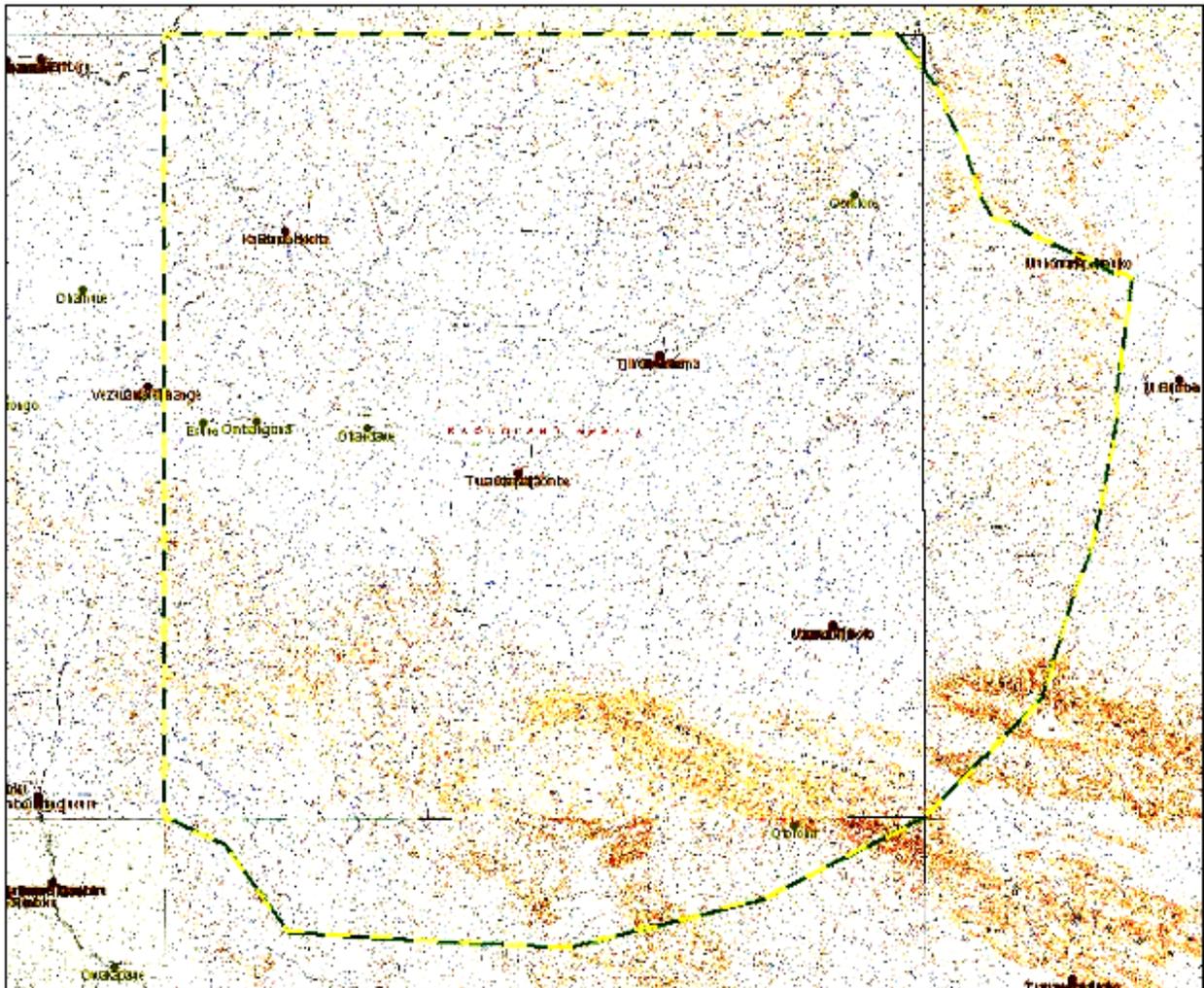
As in map 1 & 2 divide the PSU into segments using footpaths and any other reference points and name them as shown. Since smaller segments can be listed accurately without duplication and omission of households, make the segments as small as possible. But segment boundaries should follow some features, which can be identified, on the ground.

Carry out household listing as given under map 1 & 2.

Follow these instructions well and use your own judgment depending on each situation on the ground.



Map 2 – Rural - Communal area (Point locality)



The PSU boundary shown by the dashed line follows roads, tracks or imaginary lines. The localities are represented by big dots and names.

- Find out the general location of the PSU using the regional map.
- Identify the boundary of the PSU by moving along it.
- Identify localities inside the PSU.
- Describe the boundary and the localities on the listing form.
- Update the map with any new features and other information such as names of headmen etc.
- Make a plan covering all the localities systematically across the PSU from one end to the other and indicate the order of the listing of the localities on the map.
- List the households in each locality separately starting with the first locality.
- List the households systematically within the locality.



PSU boundary shown by the dashed line follows farm boundaries. Sometimes the boundary could also follow a permanent feature such as a road. The map may contain other information such as lodges and guest farms etc. that will be helpful in identifying the PSU. The farm names are shown on the map. However the farm names could have changed over time and such changes may not be reflected on the map. Also farms could have been sub divided into two or more farms after the compilation of these maps. Similarly some commercial farms may have changed to resettled farms. In such situations the map should be upgraded with notes to show what is on the ground.

Difficulties may arise due to the locked gates as well as the absent farmers. Always contact the Regional Office and the Agricultural Union Office before proceeding to the PSU. Check whether publicity has taken place. If you cannot find some of the farm owners/managers you may have to make appointments through telephone or otherwise.

- Find out the location of the PSU using the regional map.
- Identify the boundary of the PSU by distinguishing the farms inside and outside.
- Describe the boundary in the listing form giving the farm names, which are bordering the boundary, and inside the PSU and any other features involved such as roads.
- Update the map with any new features and other information such as the farm names.
- Make a plan covering all the farms systematically across the PSU from one end to the other and indicate the order of the listing of the farms on the map.
- List the households in each farm separately starting with the first farm.

After completing the listing in all the farms combine the listing pages of the different farms in the same order as marked on the map

## Chapter 4

### 4.1 Household listing form (Appendix 1)

#### 4.1.1 General

*The listing forms will differ for urban and rural areas. What is required for the front page is the same for all the listing forms. Hence it is covered once here.*

#### Front page

##### Identification Information

Region name and code, Constituency name and code, Urban or Rural code and the Sample PSU No. Copy this information from the Sample PSU sheet.

##### Physical location of the PSU

Write a description of the location of the PSU as indicated in the respective listing forms and also how to move to the PSU from the closest town.

##### Total number of households in PSU after listing

After completing the listing operation and the checking procedures find out the total number of households listed from the “Serial number of the household in the PSU” column and insert that number in the relevant box.

##### Total number of households in PSU during the 2012 Census

This figure will be supplied to you by the RS.

##### Period of listing

Insert the period of listing (Start date and the end date) in the space provided.

##### Number of completed listing pages for this PSU

Insert the number of completed pages in the listing form for the PSU in the space provided after finishing the listing of the PSU and combining the listing pages of different segments etc.

##### Listing done by

Write the names of the team supervisor and the listing clerk(s) who did the listing of the PSU in the space provided.

**Team supervisor (name, signature and date)**

Write your name and insert your signature in the space provided after you are satisfied that the listing form is complete and without errors. It is now ready to be handed over to the RS.

**Regional Supervisor (name, signature and date)**

After receiving the listing form from the TS you should check for completeness and accuracy. If not up to the expected standard then discuss with the TS and take appropriate action. Once you are satisfied with the quality then you select the sample households. Once this is done you are supposed to sign the form, which then will be considered as complete and will be dispatched to head office at the indicated time.

### **4.1.2 Urban area listing form**

Copy the identification information from the front page carefully to each page of listing. Complete the page numbering after combining all the listing pages of the PSU (1 of 5, 2 of 5. ....5 of 5.)

**Row No**

This is a serial number printed for each row.

**Number in segment**

This column should be used when you are actually listing the households in the field. Remember you will divide the PSUs into segments and listing could be done in these areas separately. In such situations you could use this column to number each segment separately.

In the segment A for example write A1, A2, A3 .....etc.

In segment B write B1, B2, B3.....etc.

Once the listing in a segment is completed continue with the next segment as planned on the map so that the list moves systematically through the PSU.

Since a team has a team supervisor and two listing clerks the listing workload could be divided among them. A team will be supplied with 2 JUNOs. Therefore the two interviewers could list different segments independently at the same time. But the team supervisor (TS) needs to supervise their work since he or she is responsible for the listing operation. He or she needs to be with the listing clerks in the field when they are listing the households.

**DU number from JUNO**

Once you come to a structure check for the dwelling units and suppose that you are in the first dwelling unit. (A dwelling unit can be a single structure or a group of structures). Capture the

coordinates of the DU using the JUNO and enter the DU number recorded in the JUNO in this column.

Since two interviewers are carrying out the listing using two JUNOs the Number in Juno should be inserted as follows

Interviewer 1 (JUNO 1)

DU001 – DU050

DU101 – DU150

DU201 – DU250

Interviewer 2 (JUNO 2)

DU051 – DU100

DU151 – DU200

DU251 – DU300 and so on.

On the back side of the previous page spaces are provided to enter the actual coordinates of this DU number. Enter them carefully.

### **How to capture the coordinates of the DU with the JUNO in urban areas**

#### **High Rise Buildings (Vertical Accommodation Flats)**

- One point will have to be captured to represent a block of flats (Story building), this point should be captured by the entrance to the flats.

#### **Town Houses (Horizontal Accommodation flats)**

- For sectional title houses, or a block of flats a single point must be captured at the entrance of these flats to represent the whole set of flats.

#### **Residential Erf**

- Only one point will be captured to represent all available structures on a specific ERF. E.g. if on an erven there is a main house and a back yard shack this back yard shack will be captured under the same point captured for the main house.



**Street name**

Enter the street name where the dwelling unit of the household is situated. When you come to a junction or a crossroad make sure that you check the street name again and if different then enter the new street name. If there are no street names then indicate any other feature, which may be useful to identify, the households in that area.

**House number****Block of Flats**

Each flat in a block of flats/apartments should be considered as a dwelling unit and each of them is identified by a number within the block. Find out this number and enter it here.

Go through the whole block of flats in a systematic manner from flat number 1 on ground floor to the last flat on top floor.

Example (There are 2 blocks in this flat)

In block A

Floor 1 – A1 to A15 or just 1 – 15

Floor 2 – A16 to A30 or just 16 – 30

Etc.

In block B

Floor 1 – B1 to B20 or just 1 – 20

Floor 2 – B21 to B40 or just 21 – 40

Etc.

**Cluster of houses**

There is a number allocated to each one of the dwelling units inside the cluster of houses. Enter this number in this column.

**Single houses**

These houses will have a number written on the gate or the wall. In the properly developed areas it is a street number. In the other areas it could be the erf/plot number. Any number written on the gate or the wall or the unit itself could be entered. In the areas where you can get the street numbers enter the street number for all the units. In other areas you may enter any type of number, which is visibly written, on the gate or the wall of the house. In some areas such as in informal settlements you may not find any number. In such cases try to indicate some features which may be helpful in identifying the dwelling unit.

**Serial number of the household within the dwelling unit**

Once you come to the dwelling unit and you have decided to list it then you should enquire about the households living in it using the definition of the household given in sub section

3.1.2.1 You may ask the question “Do you all living in this dwelling unit cook together and eat together?”. If they say yes then there is only one household in the dwelling. If there is only one household then enter 1 here and collect the remaining information for the household.

If they say no then find out the number of different groups who are cooking and eating together. That means there are more than one household in the dwelling. If there are more than one household then for the first household enter 1 on the first relevant row in this column and 2 for the second household on the row following, and so on. If the occupants are absent and no information can be obtained during the listing, leave this column blank.

In this particular case where there are more than one household in a DU the “No in segment, The DU number from JUNO, Name of the street and the House number) for the DU should be repeated for all the households.

#### **Name of head of household**

Determine the head of household according to the definition given in sub section 3.1.2.1 and enter the name of head of household in this column.

#### **Number of household members**

Determine the household members according to the definition given in sub section 3.1.2.1 and enter the number in this column.

#### **Comment**

Use this column for any comments during the listing stage. For households you could not meet and get any information, write for example “Could not meet”.

#### **Serial number of the household in the PSU**

Team supervisor should combine all the listing pages together in the proper order after the completion of the listing operation for the PSU. You should also cancel all the scratched and empty rows by drawing a line across.

You should start numbering this column only in the completed listing form. You should insert this number for every household listed starting from one for the first household of the first listing page. *If a row is cancelled or blank it should not be numbered.* When you continue from one listing page to the other be careful to start the new page with the correct number. For example let us assume that your last number in one of the listing pages is 73. You may start the numbering of the next page with 75, which is an error. After completing the column check the numbering again from the beginning to the end for possible errors. The last number inserted in this column will indicate the total number of households in the PSU. If the PSU is divided into segments then the total number of households from all segments should be equal to the total number of households in the PSU.

Write the total number of households you get from here in the box on the front page (Total number of households in the PSU after listing).

## **Sample households**

*To be completed by the regional supervisor*

Following checks should be carried out before completing this column.

- With the use of PSU map check the listing form for accuracy and check whether any systematic route was followed during the listing.
- If there are any incomplete or blank entries ask for an explanation. Satisfy yourself that the list is complete and the work is satisfactory.
- Check the numbering in the “No in PSU column” and satisfy yourself that it is correct.
- Check the last number of “No in PSU column “and the “Total number of households in PSU after listing” in the front page is the same.

Once you are satisfied that the list is complete and accurate proceed to complete this column as follows.

If the total number of households in the PSU is 18 or less put crosses to all of them in this column since all these households have to be interviewed. In such situations after putting the crosses proceed to the next column.

When the total number of households in the PSU is more than 18 proceed as follows.

- Refer the sample household sheet in Appendix 2.
- Second column of this table is to read off the total number of households in the PSU. You know the total number of households for the PSU. Go down the second column until you find this number. For example let the total number of households for the PSU be 127. Find this number in the second column.
- After finding the total number of households for the particular PSU in the second column of the sample household sheet enter the Sample PSU No of this PSU in the first column.
- You will find there are 18 other numbers in increasing order in the same row in the table. For 127 you will have 4, 11, 18, 25,.....117, 124.
- Circle these numbers from the “Serial number of the household in the PSU column” starting from 2 and put a cross in this column “Sample households” for each of these numbers. These are the selected sample households for interviewing.

## **Sample household number**

*To be completed by the regional supervisor*

In this column serially number the crosses in the “Sample Households” column starting from 01 and you should end up in 18. These are the sample household numbers of the selected households.

### 4.1.3 Rural area listing form

Insert the identification information and the page numbering as mentioned earlier.

#### **Number in settlement/locality/farm etc**

This column should be used when you are actually listing the households in the field. The listing will be carried out from Settlement to settlement, locality-to-locality, farm to farm etc. as indicated on the map. Proceed as mentioned earlier.

#### **DU number from JUNO**

Once you come to a structure check for the dwelling units and suppose that you are in the first dwelling unit. (A dwelling unit can be a single structure or a group of structures). Capture the coordinates of the DU using the JUNO and enter the DU number recorded in the JUNO in this column.

Follow the instructions given under the urban area listing for inserting the DU number from JUNO

On the back side of the previous page spaces are provided to enter the actual coordinates of this DU number. Enter them carefully.

#### **How to capture the coordinates of the DU with the JUNO in rural areas**

#### **Traditional dwelling Unit/homestead (in the traditional village)**

- Capture one GPS point per homestead/dwelling whether occupied by one or more households.
- If the homestead belong to one family but have different structures that are used by family members who are sharing or not sharing the same catering facilities, capture one central GPS point
- In different regions one may observe different situations but same guideline mentioned above should be applied in capturing the GPS point of the DU.



#### **Address/location of household**

This could be mainly the name of a settlement or a locality. But further information could be included which will help to identify the selected households within these areas.

#### **Serial number of the household within the dwelling unit**

Complete this column as instructed earlier.

**Name of head of household**

Complete this column as instructed earlier.

**Number of household members**

Complete this column as instructed earlier.

**Comment**

Complete this column as mentioned earlier.

**Serial number of the household in the PSU**

Complete this column as instructed earlier.

**Sample households**

To be completed by the regional supervisor

Complete this column as mentioned earlier.

**4.1.4 Form SH (Appendix 3) – Sample households for the selected PSU**

This form will contain the sampled households to be given to the interviewers for identification of households for interviewing. After the selection of the sample households, the regional supervisor will prepare the Form SH in duplicate and hand over one copy to the team supervisor and file the other copy.

Copy in duplicate details of the 9 odd numbered sample households (01, 03, 05, ...,17) in the listing form on the first Form SH and the 9 even numbered households (02, 04, 06, ..., 18) on the second form SH. This is done to keep the interviewers close by so that it will be easy for the TS to supervise. Other method is to give the first 9 households to one interviewer and the last 9 households to the second interviewer. In this case if the households are far apart TS will have to move a larger distance for the supervision purposes. First method is preferred but the second method could also be used when it has an advantage.

Identification particulars should be copied from the listing form but should be checked against the sample PSU list. Record carefully the sample household number and the remaining information for each of the selected households from the listing form. Always double-check this form to avoid including an unselected household.

**4.1.5 Additional instructions to the Regional Supervisor**

Sample household sheet can be used to select samples for the total number of households less than or equal to 250 households. By any chance if the listed households are more than 250 then inform the head office immediately (Project manager, attention Ms Shinyemba).

Once the listing operation of a particular PSU is completed and the sample is selected, keep a record of the total number of households listed for that PSU separately. As soon as the listing operation is completed for all PSUs, compile a list with PSU No, Sample PSU No and the total number of households listed for each of the PSUs and fax it to the Project Manger, attention Ms Aina Shinyemba.

You also need to send the map used by the interviewers, completed listing forms, copies of the Form SH from the interviewers and the sample households sheets (column 1 completed with the PSU numbers included) along with the other materials.

## **Appendix 1**

### **Listing forms**



**CONFIDENTIAL**

**URBAN AREAS**

**NAMIBIA LABOUR FORCE SURVEY 2012 (NLFS 2012)  
LISTING FORM**

**Identification Information**

Region.....

Constituency.....   Urban   Sample PSU NO

**Physical Location of PSU: (Name of Municipality/ town/suburb/ streets etc. within the selected PSU)**

.....  
 .....  
 .....

**Total number of households in PSU after listing**  **Total number of households in PSU at 2012 Census**

If the two figures are widely different then the team supervisor will have to find out the reason for the difference. Check your listing first. You may not have identified the boundaries properly thus introducing duplication or omission of households or both. Therefore it is vitally important that you identify the PSU boundaries properly before you start the listing. Secondly changes could have occurred within the PSU after the Census such as cropping up of a new informal area or a removal etc. Once you have checked your listing procedures and still you find these differences then you need to find out the reasons for it from some responsible persons of the area. List these reasons in the space provided on the second page of this Form.

**Period of listing: Date: Fr**..... **To**..... **No of completed listing pages for this PSU** .....

**Listing done by** **Listing clerks** **Name: 1**..... **2**.....

**Team supervisor: Name**..... **Signature**..... **Date**.....

**Regional Supervisor: Name**..... **Signature**..... **Date**.....

**Boundary descriptions**

.....  
.....  
.....  
.....  
.....  
.....

**Reasons for the differences between listed number of households and census (or updated) household count within the selected PSU**

.....  
.....  
.....  
.....  
.....

**Indicate below the institutions found within the PSU**

Name of the institution	Number of private households found within the institution
.....	.....
.....	.....
.....	.....
.....	

<b>Row No</b>	<b>DU number from JUNO</b>	<b>Latitude</b>	<b>Longitude</b>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

Region

--	--

tuency

--	--

--	--

Sample PSU No

--	--	--

Page number of this PSU... ..of.....

Row No	Number in segment	DU number from JUNO	Name of the Street	House number Flat No, if a block of flats  House number within the cluster  House number /Erf number for single housing unit	Serial number of the household within the dwelling unit	Name of head of household	Number of household members	Comment	Serial number of the household in the PSU	For office use only *	
										Sample households (Insert a <small>cross</small> )	Sample household number
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											

\* To be completed by the Regional Supervisor

<b>Row No</b>	<b>DU number from JUNO</b>	<b>Latitude</b>	<b>Longitude</b>
<b>1</b>			
<b>2</b>			
<b>3</b>			
<b>4</b>			
<b>5</b>			
<b>6</b>			
<b>7</b>			
<b>8</b>			
<b>9</b>			
<b>10</b>			
<b>11</b>			
<b>12</b>			
<b>13</b>			
<b>14</b>			
<b>15</b>			



**CONFIDENTIAL**

**RURAL AREAS**

**NAMIBIA LABOUR FORCE SURVEY 2012 (NLFS 2012)  
LISTING FORM**

*Identification Information*

Region.....

Constituency.....   Rural   Sample PSU NO

**Physical Location of PSU: (Name of Settlement/ location/farm, etc. within the selected PSU)**

.....  
 .....  
 .....

**Total number of households in PSU after listing**

**Total number of households in PSU at 2012 Census**

If the two figures are widely different then the team supervisor will have to find out the reason for the difference. Check your listing first. You may not have identified the boundaries properly thus introducing duplication or omission of households or both. Therefore it is vitally important that you identify the PSU boundaries properly before you start the listing. Secondly changes could have occurred within the PSU after the Census such as cropping up of a new informal area or a removal etc. Once you have checked your listing procedures and still you find these differences then you need to find out the reasons for it from some responsible persons of the area. List these reasons in the space provided on the second page of this Form.

**Period of listing: Date: Fr**..... **To**..... **No of completed listing pages for this PSU** .....

**Listing done by** **Listing clerks** **Name: 1** ..... **2**.....

**Team supervisor: Name**..... **Signature**..... **Date**.....

**Regional Supervisor: Name**..... **Signature**..... **Date**.....

**Boundary descriptions**

.....  
.....  
.....  
.....  
.....

**Reasons for the differences between listed number of households and census (or updated) household count within the selected PSU**

.....  
.....  
.....  
.....  
.....  
.....

**Indicate below the institutions found within the PSU**

Name of the institution

Number of private households found within the institution

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

<b>Row number</b>	<b>DU number from JUNO</b>	<b>Latitude</b>	<b>Longitude</b>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

Region

Constituency

Rural

Sample PSU No

Page number of this PSU... ..of.....

Row number	Number in settlement /locality/farm	DU number <i>from JUNO</i>	Address/Location of dwelling unit  Names of settlements/ localities/farms or any other information which will help to identify the household on the ground	Serial number of the household within the	Name of head of household	Number of household members	Comment	Serial number of the household in the PSU	For Office use only*	
									Sample households (Insert a cross)	Sample household number
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										

\* To be completed by the Regional Supervisor

<b>Row number</b>	<b>DU number from JUNO</b>	<b>Latitude</b>	<b>Longitude</b>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

# **Appendix 2**

## **Sample Household Sheet**

## Sample household sheet

Sample PSU No	Total number of households in the PSU	Sample households																	
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
	19	1	2	3	4	5	6	7	8	9	10	12	13	14	15	16	17	18	19
	20	1	2	3	4	5	6	7	8	9	11	12	13	14	15	16	17	18	19
	21	1	2	3	4	6	7	8	9	10	11	13	14	15	16	17	18	20	21
	22	1	2	3	4	6	7	8	9	11	12	13	14	15	17	18	19	20	22
	23	2	3	4	5	7	8	9	10	12	13	14	16	17	18	19	21	22	23
	24	1	2	4	5	6	8	9	10	12	13	14	16	17	18	20	21	22	24
	25	1	3	4	5	7	8	10	11	12	14	15	16	18	19	21	22	23	25
	26	2	3	5	6	8	9	10	12	13	15	16	18	19	21	22	23	25	26
	27	1	2	4	5	7	8	10	11	13	14	16	17	19	20	22	23	25	26
	28	1	2	4	5	7	8	10	12	13	15	16	18	19	21	22	24	26	27
	29	1	3	5	6	8	9	11	13	14	16	18	19	21	22	24	26	27	29
	30	2	3	5	7	8	10	12	13	15	17	18	20	22	23	25	27	28	30
	31	1	3	5	7	8	10	12	14	15	17	19	20	22	24	26	27	29	31
	32	1	3	5	6	8	10	12	13	15	17	19	21	22	24	26	28	29	31
	33	1	3	5	7	8	10	12	14	16	18	19	21	23	25	27	29	30	32
	34	2	4	6	8	10	11	13	15	17	19	21	23	25	27	28	30	32	34
	35	1	3	5	7	9	11	12	14	16	18	20	22	24	26	28	30	32	34
	36	1	3	5	7	9	11	13	15	17	19	21	23	25	27	29	31	33	35
	37	2	4	6	8	11	13	15	17	19	21	23	25	27	29	31	33	35	37
	38	2	4	6	8	10	12	15	17	19	21	23	25	27	29	31	34	36	38
	39	2	4	6	9	11	13	15	17	19	22	24	26	28	30	32	35	37	39
	40	2	4	7	9	11	13	15	18	20	22	24	27	29	31	33	35	38	40
	41	2	5	7	9	12	14	16	18	21	23	25	28	30	32	34	37	39	41
	42	1	3	5	8	10	12	15	17	19	22	24	26	29	31	33	36	38	40
	43	1	4	6	9	11	13	16	18	20	23	25	28	30	32	35	37	40	42
	44	1	3	6	8	10	13	15	18	20	23	25	28	30	32	35	37	40	42
	45	1	4	6	9	11	14	16	19	21	24	26	29	31	34	36	39	41	44
	46	1	4	6	9	11	14	16	19	21	24	27	29	32	34	37	39	42	44
	47	3	6	8	11	14	16	19	21	24	27	29	32	34	37	40	42	45	47
	48	3	6	8	11	14	16	19	22	24	27	30	32	35	38	40	43	46	48
	49	2	4	7	10	13	15	18	21	23	26	29	32	34	37	40	42	45	48
	50	3	6	8	11	14	17	19	22	25	28	31	33	36	39	42	44	47	50
	51	3	5	8	11	14	17	20	22	25	28	31	34	37	39	42	45	48	51
	52	1	3	6	9	12	15	18	21	24	27	29	32	35	38	41	44	47	50

	53	3	6	9	12	15	18	21	24	27	30	33	36	38	41	44	47	50	53
	54	3	6	9	12	15	18	21	24	27	30	33	36	39	42	45	48	51	54
	55	1	4	7	10	13	16	19	22	25	28	31	34	37	40	43	46	50	53
	56	2	5	8	11	15	18	21	24	27	30	33	36	39	43	46	49	52	55
	57	1	5	8	11	14	17	20	24	27	30	33	36	39	43	46	49	52	55
	58	2	5	8	11	14	18	21	24	27	31	34	37	40	43	47	50	53	56
	59	2	5	8	12	15	18	21	25	28	31	35	38	41	44	48	51	54	58
	60	4	7	10	14	17	20	24	27	30	34	37	40	44	47	50	54	57	60
	61	4	7	10	14	17	21	24	27	31	34	37	41	44	48	51	54	58	61
	62	2	5	8	12	15	19	22	26	29	33	36	39	43	46	50	53	57	60
	63	1	4	8	11	15	18	22	25	29	32	36	39	43	46	50	53	57	60
	64	1	5	8	12	15	19	22	26	29	33	37	40	44	47	51	54	58	61
	65	2	6	9	13	17	20	24	27	31	35	38	42	45	49	53	56	60	64
	66	1	5	8	12	16	19	23	27	30	34	38	41	45	49	52	56	60	63
	67	2	5	9	13	17	20	24	28	31	35	39	43	46	50	54	57	61	65
	68	2	6	10	14	18	21	25	29	33	36	40	44	48	52	55	59	63	67
	69	3	7	11	14	18	22	26	30	34	37	41	45	49	53	57	60	64	68
	70	1	5	9	13	16	20	24	28	32	36	40	44	48	51	55	59	63	67
	71	2	6	10	14	18	22	26	30	34	38	42	46	50	53	57	61	65	69
	72	3	7	11	15	19	23	27	31	35	39	43	47	51	55	59	63	67	71
	73	1	5	9	13	17	21	25	29	33	37	41	45	50	54	58	62	66	70
	74	2	6	10	15	19	23	27	31	35	39	43	47	52	56	60	64	68	72
	75	3	7	11	16	20	24	28	32	36	41	45	49	53	57	61	66	70	74
	76	4	8	12	16	21	25	29	33	38	42	46	50	54	59	63	67	71	76
	77	3	8	12	16	21	25	29	33	38	42	46	50	55	59	63	68	72	76
	78	4	9	13	17	22	26	30	35	39	43	48	52	56	61	65	69	74	78
	79	4	8	13	17	21	26	30	35	39	43	48	52	56	61	65	70	74	78
	80	2	6	11	15	19	24	28	33	37	42	46	51	55	59	64	68	73	77
	81	5	9	14	18	23	27	32	36	41	45	50	54	59	63	68	72	77	81
	82	2	6	11	15	20	25	29	34	38	43	47	52	56	61	66	70	75	79
	83	2	7	11	16	20	25	30	34	39	43	48	53	57	62	66	71	76	80
	84	2	7	11	16	21	25	30	35	39	44	49	53	58	63	67	72	77	81
	85	3	8	13	18	22	27	32	36	41	46	51	55	60	65	70	74	79	84
	86	3	8	13	17	22	27	32	36	41	46	51	56	60	65	70	75	79	84
	87	5	9	14	19	24	29	34	38	43	48	53	58	63	67	72	77	82	87
	88	1	6	11	16	21	26	31	36	41	45	50	55	60	65	70	75	80	85
	89	5	10	15	20	25	30	35	40	44	49	54	59	64	69	74	79	84	89
	90	3	8	13	18	23	28	33	38	43	48	53	58	63	68	73	78	83	88
	91	3	8	13	18	24	29	34	39	44	49	54	59	64	69	74	79	84	89
	92	1	6	11	16	22	27	32	37	42	47	52	57	62	68	73	78	83	88
	93	2	7	13	18	23	28	33	38	44	49	54	59	64	69	75	80	85	90

	94	5	10	15	20	26	31	36	41	47	52	57	62	67	73	78	83	88	94
	95	1	6	11	16	22	27	32	38	43	48	53	59	64	69	74	80	85	90
	96	1	6	12	17	22	28	33	38	44	49	54	60	65	70	76	81	86	92
	97	3	9	14	20	25	30	36	41	47	52	57	63	68	74	79	84	90	95
	98	1	6	11	17	22	28	33	39	44	50	55	60	66	71	77	82	88	93
	99	2	8	13	19	24	30	35	41	46	52	57	63	68	74	79	85	90	96
	100	4	9	15	21	26	32	37	43	48	54	59	65	71	76	82	87	93	98
	101	4	10	16	21	27	32	38	44	49	55	60	66	72	77	83	89	94	100
	102	5	11	16	22	28	33	39	45	50	56	62	67	73	79	84	90	96	101
	103	4	9	15	21	26	32	38	44	49	55	61	66	72	78	84	89	95	101
	104	4	10	15	21	27	33	38	44	50	56	62	67	73	79	85	90	96	102
	105	4	10	16	21	27	33	39	45	51	56	62	68	74	80	86	91	97	103
	106	1	7	13	19	25	31	37	42	48	54	60	66	72	78	84	90	95	101
	107	6	12	18	24	30	36	42	48	54	60	66	71	77	83	89	95	101	107
	108	4	10	16	22	28	34	40	46	52	58	64	70	76	82	88	94	100	106
	109	6	12	18	24	30	36	42	48	54	60	66	72	78	84	90	96	102	109
	110	3	9	15	21	27	33	40	46	52	58	64	70	76	82	88	95	101	107
	111	2	8	14	20	27	33	39	45	51	57	64	70	76	82	88	94	101	107
	112	5	11	17	23	29	36	42	48	54	61	67	73	79	85	92	98	104	110
	113	3	9	15	21	28	34	40	46	53	59	65	72	78	84	90	97	103	109
	114	3	9	15	22	28	34	41	47	53	60	66	72	79	85	91	98	104	110
	115	3	9	15	22	28	35	41	47	54	60	67	73	79	86	92	98	105	111
	116	4	11	17	24	30	37	43	49	56	62	69	75	82	88	95	101	107	114
	117	6	13	19	26	32	39	45	52	58	65	71	78	84	91	97	104	110	117
	118	6	12	19	25	32	39	45	52	58	65	71	78	84	91	98	104	111	117
	119	7	13	20	26	33	40	46	53	59	66	73	79	86	93	99	106	112	119
	120	3	10	16	23	30	36	43	50	56	63	70	76	83	90	96	103	110	116
	121	2	9	16	22	29	36	43	49	56	63	69	76	83	90	96	103	110	116
	122	6	13	19	26	33	40	47	53	60	67	74	80	87	94	101	108	114	121
	123	6	13	20	27	33	40	47	54	61	68	74	81	88	95	102	109	115	122
	124	2	9	16	23	30	37	43	50	57	64	71	78	85	92	99	105	112	119
	125	3	10	17	23	30	37	44	51	58	65	72	79	86	93	100	107	114	121
	126	1	8	15	22	29	36	43	50	57	64	71	78	85	92	99	106	113	120
	127	7	14	21	28	35	43	50	57	64	71	78	85	92	99	106	113	120	127
	128	2	9	16	23	30	37	45	52	59	66	73	80	87	94	101	109	116	123
	129	4	11	18	25	33	40	47	54	61	68	76	83	90	97	104	111	119	126
	130	5	12	19	27	34	41	48	55	63	70	77	84	92	99	106	113	120	128
	131	4	11	18	25	33	40	47	54	62	69	76	84	91	98	105	113	120	127
	132	7	14	22	29	36	44	51	58	66	73	80	88	95	102	110	117	124	132
	133	4	12	19	26	34	41	48	56	63	71	78	85	93	100	108	115	122	130
	134	5	12	20	27	35	42	50	57	64	72	79	87	94	102	109	117	124	131

	135	6	13	21	28	36	43	51	58	66	73	81	88	96	103	111	118	126	133
	136	4	12	19	27	35	42	50	57	65	72	80	87	95	103	110	118	125	133
	137	3	10	18	25	33	41	48	56	63	71	79	86	94	101	109	117	124	132
	138	4	12	20	27	35	43	50	58	66	73	81	89	96	104	112	119	127	135
	139	4	12	19	27	35	43	50	58	66	73	81	89	97	104	112	120	127	135
	140	2	9	17	25	33	40	48	56	64	72	79	87	95	103	110	118	126	134
	141	2	10	18	26	33	41	49	57	65	73	80	88	96	104	112	120	127	135
	142	5	13	21	29	36	44	52	60	68	76	84	92	100	107	115	123	131	139
	143	1	9	17	25	33	41	49	57	65	72	80	88	96	104	112	120	128	136
	144	2	10	18	26	34	42	50	58	66	74	82	90	98	106	114	122	130	138
	145	5	13	21	29	37	45	53	61	69	77	85	93	101	109	117	125	134	142
	146	3	11	19	27	35	43	52	60	68	76	84	92	100	108	116	125	133	141
	147	8	17	25	33	41	49	57	66	74	82	90	98	106	115	123	131	139	147
	148	3	11	19	27	36	44	52	60	69	77	85	93	101	110	118	126	134	143
	149	1	9	18	26	34	42	51	59	67	76	84	92	100	109	117	125	134	142
	150	5	13	21	30	38	46	55	63	71	80	88	96	105	113	121	130	138	146
	151	8	16	25	33	41	50	58	67	75	83	92	100	109	117	125	134	142	151
	152	1	10	18	27	35	43	52	60	69	77	86	94	103	111	119	128	136	145
	153	3	11	20	28	37	45	54	62	71	79	88	96	105	113	122	130	139	147
	154	4	12	21	29	38	47	55	64	72	81	89	98	106	115	124	132	141	149
	155	3	12	21	29	38	47	55	64	72	81	90	98	107	115	124	133	141	150
	156	7	16	25	33	42	51	59	68	77	85	94	103	111	120	129	137	146	155
	157	2	11	19	28	37	46	54	63	72	80	89	98	107	115	124	133	142	150
	158	8	17	25	34	43	52	60	69	78	87	96	104	113	122	131	139	148	157
	159	6	15	23	32	41	50	59	68	76	85	94	103	112	121	129	138	147	156
	160	4	13	22	31	40	49	58	67	76	84	93	102	111	120	129	138	147	156
	161	2	11	20	29	38	47	56	64	73	82	91	100	109	118	127	136	145	154
	162	2	11	20	29	38	47	56	65	74	83	92	101	110	119	128	137	146	155
	163	6	16	25	34	43	52	61	70	79	88	97	106	115	124	133	142	151	160
	164	8	17	27	36	45	54	63	72	81	90	99	109	118	127	136	145	154	163
	165	4	14	23	32	41	50	59	69	78	87	96	105	114	124	133	142	151	160
	166	2	12	21	30	39	48	58	67	76	85	95	104	113	122	131	141	150	159
	167	6	16	25	34	43	53	62	71	81	90	99	108	118	127	136	146	155	164
	168	5	15	24	33	43	52	61	71	80	89	99	108	117	127	136	145	155	164
	169	1	10	20	29	39	48	57	67	76	85	95	104	114	123	132	142	151	161
	170	9	18	27	37	46	56	65	75	84	94	103	112	122	131	141	150	160	169
	171	3	13	22	32	41	51	60	70	79	89	98	108	117	127	136	146	155	165
	172	9	18	28	37	47	57	66	76	85	95	104	114	123	133	143	152	162	171
	173	2	12	21	31	41	50	60	69	79	89	98	108	117	127	137	146	156	165
	174	2	11	21	31	40	50	60	69	79	89	98	108	118	127	137	147	156	166
	175	9	19	29	39	48	58	68	77	87	97	107	116	126	136	146	155	165	175

	176	10	19	29	39	49	59	68	78	88	98	107	117	127	137	147	156	166	176
	177	4	14	24	34	44	54	63	73	83	93	103	113	122	132	142	152	162	172
	178	5	14	24	34	44	54	64	74	84	94	103	113	123	133	143	153	163	173
	179	4	14	24	34	44	54	64	74	84	94	104	114	124	133	143	153	163	173
	180	10	20	30	40	50	60	70	80	90	100	110	120	130	140	150	160	170	180
	181	7	17	27	37	47	57	67	77	87	97	107	117	127	137	147	157	167	177
	182	5	15	25	36	46	56	66	76	86	96	106	116	127	137	147	157	167	177
	183	5	15	25	35	45	56	66	76	86	96	106	117	127	137	147	157	167	178
	184	4	15	25	35	45	55	66	76	86	96	107	117	127	137	147	158	168	178
	185	9	19	29	39	50	60	70	81	91	101	111	122	132	142	153	163	173	183
	186	6	17	27	37	48	58	68	79	89	99	110	120	130	141	151	161	172	182
	187	4	14	24	35	45	56	66	76	87	97	107	118	128	139	149	159	170	180
	188	4	14	25	35	46	56	67	77	87	98	108	119	129	140	150	161	171	181
	189	4	15	25	36	46	57	67	78	88	99	109	120	130	141	151	162	172	183
	190	10	21	31	42	52	63	73	84	94	105	116	126	137	147	158	168	179	189
	191	7	17	28	39	49	60	70	81	92	102	113	123	134	145	155	166	177	187
	192	10	21	32	42	53	64	74	85	96	106	117	128	138	149	160	170	181	192
	193	6	16	27	38	48	59	70	81	91	102	113	124	134	145	156	166	177	188
	194	2	13	24	34	45	56	67	77	88	99	110	121	131	142	153	164	174	185
	195	3	14	25	36	46	57	68	79	90	101	111	122	133	144	155	166	176	187
	196	1	12	23	34	45	56	67	77	88	99	110	121	132	143	154	165	175	186
	197	10	21	32	43	54	65	76	87	98	109	120	131	142	153	164	175	185	196
	198	5	16	27	38	49	60	71	82	93	104	115	126	137	148	159	170	181	192
	199	11	22	33	44	55	66	77	88	99	110	121	132	144	155	166	177	188	199
	200	7	18	29	40	51	63	74	85	96	107	118	129	140	151	163	174	185	196
	201	10	21	32	43	54	66	77	88	99	110	121	133	144	155	166	177	188	200
	202	6	17	28	39	51	62	73	84	95	107	118	129	140	152	163	174	185	196
	203	8	19	30	42	53	64	75	87	98	109	120	132	143	154	166	177	188	199
	204	4	16	27	38	50	61	72	84	95	106	118	129	140	152	163	174	186	197
	205	2	14	25	36	48	59	71	82	93	105	116	128	139	150	162	173	184	196
	206	11	22	34	45	56	68	79	91	102	114	125	137	148	159	171	182	194	205
	207	6	17	29	40	52	63	75	86	98	109	121	132	144	155	167	178	190	201
	208	11	22	34	45	57	68	80	92	103	115	126	138	149	161	172	184	196	207
	209	11	22	34	46	57	69	80	92	104	115	127	138	150	162	173	185	197	208
	210	12	23	35	47	58	70	82	93	105	117	128	140	152	163	175	187	198	210
	211	8	20	32	44	55	67	79	91	102	114	126	137	149	161	173	184	196	208
	212	1	13	25	37	49	60	72	84	96	107	119	131	143	155	166	178	190	202
	213	11	23	35	46	58	70	82	94	106	117	129	141	153	165	177	188	200	212
	214	6	17	29	41	53	65	77	89	101	113	124	136	148	160	172	184	196	208
	215	2	14	26	38	50	62	74	86	98	110	122	134	146	158	170	182	194	205
	216	4	16	28	40	52	64	76	88	100	112	124	136	148	160	172	184	196	208

	217	10	22	34	46	58	70	82	94	106	118	131	143	155	167	179	191	203	215
	218	9	21	33	45	57	69	81	93	105	118	130	142	154	166	178	190	202	214
	219	11	23	35	47	59	71	84	96	108	120	132	144	157	169	181	193	205	217
	220	5	17	30	42	54	66	78	91	103	115	127	140	152	164	176	188	201	213
	221	4	16	28	40	53	65	77	90	102	114	126	139	151	163	175	188	200	212
	222	1	13	26	38	50	63	75	87	100	112	124	137	149	161	174	186	198	211
	223	8	20	33	45	57	70	82	94	107	119	132	144	156	169	181	194	206	218
	224	8	20	33	45	58	70	83	95	108	120	132	145	157	170	182	195	207	220
	225	5	17	30	42	55	67	80	92	105	117	130	142	155	167	180	192	205	217
	226	9	21	34	46	59	71	84	97	109	122	134	147	159	172	184	197	210	222
	227	5	17	30	42	55	68	80	93	105	118	131	143	156	169	181	194	206	219
	228	1	14	26	39	52	64	77	90	102	115	128	140	153	166	178	191	204	216
	229	5	17	30	43	56	68	81	94	106	119	132	145	157	170	183	196	208	221
	230	1	14	27	40	52	65	78	91	104	116	129	142	155	167	180	193	206	219
	231	4	17	30	43	56	68	81	94	107	120	133	145	158	171	184	197	210	222
	232	10	23	36	49	62	75	88	101	114	126	139	152	165	178	191	204	217	230
	233	7	20	33	46	59	72	85	98	111	124	137	150	163	176	188	201	214	227
	234	8	21	34	47	60	73	86	99	112	125	138	151	164	177	190	203	216	229
	235	9	22	35	48	61	74	87	100	113	126	140	153	166	179	192	205	218	231
	236	2	15	28	41	54	67	81	94	107	120	133	146	159	172	185	199	212	225
	237	8	21	34	47	61	74	87	100	113	126	140	153	166	179	192	205	219	232
	238	9	22	35	48	62	75	88	101	114	128	141	154	167	181	194	207	220	233
	239	5	18	31	45	58	71	84	98	111	124	138	151	164	177	191	204	217	231
	240	2	15	28	42	55	68	82	95	108	122	135	148	162	175	188	202	215	228
	241	12	26	39	52	66	79	93	106	119	133	146	159	173	186	200	213	226	240
	242	4	17	31	44	58	71	84	98	111	125	138	152	165	179	192	205	219	232
	243	1	15	28	42	55	69	82	96	109	123	136	150	163	177	190	204	217	231
	244	4	18	31	45	58	72	85	99	113	126	140	153	167	180	194	207	221	235
	245	5	18	32	46	59	73	86	100	114	127	141	154	168	182	195	209	222	236
	246	3	17	30	44	58	71	85	99	112	126	140	153	167	181	194	208	222	235
	247	11	25	39	52	66	80	94	107	121	135	148	162	176	190	203	217	231	244
	248	11	25	39	52	66	80	94	108	121	135	149	163	176	190	204	218	232	245
	249	2	16	30	44	58	72	85	99	113	127	141	155	168	182	196	210	224	238
	250	13	27	41	55	69	83	97	110	124	138	152	166	180	194	208	222	235	249

# **Appendix 3**

## **Form SH**

## Namibia Labour Force Survey 2012

**Form SH – Sample households for the selected PSU for one interviewer (To be handed back with the completed questionnaires)**

Regional Supervisor should prepare this form in duplicate for the two interviewers after selection of the sample households. One copy is for the Team Supervisor and the other copy is for filing.

Region.....

Constituency.....

Urban/Rural.....

Sampled PSU number.....

	No in segment	DU number	Sample household number	Location/Address of the household	Name of head of household	No of household members	Comment
1							
2							
3							
4							
5							
6							
7							
8							
9							

**Received**

Team Supervisor

Name:.....Signature:.....Date:.....

**Received with completed questionnaires**

Regional Supervisor

Name.....Signature.....Date:.....

## **Appendix 4**

### **Map reading training and reference manual**

# **Appendix 5**

**Manual for using GPS and JUNO  
(MEASURE Evaluation Global Positioning Toolkit)**