

FEDERAL REPUBLIC OF NIGERIA



CORE WELFARE INDICATORS QUESTIONNAIRE (CWIQ) SURVEY 2006

SUPERVISORS MANUAL

**NATIONAL BUREAU OF STATISTICS
Abuja, NIGERIA**

**THE WORLD BANK
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1. INTRODUCTION

One of the main tasks of the Federal Office of Statistics (FOS) is to establish an integrated statistical system to monitor the economic and social performances of the Nigerian population. In the framework of this assignment, through its Field Services and Methodology Department, the FOS is carrying out a national household survey using the Core Welfare Indicators Questionnaire (CWIQ). The CWIQ was developed in a joint effort of the World Bank and other allied institutions: UNDP, UNICEF and ILO.

The CWIQ was developed with the purpose of collecting information at different levels on the households in order to identify and classify the population socioeconomic subgroups and provide basic information on the population welfare.

This survey will cover a sample of 7,740 Enumeration Areas(EAs) with an estimated 77,400 households distributed throughout the national territory. It uses a probability sample that will allow producing reliable data at the national, urban, rural and state levels.

This manual was elaborated for the supervisor to help understand and improve the execution of his functions. It contains recommendations about the coordination of data collection, quality control and the responsibilities and tasks the supervisor will undertake.

2.0 SURVEY OBJECTIVES

2.1 Main objective

The main objective of the CWIQ is to provide statistical data on the living conditions of the Nigerian population for the use of the Federal and State Governments of Nigeria as well as the numerous national and international institutions, NGOs and the public in general.

These data will be necessary for formulating and analyzing policies, plans and socioeconomic action programs.

2.2 Specific Objectives

1. Obtaining up-to-date information on households on their demographic characteristics, level of education, current school attendance, health, employment status and characteristics, assets, housing characteristics and gender.
2. Produce indicators for monitoring poverty alleviation programs.
3. Provide statistical information for the formulation of social policies.
4. Develop the national capacity to design and implement modular surveys on basic welfare indicators.

3.0 SURVEY DESIGN

3.1. Scope and Coverage

The survey will be carried out in all the states of the Federation include FCT, Abuja, used by the Federal the Federal Government of Nigeria for poverty assessment in the country. The survey will cover both the urban and rural areas of all Local Government Areas (LGAs) of Federation. A total of 7,740 Enumeration Areas (EAs) will be selected to be covered in the survey with an estimated 77,400 housing units (HU).

Information will be collected on household and houseld members in the following areas.

- Demographic
- Education
- Employment
- Household Amenities
- Children Modules
- Household Assets
- Social Project/Self-assessment of poverty.
- Gender.

3.2 Survey Instruments

The three relevant survey instruments that would be used are:-

- (i) The Questionnaire
- (ii) The interviews manual and
- (iii) The supervisors' manual.

3.3 The Questionnaire.

The questionnaire is designed to collect the minimum amount of information needed to identify and classify target groups and provide basic welfare indicators foe monitoring poverty alleviation. It will also capture information which measures access, utilization and satisfaction with services, apart from household characteristics.

3.4 Sample Design

The survey will be conducted as integral and adaptation of the National Integrated Survey of Household (NISH) sample design run by the Federal Office of Statistics. A representative sample (both urban and rural) will be selected ineach of the 36 states and FCT inclusive, to provide indicators for some social variables. The NISH has now become a very viable vehicle for running household surveys on regular basis and a number of infrastructures has been put in place to conduct the surveys efficiently.

The sample design to be used is a 2-phase two –stage stratified cluster design and the ultimate sampling will be the housing unit. Ten Enumeration Areas (EA) will be canvassed from each Local Government Area (LGA with affixed

take of 10 housing units (HUs) totaling 100 HUs in each LGA. All LGAs within the state will be covered.)

The domain of reporting for the NISH Frame is the state, while the domain for the Core Welfare Indicator Survey for the 37 states will be based on the LGA.

Therefore, the NISH frame will not fully satisfy the above survey frame. The office had decided to use the 1993 National Agricultural Sample Census (NASC) frame though both frames came from the 1991 Nigeria National Population Census but their designs were different.

3.5 General Design for the 37 State Baseline Survey on CWIQ

- **1st Phase Frame**

The National Agricultural Sample Census (NASC) 1st Phase Frame was designed to give information at Local Government level, therefore 36 Enumeration Area (EAs) were selected in each Local Government with equal probability. The 36 selected EAs had equal probability of selection which constituted the first phase.

- **2nd Phase Frame for the Core Welfare Indicator survey.**

1st Stage: 10EAs will be selected systematically from each LGA with an equal probability of selection.

2nd Stage: Every housing unit in the selected EAs will be listed and 10 housing units will be selected systematically.

3.6 Sample Size

Sample sizes must meet some minimal requirements in order to obtain reliable estimates. The sample size for each state will vary as indicated in the table below:

3.7 Data Collection

Federal Office of Statistics (FOS) permanent field staff and some staff of state statistical agencies will be used for the data gathering and the needed information will be collected from persons in the selected housing units (HUs). All the households within these HUs will be canvassed.

A team comprises 4 enumerators and a supervisor. They are expected to complete the assigned number of Enumeration Areas (EAs) within a limited time period. Ten EAs will be covered in each Local Government Area (LGA) and all selected LGAs in the state will be surveyed.

To encourage capacity building in the states, the enumerator to be used for the survey will be shared equally by state and Federal office of statistics. For each team 2 enumerators and 1 supervisor will come from Federal Office of Statistics.

- 3.8.0 **The Errors Associated With Data Collection.**
Introduction: Essentially, errors to be checked in completed questionnaire (or records) include the followings:
- 3.8.1 **Omission:** This refers to items against which entry is required but not recorded. It is not uncommon for example, to come across a household member in Core Welfare Indicator Questionnaire where sex is not indicated. In addition, a look at a question “Is (Name) male or female?” A situation where male or female is not shaded and correctly is a typical example of omission.
- 3.8.2 **Double Entry:** Equally, some interviewers (or enumerators), may shade or print more than one options where only options is required. In this case the field staff enters more than one entry where one response is required to be given. Care however needs to be taken to determine the correct entry.
- 3.8.3 **Inconsistency:** These are cases where enumerators filled in different things for entries that have two or more related items. For instance, inconsistency is a situation where a household member may be classified as a housewife and the sex is recorded male, or a member is declared unemployed whilst its current occupation, elsewhere in questionnaire, is presented as teaching. In each case, inconsistency has arisen, and it requires correction.
- 3.8.4 **Impossible Entry:** Also some enumerators make some impossible or unreasonable entries by creating additional options for their convenience. Such could arise from past knowledge, for example, if the age of a married household member is recorded to be below (say 17 years, 16 years, 15 years or 14 years) and her first child either son or daughter is recorded (say 9 years, 8 years or 7 years).
- 3.8.5 **Arithmetic Errors:** Interviewers, in the past surveys made some arithmetic errors in some areas that require measurements and simple calculation (addition, subtraction, multiplication and division). It is also important that the local unit conversion into hectares is carefully made for areas of land owned by household members.

State By No of LGA's, No of HHs, No of Teams and And Allocation of EAs per Team

State	LGAs	EAs	HHs	Sup	Enum.	Total No of Teams			Total No of Teams	Allocation of EAs per Team
						2*	3*	4*		
ABIA	17	170	1700	3	12			3	3	56,57,57
ADAMAWA	21	210	2100	4	14	1		3	3½	60, 60,60, 30
AKWA IBOM	31	310	3100	5	20	1		4	5	60, 60,60, 60, 61
ANAMBRA	21	210	2100	4	14	1		3	3½	60, 60,60, 30
BAUCHI	20	200	2000	4	14	1		3	3½	57,57,57,29
BAYELSA	8	80	800	2	6		2		2	40,40
BENUE	23	230	2300	4	16			4	4	57,57,58,58
BORNO	27	270	2700	5	18	1		4	4½	60, 60,60, 60, 30
CROSS RIVER	18	180	1800	3	12			3	3	60, 60,60
DELTA	25	250	2500	5	18	1		4	4½	55,55,56,56,28
EBONYI	13	130	1300	3	9		3		3	43,43,44
EDO	18	180	1800	3	12			3	3	60, 60,60
EKITI	16	160	1600	3	10	1		2	2½	64, 64,32
ENUGU	17	170	1700	3	12			3	3	56,57,57
GOMBE	11	110	1100	2	6		2		2	55,55
IMO	27	270	2700	5	18	1		4	4½	60, 60,60, 60, 30
JIGAWA	27	270	2700	5	17	1		4	4	60, 60,60, 60, 30
KADUNA	23	230	2300	4	16			4	4	57,57,58,58
KANO	44	440	4400	7	28			7	7	62,63,63,63,62,63,63
KATSINA	34	340	3400	6	22	1		5	5½	62,62,62,62,62,30
KEBBI	21	210	2100	4	14	1		3	3½	60, 60,60, 30
KOGI	21	210	2100	4	14	1		3	3½	60, 60,60, 30
KWARA	16	160	1600	3	10	1		2	2½	64,64,32
LAGOS	20	200	2000	4	14	1		3	3½	57,57,57,29
NASARAWA	13	130	1300	3	9		3	2	3	43,43,44
NIGER	25	250	2500	5	18	1		4	4½	55,55,56,56,28
OGUN	20	200	2000	4	14	1		3	3½	57,57,57,29
ONDO	18	180	1800	3	12			3	3	60, 60,60
OSUN	30	300	3000	5	20			5	5	60, 60,60, 60,60
OYO	33	330	3300	6	22	1		5	5½	60, 60,60, 60,60,30
PLATEAU	17	170	1700	3	11			3	3	56,57,57
RIVERS	23	230	2300	4	16			4	4	57,57,58,58
SOKOTO	23	230	2300	4	16			4	4	57,57,58,58
TARABA	16	160	1600	3	10	1		2	2½	64,64,32
YOBE	17	170	1700	3	12			3	3	56,57,57
ZAMFARA	14	140	1400	3	10	1		2	2½	56,56,28
FCT	6	60	600	1	4			1	1	60
	774	7740	77400	142	520	19	10	112		

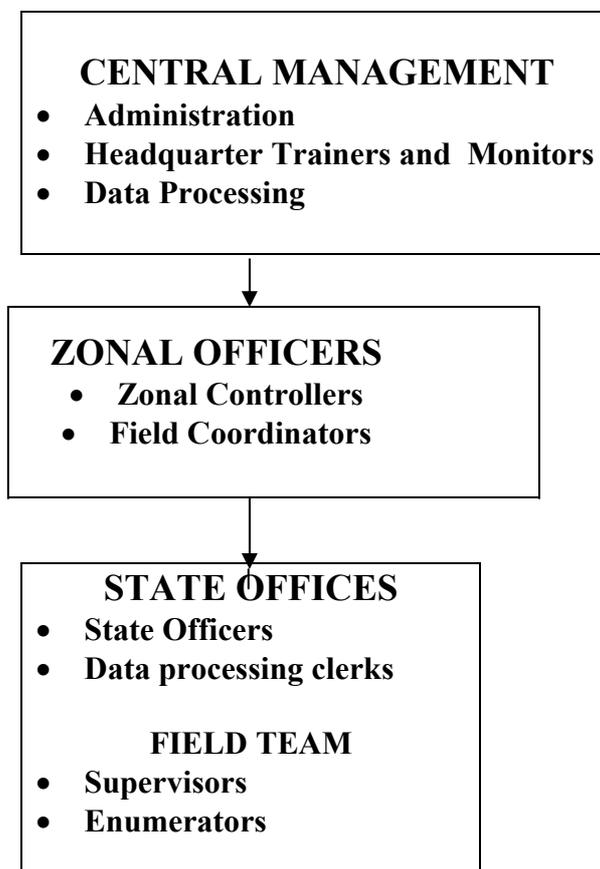
*** No of Interviewers in the Team
Work Rate = 5 Interviewers/Day/Enumerator for 32 Days**

4.0 FIELD WORK ORGANIZATION

4.1 Field Organization

This section explains the structure established to execute the survey and explains the responsibilities of the personnel involved in the data collection process.

CWIQ ORGANIZATION CHART



4.2 Responsibility of the personnel

- *Central Management*

The Central Management of the project will be the responsibility of the Management team at FOS: Relevant departments will team up with the subject matter division, Household Statistics Division, to execute the project. Senior statisticians and programmers from these services will be responsible for the training of field staff, data entry clerks, the supervision and monitoring of fieldwork. This team will also be responsible for technical and administrative tasks of all the survey steps.

- **Zonal Controllers:** The Zonal controllers and field coordinators will see to the proper administration of the project in their respective zones.

The field supervisors will be under the supervision of zonal supervisors who are permanent Federal Office of Statistics staff assigned to oversee the administration of the CWIQ. There will be six such supervisors responsible for several field

supervisors and enumerators each. The zone supervisors will be resident in zonal centres.

The zonal supervisor is responsible both for the quality of the data which the enumerators and field supervisors provide and for the logistical arrangements. The zone supervisors will have vehicles and are expected to make frequent visits to both the enumerators and the field supervisors for whom they are responsible. They will receive the completed questionnaires from the field supervisors and subject them to an additional review. Those questionnaires that are incomplete or erroneous will be returned to the enumerator for correction. The zonal supervisors will be responsible for making sure that all completed correct questionnaires are transported to Abuja for data entry without delay in a timely fashion.

The zonal supervisors are also responsible for any work related issues that the enumerators or field supervisors' encounter as they do their work.

- ***Data processing Team***

This team is responsible for data entry operations, tests, validation and composition of basic data for further analysis.

5.0 DUTIES AND FUNCTIONS OF THE STATE OFFICER

They are responsible for the execution of the survey in their state and should support the teams operating in their state on a permanent basis.

1. Obtain all the supplies and identify all the EAs selected in the sample.
2. Provide all manuals needed (lists of housing units in the EAs selected, maps, instruction manuals, clipboards, questionnaires, etc.)
3. Carry on the technical supervision of the field team to control the quality of the work and ensure that the interviews are done in the selected areas.
4. Obtain in timely manner the funds to pay the salaries and the subsistence of the field personnel.
5. Organize in time the transport for the field teams.
6. Gather and organize all the accounting documentation for all expenses incurred by the teams and send them in time to the central team.
7. Send regularly all the filled questionnaires to the data processing team at the central level.
8. Report to the central team all types of problems and send regularly the reports relating to the execution of the fieldwork.

5.1 DUTIES AND FUNCTIONS OF THE SUPERVISOR

The supervisor is directly responsible for the technical execution of the fieldwork. He/she should give a permanent support to the personnel he/she is responsible for, control and evaluate the enumerator's work as well as the driver (when it is the case) and take direct instructions from the State Officer. Where need arises, the supervisor could conduct interviews.

The supervisor has to ensure the quality of the work executed by the field staff. He has to verify that the responses are consistent and valid throughout the questionnaires, before sending them for processing. He should coordinate all activities for collecting the information in the selected households.

The supervisor is responsible for the control and maintenance of the survey equipment.

As head of the field team, the supervisor should carry out the following tasks:

- Direct the data collection work in the selected areas and monitor its execution;
- Present the field team to the local authorities and request for their cooperation;
- Ensure that the interviewers have all necessary documents and supplies to carry out their work (questionnaires, pencils, eraser, scales, microtoise, etc.);
- Locate the EAs selected in the areas assigned to his/her team;
- Allocate lists of selected housing units to each enumerator in his/her team;
- Accompany interviewers to the selected housing units to verify if the interviews are executed in conformity with the given instructions;
- Do rigorous monitoring of interviewers' work in order to solve problems that may occur and to avoid non-responses;
- Verify if the information correspond to the selected housing units;
- Review the questionnaires already filled in order to control the quality of the information collected;
- Maintain permanent contact with the State Office and remit there the questionnaires filled and verified for further transmission to the data processing team;
- Make regular reports on the development of the data collection process and send them to the state office;
- Have full knowledge of the supervisor and enumerator manuals and the control forms and be able to apply the instructions during the interviews;

- Conduct the spot interviews on the basis of a sub-sample of households for controlling data quality;
- The supervisor should never delegate his/her function to another person;
- The supervisor should never make gifts and promises in the name of FOS;
- The supervisor should not make any comments about the respondents to anyone, nor divulge any information collected. This way, he/she guarantees the confidentiality of the data collected.
- ***Enumerator***

The enumerator is responsible for conducting the interviews and filling the questionnaires through direct interviews with the members of the households found in the selected housing units assigned to him by the supervisor.

The success of any survey depends on each enumerator's ability to collect accurate information from the respondents.

The role of the enumerator includes the following: -

- Locating structures and housing units in the sample Enumeration Areas (EAs) which are assigned to him/her by the supervisor;
- Identifying all persons in each household and conducting interview with them;
- Carrying on the interviews in accordance with the procedures described in this manual;
- Going throughout the questionnaire, after completing an interview and ensuring that all questions are properly filled-in and that questions not meant to be filled-in are completely clean and free of marks;
- Visiting again the households for which information on some members were not available at the first visit;
- Verifying questionnaires completely before handing them over to the supervisor and above all before leaving the locality.

The enumerator should never correct a questionnaire, apart from minor errors, without asking the respondents the questions again. The enumerator should never copy information obtained during an interview on a new questionnaire.

Organization and quality control of field operations

Each interviewer will be expected to visit about 13 EAs in the survey period, which implies that a minimum of 586 interviewers will be required, although the actual number will probably be higher because of cultural or administrative constraints.

It is proposed to organize field operations on the basis of approximately 147 self-sufficient field teams, each composed of one team leader, supervisor and 4 interviewers.

The proposed team approach lends itself to the implementation of several procedures to ensure the quality of field operations, namely:

- Adequate and permanent communication between all team members, and between the field teams and the Federal Statistics headquarters.
- Frequent and close monitoring of the interviewers, by means of random checkup visits to the households and various other supervision measures implemented by the team leaders.
- Integration of computer-based quality controls to field operations at the zonal level. The data on the questionnaires will be scanned by the data entry operators onto computers while the interviewers are still in the clusters, so that errors and inconsistencies can be solved by revisiting the households.

6. DOCUMENTS AND MATERIALS FOR THE SURVEY

In order to carry on with his/her work, the supervisor will receive the following documents and supplies:

- Questionnaires
- Enumerator Manual
- Supervisor Manual
- Pencils
- Pencil sharpeners
- Erasers
- Clipboards
- Folders (plastic)
- Measuring boards: Rolla-meters and microtoises
- Scales
- Control forms

7. DESCRIPTION OF THE SUPERVISOR'S TASKS

Reception, distribution, collection of documents and material

Before starting the fieldwork, the supervisor will receive from the State Office the material necessary for executing the survey. He/she will review the materials received and communicate immediately any missing, insufficient or broken element.

Identification of EAs and housing units

The supervisor will:

- Take the enumerators to the areas where they will execute the survey and verify that these areas correspond to the maps.
- Distribute the housing units among the enumerators in an impartial way making sure that some enumerators will not have more work than others.

- Verify that the enumerators list all households within the selected housing units

The supervisor should meet with the enumerators at least once every day, not only to give and take the questionnaires but also to check and solve any problem that could surface and make recommendations.

Observing interviews

Observing the fieldwork is one of the main tasks of the supervisor and one of the most important for the quality of the data. Supervision is an integrated part of the training program of the enumerators, it provides the supervisors the opportunity to observe the progress of the survey. This activity allows the supervisor to better comprehend the problems concerning the data collection process and reinforce his/her ability to support the enumerators.

The first observations are extremely important in identifying the areas where the enumerators need additional training. During the first interviews the supervisor should observe all the enumerators if possible on a daily basis. After the first interviews, the supervisor should make some unannounced visits to each interviewer. He/she should pay attention to those enumerators who seem to have difficulty complying with some tasks.

The supervisor should work all days. He/she should organize the supervision in a way to be physically with the enumerators (on the basis of a rotating system) and ensure that the supervision work will be done completely. For example, the supervisor could attend interviews in the morning and verify questionnaires in the afternoons.

In attending interviews the supervisor should observe the following rules:

- Never obstruct an interview. His/her presence should not make either the respondent or the interviewer uncomfortable or embarrassed;
- Never interrupt an interview to correct an interviewer;
- Correction and revision of errors should be done after the interview;
- Never reprimand an interviewer in the presence of a respondent.

Spot interview

For the supervisor to execute himself/herself or request the enumerator to make a spot interview, the following case should be observed:

- If the enumerator has omitted an item or information, the supervisor should send the enumerator back to collect the missing information;
- To verify if an interviewer really executed the interview in the proper household.

Control Interview (spot checking)

The supervisor should make re-interviews on a sub-sample of at least one household per EA. This is particularly necessary during the first week of implementation of data collection. The objective of this task is to establish a comparison between the initial interview executed by the enumerator and the second one done by the supervisor. This being done, the errors or differences noted will be discussed with the enumerator in order to avoid their repetition. This practice should continue even after the first week in order to keep the interviewers alert, knowing that his/her work can effectively be monitored and controlled at any time.

In some cases, instead of completing a full interview, the supervisor could review the questionnaire already printed with the household.

Revision of printed questionnaires

During the first days of the fieldwork the supervisor should carefully verify all questionnaires and in addition, he/she should give special attention to the sections the enumerators seem to have more difficulty with.

Questionnaires review constitutes one of the more important elements for the quality of the results of a survey. The supervisor should look for the veracity and accuracy of the information collected and verify that the questionnaires are correctly and completely filled. He/she should list all errors encountered for further discussion with the interviewer so he/she will not continue to make them. Questionnaires that contain errors should be returned to the interviewer who in turn will go back to the corresponding households to correct the mistakes. If after several recalls an enumerator continue to make the same mistakes the State Office should be notified to take the necessary measures.

While reviewing the questionnaire, the supervisor should take the following aspects into consideration:

- Verify that section A (Information on the Interview) is correctly filled;
- Verify that the reference number is correct and correctly printed on top of each page of the questionnaire, even those which may be rightfully empty;
- Verify that all questions have a response with the exception of those which are not filled because of the filters and skips;

A list of all verifications to be done by the supervisor in a filled questionnaire is in Annex 1.

8. ORGANIZATION OF FIELD WORK

The local government will be contacted and informed of the team coming in by the State Office. Coming into a local community, the supervisor should present to the administrator (the local government chairperson) or his/her vice chairperson the survey credential from FOS and request their assistance to identify and locate the EAs where the survey will be done.

Once in an Enumeration Area and after contacting the local authorities, the supervisor can start collecting the information, taking the following steps:

First Day

- **Distribution of housing units among the enumerators.** In doing so, the supervisor should be impartial. He/she should never systematically favor some interviewers. For example: avoid assigning to the same interviewer the most remote housing units or those most difficult to access. The distribution of housing units should obey rotating criteria.
- **Visit the selected housing units.** The supervisor should ensure that each interviewer can access the assigned housing units. To do so, the supervisor would provide transport facilities for or funds to the enumerators and when necessary request the collaboration of the local authorities and some guides. The supervisor should go along with the enumerators, attend some interviews and verify the questionnaire once filled, as mentioned earlier.

Second Day

- **Continue visits (if necessary) and verification (Interviewer & supervisor).**
- **Moving out to the next EA.** Depending on the distance to the next EA, the supervisor can move to the next locality to meet the local community and locate the next EA. He/she then completes the activities as done in the previous locality.

As much as possible, the supervisor should visit in advance the next EA to prepare the local authority for the visit of the team and prepare lodging for the team when necessary. This is to reduce losing time to logistics aspects, when a team comes to a new EA.

Retrieval of documents

Once data collection and verification had been completed for an EA, the supervisor should do the following:

- Gather questionnaires in a secured way (tied up together), with all the relevant documents: list of housing units, control sheets, etc.
- Label properly the batch for each EA.
- Send or bring to the State Office all batches or remit to the Monitoring Officer during his/her visit.

- Request the signature of the person taking over the batch of questionnaires.

ANNEX 1

LIST OF FIELD EDITING CHECKS

This list includes the checks organized for field checking, data processing and other checks for the questionnaire format and structure as well as consistency.

After field work

1. Before leaving the EA verify that a questionnaire is filled for each household listed in the selected housing units and that each EA has the correct number of housing units and households.
2. Verify that the result of the interview on page one of the questionnaires corresponds to the real status of the interview: incomplete, complete, refused or not found.

Verification of the questionnaire

3. Level 1 – compulsory manual editing (all questionnaires)

Verify the cover page details. Verify that:

1. The household number and the head of household's name are correctly filled for this household.
 2. The household number and the name of the head of household correspond to the inscription in the household list.
 3. All items (bubbles) are filled
 4. All digits printed in the boxes.
 5. The reference number, the household number and the questionnaire number are correct.
 6. The first questionnaire for a household is numbered one.
 7. Subsequent questionnaires are in order
 8. Questionnaires reported incomplete (A8=4) are not completed ie. some parts are missing.
4. For all other pages check that the reference is the same as the one on the first page. Make sure that there are no marks in the area of the reference number or the Form ID. Make sure that the page corners are not folded or torn apart on top of the reference number.
 5. Level 2 – regular checks
Verify that there are information for each question from B1 to B7 for each listed individual.
 6. Verify that the proper individuals have responses corresponding to their age and sex at the beginning of the following sections:

EDITING GUIDELINES

1. **Introduction.**

1.1 This editing guideline is written to help the enumerators, field supervisors and other control personnel in checking and correcting errors that might be committed on the field and also to guide them on how to identify the errors found in a completed questionnaire.

1.2 The main objective of the editing guideline is to control the quality of data collected.

This can be achieved through

- i) identification of the sources of errors
- ii) measurement of the errors overtime

1.3 The CWIQ survey questionnaire has been divided into 10 sections A,B,C,

-----, J for easy reference:

- Section A: Interview Information
- B: List of Household Members
- C: Education
- D: Health
- E: Employment
- F: Household Assets
- G: Household Amenities
- H: Social Project/Self Assessed Poverty
- I: Children Under 5
- J: Gender

1.4 A review of CWIQ questionnaire consists essentially of checking each section as defined above for possible errors. For the purpose of the review/editing/skim-check, the following shall be adopted as working definitions for the possible errors that could be found

2. **Types of Error:**

- i) **Omission:**
This refers to cases in which an entry is required in an item but more was made.
- ii) **Inconsistencies:**
Cases in which entries in two or more items are not consistent with each other e.g. a household member classified as son to head of household and his sex is written as female.
- iii) **Unreasonable Entries:**
Cases in which an entry is beyond the reasonable limits of an item or becomes doubtful. For example if the age of a member of household is 5 years and he is recorded as being married under marital status.
- iv) **Impossible Entries:-**
Cases in which a code written is out of range of codes given for a variable. For example if State Code I give as 39.

v) **Double Entries:**
These are cases where more than one response is given to an item when only one is expected or more than one code is printed or bubbled instead of one code.

vi) **Transcription Error:-**
Cases where a piece of information is wrongly copied from one part of the questionnaire to another e.g. member or child number copied from listing module to other modules.

3.0 **When to check for Errors:**

As a general practice, it is important to conduct these reviews in the field at an early point during the data collection stage. The enumerators should, after completing a questionnaire, quickly review the entries therein before leaving the vicinity of the household. This is the first level of editing. The supervisor, at the next level, should review promptly the work of interviewers under him/her. This should be very intensive during the first few days of the data collection since early detection and further instruction on how to proceed can prevent the repetition of the same kind of errors.

Where necessary, return visits should be made by the interviewer to collect any error which cannot be corrected after referring to other related information in the questionnaire.

4.0 **General Instructions:**

4.1 The first thing to do when an editor is to start editing questionnaire is to organize questionnaires E.A by E.A and by households. Also verify that a questionnaire is filled for each household listed in the selected housing units and that each E.A. has the correct number of housing units and households.

4.2 Verify that the result of the interview on the front page of the questionnaire (A.G) corresponds to the real status of the interview: Completed, Partly Completed, Not at Home etc.

4.3 The household number and the name of head of household correspond to what is written in the household listing form.

4.4 All items (bubbles) are filled

4.5 All digits printed in the boxes.

4.6 Verify that the proper individuals have responses corresponding to their age and sex at the beginning of some sections.

5.0 **Editing of the Questionnaire**

5.1 **Section A:**

1) Check that the reference number is fully completed on all the pages of the questionnaire. Note that the reference number is a combination of Household Number and the Questionnaire Number i.e. A.2 and A.7.

2) If the Household members is more than 10 persons or the number of under-5 children is more than 4, then there must be continuation household questionnaire. The reference number may or may not change depending on the following situations.

- i) If the number of household member is less than 10 but there are more than 4 under 5 children in the household, this require additional or continuation questionnaire, the reference number for the two questionnaires used must be the same e.g. if the household number is 006, then the Reference number for the first and second questionnaire will be

0	0	6	1
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- ii) If the number of household number is more than 10, say, 13, whether the number of under 5 children in the household is more than or less than 4 this require additional questionnaire, the reference number for the two questionnaires used must change.

For example, if the household number is 10, the reference

number for the first questionnaire will be

0	1	0	1
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while the reference number or the second questionnaire will be

0	1	0	2
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- iii) Ensure that all digits are printed correctly in the boxes for A.0 to A.9.

- iv) **Note that A.5 starting time must be less than A.9 interview end time.**

5.2 **Section B: List of Household Members**

1. Check that information is recorded for all members of household where necessary.
2. Check that the skip instructions are followed e.g. – B.5 is skipped for people less than 12 years.
 - B.6 is skipped for people less than 17 years
 - B.6 = 'No' or "Don't know" Go to B.8
 - B.8 = 'No' or "Don't know" Go to next person.

5.3 **Section: Education:**

1. Check that Q.C.1 and C.2 are completed for members 15 years and above.
 - Q.C.3, C6-11 relates to all members
 - Q.C.4 relates to less than 18 years.
2.
 - Q.C.1 is skipped for people less than 15 years
 - If Q.C.3 = Yes, go to C5.
 - Q.C.4 is skipped for persons more than 18 years.
 - Q.C.7 = No, go to C11
 - Q.C.10 = NO PROBLEM, go to next person.

5.4 **Section D: Health**

1. Q.D.1 – Q.D2 - Women aged 12-49years
Q.D.3 – Q.D13 - All members
2. Q.D.1 is skipped for females less than 12 years and over 49 years and all males.

Q.D.1 = No, go to D3.

D.2 answered when D.1 = Yes

D.5 = No, go to D.8

D.8 = No, go to D.13

D.12 = No problem, go to next persons

5.5 Section E: Employment

1. All questions in the section are asked persons 5 years or more. It is expected that only persons above 5 years are engaged in employment activities.

2. Section E is skipped for persons under 5 years
E.1 = Yes, go to E.5
E.2 = Yes, go to E.6

For any response recorded in E.4, go to E.14
E.10 = No, go to E.14
E.12 = No, go to E.14
E.14 = No, go to E.22

5.6 Section F: Household Assets

1. If the household does not own land, bubbles 0000.0 in Q.F.3.

2. F.5 = No, go to F.8
F.8 = NONE, go to F.10.

If **NOBODY** is contributing most to Household income, Education Expenses and Food Expenses in Quest. F.19, F.20 and F.21 respectively print 00 in the boxes.

F.22 = No, go to next section.

5.7 Section G: Household Amenities:

1. G.9 = NONE, go to G.11
2. G.12 = NONE, go to G.14

5.8 Section H. Social Projects:

In Q.H.1. For any project where response is No, then go to the next line and no response recorded I H.2, H.3 and H.4 for the same project.

H.S = No go to H.10.

5.9. Section I. Children Under 5:

All the questions 1.1 to 1.23 must be answered for children below 5years recorded in section B.

Q.1.1 enter child's and mother's members number in section B.

Q.1.2 Date of birth of the child must be recorded in the boxes for day, month and year. Where Day and month are not known, print 15 and 06 for the day and month respectively. If year is not known, enter 00.

Q.1.9 = No, go to I.14
Q.1.13 = No, go to 1.15
Q1.15 = No, go to 1.19
Q1.20 = No or Don't Know, go to next child.

Section J. Gender Skipped for Age under 5

Q.J.1 = If person under 5 years go to the next persons
Q.J.3 = If person under 15 years go to J.9.

Q.J.4 = No, or Don't know, go to next person.