

MANNUAL FOR TRAINING

INDONESIAN HOUSEHOLDS SOCIAL
ECONOMIC SURVEY
(SUSETI 2008)



Survey Meter 2008

GUIDELINE FOR INDONESIAN HOUSEHOLDS

SOCIAL ECONOMIC SURVEY QUESTIONNAIRE

BACKGROUND RESEARCH

The alteration of social targeting toward poor society has become the main priority in many countries for the last two decades as the answer for financial constraint and changing policy to increase program effectiveness in fighting against poverty. Indonesian government has implemented a number of anti-poverty programs in large scale during the last couple years which have helped reduce poverty. Such programs are Direct Cash Aid (BLT), Conditional Cash Aid (BTB) and Health Insurance (Askeskin). Targeting improvement on those programs which is intended to guarantee the limited resources to be delivered to the right households, the poor households, instead of the have ones, becomes a continuous challenge to guarantee the efficiency of those programs.

Meeting the needs to increase the targeting result, National Planning Buro (BAPPENAS) has requested a technical fund to gain better system in targeting the poor households to the World Bank. The findings of this research will lead to new methods to identify poor households who deserve to receive any aid programs established by the government. This research is a collaboration between World Bank Of Jakarta (WBOJ), Bureau of Statistic Centre (BPS), and academic researchers of Jameel Poverty Action Lab (J-PAL) in Massachusetts Institute of Technology (MIT)

SCOPE AND ENUMERATED AREAS

This research project is made up of two stages. The first stage that will be conducted earlier is an end-line survey regarding households expenditure toward the random household samples in the same area as in the second stage. This survey will inquire about household consumption and various characteristics as well as household participations in social activities.

End-line survey will be conducted in three province, they are Central Java, North Sumatra, and South Sulawesi. They approximately include 640 villages spread all over 12 regencies that randomly selected of 50% urban areas and 50% rural areas. There will be one *Rukun Tetangga (RT)* in every village and for every chosen RT will be taken 9 households to be

interviewed, including the head of the RT. Thereby, there will be 5760 households all together that are going to be interviewed.

In the second stage of the research, BPS and the society facilitators will test a number of different methods to determine eligible households for anti-poverty programs. The methods are Proxy Means that using serial of indicators to predict per capita expenditure and using per capita income as the basis of target assigning, eligibility rules decentralization, and social participation for household eligibility assessment. Every method will generate poor household lists in RT/RW.

OBJECTIVES OF THE STUDY

Result of this end-line survey will enable the World Bank or J-PAL/BPS to build a definition whether the household is poor or not according to each target methods (stage 2) and whether the household earns small income, as measured by the end-line survey in stage 1. The objective of this study in the short term is to help Indonesian Government (in this case is Bureau of Statistic Centre) in determining better indicators and to improve the assingning of the right households who deserve to receive aids from anti-poverty programs. In the long term objectives, the result of this research is expected to help government to decide the most efficient and cost-effective method in tergetting poor households, including direct comparison between the PMT approach and Community approach. These information potentially have implication of policy for various targetting aid implementation.

QUESTIONS SCOPE

Endline survey will be conducted in 640 RT/RW all over the three provinces. They are central Java, North Sumatra, and South Sulawesi. The questionnaire itself will be aproximately 40 pages and is estimated taking 2,5 to 3 hours long to finish one. The present module of survey is the result of the elaboration of input from the preliminary test which had been conducted in Gowa and Muara Enim Regency last July to august.

The main component of the survey is the detailed household expenditure questionnaire. In addition to that, this survey will inquire about social relationship in the village, social activity participation, local politic involvement, collection of the targetting methods conducted in the first stage, etc. This survey will also involve some manners in which households are requested to inform their perception on others' welfare level surround them, and to put them in order.

Basic Concepts of Interview and Survey Procedures

Survey is a technique to gather information from the society by asking structured series of questions to respondents. In this case, the key success of gathering information is at the interview process. In addition to that, interviewer's skill to interact with respondent also plays a big role in determining quality of the collected information. Interviewers have fundamental duty to make respondents cooperate well in the survey and record the information from them.

There are three factors that might influence the success of a survey, they are: (1) Interviewer plays a major role of the collected respondent's response rate, (2) Interviewer is responsible to initiate and to motivate respondents, (3) Interviewer should handle the interaction section of interview and the reciprocal process. The key success of interview is that the interview be able to invite respondent to cooperate in the interview. Interviewer must also be able to keep the confidentiality of respondent's information and also deliver them the goals of the survey being conducted.

A. Things To Be Noticed by the Interviewer

As noted above regarding one of the key success of a survey is at the interview process in order to get the expected information through questionnaire structuredly composed. Particularly in a large and complex survey, which needs approximately an hour to interview, thus, interviewer must fully understand the concepts of the survey as well as the purpose of it.

In keeping with it, respondent has the right to know about the survey and interview before they agree to participate. Interviewer's sensitivity to response the condition of respondent is necessary, such as sensitivity to convince respondent that they need to be interviewed due to their important roles. It is interviewer's duty to convince respondent to participate in this survey.

To anticipate refusal of the respondent or even over curiosity of respondent about this survey, here are several question point samples that might be asked by respondent and therefore interviewer must prepare the answers:

- * The purpose of interviewers visit
- * The type of questions will be offered
- * How respondent is selected to be interviewed
- * How the interview result will be employed
- * How long the interview will last
- * The confidentiality of respondents identity
- * Reschedule interview if respondent is busy

* The advantage of the survey to respondents welfare

The other matter that needs attention as well is the confidentiality of respondents' information must be kept by interviewers. Respondents need certainty that interviewers will keep their secret. Interviewers' professional and neutral attitude are necessary. This means interviewers are not allowed to discuss about any information gathered from respondents to anyone but the supervisor or the employer. In addition to that, interviewer should never get involved directly in any problems or incident that is happening or will happen in the field. If interviewer knows that there is an issue happening in that enumerated area, it can be noted as material information to enrich the questionnaire without being involved further in it.

Other than several things mentioned above, one more prominent thing that interviewer should notice is the delivery of the consent information. Some interview might be conducted "easily" and some other might "hardly" particularly when it is to convince respondent to participate. A suggested situation involves interview with explanation of the research context in the beginning of the interview since some topics of the questions offered might be sensitive topic for respondents. This is where interviewer must be able to explain the prominent role of respondent's participation in this research. Here are some basic qualities that interviewer must possess:

1. Dedication, Integrity, and Sincerity
2. Patient, honesty, cunning in the positive way
3. Willing to spend time to make sure the accuracy and detail of the data
4. Good listener and sensible person
5. Able to keep the confidentiality of respondent's answers
6. Respectful toward respondent's rights

B. General Techniques of Interview

The success of interview depends on many things such as your sensitivity, tactics, advices, interpersonal and personality. Interview techniques that will be highlighted below is based on the procedures that have been established before.

Building good relationship with respondents

Interview is a special manner of a structured conversation, in which each respondent and interviewer has their own role boundary. The main duty of an interviewer is building rapport or a

feeling of understand each other that will lead to the creation of reliance. Try to use approach with empathy when dealing with respondents such as knowing the social, economic and culture of respondent's surroundings. In this case, interviewer must deliver the questions clearly so that the response is appropriate to the question expected answers. Related to the interviewer's roles, other aspects that can build a good relationship with respondent are as follow:

- * Motivate respondent in order to be a good source of information
- * Maintain the neutral attitude to avoid bias
- * Read out the questions exactly the same as in the questionnaire
- * Record respondent's responses correctly
- * Give *probing* to make any clearer of the information if needed
- * Control an ideal interview setting

Keep in mind that this survey requires responses from respondent just the way it is. It is not made to test if they are able to answer questions we give them. In order to maintain the neutral attitude, the probing given is an explanation of the questions rather than of leading them into the correct or wrong answer. In other words, we do not mean to investigate any deeper, yet we would like to capture their responses in aggregative context that will be related to other's responses.

Maintaining Neutrality

This survey demands every interviewer to be objective and professional, moreover, your attitude will greatly influence respondent's perception on each question. Therefore, there are some advices for interviewer to follow in maintaining their neutrality during the interview:

- * Never suggest any response to respondent
- * Never interpret respondent's responses
- * Never predict any responses before respondent him/herself gives the response
- * Never give your opinion although they ask for it and be neutral
- * Do not suggest preferred answer from other respondent
- * Never give agreement or disagreement toward respondent's responses or opinion
- * Never judge respondent's responses to avoid the feeling of being offended

All interview conducted in this questionnaire of this survey can be implemented freely yet in confidentiality. You as the interviewer must be able to convince respondents that all the

information collected will be kept secret. And here are several things that you can say to respondent in convincing them to participate in the survey:

- * All information and facts given are anonym or without any identity mentioned: no name or respondent's identity that might be used for other purposes except in this survey.
- * After the interview, the data collected will be computerized and the name and address of respondent's identity will be kept in safe place or even be erased from the computer.

It is, therefore, interviewer's obligation not to discuss the collected data and information to anyone but the supervisors. It is their obligation as well to not show them intentionally or unintentionally to other people who have nothing to do with this survey. If you are not able to keep the secrecy of respondent's information, meaning you are breaking the statistic rules and you will receive any punishment from the survey management.

Introducing Yourself and Explaining the Purpose of the Survey

As an interviewer, you will understand how important your role is in creating good first impression for respondents. Your active process will greatly facilitate the interaction between yourself and respondent that enable you to gain worthy feedback. Start the interview with your own way having regard to custom and politeness of the area by introducing yourself and the institution as well as the purpose of your visit to respondent's house. Here is an example of introducing speech that you might need to use:

"We are from Research Institution of Survey Meter based on Yogyakarta, we are here to gather information regarding issues such as education, health, poverty, and other public services. These information is intended to know if government's aid programs have been thoroughly received by the society. Your information given in this survey is very important for this research. We will also keep the confidentiality of your identity. We are hoping so much that you will cooperate with us."

1. A friendly and polite introduction is the key to create good relationship between respondent and interviewer. Similarly, maintaining the modesty and smiley face is necessary although respondent seems to be reluctant because we are the one who needs help or information from them.
2. Explain to them briefly and clearly about your visit and the purpose of the research.
3. Initially ask their consent for interview. If at the time respondent is busy, ask them to reschedule the interview. Never force respondent to be interviewed when they have something else to do.

4. if respondent refused to be interviewed, you can convince them one more time that there is no wrong or right answer in this survey and all responses will be kept safely.

Other important things that must be noticed by interviewer:

1. Comprehend the questions thoroughly to avoid stammer
2. Never leave a question before you get a complete response. You must understand clearly what respondent means. Never presume respondent's answer. Try to make respondent tell you the whole story, yet take them back to the main question supposed they have gone too far and tell a story that has no relation with the point of the question. Never give any of your opinion since it can influence theirs.
3. Never assume that respondent who speaks too much can generate a good interview. You must listen carefully and make sure if the response is clear enough for the questionnaire.
4. Respondent's response is expected to be his/her own opinion, without any influence by others who might come to see the process of the interview. If there are interruptions from those people, you can politely ask them not to give response or maybe ask them to leave or even you can come back some other time and place without other presence so that respondent can answer questionnaire freely.
5. Recheck the questionnaire to make sure if there is no question left unfilled.
6. Never give the questionnaire to respondent to be filled by themselves without interviewer's guide, even though respondent itself ask for it.

Probing

The quality of the interview depends greatly on interviewer's skill to communicate as well as the critical mind. One of the interesting and important aspect of interview is probing. Probing is an art of digging additional information any deeper from respondent. Probing can also be used to cross check the answer. Since there are many questions in the questionnaire that related one to another, interviewer should understand exactly what the points are and also able to assess the inconsistent response. Thus, probing is necessary to confirm the questions that have been answered before.

We must remember that we should not be imperrius in conducting probing such as insist them to answer questions with high voice as though a cop interrogating a thief. Try to make the situation relax, interactive, communicative, and familiar to respondent so that they do not feel intimidated with the repeated questions.

Two basic functions of probing::

1. *Probing can motivate respondent to give deeper, clearer, and detail information on what he/she has mentioned before. It is either to explain the answer or to elaborate the reason.*
2. *Probing is to focus the main point of certain question to make the information being delivered is achieved and the responses received is appropriate to the question's point.*

Types of Probing

1. *An attitude of silent while expecting for response.* It is the simplest way to show respondent that you are waiting for more answer. By being quiet and maybe nodding head every once in a while, we are enable respondent to collect his/her thoughts.
2. *Repeated question.* Respondent might not completely hear the question when it is first read that he might miss the important point of the question. Thus, the question is neccessary to be repeated.
3. *Repeating respondent's response.* Repeating the response that respondent has given might stimulate a further thought of respondent.
4. *Using a stimulation neutral question such as "why do you think so?" or "How come" or "What do you mean by that?" or "What is in your mind about..." and so on.*
5. *Asking for explanation.* For example *"Does it mean..." or "Pardon me, could you please explain any further about..."*. interviewer can also use *"Excuse me, I do not really understand about..."*. It is very essential for interviewer to inquire the clarity of respondent's response and never argue respondent or cross check their response
6. *Do not hesitate to move to the next question.* Try to get answers as detail as possible and as true as possible. The haste that interviewer shows can make respondent confuse and difficult to remember the information given.

Facing response of "I have no idea"

One of the answer describing respondent's doubt is response "I have no idea". This response may means one of these following:

1. Respondent has no idea about the question being questioned. This may occur because interviewer read out the question too slowly or in stammer. It may also the question itself that is not so clear and difficult to understand that respondent responses "I have no idea". In this case, interviewer must repeat the question with the right intonation, if it is necessary, interviewer can change the structure of the sentence without changing the main point of the question in order to make it easier for respondent to undertand.

2. Respondent is thinking for the answer and just simply responses "I have no idea" to break the ice. Interviewer must be critical toward respondent's ability and also able to converse the questioning technique based on respondent's ability. Interviewer must also be patient and give some times for respondent who are slow thinker.
3. Respondent may be avoid the question since he/she is afraid to make mistake that he/she responses "i have no idea". The other possibility is respondent is offended by the question being asked. In this case, interviewer must tell them again that the responses are going to be kept safely. A wise interviewer always convinces respondent that they will keep the confidentiality of respondent's information.
4. Respondent might absolutely have no idea or no opinion regarding something being asked. Some techniques can be used to make sure that respondent is absolutely has no idea.

C. How to fill the questionnaire

A good questionnaire filling is that record only what respondent say to the interviewer, rather than interpret it. That recorded response is expected to represent respondent's mind and how he/she convey it. To obtain a good and accurate data field, interviewer should follow the steps described below:

1. Record down all the response during the interview. The transcribed response must be clear and readable. See section D on Questionnaire filling. It is the most accurate to generate response. Frequently, the relevant information is scattered apart and distortion may occur if interviewer try to remember the response and decide to write it down later.
2. Avoid to delay the writing of the response or writing the response in other place than in respondent's house itself, except for one occasion when interviewer has already closed the questionnaire and then respondent tells something that is in contrast with the response he/she gave earlier. In this case, interviewer must listen to respondent and then correct the response after leaving house.
3. Use your own words. (be honest in recording the the response). Never summarized or shortening the response. If it is necessary to add some words to make it clear, you must report it to the field supervisor.
4. keep your attention to respondent. Interviewer should maintain your attention to respondent not merely to the questionnaire. One of the way to keep the attention and writing down the response word by word is by repeating response that respondent says while you are writing it down.

5. Write down the situation of the interview in detail right after you finished the interview. If there any notes or additional information from respondent which do not belong to the questionnaire response, place it at the blank space or blank page or at the Interviewer's note page in every section. Never miss any note that interviewer thinks it is not essential.

Questionnaire filing Methods

1. Types of question

Basically, questionnaire of SUSETI is made up of questions and the answer options for each question. All the questions in this questionnaire are designed to be a good interview process whether the process of questioning itself or the process of responses writing. It is expected to generate a high quality data collection process. The questions in this questionnaire is designed to accomodate all possible answers. The types of question in this SUSETI are:

1.1. Closed questions

Questions that have been provided with answer options that is predicted to accomodate all the possible answer is called closed questions. The answer options is attributed with codes. Most of the questions in SUSETI questionnaire is in closed questions.

Example:

HR05 item no 1.

Do you have any fan in this household?

1. Yes 3. No

1.2. Open-ended questions

Questions that require response based on respondent's own knowledge rather than the answer options provided by the questionnaire.

Example:

CR01. Please mention the other household member who does not live in this household yet still arround this *Rukun Tetangga/Rukun warga*?

1.

2.

3.

Another form of this question is that which requires numeric response filled in the provided boxes.

Example:

HR06 item no 1.

How many fan this household has ?

1. piece

1.3. Combination of open-ended and closed questions

This type of question is characterized by answer option as follows:

"Other, _____."

Example:

KR07. What is the largest wall in the house made of?

1. Bricks
2. Wood
3. Bamboo
4. Zinc
5. Other, _____

Aside from the three types of questions mentioned above, there is a rule in reading out the question and the answer options to respondent. Some options must be read out and some must not. Thus, there is a standard convention established for implementing this questionnaire.

a. question and answer read out

beside reading out the questions, interviewer also read out the answer option for respondent. Respondent is expected to choose one or some of the options mentioned by interviewer. The rule of the writing for this type of question is the question is typed in lower cases while the answer options is typed in numeric (only one answer) or upper case if the answer is more than one. The sentence of the answer is written in lower case.

- i. For one answer, the option is written in numeric, while the sentence is in lower case.

Example:

KR22. do you have a kitchen in this household ?

1. Yes 3. No

- ii. For more than one answer, the options are written in upper case or capital letters, while the sentences are written in lower case.

Example:

SV02. What kind of saving do you have ?

- A. BANK Account
- B. Saving in RT/RW→ SV04
- C. Saving in the school→ SV04
- D. Saving in the religious group or other organization→ SV04
- E. Saving at home→ SV04

b. Question is read out while the answer option not

In this case, interviewer read out only the question for respondent and wait for any responses from respondent and then circle the right options in the questionnaire based on the response that respondent said.

Example:

KSR01 option a

How do you know about the program of ASKESKIN?

- | | | |
|------------------------|------------------------|----------------------------|
| A. TV/Radio | D. Pamphlet | G. Religious/social figure |
| B. Magazines/newspaper | E. Village/RT officers | H. Social gathering |
| C. Announcement board | F. BPS | I. People |

2. Questionnaire Filling

Questionnaire filling requires uniform procedures of writing the response. Even though it seems to be a simple and easy job, in fact there are many mistakes occurred in the process. Here are some concensus regarding how to record information used in SUSETI questionnaire:

a. Response recording conducted during the interview.

Recording is at the questionnaire, if there is note that seems to be important, write it in the CP margin. For long notes can be written down in the section CP. The writing in the questionnaire requires certain colorful ballpoint for SUSETI such as

- * Blue ballpoint is for the INTERVIEWER
- * Red ballpoint is for DATA EDITOR (editor DATA EDITOR)
- * Black ballpoint is for SUPERVISOR of the REGENCY/CITY

So the color of the ballpoint can indicate who is the writer of the questionnaire filling. However, if there is a data editor or supervisor who conduct interview, they must use blue ballpoint in filling the questionnaire.

b. The writing is clear and readable

the unclear writing of the response can mislead the reader. The collected data in the field will be read by many people from the editor, field supervisor, *key puncher*, *coding*, *modifier* dan *cleaning data specialist*. Thus, the writing of the response must be as clear as possible and the concensus must be obeyed. If there is a mistake in the writing, fix it as soon as possible.

b.1. The writing of the open-ended question must be in capital letter based on the standard that you have known. Do not menulis "indah" that other might not understand the

writing because it will be read by many people from Data Editor, Supervisor, and data reader.

b.2. the numeric response writing is also standardized in this questionnaire SUSETI, example of the numeric writing is:

- * number one is written as vertical line without hat on it
- * number four is written as upside down chair just to differ it from number nine
- * number seven is written with a belt in the middle just to differ it from number two and number three.

b.3. Writing the number is aligned right

b.4. Write the answer in the middle of the box provided

It is intended to avoid mistake in reading the number that is not correctly put in the middle or overlapping with the number next to it

b.5. Notice the digit boxes based on the needs. Scratch the unfilled boxes. For writing the month, always use two digits, while for year use four digits.

b.6. Circle the right code of the answer correctly.

Sometimes it is difficult to read which code of answer that is chosen because of the incorrect circling.

c. write down the open-ended answer effectively and efficiently.

Interviewer should not write down everything that respondent tells, but should not write it down too shortly that editor and the other might lose the point of the answer.

1. write down the response based on what respondent says. If respondent answer is not included in the answer option for open-ended question, write NONE instead of just putting a dash or ----.
2. Never use uncommon abbreviation such as TA, Mumen, etc. If there are abbreviations that might be unfamiliar for everyone such as P3DT, PEMD, PDMDKE, P2KP, they must be explained in section CP.

Local abbreviation that must be explained in the CP section are Cidomo (kind of buggy in NTB), bekarang (fishing term in Sumsel), lubang larangan ikan mas (fishing pond in Sumut), kereta (motorcycle in Sumut).

d. Special codes

1. Numeric and letter codes

Code 6 = W = invalid

Code 7 = X = respondent refused to answer

Code 8 = Y = NO IDEA/respondent forgot

Code 9 = Z = interviewer missed the question (for editor)

Code 5/95 = V = OTHER____. The written response is the first response mentioned by respondent or the main response according to the respondent.

2. Coding numeric manner based on the digit for 5 categories mentioned above.

One digit is written in 5, 6, 7, 8, 9.

Two digits is 95, 96, 97, 98, 99.

Three digits is 995, 996, 997, 998, 999.

More than three digits requires connecting line to connect number 9 in the front digit, until 9 in the last second digit. The writing is as follows: 9---95, 9---96, 9---97, 9---98, 9---99.

e. Fixing the error and writing the additional information

Do not erase the hand writing made including with correction pen (*tipp-ex*). Just scratch the mistakes and rewrite the correct answer in the questionnaire margin. If the mistake at the answer option, cross it and put an arrow to the correct option. If the mistakes at the answer, scratch it and rewrite on it. If you are still doubt, make some notes in the section CP. Write down the question's variable and the explanation of row/column and then the elaboration.

The Conversion

a. Time

time reference in the last one year, usually counted since **January 1st 2005 until Desember 31st, 2005**. unless there is other explanation for every questionnaire.

The other time conversion is as follow:

Sya'ban, Masehi 1954 = April 1954

Muharam 1382 = Juni 1962,

Age: Counted based on the last birthday

HOUSEHOLD LISTING PROCEDURE AND SAMPLE SELECTION

In this survey pilot, we will visit Rukun Tetangga (*RT*)/*Rukun Warga (RW)*/*Lingkungan/Dusun/Lorong* of the chosen village and we will only interview 9 households for every village. In order to have sample of households that are going to be interviewed, we must

find out the whole number of household in that neighbors/Rukun Warga/Lingkungan/Dusun/Lorong. Thus, there must be preliminary listing of the household first. The procedure of household listing are:

1. The officer come to the head of the **Rukun Tetangga/Rukun Warga/Lingkungan/Dusun/Lorong** to gather information about the number of households there. In this case, the head will usually give a list of Household Head along with the members. Also ask the name of the spouse of the household' head to make it easier to verificate.
2. As we would like to get information about the list of household, we should verificate to the head of **Rukun Tetangga/Rukun Warga/Lingkungan/Dusun/Lorong** if there is any KK that is actually one KK (with household concept, that is eating from the same kitchen/ the same management and cost). It can be conducted by asking if they live in the same building or different one. Ask about the KK who not live in that **Rukun Tetangga/Rukun Warga/Lingkungan/Dusun/Lorong** as well, or died.
3. Write down the name of the household head who live in the same building and visit the KK just to make sure if they belong to the same household or not. Combine the KK who are in the same household. If there is any KK who do not live in the **Rukun Tetangga/Rukun Warga/Lingkungan/Dusun/Lorong** or died, take it out from the list. From the steps above, we can generate a household list with household's head and the spouse name. thus, we are ready to do the sampling.

NOTES: Therea are times when this process is not as simple as it seem. There is a possibility that the head of the **Rukun Tetangga/Rukun Warga/Lingkungan/Dusun/Lorong** has no KK list that we must obtain it from the RW, village or even the political district office. Then you must find other informant who knows about the RT. But if the head of the RT does not know well of his people, use another local

SAMPLING PROCEDURES

The procedures of household sampling and the establishment of the IDRT have already determined by the Workd Bank and Surveymeter. In this case, the list of the sample and the IDRT for every household will have been provided, the interviewer can take it for granted.

QUESTIONS ELABORATION

Questionnaire of **INDONESIAN HOUSEHOLD SOCIAL ECONOMICAL SURVEY** is made up of **21 sections:**

1. Section LK (household location)
2. Section AR (household member list)
3. Section KS (Consumption)
4. Section HR (household assets)
5. Section KRT (household head identity)
6. Section KR (household characteristics)
7. Section CR (social stage)
8. Section KSR (social program acceptance history)
9. Section SV (savings)
10. Section TF (Transfers)
11. Section GE (economic disturbance)
12. Section PM (social participation)
13. Section SW (subjective welfare)
14. Section TR (reliance)
15. Section KP (corruption and bribe)
16. Section KF (conflict)
17. Section KL (knowledge on local/governmental officers)
18. Section PL (election of village chief)
19. Section KD (village activity)
20. Section BH (Borrowing)
21. Section CP (Interviewer notes)

Cover book 1A household

Most of the questions in this questionnaire will be filled by the interviewer. The editor and supervisor will fill only the cover page.

ENUMERATED AREA number consists of 3 digits that has been provided and standardized. All the interviewers have to do is copying the three digits that identify the enumerated area number for each village.

Household ID

In the corner of right above of the questionnaire, there is six-columns space to write the "Household ID". **It is intended to identify the household.** Every chosen household will be labeled with a sticker of IDRT Code.

ID BPS

BPS identity number is number of enumerated area according to the standard of BPS and it can be seen through the sticker attached at every household chosen by BPS survey. The interview only copy them to the questionnaire.

Cov1. Target Respondent

In this questionnaire of SUSETI, there is a category for every gender of respondent in which the chosen sample is determined by the number of male and the other household is female. From the sample list, the target respondent is obvious so all that the interviewers have to do is to copy the list provided into the questionnaire.

In the same column of Respondent Target there is a big writing says "**SECTION THAT MUST BE ANSWERED BY THE RESPONDENT TARGET: CR, TR,SW, KSR10-KSR21, PM**". That means the sections mentioned above **MUST BE** answered by respondent target based on Cov1, and if there are others present during the interview, whether household members, friends, neighbors or anyone else, they are supposed not to help respondent to give the answer. It is better for interviewer to have the interview when respondent is alone. Procedure of replacing respondent target:

If in the respondent target list written that respondent target is a male, then the main target is male household. While if the list mentioned female respondent target, then we should find the female household or the spouse of the household's head.

The main respondent is obliged to answer the sections in bold print and allowed not to answer the others. If we interview according to the target respondent, then we must circle 1. However, if respondent is too busy and can only answer the main section, we must circle 1 as well. And the name in the questionnaire is using the main respondent's name.

If the name who answer the main sections is not the respondent target, then we must write the name of respondent who replace the main respondent and circle the substitute respondent.

If we are unable to meet the target respondent we must follow the procedure of replacement correctly. For example, if the target respondent of the household is male, let say Sutaryo, then the procedure of the substitution is as follows;

1. another male above 18 years old
2. the wife (spouse) if another male above 18 is not available
3. the other female ART above 18 years old if the wife is not present either
4. substitute respondent must be belong to the household member

Cov2. Main Respondent

There is a box in the upper side to write respondent list number and also writing says "**NAME of MAIN RESPONDENT**". Respondent list number can be filled after filling section AT. This section is filled by writing down the name of respondent who answer this section. Remember that the letter is in capital to fill this. Next, there are 4 categories of main respondent, they are:

1. household's spouse
2. female household's head
3. household head
4. other female ART above 18 years old

After the explanation on the main respondent in Cov2, the category of main respondent is explained in Cov3. it will be explained about which is belong to the respondent target or not, making the reason and brief explanation, if it is answered by other than respondent target, circle option 3.

Respondent of section AR is the member of household above 18 years old and knows the basic characteristic of the members in the household. However, it is usually the head of the household or the spouse who knows everything about the characteristics. Thus, both of them become the first priority to answer the AR section.

Cov5. Household Category

Household category mentioned here is if the household that will be interviewed is original household as sample, or substitution household due to the original household are unable to be interviewed for some reason. Write down the IDRT of original household and circle option 3.

Procedure of household target substitution:

Out interview target is in the list of 1 to 9. Beside that list, there is substitution household list of 10 to 15. yet this list is on the field coordinator's hand. If interviewer would like to substitute the household, he must report it to the local supervisor, and then the supervisor will report it to the field coordinator. Then, the field coordinator will give him the list from number 10.

If the household we interview belong to the list of 1 to 9, it belongs to the original household and we must circle 1.

The household target may be replaced by other household in the list with conditions as follows:

1. When interviewer has been 3 days in the field but the household is empty and no household member at home
2. When interviewer has been 3 days in the field but respondent target is not available and no substitution respondent that is proper
3. Household moved out
4. Household died and no member left
5. Household refused

As a sample of HH target replacement, see one case below:

If one of the household from the list 1 to 9, let say household 3, can not be interviewed because all of the member are going out for more than 3 days, or maybe they refuse, the household can be replaced with other household. If the field coordinator gives number 10 household, it is consider to be substitute household and we must circle 2 and write the IDRT of the original household, that is household number 3.

In this case, household number 3 must have its own book cover and there is a clear report in Cov7 and CP

If the household number 10 is unable to be interviewed either, we then take the list sample of household number 11 from field coordinator.

For this case, we have to follow another procedure as follow:

1. HH number 3 must be made the cover as the original household, yet unfinished and the explanation included in the Cov7 and CP
2. HH number 10 must be made cover as substitution household of HH number 3 yet unfinished either and explanation included in the Cov7 and CP
3. HH number 11 must be interviewed as substitution household of IDRT number 3 (not number 10)

ENUMERATOR, EDITOR, SUPERVISOR

At the left corner above of the questionnaire, there is a place to write down the code for the officer and it name, "Name and Code Officer:_____". The enumerator part is filled by enumerator itself by giving his name and code. Mean while, at the right side is for the editor that will be filled by editor itself by giving his name and code as well. At the right corner of the questionnaire is for the supervisor that will be filled by enumerator by giving the neme and code after writing his name and code first. Remember that he name and code must be printed in capital letters.

Interview implementation time and visit result

To fill the time visit of the interview, do it in the house of every visit. Every visit is given three chances of visit. Write the date and time starting to finish time of every visit. Remember that the time writing must be clear and can be differed between 8 o'clock in the morning and 8 o'clock at night, for instance. Thus, the time writing must use am or pm. Write the starting time whenever interview starts and write the finish time in the same column whenever interview ended.

Enumerator's visit result varies in every contact of one household. The possibility of the result are:

1. Completely Done
2. Half Finished, include the explanation

Do not forget to write down the number of visit if the interview is completely done so that the quantity of the interview can be counted.

Auditting result

Auditting and observation are done by supervisor and enumerator after conducting interview. Supervisor circle code 1 if there is no supervisor observe the interview, thus enumerator circle 3. if there is no supervisor audit the questionnaire, enumerator circle code

3. however, if the supervisor audit the questionnaire, the code 3 must be changed in to 1 by supervisor who auditted the questionnaire. If the questionnaire has been computerized, ask the editor to modificate code 3 into 1 for this auditing.

Cov8. Editor will use computer to audit the questionnaire. For audited answer by editor with code 1 means auditted without mistakes. Meanwhile code 2 means auditted with some correction, and code 3 means manually editted without Café or interviewer and supervisor have eddited the questionnaire manually due to several reason such as lack of electricity and computer problems. And the code 4 means the data is computerized without any correction. This last code is expected not to occur in this survey because it influece the quality of the data. If there is any mistake found by editor , it must be told to interviewer in order to fix it.

Section LK (HOUSEHOLD LOCATION)

Module for household location is a module that must be filled by interviewer when he/she contacts informant in the chosen household.all information in this section is questionned to respondent/informant.

The purpose of this module are:

1. to find out the location of the household sample, from the province, regency/city/district/village, Dusun/Lingkungan/RW/RT.
2. to find out the address by writing the name of the road, alley, house number, and zip code if respondent knows it. It can be obtained from village officer if respondent does not know it.
3. to find the coordinate location of the household by using GPS.

Question explanation

Information on section LK can be obtained from respondent unless for the code that is from computer. Those informations involve name and province code, district, rgency/city, village/ /Kelurahan dan Dusun/Lingkungan/RW/RT.

LK01.

Circle option 12,33 or 73 depends on the province of each team

LK02-LK05

The writing of the regency or city must be mentioned first before the village name. Cara penulisan Kabupaten atau kota. Harus dituliskan terlebih dahulu KAB. / KOTA baru nama daerah. It is to avoid mistake when searching for the code of the city and the district and also to differ them from the village name. The writing of the district must be mentioned first before the village name but mentioned after the regency/city name. For LK04a regarding village or urban qualification category, it is already determined by SURVEY METER. All the field officers have to do is copy the list of enumerated area provided.

LK06-07

Write down the address of the household as complete as possible, such as “Gadelan, RT.01 RW.01 NO 135, *Desa Kalijirak, Kecamatan Tasikmadu, Kabupaten Karanganyar, Propinsi Jawa tengah, Kode pos 57721*”. Although we have known the name of the village, district, regency or city and province in LK 01-05, we must still write down them in complete. This will be very useful when analyzing the data where we only have 1 variable to get the complete address.

Section AR (HOUSEHOLD MEMBERS)

objectives

Section AR is intended to find out the characteristics of each household member in the same household. The characteristics involve family relationship, birth year, age, sex, marital status, education background, activity in the last one week, occupation and so on.

Concepts or definition of RT, KRT and ART:

Before we enter the questions in section AR, it is mentioned in page 25 in this questionnaire regarding concepts/definition of the household, household head, household members, that interviewer must remember and fully understand that. To make it any clearer about those definition, here are some illustration how to determine the concepts:

Household, is a person or group of persons who inhabit part or all of a building and usually live together and eat from the same kitchen. Eat from the same kitchen means management of daily needs is managed by same single hand

Example :

1. anyone who rents a room or part of the house (boarder) and have his/her own meal is considered different household.
2. two families live in the same house but the meal is managed by only one of the family is then considered one household.
3. two families live in the different building yet still in the same segment, and the meal is managed only by one of the family is then considered one household. However, if the building is in different segments, then they are considered as two households.

Household head, is one in the household who takes responsible for the daily needs in the household. Or it is one who is appointed to be the head of the household.

Household members, are ones who live in the household, whether who are present when interview is being conducted or not.

Some other determinations are:

- household member who has gone for more than 6 month and household member who has gone less than 6 month but intended to go for more than 6 months is not considered as household member.
- A guest that has been living in the house for more than 6 months or has been living less than 6 months but intended to live for more than 6 months is considered household member.
- A domestic maid or driver who lives in the household of the employer is also considered as member. However, if that maid or driver does not live with the employer, then they are not considered as household member.
- A household head who owns more than one building is considered as household member in which the spouse and children live.
- A husband who owns more than one wife and lives by rotation in his wives' place is considered as household member where he spent the time longer.

INTERVIEWER'S GUIDE: READ OUT THE INTRODUCTORY SPEECH AT AR00a BEFORE YOU BEGIN AND ASK THE NAMES IN SECTION AR

AR00

List number of household members included in the chosen household. There is 1 to 10 list provided in the questionnaire, if the member is beyond that, put it in the supplement for section AR.

AR01

Write down the names of the household member from number one for household head and so on according to the code in AR 02.

AR02

This variable contains the relationship between household head and respondent being interviewed, the code of the relationship can be seen at code AR02

AR03

Sex are in two codes:

1. male
3. female

AR04-AR04a

This variable will inquire the year when all the household member mentioned in the section AR born. If respondent knows the date of birth, and month as well as the year, then interviewer must circle 1 and also write date. If respondent does not know, although has been probed, interviewer must circle 8 NO IDEA.

Question AR04a is intended to find out the age or the last time household members have birthday as age information is essential for this survey. If the date of birth is unknown, try to relate it with important occasion or extraordinary day happened at that time that the society might remember it. It can be national day or historical celebration or even local incidents such as volcano eruption, earthquake and others.

AR05 dan AR06

Questions of AR05-AR06 inquire about the birth certificate issued by the local government or related council that household member have. It is also intended to find out if there is any physical or psyhical defect that they have based on the statement in code AR06.

AR07-AR08

It inquires about the marital status. The explanation on this marital status is as follows:

1. Not married, for those who is not attached to marriage bound

2. married, for those who is attached to marriage bound when survey is being conducted whether they live together or appart (appart here means live in far away , not because they want to divorce). In this case, they are not only who married by law, religion, custom, but also who declared themselves as married.
3. divorced when both the couple are alive and not remarried until now
4. divorced when one of the spouse died and not remarried yet until now
5. separated, for those who are attached to marriage bound, but no longer live together and is going to divorce

explanation for code 51 at AR08 is when the wife or husband is still alive, and not live in the household. However, if the respondent's wife or husband is mentioned in the roster list of AR, writ it down at AR01.

AR09 dan AR09a

This question ask about the main job worked by household member in the last one week. The code of main job can be seen in the information code of AR09.

- 01. the definition of working in AR09 is:** activity that is intended to earn money or profit (minimum time is one hour for the last one week). The income or profit can be in the form of wage or salary including all the support, bonus, or goods and rental fee.
- 02. Studying,** for those who is only studying. However, if they also work after school, then it can be included in the category activity which one he/she spend more the time.
- 03. maintaining the household,** for those who stays at home and helps maintaining the house without being paid. These are example of housewives and the children who helps them. Meanwhile, the domestics maid are considered as working..
- 04. Retirement,** for those who do not work any longer due to the old age and reached retirement time such as the army who retired at 55 and teacher at 60 that they receive monthly salary. Some of them can be those who retired earlier because of accident, for instance, and injured deformity that hindered them to work.
- 05. Old age,** for these wo do not work any longer due to the old age.
- 06. unemployed,** for those who are at home and completely unemployed.
- 07. baby/todler,** for those who are only less than 5 years old and can only play
- 95. other-----** for those who do not belong to criteria mentioned above

AR10

This question asks about job status that takes the most time of the day. If ART works for the last one week, circle 1 and ask the status of that job at that time. The code for job status can be seen at AR10.

Definition of UNPAID HOUSEHOLD WORKER at AR10 is ART who is working in household business and received no salary.

If someone has more than one activity such as studying and maintaining the household, or studying and working, then the activity that must be record is the main activity. Thus, ask respondent carefully regarding the main activity and the most time spent in the last one week.

For example:

1. A child always helps his father in the ricefield after he comes home from school. Then it must be written in AR 09=2
2. An elderly is no longer working and just doing nothing at home. The writing is AR09=5 (old age)
3. A man is unemployed because he lacks of skill and just doing nothing at home. Then it is written as AR09=6 (unemployed).
4. A mother is maintaining the house and once in a while helps her husband in the ricefield, then must be written in AR09=3 (maintaining household)

Notes :

- If respondent is an employee but the last one week he is taking off, then he must be probed in AR09 to find out information regarding the job in the last one week. If respondent has been doing nothing in the last one week or just stay at home, then it must be written in **AR09= 6** (as unemployed).
- Respondent of 17 years old and is having school holiday, he must be probed to find information regarding the main activity in the last one week during the holiday. If respondent has nothing to do, then it is written AR09=6 (unemployed).
- If respondent answer other option, circle at code 95 and write the main activity in the last one week.

AR12-AR13

These are questions about educational background of all household members. First, ask about the last education they have ever enrolled (AR12), and then the class/stages they finished (AR13).

The last education enrolled (AR12) is the education stage that respondent have ever been or being attended now for those who is still studying. If there is other option, circle at "95" and write the name of education after it in column AR12. interviewer must be careful if respondent mentioned school with unfamiliar name or old names such as the names bellow, thus interviewer must converse them based on school category as in the questionnaire.

1. *Sekolah rakyat (SR)* equals to elementary school (SD)
2. *Volkschool* equals to SD
3. *Hollands Inlandse School (HIS)* equals to SD
4. *Meisyes school* equals to SMP for girls only, can be equal to SD, ask again to respondent
5. *Sekolah Guru Bantu (SGB)* equals to SMP vocational
6. *Sekolah Guru Atas (SGA)* equals to SMA vocational
7. *Madrasah Ibtidaiyah* equals to SD
8. *Madrasah Tsanawiyah* equals to SMP umum
9. *Madrasah Aliyah* equals to SMU umum
10. *Kweek School* equals to SMP kejuruan
11. *Sekolah Kepandaian Putri Belanda (SKP Belanda)* equals to SMP kejuruan
12. *SKL Tionghoa* equals to SD

Try to not too many choosing option of other or "95" in AR12. try to put it in the category provided.

AR13

The highest class/stage finished by respondent here means the class where respondent has completely finished the whole year and passed the final test. If respondent has not, then circle "96" at the provided space. But if there is ART who has just entered school write "00" meaning he/she has not finished any stage. While if there is ART who has finished a stage of education, circle "07".

Beside that, if respondent is attending a university for more than 6 years (12 semesters) in AR13 must be noted the code 06 (tingkat 6). If there is a diploma graduate and continue to bachelor degree that is only one semester running, then the diploma education must not be counted and the writing at AR13 is 00 (not finish stage I). However, if the study from diploma is counted in the

present study that makes her/him in the 7th semester of study, then the writing is AR13 = 03, meaning the stage finished is 3. Do not forget to give explanation such this case in CP section.

AR14

This question inquires if respondent is attending school or not. In this case, interviewer must be very careful in probing the household member if they are studying and now having holiday or regularly off and is still considered studying.

AR14a.

This question is intended to know the frequency of studying at school for those who is still attending the school.

SECTION KS (Consumption)

Objectives

The purpose of this module is to obtain information concerning expenditure for consumption in a certain period of time. Expenditure for edible needs will be questioned in 14 items of food sources in the last one week. The value of the food will also be questioned whether they are produced by themselves or given by others. Both food source, produced by themselves and given by others, must be calculated in market price supposed the food was purchased. Meanwhile, for inedible needs, such as housing, household utensils, various goods and services, clothing, shoes, curtain, hats, long lasting goods, tax, retribution, party pieces, and ceremony, are essential information to be obtained in this questionnaire because it can indicate the consumption pattern and allocation of household income.

To find out information regarding household consumption, we must not only gather information about the expenditure, but also the received goods whether that they produced by themselves and given by others. Therefore, we can obtain household total expenditure and avoid double counting. This kind of counting is not only bias for the total expenditure, but it can be used to see the consumption pattern. It needs to be emphasized that consumption pattern recording must not only through methodology but also substantial in which the two aspects can describe the patterns of household consumptions that may implicate the input of human source (education and health). Thus, this section is very essential and the recording must be very careful because it may be called the core of this questionnaire. To make it easier in understanding this section, see table 1 in the next page.

Time reference of the last one week, one last month, or one last year is counted since the time of interview being conducted back to the last week/month/year. See the elaboration below:

- One last week

Interview on Monday 10.00 WIB, so the one last week means the time before Monday 10.00 until Monday of the previous week.

- One last month.

Interview on July 20, 2008, so the last one month means one whole previous month counted since 20 June 2008 until 19 July 2008.

- One last year

Interview on 12 July 2008, so the last one year is counted since 13 July 2007 until 13 July 2008. In other words, one last year means the last 365 days earlier from the interviewer time.

This consumption module is mainly for the wife of the household head because she is the one who usually takes care of household expenditure. However, it is also open for other household members who are above 18 years old and knows well about household expenditure.

Question explanation

The common format of the questions in this section KS01 is inquiring the types of food consumed whether they are produced by themselves, given by others or other sources. Sign for [...] is read as the type of food mentioned in the first column of section KS (code 1 – 14) for the type of food consumed in the last one week. And next, we inquire the habit purchase of household. Are they purchase them in the supermarket, traditional market, peddler, or the other.

For example, line 1a for staple food, meaning rice they eat that is bought or given by other or produced by themselves, in the last one week.

KS00

Write respondent's name who answer section **KS** and record list number ART

KS01 baris 1 - KS01 baris 14

KS01 inquires and record the amount and value consumed by household for the last one week. Interviewer must be very careful to record only the edible expenditure whether from their production or given by other. Anything that is produced, given or bought in the last one week will be recorded in the section KS01.

Food materials mentioned in KS01 are materials we know every day. Additional explanation is necessary for some types of material which are taken from their own shop such as instant noodle. Drinking water also can be differed because some have economical value , while some do not. The case above also behaves to the othe food materials.

General guide for filling certain item that does not belong to self produced or given by other is written as "0" in the provided place. For various food material in detail can be written in the margin questionnaire provided (blank spaces). Those types of materials are grains, tubers, nut, fish, vegetables, fruits, oil and fat, drinking water, spices, tobacco and betel leaves. For vegetable, mention the name for each type of the vegetable in the blank spaces, and then mention the price at questionnaire margin. Then, total the price of the purchase whenever you are back to base camp. This general guide for food materials behaves for other type of feed in other questions in section KS.

Sometime respondent is difficult to estimate the value of one item because most of them are produced by themselves or given by others. Interview must probe respondent anyway. It is not necessary the exact price of the goods/materials, just the estimation that close.

It is also difficult for food materials to be estimated the price since they are purchased in a scale of weight, such as salt, onion, garlic, chilly. Therefore, interviewer can just write one item of the food and write "0" at the other food material, and do not forget to explain it in the section CP

Example:

A mother bought ketchup, **terasi**, and salt for Rp.500-, Respondent is unable to predict the price for each item, thus, it can be written as follows:

Type of materials	KS01
R. ketchup	500
S. salt	0—cp
T. Terasi	0—cp

Do not forget to explain this case in section CP. It must be explained wy mentionning the KS01 line 11: Respondent buy ketchup, salt and terasi for Rp 500-, and she is unable to estimate the price for each item. Do not forget to write the variable.

KS02

Ask the place where respondent purchased the food materials in the last one week. If they are from many places, such as traditional markets, shops, or supermarket, ask them which place she goes the most often in the last one week

KS03-KS04

KS03 inquires about the expenditure for the last one month and for the last 12 months by household. This expenditure includes the electricity bill, water, telephone (including top up for cellphone, but not the headset) in the last one week. Also include expenditure for soap, detergent, health care, transportation, educational fee, and other cost such as salary for the maid/driver/gardener, see explanation below.

Monthly salary paid for maid/driver/security who are not ART plus the support such as rice, sugar or cash, all must be recorded, but if they are ART, they should not be recorded although they receive money monthly.

Please notice the expenditure that is questioned for the last one month or for the last one year.

Section HR (ASSETS)

objectives

the purpose of this module is to find out information regarding household assets, whether assets for business or non business, yet not assets for rent or shared with other.

Assets in this case means household properties used for household daily needs, whether for business or non business, and agricultural or non agricultural.

Question explanationa

Question HR01 to HR04 is read out by interviewer line by line regarding the skip pattern provided in the questionnaire. Sign [...] is read as assets mentioned in the column for section HR (code a-e). For example, line a for irrigation of the field, line b for ricefield with rain, c for dried ricefield, and so on.

HR00

Write down respondent's name in section HR and the list number of ART

HR01

Inquire if household has [...] refer to the column type of assets.

(HR1TYPE)

HR02

Inquires the total width (...), refer to the column asset **(HR1TYPE)**

There are two types of field width, meter square and hectar, if respondent mentioned none of the width, converse it with one of the width that respondent's knowledge or which is commonly used by the people surroundings.

HR03

Inquires if all assets (...) owned by household are also owned by other household and how many percentage if they are owned by others. There are two options of answer for this question.

HR04

Inquires the value of[...] during the interview. In the value of money if [...] is sold or purchased in the exact condition. It is not necessary to be the exact price, just respondent's opinion about the price of[...].

For the items in the pawning, it needs to be found out if the goods is still the houshold possession. If the time is out and the goods have been auctionned, it no longer household possession.

It needs to be highlighted that the value of item questionned is that possessed by the household.

HR05– HR06

Inquire if this household has (...) "HR2TYPE" if the option answer is 1. Ya , ask the amount of (...). there are 30 items that must be questionned for this section, item 1 - 30 in HR04, the answer is in number, while for item number 27 is in grams.

Case example;

A respondent says he has a building (HR01 line d =1) for Rp 10 million (HR02). Respondent also explains that the house is not completely owned by him, but the one fifth of the house belongs to the the parent outside the household **(HR03=3)**, (20 %),in this case, **HR03 is the part of household 80%, and HR4 line d must be filled 8.000.000.**

Special for **HR04** (value), approximation information (***approximation***) for all item is good enough for this study. It requires the close number, not only the lists.

For questions HR05 and HR06, respondents is asked about the assets in the HR2TYPE, if they own it, but if they do not, continue to other assets. If they own the asset, ask the number/value in HR06.

SECTION KRT (HOUSEHOLD HEAD IDENTITY)

GENERAL EXPLANATION

Household head is one of the household member who takes responsible for the daily needs. Household head can be the member who is appointed to be the head regardless the age, but it is usually based on the ability of individual to lead or to make decision in the household.

Section household head identity is intended to find out the history of household head from the tribe, religion, knowledge, and birth history.

This section is very important regarding the role of the household head as the reference of the study, in which the head who answer most of the question.

Question explanation

KRT 01

Write the name of the head, do not forget the column of household head of number 01 and then make sure the name of KRT is recorded in 01 in AR00.

KRT 02

This question related to the ethnical background. It involves question where respondent from according to respondent's confession. For example, respondent's father is from *batak*, while the mother from *Sunda*. Respondent itself said that he/she is from *Sunda*. In this case, we inquire respondent's confession of his tribe regarding the typical physics, culture, history (parental history). Beside that, we will inquire the parent's history and what culture that has the most influence to respondent's life. We must be careful to probe respondent.

KRT 03

Quiet clear, option 95 for answer other than those mentioned in category 1 to 5

KRT 04 – KRT 05

These questions try to find out household head's ability to read and comprehend the point using bahasa indonesia and other language. Reading ability here means used to able to read or is now able to read. If anyone used to read but now not anymore due to a blindness, it is considered able to read. Similarly to old man/woman who used to read but not anymore due to the old age. In addition to that, a baby born blind who now can read braille signs is also considered able to read. Reading category is also the same as writing category

KRT 06 dan KRT 07

Where the father of the household head born. It is intended to find out the place where the father of household head born, as well as where the household head born in **KRT.07**.

The answer options for this question ;

1. in this village/kelurahan, father of head of household was born in the same village as respondent's village/kelurahan
2. other village/kelurahan in the same district/city
3. in other district/city in the same province.
4. Other province, means different province from province currently living in
5. Abroad, means respondent was born abroad.
6. DON't KNOW, respondent don't know where he was born, probably not fit with any of above options

KRT 08

This question is to find out how long the household head has been living in this place village/city/district where he lives now. If respondent was born here and never move out, count the long from the age of respondent. But if respondent moved out several times, count the cumulative times he stayed in this place right now.

KRT 09 dan KRT 10

This question is to find out if the household takes most of the responsible in this household. If the answer yes, circle 1. if the answer no, circle 3 and move to **KRT 10** about if KRT lives in the same house of the daily needs supporter.

Section KR (household characteristics)

The purpose of this KR section is to obtain description about household characteristics, infrastructures, accessibility to the interviewed household. It is to obtain an objective description about the household.

Question explanation

KR00

Write respondent's name who answer **KR** and also the list number of ART

KR01

Inquires the width of the building in meter square. The building here means the house where household members live in it. If the building is occupied by two households, the width of the building counted is the width of the rooms which they use together divided by the number of household live in it

.

KR02

This inquires the number of the room in the house. The rooms counted are the rooms inside of the house involve bed rooms, kitchen, bath room, dining rooms etc. the definition here is that the room is built permanently with wall, wooden board, etc. if there are two rooms only divided by a curtain or material, they are considered as one room.

Additional notes; if one rents a room but he/she can also access the other room such as living room and dining room, they must be considered too.

KR03

Enumerator observe the widest room in the house.

KR04

Ask about the widest floor in the house

And then choose one of the option in the questionnaire

KR05

Enumerator observe the material to build the roof.

KR06

Ask about the material to build their roof. Is it made of concrete, tile, palm fibre/ tuft and so on.

KR07

Enumerator observe the wall of the household.

KR08

Ask about the wall material in the household. Is it made of brick, wooden board, bamboo, and so on.

KR09 dan KR09a

It is to find out the status of the house possession where respondent and other household member live in. This information can be gathered by respondent's confession about the possession of the house whether it is their own house, other's, or rented house and so on.

From this question, it is expected that there will be other status mentioned by respondent for option 95. while for option 01,02 dan 95 skip to **KR11**.

We are not necessary to find out if the house is owned in legal way, or the name on the certificate or if the house is in conflict and so on. The most important thing in this question is respondent's confession about the house possession. The definition of the possession is that if respondent have the right to sold the house and get the part or whole profit of that selling. The house which is still in mortgage belongs to possession too.

KR10

This question offered if the answer in **KR09a** is 03. "renting" .It is to know the amount of money spent for housing of the household

Attention!

If respondent said that the house belongs to the parent, brother or sister, or any relatives who stays in the same house with respondent, then circle 1. for respondent who rents annually or monthly, ask the amount of rental fee. If it is paid annually, circle 1 and write the amount of money in the provided box. If it is paid monthly, circle at 2 and also write the amount.

Notes for **KR10**. if respondent faces difficulty to estimate the amount money to be paid, interviewer can help by probing question. Sometimes respondent give the range amount of money because he himself find it difficult to estimate the price. Try to get the closest number for better data management in this statistic later in the data processing.

Interviewer can give probing question by giving realistic number, or by comparing it to other rental house in the surrounding. If respondent give range from 100.000 to 200.000 per month, maybe we can take 150.000.

Attention!

In giving *probing question*, interviewer can only give interval (*range*) of the rental cost, the exact fee is determined by respondent

KR11

The main water source here means the source that respondent mostly used to drink for daily needs.

KR12

Enumerator put the answer of **KR011** into one of the category provided in the questionnaire

The source of the water are:

1. **mineral water, drinking water we found in the market with various kind of brands (aqua, etc)**
2. **piped water**; water from the PAM/PDAM.
3. well/pumped water(manually/with machine); water from the well and is taken out by the pump manually or with machine
4. closed well, water from the well that is closed
5. open well, water from an open well and use a pail to take out the water
6. water source, water from the source and is delivered directly to respondent's house through pipes
7. unprotected water source, water from the source that is delivered to the house openly without any pipe.
8. rain water, water from the rain fall without any further process

9. other, water from any source other than mentioned above

Attention!

Circle only one option or code provided. If respondent mention more than one, probe which one is the most often used. If both source are used frequently, record which is mentioned first.

If the water is purchased, the probe respondent if the purchased water from PAM/PDAM, if it is yes, circle “02”. In other word, no purchased water will be recored in the questionnaire, the point is where the water purchase come from.

KR13

It is the place where water comes from the source before it is used for drinking. If thw water is from PAM/PDAM and is delivered to the house which the rinning water is in the house, then the main water source is considered inside the house. If the watter running is out side the house yet still in the same roof of the house, it is still considered as inside the house. If this question is yes, then skip to **KR15**

KR14

Count the distance of the house to the water outside the house. the distance here is how long it takes to take the water from the source to the house whetehr it is on foot, by motorcycle or anything.

KR15

This asks about the place where respondent and the other household member usualy throw pass water (human waste). The places can be :

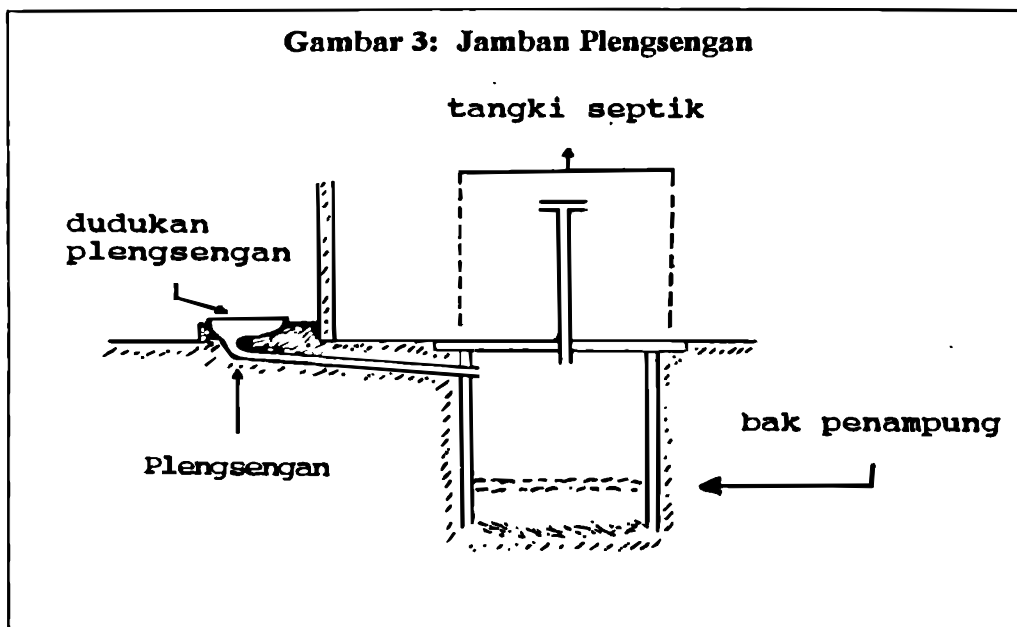
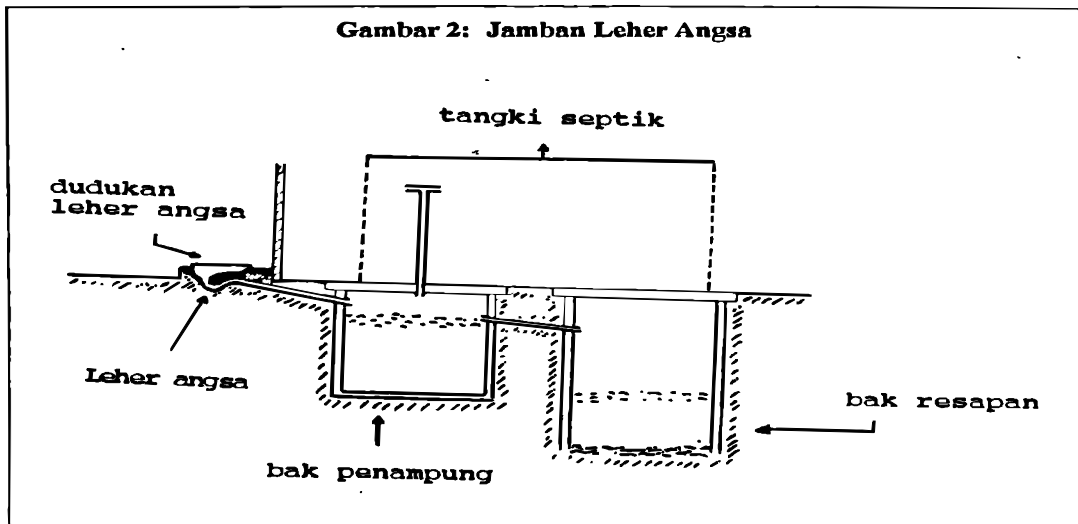
1. public toliet; with or without septictank, oabove or near the river, pond,sea,lake, that is used by many people by paying or not.
2. **private toilet**; toilet build in the house and is used only their household member

KR16

This questions about the type of toilet used by the household

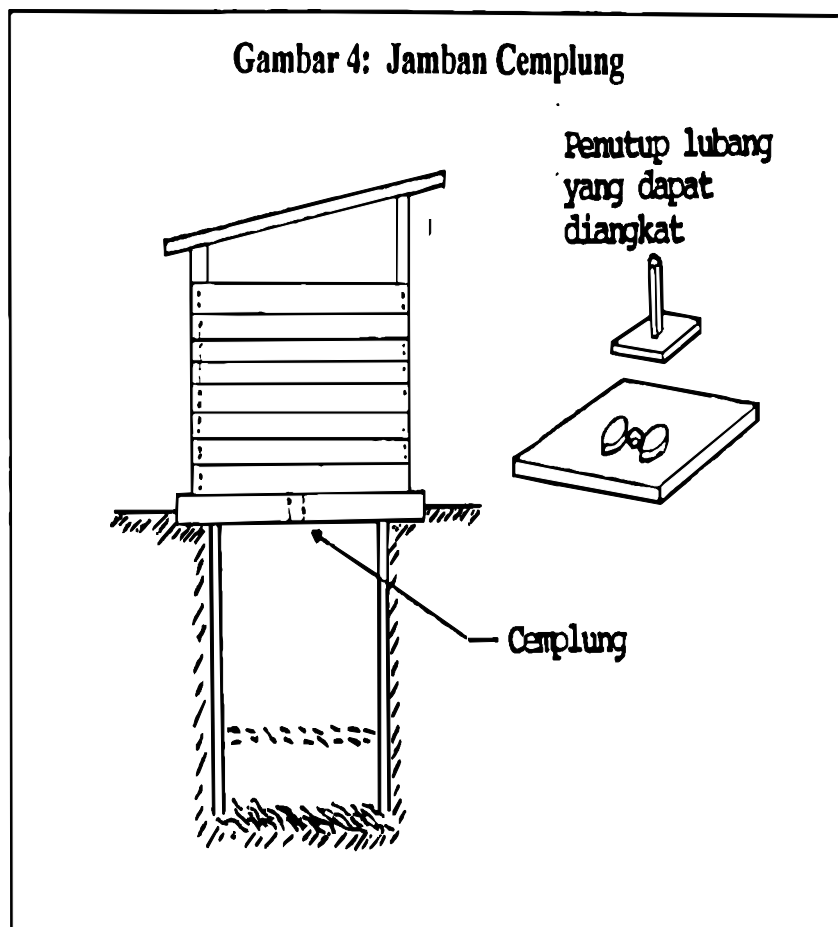
There are 4 types of closet as in i KR33

1. U-neck closet is a closet equipped with U-shaped pipeline which contain water to prevent odour from coming out.
2. *Plengsengan* is a closet equipped with flat pipeline which connect to feces chamber.
3. *Cubluk/cemplung* is a closet without pipeline connection. Feces directly goes to feces chamber



4. no closet

this means that household member throw pass water directly to the river, pond, lake, sea, without any closet.



KR17 dan KR17a

This questions inquires the main source of the lighting in the household, such as electricity with PLN meter in the household, non PLN, non electricity or without electricity.

KR18

This question inquires how often this household buy meat cow/chicken/milk in the last one week, never, once in a week, or more than once in a week.

KR19

This question on how many time the member of the household have meal a day. Is it once, twice, three times or more than three times. Meal here, not including snacks

KR20

This inquires about how many new clothes this household member bought in the last one year. Is it never, one piece, two pieces, or more.

KR21

This question is to know if the household member pay or not when they have medication in the puskesmas or poliklinik.

KR22

This inquires if this household have kitchen that is specifically build for cooking.

KR23 dan KR23a

These questions are about the main source of the fuel for cooking for daily needs.

Main fuel means the dominant fuel used to cook their meal. Sometime they use two kinds of fuel such as wood and stove with kerosene. In this case, choose one of them which used the most. If wood is the most frequent used, circle 1

KR24 dan KR25

This inquires if the member of the household receive any scholarship in the last 12 months, if yes, ask the total amount received in the last 12 month.

KR26 dan KR27

This inquires the custom or tradition that is frequently applied in daily need by the household member.

KR28 dan KR29

This is to find out if household member have health care cards such as ASKESKIN JPS/Gakin/Jamkesmas or the other cardst. Ask them if the card have ever been used in the hospital

KR30

This is to find out if respondent or the other member apply for poor information letter (SKTM) from the village office to have dispensation of healt treatment or education.

KR31

It is to find out if respondent or the other household member have saving in the form of gold , colorful TV set, cattle, motorcycle and other thing that have value at least Rp.500.000.

KR32

It inquires if the other household received fund such as (UKM/UMKM) in the last 12 months? The point of this question is to find out if respondent ever received those funds in the last 12 months?

KR33 dan KR34

It inquires if the other household cultivate land/farming or not. Cultivating here means that all the activity of the household in the farming or gardening, if the answer is yes, fill it in the meter square in **KR34, if not, skip to KR35**

KR35 dan KR 35a

It is to inquire if they borrow money for their daily needs in the last 12 months, not for business. If yes, ask to whom they borrow it in **KR35a, and choose one of the option.**

KR36 dan KR37

It is to know for how many hours respondent listen to the radio or watching TV yesterday. If respondent did not listen to the radio nor watching TV, fill 0. this answer is accumulative answer, so it does not have to be in continuous time.

KR38

This question inquires how is the average salary earned by respondent and other member in the last 3 months.

KR39

How much money transferred by the other who does not belong to the household to fulfill the daily need(eating, education, medication), including scholarship received by one of the household member.

This average amount transferred is money received in the last three months. If the household is routinely received them, once in 4 months, for instance, then the average transfer is the

total transfer amount divided by 4 months. It is not included here about the money saved to build a house or other thing than daily needs.

Circle 1 if the average transfer is less than Rp.800.000,-, and circle code **2** if equals to or more than Rp.800.000,-.

KR40

Ask respondent or observe the house to find out if there is any refrigerator/TV set that still functions well. If there is one, ask the price. Circle 1 if the price is less than Rp.800.000,-, and circle 2 if it is more than or equals to Rp.800.000,-. If the household has no refrigerator, circle 1.

KR41

Ask respondent if there is household who own cattle such as cows, buffaloes, horses, lambs, or goats, and if there anyone who owns rental building, and heavy tools for farming such as tractor, mowing machine, and germ sprayer.

If there is, ask the value of them. They do not have to be in the neighbor, it can be anywhere else. Interviewer must also be careful in digging this information because a household might have cattle in the far place and they are shared with the one who takes care of them. Circle 1 if the price is less than Rp1.500.000,-, and circle 2 if it is more than or equals to Rp.1.500.000,-.

KR42

Ask respondent or observe in the house if respondent has any motorcycle, or motor boat. Ask it carefully because respondent might have hidden it. Circle 1 if they have one, and circle 3 if they have not.

KR43

This question is intended to find out comprehension of information received by society according to the number of TV stations. The number of station may influence the information received by society, with note the station is not of cable tv or parabol.

Several tv station will be mentioned in the questionnaire and then will be asked to respondent, from the national station such as TVRI to local station.

SEKSI CR (COMMUNITY RANKING)

GENERAL EXPLANATION

Section Cr is the most important section in this survey, and it is expected that all interviewer prepare well for this section questions. A guide for husehold identity and sampling as well as acuracy in conducting the interview is a must.

Interviewer's note : for all household mentioned in this questionnaire, after the head is mentioned, household identity must be written and recheck the household members and all the main list from head of HH .

There must be a special guide for this process because it is the most crucial steps for the whole survey. there must be a procedure how to solve the improper names listed in the survey or mistakes in the household identity. Similarly, aditional procedure must be establish to accomodate jouseholds which is not listed.

The point of this section is to know the category of economical stratification and household position in the society especially in the village. It is also to find the relationship between each other who lived in the same **Rukun Tetangga/Rukun Warga/Lingkungan/Lorong atau dusun**.

EXPLANATION OF QUESTION

CR01

This is to find out any household members who do not live in the household but still in the same **dusun/Rukun Warga/Lingkungan/Lorong/Rukun tetangga**. It provided by 11 households to accomodate possible answer, but if it is more than than, put it in the suplement sheet.

CR02.

The point of this question is to obtain 5 household in rich categories or the have ones in their surrounding. Do not forget to write the IDRT in the right column and write the KRT name and recheck the previous column.

CR02b.

The same as CR01a, only the head who has relationship with the head household number 2 mentioned in CR01.

CR02c.

The same explanation as above, put in order list of KRT name 03 in CR01.

CR02d.

The same explanation as above, put in order list of KRT 04 in CR01.

CR02e.

The same explanation as above, put in order list of KRT 05 in CR01.

CR03

The same as CR02, only in CR02, respondent is asked to mention 5 richest household. Here, mention the poorest household.

CR03a, CR03b, CR03c, CR03d, CR03e

The same explanation as in variable CR02a s/d CR02e.

CR04

The point of the question is to rank the chosen households from the poorest to the richer.

The random sampling of the household is accomplished by

1. interviewer makes a card with names of 9 household target chosen and then take out one of them. Respondent is asked to take 8 cards and put them in order according to the smallest number.
2. interviewer takes two cards with smallest number and ask respondent to assess which one of the is richer according to respondent.
3. And then, interviewer open one more card and respondent is asked to compare them which one is richer. Put the card in order based on respondent's answer.
4. this process is done until the 8th card open. After all done, interviewer write down the order number from the poorest to the richer

CR05

The point of this question is to mention 5 households in dusun/Rukun Warga/Lingkungan/Lorong/Rukun tetangga where respondent lives who have leadership position or who is considered community leader. Code JAB can be seen in the bottom of the page explaining answer options. While KRT mentioned is the KRT or not KRT in the household, because village officer mentioned is the individual who can really manage the village, although not KRT from the listing household.

Below the question, there are codes as follow;

A. Name_____ and B, name_____

meanings A. Refers to the name of the officer of the village while B is the name of the society leader.

CR05a CR05b CR05c CR05d CR05e.

The explanation is the same as in variable CR02a to CR02e, the difference is only the leadership household instead of the poor and the rich.

CR06

Respondent is asked to mention 5 households who have just moved to this village in the last 2 years. Write the name and IDRT in the provided column and if there is less than the column, fill with code 96 and 996 in the digit column.

SECTION TR (RELIANCE)

This question is to find out respondent perception about individual, people, organization. In general, the point is to find out the assessment toward the categories above.

Information on reliance in the society is related to the place where respondent lives. It is important to influence the aspects in the household.

For example, the low reliance of society toward their village chief can affect reliance pattern of the society toward the leader of the village.

Question explanation

TR00

Write respondent name in section TR and list number of ART.

TR01

There are 8 items in TR01 such as household assessment object,. In this case, interviewer must circle respondent's answer with 1 if it is reliable, 2 with cautions, 4 themselves, and 7 refuse to give answer, and 8 . NO IDEA.

We must be careful for option 2. because it is related to anticipation or warning attitude toward the object observed.

TR02

The purpose of question TR02 is to find out if 2 trusted people by respondent represent the same interest of the society of this village. Respondent is asked to mention two name and position as well as IDRT of his/her trusted people.

SECTION KSR (CONSUMPTION RESURVEY)

Motivation

The point of this section is to find information about cash transfer received by household as subsidy compensation through *Program Kompensasi Pengurangan Subsidi BBM (PKPS-BBM-SLT)* and *Bantuan Tunai Bersyarat (BTB)* and also about Raskin and market operation. These programs are rolled by government to help the poors in response to price hikes due to fuel-subsidy reduction. This section also finds out about fund, food or good assistance received by household from non-government source in the past 12 months and not related with *RASKIN* program or market operation

Assistance here refers to transfer to household without payment or purchase with subsidized price or free acquiring, but it is not actual income paid in form of good, like rice received by civil servant

Program Kompensasi Pengurangan Subsidi BBM (PKPS-BBM-SLT) is a program rolled by government in response to fuel-subsidy reduction. This program targets certain member of community with predefined qualifications. Using the qualifications, government has conducted survey to collect recipient-household data. In some regions, this program is more known as ***BLT (bantuan langsung tunai)***

KSR00 and KSR01

The first two questions aimed to find out respondent's knowledge of government's poverty program. First ask if respondent ever heard about the programs (KSR1TYPE), If respondent ever heard them, ask where respondent heard it from. Through these questions we expect to get information about effectivity of program socialization by the government.

KSR02 and KSR02a

These questions ask if respondent ever received assistance from the programs, if yes, ask KSR-2a, when was the last time household received the assistance.

KSR 03.

This question asks whether household ever visited by survey officer in September – October 2008

KSR 04 and KSR 05.

The point of these questions is to find out information whether respondent's household ever received transfer from *PKPS-BBM-SLT* in 2005 and 2008. Finish asking column 2005 before asking column 2008, except if respondent claimed never received any of the transfer in 2005. If respondent answer "yes" in KSR04 which means household ever received the transfer (interviewer borrow kartu identitas penerima/recipient identity card then record the id number), then ask who proposed respondent's household in KSR05. Choose option according to respondent's response. Answer may be more than one. If respondent never received transfer, in column 2005 skip to column 2008 then skip to KSR10

KSR06 and KSR07

These questions ask how many times the household received *BLT* and how much total *BLT* ever received by the household

KSR08 and KSR 09.

Ask these questions only for year 2008, when was the last time household received *BLT* and how much was total transfer received

KSR00a

Record name and pid of respondent for section KSR 10 – KSR 21

KSR10 to KSR13

Ask these questions to those who didn't receive BLT in the last distribution. (KS04=no), ask if respondent eligible or not, either yes or no ask the reason. KS13 asks respondent about *BLT* target correctness

KSR14 to KSR19

Through these questions we want to identify possibility of misconduct in BLT distribution, why the target was incorrect, who caused the incorrectness, did respondent pay for BLT card ?, if yes, how much respondent paid and to whom it paid.

KSR20 to KSR22

These questions ask whether in the area ever happened people's protest, fight or demonstration related to PKPS-BBM program, if yes, why and did respondent or household member involved in these events

KSR23

This question asks if there any complaints/problem from community member related to PKPS-BBM-SLT socialization, recipients survey, card distribution, and cash distribution. If yes, record the complaints

KSR3TYPE

In previous questions we ask about implementation of 2 programs in response to subsidy-reduction policy, the following ask about 2 other programs : RASKIN and market operation.

RASKIN program is a program rolled by government which aims to provide rice to poor community with affordable price. RASKIN program is regularly conducted by government. Though the program has set basic procedure on how the rice is distributed, in practice, there are numerous variations regarding the amount, price or procedure of distribution, eligible recipients, etc. Supplement questions are asked to get information about the practice of these variations in many areas

Market operation is government program to maintain price stability for some commodities which price tend to rise due to demand factor. This operation is not a regular conduct and less frequent compared to RASKIN program. The time span for these 2 questions is the past 1 year from date of interview.

KSR24

This question ask if household ever purchased *raskin* or other commodities through market operation (KSR3TYPE : raskin, sugar, cooking oil and kerosene) in the past 12 months. Time reference is 12 past months until date of interview.

KSR25-KSR31

For RASKIN, if respondent's household ever purchased, ask frequency of the purchase in the past 12 months, then ask (in order) when was the last purchase, total last purchase (kilogram), how much respondent paid per kilo and how much was the price of rice with the same quality in market.

KSR32 - KSR34a

These questions ask cash transfer, food and non-food assistance ever received by this household in the past 12 months. The point of these questions is to find out how much household has received grant (without re-payment) in the last 12 months. The grant here didn't come from government and was not given because of disaster or market operation

KSR 4TYPE.

This question asks about the source of the assistance, whether from religious organization, political organization, NGO, private donor, company, foreign government, tithe, *qurban* meat

Here is explanation about the options:

A. Money, all accepted currency and means of payment .

B. Food, all type of food other than rice

Non-food, all non-food items, name the item

SECTION SV (SAVING)

EXPLANATION

The point of this section is to find out if household owns saving either in bank or non bank .

SV01- SV03

Question **SV01** asks if household owns a saving, if no skip to TF section, if yes, ask what type of saving the household owns (SV02) :

- A. Saving in bank
- B. Saving in RT/RW/*Dusun/Dukuh/Lorong*/neighborhood
- C. Saving in school
- D. Saving in pengajian group or other organization
- E. Saving at home.

If household owns saving in bank, ask how many accounts it owns (**SV03**).

SV04

Ask total saving owned by household

SECTION TF (TRANSFER)

The point of this section is to find out about transfer/assistance given or received by this household in form of money, goods or service to/from member of household who's away for working for at least 3 days in the past 12 months and from/to friend, neighbor or family outside household in the past 12 months

TF00

Record name and pid of respondent.

TF01 and TF02

Ask whether member of this household live outside city/kabupaten for at least 1 month, if respondent answer "1 yes", record the name in TF02. If no, skip to TF10.

Note : live in other city/kabupaten not for school reason

TF03

This variable explains the relation between name in TF02 and respondent. Check code (for TF03 and TF12)

TF04

Gender :

- 1. male
- 3. female

TF05

This question asks about occupation of household member named in TF02. Check code (for TF05/TF14)

TF06 and TF07

Ask where the household member live and how long he/she's been living there

TF08 and TF09

Ask whether this household ever received assistance (money, good and service) from household member in TF02, if yes, ask the amount of the assistance (**TF09**)

TF10

Asks whether this household ever received assistance (money, good, and service) from person/s other than person mentioned in TF02 in the past 12 months, if yes continue to TF11 to ask the amount of the assistance, if no skip to SECTION BH

TF011

Continued from previous question, if answer 1 "yes", ask and record the name mentioned by respondent. If no, skip to section BH

TF12

Ask the relation between name in TF11 and respondent. Check code (for TF03 and TF12)

TF13

gender :

- 1. male

3. female.

TF14

This question asks about occupation of person named in TF11. Check code (for TF05/TF14)

TF15 and TF16

Ask where the person lives and how long he/she's been living there.

TF17

Record the amount of assistance (money, good, service) from the person

SECTION BH (DEBT HISTORY)

Motivation

The point of this section is to find information about respondent's debt history (money and good). Debt is transfer transaction of wealth in form of money or good from one party to another which has to be returned/paid in certain period either with interest addition or not. Debt here includes house, television, car purchase, etc., but not include credit card. This section also records debt/loan for daily needs with limited amount which is paid immediately in few days period (small debt/loan)

BH01

Ask if respondent or other household member ever applied for or received debt from :

- A. **Private bank**; bank established by private entitle/non government , includes private national bank, foreign bank, mixed bank.
- B. **Micro finance institution** ; is a business entitle which can operate in various business, one operation is borrowing-saving business and credit sale. Example of this entitle : cooperative, *BPR*
- C. **Government Bank/Semi government**; is a bank whose shares (all/part) owned by government.
- D. **House/land owner**;
- E. **Shop/stall owner**
- F. **creditor**;

G. **friend**

H. **neighbour**

if respondent never applied or received debt, skip to section GE

BH02

The point of this question is to see if respondent or other household member has ever been in "default" situation where respondent or household member was unable to pay the debt

BH03

Here we ask how many debts owned by this household. Then we ask questions BH04 to BH07 for each debt. Interviewer ask respondent to name 4 largest debts, start from the earliest to most present debt. If there are only 1 or 2 debts, empty the next columns

BH04

Ask the total amount of debt received/taken by respondent's household

BH05.

This question asks the amount of remaining debt (not yet paid)

BH06.

This question asks where household received the debt from. Record the HHID in respected column, if not available, record "9—6"

BH07

Ask how often household paid for this debt

SECTION GE (ECONOMIC HINDRANCE)

Respondent

For this section, preferred respondent is head of household (KRT), spouse or other household member older than 18 years old and is able to give information.

Motivation

The point of this section is to observe whether there are events in this household in the past 12 months that disturb household's economic condition. The events like : head of household or other household member passed out, head of HH or other household member being hospitalized or requires continuous treatment, household member loose job or business lost, failure in harvest, fire, earthquake or other hindrance and whether these events have decreased household income or level of production. It is important to clarify if these events have not affected household economic then they are not considered as economic hindrance. Respondent's answer on these events must be confirmed whether they affected household finance or not.

Question explanation

GE01

Have this household experience [...] ? . It refers to economic hindrances mentioned in first column (point **A - V, 9 hindrances**) in the past 12 months which disrupt household finance If yes, ask when it happened and how much lost/cost paid to overcome the hindrance

GE01-GE02

Ask whether in the past 12 months household ever experienced any hindrance (refers to first column/GETYPE) which disrupted economic finance. If yes, ask when it happened (**GE02**).

GE03

Ask how much cost paid to overcome the hindrance. For hindrance A and B : head of household or member of household died and hindrance C and D : head of household or member of household being hospitalized or required continuous treatment, ask how much paid to settle the burial or how much paid for the hospital/treatment.

NOTE :

- Row A and B ; record income per month of person who died during the economic hindrance.
- Row C and D : record total lost income during household member's absence from work and how much paid for the treatment to recovery.
- Row G and H : record total lost income due to harvest failure. Lost here refers to actual expenditure already spent for the business. Do not record lost based on respondent's income expectation from the harvest

SECTION PM (COMMUNITY PARTICIPATION)

Motivation

The point of this modul is to find information about respondent and other household member's participation in social and development programs shown by their participation and knowledge about the program. This modul is important as community participation has contributed much in national development. For example : community participation to decrease illiteracy rate, family planning program, economic development and infrastructure development (pure water supply, sanitation, etc). In the final part of this section, we ask about relation with community figures and village/kelurahan officials.

Question explanation

In general, this section gathers information about community activities and which activities respondent and household member participate in

PM00

Record name of respondent and number

PM01

Ask this question in each row/community activity, if yes circle "1" and "3" if no then ask the next row. These are the community activities :

- a) **Government activity and participation** : meeting between community members in all level : *Rukun Tetangga(RT), Rukun Warga(RW)*.
- b) **Religious group** : activities by religious group, example : *pengajian and tahlilan, pesantren*, group of mosque or church youths, religious ceremonies, etc.
- c) **Social service group** : usually found in every village /kelurahan, dusun or RT/RW. Group activity : disseminate information and skill to community members, example : school committee, *PKK, Program Keluarga Harapan*, neighborhood security system or *puskesmas*.
- d) **Recreation / entertainment group** : example : sport, dance, *wayang, campursari*.
- e) **Mass organization / political party**
- f) **Worker and production group** : usually conducted in group, like labor market or farm labor service..
- g) **Credit/finance group** : arisan, pokmas IDT or save / borrowing group

- h) **Other**, example : in South Solok (West Sumatera), there is a community program for hunting wild boar.

PM02

INTERVIEWER CHECK : if there is answer yes in **PM01** circle 1 then skip to **PM03** but if no circle “ 3” skip to **PM09**

PM03 dan PM04

Interviewer asks respondent to name the group he/she participate in, also write code down the code in “write down the code below” column

- a. Government
- b. religious
- c. Community service
- d. Sport/art/hobby
- e. Mass organization/political party
- f. Worker/labor
- g. Credit/finance
- v. other_____

PM05-PM06

These questions ask how many household members participate in the group (**PM05**) and hoe many times respondent or household member attended the group’s meeting in the past 3 months (**PM06**).

PM07

This question asks how many people usually attend the group meeting

PM08

This question asks whether the group member come from household in the particular RT/RW/village/kelurahan or from other village/kelurahan, see code below

EXPLANATION FOR PM09 – PM15

These questions refer to community work for repairing/cleaning/maintaining/development of village/kelurahan facilities. Or other activity which mobilize/organize village/kelurahan members. For example : in village/kelurahan, people hold an activity to clean their own village on Fridays or an activity called “besik makam” which held before fasting month where people clean cemetery complex together.

PM09-PM10

These questions ask about mutual assistance activity for reparation/cleaning/maintenance/development in the past 12 months. If the activity ever conducted, circle 1. yes then skip to **PM10** that asks whether respondent or household member ever participated in the activity, if no, circle “3” then skip to **PM16**

PM11

This question asks where the activity conducted? Was it inside the neighborhood/RW, outside or both

PM12 – PM15

This question asks how many household member participate in the mutual assistance activity (**PM12**). If any of household members ever participated, ask how many days and house spent for the activity (**PM13**)., Household contribution (money and non-money) for the activity (**PM14**), and value of the contribution (in rupiah) **PM15** dinyatakan atau dikonversikan dalam rupiah. This valuation is not easy because not all respondents are able to make valuation. Foods donated for community work can be valued from their purchased value. This compensation is very individual and much affected by regional factor. However, information about expected compensation is very valuable to record.

PM16

This question asks whether respondent or household member know community figure or village/kelurahan well. For example : do respondent know head of village, village secretary, head of BPD/village committee, head of RT, head of RW (see PM2TYPE)

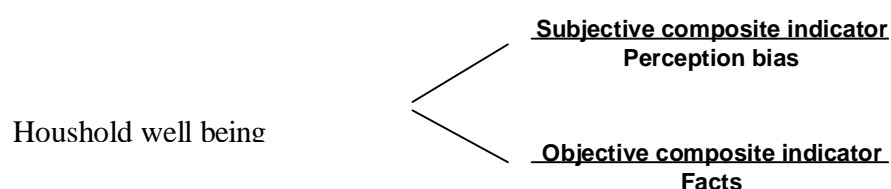
PM17

The point of this question is to find out about respondent or household member's relation with community figure or village/kelurahan official. Example : member of this household, core family (younger brother,sister/older brother,sister/father/mother/descendant), big family (cousin/nephew,niece/uncle/aunt), colleague/business partner/neighbour, friend

SECTION SW (SUBJECTIVE WELLBEING)

This section asks about respondent's well being based on various aspects.

When we discuss about well being, there are 2 indicators



Subjective composite indicator is an index resulted from perceptions of statements about the household and the neighborhood where they live in. While objective composite indicator resulted from actual facts. This section will ask about objective well being, because already asked in section **KS, KSR, KR, HR**

A problem that may occur in this section is how to reduce perception bias resulted from respondent's evaluation. So it is very important to reduce or eliminate the bias. Interviewer's ability to deliver questions and statements to respondent is an option to reduce the bias. It is imperative for the interviewers to understand all questions and statements well.

Motivation

The point of this section is to find out about level of respondent's well being and happiness subjectively (respondent's perception)

Question explanation

SW00

Record respondent's name and number.

SW01

Respondent's perception about happiness related to current household situation. Choose one of the statements

SW02

The point of these questions is to find out level of respondent's life in 1-6 ranking. Option 1 is the most poor level and option 6 is the wealthiest. In which level respondent is now ?

Sw03 dan SW04

These questions compare respondent's household with other household in local RT/dusun and level of income in respondent's village/kelurahan with level of income in other village/kelurahan in the same kecamatan. Note : based on respondent's perception

SECTION KP (CORRUPTION AND BRIBERY)

In response to section TR above, next is section KP (corruption and bribery). This section correlates with section TR because people's level of trust correlates with behaviour and attitude of leader

The point of this section is to find out about possibility of corruption or bribery in respondent's village in the past 2 years. If it happened outside the range, we consider it never happened.

QUESTION EXPLANATION

KP1

This question asks respondent's assessment on level of corruption, bribery and collusion in government officials. There are 7 categories of responses, respondent answers one.

Corruption : in general, corruption is conduct of crime as referred in Corruption Law. There are also other definitions about corruption from competent scholars or institutions but in brief corruption is conduct of harming public or community interest for personal or group benefit.

Bribery is misused of village/kelurahan budget/fund or misused of government or other party donation.

SECTION KF (CONFLICT)

In general, conflict emerges as consequence of rivalry between parties (at least 2 parties). A party here could be an individual, family, family group, community, social class, political organization, ethnic or religious group. Therefore, in a conflict parties who are involve may be in different various forms and size. Definition of a conflict is not stand alone because a conflict must involve conflict definition from other aspects.

Social life is an interaction between its members. There are many types of interaction: cooperative, competition and conflict. In our daily life, we witness people are cooperating, competing and even conflicting with each other. It is impossible in a social life people are cooperating all the time.

In this survey, definition of conflict is not far from that but limited in time and area, that is in past 2 years time in respondent' living area.

KF1

This question asks whether a conflict ever happened in this village. Type of conflict :

- a. Land/building conflict among community members and or with government and or with other community
- b. Conflict resulted from general crime (theft, murder, etc)
- c. Conflict resulted from power/authority abuse
- d. Conflict resulted from village / regional / general election dispute
- e. ethnic / religious or group conflict

SECTION KL (KNOWLEDGE ABOUT STATE OFFICIALS)

Knowledge, according to Davenport is a fluid combination of experience, value, contextual information and expertise which gives framework of thinking to evaluate and combine experience with new information. This means, knowledge is different from information. An information becomes knowledge if followed with processes like comparison, consequence, connection and discussion. There are 4n types of knowledge : a) knowledge of something ; b) knowledge of doing something; c). Knowledge to become ourselves ; and d). Knowledge of working withy other people. Level of knowledge is divided into 3 : 1) knowledge to execute ; 2). Knowledge to evaluate and 3). Knowledge to integrate

From the explanation above, knowledge in this section refers to knowledge of respondent about state or regional officials :

- a. President of Republic of Indonesia
- b. Vice president of republic of Indonesia
- c. Spoke person of Indonesia People Representative Assembly (DPR RI)
- d. Governor of province (respondent's province)
- e. Spoke person of local People Representaive Assembly (DPRD)
- f. Resident / mayor (if not inaugurated yet, name the elected candidate)
- g. Head of village/lurah

QUESTION EXPLANATION

For question for each categories above, there are option 1 and 3 where interviewer must check respondent's answer. Interviewer can collect information about names of the officials, especially for local officials which differ from one area to other area.

SECTION PL (REGIONAL ELECTION)

This section will ask about regional election in respondent's respected region. This is important to learn about respondent's knowledge about his/her local government activities

QUESTION EXPLANATION

PL1

This question asks if respondent participated in in president election in 2004

PL2

This question asks whether there is resident/mayor election in respondent's area in the past 12 months, if yes continue to PL3, if respondent answer "3" or "8" skip to PL6

PL3

This question asks if respondent participated in the resident/ mayor election, participate here refers to give vote in the election, if respondent answers "1" and "7" contunue to PL4, if respondent answers "3" and "8' skip to PL6

PL4

This question asks whether respondent knew about each resident/mayor candidate's program, if respondent knew it, then in ...

PL5

Ask where respondent received the information from. The point of this question is to measure level of community awareness and participation, that people elect a candidate based on certain reasons/factors, which in this case are candidate's programs

PL6

Asks whether these factors affect respondent in regional and general election

SECTION KD (VILLAGE/KELURAHAN ACTIVITY)

The point of this section is to find out about respondent's knowledge on activities in his/her respected village/kelurahan. This is important because can give information about level of community knowledge and participation in village activities, both in institutional or implementation of village activities

QUESTION EXPLANATION

KD1.

This question asks whether respondent ever received explanation about implementation of village/kelurahan budget and its development plan. Explanation here refers to detailed information of each item.

KD2.

This question asks if respondent know about village representative board (*BPD*) or council of kelurahan (*DK*) or equivalent institution

KD3

This question ask whether there are complaints from community member to member of BPD/DK in the past 1 year. Complaints here related to BPD/DK works/activities

KD4

This question asks about response of BPD/DK member to those complaints

SECTION CP (INTERVIEWER'S NOTE)

This section will evaluate the conduct of interview. The point of this section is to find out whether other persons presented in the interview, interviewer's evaluation to respondent's answer, respondent's willingness to answer, interesting question for respondent, difficult question, embarrassing or confusing question either for respondent or enumerator.

Questions in this section are not to be asked to respondent. These are interviewer's evaluation/observation about the conducted interview. This is why this section is placed in end of every questionnaires.

CP1

Explain about language used in the interview, was interview conducted using one language or also other language. If using only one language, in first column record the language code then in second column record "96 none". But if it's conducted using 2 languages, in column 1 record the code of language mostly used and in second column record the second language. See column CP 1 for language code

CP2

Record other people presented during the interview other than respondent, answer may be more than one

CP3 dan CP4

Record interviewer's evaluation to respondent's answer and willingness to pay attention

CP5,CP6

Record all questions which are interesting for respondent, difficult question, embarrassing or confusing question either for respondent or interviewer. If there are no such questions, record : NONE

NOTE

Record all important notes. Interviewer is expected to write here, for example if he/she think there are dubious or strange response from respondent, explain it in this space.