

**Household Income and Expenditure
Survey
2002/2003**

Enumerator's Manual

**Ministry of Planning, Human Resources and Environment
Male', Maldives**

1. Introduction

In the series of economic surveys conducted under the ongoing National Accounts Project, the household income expenditure survey (HIES) occupies an important place. While other surveys conducted so far measured income and expenditure of production units, HIES is aimed to produce income and expenditure of households. Same terms of income and expenditure in HIES may imply different meaning. Income of households is the total of all earnings of household members. Similarly, consumption concepts in HIES differs from that used in production surveys. Purchase of goods and services by production units was made for the purpose of producing new commodities so their consumption was defined as intermediate consumption. However, expenditure in HIES means those for final consumption of households.

1.1 Objective of the survey

The main objective of HIES is to produce reliable statistics on different components of income and expenditure of households. Data on the income side will specify occupation of household members and on the expenditure side – consumption items. The survey intends to produce independent estimates of household income and expenditure indicators for Male' and Atolls.

1.2 Importance and use of HIES results

HIES results will be of great statistical significance for socio-economic analysis. Its use in future statistical work will be particularly essential for following purposes:

- HIES data will show the most recent composition of consumption expenditure of households which will be used to update the CPI weights
- GDP estimates will be improved particularly for the components of final consumption expenditure of households, income and outlay and savings.
- HIES will measure the level of living and indicate the gap between different social strata
- Distribution of households will be analysed in terms of income groups and proper statistical measure of income inequality such as Gini coefficient can be presented.

2. Preparation for enumeration

The HIES is a sample survey, which means that only a part of the households in the country will be interviewed. While it is possible to select a sampling procedure whereby all units in the selected area will be covered, in HIES, the design is such that a fixed number of households will be interviewed in each enumeration block selected for the survey. Taking into account the expected amount of work involved in enumeration, the number of household to be interviewed in each enumeration block has been put at **ten household from Male' and fifteen household from each selected island**. Before a commencing enumeration, it is therefore necessary to select those households, which will

be interviewed during the survey. This selection is done in two steps, namely a listing and a sampling step. These are described below.

2.1 The listing processes

The enumerator will be provided with a sketch map of the enumeration block (EB) that has been selected for the survey with a simple listing form, which has been prepared for this purpose. These two documents are used together to register the households and economic activities located within the boundaries of the EB.

On an average, enumeration blocks consist of about 250 to 350 people, or 50 households. This means that islands with a larger population have been divided into more enumeration blocks. The first step in the process of listing is therefore for the enumerator to use the map and identify the boundaries of the EB 'on the ground'. The EB-map is the one that has been drawn up for the 2000 population census and staff at the island office will be able to help in identifying the boundaries of the different blocks.

The next step is to visit each structure within the EB, following a systematic approach such that no structure in the area would go missing in the listing. It may be noted that the map provided is more than two years old and that changes may have taken place since then. When finding new structures these should be marked on the map. Where the map indicates structures which since then has been demolished, this should also be marked on the map.

Once you are fully familiar with the boundaries and lay-out of the EB in which you are working, the actual listing process can begin. For that purpose, a special form has been designed. This form (HIES/02/1) is named "*Binaathakuge List*". A copy of this has been reproduced on the following page.

Filling in the Listing form

Month: circle the appropriate month eg: For the first round starting in September circle no. 1.

Atoll/Island (If Male' ward): Identify the Atoll and Island to which the form is being filled. Eg. Dhaalu Kudahuvadhoo or Henveiru (if it is for henveiru ward in Male'). The code adjacent to this field have to be filled and is provided in the "island code book" (attached).

Block Number is entered next. Block number will be given in the block chart provided. This number is to be filled on each and every form that is filled in for the survey, as it identifies the area where you are working.

Also to be completed at the top of the form is the first number in the field **Number of forms filled for the block XX of YY**. For the first form you work on, the XX will be 1; for the second it will be 2, etc. The YY can only be filled after the listing process has been completed. If, five forms have been used, the YY will be 5 on all the forms.

After the identifiers have been filled, the listing can start. Beginning at one corner of the EB (the starting point will be identified on the map with an arrow) each building is given a sequence number on the map and the same number is entered in column (1) **Serial Number**.

In column (2), **Name of the Unit** is stated.

In column (3) if the unit is in use put the appropriate code. For example if the premise is rented out as a shop but it was not open at the time, but if it can be seen from the outside that the shop was being used then circle in code “1”. If the unit is not in use then circle code “2” and proceed with next structure.

Next, circle the appropriate code in column (4) is there any **households living** in this unit? If the premise is a shop, or any other type of establishment, circle code “2” and proceed with the next structure. If it is a house (living premise) then circle code “1”.

Column (5) identifies the number of households (see section 4.1.1 for the definition of a household) living in the unit. If there is more than one household living in the unit, the information in columns (6) to (9) is collected for each household living in the unit and written on separate lines, while information in columns (1) to (4) is repeated on each of the lines.

For all units where households are living (a security guard or servant living in a commercial unit is also classified as a one-man household), a serial number for households is written in column (6). Thus, on the first form of the EB, the first time a dwelling is found, this will be number 1; the second time, number 2, and so on. If a second form is used, the numbering is continued, so that each household in the EB is assigned a unique number.

From column 7 onwards all the information is collected for households. For each household, after the serial number, the number of persons living in the household is collected in columns (7) including Maldivians and foreigners. Consider all those people who take meals in the household when taking the count. The name of the Household Head is identified in column (8). Definition for household head is in section 4.1.3.

From the listing of households the team leader selects a sample of households for the proper survey and these are identified in Column (9), by giving them a serial number.

Selecting the sample households

Once the listing of the EB has been completed, the households to be interviewed during the survey can be selected. It is **VERY important** that the selection of the household follows the rules described in this section. These rules ensure that the selection of the households is done randomly and enable the information collected from a limited number of households in the survey can be used to estimate the average income and expenditure patterns for all of Maldives and *for the regions into which is has been divided for development purposes*.

The rule to be used for household selection is Simple Random Sample without replacement. From the listing form, the total number of households in the EB is known. It is, as you will recall, the serial number given in the last line filled in for column(6) of the form. A random number table will be provided to the enumerators.

It is also known how many households need to be selected for enumeration. This is always the same number for each EB, namely 15 households for islands and 10 for Male'.

Thus, if an EB has 52 households for example, draw 2 digit random number from the random table from column wise or row wise, until the 13 households for Male' and 18 household for island is selected. If the random number draw was greater than 52 then we have to divide that number by 52 and take the remainder.

For example, the sample number was 53 the divide 53 by 52
i.e :-

$$\begin{array}{r}
 1 \\
 \hline
 52 \overline{) 53} \\
 \underline{52} \\
 1
 \end{array}
 \quad \leftarrow \text{This will be your sample Household}$$

Thus, for example, read the 2 digit number from column 3. The random number selected is 11. This number will be the first household selected. Find this household number in column (6) of the listing form and write 01 in column (9). Repeat this procedure until the prescribed number of sample is achieved.

3. General instructions for interviewing

3.1 Preparations

During the training period, you should thoroughly study and digest the instructions given in this manual and make you fully acquainted with the concepts and definitions of the various concepts included in the questionnaires. When in doubt, do not hesitate to ask and clear your doubts. The areas where you will be working are generally rather isolated and it will not be possible to seek day-to-day guidance from your supervisor when you encounter problems. *It is therefore essential to prepare yourself well during the training period.*

Even when fully prepared, cases may arise where the instructions given in this manual are not sufficient to meet a practical situation. In any such case you should take the most appropriate action and inform your supervisor as soon as possible about the problem and the ways you have resolved it.

While on field, your work will be supported by the staff of the Island Office to the highest extent possible. The Atoll and Island offices have been informed about your work before your arrival and necessary arrangements made. However, always keep in mind that the officials at these offices have many other responsibilities at the same time and

cannot spend much of their time with you. Furthermore, they are mostly unfamiliar with statistical operations and may not be able to render you any technical help in this area.

3.2 Approaching the household

You should first try to contact the head of the household and in his absence any other member of the household who may be able to furnish the information. You should first of all explain in simple terms the objectives and the utility of the survey. The respondent should be assured that information furnished will be used only for statistical purposes and will not be used against him/her in any way. It is very important that a friendly approach be used in order to get the full co-operation of the respondent. It is important not to make any remarks/comments during the interview, which might offend the respondent because his/her willingness and co-operation is vital to obtain reliable information.

After explaining the purpose and objectives of the survey you should proceed with the survey carefully. You should note that no item on the schedule/questionnaire is left blank, as it will not be possible to determine whether the question was unintentionally skipped or the answer is zero or none after returning from the field. In case there is any field with no reply, the relevant box should be crossed out with a large horizontal stroke of the pen.

Since the schedule is lengthy, you should not force the respondent to provide the information contained therein in a single sitting. If the respondent feels that you should visit again, then you should arrange so. This is necessary in order to get full co-operation of the respondent.

Sometimes there is a tendency on the part of the respondent to either exaggerate or minimize expenditures and income. You should, if necessary, ask supplementary (probing) questions with a view to obtain information, which is as accurate as possible.

3.3 Recording of numbers in general

In most cases, space is provided on the questionnaires for recording numerical information in the form of a series of blocks, in each of which a single number can be written. For instance, the following item appears on the top of each form:

1. Atoll and Island (Ward for Male')

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This should be filled with one number (or letter) per cell. If the number of digits to be filled is less than the space provided (e.g. three numbers in the four cells of this example), the number should be written 'right adjusted', that means with the last digit in the rightmost cell. In this case, Ward 1 of Male' is written as follows:

1. Atoll and Island (Ward for Male')

0	0	0	1
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3.4 Recording of quantity and value information

Special attention should be given while reporting quantity and value of different commodity items. Before writing quantity or value, you should be confident about its authenticity to avoid unnecessary erasing or overwriting. The figures/words should be written clearly and legibly in the appropriate columns against the relevant codes. If it is necessary to correct any quantity/value already written, this should be done by crossing out the wrong entry and by rewriting the correct figures clearly; if necessary in the margin of the page. Overwriting should be avoided as far as possible for efficient working at editing, coding and data processing stage.

You may inquire as to the "unit of quantity" asked for a commodity consumed by a household in the local term which is easily understandable to the respondent. This "unit of quantity" should then be converted into a unit required for the particular item in the questionnaire.

In all the forms, values should always be rounded to the nearest Rufiyaa and written in whole number (i.e. without decimals). For example, instead of written Rf.2.75, it should be rounded and written as 3 (not as 3.00).

In most cases quantities will also be written in whole grams, kilograms, liters, numbers, bottles, packets, etc. However, there will be times when the respondent will report a fractional unit, for example $\frac{1}{4}$ kilogram or $1\frac{1}{2}$ liter. For these, report the quantity in the smaller unit. In the example, you would report 250 gram and 1500 milliliters.

It is best to restrict reporting of quantities to the weight and volume units indicated on the form (kilogram and gram for weights and liter and milliliter for volumes). Packaged foods mostly contain information on the contents in either of these units. This should be used rather than the description 'package', 'bottle' or the like as sizes differ widely and such information cannot be used in many cases.

When odd 'standards' are used for measuring quantities, it should be attempted to convert them to standard units of weight or volume. For instance, a particular size of tin may be used on an island to measure flour and rice; a similar system may be used on another island, but with a different type and size of tin. The contents of the tin (in grams, for instance) should be measured once, after which this weight can be used to obtain the actual weight of the item purchased or used. Thus, if household purchases two tin-full of rice, and each tin contains 450 grams, the total purchase should be recorded as 900 grams rather than as two tins.

The purpose of recording quantities is to establish food availability in the various households in terms of caloric values. Such nutrition information can only be calculated from good quantitative data. The utmost care and a good level of detail in recording the quantities are therefore required.

4. Concepts and Definitions

Before you start to enumerate, it is essential that you acquaint yourself with certain terms, which will appear on the schedules. For each of these terms, the definition is given below.

4.1 Households and their members

The household is used as the statistical unit for the collection of the data in the Household Integrated Economic Survey (HHIES) 2002. It is important that the definition of household is clearly understood before proceeding with the enumeration work.

4.1.1 Household (proper)

A Household may be either:

a) A single person household who makes provision for his own food and other essentials of living without combining with any other person and has no usual place of residence elsewhere.

b) multi-person household, i.e. a group of two or more persons who make some common provision for food or other essentials of living and have no usual place of residence elsewhere. The persons constituting the group may pool their incomes and have a common budget to a greater or lesser extent; they may be related or unrelated or a combination of both. The general criterion to be used in identifying the members of a multi-person household relates to whether they **live and eat together and have no usual place of residence elsewhere**.

Note: Multi-person households may be sub-divided into three different types, although this sub-division is not used for this survey, it improves understanding of the household concept. The three sub-groups are:

Nuclear household, defined as a household consisting entirely of a family nucleus. The family nucleus is a mother and/or father living together with or without one or more never-married children. Couples living in consensual unions are considered married for this purpose.

Extended household, defined as a household consisting entirely of related persons. These may, but need not, include one or more nuclear families.

Composite household, defined as a household consisting of some non-related persons, whether or not by themselves or attached to one or more (related) nuclear families.

4.1.2 Household members

Household members are all such persons in a household who normally live and eat together and consider the living quarter/space occupied by them as their usual place of residence. Such persons may be related or unrelated to each other. All such persons who normally live and eat in the household and are present at the time of enumeration and those who are temporarily absent for reasons such as, visiting, traveling in connection with business, attending schools, colleges or other educational institutions, admitted in hospitals, etc., shall be treated as household members. Visitors, purely temporary boarders and lodgers, transients, servants and guests, etc. who consider their usual place

of residence to be elsewhere but are found staying with the sample household are not household members.

In the Maldives, the family members (mostly male) working on the resort islands, where they spend most of their time, are generally considered part of the household because they share their income, which often is the principal source of income for the household. Their absence from the household for longer periods is due to the travel difficulties to and from their place of work (where they are generally lodged in communal living quarters) rather than their desire to be away from home. In the HHIES, the resort islands are not covered and the treatment of the resort workers' incomes as domestic remittances to the households seems to stretch the definition of remittances somewhat.

4.1.3 Head of household

If a person lives alone, that person will be considered as the head of the household.

If a group of persons live and eat together as defined above, the head of the household shall be that persons who is considered as the head by the household members. When husband, wife, married and unmarried children form one household, the husband is generally reported as the "head". In cases where the husband works on a resort island, it is not uncommon for the household to report him as the head. When parents, brothers and sisters comprise a household, either a parent, or the eldest brother or sister, is generally taken, as the head of the household.

When a household consists of several unrelated persons either the respondent may be relied upon or you may arbitrarily select the eldest one as the "head".

It is the safest and most convenient way to ask the household about their head. In special dwelling units the resident person in-charge (e.g. manager) may be reported as the "head".

a. Visitors, transient persons and guest

A visitor, transient person or guest is a person who is not a usual member of the household but has for the time being joined the household and is sharing the living quarters and/or takes meals, but for a short period, and is expected to go back to his/her usual place of residence. Such persons may be related or unrelated.

b. Boarders and lodgers

A **boarder** is a person who lives in the sample household and usually shares meals with the household on payment in cash/kind and does not pool all or part of his income on a regular basis in the common household budget. He/she will be considered as belonging to the same household if he/she has no usual place of residence elsewhere.

A **lodger** is a person who lives in the household on payment but does not take meals with the household. A lodger will be considered as a separate household.

4.1.4 usual place of residence

The **usual place of residence** shall mean the place where the household members usually reside. The usual place of residence shall normally imply a specific living quarter/space held by the person to which he/she is free to return.

Persons with **no usual place of residence** elsewhere shall include recent migrants, persons temporarily staying in the household but trying to find permanent living quarters and any other persons who have no other residences of their own.

To repeat in short the key household definitions

A household is:

A person living on his/her own, or

A group of persons living and eating together and who have no usual place of residence elsewhere

The head of household is:

The person living alone, or

The person, generally the husband, named as head by the household members

4.1.5 Type of Dwelling Unit

- a. **House:** a building that consists of one housing unit (rooms, one sitting room, one kitchen) no matter how many floors or separate buildings in the premise is a house.
- b. **Apartment Building:** a building that contains several sets of living quarters, housing more than one household. The building may be structurally subdivided, so as to contain more than one housing unit too.

4.1.6 Nuclear Family: A nuclear family consists of a married couple and their children, a single parent and children.

4.2 Economic status

4.2.1 Activity status

The activity status of a person defines his/her participation in economic or other activities during a specified period of time. The question is asked from all household members who have attained the age of twelve. The basic distinction in activity status is between those who are economically active and those who are not. A secondary breakdown is, for those who are economically active, whether they are employed or unemployed at the time of enumeration. For those not economically active, three broad types of activity, studying, doing homework and doing nothing specifically, are distinguished.

It is, however, possible that a person doing homework or studying for most of the time still spends some time to earn some money. In other words, they may have part-time jobs. The information on these activities should also be captured and the questionnaire is designed in such a way that this can indeed be done.

4.2.2 Industry

Industries are classified according to the United Nations “International Standard Industrial Classification of All Economic Activities (ISIC)”, revision 3. The ISIC classification has been adapted and only codes for activities taking place within Maldives has been given. **The classification is given at Annex 3.**

4.2.3 Occupation

The classification of occupations should be based on trade, profession or type of work performed by the individual, irrespective of the branch of economic activity to which he/she is attached. Proprietors or owners who mainly perform the same work as that performed by employees in their own or similar enterprise should be assigned to the same occupational group to which the employees are assigned.

Particular attention should be paid to obtain full information. Avoid recording answers like worker, owner, employee, proprietor, foreman, because those wordings are vague and inadequate to properly classify the individuals.

In order to help you understand the type of descriptions are required for the proper classification of occupations, the full list of occupations according to the ILO’s “International Standard Classification of Occupations” **is given at Annex 2. The first part of Annex 2 gives the descriptions in the (structured) order of the codes, while Annex 2.b contains the classification in alphabetic order of the descriptions.**

4.2.4 Employment status

This is defined as the status of an economically active individual with respect to his/her employment. He or she may be classified as an employer, employee, own account worker, unpaid family worker, or other, as defined below:

a) Employer: A person who operates his or her own economic enterprise or engages independently in a profession or trade, and hires one or more paid workers (employees).

b) Employee: A person who works for a public or private employer and receives remuneration in wages, salary, commission, tips, piece rate or any pay in kind, either on casual or regular basis.

c) Own account worker (employing only unpaid family worker): A person who operates his or her own economic enterprise or engages independently in a profession or trade, and hires **no** paid employees. (he/she may utilise unpaid family workers.) This category also includes persons engaged only in production for own consumption.

d) Unpaid family worker: A person who worked at least one hour during the last week preceding the date of enumeration, without pay, in an economic enterprise operated by a related person living in the same household.

e) Group worker: A person who works as a group worker, whether he/she gets any income or not.

4.3 Consumption expenditure

For household income and expenditure survey purposes, household consumption expenditures are classified into two main categories, that is: "paid" and "unpaid" expenditures.

4.3.1 Paid and Consumed expenditures refer to i) all cash expenditure or ii) exchange (barter) with other goods and services by the household to obtain goods and services which were consumed during the reference period.

4.3.2 Unpaid and Consumed expenditures refer to the market value of goods and services received as "income in kind" by the household or individual members of the household. The unpaid expenditures can be classified into three sub- categories, that is:

- a) "wages and salaries in kind" refer to goods and services provided to the employee by his/her employer and consumed during the reference period such as food and drinks consumed at the workplace, gross rental value of free housing occupied by the household, clothing, car, etc.
- b) "own produced and consumed" refers to the value of items produced for commercial or non-commercial purposes by the household/non-financial incorporated enterprise and utilized in its own consumption such as fish caught and used by fishing households, shoes produced and used by shoe makers, net rental value of owner occupied housing, small amounts of vegetables produced, knitting wearing apparel, etc.
- c) "Received from assistance, gifts, dowry, inheritance and other sources" which refers to goods and services rendered for relief or support or provided as a present by other households, family members living elsewhere, public or private enterprises, government or non-profit organizations. This also includes good received from an inheritance or as dowry.

Included in household consumption expenditures are indirect taxes, such as sales taxes and payments made in connection with the use (consumption) of goods and services.

Excluded from household consumption expenditures are payments made for goods and services purchased for use in the operation of entrepreneurial activities. For instance, expenditure on diesel to operate dhoanis for commercial purposes should not be included.

4.3.3 Durable goods include those items with a life expectancy of one year or more such as furniture and fixtures, clocks, wrist watches, television, radio, cutlery, kitchen utensils, etc.

4.3.4 Non-durable goods include those items with a life expectancy of less than one year such as food, clothing, fuel and lighting, footwear, medicines, etc.

4.4 Household income

For household income and expenditure purposes, household income is the sum of money income and income "in kind" and consists of receipts which, as a rule, are of a recurring nature and accrue to the household or to individual members of the household regularly at annual or at more frequent intervals. Household income is derived from the following main sources: employees' salaries, wages and other related receipts from employers, operating surplus from non-agricultural and non-financial sector employing less than 10 persons and operating surplus from agriculture, withdrawal from entrepreneurial income for proprietors engaging ten or more persons in sectors mentioned above, income from personal investment (rent, interest and dividends) and royalties. For purposes of household surveys it is convenient to include as income bonuses and gratuities, pensions, social security benefits, tuition fee, other subsidiary sources, receipts from zakat, usher, scholarships, and other periodical receipts like remittances from overseas, alimony, in heritage or trust fund.

Household income "in kind" includes wage payments in kind, goods and services transferred free of charge by an enterprise (including farm) to an employee and to the household of the owner or part owner of the enterprise; it also includes the value of home produced and consumed within the same household (e.g. agricultural products, livestock products). Where an employee buys from his employer, for his household consumption, goods and service at concessionary prices and thus obtains a significant advantage, the value of these concessions may also be taken into account as income "in kind". Remittances in kind, gifts and assistance, zakat and other transfers in kind are considered income "in kind". The estimated net rental value of owner-occupied housing is in principle also to be treated as income "in kind" and, similarly, the estimated gross rental value to the occupier of rent-free housing, whether obtained as wages "in kind" or otherwise.

4.4.1 Wages and salaries in cash

For household income and expenditure survey purposes, this concept relates to earners' net remuneration or net pay from their occupations. It should include:

- a) Direct wages and salaries for time worked, or work done, covering the five following categories:
 - i) straight time pay of time-rated workers;
 - ii) incentive pay of time-rated workers;
 - iii) earnings of piece workers;
 - iv) premium pay for overtime, shift, night and holiday work;
 - v) commissions paid to sales and other personnel. Included are:
 - premiums for seniority, special skills, geographical zone differentials,
 - responsibility premiums, dirt, danger and discomfort allowances, cost-of-living allowances (e.g. dearness allowance),
 - other regular allowances (e.g. house rent and conveyance allowance).

b) Remuneration for time not worked comprises direct payments to employees in respect of public holidays, annual vacations and other time off with pay granted by the employer.

For purposes of this survey the wages and salaries in cash concept does not cover:

- a) direct taxes and contributions of employees to social security and pension schemes, life insurance premium, union dues and any other similar contribution;
- b) employers' contributions for their employees paid to social security, provident fund and pension schemes and also the benefits received by employees under these schemes;
- c) payments “in kind” which are treated separately.

4.4.2 Other incomes (in cash and kind)

a) Bonuses and gratuities cover seasonal (e.g. Eid bonus) or end-of-year bonuses, additional payments in respect of vacation periods (supplementary to the normal pay) and the profit-sharing bonuses paid by the employers to the employees.

b) Pensions usually refer to recurrent periodical payments received by a person after retirement from government service, private or public enterprise due to past contributions into a pension scheme.

c) Social security benefits are payments made at recurrent intervals to individuals under a social security scheme. This may include benefits for medical care, sickness, unemployment and old age, employment injury, invalidity, etc.

d) Income receipts from lodgers and boarders include the cash receipts in return for living quarters and food provided.

e) Profits (interest) are additional moneys received and paid in respect of banks, post offices and other deposits, bills, bonds and other loans paid and received. For purposes of household income and expenditure survey, profits/interest received in the form of goods and services should be covered in the household consumption expenditure, Form 3, under "Unpaid and Consumed" expenditures 'received from assistance, gifts and other sources'.

f) Rent is the actual money income paid and received for the use of land, buildings (commercial and dwellings), plant, machinery and other equipment, furniture and fixtures, office equipment and other assets. For purposes of household income and expenditure survey, property rented by the household to be used for common household facilities should be treated under household consumption expenditure, e.g. rent paid for household dwelling. Receipts and payments for land and other properties are kept separate, as these constitute different types of payments in national accounting terms.

4.4.3 Flow of Funds

One of the purposes of the household income and expenditure survey is to measure the ‘Flow of Funds’ The FoF measures the borrowing and lending operations within the household sector and between the household sector and other institutional sectors and

provides the statistical tool to trace the flow of savings through the financial channels into the financing of real capital formation.

In accordance with international recommendations the Flow of Funds comprises a financial and a non-financial component. For purposes of the household income and expenditure survey, the financial component consists of change in currency, deposits, gold, and other acquisitions and issues of claims through borrowing and lending in cash and in kind. The non-financial component consists of the tangible and intangible capital accumulation and the gross savings.

a) Currency consists of domestic and foreign notes and coins (cash) in circulation (in hand), i.e. cash not held in accounts of banks and other financial institutions.

b) Deposits consist of cash amounts held in banks and other financial institutions in the form of current account (also known as demand and time deposits) and saving deposits. It includes deposits with banks, post offices, development finance institutions, insurance companies and deposits held abroad.

c) Pension/provident fund contributions. For purposes of the household income and expenditure survey this consists of household contributions made directly on own account to the reserves of capital funds. Contributions made by the employer should be excluded. The contributions are made for purposes of insuring incomes in the future, e.g., on retirement. In some instances, reductions in equity held with the pension/provident fund could arise through lump sum settlements on withdrawal by the household.

d) Investment. For purposes of household income and expenditure survey, investment consists of purchases or sales of reproducible (fixed) tangible assets such as buildings, irrigation infrastructure, plants, machinery, tools, and other equipment, furniture and fixtures, livestock, stocks of non-durable goods; non-reproducible tangible assets like land, timber tracts, mineral deposits, inland waters and fisheries; and net purchases or sales of intangible assets (or exclusive right) like patents, copyright and mineral concessions when all legal possession rights of these assets are actually transferred.

5. Filling the Questionnaire - Forms HHIES/02/2 to HHIES/02/4

5.1 The different questionnaires for the households

The survey uses a series of questionnaires, of which the first one (**HHIES/02/1**), the “listing form” has been described in detail in Chapter 2. This questionnaire is used to enumerate all the structures and households in the selected EB’s in preparation for the

actual household survey. One set of forms to be completed for each selected enumeration block.

The other questionnaires prepared for the household survey are all used in the process of enumerating the selected households. The method of filling them is the subject of this chapter. The following questionnaires are used and described herein:

Household form, (HHIES/02/2) consists of identification information, housing information, data on the household composition, household durables, travel by members of the household, investment and financial status of household. One form has to be completed for each household.

In apartment buildings (see definition on 4.1.5) wherein more than one household is enumerated, structure information need to be taken from one household only, but living condition need to be taken from each and every household separately.

Household member form (Individual form), (HHIES/02/3) consists of identification information, information on individual household members, and identifies the labour force. One column on the form needs to be completed for each member of the household.

When completing question (5) *membership status in the household*, please refer to section 4.1.3 (a,b) for definitions on the sub groups in the question.

Employment and income form (HHIES/02/4) consists of information on employment and income, one form to be completed for each member of the household who is aged fifteen years and over and who is working or is an income recipient (code 1 in Q.16 or Q.17 of HHIES/02/2).

Expenditure forms (HHIES/02/5) and, (HHIES/02/6: - Form HIES/02/5 expenditure is collected by recall method and HIES/02/6 expenditure is collected by diary method. The forms need to be kept in the household for a week.

- For Male' and the Atoll Islands, form HHIES/02/5 is used to record the household expenditures and form HHIES/02/6 to record the personal expenditures of individual household members over the age of 15. Thus, one form of HHIES/02/5 will be filled for each household while every individual person in the household above the age of 15, who earns a living, fills a form of HHIES/02/6 to take his/her personal expenditure diary.

On all the questionnaires used for the household, the identifiers should be filled in. Make sure that these are completed on all the questionnaires used for the household after completing the interview. The basic identifiers are atolls/ Island code and EB code. On the listing form, the serial number of the structure is also part of the identifier. For the household form, the household serial number and for the individual forms, the person serial numbers also need to be filled in. Expect for the persons' serial numbers within the households, all identifiers should match those given on the "listing form" from with the household selection has been made.

5.2 Questionnaire HIES/02/2 - Household Form

After completing the identifying information, the following characteristics are recorded.

1. Type of dwelling unit occupied by the household (circle the appropriate one):

1. House (see definition in section 4.1)
2. Flat / Apartment complex (see definition in section 4.1)

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2. Number of levels in the building

(Do not include terrace)

The information can be obtained by observation.

3. How many rooms are used for living by the occupants of the household?

1. Total Number of rooms

--	--

Rooms include all living areas and bedrooms, kitchen, storage rooms and so on. In principle, all rooms where people may sleep at some time are considered here.

If two households share one living room count this sitting room when counting the total number of rooms used by the household. In case where both households are selected the sitting room shared would be counted for both households too.

2. Number of rooms used for sleeping

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In cases where the sitting room is used for sleeping count the sitting room when counting the number of rooms for sleeping.

4. How many nuclear families live in the household now?

--	--

Nuclear family is defined as one, which consists of parents and unmarried children, one parent and child, or a married couple. A household may have more than one nuclear family, and also may include individuals or groups who are not counted as families. For example, a granddaughter and grand mother is not considered a nuclear family.

5. What is the type of tenure of the household unit occupied by the household?

1. Owner occupied
2. Rent free
3. Rented

For owner occupied houses and rent free house, skip to **Q7**.

6. Rent paid for the past month (In Rufiyya)

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This value is transferred to the summary sheet under code **R**.

7. During the past 12 months has there been any alteration or new construction made to the housing premise of the household?

Construction is separated into major construction work carried out (building houses, rooms and toilets) and minor work done on existing house, rooms and toilets. In addition building of wells and clearing/reclaiming land is also included under construction. If any work has been done, circle code 1 and state the expenses. If no, circle code 2 and go to the next item.

8. Household durables

The possession and purchase of durable household goods is recorded in this section of the form. The durables are grouped into three different groups, with an open-end in each group to accommodate any other durables not listed here.

The groupings are for household appliances and equipments, transport and communication equipments and entertainment equipments. Follow the sequence and ask each and every item on the list before going to the next question.

For each item the following information is sought:

Availability: 1. Yes 2. No

If the item is available record the number of items available. If the item is not available, then go to the next item on the list.

Purchased in the past 12 months	Number of new items
	Number of second-hand items
	Total value in Rufiyaa

If the item is available and after recording the number of items available, record the number of new and used items purchased during the past year. This field may be blank even if the item is available, in case where the item was purchased before the identified period.

If the field is nil, please put a dash in the columns number of new and used items and also in the value column.

When recording the value of the item, care need to be taken for items purchased on installment. Please record only the amount paid out of the total amount due. For example if a cycle was purchased on installment for a total cost of RF35,000 and if the amount paid is RF 15,000 then quote the latter figure.

If any of the items listed was **sold**, then quote the amount received from the transaction. Items sold to household members are not included in this recording.

If any **maintenance work done** on the items specified in the categories is yes record the value spent on the repair. If the item is repaired by a household member (paid or unpaid) please do not record this repair.

Total value of each group, codes **A, B & C** should be summed up & transferred to code **D**.

The total value of all purchases over the past 12 months is aggregated and transferred to the (Form 7) summary sheet, Code **D**.

9. During the past 12 months have any of the household members traveled abroad for the given purposes?

- 1- Medical purpose
- 2- Holiday/entertainment
- 3- Education/training
- 4- Pilgrimage

If any member of the household traveled abroad during the specified time period (excluding business trips), identify the purpose and record the number of trips. If more than one purpose was fulfilled in one trip, record the total amount spent on that trip under the main purpose. For example, the trip was a holiday trip but during the trip some medical expenses were incurred, total this and record this under holiday trip.

Also identify whether the trip has been funded by another person/party (not a household member). After identifying this record the amount spent by the household members on the trip. When recording this separate the amount spent on ticket from the rest of the expenses.

10. During the past 12 months did any member of the household transfer money abroad? If yes go to Q11, if no skip to Q12.

11. Purpose if money transferred abroad.

1. Education
2. Medical
3. Other purpose (business expenses are excluded)

Identify the purpose, and record the amount of money transferred for each purpose separately in the fields provided. Any of the purposes are not identified, put a dash in the value field.

Perception of economic status of household (ASK ONLY TO HOUSEHOLD HEAD)

In order to obtain information on the feelings of the household about its economic status, a series of questions are asked to the household head. The questions cover:

12. Identify whether income changed over the past five years;

1. Increased

2. Decreased
3. No change

13. Compare your household's economic position with others in the community;

1. Poor
2. Below average
3. Average
4. Good
5. Excellent

This is the end of the household Questionnaire.

5.3 Questionnaire HIES/02/3- Individual Form

After filling in the identifiers, collect information on the total number of people who lived in the household during the past week.

Disaggregate information need to be collected gender wise and also for ages below 15 and 15 and above.

Also record the number of household members who work outside the household. For example those working abroad and in resorts are recorded her. If they were in the household during the past week DONOT count them here. They would be counted in the total number of household members living in the household during the past week. Same goes for those studying in other islands and abroad.

Individual information (ask for all members of the household living in that household during the reference week.

Obtain the information from the respondents for each item according to the clarifications as given below.

1. Person number (and name of household member)

Starting with the head of the household, enter the name of each household member who is present in the household at the time of enumeration or temporarily absent for any reason (includes all the persons who take meals and sleep regularly in the household and who have no regular place for eating but sleeps in the household) above the pre-printed person number. If the number of household member is more than sixteen (16), additional sheets should be used. The person numbers should also be changed to make a single series in the household. Thus, person number 1 on the second form will become number 17 and so on. This is necessary to prevent duplicate person numbers on the forms 4 and 6 for the household.

2. Sex: 1. Female 2. Male

3. Age in complete years (enter 00 if less than one year)

4. Nationality

1. Maldivian
2. Foreigner

5. Membership status in the household

1. Household head
2. Paying member/guest (laaridheegen kiyavan faibaa thibey kudhin)
3. Foreign domestic servant
4. Local domestic servant
5. Guest (non paying)
6. Other members

6. Did you take meals from the household during the past week?

1. Yes
2. No

7. Did you normally spend the night in the household during the past week?

1. Yes
2. No

Both question 6 and 7 relate to the usual behavior of the person. The information is needed to determine the actual status of the person in the household. An occasional meal or overnight stay in the household would result in a 'No' answer to these questions, while the person who normally shares the meals and spends the nights in the household but is elsewhere once in a while, still is coded as 1.

This is the **End** of interview for diplomatic persons.

(For persons 15 years and over)

Labour Force

8. What type of activity were you engaged in most of the time during the past month

1. Economic activity (*Skip to Q. 11*)
2. Studying/training
3. Doing house work/taking care of children
4. Doing nothing specific

9. At any time during the past month, were you engaged in any activity that generated income (eg: giving tuition, growing trees, tailoring, preparing short eats and family workers)

1. Yes (*Skip to Q.11*)
2. No

All those household members, doing any sort of work that will earn him/her any money and those who contribute to the family income, even though the individual doesn't get any separate income, is included here.

10. During the past month did you receive any money?

1. Yes
2. No

Here code yes where the respondent gets any money, either in form of rental income or transfer income

11. Identification of persons who should be given the employment and income questionnaire (Q.8 or Q. 9 or Q.10 code 1)

This part is to identify the persons who have to be given the income form. Those persons who have circled in code 1 of Q.8, Q.9 or Q.10, circle in code 1. All others circle in code 2, which identifies those people who doesn't have to fill income form.

This is the **end** of the Individual Questionnaire.

5.4 Form HIES/02/4- Income Form

The questions in the Income form are to be asked for all members of the household who are 15 years and above and for whom question 11 in the labour force section of the Individual Form has been circled 1.

A person may have had more than one occupation or job during the last month. The main occupation will be defined as the one he/she has worked for the most hours during the last month. When more than one economic activity is carried out by a person, the one to be listed as primary occupation is the one on which most of the time has been spent. For each activity, the following nine questions are asked.

1. Primary occupation

1. What kind of activity was you engaged in the establishment? (Industry)

Here, the activity should be described and coded according to the 4-digit ISIC code given in **Annex 3. For example for a fisherman, state the industry as fisheries. It is always better to be as detailed as possible.**

2. Describe the specific type of job or designation of the job? (Occupation)

Here, the occupation should be describe and coded according to the 4-digit ILO standard occupational code given in **Annex 2. An alphabetic listing of all occupational groups in the classification is given at Annex 2.b for ease of coding.** For example the fisherman in the above question, state whether he/she is a keyolhu, falhuverin or any other, which would ease in giving the occupation code.

3. Name of the place of work?

4. What type of establishment was that?

- | | |
|--|------------------------------------|
| 1. Government office | 2. Public or private enterprises |
| 3. Shops/tuition class and the likes | 4. National Security Service (NSS) |
| 5. Private house/own home/private farmer | 6. No permanent location |

5. During the past 12 months, on average how many hours did you per week?
.....

6. How many months in the past 12 months did you work?

7. What is your employment status of the primary occupation?

1. Employer (*Skip to Secondary occupation*)
2. Employee (*Skip to Secondary occupation*)
3. Own account worker (*Skip to Q. 10*)
4. Unpaid family worker / Group worker (see definition in section 4)

8. During the past month how many members were in the group or involved in the activity?

9. Are you the in charge of the group?

1. Yes
2. No (*Skip to Secondary occupation*)

10. Whether the work is mainly related to producing commodities or providing services?

- If yes proceed with **Q.11**. If no proceed to **Q.14**.

11. Quote the products produced and the amount received by selling the product/service.

12. Production cost per month

- | | |
|-------------------------|-------|
| 1. Input materials | RF.. |
| 2. Repairs/ maintenance | RF... |
| 3. Hired labour | RF.. |
| 4. Transportation | RF... |
| 5. Others | RF... |

When answering this question care needs to be taken not to list all the items sold, but only in groups. For example, vegetables, fruits, shorteats etc.

13. Where do you sell the products to (*only for the commodities producer*)

1. To Male'
2. To resorts
3. To residents of the island (where the good is produced)
4. To the other Atoll/ Islands

14. Quote the services rendered and the amount received by providing the services

When answering this question care needs to be taken not to list all the items sold, but only in groups. For example, hairdressing, tailoring etc.

15. Service cost per month

- 1. Input materials RF..
- 2. Repairs/ maintenance RF...
- 3. Hired labour RF..
- 4. Transportation RF...
- 5. Others RF...

2. Secondary occupation

***Are you involved in any secondary occupation?**

- 1. Yes
- 2. No (*Skip to Q.14*)

(Same series of questioning follows as that for primary occupation.)

16. Income earned during the past month from the primary and other occupation?

16.1 Wages and salaries including medical allowances
16.2 Overtime, bonus, commission, living allowances
16.3 Uniform, laundry allowance and the like
16.4 Travel (on official purposes)
16.5 Services in kind (medical care, accommodation)
16.6 Goods in kind (clothing, food, other goods)

Total

Q 16 is asked for only those people who are identified as employees in Q. 7, should not be filled for own account workers, employers or family workers.

*Specify the goods and services received in kind from primary occupation?

*Specify the goods and services received in kind from secondary occupation?

In the two questions above please list all the goods and services provided by the employer as goods in kind.

17. How much income did you receive as profits form own-account or family business during the past month? Rufiyaa.

18. How much did you receive as property income during the past month?

- 1 Dividend Rufiyaa.
- 2 Renting of goods Rufiyaa.
- 3 Renting of buildingsRufiyaa.
- 4 Renting of land Rufiyaa.

*Specify the types of rented goods and premises

19. How much did you receive as current transfers and other benefits during the past month? (All values to be quoted in Rufiyaa)

1. Assistance from government
2. Pension
3. Assistance from family or friends in Maldives, outside the household.
4. Assistance from family or friends abroad
5. Other sources (to be specified).

Next, the **Total Income** is calculated as the sum of income reported against Q.16, Q. 17, Q.18 and Q.19. This total (**A**) is copied to column B on the summary sheet for this person.

20. Out of the income you received last month, how much money you contribute to household use?

21. During the past month how much did you spend on personal use?

22. During the past month how much did you spend for other uses, excluding money contributed to household use and personal use?

Next, the **Total Expenditure** is calculated as the sum of income reported against Q. 20, Q. 21, and Q. 22. This total (**B**) is copied to column B on the summary sheet for this person.

Difference of Income and Expenditure. It is the total of Income (A) less total of Expenditure (B). If a profit, proceed to Q. 24. and If no different, proceed to Q.26

23. If Expenses exceeds Income how do you overcome the additional expenses?

1. Saving
2. Selling belongings
3. Loans
4. Other (specify)

24. How do you treat savings?

1. Deposit in Banks (proceed to Q.26)
2. Spend on other uses
3. Deposited within the house (proceed to Q. 26)
4. Send money abroad (Proceed to Q.26)
5. Other (Specify) (Proceed to Q.26)

25. How do you spend your savings? (Numbered according to the main needs)

1. Nutritious Food
2. Children's Education
3. Medical
4. Buying jewelries and other cosmetics
5. Building/Repairing and improving home
6. Religious Purpose and Donations
7. Capital for business purposes
8. Lending money on interest basis

9. Other (specify)

26. During the past year have you done any of the following financial transaction?

1. Lend as loans
2. Repaying loans
3. Borrowing loans
4. Interest received on loans given
5. Credit scheme/ Installment on capital goods paid
6. Repaying Scholarships Schemes
7. Other (Specify)

If yes to any of the above, state the amount.

Care need to be taken in case where there is any borrowing or lending between members of the household. This transaction is not considered as household capital transaction, because this is a transfer of money from one hand to another, it does not make the household anymore richer or vice versa.

5.5 Forms HIES/02/5 & HIES/02/6 - Expenditure Form

For household income and expenditure survey purposes, household consumption expenditures refer to all money expenditures by the household and individual members on goods intended for consumption and expenditures on services. Also included are the value of goods and services received "in kind" or "own produced" which are consumed by the household. Therefore all expenditures on goods and services or receipts "in kind" not intended for consumption should not be reported in this section. For instance, purchase of cloth for manufacturing of wearing apparel for the purpose of selling in the market, i.e. business activities should not be included.

Cases may arise of bulk purchases or receipts in kind like wheat, rice, pulses, vegetables. In those cases only the actual consumption of goods during the reference period should be reported. Similarly, cases may arise of consumption out of accumulated household stocks. In these cases again, the market value of quantity of the goods consumed should be reported even though the actual expenditure/receipt has not taken place during the reference period. The consumed quantity and related value should be reported in the appropriate "paid and consumed" and "unpaid and consumed" columns.

Other instances may arise of purchases of presents for occasions like marriages and other celebrations. Those items, which are purchased, to be given away, and thus not to be consumed by the same household should not be reported. However, those households which receive those presents should report the items in the column "unpaid and consumed/received from assistance, etc.".

The three expenditure forms have several differences as they are intended for different situations. The **Reference period** for questionnaires **HIES/02/5 & HIES/02/6**, the forms used for household consumption recording and personal diaries in Male' and the Atoll Islands, are on a weekly basis.

The diary comprises of 14 different categories of items namely, goods bought in bulk, locally produced goods, fish and fish products, food and other necessities, tobacco and tobacco products, furniture, fixtures and other household utensils and equipment, clothing and footwear, water, electricity and petroleum products, medical expenses, transport and communication, education, entertainment, personal goods, other goods.

Each category is awarded with a list of products related to the group and some space is left to enter product not pre listed.

Please be very careful in listing new items, only list items after finalizing where the item belong.

The **Expenditure form HIES/02/6** is given to each and every person 15 years and above for whom **Income form** is filled. And keep it for a week and have to collect it after a week

Here they should identify the date of the transaction, details of the purchased goods or service obtained, type or brand, weight (eg, kilo, litre, or the amount identified in the bottle should be stated), the amount purchased, expense incurred.

And they should state the source of goods and services purchased.

1. Purchased
2. Own produced
3. As Wages and Salaries
4. As a gift

Also identify the place from where the commodity or service was purchased.

1. Maldives
2. Abroad

For the expense incurred, in case of own production and for presents and gifts state an estimated value.

When filling this questionnaire **care should be taken in filling the column on weight of the commodity bought**. Please ask the respondent to state the weight in the form identified in the question. Enumerators, please check these weights when you visit the household during the survey week.

DONOT LEAVE ANY QUESTION OR PROBLEM UNSOLVED WHEN YOU COLLECT THE FORMS FROM THE HOUSEHOLDS.

5.6 Form HIES/02/7- Summary of Income and Expenditure

After all information for the household and its members has been received, this section can be completed to calculate the household income and expenditure over the previous month. This is brought to a standard annual basis by inflating income and expenditure data collected for shorter periods by an appropriate factor. If total calculated expenditures have been larger than income during this period, the reason for this is asked along with the method of financing the shortfall.

For each household member with an income, that is, all those for which an Employment and Income Form (**HHIES/02/4**) has been completed, the summary information on personal expenditure (item **A**) and income (item **B**) is copied. For each person, also the total expenditure recorded in the personal expenditure diaries (**HHIES/02/5B**) on a weekly basis is copied for a week. For each reporting household member, this personal expenditure information is brought to a standard **month** total through multiplication by the appropriate factor:

The multiplier for week data is $30/7=4.29$

These amounts may be compared with the monthly personal expenditure data reported by the individuals on form **HIES/02/4**. There may be substantial differences between the two numbers, with the estimates based on the weekly dairy forms probably higher in general, but the order of magnitude should be the same.

In addition to the personal expenditures, general household expenditures are recorded on forms **HIES/02/6** for Male' and the islands respectively.

Expenditure on durable goods is copied from the total of the form. Similarly, rent payments (if any) can be copied from question 7 on the first page of the household form. Expenditures on durable consumer goods are on the basis of annual estimates and the other expenditures and incomes are inflated to the same base. Then it is possible to compute the difference between incomes and expenditures.