

**Peoples' Republic of Bangladesh**

**Bangladesh Bureau of Statistics**

**Industry and Labor Wing**

**Parisankhan Bhaban**

**E-27/A, Agargaon, Dhaka.**

**Peoples' Republic of Bangladesh**

**Bangladesh Bureau of Statistics**

**Industry and Labor Wing**

**Parisankhan Bhaban**

**E-27/A, Agargaon, Dhaka.**

**Annual Labor Force Survey 2005-06**

**Training Manual**

## General Introduction

**Introduction:** An organized and disciplined labor force is an integral part of development for any country. The government's planning on the labor force and implementation are hampered by lack of up to date information on the labor force, employment and unemployment. Bangladesh Bureau of Statistics has taken initiatives to conduct Annual Labor Force Survey 2005-06 to help effective planning by collecting data on the labor force and employment. The result of this survey will help prepare national planning and take effective measures by reducing unemployment, creating employment and using the national labor force properly.

The decision to conduct Annual Labor Force Survey 2005-06 has been taken in the light of the decision taken by the Cabinet Division to meet the growing demand for information on the labor force and employment. Employment reports of different formal and informal sectors of the country will be prepared and provided which will be based on the survey and will meet the demand of the Cabinet Division of the Peoples' Republic of Bangladesh.

Annual labor force survey is one of the regular activities of Bangladesh Bureau of Statistics. A complete labor force survey was conducted in 1999-2000 for the last time. Afterwards the labor force survey was conducted in 2002-2003 by inserting questionnaire with the child labor survey. The Labor Force Survey of 2005-06 is the tenth labor force survey after Independence.

1. **Duration of the Survey:** Survey will be conducted to determine the situation of the annual labor force for the first time under the Labor Force Survey 2005-06. The work of collecting information in the field level had begun in October 2005. This will continue till the next September 2006.
2. **Sample Size of the Survey:** Survey is being conducted in 1000 PSUs which are allocated for IMPS of Bangladesh Bureau of Statistics. Information will be collected in 84 PSUs in October, January, April and July and in 83 PSUs in November, December, February, March, May, June, August and September.

The activities of the survey are divided into four quarters and twelve rounds in order to provide information on employment of formal and informal sectors. Information will be gathered in 250 PSUs in very quarter and 84 PSUs at the beginning of the quarter and 83 PSUs in the other two months.

3. **Number of Sample Households:** Household information will be collected in every sample area by selecting forty households through random selection process. If the selected household cannot be found for any reason or it is temporarily closed, information will be gathered from reserved household list.
4. **Training Manual:** Every information collector and supervising officer will be given a copy of training manual. If he faces any problems in filling in any question or information, he will read the manual and find out the way to collect information on the question.

5. **Submission of the completed questionnaire:** Information collectors will submit the completed questionnaire to the supervising officer within 23<sup>th</sup> to 30<sup>th</sup> of every month. Supervising officer will take action to send the completed questionnaire to the Labor Branch of Industry and Labor Wing in Dhaka Headquarters after proper evaluation.

## **Required Definitions**

**Household and members of household:** If one or more than one person lives in a house and has meals together, they can be collectively regarded as a household no matter whether they are relatives or not. If someone stays out of home for more than six months at a stretch, he or she will not be regarded as a member of the household. If someone is currently absent from the household but may return within six months, he or she will be considered as a member of the household. Members of the household may be relatives or may come from outside.

**Economic Activity:** According to the 1993 SNA (System of National Account 1993) of the United Nations, economic activities are the activities by which someone produces something for selling in the market or for his/her individual consumption or provides service. For instance, if someone is engaged in an institutional or non-institutional sector with or without wage and produces something for the market or his/her own use, it will be considered as an economic activity. It can also be said that if someone works as a housemaid, her work will be considered as an economic activity. But if someone does household chores and other work at home, it will not be regarded as an economic activity. If someone spends adequate time everyday on his farm or business institution with or without salary, his work will be regarded as an economic activity.

**Non-Economic Activity:** Non-Economic Activities mean the household chores such as cooking, cleaning up the house, taking care of siblings etc.

**Self-employed:** Working for oneself or the work for which someone does not take any salary for the development of household.

**Employer:** If a self-employed person employs one or more people in his productive/business farm with or without salary, this kind of people can be called employers. But if a household leader employs one or more people as servants, he will not be regarded as employers.

**Unpaid household worker:** If any member of household is engaged in any household institution or agricultural farm and work for the significant amount of time without any salary, he/she will be regarded as household worker.

**Full-Time Work:** If someone works eight hours a day or works according to the accepted standard of the institution he/she works in, this will be considered as full-time work.

**Part-Time Work:** If someone works less than full time as per the conditions of the work and works everyday or regularly for a short period of time, this can be regarded as part-time work. Part-time workers usually get less than full-time workers.

**Formal Sector:** Those institutions which are run by the Company Act can be called the formal sector. These institutions are approved by the government or the local authorities and they keep the count of loss and the amount of sale.

**Informal Sector:** The Institutions whose scope is limited to the household or which are run outside the household but only on a small scale can fall into the category of informal sector. They may not have any particular place of conducting business. These institutions do not keep the account of their business and do not prepare any report annually and they are not registered to any legal authority.

**Regularly Paid Employee:** If someone regularly gets a certain amount as salary from any institution/organization, s/he can be described as a regularly paid employee.

**Paid Apprentice:** The person who works in an institution to learn and gets some money or something from his or her employer as an apprentice, s/he can be designated as a paid apprentice.

**Profession:** Profession is any work by which someone performs economic activities such as barber, laundry, employee, businesspeople etc and tries to earn money.

### **Rules of Filling up the Questionnaire**

**Rule of Asking the Questionnaire:** The questionnaire should be filled with the information that the household leader or responsible person gives after asking them very politely. Seek his/her cooperation by explaining the aim of the survey.

**Filling in the Questionnaire:** The Questionnaire can only be filled by a pencil. Most of the questions will have to be ticked. Tick the correct position. If any question requires writing the information such as profession, industry etc, the information should be written in detail.

**Writing the Number:** All the numbers should be written in English, for example 1, 2, 3, 9537, 850 etc. Code numbers should also be put in the correct position in English.

### **Section-1: Description of Sample Area:**

Details of the sample areas should be written in section 1. Write codes on the right side. Information collectors should fill up proper information of the interview by following the manual.

**Name of the Area:** The whole Bangladesh is divided into 23 regions under the organizational structure of BBS. Write the name of the region and write the code on the right side in two digits.

**Name of the District:** Bangladesh is divided into 64 districts. Write the name of the district where the sample area is situated. Write district code on the right side in two digits.

**Name of the Thana:** Write the name of the thana of the sample area in two digits.

**Union/Ward Number:** If the sample area is situated in the city area, write the ward number and if it is situated in the rural area, write the name of the union number. Write the code in two digits on the right side.

**Name of the Mouja/Moholla:** If the sample area is situated in the city area, write the name of the moholla and if it is situated in the rural area, write the name of the mouja. Write the code in three digits.

**Area:** If the sample area is situated in the rural area, tick the village code (1) and if it is situated in the city area, tick the city code (2) and write 1 or 2 in the code box.

**PSU Number:** Different sample surveys of the BBS such as Nutrition survey, Expenditure of Household Survey, Health Survey, and Demographic Survey etc. are conducted following an integrated design called “Integrated Multipurpose Sampling” or “IMPS” This Labor Force Survey 2005-2006 will be conducted in 1000 PSUs following IMPS design. Every identified and listed sample area of 1000 PSUs has a four-digit number following the IMPS design. This number is known as the PSU number. Write here the PSU number in English in which the data is being collected, for example- 0013, 0119, 0126 etc.

**Number of Sample Household:** A map of every sample area has been prepared by the Bangladesh Bureau of Statistics under its SVRS program and a household list has also been prepared for every sample area under this map. This household list and map of the sample areas have been collected from the regional branch. Must ensure before you go out for work that you have got the complete list of households and list of sample households. Go to the sample area and identify it with the help of field level USO/JSA. If USO/JSA is not available in any area, go to the sample area and identify the sample area and sample household with the help of distinguished local people or members of Union Parishad or SVRS register. 40 sample households from city/rural areas using random selection process have been selected. Selected households have been arranged in the serial number 01 to 40. Look at the number of the household from which data is being collected and write the serial number of the household in three digits in English.

**Name of the Household Leader:** The name of the household leader should be written here. Write the name of the household leader who may be father, elder brother in the absence of father, mother or the person who is considered leader by the members of the household.

**Details of the interview:** Two dates and two codes regarding the progress of the work have been put in this portion in order to ensure progress in data collection. Tick the progress code and interview serial.

**Data Collector and Editor:** Write full names and dates of data collector, supervising officer, editor and coder in this portion. Write respective names clearly and sign properly.

## **Section-2: Details of Households/House**

There are 15 questions in this section to collect data on the structural details of the household and other facilities, land and monthly expenditure.

**Question-2.1: Ownership of the House** – Tick one of the codes from the five codes given. If the answer is others, tick code 5 and write the details in the proper place.

**Question-2.2: Type of the house** - Tick the box which is applicable depending on the type such as concrete, semi-concrete, thatched etc. If the answer is others, tick code 4 and write the details.

**Question-2.3:** How many rooms are there in the house? Write the total number of rooms in code 1 and write the total number of rooms which are being used in code 2.

**Question-2.4: Source of Light** – Tick the code about the source of light from the three codes given. If the answer is others, tick code 3 and write the details.

**Question-2.5: Source of Drinking Water** – Tick the proper code for the source of drinking water. If the answer is others, tick code 4 and write the details.

**Question-2.6: Facilities of Kitchen** – Tick code 1 if there is no special room for cooking and cooking is done within the living room. Tick code2 if there is a special room for cooking. If there is any other ways of cooking except these two, tick code 3 and write the details.

**Question-2.7: Source of energy used in cooking** – Tick the proper code from the seven codes given. If the answer is others, tick code 7 and write the details.

**Question-2.8: Facilities of toilet/bathroom** – Tick the option which is used in the household from the 6 options given.

**Question-2.9: Materials Used in the Household** – Tick the proper code/codes from the 8 codes given. One or more than one option is possible. If there is something else, tick code 9 and write the details.

**Question-2.10: Land of the Household** – Write the total amount of land of the household including the land of the house where legal members of the household (not servants, guests, outsiders etc) reside. The acre will be written in two digits and percentage in three digits.

**Question-2.11: Economic Activities of the Household:** Different income-generating activities are given in this portion. Tick one or more options which are done by the household.

**Question-2.12: Activities of the Household** – Tick the proper code of activities from the six codes given. If the answer is others, tick code 6 and write the details.

**Question-2.13: Main Source of the Household** – A household earns from different sources. Tick the main source of income from the different sources given. Tick code 6 if the 5 sources given are not applicable. If the answer is code 6, write the details of the source.

**Question-2.14:** Two kinds of income are described here. Write the income generated from the self-employment source in box A and write the income generated by salary/wage in box B.

**Question-2.15:** Write the average monthly expenditure of the household. It should be noted here that a balance between the income and expenditure should be kept.

### **Section-3 Composition of household**

General information about the members of household will be collected in this section. There are 10 questions in this section. The information will be collected from the household leader, responsible person of household in his absence such as his wife or elder son etc. Under no circumstances information will be collected from anyone else. The questions are divided in three sections – questions no 3.1 to 3.5 are for the general information of the members of household, question 3.5 is for the members of household whose age is 10 or above 10 and questions 3.7 to 3.10 are for the educational and training related information of the members of household whose age is 5 or more.

**Question-3.1: Names of Household Members:** The names of household members will be written in this portion. The name of the household leader will come first, then his wife, names of all children, their wives and other relatives. The names of the people who usually live in the household and eat together will be written. If any member of the household is absent now but will return within six months, his/her name will be included in the list. Guests or outsiders living temporarily will not be included. It should be remembered that caution must be taken in order to ensure that all the members are included. The questions 3.2 to 3.10 should be asked after all the names of the household members are written.

**Question-3.2: Relationship with the Head of the Household:** There are 10 possible answers to this question. Write the correct relationship in English. The ten relationship codes are given below.

**Question-3.3: Sex:** Write code 1 for male and 2 for female. If the sex can be determined beforehand, do not ask unnecessary question.

**Question-3.4: Age:** Ask the age and write it in two digits in English. Write the years only in years. For instance, if someone's age is 25 years, 11 months and 15 days, write the age 25. If the age is less than one year, write 00.

**Question-3.5: Religion:** Write the correct code for religion of the members. If the religion can be determined beforehand, do not ask it. If it cannot be determined beforehand, ask it politely.

**Question-3.6: Marital Status:** Write the marital status of the members of the household whose age is 10 or above.



**Question-3.7: Whether they can write letters:** Ask them whether they can write letters. Write code 1 if they can and code 2 if they cannot.

**Question-3.8: Educational Qualifications:** If someone passed any class, write code 1. If they have not passed any class, write the correct option from the codes 2 to 10. If the codes 1 to 10 are not applicable, write code 11 (the education codes are given below the questionnaire).

**Question-3.9: Study in Educational Institutions:** Write code 1 with the name of the household members who are studying in any educational institution. Write code 2 if someone is not studying.

**Question-3.10:** If any household member has received any training for job or self-employment, write codes 2 to 12 and write 1 if someone has not received any training. If someone has received training more than once, write the code of training received for the last time.

#### **Section-4 Household members 15 years or above**

Employment information of household members aged 15 years or above who are engaged in economic activities will be collected in this section. There are 22 questions in total in this section.

**Question-4.1:** Ask if any of the household members aged 15 or above did economic activity last week for at least one hour with the hope of receiving salary, increasing profit or own use or consumption and tick the correct code. If the answer is yes (code 1), then go to question no 4.3. Write the names of household members aged 15 or above and collect information. Information on a total of five people can be collected here. If there are more than 5 people who are engaged in economic activities in any household, use another questionnaire. Details of the area will be given in the questionnaire.

**Question-4.2:** If the answer to question no 4.1 is no and if the person did not work last week for some reason, ask whether the person was engaged in any economic activity in which he did not work last week or abstained from work and tick the correct code. If the answer is yes, go to question no. 4.3 and if no, then go to section number 4.

**Question-4.3:** If the answer to question number 4.1 is yes, that is, the person is engaged in economic activity but is absent right now; ask him about the sector/industry he is working in. Write the full name of the institution, for instance “Bangladesh Bureau of Statistics”, not ‘BBS’.

**Question-4.4:** Ask the person about the main activities in the industry/sector and write the most important activity. For example, a person works in the Bangladesh Bureau of Statistics – His main job involves collecting and providing data on statistics. This will be written in 4.4.

**Question-4.5:** The status of the work he was engaged in last week will be written in 4.5. Details of the work will be written. For example, the person’s designation may be “Statistics Investigator”.

**Question-4.6:** The activity which resembles his designation will be written here. For example, the main feature of his activity may be “collecting information on statistics”.

**Question-4.7:** Someone may be engaged in more than one activity. The hours he spent last week behind his main job will be written with his name in this box.

**Question-4.8:** Tick code 1 if the person worked in more than one field and code 2 if he did not. If the code is 2, go to question number 4.11.

**Question-4.9:** If there are other activities beside the main one, the names of them will be written on the right side. (Codes will be filled in the office)

**Question-4.10:** Ask the person how many hours s/he spent last week behind other activities beside the main activity and write it in the box on the right side.

**Question-4.11:** Write the total number of hours s/he worked last week in all activities in the box on the right side. It must be the sum totals of question no 4.7 and 4.10.

**Question-4.12:** Ask about the status of the work s/he was engaged in last week and tick the correct code from the 10 codes given.

**Question-4.13:** Ask about the sector/industry in which s/he worked last week. There are 5 codes and tick the correct code.

**Code 1 – Government:** The institutions which are state-owned will be included in this code. State-owned banks, corporation, autonomous institutions are also included.

**Code 2 – Private Sector:** This will include registered companies, partnership institutions which abide by certain rules, prepare annual report and abide by the appointment rules of their employees.

**Code 3 – Individual Household:** If a person runs a business within the household or runs a business outside the household but has no fixed place, it will be included in the code and tick code 4. Small businesses which do not prepare any report or do not observe the rules of appointing employees will be included in this code.

**Code 4:** If someone is engaged in any individual institution such as shops, business etc, tick code 4.

**Code 5:** If someone is engaged in any other sectors except the three mentioned above, tick code 5 and mention the name of the sector.

**Question-4.14:** Ask about the place where he worked last week and tick the correct code from the codes 1 to 9. The workplace of every individual must be asked.

**Question-4.15:** If the work was full time, tick code 1 and if it was part time tick code 2.

**Question-4.16: Appointment Agreement:** If there is a written or oral agreement between the employers and employees on following four basic principles, it would be assumed that there was an appointment agreement.

### **List of Duties and Responsibilities**

- A. Number of regular work hours per day and per week.
- B. The amount of time the employee would spend with the employer.
- C. The amount of money the employee will receive.

If the employment mentioned in question number 4.16 has written agreement, tick code 1 and tick code 2 if it has oral agreement. If there is no written or oral agreement, tick code 3 and if s/he has no idea about it, tick code 4.

**Question-4.17:** Tick the way s/he receives salary such as on daily, weekly, monthly or other bases.

**Question-4.18:** Write the amount of money earned by the day laborers in any of the three codes.

**Question-4.19:** Those who are salaried employees, in most of the cases, receive their salary on monthly basis. In this case, write the amount they receive per month in any of the three codes.

**Question-4.20:** If the person engaged in the institution receive any other benefits form the owner or the authorities, tick one or more options from the 12 options given.

**Question-4.21:** If the people who are self-employed or work within the household registered their industry, business with any legal organization, tick 1 and if no, tick 2.

**Question-4.22:** Ask if the transactions of such industries/businesses are written for record and whether they pay any tax. If the answer is yes, tick 1 and if no, tick 2.

### **Section 5: Current Activity Status- Child 4-14 Years**

The information of children aged 5 to 14 will be recorded in this section. There are 11 questions in this section.

**Question-5.1:** Ask if any of the household members aged 5 to 14 did economic activity last week for at least one hour with the hope of receiving salary, increasing profit or own use or consumption and tick the correct code. If the answer is code 1 (yes), then go to question number 5.3.

**Question-5.2:** If s/he did not do such work, ask him/her whether they were engaged in any other economic activity. If yes, tick code 1 and if no, tick code 2.

**Question-5.3:** Write the name of the institution on the right side in which s/he worked last week or was absent for some reason, for example Kohinor Chemical Co., Dhaka Dyeing Industries etc.

**Question-5.4:** Write the main activity of the work in which s/he worked last week or was absent for some reason. It must be written with clear handwriting so that code of profession can be given easily

afterwards. Examples of it may be carrying goods on head, operating machines, packing or supplying produced goods by van.

**Question-5.5:** The designation of the work such as binder, operator, maker, loader etc will be written.

**Question-5.6:** Write the details of main activities of the profession s/he engaged in last week. (Codes will be written afterwards)

**Question-5.7:** Ask about the status of the work such as servant, self-employed, salaried etc. and tick the correct code from the 9 codes given.

**Question-5.8:** Ask about the workplace and tick any one of the 10 options given.

**Question-5.9:** Ask about the total work hours last week and write it beside the child's name.

**Question-5.10:** Ask those children who are regular salaried worker about their last week's income and write it in the box opposite the code.

**Question-5.11:** Write the total monthly income of those children who are salaried workers in any industry/business/shop in the box opposite the code.

## **Section-6: Education and Current Activities Status 5-30 Years**

This section is primarily for the 5-30 years old students who are engaged in economic activities to earn wage/salary, increase family income or for individual use or consumption in addition to their education. There are five questions in this section.

**Question-6.1:** Tick the correct code if the individual is studying in any educational or training institutes. If s/he is a regular student, tick code 1 and if s/he is irregular one, tick code 2. If s/he does not study, tick code 3.

**Question-6.2:** If the answer to question no 1 is no, then tick the reason for not going to education/training institutes from the 12 reasons given.

**Question-6.3:** If s/he did any economic activity before/after study last week, tick code 1 and if no, tick code 2.

**Question-6.4:** If the answer to question no 3 is yes, ask him/her what kind of activity s/he did from the 8 activities given.

**Question-6.5:** Write the total hours of economic activities and non-economic activities in assigned boxes.

**Section-7: All the people working at home including students (The people whose data was not collected in section 4, 5 and 6)**

Data on all the people working at home, including students, will be collected in this section. There are two questions in total in this section.

There are some people who usually say that they do not do anything despite being engaged in some activities. They consider themselves unemployed though they do some economic activities. Data on these people will be collected in question no 7.1.

**Question-7.1:** Tick the activity/activities from the list of 10 activities given in the question which was/were done by the person last week.

**Question-7.2:** Write the number of total hours in the right box if s/he was engaged in any activity.

**Section-8: For the Unemployed (For the people aged 15 or above)**

Data on the unemployed people will be collected in this section. There are five questions in total in this section.

**Question-8.1:** If s/he was not engaged in any activity, did s/he find any work or was s/he prepared for work? If yes, tick code 1, if no, tick code 2.

**Question-8.2:** Tick code 1 if the person tried to find work or was prepared for work last four weeks and tick code 2 if the fact was the opposite and go to question number 8.5.

**Question-8.3:** If s/he tried to find work, what kind of effort did s/he make? Tick a maximum of four codes from the 9 codes given.

**Question-8.4:** Write the number of months in the box that they were unemployed.

**Question-8.5:** If the person is not employed and did not find any work, ask him/her if s/he tried to find any work in last four weeks and tick the correct code from the nine codes given.

**The Process of filling in the Tally Sheet**

Labor force survey tally sheet is regarded as a synopsis of the data collected in the questionnaire of this survey. Tally sheet of every PSU will be filled in. This tally sheet has been prepared to instantly show the data of 40 sample households in every PSU. Therefore, the tally sheet will be prepared only after the data of 40 households has been collected. Tally sheet of every PSU will be filled in by the data collector with the help of supervising officer. Supervising officer will put his name, date, signature in the assigned places after scrutinizing the tally sheet. Before filling in the tally sheet, fill in the team number, quarter and round of data collection, name of the area, name of the district, name of the thana/upazilla, name of the union/ward, name of the mouza/moholla, village/city, PSU number etc in correct positions and write the correct code. Name, signature, date and code of the person filling in the tally sheet will be put clearly.

There are nine questions in total in the tally sheet. Every question will be asked to male (1) and female (2). In order to determine the number of males and females, use the code of the question number 3.3 in section 3 as 1 or 2. An important summary of the data of a PSU will be shown by filling in these questions.

**Question No. 1: The total number of people in the sample area:** The total number of people in 40 households (male/female) is asked in this question. The information can be collected from the line number of section 3 and question no 3.3.

**Question No. 2: The number of people aged 15 years or above:** This information can be collected from the line number of section 3 and question 3.4.

**Question No. 3: The number of employed people aged 15 or above:** The total number of employed people of 40 households in a sample area is asked in this question. This information can be collected from the code 1 of question 4.1 in section 4 or code 1 of question 4.2.

**Question No. 4:** The people whose workplace is under the codes 6, 7, or 8 of question 4.16 in section 4, they will be considered as working in the formal sectors. In addition to this, the people working under the codes 1 and 2 of question 4.16 and code 1 of question 4.21 and code 1 of question 4.22 will be considered as employees of formal sectors. Any single code is enough to consider a person as working in the formal sector.

**Question No. 5: The people employed in informal sector aged 15 years or above:** The people whose workplace is under the codes of 1,2, 3, 4 or 5 of 4.14 in section 4, they will be considered as working in informal sectors. In the same way, code 2, code 3 or code 4 of question 4.16, code 2 of question 4.21, code 2 of question 4.22 will be considered as informal sectors. It should be noted here that formal or informal sectors will be determined in code 9 of question 4.14 according to the workplace of employed people.

**Question No. 6: The number of unemployed people aged 15 or above:** If the answer to question 4.2 is code 2 , code 1 to 8.1 in section 8 and code 1 to 8.2, then they will be considered as unemployed people.

**Question No. 7: The number of laborers aged 15 or above:** The labor force will be the sum total of people in serial number 3 and serial number 6. That is, the labor force = (employed + unemployed) the people.

**Question No. 8: The number of economically employed children aged 5 to 14:** To get answer to this question, the children of code 1 of question 5.1 in section 5 or code 1 of question 5.2 should be counted.

**Question No. 9: The number of economically employed students aged 5 to 30:** To get the activities of students aged 5 to 30, look whether the codes 1, 2, 3, 4 or 5 of question 6.4 in section 6 have been marked. That is, any of the codes will be counted as economically engaged if ticked.

### **The Responsibilities of the people engaged in the labor force survey**

1. **Responsibilities of National Coordinating Officer:** The Director and Joint Director of Industry and Labor Wing will serve as the National Coordinating Officer under the supervision of the Director General of Bangladesh Bureau of Statistics. Five Deputy Directors will serve as Divisional Coordinators under National Coordinating Officers.
2. **The Responsibilities of Field Coordinator:** Mr. Jafor Ahmed Khan will serve as the Field Coordinator for the completion and coordination of different field level activities. Field Coordinator will ensure that different survey materials are dispatched to the supervising officer and data collectors including questionnaire and the completed questionnaires are returned to Dhaka Headquarters.
3. **The Responsibilities of Divisional Coordinator:** There will remain five Divisional Coordinating Officers for the oversight of data collection in 1000 PSUs across the country in 12 months. Every Divisional Coordinator will oversee the work of data collector and supervising officer. Every Divisional Coordinator will visit the work of data collection once in a month in 9<sup>th</sup> to 22<sup>nd</sup> in the period of October 2005 to September 2006. The month, in which the Supervising Officer has the work of data collection in three PSUs, the Divisional Coordinator will visit the work of data collection in any PSU after negotiation and supervising officer will oversee the work of data collection in the other two PSUs.
4. **The Responsibilities of Supervising Officer:** The Supervising Officer selected for every team will ensure that data collectors are collecting data of households in due time and properly. Supervising Officer will visit the scene of data collection in person and verify the data collected from the households. He will correct any mistakes or inconsistencies. Supervising Officer will go to visit at least once the work of data collection in every PSU in 9<sup>th</sup> to 22<sup>nd</sup> every month in the period of October 2005 to September 2006. The month, in which the supervising officer has the work of data collection in three PSUs, the divisional coordinator will visit the work of data collection in any PSU after negotiation and supervising officer will oversee the work of data collection in the other two PSUs.  
He will submit the completed questionnaire to the data collector after the completion of survey and scrutinize it. He will correct any mistakes if found there. He will put his signature in every completed question before sending/submitting it to the Headquarters.

Supervising officers will take steps to dispatch the completed questionnaires to Industry and Labor Wing in Dhaka Headquarters after scrutinizing them within the seventh of the month next to the one of data collection.

5. **The Responsibilities of Data Collectors:** 28 data collectors will carry on the responsibilities of data collection in 1000 PSUs across the country. They will play the pivotal role in conducting the survey by collecting data from households. Data collectors will work carefully in their respective PSU. They will remain engaged in data collection from 8<sup>th</sup> to 22<sup>nd</sup> of every month in the period of October 2005 to September 2006.

Data collectors will collect data of three PSUs (sometimes two) every month following the serial number of the PSU list. Data from 40 households will be collected in every sample area following random selection process. If the selected household cannot be found or closed for several days, then households will be selected from five reserve households and data will be collected from them. If all the five reserve households are over for any reason, the data will be collected from the next/previous household.

Every completed questionnaire will have to be scrutinized after collecting data. Any inconsistency will not be acceptable at all. Completed questionnaire can never be submitted without scrutinizing them. Concerned people will be liable for any mistakes.

Data collectors will collect required materials from supervising officer before the start of the survey. Data collectors will complete the tally sheet with the data collected from 40 households. Data collectors will submit the completed questionnaires to the Supervising Officer after finishing all the work within 23<sup>rd</sup> to 30<sup>th</sup> of every month.