

**SOMALILAND HOUSEHOLD SURVEY 2013**

*Enumerator Manual*

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### **1. Introduction**

Private Sector Development during and soon after conflict has gained increasing attention in Somaliland, given the important contribution of the private sector to peace building and state building as a stabilizing economic force and source of sustainable growth. Indeed, the private sector plays a role not only in employment provision, but also in governance and broader state building.

There has been an explicit demand from various Somaliland parties for socioeconomic data collection and analysis. The United Nations (UN) and other development partners have expressed a strong desire to strengthen capacity for development planning through utilization of socioeconomic data collection and analysis.

The World Bank has contracted Kimetrica International to conduct two surveys: a household survey with a consumption module and a business enterprise survey. The two surveys will provide data from different sources for different reasons. The household survey is designed to provide consumption data, which will be used to compute consumption based poverty estimates. The enterprise survey will provide baseline data to be used for computing indicators developed by Finance and Private Development Sector (World Bank) in collaboration with the International Finance Corporation (IFC) and are designed to provide country comparable statistics on the business environment.

This manual will serve as a guide to the successful completion of the Somaliland Household Survey. It is designed to provide answers to many of the questions field staff may have in conducting the Household Survey.

### **2. Sample Size and Team Organization**

The Household Survey is administered to a representative sample of households. Approximately 1,700 households will be interviewed in the household survey. Nine households will be interviewed in each of 192 polling stations or enumeration areas. (Total Sample = 9 households per polling station/enumeration area in 192 polling stations/EAs = 1728 sampled households)

There will be eight regular enumeration teams. Each team will consist of a driver, a supervisor, and three enumerators. Each team will be expected to define the boundaries of sampled polling stations/enumeration areas and list the households within the polling station/EA. The boundary definition and listing portion of the assignment is expected to take two days. Then the team will interview the sampled households within each polling station/EA in two and a half days. Each enumerator will be expected to complete 3

household interviews per cluster. Each interview will take roughly 2 hours to complete, depending on household size. Household interviews will take place in the morning. Two households will be interviewed the first morning and one household the second morning with a period of time for callbacks.

Day 1	Day 2	Day 3	Day 4	Day 5
Move	List	List	Survey (2)	Survey (1)

### 3. Role and Responsibilities as an Enumerator

As an enumerator for the Somaliland Household Survey, you will be responsible for collecting much of the information for this survey. You will be assigned polling place(s)/EAs in which you will list and interview the heads of households or other knowledgeable household members.

This manual will serve as your guide to the successful completion of your job. It is designed to provide answers to many of the questions you may have. Refer to these instructions often; you are not expected to memorize them, but frequent review will help you be an effective enumerator.

#### Listing Operation

You will be required to list dwellings/households in your assigned area. The listing operation is the operation in which the enumerator defines the boundaries of the polling station/EA and lists all households in the polling station/EA. In rural areas, for the definition of the polling station boundary, a village or local authority that will explain the boundaries of the polling station will accompany you.

Listing of the households must be done in a systematic order to ensure that all households in the sample areas are listed and listed only once. You will be assigned a starting point and you will list all households to your right as you travel your area. For each household enter address and/or location description, household/dwelling type, and other information as specified in the listing book. The information you collect in the listing operation is very important, as it is the basis for selecting sampled households/dwellings.

#### Note the following terms:

A **cluster** is the smallest geographical statistical unit that groups a number of adjacent households in a geographical area. A cluster typically corresponds to a census enumeration area (EA) or to a segment of an EA.

An **enumeration area** (EA) is a geographical statistical unit that contains a certain number of households. In our case, the EA is the polling station in rural areas. An EA is usually a group of small villages, or a village, or a part of a large village in

the rural areas, or a city block in urban areas, with its location and boundaries well defined and recorded on census maps.

A **segment** is a sub-grouping of a polling station based on the threshold of 100 occupied households.

A **structure** is a freestanding building that can have one or more rooms, for residential or commercial use. Residential structures can have one or more dwelling units (for example: single house, apartment building). In the case where one household inhabits several small structures, as in rural areas, all the structures together, whether they are fenced in or not, constitute a structure.

A **dwelling** unit is a room or a group of rooms normally intended as a residence for one or more households (for example: a single house, an apartment, a group of rooms in a house).

A **household** consists of a person or a group of related or unrelated persons, who live together in the same dwelling unit, who acknowledge one adult male or female as the head of the household, who share the same housekeeping arrangements, and are considered as one unit. In some cases one may find a group of people living together in the same house, but each person has separate eating arrangements; they should be counted as separate one-person households. Collective living arrangements such as army camps, boarding schools, or prisons will not be considered as households. Examples of households are:

- A man with his wife or his wives with or without children
- A man with his wife or his wives, his children and his parents
- A man with his wife or his wives, his married children living together for some social or economical reasons (the group recognize one person as household head)
- An unmarried man or woman with his or her children that provides food and other essentials for their life
- A widowed or divorced man or woman with or without children

The **head of household** is the person who is acknowledged as such by members of the household and who is usually responsible for the upkeep and maintenance of the household.

A **cluster map** is a sketch map (with potentially varying levels of detail) produced in the household listing operation, with location or marks of all structures found in the listing operation which helps the interviewer to locate the selected households. A cluster map also contains the cluster identification information, location information, access information, principal physical features and landmarks such as mountains, rivers, roads and electric poles.

1. Your supervisor will assign to you a part of an Enumerator Area or “BLOCK” and discuss the routing you should take to list. The supervisor will make a rough sketch map of the route you should take with location of landmarks, public buildings (e.g., such as schools, temples, public offices and markets) and main roads. This rough sketch will serve as guide for the team when they begin the main work.
2. Each enumerator will canvass his/her block by selecting a landmark and moving clockwise. They should be accompanied with a local guide. Canvassing is the process where you divide up the EA and verify the number of households within an EA.
  - You will knock on the door and gather the necessary information as required on their listing sheet. Mark the home using chalk so that it is known that the house has been visited (and not duplicate efforts). You will be given an identifying letter (A, B, C). Each enumerator should mark at least 40 households (i.e. notice the difference between a structure and a household).
  - The enumerator will fill out the sheet and mark the household with the chalk on the upper right of the door if possible. If two households are present, the will be separated by a comma. If the housing structure is empty mark it with an X.

**A-1 or B-2,3**

3. You will use a Household Listing Form. Your supervisor would have entered the identification codes of the cluster. The first two columns are reserved for the supervisor use only, leave them blank. Note: **LEAVE A BLANK ROW BETWEEN LISTED UNITS. MAKE SURE THE HEADERS ARE PROPERLY FILLED IN.**

ID 1. Cluster		Number of pages	
ID 3. Enumerator Code		Current page	
ID 4. Circle block code	<b>A</b> <b>B</b> <b>C</b> <b>D</b>	Total number of housing structures in block	
		Total number of occupied households in block	

Complete the rest of the form as follows:

Listing ID CODE (To be filled by Supervisor)	Serial No. Of structure	G.1	G.2	G3	G.4	G5. RESULT OFHH VISIT
		NAME OF HH HEAD	TELEPHONE NUMBER (if possible)	No. of households in dwelling. If this is an apartment record the number of the household in each apartment with the prefix A1 or A2 etc.	Number of registered voters in the household/	1 Completed with member of hh 2 Completed with member of community 3 hh listing incomplete 4 dwelling vacant (no one lives here) 5 not a household dwelling

Column (1) [Listing Number of the household]: To be completed by the supervisor and is the sequential number of each valid household.

Column (2) [Serial Number of the housing structure]: For each structure, record the serial number (and make sure it is the same as the chalked number).

Column (3) [G1: Name of the Head of Household]: Write the name of the head of the household. There can only be one head per household. If no one is home, ask neighbors for the name of the head of the household. If a name cannot be determined, leave this column blank. Note that it is not the name of the landlord or owner of the structure that is needed, but the name of the head of the household that lives there.

Column (4) [G2: Telephone number]: Provide a telephone number if possible. It may be required to contact the person for a call-back.

Column (5) [G3: Serial Number of Household in Structure]: This is the serial number assigned to each household found in the structure; there can be more than one household in a structure. The first household in the structure will always have number "1". If there is a second household in the structure, then this household should be recorded on the next line, a "2" is recorded in Column (5), and in Column (2) repeat the structure number. The supervisor will sequence the Listing number for the selection process.

Column (6) [G4: Number of registered voters in the household: This is a very important question and is used to make sure that the household provides information relevant to weighting of the survey. The weighting will confirm the number of voters in the list with the reported number in the household.

Column (7) [G5: Result of the visit]: This will identify the availability of the household for interview (and the status of the structure). Only those listed as 1 or 2 will be sequenced for selection. All others will not be sequenced for interview or given a listing number by the supervisor.

If the structure is an apartment building, assign one serial number to the entire structure, but complete Columns (3) through (7) for each apartment in the building individually. Each apartment unit should be recorded as a structure having multiple households but identified with the prefix A and then a sequential number for the household residing in a specific apartment.

## Household Interview

The following describes your major job responsibilities as a survey enumerator:

### *Keeping survey information confidential*

When you accepted your appointment as an enumerator for the household survey, you agreed that you would not reveal any information you collect about individuals and/or households to any person or persons, except other survey employees. This means that you may not share any information you collect as part of this survey, not even with members of your family.

Before you begin any interview, make sure that no one else is present or is within hearing range when the respective interviews are being conducted. Interviews with respondents should always be private. Only survey staff and/or Kimetrica staff can seat with you while conducting an interview. It is up to the respondent if he/she wants someone knowledgeable about the household present during the interview to help answer survey questions.

- DO NOT repeat any survey information to anyone who is not a member of the household survey. You are not permitted to discuss it or gossip about it.
- DO NOT let anyone travel with you while you are doing your job, except members of the household survey team and others approved by your supervisor.
- DO NOT leave questionnaires unattended where they can be seen by anyone other than your supervisor and/or other members of the survey team.
- ALWAYS interview the respondents privately, or if he or she wishes, with other individuals that the respondent requests be present (family or other household members).
- You may show the household address or location description to others whenever you need help locating the household.

Respondent anonymity is a key to our ability to collect information about people and households. Your commitment to keep survey information confidential may offer the public reassurance, which may increase, their willingness to participate in surveys.

Confidentiality must be strictly preserved. You will often have to reassure the respondent of our commitment to confidentiality. Tell the respondent that information that could identify an individual person or household cannot be revealed. Only household survey staff that understands that they must not reveal any information that they obtain as part of the survey has access to the data.

Remember, never share information collected in the survey with anyone other than household survey employees and Kimetrica staff. If you have any questions about your responsibility to maintain confidentiality, ask your supervisor immediately.

### *Data Integrity*

Your job as an enumerator will not always be easy. There may be times when your progress is not going as well as you would like. Even though you want to keep on schedule, you must never submit falsified work to your supervisor, under any circumstances. Office staff and supervisors are trained to recognize fictitious materials. Additionally, a percentage of all work submitted is verified for accuracy. Thus the chances of getting caught are high. If it is discovered that any work you submit has been falsified, you will be immediately dismissed from your job.

As a survey enumerator it is your job to find the identified households in the polling place or EA you have been assigned and complete a questionnaire for each one.

### *Completing your work*

Survey teams will be assigned to polling places or EAs and teams will remain in their assigned area until the estimated number of households is interviewed. Teams will have similar workloads.

### *Your supervisor*

Your supervisor will give you your enumerator assignment and supply you with the materials you need. Your supervisor will review your work and as needed, explain how you can improve it. It is your supervisor's duty to see that you complete your assignment as quickly and accurately as possible. Whenever you have questions or problems that you cannot solve from the information in this manual, write them down and contact your supervisor for assistance.

### *Reasons for immediate dismissal*

Field enumeration can be a tiring and often stressful process. However, as an enumerator, you are expected to exhibit the highest standards of conduct at all times. You must always respect the law. Kimetrica staff will no protect employees that fail to do so. While following the law is a basic part of the job, more is expected of you. The following behaviors may lead to your immediate dismissal:

- You are found cheating i.e., making up data and filling the questionnaire without actually interviewing the respondent.
- Your job performance does not meet quality standards. Your supervisor will review your work to determine how well you apply the concepts and procedures you learned to actual enumeration situations.
- You show up for work unable to perform your duties.
- You are late for a pick up more than once.
- Insubordination: You fail to follow instructions or organize strikes.
- Absenteeism: If you do not show up for work for two or more days without prior notice to your supervisor or in the case of illness, you fail to provide a doctor's letter.
- You exhibit abusive or inappropriate behavior towards respondents, other survey staff, or other persons you encounter as part of your survey work.
- You engage in any illegal activities.

## **4. Enumeration Techniques**

This section contains information you need to prepare for your job each day. It contains instructions for conducting an interview and making callbacks.

### *Organize your materials*

Each day check over your job materials. Make sure that you have the materials you'll need for the day's work. In order to save time and be more productive, arrange all materials and supplies in a neat and orderly fashion.

### *Plan a path of travel*

Plan to start working each day where you left off the previous day, unless instructed otherwise by your supervisor. Visit your assigned cases in an efficient manner to avoid backtracking. Be on time at the specified location where you will be picked up.

### **Final Preparations**

Make these final preparations before you start each day:

- Based on your growing experience, anticipate the types of situations you may encounter. If necessary review your manual for proper action.
- Make sure you have enough blue pens, questionnaires and other supplies.

### **Conducting the interview**

Conducting individual interviews is a major part of your job. It is important that you develop effective interviewing habits and that you know what to do in each case and how to do it quickly and efficiently.

Here are some guidelines:

- Make a good impression by dressing appropriately and respecting the local customs.
- Surveys can cover a wide range of cultures and religious traditions. It is important to be impartial and show the uttermost respect of other cultures. Don't let your personal views bias the interviews in any way.
- Always try to smile and be friendly. On arrival at a new household exchange greetings. You must always remain courteous and polite. Your introduction is very important. Introduce yourself and say that you are working on the Household Survey of Somaliland that is being conducted by Kimetrica under contract with the World Bank. Say that you'll be asking questions about household members, as well as the household as a whole. Topics include, age, sex, education, migration, consumption, assets owned, etc.
- Say that the goal of this survey is to gather information about the socio-economic environment in Somaliland. The information gathered here will help to develop

new policies and programs that could enhance the welfare of individuals in Somaliland. The information obtained here will be held in the strictest confidentiality. Neither your name nor the name of any household member will be used in any document based on this survey.

- Always wear (or show) your identification card if you are issued one.
- Ask if you can speak to the household head or other knowledgeable person who would be able to answer questions about the household.
- Tell the respondent that as a way of saying thank-you for taking part in the survey, he/she will receive incentives in the form of soap and sugar (if appropriate) at the end of the survey.
- Let the person to be interviewed know that the survey will take about 1.5 hours. Make sure they will be available for the duration of the time that would take to complete the questionnaire. If the respondent will not be available for the entire time, set up a time when you can return to the household and conduct the interview. You may also ask about the availability of a replacement respondent who is also knowledgeable about the household.
- Ask the respondent if he/she has any questions.
- Obtain the consent of the respondent to participate in the survey. Read the consent form to the respondent. If the respondent agrees to participate, ask that he/she sign two consent forms. Sign the two forms and give one to the respondent and keep the other one with the questionnaire for the household to show your supervisor. Refer to Attachment A, Consent Form.
- Remember that participation in the survey is VOLUNTARY. If a respondent does not want to participate, gently remind him/her why the survey is important to Somaliland and that we rely on the cooperation of respondents like him/her to attain the highest response rates possible. Never coerce respondents. No interview can take place without their consent.

### *Gaining cooperation*

Most people will be friendly and cooperative, if a person refuses to be interviewed, or is reluctant to answer a specific question or group of questions, follow these guidelines:

- Ask the person to let you start asking the questions. People that refuse to answer at first may find that there is nothing objectionable once they hear the questions.

- Tell the respondent that their answers will be kept confidential and the information they provide will only be used to create statistical tables. Individual information about persons and households is never disclosed.
- Always treat the respondent with respect. People find it difficult to refuse a sincere good-natured enumerator.
- The best way to prepare for reluctant respondents is to know your job—know why the survey is being conducted and why the results of the survey are important to Somaliland.
- You should be able to clear any misunderstandings, but if you cannot persuade a person to respond, or if his/her refusal is deliberate, tell the person that you will talk to your supervisor and he/she may pay him/her a visit. Make a note on the “OBSERVATIONS” section of the ID Sheet and contact your supervisor at the earliest opportunity.

#### *General rules for asking questions and entering responses*

Here are some simple rules to follow when conducting an interview and completing a questionnaire.

- Fill only one questionnaire for each household you are assigned, unless there are continuation questionnaires. Whenever possible, obtain the information from the person most knowledgeable about the household—usually the head of household.
- Ask all questions as they are worded and in the order they are shown in the questionnaire. If you change the wording, you might change the meaning. Changing the meaning is as serious as omitting a question.
- Don't assume any answers or put any answers in the respondent's mouth.
- Probe for more information if a respondent's answer is unsatisfactory, confusing or unclear. This may require you to repeat the question, ask for more information or ask for an estimate. Probing will help ensure answers reflect the respondent's true views, that the respondent has understood you correctly, and that the respondent answers all questions, even those that are difficult for him/her. However, you should NOT correct the respondent or inform him/her of what you think the correct answer is. There are no right or wrong answers in enumeration, only the respondent's views. The answers on the survey should reflect the views of the respondent, NEVER your own opinion. If the respondent gives an answer that seems highly unlikely or impossible, record the response and make a note of your specific concern in the “OBSERVATIONS” section of the front page of the questionnaire.

- Write all answers neatly and in the proper space. Enumerators use a blue pen. Do not use pencils or black pens. Only the supervisors will use black pens.
- Enter all data using the units of measure specified on the questionnaire—i.e., Somaliland shillings, days, years, hectares, etc.
- Enter all Somaliland shilling values followed by S (hundreds), K (thousands) or M (millions). Round values of 1,000 and over to the nearest thousand or million. For example, enter 550 Somaliland shillings as 550S, enter 1,800 as 2K and 1,400,500 as 1M.
- Enter all percentages in whole percents. For example, 22.8 would be 23 percent.
- If any quantity given to you is not in the unit asked, convert it to the specified unit or make a note and ask your supervisor for assistance.
- When a question does not require an answer, leave it blank. Do not enter zero or do not write down “None,” unless instructed otherwise on the question.
- Check your calculations and make sure the entries are correct.
- Draw a line through an incorrect entry neatly and write the correct entry above it or in the correct space.
- When you write the name of a person, place or thing, **always write very legibly in capital (BLOCK) letters**. This instruction is particularly important for the household roster, because the names have to be entered into the computer.
- Use the “OBSERVATIONS” space of the front of the questionnaire or the margins of the questionnaire to explain unusual entries or situations and for making notes and calculations. Begin each note with the question number of the questionnaire to which it refers.
- Make a note whenever you encounter a problem you cannot solve. Contact your supervisor about problems you cannot solve.
- Try to leave the respondent on a good note. Always end your visit on a positive note by thanking the respondent for their time and cooperation.
- If appropriate, give the respondent the incentive provided by the survey.

## About the questionnaire

Most questions on the questionnaire are pre-coded to facilitate implementation. Read the questions exactly as they are written in the questionnaire, following the established order. Refer to the list of household members (on the flap of the questionnaire) to verify the age of the individuals for modules that only apply to individuals within a certain age range or to verify age and sex of the individuals for questions that only apply to female individuals within a certain age range. Closely follow the instructions of each section when asking the questions.

You must write the code corresponding to the answer given by the respondent in the space provided, below or at the side of the question. If the answer is an amount or a figure, write the amount in the appropriate area. If the answer is zero, make sure to write “0” in the space provided. You should not leave any question blank, unless it is part of a skip pattern.

In order to include all possible responses that may be provided, many questions include a response option of OTHER (SPECIFY) for you to be able to record responses that are not covered by any of the pre-coded responses. If the reply by the respondent is not in the list of specified answers on the questionnaire, use the code number for “Other” and write-in the response provided by the respondent. When you use the code for “Other,” the box should contain two things: the code for “Other” and the unique response provided by the respondent. You will be monitored on the use of “Other.” Please use it only if required. Make sure you go through the list and try to classify in the provided choices. The best way to approach the interview is:

- a. Ask the question
- b. Allow the respondent to respond spontaneously
- c. Check the response for availability or probe for clarity

When applying the Health Module, an interview may follow the line of questioning below:

- a. ENUMERATOR: What was the illness or injury?
- b. RESPONDENT: Headache (Headache is present but ask for more specifics)
- c. ENUMERATOR: Is the headache due to an illness or injury?
- d. RESPONDENT: Yes, an illness.
- e. ENUMERATOR: What illness?
- f. RESPONDENT: The Flu.

The flu is present, so you would enter code “8” in the space provided.

In the case of a response that is not pre-coded as the example above, enter code “31” for “Other.” However, make sure you ask the respondent to specify the illness. If the illness he/she describes does not fit in any of the pre-coded categories, write the description next to “31.” The interview may follow the line of questioning below:

- a. ENUMERATOR: What was the illness or injury?
- b. RESPONDENT: Problems walking
- c. ENUMERATOR: Was the problem due to an illness or injury?
- d. RESPONDENT: Yes, gout.

The example below pertains to Module AD. Health, question AD02. It shows how the questionnaire should be filled for the scenario described above.

AD02	
<b>MAJOR HEALTH PROBLEMS</b>	
What was the illness or injury?	
1=MALARIA 2=DIARRHEA 3=STOMACH ACHE 4=VOMITING 5=SORE THROAT 6=UPPER RESPIRATORY (SINUSES) 7=LOWER RESPIRATORY (CHEST, LUNGS) 8=FLU 9=ASTHMA 10=HEADACHE 11=FAINTING 12=SKIN PROBLEM 13=DENTAL PROBLEM 14=EYE PROBLEM 15=EAR/NOSE/THROAT 16=BACKACHE	17=BLOOD PRESSURE 18=PAIN WHEN PASSING URINE 19=DIABETES 20=MENTAL DISORDER 21=TB 22=SEXUALLY TRANSMITTED DISEASE 23=BURN 24=FRACTURE 25=WOUND 26=POISONING 27=UNSPECIFIED LONG-TERM ILLNESS 28=Typhoid 29= Rheumatism 30=Yellow Fever 31=OTHER 32= No diagnosis>> AD04
Problem 1	
<b>31 GOUT</b>	

For all “Other,” please circle the question plainly and then discuss with the supervisor.

### Flow and skips

In order to have a logical order to filling the questionnaire, it has been designed with a system of skips that allows you to follow the logical sequence of questions based on

responses to questions already provided. If there are no additional instructions, you pass directly to the next question.

The double arrow symbol >> indicates that you should continue with the question indicated. As an example, in K08, if the answer is “2” for “Unemployed,” you DO NOT continue with question K09. But rather, SKIP to K10.

The double arrow symbol can also indicate that you should SKIP the remaining questions in the module for the respondent. As an example, in question AC03, if the answer is “No, has never attended school,” you SKIP the rest of the questions on education because the respondent would have no responses to the rest of the questions.

Most of the household questionnaire modules are organized according to a columns and rows format. This format is used when there is information from multiple respondents in a single module. In this format, the questions are located in the columns and the responses are recorded in the rows. An example of this format is found in Module A, where the responses from all household members are recorded on individual rows for the same set of questions.

There are questions on the questionnaire where the enumerator DOES NOT read the question to the respondent. Rather, you record information based on previous responses provided by the respondent. Refer to question AE07 as an example.

In other questions the enumerator reads ONLY the question. These questions are read to the respondents, after which you pause to wait for the response. The answers may be pre-coded or you may have to write in a response to be coded later. Questions A07 and AE17, respectively, are examples.

There is another type of question where the enumerator reads the question and the response categories. See question H17A for an example. If a particular question does not instruct you to read the response categories, you may use some discretion and read them to help the respondent with his/her answer.

### **What are acceptable responses**

Some questions ask for percentages or fractions. In general, all numbers should be recorded in such a way as to **not have decimals**. So, ten percent is recoded as 10 (not .1 nor .10 and certainly not 1/10). In cases where the respondent answers 10.5 percent, for example, the enumerator should **round up** to 11 percent. In cases where the respondent answers 10.25 percent, the enumerator should round down to 10 percent.

With regard to the rounding rule, in terms of measurement of time, where the answer given by the respondent is between 0 and 1, the rule is to record 1 (hour/minute/day, etc.).

For purposes of standardization, the conventions for time conversions are the following:

1 day= calendar day  
1 week= 7 days  
1 month= 4 weeks  
1 month= 30 days  
1 year= 52 weeks  
1 year= 365 days

There are two exceptions to the general rule of recording only whole numbers on the questionnaire. In Module G. Housing, Access to Services and Land, question G11 asks for distance in kilometers. It is acceptable to enter decimals. Also on Module G, question G17 asks for area of a parcel of land in hectares. It is acceptable to enter decimals.

### How to minimize enumerator bias

The questionnaire is to be read as it is written. As with any survey, enumerators should refrain from introducing any interpretation bias by trying to explain or direct the answer. However, in some cases answers are not provided in the format desired or they do not address the issue in question. To handle these situations, in general, questions can be classified in two categories: opinion-based or sensitive questions and hard-data questions.

**Opinion-based or sensitive questions** are those where the actual opinion of the respondent is requested or where a sensitive issue is being addressed such as rejection by a financial institution or recent deaths in the household. In these cases enumerators should just read the question. When asked for the meaning of any term or when faced with a respondent who is confused or does not understand the question enumerators should read again the full question as it is written.

Enumerators should not attempt to change the wording or explain using synonyms or commonly used terms. If the respondent cannot understand the question and insists that you explain the question, indicate that you have been instructed NOT to explain this question because it elicits an opinion or is very sensitive in nature.

**Hard-data questions** are those directed to get objective facts including quantitative data. In some cases the questions are quite specific and they require identifying the appropriate answer from the sometimes-narrative stories provided by the respondent. In these cases you should probe the respondent by repeating the question emphasizing the key concept, for example, in a USUAL month how much...?, if the respondent provides an answer for one given month but the question refers to the whole year, emphasize 12 MONTHS, when the respondent provides the answer in ranges such as, between a and b, ask, Could you be more specific? Or is it more a or b?

**Historical Events and Ages.** Several of the questions in the questionnaire require information on the age of respondents, assets, or other items, as well as some dates. Many respondents may find it difficult to remember such ages and dates. One way to overcome this problem is to have the respondent remember a commonly known event that occurred at about the same time as the individual was born (in the case of the age of a person), an item was acquired, or whatever the age-related question may be. Refer to Attachment B, Somaliland Historical Events for a list of events that occurred in Somaliland. Use this list to estimate ages and/or dates.

**Non—Response or inability to provide a response.** All questions that are not answered because of the skip pattern or general flow of the questionnaire should be left BLANK. No information should be recorded. However, there are cases where respondents will not answer an individual question, either because they do not know the answer or because they refuse to answer that question. In these cases, if you cannot get a response even after asking the question several times, the following codes should be recorded:

Refuse to answer. . . 97  
Do not know. . . . . 98

However, you **MUST** use these codes only very rarely. Your supervisor will warn you if he/she feels that you are unnecessarily or too frequently using these codes, as their excessive use may indicate a lack of effort on your part to collect the required information from the respondents. Be cautious by using these codes **ONLY** when it is absolutely necessary.

**Reference period**

Past One Week (Last 7 days)	The seven days prior to the interview. If the interview is done on a Wednesday, the last 7 days are Wednesday through Tuesday.
Past One Month (Last 30 days)	The 30 days prior to the interview. If the interview is done on the 10th of the month, the last 30 days are the 10th of the previous month through the 9 <sup>th</sup> .

**Respondents**

Each module is clearly marked with the group that is supposed to respond to the module. In some cases, all individuals in the household will provide responses to the module, for example, Module A: Household Roster & Module AD: Health.

In other cases, only individuals above a specific age will provide responses to the module, for example, Module AC: Education & Module AE: Labor, which are administered only to those individuals 5 years of age and older. Finally, some modules

can be administered to the best-informed individual or individuals in the household on the topic, such as Modules H: Household Enterprises.

It may also be difficult to meet with the household head because he/she may be too busy working. You should make every effort to speak with the household head at his/her convenience. If however, you are finding it impossible to speak with him/her, seek the person best able to respond to the module being administered. It is the responsibility of your supervisor to assist in arranging appropriate times for the interviews.

### **Completeness**

In this section, basic instructions are provided on how to ensure that the questionnaire has been completed fully. For many of the points raised, this section will restate what was said before. However, this section still provides a useful, condensed set of general instructions to carry out your work as you finish each interview.

- a. After finishing each interview, verify that all the sections of the questionnaire have been correctly completed. Check to see that your writing can be easily read. Be sure you have recorded the required information for all of the household members indicated in each section. You should review your questionnaires immediately after each interview, before you hand over the questionnaire to your supervisor, and most importantly before leaving the village.
- b. You can correct minor errors on the interview forms, like sloppy writing or light entries. But you should not make any other changes in the completed questionnaire without asking the respondent the questions again. Also, you may not copy the information you have collected onto a new questionnaire.
- c. Use ONLY a blue pen to make all entries. There will be no exceptions.
- d. Correct any incorrect entries neatly. Draw a neat line through the incorrect entry and write the correct entry above it or in the correct space.
- e. Do not put dash marks in any response box. If the respondent does not know, enter "98." If the answer is zero, enter "0." If the question is skipped because of a skip pattern, leave the answer box blank.
- f. Code "98" should be used when the respondent does not know the answer to a particular question. We do not expect to see many "98" for "Don't know." It is your responsibility to probe and help the respondent to determine the answer. ONLY accept "Don't know" as a last resort.
- g. Your supervisor will review your questionnaires and rate them based on the quality of your work. Quality is defined as follows:

- The questionnaire is correctly filled out. Questions requiring responses are filled out according to the instructions, control information is provided.
- Answers are legible, a blue pen is used and any entries made in error are neatly crossed out and the correct answer is entered above or beside it.
- Answers to the questionnaire are consistent. Skip patterns are followed and answers are contained within valid responses. For example, if the instruction says, “Should not be more than 7 days,” Then the response should be 0 – 7. The response should not be ”8” or blank, unless it is part of a skip pattern.

## 5. Control and Administrative Details

The purpose of this section is to provide control details to identify the dwelling/household and its location. Other administrative information is also collected, such as date and time of visit and callback, result of visit, duration of interview, etc.

#	Name	Instruction
	Cluster	<ul style="list-style-type: none"> <li>• The supervisor provides the cluster number for the enumerator.</li> </ul>
	Household	<ul style="list-style-type: none"> <li>• The supervisor provides the household number for the enumerator.</li> </ul>
	District Name and Code	<ul style="list-style-type: none"> <li>• The supervisor provides the District Name and code number where the dwelling/household is located.</li> </ul>
	Village Name and Code	<ul style="list-style-type: none"> <li>• The supervisor provides the Village Name and code number where the dwelling/housing is located.</li> </ul>
	Polling Station Name and Code	<ul style="list-style-type: none"> <li>• The supervisor provides the Polling Station name and code number where the household/dwelling is located.</li> </ul>
	GPS Coordinates: Polling Station	<ul style="list-style-type: none"> <li>• The supervisor provides the coordinates for the polling station where the household/dwelling is located.</li> </ul>
	Total Persons in Household	<ul style="list-style-type: none"> <li>• Count the number of names in A02, but subtract any names that have lines drawn through them. That is, count only the names of household residents and enter the number in the space provided.</li> </ul>
	Household Address	<ul style="list-style-type: none"> <li>• Write the sampled household/dwelling address. If there is not a defined address, write “No Address” on the line provided and enter a location description in the space below. The description should allow another enumerator find the sampled household.</li> </ul>
	Description of how to find the household	<ul style="list-style-type: none"> <li>• If there is an address for the sampled household write “See Address” in this space. If there is not a defined address, write a location description that would allow another enumerator or a supervisor to find the sampled household.</li> </ul>

#	Name	Instruction
	Telephone/Other contact information	<ul style="list-style-type: none"> <li>Kimetrica personnel may have to contact the sampled household at a later time. Ask the respondent for his or her telephone or cell phone number, or a telephone number at which the respondent can be contacted.</li> </ul>
	Village Authority Name	<ul style="list-style-type: none"> <li>The supervisor will provide the name of the village authority that helped identify the polling station boundaries/EA for this case.</li> </ul>
	Village Authority Code	<ul style="list-style-type: none"> <li>Write "N/A" for the Village Authority code.</li> </ul>
	Interviewer Name	<ul style="list-style-type: none"> <li>Write your name in the space provided.</li> </ul>
	Interviewer Code	<ul style="list-style-type: none"> <li>Write your interviewer code in the space provided. Your supervisor will provide you with this information.</li> </ul>
	Supervisor Name	<ul style="list-style-type: none"> <li>Write the supervisor's name in the space provided.</li> </ul>
	Supervisor Code	<ul style="list-style-type: none"> <li>Write the code of your supervisor in the space provided. Your supervisor will provide you with this information.</li> </ul>
	Data Editor Name	<ul style="list-style-type: none"> <li>Leave this item blank.</li> </ul>
	Data Editor Code	<ul style="list-style-type: none"> <li>Leave this item blank.</li> </ul>
	Data Entry Name	<ul style="list-style-type: none"> <li>Leave this item blank.</li> </ul>
	Data Entry Code	<ul style="list-style-type: none"> <li>Leave this item blank.</li> </ul>

### Visit summary data

If a second callback is required, follow the instructions for Call Back 1, below.

#	Name	Instruction
	Date of Interview (Visit 1)	<ul style="list-style-type: none"> <li>Record the date of the first visit in the following format: DD/MM/YY</li> </ul>
	Time begun (Visit 1)	<ul style="list-style-type: none"> <li>Record the start time of the interview. Use 24-hour time clock i.e., instead of recording 2:15 P.M. record 14:15.</li> </ul>
	Time ended (Visit 1)	<ul style="list-style-type: none"> <li>Record the end time of the interview. Use 24-hour time clock i.e., instead of recording 2:15 P.M. record 14:15.</li> </ul>
	Duration (Visit 1)	<ul style="list-style-type: none"> <li>Compute the time it took to complete the interview in hours and minutes.</li> </ul>
	Result (Visit 1)	<ul style="list-style-type: none"> <li>Circle the code, 1 through 7 that most accurately describes the status of the interview. For code description, refer to "Codes for Result of Visit" below "Type of Household."</li> </ul>
	Date of Call Back 1	<ul style="list-style-type: none"> <li>Record the date of the Call Back in the following format: DD/MM/YY. Only fill this block if you made a Call Back 1 visit.</li> </ul>

#	Name	Instruction
	Time begun (Call Back 1)	<ul style="list-style-type: none"> <li>Record the start time of the Call Back interview. Use 24-hour time clock. Use 24-hour time clock i.e., instead of recording 2:15 P.M. record 14:15.</li> </ul>
	Time ended (Call Back 1)	<ul style="list-style-type: none"> <li>Record the end time of the call back interview. Use 24-hour time clock. Use 24-hour time clock i.e., instead of recording 2:15 P.M. record 14:15.</li> </ul>
	Duration (Call Back 1)	<ul style="list-style-type: none"> <li>Compute the time it took to complete the interview in hours and minutes.</li> </ul>
	Result (Call Back 1)	<ul style="list-style-type: none"> <li>Circle the code, 1 through 7 that most accurately describes the status of the interview. For code description, refer to "Codes for Result of Visit" below "Type of Household."</li> </ul>
	Type of Household	<ul style="list-style-type: none"> <li>Enter the code that best describes the type of household: "1" for "Resident," "2" for "Nomadic" or "3" for "Displaced."</li> </ul>
	OBSERVATIONS	<ul style="list-style-type: none"> <li>Enter comments or notes about the interview. For example, if a respondent had difficulty answering a module, if there were interruptions during the interview, if a continuation questionnaire was required. Continuation questionnaire notes are addressed in the Module A: Individual (Roster) section.</li> </ul>

## Module A: Individual (Roster)

**Column PID CODE**—The serial number of persons listed is given in this column. The PID CODES (Person ID) are preprinted in the questionnaire and go from 1 to 12. This means that the questionnaire can accommodate up to 12 individuals. If a household has more than 12 members, use as many blank questionnaires as required to enumerate the remaining members. Copy the CLUSTER number and HOUSEHOLD number as they appear on the original questionnaire onto the continuation questionnaire(s). On the OBSERVATIONS (or Notes) box of all questionnaires for the household enter “Continuation questionnaire(s) completed for this unit.” and “X of Y.” For example, if a household required two questionnaires, enter “1 of 2” in the OBSERVATIONS box of the original questionnaire. Enter “2 of 2” in the OBSERVATIONS box of the continuation questionnaire.

ID CODES should be in sequential order with no gaps in the numbering. Note that when you cross out a name from the roster, you need to cross out all the information associated with that individual and renumber the ID CODES so that there are no gaps in the numbering. We will discuss this further below.

**Column A02**—In this column you will list all persons present in the household on the day of the survey. In addition you will need to establish whether persons who normally live and eat here are temporarily absent and if so, you will need to list them. The main purpose of this column is to obtain information on the household membership.

Before listing any person on the roster, ensure that the person is a household member. If you start recording information about a person and later determine that the person is not a household member, neatly cross out the row with their name on it. For example, when you are interviewing a woman she says her husband is part of the household. During the course of the interview, you learn that they are divorced and the man no longer lives in the dwelling unit or share meals with the household. You would then cross out the row with his name on it.

In order to make a comprehensive list of individuals who are household members ask the respondent the following probing questions in the order below:

- Names of all immediate family members (including temporary absentees) who normally live and share meals together here. List the head of the household first followed by the head’s spouse, sons and daughters, their spouses, children, etc.
- Names of other relatives or relatives of other household members that normally live and eat here.
- Ask specifically about household members temporarily absent on travel or studying elsewhere.
- Names of others that normally live and eat here such as, servants, lodgers and non-relatives.

For each household member listed, ask the questions on Module A row by row. This means that you will ask the questions about each household member listed before moving on to the next module. For example, the next question on Module A is A03: “How many days over the last 7 days has (Name) eaten in a shared household meal?” Return to the first name on the list and ask the respondent to provide the number of days the first person (name of

Person 1) listed has eaten in a shared household meal in the last 7 days. Record the information and then ask the next question of the person listed (name of Person 1). Go through the whole module in this manner. Once you have asked the questions for the household member, continue to the next person listed, repeating the process.

For all “Other” responses that you record on the questionnaire, please circle the question plainly and then discuss with the supervisor.

Details:

#	Instruction
PID	<ul style="list-style-type: none"> <li>The PERSON ID (or Person Number) for each person appears here. The questionnaire accommodates up to 12 individuals. If there are more than 12 individuals in the household, use a second questionnaire.</li> </ul>
A02	<ul style="list-style-type: none"> <li>The first person on the list should be the head of the household. Every household must have one head of household (not more and not less).</li> <li>Include all individuals that normally live and eat their meals together here.</li> </ul>
A03	<ul style="list-style-type: none"> <li>Indicates the number of days the person has shared in a household meal during the last 7 days. (Days - 1 to 7)</li> </ul>
A04	<ul style="list-style-type: none"> <li>Indicates the sex of each household member. (Male - 1, Female - 2)</li> </ul>
A05	<ul style="list-style-type: none"> <li>For each household member, record the relationship of that member to the household head by entering the appropriate code in the space provided.</li> <li><u>Pay special attention when the respondent is not the head of the household</u> because the respondent in this case may give the relationship of the person in question to him or her rather than to that of the household head.</li> <li><u>The head of household is unique and always in the first position.</u></li> <li>Reconfirm the relationship before filling out the answer on the form.</li> </ul>
A06	<ul style="list-style-type: none"> <li>Record the age of each household member in years.</li> <li>If the person is under 5 years old, record the age in years and months.</li> <li>If the person is less than one year old, record “0” for years. Enter number of months.</li> <li>If the person is 96 or older, record “96.”</li> <li>If the respondent does not know the age, refer to Attachment B, Somaliland Historical Events, to help the respondent remember a commonly known event that occurred at about the same time as the individual was born. If the answer is still “Don’t know,” record “98.”</li> </ul>
A07	<ul style="list-style-type: none"> <li>This question is only for household members 12 years and older. If the household member is not 12 or older leave this question blank and skip to question AB01A.</li> <li>Record the person’s current marital status by entering the appropriate code.</li> <li>The option “Polygamy” refers to males having more than one wife even if the second wife does not stay in the same household. Also choose this option if females have more than one husband.</li> </ul>
AB01A	<ul style="list-style-type: none"> <li>Indicates whether the person was born in the village or locality where he/she lives, other village or locality within the district where he/she lives, other village or locality in another district, or outside Somaliland.</li> </ul>
AB01B	<ul style="list-style-type: none"> <li>This question is designed to ask if the person was registered at birth. Registration is a formal procedure of recording the birthday with an</li> </ul>

	authority. In many cases, particularly in the rural area, the response will be “No”.
AB01C	<ul style="list-style-type: none"> <li>• This question is asked to see if the person has a national ID number of any kind. Although there may be various ID systems in place, ask if the person has been registered and ask to see the ID if possible. If the person does not have an ID then skip to AB01E.</li> </ul>
AB01D	<ul style="list-style-type: none"> <li>• Record the ID number of the person and also verify the age with what you have written. Assure the person that the information is being kept confidential.</li> </ul>
AB01E	<ul style="list-style-type: none"> <li>• This is a very important question and should be asked to see if the person was registered to vote in the 2008 elections. Again please reassure the respondent that his/her responses are confidential. If the person refuses to answer enter “97” and skip to AB02 if he/she does not know, probe to see if they voted or not in 2008 and where they voted. Otherwise write “98” and skip to AB02.</li> <li>• If the person did not register skip to AB02</li> </ul>
AB01F	<ul style="list-style-type: none"> <li>• Ask the respondent if they voted in 2008. If they refuse to answer then enter “97.” Always be very clear when writing special codes such as “97” or “98.”</li> </ul>
AB02	<ul style="list-style-type: none"> <li>• ONLY ASK IF AB01A=1. If any other response is provided in AB01A you know the person has NOT always lived here and you can skip to AB03.</li> <li>• If the person has always lived here then we are not concerned with migration and you can skip to AC01.</li> <li>• If the person was born in the village but left and moved back then he/she has not always lived here. Make sure you probe to see if they ever moved for any reason and returned. In this case, the answer would be “2” and you would skip AB04.</li> </ul>
AB03	<ul style="list-style-type: none"> <li>• This question is only asked of persons born outside the district where they presently live. They must have responded 2-4 to AB01A. Check to see if the person was NOT born in the village and then ask the question.</li> <li>• Indicates the Somaliland District Name and Code or the Country Name and Code if born outside of Somaliland.</li> </ul>
AB04	<ul style="list-style-type: none"> <li>• This question is only asked of persons that were born outside the village or location where they presently live and those that were born in the village or location where they presently live but not always lived there.</li> <li>• Indicates the number of years that persons have lived in this village or location where they presently live. If a person is from the village, then the amount of time lived here is since he/she has returned.</li> </ul>
AB05	<ul style="list-style-type: none"> <li>• This question is asked of all persons except those who were born in the village or location where they presently live and always lived there.</li> <li>• Indicates reason the person moved to where she/he currently lives.</li> </ul>
AB06	<ul style="list-style-type: none"> <li>• This question is asked of all persons except those that were born in the village they currently live and always lived there.</li> <li>• Ask for the number of months the person has been away from the household in the past 12 months.</li> <li>• If the answer to AB06 is “0,” skip to AC01.</li> </ul>

AB07	<ul style="list-style-type: none"> <li>• Indicates the reason the person was away from the household.</li> <li>• If the answer is “Other” ask the respondent to specify and write it beside the “Other” code. Circle the question plainly and then discuss with the supervisor.</li> </ul>
AC01	The next questions are literacy/education questions and you will not ask those of any member of the household under 5 years of age. Check the age reported and if they are under 5 write an X and do not ask the questions of those persons. Make sure the persons that the questions refer to are 5 years and over. They include those 5 years exactly.
AC02	<ul style="list-style-type: none"> <li>• This question is designed to understand if the person can read and write and establish a literacy rate. This is an important indicator of development. Ask of all languages provided. Write “1” if they can read and write and “2” if they cannot.</li> </ul>
AC03	<ul style="list-style-type: none"> <li>• If [NAME] has attended school at any time, write “1” for “YES.” If [NAME] has never attended school, write “2” for “NO” and skip to AD01, HEALTH PROBLEM.</li> </ul>
AC04	<ul style="list-style-type: none"> <li>• If [NAME] attended school in the last completed academic year write “1” for “YES.” If [NAME] did not attend school in the last completed academic year, write “2” for “NO” and skip to AC06, HIGHEST LEVEL.</li> </ul>
AC05	<ul style="list-style-type: none"> <li>• This question asks for the class [NAME] successfully completed in the last completed academic year.</li> <li>• This question is not asking for the current level of school, but the last level successfully completed in the last academic year. For example, if a child were currently in Primary 5, then the last level they have completed would be Primary 4.</li> <li>• Refer to the class codes below the question and enter the appropriate code in the space provided.</li> </ul>
AC06	<ul style="list-style-type: none"> <li>• This is to capture the highest level attained by those who have attended school but are not currently enrolled.</li> </ul>
AC07	<ul style="list-style-type: none"> <li>• If [Name] had to interrupt his or her education before attaining the level desired, write “1” for “YES.” Otherwise write “2” for “NO” and skip to AD01.</li> <li>• For example, if [NAME] was sick for a year but still attained his or her desired level of education, write “1” move to the next question. Also, if [NAME] was in school and lost interest in school before attaining the level of school desired, write “1” and move to the next question.</li> <li>• Only if [NAME] had no interruptions at all before reaching his or her desired level of education, should you write “2” and skip to AD01.</li> </ul>
AC08	<p>This question indicates the main reason why a respondent had to interrupt his/her education before attaining his/her desired level of education. Write the code of the answer that best describes the reason. If the respondent is vague or unsure of the reason, read the reasons and ask the respondent to choose the best answer. Only if the respondent supplies a reason that is totally different from the 18 supplied reasons should you choose 19 “OTHER” and write the reason in capital (BLOCK) letters.</p> <ul style="list-style-type: none"> <li>• For all “Other” responses that you record on the questionnaire, please circle the question plainly write the reason and then discuss with the supervisor.</li> </ul>
AD01	<ul style="list-style-type: none"> <li>• If [NAME] has suffered from any injury or illness in the past two months, write “1” and continue with AD02. Otherwise write “2” and skip to AD05 FERTILITY.</li> </ul>

AD02-AD04	<ul style="list-style-type: none"> <li>• These questions are only asked of persons that in the past two months have suffered from any illness or injury.</li> <li>• Ask only about illnesses or injuries suffered in the PAST TWO MONTHS.</li> </ul>
AD02	<ul style="list-style-type: none"> <li>• This question is designed to accommodate up to two Major Health Problems.</li> <li>• Ask what health problems [NAME] has suffered in the in the past two months. If [NAME] had only one health problem, write the code for the health problem under “Problem 1” and write 0 under “Problem 2.”</li> <li>• If [NAME] had more than two health problems, ask the respondent to identify the two worst problems. Enter the appropriate codes in the boxes under “Problem 1” and “Problem 2” columns.</li> <li>• Probe as needed in order to classify the problem in one of the 30 categories of illnesses and injuries.</li> <li>• If your unable to classify the illness or injury in categories 1 -30, then assign the response to the “Other ” category. Circle the question and then discuss with the supervisor.</li> <li>• Refer to the example presented in the “Basic Principles for Completing the Questionnaires” section of this manual under “Coding answers.”</li> <li>• If the answer is “No diagnosis,” enter code 32 and skip to question AD04.</li> </ul>
AD03	<ul style="list-style-type: none"> <li>• FOR EACH PROBLEM IN AD02:</li> <li>• Choose the code for the health care worker or individual who diagnosed [NAME’s] illness or injury.</li> <li>• Select Code “8,” “OTHER,” if the person who diagnosed the illness or injury is not listed in pre-coded categories 1 through 7. Circle the question plainly and then discuss with the supervisor.</li> <li>• Refer to the example presented in the “Basic Principles for Completing the Questionnaires” section of this manual under “Coding answers.”</li> <li>• If there is no problem 2 then write 0.</li> </ul>
AD04	<ul style="list-style-type: none"> <li>• FOR EACH PROBLEM IN AD02:</li> <li>• Select the action that [NAME] took to find relief from the illness or injury.</li> <li>• Select Code “13,” “OTHER,” if the action is not pre-listed in codes 1 – 12 and describe the type of action that [NAME] used to treat the illness or injury. Circle the question plainly and then discuss with the supervisor.</li> <li>• Refer to the example presented in the “Basic Principles for Completing the Questionnaires” section of this manual under “Coding answers.”</li> </ul>
AD05	<ul style="list-style-type: none"> <li>• Check [NAME]’s age and sex. If [NAME] is a woman aged 15 – 49 enter “1” (Yes) and continue with question AD06.</li> <li>• Otherwise, enter “2” (No) and go to the next person listed/or the next module.</li> </ul>
AD06	<ul style="list-style-type: none"> <li>• This question asks if the person has given birth in the last 24 months. Ask this question regardless of [NAME’s] marital status.</li> <li>• Answer code 1, “Yes” if [NAME] has given birth in the last 24 months, this includes babies that are born alive, AS WELL AS BABIES THAT ARE NOT BORN ALIVE.</li> <li>• Use code 2, “No” if [NAME] has not given birth in the last 24 months and go to the next skip to AE01.</li> </ul>
AD07	<ul style="list-style-type: none"> <li>• If [NAME] regularly went to a health clinic when she was pregnant with the last child born within the last 24 months, use code 1, “Yes.”</li> <li>• Otherwise use code 2, “No” and go to the next question.</li> </ul>

AD08	<ul style="list-style-type: none"> <li>• Ask where [NAME] delivered her last child born in the last 24 months and use the appropriate code.</li> <li>• If [NAME] delivered her child in a place other than the three places listed, choose code 4, "OTHER," and write "4" and the delivery place. Circle the question plainly and then discuss with the supervisor.</li> </ul>
AD09	<ul style="list-style-type: none"> <li>• Ask who assisted in delivering [NAME's] child. Choose the code that best describes the delivery assistant.</li> <li>• If someone other than the first six choices assisted in delivering the child, use code 7, "Other" and write the title of the person who assisted in delivering the child. Circle the question plainly and then discuss with the supervisor.</li> </ul>

## Module AE: Labor

Information for this module is collected **ONLY** from household members aged 5 years and older. Parents/guardians/caretakers **MUST** answer on behalf of the children aged 5 to under the age of 12 years.

Note that the reference or recall period changes throughout the module. For example:

The reference period for AE02 through AE06 is the **LAST 12 MONTHS**.

The reference period for AE09 and AE10 is the **LAST 7 DAYS**.

Module	Instructions
Module AE Questions AE01 – AE10	<ul style="list-style-type: none"> <li>• This module does not apply to household members under the age of 5 years.</li> <li>• If [NAME] is less than 12 years but 5 years or older, a parent/guardian/caretaker should respond for [NAME].</li> <li>• Write the PERSON ID for the person responding for [NAME] in AE01.</li> <li>• If the person is responding for himself/herself, leave the space blank.</li> </ul>
	<ul style="list-style-type: none"> <li>• Ask the question about work done on each of the five types of employment in the last 12 months.</li> <li>• Even if [NAME] performed any of the labor types for as little as one hour in the last 12 months, answer code “1,” for “Yes” for that type of labor.</li> </ul>
AE02	<ul style="list-style-type: none"> <li>• If [NAME] worked as an employee for a wage, salary, commission, or any payments in kind, including doing paid domestic work or paid farm work, enter “1” for “Yes,” even if [NAME] worked for as little as one hour in the reference period.</li> <li>• Examples of payments “in-kind” are food or lodging received as payment for work performed.</li> <li>• Otherwise enter “2” for “No.”</li> <li>• If [NAME] worked as an apprentice, enter “2” for “No.”</li> </ul>
AE03	<ul style="list-style-type: none"> <li>• If [Name] ran a nonfarm business of any size for himself or herself or the household, even for one hour, use code “1” for “Yes.”</li> <li>• Otherwise use code “2” for “No.”</li> </ul>
AE04	<ul style="list-style-type: none"> <li>• If [Name] helped in any kind of non-farm business run by his household, even for one hour, use code “1” for “Yes.”</li> <li>• Otherwise use code “2” for “No.”</li> </ul>
AE05	<ul style="list-style-type: none"> <li>• If [Name] was an apprentice, even for one hour, use code “1” for “Yes.”</li> <li>• Otherwise use code “2” for “No.”</li> </ul>
AE06	<ul style="list-style-type: none"> <li>• Own-account workers are self-employed workers who work on their own without employees that work for them.</li> </ul>

	<ul style="list-style-type: none"> <li>• If [Name] worked on the household farm, raised household livestock, or hunted or fished for his/her own account, even for one hour, use code “1” for “Yes.”</li> <li>• Otherwise use code “2” for “No.”</li> </ul>
AE07	<ul style="list-style-type: none"> <li>• Refers to last 12 month employment only.</li> <li>• If ANY response to AE02 through AE06 is “1” for “Yes,” enter “1” for “Yes.”</li> <li>• If ALL of AE02 through AE06 are “2” for “No,” enter “2” for “No,” skip to question AE11 and copy this answer (“2”) to question AE11.</li> </ul>
AE08	<ul style="list-style-type: none"> <li>• Refers to 12 month employment only.</li> <li>• For those forms of labor in AE02 to AE06 in which [NAME] participated, which was [NAME’s] primary occupation and which was [NAME’s] secondary occupation?</li> <li>• Only those columns AE02 through AE06 that are answered “Yes” can be a primary or secondary occupation.</li> <li>• Use Code 1 if AE02, working as an employee for a wage, salary or commission, is a primary or secondary occupation.</li> <li>• Use Code 2 if AE03, running a non-farm business of any size, is a primary or secondary occupation.</li> <li>• Use Code 3 if AE04, helping in any non-farm business run by the household, is a primary or secondary occupation.</li> <li>• Use Code 4 if AE05, being an apprentice, is a primary or secondary occupation.</li> <li>• Use Code 5 if AE06, working on the household’s farm, raising family livestock, hunting/fishing is a primary or secondary occupation.</li> <li>• If there is only one “Yes” in AE02 through AE06, then the type of labor with the “Yes” is the primary activity.</li> </ul>
	<p>• QUESTIONS AE09 AND AE10 ASK ABOUT [NAME’s] LABOR ACTIVITY IN THE LAST 7 DAYS</p>
AE09	<ul style="list-style-type: none"> <li>• Refers ONLY to last seven days.</li> <li>• If ANY response to AE02 through AE06 is “Yes,” ask if [NAME] performed the activity (or activities) in the last seven days.</li> <li>• If the answer is “Yes” enter code “1” and move to the next question.</li> <li>• If [NAME] did not perform any of the labor activities in the last seven days use code “2” for “No.” Skip to AE11 and copy the answer to question AE07 to AE11.</li> </ul>
AE10	<ul style="list-style-type: none"> <li>• For each form of labor type in AE02 to AE06 in which [NAME] participated, which was [NAME’s] primary occupation and which was [NAME’s] secondary occupation in the last 7 days?</li> <li>• Only those columns AE02 through AE06 that are answered with a “1” for “Yes” can be a primary or secondary occupation.</li> <li>• Use Code 1 if AE02, working as an employee for a wage, salary or commission, is a primary or secondary occupation.</li> </ul>

	<ul style="list-style-type: none"> <li>• Use Code 2 if AE03, running a non-farm business of any size, is a primary or secondary occupation.</li> <li>• Use Code 3 if AE04, helping in any non-farm business run by the household, is a primary or secondary occupation.</li> <li>• Use Code 4 if AE05, being an apprentice, is a primary or secondary occupation.</li> <li>• Use Code 5 if AE06, working on the household's farm, raising family livestock or hunting/fishing, is a primary or secondary occupation.</li> <li>• If there is only one "Yes" in AE02 through AE06, then the type of labor with the "Yes" is the primary activity.</li> <li>• Skip to question AE17A.</li> </ul>
AE11-AE16. UNEMPLOYMENT SCREENING FOR PERSONS THAT DID NOT WORK IN THE LAST 7 DAYS.	
AE11	<ul style="list-style-type: none"> <li>• THIS QUESTION IS FOR REFERENCE IN QUESTIONS AE12 THROUGH AE16. IT IS COMPLETED BY THE ENUMERATOR WITHOUT ASKING THE RESPONDENT.</li> </ul>
AE12	<ul style="list-style-type: none"> <li>• What is the main reason that [NAME] did not perform any activity in the last 7 days?</li> <li>• Enter the code that best fits the respondent's answer.</li> <li>• If the respondent's answer is vague or seems to fit in more than one code, state the reasons once again. You can also ask the respondent what is the major reason for [NAME's] inactivity.</li> </ul>
AE13	<ul style="list-style-type: none"> <li>• If [NAME] did not do any work during the last seven days, but [NAME] does have a job or own a farm or enterprise at which he/she will definitely return to work, use code "1" for "Yes" and skip to question AE17A.</li> <li>• Otherwise use code "2" for "No" and go to the next question.</li> </ul>
AE14	<ul style="list-style-type: none"> <li>• In the last four weeks, if [NAME] was looking for any kind of a job, use code "1" for "Yes" and move to the next question.</li> <li>• Otherwise use code "2" for "No" and skip to question AE16.</li> </ul>
AE15	<ul style="list-style-type: none"> <li>• What method(s) did [NAME] use to search for a job?</li> <li>• If [NAME] used only one of the strategies listed, write the code for that strategy under AE15A, "Most Relevant."</li> <li>• If [NAME] used more than one strategy, probe the respondent to identify the most relevant strategy and the second most relevant and enter the codes under AE15A and AE15B as appropriate.</li> <li>• If AE11 = 1, skip to AE17A.</li> <li>• If AE11 = 2 skip to question AE26.</li> </ul>
AE16	<ul style="list-style-type: none"> <li>• What is the main reason that [NAME] did not look for a job?</li> <li>• Choose the code that best fits the respondent's answer.</li> <li>• If you are unsure of the reason ask the question once again and probe to make sure that the respondent understands the reasons.</li> <li>• Enter the code (1 - 9) in the space provided.</li> <li>• If AE11 = 1, continue with the next question.</li> <li>• If AE11 = 2, skip to AE26</li> </ul>

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**Questions AE17 –AE25.** These questions concern employment during the last 12 months.

**AE17.** This question is to determine the economic sector in which the individual works. Leave the AE17B “CODE” column BLANK unless otherwise instructed by your supervisor.

- Industry refers to the activity of the establishment in which an individual works at his or her occupation. An industry is usually identified on the basis of the nature of the goods and services produced.
- Do **NOT** write the exact name of the company or the institution, except for those individuals who work for government ministries, or official/ public organizations.
- Do **NOT** write a generic description such as shop, industry, factory, etc. since **this would not provide enough descriptive information.**
- You may refer to the list of Industry Codes for the level of clarity that is expected of you when recording information on AE17A. However, you will not be coding the descriptions to the Industry question, unless instructed to do so by your supervisor. Provide a clear description of the place where the individual works, such as auto repair shop, factory that makes leather shoes, hotel, etc.
- If the place where the person works produces two or more items, list the main/primary item produced.

Example: A person may be an accounts clerk and employed by a dairy farmer. His occupation is “Accounting Clerk” but his industry is “Dairy Farming.”

Ask the question. Write the description in block letters in the space provided on the questionnaire under the “Description” column. Make sure that the description is neat and legible, as it will be used after the interview by your supervisor to assign an industry code.

**AE18.** The main employed occupation over the past 12 months is either an individual’s only occupation OR the occupation that the respondent worked the most hours, if the respondent worked at more than one job. Leave the AE18B “CODE” column BLANK unless otherwise instructed by your supervisor.

For individuals with two occupations with the **same number of hours**, the **main employed occupation** is the one that **gives the largest income**. If equal in number of hours and income, the one that the respondent considers as his or her main occupation should be noted.

Occupation refers to the kind of work the person does or the kind of the work he/she did, when he/she was working. This question is to enquire specifically about the nature of the

job he/she is doing most of the time in the last 12 months.

If the respondent uses vague answers such as civil Servant, businessman or laborer, ask him/her the exact type of job he/she did most of the time, and then write the occupation in the space provided. The occupation will best be described by such job titles as teacher, driver, cook etc. If a person moved from job to job, you will only record that occupation he/she is engaged in during the reference period or the last 12 months. If a person has two or more occupations enter the one in which he/she spends most of his/her time.

Try to get comprehensive answers, for example, it is not enough for a respondent to inform you that he/she is a teacher. Probe to find out if he/she is a primary or secondary school teacher etc. You may refer to the list of Occupation Codes for the level of clarity that is expected of you while recording information on occupations. However, you will not be coding the descriptions to the Occupation question, unless instructed by your supervisor.

Ask the question. Write the description in block letters in the space provided on the questionnaire under the "Occupation description" column. Make sure that the description is neat and legible, as it will be used after the interview by your supervisor to assign an occupation code.

**AE19A.** Usual number of hours worked per week at the occupation described in AE18A during the last 12 months.

Ask the question. If the answer is more than 40, probe to ensure that the respondent understands that the answer to this question is hours worked in a typical week during the last 12 months. Enter number of hours worked in the space provided on the questionnaire.

**AE19B.** Usual number of weeks worked per month at the occupation described in AE18A during the last 12 months.

Ask the question. If the answer is more than 4, probe to ensure that the respondent understands that the answer to this question is weeks worked in a typical month during the last 12 months. Enter number of weeks worked in the space provided on the questionnaire.

**AE19C** Usual number of months worked in the last 12 months at the occupation described in AE18A.

Ask the question. If the answer is more than 12, probe to ensure that the respondent understands that the answer to this question is months worked during the last 12 months. Enter number of months worked in the space provided on the questionnaire.

**AE20A.** Enumerator: DO NOT ask this question.

Check question AE08A. If the answer is “1” for “Worked as a paid employee” or “4” for “Apprentice,” enter “1” for “Yes” in the appropriate line and proceed to the next question.

Enter “2” for ”NO” for all other answers (2,3, 5) to AE08A. Skip to AE26.

**AE20B.** Employer type

Ask the question. Read the categories under the question. Enter the appropriate code (1 – 6) in the space provided for the individual.

(Parastatals are firms and other enterprises in which the government has control.)

**AE20C.** Type of position

Ask the question. Read the categories listed below the question. Enter the appropriate code (1 - 3) in the space provided on the questionnaire.

**AE20D.** Contract

Ask the question. Enter “1” for “Yes” or “2” for “No” in the space provided on the questionnaire.

**AE21A.** Last payment for wages/salary

Ask the question. Enter the total amount in **Somaliland shillings**. If the respondent does not receive payment enter “0.” Remember to record Somaliland shilling values followed by S for hundreds, K for thousands or M for millions.

If the respondent is vague let him/her know that reasonable estimates are acceptable. If the respondent is reluctant to provide his/her wage/salary payment information, reassure him/her that the individual information provided by respondents is never revealed. Only summary statistical tables for the entire county are made available. These tables do not identify individual persons or households.

If he/she refuses to answer the question enter “97.”

**AE21B.** Period of time covered by wages/salary payment

Ask the respondent what period (unit) of time the wage/salary payment covered. Read each time unit listed below AE21B. Enter the appropriate code (1 - 5) in the space provided.

If the spontaneous response is “Other” ask the respondent to specify. Enter “6” and write the description provided by the respondent. Circle the question plainly and then discuss with the supervisor.

**AE21C.** Number of time units covered by period of time reported for AE21B.  
Ask the respondent how many time units are in the period of time covered by the salary payment.

For example, if the response to AE21C was “Every two weeks or bi-weekly,” you should have entered “3” for AE21B and you would enter “2” for AE21C. If the response to AE21C was “Every month,” you should have entered “4” for AE21B and you would enter “1” for AE21C.

**AE22A – AE23C.** The questions for bonuses/benefits (AE22A, AE22B and AE22C) and in-kind payments (AE23A, AE23B and AE23C) are responded to in the same way as AE21A, AE21B and AE21C.

In estimating the value of in—kind payments in question AE23A, the respondent should estimate what he or she would have paid for the item, had he/she purchased it in the market. In-kind payments include food or lodging received as payment for work performed.

**AE24.** Enrollment on pension scheme or plan

A pension scheme or a pension plan is a long-term investment vehicle whose principal objective is to provide the enrollee income in retirement.

Ask the question. Enter “1” for “Yes” or “2” for “No” in the space provided on the questionnaire.

**AE25.** Enrollment in a health insurance plan

Ask the question. Enter “1” for “Yes” or “2” for “No” in the space provided on the questionnaire.

**AE26 – AE32.** The reference period for these questions is the last 7 days. The unit of measurement is hours. Enter whole hours. If the respondent answers that the time spent in the activity was three and a half hours. Enter “4.” These questions should be asked of ALL eligible persons in the household, meaning all household members 5 years and over.

**AE26.** Time spent collecting firewood for the household

Time spent in this activity includes travel time.

Ask the question. Enter the amount of time spent in hours in the space provided on the questionnaire. Enter whole hours.

**AE27.** Hours spent fetching water for the household

Time spent in this activity includes travel time.

Ask the question. Enter the amount of time spent in hours in the space provided on the questionnaire. Enter whole hours.

**AE28.** Hours spent constructing/making repairs to the household dwelling, farm buildings, private roads and/or wells

Ask the question. Enter the amount of time spent in hours in the space provided on the questionnaire. Enter whole hours.

**AE29.** Hours spent on milling and other food processing activities for the household

Milling and other food processing activities for the household include threshing and milling grain, making butter and cheese, slaughtering livestock, curing hides and skins, preserving food for later consumption, and other similar activities. It does not include preparing food for immediate consumption.

Ask the question. Enter the amount of time spent in hours in the space provided on the questionnaire. Enter whole hours.

**AE30.** Hours spent making durables for household use

Making durables for household use includes making furniture, clothing, clay pots, baskets, mats and other similar activities.

Ask the question. Enter the amount of time spent in hours in the space provided on the questionnaire. Enter whole hours.

**AE31.** Hours spent on preparing food for immediate consumption for the household

Ask the question. Enter the amount of time spent in hours in the space provided on the questionnaire. Enter whole hours.

**AE32.** Hours spent taking care of children, elderly and/or ill/sick household members

Ask the question. Enter the amount of time spent in hours in the space provided on the questionnaire. Enter whole hours.

## **Module J: Income**

This module collects aggregated and general information on income sources for the household. The reference period for this module is the last 12 months. The head of household or other informed adult household member is necessary for the completion of this module. The respondent will have to provide aggregated income data for the entire household. In addition the respondent needs to provide the cash value for all in-kind payments. The currency for reporting income is the Somaliland shilling.

This module includes income from wage/salary employment, household enterprises and farms, cash and in-kind remittances sent from individuals that are not currently living with the household, and programs carried out by the Government or non-government organizations (NGOs).

### **Items 101 - 106. Household Enterprise or Wage Employment Income**

These items include income from:

- Crop farming enterprises (growing vegetables, fruit, and food for animals)
- Other agricultural enterprises (sale of livestock or poultry)
- Individual entrepreneurship (using household member(s) resources to provide a product or service)
- Non-agricultural enterprises (carrying out activities in manufacturing, construction, repair services, lodging, restaurants, and other businesses that do not depend on farming)
- Wage employment (from a regular job)
- Irregular work payments (from temporary work lasting a short period of time)

### **Items 107 – 110. Incoming Remittances/Transfers/Gifts Income**

- These items include income from cash or in-kind remittances/transfers/gifts sent to the household by family members, friends or other individuals not currently living with the household.

### **Item 111. Savings, Interest or Other Investment Income**

- These items include interest from an account at a savings bank or other savings institution as well as dividend interest from holding corporate ownership shares.
- These payments are received as a percentage of the amount deposited and are made on a regular basis, typically annually.

### **Items 112 - 113. Pension and Social Assistance Income**

- This item is provided to retired workers, usually retired civil servants. However, larger private commercial firms may also provide pensions for their long--term employees who retired.

- Depending on the program, pension payments are sometimes received by the surviving spouse or other dependents of a civil servant or long—term worker in a private commercial firm. Be sure to make inquiries about this possibility.
- Social benefit programs are programs established by the government or non-government organizations (NGOs) to offer social protection to individuals and households. They can provide cash or in-kind transfers, such as school lunches and vaccinations for children.

**Items 114 – 119. Rental Income**

- All transport rental
- Includes income from non-agricultural land rental and house and apartment rental.
- Income from shop and store rental and from car, truck or other vehicle rental.

**Items 120 – 122. Revenue from Sales and Assets**

- These items include income from real estate sales, household non-agricultural asset sales and household agricultural (livestock, fishing) asset sales.

**Items 123 - 127. Other Income**

- Income from an inheritance, scholarship, alimony, Zakat, or other income.
- If income from “Other source,” ask the respondent to specify and write it in the space provided in Item 127. Circle the question plainly and discuss with your supervisor.

**J01. Source of income**

Ask the question for the first source of income listed on the questionnaire. Enter “1” for “Yes” or “2” for “No” in the space provided for the specific source.

If the answer is “No” go to the next source. If the answer is “Yes” go to the next question.

**J02. Total income**

This question is asked ONLY for items 101 – 106 and items 111 - 127

Ask the question. Enter total income for the household in Somaliland shillings. Always remember to follow Somaliland shilling values by S for hundreds, K for thousands or M for millions. So 500 would be recorded as 500S, 3000 would be recorded as 3K, 200,500 would be recorded as 201K and 1,240,000 would be recorded as 1M. Write the S, K or M very clearly to the right of the value.

Tell the respondent to estimate the cash value of any in-kind transfers or gifts and include the amount in the total. Remind the respondent that you are asking about total income received by all household members from the specific income source.

If the respondent is vague in his/her answer tell him/her that the information he/she provides is confidential. Survey results are published as summary statistical tables and it is impossible to identify any individual or household. If necessary tell the respondent that reasonable estimates are acceptable.

**J03. Income source by location**

This question is asked ONLY for items 107 – 110

This question solicits information about how much income from the specific source came from rural areas, from urban areas and from other countries.

Ask the question. Enter the income in Somaliland shillings in the space provided for each location. Ask the respondent to estimate the cash value of in-kind remittances received.

Go to the next income source. If this is the last income source, the module is complete.

## **MODULE B FOOD CONSUMPTION OVER THE PAST ONE WEEK**

At the beginning of this module, it is important to remind the respondent of the purpose of the survey and the importance of this module. The information collected on this module will be used to construct a poverty line for Somaliland.

Module B asks questions on the total consumption (quantity) of food items in the past week, which can come from purchases, own-production, and/or gifts. The module also asks about the monetary value of food items that were consumed over the past week and that came from purchases. This is important to understand since the module DOES NOT necessarily ask about expenditures on food items that were bought over the past one week.

Example: If in the past week the household purchased a large amount of maize or dried fish from a wholesaler, you MUST NOT record the entire value of that purchase. Instead, you MUST record the monetary value of the maize or fish that was purchased AND consumed by the household in the past week.

You MUST closely study the units of food consumption included in the questionnaire. For any food item that is NOT reported in terms of a unit that is part of the unit codes, you are expected to do as much as possible to estimate with the respondent a standard unit (Kilogram, Gram, Liter) equivalent of the consumption reported by the respondent.

It is possible that individual household members will have consumed some food over the past one week independently of the other household members. As you are administering this module, you MUST prompt the respondents from time to time to remind them to consider such individual consumption as they are answering your questions.

**B01.** This question is asking whether any member of the household CONSUMED over the past one week any type of food as listed.

- 40If any of the items were given to animals OR were purchased but not consumed OR were given for free but not consumed, they SHOULD NOT be reported as part of household consumption.
- For instance, if the household just bought a 50 KG bag of rice but has not eaten any of that or any other rice, the response to B01 should be “No” for rice.
- There are a number of food items listed by their food group. At the end of each food group, there is a space for “Other (Specify).” Ask the respondent: Did your household consume any other [NAME OF THE FOOD GROUP] over the past one week? If the answer is “Yes,” ask the respondent to specify and write the description next to “Other.” Circle the line plainly and later discuss with your supervisor.

**B02.** Item codes are preprinted on the questionnaire. No action required.

**B03.** This question asks the quantity of food items that the household (respondent OR any other household member) has reported to consume over the past week.

The question has two parts where you need to record:

**Quantity Consumed:** This is a Number. If only part of the purchased food was consumed, ask the respondent to estimate the portion consumed.

**Unit Code for the Quantity:** to be selected from the list of units indicated on the right side of the page. For instance, if a household has consumed two (2) kilograms of maize, you need to record 2 on the column for quantity and one (1) on the column for unit.

**B04.** This question asks, of the total food item consumed (reported in B03), how much came from purchases.

For example of the two kilograms of rice that the household consumed over the past one week, only one (1) kg came from purchases. In this case, you MUST record, “1” in the quantity column and “1” for KG in the unit column.

**B05.** This question asks for the amount of money that was paid to purchase the food reported in question B04. Note that B05 refers ONLY to the **monetary value** of the consumed food that came from purchases.

**THE COST OF PURCHASED FOODS SHOULD BE RECORDED IN SOMALILAND SHILLINGS, FOLLOWED BY S, K OR M.**

**B06.** This question refers to the amount of food that was consumed (in B03) that came from own-production (i.e. own farm/garden etc). Similar to the other questions, both Quantity and Unit MUST be entered here.

**B07.** This question refers to the amount of food consumed (in B03) that came from either gifts OR sources other than purchases or own production.

ALTHOUGH THERE ARE RELATIVELY FEW QUESTIONS IN THIS MODULE, ADMINISTERING IT MAY BE TIME CONSUMING DUE TO THE NUMBER OF FOOD ITEMS THAT YOU MUST RECORD. IF THE RESPONDENT BECOMES IMPATIENT OR TIRED, EXPLAIN THE PURPOSE OF THE SURVEY AND OF THIS MODULE IN PARTICULAR. THIS MODULE WILL PROVIDE INPUT TO THE CONSTRUCTION OF A POVERTY LINE FOR SOMALILAND.

IF NECESSARY, REMIND THE RESPONDENT THAT REASONABLE ESTIMATES ARE ACCEPTABLE.

IF AN ITEM THAT IS TYPICALLY CONSUMED IN A SOMALILAND HOUSEHOLD IS NOT CONSUMED IN THE SAMPLED HOUSEHOLD, ASK ABOUT THAT FOOD AGAIN TO CONFIRM THE NONUSE OF THE FOOD ITEM.



**MODULE C. NON-FOOD EXPENDITURES – OVER PAST ONE WEEK AND ONE MONTH**

THIS MODULE AND THE FOLLOWING TWO MODULES SHOULD BE ASKED OF THE HEAD OF THE HOUSEHOLD ASSISTED BY OTHER INFORMED ADULTS WITHING THE HOUSEHOLD.

THIS MODULE CONSISTS OF TWO SEPARATE TABLES. THE RECALL PERIOD AND THE ITEMS LISTED IN EACH TABLE ARE DIFFERENT. THE RECALL PERIOD FOR THE ITEMS LISTED IN THE FIRST TABLE IS **PAST ONE WEEK**. THE RECALL PERIOD FOR THE ITEMS LISTED IN THE SECOND TALE IS **PAST ONE MONTH**.

***ONLY EXPENDITURES ARE RECORDED; NO QUANTITIES ARE RECORDED.***

PROVIDE THE RESPONDENTS WITH EXAMPLES OF THE SORT OF ITEMS THAT THEY SHOULD CONSIDER IN ACCOUNTING FOR EXPENDITURES ON ALL OF THE ITEMS. FOR EXAMPLE PROVIDE BRAND NAME FOR TOOTHPASTE AND OTHER ITEMS.

**RECORD ALL EXPENDITURES IN SOMALAILAND SHILLINGS.**

**MODULE D NON-FOOD EXPENDITURES – OVER PAST THREE MONTHS**

THIS MODULE SHOULD BE ASKED OF THE HEAD OF THE HOUSEHOLD ASSISTED BY OTHER INFORMED ADULTS WITHIN THE HOUSEHOLD. THIS MODULE IS SIMILAR TO THE PREVIOUS MODULE, EXCEPT THAT THE RECALL PERIOD IS THE PAST 3 MONTHS.

***ONLY EXPENDITURES ARE RECORDED; NO QUANTITIES ARE RECORDED.***

NOTE THAT FOR SOME CATEGORIES, WE ARE ASKING THE RESPONDENT TO PROVIDE AN AGGREGATE VALUE, TAKING INTO ACCOUNT MORE THAN ONE ITEM THAT MAY HAVE BEEN PURCHASED OR PAID FOR.

ASK THE RESPONDENT TO REPORT ON SELECT NON-FOOD EXPENDITURES.

**RECORD ALL EXPENDITURES IN SOMALILAND SHILLINGS.**

ASK THE RESPONDENT IF THE HOUSEHOLD PURCHASED THE ITEM IN THE PAST 3 MONTHS. IF THE ITEM WAS NOT PURCHASED IN THE PAST 3 MONTHS, MOVE ON TO THE NEXT ITEM.

IF THE HOUSEHOLD DID PURCHASE THE ITEM IN THE PAST 3 MONTH, ASK HOW MUCH THE HOUSEHOLD PAID FOR ALL OF THAT ITEM THAT WAS PURCHASED OR PAID FOR IN THE PAST 3 MONTHS. RECORD THE EXPENDITURE IN SOMALILAND SHILLINGS. THEN, MOVE ON TO THE NEXT ITEM.

YOU MUST BE CAREFUL TO ENSURE THAT THE RESPONDENT INCLUDES ITEMS PURCHASED ONLY IN THE PAST 3 MONTHS.

CHECK THE ROSTER OF HOUSEHOLD MEMBERS TO SEE IF THERE ARE BABIES IN THE HOUSEHOLD. THAT WILL HELP YOU ASK PROBING QUESTIONS ABOUT BABY CLOTHING AND OTHER BABY ITEMS.

IF THE RESPONDENT TELLS YOU THAT THERE WERE NO PURCHASES OF INFANT CLOTHING, WRITE A “2” IN D01 FOR THE ITEM AND ASK ABOUT THE NEXT ITEM. ALWAYS REMIND THE RESPONDENT ABOUT THE RECALL PERIOD.

## **MODULE E. NON-FOOD EXPENDITURES OVER PAST TWELVE MONTHS**

THIS MODULE SHOULD BE ASKED OF THE HEAD OF THE HOUSEHOLD, ASSISTED BY OTHER INFORMED ADULTS WITHIN THE HOUSEHOLD.

THIS MODULE IS VERY SIMILAR TO THE PREVIOUS TWO MODULES, EXCEPT THAT THE RECALL PERIOD USED IS THE PAST 12 MONTHS.

THERE IS A SECOND, THREE-ITEM TABLE ON ESTIMATED VALUE OF AND EXPENDITURES ON WOOD POLES AND BAMBOO, GRASS FOR THATCHING AND FIREWOOD THAT WERE GATHERED AND PURCHASED, RESPECTIVELY. THESE ARE NON-FOOD ITEMS THAT THE HOUSEHOLD WOULD NOT NECESSARILY NEED TO PURCHASE IN ORDER TO USE FOR VARIOUS PURPOSES.

ON THE FIRST TABLE, YOU WILL ASK THE RESPONDENT ABOUT TOTAL COST OF THE ITEM LINE IN THE PAST 12 MONTHS.

ON THE SECOND TABLE, YOU WILL ASK THE RESPONDENT TO ESTIMATE THE COST OF WHAT WAS GATHERED AS WELL AS TO PROVIDE THE COST OF WHAT WAS PURCHASED IN THE PAST 12 MONTHS.

### **RECORD ALL EXPENDITURES/ESTIMATED VALUES IN SOMALILAND SHILLINGS.**

FOR EACH ITEM LISTED ON THE FIRST TABLE, ASK IF THE HOUSEHOLD PURCHASED THE ITEM IN THE PAST 12 MONTHS. IF THE ANSWER IS “YES,” ASK HOW MUCH WAS PAID IN TOTAL FOR THE ITEM LINE IN THE PAST 12 MONTHS.

PROBE TO MAKE SURE THAT THE RESPONDENT INCLUDES ITEMS PURCHASED ONLY IN THE PAST 12 MONTHS. ALSO, MAKE SURE THAT THE RESPONDENT UNDERSTANDS THAT YOU ARE ASKING ABOUT TOTAL COST OF **ALL** PURCHASES OF A SPECIFIC ITEM LINE IN THE PAST 12 MONTHS.

FOR EACH OF THE THREE ITEMS LISTED ON THE SECOND TABLE, ASK IF THE HOUSEHOLD GATHERED, PURCHASED OR PAID FOR THE ITEM IN THE PAST 12 MONTHS. IF THE ANSWER IS “YES,” ASK THE RESPONDENT TO ESTIMATE THE VALUE OF WHAT WAS GATHERED IN THE PAST 12 MONTHS.

THEN ASK HOW MUCH WAS PAID IN TOTAL FOR WHAT WAS PURCHASED IN THE PAST 12 MONTHS.

IF NECESSARY, REMIND THE RESPONDENT THAT REASONABLE ESTIMATES ARE ACCEPTABLE.

## **Module Q: Livestock**

This module collects information on livestock owned and raised by the household and includes details such as quantity of livestock, livestock births, total sold, value, etc. Livestock in this module includes large-sized (cattle, camels, and donkeys), medium-sized (sheep and goats), and poultry birds (all forms of birds such as chicken, geese and doves). The reference period for this module is over the last 12 months.

Livestock ID [LID] is a one-digit code given each livestock type listed on the questionnaire. It appears on the 2<sup>nd</sup> column of this module.

### **Q01. Livestock raised by household members**

Ask the question. Read each livestock listed on the questionnaire. For each livestock, enter “1” for “Yes” or “2” for “No” in the space provided under the Q01 column.

### **Q02. Livestock owned**

Ask the question. Enter the quantity owned by the household.

Probe as necessary to ensure that the respondent understands that the question refers to livestock owned by the household. Livestock that the household is raising for someone else should not be included in the count.

If the answer is “None” enter “0” in the space provided and skip to Q06.

### **Q03. Livestock births**

Over the last 12 months, how many of each type of livestock were born?

Write the number of livestock born for each type in Q03.

### **Q04. Stable**

A stable is usually used to house larger animals, such as cattle and camels. Poultry is usually kept in coops, pens, or chicken houses. When you ask the question, make sure the respondent understands that we are not asking just about stabling large animals, but chickens in coops, as well as other animals.

Certain types of livestock are pasture livestock, which means they are mainly kept outside.

Ask the question. Enter “1” for “Yes all,” “2” for “Some” or “3” for “No” for each livestock type in the space provided on the questionnaire.

### **Q05. Value of Head**

Ask the question. Enter the value that the respondent would expect to get from the sale of one animal in Somaliland shillings. Ask the question for each type of livestock owned. If the respondent is vague let him/her know that reasonable estimates are acceptable.

**Q06.** Livestock sold or slaughter for consumption

Ask the question. Enter “1” for “Yes” or “2” for “No.”

If the answer is “No” skip to question Q09.

**Q07.** Total number of livestock sold or slaughtered

Large livestock are usually known as “head.” This question refers to all types of livestock, including camels, chickens, etc.

Ask the question. Enter the number of livestock that were sold or slaughter for each livestock type owned.

**Q08.** Value of livestock sold or slaughter

Ask the question. Enter the value in Somaliland shillings of all livestock sold or slaughtered for each type owned.

Enter the value in Somaliland shillings.

**Q09.** Livestock purchases

Ask the question. Enter “1” for “Yes” or “2” for “No.”

If the answer is “No” skip to Q12.

**Q10.** Number of livestock purchases

Ask the question. Enter the number of livestock purchased for each type purchased in the space provided on the questionnaire.

**Q11.** Value of livestock purchases

Ask the question. You may ask “How much did you pay for the [LID]”?

Enter the value in Somaliland shillings of livestock purchased for each type purchased in the space provided on the questionnaire.

**Q12.** Loss of livestock

Ask the question. Enter “1” for “Yes” or “2” for “No.”

If the answer is “No” skip to Q15.

**Q13. Number of Livestock lost**

Ask the question. Enter the number of LID lost.

**Q14. Main reason for loss**

Ask the question. Enter the appropriate code (1 - 6) for the [LID].

If the spontaneous response is “Other” enter “7.” For all “Other” responses that you record on the questionnaire, please circle the question plainly and then discuss with the supervisor.

**Q15. Rented livestock**

Ask the question for each [LID]. Enter “1” for “Yes” or “2” for “No.”

If the answer is “No” go to the next [LID]. If this is the last [LID], the module is complete.

**Q16. Livestock rental income**

Ask the question. Enter the value of the rental for the [LID] in Somaliland shillings.

Continue with the next [LID]. If this is the last [LID], the module is complete.

Continue with the next module.

## Module F: Durable Goods

This module focuses on **durable goods** and it excludes items that are agricultural. Durable goods, sometimes referred as hard goods, are items that do not wear out quickly, or items that can be used over a relatively long period of time.

The information here is used to capture a value for owning a particular item. This value is called a “use value.” In order to compute this value we need to know what was paid for the item when it was purchased; how long ago it was purchased and what is the value of the item today.

Note: THE VALUE TODAY IS NOT WHAT IT WOULD COST TO REPLACE BUT WHAT THE USED ITEM IS WORTH IN THE MARKET.

You should understand distinctions between the items such as between a chair and an upholstered chair and between a table and a coffee table (for sitting/living room).

**F01.** This question refers to ownership of durable goods by the household.

For each durable good (item) listed on the questionnaire, ask the respondent if the household owns the item. Enter “1” for “Yes” or “2” for “No” in the space provided.

If the answer is “Yes” go to the next question. If the answer is “No” go to the next item.

**F02:** Durable goods codes are preprinted on the questionnaire. No action required.

**F03:** Number owned of any item.

For each type of item owned, ask the question. Enter the number owned in the space provided on the questionnaire.

The number of items includes useable items that are not currently being used (i.e. shelved or stored). But excludes items that are broken, even if the intent is to repair them in the future.

**F04.** Year item was acquired.

Ask the question. If the household owns more than one of any item, ask for the year of the most recent purchase. Enter the year (YYYY) in the space provided.

**F05.** Value of items purchased.

Ask the question for the year entered in F04. Enter the purchased price in Somaliland Shillings in the space provided. If the household received the item as a gift, ask the respondent to estimate its purchased price.

If the respondent seems hesitant or vague about answering the question, remind the respondent that the answers he/she provides are kept confidential and will only be used to create statistical tables. Individual information is never disclosed. The respondent should also understand the hypothetical nature of this question and that you are not looking to buy the item or implying anything about the potential sale of the item in the near future.

**F06. Value of item if sold today**

Ask the question. Remind the respondent that estimates are acceptable. Enter the value in Somaliland Shillings in the space provided.

This question may pose some difficulty to respondents. Reassure the respondent by letting him/her know that estimates are acceptable.

## **Module G: Housing, Access to Services and Land**

This module collects information on the type of housing, materials used, facilities, and access to services. It also includes ownership, uses and other details about a plot of land, if available to the household. Many of the questions on this module refer to the housing unit or the plot of land.

As in prior modules, the questions have multiple response choices. In some cases, such as G01, you will mark the category that best describes the type of housing. In other cases, such as G02, there are two parts to the question. The first part asks about how the housing was obtained. The second part asks about the year the housing was obtained. Be very careful and ensure that all applicable questions are answered completely and correctly.

When selecting the appropriate code for a response, make sure that the code is clearly visible. NEVER cover the desired code with a circle, mark (X) or tick.

For all “Other” responses that you record on the questionnaire, please circle the question plainly and then discuss with the supervisor.”

As a general rule, you are to record responses in whole numbers. There are two exceptions to this rule. On question G11 and question G17 the unit of measurement is kilometer and hectare, respectively. Decimals are acceptable entries for these two questions.

**G01.** Refers to the housing type.

Ask the question. Circle the line (1 – 7) that best describes the housing type. If the response is other, then mark “Other.” For all “Other” recorded, please circle the question plainly and then discuss with the supervisor.”

For the typical Somali hut or house as found in the rural area, if it is freestanding circle “2.”

**G02.** How and when the housing unit was acquired

Ask the question. Circle the appropriate code (1 - 6). Ask the respondent the year in which the housing unit was obtained. Write the year (YYYY) in the box provided for the line that represents how the housing unit was obtained. If the respondent can’t remember the year, refer to Attachment B, Somaliland Historical Events and ask the respondent for an estimate.

**G03.** Drinking water sources.

First ask the question for the rainy season. Mark (X) the box (1 - 8) that best describes the main source of drinking water under the “In rainy season” column. To the left of the }1

Then ask the question for the dry season. Mark (X) the box (1 - 8) that best describes the main source of drinking water under the “In dry season” column. To the left of }2.

Make sure that you write “X” to the side of the code printed on the questionnaire. NEVER cover the desired code with the “X.”

**Public water pipe**—If the members fetch water from a public pipe, i.e. other members of the community also fetch water from the pipe.

**Water pipe is inside**—Where piped water is available in the living quarters occupied by the household.

**River, lake, spring**—a natural water supply.

**G04.** Cooking equipment.

Ask the question and read the answers. Mark (X) up to two answers.

For example, if a household uses both a gas stove with pipe supply and an electric hot plate to cook most of the time, mark “2” and “6.” If, however, the household mainly uses an oven with wood then mark “1.” You do not need to feel it necessary to put 2 answers down.

**G05.** Type of facility

Ask the question. Mark (X) the appropriate line (1 - 4) that best describes the type of toilet.

**Water closet (or flush toilet)**—This refers to the type of toilet that is characterized by the draining of human excreta by rush of running water.

**Latrine**—Is a regular pit latrine built without health or hygienic-related specifications.

**Open space/ground**—This refers to the use of bushes, grass/field and other open spaces as toilet facilities.

**G06.** Water treatment.

Ask the question. Mark (X) the appropriate line (1 - 4) that best describes the water treatment used by the household.

**G07.** Floor material.

This question refers to the MAIN material of the floor. Ask the question. Mark (X) the line that best describes the material of the floor.

Mark (X) ONLY one line. If more than one type of material is used, ask the respondent to identify the material used for the largest portion of the floor.

If the response is “Other,” then mark the line for “Other.” For all “Other,” please circle the question plainly and then discuss with the supervisor."

**G08. Wall material.**

Ask the question. Mark (X) the line that best describes the wall material. If two or more different types of materials are used for the walls, ask the respondent to identify the material that is used for the largest portion of the walls.

If the spontaneous response is “Other,” then mark the line for “Other.” Circle the question plainly and discuss with your supervisor.

**G09. Roof material**

Ask the question. Mark (X) the line that best describes the roof material. If two or more different types of materials are used for the walls, ask the respondent to identify the material that is used for the largest portion of the roof.

If the spontaneous response is “Other,” then mark the line for “Other,” circle the question plainly and then discuss with the supervisor.

**G10. Mode of local transport**

Ask the question and then read the choices. Mark (X) the line that best describes the MAIN mode of local transportation used by the household. If two or more modes of local transport are used, ask the respondent to identify the mode that is used most often by members of the household.

**G11. Distance from house/dwelling**

Ask the question. For each location, enter the distance in kilometers (km).

If the answer is that there is not a specific location nearby, tell the respondent to provide the distance to the specific location regardless of where it is located. Remind the respondent that reasonable estimates are acceptable.

For example, if the answer to the question is 5 ½ kilometers, enter 6. If the answer is less than one kilometer, enter “1.”

**G12. Responsibility for provision of selected institutions**

Ask the respondent to tell you who (Local Government, SL Government, Community, etc.) in his/her view is responsible for providing each category that I am going to read.

Read each category listed on the questionnaire. For each category, enter the code (1 – 5) that indicates the institution responsible.

If for a specific category the answer is “Other,” enter “6,” circle the question plainly and then discuss with your supervisor.

If the answer is “Don’t know” enter “98.”

This question is designed to elicit the personal opinions of the respondent. There are no correct or incorrect answer to opinion based questions.

**G13.** Usual information source about community, Somaliland and the world

Ask the question. Mark (X) the line (1 - 10) that corresponds to the information source USUALLY used. If the respondent answers that he/she uses multiple sources, ask him/her to identify the one source he/she usually uses.

If the answer is “Other” enter “11.”

**G14.** Frequency of use of media and other types of communication

Ask the respondent how often (seldom, regularly or often) he/she uses each communication device you are going to read. Read each device listed. For each device tick the box under the column that indicates the frequency of use. The columns are numbered and correspond to categories (1) Seldom (2) Regular and (3) Often

The respondent will probably ask you what you mean by the three descriptive terms. If the respondent is unsure about frequency, you may use the following as a guide:

- (1) **Seldom**—if he/she uses the device twice a month or less
- (2) **Regular**—everything between seldom and often
- (3) **Often**—if he/she uses the device/method on a daily basis

**G15.** Household ownership of plot of land

Ask the question. If the answer is “Yes” write “X” beside the “Yes” category.

If the answer is “No” write “X” beside the “No” category.

If the answer is “No” skip to question G24.

**Plot**—is a contiguous piece of land within a parcel on which a specific crop or a crop mixture is grown.

**G16.** Main user of plot of land

Ask the question. Write “X” to the side of the response category that best describes the user of the plot. Do not write the “X” over the code.

**G17. Size of primary parcel**

Ask the question. Enter the size of the primary parcel in hectares. Decimal entries are acceptable. One half hectare should be write 0, 5.

**Parcel**—is a tract of land and can contain one or more plots.

**G18. Distance between plot and dwelling**

Ask the question. Enter the distance in whole meters.

**G19. Legal owner of plot of land**

Ask the question. If the answer is “Yes” read response categories 1, 2 and 3. Write “X” in the line that describes the legal document.

If the answer is “No” write “X” on the appropriate line.

**G20. Acquisition of plot**

Ask the question and then read the response categories. Write “X” by the response category that describes how the plot was acquired.

**G21. Use of plot if household is main user**

This question is asked ONLY if the answer to question G16 is “Farmed by household members” (G16 = 1). If the answer to question G16 is NOT “Farmed by household members,” skip to question G22.

Ask the question and read the response categories listed on the questionnaire. Write “X” in the line chosen by respondent to describe how the household uses the plot.

If the answer is “Not applicable,” go back to G16 to verify that the response was “Farmed by household members.” If it was, ask question G21 again and probe to obtain an answer that is consistent with the answer to G16. If the response was other than “Farmed by household members,” skip to question G22.

**G22. Irrigation**

Ask the question. Write “X” in the appropriate line.

**G23. Assessment of plot quality**

Ask the question and read the five response categories. Write “X” in the line chosen by the respondent to assess the quality of the plot.

This question is an opinion-based question. There is no correct or incorrect answer. Enumerators should not attempt to change the wording of the question or provide examples such as soil quality, water availability, etc. Just remind the respondent that they must give their own opinion.

### **G24-G29. Food Security**

The next questions relate to food security or G24 to G29. Let the respondent know that you are asking them now questions related to food security as a pre-question introduction. Say for example: “Now I will ask you several questions on food security so we can better understand the situation here.” All questions deal with food security situation in the last 4-weeks.

**G24.** If in the last 4 weeks they have experienced any problems securing food because of lack of resources (money or land) to either purchase food or grow food for own consumption. If G24 is “Yes” go to the next question otherwise skip to G26.

**G25.** This item is only responded to if G24 is “Yes” and provides information as to the severity of the problem. The rule to use here is: Rarely (1) is used if the household experiences the problem 1-2 times in 4 weeks; the second category “sometimes” is from 3-10 times in 4-weeks; “often” or the third category is the most serious and usually means they experience the problem more than 10 times in 4 weeks.

**G26.** This question is asked to see if the household experiences hunger. Even if they secure food it may not be enough and going to bed hungry is an indicator of a food security problem. If the answer to G26 is “Yes” go to G27 otherwise ship to G28.

**G27.** This item is only responded to if G26 is “Yes” and provides information as to the severity of the problem. The rule to use here is: Rarely (1) is used if the household experiences the problem 1-2 times in 4 weeks; the second category “sometimes” is from 3-10 times in 4-weeks; “often” or the third category is the most serious and usually means they experience the problem more than 10 times in 4 weeks.

**G28.** This question seeks to see if a person in the household went 24 hours without eating in the last 4-weeks. If the answer is yes, check the response with G26. If the person did not eat for 24 hours the chances are they went to bed hungry. Check the consistency of their response. If the answer is “Yes” go to G29 otherwise go to Module H.

**G29.** This item is only responded to if G28 is “Yes” and provides information as to the severity of the problem. The rule to use here is: Rarely (1) is used if the household experiences the problem 1-2 times in 4 weeks; the second category “sometimes” is from 3-10 times in 4-weeks; “often” or the third category is the most serious and usually means they experience the problem more than 10 times in 4 weeks.



## Module H: Household Enterprises

Respondent: Head of Household

Direct informants: Household members managing non-agricultural income-generating household enterprises

Household business or enterprise is an organized commercial activity, a commercial establishment, owned and managed by household members. It can be very informal and have no hired labor or formal registration. For instance, non-agricultural one-man operations providing goods/services for various different non-household members/groups, i.e. working independently on their own-account, **MUST** be classified as household enterprises.

This module collects detailed information on the ownership and operation of any income generating enterprises by the survey household that were in operation over the past 12 months. The main criterion for an enterprise to be listed in this module is that it operated at some point over the past 12 months, including those that operated over the past 12 months but are closed temporarily or permanently as of the interview date, and those that may not have operated full-time every month over the past 12 months. In fact, this module is interested in capturing seasonality in business activities, i.e. the fact that the nature of some businesses leads owners not to operate continuously throughout the last 12 months.

Each row of the module on the questionnaire represents one household enterprise. There is room to list 5 enterprises. Household non-agricultural income-generating enterprises include those that produce or trade goods or services, including owning a shop or operating a trading business, no matter how small. Enterprises might include, for example, making mats, bricks, or charcoal; working as a mason or carpenter, selling firewood, metalwork, working as a tailor or seamstress, repair work, food processing, fish marketing, petty trading and so on. Examples of household enterprises to list in this module include:

- Tailor/seamstress who repairs clothing and shoes at his/her stall in the town market.
- Business man/woman who travels abroad to buy clothing, and then brings it to town to sell in the market.
- Trader who buys maize from remote villages and transports it to other villages to sell.
- Bricklayer who works for different stores/shops in town when they need repairs.
- Individual makes charcoal and then carries it to sell along the road.
- Individual owns his own car and uses it as a taxi in Hargeisa.
- Architect who designs roads and consults with many different firms and the government for different projects.

The household enterprises considered here are NOT wage employment OR farms. Wage labor is covered in the Labor Module.

Although you MUST NEVER list household farms in this module, you MUST list household enterprises based on post-harvest processing and trading of own-produced agricultural by-products, such as starch, juice, jam, oil, seed, bran, etc. AND household enterprises based on trading of agricultural crops purchased from non-household members.

Remember that the purpose of this module is to collect information on non-agricultural income-generating enterprises that are operated by anyone in the sampled household. You must collect information on any such enterprise that is presently being run or had been run by a household member during the past twelve months, even if the enterprise is no longer in operation or is temporarily closed.

**H01 – H07.** These are filtering questions for the entire module. If no member of the household operated a non-agricultural income-generating enterprise during the past 12 months, the rest of this module is skipped.

Ask the respondent each question. Enter “1” for “Yes” or “2” for “No” in the space provided.

H07 includes professional services such as midwife, including traditional birth attendant.

**B.** DO NOT ask the respondent question B.

Refer to the answers to questions H01 – H07. If there is a “1” for ANY of the questions H01 - H07, enter “1” for “Yes” in the box next to question B. Continue with question H08.

If the answer to question B is ”No,” enter “2.” Skip Module H and go to the next module.

**H08.** Ask the respondent for the number of non-agricultural income-generating enterprises operated by household members during the past 12 months.

Enter the number in the space provided and continue with the rest of Module H.

**H09A.** What is the ID code of the person responding for the enterprise? The ID code of the respondent must match the person’s ID code in PID in Module A and the questionnaire flap.

**DESC.** Main product or service of each enterprise operated by the household during the last 12 months

Ask the question. List all enterprises before moving to questions H10 – H50 for each enterprise.

Write a description that is short and to the point, sufficient to inform the supervisor in what sort of industry the enterprise should be classified. The supervisor will enter industry codes based on the descriptions you provide. Examples include:

- vegetable seller in market
- bicycle repair
- mat weaving
- furniture making
- food preparation and sales
- used clothes trading
- charcoal making

Remember to include business ventures that have been shut down permanently or temporarily during the past 12 months.

The questions following H09 should be asked of the owner(s) or manager(s) of the household enterprise or someone who is very familiar with it.

**H10A.** Owner of the enterprise or person most familiar with the enterprise  
The owner(s) of the household enterprise is recorded here. If there are more than two owners in the household, record the two who are most engaged in the business operations under Owner 1 and Owner 2. If there is only one owner, write '0' in Owner 2.

Ask the question. Enter the ID number of the owner(s) for this enterprise from the PID column next to the household roster in Module A. List up to two owners.

**H10B.** Owner Lived Abroad

This question refers to whether the owner this enterprise has lived abroad over the past 20 years. Count as living abroad time spent at a college or university outside of Somaliland. Do not count time spent abroad on vacation or business trips.

Ask the question. Enter '1' for "Yes" or "2" for "No."

If the answer is '2,' skip to H13.

**H10C.** Country

If the owner lived abroad over the past 20 years, ask in what country outside Somaliland did he/she lived. If more than one country, ask in what country outside Somaliland did he/she lived the longest.

Enter the country code for the country in the space provided.

**H10D.** Reason Owner Returned to Somaliland

Ask the respondent about the main reason the owner/manager came or returned to Somaliland.

For each reason listed, ask the respondent if that was the main reason. Enter the appropriate code in the space provided.

If the response is “Other,” enter code “7” and ask the respondent to specify the reason. Write it next to “7” in the space provided. Circle the question plainly and then discuss with the supervisor.

If the response is “Don’t know,” enter code “98.”

### **H13. Enterprise co-owner(s) outside the household**

Ask the respondent how many individuals outside of the household are co-owners of this enterprise. If the answer is “None,” enter “0” in the space provided under both the “MALE” and the “FEMALE” columns. Skip to H14C

If there are co-owners outside the household for this enterprise, ask the respondent how many are male and how many are female. Enter the number in the space provided under the “MALE” and “FEMALE” columns as appropriate.

### **H14A. Sex of Majority of Outside Partners**

Ask if the majority of the partners outside the household of the business are male or female.

Write ‘1’ for male and ‘2’ for female.

### **H14B. Largest Partner**

Largest owner of the firm refers to the person with the largest financial interest.

Ask how the largest partner acquired ownership in the enterprise. Enter the appropriate code (1 - 5). If the answer is “Other,” enter “5.” Ask the respondent to specify his/her answer and write it next to “5” in the space provided. Circle the question plainly and then discuss with your supervisor.

If the answer is “Don’t know” enter “98.”

### **H14C. Family Business**

A family business is usually a business that is actively owned and/or managed by more than one member of the same family.

Ask if the respondent considers this enterprise a family business. Enter “1” for “Yes” or “2” for “No.” If the answer is “No,” skip to H15.

**H14D. Family Owned Business Joined by Primary Owner**

Ask the question. Enter the appropriate code (1 - 4). If the answer is “Other” ask the respondent to specify and write it by the code for “Other,” “4.” Circle the question plainly and then discuss with the supervisor.

If the answer is “Don’t know” enter “98.”

**H15. Month and year enterprise first started**

Ask the question. Enter the month (MM) and year (YYYY) when this enterprise first started.

If the enterprise stopped its operations briefly and restarted, the date should be the one when the enterprise FIRST started operating. Do NOT record the date when it was restarted after a brief period of inactivity.

Probe to get the month of the year by using terms like wet or dry season, near the respondent’s birthday, etc. Explain that even if the business is not registered, it is still considered an enterprise for the purposes of this survey.

**H16. Member of Association**

Ask if the enterprise is a member of a trade, cooperative, or business association. Enter “1” for “Yes” or “2” for “No.” If the answer is ‘No’ skip to H17B.

**H17A. Business Association**

Ask the respondent to identify the business association to which this business belongs. Enter the appropriate code (1 – 6). If more than one, ask the respondent to identify the most relevant.

If the answer is “Other” enter “6” and ask the respondent to specify. Write it in the space provided next to “6.” Circle the question plainly and then discuss with the supervisor.

If the answer is “Don’t know” enter “98.”

**H17B. Registration with the Ministry of Commerce**

Ask the question. Enter “1” for “Yes” or “2” for “No.”

If the answer is ‘Yes’ skip to H17D.

**H17C.** Reason for not registering with the Ministry of Commerce

Ask the question. Enter the appropriate code. If the answer is “Other” ask the respondent to specify. Write it in the space provided next to “8.” Circle the question plainly and then discuss with the supervisor.

Skip to H18A.

**H17D.** Registration with the Ministry of Commerce

Enter the year (YYYY) the establishment registered with the Ministry of Commerce. Avoid excessive probing on this question, as it may unnecessarily cause worry for the respondent.

If the answer is “Don’t know” enter “98.”

**H18A.** Registry with local authorities

Ask the question. Enter “1” for “Yes” or “2” for “No.” Avoid excessive probing on this question, as it may unnecessarily cause worry for the respondent.

If the answer is ‘No’ skip to H19.

**H18B.** Ease of registration process

Ask the question. Enter the appropriate code (1 - 4) in the space provided.

**H18C.** Registration Fee

Ask the question. Enter the amount in Somaliland shillings. If the answer is “Don’t know” or “Don’t remember” enter “98.” Remind the respondent that reasonable estimates are acceptable.

**H18D.** Payment of informal gift

Ask the question. This is a sensitive question; if the respondent is vague in his/her answer, reassure him/her about the confidentiality of individual responses.

Enter “1” for “Yes” or “2” for “No.”

If the answer is “Don’t know” or “Don’t remember,” enter “98.”

**H18E.** Registration with local authority

Ask the question. Enter the year (YYYY) in the space provided.

If the answer is “Don’t know” enter “98.”

**H19.** Registration with other authorities

Ask the question. Read the response categories and enter the appropriate code in the space provided.

If more than one, ask the respondent to choose the most relevant.

If the response is “Other Government Agency” ask the respondent to specify and write it in the space provided next to “4.” Circle the question plainly and then discuss with the supervisor.

**H20A - H20Q.** Obstacles to Business

Ask the respondent to tell you to what degree is each element that you are going to read, an obstacle to the current operation of this enterprise. Read the response categories.

These are sensitive questions. If the respondent is vague, reassure him/her of the confidentiality of survey data.

For each question, enter the appropriate code (1 - 5) in the space provided.

If for a specific question the answer is “Don’t know” enter “98.”

If for a specific question the answer is “Not applicable,” enter “90.”

If the respondent refuses to answer the question or does not know the answer, enter “97” or “98,” respectively.

**H21A.** Access to working electricity

Ask the question. Enter “1” for “Yes” or “2” for “No.”

If the answer is “No” skip to H22.

**H21B.** Main source of electricity

Ask the question. Enter the appropriate code (1 - 4) in the space provided.

**H21C.** Electrical outages

Ask the question. Read the response categories to the respondent.

Enter the appropriate code (1 - 5). If the answer is ‘No outages’ enter “1” and skip to H22.

**H21D.** Duration of electrical outages in minutes

Ask the question. Enter the average duration of power outages. Enter the duration in minutes in the space provided.

If the answer is “Two hours,” enter “120.”

If the answer is “Don’t know” or “Don’t remember” enter “98.”

**H21E.** Hours of electrical power required

Ask the question for an average day. Enter the amount of hours (0 - 24) in the space provided.

**H22.** Source of Water

Ask the question. Enter the appropriate code (1 – 3) in the space provided.

**H23A.** Business Internet Use

Ask the question. Enter “1” for “Yes” or “2” for “No.”

If the answer is ‘No’ skip to H24A.

**H23B.** Access to Internet

Ask the question. Enter the appropriate code (1 - 5) in the space provided.

If the answer is “Other” ask the respondent to specify and write it next to “5.”

Circle the question plainly and then discuss with the supervisor.

**H23C – H23H.** Internet Usage

Ask the respondent to tell you how often is the business Internet connection used for each task that you are going to read. Read the response categories.

Enter the appropriate code (1 - 3) in the space provided.

**H24A – H24O.**

Unpaid Family Workers include people who worked without pay in a business operated by a relative.

Paid employment consists of full, part-time and seasonal employees who were on the payroll in fiscal year 2012.

**H24A – H24D.** Number of full-time workers in fiscal year 2012

Permanent, full-time employees are generally defined as paid employees that are contracted for a term of one or more fiscal years and/or have a guaranteed renewal of their employment contract and that work a full shift. Includes employees and managers.

Ask the question. Enter the number of paid male full-time workers, unpaid male full-time workers, paid female full-time workers, and unpaid female full-time workers in the appropriate column.

**H24E – H24H.** Number of part-time workers in fiscal year 2012

Permanent, part-time employees are generally defined as all paid employees that are contracted for a term of one or more fiscal years and/or have a guaranteed renewal of their employment contract and work part-time. Includes employees and managers.

Ask the question. Enter the number of paid male part-time workers, unpaid male part-time workers, paid female part-time workers, and unpaid female part-time workers in the appropriate column.

**H24I – H24L.** Number of seasonal workers in fiscal year 2012

Temporary (seasonal) workers are all paid short-term (i.e. for less than a year) employees with no guarantee of renewal of contract employment and work full-time. Includes employees and managers.

Ask the question. Enter the number of paid male seasonal workers, unpaid male seasonal workers, paid female seasonal workers, and unpaid female seasonal workers in the appropriate column.

**H24M** Workers under 30 years old

Ask, out of all persons working in the establishment (H24A through H24L), how many workers were under 30 years of age? The answer must not be greater than the sum of all the workers in H24A – H24L.

Enter the number in the space provided.

**H24N.** Family members

Ask, out of all persons working in the business (H24A through H24L), how many workers were family members? The answer must not be greater than the sum of all the workers in H24A – H24L.

Enter the number in the space provided.

**H240** Expatriate, Foreign or Diaspora skilled employees

Skilled employees/workers are workers that have education, special skill, knowledge, or ability in their work.

Ask, out of all persons working in the business (H24A through H24L), how many workers were expatriate, foreign, or Diaspora skilled workers? The answer must not be greater than the sum of all the workers in H24A – H24L.

Enter the number in the space provided.

**H25A.** Industry

Copy the product or service provided by this business (or if available, the industry code) from H09 to this column.

The main product is defined in terms of sales in monetary value, not volume.

**H25B.** Percent of sales represented by main product

Ask the respondent what percentage of total sales the main product represents. Enter the percentage (0 - 100) in the space provided. Enter whole percents.

**H26A.** Total sales in fiscal year 2012

Ask the question. Enter the value of total sales in Somaliland shillings in the space provided.

**H26C.** Ease of finding substitute suppliers

Ask the question. Read the response categories. Enter the appropriate code (1 - 3) in the space provided.

**H26D.** Main source of information about new suppliers

Ask the question. Read the response categories. Enter the appropriate code (1 - 7) in the space provided.

**H26E.** Confidence in new supplier

Ask the respondent which of the characteristics that you are going to read gives him/her MOST confidence in a new supplier.

Enter the appropriate code (1 - 6) in the space provided.

If the answer is “Other,” ask the respondent to specify. Write it next to “6.”

Remember that for all “Other” responses recorded, the question needs to be circled plainly and then discuss with the supervisor.

### **H27A – H27G. Item costs**

This question refers to the value of total annual expenses.

- Raw materials are goods that are used to produce the final products. For example, if one wanted to bake; wheat flour, sugar, cooking oil and yeast would be considered to be the raw materials.
- Cost of labor includes wages/salary paid to all employees/workers including temporary workers.
- Cost of fuel/oil consumed includes fuel/oil for vehicles, generators and manufacturing equipment.
- Cost of electricity is the cost for purchased electricity. If this enterprise operates out of the dwelling, remind the respondent to include **ONLY** the cost of electricity associated with operating this enterprise.
- Other costs of production not included in H27A to H27F are total costs of production minus the items included in questions H27A – H27F:
  - Goods for sale (inventory) are the products that an enterprise has on hand to sell or use to provide services they intend to sell.
  - Cost of insurance is the amount paid for purchased insurance. If the respondent pays for insurance on other than a monthly basis, ask the respondent to estimate the insurance cost for the last month this enterprise was in operation.
  - Informal payments to local authorities.

Ask the question. Tell the respondent to include the estimated value of in-kind payments.

For each question H27A – H27G, ask the respondent to provide the cost in Somaliland shillings for 2012.

If nothing was spent on a particular expense category, enter “0.”

### **H28A – H28E. Types of records kept by the business**

Ask each question (H28A to H28E). For each question enter “1” for “Yes” or “2” for “No” in the space provided.

**H29A – H29D.** Financial products or services used by the business

Ask each question (H29A to H29D). For each question enter “1” for “Yes” or “2” for “No” in the space provided.

**H30.** Main source of business financial advice

Ask the question. Read the response categories and ask the respondent to choose the main source of financial advice.

Enter the appropriate code (1 - 7) in the space provided.

If the answer is ‘Other,’ ask the respondent to specify and write it in the space provided next to “7.” As is the case with all “Other” responses, circle the question plainly and discuss with the supervisor.

**H31.** Application for loan or line of credit in 2012

A line of credit is an available amount of credit that the establishment can draw upon or leave untapped.

A loan is generally a much less flexible form of finance. It comes in fixed amounts, carry annual interest rates and specifies period for repayment.

Ask the question and enter “1” for “Yes” or “2” for “No” in the space provided.

If the answer is ‘Yes’ skip to H33.

**H32.** Main reason for NOT applying for a loan of line of credit

Ask the respondent to identify the MAIN reason the establishment did not apply for a loan or line of credit. Read each reason listed on the questionnaire.

Enter the appropriate code (1 - 8) in the space provided.

If ‘Other’ is the reason, ask the respondent to specify and write it in the space provided next to “8.” Circle the question and then discuss with your supervisor.

If the answer is “Don’t know” enter “98.”

Skip to H39.

**H33.** Kind of Loan

Ask the question and ask the respondent to identify the kind of loan. Read each kind of loan listed on the questionnaire. Enter the appropriate code (1 - 9) in the space provided.

If 'Other' is the reason, ask the respondent to specify and write it in the space provided next to "9." Circle the question and then discuss with your supervisor.

**H34A. Main reason for loan**

This question refers ONLY to the most recent loan.

Ask the respondent to identify the MAIN reason the establishment applied for a loan. Read each reason listed on the questionnaire.

Enter the appropriate code (1 - 5) in the space provided.

If 'Other' is the reason, ask the respondent to specify and write it in the space provided next to "5." Circle the question and then discuss with your supervisor.

**H34B. Loan outcome**

This question refers ONLY to the outcome of the most recent application for a line of credit or loan. Ask the question and read the potential outcomes. Enter the appropriate code (1 - 3) in the space provided.

If the answer is "Don't know" enter "98."

**H35. Amount (Value) of Loan**

This question refers only to the most recent application for a line of credit or loan.

Value of the loan refers to the term to maturity of the loan as it was specified in the credit agreement. The respondent should answer according to what was specified in the loan contract, not what happened in practice (e.g. if they paid off the loan early or later than the term of the loan).

Enter the total value of the loan in Somaliland shillings. If necessary, remind the respondent that reasonable estimates are acceptable.

If the answer is "Don't know" enter "98." If the respondent refuses to answer the question enter "97."

**H36. Collateral**

This question refers only to the most recent application for a line of credit or loan.

Collateral refers to property of the business or personal property of the manager or owners that is used to secure the loan in the event that the establishment defaults on its payment obligations.

Ask the question. Enter “1” for “Yes” or “2” for ”No.”

If the answer is ‘No’ skip to H39.

### **H37. Type of collateral**

This question refers to the type of collateral required. It refers ONLY to the most recent application for a line of credit or loan.

Ask the question. Read the type of collaterals listed on the questionnaire. Enter the appropriate code (1 - 5) in the space provided.

If “Other” type of collateral is the answer, ask the respondent to specify type and write it in the space provided next to “5.” Circle the question and then discuss with your supervisor.

### **H38. Collateral Value**

This question refers to the Somaliland shilling value of the property used to secure the loan. It refers ONLY to the most recent loan or line of credit.

Ask the question and record the value in Somaliland shillings. Remind the respondent of the confidentiality of the information provided. If necessary, let the respondent know that reasonable estimates are acceptable.

If the answer is “Don’t know” enter “98.” If the respondent refuses to answer the question, enter “97.”

### **H39. Total number of outstanding loans**

Ask the question and enter the number of outstanding loans and/or open lines of credit in the space provided. If the response is no outstanding loans or open lines of credit are held by the establishment, enter “0” and skip to H41.

### **H40. Total value of all outstanding loans**

This question refers to the Somaliland shilling value of ALL outstanding loans and/or open lines of credit held by the establishment.

Ask the question and enter the total value of all outstanding loans and/or open lines of credit in Somaliland shillings in the space provided.

If the answer is “Don’t know” enter “98.” If the respondent refuses to answer the question, enter “97.”

**H41. Mobile phone use**

This question refers to the use of a mobile phone to transfer or receive money or other transactions related to the operations of the establishment.

Ask the question. Enter “1” for “Yes” or “2” for ”No.”

If the answer is “No” skip to question H43.

**H42. Main transaction using mobile phone**

Ask the question and ask the respondent to identify the MAIN transaction the mobile phone is used for by the establishment. Read each category listed on the questionnaire. Enter the appropriate code (1 - 5) in the space provided.

If “Other” transaction is the answer, ask the respondent to specify and write it in the space provided next to “5.” Circle the question and then discuss with your supervisor.

**H43. Remittances from abroad during the last 12 months to support the enterprise**

This question refers to the respondent (owner or manager) or members of his/her household receiving remittances to support the enterprise.

Ask the question. Enter “1” for “Yes” or “2” for ”No.”

**H44. Late payments**

Late (or overdue) payment by a customer is the state of a customer’s being late for a payment on an account, loan, or other liability.

Ask the question. Enter “1” for “Yes” or “2” for ”No.”

**H45. Settlement of disputes**

Ask the question. Read the response categories. Enter the appropriate code (1 - 4) in the space provided.

If “Other” way of settling disputes is the answer, ask the respondent to specify and write it in the space provided next to “4.” Circle the question and then discuss with your supervisor.

If the answer is ‘1,’ ‘2’ or ‘4’ skip to H47.

#### **H46. Court Time**

This question refers ONLY to disputes resolved by the courts.

Ask the question and record the answer in days in the space provided.

Refer to the “What are acceptable responses” section of this manual for details about reporting time (days).

If the resolution is “Still ongoing,” enter “96.”

If the respondent refuses to answer, enter “97.”

#### **H47. Problem resolution**

This question refers to the MAIN persons/institution the establishment approaches for business conflict resolution. Enter the appropriate code (1 - 6) in the space provided.

If “Other” is the answer, ask the respondent to specify and write it in the space provided next to “5.” Circle the question and then discuss with your supervisor.

If the answer is “No conflicts,” skip to H49.

#### **H48. Number of days for conflict resolution**

Ask the question and record the answer in days in the space provided.

Refer to the “What are acceptable responses” section of this manual for details about reporting time (days).

#### **H49. Payment for security services or equipment in 2012**

Security services and equipment include guard services, locks, security video cameras, and anti-theft equipment.

Ask the question. Enter “1” for “Yes” or “2” for “No.”

#### **H50. Losses due to crime**

This question references crime experienced by the establishment in fiscal year 2012.

Probe to ensure that the respondent understands that the losses were establishment losses, not respondent or managers’ personal losses.

Ask the question and enter ‘1’ for ‘Yes’ or ‘2’ for ‘No.’

Go to the next module.



## **Module K: Household Members Migration**

The purpose of this module is to collect information on household migrants 15 years of age and over who are currently away and have not been living with the household for a period of at least a month—excluding business trips and vacations. They should not be people that are in the household and included on the list from Module A. This module collects demographic characteristics such as age, sex, and level of education of household migrants. It also asks about cash remittances sent to the household.

For all “Other” responses that you record on the questionnaire, please circle the question plainly and then discuss with the supervisor.

**KA.** Ask the question. If the respondent says that there are no migrants, enter “2” and move to the next module.

### **K01.** Migrant roster

The list should include all household migrants above the age of 15 and who DO NOT live in the household, regardless of when they may have left. Note that the ID of the respondent should be recorded in the first column before K01.

You MUST list all relevant migrants first in K01, before moving to K02 and on. This module MUST then be administered in its entirety one individual/line at a time, NOT page by page.

### **K02.** Age

Enter the age for this migrant in the space provided. Enter whole years. If the answer is 20 and a-half years old, enter “21.”

### **K03.** Sex

Ask the gender of this migrant. Do NOT guess based on the name.

Enter “1” for “Male” or “2” for “Female” in the space provided.

### **K04.** Highest grade completed

Ask the question. Enter the code (1 - 33) for highest level completed.

If the answer is “Other” ask the respondent to specify and write it next to “7” in the space provided. Circle the question and then discuss with the supervisor.

**K05 and K07.** These two questions provide different information. Example: The son Ahmed (age 28) left the household in Berbera in 2004 to move first to Hargeisa. Then he

moved to the United States, his current residence, in 2006. In this case, K05 = 2004 but K07 = 7 years.

**K05. Year left household**

Ask the question. Enter the year (YYYY) in the space provided.

If the answer is “Can’t remember,” probe to help the respondent remember. Refer to Attachment B, Somaliland Historical Events to help the respondent estimate the year. Reasonable estimates are acceptable.

**K06. Current location**

Ask the question. If the current location is in Somaliland, enter the name of the district and the district code in the space provided.

If the current location is outside of Somaliland, enter the name of the country and the country code in the space provided.

Write neatly and legibly using BLOCK letters.

**K07. Length of time migrant has lived at current location**

This question determines the length of time that the migrant has lived in the location reported in K06.

Ask the question. Enter the unit and length of stay in the spaces provided. For example, if the migrant has lived in the location reported in K06 for 13 years, the length will be “13” and the unit will be “2” for “Year.” If the answer is 18 months, the length will be “18” and the unit will be “1” for “Month.”

**K08. Current activity status**

This question identifies the current activity status of the migrant. It is essential to identify whether or not this migrant is currently working, since K09 inquires about the current main occupation for those that are identified as working in K08.

Handicapped refers to someone who was not working, not in school, not doing domestic duties because of a condition that markedly restricts his/her ability to function physically, mentally, or socially.

Ask the question. Read the activity status responses. Enter the appropriate code (1 - 6) in the space provided.

If the answer is “Other” ask the respondent to specify. Write the description next to “6,” circle the question and then discuss with the supervisor.

If the appropriate code is “2,” “3,” “4,” “5,” or “6” skip to K10.

Code 3 is “House Work,” this could mean a stay-at-home spouse doing his/her own housework and caring for children. If this is the case, “House work” should not be included in Code 1, “Working.” But if “House Work” refers to doing domestic work in other people’s home for pay, it should be included as “Working” and the appropriate code would be “1.” Ask probing questions to determine what type of “House Work” the respondent is referring to.

### **K09. Main occupation**

Main occupation is the occupation at which the migrant spends the most hours, if he/she is currently working at more than one job. For individuals with two occupations with same number of hours, the main occupation is the one that gives the largest income. If equal in number of hours and income, the one that the respondent considers as the migrant’s main occupation should be recorded.

Try to get comprehensive answers, for example, it is not enough for a respondent to inform you that the migrant is a teacher. Probe to find out if he/she is a primary or secondary school teacher etc. You may refer to the list of Occupation Codes for the level of clarity that is expected of you while recording information on occupations. However, you will not be coding the descriptions to the Occupation question, unless instructed by your supervisor.

Ask the question. Enter the description of the main occupation under the “Description” column. Use BLOCK letters and write neatly and legibly. Leave the “Occupation Code” column blank unless instructed otherwise by your supervisor.

**K10 – K13.** These questions refer to cash remittances sent to the household during the last 12 months.

### **K10. Cash remittances**

Cash remittances exclude food and non-food in-kind assistance.

Ask the question. Enter “1” for “Yes” or “2” for “No.”

If the answer is “No,” skip to K15.

### **K11. Frequency of cash remittances**

Ask the question. Read the frequency categories listed on the questionnaire. Enter the appropriate code (1 - 7) in the space provided.

If the answer is “Other,” enter “7” and ask the respondent to specify. Write the answer in the space provided next to “7” for this migrant. For all “Other” responses that you record on the questionnaire, please circle the question plainly and then discuss with the supervisor.

If the appropriate code is “3,” “4,” “5,” “6,” or “7” skip to K13.

**K12.** Amount of cash sent each month

Ask the question. If the amount of cash sent every month by this migrant varied, ask the respondent to give you an average amount of money that was sent each month. Enter the amount in Somaliland shillings.

Convert U.S. dollars or other foreign currency to Somaliland shillings.

**K13.** Amount of cash sent during the last 12 months

Ask the question. Enter the total amount sent by this migrant in Somaliland shillings.

**K14.** Household cash remittances spending habits

Ask the question. Read the response categories listed on the questionnaire. Enter the appropriate code (1 - 10) in the space provided for this migrant.

If the answer is “10” for “Other,” circle the question plainly and discuss with your supervisor.

**K15 – K16.** These questions refer to in-kind remittances sent to the household during the last 12 months.

**K15.** In-kind remittances

Include ONLY food and non-food in-kind assistance.

Ask the question. Enter “1” for “Yes” or “2” for “No.”

If the answer is “No,” enter “2” in the space provided and go to the next migrant. If this is the last migrant, go to the next module.

**K16.** Frequency of in-kind remittances

Ask the question. Read the frequency categories listed on the questionnaire. Enter the appropriate code (1 - 7) in the space provided.

If the answer is “Other,” enter “7” and ask the respondent to specify. Write the answer in the space provided next to “7” for this migrant.

Go to the next migrant. If this is the last migrant go to the next module.

## Module N: Shocks & Coping Strategies

This module collects information on severe disturbances and other negative shocks, more or less unforeseen events that negatively affected the welfare of the household. This module has a comprehensive list of coping strategies to assess each shock.

For all “Other” responses that you record on the questionnaire, please circle the question plainly and then discuss with the supervisor.”

**N01.** This question refers to shocks that negatively affected the household in the last 12 months.

Ask the question. Read each shock listed on the questionnaire.

For each shock, enter “1” for “Yes” or “2” for “No” in the space provided.

Go through the entire list of shocks before moving to the next question.

**N02.** This question ranks the three most severe shocks experienced.

Ask the respondent to review the negative shocks that she/she identified and choose the three most significant shocks and rank them by severity.

The most significant shock is that shock experienced that led to the greatest reduction in the welfare of the household.

For each of the three shocks enter “1” for “Most severe,” “2” for “Second most severe” or “3” for “Third most severe.”

If three shocks or less are identified in N01, have the respondent rank all them.

With the exception of the three most severe shocks, all other cells should be left blank.

**N03.** This question is ONLY asked about the shocks for which rankings are provided in N02. No more than three shocks. For each column heading, ask the question.

A reduction in income concerns a reduction in the amount of cash or other resources (e.g. harvest from household plots) that are coming into the household.

A reduction in assets concerns a reduction in the amount of goods that the household possesses. These goods may either be productive (land, livestock, agricultural and other work tools) or non-productive (house, furniture, transport, and other durable goods).

Enter “1” for “Increase,” “2” for decrease or “3” for “Did not change” in the space provided under each column.

For example, if the respondent ranked “Fire” as the most severe shock experienced by the household you would ask:

As a result of this fire, did your income increase, decrease, or did not change? Enter the appropriate code (1 – 3) under the “Income” column.

As a result of this fire, did your assets increase, decrease, or did not change? Enter the appropriate code (1 – 3) under the “Assets” column.

Continue asking the question for “Food Production,” “Food Stocks” and Food Purchases.” Then follow the same pattern for shocks ranked “2” and “3” in question N02.

**N04.** This question concerns the actions (*coping strategies*) taken by the household members to respond to the negative shocks experienced.

For each of the three shocks ranked as “1,” “2” and “3,” in question N02, ask the question. Up to **THREE** possible responses can be noted. These **MUST** be listed according to the *order of importance*, listing first what the respondent viewed as the most effective or important coping strategy. Coping strategies and codes are listed on the questionnaire. It is important to solicit more than one coping strategy, if applicable, since the survey allows for up to three.

Enter the appropriate codes (1 – 19) in the space provided under the “1<sup>st</sup>,” “2<sup>nd</sup>” and “3<sup>rd</sup>” columns. If the response is “Other” enter code “20” and ask the respondent to specify the answer and write it next to “20.” The codes are provided in the box to the right of the page.

For all “Other” responses that you record on the questionnaire, please circle the question plainly and then discuss with the supervisor.”

If there happened to be more than one occurrence of one of the three most severe shocks, ask about the most recent incident.

## Module O: Conflict

Conflict is an expressed struggle between two or more parties who perceive incompatible goals, scarce resources, and interference from others in achieving their goals. Conflict in this module consists of crime and violence, household displacement and loss of assets.

The purpose of this module is to collect information on conflict that the household has endured or witnessed. It includes information on the relationship between victim and offender, self-protective actions taken by members of the household (displacement) and type of property lost.

This module may trigger difficult emotions on the part of the respondent. You **MUST** be sensitive to the emotional state of the respondent as you ask for information concerning household members or other persons known to the respondent that have been victimized. Be courteous and sympathetic. The facial expressions should also show that you are dealing with uncomfortable issues. You **MUST NOT** smile even if the respondent may be doing so.

If the respondent is unwilling to continue with the module at some point, please excuse him or her. If there is another household member who can complete the module instead of the respondent and is willing to do so, you should work with this replacement respondent. Otherwise, you will have to return on another day to complete the module with the original respondent.

Remember that the code for refusal is “97.” For all “Other” responses that you record on the questionnaire, please circle the question plainly and then discuss with the supervisor.

Each row under questions O01 through O04 refers to a victim. You can record up to five victims. Questions O05 through O19 refer to the household as a whole. Note that the reference or recall period changes throughout the module. For example:

The reference period for O01 through O04 is the **LAST 12 MONTHS**.

The reference period for O05 through O11 is **EVER**.

The reference period for O18B is the **LAST 20 YEARS**.

**Respondent ID.** From Module A, question A01 and questionnaire flap

Refer to questions A01 and A02 on Module A: Individual (Roster) or questionnaire flap. Copy the ID code of the person responding to the “Respondent ID” column in this module.

**O01.** Experience with violence

This question refers to persons personally known by the respondent who have experienced violence during the last 12 months.

Ask the question. Read the acts of violence listed below question O01. If the answer is "Yes," enter the victim's name(s) in the space provided under O01 on the questionnaire. Enter up to 5 victims.

If the answer is "Do not know anyone" enter "13." Skip to O05.

#### **O02. Perpetrator**

Ask the question. Enter the appropriate code (1 - 9) in the space provided.

If the spontaneous response is "Others" enter "10." For all "Other" responses that you record on the questionnaire, please circle the question plainly and then discuss with the supervisor.

If the answer is "Don't know" enter "98."

#### **O03. Relationship to person experiencing harm**

Ask the question. Record the relationship of the victim to the household head by entering the appropriate code (1 - 6) in the space provided.

If the respondent refuses to answer, enter "97" for "Refuse to Answer."

#### **O04. Prolonged harm**

Ask the question. Tell the respondent that you are going to read possible outcomes of violence experienced by the victim. Enter the appropriate code (1 - 7) in the space provided.

If the victim DID NOT experience any prolonged harm or affliction, enter "7" for "No."

If the answer is "Don't Know" enter "98." If the respondent refuses to answer, enter "97."

Go to the next victim listed and ask questions O02 through O04. If this is the last victim go to O05.

#### **O05. Displacement due to violence or conflict**

The rest of the questions on this module refer to the household, not individuals.

Ask the question. Enter "1" for "Yes" or "2" for "No."

If the answer is “No” skip to O10.

**O06. Month and year of displacement**

Ask the question. Enter the month (MM) and year (YYYY) of the displacement in the space provided under the “MONTH” and “YEAR” columns, respectively.

If more than one displacement use the most recent one.

**O07. Return to original place of living after displacement**

Ask the question. Enter “1” for “Yes” or “2” for “No.”

If the answer is “No” skip to O10.

All questions refer to the same displacement event and the same return to this place of living.

**O08. How long did you /your household stay away from this place of living during the displacement episode?**

Write the number of months under MONTHS and the number of years under YEARS.

**O09. Place of stay during displacement**

Ask the question. Enter the appropriate code (1 - 5) in the space provided.

If the answer is “Other” enter “6.” Make sure that respondent specifies the place of stay and enter it next to “6.” Use BLOCK letters and write neatly and legibly. For all “Other” responses that you record on the questionnaire, please circle the question plainly and then discuss with the supervisor."

**O10. Compensation paid due to conflict**

Ask the question. Enter “1” for “Yes” or “2” for “No.”

**O11. Compensation received due to conflict**

Ask the question. Enter “1” for “Yes” or “2” for “No.”

**O12. Source for conflict resolution**

Ask the question. Enter the appropriate code (1 - 10) in the space provided.

If the respondent's answer does not fit into one of the pre-coded categories, use probing questions to determine if the new description fits into one of the categories. For example, if the respondent gives a name, you could ask if the name is that of a relative or friend.

**O13. Main decision-maker at the community level**

Ask the question. Enter the appropriate code (1 - 6) in the space provided.

**O14. Political system for Somaliland**

Ask the question as worded on the questionnaire. Enter the appropriate code (1 - 6) in the space provided.

This question is an opinion-based question. It is designed to elicit the respondent's view. There are no right or wrong answers. Do not engage with the respondent on a discussion of the best status for Somaliland. Simply ask the question, enter the code for the status that the respondent thinks is best and move to the next question.

**O15 – O20.** The respondent for these questions should be the household head.

**O15. Loss of assets**

This question refers to the last episode of violence.

Ask the question for the first asset listed on the questionnaire.

Enter "1" for "Yes" or "2" for "No."

If the answer is "No" go to the next asset listed.

**O16. Responsibility for loss**

Ask the question. Enter the appropriate code (1 - 9) in the space provided.

If the spontaneous response is "Other" enter "10." For all "Other" responses that you record on the questionnaire, please circle the question plainly and then discuss with the supervisor."

If the answer is "Don't know" enter "98."

**O17. Month and year of conflict**

Ask the question. Enter month (MM) and year (YYYY) in the space provided on the questionnaire. The date should be the same as we are referring to the same episode of violence.

Continue with the next asset. If this is the last asset go to question O18A.

**O18A.** Experiences during last episode of conflict

This question refers to the last episode of conflict or violence.

Ask the question for the first item listed on the questionnaire.

Enter “1” for “Yes” or “2” for “No.”

If the answer is “No” go to the next item.

For example, ask if during the last episode of conflict or violence the respondent experienced a lack of employment opportunities. If the answer is “No,” enter “2” in the space provided in O18A for the “Lack of employment opportunities” line. Read the next line, “Lack of man power.” If the answer is “Yes,” enter “1” in the space provided in O18A and go to O19A and ask the question.

**O19A.** Month and year of conflict

Ask the question for the item. Enter month (MM) and year (YYYY) in the space provided.

Continue with the next item on O18A. Question O18A asks about the last episode of violence (122-129).

**O18B.** The question refers to actions taken in the last 20 years (130-142).

Ask the question for the first item listed. Enter “1” for “Yes” or “2” for “No.”

If the answer is “No” go to the next item. If the answer is “Yes” go to O19B.

**O19B.** Month and year taken action in the last 20 years

Ask the question for the item. Enter month (MM) and year (YYYY) in the space provided.

Continue with the next item on O18B.

**O20.** Is asked in order to get the person’s feeling about security across a variety of issues. There are 20 issues to be asked. You may start the section by taking a pause and then saying:

“We are almost finished, now I will ask security questions on 20 different matters...”

Ask the person to provide you with their response according to the following:

1=Strongly agree

2=Agree

3=Neutral

4=Disagree

5=Strongly disagree

Read each item and record the persons feeling. If he/she does not know, then write “3” for “Neutral.” If he/she refuses to answer, however, write “97.”

## **Module P: Deaths in Household**

This module collects information on deaths of household members over the past five years. Each row of the module refers to a deceased household member.

This module is the last in the household questionnaire because of the difficult emotions it may trigger on the part of the respondent. You **MUST** be sensitive to the emotional state of the respondent as you ask for information concerning household members who have recently died. Be courteous and sympathetic. The facial expressions should also show that you are dealing with uncomfortable issues. You **MUST NOT** smile even if the respondent may be doing so.

If the respondent is unwilling to continue with the module at some point, please excuse him or her. If there is another household member who can complete the module instead of the respondent and is willing to do so, you should work with this replacement respondent. Otherwise, you will have to return on another day to complete the module with the original respondent.

For all "Other" responses that you record on the questionnaire, please circle the question plainly and then discuss with the supervisor."

**P01A.** This is a filter question for the entire module. If no household member, including any infants, died over the past five years, the rest of this module should be skipped. Please note that an infant who lives only a few minutes or seconds after birth should be considered as a death and included in this module.

Ask the question. If the answer is "No" enter "2" in the space provided and end the interview accordingly and politely using the formula for departure.

If the answer is "Yes" enter "1" and go to the next question P01B.

The next two questions P01B and P01C try to quantify the number of deaths in the last 5-years and the last 2-years. Please have them provide the number.

**P01B** asks the number of deaths in the last 5-years.

**P01C** asks the number of deaths in the last 2-years.

Note: P01C should not be greater than P01B but can be equal.

**P03.** Ask the question. List the names of all household members that died over the past five years. If a child died before he or she was named, write baby or infant. If twins write baby boy 1 and baby boy 2, for example. Note: This question is only asked of the deaths in the last five years. Make sure that the number listed corresponds to the total in P01B.

**P04A.** For each person listed in P03, ask the question. Enter 1“ for “Died in the past two years” or “2” for “Died two to five years ago.”

Note: The amount of names with a “1” in this question should be equal to P01C.

**P04B.** Relationship to household head

Ask the question. Enter the appropriate code (2 - 16) in the space provided.

If the answer is “Other,” ask the respondent to specify. Enter “16” and next to it, write the description provided by the respondent. Circle the question and then discuss with your supervisor.

**P05.** Sex

Ask the question and enter “1” for “Male” or “2” for “Female” in the space provided.

**P06.** Age at time of death

Ask the question. If the deceased was under 5 years of age, write the age in years and months under the “YEARS” and “MONTHS” columns, respectively.

If the person was 5 years or older, write the age in years under the “YEARS” column.

For example, if the answer is “3 years old,” ask the respondent to include months beyond the three years. Enter years and months in the space provided under the appropriate columns.

**P07.** Age at time of death under 12 years

Enumerator: Do not ask this question. Refer to question P06. If the age of the deceased was under 12 years, enter “1” for “Yes” and skip to P09.

If the age of the deceased was 12 years or older, enter “2” for “No” and continue with P08.

**P08.** Type of work

In recording the kind of work that he/she did, record the one that he/she did most in his/her lifetime, if the person did more than one kind of work.

Ask the question and enter the appropriate code in the space provided on the questionnaire. If the respondent seems unsure, read the categories under P08.

If the answer to the question is “17” for “Other,” ask the respondent to specify and write it in the space provided after “17.” Circle the question plainly and discuss with your supervisor.

**P09.** This question refers to the cause of death.

Before asking the question, refer to the age entry in P06. Use discretion to determine if "Old Age" should be read to the respondent.

Ask the question. Enter "1" for "Old Age," "2" for "Illness" or "3" for "Other cause" in the space provided.

If code "1" skip to P14.

If code "2" skip to P11.

If code "3" continue with the next question.

**P10.** Refers to cause of death other than illness

Ask the question and enter the appropriate code (1 - 6) in the appropriate space.

If the answer is "Other" enter "7," circle the question and then discuss with the supervisor.

Skip to P14.

**P11.** Illness that caused death

Ask the question. Refer to illness codes on the questionnaire. Enter the appropriate code (1 - 16) in the space provided. You can record up to two illnesses.

For example, if the respondent answers that the person died of a combination of a heart attack and a stroke, enter "9" for "heart problem" under the "1st illness" column and "11" for "stroke" under the "2nd illness" column.

If the respondent refuses to answer enter "97." If the answer is "Don't know" enter "98." If the answer is "Other" enter "17." Ask the respondent to specify and write it in the space provided next to "17." Circle the question plainly and discuss with your supervisor.

**P12.** Length of time deceased suffered from illness

Ask the question. Enter the answer following the examples below:

If the answer is three weeks, enter "3" under the "TIME AMOUNT" column and "2" under the "UNIT" column. If the answer is one year and three months, enter "15" under the "TIME AMOUNT" column and "3" under the "UNIT" column.

**P13.** Cause of death diagnosed or perceived

If a medical professional (doctor, health worker) diagnosed the illness after running laboratory tests, enter “1” for medical diagnosis.

If a diagnosis was made in absence of tests and medical professionals, enter “2” for Non-medical diagnosis.”

If the diagnosis was the respondent’s perception of the cause of death, enter “3” for “Own perception.”

**P14.** This question concerns inheritance practices that may cause a loss of assets to the household.

Ask the question. Enter “1” for “Yes” or “2” for “No” in the space provided.

If the answer is “No,” move to the next person listed. If this is the last person, conclude the interview accordingly.

**P15.** Value of land or assets lost

Ask the question. Enter the value of land and/or assets lost in Somaliland shillings.

Move to the next person listed. If this is the last person, finish the interview accordingly.

**Somaliland Household Survey  
Consent Form  
Attachment A**

**To the enumerator:**

**Informed Consent:** *It is necessary to introduce the household to the survey and obtain their consent to participate. Make it clear to the respondents that their participation in the survey is **voluntary**. All enumerators should do one of two things to obtain consent:*

- *identify all prospective respondents (e.g. all women that provide consumption information and/or heads of household or any respondent) and get their informed consent before starting the overall interview*
- *stop and get informed consent before starting to question with a new respondent throughout the household interview process For example if you have been interviewing the head of household and a woman is called to give expenditure information. Please repeat the same statement below. **It is part of your profession to do this!***

*For either of these methods, the enumerator should read the following statement in the language of interview to each of the prospective respondents:*

Thank you for the opportunity to speak with you. I represent Kimetrica and the Word Bank (show badge). We are a research team working with the World Bank and the survey seeks to obtain expenditure on household items. This will help us measure poverty in Somaliland, that is, the number of people that are not receiving enough consumption, We will also ask questions on may household issues such as: health, education, security. These will help us understand the reasons for poverty and assist in providing key information to help the government reduce the budget. Please note we are not government official and we will not provide personal information to any party. You have been selected to participate in an interview which includes questions on topics such as your family background, dwelling characteristics, asset ownership, expenditures, food consumption. The survey includes questions about the household generally, and questions about individuals within your household, if applicable. These questions in total will take approximately 1.5 to 2.0 hours to complete and your participation is entirely voluntary. If you agree to participate, you can choose to stop at any time or to go any questions you do not want to answer. Your answers will be completely confidential; we will not share information that identifies you with anyone. Results will be published within a year and you make take pride in having contributed to helping us understand your quality of life.

Do you have any questions about the survey or concerning what I have said? If in the future you have any questions regarding survey and the interview, or concerns or complaints we welcome you to contact our survey staff in Hargeisa by calling [#####].The coordinator of the survey is Mr. Ahmed Fagasse. We will leave one copy of this form for you so that you will have record of this contact information and about the study.

Do you freely consent to assisting us kindly with this survey?    **Y**    **N**

I verify that I have been read the consent requirement and agree:

Signature of respondent (or mark) \_\_\_\_\_

I verify that the information recorded is accurate and to the best of my ability.

Signature of enumerator \_\_\_\_\_

**Somaliland Historical Events Calendar  
Attachment B**

<b>No</b>	<b>Event Name</b>	<b>Year</b>	<b>Age+5 years</b>
1.	Italian Invasion of Somaliland	1940	72
2.	Remembers British Somaliland clearly	1945	Between 52-68
3.	Somaliland independence (from Britain)	1960	52
4.	Somali-Ethiopian war	1969	43
5.	Somali military coup	1969	43
6.	Somali script written	1972	40
7.	<i>Dabadheer</i> drought	1974	38
8.	Somali-Ethiopia war	1977	36
9.	SNM foundation year	1982	30
10.	SNM mountain war	1984	28
11.	Borama primary school bombardment by Ethiopian air force	1984	28
12.	SNM- Siad Barre regime war in Somaliland	1988	24
13.	Refugee years	1988 to 1991	
14.	Somaliland declaration	1991	21
15.	President Egal election in Borama conference	1993	19
16.	Borama conference	1993	19
17.	Somaliland civil war (Clan based)	1994	18
18.	Somaliland third clan conference	1997	15
19.	Somaliland constitution referendum	2001	11
20.	Somaliland first local election	2002	10
21.	President Egal death	2002	10
22.	Somaliland first presidential election	2003	9
23.	Somaliland parliament election	2005	7
24.	President Siilaanyo election year	2010	2
25.	Somaliland second local elections	2012	1

