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THE REPUBLIC OF UGANDA

## MINISTRY OF PLANNING AND ECONOMIC DEVELOPMENT

### STATISTICS DEPARTMENT

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UGANDA NATIONAL HOUSEHOLD SURVEY 1996/97

### MANUAL OF INSTRUCTIONS

**THIS SURVEY IS BEING CONDUCTED BY THE STATISTICS  
DEPARTMENT OF THE MINISTRY OF PLANNING AND ECONOMIC  
DEVELOPMENT UNDER THE AUTHORITY OF THE 1961 STATISTICS ACT.**

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## **MANUAL OF INSTRUCTIONS TO FIELD WORKERS**

### **CHAPTER 1: INTRODUCTION AND OBJECTIVES OF THE SURVEY**

1.01 The Statistics Department of the Ministry of Planning and Economic Development conducted a detailed Integrated Household Survey in 1992/93. Thereafter, the Department started an annual National Household Survey program which was executed in 1993/94, 1994/95 and 1995/96. These three surveys covered a socio-economic component on a continuous basis with the aim of generating a time-series to measure socio-economic growth and development. This information was collected using household and community questionnaires. The 1996/97 survey is the fourth survey in the series.

1.02 In addition to the continuous socio-economic component, a different module is covered every year to provide more detailed data on a particular subject. In 1995/96 the module was Agriculture Crop Production while in 1996/97 the module will be the Pilot Labour Force Survey (PLFS). The aim of the PLFS is to test the questionnaires, manuals and procedures as a stage in the preparations for the main Labour Force Survey in 1997/98. A few questions on mortality will also be asked at the listing stage to provide information that will help in the planning of a mortality survey in 1997/98. The objectives of the National Household Survey 1996/97 will therefore be as follows;

1. To provide an integrated data set to understand the mechanisms and effects of the various socio-economic programs and policies on a continuous basis.
2. To test the methodology and procedures of conducting a Labour Force Survey which is scheduled for 1997/98.
3. To collect some broad statistics and information which will serve as a guideline to the planning and execution of a Mortality Survey in 1997/98.
4. To further meet specific data needs of particular institutions like UNICEF, Ministry of Health in the field of child-health and mother-care.
5. To further consolidate efforts made in building a permanent national survey capability in the Statistics Department.

## **CHAPTER 2: COVERAGE, SURVEY QUESTIONNAIRES AND REFERENCE PERIODS**

2.01 The Uganda National Household Survey 1996/97 like the earlier surveys is planned to cover all the 39 districts of Uganda. The survey will use three questionnaires namely;

- (i) the Listing Questionnaire
- (ii) the Labour Force and Socio-economic Questionnaire and
- (iii) the Community Questionnaire

All the three questionnaires put together will cover a wide range of inter-related subjects.

2.02 The Listing Questionnaire will be used to compile a comprehensive list of households within a selected Enumeration Area(EA). This list (or sampling frame) will be used to select a sample of households which will be subsequently interviewed using the Labour Force and the Socio-economic Survey questionnaires.

2.03 The Socio -Economic Section will collect information on;

- (i) household members and their personal characteristics
- (ii) characteristics of a dwelling unit occupied by each household
- (iii) household enterprise particulars and assets
- (iv) mother and child care
- (v) household consumption expenditure
- (vi) household income and savings
- (vii) household welfare indicators and
- (viii) household consumption of sugar and salt.

2.04 The Labour Force section will investigate the population aged seven years and above. This population will further be analysed by its usual economic activity status and by its current economic activity status. For each of these two classifications, the above population will be categorised by main and secondary activity and by industry and occupation. More detailed questions will be posed to the currently under-employed persons and to persons who are currently not working. The above population will also be classified by its usual main activity and usual secondary activity for each of the four calendar quarters of 1996.

2.05 The Community Questionnaire will compile information about the community as a whole in a selected Enumeration Area or LC 1. This information will be collected from a small group of persons (men and women) from within the community and will cover topics on the availability of economic infrastructures like roads, banks and markets and social infrastructures like schools and hospitals. Other social and cultural characteristics of the community will also be investigated.

### CHAPTER 3: SAMPLING DESIGN FOR THE UGANDA NATIONAL HOUSEHOLD SURVEY 1996/97

3.01 The Uganda National Household Survey, 1997 will have three modules:- The Socio-Economic Survey, Community Survey and Pilot Labour Force Survey. The Mortality Survey will not be included during this survey, although a few questions will be asked at the listing stage.

3.02 In spite of a number of limitations, the list of Enumeration Areas (EA's) prepared for the 1991 Population Census, along with maps and data on households and population is the only available sampling frame to be used. The sampling design and procedure for selection of the first stage units (fsu) will be as follows:

(a) Basically, *a stratified multi-stage sampling design* will continue to be adopted. Each district will be a sub-stratum with further sub-stratification as district town, other urban areas and rural areas. There will thus be 102 total strata. There will be no further sub-stratification.

(b) In those districts where formation of Enumeration Areas (EA's) with mapping exercise had been completed during 1991 Population Census, there will be two stage design with EA's as the first-stage units (fsu) and with households as the second or ultimate stage units. In other districts, a three stage sampling design will be adopted with a parish as the fsu, LC 1 as second stage unit (ssu) and a household as the third or ultimate stage unit.

(c) During UNHS 1996/97, all fsu's will be selected afresh and the practice of selecting common fsu's from earlier surveys will be dispensed with. Fsus from all the strata will be selected with probability proportional to the number of households without replacement.

(d) The total number of fsu's to be selected in Uganda as a whole will be 624 and the allocation of fsu's between strata is given in the enclosed table on the next two pages.

3.03 For districts without Census Maps, fsu will be a parish. LC 1's in the selected parishes will be listed at the field stage and two LC 1's per parish will be selected on the basis of simple random sampling without replacement. All the households in the selected LC 1's or EA's where two stage sampling is used will be listed and 10 households selected on the basis of simple random sampling and surveyed for both the socio-economic and labour force components. Community survey will be done in all the LC 1's selected in three stage sampling and one LC 1 per EA in two stage sampling after listing and selecting one LC 1 on the basis of simple random sampling.

## UGANDA NATIONAL HOUSEHOLD SURVEY 1996/97 (FOURTH MONITORING SURVEY)

TABLE 1 : Stratum - Wise Distribution of Sampled First Stage Units (fsu)

## Central

District	District Town		Other Urban		Rural		Total
	Stratum Code	No. of fsu's selected	Stratum Code	No. of fsu's selected	Stratum Code	No. of fsu's selected	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Kalangala	011	2	-	-	013	4	6
Kampala	021	24	-	-	-	-	24
Kiboga	031	4	-	-	033	4	8
Luwero	041	6	042	2	043	8	16
Masaka	051	12	052	4	053	18	34
Mpigi (Entebbe)	060	6	-	-	-	-	6
Mpigi (Others)	061	4	062	2	063	18	24
Mubende	071	4	072	2	073	6	12
Mukono	081	6	082	6	083	18	30
Rakai	091	4	092	4	093	6	14
Sub-Total		72		20		82	174

## Eastern

District	District Town		Other Urban		Rural		Total
	Stratum Code	No. of fsu's selected	Stratum Code	No. of fsu's selected	Stratum Code	No. of fsu's selected	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Iganga	111	6	112	2	113	18	26
Jinja	121	12	122	2	123	6	20
Kamuli	131	4	132	2	133	6	12
Kapchorwa	141	4	-	-	143	6	10
Kumi	151	4	-	-	153	8	12
Mbale	161	12	162	4	163	12	28
Pallisa	171	4	-	-	173	8	12
Soroti	181	6	182	2	183	12	20
Tororo	191	6	192	4	193	8	18
Sub - Total		58		16		84	158

Table 1 (Continued)

**Western**

District	District Town		Other Urban		Rural		Total
	Stratum Code	No. of fsu's selected	Stratum Code	No. of fsu's selected	Stratum Code	No. of fsu's selected	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Bundibugyo	211	4	212	2	213	4	10
Bushenyi	221	4	-	-	223	12	16
Hoima	231	4	-	-	233	4	8
Kabale	241	4	-	-	243	8	12
Kabarole	251	8	252	2	253	16	26
Kasese	261	4	262	2	263	8	14
Kibaale	271	4	-	-	273	4	8
Kisoro	281	4	-	-	283	4	8
Masindi	291	4	292	2	293	6	12
Mbarara	311	12	312	2	313	12	26
Rukungiri	321	4	322	2	323	6	12
Ntungamo	331	2	-	-	333	6	8
Sub - Total		58		12		90	160

**Northern**

District	District Town		Other Urban		Rural		Total
	Stratum Code	No. of fsu's selected	Stratum Code	No. of fsu's selected	Stratum Code	No. of fsu's selected	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Apac	411	4	-	-	413	8	12
Arua	421	8	422	2	423	12	22
Gulu	431	12	-	-	433	10	22
Kitgum	441	4	422	2	443	6	12
Kotido	451	4	452	2	453	6	12
Lira	461	4	-	-	463	12	16
Moroto	471	4	472	2	473	6	12
Moyo	481	4	482	2	483	6	12
Nebbi	491	4	492	2	493	6	12
Sub-Total		48		12		72	132
<b>TOTAL</b>		236		60		328	624

## **CHAPTER 4: INSTRUCTIONS TO COMPLETE THE LISTING QUESTIONNAIRE**

### **Introduction/Definition of a Household**

4.01 The purpose of the listing questionnaire which will be common for Socio-Economic survey and the Labour Force survey questionnaires is to obtain a comprehensive list of households in the selected EA/LC 1 and to select a sample of households for all the surveys. A household is a group of people who normally live and eat together. This is different from a family. Very often the household will be a family living in the same house or compound and eating together. A household will normally consist of a man, his wife and children and sometimes relatives and visitors. If two or more people, each having his own separate housekeeping arrangements, live in the same dwelling, treat them as separate households. If a man has two or more wives and they and their children live and eat together, they form one household. If the wives and their children live and eat separately, they will form more than one household. A household may consist of one person who eats and lives on his or her own. A household may consist of several persons who are not related to each other. What matters is that they live in the same household or compound and eat together.

### **Section 1: Listing Summary**

4.02 Names and Codes for items 1 to 5 are to be collected from the Headquarters by the Team Leader before proceeding to field work. Enumeration Areas may consist of parts and/or one or more complete LC 1's. The survey will cover about 624 EA's whose names and codes will be given from Headquarters. In those districts where EA's were not formed, item 5 will not be applicable. Lists of LC 1's will be prepared in the selected parishes and recorded against item 6. Two LC 1's will be selected on the basis of simple random sampling and circled. Sampling details will be recorded against item 7. Codes of selected LC 1's are to be recorded in the boxes below item 6. The first two codes will be for the parish and the last two will be the serial numbers of the selected LC 1's.

### **Section 2: Summary information from listing**

4.03 Items 1 and 2 will be copied and entered as the last serial number in columns (2) and (5) of Section 3 respectively. Item 12 is to be filled at the beginning of the exercise. Items 3 to 11 and 13 are to be filled-in after all the survey questionnaires have been filled-in. If all the households selected in the sample as recorded against items 3 could be surveyed without substitution, 'nil' will be recorded against items 4 and 5. The same figures as recorded in 3 will also be recorded against item 6.

4.04 If on the other hand one or more households selected in the sample could not be surveyed and were substituted and the substitution(s) fully surveyed, the substituted number should be

recorded, in item 4. Finally, if one or more households could not be surveyed and became casualties, this number should be recorded against item 5.

4.05 After completing the listing questionnaire, the Investigator should record his name, dates of listing and the stopping time of listing below section 2. The boxes should also be filled-in by the investigator. Similarly the Supervisor should also record his name and dates of inspection and fill the boxes.

### **Section 3: Listing and Selection of Households**

4.06 This is the main section for listing of houses and households and for selection of a sample for all socio-economic, labour force and mortality surveys. The listing should be done in a manner as to include all houses and households exhaustively without any duplication. Every building structure, e.g., a hut, unconventional shelter etc. is a *House*, irrespective of its use. It may be used for residential or non residential purpose or both or may be even vacant. Often, especially in urban areas, a building structure defined as house may contain independent flats. These should be treated as sub-houses within a house and listed separately with all particulars.

#### **Column (1): House Serial No.**

4.07 A running serial number starting from 001 should be given to each house in this column. If there are sub-houses in a house, serial numbers to these sub-houses are to be given suffix numbers 01 to 99. The details should then be recorded in the following rows one by one. For example, if house with Sr. No. 051 has 3 sub-houses, the Sr. Nos. to be given to these sub-houses will be 05101, 05102 and 05103 in column (1). These serial numbers will be recorded in the rows following the main house Sr. No. 051. Relevant entries in columns (2) to (10) will be recorded against each serial number.

#### **Column (2): Household Serial No.**

4.08 Columns (2) to (10) are relevant only for houses that are used for residential purposes whether partly or wholly. For vacant and non residential houses, record dash "-" in column (2) and vacant or non residential across the line. One or more households may live in a house or sub-houses. In such cases, all of them will be listed one by one. The first household will be listed in the same row as the house or a sub-house and given Sr. No. 001. The next household will be listed in the next line below and given Sr. No. 002 and so on, until all the households in that house or sub-house have been listed. The next house or sub-house will be listed only after listing all the households in the previous house. Households in subsequent houses will be given a running serial number.

#### **Column (3) and (4): Name and Sex of Head of Household.**

4.09 The member of the household under whose authority the activities of the household including expenditures are carried out and who is accepted as such by all the members of the household, will be termed the *Head of the household*. The name of the head will be recorded in column (3) and sex in column (4).



**Columns (5) to (9): Death, Name, Sex, and Age of the Dead Member of the Household and Cause of Death.**

4.10 In column (5) find out whether a death occurred in the household during the last 12 months. If **Yes**, enter "1" otherwise enter "2" for **No**. This will apply only to usual members of the household. In column (6) the name of the deceased will be written and sex in column (7). In column (8) the age of the dead household member will be reported. The cause of death will be recorded in column 9 using codes in Annex 24 of the code-list. For households with no deaths dashes will be recorded in columns (6) to (9). If more than one death occurred within the household, record it in the next row. The row where you have recorded another death in the household will be skipped when recording the next household in column (2).

**Column (10): Order of sample selection.**

4.11 Ten households will be selected on the basis of simple random sampling without replacement jointly for the Socio-economic and Labour Force surveys. The households selected will be recorded in this column with two digits against the household serial number recorded in column (2). Details are given in para. 4.13 below.

**Section 4: Details of sample selection**

4.12 In this section, complete details of sample selection procedure adopted should be recorded which should also be thoroughly checked by the Supervisor (if the space provided in the questionnaire is not sufficient, separate sheets should be used). Details include:

- (i) total number of households listed;
- (ii) total number of households listed with deaths;
- (iii) list of households with serial numbers and sample number selected in the sample for social-economic and labour force survey.
- (iv) details of selection procedures including the random number table used, the row and column from which the selection was started. The random start will have to be recorded.

**Random Numbers**

4.13 Each field worker will be provided with 4 pages of random number Tables 1, 2, 3 and 4. Each Table is made up of 25 rows (with 5 sub-section group rows) and 5 main columns (with 4 sub-section columns). Suppose we listed 188 households, and we use Table 3, row 2 and column 3, sub-column 2, the first household selected would be 176. This would be recorded as '01' in column (10) in the row where household serial number 176 is located. The next digits would be 797, 219 and 250 which fall outside our sampling range, and are hence ignored. The next digit would be 069 which constitutes the second randomly selected household. This would be coded as '02' in column(10) where household 069 is located. This procedure will be followed

until all the 10 households are selected. In case of substitution, another set of 5 households will be selected following the previous procedure that had earlier been followed for selecting the first 10 households.. Detailed procedures to use random numbers for selection of a sample will be explained in the class.

## **CHAPTER 5: INSTRUCTIONS TO FILL THE LABOUR FORCE PILOT SURVEY AND THE SOCIO-ECONOMIC SURVEY QUESTIONNAIRE**

### **Introduction**

5.01 The Statistics Department (SD) aims at developing a comprehensive system of statistics on the economic activity of the population in order to provide an adequate statistical base for the various users of statistics. SD has had a rehabilitation program since 1987, that has enabled the revival of many subject matter statistical series, now fairly available on a regular basis. One of such important subjects that has hitherto had little attention is Labour Statistics. The numbers and the remuneration that goes to the participants in producing goods and services are important inputs for macro analysis of an economy. There are indeed many other questions to which we must provide quick answers to enable quick but appropriate policy formulation. The data is not available, we are therefore now set to start investigating this area of statistics.

5.02 Labour is found in two distinct areas of an economy called the formal and informal sectors. The former is clearly visible and a lot easier to monitor but the latter is fairly intricate to identify and capture related information. A little work has been done in the formal sector but virtually nothing in the other. The task therefore ahead of us is to establish a clear path leading us into understanding these areas especially the difficult one and provide a method of continuous monitoring.

5.03 Find below some useful guidelines on how to set the interviews and record the required data in the set format. Please read through to ensure a level ground for all of us at the start.

### **Section 1: Identification particulars**

5.04 Items 1 to 5 will be copied from the listing questionnaire of the relevant EA/LC 1. It is noted that each stratum has been given a three digit code. The three boxes have codes according to the manual (pages 4 and 5) . The EA may consist of one or more LC 1's. The name of the LC 1 to which the household to be surveyed belongs is to be recorded against item 5 and the code in the box. Household serial number is to be recorded in item 6 from column (2) of the listing questionnaire. Item 7 will be the 2 digit sample number for the selected household to be copied from column (10) of section 3 of the listing questionnaire. Against item 8, the household code will be recorded as follows: -

- (i) In the first three boxes, record stratum code from item 1 of section 1;
- (ii) In the next 4 boxes EA/LC 1 code is to be recorded from item 5 of section 1;
- (iii) In the last 2 boxes enter the sample number as recorded against item 7 of section 1.

Against item 9, the name of the head of the household is to be recorded. In case the name is different from what was recorded in column (3) of the listing questionnaire, the reason should be recorded in section 13 as remarks. An additional page can be used if more space is required. For item 10, location address of the household in precise form has to be recorded to enable the investigator or any other member of the team to locate the household. Items 11 to 17 will be filled in by the respective persons responsible. The result code should also be filled in accordingly.

## **2: Household Characteristics, Education and Health**

In this section all the household members are to be listed and their characteristics are to be recorded in different columns as explained in the following paragraphs. The category of usual members and nonmembers who will be associated with the household and their codes are as follows:

<b>Code</b>	<b>Category</b>
	Usual members present on the date of survey
	Usual members temporarily absent (24 hours or more) on the date of survey
	Children and other regular members away from home for six months or more for education, search of employment, business transactions etc. but present on the date of survey
	Same as above but absent on the date of survey
	Non-members or guests staying temporarily on the date of survey
	Those who were usual members and have stayed abroad for six months or more
	Those who died during the last 12 months

Usual members are those who have been living in the household for 6 months or more during the last 12 months. Members who have come to stay in the household permanently are included as usual members even though they would have lived in this household for less than 6 months. Children born to usual members on any date during the last 12 months will be considered as usual members, and given code "1" or "2" depending upon whether they are present or absent on the date of survey.

Other regular members who are close relatives and would have been usual members of the household but for having been away for more than six months during the last 12 months for reasons such as education, search of employment, business transactions etc. and living in boarding houses or hotels etc. will be given code "3" or "4" depending upon presence or absence on the date of survey. There may be temporary guests, visitors, polygamous husbands, etc. present on the date of survey who will be given code "5".

5.09 Persons considered members of the household who have lived outside the household for 6 months or more during the last 12 months and are abroad or overseas for reasons schooling and other reasons will be given code "6". Usual members who will have died during the last 12 months will be given code "7." These are the deaths to be investigated in columns (5) to (9) of the listing questionnaire.

**Columns (1) and (2):** ID No. and Name of Household Member

5.10 A three-digit identification number will be given to each category of the member of the household. The first digit will represent each category listed in paragraph 5.06 above. The second and third digits will relate to the running number of the household members starting with 01. You will record the ID. No's. of the household members starting with the first category (i.e. Usual members present on the date of the survey) starting with the head of the household if present on the date of survey. His/ her ID. No. will be 101, followed by the spouse if present on the date of survey ID. No. 102 and the eldest child if present on the date of survey ID. No. 103 etc. In case the head of the household is temporarily absent or ceases to be a usual member by definition on the date of survey the next person in command who will be present will be taken as the head of the household and will be given ID. No. 101. The head of the household must be a usual member of the household. After completing listing the usual members present on date of survey one row will be left blank and a horizontal line will be drawn across from column (1) to column (16).

5.11 There may be usual household members who will have just joined the household should be recorded under category 1 of the ID No's. Those who will have left the household permanently will not be recorded in the roster. Usual members temporarily absent on the date of survey will be listed next with ID. No. starting with digit 2. If the head of the household belongs to this category he/she will be listed first in this category. After listing all members in the category with code "2", again a horizontal line across will be drawn after a blank row. Household members with code "3," will be listed next. This process of recording No's. and names has to follow until all the 7 categories of persons have been exhausted.

**Column (3):** Duration of stay in the household:

5.12 For all members of the household, the number of complete months spent in the household during the last 12 months will be recorded. For students (code 3 or 4), duration of stay will be 12 months unless they have spent a month or more in another household.

**Column (4):** Relationship and Orphanhood:

5.13 Relationship to the head of the household and orphanhood should be recorded in this column using a two digit code according to the code-list. For categories 5 on wards columns (1) and (2) are only applicable and in other columns dashes are to be recorded. Relationship and Orphanhood codes are given in Annex 1 of the code-list booklet. The first digit relates to relationship and the second, orphanhood.

**Column (5):** Sex:

5.14 Record "1" for Male and "2" for Female.

**1 (6): Age**

The age should be recorded in completed years in two digits. Those aged less than one to be recorded "00", those having completed seven but not yet eight are to be recorded and those having completed 99 and above as "99". Where available and possible, documents like birth certificates, immunisation cards, and so on, to ascertain age should be used. Where this is not possible, age will be indirectly estimated based on the age of a member of the household, or reference to important events of national and historical significance or as a last resort by looking at the person.

**1 (7): Marital status:**

Marital status codes are given in Annex 1 of the code-list.

**1 (8): Literacy status:**

Using codes given in Annex 1 of the code-list, literacy status of each and every person describes "1" to "4" should be entered in the column. Ask the respondent whether he/she can read and/or write in any language.

**1 (9): Current Schooling status:**

This column will be for all persons with codes "1" to "4". For students out of school, on leave, vacation or temporary closure of school/institution, the information will be collected in this column as on the last working day of the school/institution. If a person is temporarily absent from the school/institution due to illness or other unavoidable circumstances but will be back, the information will relate to the school/institution attended before illness etc. Schooling status codes are provided in Annex 2 of the code-list.

**1 (10): Reasons for never attending School:**

This column will be filled in for those who have never attended any formal schooling. Reason is to be recorded using Annex 3 of the code-list.

**1 (11): Reasons for dropping out:**

This column is applicable to persons having codes "01", "03" and "04" in column (9). For other codes, this column is not applicable and therefore record dash. The reasons for dropping out are to be coded on basis of Annex 3 of the code-list.

**1 (12): Highest level attained:**

In this column, the highest level of education completed or attained will be recorded according to the codes given in Annex 4 of the code-list. Complete will mean having passed the examination at the end of the academic year.

**Column (13): Apprenticeship:**

5.22 This column will be filled using codes given in Annex 5 of the code-list. These are skills acquired outside formal schooling and include traditional skills that are usually from family background/businesses or those acquired on the job through job training. Some common examples are:

- (i) A carpenter getting skills from a father's workshop.
- (ii) Acquired skills of motor vehicle repairing from a father, relatives or friend's garage.
- (iii) Back-cloth making, Fishing, Hunting, Basket making and mat making skills from parents or relatives or friends.

**Columns (14) to (16): Health:**

5.23 These columns relate to all those household members who fell sick or injured during the last 30 days. Column (14) refers to whether someone (ID. No.) fell sick during the last 30 days; codes are Yes = "1", No = "2". Column (15) will refer to the type of medical attention used for the latest sickness. Medical attention codes are given in Annex 6 of the code-list. Column (16) will only be filled if in column (15) codes "0" or "1" are used, otherwise record a dash "-." This section takes into consideration the most recent sickness/injury in the last 30 days.

**Section 3: Usual Activity Status (for Persons 7 years and above)****Column (1) : Identification Number**

5.24 The ID No. of each legible member in a household i.e. of 7 years and above should be listed. The 7 years are meant to reveal as much as possible the extent to which child labour is being utilized. The ID No. is a unique number identifying each individual and should be recorded as coded in section 2 that specifies the general particulars about a household.

**Reference Period :**

5.25 The moving reference period referring to one year ago from the date of interview is preferred to a calendar year or any other period. This will provide a sample of responses evenly distributed over the entire period.

**Column (2) : Active Person****The economically active population**

5.26 The economically active population comprises all persons of either sex who furnish the supply of labour for the production of economic goods and services as defined by the United Nations System of National Accounts and balances during a specified time reference period. According to these systems the production of economic goods and services includes a production and processing of primary products whether for the market, for barter or for own consumption, the production of all other goods and services for the market and, in the case of households which produce such goods and services for the market, the corresponding production for own consumption.

Two useful measures of the economically active population are the usually active population measured in relation to a long reference period such as a year and the currently active population or equivalently the "labour force" measured in relation to a short reference period of one week or one day. The respondent should be asked whether he/she was economically active during a given reference period.

#### **Labour force (the currently active population)**

The labour force or "currently active population" comprise all persons who fulfil the criteria for inclusion among the employed or the unemployed as defined in paragraphs 1 and 2.

#### **Employment**

1) The "employed" comprise all persons above a specified age who during a specified brief period, either own week or one day, were in the following categories:

##### **(a) "paid employment"**

- (1) "at work": persons who during the reference period performed some work for wage or salary, in cash or in kind;
- (2) "with a job but not at work": persons who, having already worked in their present job, were temporarily not at work during the reference period and had a formal attachment to their job.

This formal job attachment should be determined in the light of national circumstances, according to one or more of the following criteria:

- (i) the continued receipt of wage or salary;
- (ii) an assurance of return to work following the end of the contingency, or an agreement as to the date of return;
- (iii) the elapsed duration of absence from the job which, wherever relevant, may be that duration for which workers can receive compensation benefits without obligations to accept other jobs;

##### **(b) "self-employment":**

- (1) "at work": persons who during the reference period performed some work for profit or family gain, in cash or in kind;
- (2) "with an enterprise but not at work": persons with an enterprise, which may be a business enterprise, a farm or a service undertaking, who were temporarily not at work during the reference period for any specific reason.



- (II) For operational purposes, the notion of "some work" may be interpreted as work for at least one hour.
- (III) Persons temporarily not at work because of illness or injury, holiday or vacation, strike or lock-out, educational or training level, maternity or parental leave, reduction in economic activity, temporary disorganisation or suspension of work due to such reasons as bad weather, mechanical or electrical breakdown, or shortage of raw materials or fuels, or other temporary absence with or without leave should be considered as in paid employment provided they had a formal job attachment.
- (IV) Employers, own-account workers and members of producers' co-operatives should be considered as in self-employment and classified as "at work" or "not at work", as the case may be.
- (V) Unpaid family workers at work should be considered as in self-employment irrespective of the number of hours worked during the reference period. Countries which prefer to special reasons to set a minimum time criterion for the inclusion of unpaid family workers among the employed should identify and separately classify those who worked less than the prescribed time.
- (VI) Persons engaged in the production of economic goods and service for own and household consumption should be considered as in self-employed if such production comprises an important contribution to the total consumption of the household.
- (VII) Apprentices who received pay in cash or in kind should be considered in paid employment and classified as "at work" or "not at work" on the same basis as other persons in paid employment.
- (VIII) Students, home makers and other mainly engaged in non-economic activities during the reference period, who at the same time were in paid employment or self-employment as defined in subparagraph (1) above should be considered as employed on the same basis as other categories of employed persons and be identified separately, where possible.
- (IX) Members of the armed forces should be included among persons in paid employment. The armed forces should include both the regular and the temporary members as specified in the most recent revision of the International Standard Classification of Occupation (ISCO).  
If someone was employed for at least six months during the reference period, then he/she is usually employed and give him/her code 1.

**oyment**

- I) The "unemployed" comprise all persons above a specified age who during the reference period were:
  - (a) "without work", i.e. were not in paid employment or self-employment as defined in paragraph 9;
  - (b) "currently available for work". i.e. were available for paid employment or self-employment during the reference period; and
  - (c) "seeking work", i.e. had taken specific steps in a specified recent period to seek paid employment or self-employment. The specific steps may include registration at a public or private employment exchange; application to employers; checking at work-sites, farms, factory gates, market or other assembly places; placing or answering newspaper advertisements; seeking assistance of friends or relatives; looking for land, building, machinery or equipment to establish own enterprise; arranging for financial resources; applying for permits and licenses, etc.
  
- II) In situations where the conventional means of seeking work are of limited relevance, where the labour market is largely unorganised or of limited scope, where labour absorption is, at the time, inadequate or where the labour force is largely self-employed, the standard definition of unemployment given in subparagraph (i) above may be applied by relaxing the criterion of seeking work.
  
- III) In the application of the criterion of current availability for work, especially in situations covered by subparagraph (ii) above, appropriate tests should be developed to suit national circumstances. Such tests may be based on notions such as present desire for work and previous work experience, willingness to take up work for wage or salary on locally prevailing terms, or readiness to undertake self-employment activity given the necessary resources and facilities.
  
- IV) Notwithstanding the criterion of seeking work embodied in the standard definition of unemployment, persons without work and currently available for work who had made arrangements to take up paid employment or undertake self-employment activity at a date subsequent to the reference period should be considered as unemployed.
  
- V) Persons temporarily absent from their jobs with no formal job attachment who were currently available for work and seeking work should be regarded as unemployed in accordance with the standard definition of unemployment. Countries may, however, depending on national circumstances and policies, prefer to relax the seeking work criterion in the case of persons temporarily laid

off. In such cases, persons temporarily laid off who were not seeking work be classified as unemployed should be identified as a separate subcategory.

- (VI) Students, homemakers and others mainly engaged in non-economic activities during the reference period who satisfy the criteria laid down in subparagraph (i) and (ii) above should be regarded as unemployed on the same basis as other categories of unemployed persons and be identified separately, where possible. The respondent who is usually unemployed should be given code 2.

#### **Population not economically active**

5.30 The "population not economically active" comprise all persons, irrespective of age including those below the age specified for measuring the economically active population who were not "economically active".

#### **The population not currently active**

5.31 (I) The "population not currently active", or, equivalently, persons not in the labor force, comprises all persons who were not employed or unemployed during the brief reference period and hence not currently active because of

- (a) attendance at educational institutions
- (b) engagement in household duties
- (c) retirement or old age or
- (d) other reasons such as infirmity or disablement, which may be specified.

- (II) Countries adopting the standard definition of unemployment may identify persons not classified as unemployed who were available for work but not seeking work during the reference period and classify them separately under population not currently active.

#### **The population not usually active**

5.32 (I) The "population not usually active" comprises all persons whose main activity status during the longer specified period was neither employed nor unemployed. It comprises the following functional categories:

- (a) students
- (b) homemaker
- (c) income recipients (pensioners, rentiers, etc); and
- (d) others (recipients of public aid or private support, children not attending school, etc.) as defined by the United Nations Principles and recommendations for population and housing censuses (1980).

- (II) Where necessary, separate functional subcategories may be introduced to identify
- (a) persons engaged in unpaid community and volunteer services and
  - (b) other persons engaged in marginal activities which fall outside the boundary of economic activities.

Please ensure that the person you are talking about or interviewing is at least of age 7 years and is engaged in doing some work or is available for employment. If the respondent is not economically active, give him/her code 3 and then go to Column (9).

**n (3): Nature of Main Employment Status**

If the respondent is usually employed (code 1 in column (3)), then seek for the nature of main employment in the following order.

**Employed**

**i). Employer**

A person who operates his or her own economic enterprise or engages independently in an economic activity, and hires one or more employees.

**ii). Own account worker:**

A person who operates his or her own economic enterprise or engages independently in an economic activity and hires no employees.

**iii). Unpaid Family Worker:**

Usually a person who works without pay in an economic enterprise operated by a relative living in the same household or at times in different households.

**d Employee:**

A person who performs some work for a wage or salary, in cash or in kind. For an employed person, seek to know the employer and the terms of employment.

Government employees are those engaged in the civil, public and parastatal organisations in addition to the central and local governments. Private employees are persons engaged by privately owned or registered companies.

**i). Permanent Employees**

These include salaried persons who are engaged in permanent and pensionable terms. These include those on probation.

**ii). Temporary Employees**

These include salaried employees who are engaged on short-term basis for varying periods and have not become permanent employees. This category of workers is not eligible for any benefit received by permanent staff.

### iii). Casual Employees

These are a category of workers whose services are for hire by the day. They convene every morning at special assembly places to be recruited by an employer for a days' work. They do not have a formal job attachment.

#### **Column (4) : Industry/kind of activity**

5.34 A person's Industry/kind of activity should be described according to the industry or activity he/she is involved in during the reference period. The activities are classified according to the International Standard Industrial Classification (ISIC) which is given in Annex 7 of the code-list.

#### **Column (5) : Occupation**

5.35 Refers to the kind of work done during the reference period by a person employed (or the kind of work done previously in case someone who is unemployed) irrespective of the industry or the status in employment of the person. It provides a description of one's job, as given in Annex 8 of the code-list.

#### **Column (6) : Nature of Secondary Employment**

5.36 If a respondent is reported as usually employed in (code 1 in column (3)), seek for the nature of his secondary employment in the last 12 months. Secondary employment is the employment which is the second in order of importance in terms of time spent. The procedure for filling columns (6), (7) and (8) is the same as in columns (3), (4) and (5) respectively.

#### **Column (9) : Reason for Not Being Economically Active**

5.37 Those respondents with code 2 in column (2) will be classified as follows:

- 1 - Too young or old. These generally consist of children below 7 years and adults above 65 years.
- 2 - Disabled and not able to work. These are persons incapacitated by disability and therefore cannot work.
- 3 - Student. These include full-time students even if they may sometimes be engaged in other duties such as domestic work.
- 4 - Unpaid domestic worker. These are persons in the household who do not receive any cash payments, e.g. housewives or a member of the household who regularly attends to domestic and house keeping duties without receiving any wages.
- 5 - Unpaid community or voluntary worker. These are persons engaged in non-gainful activities like political, social work etc. without receiving any payments. Examples are development tasks like building schools, digging wells, filling ditches, etc.
- 6 - Pensioner. These are persons earning pension from earlier employment and leading retired life and not doing interested in doing any other work.

- 7 - Rentier. These are persons receiving rents from their properties and are not doing any gainful activities.
- 8 - Not interested in work. These are members not doing any work nor seeking wage employment or self employment opportunities but not yet employed as such during the major part of the last 365 days.
- 9 - Other (specify). These are persons whose economic activities are not defined such as beggars, prostitutes, and any other categories not specified above.

herefore assign the code for the reason of the respondent with code 2 in column (2) for not being economically active.

**column (10) :** Number of days Worked during the last 12 calendar months

38 These should include weekly (including weekends) and other scheduled holidays. Write at the codes as given in the questionnaire.

**Section 4.1: Current Activity Status (for Usual Members 7 years and Above).**

**column (1) :** ID. Number

39 Continued for each legible respondent from previous page.

**column (2):** Did he/she work as paid employee, self-employed or unpaid family worker?

40 Seek to know whether the respondent has indulged in an economic activity i.e. worked for pay, profit or family gain for the last calendar week. If the answer is no go to Section 4.3

**column (3) :** Nature of Main Current Employment Status

41 If the respondent has been economically active and involved in an economic activity during the last calendar week, seek for his/her employment status as per given codes.

**column (4) :** Current Industry/Kind of Activity

42 Describe his/her industry/kind of activity and then code (see annex 7 in the code-list).

**column (5) :** Current Occupation

43 Describe his/her occupation and then code (see annex 8 in the code-list).

**column (6) :** Nature of Secondary Current Employment status

44 If the respondent was economically active for the last calendar week ask for the nature of his secondary employment status and give corresponding codes as in column (3) of this section.

**column (7) :** Secondary Industry/Kind of Activity

45 Describe the industry/kind of activity and code it for the secondary activity during the last calendar week (see annex 7 in the code-list).

**Column (8) : Secondary Occupation**

5.46 Describe his/her secondary occupation during the last calendar week and code it (see annex 8 in the code-list).

**Section 4.2: Probing Questions Regarding Under-employment of Employed Persons  
(with Code 1 in Col. (2) of Section 4.1) During the last Seven Days.**

**Column (1): ID. Number**

5.47 Continued from previous section.

**Columns (2) to (8): Actual number of hours worked starting from the previous day and going back wards on main and secondary activities combined.**

5.48 Record the number of hours actually worked on the main and secondary activities for each day, starting from the previous day as per day of inquiry, going backwards on daily basis for the last seven days. Travel time to and from work-sites should be excluded. A code for each day of the week should be entered in the boxes above using the codes for days in column (2).

**Column( 9): Total hours worked in all the seven days.**

5.49 State the sum all the actual number of hours worked each day for all the seven days.

**Column (10): Total number of hours expected to work.**

5.50 Probe as much as possible the number of hours expected to be worked every day on the main and secondary activities, if any, for the last seven days.

**Column (11): If total hours worked in col.(9) are less than normally expected hours, the reason for working less.**

5.51 If total time actually worked on the main and secondary activity is less than the time expected to be worked, give reason codes as given in column (11) of the questionnaire.

**Column (12): Availability for additional work.**

5.52 Ask the respondent if he/she is available for additional work and if yes, the type of work he/she would be available for. Full time and part time depends on number of hours worked. Paid employee and self employment are explained earlier in section 3.

**Column (13): Preferred Occupation**

5.53 Describe and record the preferred occupation of the type of work a person would be available for. The codes are given in annex 8 of the code-list. Record 00 in there is no preferred occupation.

**Section 4.3 Probing Questions for Persons Not Working (code 2 in Col. (2) in Section 4.1) During Last 7 Days Amongst Usual Members 7 Years and Above.**

**Column (1):** ID. Number

54 Continued from section 4.1 for eligible persons only (i.e. those with code '2' in section 4.1 column (2)).

**Column (2):** Attachment to a Job or Enterprise During the Last Calendar Week

55 If he/she did not work during the last calendar week, write down the code indicating whether it was because he/she was attached to a job or an enterprise or not as per codes in the questionnaire. If the answer is no, then go to column (5).

**Column (3):** Reasons for Not Working When He/She Actually had a Job or an enterprise.

56 If the respondent did not work during the last calendar week, give reasons for his/her not working. You can record be up to three reasons which caused that as per codes in column (11), section 4.2

**Column (4):** Availability for Additional Work

57 Someone is available for additional work if he/she is working for less than the normal duration. In principle, this is determined by comparing the expected and actually worked number of hours per week. Probe whether respondent is available for additional work and full time and part time according to codes given.

**Column (5):** Availability for work for unemployed person.

58 For someone who did not have a job or an enterprise during the last seven days, find out whether he/she was available for work during that period. If the answer is yes, then go to column (6).

**Column (6):** Reason for Non-availability for Work

59 If a respondent was not available for work in column (5), give the reason for his/her non-availability by giving a code corresponding to the reason given in the questionnaire.

**Column (7):** Type of job He/She would be Available for

60 Record the code of the type of job a for person who is unemployed would be available for; whether full time or part time according to codes given.

**Column (8):** Steps Taken to Look for Employment

61 State for the respondents who are -unemployed, the steps they have taken to look for gainful employment or to be self employed, according to the options in column (8). There may be more than one option, in which case, you may record up to 3 alternatives.



**Column (9) : Duration of Unemployment**

5.62 State the number of days the unemployed person has spent without having any job or occupation. The days have been pre-coded in this column.

**Column (10) : Has the Unemployed Person ever Worked in the Past**

5.63 Seek to know for the respondent who is unemployed, whether he/she has ever worked in the past according to options given in the column.

**Column (11) : Source of assistance During Unemployment**

5.64 Ask the respondent the source of assistance he/she got during unemployment. This is a multiple answer question where you may record up to three answers.

**Column (12) : The preferred Occupation for Persons with a job or an enterprise.**

5.65 Ask the respondent the type of occupation he/she prefers, for both employed and unemployed. Describe the Occupation and give it's respective code using annex 8 of the code-list.

**Section 5: Usual Economic Activities for each Quarter of 1996**

5.66 Describe the respondents main and secondary activities for each quarter of 1996. Code the employment status, type of industry and occupation respectively in that order using the codes in annexes 9, 7 and 8 in the code-list.

## INSTRUCTIONS TO COMPLETE SOCIO-ECONOMIC SURVEY QUESTIONNAIRE

### Section 6: Characteristics of Dwelling

5.67 The right codes should be circled in parts A, B, C, and D. In part D, circle the appropriate codes for drinking and other water respectively.

5.68 Distance from dwelling to the various water sources, time taken and the amount of water used by the household should be recorded in the boxes provided. Distance should be recorded in kilometers (up to two decimal places) for example fifteen and a half km should be recorded as 15 in the first two boxes and 50 in the last two boxes. Reasons for using codes "6" and "9" are to be completed using codes given annex 10 of the code-list. Reasons given should refer to either or both drinking and other water. Differences in distances reported by neighbouring households should be investigated. If code "8" is stated for source of water, question 8 is applicable.

5.69 For parts E to G relevant codes are to be circled. In part E, 'pit latrine covered' relates to latrines with a shelter and not covers of the pit or latrine-holes. Ventilated Improved Pit latrine (VIP) means latrines with pipes inserted to throw foul smell outside.

### Section 7: Enterprise Particulars and Household Assets

#### Part A: Enterprise Particulars

5.70 In this section, particulars of enterprise activity of household members owned/ possessed singly or jointly are to be recorded. It will include all household enterprises and establishments in Uganda irrespective of whether those are in the selected EA or outside. In column (1), serial number starting from 1 are to be recorded. Enterprise is to be described in details in column (2) and in column (3), the corresponding 2 digit industry-codes are to be recorded. In column (4), the ID No. of the person in -charge of the enterprise (may not necessarily be the owner) is to be recorded. In column (5) the total number of persons engaged who usually work on most of the days (mode) are to be recorded. These include working proprietors, paid regular employees, paid casual workers, unpaid household members and other unpaid helpers who have worked for three months or more for at least 2 hours a day. Working proprietors are owners working for the enterprise without any wage or salaries but with share of profit. Paid employees are those who work on a regular basis and receive regular wages or salaries in cash or kind or both. Unpaid workers are all those who work without any regular payment or share of profit. These may or may not be household members. Casual workers are paid employees taken for a short-term basis and laid off when the specified work is over.

**Part B: Household Assets**

5.71 In this section, all household assets including those which belong to the agricultural enterprise activity as on date of survey are to be listed. Other enterprise activity assets are excluded. Household assets include land, livestock, poultry, buildings and durable goods like furniture, transport equipment, electronic equipment such as televisions, radios etc., machinery and equipment (Including agricultural implements) etc. Durable goods with codes 401, and 421-430 in section 9C are to be included. Only those assets which are operational and of at least average quality are to be included. Those which are not operational and cannot be repaired should not be considered.

5.72 In column (1) serial numbers of household assets should be recorded and items described in column (2). In column (3) codes for these assets are to be recorded using the code-list, Annex 11. In column (6) the market value of assets as on the date of survey is to be recorded taking into consideration depreciation costs. Quantity and value of additions or deletions of assets during the last 12 months are to be recorded in columns (7), (8) and (10) and (11) respectively while reasons for additions and deletions are to be recorded in columns (9) and (12) respectively, using the codes listed in the code-list, Annex 11. Electronic equipment such as televisions, video decks, radios, etc. should be recorded.

**Section 8: Health**

**Part A: Health-Care and Vaccination for Women 12 years and above**

5.73 Section 8, part A, records information on health-care and vaccination-status of mothers of children under five years. Data will be collected from women of 12 years of age and above, from among usual members (codes "1" and "2") and regular members (codes "3" and "4"). Columns (1) and (2) relate to the ID. No. and age to be copied from section 2. Columns (3) to (6) relate to status of pregnancy, antenatal, intra-natal and post-natal care of women during last 12 months. These columns are to be completed using codes given in the questionnaire. In column (3), if there are two occurrences, record them using two rows. In columns (4) to (6), two digit codes will be used as provided in the questionnaire.

5.74 Column (7) relates to respiratory problems seen in children (under 5 years), which mothers should observe leading to medical consultation, codes for which are given in Annex 12 of the code-list. Columns (8) to (12) refer to Tetanus toxoid injections given during pregnancy for the prevention of neonatal tetanus, a common cause of deaths among infants. For full protection, a pregnant woman needs two doses of the toxoid. However if a woman has been vaccinated during a previous pregnancy, she may only require one dose for the current pregnancy. Five doses are considered adequate to provide lifetime protection.

**Part B: Vaccination, Breast-feeding Diarrhoea and Vitamin A, for Children under 5 years**

.75 In this section, information regarding immunisation against specified diseases and health-care will be recorded for children up to 5 years of age, who are usual members (codes "1" and "2") and regular members (codes "3" and "4") of the household. In column (1) ID. No. of the relevant children and in column (2) their age in completed months will be recorded. In column (3) to (11) vaccination and source codes will be recorded based on the codes shown. In these columns whether partly or fully vaccinated, a two-digit code is to be recorded starting with vaccination status followed by source of vaccination. Columns (12) to (14) are related to breast-feeding. Columns (15) to (18) relate to children suffering from Diarrhoea during the last 2 weeks and the type of drink and food taken using codes given in Annex 12 of the code-list. Columns (19) and (20) relate to use of vitamin A capsule (to be shown) taken by children and if yes, when last given. Column (21) relates to response codes for the respondent.

**Section 9: Household Consumption Expenditure**

.76 In this section, household consumption expenditure in cash, kind or through barter will be recorded for usual members (codes "1" and "2") of the household only. For bartered items the value of the item paid for is to be recorded not the value one is getting in exchange. Food, beverages and Tobacco served to other members and guests in the household during the reference period will, however, be included. Education expenses of regular dependent members residing in boarding school will be included.

.77 Goods and services entering final consumption expenditure of household have been divided into three groups Parts A, B, and C depending upon frequency of purchases and consumption. Part A, Part B and Part C will have 7 days, 30 days and 365 days as reference period, respectively.

.78 In Part A, data on quantity and value of consumption of items listed in column (1), out of purchases both for household and purchases away from home, produced or obtained free through free collection, gifts etc. are to be collected. **The emphasis is on actual consumption during the reference period of 7 days and not expenditure.**

.79 In part B, actual expenditure data, during the last 30 days on items listed in column (1) will be collected, as purchases, as consumption out of household enterprise stocks as imputed value of free collection, gifts etc. Rent (both actual as well as imputed), electricity bills and salaries and wages to houseboys etc. are to be converted to monthly values on pro-rata basis. Enterprise expenditures in restaurants etc. are to be excluded from section 9A.

.80 In Part C, data on actual expenditure during last 365 days on durable and semi-durable goods and on service will be collected, as imputed value of gifts etc. In Part A, column (1), all the important items of Food and Beverages group have been listed and their codes given in column (2). Consumption expenditure on other food, drinks and tobacco, if any will all be

grouped together and included under code 159. In case there are many items and precise information seems time consuming to collect, estimated value at the rate of 4% of the total of all items should be recorded.

5.81 In Part B, similar action may be taken for 'others' of the Non-durable goods group with code 459, but the estimated value should be worked out at the rate of 6% of the total of all items in the group.

5.82 In part C, similar action may also be taken for code 209, at the rate of 7% of the total (201+202+203) code 229 at the rate of 5% if the total (221+222+223); code 409 at the rate of 6% of the total of items 401 to 405; and code 449 at the rate of 13% of the sum of items 441 to 445. These estimations are not to be done as a rule. If information could be collected by probing, those only should be recorded. Care should be taken not to waste too much time in collecting minor information. Columns (12) and (13) in section 9A are to be filled in by the supervisor and are for scrutiny purposes meant to verify the quantity and value data recorded in columns 4, 5, 6, and 7. Note should be taken when filling columns (10) and (11). If items are purchased and given as gifts then a market price should be recorded otherwise if it is collected from the garden then farm-gate price is to be estimated and recorded.

#### **Section 9D: Non-consumption Expenditures:**

5.83 To get a complete account of total household expenditure, data on non-consumption expenses are to be collected in this section. The non consumption expenses have been grouped in 4 categories as given in column (1), on which data relating to the last 12 months are to be recorded in column (3). The coverage of these 4 categories is given as follows: -

(i) Taxes and duties paid will comprise of income tax and other direct taxes; and duties, fees and other compulsory charges unrelated to the consumption of goods and services. Taxes paid by enterprises will be excluded.

(ii) Pension, social security contribution and insurance premium

Will cover pension, provident fund and other social security contributions made by household members; and life insurance, health insurance, property insurance and all other insurance premia by the household members.

(iii) Remittances, gifts and similar transfers to others will include current transfers from household to other resident (within the country) and nonresident (outside the country) households in the form of gifts in cash or kind.

(iv) Others will include subscriptions, contributions and donation to trade unions political associations, social organisations and interest paid on consumer debts.

5.84 Other disbursements that will not be included are: additions to bank deposits and savings; amounts invested in stocks, shares, debentures etc., amounts invested in real estate; and amounts invested in corporate or household or other enterprises.

#### **Section 10: Household Income**

5.85 An operational definition of household income devised from the view point of household surveys is available from ILO recommendations, which states, "household income is the sum of money income in cash and in kind. It consists of receipts which, as a rule, are of a recurring nature accrue to the household or its members regularly at annual or more frequent intervals." The components of the total household income have been given in column (2) of the section and the amounts received during last (12) months against each item will have to be recorded in columns (3) and (4). These items are explained as follows: -

(i) Salaries and wages received by household members: wages and salaries cover all payments which employees receive in respect of their work, whether in cash or kind and before deductions to social security, withholding tax and the like. Contributions made by employers on account of their employees to social security schemes or to private pension funds, should be included in wages and salaries, if needed data could be procured. Household members are to be singled out, that is, spouse, daughters/sons or other household members.

(ii) Gross entrepreneurial income: The gross entrepreneurial income of households consists of its operation surplus before deduction for depreciation of the unincorporated enterprises comprising household enterprises and small scale establishments not yet corporate and withdrawals of income from quasi-corporate enterprise by owners. The entrepreneurial income will be collected separately for crop-farming, other agricultural, household and non-household non-agricultural enterprises. Household or cottage enterprises are those which are carried out in the household without an identifiable shop or establishment.

(iii) Property income: This income consists of imputed rents of owner-occupied dwellings and the actual payments received by the household from others of the use of buildings, land, financial assets and intangible assets such as copyright and patents. Imputed rents of owner occupied dwellings should be calculated as the gross imputed rental value of the dwelling less the sum of expenditure on current maintenance and upkeep and mortgage interest paid. Receipts of rents on land and buildings should be net of taxes, current maintenance and expenditure and mortgage interest. Income received as royalties are from copyrights and patents. Interest comprises actual receipts of interest on financial claim such as savings, deposits, bonds and loans etc. dividends received are on shares of corporate enterprises.

(iv) Current transfers and other benefits: This group consists of contracted transfers like pensions and life insurance annuity benefits and other social security benefits that are from public authorities to individual households. All other transfers, which are non-contractual are included in items 4.2 to 4.4

5.86 In column (5) of section 10, item-wise expected change in income during the next 12 months as compared to the previous 12 months will be coded using annex 13 of the code-list.

5.87 Household savings from enterprise (self employment) and other sources during the last 12 months are to be recorded at the bottom of this section.

### **Section 11: Welfare Indicators**

5.88 This section tries to investigate the level of poverty by examining some various poverty indicators as listed in this section. Care should be taken to check the consistency with similar information collected in earlier sections.

- (1) Sr. No. 1 is self explanatory with response codes (Yes="1", No="2"). Sr. No. 2 should consider clothes in Good/Average Condition only; tatters should be excluded. The response to be coded Yes="1", No="2" as the case may be.
- (2) Against Sr. No. 3 response will be recorded Yes = "1" and No = "2" depending on whether the household has any means or not. The transport means include cycles, motorcars etc. for transporting household members as well as goods. Excluded are wheel barrows and makeshift equipment for carrying goods only.
- (3) For Sr. No. 4 check section 9C whether any shoes were purchased by the household. Record Yes = "1" and No = "2" as appropriate. If item 4 is No then item 5 cannot be Yes.
- (4) In Sr. No. 6 consider containers in good condition. Check in section 9C if any of these items were purchased and record the response Yes or No as in item No. 6. Sr. No. 7 is self explanatory, record Yes or No as appropriate.
- (5) For Sr. No. 8 check section 9C if any blanket(s) was purchased. For children sleeping with their mothers, record Yes, if a mother has a blanket otherwise record No. Blankets will include sheets meant to cover bodies during sleeping.
- (6) Sr. No. 9 record Yes if the children have adequate supply of milk (at least 1/2 litre per child per day).
- (7) Against Sr. No. 10 consider towns with modern facilities such as Post Office Banks etc and not merely trading centers. A list of towns will be provided for quick reference. The period is to be recorded in days.
- (8) The number of meals against Sr. No. 11 will be recorded based on a modal average over the 7 days period. For example if a household takes 2 meals a day

for 4 days and 1 meal a day for 3 days then 2 meals will be recorded. Breakfast is to be taken as a meal if it includes solid foods.

- (9) Item 13 is intended to know whether a household can afford meat or fish for proteins.

9 Note in Section 9 Part C under sub-heading Education the investigator should ensure that scholarship accruing to the members of that household in the last 12 months must be recorded as part of the education expenses. This item of expenditure will be counter balanced the item 4.4 scholarship as income to the household. Note scholarship to any member spent side that household should not be included at all.

**Section 12: Consumption of Sugar and Lake Katwe Salt**

10 This section relates to somewhat detailed consumption habits of sugar and salt in the household as opposed to the information collected in section 9 part A for codes 145 and 148 respectively. The relevant codes which are straight forward for this section are in annex 14 of the e-list. The amount of sugar consumed in Sr. No. 2 should be recorded in kilograms and/or grams where applicable. For Sr. No. 6 under salt, the enumerator should ask for a small amount of salt which should be tested for iodine. Using the salt testing kits, measure the amount of iodine present in that salt and record the reading in the three boxes. The readings are 000, 025, 050, 075 and 100. These readings relate to Parts Per Millimetre (PPM).

**Section 13: Remarks**

- 11 Any remarks and suggestions should be recorded in this section.



## **CHAPTER 6: INSTRUCTIONS TO FILL COMMUNITY SURVEY QUESTIONNAIRE**

6.01 Community survey (CS) will be continued as a component of the Uganda National Household Survey 1996/97. This Survey will aim at collecting data on consumer markets, farm input markets and produce outlets, demographic information relating to communities residing in the sample EA's and various details on economic and social infrastructure in those areas. It should also be noted that in the current survey, CS will be carried out only in one LC's per EA selected on the basis of simple random sampling. Care should be taken, to see that the number of respondents for the CS are at least two men and two women leaders but not exceeding a total of 8 persons. The instructions to complete the CS are given below section by section.

### **Section 1: Identification particulars**

6.02 Items 1 to 5 should be copied from the relevant household listing questionnaire. After selecting one LC 1 on the basis of simple random sampling from the EA, record the name and code of the LC 1 against item 6. Against item 7 record the characteristics of the LC 1 being surveyed. The characteristics are about the settlement pattern and are given in Annex 15 of the code-list.

6.03 In item 8, distances are to be recorded as reported by the respondents. If necessary, the distances should be verified from the district offices. Item 9 to 15 are to be filled after completing all the sections of the questionnaire.

### **Section 2: Markets (General information)**

6.04 In this section, general information on consumer, inputs and producer markets will be collected from the community leaders of the LC 1. Information on consumer markets selling goods and services will be recorded in rows 1 to 4.

- (1) Limited consumer market or outlet (Sr. No. 1) will be either a cluster of shops and traders (market) or one or a few scattered shops (outlet) where generally only a limited number of fast selling commodities and services but with limited choice.
- (2) Periodic local markets (Sr. No. 2) are held at fixed locations at fixed intervals where producers, traders and buyers from around and from distant places converge and transact business. These markets are generally organised in open spaces with temporary structures built for the market-day and cater for needs of both retail and wholesale buyers and sellers.
- (3) Important consumer market (Sr. No. 3) is the market where people of the LC 1 would normally go for the purchase of consumer goods and services on consideration of availability, price and variety of goods and services.

- (4) Others (Sr. No. 4) will relate to any other market (to be specified) not covered by the above categories where people of the LC 1 frequently go for the purchase of consumer items and services.

column (4), the availability of types of markets mentioned in column (3) amongst consumer ket category is to be recorded as Yes = "1" or No = "2" Columns (5) and (6) will be relevant if, the entry in this column (4) is "2", otherwise dashes will be recorded in these columns. column (5), the location code will be recorded using Annex 15 of the code-list. In column (6), distance of the location coded in column (5) should be recorded in kilometers. The distance t will help in determining the distances.

Agricultural Input Markets will relate to markets where farmers usually buy their cultural inputs (Sr. Nos. 5 to 12).

- (1) Trader selling at farm (Sr. No. 05) relates to traders coming to farmers at the farm to sell farm-inputs in cash or barter. If the trader provides inputs at the farm site on credit (to be recovered later through barter or cash) he will be included in Sr. No. 06.
- (2) General market selling limited inputs (Sr. No. 07) refers to markets which sell a variety of goods and services including farm-inputs. These are not specialised farm-input markets and sell such goods to a limited extent only.
- (3) Local cooperatives (Sr. No. 08) may be official cooperatives registered under cooperative societies Act or informal cooperatives which are not registered but consist of a group of households/ individuals who unite to buy or sell inputs/ outputs and perform related activities jointly.
- (4) Periodic local market (Sr. No. 09) is the same as Sr. No. 02.
- (5) Market depot (Sr. No. 10) will be office and go-downs of Government or Commercial Organisations concerned with buying and selling of commodities in bulk.
- (6) Important market selling inputs widely (Sr. No. 11) is a specialised market where most of the needed farm-inputs are available for sale. Any other market or shops/outlets selling farm-inputs will be covered against Sr. No. 12, which, however, should be described in column (3) before filling-in information in subsequent columns.

nation pertaining to columns (4) to (6) will be recorded in the same way as for Sr. Nos. 01 described earlier.

6.06 Agricultural Producer market relates to markets/ traders where Agricultural produce are sold or bought in bulk or smaller quantities.

- (1) Trader at farm-gate (Sr. No. 14) is similar to 05 except that this trader will come for purchasing farm-produce.
- (2) Creditor at farm-gate (Sr. No. 15) will be a Trader or Money Lender who would have sold inputs or consumer goods or given loans for similar or other purpose respectively and would have come to the farm at the harvest time to recover their loans as barter arrangement with farm produce.
- (3) Sr. Nos. 16 to 20 are similar to Sr. Nos. 08 to 12 except that these are concerned with purchasing the farm-produce.

Columns (4) to (6) are again to be filled-in the same way as for Sr. Nos 01 to 04.

6.07 It should be noted that Sr. Nos 05 to 20 will relate to crop-farming activity only. If in the concerned LC 1, there is no crop-farming activity, draw a bracket covering all the serial numbers and record "No crop-farming activity" in the LC 1. All farming on land equal to or more than quarter of an acre (1 acre is approximately equal to half the normal foot-ball ground) will be treated as crop-farming whether in or outside the compound.

### **Section 3: Availability and price of consumer goods**

6.08 This section deals with availability and price of some selected consumer goods at the nearest market where the people of this community buy these goods. In column (2), space is provided for 30 important commodities divided into 4 groups.

- (1) The first group relates to staple food items (concentrated carbohydrates providing major share of calories). In Uganda, the items in this group are Matoke, Cassava, Maize-flour, Sweet Potatoes, Millet and Sorghum which should be collected irrespective of whether or not it is widely consumed in the LC 1. Other important staple food items in the LC 1 may be included and specified and columns (3 to 11) filled in. A comprehensive list of commodities is given in Annex 22 of the code-list.
- (2) Four most important items of animal proteins for example, beef, fish, poultry etc. are to be selected and recorded in column (2) and information recorded for columns (3) to (11). Similarly, other food items are to be covered against serial numbers 12 to 16 other than those already recorded against serial numbers (1) to (11).
- (3) Livestock and poultry Sr. No(s). 17 to 25 are intended for checking prices reported in the socio-economic questionnaire. Similarly land Sr. No. 38 and any other item to be recorded against Sr. No. 39.

- (4) Nine important non-food items have been included from Sr. Nos 26 to 34. Note that Sr. No. 28 women's second hand dress will include both skirt and blouse, which women in that community buy and put on. Space has been provided for including other more important consumer goods, not specified elsewhere.

9 In column (3), commodity codes are to be assigned to commodities recorded in column using Annex 22 of the code-list. Column (4) is for units of quantity also available in Annex of the code-list, like a heap, a *debe*, bottle (250 ml) etc. Availability codes to be used for umns (5), (7) and (9) are given in Annex 15 of the code-list. In column (6) record modal rage prices of the commodity during last 7 days in shillings per local unit. If the commodity not been available during the last 7 days record dash (-) in column (6). If the price data could be collected record 'N.A.'. Similar information will be collected in columns (7) and (8) using les given in Annex 15 of the code-list booklet. Prices for last 12 months will refer to vesting prices. In column (11) you will record the observed price from the nearest market. is may not necessarily be as on date of interview, but will relate to one of the days of the vey period (actual date of observation).

#### **tion 4: Availability and price of inputs**

0 In this section, information on the availability and prices of crop farming inputs and other mon input items will be collected in the same way as in section 3 above. All input items have n recorded in column (2). You should treat columns (3) to (12) as in section 3 above. The rmation in this section should relate to the most common input market. In serial numbers 6 7 bulk sales or purchases for fertilizer are made in 25 kgs or more, less than 25 kgs will be ted as 'small'. Information collected for items 8 to 11 (seeds) should clearly indicate the type own seeds from previous harvests/ purchased, improved or hybrid.

#### **tion 5: Availability and price of bulk sale produce**

1 This section deals with availability and price of bulk sale of agricultural produce (crop ning only). In column (2) space has been provided to include ten important crops grown in LC 1. Codes for the crops included in column (2) are to be recorded in column (3) using ex 22 of the code-list. Columns (3) to (7) to be filled-in the same way as section 2 and 3. umn (9) will relate to the farm-gate prices as reported by the community leaders and column ) will be for recording producer prices (bulk produce sale) from the nearest market.

#### **tion 6: Demographic information**

2 A few demographic characteristics of the community (as a whole) residing in the LC 1 be collected in this section. Item 1 refers to the age of the village or community living in area covered by the current LC 1, which will be numerically equivalent to the number of rs since when the first group of people came and settled down in that location. Years 01 to will be recorded in the block denoting 1 to 99 years and above. If the age is not known,

record "00". Item 2 related to in-migration and out-migration using the codes in Annex 15 of the code-list. Item 3 relates to ethnic groups i.e. people distinguished by common customs, culture and practices, language, history etc. For ethnic groups in Uganda, codes are given in the code-list annex 16. The names of Ugandas' ethnic groups in order of importance according to the percentage of total inhabitants in the LC 1 are to be recorded in column (2) of the section and their codes with reference to code-list, Annex 16, in column (3). Approximate percentages to total population of the LC 1 are to be given in column (4). Total of column (4) should be 100. Codes to be used for item 4 are given in Annex 15 of the code-list booklet.

#### **Section 7: (Part A) General Infrastructure**

6.13 All items are self-explanatory. If any item is in the LC 1, record "0.5" as distance. Distances are to be recorded in km. as 0.5 to 99 (99 denoting 99 and above). You need to consider the road being profitably used by the community. If a tarred road is just passing through the LC 1 and the community is using mainly feeder roads, information should be collected on these feeder roads because they are more important to the community.

#### **Section 7: (Part B) Access to Credit Facilities**

6.14 These items are self-explanatory. In column (2), record the availability of credit facilities given in column (2). State the security requirement for the credit in column (4) based on the codes given below the section. In column (5) record the accessibility to women using the codes below the section. In column (6), state if interest is required using the specified codes.

#### **Section 8: Economic infrastructure - Agriculture**

6.15 Item 1 relates to land allocated to farmers for cultivation for a given period by administrative authorities (including LC system), chief of tribes, statutory bodies, Milo-owners etc. or unattended/ uncared land available for cultivation by anyone who intends to cultivate. The allocation may be with or without any terms and conditions. Item 2 relates to land for outright sale leading to change of ownership. Item 3 relates to land given for rent for specified periods. All other items are self explanatory. The codes are given in Annex 17 of the code-list.

#### **Section 9: Social Infrastructure - General**

6.16 This will refer to the social infrastructure of the community in general, codes are given in Annex 18 of the code-list. Other codes answering "Yes" = '1' or "No" = '2' are given in the questionnaire.

## **Section 10: Educational Infrastructure**

5.17 This section relates to primary schools only and is to be answered by one knowledgeable school official preferably by the Headmaster or some one nominated by him/ her. Items are self explanatory. However, item (16) referring to formal education will mean teaching qualification approved by the Ministry of Education in Uganda. Relevant codes for this section are in Annex 9.

## **Section 11: Health Infrastructure**

5.18 This section is to be answered by an authorized and knowledgeable health official of one or two clinics as the case may be as well as community leaders. Clinic/ Hospital will include health centres and Pharmacies which in addition to selling medicines have qualified doctor/ nurse/ medical attendant for treating patients including dressing and emergency attention facilities. Individual doctors etc. for consultation only with very limited supply of medicines will be excluded. Doctors with moderate treatment and medical attention facilities will, however, be included. Item 2 (type of clinic) will have two codes, the first one will refer to ownership and second to type i.e. hospital, health centre, pharmacy etc. For items (3) to (7) refer to clinic staff and their categories. Items in this section are self explanatory. Initial tuition fee (item 15) will include medical practitioners's fee charged for the first consultation to the patient. In case the consultation fee cannot be separated, the total fee should be recorded. Relevant codes for this section are in Annex 20 and annex 21 of the code-list.