



REPUBLIC OF ZAMBIA

SOCIAL DIMENSIONS OF ADJUSTMENT

PRIORITY SURVEY I 1991

ENUMERATORS' INSTRUCTION MANUAL

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THE SOCIAL DIMENSIONS OF ADJUSTMENT SURVEY 1991
ENUMERATORS MANUAL

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1. INTRODUCTION

0.1 Purpose: The importance of this survey is to provide the Zambian government and other policymakers and planners with the necessary socio-economic data which will be used to assess the impact of structural adjustment policies and the well-being of the people. This survey will provide a basis on which to:

- Develop and maintain a statistical database on the social dimensions of adjustments
- Develop appropriate policies on social dimensions of adjustments
- Design and follow up economic and social policies and poverty alleviation programs and projects in conjunction with future social structural adjustments.

The primary objectives of the survey are:

- To provide a quick identification of policy target groups
- To provide a mechanism whereby key socio-economic variables can be easily and regularly produced in order to describe and monitor the well-being of different groups of households.
- To provide some key data on how the adjustment program affect the availability and quality of social and economic services to households, both as producers and consumers of products.

The data collected includes such topics as income, health, education, employment, nutrition and agriculture.

0.2 Coverage: The survey will have a nation-wide coverage. It will cover both urban and rural areas including all provinces.

0.3 Duties of an enumerator: As an enumerator you should always be polite and try to establish good relationship with all households you are dealing with and with local authorities within the area assigned to you. You should stimulate interest in the survey so that the best information possible is obtained from the respondents.

The quality of information to be derived from the data is dependent on what you collect from the respondents. Make sure that you record the information which is correct to the best knowledge of the respondents.

Each enumerator will carry out his/her work in a Standard Enumeration Area (SEA). A team of enumerators will be led by a supervisor. Your supervisor will provide you with questionnaires and other materials and will be responsible for organizing your day-to-day survey activities. He will also explain to you the boundaries of your enumeration area and give you instructions on the order in which you should carry out your work. During your field work you must keep regular contact with your supervisor to enable him to make adjustments to the programs of your work. If necessary, you should also report any problems to him, such as any persons refusing to be interviewed.

0.4 Equipment and materials: Each enumerator will be provided with the following:

- a) Survey questionnaires
- b) Pencil and rubber
- c) A pencil sharpener/razor blade
- d) A notebook
- e) A survey badge
- f) A map of your work area
- g) A letter of introduction
- h) Stickers
- i) Weighing scales
- j) Measuring tapes

0.5 Legal powers and confidentiality: This survey is being carried out under the provisions of the Census and Statistics Act, Chapter 425 of the Laws of Zambia. All persons residing in Zambia except foreign diplomats accredited to embassies and high commissions at the time of the survey are required by this act to provide the necessary information. However, willing cooperation of the people is most important for a successful survey.

You and all other survey officials will be required to take an oath of secrecy in the presence of a magistrate or commissioner for oaths. If it is found that anyone has shown the survey documents or disclosed the information to unauthorized persons, that person will be prosecuted under this act.

2 THE ENUMERATION AREA

- 0.6 You as an enumerator will be assigned an enumeration area in which you will do the enumeration work for the survey. Your supervisor will assign you this area with a map or a sketch showing boundaries.
- 0.7 Your supervisor will take you around your enumeration area and instruct you with regard to the order in which you will carry out the enumeration. He will specify the order in which the localities or villages should be visited in the areas or the streets to be covered. In order for you to cover your area in an orderly manner you must follow these instructions carefully.
- 0.8 Since the cooperation of the people is an essential factor in the success of the survey, your supervisor will introduce you to the local, traditional and party leaders and other influential persons in the area to solicit their cooperation.

3 GENERAL CONCEPTS AND DEFINITIONS

- 0.9 Building: A building is any independent structure comprising one or more rooms or other spaces, covered by a roof and usually enclosed within external walls or dividing walls which extend from the foundation to the roof. Each building will be given a separate Survey Building Number irrespective of whether anyone is living there or not at the time of enumeration. Abandoned and incomplete buildings in which no one is living at the time of the survey should, however, not be

given a Survey Building Number. Observe that an abandoned building differs from a vacant building in that an abandoned building is not habitable and may never be used again (condemned). A vacant building is one which is temporarily unoccupied.

There exist a number of variations to this definition. For example, a structure consisting of a roof with supports only, i.e. without wall, will be considered as a building if it is being used for living purposes.

For survey purposes one or more structures belonging to the same household on the same premises will be treated as one building.

Example 1: A house together with detached/independent structures for bathroom, latrine and/or kitchen form one building.

Example 2: A bungalow (main house) and its detached garage and servants quarters together form one building.

Example 3: Several huts for the same household constitute one building.

For cases like the above first make sure that all the structures are part of the same building.

Example 4: a block of flats forms one building

Where there are several structures in an institution, each of these structures will be given a separate Survey Building Number.

- 0.10 Housing unit: For the purpose of this survey any structure which is habituated by a household at the time of the survey will be treated as a housing unit.

A housing unit is an independent place of abode intended for habitation by one household. It should have direct access to the outside such that the occupants can come in and go out without passing through anybody else's premises. The housing unit should have at least one door which directly leads outside into the open or into a public corridor or hallway. Structures which are not intended for habitation such as garages and barns, classrooms etc., but are occupied as living quarters by one or more households at the time of the survey will also be treated as housing units. Although a housing unit is intended for habitation by one household it may be occupied at the time of enumeration by one or more households or it may even be vacant.

Examples of a housing unit

- (i) A single flat within a block of flats.

The block of flats as whole is a building. But all the flats in the block of flats are each a housing unit.

- (ii) In mostly rural areas, a group of huts belonging to one household should be considered as one housing unit.

Therefore the huts will constitute one building and also one housing unit and will therefore have one building number and housing unit number 01 assigned, within that building number.

(iii) If you find several huts belonging to different households on the same premises-allocate one building number and housing unit number 01 to each group of huts belonging to one household. Which means you need to identify the households first.

(iv) A unit which is built in such way that the door to each room leads directly to outside but the unit is intended for occupancy or occupied by one household, will be one building and one housing unit.

But a unit built in such a form as above but intended to be occupied by several households, usually for rent purposes, should be considered as one building but several housing units.

(v) A single house with or without separate kitchen, toilet, garage, etc constitutes one building and one housing unit.

(vi) A single house with servants quarters/guest house on the same premises. Assign one building number to both main house and servant quarters/guest house-but different housing unit numbers to each.

(vii) A set of two or more semi-detached units is one building and several housing units.

(viii) A part of a non-residential structure e.g. a unit which is on top or behind or adjacent to a shop, garage, etc but is occupied as a dwelling is one building and one housing unit.

Marker slips/stickers

In order to identify the housing unit a special marker slip/sticker should be pasted on top of the main door of the housing unit after the household has been listed. This slip will be marked with a survey building number(SBN), housing unit number(HUN), household number(HHN), CSA number, and SEA number.

These particulars should be written with a pen. But the listing sheet and questionnaire should be recorded in pencil.

0.11 Household: A household is a group of persons who normally eat and live together. These people may or may not be related by blood, but make common provision for food or other essentials for living and they have only one person whom they all regard as the head of household. Such people are called members of the household.

A household will thus include servants and farm-hands who normally live and eat with other members of the household. There are situations where people eat together and even sleep under one roof, but have different persons whom they regard as head. These should be considered as belonging to separate households. There can also be one member household where a person makes provisions for his/her own food or other essentials for living. Such a person is the head of

his/her own household.

Excluded Households from the Survey

The definition of a household given refers only to private households. Many people do not live in private households but in institutions such as schools, hospitals, prisons, army camps, etc.

This survey will not list or enumerate households living in hotels, motels, nurses hostels, government hostels, prisons, boarding schools, colleges and universities, army camps, national service camps and other such institutionalized places. Diplomats will also not be enumerated. Members of the armed forces also regardless of where they live will not be enumerated.

However, persons such as doctors, wardens, managers of hostels, policemen, etc staying with or without their families within the premises of institutions in separate houses normally cooking separately, should be treated as private households and should be enumerated in the usual manner. Ordinary workers other than diplomats (who have diplomatic status) working in embassies will also be enumerated.

Institutionalized households will be excluded in this survey because they tend to distort the data needed for the survey. However, persons in places like boarding schools and hospitals who qualify to be usual member of a household, according to the definition, will be captured in their respective households.

Each household within a housing unit will be given its own household number.

Example 1

A house intended for habitation by one household with separate rooms each one independent with its own door leading into a common corridor or hallway. All the households will have the same building and housing unit numbers indicated for them. The household numbers will be different.

Example 2

A man living in a village has several wives each living with her children in a separate hut or group of huts. The huts of the different wives are grouped close together and could almost be regarded as different rooms in a house. Each wife cooks and eats meals separately. In this case, even if they sometimes eat together, the fact remains that the wives are running separate households. Therefore, treat them as different households.

3.4 Usual member of household

A usual household member is one who has been living with a household for at least six months. He/she may or may not be related to the other household members by blood or marriage, and may be a house helper or labourer. A usual household member normally lives together with other household members in one house or closely related premises and takes his/her meals from the same kitchen .

Members of the household who are at boarding schools or any other persons temporarily away from the household who normally live and eat there such as persons temporarily away for seasonal work, because of illness, giving birth, visiting relatives or friends have to be included in the list of usual members of the household. Any other persons such as visitors who have spent at least six months with the household have to be included as usual members of the household. Other persons such as servants and lodgers who are part of this household must be taken as usual members.

- 3.5 Head of Household: This will be the person all members of the household regard as the head. He/she is the one who normally makes day-to-day decision governing the running of the household. In most cases this will be the husband/father in the household. But not in all cases. In cases of one member households, the member will be the head of the household. The head of the household can either be male or female. Note that the respondent will not necessarily be the head of the household. In many of the households you will visit, the head of household will also be the main respondent, that is, the one giving most of the information. But any knowledgeable member of the household can be a respondent. A respondent who is not the head of the household can answer the questions on behalf of the head of household if the head of the household is not there at the time of interview.

REMEMBER A PERSON DOES NOT BECOME THE HEAD OF A HOUSEHOLD SIMPLY BECAUSE HE/SHE IS THE MAIN RESPONDENT.

4. LISTING PROCEDURE

- 0.1 Your supervisor will show you a Standard Enumeration Area (SEA) where you will carry out your field work in two stages.

The first stage will involve listing all the households in the Standard Enumeration Area assigned to you.

The second stage will involve asking questions and filling in the answers in the questionnaire. This should be done to households selected from the listing done in the first stage.

- 0.2 At the time of listing you will be required to fill in the Survey building number (SBN), Housing unit number (HUN), Household number (HHN), name of the household head, sex of the household head and the number of usual members of the household by sex. This numbering is explained below:

SURVEY BUILDING NUMBER (SBN)

Within your enumeration area you will give a unique serial number to each building as you continue to enumerate. This number will run serially in each enumeration area. The number will be in 3 digits, starting with 001, followed by 002, 003 and so on. No two buildings in your enumeration area will have the same survey building number. This will be different from other types of the numbers the building may already have such as house number, plot number, stand number, flat number, etc. The idea is to make sure that all the buildings and thus housing units in your area

have been covered. This will help you and your supervisor in checking on your progress. FOR THE PURPOSES OF THIS SURVEY BUILDINGS NOT USED FOR HABITATION WILL NOT BE COVERED.

HOUSING UNIT NUMBER (HUN)

Each Housing Unit will be given a house number within the building. This number will be in two digits. The first housing unit within any particular building should be given number 01, the second one 02 and so on. Structures not intended for habitation but actually being used as living quarters at the time of the survey are to be allocated appropriate house numbers (See definition chapter 4.2).

Example 1: Survey Building Number 032 has three housing units. These will be numbered 01,02 and 03.

Example 2: Survey Building Number 033 has only one housing unit; this will be numbered 01.

HOUSEHOLD NUMBER (HHN)

Each household within a housing unit will be given a one - digit serial number 1,2,3 etc. If the housing unit is vacant then write 0 in the box provided for household number. This will indicate that no one was living there at the time of enumeration.

NAME OF HEAD OF HOUSEHOLD

Ask for the name of the head of the household. (see definition of head of the household in chapter 3)

SEX OF HEAD OF HOUSEHOLD

Record the sex of the head of the household. 1 for male or 2 for female.

NUMBER OF HOUSEHOLD MEMBERS

This survey will use the de jure ('usual') system of enumeration as opposed to defacto ('as of previous night') system.

Add up all the usual members of the household and write the total number in the column indicated 'Both'. Then find out how many of those usual members of the household are male and how many are female and record the answer in the appropriate columns. Make certain to include the head of the household, the aged, and babies in the number recorded. These tend to be left out. (see general concepts and definition in chapter 3, for definitions of head of household, household, and usual member of household).

WAS ANY MEMBER OF THIS HOUSEHOLD ENGAGED IN ANY AGRICULTURAL ACTIVITY FOR THIS HOUSEHOLD SINCE 1ST OCTOBER 1990?

Agricultural activity is the growing of any crop and/or owning of livestock and/or owning of poultry and/or fish farming.

Crops include fruits, vegetables, and other crops such as maize, beans, groundnuts, cotton, seed farming, and so on.

Livestock includes cattle, sheep, goats and pigs, regardless of age.

Poultry include chickens, ducks, geese, guinea fowls, turkeys, pigeons(doves), and rabbits, regardless of age.

Backyard gardens are excluded from agricultural activity.

Fish Farming - is not the same as fishing. Fish farming refers to the rearing/raising of fish by households. Usually this is done by digging up ponds or other such places for the purpose of breeding fish.

For the purposes of this survey; Engaged in agricultural activity refers to both: active involvement in the growing of crops or raising of livestock or raising of poultry or fish farming or any combination of these activities, and also any of such activities run by others but for members of the household. The idea is to capture all the sources of income or livelihood of the household regardless of location or management of the source. In other words, the household does not necessarily have to physically grow crops and /or raise livestock and/or raise poultry and/or fish farm themselves, but as long as these activities are accruing to them.

WHAT WAS THE TOTAL SIZE OF THE CULTIVATED AREA UNDER CROP LAST AGRICULTURAL SEASON?

Last agricultural season refers to the period 1st October 1990 to 30th September 1991.

Record the total size of the cultivated area under crop for all members of the household and for all crops. Be sure to add areas where crops were actually grown and not where crops were intended to be grown but not actually grown. Also be certain to add up the total area where crops were grown for this household even if they are managed by non-members of the household elsewhere.

The size of the area is to be recorded in one of the units indicated on the listing form depending on the units given by the respondent. Be sure to probe when respondent gives area in hectare. They may actually mean acre. Area may be recorded in one or more of the given units by one household.

Ask respondent for the total area of all the fields. Add up the areas reported for all the fields for all the members of the household and record the total area in the boxes provided. It is very important to get the correct amount of total area under crop as this will be used also for sampling purposes, for your supervisor to select the households you will interview after listing of all households is done. Begin by asking respondent if there are any members of the household who carry out some agricultural activities whether by themselves or done by other people on their behalf. Then ask respondent to give you the total land area under crop, field by field, and for each household member, whether managed by them or not.

DOES ANY MEMBER OF THE HOUSEHOLD OWN ANY LIVESTOCK?

Ownership refers to all livestock owned by all members of the household regardless of where they are raised. That means include livestock owned by the household but are raised somewhere else other than by the household itself.

CURRENT NUMBER OF LIVESTOCK AND POULTRYCATTLE

Beef cattle - Give total number of cattle owned by the household which are raised specifically for beef. This does not include traditional cattle even if they are sold once in a while for beef. If a household owns only traditional cattle and/or dairy cattle enter a zero in this column.

Dairy cattle - Give total number of cattle owned by the household which are raised specifically for milk production. This also does not include traditional cattle even if they produce milk. Enter a zero if none are owned.

Traditional cattle - Give total number of any other cattle owned by the household other than beef of dairy.

GOATS - Give total number of goats of any kind owned by the household.

SHEEP- Same as goats.

PIGS

Exotic pigs - Give total number of pigs other than traditional, owned by the household. Exotic pigs are usually raised for commercial purposes for meat and pork products such as bologna and sausages.

Other pigs - Give total number of any other pigs other than exotic pigs owned by the household.

DOES ANY MEMBER OF THE HOUSEHOLD OWN ANY POULTRY?CHICKENSHYBRID CHICKENS

Broilers - Give the total number of broilers (chickens raised for meat), owned by the household.

Layers - Give the total number of layers (chickens raised for eggs for sale), owned by the household.

WHAT WAS THE TOTAL HOUSEHOLD INCOME FROM ALL SOURCES PER MONTH?

Add up incomes of all members of the household-income per month, and record the total in this column. For paid employees get gross salary/wage before tax but including allowances. For self-employed persons and employers get the income actually available to the household. That is the income which he/she actually takes to the household or is at the disposal of the household. That is after all business expenses are deducted or paid but before tax and what actually accrues to the household as household income.

4.4 The second stage which involves enumeration will follow after the listing is completed. Your

supervisor will provide you with a list of selected households which you will have to visit and interview.

5 GENERAL INSTRUCTIONS AND CONVENTIONS

- 0.3 The questionnaire is divided into ten main sections, covering 18 different topics. Questions are numbered within each section. These are:

Section 00: Head of household
 Section 01: Household roster
 Section 2A: Employment
 Section 2B: Other income
 Section 3A: Housing facilities, housing assets
 Section 3B: Access to facilities
 Section 04: Migration
 Section 5A: Agriculture, holding
 Section 5B: Agriculture, crop production
 Section 5C: Agriculture, vegetables
 Section 5D: Agriculture, livestock and poultry
 Section 6A: Non-farm enterprise, general information
 Section 6B: Enterprise details
 Section 07: Household expenses
 Section 8A: Fixed household properties and assets
 Section 8B: Other household property
 Section 09: Anthropometry

Most of the questions in section 1 covers all members of the household. Questions about education, however, are only posed to those aged 5 years and above. Section 2A covers all household members aged 7 years and above. Section 2B covers all household members that have contributed with some kind of other income than salary/wage to the household. Section 9 covers children 5 years or younger. In the other sections we ask for household information.

- 0.4 Generally, only one member of the household is supposed to be interviewed. The head of the household or one other person acting on the behalf of the head of household is supposed to be the main respondent. However, some questions can only be answered with the help of some other knowledgeable members of the household. So allow the head of the household to consult the individual members of the household when providing information from the household in general, or for each member of the household as the case may be.
- 0.5 For most questions there are given a fixed number of categories and codes. The code referring to the answer given should be put in the appropriate registration box.

For some questions you are supposed to fill in the number of years, the amount of money etc. in the box given. **Please notice that NONE should be indicated with 0 in these boxes.** For questions which do not apply and where a specific code for 'not applicable' has not been

given the box should be left blank. E.g. ...,question on education in section 01 should only be asked for household members five years and above. For younger children, the boxes for these questions should therefore be left blank.

Questions which will be coded in the office give some space where the enumerator can write down the answers given.

- 0.6 The questions which the enumerator should read to the respondent are written in small letters, while categories and instructions to the enumerator are written in capital letters. This is done to make it easier for the enumerator to distinguish between the actual questions and other information in the questionnaire.

>> outside a code means one should skip to the question or section indicated after that code is given.

Example:

Is the head of the household present? YES....1 >> 5 | | or absent NO.....2 + - - +
+ - - +

In this example, if the head of the household is present the enumerator should skip to question 5 after the code 1 has been indicated in the box.

- 0.7 Amounts of money should be right justified with leading zeros.

+ - - - - - - - - - - - - - - +
| 0 | 0 | 0 | 3 | 4 | 5 |
+ - - - - - - - - - - - - - - +

- 0.8 In chapter 7 of this manual some selected questions are explained in more detail. These questions are marked with an * in the questionnaire.

6. IDENTIFICATION PARTICULARS ON THE FIRST PAGE OF THE QUESTIONNAIRE

QUESTIONNAIRE NO. | | OF | | + - - + + - - +
+ - - + + - - +

Indicate in the first box which questionnaire number this is and in the second box how many questionnaires that are used for this household. Normally you will only use one questionnaire out of a total of one for each household. But if there are more than 20 household members (section 01) or more than five children aged 5 years or younger (section 09), you will have to use more than one questionnaire for these households.

Example 1: The household has got 12 household members.

QUESTIONNAIRE NO. | 1 | OF | 1 | + - - + + - - +

Example 2: The household has got 22 household members. The first questionnaire will then be identified by...

QUESTIONNAIRE NO. 1 OF 2

And the second one by

QUESTIONNAIRE NO. 2 OF 2

Other identifications particulars on the first page of these two questionnaires should be the same.

PROVINCE

Write the name of the province you are operating from in the space provided. You will then enter the province code in box 1. This will be given to you by your supervisor as it appears in Appendix 1.

DISTRICT

Write the name of the district you are operating from in the space provided, then enter the code, given to you by your supervisor, as it appears in Appendix 1.

CENSUS SUPERVISORY AREA (CSA)

Your supervisor will give you the number of the CSA in which your work area is located. Enter the number in the boxes provided.

STANDARD ENUMERATION AREA (SEA)

This is the area allocated to you for enumeration. Your supervisor will give you your SEA number. You will just transfer the information from the map you are using.

SURVEY BUILDING NUMBER (SBN)

Within your enumeration area you will give a unique serial number to each building as you continue to enumerate. This number will run serially in each enumeration area. The number will be in 3 digits, starting with 001, followed by 002, 003 and so on. No two buildings in your enumeration area will have the same survey building number. This will be different from other types of the numbers the building may already have such as house number, plot number, stand number, flat number, etc. The idea is to make sure that all the buildings and thus housing units in your area have been covered. This will help you and your supervisor in checking on your progress.

HOUSING UNIT NUMBER (HUN)

Each Housing Unit will be given a house number within the building. This number will be in two digits. The first housing unit within any particular building should be given number 01, the second one 02 and so on. Structures not intended for habitation but actually being used as living quarters at the time of the survey are to be allocated appropriate house numbers (See definition chapter

4.2).

Example 1: Survey Building Number 032 has three housing units. These will be numbered 01,02 and 03.

Example 2: Survey Building Number 033 has only one housing unit; this will be numbered 01.

HOUSEHOLD NUMBER (HHN)

Each household within a housing unit will be given a one - digit serial number 1,2,3 etc. If the housing unit is vacant then write 0 in the box provided for household number. This will indicate that no one was living there at the time of enumeration.

SELECTED HOUSEHOLD

Here you should write down the name and address of the Head of that household which has been selected during the sampling procedure. (See definition of Head of Household in chapter 4.4)

SERIAL NUMBER OF HOUSEHOLD

This number will come from the last four columns of the listing sheet.

NUMBER OF VISITS

If you are not able to make contact with a selected household on the first visit, you are supposed to try again later. Write down the total number of visits made to this household until it was enumerated. If during the whole enumeration period the selected household cannot be contacted for whatever reason, indicate this under 'interview status' but still indicate the total number of visits made to this household.

INTERVIEW STATUS

Mark the appropriate status of interview in the box provided.

1 If household accepts to be interviewed.

2 If the original selected household has vacated their premises/housing unit and a new household has moved in; In such a case go to 15 and write down the name of the head of this new household that has moved in. If a selected household has vacated their premises, the new household that has moved in will replace them. But if during the whole time of enumeration no other household moves in then the household becomes a non-contact and code 6 should be given in the box.

3 Dwelling not found-means the selected household cannot be located.

4 Illness/death-if an interview cannot take place because of illness or death of members of the household.

5 Refusal-if household refuses to be enumerated. Make sure it is a genuine refusal. The household/respondent may just not be ready at that particular time to be enumerated but may be willing to be interviewed at some other time.

6 If household cannot be interviewed for any other reason other than the five given above. For example if the household has moved, or the respondent is mentally ill etc. Specify the reason. For interview status 3 through 6, you need to take this household as non-contact and go on to enumerate the next selected household.

HOUSEHOLD TO BE INTERVIEWED

If there is a different household now living in the dwelling selected, name and address of the Head of this household should be written down. The interview will then be carried out for this household instead of the selected one.

DATA COLLECTION

Enumerator should indicate his/her name and date of final interview of household. Supervisor should also write his/her name and date of checking the questionnaire.

7 COMMENTS TO SELECTED QUESTIONS

SECTION 00

HEAD OF HOUSEHOLDQuestion 2: Is the head of household present or absent

As long as the head of the household is not present at the time of interview, they are absent.

Question 3: How long has he/she been away?

1 No time away- If the head of household is away on such as at work (even if overnight-night shift), visiting, at a funeral, etc but will be back in a day or so.

2 If away for less than a week.

3,4,5- Enter the appropriate length of time the head of the household has been away or intends to be away if they have just left.

If they have been away for more than six months then they no longer are usual members of the household and should therefore not be considered as such. In such a case another head of household should be identified.

Question 4: Person responsible for main decisions in the absence of the head

After you have completed section 01, enter the serial number of this household member in the boxes provided.

Question 5: Person interviewed

Enter the name and identify the number of the person interviewed. Sometimes even if the head of household may be present, he may answer through another member of the household who may be acting as an interpreter or who may be more knowledgeable. There may also be situations where both the head of household and the one who makes decisions in the absence of the head of the household are absent. Then, whoever is the most responsible person among the members present can be interviewed. Enter the name of this person. After you have completed section 01, enter the serial number of this household member in the boxes provided.

SECTION 01

HOUSEHOLD ROSTERQuestion 1: Serial numbers and names of household members

A household is a group of persons who normally eat and live together. These people may or may not be related by blood, but make common provision for food or other essentials for living and they have only one person whom they all regard as a head of household. Such people are called members of the household (see definition in chapter 4.3).

Write down the names of all the usual members of the household beginning with the Head of household. The head of household will be the person all members of the household regard as the head. He/she is the one who normally makes day-to-day decision governing the running of the household. In most cases this will be the husband/father in the household (see definition in chapter 4.4)

If there is a newly born baby who is not named in the household then write Baby (Surname of father) e.g. Baby (Mulenga).

Each member should then be numbered in the first column (serial number of household members).

If there are more than 20 members in the household, then use a fresh questionnaire. Indicate on the first page of the new questionnaire that this is the 2nd questionnaire of a total of 2 and enter the same Identification Particulars as on the first questionnaire.

The serial number of household members are the identification number you will use when you record information concerning specific household members. For instance when recording responses for a head of household, you will do so in the first row of the household roster. This is so because the head of household will be listed first.

All questions from 2 to 20 should be asked for each household member.

Question 2: Residence status

This refers to whether a person is a usual member present, usual member absent or just a visitor. Usual members absent are those who have been away from the household for at least one week from the day of the interview. If the person is a visitor then end asking questions about that person and proceed to find out more about the other persons listed. Visitors are not supposed to be included in the list of usual household members if they spent less than 6 months with the household (see definition of household members in chapter 4.3).

Question 3: Relationship with the Head of household

Remember that relationship is only to the permanent head of household and not to any other members or the temporary head. 'Other relatives ' will be any other relatives not indicated in the

questionnaire. This will cover relationship by blood, marriage, adoption, etc. For example cousins, in-laws, adopted children, etc.

'Not related' will mean no relationship with the head either by blood, marriage, adoption, etc. For example maids, garden boys, farm hands, etc who are not related to the head.

Question 5: How old is now?

Record the age in complete years, e.g. a person who is 17 years and 11 months old will have 17 entered as his/her age.

For those aged between 0 and 60 months record the actual age in months. Indicate whether years (1) or months (2) is being recorded in the first of the three boxes provided.

Almost all persons who have been to school know their age, while some especially the illiterate and the very old may not. Ask such a person how long he has been living in this area, about what time in his life he came here, what he did, then, for how long and how old he was when he left his parents' home etc. In this manner you can build his life history.

It may also be possible to determine his age by referring to some historical events that he may remember. E.g. How old he was when the Lusaka-Mongu road was built by the Chinese or when the name Feira boma was changed to Luangwa or when Zambia became an independent country etc. Such historical events are meant to help a respondent remember how old he/she may have been when they were occurring.

If you have already ascertained the age of some other member of the household this may be of considerable help in determining the ages of other members of the household. For example, if you have estimated that the eldest son of the head of the household is 12 years old, you may be able to determine the ages of the other children by finding out how many years elapsed between the births of the different children. In case you are only given the year of birth and no month, even after probing, calculate the age by subtracting the year of birth from 1990.

Those aged more than 99 years round down to 99.

Question 7: Hashad a health consultation in the last 3 months?

A health consultation is one where a person has approached or sought medical advice/attention from any medical officer or traditional healer whether at a public or private health institution or merely by calling a medical officer on a private arrangement.

Question 8: Who was the last person consulted?

Find out who was the last person consulted. In cases of multiple persons per one consultation, the main person. For example if both nurse and doctor were consulted, record the one who attended to the patient mostly.

Question 9: What type of health institution did..... go to?

GOVERNMENT - Government run hospitals and clinics including those run by the District Councils.

MISSIONS - Hospitals and clinics run by missions e.g. Salvation Army, Catholic Missions, Reformed Church in Zambia, etc

INDUSTRIAL - Hospitals and clinics run by companies like PTC, Zambia Railways.

PRIVATE - Hospitals, clinics, offices and surgeries run privately.

Question 13: Is..... currently attending school?

Question 11 to 19 concerning education are only to be asked for household member 5 years or older. Question 13 should be asked of persons aged 5 years or older but below 30 years old.

Attending school is taken to mean that the person attends school as a full-time or part-time student i.e. in the formal school system.

For example:-

-Students attending vocational training including teacher training should be considered as attending school.

-Persons attending night school should be taken as attending school.

-People on unpaid study leave to a formal educational institution.

-People engaged in correspondence studies with a correspondence school.

Question 14: What grade is currently attending?

Use the following codes:

| | |
|--------------------------------|---------------|
| Grade 1 to 12 | CODES 1 TO 12 |
| Grade 12 GCE (O) | CODE 12 |
| Grade 12 GCE (A) | CODE 13 |
| College Students | CODE 13 |
| First Year University Students | CODE 13 |
| Bachelors Degree | CODE 14 |
| Master Degree and above | CODE 15 |

Question 17: What grade was ... attending last year?

Use the same codes as in question 10.

Question 18: What is/was the highest grade attained?

The level attained is the qualification or attendance (i.e. degree, diploma, certificate, etc) that an individual has acquired, whether by full-time study, part-time study or private study, whether conferred in the home country or abroad, and whether conferred by educational authorities, special examining bodies or professional bodies. The acquisition of an educational qualification, therefore, implies the successful completion of a course of study.

The system of school standards, grades and forms have been changed about 3 times in recent

years. Below is the sketch to guide you. Convert all previous standard of education to the current education level using the table below. For persons who were educated outside Zambia give the code of the appropriate Zambian Equivalent of the level reached.

| <u>Before 1956</u> | <u>1956-65</u> | <u>1966-80</u> | <u>1981 to</u> | |
|-----------------------------------|----------------------------|----------------|------------------|----|
| <u>date</u> | <u>CODES TO BE ENTERED</u> | | | |
| Sub-Standard A | Sub-Standard A | Grade 1 | Grade 1 | 01 |
| Sub-Standard B | Sub-Standard B | Grade 1 | Grade 1 | 01 |
| Standard 1 | Standard 1 | Grade 2 | Grade 2 | 02 |
| Standard 2 | Standard 2 | Grade 3 | Grade 3 | 03 |
| Standard 3 | Standard 3 | Grade 4 | Grade 4 | 04 |
| Standard 4 | Standard 4 | Grade 5 | Grade 5 | 05 |
| Standard 5 | Standard 5 | Grade 6 | Grade 6 | 06 |
| Standard 6 Lower | Standard 5 | Grade 6 | Grade 6 | 06 |
| Standard 6 Upper | Standard 6 | Grade 7 | Grade 7 | 07 |
| Form 1 | Form 1 | Form 1 | Grade 8 | 08 |
| Form 2 | Form 2 | Form 2 | Grade 9 | 09 |
| Form 3 | Form 3 | Form 3 | Grade 10 | 10 |
| | | Grade 11 | 11 | |
| Form 4 (GCE) | Form 4 (GCE) | Form 5 GCE (O) | Grade 12 GCE (O) | 12 |
| Form 6 Lower | Form 6 Lower | Form 5 GCE (O) | Grade 12 GCE (O) | 12 |
| Form 6 Upper | Form 6 Upper | Form 5 GCE (A) | Grade 12 GCE (A) | 13 |
| University Undergraduate Students | | | | 13 |
| Bachelors Degree | | | | 14 |
| Master Degree and above | | | | 15 |

For cases up to GCE (O) Level, when recording highest level of education, the level completed is what matters. While for cases after GCE (O), level qualification is what matters.

Example 1: If someone had passed standard 5 before 1956, enter code 06 in the boxes provided.

Example 2: Suppose a person completed form 5 GCE (O) Level in 1980. In 1981 he went to study at the University of Zambia. After two years he was re-directed before completing the program. For this person enter the code 12 in the appropriate boxes. The two years spent at the University are not considered in this case.

Example 3: If someone attended grade 7 but is now repeating grade 6. The highest grade attained in this case is grade 5 and not grade 7. Or someone repeating grade 5 - highest grade attained is grade 4. Someone repeating grade 7 - highest grade attained is grade 6.

SECTION 2A

ECONOMIC ACTIVITY

This section is for only those persons aged 7 years and over. Check the age of the respondent in section 1 and then ask questions in this section if the person's age is 7 years or over.

In this section we want to find out whether a person is working or not and if working, then what type of work he or she is doing. If not working, we would like to know whether or not a person is seeking work or interested in getting work or available for work but not looking for work or whether a person is not looking for work and not available for work.

Those who are working and those not working but interested or available for work are known as economically active or in the labour force. Those not working, not looking for work and not available for work are not in the labour force or economically inactive.

Those not in the labour force will include the following categories:-

- i) Mainly looking after own household duties(full-time housewives)
- ii) Full-time students;
- iii) Not able to work (disabled permanently, too old, invalids);
- iv) Pensioners;
- v) Persons living only on rental incomes, past savings interest, inheritance, gambling income, etc;
- vi) Other who are neither interested nor available for work, such as beggars, vagrants, prisoners, etc.

USUAL ACTIVITY (MOST OF LAST 12 MONTHS)

Question 1: What was the main economic activity during the past 12 months?

This question breaks up the populations 7 years and over into those economically active and inactive in the 12 months.

Here you are supposed to present the alternatives to the respondent.

1. Working:

We define a person as working if he or she performed some work for pay or profit. Payment may either be in cash or in kind, that is in the form of goods or services or any combination of these.

Examples:

- (a) A person employed by someone on fixed monthly income or weekly or daily wages/salary.
- (b) A person who is paid by an employer on the basis of piece work.
- (c) A person running his/her own business such as a marketeer, a hawker, a cobbler, a tinsmith, a bottle store operator, a grocery store owner, etc.
- (d) Two (or more) partners running a business.
- (e) A farmer who tills his own farm, with or without the help of other persons.
- (f) A farm labourer who is paid partly in cash and partly in terms of farm produce.

- (g) A person who works in a hotel and gets his wages partly in cash and partly in terms of board and lodging.
- (h) Some students manage to find a job during school holidays and might be working during the reference period. These should be classified as working.
- (i) An unpaid family worker who works in family business or farm.
- (j) A subsistence farmer
- (k) Persons who had a job and would normally have worked for pay or profit or return in kind but were:-

- (i) prevented from working by temporary illness, bad weather, industrial dispute such as a strike or lockout, on suspension and;
- (ii) all persons who had got a new job but had not yet reported for work, are to be classified as working.

Since a person may work for sometime and then stop for a period, we shall define a specific reference period during which he may have worked on a regular basis in order to classify him as working or not.

For people in agricultural and allied operations, the following activities will constitute as work during most of last 12 months:

- (i) Agricultural: growing crops, fruits and vegetables, raising of poultry and livestock, and fish farming.
- (ii) Fishing and hunting.
- (iii) Forestry: collecting or cutting wood, charcoal burning, gathering of honey and bee wax from trees, gathering of mushrooms, caterpillars, etc. Collecting wild fruits, etc for sale.

Generally, housewives doing only household duties of looking after their own family are not to be regarded as working. Therefore, do not include housewives who do not have paid employment or self-employment for pay or profit or who do not work regularly in a family business or on a family farm as working. However, if a housewife is having paid employment or works in a family business or on a family farm, she is then to be regarded as working. Similarly a housewife who looks after another family and is paid for her work in cash or kind is to be regarded as working.

You can find out if a person was/is working by asking them if they were employed or were doing their own business or were engaged in some agricultural activities, or any activity such as charcoal burning, hunting, fishing, wood cutting, selling mushrooms, etc for selling.

2. Not working but looking for work

This refers to persons who sought a job any time during the last 12 months. This will include people who :-

- (i) registered at an employment exchange;
- (ii) went to possible employers to ask for a job;
- (iii) wrote a letter or applied for a job;
- (iv) asked friends, relatives, neighbors, etc to help them find a job;

(v) made any effort to start a business e.g. opening a market stall, clearing a piece of land for agricultural activity, etc.

If a person did not do any of the things above but only wished to get a job without trying to do something to actually find a job then do not classify that person as looking for work.

3. Not working and not looking for work but available for work

Ask if the person who was not looking for work is available for work.

Those available for work are those persons who were not sure that there is any job available or who imagine that they are not qualified or that there is no suitable vacancy or who just say "Where can I find work?". It includes those who are not looking for work but are interested in working. They may not be looking for work for temporary reasons like temporary illness or awaiting results of previous application etc. Persons who are not working and not looking for work because they are full-time housewives or students or for any other reasons should be classified accordingly.

4. Full-time student

Those who report as students and are doing nothing for pay or profit during the reference period and entirely devoted most of the last 12 months to school work or studying. Students on paid study leave should be taken as working.

Those students who are having a part-time job during the reference period should also be taken as working. Remember the question refers to MOST of the last 12 months. If most of last 12 months a person was a student then classify them as such (students). But if most of the last 12 months they were working even if part of it they were students then classify them as working. If they are currently students and not working or they currently working they will captured in question 7 which refers to 'during the last 7 days'.

5. Full-time housewives/home duties

Those persons who devote all their time to looking after their own household/families/children and not doing anything for pay or profit. These are neither working nor seeking work because they are just attending to household duties for which they don't get any pay/profit. However if a housewife is having paid employment or doing any business for pay/profit. She is to be regarded as working. E.g. if she is engaged in a family business of farm or if she works for another family as a nanny or housekeeper or house girl/or cleaners, etc, she is to be regarded as working. Also housewives who are subsistence farmers should be regarded as working.

6. Retired, very old

These are those persons who retired and are depending solely on pension or retirement benefits without doing anything for pay or profit. If a retired person indulges in any job/business for pay or profit or is doing some subsistence farming then he/she is to be regarded as working.

Those who say they are too old to work are those who should be regarded as very old.

7. Other

This includes people living only on rental incomes, savings, interest, inheritance, gambling income, etc. and others who are neither interested nor available for work, such as beggars,

vagrants, prisoners and the invalids or the very sick or permanently disabled and those who give disability as a reason for not working and not looking for work. You are required to specify the given reason.

The employment status of the person will be that of the main job during the reference period.

Question 2: What type of job were you doing most of last 12 months?

This is the job in which he/she spent more working time or, failure to this, where he got more income.

Specify/describe briefly the type of job he/she was doing above the box provided. You are not supposed to write any code into the box. That will be done in the office.

Occupation should be given in clear terms to show what kind of work one did. Examples: Carpenter, messenger, town clerk, radio mechanic, farm labourer, accounts clerk, personnel officer.

Avoid entering a term that implies greater skill or responsibility than is really involved in the job. Do not enter "Engineer" for someone who is actually a draughts man, or "Accountant" for a bookkeeper, or "Brick-Mason" for someone who only mixes mortar and hauls bricks. That means you have to probe further and find out exactly what a person's real occupation is by asking further questions about his training and cross check with his/her education (given in section 1).

Question 3: What kind of product or service was carried out at your work place?

Specify/describe briefly the type of product or service produced above the box provided. You are not supposed to write any code into the box. That will be done in the office.

This refers to the kind of business or service carried out at his/her workplace relating to the occupation which is already recorded under question 2. What kind of product or service one produce will depend upon the industry or type of job one is employed in.

Example 1:

A carpenter may work in:- The product may be:-

A furniture workshop
Furniture Manufacturing
A building Construction Co.
Construction
Zambia Railways
Transport

Example 2: Many enterprises have several functions and in such a case, the product will should relate to the functions of the establishment where the respondent is closely associated.

Functions
Production

| | |
|---------------------|--|
| Dairy Produce Board | 1) Prepares Milk: Food Manufacturing
2) Sells milk to: Wholesale Trade
Retailers |
| Bata Shoe Company | 1) Manufactures: Manufacture of Shoes Footwear
2) Sells Shoes: Retail Trade |

In this case write the category of production with which a person is most associated with during the reference period.

Question 4: What is employment status

Self- Employed: Those persons who are not working for others for a wage or salary but run their own businesses, factories, workshops, farms and also do not employ others and pay them wages and salaries in their establishment are classified as self-employed. Ordinarily such persons will have their own place of business and determine their own hours of work and work program. These persons may do other peoples work by fixing an hourly rate or on the basis of the job itself. These could be partners.

The fact that members of a person's household may assist him in his work without receiving any remuneration does not alter his employment status as self-employed because he is not employing them. However, if he pays wages or a salary to any member of this household, in that cases he is employing that member and this relation (employer/employee) will then be the case.

Examples:-

- A subsistence farmer who does not employ outside labour in his farm except unpaid family workers will be treated as self-employed.
- An owner of a small family store run by himself is a self-employed.
- A marketeer or a street vendor is a self-employed person.
- A car mechanic running a small repair business on his own is self-employed.
- An owner of a small tea-shop or kiosk which he runs himself or with the help of his (unpaid) family members is a self-employed person.
- A cobbler or a carpenter running repair business without the help of others is self-employed.
- A tailor doing his business with no outside helper is self-employed.

-A contractor doing odd job repairs on his own is self-employed.

If a person works as a subsistence farmer and other members of household also have their own plots on the farm/holding and harvest separately and run as separate entities then each one of these will be subsistence farmers and each classified as **self-employed**. But if the rest of the members of the household work in the farm owned or controlled by the head and do not receive salary/wage, then they will be classified as **unpaid family** workers while the head or the one who controls/owns the farm will be classified as **self-employed**.

Employees are those person(s) who worked for others for a wage or salary which may be paid to them in cash or kind or partly in cash and partly in kind. Salesmen who worked for commission are also to be classified as employees.

Examples:

- A shop assistant
- A bartender (not the bar owner)
- A carpenter working for a contractor
- A miner
- A domestic servant, cook, gardener, security guards etc.
- A manager of a firm
- A mechanic working for pay in a garage

NOTE:

-All government workers and employees of parastatal and private organizations from an orderly right up to secretary to the Cabinet, Managing Directors, etc are employees.

-All full-time UNIP officials such as members of the Central Committee, Provincial Political Secretaries, District Governors etc, will be treated as employees.

-Ministers and other members of parliament having public funds as their main source of income will be considered as employees. Similarly, chairmen of service commissions and chairmen of parastatal organizations will be treated as employees.

Classify employees according to whether they government employees (2), parastatal employees (3), or private sector employees (4).

Government Employees are those employees who work for all organs of the government which includes: government ministries and departments, all levels of the law courts (supreme, high, magistrate, and local courts), the local government (district councils).

Parastatal Employees are those employees who work for firms/companies owned and/or controlled by the government or partly owned/or controlled by the government and partly by private. Such as Zambia Airways, Zambia Railways, PTC, Zimco companies, Zambia Sugar

Company, State shops (Mwaiseni Stores, National Homes Stores, etc), and so on.

Private Sector Employees are those employees who are employed in privately owned firms/companies such as shops, private butcheries, private farms, and other businesses owned by private individuals or companies, other airlines other than Zambia Airways, hair salons, restaurants, hotels, and so on as long as there is no government participation.

Employer are those person who run their own business and employ others in their establishment and pay them wages/salaries.

Remember do not include personnel managers/officers, managing directors (who are not owners) or any such people as employer if they are themselves employed. But a managing director of his/her own firm/company/business is an employer regardless of age, sex, education level, or income level.

Unpaid Family worker These are persons who normally assist in the family business or farm but do not receive any pay or profit for the work so performed.

All persons classified as 'self-employed' or 'employer' (non-agricultural) will need to specify enterprise details in section 6B. And also if there is an entry in columns for fishing and other non-farm enterprises in section 2B.

Question 5: Earnings from this this work including regular allowances and other income from the main job/business

The earnings referred to in this question are gross pay including regular allowances but before deductions. State the amount per unit in the box provided. Enter also the unit code in the next box as to whether these earnings are given per day, week, month or year.

For paid employees get gross salary/wage before tax but including allowances. For self-employed persons and employers get the income actually available to the household. That is the income which each member of the household or which he/she actually takes to the household or is at disposal of the household. That is after all business expenses are deducted or paid but before tax and what actually are accrues to the household as household income.

Question 7: Has...worked during last 7 days?

See definition of working in question 1.

For farmers, even if they did not physically work during the reference period (last 7 days) are to be classified as working here because farming is periodical.

In question 1 you were dealing with activity last 12 months i.e usual activity. Now you are coming to inquire about economic activity in the last 7 days. This 'last 7 days' is a reference period for current activity. By last 7 days we mean seven days immediately before the day of enumeration. For people in agricultural and allied operations (see question 1 for details), they will be classified as working if they performed the described activities (described in question 1) for at least one day in the proceeding week.

Question 8 & 9:

See question 1 for definitions.

Question 10: What is your current main job

See question 2

Question 12: What kind of product or service is produced in this current main job

See question 3

Question 14: What is your employment status?

See question 4

Question 15:

See question 5

Question 17: Do you also have a secondary job?

Secondary job refers to any other job apart from the current main job just recorded. A person may, for example, be employed in a regular job but be also running a business or may be running two or more businesses one of which was recorded as the current main job. In the first case, the business is the secondary job. In the other case, the other business(es) is the secondary job. If a person has more than one secondary job, then record the one that earns him/her the most income. If the income is the same, select the one where the person spends most of his time and effort. The other secondary jobs if are non-farm will be captured in section 6A (non-farm enterprises) and the income in section 2B.

Question 18: What is your main secondary job?

See question 2

Question 19: What type of product or service is produced in this job?

See question 3

Question 20: What was your employment status?

See question 4

Question 21: How much is earned from this job?

See question 5

Question 24: Did ... have a previous job?

Find out if the person has had a job before, whether they are now working or not. Previous main job should be a job other than current main job or job of during most of last 12 months.

If a person is now working and/or was working most the last 12 months, you are finding out if he/she had a job before the current one and/or the one of most of last 12 months. If a person is not working now, you are finding out if any time before, they had a job.

Question 25 & 26:

See question 2 and 3

SECTION 2B

OTHER SOURCES OF HOUSEHOLD INCOME

This section deals with all other sources of income other than salary/wage/profit from the public, parastatal and private sectors. Find out from the respondent how much income was realized from the different items for all household members in the last 12 months and record the response in the boxes provided. The questions should be asked for all household members 7 years or older.

Item 1: Sale of livestock & Poultry, livestock & poultry products

See chapter 4 for what is included as livestock and poultry. Record any income, not recorded in section 2A, from the sale of live livestock and poultry, meat, milk and milk products (like cheese, butter, etc.), hides and skins, eggs, etc. The item does not include income from sale of these products if they are part of general merchandise in a store. If that was the case, then the income would be included under 'other non farm enterprises'.

Item 2: Sale of hybrid maize

This item refers to income from sale of nontraditional maize.

Item 3: Sale of other food crops

Income from sale of other food crops other than hybrid maize, such as local maize, groundnuts, vegetables, fruits, etc.

Item 4: Sale of nonfood crops

Income from sale of such crops as cotton, tobacco, sunflower, etc.

Item 5: Other farming income

This item refers to incomes from such sources as bee-keeping, leasing of farm land, crocodile farming, hiring out tractors, fish farming, etc.

Item 1 through 5 refers to income derived from own agricultural activity/ies.

Item 6: Fishing

This item does not include fish that has been bought and then resold by any member of the household. It refers to fish caught from a river, lake, dam, or pond. Fish bought and resold will be included under 'other non farm enterprises'. Fish sold from fish farming will be under 'other farming income'.

Item 7: Other non-farm enterprises

This item includes such activities as baking and selling of buns and bread, carpentry, market trading etc.

Item 8: Rent received

This includes cash (as opposed to goods) received as rent for any houses or land owned (other than from agricultural land) and let out by any household member in the last 12 months.

Item 9: Remittances to the household

This item refers to income any household member may have received in form of cash and kind. Note that for remittances paid in kind you should impute the cash value.

Item 10: Transfer payments to household members

This may be incomes as pensions, scholarships, insurance etc. Note that for payment given in kind you should impute the cash value.

Item 11: Other sources

This item refers to income any household member may have from sources other than those classified in item 1 to 10, excluding salary/wage from the public, parastatal and private sectors.

HOUSING AND FACILITIES, HOUSING AMENITIESPoints to note:

- Twelve months ago means 'this time last year'- from the time of enumeration going backwards.
- A household could have existed 12 months ago but having lived in a particular dwelling for less than 12 months.
- Most questions are asked of MAIN source of the various items. Therefore, if household uses more than one source of a particular item, only pick out the main one.
- If code 2 is given in question 1; That is, the household did not exist 12 months ago, then all the questions that ask "twelve months ago" will not be applicable. N/A should be recorded in the second box.

SECTION 3

ACCESS TO FACILITIES.Question 1: How far is it to the nearest facility?

These facilities are those which are nearest to the household: irrespective of whether any member of the household uses them or not. In the first column for instance, you have to find out the distance to the nearest market from where the household stays, irrespective of whether the household's food and other commodities are purchased from there or not.

Example: A household living in Kabwata Estates purchases its supplies from Kamwala market which is further away than Kabwata Market. Then the distance you will record for the food market is that to Kabwata market even if the household does not use it.

In villages, the distance to the nearest facility can be obtained from a knowledgeable person like a school teacher, student, religious leader etc if the household head is ignorant.

Facilities referred to here need not be conventional ones. For example, if the nearest market is just a roadside one which is not an official market - that is the one to be recorded. Other examples are postal agencies as opposed to a fully fledged post office, a primary school that only goes up to grade four, a basic secondary school, a partial clinic, a bus stop that is not official, etc. Record the distance to the nearest facility whether this facility is conventional or not and being used by the

household or not.

If distance to the nearest facility is less than one kilometer away - then record 00 in the appropriate box.

Q2 to Q4 will not be asked for facility 7 (source of drinking water).

Q3 answer category 5 (not relevant) concerns those who do not use facility because there is no need for the household to use it, Ex. A household without school age children, will not need to use a school. But if they do have school age children then they should give either one of the answer categories 1 to 4 for that facility. If this question is answered then Q4 should not be asked.

Q4 'Public transport' includes UBZ transport, Mulungushi traveler, private buses and mini buses, pirate taxis, buses, trucks, etc. 'Provided by employer' is regardless of whether public, parastatal, or private employer.

Boat/water transport includes canoes, banana boat, pontoon, etc., whether they are public, parastatal, or private.

SECTION 4

MIGRATION

Question 1: Where was the household residing 12 months ago?

If a household seems uncertain about the period "12 months ago", then ask the question "Where was the household living this time last year" ?.

Question 2: Was this different locality/district situated in a rural or urban area?

The list of urban areas and townships is given in the appendix 3.

If a household is not sure of the district then ask for the name of the chief in whose area the household was living 12 months ago.

SECTION 5A

AGRICULTURE, HOLDING

Question 1: Was any member of the household engaged in any agricultural activity during the last agricultural season

See definition in chapter 4 for what constitutes agricultural activity.

Question 2: What is the total size of the holding

To households that have some official claim over some land, like those having title deeds issued

by the Department of lands or those that have letters from chiefs, etc. you can ask for the size of holding in a straight forward manner since they have this in their authorization letters. This means that you need to first find out if the household has such claims. This question is trying to find out 'potential' as well as 'active' agricultural land.

Where a household does not have some official claim over some land, size of the holding can be estimated by summing up the area under crop, total area of land delimited and supervised for livestock grazing purposes, land under poultry, and land under operated fish ponds.

AGRICULTURAL HOLDING

An agricultural holding is all land wholly or partly operated for agricultural purposes i.e., for growing of crops and/or raising livestock and/or raising poultry and/or fish farming. A holding may consist of one or more patches of land located in one or more separate areas. These patches of land are called parcels. Within one patch of land can be found one or more fields of various crops.

All parcels operated by the members of a household for the household should be considered as one holding. This means exclude parcels operated for other households.

To get the total size of the holding for one household add up:-

- parcels operated by members of the household for their own household for growing of crops.
- parcels operated by others but for members of this household for growing of crops.
- land specifically used for poultry, or livestock (where the land is delimited and supervised for livestock grazing purposes), or fish farming (essentially this means adding up the total area under operated fish ponds).

The following points should be observed in identifying a holding:

- a) Economic units engaged solely in hunting and trapping animals, forestry and logging and fishing are not agricultural holdings because these are not considered to be agricultural production activities.
- b) Economic units engaged in agricultural services are considered to be establishments rather than holdings.
- c) Some holdings for which land is not an essential factor of production may have little or no significant amount of land e.g. poultry hatcheries or certain other livestock production activities, are holdings.
- d) A given household may have only one holding.
- e) Holdings may be operated part-time.
- f) Open range land is not considered a holding. If, however, a specified area is delimited by fencing or other form of boundary demarcation and if its use is supervised, such land may be considered a "commercial grassland holding" and hence is considered as an agricultural holding owned by the household. It should consequently be included.

Question 3: Total area under crop

See chapter 4 on how to calculate total area under crop. Total in this question should be less than or equal to total in Q2.

The size can be given in hectare, acre or lima according to the unit of measurement the respondent use.

Remember that this is actual area under crop.

Be careful with the difference between acre and hectare.

SECTION 5B

AGRICULTURE, CROP PRODUCTIONQuestion 1.1 and 2.1 Did any member of the household plant any hybrid/local maize for grain during the 1990/91 season

Hybrid maize = nontraditional (local) maize. High yielding or early maturing or disease resisting types of maize like Pioneer, MM10, etc.

Local maize = traditional maize, usually replanted from own produce.

Find out from respondent whether any member of the household planted hybrid maize during 1990/91 agricultural season.

'For grain' means planted to be harvested dry. Excludes maize intended to be consumed or sold green. Green maize is included as a vegetable.

Question 1.2 and 2.2: Which members of the household grew hybrid/local maize during this season?

Because more than one member of the household could have grown this crop, the codes 1 for YES or 2 for NO should first be entered in the box provided for the head, then for the spouse and finally for other members of the household.

All the boxes should be marked with either a 1 for yes if that particular member of the household planted the maize, or a 2 for no if maize was not planted by that person. 'Other' is for any other member/s of the household as a group.

Question 1.3 and Q2.3: Did you harvest any hybrid/local maize from the area planted

Find out if any hybrid/local maize was harvested from the area planted. If not yet harvested, ask if they will harvest any. 'Harvested' includes what was consumed. Indicate the response in the box provided by entering 1 for yes or 2 for no.

Question 1.4 and 2.4: How many 90kg bags of hybrid/local maize did you harvest

Production/harvest of maize should be recorded in dried grain form of 90kg bags. Production of green maize, maize for stock feed and seed maize should be excluded. If harvest was in form of dried cobs, estimate what quantity it would be if it had been shelled. If not yet harvested, ask what they estimate to harvest.

Question 1.5 and 2.5: How many 90kg bags of hybrid/local maize did you sell

Record in dried grain form of 90kg bags. Or estimate the equivalent.

Question 3.1: Did any member of the household have cassava under production during the 1990/91 season

Find out if any member of the household had cassava under production during the 90/91 season. This includes all the cassava that was in the fields during the reference period (90/91 season) regardless of when it was planted.

Question 3.2 As in Questions 1.2 and 2.2.

Question 3.4: How many 90kg bags of cassava flour did you harvest

Find out how much cassava was harvested during the reference period and report this in flour form. Quantities of cassava harvested and sold should be recorded in flour form. If harvest and sale of cassava is given in other ways ex. in tuber form or in chips then you need to convert to flour form equivalents before recording. See appendix 5 for conversions.

SECTION 5C

AGRICULTURE, VEGETABLES

Question 1: Did any member of the household plant any vegetables during the 1990/91 season

Vegetables include leafy ones like rape and pumpkin leaves, tomatoes, onions, egg plant, impwa, pumpkins, potatoes (both types), green maize, cabbage, etc.

Question 2: Which members of the household grew vegetables during this season?

See SECTION 5B, question 1.2

Question 4 and 5: How much vegetables did you harvest/sell

Since vegetables are stored and sold in various units, you need to specify the type of vegetable and the unit of measure in the spaces and boxes provided. If a household planted more than 4 types of vegetables, classify them in groups, for ex. all green leafy vegetables in one space as 'green leafy vegetables' and then give the total quantities harvested/sold.

SECTION 5D: LIVESTOCK AND POULTRY

See chapter 4 for definition of the various livestock and poultry. Remember that we are asking for 'owned' ones.

SECTION 6A

NON-FARM ENTERPRISE, GENERAL INFORMATION

An establishment is an economic unit generally at a single physical location where business is conducted for ex. an office or a farm.

An enterprise is one or more establishments organized to carry out an economic activity under a common/same direct or indirect ownership. e.g.

- i) A dressmaking enterprise run by a woman household member with branches or establishments in Kitwe and Ndola.
- ii) A welding business
- iii) A fishing enterprise
- iv) A trading enterprise or marketeer/street vendor/selling at home, etc.

Make sure that any non farm enterprises which was/were recorded in section 2A by self-employed persons and employers and in section 2B as non farm enterprises should be described and also reflected or recorded as non farm enterprises in section 6 and all details of the 3 MOST important of those enterprises should be filled in section 6A and 6B.

The duration and size of the enterprise does not matter. Even if the enterprise operated for only one month or even less, it still needs to be recorded. If only one enterprise was operating, then just record that one.

Question 2: List the three most important non-farm enterprise activities in terms of their contribution to household income

Observe that we ask for the main activity, not the name of the firms. The main activity should be described on the lines provided. Codes will be entered in the office. The total number of enterprises operated by one household need not be exactly three. They may be none, one, or more than one in number.

Question 6: What was the main activity of this enterprise? See question 2

SECTION 6B

ENTERPRISE DETAILS

These details are to be got of the three most important enterprises which were listed in Section 6A.

Questions 4 and 5: How many years/months has this enterprise been in operation

For enterprises that are adhoc (on an irregular basis) add up the total number of days or months of the times it/they operated, if has been in operation for less than a year. If the enterprise has been in operation for more than a year then record the total number of years it/they have been in operation even if they are on an irregular basis.

Question 7 and 8: How many employees are/were working in this enterprise now/12 months ago

Record the number of employees excluding the owner.

Question 9, 10 and 11: Equipment used for this enterprise, bought and sold during the last 12 months

Equipment is a tool, item or something that is used in the operations of the enterprises. For example if a household uses a bicycle or vehicle to sell charcoal from place to place then the bicycle or vehicle is the equipment, and so on.

SECTION 7

HOUSEHOLD EXPENSES

Question 1: EDUCATION EXPENSES

The past school year refers to Primary and Secondary school calendar year. Past school year is the period January to December, 1990. In the case of household with more than one school going members, add up the amounts for each of the categories. Then enter the amounts to the nearest Kwacha in the boxes provided.

"School uniforms" include school shoes, socks, jersey/jacket and neck tie for school purposes.

For items bought for members of a household by nonmembers of the household - Record the cash value of those items in the appropriate boxes, and record the total value accruing to each person in Section 2B.

For example, if someone outside of the household bought school uniforms and paid school fees for two members of the household, record the total amount of school fees, and the cash value of the school uniforms in Q1 of this section (in the appropriate boxes) for both persons as a total. Plus add what the household itself spent on the same items. Then also ensure that the same amounts are recorded (or included) in column 9 of Section 2B (Remittances to the household) - against the names of person/s (or serial numbers) for whom those expenditures were made.

Question 2: How much was spent on books and stationery during the past school year

In case of a household with more than one school going member, add the amounts. Enter the amounts to the nearest Kwacha in the boxes provided.

Question 3: MEDICAL EXPENSES

"Medicines" include traditional medicines, those bought from shops/chemists etc.

Question 6 and 7: REMITTANCES

Remittances are transfers of cash or in kind from one household to another. We want to record the value given in Kwacha both for the remittances paid in cash or in kind. Thus you should give a rough figure of the value of remittances paid in kind.

In addition to the values, you are asked to give the approximate portions of these values paid to urban and rural areas. Give portions in percent.

Question 8: TRANSPORT

"Other kinds of transport" includes spending money on travelling for pleasure or business, to visit, attend a funeral, hiring a taxi etc.

SECTION 8A

FIXED HOUSEHOLD PROPERTIES AND ASSETSQuestion 2: What type of buildings does the household own?

Because the household can own more than one kind of buildings, you are supposed to enter code 1 for YES or code 2 for NO for each kind of building. This also includes owner-occupied dwellings.

SECTION 8B

All boxes should be recorded with responses. For row 3 (fishing boat/canoe/fishing net) circle the appropriate response.

SECTION 9

ANTHROPOMETRY

This section is to provide some information on nutritional or growth aspects of children. It is to be recorded of members of the household aged between three and sixty months only, regardless of whether or not they are children of the head of the household.

Question 1: SERIAL NUMBERS OF HOUSEHOLD MEMBERS SIXTY MONTHS OR YOUNGER

If a household has more than five children, use another questionnaire, indicate on the first page that this is the 2nd questionnaire of a total of 2 and enter the same Identification Particulars as on the first questionnaire.

In the second questionnaire you will of course just fill in information in section 09.

Question 2: SERIAL NUMBER FOR THE CHILD'S NATURAL MOTHER

This is the mother who actually gave birth to the child. It does not include step-mothers. If it is the same mother who has given birth to all the children listed, then enter the same serial number of this household member in the box provided for each of the children. The serial numbers are found in section 01. If the natural mother is not a member of the household (i.e. they divorced, she died etc), then enter zero (0) in the box corresponding to the child whose natural mother is not a member of the household.

Question 7: WEIGHT

Your supervisor will demonstrate to you on how to measure the weight of the child/children using weighing scales and baby carriers. The supervisor will also demonstrate how to adjust the

weighing scale to zero. Round down to the nearest 0.1kg.

Question 8: HEIGHT

Measure the height(s) of children. Again your supervisors will demonstrate how to measure height/length using the measuring boards provided. Height should be given in cm.

APPENDICES

CONVERSION TABLE FOR CASSAVARAW CASSAVACASSAVA CHIPS

| <u>Standard bags</u>
<u>Raw cassava</u> | cassava flour | | 50 kg bags | cassava |
|--|-------------------|-----------|------------------|-----------------------|
| | <u>90 kg Bags</u> | <u>Kg</u> | <u>Dry chips</u> | <u>flour</u> |
| | | | | <u>90 Kg</u> |
| | | | | <u>Bags</u> <u>Kg</u> |
| 1/4 | - | 14 | 1/4 | - 12 |
| 1/3 | - | 18 | 1/3 | - 17 |
| 1/2 | - | 27 | 1/2 | - 25 |
| 2/3 | - | 39 | 2/3 | - 33 |
| 3/4 | - | 41 | 3/4 | - 37 |
| 1 | - | 54 | 1 | - - |
| 2 | 1 | 18 | 2 | 1 10 |
| 3 | 1 | 72 | 3 | 1 60 |
| 4 | 2 | 36 | 4 | 2 20 |
| 5 | 3 | - | 5 | 2 80 |
| 6 | 3 | 54 | 6 | 3 30 |
| 7 | 4 | 18 | 7 | 3 80 |
| 8 | 4 | 72 | 8 | 4 40 |
| 9 | 5 | 36 | 9 | 5 - |
| 10 | 6 | - | 10 | 5 50 |