

1.0 Background

The Nigeria efforts at monitoring and evaluation of national poverty programmes and policies started with the analysis of a series of National Consumer Expenditure Surveys. This effort led to assessment of poverty in Nigeria over the period of sixteen years from 1980-1996. National Consumer Surveys have been part of the survey programme of National Bureau of Statistics.

The first National Consumer Survey was undertaken in 1974. This was followed by annual surveys from 1980 to 1985, but the annual surveys of 1981-1984 were smaller in size than others. A five-yearly National Consumer Survey was programmed with effect from 1985 which led to the implementation of 1992 and 1996 rounds. The National Consumer Survey was initially intended to provide information on the expenditure pattern of household consumption.

A new dimension to the use of the data set from the survey came in 1992 when the World Bank proposed a poverty analysis for Nigeria using consumer expenditure surveys. This led to the analysis of National Consumer Surveys data sets for 1980, 1985, 1992 and 1996. The analysis led to the publication of the report on poverty trend on Nigeria titled "poverty Profile for Nigeria 1980-1996". The report was formally launched in April 1999. This report has since served as an important monitoring and evaluation document at various levels of governments in Nigeria. The poverty statistics in the report had helped the various levels of government in designing governments' anti-poverty programmes and policies.

The Nigeria Living Standard Survey (HNLSS) 2003/2004 was an enlarged scope of previous National Consumer Surveys and also a follow-up of National Consumer Surveys (NCS) 1995/96. The scope of the HNLSS 2003/04 was enlarged to include: Demography; Health; and Fertility behaviour, Education and Skills/Training; Employment and Time-use; Housing and Housing Conditions; Social Capital, Agriculture; Household Income and consumption and Expenditure. The survey apart from updating the findings of the early rounds also guided in the performances of the various Government programmes/policies, such as National Economic Empowerment and Development Strategy (NEEDS); National Poverty Eradication Programme (NAPEP) and the Millennium Development Goals (MDG) in areas of Poverty Reduction and Improvement of Standard of Living. Two Statistical reports (Nigeria Living Standard Survey Report 2004 and the Poverty Profile of Nigeria 1985-2004) were produced to assist various levels of government to evaluate and monitor their social and economic programmes. The Department for International Development (DFID) also gave funding and technical support. The Federal Government of Nigeria represented by National Bureau of Statistics implemented the survey by providing professional leadership.

The Nigeria Living Standard Survey 2008/09 is a follow-up of the previous round and also to provide an update on poverty situation in Nigeria. It will serve as a good comparison with the HNLSS 2003/04. It will also provide current measures of levels of poverty and welfare at national and sub national levels thereby addressing the recent strengths and weaknesses of government policies and programmes, especially NEEDS, SEEDS, Nigerian Version of MDG and Federal Government 7-point Agenda of the present Administration.

1.2 Objectives of the survey

The survey has the following objectives: -

- To provide information on patterns of households consumption and expenditure at a greater level of disaggregation.
- In combination with earlier data from the NCS to give a data base for national and state planning and for the estimation of consumption as a proportion of household production.
- To give an in-depth enquiry into the structure and distribution of wages and conditions of work of the country's labour force
- To provide comprehensive benchmark data for use in the compilation of current statistics on average earnings, hours of work, and time rates of wages and salaries so as to indicate wage/salary differentials between branches of industry, geographic regions, occupations and the sexes.

The information gathered from this survey would generally aid decision makers in the formulation of economic and social policies by: -

- Identifying target groups for government assistance;
- Constructing models to stimulate the impact of the various policy options on individual groups;
- Analysing the impact of decisions that have already been implemented and of the economic

situation on living conditions of households; and

- Monitoring and evaluating employment policies and programmes, income-generating and maintenance schemes, vocational training and other similar programmes. The joint measurement of employment and income provides the basis for analysing the adequacy of employment of different categories of workers and the income-generating capacity of employment-related economic hardships.

1.3 Users

The information generated by this survey will be used for planning and programming by government ministries, International development organisations and Non-governmental organisations.

1.4 Confidentiality

The respondent must be assured that information they furnish will be confidential and will not be divulged to any unauthorised persons. Under no circumstances will the information be used for any purpose other than meeting the objectives of the survey. No individual-level information will be analysed. The enumerator should emphasize this point to the respondent. In this connection, enumerators must also make sure that completed questionnaires are handled with the greatest of caution.

CHAPTER TWO

MAIN SURVEY DESIGN

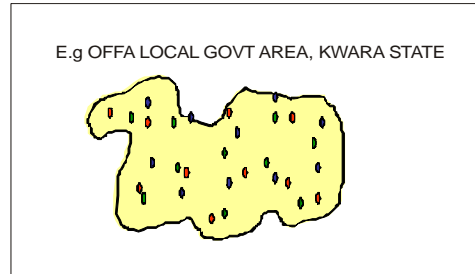
2.1. Coverage

The survey will cover all the 36 states of Federation including Federal Capital Territory. All the 774 LGAs of the country will be canvassed, both urban and rural areas.

2.3. Sample design

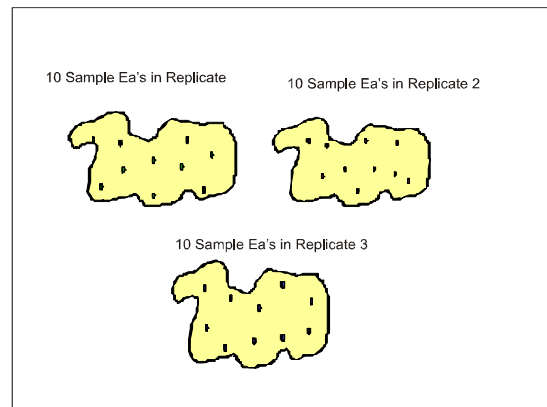
The frame of EAs demarcated by the National Population Commission (NPopC) for the 2006 Housing and Population Census will be used for the survey. The Reporting Domain for the HNLSS is the LGA, however there will be aggregates at sub-national level (such as Federal Constituencies, Senatorial Districts, States) and National level.

30EAs selected per LGA
These EAs were selected into 3 replicates
Each replicate contain 10 EAs
Each replicate could represent an LGA
Any one replicate to be picked per LGA



Two-stage sample design will be adopted for this survey in which Enumeration Areas (EAs) constitute the first stage/Primary Sampling Units (PSUs) and Households (HHs) form the second stage/Secondary or Ultimate Sampling Units (USUs). A complete listing of Housing Units and Households in each selected EAs will provide the frames of Households (HHs) for the second stage selection in selected EAs.

The HNLSS Questionnaires are in two parts namely; Part A (Household Roster and Characteristics) while Part B (Household Consumption Expenditure and Income). For Part A, 10 EAs will be selected per LGA for study and these will cover all the 774 LGAs in the country while ten (10) HHs will be systematically selected in each EA and HNLSS Household Questionnaire will be administered on them. In all, 100 households will be canvassed per LGA while 77,400 HHs will be covered nationally. For Part B, the design is essentially the same as for Part A except for the number of HHs that will be studied per EA will be less. Five (5) HHs per EA will be canvassed using HH consumption Questionnaire. These 5 HHs will be systematically selected from 10 HHs for Part A. One (1) EA will be canvassed in every month in each LGA for a period of 10 months. A total of 50 households will be canvassed per LGA while nationally, 38,700 HHs will be covered from 7,740 EAs across the country.



2.4. Survey instrument

Four main instruments will be used: -

- Questionnaire Part A: Household Roster and characteristics
- Questionnaire Part B: Household Consumption Expenditure and Income
- The Diary Record Book
- Manuals of instruction

2.5. Publicity

Publicity will be mounted to create awareness among stakeholders and respondents

Modes of publicity:

- stakeholders Workshop
- Press releases/conferences
- Advertisement in print and electronic media
- Letter of introduction to LGA Chairpersons/Community Leaders
- Souvenirs e.g. Stickers, Cap, T-shirts, Bags etc will also be used for publicity

2.6. Pilot Study

The Pilot was conducted and concluded between July 11th and September 10th, 2008

2.7. Training for Fieldwork

Two levels of training will be conducted

- 1st level training at NBS Headquarters, Abuja (TOT)
- 2nd level training at 6 NBS zonal Offices

1st level training: Trainees include:

- 32 Trainers for 2nd level training
- 37 Monitors
- 6 Coordinators
- 37 Independent Monitors
- 6 Zonal independent consultant
- 1 national independent

Training will last for 5 days

Second level training for field staff includes the following.

- Interviewers, Supervisors, Scrutiny Officers, State Officers and Zonal Controllers from NBS zonal/state offices and staff of state statistical agencies
- Training will take place in the six NBS zonal offices
- 1094 Field staff will be trained for data collection
- Zonal distribution of field staff will be as follows:
 - South – East (134)
 - South – South (176)
 - South – West (194)
 - North – Central (170)
 - North – East (158)
 - North – West (262)

Breakdown of the above figures is contained in Table 1

6 key senior NBS headquarters staff will coordinate the training at the Zones. The training will last for six (6) days.

Table 1a: Distribution of anticipated number of Enumerators and Supervisors by state: South East zone

S/N	STATE	LGA	EA	HHs	Sup	Enum
1	ABIA	17	170	1700	4	22
2	ANAMBRA	21	210	2100	6	26
3	EBONYI	13	130	1300	4	16
4	ENUGU	17	170	1700	4	22
5	IMO	27	270	2700	8	32
6	DELTA	25	250	2500	8	30
	SUB TOTAL	120	1200	12000	34	148

Table 1b: Distribution of anticipated number of Enumerators and Supervisors by state: South South zone

S/N	STATE	LGA	EA	HHs	Sup	Enum
1	CROSS RIVER	18	180	1800	6	22
2	BAYELSA	8	80	800	2	12
3	AKWA IBOM	31	310	3100	8	40
4	RIVERS	23	230	2300	6	28
	SUB TOTAL	80	800	8000	22	102

Table 1c: Distribution of anticipated number of Enumerators and Supervisors by state: South West zone

S/N	STATE	LGA	EA	HHs	Sup	Enum
1	EKITI	16	160	1600	4	20
2	LAGOS	20	200	2000	6	24
3	ONDO	18	180	1800	6	22
4	OGUN	20	200	2000	6	24
5	OSUN	30	300	3000	8	36
6	OYO	33	330	3300	10	40
7	EDO	18	180	1800	6	22
8	KWARA	16	160	1600	4	20
	SUB TOTAL	171	1710	17100	50	208

Table 1d: Distribution of anticipated number of Enumerators and Supervisors by state: North Central zone

S/N	STATE	LGA	EA	HHs	Sup	Enum
1	NASARAWA	13	130	1300	4	16
2	FCT, ABUJA	6	60	600	2	8
3	BENUE	23	230	2300	6	28
4	PLATEAU	17	170	1700	4	22
5	KOGI	21	210	2100	6	26
6	NIGER	25	250	2500	8	30
7	BAUCHI	20	200	2000	6	24
	SUB TOTAL	125	1250	12500	36	154

Table 1e: Distribution of anticipated number of Enumerators and Supervisors by state: North East zone

S/N	STATE	LGA	EA	HHs	Sup	Enum
1	ADAMAWA	21	210	2100	6	26
2	TARABA	16	160	1600	4	20
3	YOBE	17	170	1700	4	22
4	GOMBE	11	110	1100	4	14
5	BORNO	27	270	2700	8	32
	SUB TOTAL	92	920	9200	26	114

Table 1f: Distribution of anticipated number of Enumerators and Supervisors by state: North West zone

S/N	STATE	LGA	EA	HHs	Sup	Enum
1	SOKOTO	23	230	2300	6	28
2	JIGAWA	27	270	2700	8	32
3	ZAMFARA	14	140	1400	4	18
4	KADUNA	23	230	2300	6	28
5	KANO	44	440	4400	12	52
6	KATSINA	34	340	3400	10	40
7	KEBBI	21	210	2100	6	26
	SUB TOTAL	186	1860	18600	52	224
GRAND TOTAL		774	7740	77400	220	950

Table 2a: Distribution of actual Field Staff by Zone, State, LGA and Allocation of EAs per Team For Part A

ZONE	STATE	LGA	EAs	HHs Part A	SUP.	ENUM.	Number of interviewers in teams			Total No of Teams	Allocation of EAs per Team
							3*	4*	5*		
SOUTH EAST	ABIA	17	170	1700	4	20			4	4	42,42,43,43
	ANAMBRA	21	210	2100	6	24		6		6	35, 35, 35, 35, 35, 35
	EBONYI	13	130	1300	4	14	2	2		4	29,29,36,36
	ENUGU	17	170	1700	4	20			4	4	42,42,43,43
	IMO	27	270	2700	8	30	2	6		8	27,27,36, 36, 36, 36, 36, 36
SUB-TOTAL		95	950	9,500	26	108					
SOUTH SOUTH	AKWA IBOM	31	310	3100	8	36	2		6	8	26,26,43, 43, 43, 43, 43, 43
	BAYELSA	8	80	800	2	10			2	2	40,40
	CROSS RIVER	18	180	1800	6	20	4	2		6	27,27,27,27,36,36
	DELTA	25	250	2500	8	28	4	4		8	26,26,27,27,36,36,36,36
	EDO	18	180	1800	6	20	4	2		6	27,27,27,27,36,36
	RIVERS	23	230	2300	6	26	2		4	6	27,27,44,44,44,44
SUB-TOTAL		123	1,230	12,300	36	140					

ZONE	STATE	LGA	EAs	HHs Part A	SUP	ENUM.	Number of interviewers in teams			Total No of Teams	Allocation of EAs per Team
							3*	4*	5*		
SOUTH WEST	EKITI	16	160	1600	4	18		2	2	4	36,36,44,44
	LAGOS	20	200	2000	6	22	2	4		6	28,28,36,36,36,36
	OGUN	20	200	2000	6	22	2	4		6	28,28,36,36,36,36
	ONDO	18	180	1800	6	20	4	2		6	27,27,27,27,36,36
	OSUN	30	300	3000	8	34	3		5	8	26,27,27,44,44,44,44,44
	OYO	33	330	3300	10	38	6		4	10	26,26,26,26,27,27,43,43,43,43
SUB-TOTAL		137	1,370	13,700	40	154					
NORTH CENTRAL	KOGI	21	210	2100	6	24		6		6	35, 35, 35, 35, 35, 35
	KWARA	16	160	1600	4	18		2	2	4	36,36,44,44
	NASARAWA	13	130	1300	4	14	2	2		4	29,29,36,36
	NIGER	25	250	2500	8	28	4	4		8	26,26,27,27,36,36,36,36
	PLATEAU	17	170	1700	4	20			4	4	42,42,43,43
	BENUE	23	230	2300	6	26		2	4	6	27,27,44,44,44,44,44
	ABUJA(FCT)	6	60	600	2	6		2		2	30,30
SUB-TOTAL		121	1,210	12,100	34	136					
							3*	4*	5*		
NORTH EAST	ADAMAWA	21	210	2100	6	24		6		6	35, 35, 35, 35, 35, 35
	BAUCHI	20	200	2000	6	22	2	4		6	28,28,36,36,36,36
	BORNO	27	270	2700	8	30	2	6		8	27,27,36,36,36,36,36,36
	GOMBE	11	110	1100	4	12	4			4	27,27,28,28
	TARABA	16	160	1600	4	18		2	2	4	36,36,44,44
	YOBE	17	170	1700	4	20			4	4	42,42,43,43
SUB-TOTAL		112	1,120	1,200	32	106					
NORTH WEST	JIGAWA	27	270	2700	8	30	2	6		8	27,27,36,36,36,36,36,36
	KADUNA	23	230	2300	6	26	2		4	6	27,27,44,44,44,44,44
	KANO	44	440	4400	12	50	5		7	12	26,26,26,27,27,27,44,44,44,44,44,44,44
	KATSINA	34	340	3400	10	38	6		4	10	26,26,27,27,27,27,45,45,45,45
	KEBBI	21	210	2100	6	24		6		6	35, 35, 35, 35, 35, 35
	SOKOTO	23	230	2300	6	26	2		4	6	27,27,44,44,44,44,44
	ZAMFARA	14	140	1400	4	16		4		4	35, 35, 35, 35
SUB-TOTAL		186	1860	18600	52	210					
Grand-TOTAL		774	7740	77400	220	854					

For effective training 2 centres will be used for the training at zones, and different training techniques will be use. Each training centre will be manned by a minimum of 2 trainers. Text will be conducted and 2 field staff will be dropped this will be based on performance

Fieldwork Arrangement

Household Interviews will be conducted as follows:

Roving teams of supervisors and interviewers will be used

A team will be made up of 1 supervisor and at least 2 interviewers

Number of teams per state depends on the number of LGAs in the state as shown in the table

Field work to last for 35 days in the state

NOTE

MoU to be signed by all field and data processing staff. Penalty to be meted out to uncommitted field and data processing staff. Penalty to include Query, non-payment of field and data processing allowances, retrieval of allowances already paid etc.

Replacement Procedures for Substituted EAs.

EA replaced (substituted) must necessarily be from

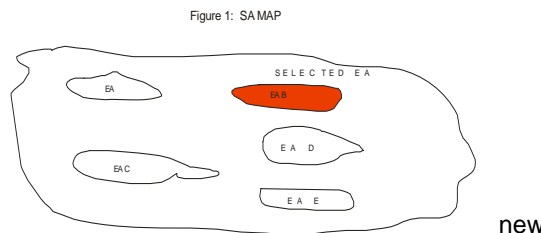
Same supervisory area (SA) see figure 1

Or same locality/community

Or same Local Government Area (LGA)

Or same Federal constituency

Or same Senatorial District in that order



This ensures new EA having linkage with previous one. All the

E.As and old ones must be documented and sent to Data processing centers in the Zonal offices

ICT Department in and FSM Department, Abuja

Table 3: Format for documenting the new and old E.As replaced.

ZONE _____		STATE _____			LGA _____						
S/N	OLD EA RIC	OLD EA NAME	OLD EA CODE	OLD EA LOCALITY/COMM	OLD EA LGA	RETAI NED OLD EA RIC	NEW EA NAME	NEW EA CODE	NEW EA LOCALITY/COMM	NEW EA LGA	REAS ON(S) FOR SUBTI TUTIO N

Treatment of Non-response

(i) Moved-away -Housing units are listed and selected to avoid missing households

(ii) Not-at-home -More visits are allowed.

(iii) Refusal -Can be replaced with the help of the supervisor.

Monitoring of Fieldwork

There will be 2 levels of monitoring.

At both levels, monitoring exercise will be carried out by NBS headquarter staff, zonal controllers and state officers, Interested stakeholders, Independent monitors

Monitoring officers to ensure compliance with retrieval schedule at the time of the visit

Two (2) copies of report on monitoring will be submitted to D (CSD) and HOD (FSM)

Each level of monitoring exercise will last for 6 days

Coordination

Key senior staff of NBS will coordinate the survey on zonal basis

Activities to be coordinated will include:

- Zonal training
- Fieldwork
- Retrieval

Retrieval

Retrieval of records will be done on weekly basis for part A where the completed questionnaires retrieved will be properly edited and forwarded to NBS zonal offices for data processing (Scanning). Records will be batched EA by EA and by LGA. Retrieval for Part B will be done on monthly basis within the ten (10) months period of the survey. All records are to be properly edited before sending to the zones. The scanned data will be sent to NBS headquarters in Abuja for analysis and report writing.

2.4 Data collection and data entry teams

The constitution of a team will be 1 Supervisor and 2 Interviewers.

The Supervisor is the team leader and is responsible for overseeing, monitoring and, where necessary, correcting the work of the interviewers and the data entry operator. In addition, he is responsible for managing the team's equipments.

The Interviewers in the teams are responsible for conducting Household interviews and work in separate EAs. They will complete both parts A & B questionnaires.

For Part A: Interviewers are to conduct all interviews in selected households. Interviews must be conducted at the discretion of respondents to minimize response burden

For Part B: Identify person within household who will be trained to record expenditures made by household and the use of household diary record booklet for daily consumption / expenditure to support interview

For Household Diary Record booklet: There will be 4 interviewer visits to each selected household at minimum of 7-day intervals in a cycle of 30 days.

During the first visit a literate person, already identified in each urban household will be trained to record all subsequent expenditures made by the household and to submit the diary to the interviewer on his next visit for entry into the appropriate sections.

Where a household has no literate member, the enumerator will make daily visits to the household to record all expenditures in the diary meant for the household. Throughout the period of the survey, interviewers will work in separate EA.

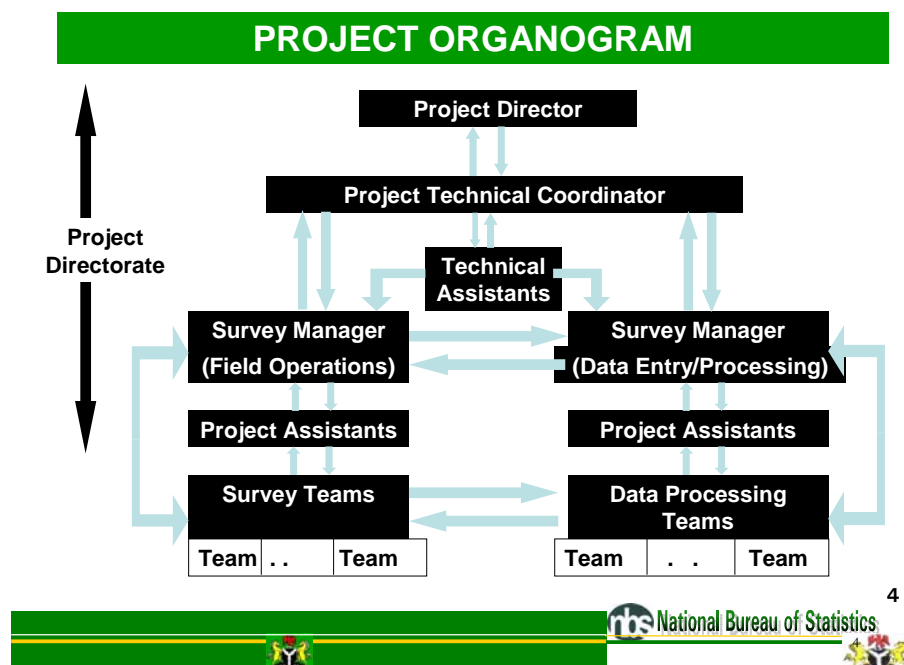
CHAPTER THREE

ORGANISATION OF THE SURVEY

The Harmonized Nigeria Living Standard Survey (HHNLSS) is a large National Survey which will cover all states including FCT, Abuja and all the 774 LGAs. An estimated 7,740 EA, will be canvassed and an estimated 77,400 HHs will be interviewed with over 550 staff for the fieldwork

The successful execution of HHNLSS requires careful planning and organization, Hence, HHNLSS will be conducted by a Project Directorate to be assisted by a team of technical officers.

3.1 The Project Organogram is as shown below:



3.2 The Project Directorate

The Project Directorate is composed of: -

- The Project Technical Co-ordinator: He is responsible for the administration of the survey; implementation of its broad guidelines, direction of the work of the Directorate; authorising expenditures; and making the necessary contacts for the smooth running of the project. He is generally responsible to the Director General, who is the Project Director for the conduct of the survey. He should be assisted by two(2) survey managers:
 - (1) Survey Manager (Field Operations)
 - (2) Survey Manager (Data Entry/Processing)
- The Survey Manager acts as assistant to the Project Technical Co-ordinator in the conduct of the survey. He trains Field Staff, keeps in touch with the survey teams and sees to it, by frequent visits to the field, that instructions for completing the questionnaires are followed. He must be ready to give prompt and appropriate solutions to any technical or other problems that may arise in the field. He should be assisted by project assistants
- The Survey Manager (Data Entry/Processing) is responsible for the design of the data entry software and data processing programmes. He is to ensure that all supervisors and data entry operators follow all instructions for running the programmes and for the efficient use of the microcomputers. Assisted by project assistants

- Project Assistants: One of these is responsible for Data Processing team and the others for survey team. They assist the Survey Managers in their duties.
- The Project Directorate is assisted by a team of technical officers. The most senior assists in the administration of the Secretariat while the others are stand-by supervisors.

3.3 Data collection and data entry teams

The constitution of a team will be 1 Supervisor and 2 Interviewers.

The Supervisor is the team leader and is responsible for overseeing, monitoring and, where necessary, correcting the work of the interviewers and the data entry operator. In addition, he is responsible for managing the team's equipments.

The Interviewers in the teams are responsible for conducting Household interviews and work in separate EAs. They will complete both parts A & B questionnaires.

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During the first visit a literate person, already identified in each urban household will be trained to record all subsequent expenditures made by the household and to submit the diary to the interviewer on his next visit for entry into the appropriate sections.

Where a household has no literate member, the **enumerator** will make daily visits to the household to record all expenditures in the diary meant for the household. Throughout the period of the survey, interviewers will work in separate EAs.

NOTE: Since the cyclic period of 30 days might start on different dates in different EAs, then, these days should not be assumed as actual calendar dates

3.2 FIELD STAFF

3.2.1 The Roles of Interviewer

The success of any survey depends on each interviewer's ability to collect accurate information from the respondents. Your role as an interviewer is crucial to the survey. The quality of the data to be collected will be determined by the quality of your work. You should keep in constant touch with your supervisor and inform him/her of any problems you encounter in your work in the field.

Therefore, the role of the interviewer includes the following:

- (i) Locating structures and housing units in the sample Enumeration Areas (EAs) which are assigned to him/her by the supervisor.
- (ii) Identifying all persons in each household and conducting interview with them.
- (iii) Carrying on the interviews in accordance with the procedures described in the manual.
- (iv) Read all questions exactly as they appear in the questionnaire.
- (v) Checking the completed records so as to be sure that all questions were asked and the response were neatly and legibly written.

- (vi) Visiting again the households for which information on some members were not available at the first visit.
- (vii) Verifying questionnaires completely before handing them over to the supervisor and before leaving the locality

3.2.2 Building rapport with the respondent

The respondent's first impression of the enumerator determines his/her willingness to cooperate in the survey.

- Introduction. To introduce himself/herself, the enumerator will clearly state his/her name, show the enumerator's identification card and request politely to talk to the head of the household/family.
- First Impression. When an enumerator is approaching a respondent for the first time he/she should: -
 - a) Choose words that will make the respondent feel free and at ease for the interview.
 - b) Open the interview with a smile and salutation:

"Good Morning Sir/Madam, my name is (NAME). I am an interviewer of the National Bureau of Statistics. We are conducting a survey on the household's welfare. Your household has been selected through a random sampling process and we would like to interview you about your household's welfare."

- c) Proper clothing and attire are strictly required as a sign of respect to the respondents and to represent properly the institution hiring the enumerator for the survey.
- Neutrality during Interview. Most respondents are polite and will tend to give answers they think the enumerator wants to hear. It is therefore very important that the enumerator remains absolutely neutral as he/she asks questions. The enumerators should not either by facial expression or by tone of voice allow the respondent to think he has given the right or wrong answers to the questions.

NOTE

Checking the completed questionnaire

- After finishing each interview, you must verify that all the sections have been filled out correctly and legibly. You must make sure that you have recorded the required information for all the household members indicated in each section.
- This must be done immediately after the interview before you hand over the questionnaires to your supervisor and, most importantly, before leaving the EAs.
- Although you may correct minor errors if you have written down the **answers badly, you must never under any circumstance make any other changes in the completed questionnaire without asking the respondents the same questions again. Do not copy** the information you have collected into a new questionnaire. At the end of each day's work, all filled questionnaires must be submitted to your supervisor for editing. **Errors detected must be corrected during your next visit to the households.**
- You should always follow the advice given to you by your supervisor who is the representative of the Project Directorate at the state level. He will assign you work at the beginning of each cycle of the survey.
- You are to inform the supervisor on any problems/difficulties encounter. For instance, if you do not understand a procedure or the meaning of a question in the questionnaire, you should ask your supervisor for an explanation.
- You will be provided with the following materials for use in carrying out the interviews: -
 - Calculator
 - Instruction Manual
 - Lead pencils and erasers
 - Tape measure
 - Identification card which identifies you as an employee of the NBS.

You are solely responsible for keeping these working materials in order.

3.2.3 The Roles of Supervisors

The major responsibilities of the supervisors are;

- (I) To contact local authority Officials in the areas assigned to a team to gain their co-operation.
- (ii) To locate the E.As (slum and non-slum) assigned to his/her team.
- (iii) To assign works to interviewers and provide working materials.
- (iv) To continue training the interviewers on the job if necessary.
- (v) To check the quality of the work of each interviewers through skim and spot checks. He/she will make random visits to some of the households that interviewer has already interviewed to make sure that him/her went to the correct addresses.
- (vi) To maintain the morals of the interviewers so that they work in cheerful atmosphere.
- (vii) To observe three or more of the enumerator interviews in a cycle to evaluate the method of asking questions. Enumerator should not be informed in advance.
- (viii) To help the interviewers to resolve problems he/she may have with locating households or with difficult respondents.
- (ix) To examine in detail, all questionnaires completed by the interviewers and verify that each interview has been carried out properly and in full.
- (x) To meet with each interviewers on daily basis to discuss performance and future assignments, and make regular reports to the Project Directorate on performance from the field.
- (xi) To write a comprehensive report of the data collection in his/her team

3.2.4 The role of Scrutiny Officers/State Statistical Agency

- (i) It is the responsibility of the scrutiny officer to scrutinize, edit and code, where necessary, the two questionnaires, using the editing manual as guide.
- (ii) No decision other than those specified in the editing guideline should be taken by the officer
- (iii) The scrutiny officer/state statistical agency should ensure the quality of data collected right in the E.As and effect corrections where necessary before leaving the E.As.

Generally speaking, Data and Scrutiny exercise includes the following:

3.2.5 Scope of Scrutiny Officers/State Statistical Agency

- (i) **Consistency Checking:** for instance, the number of women eligible for interview in HH12 of Household questionnaire must be equal to the women actually interviewed in the women questionnaire.
- (ii) **Unreasonableness of data:** The magnitude of the data collected in respect of some variables may become doubtful. Such doubt could arise from past knowledge. For example If a woman aged 55years is entered as eligible to answer women questionnaire, such a data is liable to suspicion, hence it needs to be checked.
- (iii) **Omission:** Editing sometimes, involves making imputations for missing information especially in cases where other information in the same questionnaire or in other questionnaires within (say) the same enumeration areas could help one to arrive at the missing information . For instance, if the number of eligible women for women questionnaire is not given in HH12, this can be found in the circled line number in question HL6.
- (iv) **Double Entries:** Some questions allow for circling of one code, therefore double entries are wrong in such cases and they should be corrected. However, care needs to be taken to determine, the correct entry.

- (v) **Wrong Coding:** Editing exercise also provides an occasion for correcting, especially, glaring errors of coding from the field.
- (vi) **Transcription Errors:** Errors can arise in the process of copying information from one part of the questionnaire to another. The editor must watch out for this.
- (vii) **Computational Errors:** Computation must be carefully done to avoid making mistakes.

3.2 .6 The Roles of State Officers

- (i) The State Officer co-ordinates the totality of the activities of the survey in his/her state.
- (ii) He/she will make contact with the district head and relevant authority of the E.As that will be canvassed.
- (iii) He/she will ensure relevant intervention whenever that is necessary in order to get the co-operation of the respondents.
- (iv) He/she will help the field staff to solve whatever problem(s) they may encounter in the field.
- (v) He/she will ensure compliance to retrieval time-line.
- (vi) He/she must submit both technical and administrative reports of the operation in his/her state
- (vii) He/she must work together with the scrutiny officer to ensure proper editing.

CHAPTER FOUR

INTERVIEWING PROCEDURES

4.1 Arrival in the community

The team will arrive in the community a day before the start of the survey. Accompanied by the interviewers, the supervisor will visit the chief and other prominent individuals to explain the purpose of the survey and introduce the members of the team and discuss the survey program.

4.2 Finding the address

First, you should look for the address written on the first page of the questionnaire and make sure that it is the household of the head indicated on the sample household sheet. Sometimes you may have difficulties in finding a household. You may be unable to find either the dwelling or the household:

- The dwelling at the address may be abandoned, the household having moved without being replaced by another,
- The household of the head whose name is on the sheet may have left and another household may be living in the dwelling.

If any of these happens, you should stop and ask for advice from your supervisor.

4.3 Explanation of the survey

When you enter a household the first thing you should do is to greet every one, introduce yourself and say that you are working for the government. You should automatically show your interviewer's card in all cases.

Interviewer must explain that: -

- You are conducting a survey of Nigerian and non-diplomatic households living in Nigeria, and that the purpose is to find out about the present patterns of household consumption and expenditure, employment, and living conditions in the country. The survey is thus very important for planners to know how to improve the quality of people's living standards.
- The communities and the households that will be interviewed have been selected at random. Other neighbouring communities and households have been selected in the same way.
- The survey is not concerned in any way with taxes, and all the information recorded will be regarded as confidential and covered by the obligation of statistical secrecy.
- The survey will be done in stages: each interview taking place 7 days apart. Daily visits will be required if the household is illiterate and cannot keep a diary of expenditures.

You should frequently remind the respondent of the purpose of the survey and of the fact that the data obtained will be kept confidential. This is very important at the beginning of each visit. As several people are interviewed on each visit, these reminders must be given to each of them in turn. You must also ensure that the interpreters understand the confidential nature of the interviews. If you are accompanied by a supervisor or a member of the Project Directorate, you should introduce him/her at the beginning of each interview. Explanations play a great part in the willingness of people to reply to questions.

4.4 Use of interpreters

When you first enter a household, you must find out whether you will need an interpreter or not. If no one in the household speaks English well enough to interpret and none of the team members speaks the language of the household, you must ask the household to choose someone (for instance, a friend, a neighbour or a relative) to interpret for the interviewer. This person should be someone who speaks English well and is trusted by the household, since the questions are confidential.

You should be aware that in either case certain problems could arise from the use of interpreter:-

- It is difficult to know how good the translation is. It is possible that the respondent's friend who speaks English does not speak it well enough to translate everything said during the interview, and he will not want to admit it.

If you find that the replies do not correspond to the questions, try tactfully to help the interpreter or to replace him. You could for instance, suggest that interpreting is a very tiring job, and that the interpreter should take a rest while someone else carry on. Or you might say that you have already taken up too much of his (interpreter's) time, and that the job should be shared among a number of people.

- Another difficulty often encountered is that the interpreter is so familiar with the household that he starts to answer for the respondent without directing the question to him (respondent). In such a situation you must politely remind the interpreter that it is the respondent that has been chosen for the interview, and that it is only his/her answers that you can write in the questionnaire.

4.5 Filling out the survey information sheet

The SURVEY INFORMATION SHEET covers the first two pages of the questionnaire. There are a number of different parts which must be filled out by different members of the team. Some information would already have been written by the supervisor e.g. the name and number of the EA, the household number, the name of the head of household, and the address of the house.

When you arrive at the household on the first visit, Interviewer must complete the first page. Write your name and in the space to the right, your code number and the date of interview. The particulars of the initially selected household will be provided before hand by the supervisor. Write also the name of the supervisor and in the space to the right his code number. In the event of a dwelling not found or not occupied contact your supervisor.

NOTE: The nature of the survey is such that no interview can be deferred.

Enter the particulars of the household that is actually interviewed. Code the language used by respondent in answering questions, and indicate whether an interpreter was used or not.

The household questionnaire has enough space for only 10 people. If your household consists of more than 10 people, you will need a CONTINUATION QUESTIONNAIRE. This questionnaire is just PART A questionnaire, containing the household Roster (Section 1, 2, 3, 4 and 5). You must not fill sections 6, 7, 8, 9 and 10 of the continuation questionnaires until all individual-level information is completed.

If you use a continuation questionnaire, you must write "1 of 2" (meaning "the first of two rosters") on the main questionnaire, and "2 of 2" (meaning "the second of two rosters") on the continuation questionnaire.

You must be careful to follow all the instructions set out in this manual the most important of which is to ask the questions exactly in the form in which they appear on the questionnaire. The questionnaire should be filled during the interview.

You must not record the answers on scraps of paper with the intention of transferring to the questionnaire later. Neither should you count on your memory for filling in the answers once you have left the household.

You must maintain the tempo of the interview; in particular, avoid long discussions of the questions with the respondents. If you are receiving irrelevant or complicated answers, do not break in too suddenly, but listen to what the respondent is saying and then lead him/her back to the original question. Remember it is you who are running the interview and therefore you must be in control of the situation at all times.

4.6 Objectivity of the interviewer

It is extremely important that you should remain absolutely NEUTRAL about the subject of the interview. Most people are naturally polite, particularly with visitors, and they tend to give answers and adopt attitudes that they think will please the visitor. You must not express surprise, approval or disapproval about the answers given by the respondent and you must not tell him/her what you think about these things yourself.

You must also avoid any preconceived ideas about the respondent's ability to answer certain questions or about the kind of answer he is likely to give. Your most important task is to read the questions exactly as they are written in the questionnaire.

4.7 Private nature of the interview

All the data collected are strictly confidential. Any breach of the confidentiality is forbidden by your oath of secrecy. In principle, all the questions should be asked in complete privacy to ensure that the answers remain confidential. The presence of other people during the interview may cause him embarrassment and influence some of his/her answers.

There are some sections, which are very sensitive and might require more privacy: -

- Health (section 3 which asks questions concerning fertility, pregnancies and birth control)
- Agriculture (section 11 where questions on assets and income generated from agricultural activities would be asked).
- Non-Farm Enterprises (section 13 where questions on income and assets of these enterprises will be asked).
- Income Transfers and miscellaneous income and expenditure (section 15A)
- Assets and Credits (section 14).
- Household Income Schedule (section 15B)

When you get to these sections you should explain to the respondents that some questions are confidential and ask him/her for the best place in the house where he/she is least likely to be disturbed. If another adult does not understand and refuses to leave, you must use tact and imagination to try and get rid of him/her.

- Ask the respondent to persuade the other person to leave.
- Explain as politely as possible that the interview must be conducted in private.
- Try to satisfy the person's curiosity by reading the first few questions, and then say something like "you have heard some of the questions. Will you now excuse us for a little while?"

4.8 Completing the questionnaire

The questionnaire will be administered in a piecemeal fashion so as not to overburden the respondents. This means that the total interviewing workload will be spread over the 7 visits to a household. With the exception of the Consumption and expenditure section for frequently purchased items which must have short recall periods and so will need to be repeated at every visit, all other sections will be administered only once. You must start administering the questionnaire on frequently purchased items on your second visit to a household and must be repeated at every subsequent visit. Questions on less frequent expenditures will be asked on the last visit.

4.9 After the interview

After each visit to the household, you must fill out the "summary of the survey result" page of the questionnaire (see attached form). For each visit you should show the date on which you asked the questions and outcome. COMPLETE means all the questions were asked of all the persons concerned. PARTIAL means that certain questions were not asked, or that the questions were not asked of all the appropriate persons, for instance, if some persons were not available. NOT APPLICABLE means that the household should not be surveyed for that section. This can happen in only two sections: Section 11 (if the household is not engaged in any agricultural activities) and section 13 (if the household is not engaged in any non-farm enterprises).

Do not write in the columns reserved for the supervisor and the data entry operator.

(Interviewers should get a plain sheet of paper to write their views about the interview and attached to the questionnaire) You should indicate on this sheet how far the respondents were willing to co-operate, the problems they had in answering any of the questions, any unfavourable circumstances, and any comments you wish to make for the benefit of the supervisor. You should write down the comments immediately after the interview, but never in the presence of respondents.

4.11 Conduct of the interviewer

The interviewer must observe the following rules: -

- You must be courteous towards everyone (the respondent and his/her family and friends, the supervisor, the other members of the team and everyone else involved). Your behaviour can have an enormous influence on people's opinions in the localities covered by the survey.
- You must avoid disturbing or upsetting anyone by your behaviour.
- You must be properly dressed, so that the respondent will be inclined to trust you, as a reliable and responsible person.
- You must arrive at the stated time, and never keep the respondents waiting.

- You must exercise patience and tact in conducting the interview, to avoid antagonising the respondent or leading him to give answers that are not in conformity with the facts.

4.12 General instructions for completing the questionnaire

There are a number of basic principles that the interviewer must observe throughout the questionnaire: -

- Questions must be read to the respondent just as they are written in the questionnaire. Read all questions in a clear and comprehensive manner, and wait patiently for the reply. Respondents may delay in giving the reply because either he/she has not
 - heard the question well or
 - understood the question or does not know the answer.

In any case, repeat the question much clearly. If there is still no answer, ask whether the question has been understood and, if necessary, reword the question without changing the sense. If it is difficult to get the right answer, you should help the respondent to consider his/her reply.

- Most answers in the questionnaire are pre-coded. You must write only the code corresponding to the answer given by the respondent in the appropriate box or column, e.g.

Question: Were these remittances made on a regular basis?

DAILY----- 1
WEEKLY----- 2
MONTHLY----- 3
QUARTERLY----- 4
ANNUALLY----- 5
OTHER (SPECIFY)----- 6

If the answer is "quarterly", for example, you will print 4 in the box or in the appropriate column.

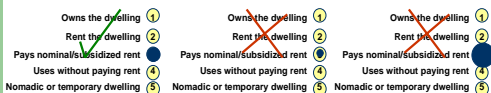
- Hand Printing is the art of writing characters (letters, numbers or symbols) in a box(es) or cell(s) on a field in an electronic questionnaire. The box may be a single cell in which all the characters (letters or numbers or mix) are printed at once or the box may be multiple cells in which one character is written or printed per cell. Example 1: Printing all characters in a single cell

Interviewer's Name: Ayochukwu Mohammed

Supervisor's Name: Tombala Ngozi

4.2 RULES OF SHADING BUBBLES

- Use a ball-pointed pen (Biro), black colour
- Start shading from the center of the bubble
- Shade like this,



- Not like these
- Revise to make sure you have shaded the right bubble(s)
- Do not rush shading to avoid mistakes (under-shade or over-shade bubbles)

5. MISTAKES IN PRINTING

- Instead of this,
- If you have this,
- Correct like this,

3.4 BASIC RULE OF PRINTING

- Use a ball-pointed pen (Biro), black colour.
- Write in the center of the cell

Print like this, Not like this,

- Use your natural writing
- Do not use Typewriter Writing
- Ensure your writing is legible and readable
- Do not rush (to avoid mistakes)

Mistakes can occur by:
Printing wrong number in a cell(s) or
Shading the wrong bubble

- Correct mistakes of Hand Printing by:
 - Making a cross on the wrong entry and
 - Writing the correct number on the top of the Cell.
- Do not correct mistakes by:
 - Writing the correct number on the wrong number
 - Changing the wrong number to look like the correct one.

• SHADING BUBBLES

Shading a bubble(s) is the art of painting an oval cell in a questionnaire corresponding to a specific response character (number or letter or mix) in a systematic manner. The shading starts at the center and spread up to the edges of the oval or ellipse

Example 3: HNLSS 2008, Part A, Section 1, Q.8

Does [NAME]'s spouse live in this household?

Yes **1**

No **2**



6. MISTAKES IN SHADING

• Instead of this,

- Owens the dwelling ①
- Rent the dwelling ②
- Pays nominal/subsidized rent ③
- Uses without paying rent ④
- Nomadic or temporary dwelling ⑤

•Correct like this

- Owens the dwelling ①
- Rent the dwelling ②
- Pays nominal/subsidized rent ③
- Uses without paying rent ④
- Nomadic or temporary dwelling ⑤

If you have this

- Owens the dwelling ①
- Rent the dwelling ②
- Pays nominal/subsidized rent ③
- Uses without paying rent ④
- Nomadic or temporary dwelling ⑤

Or like this.

- Owens the dwelling ①
- Rent the dwelling ②
- Pays nominal/subsidized rent ③
- Uses without paying rent ④
- Nomadic or temporary dwelling ⑤

• Mistakes can occur by:

- Printing wrong number in a cell(s) or
- Shading the wrong bubble

• Correct mistakes of Hand Printing by:

- Making a cross on the wrong entry and
- Writing the correct number on the top of the Cell.

• Do not correct mistakes by:

- Writing the correct number on the wrong number
- Changing the wrong number to look like the correct one.

4.13 SKIP PATTERN

There are special directives given to the interviewer at the end of a question or after answering a question.

- a) If there are no special instructions, go on to the next question.

For example: Section 1, Question 10: What is [NAME] religion?

Christian-----1

Muslim-----2

Traditional-----3

Others -----4

what ever the response go to question 11, the next question.

- b) If GOTO after a reply or answer shows that the interviewer must go to the question given or part just after the instruction.

For example: Section 3, Part 3E, Question 16: How did [NAME] pregnancy end?

Live birth-----1

Still birth-----2

Miscarriage----3

Others -----4

[If 2, 3, or 4 GOTO Q19]

This means if the response is miscarriage, the interviewer must print 3 in the column box and go to QUESTION 19. However, if the answer is live birth, the interviewer goes to next question.

- c) GO TO placed well below the bottom of the answers shows that whatever the reply given by the respondent, the arrow must be followed.

For example: Section 3, part 3B, Question 8. Why did [NAME] not seek for treatment?

1. Too Expensive

2. Too far

3. Self – treated

4. Did not need

5. Poor quality

6. Others (Specify)

[GOTO Q.24]

This means that whatever response, go to question 24

- You may have to provide or insert the name of a person, place, thing, animal, etc. into a question. This is always indicated by the sign []. and it occurs very often throughout the questionnaire.

Examples:

- a) How old is [NAME]?

You will insert the name of household member (e.g. Patience) to read "How old is Patience?"

- b) How much was the [ITEM] purchased?
Here a number of items are pre-listed and the question is asked for each of the items in turn, each time inserting the name of the next item on the list.

- OTHER (*SPECIFY*). If the reply given by the respondent does not fit in the list of pre-coded responses, you must use the code number of "other (specify)". In this case you should give details briefly in the space provided.

For example: Section 3, Part 3A, Question 23: Who paid for most of [NAME] health expenses including consultations or hospital stays, (if any)?

1. Self
2. Parents
3. Other relatives
4. Employer
5. Government or State
6. NGOs
7. Other organization
8. Others (Specify)

Supposing the reply is FRIEND, code 8 in the box or column and write FRIEND in the space provided under "others".

Write names of persons, places or things very legibly and in capital letters too. This applies to figures as well.

When dealing with distances and lengths or heights, and if no special instruction is given, round off the reply.

Do your best to avoid accepting answers like "don't know" by helping the respondent to consider his answer. In this manual there are many sample questions that can be asked to help the respondent to estimate for example the area of a field, income, quantity of crops harvested or sold, the age of a household member etc. Nevertheless, it does happen that even with the help of the interviewer, the respondent cannot give an answer. In that case, you should refer to the supervisor who will help you.

4.14 Data entry

The data will be scanned directly from the questionnaire. Everything that you write on the questionnaire will be entered in the computer straight away. Notes, explanations and calculations should be written onto the questionnaire in order to facilitate edit resolution, but this should be written in the left-hand column or at the top or bottom of the page. These notes, etc. should never be written in the data entry area, but a separate sheet of paper.

- Write legibly in pencil without crossing out or over writing. If you make a mistake don't cancel. Erase it off completely and write the right response.
- Write in capital letters and in the case of figures don't use roman numbers: i.e. write 6 instead of VI. If you are not sure of the spelling of a place or name see the supervisor.
- Never go beyond the space allotted for a question, even when the next space is not used..
- In a question whose reply is a quantity, just write only the figure as directed in the above without the units.

Generally where a question specifically calls for a unit of measurement, the CODE for the unit will be shown in the appropriate page for your reference.

CHAPTER FIVE

THE WORK OF THE SUPERVISOR

5.1 ROLE

As the leader of the data collection and entry team and representative of the Project Directorate in the field, the supervisor plays a key role in the survey.

- He is the channel of communication between the Project Directorate and the data collection and entry team. He ensures that instructions of the Project Directorate are followed and keeps the Directorate informed of any data collection and entry problems.
- He is responsible for the management of the personnel, equipment, vehicle and funds of the team.
- He is responsible for the on-the-job training of the interviewers, and for advising them on how to work more efficiently. He also advises the data entry operator.
- He is also responsible for carrying out checks on the work of the team to ensure that the data are of good quality.

Your role as stipulated above calls for a good understanding of the work to be done by each member of the team. In other words, you must be familiar with the content not only of this manual but also of the instruction manuals for the interviewers and data entry operator.

5.2 DUTIES

The most important of the supervisor's responsibilities is to ensure that the quality of the data collected and entered is unquestionable. To this end, a number of specific tasks have been assigned.

- (i) **Publicity:** You must supervise the delivery of the letters of introduction to the local authorities and chiefs in the rural areas and, to the households in the urban areas. You will introduce the team and explain the purpose of the survey in each selected enumeration area.
- (ii) **Finding the Selected Household:** You should help the interviewers find the selected households, using the maps and information established during the pre-survey stage. You should correct the maps where necessary. Also, help the interviewers to persuade reluctant households to participate. For those households which persist in refusing or those which cannot be traced, it is your responsibility to replace these households with others from the list of replacement households.(Household Listing)
Note:
If the selected household has left the dwelling, and a new household now lives there, then you should select the new household as the replacement household. If the dwelling is now vacant, then you should take the next "replacement" household on your sample list.
- (iii) **Verification of Questionnaires:** At the end of every visit, you will have to check that the questionnaires have been correctly completed before the team leaves the field. If necessary, you will have to ask the interviewer to go back to the household to complete the questionnaire.
- (iv) **Observing Interviews:** At least thrice every cycle during the survey, you must accompany each interviewer to observe his interview techniques. This is very important
- (v) **Verification of Interview:** Every day, you should visit at random, one of the households interviewed on the previous day to ascertain whether the interviewer actually visited the house to conduct an interview.
- (vi) **Sending the completed questionnaire to the Scrutiny Officer.** As soon as the Part A is completed, the supervisor will batch them EA by EA and send them to the State Scrutiny Officer. The State Scrutiny Officer will also do thorough checking and verification before he/she batches them EA by EA and send them to the Zonal Coordinator, who will receive the records, check them and record before send them to the data entry supervisor.

5.3 PREPARATION FOR THE SURVEY

Before the arrival of the team in the EA, two tasks should be performed by you, the supervisor:

- ❖ Sending out letters to inform the households of the team's date of arrival in the enumeration area, and
- ❖ Preparing the questionnaires for the interviewers.

5.4 PUBLICITY

Your duties will vary somewhat according to the area

In rural areas, that is in EAs consisting of villages, it will be sufficient to send a letter to the chief announcing (to the whole community) the expected arrival dates of the team in the community.

The letter should be sent not less than one week and not more than two weeks before the beginning of the cycle during which the EA is to be enumerated. The time allowed should depend on the distance between the enumeration area currently being surveyed and the enumeration area where the announcement is to be made.

In urban areas, letters announcing the visits should be delivered by the interviewers to each household (excluding the five spare households in the sample) one week before the start of a cycle.

5.5 PREPARATION OF THE QUESTIONNAIRES

Before the questionnaires are given out to interviewers, you should get them ready by the previous night. This is to be done in two stages:

- (a) Check that the blank questionnaires have no missing pages or sections.
- (b) From the household sample form provided, copy out the following information on to the first page of the questionnaire (Survey Information):
 - Name and code of the enumeration area.
 - The house number.
 - The household number.
 - The name of the head of household
 - Address and instructions on how to find the household.

The above information should be legibly written in **CAPITAL LETTERS** and in ink.

The names of **Interviewer** and **Supervisor** place at the appropriate place on the questionnaire.

After the first visit to the households, record from section 6 of the questionnaire, relevant information to the appropriate sections.

5.6 ARRIVAL IN THE COMMUNITY

The supervisor, together with the rest of the team will arrive in the community before the start of the survey. Accompanied by the interviewers, you will visit the second other prominent members to explain the purpose of the survey program. These people through the letter sent earlier would have known the arrival in the community.

5.7 EXPLANATION OF THE SURVEY

You should introduce yourself and the interviewers

Explain that:

You are conducting a survey of households living in Nigeria (except diplomatic persons) and that the purpose is to find out what present living conditions are like, survey is thus very important for planning, so that government will know how to improve people's living standards.

- The community and households to be interviewed have been selected at random. Other neighboring communities and households have also been selected in the same way.
- The survey is not concerned in any way with taxes; all information collected is confidential, subject to the principle of statistical confidentiality.

- **The survey will take the form of multiple visits and, in addition, a diary is provided for the purpose of recording daily expenditures of the household.**

5.8.1 PROBLEMS IN LOCATING HOUSEHOLDS OR RESPONDENTS

It is extremely important that the households interviewed in each EA should be those listed in the file given to the supervisor. Problems that arise most frequently in locating households include:

- Vague information supplied at the pre-survey stage
- The household has moved to another location or their dwelling has been destroyed or demolished
- The appropriate respondents for certain sections are unavailable
- The refusal of a household to take part in the survey or to answer questions in some sections of the questionnaire.

5.8.2 DIFFICULTIES IN FINDING THE SELECTED HOUSEHOLD

If the interviewer cannot find one of the households, you should go with him to the location and ask neighbours, the chief or district head for information on that household. On the list of households belonging to the sample, there is a description of the head of household, giving his name, age and nationality.

In cases where the interviewer finds a dwelling as previously listed but with different head of household and not the one identified in the pre-survey, the interviewer should ascertain whether it is the same household (the former head absent, for instance) or whether the household previously identified at the address has moved house.

- If it is the same household but with a different head, you should indicate so with the appropriate code.
- If the household identified in the pre-survey has moved house and there is another household in the same dwelling, the interviewer may interview the new household instead. However, before you consent for this interview, he should ascertain by verifying that the previous household identified for the survey has in actuality vacated the dwelling.

For cases where the dwelling has been destroyed or abandoned you should verify and effect replacement following the rules set out below.

5.8.3 ABSENCE OF THE APPROPRIATE RESPONDENTS

Some parts of the questionnaire are directed to specific respondents. If a person who is supposed to reply to any part of the questionnaire is unavailable at the interviewer's visit, he should inquire when he may return to interview that person.

5.8.4 REFUSALS

Interviewers may encounter two different kinds of refusals; a total refusal to take part in the survey, or a refusal to answer questions after the interview has begun. To avoid refusals, the interviewer must be very careful in his first contact with the household.

The following are among the most frequent reasons for refusal to co-operate:

- (i) The respondents fear that any information they may reveal on their incomes will be used for tax purposes. This fear, which is encountered most commonly among the upper income urban households, can be minimized if interviewers stress the following points:
 - Any information provided by the household will be kept strictly confidential. That the aggregate information collected from households will enable planner to obtain an over view of the position of households in the country, without revealing anything about any specific households. The secrecy of the data will thus be maintained.
 - The survey should enable planners to devise better policies for improving the standard of living of everyone in Nigeria. Households will thus benefit from providing accurate information for the purpose.

- (ii) The respondents do not wish to have an interviewer in their home for such a long time as the survey period. The best way of coping with this situation, which is also encountered most frequently in urban areas, is for the interviewers to:
- Make sure their personal appearance is impeccable;
 - Show their badges and other identification papers proving that they are NBS staff.
 - Be extremely courteous towards members of the household. (It is essential to follow this precept at all times even when interviewers are not well received) and offer to return at a time or on a day that is more convenient for the household.

If the interviewer cannot persuade the household to co-operate, you must visit the household and try to persuade it to accede. You may ask whether the interviewer has been polite, etc. If the household still refuses to co-operate, a replacement should be formed using the following guidelines set out below.

5.8.5 How To Replace A Household

In the few instances where it proves impossible to persuade a household to co-operate, you must find a replace. Note that members of the Project Directorate will closely scrutinize each replacement made.

Each collection team has a file containing sample survey household's forms. These forms have the names and addresses of selected heads of households.

Replace only when absolutely necessary

In general, replacement of households ought to be very rare.

When a household is replaced, enter this fact in the survey information sheet headed 'VERIFICATION OF QUESTIONNAIRE, FIRST VISIT' and proceed to assign the reason for replacement.

For the purpose of making replacements, you should always carry along with you the EA listing being surveyed. Remember that since the survey involves multiple visits, interviewers should always use the reference period "since my last visit".

5.8.6 Verifying and Coding The Questionnaires

Every morning, in the field, and before leaving the EA, you, the supervisor, should verify that sections of the questionnaires that were worked on during the previous visit were completely filled out. You should then proceed to code some answers that could not be pre-coded, particularly the industry codes.

5.8.7 Verifying The Completed Questionnaires

The purpose of the operation is to ensure that the questionnaires are completely filled out, that is, everyone who was to be interviewed has responded and that every section is completed. Verification must be done as soon as possible and the questionnaire returned to the interviewer without delay. A final verification should be done at the end of the cycle before the questionnaires are handed to the State Officer. Edits should be resolved with the interviewer.

5.8.8 Coding

Most of the responses to the household questionnaire have been pre-coded. There are only a few questions that have to be coded by you in the office. You are responsible for cross checking of the **coding of industries and occupation** as entered by the enumerators before handing over the questionnaires to the data entry operator after the cycle. See code lists for verification and proper entry.

5.8.9 Area of Dwelling

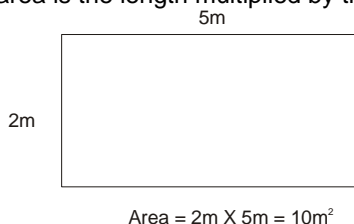
In section 6 of the questionnaire, Part A, question D.7, you have to cross check the calculation of the area of the dwelling occupied by the household from the sketch made and calculation done by the interviewer. This is to be done in three steps:

- Identify the buildings/rooms to be taken into account: the houses, huts and other buildings in which the household members live. (Terraces, balconies, kitchens and separate WC and shower-rooms should not be included)
- Calculate the living area of each building according to the instructions below and write the figure with a red pen on building drawn on the sketch

- Add together all measurements and write the total in the box at the bottom of the page.

5.8.10 Method of calculating the living area

1. for a rectangular house, the area is the length multiplied by the width



2. For a round house, there are two ways of calculating the area. We prefer that you use the second ("diameter" or "radius") method:

- (a) if you know the circumference, the area is the circumference squared and divided by 13.
i.e Area = $C^2/13$ where C is the Circumference

Example: if the circumference is 10m the area is $(10 \times 10m) / 13 = 7.7$ sq.metres. (Not very precise though)

- (b) If you only know the radius or diameter, the area is the radius squared multiplied by pie. (3.14)

$$\begin{array}{lcl} \text{Radius} & = & \text{Diameter divided by 2 (i.e } r = d/2) \\ \text{Area} & = & 3.14 \times r^2 \text{ or } 3.14 \times (d/2)^2 \end{array}$$

Example: if the diameter is 4m then radius is $4/2m = 2m$.
Therefore, Area is $2m \times 2m \times 3.14 = 12.57$ sq. metres.
i.e approximately 13 sq. metres.

Please use method (b) as it is more exact.

3. Sometimes, you will come across dwellings that are neither square nor rectangular nor round. In that case the supervisor must do his best to find the area by dividing the dwelling into rectangles.

5.8.11 Monitoring Interviews

You will have to carry out two types of checks on the quality of the interviews:

- You will visit some of the households already interviewed to ascertain whether interviews were carried out.
- You will **spot-check at least three interviews** conducted by each interviewer in a cycle.

5.8.12 Verification of Interviews

The first type of check is to be made after all the questionnaires for the previous day have been verified. One of the households interviewed should be selected randomly and revisited to find out whether an interview was actually conducted.

On arriving at the household, you should introduce yourself politely and explain that you are participating in the survey and wish to check whether an interviewer came on the previous day to ask some questions.

NOTE

In every cycle, you must attend at least three interviews conducted by each interviewer in order to observe the way he/she asks the questions and to give advice. You should remain with the interviewer throughout the whole interview; you should not arrive or leave in the middle.

During the interview, you should not talk to either the interviewer or the respondent. You should tell the interviewer before the interview that he/she should not ask for advice during the interview and that he/she should act as though he were alone. You should always make notes on any questions or concepts that the interviewer has difficulty in asking or understanding and also on all the things he/she does well.

Everything must be written down on the spot so that it is not forgotten.

All these comments are to be written on a form provided by the Project Directorate, the main points of which are as follows:

- **Comportment of the interviewer.** Did she/he greet everyone before beginning the interview? Did he/she introduce him/her by explaining that he/she is working for the Statistical Service? Did he/she explain the objectives of the survey properly, i.e how the household was chosen and that the interview would be completely confidential? What personal impression did he/she make? Was he/she polite and patient with the respondents during the interview? Did he/she thank everyone at the end?
- **How did he/she ask the questions?** Did he/she ask the questions as they appear in the questionnaire? Did he/she try to help the respondent think through the answer when he/she had trouble estimating the land area, for instance? Did he/she accept "I don't know" as an answer without probing? And were the questions interpreted correctly?
- **Time spent on the interview** Did he/she avoid gossiping with people while still being very polite? Did he/she ask the questions quickly, without hesitating? It may be worth noting the time at which he/she began each section
- **Impartiality** Did he/she maintain a neutral attitude toward the questions and answers during the interview? Did he/she volunteer an opinion? Did he/she appear surprised or shocked or disapproving about any of the answers? Did he/she suggest answers when asking the question?

Immediately after the interview, you should have a meeting with the interviewer. First you should ask him/her what he/she thought about the interview, where you felt he/she done well and whether you thought he/she could do something better. After, you should discuss with him/her the things he/she did not mention (the good as well as the things).

Notes made by you on all the interviews observed must be kept in the team's files. Member that you will need all the details to write your field report at the end of each and the end of the survey.

5.8.13 Absence of A Member Of The Team

Once for less than one week

- (i) **By an interviewer:** You must undertake the interview until the interviewer returns. You must also inform the state officer so that arrangements for a possible replacement can be made.
- (ii) **By a Supervisor:** Work in the field must continue in the absence of the supervisor. This means that the interviewers should visit the selected households. The state officer must be informed in advance of any absence by the supervisor so that he may take the necessary action if the absence should last for more than a week.

For more than one week

Interviewer, or the supervisor is likely to be absent for more than one week, the officer must be informed immediately for a temporary replacement to be made.

5.8.14 Relationship with the Survey Directorate

Technical responsibility for the survey rests entirely with the Project Directorate. The Directorate will therefore lay down the general directions of the work and issue instructions for action at the technical level.

During each cycle, a staff member will visit the team in the field from the Directorate who will assure him/herself that procedures are being properly followed. He/she will monitor every aspect of the team's activities, by visiting some of the households that have already been interviewed to go over some parts of the questionnaire and thus check both the quality of the work of the interviewer and of the supervisor.

5.8.15 Supervisor's Report

At the end of each cycle, you should submit, together with the questionnaire a report on the EA surveyed. This report must contain;

- A name and number of the E.A.;
- Household numbers and the date of the data collection of the cycle,

- A description of any difficulties and how they were overcome;
- Numbers of any households that were replaced, if any;
- The numbers of the replacement households, and the reasons for the replacements;
- A note on the quality of the work of each interviewer, his behaviour during the interviews, and his relationship with other team members and his supervisor; and

5.8.16 Relationship with the State Officer

While you should take instructions from the Project Directorate in so far as technical matters are concerned, you are under the authority of the State Officer, who is the representative of the Director-General.

5.8.17 DATA BOOKLET

HOUSEHOLD EXPENDITURE CLASSIFICATION, COMPLETION OF EXPENDITURE SCHEDULE AND SUMMARY EXPENDITURE

1. Expenditure Schedules:

The expenditure schedules are divided into 9 major groups namely:

- (i) food
- (ii) Drinks and Tobacco
- (iii) Accommodation, Fuel and Light
- (iv) Household Goods
- (v) Clothing
- (vi) Other Purchases
- (vii) Transport
- (viii) Other services, and
- (ix) Monetary Transactions

2. Further Explanations on Expenditure Major Groups:

- (i) **Food:** Food is divided into 10 sub-groups. Below is the list of the sub-groups with examples of food items under each:

- (1) **Cereals:** e.g. rice, maize, millet, akamu
- (2) **Starchy Food:** e.g. yam tuber, gari, cassava, amala, potatoes
- (3) **Pulse & Nuts:** e.g. beans, groundnut, akara, coconuts, locust beans.
- (4) Fruits and vegetables: e.g. orange, banana, okro, tete.
- (5) Meat: e.g. beef fresh, beef dried, corned beef, mutton fresh, and pork fresh;
- (6) Fish e.g. fish fresh, fish iced, sardines;
- (7) Milk and Dairy products: e.g. sour milk, peak milk, eggs.
- (8) Sugar: e.g. St Louis sugar
- (9) Oil and Fat: e.g. palm oil, blue band margarine
- (10) Others: e.g. ovaltine, Milo, Maggie cube, salt, okin biscuits.

- (ii) Accommodation, fuel and light:

Under accommodation are to be listed, items the household bought to repair or build a house for its use, apart from items like: rent, water, conservancy, electricity bill, etc. note that petrol goes into transports schedule and not accommodation, fuel and light schedule, since it is normally not used for cooking. Matches, kerosene, charcoal, woo, electric materials, etc. all go under accommodation fuel and light.

- (iii) Drinks and tobacco: various brand of drinks, both alcoholic and the non alcoholic, and the various types of cigarettes.

- (iv) **Households goods: include the following:**

- (a) Furniture and linens consists of vono bed, chair, table, cupboard, mat, mattress, floor cover and linens.
- (b) Crockery and cookware consists of serving dinnerware, flask enamelware (pot), and bucket (plastic).

- (c) Appliances/households were consist of kerosene stove ,gas cooker, refrigerator electric standing fan, vim, electric pressing iron charcoal pressing iron, television set, radio, records, cleaners brush cleaning tool broom, soap bleachers and detergents.
- (d) Personal items such as toilet roll, electrical appliances, cosmetics lotus, tooth paste. Body soap, jewellery etc.
- (v) **Transport:**
It includes transport fares, various brands of cars, motorcycles, bicycles bought by the households for use; maintenance of cars, motor cycles bicycles, the spare parts purchased, petrol purchased, etc.
- (vi) **Other purchases:** the two major categories are:
 - (a) Medical expenses: include registration fees, cost of the drugs hospitalization chare, health care, paramedical expenses etc.
 - (b) Education includes school fees, tuition, books, stationery school dresses levies etc.
- (vii) **Clothing:** apart from ready made clothes, it includes clothing materials and tailoring charges. It also includes pairs of shoes bought and shoe repairs.
- (viii) **Other services:** Apart from services in transportation, in accommodation (fuel and light) and in clothing schedule. All other types of services go to "other services schedule Example: entertainment gate fees, payment to porters, radio repairs, T.V repairs grinding of peppers etc.
- (ix) **Monetary transaction:** this refers to payments, which is not backed with a receipt of goods or services. It includes items like: income tax, donations maintenance of relatives, contribution to esusu, savings (in the bank), loans given, and loans repaid money lost etc.

CHAPTER SIX

EDITING GUIDELINE

6.0 Introduction

Experience has shown that there are various forms of anomalies in the response to household surveys or inquiries. Such anomalies arise from uncooperative attitude of some respondents, and insufficient briefing, and misunderstanding of the questionnaire by the enumerators, editors and supervisors.

6.1 Objectives of editing

- (i) To minimize errors likely to be contained in the information supplied by the households.
- (ii) To ensure that maximum information is obtained from the survey.

Coverage;

The editing procedures apply to all retrieved questionnaires and to all sections of the questionnaire.

Methodology :

Data editing in the field will be done in three stages.

- (a) **Enumerators:**
At the point of completing a questionnaire by the enumerators, the enumerators, will promptly review all aspects of the questionnaire and ascertain that all relevant information are not just provided but accurately done using the editing specifications provided.
- (b) **Supervisors:**
The supervisors will follow all editing specification.
 - (i) Make sure all skipping patterns and instruction are strictly followed.
 - (ii) All target populations are covered by each section.
 - (iii) Return questionnaire with anomalies to the enumerators for rectification
- (c) **State Scrutiny Officers:**
The state scrutiny officers will:
 - (i) Make a final review/check of all retrieved questionnaires to ascertain that no other error is still contained in them using the editing specification provided.
 - (ii) Return questionnaire with anomalies to the supervisors for rectification.

6.4 Editing Specification:

For uniformity and consistency in checking the following shall be used as working identification.

Omission error.

This refers to a situation where information concerning an entry is omitted e.g. amount paid if reported hospitalization.

Double entry error:

This refers to recording more than one item to a question that requires just one response e.g. .reporting JSS3 and SSS 3 for a child.

Arithmetic error.

This refers to any wrong addition, subtraction, multiplication and division of figures e.g. transferring income expenditures from daily diary record book to consumption questionnaire.

Inconsistency error :

This refers to any doubtful or questionable piece of information, which in some ways disagree with or contradict other information about the household members, e.g. .a child is fifteen and a mother of 22 years.

Wrong entry error:

This refers to a situation where the response for question is entered into the column/row of another question. The identification of the respondents should be the same throughout in the questionnaire.

CHAPTER SEVEN VERIFICATION OF QUESTIONNAIRE

7.1 Cover Page Information

All information required on the cover page must be completed

The Reference Number must be given at the cover page and in all the pages of the questionnaire.

The first 2 boxes in the Reference Number must be checked against the Household Number written below to ensure that they are the same.

Ensure that the name of head of household/addresses correspond with the one in the selection unless where there is a replacement.

The State Code, RIC (Replicate Identification Code) Sector, EA Code (Enumeration Area Code), LGA Code (Local Government Code) and Household number must all be filled in the appropriate boxes.

NOTE: There should be no empty space left without filling.

7.2 SECTION 1: Household Roster

Ensure to check: That the head of household is the first person to be listed with person ID 01 in the main questionnaire

SECTION 1: HOUSEHOLD ROSTER

SPANNER HEAD INSTRUCTIONS

1. Questions 2-5 are for all household members.
2. Questions 6-9 for each person aged 12 years old and over
3. Question 10 for all household members
4. Questions 11-20 for persons who are less than 18 years old
5. Questions 21-23 for all household members

CONSISTENCY CHECKS

1. In Questions 6-9 check age, If age is less than 12, then leave Questions 6-9 blank.
2. Check the criteria in Q21. If 3 months or less in Q21, then Q23, must be Yes.
If Q 22 is No, then Q23 must be Yes.

SKIP INSTRUCTIONS FOR HOUSEHOLD ROSTER

1. Q5: Enter both years and months if 5 years and younger.
If 6 years and over enter years – Check that there is no information under month.
If age is less than 12 years, Go to Q10
2. Q6: If Q6=7 Go to Q10, then leave Q7-9 blank.
3. Q7: If Q6 = 4, 5 or 6, Go to Q10, then leave Q.8-9 blank
4. Q8: If No, Go to Q10, then Q9 will be blank
5. Q11: If No, Go to Q14, then Q12-13 will blank
6. Q12: If No, Go to Q14, then Q13 will be blank
7. Q16: If No, Go to Q19, then Q17 – 18 will be blank
8. Q17: If No, Go to Q19, then Q18 will be blank
9. Q21: If 3 months or less, Go to Q23, then Q22 will be blank

7.3 SECTION 2A: General education

PART 2A: For all household members

CONSISTENCY CHECKS

1. Q27: Ask only if Q6 = No and Age is less than 18.
If 18 and above leave Q27 blank
2. Q28: Ask only if Q6 = No and Age is less than 18.
If 18 and above leave Q28 blank

SKIP INSTRUCTIONS FOR EDUCATION PART 2A

1. Q2: If No, Go to Q11, then leave Q3-10 blank.
2. Q5: If No, Go to Q11, then leave Q6-10 blank.
3. Q6: If No, Go to Q11, then leave Q7-10 blank.
4. Q11: If No, in Q2 & Q11, Go to Q28, then leave Q3-27 blank Or if Q5 & Q11 is NO, Go to Q28, then

leave Q3-27 blank.

5. Q12: If No, Go to Q14, then leave Q13 blank
6. Q16: If NO, Go to Q18, then leave Q17 blank
7. Q20: If No, Go to Q24, then leave Q21-23 blank.
8. Q21: If No, Go to Q23, then leave Q22 blank
9. Q24: If No, Go to Next person

SECTION 2: EDUCATION PART 2B

SPANNER HEAD INSTRUCTIONS

Literacy: Questions 2-7 is for 5 years and over- If person is less than 5 years old leave blank

Apprenticeship: Questions 8-14 for persons aged 15 years and over- Check If person is less than 15 year then leave blank.

SKIP INSTRUCTIONS FOR EDUCATION PART 2B

1. Q8: If No, Go to Q11, then Q9-10 will be blank.
2. Q11: If No, Go to Next person

7.4 SECTION 3: HEALTH

SECTION 3: HEALTH CONDITION

PART 3A

RESPONDENT: ALL HOUSEHOLD MEMBERS

Reference period last 2 weeks (Q.1-Q12) from (Q13-Q25) last 4 weeks (Q26-29) last 12 months

SKIP INSTRUCTIONS

Q.3: If Q2 and Q3 = NO *then go to Q16*

Q8: If the response is NO Then go to Q10

Page 11

Q16 If go to Q18

Q18 If NO go to Q21

Q21 If NO go to Q25

PART 3B MALARIA

SPANNER HEAD INSTRUCTIONS

B1 GENERAL AWARENESS

Respondents all household members 10 years and above

B2 Bed net information

Respondents head of household or responsible adult in the household

B3 diagnosis and treatment

Respondents all household member

Reference period last two weeks

Q21-27 only women aged 15-49years

Consistency checks

Q12 If DON'T REMEMBER enter 99 and if DON'T KNOW enter 98

Q15 If NO or DON'T KNOW enter 30

SKIP INSTRUCTIONS

Q.3 If YES and Female age (15-49) go to Q24, If male

Or female age less than 15years and above 49 years go to Part C

Q.5 if NO go to Q.8

Q.7 Go to Q9, then, ensure that Q7 is not blank

Q.8 Go to Q.24 then ensure that Q8 is not blank

Q11 If NO or DON'T KNOW go to Q14

Q14 If NO MEDICINE go to Q18

PAGE18 (Women all household member age 15 – 49)

Q25 If NO skip to PART C

Q26 If NO go to next person

PART 3C DISABILITY AND ACTIVITIES OF DAILY LIVING
RESPONDENT ALL HOUSEHOLD MEMBERS
SKIP INSTRUCTIOS

Q2 If NO go to Q16
Q5 If NO go to Q7
Q7 If NO go to Q9

PART3D PREVENTIVE HEALTH AND VACCINATION

RESPONDENT: ALL CHILDREN 5YRS AND UNDER

SKIP INSTRUCTIOS

Q4 If NO, go to Q11
If 3 go to next person
Q5 If NO go to Q7
Q9 If NO go to next person
Q10 After entering the amount go to Q12
Q23 If NO go to next child

PART3E FERTILITY, PRE AND POST NATAL CARE AND CONTRACEPTIVE USE

RESPONDENT: WOMEN 15-49(Q1-Q24)
Q25-28 TO BE ANSWERED BY WOMEN AND MEN AGED 15-49

SKIP INSTRUCTIONS

Q19 If NO go to Q24
Q23 enter the amount and go to Q25
Q25 If NO go to next person
Q26 If respond the option 12-16 go to next session
Q27 Ask this only if Q26 is among option 1-11

PART 3F HIV/AIDS

RESPONDENT ALL HOUSE HOLD MEMBER 15YRS AND OVER

Q10 If NO go to Q12
Q12 If NO go to next person

PART 3G GENDER BASED VIOLENCE

RESPONDENT ALL HOUSEHOLD MEMBER 15YRS AND OVER

SKIP INTRUCTIONS

Q2 If NO go to Q5
Q5 If NO go to next person

SECTION 3: HEALTH

SECTION 3A: HEALTH (Health Condition in the last 2 – weeks)
Section 3a.1 Information must be obtained for all household members

Consistency checks

Section 3a: 3; If there is a response in Q3, check for response in Q4
Section 3a; 20 if amount is written in Q20 there must be a YES response in Q18

SECTION 3B: MALARIA

Consistency checks

Section 3b 1: Check for the number of bed nets shaded in Q1 and this must correspond with the no of bed nets ID boxes. E.g. If three is being shaded, 3-responses must be indicated in the bed nets ID boxes.
Section 3b: If a response is indicated in Q8, ensure there is a NO (2) response in Q5
Section 3b:14 Check for consistency in Q14 and 17(Type of medicine did name take for fever and how much did name pay)

SECTION 3C: DISABILITY

Section 3c: All skip instructions must be observed.

Consistency checks

If a YES response is indicated in Q2, ensure type of disability is indicated in Q3.

If there is a response in Q9 ensure that a NO response is in Q7

SECTION 3D: PREVENTIVE HEALTH AND VACCINATION

(5years and under)

Consistency checks

Section 3d: Ensure column 1&2 i.e. person's / mother ID correspond with the household roster

Section 3d:4 if there is a No response in Q4 ensure that reason is given in Q.11

Section 13d: Ensure that the age of children in Q13 is not rounded up.

Section 3d: Calculate the day, month and year to ensure that the child is not above 5years old

Section 3d.6 Type of vaccination must be given (Q7)

Section 3d.11 If respondent is declared never vaccinated, reason why must be given.

SECTION 3E: FERTILITY, PRE & POST NATAL CARE (women aged 15-49years)

Consistency checks

Section 3e.2 if a household member is recoded in this section, sex must be female and should be between 15 and 49 years from Q1 – Q25, while Q26 – Q29 covers both sexes aged 15 – 49 years.

Section 3e:4 If there is a YES response in Q4 also ensure there is a YES response in Q2.

Section 3e:8 if respondent declared number of children, she must declare having been pregnant and having given birth (Q2 and Q4)

Section 3e:19 If the response is NO in Q19 ensure that the reason is being given in Q24.

Section 3e:25 if respondent declares use of condom then the main method must be printed in A.26.

Section 3f:2 if respondent has heard about HIV/AIDs then the source of information must be written in Q.7

Section 3g: 1 if the response is YES the source, the form must be recorded in Q3 and Q4 respectively

SECTION 4 EMPLOYMENT AND TIME USE

PART 4A: SCREENING QUESTIONS AND LIST OF OCCUPATIONS

RESPONDENTS: HH MEMBERS 5YEARS AND OVER

- 1 Questions 2-6: Screening questions for Economic Activities.
- 2 Questions 7-13: Agriculture for those who responded Q3=1(yes)
- 3 Questions 8-10: Months of Higher Activity
- 4 Questions 11-13: Months of Lower Activity
- 5 Questions 14-18: Own Account Workers, For persons who responded Q5=1(yes)
- 6 Question 19: Income of Higher Activities
- 7 Question 20: Income of Lower Activities

SECTION 4 PART 4B: CHARACTERISTICS OF MAIN OCCUPATION.

RESPONDENTS: HH MEMBERS 5 YEARS AND ABOVE.

CONSISTENCY CHECKS: THOSE TO BE COVERED IN THIS SECTION ARE

- 1 Who responded as being in wage employment (Part 4A, Q5=1)
- 2 Check if Part 4A, Q5=2, then leave Part 4B characteristics of main occupation blank.

SKIP INSTRUCTIONS FOR PART 4B: CHARACTERISTICS OF MAIN OCCUPATION.

- 1 Question 8: If Yes, Go to Q11, then leave Q9-Q10 blank.
- 2 Question 12: If Yes, check Q7 for a response.
If No, Go To next person.

SPANNER HEADS INSTRUCTIONS FOR PART 4C: ACTIVITY STATUS AND EMPLOYMENT SEARCH IN THE LAST 7-DAYS.

RESPONDENT: HH MEMBERS 5 YEARS AND OVER.

CONSISTENCY CHECKS:

- 1 Check if Q5=2 In Part 4A then leave Questions 2-10 in Part 4C blank
- 2 Question 2: If No Go To Part 4E. Then leave Part 4D blank.
- 3 Question 6-8: If a response in Q6 and Q7 there must also be a response in Q8.

SKIP INSTRUCTIONS FOR PART 4C

Question 9 : If Yes, Go To next person, then leave Q10 blank.

SPANNER HEAD INSTRUCTIONS FOR PART 4D: UNEMPLOYMENT AND EMPLOYMENT SEARCH IN THE PAST 7- DAYS.**RESPONDENTS: HH MEMBERS 5 YEARS AND OVER****SKIP INSTRUCTIONS FOR PART 4D**

- 1 Question 3: If 1, 2 or 3 Go To Q5, then Q4 will be blank.
- 2 Question 4: Whatever the response chosen, Go To Part 4E. Then Q5-Q10 will be blank.
- 3 Question 5: If Yes, Go To Q7 then Q6 will be blank.
- 4 Question 7: If answer is the same as Q2, Go To Q10.
- 5 Question 10: If 4 (others), Go To Part 4E.

SPANNERS HEAD INSTRUCTIONS FOR PART 4E: HOUSEHOLD CHORES.**RESPONDENTS: HH MEMBERS 5 YEARS AND OVER****CONSISTENCY CHECKS**

Questions 2-24: Ensure that time per activity is given. If time given is less than one hour, then approximate to 1(one) hour e.g 20 or 30 minutes equal 1(one) hour. Check that the total time given from questions 2-24 is not more than 24 hours.

SPANNERS HEAD INSTRUCTIONS FOR PART 4F: TRAINING/PROGRAMME PARTICIPATION.**RESPONDENTS: HH MEMBERS 5 YEARS AND OVER****CONSISTENCY CHECKS**

Questions 3-7 : Check for responses in each box

SKIP INSTRUCTIONS FOR PART 4F

- 1 Question 2: If No, Go To Q9. Then leave Q3-Q8 blank.
- 2 Question 8: If No, after entering the response Go To Q9
- 3 Question 9: If No, Go To Q11
- 4 Question 11: If No, Go To next person.

SPANNERS HEAD INSTRUCTIONS FOR PART 4G: CONSOLIDATED DESIRED EMPLOYMENT.**RESPONDENTS: HH MEMBERS 5 YEARS AND OVER****SKIP INSTRUCTIONS FOR PART 4G**

- 1 Question 2: If No, Go To Q4. Then leave Q3 blank
- 2 Question 4: If No, Go To next person.

7. 6 Section 5 MIGRATION**SECTION 5: MIGRATION**

Respondent: All household members age 15 years and above.

Consistency check

If age is less than 15 years leave blank.

SKIP INSTRUCTIONS FOR MIGRATION

1. Q3: If Yes, Go to Next person
2. Q4: If Yes, Go to Next person

Part A: Type of Dwelling

Respondent: Head of household and or Adult household member.

Consistency checks

- QA.1 Only one option is expected here, while the rest options should be blanked.
- QA.2 There must be response for the number of rooms for both main and other. It must not be blanked
- QA.3 It is either Yes or No, it must not be blank.
- QA.4 Number of years that household is living in the dwelling must not be blanked.
Rounded to the nearest year e.g. 2.3 = 2 or 2.7 = 3.
- QA.5 Only one option is expected while the rest options should be blank.

Part B: OCCUPANCY STATUS OF DWELLING

Respondent: Head of household and or Adult household member

Consistency checks

- QB.1 Only one option is expected here, while the rest options must be blanked.
If owned, i.e. option 1, 2 or 3, GOTO QB3, but if option 4, 5, 6, or 7, Go TO QB.2.
- QB.2 Only one option is expected to be bubbled.
- QB.3 If option 1, 2 or 3 is recorded, GOTO Part C, QC.6, while the rest options are left blanked. If option 'None' (6) is circle Probe further to find out whether rent is paid, but if option 4, or 5 is recorded, then QC.1 in Part C must be filled, amount paid and time unit must be recorded.

Part C: HOUSING EXPENDITURE (Rent)

Respondent: Head of household and or Adult household member

Consistency checks

- QC.2 If No, GO TO QC.4
- QC.2 If QC.2 is YES, amount paid and time use in QC.3 must be recorded.
- QC.3 If RENT is FREE put zero (0) for amount and time unit must be left blank.
- QC.4 Only one option is expected to bubble, either Yes or No.
- QC.5 One option is to be bubbled.
- QC.6 The box must be left blank if there is no expense.

Part D: PHYSICAL CHARACTERISTICS OF DWELLING

Respondent: Head of household and or Adult household member

Consistency checks

- QD.1- QD.3: Check that all boxes in QD1 to QD3 must not be left empty/blank.
- QD.4 Only one option is to be bubbled, either Yes or No.
- QD.5 Only one option is to be recorded.
- QD.6 Only one option is to be bubbled.
- QD.7 **Calculation of Area of Rooms.** Area of the room of the respondent must not be blank.

Part E: ENERGY

Respondent: Head of household or Adult household member

Consistency check

- QE.1 Check that E1 and E2 is properly filled and answer must be provided for the two main sources, but if one main source is provided, leave the second box blank.

Skip instructions

- QE.2 If options 1,2,7,8 or 9 GO TO part F
- QE.3 If NO, GO TO Part F whilst the rest options are left blank.
- QE.3 If option 1 or 2 in QE.3, then QE.4 must not be blank. Amount paid and time unit must be recorded.

Part F: WATER AND SANITATION

Respondent: Head of household and or Adult household member

Skip instructions

- QF.1 If option 5 or 6, GO TO QF4
QF.2 If NO, GO TO QF4.
QF.3 If option 1 or 2 in QE.2, QF.3 must not left blank. Amount paid and Time Unit must be recorded.
QF.4 If option 09, 12 or 15, GO TO QF6, then QF.5 must be blank.
QF.6 It must not be blank.
QF.5 If option 1-8, 10,11,13,14 and 16 in QF.4, then QF.5 must not be blank.
QF.7 If NO GO TO QF.9
QF.8 Ask QF8a and QF8b only if QF4 = 1 or 2
QF.11 If NO GO TO F13
QF.14 If NO GO TO F. 16
QF.16 If NO GO TO F.18. If YES, amount must be given in QF.17
QF.20 If NO GO TO PART G.
If YES in QF.20, Qf.21 must be filled.

Part G: ACCESS TO THE NEAREST SOCIAL AMENITIES

Respondent: Head of household and or Adult household member

Skip instruction

Only one option is expected to be bubbled for each social amenity in Q.G1 and Q.G.2.

SECTION 7: OWNERSHIP OF DURABLE ASSETS

Respondent: Head of household and or Adult household member

Consistency checks

- Q1: If No for any item GO TO Next item,
No box should be left blank, it is either **Yes or No.**
if Q1 is No, there should be no entry in Q2, Q3 and Q4
Q2: If item obtained is less than one year, enter 0 (Zero)

SECTION 8: CRIME & SECURITY

Respondent: Head of household and or Adult household member

Skip instructions

- Q1: If NO GO TO Next item
Q10: If NO GO TO Next Section

SECTION 9: SUBJECTIVE POVERTY

Respondent: Head of household and or Adult household member

Consistency check

- Q14: Ensure that '1' is Indicated in the applicable boxes

Section 10: Respondent for part B: Consumption

7.12 Section 11: AGRICULTURE

PART 11A Agricultural Assets, Land, Livestock and Equipment

In this section Respondents' ID must be the same as indicated in Part A: Roster.

- 11a1. If household owns any agricultural land. The land size must be indicated (Q3

- 11a.5 If household indicates the purchase of land during the last 12 months, the value of that purchase must be indicated (Q7).
- 11a.9 If household indicates the sale of land during the last 12 months, the value of that sale must be indicated (Q11)
- 11a.15 if household rented out a land In the last twelve months the unit and size must be indicated and the value must be recorded in Q16
- 11a.15 if household is involve in sharecropping in the last twelve month the amount/proportion received must be written in Q19 and 20 respectively
- Q:3 If household owns livestock, poultry or engaged in fishing activities in the last twelve months present number must be indicated (Q4)
- Q: 9 if the household had bought any item in the last 12 months the number/ amount must be recorded in Q 10 and 11 respectively
- Q: 12 if the household has rented out any animal(large) the amount should be written in Q 13
- Q2: If household owns agricultural equipment, the quantity and amount must be indicated (Q3and4)
- Q; 5 If household sold any agricultural equipment, the value must be indicated in (Q6).
- Q: 7 if any equipment owned the owner ID must correspond.
- Q: 8 if any item was rented out the value should be in written Q:9

PART 11B: Plot Details

Column 1,2, must not be omitted

- 11b.4 If household owns or cultivate land, plot area must be indicated.
- 11b.6 if household has the right to sell land, then it must declare owning the land (Q5)
- 11b.17 if crop codes are indicated, household must have rank some crops (Q11)

PART 11C: Harvest and Disposal of Crops

- 11c.1.1 The ID of landholder indicated in this section must be the same as in Part A: Roster.
- 11c.1.2 If crop is harvested it must have been grown or planted on the farm during the past 12 months (Q2)
- 11c.6 If sharecropped quantity given to the landlord must indicated, harvested crop code must be indicated.
- 11c.7 If there is sale of unprocessed crops, the main sale outlet must be indicated (Q8)

PART 11D Section 11D: Seasonality of Sales and Purchases

- 11d.2 If a crop was grown, the month of its harvest must be specified (Q3)
- 11d.4 The amount of any crop sold must be specified only if that crop was harvested.
- 11d.6 If the quantity of any crop in store now is indicated, there must be information in (Q7).

PART 11F: Agricultural Costs and Expenses

- 11f.2 If household bought any item as expenses, it must indicate their amount (Q3).
And the source of the item must be indicated in (Q4).

PART 11G: Processing of Agricultural Products

- 11g.1 The ID of person responsible in **section 11g** must be the same as indicated in **section 10**. The ID of other household members usually helping in this task should be consistent with **ID in roster**

11g.7 If foods processing labour costs are indicated, then there should be information also in (Q.9).

11g.10 If any processed food was sold, value and quantity of this must be indicated (Q11 & Q12).

PART 11H: Consumption from Own Production

11h.1. If household indicated that it consumed any home item produced by the household, then, it must be indicated the period through the year in which the food or item was produced (Q3) and there should be in Q4 if the household does not have enough of its own produced item or food all through the year.

11h.11. If the household indicated the consumption of its produce, the present value of one unit and the quantity consumed must be indicated in Q5 – Q9, then (Q10 & Q11) must have information.

7.13 SECTION 12 HOUSEHOLD EXPENDITURE

12A: Food Expenses

12a.2. If household consumed any purchased item in the last 12 months, there be information on each column of the items.

12B: Non-Food Expenses (B1: Less frequently purchased)

12b.2. If household purchased any non-food item in the last 12 months, there must be information on Q3 – Q6. The same applies to **B2: frequently purchased**.

SECTION 13 NON FARM ENTERPRISE

13A: Basic characteristics of Non-Farm Enterprises

13a.4. The activity of Enterprise has to be identified with code. Copy from industry code

13a.5 If total number of years of enterprise operation is indicated, the number of months during the 12 months of operation must be indicated

13a.11 The total number of persons working in the enterprise is the sum of household members' (Q12) plus apprentices' (Q14) and the hired labour (Q15)

13a.23 If the amount of the repaid loan is indicated, the amount of the enterprise total borrowing has to be indicated (Q21)
Make sure all the arithmetic calculations were correct

13B: Expenditure for the Enterprise

13b1:2 Either YES=1 or NO=2 must be indicated in each box provided.(no box should be left blank) If the enterprise have not spent anything on the item in the last twelve months. No(2) must be indicated in the box , ensure that the skip instruction is properly followed.(i.e. skip to Q8 this question seek to know the expenses in the last 3 months

13b.7 If the amount for specific enterprise expense is specified, the number of times the item was purchased/paid should be indicated (Q6).

13C: Assets of the Enterprises

13c.1 If enterprise owns assets, their present value must be indicated

13c.2 if the value paid for a specific asset is indicated, how long ago it was obtained must be indicated in Q3.

- 13c.7. If the enterprise sold any of its assets during the last 12 months the VALUE in Q8 and REASON in Q 9 for sale must be indicated.

13d: Revenue

- 13d.2. If the enterprise received revenue since last two weeks then amount must be indicated in Q3.
- 13d.4. If the household consumed any of the goods or services produced by the enterprise, the value of the consumed goods or services must be indicated in Q5.
- 13e:3 Ensure that the id code from household roaster is the same

13E: Net Income and Inventory of Enterprises

- 13e.9 If the amount of money from enterprise used for other household purposes is indicated, the time unit indicating the period it was used must be indicated
- 13e.1. If the net income is used for household upkeep or savings, the amount used must be indicated, and time unit (Q2).

7.14 Section 14: Credit and Savings

14A credit

- 14a.4. If any member of household obtained loan,(COPY PERSON ID FROM HOUSEHOLD ROASTER) the source must be indicated in Q5 and total amount in Q6.

14A:10 if there is an amount written on repayment of loan, there must be a response in Q9

14B savings

14b:1 if yes in Q1 copy the ID code from the roaster and check the amount in Q4.and skip instruction in Q6

7.15 Section 15 Income Transfer Miscellaneous Income And Expenditures

15a income transfer payment made (out-transfer)

- 15a:3 if Q1= and Q3 =2 skip to part 15B Q2 and if Q2=2 And Q3 =2 skip to part 15B Q1 or else you continue, Ensure that person ID in col 5 is recoded against each absent member in col 4 from the household roaster to whom cash/goods were sent to.
Q6& 7 Check relationships to the head and also the sex of the non member.
Q, 11 &12 should be written in monetary value

15E Total Aggregate Household Income

Ensure that item code fro 01-15 = 16 (TOTAL BASIC INCOME)

Items code 17-31 = 32 (total other cash receipt)

GRAND TOTAL (Includes item code 16 + item code 32 + item code 33 + item code 34.)

ANNEX I International Standard Classification of Occupations (ISCO)

The International Standard Classification of Occupations (ISCO) is one of the main international classifications which ILO is responsible and belongs to the international family of economic and social classifications. The International Standard Classification of Occupations is a tool for organising jobs into a clearly defined set of groups according to the tasks and duties undertaken in the job. ISCO-88 is currently being updated to take into account the developments in the economies of countries all over the world.

MAJOR GROUP 1: LEGISLATORS, SENIOR OFFICIALS AND MANAGERS

- 11 Chief executives, senior officials and legislators**
 - 111 Legislators and senior officials
 - 112 Managing directors and chief executives
- 12 Administrative and commercial managers**
 - 121 Business services and administration managers
 - 122 Sales, marketing and development managers
- 13 Production and specialized services managers**
 - 131 Production managers in agriculture, forestry and fisheries
 - 132 Manufacturing, mining, construction, and distribution managers
 - 133 Information and communications technology service managers
 - 134 Professional services managers
- 14 Hospitality, retail and other services managers**
 - 141 Hotel and restaurant managers
 - 142 Retail and wholesale trade managers
 - 143 Other services managers

MAJOR GROUP 2: PROFESSIONALS

- 21 Science and engineering professionals**
 - 211 Physical and earth science professionals
 - 212 Mathematicians, actuaries and statisticians
 - 213 Life science professionals
 - 214 Engineering professionals (excluding electro technology)
 - 215 Electro technology engineers
 - 216 Architects, planners, surveyors and designers
- 22 Health professionals**
 - 221 Medical doctors
 - 222 Nursing and midwifery professionals
 - 223 Traditional and complementary medicine professionals
 - 224 Paramedical practitioners
 - 225 Veterinarians
 - 226 Other health professionals
- 23 Teaching professionals**
 - 231 University and higher education teachers
 - 232 Vocational education teachers
 - 233 Secondary education teachers
 - 234 Primary school and early childhood teachers
 - 235 Other teaching professionals
- 24 Business and administration professionals**
 - 241 Finance professionals
 - 242 Administration professionals
 - 243 Sales, marketing and public relations professionals
- 25 Information and communications technology professionals**
 - 251 Software and applications developers and analysts
 - 252 Database and network professionals
- 26 Legal, social and cultural professionals**
 - 261 Legal professionals
 - 262 Librarians, archivists and curators
 - 263 Social and religious professionals
 - 264 Authors, journalists and linguists
 - 265 Creative and performing artists

MAJOR GROUP 3: TECHNICIANS AND ASSOCIATE PROFESSIONALS

- 31 Science and engineering associate professionals**

- 311 Physical and engineering science technicians
- 312 Mining, manufacturing and construction supervisors
- 313 Process control technicians
- 314 Life science technicians and related associate professionals
- 315 Ship and aircraft controllers and technicians
- 32 Health associate professionals**
- 321 Medical and pharmaceutical technicians
- 322 Nursing and midwifery associate professionals
- 323 Traditional and complementary medicine associate professionals
- 324 Veterinary technicians and assistants
- 325 Other health associate professionals
- 33 Business and administration associate professionals**
- 331 Financial and mathematical associate professionals
- 332 Sales and purchasing agents and brokers
- 333 Business services agents
- 334 Administrative and specialized secretaries
- 335 Regulatory government associate professionals
- 34 Legal, social, cultural and related associate professionals**
- 341 Legal, social and religious associate professionals
- 342 Sports and fitness workers
- 343 Artistic, cultural and culinary associate professionals
- 35 Information and communications technicians**
- 351 Information and communications technology operations and user support technicians
- 352 Telecommunications and broadcasting technicians

MAJOR GROUP 4: CLERKS

- 41 General and keyboard clerks**
- 411 General office clerks
- 412 Secretaries (general)
- 413 Keyboard operators
- 42 Customer services clerks**
- 421 Tellers, money collectors and related clerks
- 422 Client information workers
- 43 Numerical and material recording clerks**
- 431 Numerical clerks
- 432 Material-recording and transport clerks
- 44 Other clerical support workers**
- 441 Other clerical support workers

MAJOR GROUP 5: SERVICE WORKERS AND SHOP AND MARKET SALES WORKERS

- 51 Personal service workers**
- 511 Travel attendants, conductors and guides
- 512 Cooks
- 513 Waiters and bartenders
- 514 Hairdressers, beauticians and related workers
- 515 Building and housekeeping supervisors
- 516 Other personal services workers
- 52 Sales workers**
- 521 Street and market salespersons
- 522 Shop salespersons
- 523 Cashiers and ticket clerks
- 524 Other sales workers
- 53 Personal care workers**
- 531 Child care workers and teachers' aides
- 532 Personal care workers in health services
- 54 Protective services workers**
- 541 Protective services workers

MAJOR GROUP 6: SKILLED AGRICULTURAL AND FISHERY WORKERS

- 61 Market-oriented skilled agricultural workers**

- 611 Market gardeners and crop growers
- 612 Animal producers
- 613 Mixed crop and animal producers
- 62 Market-oriented skilled forestry, fishery and hunting workers**
- 621 Forestry and related workers
- 622 Fishery workers, hunters and trappers
- 63 Subsistence farmers, fishers, hunters and gatherers**
- 631 Subsistence crop farmers
- 632 Subsistence livestock farmers
- 633 Subsistence mixed crop and livestock farmers
- 634 Subsistence fishers, hunters, trappers and gatherers

MAJOR GROUP 7: CRAFT AND RELATED TRADES WORKERS

- 71 Building and related trades workers, excluding electricians**
- 711 Building frame and related trades workers
- 712 Building finishers and related trades workers
- 713 Painters, building structure cleaners and related trades workers
- 72 Metal, machinery and related trades workers**
- 721 Sheet and structural metal workers, moulders and welders, and related workers
- 722 Blacksmiths, toolmakers and related trades workers
- 723 Machinery mechanics and repairers
- 73 Handicraft and printing workers**
- 731 Handicraft workers
- 732 Printing trades workers
- 74 Electrical and electronic trades workers**
- 741 Electrical equipment installers and repairers
- 742 Electronics and telecommunications installers and repairers
- 75 Food processing, wood working, garment and other craft and related trades workers**
- 751 Food processing and related trades workers
- 752 Wood treaters, cabinet-makers and related trades workers
- 753 Garment and related trades workers
- 754 Other craft and related workers

MAJOR GROUP 8: PLANT AND MACHINE OPERATORS AND ASSEMBLERS

- 81 Stationary plant and machine operators**
- 811 Mining and mineral processing plant operators
- 812 Metal processing and finishing plant operators
- 813 Chemical and photographic products plant and machine operators
- 814 Rubber, plastic and paper products machine operators
- 815 Textile, fur and leather products machine operators
- 816 Food and related products machine operators
- 817 Wood processing and papermaking plant operators
- 818 Other stationary plant and machine operators
- 82 Assemblers**
- 821 Assemblers
- 83 Drivers and mobile plant operators**
- 831 Locomotive engine drivers and related workers
- 832 Car, van and motorcycle drivers
- 833 Heavy truck and bus drivers
- 834 Mobile plant operators
- 835 Ships' deck crews and related workers

MAJOR GROUP 9: ELEMENTARY OCCUPATIONS

- 91 Cleaners and helpers**
- 911 Domestic, hotel and office cleaners and helpers
- 912 Vehicle, window, laundry and other hand cleaning workers
- 92 Agricultural, forestry and fishery labourers**
- 921 Agricultural, forestry and fishery labourers
- 93 Labourers in mining, construction, manufacturing and transport**
- 931 Mining and construction labourers
- 932 Manufacturing labourers
- 933 Transport and storage labourers

- 94 Food preparation assistants**
- 941 Food preparation assistants
- 95 Street and related sales and service workers**
- 951 Street and related service workers
- 952 Street vendors (excluding food)
- 96 Refuse workers and other elementary workers**
- 961 Refuse workers
- 962 Other elementary workers

MAJOR GROUP 0: ARMED FORCES

- 01 Commissioned armed forces officers**
- 011 Commissioned armed forces officers
- 02 Non-commissioned armed forces officers**
- 021 Non-commissioned armed forces officers
- 03 Armed forces occupations, other ranks**
- 031 Armed forces occupations, other ranks

ANNEX II

International Standard Industrial Classification of all Economic Activities (ISIC)

Notes: This is the International Standard Industrial Classification of Economic Activities (ISIC) Rev. 3.1. This classification becomes final after being approved by the Statistical Commission.

A - Agriculture, forestry and fishing

- 01 - Crop and animal production, hunting and related service activities
- 02 - Forestry and logging
- 03 - Fishing and aquaculture

B - Mining and quarrying

- 05 - Mining of coal and lignite
- 06 - Extraction of crude petroleum and natural gas
- 07 - Mining of metal ores
- 08 - Other mining and quarrying
- 09 - Mining support service activities

C - Manufacturing

- 10 - Manufacture of food products
- 11 - Manufacture of beverages
- 12 - Manufacture of tobacco products
- 13 - Manufacture of textiles
- 14 - Manufacture of wearing apparel
- 15 - Manufacture of leather and related products
- 16 - Manufacture of wood and of products of wood and cork, except furniture; manufacture of articles of straw and plaiting materials
- 17 - Manufacture of paper and paper products
- 18 - Printing and reproduction of recorded media
- 19 - Manufacture of coke and refined petroleum products
- 20 - Manufacture of chemicals and chemical products
- 21 - Manufacture of basic pharmaceutical products and pharmaceutical preparations
- 22 - Manufacture of rubber and plastics products
- 23 - Manufacture of other non-metallic mineral products
- 24 - Manufacture of basic metals
- 25 - Manufacture of fabricated metal products, except machinery and equipment
- 26 - Manufacture of computer, electronic and optical products
- 27 - Manufacture of electrical equipment
- 28 - Manufacture of machinery and equipment n.e.c.
- 29 - Manufacture of motor vehicles, trailers and semi-trailers
- 30 - Manufacture of other transport equipment
- 31 - Manufacture of furniture
- 32 - Other manufacturing
- 33 - Repair and installation of machinery and equipment

D - Electricity, gas, steam and air conditioning supply

- 35 - Electricity, gas, steam and air conditioning supply

E - Water supply; sewerage, waste management and remediation activities

- 36 - Water collection, treatment and supply
- 37 - Sewerage
- 38 - Waste collection, treatment and disposal activities; materials recovery
- 39 - Remediation activities and other waste management services

F - Construction

- 41 - Construction of buildings
- 42 - Civil engineering
- 43 - Specialized construction activities

G - Wholesale and retail trade; repair of motor vehicles and motorcycles

- 45 - Wholesale and retail trade and repair of motor vehicles and motorcycles
- 46 - Wholesale trade, except of motor vehicles and motorcycles
- 47 - Retail trade, except of motor vehicles and motorcycles

H - Transportation and storage

- 49 - Land transport and transport via pipelines
- 50 - Water transport
- 51 - Air transport
- 52 - Warehousing and support activities for transportation

- 53 - Postal and courier activities
 - I - Accommodation and food service activities**
 - 55 - Accommodation
 - 56 - Food and beverage service activities
 - J - Information and communication**
 - 58 - Publishing activities
 - 59 - Motion picture, video and television programme production, sound recording and music publishing activities
 - 60 - Programming and broadcasting activities
 - 61 - Telecommunications
 - 62 - Computer programming, consultancy and related activities
 - 63 - Information service activities
 - K - Financial and insurance activities**
 - 64 - Financial service activities, except insurance and pension funding
 - 65 - Insurance, reinsurance and pension funding, except compulsory social security
 - 66 - Activities auxiliary to financial service and insurance activities
 - L - Real estate activities**
 - 68 - Real estate activities
 - M - Professional, scientific and technical activities**
 - 69 - Legal and accounting activities
 - 70 - Activities of head offices; management consultancy activities
 - 71 - Architectural and engineering activities; technical testing and analysis
 - 72 - Scientific research and development
 - 73 - Advertising and market research
 - 74 - Other professional, scientific and technical activities
 - 75 - Veterinary activities
 - N - Administrative and support service activities**
 - 77 - Rental and leasing activities
 - 78 - Employment activities
 - 79 - Travel agency, tour operator, reservation service and related activities
 - 80 - Security and investigation activities
 - 81 - Services to buildings and landscape activities
 - 82 - Office administrative, office support and other business support activities
 - O - Public administration and defence; compulsory social security**
 - 84 - Public administration and defence; compulsory social security
 - P - Education**
 - 85 - Education
 - Q - Human health and social work activities**
 - 86 - Human health activities
 - 87 - Residential care activities
 - 88 - Social work activities without accommodation
 - R - Arts, entertainment and recreation**
 - 90 - Creative, arts and entertainment activities
 - 91 - Libraries, archives, museums and other cultural activities
 - 92 - Gambling and betting activities
 - 93 - Sports activities and amusement and recreation activities
 - S - Other service activities**
 - 94 - Activities of membership organizations
 - 95 - Repair of computers and personal and household goods
 - 96 - Other personal service activities
 - T - Activities of households as employers; undifferentiated goods- and services-producing activities of households for own use**
 - 97 - Activities of households as employers of domestic personnel
 - 98 - Undifferentiated goods- and services-producing activities of private households for own use
 - U - Activities of extraterritorial organizations and bodies**
 - 99 - Activities of extraterritorial organizations and bodies
- The Classifications registry keeps updated information on Statistical Classifications maintained by the United Nations Statistics Division (UNSD).

ANNEX II CONCEPTS AND DEFINITIONS:

This section explains the terms and concepts used in the implementation of the General Household Survey (GHS) to aid the understanding of the supervisors, enumerators and other users.

Locality:

A locality is a district or inhabited place in which people live in neighbouring buildings. It has a head and a name or a legally recognized status. The size of the settlement does not matter. It could be a city, village, hamlet or camp. Wards, quarters or any sub-divisions within a city or town should not be regarded as a locality. If, long time ago, a settlement with a name and a head existed at a fairly short distance from another bigger settlement, but with the passage of time, the bigger settlement has enclosed the smaller one, so that it is now located within the bigger settlement, the smaller settlement will still retain its identity as a distinct locality.

Building:

A building is any free-standing structure comprising one or more rooms with or without a roof. It may or may not be enclosed within external walls. A building can be used for several purposes such as residential, commercial, industrial, or a combination of residential and/or commercial cum religious activities.

Residential Building:

This is a structure wholly or partly used for dwelling. When a building is used purely as a dwelling place, that is, where people live, eat, sleep and wake up to go to their various places of work or school, it is called residential. In some cases, the outer rooms serve as shops, where occupants of the larger part of the building sell their goods during the day. In as much as people live inside the building, such a building is regarded as residential. A residential building can be a bungalow when it contains only one floor. But when it has more than one floor, it is called a storey building.

Institutional Building:

This is a building occupied largely by persons not related by blood. Examples include school hostels where children from different parents live during the school session and hotels where travellers, holiday makers or people on business trip stay for a short period of time. Institutional buildings usually contain a larger number of rooms than residential buildings.

Compound:

A compound is a premise having one or more structural units with one or more entrances and it may be enclosed by walls for security reasons.

Residential Housing Unit:

A residential housing unit is a unit or accommodation which is occupied by one or more households with a single main entrance and with exclusive right to use of the same basic amenities. For face to face or room by room type of building, each room or set of rooms occupied under one arrangement and with one recognized tenant is a housing unit.

Master Sample: This is a sample of households selected for study in each EA

Place of usual Residence:

This is the locality where the respondent lives sleeps, keeps his clothes and other belongings (personal and other household materials) and from where he goes to work or school, as the case may be.

Death:

This is a permanent disappearance of all evidence of life at any time after a live birth has taken place, that is, stoppage of vital functions without possibility of resuscitation.

Economic Activity:

This is a form of work or services rendered by a person for the production of goods and services in order to contribute to the gross domestic product (GDP) which is a component of national accounts.

Occupation:

This refers to the type of work, trade or profession that a person does to earn a living.

Own-Account workers:

This includes those who work on their own account or with one or more partners and do not engage any employee on a continuous or regular basis. However, they may engage employees as long as it is not on a regular or continuous basis and they may work with the help of (unpaid) contributing family members

Contributing Family Workers:

These are those who work in a market-oriented establishment operated by a relation living in the same household and are not partners in the business. They include young persons who work without pay in a business operated by a relation (e.g. uncle, grandmother) and may not necessarily live in the same household.

Cash in hand as at the beginning of tomorrow:, Cash in hand as at the end of yesterday, plus total cash income today, less total expenditure today

ANNEX IV
CONVERSION FACTOR FOR PRIVATE FARMERS (CROPS) HO1
CONVERSION FACTOR FOR FARM AREA BY STATE.

STATE CODE	STATE NAME	LOCAL MEASURE	HACTARE EQUIVALENT OF LOCAL MEASURES
01	ABIA	HEAPS (LARGE)	0.00033
		„ (SMALL)	0.0001
02	ADAMAWA	HEAPS	0.00013
03	AKWA IBOM	HEAPS	0.00015
		STANDS	0.00013
04	ANAMBRA	HEAPS (LARGE)	0.00033
		„ (MEDIUM)	0.00014
		„ (SMALL)	0.0001
05	BAUCHI	HEAPS	0.00013
06	BAYELSA	STANDS	0.0001
07	MENUIE	HEAPS	0.00014
08	BORNO	STANDS	0.00008
09	CROSS RIVER	STANDS(LARGE)	0.00015
		„ (SMALL)	0.00014
10	DELTA	STANDS(LARGE)	0.0001
		„ (SMALL)	0.00005
11	EBONYI	HEAPS	0.0004
12	EDO	HEAPS	0.0001
13	EKITI	HEAPS	0.0001
14	ENUGU	HEAPS(LARGE)	0.0004
		„ (MEDIUM)	0.0002
		„ (SMALL)	0.0001
15	GOMBE	HEAPS	0.00013
16	IMO	HEAPS	0.0001
17	JIGAWA	RIDGES	0.00578
18	KADUNA	RIDGES	0.00111
19	KANO	RIDGES	0.00578
20	KATSINA	STANDS	0.00005
21	KEBBI	STANDS	0.00004
22	KOGI	HEAPS	0.0001
23	KWARA	HEAPS	0.00013
24	LAGOS	HEAPS	0.0001
25	NASSARAWA	HEAPS	0.00013
26	NIGER	STANDS	0.00006
27	OGUN	HEAPS	0.0001
28	ONDO	HEAPS	0.0001
29	OSUN	HEAPS	0.00013
30	OYO	HEAPS	0.00013
31	PLATEAU	HEAPS	0.00013
32	RIVERS	STANDS	0.0001
33	SOKOTO	STANDS	0.00004
34	TARABA	HEAPS	0.00014
35	YOBE	STANDS	0.00008
36	ZAMFARA	STANDS	0.00004
37	ABUJA(FCT)	STANDS	0.00006

(A) FOR PALM TREE/ GUM ARABIC/CASHEW CONVERSION AREAS USE:

450 STANDS = 1 HECTARE

1 STAND = 0.00222

FOR RUBBER/ COFFEE USE:

1 STAND = 0.00083 HECTARE

FOR COCOA USE:

1 STAND = 0.0011 HECTARE.

(B) OTHER MEASUREMENTS.

2.5 ACRE = 1 HECTARE

1 ACRE = 0.4 HECTARES

1 KADADA = 1 RIDGE = 0.00578 HECTARES

1 STANDARD PLOT = 0.0667 HECTARES

6 „ = 1 ACRE = 0.4 HECTARES

1 SQUARE FATHOM = 0.0004 HECTARES

1 SQUARE AGBOBU = 0.0004 HECTARES