

CHAPTER ONE

INTRODUCTION

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 desegregation.
- 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

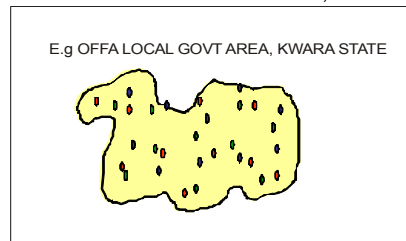
2.1. Coverage

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

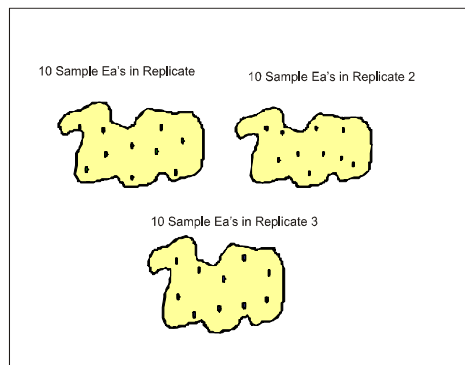
The frame of EAs demarcated by the National Population Commission (NPopC) for the 2006 Housing and Population Census will be used for the survey. The Reporting Domain for the HNLSS is the LGA, however there will be aggregates at sub-national level (such as Federal Constituencies, Senatorial Districts, 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					
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
	ABUJA(FC T)	6	60	600	2	6		2		2	30,30
SUB-TOTAL		121	1,210	12,100	34	136					

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*		
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
	KANO	44	440	4400	12	50	5		7	12	26,26,26,27,27, 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
	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

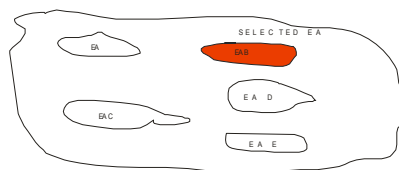
Or same locality/community

Or same Local Government Area (LGA)

Or same Federal constituency

Or same Senatorial District in that order

Figure 1: SAMAP



This ensures new EA having linkage with previous one. All the new 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 LOCA LITY/C OMM	OLD EA LGA	RETAI NED OLD EA RIC	NEW EA NAME	NEW EA CODE	NEW EA LOCA LITY/C OMM	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 D (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.

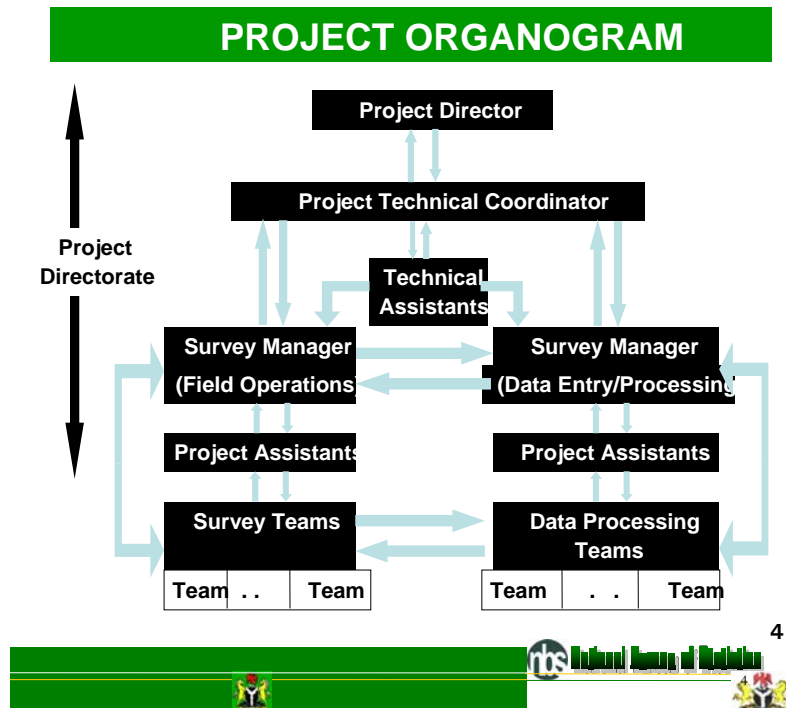
CHAPTER THREE

3.0. 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:



3.1.1 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.

3.2 SPECIFIC FUNCTIONS OF KEY FIELD OFFICERS FOR HNLSS

3.2.1 The Role of the Interviewers/Enumerators:

The success of any survey depends on each interviewer's ability to collect accurate information from the respondents.

The role of the interviewer includes the following:

- ✓ Locating structures and housing units in the sample Enumeration Areas (EAs) which are assigned to him/her by the supervisor;
- ✓ Identifying all persons in each household and conducting interview with them;
- ✓ Carrying on the interviews in accordance with the procedures described in this manual.
- ✓ Going through the questionnaire, after completing an interview and ensuring that all questions are properly filled-in and that questions not meant to be filled-in are completely cleaned and free of marks.**
- ✓ Read all questions exactly as they appear in the questionnaire. **
- ✓ Visiting again the households for which information on some members were not available at the first visit**
- ✓ Verifying questionnaires completely before handing them over to the supervisor and most of all 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 Role of the Supervisor:

The quality of data collection in the field depends on the level of supervision put in place

Publicity:

- ✓ He should supervise the delivery of the letters of introduction to the local Authorities and chief in the rural areas and to the households in urban areas.

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Bulleted + Level: 1 + Aligned at:
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0.5"

Finding the Selected Household:

- ✓ He should help the interviewers to locate the selected households, housing units and EAs using the line maps. He also helps the interviewers to persuade reluctant and difficult respondents

Verification of Questionnaires:

- ✓ He will at the end of every visit, check the correctness of the completed questionnaires before the tam leaves the field

Observing Interviews:

- He should accompany interviewers to observe their interviewing techniques at least thrice in every cycle during the survey.

Verification of Interview:

- He should visit randomly one of the household interviewed on the previous day to ascertain whether the interviewer actually visited the household to conduct the interview

Sending the completed questionnaires for scrutiny:

- He should after checking the questionnaire in the field, send completed questionnaires to the scrutiny section for further editing.

Checking the Print-outs:

- He should check the print-outs and shading of each questionnaire submitted by the interviewers to ensure that it conforms to the required standard.
- He is in-charge for all the industry codes in the questionnaire and administers it in each section as soon as interviewers finished before sending to the editing/data entry point.
- He should every morning give the road-map of the day's activities and from time to time conduct refresher training especially in some grey areas.

3.2.4 State Officers:

- He/she is the channel of communication between the Project Directorate and the Data Collection team.
- He/she ensures that the letter of introduction and sensitization of the public have been done.
- He /she keeps record of all survey materials and ensures its distribution.
- He/she ensures that the Project Directorate instructions are followed and keeps the Project Directorate informed of any problem(s) encountered during data collection.
- He/she is responsible for the management of the personnel, equipment, vehicle and funds of the teams.
- Ensure time-line compliance on data collection and retrieval. **
- He/she/she is responsible for the on- the-job training of the interviewers/supervisors and advising them on how to work more efficiently. **
- He/she is responsible for sending the retrieved completed records to the data entry point. **
- He/she is also to join the editors to edit the completed Questionnaire
- He/she must submit both technical and administrative reports of the operation in his/her state

3.2.5 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 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:

3.2.6 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.

3.2.7 Zonal Controllers:

- The zonal Controller supervises the activities of the survey in his/her zone through the State officers.
- He/she will coordinate the totality of the survey in the states under his zone.

- He/she will ensure the quality of data that will be collected in his zone.
- To supervise manual editing/data processing in his/her zone.
- To ensure that the state officers in his/her zone complies strictly with the time line.**
- He/she must submit an overall technical/administrative report in his zone.
- He monitors the payment for the field work and submits the returns for the zone.
- He facilitates programme arrangement for fieldwork with the stake holders within the states in the zones. **
- He receives report from the states under his zone concerning all statistical activities with the respective State Statistical Agencies.**
- He will ensure that the retrieval schedule is followed.**
- He monitors the fieldwork, editing and data entry activities **
- He provides the data entry materials, fuel and services the generating set for data processing. **

3.2.8 The Role of Monitoring Officers

The monitoring officers are to.

- Ensure compliance to retrieval programmes
- Conduct both skim and spot- check exercise and effect corrections
- Ensure proper compliance to quality programmes of collecting high quality data.
- Actively involved in technical training, monitoring and participates in the investigation of personnel materials and activity.
- Help in identifying problem(s) and their causes.
- Suggest possible solutions problems where necessary

3.2.9 Independent Monitoring Officers*

- He provides fair and objective oversight of the survey
- Actively involved in technical training, monitoring and participates in the investigation of personnel, materials and activity.
- Help in identifying problem(s) and their causes.
- Suggest possible solutions to problems where necessary
- Raise questions about assumptions and strategies.
- Push to reflect on the direction of where we are going and how to get there.
- Provide information and insight;
- Encourage to take action on information and insight
- Increase the likelihood that will make positive difference
- Make recommendations to stakeholders concerning the progress of work.
- Make further recommendations regarding the broader policy

3.2.10 The Role of Coordinators

- Involve as technical person during training exercises
- Form another layer of supervision and monitoring of field work
- Ensure and enhance collection of high quality data.
- Add value to integrity of data collected.
- Conduct skim and spot check exercises for improvement in data collection, and for high quality data.

- Submit reports for various levels of the field work.

3.2.10 Data Processing

Editors

The editors are to edit the completed questionnaires submitted to their zones strictly using editing guideline and supervisors manual

- They are to reprint and re-shade the bubbles that were not clearly written/ shaded from the field

Data entry Operator/ Supervisor

- The Interviewers work will also be reviewed by the data entry program which will carry out checks on the answers to various questions, parts and sections of the questionnaire.
- The data entry operator will enter the data in two stages.
- The questionnaires will be printed in two parts. Sections 1-9 in one booklet will constitute Part A and Section 11-15 Part B.
- The data operator will scan directly from the questionnaire into the system
- After data for each round have been entered in the computer, you should compare the printout with the data on the questionnaires.
- You should also look for any errors made by the interviewer, using tests for coherence in the computer programme.
- You will have to mark in red ink, on the printout and on the questionnaire all errors detected by the data entry operator so that the interviewer and the data entry operator can clarify these as soon as possible.

CHAPTER FOUR

4.0. PILOT SURVEY DESIGN

4.1 Objectives of the Pilot Study

- To test adequacy of survey instruments
- To test administration of the questionnaire (workload, response burden, item non-response, response rate, interviewer time etc)
- To test data processing arrangement (system development, data processing capability, scanning, analysis and tabulation)

4.2 Coverage and Scope

Coverage: All the 6 geo-political zones will be covered, while 1 state will be selected per zone.

Scope : The scope of the Survey is in 2 parts:

Part A: Household Questionnaire:

-Key areas include:

Section 1: Household Roster

Section 2: Education

Section 3: Health

Section 4: Employment and Time Use

Section 5: Migration

Section 6: Housing

Section 7: Ownership of durable assets

Section 8: Crime and Security

Section 9: Subjective Poverty

Section 10: Identification of Respondents for Part B

Part B: Household Consumption Questionnaire:

Key areas include:

Section 11: Agriculture

Section 12: Household Expenditure

Section 13: Non-Farm Enterprises

Section 14: Credit and Savings

Section 15: Income Transfers, Miscellaneous Income and Expenditures

4.3 Sample Design

For each state in the Pilot Study: 2 LGAs will be selected and 1 EA will also be selected in each LGA such that EA in 1st LGA is urban and EA in the 2nd LGA is rural. 10 HHs per EA will be selected for interview for Part A, while 5 HHs per EA will be selected for interview for Part B which is will be subset of Part A.

4.4. Main instruments for the Pilot study

Pilot survey instruments consist of survey questionnaire namely: Dairy Record Book; Part A (Household Roster and Characteristics Questionnaire); Part B (Household Consumption, Expenditure and Income Questionnaire); also enumerators manual and supervisors manual.

4.5 Training for Field work

Training will be conducted at 2 levels. 1st level training is the Training of Trainers (TOT) at NBS Headquarters. Participants are NBS Headquarters staff from subject-matter and other relevant departments. The 2nd level training is the training of field staff at selected states offices. Participants are interviewers, supervisors, editors, state officer and zonal controller.

4.6 Field work Arrangement

Personnel are 2 teams, each team comprising of 1 supervisor and 2 enumerators, will collect data per state, while State officer will coordinate both teams and 1 scrutiny officer to edit. The zonal controllers are to perform the role of documenting field work experiences with all the levels of field staff using SWOT (Strengths, Weaknesses, Opportunities and Threats) analysis.

4.7 Fieldwork Strategy

Team working in an EA will complete both Parts A and B questionnaires. 5 HHs to be studied for Part B will be systematically selected from 10 HHs for part A before interviews begin in an EA. 10 HHs Selected for part A will be administered with part A Questionnaire within the first 4 to 5 days of fieldwork in an EA. All 5 HHs for part B will be sensitized and briefed on the procedures for completing Part B and the Diary Record Book during 1st day in an EA. Thereafter, 3 visits will be made to the 5 HHs at interval of 3 days to complete the HH consumption questionnaire (Part B)

4.8 Duration of Fieldwork

Data collection will last for 10 days for both part A and B. The use and management of the period is as depicted below:

10- Day Data Collection Scheme for Administration of Parts A and B in a Typical EA

Day	1	2 3 4	5**	6 7	8**	9 10	11**
PART A	X		Y				
PART B (No of Visit)	1 st Visit		2 nd Visit (2, 3, 4)*		3 rd Visit (5, 6, 7)*		4 th Visit (8, 9, 10)*

X = Preliminary Arrangement for Part A and Administration of Part B

X + Y = Administration of Part A and Part B

* Days for which data are collected for Part B

** Days for subsequent visits for Part B

4.9 Data quality assurance

- Detail planning/preparation
- Proper review of survey instruments
- Conduct of pilot study
- Effective training at TOT and zonal levels
- Close supervision of field work
- Use of editors
- Documentation of field work experiences (technical, logistics and managerial)
- Monitoring and Quality Control of field work
- Adequate planning for data processing and analysis

4.10 Monitoring exercise

There will be 2 rounds of monitoring

1st round to be mounted at beginning of data collection

2nd round to be mounted at the tail end of data collection

4.11 Retrieval

Retrieval of records will be done at two rounds. The first round of retrieval will be for part A questionnaire which must be between the first 4 to 5 days of take off, of data collection, while the second retrieval will be part B questionnaires on the second day of completion of field work

4.12. Time Line of Activities for pilot

S/N	Activities	Date
1	Planning and Preparation	July 11 – 18, 2008
2	Production of Survey Instrument	July 11 – 18, 2008
3	Training	
3.1	1 st Level training TOT (HQs)	July 21 – 25, 2008
3.2	2 nd Level training Zonal based	July 28 – 1 August , 2008
4.	Data collection	August 4 – 13, 2008
5	Monitoring	
5.1	1 st Level	August 5 – 7, 2008
5.2	2 nd Level	August 11 – 13, 2008
6	Retrieval	
6.1	1 st Round Part A	August 8
6.1	2 nd Round Part B	August 14
7	Data processing	
7.1	Manual Editing and Training	August 11 – 13, 2008
7.2	Data entry/scanning	August 14 – 23, 2008
7.3	Computer editing and table generation	August 25 – September 20 , 2008
8	Analysis and Report Writing	September 22 – 30, 2008

CHAPTER FIVE

5.0 Training for Main Fieldwork

The training programme will cover discussions on the roles of enumerators and supervisors, interview techniques, classroom sessions on the questionnaire and manual, role playing; field practice; questionnaire editing and classroom demonstrations will also be used for effective training.

5.1 Survey period

The survey will be in two parts: -

- PART A: Household Questionnaire will be administered for 1 month in 2008.
- PART B: Household Consumption Questionnaire will be spread over a 10-month period in order to ensure a continuous recording of household consumption and expenditures and changes occurring thereof in 2009

5.2 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

One household and consumption questionnaire will be administered. Features of the questionnaire and precautions that have been taken to ensure that good quality data are collected and processed without delay include the following: -

- The questionnaire is almost entirely pre-coded. This obviously eliminates the very slow and tedious coding process, which is often liable to various types of errors.
- A software programme has been designed to check the data automatically to detect inconsistencies so that any errors can be corrected by the interviewer in consultation with the supervisor.
- Supervision will be close with one supervisor to a team at least 2 interviewers

Two types of skips have been used in the questionnaire: -

- Answer specific skips, listed directly under the answer and enclosed within brackets e.g. (GO TO Q6).
 - Skips that apply after a question, regardless of the answer and printed in capitals in a box at the bottom of the question.
- The Project Coordinating Team will pay periodic surprise visits to the teams in the field.


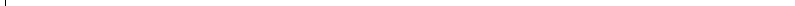
5.3 Summary of visits

Part A will be administered in 2008 while Part B will be done over a period of 10 months in 2009. There will be 4 visits to the selected households at the interval of 7 days within a cycle of 30 DAYS.

It is essential to make the respondent understand that there will be 4 repeated visits to the household and that each interview will last no longer than 1 hour. Inform them that it is important for them to be present at each visit so that all information about their daily consumption and expenditure could be accurately captured.

Before leaving, you must thank all the members of the household who took part in the interview and inform them of the date for the next visit. You should emphasise on the need for the respondents to keep appointments.

5.4. 30- Day Data Collection Scheme for Administration of Parts B in a Typical EA

Day	1*	2,3, 4 5,6,7 8	9**	10,11,12, 13, 14, 15	16**	17, 18, 19, 20, 21 22	23**	24,25,26 27,28,29	30**
									
PART B (No of Visit)	1 st Visit		2 nd Visit (2, 3, 4, 5, 6, 7, 8)		3 rd Visit (9,10 11,12,13 14, 15)		4 th Visit (16, 17, 18, 19, 20 ,21, 22)		5 th visit (23, 24, 25, 26, 27, 28, 29)

* Days for which data are collected for Part B ** Days for subsequent visits for Part B

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

Content of the questionnaire

PART A:

Household Roster and Household characteristics questionnaire

- Reference number
- Questionnaire number
- The Interviewer and Supervisors information
- Interview date and time
- Identification codes for State, LGA, Enumeration Area, Household
- Head of Household and the address

5.5.2. Section 1: Household Roster

Listing of all members of household

5.5.3 Section 2: Education

Part 2A: General Education

Part 2B: Literacy/Apprenticeship

5.5.4 Section 3: Health

Part 3A: Health condition

Part 3B: Malaria

B1: General malaria awareness

B2: Bed net information

B3: Diagnosis and treatment

Part 3C: Disability and Activities of Daily Living

Part 3D: Preventive Health, Vaccination

Part 3E: Fertility, Pre/Postnatal Care and Contraceptive use

Part 3F: HIV/AIDS

Part 3G: Gender-based Violence

5.5.5 Section 4: Employment and Time Use

Part 4A: Screening questions and list of occupations

Part 4B: Characteristics of the main occupation

Part 4C: Characteristics of secondary occupation

Part 4D: Employment Search in the past 12 months

Part 4E: Activity Status and Employment Search in the last 7 days

Part 4F: Household Chores

5.5.6 Section 5: Migration

5.5.7 Section 6: Housing

Part 6A: Type of Dwelling

Part 6B: Occupancy Status of Dwelling

Part 6C: Housing Expenditure (rent)

Part 6D: Physical Characteristics of Dwelling

Part 6E: Energy

Part 6F: Water and Sanitation

Part 6G: Access to the Nearest Social Amenity

5.5.8 Section 7: Ownership of durable assets

5.5.9 Section 8: Crime and Security

5.5.10 Section 9: Subjective Poverty

5.5.11 Section 10: Identification of Respondents for Part B

PART B:

Household consumption expenditure and income questionnaire

- Questionnaire number
- Identification codes for State, LGA, Enumeration Area, Household
- Interview date and time
- Head of Household and the address
- The Interviewer and Supervisors information

5.6.2 Section 11: Agriculture

- Part 11A: Agriculture Assets
 - A1: Land
 - A2: Livestock, poultry and fishing
 - A3: Equipment
- Part 11B: Plot details
- Part 11C: Harvest and Disposal of crops
 - C1: Staple grains, field crops and cash crops
 - C2: Roots, fruits, vegetables and other crops
- Part 11D: Seasonality of sales and purchases (key staples only)
 - Part 11E: Other agricultural income (cash and in kind)
 - Part 11F: Agricultural costs and expenses
 - F1: Crops
 - F2: Livestock and Fishing
 - Part 11G: Processing of Agricultural produce
 - Part 11H: Consumption of own food produce

5.6.3 Section 12: Household Expenditure

- Part 12A: Food Expenses
- Part 12B: Non-Food Expenses
- B1: Frequently purchased Items
- B2: Less frequently purchased Items

5.6.4 Section 13: Non-Farm Enterprises

- Part 13A: Basic characteristics of Non-farm enterprises.
- Part 13B: Expenditures - First enterprise
 - B1: Enterprise operating last two weeks
 - B2: Enterprise not operating last two weeks
- Part 13B: Expenditures - Second enterprise
 - B1: Enterprise operating last two weeks
 - B2: Enterprise not operating last two weeks
- Part 13B: Expenditures - Third enterprise
 - B1: Enterprise operating last two weeks
 - B2: Enterprise not operating last two weeks
- Part 13C: Assets of Enterprise
 - C1: Assets of First
 - C2: Second Enterprise
- Part 13D: Revenue of Enterprise
 - D1: Enterprise operating last two weeks
 - D2: Enterprise not operating last two weeks
- Part 13E: Net Income and Inventory of Enterprises

5.6.5 Section 14: Credit and Savings

- Part 14A: Credit
- Part 14B: Savings

5.6.6 Section 15: Income Transfers, Miscellaneous Income and Expenditures

- Part 15A: Income - Transfer Payments made (out-transfers)
- Part 15B: Income - Transfer Payments received (in-transfers)
- Part 15C: Income - Miscellaneous income received
- Part 15D: Income - Miscellaneous income outgoings
- Part 15E: Total aggregate Household Income

5.7 Techniques of Training

Training techniques are as general to all national NBS surveys. They include the execution of reading exercises; demonstration interviews with the trainers; demonstration interviews with real respondents; simulation or mock interviews; practice exercise; demonstrations and field practice exercises. Trainers will

invite trainees to take notes and to report the answers in the questionnaire to help follow the interview.

5.7.1 Reading Exercise

The trainees will perform regular reading exercises. These will consist of reading out loud a set of questions or sections of the manuals for explanation and discussion with the trainers. Trainers will take note of each trainee's performance and monitor his or her progress through the training course. This process allows the trainers to evaluate the trainee's eloquence and ease to express himself or herself in public. It allows the trainee to get used to the questions and facilitate the mastering of the instruction manual.

5.7.2 Demonstration Interviews

These will be done in front of the class. Supervisors can help in playing the respondent's roles. These interviews are carried out at the beginning of the course to demonstrate how to execute a good interview. They are also useful for demonstrating instructions or to answer questions asked by the trainees on issues such as handling a respondent who may prove difficult, uncooperative or refuse to be interviewed. Spectators whose presence may be a problem during the interview may have to be eased away; instructions for specific cases may have to be addressed; estimating someone's age may also be a problem; solutions to problems of this nature would be demonstrated.

5.7.3 Trainee Participation

Trainers will invite trainee-volunteers to participate in interviews in front of the class; such volunteers could be employees of the implementing agency but who may have little or no knowledge about the questionnaire. To avoid embarrassing them, trainers will inform the class and the respondent that the answer do not have to be exactly the truth but should be consistent.

5.7.4 Mock Interviews

During this exercise trainees act the respondent and the interviewer. Trainers will organize these exercises either in small groups of three or four trainees in front of the class. Each time, the audience will take notes that will be discussed afterward. At the end of these exercises, each trainee would have participated in the mock interview at least as an interviewer. The trainers will take note for the purpose of assessing the progress of the trainees and for identifying errors for later correction

They expose the interviewer to real life situations. They help the interviewer become accustomed to the survey instruments and method and the supervisors and trainers to identify areas and issues the interviewers have problems dealing with.

Field practices are conducted towards the end of the training course. However, they can also be progressive. A first exercise could cover only a set of the first sections only in order to concentrate primarily on how the interviewer approaches the households and introduce him/herself.

Field practice will be conducted in both rural and urban areas; but such areas should not be included in the main survey sample. The trainers will organize the trainees.

The interviewers should not be allocated to excessively large areas in order to allow supervisors and trainers to visit each trainee. Each trainee should practice at least two interviews during one partial exercise (sections only) and one interview during a full exercise (whole questionnaire). Work will be allocated according to the instructions for the main survey. At this point the interviewer should have been trained not only in the administration of the questionnaire, but also in locating the households and how to interact with the supervisors.

After each practice the trainers will organize feedback sessions in which they will discuss issues with the interviewer, make remarks on their work and hear and answer their questions.

5.7.5 Field Practice Exercises

This is the most important aspect of the training course and it should be properly organized and executed. Field practice should be carried out as often as possible during the training course. It could be organized as one-day exercises spread over the training or as a full three to four day follow-up in the field.

5.7.6 Manual Editing Practices

The trainers will teach manual editing principles to the interviewers using the questionnaires produced for field practice. However, throughout the duration of the training most exercise discussions will include showing editing rules to the interviewers. The trainers will help the interviewers develop the habit of checking their questionnaires for mistake and consistency within and between modules: verification of reference period, age reference group, sex reference group, skips and filter questions. Interviewers will also be trained in editing and verifying questionnaires filled out by their fellow trainees.

5.8 INTERVIEWING PROCEDURES

5.8.1 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.

5.8.2 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.

5.8.3 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.

5.8.4 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.

5.8.5 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.

5.9 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.

5.10 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?"

5.11 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.

5.12 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.

5.13 Observation sheet

(Interviews 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.

5.14 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.

5.15 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

- (a) Heard the question well or
- (b) 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

<p>• Instead of this,</p> <p>Owens the dwelling ①</p> <p>Rent the dwelling ②</p> <p>Pays nominal/subsidized rent ③</p> <p>Uses without paying rent ④</p> <p>Nomadic or temporary dwelling ⑤</p>	<p>• Correct like this</p> <p>Owens the dwelling ①</p> <p>Rent the dwelling ②</p> <p>Pays nominal/subsidized rent ③</p> <p>Uses without paying rent ④</p> <p>Nomadic or temporary dwelling ⑤</p>
<p>If you have this</p> <p>Owens the dwelling ①</p> <p>Rent the dwelling ②</p> <p>Pays nominal/subsidized rent ③</p> <p>Uses without paying rent ④</p> <p>Nomadic or temporary dwelling ⑤</p>	<p>Or like this.</p> <p>Owens the dwelling ①</p> <p>Rent the dwelling ②</p> <p>Pays nominal/subsidized rent ③</p> <p>Uses without paying rent ④</p> <p>Nomadic or temporary dwelling ⑤</p>

- 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.

5.16 SKIP PATTERN

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

- 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.
- 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.

- A GOTO 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:

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

5.17 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 SIX

6.0 IDENTIFICATION

Referencenumber 01 - 1

Questionnaire 1 of 1



Federal Republic of Nigeria

National Bureau of Statistics Abuja, Nigeria

Harmonised
Nigeria Living Standards Survey HNLSS

November 2008 to October 2009

Part A: Household Roster and Characteristics

Interviewer Information

Name Code

Supervisor Information

Name Code

Interview Date - - Start Time End Time

State RIC Sector EA Code Household number LGA Code

Name of Head of Household Address of Head of Household

5552097520

Reference Number: This consists of a 3-digit number that is serially given to the Questionnaires that are used in a particular EA.

Questionnaire number: (Household within housing unit:)

This box is to be completed to indicate the number of household(s) within the housing unit being canvassed. For one household in the housing unit, enter 1 of 1

Supervisor Name:

Interviewer's Name:

The interviewer/supervisor will write his/her own name and the code been assigned to him/her during training as a form of control to ensure the quality of data collected.

Time : the time should be recorded in GMT time (24 hours) e.g. if the time is 1p.m the correct recording will 13: 00.

State: The code of the state in which the interview is conducted is recorded in the box provided.

RIC: This is the replicate identification code of the E.A in which the household is located, it will be copied from the listing form or selection sheet.

Sector: The code of each of the sector within a state is one digit.. Enter 1 for urban and 2 for rural

E.A Code: The code for each E.A is given in four digits and can be copied from the listing form or selection sheet.

Interview Date

This is a six digit number to represent the Day, Month and Year that the interview is being carried

Household Number:

The household Number is also represented by three digit code. This is the serial number generated for the 10 HUs selected in each EA and this can be copied from the selection sheet.

L.G.A: The local government area (LGA) code within the state where the interview is being conducted

should be written in the box provided. E.g. Lagos the twelfth in the state is recorded as 12

Name and address of the household

This can be confirm from the selection sheet and should be printed boldly in the space provided

6.1 SECTION 1: HOUSEHOLD ROSTER

The interviewer should use the pre-printed questionnaire first

Ten spaces are provided for the HH roster if the interviewer used more than one questionnaire in a household the second un pre-printed questionnaire will be numbered as Of of

The interviewer is not expected to complete the sections whose respondent are head of household or a responsible adult.

Code

The purpose of section is to: -

- Identify every person who could be classified as a member of the household.
- Provide basic demographic data such as age, sex and marital status of household member, regardless of his or her occupation.

Respondent: The respondent for the household roster should preferably be the head of the household. If he/she is absent the next person who is acting as head of household or a responsible adult in the household should be interviewed. This person should be a member of the household and must be capable of providing all the necessary information on each household member. The interviewer has to ask a few questions to be able to identify who the head of the household is with the help of the respondent. Other members can help by adding information or details in the questions concerning them.

Household: In this survey, a household will be defined as a group of people who have usually slept in the same dwelling and taken their meals together for at least 9 of the 12 months preceding the interview. The following are examples of a household: -

- A household consisting of a man and his wife/wives and children, father/mother,
- nephew and other relatives or non-relatives;
- A household consisting of a single person;
- A household consisting of a couple or several couples with or without their children.

All listed persons who have been away from the household for more than three months are not considered to be household members except:-

- Person identified as the head of household even if he has not been with the household for 9 months or more;
- Newly born children;
- Students and seasonal workers who have not been living in or as part of another household.

Head of household: Usually the head of the household is the person who provides most of the needs of the household and is familiar with all the activities and occupations of the household members. He will be the person named when you ask the question "Who is the head of this household?"

Dwelling unit: This is the structure or group of structures (rooms or buildings), separate or contiguous, occupied by members of the household. It can be: -

- a single family house/hut
- a flat/apartment (self-contained)
- rooms (compound house)
- several huts/buildings (same compound)
- Several huts/buildings (different compound).

Tenant: A tenant is someone who pays for board and/or lodging. If a tenant lives in the dwelling being interviewed but does not eat with the rest of the household, then he/she is not a member of that household being interviewed and should therefore be considered as a separate single person household together with his/her spouse(s) and children if any. However, if the tenant eats with the family, then by definition (above) he/she is part of the household and should be included in the household roster.

SECTION 1: HOUSEHOLD ROSTER

Household Roster for each person

1. P E R S O N I D	2. Sex	3. [NAME]'s relationship to head of household	NAME	CODE
		01 Head		
		02 Spouse		
		03 Own Child		
		04 Step Child		
		05 Grandchild		
		06 Brother/Sister		
		07 Niece/Wephew		
		08 Brother/Sister-in-law		
		09 Parent		
		10 Parent-in-law		
		11 Other relative		
		12 Maid/Nanny/House servant		
		13 Non-relative		
01	● ○			01
02	○ ●			02
03	○ ●			03
04	○ ○			
05	○ ○			
06	○ ○			
07	○ ○			
08	○ ○			
09	○ ○			
10	○ ○			

INSTRUCTIONS

The household roster must be filled out with the greatest care. The following steps must be followed: -

1. Fill the NAME in column 3 first. Ask the head of the dwelling and enter his/her name first, even if absent.
2. Next, enter the names of members of his/her immediate family (wife or wives/husband, and children) who sleep and also take their meals together in the dwelling. If he has more than one wife record their names according to their ranks with their children, i.e. the most senior wife followed by her children, and then the next wife and her children all in that order.
3. Enter the names of other persons who are related to the head of household and his/her wife or husband who also sleep in the dwelling and take their meals with the household.
4. Other persons unrelated to the head of household or his/her wife (or wives)/husband who sleep in the dwelling and take their meals with the household, e.g. servants, lodgers etc.
5. Also list those people who have slept under the same roof as the household during the night preceding the interview even if they do not normally live with the household.
6. Lastly, list all the persons not present but who normally live, sleep and eat together with the household, i.e. those who are temporarily away for schooling, temporarily left for marriage, vacation, seasonal work, illness, giving birth, military training, prisons etc.

QUESTION 1: The Person ID has already been filled for the enumerator. If there are more than 10 household members, use a new questionnaire and sequentially number the members starting with 11 in the second questionnaire.

QUESTION 2: Against each of the names listed in Question 3 indicate the sex by shading the correct bubble.. For instance, if you write Ngozi Balachukwu, a daughter to the head of household, then you will shade F for her sex . The interviewer must also ask the sex of small children when in doubt. For example, in communities where some names are unisex such as Inobong, Iniobong, Toyin, Tayo, Ngozi, Ifeanyi etc always ask for the sex of a child before recording it.

QUESTION 3: Against each of the names listed, indicate the relationship to the head of household by printing the appropriate code. For instance, if you write Moses Bala Chukwu, a son of the head of household, then you will print 03 for relationship to the head of household.

Household head: The member who makes key decisions in the household and whose authority is acknowledged by other members. It should be borne in mind that the key decision maker may not necessarily be the oldest. Other factors within the household can determine who the head is such as what proportion of income is member's to total household income.

Spouse is the married or partner by mutual consent of the head.

Own Child refers to biological child.

Step child : The biological child of a spouse in a previous union (marriage).

Step father/mother: A man/woman who is married to someone father/mother, but who is not your biological father/mother

Grandchildren Children from your son(s) or daughter(s)

Brother/Sister: A male/Female children born of the same parent

Niece: The daughter of your brother/sister or the daughter of your husband's/wife's brother/sister.

Nephew: The son of your brother/sister or the son of your husband's/wife's brother/sister.

Parent in-law: Parent of husband or wife

Brother/sister in -law: Brother/sister of husband/wife

Other Relatives: Distant member of the family

Non relative: When you are not related in any way

Domestic help (servant, guard, cook, baby-sitter among others) refers to a person who is paid for services rendered in the household either in cash or kind e.g. training skills, board and lodging).

Particular care must be taken in recording relationship information when the respondent is someone other than the head of the household; clarification must be made to the respondent that we are interested in the relationship of the person to the head of the household, not to the respondent.

Next, administer the questions beginning from question 4 for each of the persons listed. Make sure you finish the set of questions in this section for each person before going onto the next person on the list.

QUESTION 4: Birth certificate: Ask household member if household member has a birth certificate. This does not refer to the piece of paper given in a hospital to confirm child birth. It is this paper issued in the hospital that is then taken to the Government office/registration centre and the birth recorded. This is also known as

VITAL REGISTRATION. The certificate itself usually includes some or all of the following information: -

- Birth name
- Date and time of birth
- Sex of the child
- Place and/or location of birth
- Names of the parents of the child
- Occupations of parents of the child
- Birth weight and length
- Name of informant registering the birth
- Date of registration of birth
- A birth registration number or file number
- A *birth certificate* is a vital record that documents the birth of a child. The birth certificate itself is not proof of a person's identity, but only a record stating that a birth occurred at a particular time

QUESTION 5: Age is an important variable for most socio-economic analysis and must be established as the time, date, and place, accurately as possible. For children aged 5 years and less, this is used to interpret child malnutrition. For children less than 5 years enter both age in completed years and months. For persons 6 years and over, enter years only. Kindly probe this question as there is usually lumping/heaping of ages and especially for children 5 and under.

This refers to age as at last birthday. The age of each person will be recorded in completed years. This is the age of the person at their last birthday. If someone will be 25 years old in two weeks after the date of interview, the recorded age would be 24. Ages of nine years or less will be recorded with a leading zero for example '03'; infants less than one year old will be recorded '00'. For older individuals who may have trouble determining their exact age, the interviewer will probe to obtain an estimate. Try to make the best possible estimate. Please make use of the national calendar of events to assist in determining the ages of such individuals. The Field Supervisor should also be of great help in determining the age of the elderly.

How to use the historical calendar:

- Ask of any historical event (national or local) which occurred around the time of birth or childhood.
- Ask how old respondent was when that event occurred or how many years elapsed before his/her birth.
- Then use the information obtained to calculate the age. For example, if respondent was 15 when Nigeria obtained independence, this person should be 15 + 45 (i.e. 1st October 1960 to 23rd September 2005) = 60 years. If still this methodology fails try the next approach.
- Simply estimate how old the respondent may be based on some district historical events, some events which occurred.

QUESTIONS 6-9 SHOULD BE ANSWERED BY PERSONS AGED 12 YEARS AND OVER

QUESTION 6: Present marital status refers to the respondent's marital status on the day of interview.

Married (monogamy) includes all types of marriages e.g. civil, traditional and common law to only one woman.

Married (polygamy) includes all types of marriages e.g. civil, traditional and common law to more than one woman

Informal/loose union refers to a relationship contracted by two adults living together without civil or traditional recognition. Such people may report that they are married, so probe carefully and sensitively to find out the

actual marriage contract.

Divorce: When a marriage is legally dissolved

Separation: Living apart without legal backing

Widowed: A situation where one of the couple is dead.

Never Married: A situation where the respondent is single

If marital status to QUESTION 6=7 skip to QUESTION 10.

QUESTION 7: This asks the age in completed years at first marriage. This is for all persons who are married, separated, divorced and widowed. If one has been married more than once then the age at the very first marriage is the correct response.

NOTE: IF CODE 4, 5, AND 6 IN Q6, DON'T ASK Q8 AND Q9 GO TO Q10

QUESTION 8 and 9: Does the spouse to head live in household (QUESTION 8) and a YES/NO response expected. If NO (QUESTION 8), skip to QUESTION 10. If YES the name of the husband or wife is listed already, enter the appropriate identification number in QUESTION 9 as already coded in column question 1 (PERSON ID). Each person has a unique ID code or number that will apply to him or her throughout the questionnaire.

QUESTION 10: Should be answered by all persons in the household and asks the religious denomination of the household member. As there are countless large and small religions, many of which cannot be verified to be real or legitimate, do not try and query what denomination given as this creates friction and non-response to the rest of the survey instrument.

QUESTIONS 11-20 SHOULD BE ANSWERED BY PERSONS AGED LESS THAN 18 YEARS

QUESTION 11 asks if the respondent's father lives in the household. This information is useful for determining whether the child (natural) father is alive and to measure the prevalence of orphan hood and child fostering in the population. If YES, locate his name on the list and copy his person ID in QUESTION 13. Father here means biological father. Biological or birth parents or natural parents, is the man and woman who conceive a child; also known as genetic parents. If father not alive, skip to QUESTION 14 and ask for the absent fathers' information on education and industry of employment (QUESTION 15). If father lives in household, PERSON ID education and industry of employment can be derived from Section 2 and Section 4.

QUESTION 16 asks if the respondent's mother lives in the household. This information is useful for determining whether the child (natural) mother is alive and to measure the prevalence of orphan hood and child fostering in the population. If YES, locate her name on the list and copy her person ID in QUESTION 18. Mother here means biological mother. Biological or birth parents or natural parents, is the man and woman who conceive a child; also known as genetic parents. If mother not alive, skip to QUESTION 19 and ask for the absent mother information on education (QUESTION 19) and industry of employment (QUESTION 20). If mother lives in household, PERSON ID education and industry of employment can be derived from Section 2 and Section 4.

QUESTIONS 21-23 IDENTIFIES THE REGULAR HOUSEHOLD MEMBERS

QUESTION 21 and 22 determines who is a household member. Question 21 asks how many months has the household member been away in the last 12 months. Probe to get the correct months and proceed to QUESTION 22 which asks if the person lives in another household.

QUESTION 23 is the final question that identifies the rightful regular household members. Check the answer in QUESTION 21: -

- All the persons for whom the response is 3 months or less are automatically classified as household members.
- If the answer to QUESTION 21 is more than 3 months, use the following to identify the regular household members:-
 - the head of household irrespective of time away
 - Children under 9 months of age
 - Household members whose answer to QUESTION 22 is NO.

Any person whose response to **QUESTION 23 is NO** is dropped from any further interview, as they are not regular household members. Make sure to probe and assign the correct response to QUESTIONS 21-23 to classify members. Therefore, it is only the regular members whose response to Q 23 is Yes will continue the interview on ward, while others are dropped because they are not regular household members. (Check If 3 months or less in Q21 circle yes if No in Col 22 circle Yes.

6.2 SECTION 2: EDUCATION

The objective of this section is to measure the level of education or formal schooling of all household members. The key educational indicators that are of interest are enrolment rates and drop out rates. Dropouts are persons not currently attending school, were attending school the previous year, and have not completed their studies. Additional educational indicators include the highest grade completed, and the type of school attended (private or public). The section also collects information on literacy levels and apprenticeship. Always circle the identification number (PERSON ID) of the person actually interviewed and responding on behalf of other household members.

Part 2A: General Education

This part covers general information related to education in the past 12 months. Questions are asked on the highest grade and qualification attained, and the expenses incurred on education in the past 12 months.

Respondent: Respondents are all household members. Each eligible member of the household should respond for him/her self but parents may answer for small children.

QUESTION 2: Shade '1' if the answer is 'Yes'. If the answer is 'No', shade '2' and go to the household member on the next line.

The term 'school' includes primary, secondary and post-secondary schooling, as well as any other intermediate levels of schooling in the *formal school system*. It also includes technical or vocational training beyond the primary-school level, such as long-term courses in mechanics or secretarial work.

Schools that carry out non-formal education are **not** included here. Ensure that respondents understand what is meant by 'non-formal education'. A non-formal education includes religious schools, such as Quranic schools, that do not teach a full, standard school curriculum. If a school teaches religious courses but also includes the standard curriculum – such as many Catholic schools – it would be coded as a standard school.

Pre-school' is listed for children who do not attend grade 1 at age 5, but do attend some form of organized learning or early childhood education programme, whether or not such a programme is considered part of the school system. The definition of organized early learning programme does not refer to programmes offering only babysitting or child-minding.

QUESTION 3: If the person has been to school, record the highest grade of schooling attended by printing the code for the response. You may need to probe for the type of school attended. Then ask, **"What is the highest grade (name) completed at this level?"**

Enter the highest grade completed. If less than one grade, enter '00'. For instance, if a person has attended school but did not complete the first grade, then grade will be entered as '00'.

Similarly, for a child who is in primary 5 at the time of the interview, the highest grade attained will be coded as '14', since this person has not yet completed primary 5.

N1 and N2 refer to pre-school education level, i.e. before child beginning P1.

Lower Six refers to the old education system and this is six years of primary education.

Upper Six refers to the old education system and this is six years of secondary education, i.e. three years of Junior secondary and three years of Senior secondary.

Modern schooling is six years in the primary school and three years secondary schooling after obtaining First School Leaving Certificate (FSLC).

SECTION 2: EDUCATION
- PART 2A: GENERAL EDUCATION
RESPONDENTS: ALL HOUSEHOLD MEMBERS

1. PERSON ID	2. Has [NAME] ever attended any formal school?	3. What is the highest grade that [NAME] completed?	4. What was [NAME]'s educational level attained?
	00 None 01 N1 02 N2 11 P1 12 P2 13 P3 14 P4 15 P5 16 P6 21 JS1 22 JS2 23 JS3 24 SS1 25 SS2 26 SS3	27 Lower 6 28 Upper 6 31 Teacher 32 Vocational 33 Technical 34 Modern 35 NCE 41 Poly/prof 42 1st degree 43 Higher degree	01 None 02 FSLC 03 MSLC 04 Voc/Comm 05 JSS 06 SSS 'O' level 07 'A' Level 08 NCE/OND nursing 09 BA/BSC/HND 10 Tech/Prof 11 Masters 12 Doctorate 13 Other
01	● ○	35	08
02	○ ●		
03	● ○	23	02
04	● ○	22	02
05	○ ○		
06	○ ○		
07	○ ○		
08	○ ○		
09	○ ○		
10	○ ○		

QUESTION 4: If the person has been to school, record the highest level of schooling attended by printing the code for the response. You may need to probe for the type of school attended. Then ask, “**What is the highest level (name) completed?**”

Enter the highest level completed, for a child who is attending secondary school SS3 at the time of the interview, the level will be coded as ‘05’ since this person has not yet completed SSS.

The highest educational qualification achieved is that attained after completing an educational level or course by sitting for the qualifying examinations. A student who dropped out from school will not achieve the qualification for that level. For instance, if one dropped out in JSS 3 then one would probably have achieved the Primary 6.

None: The person went to school but never completed any level.

FSLC: First School Leaving Certificate is attained after spending six (6) years in primary school.

MSLC: Modern School Leaving Certificate is attained after spending six (6) years in the primary school and three years of Modern school

VOC/COMM.: Vocational/Commercial is a certificate obtained after going through artisan/art craft training e.g. Mechanic, Tailoring etc.

JSS: Junior Secondary School is a certificate obtained after completion of the first three (3) years in secondary school.

SSS (O’ Level): Senior Secondary School is a certificate obtained after completion of six (6) years in secondary school.

A Level: Advance Level is a certificate obtained after two (2) years completion of higher secondary school (HSC)

NCE/OND: (NCE) National Certificate of Education is a certificate obtained after completion of three (3) years in college of education. (OND) Ordinary National Diploma is the certificate obtained after completion of first two (2) years in the Polytechnic.

School of Nursing: This is a certificate obtained after spending three (3) years in the school of nursing.

BA/BSc./HND: Bachelor of Arts/Bachelor of Science/Higher National Diploma are obtained after three (3), four (4), five (5) or six (6) years of university or polytechnic education

Technical or Professional Diploma: It refers to a Diploma Certificate obtained from any Polytechnic or University.

Masters: Refers to any Masters degree. It is the second degree obtained in the university after Bachelors (first degree). Examples include Master of Science (MSc), Masters of Business Administration (MBA).

Doctorate: Refers to PhD: Doctor of Philosophy is the third level degree obtainable in the university after Masters

QUESTION 5 ascertains members who were in school last 12 months. If the interview is carried out during the school year, then the question should be worded to refer to the current school year. If the interview is carried out between school years, then the question should refer to the last school year that has ended.

If NO to QUESTION 5 skip to Question 11

QUESTION 6 Is name currently in school?: Anyone currently attending school should be recorded as YES. If the respondent is on break from school (for example, between semesters, holidays, strike or weekend), but intends to return after the break, the interviewer will shade YES response. If NO to QUESTION 6 skip to Question 11

QUESTION 7: The current grade is the class or form that household member is currently attending. For example if the person is now in P6, then the highest class completed will be P5 (in QUESTION 3) but the current grade will be P6. The interviewer should use the code in Question 3

QUESTION 8: Asks for the type of school household member is attending. For those currently in schools, the interviewer will record what type of organization that runs the school. The field supervisor will be advised to educate him/herself regarding the types of schools in the area, as some respondents may have difficulty reporting this information. The supervisor can then assist in properly coding the type of organization from the name of the school.

Do not expend too much effort in determining exactly what type of school the individual attends. As noted earlier, unless there is obvious evidence to the contrary, one should take the respondent's answers as sufficiently accurate.

Federal Govt is a union comprising a number of partially self-governing states united by a central ("federal") government.

State Govt is the self-governing status of the state and is a component of the federal government. It is the second hierarchy of the government.

Local Govt is the political administration of the smallest subdivisions of a country's territory and population. It is the third level of the government.

Community based run schools may be public or private as they are managed by the community. However, most community run schools are public institutions.

Religious Body is a school managed and supported by a church or mosque (religious organisation). The question does not ask for denomination or sect so interviewer must be very careful when probing for a response.

Corporate Organisation is an institution that owns and manages a school. Example is Nigeria National Petroleum Company (NNPC), Nigeria Electric and Power Authority (NEPA)

Institutional are institutions that run primary and secondary schools. Examples are University of Ibadan staff school, University of Lagos staff school. This does not mean that students in these institutional managed schools get automatic admission to their respective university.

Non-Governmental Organization (NGO) is said to include a wide range of local organizations that are recipients of both local and foreign assistance. It is a voluntary non-profit grouping of individuals with a purpose of enhancing the legitimate economic, social and/or cultural development organization.

Group Partnership is a group of people or entities that come together to open and manage a school jointly.

Individual (sole) is a school that is owned by one person. It is a sole entity.

If the respondent does not understand the question, ask what the name of the school is and try to assist by probing. Typically the name of the school may/will give you enough information to determine what type of school it is. Otherwise the Supervisor will have to assist the interviewer in this response as it is expected that the Supervisor will more be conversant.

QUESTION 9: If any household member currently attending school is having any problems with the school. These would be problems experienced recently or in the current school year. A few school related problems have been singled out for pre-coding; any problems not listed here would be coded 'Other'. Interviewers may record as many responses as three (3) responses and should ask the household member to rank them by importance. Of course, if the student had no problems, only one response will be recorded in the first box only (no problem).

QUESTION 10: This question also helps to differentiate students in day and boarding schools. Respondent will give interviewer a time taken to school and if far that the respondent enter cab or bus. He should give an estimate time it will take walking to the school and interviewer should code appropriately.

QUESTION 11: Has the respondent ever attended Quranic classes? This refers to schools that teaches Quranic/Islamic with only basic recitation or recitation and Arabic writing or hafeez (memorisation of Quran and Arabic fluency). These schools are not mainstream formal schools.

Quranic institutions where only quranic and Islamic religious knowledge is been taught are not considered as formal schooling. However, an Islamic institution, in which formal national school curriculum is integrated;

(such as Islamic primary and secondary schools where mathematics and English are part of school subject taught) is considered a part of formal school.

If No to Q .11 Go to Q.14

If Q.2 is No and Q. 11 is No go to Q.28

If Q.5 is No and Q.11 is No go to Q.28

QUESTION 12: This asks if the respondent is currently attending the Quranic classes asked in Question 11 above if No go to Q.14

QUESTION 13: What level has the respondent attained or attending as at the time of interview. Please probe carefully not to offend respondent.

- *Basic Recitation* is the beginners' lesson in Arabic reading without knowing the real meaning of what is read.
- *Recitation and Arabic writing* refers to learning Quran and Islamic study where Arabic could be recited off hand and/or writing.
- *Hafeez* is a technique of memorizing and knowing how to read a whole Quran fluently

QUESTION 14 (A–J): These questions are intended to cover all the expenses incurred by each household member who attended school at any time during the last 12 months. These expenditures may include those for the current academic year, and those of the previous academic year, provided they fall within the last 12 months reference period. When the respondent is unsure of the amount, you should probe and, if possible, ask for an approximate value and enter in COLUMN I. In most cases, the authorities of the school will send the parent/guardian a fee schedule, so you can ask for it and copy out the expenses under each category. But make sure that this fee schedule is for the whole academic session and not one school term.

QUESTION 15: For each household member in school, ask who paid for most of the education costs. There may be more than one source of finance, what is required here is the person that often pay for the respondent educational expenses. Is the main source from the father, mother, both parent, other household apart from parents, a non-household member but relative (Uncle, cousins, Aunty etc) a non-relative (Teachers, Pastor, Imam e.t.c), the respondent him/herself or any other classifications not mentioned and code appropriately.

QUESTIONS 16: Ask household member if any child currently at school received a scholarship in the last 12 months. This is a question with an affirmative response (YES or NO). And if respondent does not know, do not ask the respondent to try and guess but skip the question.

Scholarship is a type of financial aid, in the form of a grant that does not have to be repaid by the recipient. Scholarships are most often given to students for one of two reasons: achievement in academics or other areas, or financial need.

QUESTION 17: Ask for an official document (if any) and copy out the amount, otherwise ask the respondents for the actual amount. The value of the scholarship for the past 12 months may include one or two school years. However, the amount to be entered is the value for the last 12 months. If during the last academic year the student in question received a scholarship but is not receiving one for the current year, ask how much each term scholarship payments were, and the number of months in the past 12 months that the scholarship was received, and then calculate the total. If during the past 12 months the person had two scholarships of different amounts the total amount for each must be calculated taking into account the number of months in each case. For example, if the amount is N99, 000 then you enter it into the box provided as 99000.

QUESTION 18: Asks school attendance in the last two weeks. Enter the number of days member attended school. This excludes holidays. Note that the days of school attendance within two weeks should not exceed 10 days (Monday – Friday x 2).

QUESTION 19: If school attendance was less than 8 days in the two weeks, ask the reason for this low attendance. Probe to get an accurate response.

QUESTIONS 20-23 SCHOOL REPETITION

QUESTION 20: This asks if member ever repeated schooling. To repeat a class mean studying in the same grade/class for 2 or more academic session instead of promotion to a higher grade/class. If the response is NO skip to QUESTION 24.

QUESTION 21 asks if the respondent currently attending school is repeating current grade/class.

QUESTION 22 asks for why the respondent is repeating the current grade.

QUESTION 23 asks for the number of times the respondent repeated primary and/or secondary school.

QUESTION 24 asks if the respondent ever had an interruption for one or more term during his/her studies. Interruption here means a break in the study. For example: due to pregnancy, caring for a sick person, none payment of school fees, failed exams, strike and so on.

QUESTION 25 asks for how long the interruption lasted. Enter the value in years and months.

QUESTION 26 asks for the main reason why the studies were interrupted

QUESTION 27: The respondent for this question is someone who is not currently in school (Q6 = "NO") and the age is less than 18 years. We want to know why he/she is not currently in school. At most three most important reasons were expected to be ranked with code for the main reason in the first box and the least in the third box

QUESTION 28: If household member has NEVER attended school (Q2 = "NO" and Q11 = "NO") and the age is less than 18 years, we want to know why he/she has never attended formal school. At most three most important reasons were expected to be ranked with code for the main reason in the first box and the least in the third box. If a response is given which is not listed in the questionnaire, the interviewer is to code 'Others'. The "others" category should be avoided as much as possible. Probe to get the correct reason.

QUESTION 29: This seeks to find out if the respondent would like to return to school if given the opportunity. This is especially important for children who dropped out and would like to further their education.

Part 2B: Literacy /Apprenticeship

In this section, we want to find out if the respondent can read, write or do mathematical calculations. Literate is the ability to read and write every day short sentences and commonly available text in any language.

On the other hand, functional literate is a person who can engage in all those activities in which literacy is required for effective functioning of his/her group and community and also for enabling him/her to continue to use reading, writing and calculation for his own and the community's development. A person who can read but cannot write is not literate similarly; a person who can write but cannot read is or can only calculate simple arithmetic (innumeracy) is not literate

Note if the respondent answers YES and the interviewer is in doubt just write a simple letter and ask the respondent to read or tell him to write simple letter politely.

Respondent: This part should be administered to household member 5 years and above but parents or guardians can answer for young children.

QUESTIONS 2 ask if respondent can read in English, If in doubt, you can give a prepared material to read out.

Alternatively, you can ask him to read a sentence from the Questionnaire in your hand.

QUESTION 3: asks what language the respondent can read, if respondent mentions more than one language record the one in which he/she is most proficient

QUESTION 4 asks if respondent can write in English, If in doubt, you can ask him/her to write a word in English. Alternatively, you can ask him to write a word from the Questionnaire in your hand.

QUESTION 5. asks what language the respondent can write, If respondent mentions more than one language record the one in which he/she is most proficient

QUESTION 6: Asks if household member speaks his/her local language (mother tongue. native language). Mother tongue is the local dialect spoken by once parent or at the origin of parent.e.g ljebe , Itsekiri, Kanuri, Benin, Ijesha, Igbo, Ibira etc. A person's first language is a basis for sociolinguistic identity.

QUESTION 7: Maths calculation refers to simple arithmetic calculations like addition, multiplication, subtraction and division. To confirm if in doubt, a simple $2 + 4$ may be written for the respondent to add without aid. If the correct answer is written as 6, then code "YES", otherwise "NO" should be coded. Interviewer will have to definition this to the respondents

QUESTIONS 8-10 SHOULD BE ANSWERED BY PERSONS 15 YEARS AND OVER

Adult literacy course refers to any course (other than formal schooling course) which takes one through

simple reading and writing. **Such courses are normally organised for older persons and for children who do not have access to the formal school system.**

QUESTION 8: seeks to know the respondent ever attended an adult literacy course. If the response is "NO" then skip to QUESTION 11.

QUESTION 9: Asks when did the respondent attended the adult literacy course last

QUESTION 10: Asks the duration of the course both in years and months. If less than twelve months enter the month column only. Example, if 2.5 years enter 02 under the year column and 06 under the month column.

QUESTIONS 11-14 GENERAL APPRENTICE QUESTIONS will be administered to persons who are not currently in school.

Apprentice someone who works for an employer for a fixed amount of time in order to learn a skill
Apprenticeship the job of being an apprentice or the period of time in which you an apprentice

QUESTION 11: A 'Short training course' refers to any course organised for respondents outside the normal routine of work. For instance, courses organised by managements, employers etc. for their staff. It could be a course organised by the government (NAPEP, NDE, etc), district assembly, churches or school authorities. If the response is "NO" then go to the next respondent on the household roster.

QUESTION 12 Seek to know the duration of the course attended in the last 12 months. The response is expected to be recorded in months.

QUESTIONS 13 ask about the aim of the training. These is to let us know what the training is all about. Probe and record the appropriate **main aim** of the most recent short training course reported in QUESTION 11 and not for previous courses.

QUESTION 14: Asks to know who provided the most recent training. Where there is more than one organization involved enter the **main organization** responsible for the most recent training.

6.3 SECTION 3: HEALTH

A key aspect of household welfare is the ability to seek and attain access to medical care when required. This section contains (a) health condition (b) malaria (c) disability and activities of daily living (d) preventative health and vaccination (e) fertility, pre/postnatal care, post-natal care and contraceptive use (f) HIV/AIDS and (g) gender-based violence.

SECTION 3: HEALTH - PART 3A: HEALTH CONDITION RESPONDENTS: ALL HOUSEHOLD MEMBERS LAST 2 WEEKS

Part 3A: Health condition in the last two weeks

Respondent: This part should be administered to each member of the household but parents or guardians can answer for young children.

QUESTIONS 2-17 REFERENCE PERIOD IS TWO WEEKS

Several filter questions are introduced and Interviewer should read carefully.

QUESTION 2: This seeks to find if the household member was sick or injured in the last two weeks? If YES or No continue with QUESTION 3 because it is possible to go for medical check up without being sick or injured.

QUESTION 3: If NO in QUESTION 2, this question seeks to find out whether the respondent made a visit to a health practitioner to be examined for treatment. This question is asked for all household members, regardless of whether or not they were reported as being recently not sick in the last 2 weeks. If a mother took her sick child to the doctor, the affirmative response will be recorded for the child, not the mother.

Consult a health practitioner means to be examined by a Doctor, Medical Assistant, Nurse, Pharmacist, Midwife, Traditional healer or other health practitioners to discover what illness the person is suffering from in order to prescribe treatment. Consultation is the visit made for the purpose of being examined by a health practitioner

1. P E R S O N I D	2. Was [NAME] sick or injured?	3. Has [NAME] consulted a health practitioner or dentist or traditional healer or Patent Medicine Vendor or visited a health centre?
	Y E S N O	Y E S N O
	<input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/>
	<input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/>
	<input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/>
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ONLY IF Q2=2 AND Q3=2 SKIP TO Q16.

QUESTION 4: Reason for visiting a health practitioner is provided. Probe and code appropriately, for the most recent one.

Check-up refers to a visit made to a health institution for physical or laboratory checks to find out about possible ailments one might be suffering from. The person may not be necessarily sick. This is also referred to as medical examination.

For persons who did consult a health provider but were not sick/injured/check-up, the interviewer will skip to Q16.

QUESTION 5: If the respondent reports more than one illness or injury or both, ask for the most recent one. The interviewer will first determine whether or not the person is sick or injured currently or at some time in the two weeks prior to the interview.

Cholera is an acute illness of the small intestine characterized by watery diarrhoea, vomiting, muscle cramps, severe dehydration through a bacterium. Cholera is spread by eating food or drinking water that has been contaminated by faeces of infected persons.

Malaria is an infectious disease characterized by cycles of chills, fever, and sweating, caused by a protozoan in red blood cells, which is transmitted to humans by the bite of an infected female anopheles mosquito.

Typhoid also known as typhoid fever is an infectious bacterial fever with an eruption of red spots on the chest and abdomen and severe intestinal irritation.

Hypertension is the medical term for high blood pressure.

Common cold is a viral infection of the upper respiratory system, including the nose, throat, sinuses, Eustachian tubes, trachea, larynx, and bronchial tubes.

Flu usually referred as influenza is an acute contagious viral infection characterized by inflammation of the respiratory tract and by fever, chills, muscular pain, and prostration. The flu is similar to the common cold but is considerably more debilitating than the common cold. When the virus is inhaled, it attacks cells in the upper respiratory tract, causing such typical flu symptoms as fatigue, fever and chills, a hacking cough, and body aches

Catarrh is a mucus discharge, which may be thick or thin and can become infected. Catarrh is a symptom of a disease or infection. If the catarrh is chronic it may be a symptom of an allergy.

Cough is the forceful release of air from the lungs that can be heard - one makes a noise while trying to force out irritants and secretions thus by clearing respiratory system.

TB refers to tuberculosis and is mainly an infection of the lungs. It is characterized by the coughing up of mucus and sputum, fever, weight loss, and chest pain. This can only be diagnosed by a medical professional.

Diabetes is a severe, chronic and is caused by insufficient production of insulin and resulting in abnormal metabolism of carbohydrates, fats, and proteins. This can only be diagnosed by a medical professional.

Diarrhoea: This occurs when there is a change in ones bowel movements and passes unusually loose stools. People with diarrhoea often have frequent bowel movements and may pass more than a quart of watery stool a day. Other symptoms include: crampy pain in the abdomen, swelling in the abdomen, an uncomfortable feeling around the anus, an urgent need to have a bowel movement, an inability to control their bowels (faecal incontinence), chills and fever.

Guinea worm: Is an infection with a blister that develops on the skin at the site where the worm will emerge thus becomes an open sore.

Dysentery: is a more serious form of diarrhoea. Symptoms include: stools are tinged with blood and mucus, colicky pains and frequent urging to pass stools, (which can be passed as often as fifteen to thirty times per day), the onset is typically sudden, accompanied by a high fever and thirst, great fatigue and depletion of strength and dehydration is a serious side-effect, especially if the person becomes too weak to drink enough liquids. In cases of amoebic dysentery, the symptoms are quite

mild, with constipation and diarrhoea alternating, combined with some intestinal cramping and gas.

Scabies: is a transmissible skin infection characterized by superficial burrows and intense itching.

Ringworm: also known as "Tinea", is an infection of the skin. Symptoms include itchy, red, raised, scaly patches that may blister and ooze and may be lighter in the centre, giving the appearance of a 'ring'. The round patches of hair loss that slowly increase in size. The scaly patches may develop a white pus-filled centre that clears, leaving a scaly ring. It could be a mildly itchy area on the scalp. Ringworm is a common skin disorder, especially among children, but it may affect people of all ages.

Trachoma: Is an infection of the eyes and symptoms include mild itching and irritation and a discharge from the eye containing mucus or pus, marked light sensitivity (photophobia), blurred vision and eye pain. Young children are particularly susceptible to infection, but the disease progresses slowly, and the more painful symptoms may not emerge until adulthood.

Hepatitis: Viral hepatitis is inflammation of the liver caused by a virus. Hepatitis A and E are spread primarily through food or water contaminated by faeces from an infected person. While hepatitis B, C and D are spread through mainly contact with infected blood. The symptoms of hepatitis in general include: jaundice, which causes a yellowing of the skin and eyes, fatigue, abdominal pain, loss of appetite, nausea, vomiting, diarrhoea, low grade fever and headache.

Streptococci: These are bacterial infections in newborns and maternal post-labour delivery infections. The disease is transmitted through direct close contact with patients via respiratory droplets (coughing and sneezing). Contaminated milk and milk products can result in outbreak. Symptoms include: red, sore throat with white patches on tonsils, swollen lymph nodes in neck, fever, and headache, nausea, vomiting, and abdominal pain more common in children.

Onchocerciasis: Is an infection that leads to blindness and other skin diseases. It is often called "river blindness" because the black fly that transmits the disease abounds in fertile riverside areas. Symptoms include intense itching damaging of nearby tissue, such as the eye.

QUESTION 6 asks who diagnosed member's illness. Only one response for the disease referred in QUESTION 5 is expected.

Traditional healer refers to one who uses medicinal herbs and plants to treat patients. Even defined further a traditional healer may also use signs, prayer or folk remedies. Traditional healers are concerned with treating the whole person, focusing on family and social relationships. The traditional healer's approach is a holistic one, with the mind, body and spirit being regarded as special elements in the healing process. This is in keeping with the World Health Organization's definition of health, which states that: "health is a state of complete physical, mental and social well-being and not merely the absence of disease or infirmity. It is handed down verbally from generation to generation.

QUESTION 7: Seeks to find out the total number of days member suffered from the most recent illness in QUESTION 5. This indirectly has an impact on labour productivity. Probe to get accurate responses.

QUESTION 8 and 9: Asks if illness/injury made household member stop or was unable to undertake his/her usual activities (QUESTION 8) and for how many days (QUESTION 9). The usual activities include either work or school.

Usual activities refers to the activities or activity (or work) that the respondent spends most of her or his time doing.

Here the interviewer will determine the number of work or school days missed by the sick or injured person, in the previous two weeks. If the illness did not affect member (miss work or school) response should be coded as ZERO.

QUESTION 10: This question seeks to find out who the respondent visited (health practitioner) to be examined for treatment. If more than two consultation, record the first two.

A *doctor* is physician who examines, diagnose, and treat patients.

A *nurse* can be synonymous to a physician assistant examine, diagnose, and treat patients under the supervision of a physician. A person educated and licensed to practice nursing and one who is concerned with the diagnosis and treatment of human responses to actual or potential health problems

Medical assistants are referred here are licensed health care workers who perform the administrative and clinical tasks that keep the offices of health practitioners running smoothly.

A *midwife* is a person; usually a woman but can be a man, is one who is trained to assist women in childbirth, i.e. the person serves as an attendant at childbirth but is not a physician.

A *pharmacist* is a person prepared to formulate and dispense drugs or medications. The pharmacist has formal training through completion of an accredited university program in pharmacy. Licensure is required upon completion of the program and prior to serving as a pharmacist.

Patent medicine vendor (PMV) supplies a large portion of the drugs used by the public in African countries to treat illnesses. But the formal health establishment often views their activities with alarm. One way to improve the quality of the PMVs' contribution to primary care is through training, since no formal course is required of them before they are issued a license by the government. They are similar to pharmacist but with no formal training and are more like salespeople selling medicine to people. They are in fact similar to kiosk medicine vendors.

A *Traditional Birth Attendant* (TBA) is one who assists the mother during childbirth. She may have acquired skills by delivering babies herself, or through apprenticeship from other TBAs.

Spiritualist is one who uses only prayers to cure the sick and traditional healer is one who uses only herbs (or concoction)

QUESTION 11: This question is for those persons who sought advice or treatment from a health provider. The interviewer will need to determine from the respondent in what type of place the provider was located. For example, if the person saw a doctor in a hospital, the interviewer will need to determine whether it was a private hospital or a public hospital. The interviewer will record only one response. The visits must be linked to QUESTION 10 health practitioner visited.

Dispensary, health centre or health post is typically the lowest level of care, or first point of entry into the health system.

Pharmacy is a retail shop where the predominant product sold is mainly medicine but at times other articles are sold and a pharmacist is in sight. This does not include kiosks where a pharmacist is not available. One may have a prescription or ask the pharmacist to prescribe medication.

MCH post is a Maternal and Child Health post. Main function concerns health status of mother and children.

Consultant's home refers to medical practitioner home.

Other refers any other classification not stated above and includes over-the-counter purchases in kiosks through self-prescription.

QUESTION 12: Type of health practitioner visited is asked in this question and this differentiates between the public and private.

Federal Govt is a union comprising a number of partially self-governing states united by a central ("federal") government.

State Govt is the self-governing status of the state and is a component of the federal government. It is the second hierarchy of the government.

Local Govt is the political administration of the smallest subdivisions of a country's territory and population. It is the third level of the government.

Community based run health facility may be public or private as they are managed by the community. However, most community run facilities are public institutions.

Religious Body is a facility managed and supported by a church (religious) organisation. The question does not ask denomination or sect so interviewer must be very careful when probing for a response.

Corporate Organisation is an institution that owns and manages the health facility. Example is Central Bank Staff Clinic, Chevron clinic

Institutional are institutions that run health facilities. Examples are University of Abuja Staff Clinic.

These institutions provide health care for their employees but may open up to the rest of the public by offering medical services.

Non-Governmental Organization (NGO) is said to include a wide range of local organizations that are recipients of both local and foreign assistance. It is a voluntary non-profit grouping of individuals with a purpose of enhancing the legitimate economic, social and/or cultural development organization e.g. Society for Family Health.

Private refers both to Group Partnership (group of people or entities that come together to open and manage a health facility jointly) and Individual (sole) is a health facility owned by one person.

Market refers to a place where buying and selling of goods happens.

QUESTION 13: The amount in this question refers to only the **FIRST** consultation fee.

QUESTION 14: The amount in this question refers to only the **FIRST** consultation transportation costs two-way (going and returning to household).

QUESTION 15: How long in this question refers to only the **FIRST consultation** that is the time taken to consult, including the travel time to and fro health facility. Example: -

- If time taken was is less than 60 minutes enter 0 in the HOURS column and 55 in the MINUTE column.
- If 1 hr 20 min, then enter 1 under the HOUR column and 20 under the MINUTE column.

QUESTIONS 16-17 COSTS OVER THE COUNTER. ONLY IF Q2=2 AND Q3=2 SKIP TO Q16.

QUESTION 16 and 17: This question asks if member purchased drug over the counter in a kiosk or from Patent Medicine Vendors (PMV) while QUESTION 17 asks the total actual amount spent.

If NO in QUESTION 16, skip to QUESTION 18.

QUESTIONS 18-24 REFERENCE PERIOD IS FOUR WEEKS. Four weeks preceding date of interview. For example: -

- If interview is on the 15th of December, four weeks preceding this date will be the correct time reference.
- If interview is on the 12th of January, four weeks preceding this date will be the correct time reference.

QUESTION 18: Those admitted also refer to persons detained by traditional or spiritual healers as long as they had spent at least one night there.

To be *Admitted (hospitalised)* in a health facility means to stay in a health facility or centre (hospital, clinic, dispensary, etc.) for at least a period of one night on the recommendation of a consulted health practitioner for treatment. This does not include people staying in the hospital premises or healthy persons staying or sleeping at the hospital just to attend to sick relatives.

QUESTION 20: This amount includes all costs accrued due to admission excluding consultation fees and cost of medicines. That is consultation cost and medicine are not included in the admission charges.

QUESTION 22: *Medicine and medical supplies* include tablets, capsules, syrups, bandages, plaster, cotton and any item used for the purpose of treatment in the last 4 weeks.

QUESTION 23: Ask the respondent for the person who paid for most of the expenses incurred from the consultations, treatment, admission, and for the purchases of medicine and medical supplies in the last four weeks. Code appropriately.

QUESTIONS 25-28 REFERENCE PERIOD IS LAST 12 MONTHS. This refers to when last did the respondent suffer an illness or injury in the past one year.

QUESTION 25: Asks for how long has member suffered from an illness or injury. This also serves as a check to Q2.

QUESTION 26: See QUESTION 5 for definitions of diseases.

Question 29: This question is to be administered to every household member.

Circumcision is defined as the removal of the foreskin of a boy or a man for religious or medical reason or to cut off part of the sex organ of a girl or a woman.

Part 3B: Malaria

This section looks at both awareness and knowledge of malaria. This is divided into two sections for individuals (B1, B3) and households (B2).

B1: General malaria knowledge

These questions are level of awareness questions in case sick.

Respondent: Members eligible for Part B1 questions are those who are 10 years and above who should be able to say something on what malaria is all about.

QUESTIONS 2-6 GENERAL MALARIA

AWARENESS/KNOWLEDGE

QUESTION 2 asks what causes malaria and code respondent main response - only one response is allowed do not read the respondent the options as this leads to a biased response.

QUESTION 3-6: The interviewer should not read responses to respondent as these bias responses. Read question and listen to responses. Three responses are expected for each question.

Patent medicine vendor (PMV) supplies a large portion of the drugs used by the public in African countries to treat illnesses. But the formal health establishment often views their activities with alarm. One way to improve the quality of the PMVs' contribution to primary care is through training, since no formal course is required of them before they are issued a license by the government. They are similar to pharmacist but with no formal training and are more like salespeople selling medicine to people. They are like kiosk medicine vendors. They are often mobile, selling their drugs in a public bus or hawking in the market or at motor parks.

Role Model Mothers (RMM) are mothers within the community that act as role model health workers. They are not trained professional but are knowledgeable in health matters and the community use them to support their activities concerning healthy lifestyles. RMM impacts population health and well being on many levels.

HEALTH-PART 3B: MALARIA

1. P E R S O N I D	2. Did [NAME] sleep under an insect- net the preced- ing night?	3. Was [NAME] sick with fever last 2 weeks?
	1 No 2 ITN 3 LLITN 4 Ord. Net	IF NO GO TO Q.24 Y E S N O
<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/>

B2: Bed net information

The information in this section enquires the individual net information in the household. This seeks to find out the number and types of nets that household owns.

Respondent: This part should be administered to household head or any responsible adult in the household.

QUESTION 1 asks how many nets are owned by household. The total nets include nets used by servants and visitors. Next for each net ask QUESTIONS 2-9. **Note that if there are more than 5 net in the household consider only 5 and ignore the rest because space is provided for a maximum of 5 nets.**

Read the name of each type of nets in turn: "IS THE NET (ARE ANY OF THE NETS) LONG-LASTING? Circle the appropriate response code. Then proceed to ask about the re-treatable nets: "IS THE NET (ARE ANY OF THE NETS) RE-TREATED? Circle the appropriate response code. Is there any other Insecticide nets? Specify.

If the respondent is not sure whether a net is one of these types, try to observe the net, if possible. If it is not possible to observe the net(s), use the pictures you were given to aid in identification.

Ordinary net is a net that is not pre-treated with any insecticides.

B3: Diagnosis and treatment

Respondent: Respondents are all household members. Each member of the household should respond for him/her self but parents may answer for small children.

QUESTION 2: Ask if member slept under an insect-treated net the preceding night (night before interview).

Insect treated net (ITN) refers to a pretreated net obtained in the past six months, or (c) a net that has

been soaked with insecticides in the past six months. Pretreated net require additional treatments every 6-12 months.

Long lasting Insect-treated Net (LLITN) refers to a permanent pretreated net that does not require any further treatment.

Regular net is a net that is not pre-treated with any insecticides. It is a net that is bought at the shop.

QUESTION 3: Seeks know if household member had fever. If NO and female, and age 15-49years skip to Q24. Otherwise if NO and male or female age less than 15yrs or above 49years skip to PART 3C.

QUESTION 6: The place where member sought advice or treatment for the fever is asked and only response is required.

Mobile clinic is the type of clinic that regularly comes into community to provide health services. These are not fixed structures.

Patent medicine vendor (PMV) supplies a large portion of the drugs used by the public in African countries to treat illnesses. But the formal health establishment often views their activities with alarm. One way to improve the quality of the PMVs' contribution to primary care is through training, since no formal course is required of them before they are issued a license by the government. They are similar to pharmacist but with no formal training and are more like salespeople selling medicine to people. They are like kiosk medicine vendors.

Role Model Mothers (RMM) are mothers within the community that act as role model health workers. They are not trained professional but are knowledgeable in health matters and the community use them to support their activities concerning healthy lifestyles. RMM impacts population health and well being on many levels.

Community Health Workers (CHW) used today as an umbrella term to describe members of the health workforce that function under a multitude of various job titles such as community health advisors, lay health advocates, outreach educators, community health representatives, peer health promoters, and peer health educators. Either they are lay members of communities who work for pay or as volunteers in association with the local health care system in both urban and rural environments and usually share ethnicity, language, socioeconomic status and life experiences with the community members they serve. CHWs offer interpretation and translation services, provide culturally appropriate health education and information, assist people in receiving the care they need, give informal counselling and guidance on health behaviours, advocate for individual and community health needs, and provide some direct services such as first aid and blood pressure screening.

QUESTION 10: Methods of how was the malaria diagnosed are asked.

Symptomatic diagnosis is diagnosis done by a doctor, clinical officer, nurse, health worker, etc.

Clinical diagnosis refers to clinical diagnosis includes physical examination.

Blood test is a laboratory microscopy or Rapid Diagnostic Test (RDT) in addition to clinical diagnosis.

Question 13: ask amount the respondent paid if hospitalized in Q 11 ENSURE THAT TRANSPORT IS NOT INCLUDED.

QUESTION 14 and 15: The interviewer should ask the respondent the medicines they took for malaria and how many days did Name take the Medicine in Q 15 indicate with I where applicable.

During pregnancy, a woman's immune system is weakened, making her more susceptible to malaria infection than women who are not pregnant. Malaria in pregnant women can cause several complications that are dangerous to the mother and unborn child, including severe malaria and death, maternal anemia and low birth-weight in newborns. The World Health Organization recommends that pregnant women in malaria-endemic areas take a treatment dose of Sulfadoxine Pyrimethamine (SP) example Fansidar (usually three tablets taken all at once) other types of anti-malarial medicines can be used as a preventive measure, once a month during the third trimester of pregnancy (months 7, 8 and 9 of the pregnancy). Such preventive treatment with Sulfadoxine Pyrimethamine, usually given during antenatal visits, is known as intermittent preventive treatment (IPT).

Do not read the list of medicines to respondent. If not clear, probe to get the correct information. Several responses are allowed. For each medicine listed ask the number of days the medicine

was taken.

QUESTIONS 24 – 27 should be answered by women of age 15 – 49 years. Seek to know what type of medicine a pregnant woman should take to prevent malaria during pregnancy.

Note; The various medicines that pregnant women can take are:

A = Sulphadoxine/Fansidar, B=Chloroquine, C=Amodiaquine, D=Quinine,
E = Artemisinin Combination Therapy

Therefore, women less than 15 years and above 49 years should skip the QUESTIONS. If a woman is 50 years, she will not answer the QUESTIONS.

Part 3C: Disability

Developmental disabilities are a diverse group of severe chronic conditions that are due to mental and/or physical impairments. This question includes both physical and mental disabilities and is meant to capture conditions, which are permanent. For example, someone who is temporarily disabled due to a broken leg would not be considered disabled their impairment is temporary. Physical and mental disabilities to be considered here are those which prevent the person from maintaining a significant activity or schooling. This may be some physical impairment of limbs, a physical disease, or mental illness, which renders the person incapable of pursuing a significant activity. Note that this question will be asked of all household members.

Respondent: This part should be administered to each member of the household but parents or guardians can answer for young children.

QUESTIONS 2-13 REFER TO DISABILITY. This refers to physical, mental or emotional impairment.

QUESTION 2: Each respondent will be asked if they have a disability. An individual with a disability is any person who: -

- Has a physical, mental or emotional impairment, that substantially or materially limits one or more of their major life activities;
- Has a record of such an impairment; or
- Is regarded as having such impairment.

QUESTION 3: This question is meant to capture the type of mental or physical disability household member suffers from. More than one response may be coded. However, some of these disabilities require a diagnosis from a licensed medical practitioner and so probe to get correct responses.

Autism Spectrum Disorders (ASD) are defined as a constellation of behaviors indicating social, communicative, and behavioral impairment or abnormalities. The essential features of ASD are (a) impaired reciprocal social interactions, (b) delayed or unusual communication styles, and (c) restricted or repetitive behavior patterns. A child is included as a confirmed case of ASD if he or she displays behaviors as described by a qualified professional. A qualified professional is defined as an educational, psychological or medical professional with specialized training in the observation of children with developmental disabilities (e.g., special education teacher, clinical/developmental/school psychologist, speech/language pathologist, learning specialist, social worker, developmental pediatrician, child psychiatrist, and pediatric neurologist).

Cerebral palsy refers to a group of disorders that affect a person's ability to move and to maintain balance and posture. It is due to a non-progressive brain abnormality, which means that it does not get worse over time, though the exact symptoms can change over a person's lifetime. The impairment of motor function may result in paresis, involuntary movement, or in coordination and does not include motor disorders that are transient, that result from progressive disease of the brain, or that are due to spinal cord abnormalities/injuries. Children with cerebral palsy are known by being (a) diagnosed as having cerebral palsy by a qualified physician or (b) identified by other qualified professionals as having this disability on the basis of physical findings noted in source

PART 3C: DISABILITY

1. P E R S O N I D	2. Does [NAME] suffer from any form of disabil ity?	3. What type of disability does [NAME] have? INDICATE WITH "1" THE APPLICABLE A Autism B Cerebral palsy C Mental illness D Blindness/visual E Physical handicap F Deaf/hearing G Speech/Dumb H Intellectual I Other	4. At what age Did [NAME]'s disabil ity start?
	IF NO GO TO Q.16		
	Y E S	N O	
		A B C D E F G H I	YEARS
	<input type="radio"/>	<input type="radio"/>	
	<input type="radio"/>	<input type="radio"/>	
	<input type="radio"/>	<input type="radio"/>	

records. A qualified professional is defined as a physician, physical therapist, occupational therapist, nurse practitioner, or physician's assistant who specializes in developmental disabilities, neurology, orthopedics or pediatrics. A determination is made by medical staff that the physical findings are consistent with a diagnosis of cerebral palsy.

Mental retardation is defined as a condition marked by an intelligence quotient (IQ) of ≤ 70 on the most recently administered psychometric test. In the absence of an IQ score, a written statement by a psychometrician that a child's intellectual functioning falls within the range for mental retardation is acceptable. The severity of mental retardation is defined according to some standards and this question does not ask or require the degree of retardation/illness.

Vision impairment means that a person's eyesight cannot be corrected to a "normal" level and is measured visual acuity of 20/70 or worse, with correction, in the better eye. Vision impairment may be caused by a loss of visual acuity, where the eye does not see objects as clearly as usual. It may also be caused by a loss of visual field, where the eye cannot see as wide an area as usual without moving the eyes or turning the head. In the absence of a measured visual acuity, a child is considered a case if a source record includes (a) a functional description, by a qualified physician or vision professional, of visual acuity of 20/70 or worse (e.g., light perception only) or (b) a statement by a qualified physician or vision professional that the child has low vision or blindness.

Hearing loss is defined as a measured, bilateral, pure-tone hearing loss at frequencies of 500, 1000, and 2000 hertz averaging 40 decibels (dB) or more, unaided, in the better ear. In the absence of a measured, bilateral hearing loss, children meet the case definition if their source records include a description, by a licensed or certified audiologist or qualified physician, of a hearing loss of 40 dB or more in the better ear.

Intellectual disability is characterized both by a significantly below-average score on a test of mental ability or intelligence and by limitations in the ability to function in areas of daily life, such as communication, self-care, and getting along in social situations and school activities. Intellectual disability is sometimes referred to as a cognitive disability or mental retardation. Children with intellectual disability can and do learn new skills, but develop more slowly than children with average intelligence and adaptive skills. There are different degrees of intellectual disability, ranging from mild to profound and can be defined by their intelligence quotient (IQ), or by the types and amount of support they need.

Brace an orthopedic appliance that holds or support part of the body.

CANE A walking stick, a stick that people use to help them walk.

FRACTURE A break in a bone

ABRASION Is the process of wearing away by friction or an area on the skin, or some other surface of the body that has been damage by scraping or rubbing.

BRUISE A tender area of skin discoloration caused by blood leaking from vessels damaged by pressure or impact.

LACERATE To cut or gash the skin so that the wound is deep with irregular edge

DISLOCATION Is the displacement of a body part especially of a bone from its usual fitting in a joint.

SEIZURE A sudden attack of an illness or condition, especially of the kind experienced by people with epilepsy.

AUTISM Is a condition disturbing perceptions and relationship. A disturbance in psychological development in reaction to stimuli and interpretation of world.

BRAILLE Is a writing system for vision- impaired or sightless people, consisting of pattern of raised dots that are read by touch.

NOTE: The interviewer cannot question the health status of any member even if they know the household situation.

QUESTION 8: Ask respondent the type of treatment/rehabilitation member is receiving. More than one response is allowed and interviewer must enter the applicable responses.

QUESTION 10: For the disabled person, does the person have difficulty in doing certain activities. The term "difficulty" in has broad applicability. This term may cover components of quality, quantity, time required and assistance required performing the tasks or actions mentioned. Persons with very mild limitations are sometimes unsure as to where to draw the line between a "real difficulty" and normal change associated with aging. However, as the severity of the difficulty increases, the uncertainty diminishes.

QUESTIONS 14-19 REFER TO ACTIVITIES OF DAILY LIVING OF PERSON WITH DISABILITY.

This asks general questions on daily activities. It asks if household member has difficulty in performing his day to day tasks. Probe and code appropriately.

Part 3D: Preventive health and vaccination in the last 12 months

The purpose of this part is to collect information on vaccinations, the effects of vaccination programmes, and vaccination services offered through health centres, clinics and hospitals.

Respondent: This part covers all children who are 5 years and under but information may be provided by the child's mother or adult household member in-charge.

QUESTION 1 and 2 Child and mother: All children 60 months and under should be carefully identified. To the right of each child identified, the child's mother should be identified and her household member number (person ID) printed. If the child's mother is not a member of the household, or is deceased, the interviewer will record '00' for the mother of that child.

QUESTION 3: Date of birth: The day, month and year of each child's birth is recorded here. Months are converted to numbers, from January (01) to December (12). The year is recorded by entering only the last two digits of the year; for example, 1999 would be recorded '99'. If part of the date is unknown, the interviewer will record '00' for the unknown, although the interviewer must determine that the child is not more than 60 months of age. Try as much as possible to get month and year of birth.

QUESTION 4: Immunization is a way of protecting children against serious diseases. A child who is not vaccinated is more likely to suffer illness, become permanently disabled or become undernourished and die. Has the child ever been vaccinated? A YES or NO response is expected. This question does not ask the type of vaccines administered but only asks if child has ever been vaccinated. If guardian does not know, or not aware, do not make conclusions, make sure to probe and explain. If NO, skip to QUESTION 11.

QUESTION 5: "Vaccination book or card" refers to any official document (usually a small booklet or folded card) which indicates among others the child's name, age and the type of vaccinations he or she has ever received. Inside this booklet or card you will see the number of times the child has been vaccinated against the illness or disease listed with the dates he received the vaccinations. Sometimes a child needs more than one vaccination to acquire full immunity. For every disease, indicate with one of the codes: all columns must be filled in for each disease or illness. Read the explanation below and code accordingly.

QUESTION 6: A list of vaccines is listed. This can be from guardian memory or any responsible household member. Be careful to probe, as respondent may not be familiar with the different types of vaccines. Copy vaccine information from vaccination book or card provided and code accordingly.

If NO vaccination book or card, skip to QUESTION 7.

Approximate times when to immunize	What is given	How is it given
At birth	BCG	One injection
At birth	Polio-B	By mouth
Two, three and four months old	Polio 1-2-3	By mouth each time
	DPT 1-2-3	One injection per dose
About eight months	Measles	One injection

DPT (DIPHTHERIA PERTUSSIS & TETANUS) and POLIO: The first dose of DPT and POLIO vaccination is given at 6 weeks, the second dose at 10 weeks and the third dose at 14 weeks. This means that those aged between 6 and 9 weeks should have received one DPT/Polio vaccination while those between the ages of 10 to 13 weeks should have received two such vaccinations. A child who is 14 weeks and above should have had 3 doses of DPT/Polio to complete this vaccine set. (Note that in some cases the first dose of this vaccination is given at birth).

If a child is 12 weeks old and has received only one dose of DPT/Polio, code 2 will be entered for him in the appropriate columns. On the other hand, NA will be recorded for a 4 week old child who has no vaccination card and whose mother answered NO to the DPT/Polio vaccination.

MEASLES: The vaccination against measles is given only once at the age of 9 months although some children receive it at the age of 7 months.

IMMUNISATIONS		DATE	DATE OF
		DOSE	LAST DOSE
BCG AT BIRTH			
POLIO & DPT 6 WEEKS	FIRST DOSE	18/1/96	22/1/96
POLIO & DPT 10 WEEKS	SECOND DOSE	21/2/96	23/1/96
POLIO & DPT 14 WEEKS	THIRD DOSE	23/3/96	25/1/96
MEASLES 9 MONTHS			
		15/1/96	
MOTHER'S TETANUS TOXOID		FIRST DOSE	22/1/96
		SECOND DOSE	

BCG: Offers partial protection against some forms of tuberculosis and leprosy. BCG vaccine is also given to the child only once in the first week after birth. Therefore code 3 should be recorded for all children who have not yet received this vaccination. Interviewers must keep in mind the age of the child when choosing a response. Easy way to detect if BCG has been administered is a scar on the arm or shoulder.

QUESTION 7: Where there is no vaccination book or card, then mother or guardian memory will be used to state if vaccines were administered. Responses are from mother or guardian's memory and probe where information seems unclear.

QUESTION 8: The place where last vaccine was given should be listed here. Only one response is allowed.

QUESTION 9: A YES or NO is allowed for payment of vaccinations. If the household did not pay directly, that is, someone else paid, code NO.

QUESTION 10: Asks for the amount paid for the last vaccination.

QUESTION 11: Ask the most important reason why child was never vaccinated. Only one response is required.

QUESTION 12: This question will distinguish between babies born at home and babies born at a health facility. For babies born neither at home nor at a health facility, there is room to record other places. Please, specify for other places.

QUESTION 13: For each child, the interviewer will ask the weight at birth. Note that the decimal point is already printed in the cells for I.5. Weights of less than 10 kilograms will be recorded with a leading zero; for example, 3.5 kilograms will be recorded as '03.5'. Be watchful on the weights given. Weight at birth can be from card or from recall (memory of mother or father). If unknown leave it as missing. Do not lead respondent to give a weight at birth. Just probe to make sure weight at birth is unknown.

Birth weight is defined as the weight taken immediately after birth or within the first 24 hrs of life.

For example, where birth is at home and immediately after child is taken to hospital, then this is assumed to be birth weight. If mother takes child to hospital one day or week later, this is not weight at birth.

QUESTION 14: Although a number of persons may have been in attendance at birth, this question is aimed at determining who the most qualified person in attendance and code appropriately.

A *doctor, nurse, or midwife* would have received formal training at a medical institution.

A *Traditional Birth Attendant* (TBA) is one who assists the mother during childbirth. She may have acquired skills by delivering babies, or through apprenticeship from other TBAs.

A *Trained Traditional Birth Attendant* (TTBA) is one who has undergone a training course conducted by the modern healthcare sector.

If there is any other assistance not listed, the interviewer will record '*Other*' and *specify*.

If the mother did not receive any assistance, the interviewer will record *Self*.

QUESTION 15: So long as mother introduced breast (even if for an hour) that child was breastfed.

Breastfeeding implies either exclusively breastfed or currently breastfeeding while providing other liquids.

QUESTION 17: Refers to the length of breastfeeding, that is total number of months child breastfed. Probe and do not take given number. Length of breast feeding cannot be greater than the age of the child in months. If child is still breast feeding then age in month will be length of breastfeeding.

QUESTION 18: Refers to the number of months child is exclusively breastfed. Exclusive breastfeeding is breastfeeding for six (6) months without water or any other fluid. Probe and do not take any given number. Exclusive breastfeeding must be equal or less than the age of the child. Be very careful when a mother states that she breastfed exclusively for six months and over. Probe to get the correct response, example ask if she ever gave water. Then this disqualifies the length of breastfeeding if she gave and ask her when she introduced water to the child.

Exclusive breast-feeding is the period of time when the child received only breast milk, with no additional liquids or solid foods not even water.

QUESTION 19: Where does child discharge of waste matter? Only one response is allowed.

Toilet/latrine implies child usually uses this.

Potty/chamber pot is a small pot for use as a toilet by an infant or young child. The responsible adult then disposes this away from the small pot.

Disposable diapers: Manufactured disposal diapers

Washable diapers refer to nappies or piece of cloth tied to the loins.

Around the house implies child defecates anywhere inside the house and a responsible adult clears away the mess.

Within the compound implies child defecates anywhere inside the house compound and a responsible adult clears away the mess.

QUESTION 20: The proper disposal of children's faeces is important in the prevention of disease. Only one response is allowed.

QUESTION 21: Refers to participation in nutrition and health programs. If a child participated in any program, the interviewer will record the appropriate code.

Nutrition programme will include the following: food distribution to the child, provision of meals to the child, organized through NGOs or other institutions.

Weighs-in programme will include in the participation of weighing of child in a health unit. This programme traces the growth of the child.

QUESTION 23: Has child had diarrhea last 2 weeks? Last 2 weeks refers to two weeks from the date of interview, which will vary from household to household. A DON'T KNOW response is only allowed if the person in the household does not know if child has had a diarrhea episode. Try as much as possible to probe.

A *diarrhea episode* is defined: - (a) As three or more loose or watery stools per day, (b) And/or blood in the stool on any day, or (c) As defined by the mother.

QUESTION 24 and QUESTION 25: Action taken during a diarrhea episode is critical to child survival. It also depicts the general awareness on what action to take. Probe and assist the respondent or guardian to compare the amounts given of fluid or food during diarrhea to non-diarrhea period. Only ONE response is allowed.

QUESTION 26: Was child given any of the listed fluids in the prevention of diarrhoea.

ORS 1: Commercially produced packets of oral rehydration salts.

ORS 2 Pre-Packaged ORS Fluid

SSS Salt, Sugar Solution (Government Recommended Homemade Fluid)

Salt-sugar solution: Homemade mixture usually prepared from salts, sugar and water.

Part 3E: Fertility, prenatal care and contraceptive use

The purpose of this section is to ascertain the number of pregnancies and children the respondent has had during her lifetime, and to determine the mortality rates. It also asks whether the respondent uses maternity services for her child birth. Information on the use of birth control methods is also collected.Z

QUESTIONS 2-24 ARE FOR WOMEN AGED 15-49 YEARS.

Enumerator should identify women between 15-49 years using Section 1: Roster before proceeding with the interview.

QUESTION 2: Has NAME ever been pregnant? If NO skip to QUESTION 25

Pregnant: A woman is said to be pregnant if fertilization has taken place after sexual intercourse, that is, if she has ceased to have her monthly 'period', though she is not yet in her menopause.

QUESTION 4: Refers to child born alive at birth.

Live birth: It is one in which the new born baby or infant showed signs of life, by crying or breathing even if it died shortly afterwards.

QUESTION 5: The age at first birth is not necessarily the age at first marriage. Interviewer must probe to get the correct response.

QUESTION 6, 7 and 8: This asks the total number of live births by gender. QUESTION 8 should be the total of QUESTION 6 and QUESTION 7.

QUESTION 9 and 10: This asks the total number of children living. This is a simpler question for the women to respond then asking the number of deaths in the family. Make sure the number living does not exceed the total born by gender, that is, QUESTION 9<=QUESTION 6 and QUESTION 10<=QUESTION 7.

QUESTION 11: This just looks at gender preferences by the women. An affirmative answer is required.

QUESTIONS 12 and 13: This question asks if there was any pregnancy which did end in a live birth and the number of pregnancies that did result in live birth in QUESTION 13.

QUESTION 14, 15, 16, 17 and 18: These questions ask pregnancy at the time of survey (QUESTION 14) or in the last 12 months (QUESTION 15). QUESTION 16 enquires if the pregnancy resulted in a live or still birth or miscarriage. And QUESTION 17 asks if the resultant birth if the child is still alive. QUESTION 18 asks if the child born last 12 months is currently being breastfed.

Still birth: It is an infant which showed no sign of life when born.

Miscarriage: It is a spontaneous involuntary abortion during the first six months of pregnancy

QUESTION 19-24 ASKS ABOUT PRE-NATAL AND POST-NATAL CARE. This refers to any of the pregnancies a female household member has experienced.

QUESTION 19: Provision of health care for pregnant women is crucial to the health of both mothers and babies. If the pregnant woman received prenatal care only code 1 or post-natal only code and if received both pre- and post-natal care code 3. If mother received no pre- or post-natal code 4 skip to QUESTION 24.

Pre-natal Care refers to a pregnant woman going for consultation on the conditions of the pregnancy before child birth. (Note that the woman need not be ill.)

Post-natal Care refers to the mother and child (aged 5 years or less) going for consultations after delivery. (Note They need not be ill.)

QUESTION 20: Asks where woman received pre-natal and/or post-natal care and from what institution.

Traditional healer refers to one who uses medicinal herbs and plants to treat patients. Even defined further a traditional healer may also use signs, prayer or folk remedies. Traditional healers are concerned with treating the whole person, focusing on family and social relationships. The traditional

1. P E R S O N I D	2 Has [NAME] ever been preg nant?	3 How old was [NAME] when first got preg nant?
	IF NO GO TO Q.25	
	Y E S	N O
	<input type="radio"/>	<input type="radio"/>
	<input type="radio"/>	<input type="radio"/>
	<input type="radio"/>	<input type="radio"/>
	<input type="radio"/>	<input type="radio"/>
	<input type="radio"/>	<input type="radio"/>
	<input type="radio"/>	<input type="radio"/>

healer's approach is a holistic one, with the mind, body and spirit being regarded as special elements in the healing process. This is in keeping with the World Health Organization's definition of health, which states that: "health is a state of complete physical, mental and social well-being and not merely the absence of disease or infirmity. It is handed down verbally from generation to generation.

A *Traditional Birth Attendant* (TBA) is one who assists the mother during childbirth. She may have acquired skills by delivering babies herself, or through apprenticeship from other TBAs.

Spiritualist is one who uses only prayers to cure the sick and traditional healer is one who uses only herbs (or concoction)

QUESTION 21: Type of health practitioner visited for pre-natal and/or post-natal care is asked and this differentiates between the public and private. For example, if the person saw a doctor in a hospital, the interviewer will need to determine whether it was a private hospital or a public hospital. The interviewer will record only one response. The visits must be linked to QUESTION 20 health practitioner visited.

Pharmacy is a retail shop where the predominant product sold is mainly medicine but sometimes other articles are sold. This does not include kiosks. One may have a prescription or self-prescribe for medication.

Religious clinic is a church based institution and includes both the Mosque and Christian clinics as well as other religious sects.

QUESTION 25-28 CONTRACEPTIVES FOR BOTH WOMEN AND MEN AGED 15-49.

QUESTION 25: Does respondent practice any from of family planning methods? An affirmative response required YES or NO and don't know response not allowed.

QUESTION 26: If QUESTION 26=1 (YES) this enquires the method used by each respondent. Even married couples may utilize different methods. If more than 2 methods were used, enter the two most important or frequent methods used.

I.U.C.D.: It is the abbreviated version of Intra Uterine Contraceptive Device. It is a special loop or coil which is inserted into the womb to prevent sperm from fertilizing the female egg after sexual intercourse.

Female sterilization: Also known as tubal ligation or tubectomy. It involves a surgical operation that cuts and ties separately the fallopian tubes (i.e. the female ducts through which the female egg passes into the womb after being released from the ovaries) with the aim of preventing fertilization by the sperms.

Male sterilization: It is also known as Vasectomy. It involves a surgical operation to cut, and tie separately the vas deferens (i.e. the male ducts which conduct sperms) with the aim of preventing the sperms from entering the womb during sexual intercourse.

Douche: It involves the use of syringe to wash the vagina with water or chemical solution immediately after intercourse with the aim of preventing the sperm from fertilizing the ovum.

Abstinence: It is a non-scientific method of birth control which involves staying away from sexual intercourse either permanently or for a period of time.

Withdrawal: It involves the man withdrawing before ejaculation during sexual intercourse.

Rhythm: It is a non-scientific method of birth control which involves deliberate avoidance of sexual intercourse during the "unsafe period" of a woman's menstrual cycle but indulging in the sex act during her "safe period". Safe period is that period outside the woman's ovulation period.

DIAPHRAGM: A dome-shaped rubber or plastic contraceptive device for women, placed inside the vagina over the entrance to the womb to prevent sperm from entering.

NORPLANT: Trademarks for a removable skin implant dispensing a long- term contraceptive drug.

Note that vasectomy and tubectomy are different from other surgical operations on the male or female organ for other purposes.

QUESTION 27: Asks place where the contraceptives were gotten from. The type of contraceptive must be linked to QUESTION 27 health facility.

QUESTION 28: This is the amount spent on contraceptives last one month.

Part 3F: HIV/AIDS

The human immunodeficiency virus (HIV) is the virus that causes Acquired immune deficiency syndrome (AIDS) and has ravaged a large number of populations in most developing countries. Although there is no cure for the disease, therapies and change of behaviour can reduce the symptoms and spread of AIDS and can extend the life spans of HIV-infected individuals. This section endeavours to find out how much respondents know about HIV/AIDS and the behavioural change; general awareness. The survey does not undertake actual HIV/AIDS testing and interviewer should be explicit on this to respondent so as to being kicked out of the house and survey interview terminated.

HIV/AIDS: Human Immune Deficiency Virus/Acquired Immune Deficiency Syndrome

Respondent: Individuals who are 15 years and above should answer for themselves. These questions are asked to all the respondents 15 years and over regardless of whether they have heard of HIV/AIDS. The interviewer cannot question the integrity of responses or lead the respondent as this will give biased response. The interviewer must be neutral to the responses and only probe where responses are ambiguous.

1. PERSON ID	2. Has (NAME) heard of HIV/AIDS or STDs?	
	YES	NO
	<input type="radio"/>	<input type="radio"/>
	<input type="radio"/>	<input type="radio"/>
	<input type="radio"/>	<input type="radio"/>
	<input type="radio"/>	<input type="radio"/>
	<input type="radio"/>	<input type="radio"/>
	<input type="radio"/>	<input type="radio"/>
	<input type="radio"/>	<input type="radio"/>
	<input type="radio"/>	<input type="radio"/>
	<input type="radio"/>	<input type="radio"/>

QUESTION 2: This asks if member has heard of HIV/AIDS or Sexually Transmitted Diseases (STD) to capture information on HIV/AIDS awareness

QUESTION 3: This enquires if member protects himself or herself from HIV/AIDS.

QUESTION 6: Record a maximum of three responses and rank by order of importance on member source of information concerning HIV/AIDS. Rank by importance.

QUESTION 7: Record a maximum of three responses and rank by order of importance. This question captures knowledge on HIV/AIDS transmission. Record a maximum of 3 responses ranked by importance.

Having sex with one partner refers to having sex with one partner at a time.

Having sex with several partners implies having more than one sexual partner at the same time.

Sex with prostitutes is the same as having sex with several partners but this is where one pays for sexual favours either by cash or in kind.

Homosexual contact is sexual activity with another of the same sex.

Supernatural means refers to a mysterious power that seems to violate or go beyond natural forces or relating to the immediate exercise of divine power; miraculous. e.g. Witchcraft/Wizard.

QUESTION 11: Record a maximum of three responses and rank by order of importance. This question captures behavioural change. Record a maximum of 3 responses ranked by importance.

Stopped Sharing Syringe: This could be a syringe for drug use or injections related to diabetes or other illnesses.

QUESTION 13: Asks ways in which one can protect himself or herself from HIV/AIDS.

Condom: Although the word "condom" usually refers to the male condom, there is also a female condom. Both male and female condoms are barrier methods of contraception and to prevent sexually transmitted diseases.

Part 3G: Gender-based violence

Gender-based violence is violence directed against a person on the basis of gender or sex. While both males and females are subject to gender based violence, women and girls are the main victims. Gender based violence can include domestic and intimate partner violence, sexual violence, emotional and psychological abuse, forced prostitution, trafficking for force labour or prostitution, sexual exploitation,

sexual harassment, harmful traditional practices (e.g. female genital mutilation and forced marriage), and discriminatory practices based on gender. The key indicators of interest in this part of the questionnaire are prevalence, nature, type and consequences of gender-based violence on household members.

Respondent: Persons aged 15 years and over

QUESTION 2: Asks household member if they have experienced any form of physical violence.

The dictionary definitions of *violence* are: (a) An act intended to hurt or kill somebody (b) A very strong feeling that is not controlled: views expressed with some violence. (c) Very strong physical force: the violence of the storm/crash.

Physical violence is often the end result of months or years of intimidation and control. It is inflicted on the individuals physically by force.

Forms or types of physical violence include: -

Domestic violence: Domestic violence is not just hitting or fighting or occasional argument. It is a chronic abuse of power. The abuser tortures and controls the victim by calculated threats, intimidation and physical violence. Domestic violence is a violence between any of the following: husbands, wives, ex-husbands, ex-wives, partners, ex-partners, brothers, sisters, mothers, fathers, children, and people who have lived together (which could include cousins, brothers-in-law, sisters-in-law, and caregivers), and people who are or have dated in the past. Domestic violence is one of the most common forms of gender-based violence and is often characterized by long-term patterns of abusive behaviour and control

Sexual exploitation is any abuse that takes place when a perpetrator exploits a position of vulnerability, differential power or trust for sexual purposes; this includes profiting monetarily, socially or politically from the sexual exploitation of another.

QUESTION 3: What was the source of violence, that is who actually perpetuated the violence. This question seeks to find out if violence is experienced both at home and at the work place as many people think violence is only at home. Circle the appropriate source from the response options.

QUESTIONS 5-7 REFER TO EMOTIONAL ABUSE.

QUESTION 5: Specifically asks about emotionally abuse. If NO, skip to QUESTION 8.

Emotional violence/abuse includes a range of non-physical behaviour that undermines a person's sense of well-being, e.g. name calling, humiliation in private or public among others.

QUESTION 7: Asks the type of fear that respondent experienced. Maximum of three (3) responses allowed and must be ranked by importance.

Emotional/psychological fear: Fear arising from non-physical controlling behaviour that undermines a person's sense of well-being.

If answer to QUESTION 2 and QUESTION 5 is NO end interview and GO TO NEXT SECTION.

QUESTION 8: Major consequence(s) of this physical and emotional violence on household member are asked. Do not read the options to the respondent. Let the respondent give the answers and code from the given options by importance. If responses not clear, do probe to clearly get the correct response and code appropriately.

SECTION 4: EMPLOYMENT AND TIME USE

This section is designed to gather information on employment, time use and the different sources of income for household members. Respondents must be assured that their responses will be treated with utmost confidence. Where a respondent, for some reasons is reluctant to disclose his/her income in the presence of other household members, the interviewer should ask other members of the household to excuse them.

1.		2. ID CODE OF PERSON INTERVIEWED		3. During the past 12 months has [NAME] worked on a farm owned by a household member either in cultivating crops or in other farm tasks or have cared for livestock belonging to a household member (even if for only 1 day or few hours a week)?		4. During the past 12 months has [NAME] worked for someone for pay who is not a member of the household for example an enterprise, company, the government or any other individual (even if for only 1 day or few hours a week)?		5. During the past 12 months has [NAME] worked on his/her own account or in a business enterprise belonging to him/her or someone in the household for example as a trader, shopkeeper, barber, dressmaker, carpenter, or taxi driver (even if for only 1 day or few hours a week)?	
				Y E N S O		Y E N S O		Y E N S O	

Part 4A: Screening questions list of activities and hours worked in the last 12 months

Respondent: This section concerns all household members aged 5 and above. You should endeavour to find each household member to respond to questions personally. If the children are not present, however, someone else such as parents or responsible adult could answer on their behalf. Where some household members are absent, proceed with the interview for all those present but make the necessary arrangements to come back and continue the interview with absentee members after ascertaining the appropriate time that they could be found at home

QUESTIONS 3-5: This helps to identify household members who did some work. QUESTION 3 asks about unpaid family labour in the farm/field and QUESTION 4 asks about paid family labour in an enterprise belonging to a household member. While QUESTION 5 asks if someone works on his or her own account or in a business enterprise belonging to him/her or someone in the house holds e.g. trader, carpenter, etc

QUESTIONS 6-7

Ask the respondent in Question 6 what kind of work he/she spend most of her time doing and carefully probe further to get the second employment type. Ask the respondent further in Question 7 which other activities did he/she undertake enter up to two choices from the employment type in Q.6

Some definitions of special importance include: -

Main occupation: This is the work to which most time is devoted when a respondent has several jobs. For instance, the main occupation for the past 12 months of a respondent who farms mostly but often goes fishing during the dry season is farming.

Secondary occupation: This is the work to which much of the respondent's time is devoted after the main occupation. In the example given above, fishing would be the secondary occupation of the farmer in the past 12 months.

Self-employment: This is the work done by the person on his own account; that is she/he pays all expenses and controls all income she/he generates. Examples are a trader, fisherman, carpenter, etc. This is a one-person business but may include contributing family workers.

Family worker: A person who helps in a family enterprise (farm or non-farm). She/he may or may not receive remuneration or payment for this work.

Business: This may be some kind of trade (selling garri, bananas, or other types of goods) or a profession (doctor, lawyer, accountant, etc) or an industrial activity (mining & quarrying, construction, manufacturing, etc).

The last 12 months: This refers to the period of 12 consecutive months just before and including the interview day. During the interview you should be specific. For example, if the interview takes place on September 10 2008 then we are referring to all preceding months down to September 9 2007.

Agriculture: For somebody who says yes in question 3

QUESTIONS 8-10

Question 8 asked how many **months** in the past 12 months, question 9 asked how many **days** in a month, and question 10 asked how many **hours** per day did name actually worked in the month of higher activity.

QUESTIONS 11-13

Question 11 asked how many **months** in the past 12 months, question 12 asked how many **days** in a month, and question 13 asked how many **hours** per day did name actually worked in the month of lower activity.

Month of higher activity: when there are a lot of activities going on in the farm (e.g harvesting period)

Month of Lower activity: when there are no much activities on the farm

Agriculture is the system of cultivating soil, producing crops, horticulture, livestock husbandry (includes poultry), fishing, forestry, and hunting and in varying degrees the preparation and marketing of the resulting products. Forestry includes afforestation, harvesting and gathering of forest products. Fishing includes the catching, gathering, breeding and cultivation of marine life from ocean, coastal or inland waters. Hunting includes the catching or taking of all types of animal wildlife on land.

Own account workers for person who responded Yes in question 8.

QUESTION 14 asked what type of income generating activities developed in the household. List the activities and provide the appropriate code (see *interviewers' manual Annex II*). While question 15 seek to know who is responsible for this activities in (question 14) enter the ID code of person responsible from the

household roster.

Questions **16-18**

Question **16** asked how many months in the past 12 months, question **17** asked how many days in a month, and question **18** asked how many hours per day did name usually worked in this wage employment.

QUESTIONS **19-20**: This question seeks to know the habitual income and costs of the respondent in both high and low income respectively. (Record the amount in thousands)

Habitual: Things done as habit or standard measure or usual practice

Lower

High income: This refers to amount made when there is boom in the enterprise i.e. more income will be generated

Low income: This refers to amount made when there is no boom in the enterprise. Low income will be generated

Job is defined as a set of tasks and duties performed, or meant to be performed, by one person for an employer or in self employment. Jobs are classified by occupation with respect to the type of work performed, or to be performed. The basic criteria used to define the system of major, sub-major, minor and unit groups are the "skill level" and "skill specialization" required to competently perform the tasks and duties of the occupations.

Retired should be a person who has withdrawn from one's occupation, business, or office; having finished one's active working life. The retiree depends entirely on his pension for his upkeep. If a person is retired and is actively employed (self-employed, business person, etc), then his/her occupation status is employed and not retired.

Students are children in full time schooling and are not working for pay or in-kind. Caution must be taken when dealing with this category as children working are classified as employed and not students.

Dependent are people either who are old, sick or invalid or unproductive unpaid labor. This category may include children not in school. However, a person who is handicapped may not necessarily be coded here. Only and only if handicap affects way of life that incapacitation may be coded.

Esusu refers to organized contributions between agreed parties that have no legal backing e.g. a group of persons may decide to contribute some amounts of money each month which is then given to one person. This resembles a merry-go-round where each month one person gets the funds.

Money received as remittance or grants from someone outside the household: This refers to the money sent/given to any member of the household from someone who is not living in the household

Money received from Government which is not for normal employment: Example Bonus, Allowances, Grants

Part 4B: Characteristics of main wage employment

This section asks about characteristics of main occupation. This part to be completed for those who responded as being in a wage employment in (Part 4A Q.4=1)

Respondent: Aged 5 and above who responded to Part 4A QUESTION 4=1

Question 2: write the name of person in the household that was engaged in any wage employment against his /her ID.

Question 3-4: Question 3 ask type of industry and occupation write the description and also write the ISIC and ISCO code (copy from annex1and11respectively from the manual).While Q.4 ask about the employer sector

Industry refers to the activity of the establishment where the respondent performs his or her occupation. An industry is usually identified on the basis of the nature of the goods and services produced.

Example: - (ISIC) see annex III

- *A secretary working in a building construction company, has the activity of the company as construction hence, will be coded "41"*

- A doctor working with organization dealing with mining of petroleum will have a code "06"

Example: - (ISCO) see annexII

- A secretary working in a construction company, will be coded "412"
- A doctor working in a mining company will have a code "221"

Public sector is anyone who works for the *Government* (wholly government owned). This includes the federal, state and local government.

Private/Parastatal is anyone who works for a firm owned or controlled wholly or partly by the government.

Questions 5-7:

Question 5 asked how many months in the past 12 months, question 6 asked how many days in a month, and question 7 asked how many hours per day did name usually worked in this wage employment.

Question 8-11

Question 8 this question seek to know whether the respondent receive the same salary every month. If yes skip to Q.11 and write the full salary/wages for the month.

If NO ask for the lowest salary received in Q.9 and write it in d space provided and highest in Q.10. To complete Q.11 for these categories, add amount in Q.9 and Q.10 and divide by 2 (i.e. average) and write the amount in Q.11.

Question 12: This question seeks to know if the respondent has a secondary job. Ask did name do any other wage employment? Probe further to get the correct responses

Part 4C: Activity status and employment search in the last 7 days (current labour force)

QUESTIONS 2 ask the respondent if he does any work for pay, profit, and family gain or produce anything for barter or income use. This includes **temporary absence** from work probe to make sure this aspect is not omitted (if no skip to part 4E)

QUESTIONS 3-5: This helps to identify household members who did some work. QUESTION 3 asks about unpaid family labour in the farm/field and QUESTION 4 asks about paid family labour in an enterprise belonging to a household member. While QUESTION 5 as if someone works on his or her own account or in a business enterprise belonging to him/her or someone in the house holds e.g. trader, carpenter, etc

Barter: Exchange of goods for goods

Temporary absence: Away from home for a short period of time

Profit /family gain: Excess of sales over the cost of the items in the family business

QUESTION 6: write name main occupation. (See annexII)

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.

Question 7: write the industry code (see annex III)

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.

Question 8: ask the respondent for whom did he/she work for refer to main job. The interviewer is to write the employment type and the codes.

Employer is the same as a self-employed person but not as employees. Therefore, the employer is also a worker who, (a) Works on their own account and (b) With one or a few partners and on a continuous basis have engaged one or more persons to work for them in their business as "employee(s)". Owner is salaried and may reap the profits of the business unit.

Another form of payment may be commission from sales, price-rates, bonuses or in-kind payments. Basic remuneration is not directly dependent upon on revenue of the unit one works for but on the explicit (written or oral) or implicit employment contract. They may be a regular

employee with a fixed-term contract or without limits of time or a casual worker without a contract.

Self-employed is a person who performs some work for profit or family gain either in-cash or in-kind. The remuneration is dependent upon profits derived from the goods and services produced (own consumption from enterprise is considered part of profits). The incumbent makes operational decisions affecting the enterprise or may delegate decisions while retaining the responsibility for the welfare of the enterprise. This is a one-person business and may include contributing family workers.

Paid family workers are those workers who hold a job in a market-oriented establishment operated by a family/relative living in the same household. They actually earn an income due to their degree of commitment.

Unpaid family workers are those workers who hold a job in a market-oriented establishment operated by a family/relative living in the same household who cannot be paid because of their degree of commitment to the operation of the establishment, in terms of working time and other factors. They work on and off at their own pleasure.

Non-Governmental Organization (NGO) is said to include a wide range of local organizations in countries that are recipients of local and foreign assistance. It is a voluntary non-profit grouping with a purpose of enhancing the legitimate economic, social and/or cultural development organization. Therefore, NGO can either be a local or international.

Questions 9--10 Questions 9 want to know if the respondent like to work more hours If Yes skip to next person, if No, ask Question 10 If respondent was given extra or more hours to work would he/she work?

PART 4D Unemployment and employment search in the last seven days

This part is to be completed for those whose response was NO in part 4C question 2

QUESTIONS 2: Ask if out of work in the last seven days, probe to get how many weeks altogether he/she has been without **any** work.

QUESTIONS 3-5: Interviewer should ask the respondent is he/she is available for full time or part time work? If response is either full time, part time or both, you should skip to question 5 and ask has he/she made any effort to find work. But if the response to Q.3 option is 4 (i.e. Neither). Ask Question 4 reason for him/her not available for work record the response and skip to part 4E

QUESTIONS 6: For somebody whose response is No to Q.5 Ask reason why He/she did not look for job in the last 7 days? In Q.6 he/she may give many reason probe to get the most important one.

QUESTIONS 7: For somebody whose response to Q.5 is Yes ask how weeks did he/she actively look for work in Q.7 (if answer is same in Q.4 skip to Question.10) .

QUESTIONS 8: Ask the respondent in Q.8 why he/she did not look for work throughout the period he/she is available for work (only one response to be code) if more than one probe to find the most important only

QUESTIONS 9: Ask the respondent what he /she has done to find work (only one response to be code) if more than one probe to find the most important only

QUESTIONS 10: This question asks what kind of work [NAME] was looking for and distinguishes between respondents who desire to be self-employed or looking for wage/salary employment.(if others must be specify and skip to part 4E)

Part 4E: Household chores

A household chore is a routine task, especially an ordinary household task, which has to be done regularly. And we know how much time is spent on individual household chore. The time likely to be spent has been ranged for quick calculation that is **[A—Morning (5.00 am – 11.59 am); B—Afternoon (12 Noon – 4.00 pm); C—Evening (4.01 -12 Midnight). So you should record Hours for each time spent on each household chore in the box provided.** House work is specific work required to be done as a duty or for a specific fee, related to or used in the running of a household. This can be indoor and outdoor. Indoor chores include cooking, setting the table and washing dishes; cleaning, sweeping, vacuuming, dusting and mopping; picking up clothes to the washer and laundry; ironing; lift and carry things, putting things away; child and elder care; paying bills. Outdoor work can include decorative and garden care, lawn and grounds maintenance, animal care, outbuilding maintenance. NOTE: THE TOTAL HOURS SHOULD NOT BE MORE THAN 24 HOURS

Respondent: This section concerns all household members aged 5 and above. You should endeavour to find

each household member to respond to questions personally. If the children are not present, however, someone else such as parents or responsible adult could answer on their behalf.

Ask one household member at a time all the questions. If NO for any response ask the subsequent question. There are no skip rules in this question meaning that interviewer asks all questions in their order.

Recreation implies watching T.V., going to amusement parks, cinema houses, etc

Part 4F: Training/programme participation

Question 2-3: The interviewer is to ask if the respondent receive any training or apprenticeship in any career oriented skills outside school if Yes or currently receiving then proceed and ask Q.3 type of training

Formal: Training requires the award of a certificate.

Informal Training: This did not require award of a certificate.

Open apprenticeship scheme: This is an internal program that individuals undertake at institutions to acquire skills or learn a skill in selected trades

Out of pocket expenses: these are expenses incurred from one's pocket or an amount spends from his own income.

QUESTION 4: Explain each programme to the respondent and write the code as appropriate

QUESTION 5: Ask the respondent the duration of the training e.g if the training is one year and the respondent normally attend every day the unit will be daily and the number will be 12 (months)

QUESTION 6: what was NAME out of pocket cost for the training (include course fee, material etc) the cost should be written in thousands

QUESTION 7: Ask the respondent how was/is your training apprenticeship financed shade the appropriate bubble

Question 8: Did name received any allowance, stipend or salary during the training, if received on daily basis record 1 under unit and amount in the second box provided

Stipend: This is small amount of money given or dash to someone it is also known as TIPS

Allowance: Amount of money given to someone

Salary: It is known as take home pay for job done within time unit e.g. monthly

QUESTION 9-12: Ask the respondent in Q.9 if he /she participated in any small or micro enterprise development programmes outside school if yes ask who was the provider in Q.10, if No skip to Question 11 ask if respondent participated in any public works/public employment program in the last 24 months if Yes in Q.11 ask Question 12 who was the provider or else skip to next person

The *National Directorate of Employment* (NDE) is a government agency and has the major responsibility of (a) designing and implementing programmes that assist in combating the evils of unemployment; (b) articulating policies aimed at developing programmes that could widen the employment country's potential and (c) obtaining and maintaining data bank that assists government create the much needed bridge between seekers of jobs and providers of jobs.

The National Programme on Eradication of Poverty Agency (NAPEP) is a government agency set up by the Federal Government of Nigeria in January 2001 to tackle the poverty issue by working with relevant agencies of government to coordinate and monitor all direct poverty eradication efforts in Nigeria, and the guiding of the periodic poverty eradication policy reviews through the use of comprehensive data and regular poverty incidence assessment to improve effective use of resource.

The Youth Empowerment Scheme (YES) is concerned with providing unemployed youth opportunities in skills acquisition, employment and wealth generation. The scheme has been further subdivided into Capacity Acquisition Programme, Mandatory Attachment Programme and Credit Delivery Programme: -

Natural Resources Development and Conservation Scheme (NRDCS) seeks to address the issues of appropriate tapping of the natural resources while maintaining adequate care for the environment. It brings about a participatory and sustainable development of agricultural, mineral and water resources through the following sub-divisions: Agricultural Resources Programme, Water Resources Programme, Solid Minerals

Resources Programme and Environment Protection Programme.
ITF: Industrial Training Fund

NBTE: National Board for Technical Education

SMEDAN: Small and Medium Enterprises Development Agency of Nigeria

NGO: Non Governmental Organization

PRIVATE FOR PROFIT INSTITUTION

ENTERPRISE

COMMUNITY

Part G: Consolidated desire employment

Questions 3: Ask in Q.2 if NAME want to change main occupation or find replacement work if No skip to next person if Yes ask In Q.3 reason for wanting to change main occupation only one response expected (probe to get the most important)

Questions 4-5: interviewer should ask in Q.4 does NAME want to start a business. If Yes or No to Q.4 Ask Q.5 (i.e. if the respond intend to start a new business, how will he/she mobilize funds)?

6.5 SECTION 5: MIGRATION

The purpose of this section is to gather data on the geographic mobility of household members. The section focuses on the most recent migration and elicits information on previous place of residence; distance moved and travel time, employment and length of stay at previous place of residence, and reasons for moving among the various aspects of migration characteristics.

Respondent: This section covers respondents aged 15 years and over since it is assumed that younger children would normally migrates with their parents. If a respondent is not available, another household member who is well informed may answer in his/her place.

Migration refers to a change in usual residence which involves the crossing of an administrative boundary. For the purpose of this survey, a migrant must have lived at the present place of residence continuously for a period of time or intends to do so.

QUESTION 2: Is this the place where member was born (birth place)? An affirmative answer YES/No required.

QUESTION 3: ask if respondent always lived in the village or town if Yes go to next person or else continue.

QUESTION 4 and 5: Has member moved away from birth place for more than 12 months? This question assesses temporary migration from permanent migration. An affirmative answer YES/No required (QUESTION 4) while QUESTION 5 asks how long back was this temporary move.

QUESTION 6: What was place of origin of member before moving into the village, i.e. place of origin? Refer to the codes for countries and states of Nigeria at the extreme right of the page.

QUESTIONS 8 and 9: Are designed to gather information on occupation (Annex II) and industry (Annex III) of the respondent before he/she migrated.

QUESTION 10: Is to gather information on respondent employer before he/she migrated.

Agriculture is the system of cultivating soil, producing crops, horticulture, livestock husbandry (includes poultry), fishing, forestry, and hunting and in varying degrees the preparation and marketing of the resulting products. Forestry includes afforestation, harvesting and gathering of forest products. Fishing includes the catching, gathering, breeding and cultivation of marine life from ocean, coastal or inland waters. Hunting includes the catching or taking of all types of animal wildlife on land.

1. PERSON ID	2. Was [NAME] born here?		3. Has [NAME] always lived in this village or town?	
	YES	NO	YES	NO
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Government sector is anyone who works for the public sector (wholly government owned).
Parastatal is anyone who works for a firm owned or controlled wholly or partly by the government.

Non-Governmental Organization (NGO) is said to include a wide range of local organizations in countries that are recipients of local and foreign assistance. It is a voluntary non-profit grouping with a purpose of enhancing the legitimate economic, social and/or cultural development organization. Therefore, NGO can either be a local or international.

Self-employed (see definition QUESTION 9) with business with employees is a one-person business and may include contributing family workers.

Self-employed (see definition QUESTION 9) with business without employees is a one-person business.

Questions 11: Asks for the reasons for migrating from previous place of residence. Only one response is allowed (main reason) even if respondent has several reasons for move.

6.6 SECTION 6: HOUSING

This section aims at measuring the quality of housing occupied by the household as well as secure tenure. In this regard, it seeks information on the type of dwelling, occupancy status of the dwelling, expenditures, utilities and amenities as well as the physical characteristics of the dwelling. This section deals with key infrastructure and community services with a purpose to obtain a broad measure of the degree of access to a number of basic infrastructures believed to be particularly sensitive to economic conditions such as water, sanitation, fuel, markets and transport.

Respondent: The main respondent is the head of household and/or a responsible adult household member living in the household.

PART A: TYPE OF DWELLING	
A.1 Type of dwelling?	
1 Single room <input type="radio"/>	4 Whole Blding <input type="radio"/>
2 Apt/Flat <input type="radio"/>	5 Other <input type="radio"/>
3 Duplex <input type="radio"/>	
A.2 How many rooms does the household occupy?	
EXCLUDE BATHROOMS, TOILETS, KITCHEN, PANTRY, and STORE	
a) MAIN HOUSE <input type="text"/>	b) OTHER <input type="text"/>
A.3 Do other households share this dwelling with the household?	
Yes <input type="radio"/> No <input type="radio"/>	

Part 6A: Type of dwelling

QUESTIONS 1: Solicits information on the type of dwelling.

Dwelling: This includes all types of structures occupied by members of a household. These may consist of a room inside a house, a group of houses, a multi-storeyed house, and a hut or group of huts.

This question distinguishes between dwellings in apartment building: 'flat, duplex' and dwellings in houses: 'whole building'. Some households will rent just a room in a flat or a house: 'single room'. Specify if the type is different from those listed.

Single Room: In contrast, a 'room in a larger dwelling' will not have self-contained kitchen and toilet facilities. These facilities will be shared with other residents in the larger dwelling. This type of dwelling is most commonly found in urban areas, also.

Flat/apartment: A 'flat' is a self-contained dwelling unit within a larger building. As such it will contain its own private kitchen and toilet facilities. This type of dwelling is most commonly found in urban areas. It is a housing structure that has a set of rooms and its accessories in a permanent building.

Duplex: This is usually a housing structure that is split into two or more housing units and shares the perimeter wall/fence. Each housing unit is independently detached from the other and stands on its own. It is structurally separated part of the permanent building by the way it is built, rebuilt or converted.

Whole building: Can either be a multi-storied or bungalow so long as household owns and occupies the entire building structure. This is usually a housing structure that is independently sited - private. The housing unit is independently detached from the other and stands on its own.

Other: Other is a residual category of living quarters and includes trailers, boats, tents, caravans etc. A building may have one or more housing units but not vice versa. Some buildings may not have any housing units because they are used exclusively for non-residential purposes. Although a housing unit is intended for habitation by one household it may be occupied by more than one, or may even be vacant.

QUESTION 2: This is the total number of rooms available to the household (the dwelling may consist of more than one structure), that is, habitable rooms are rooms in the dwelling unit used mainly for living. If a room is used for functions beyond those conventionally accepted then they may be included as habitable rooms e.g. if a garage or store is as well used for sleeping, then it will be included among the habitable rooms. A room that is divided by a curtain or some cartons should just be considered as one room.

Remember to include all rooms that are habitable even though they may currently be underutilized such as is the case with guest rooms. Enter the number of rooms for the main dwelling separately in the space provided and then the total number of rooms in the other dwellings in the space provided.

This excludes toilets, bathrooms, storerooms, and garage. The question asks for the main building and other buildings. Please note: -

- A room may have several functions. If room used for both eating and sleeping counts as 1 room.
- If fabric, folding screens, cartons, plastic or other temporary material divides a room, then this is considered as 1 room.
- However, you should include all other rooms, including rooms that are usually unoccupied, such as those that are reserved for guests.
- Note that many houses in rural areas will consist of a single room. These should be included in the room count.
- For example, all of the qualifying rooms in the separate houses of dwellings made up of several separate structures should be counted.

QUESTION 3: Helps to find out whether the dwelling is shared with other households.

QUESTION 4: Asks for how many years household has lived in this dwelling unit. Years should be in completed years. For example, if household has lived for 2.3 years enter 2 years; 2.7 enter 3.

Part 6B: Occupancy status of dwelling

The tenure status referred to in this section is about the occupancy status of the dwelling itself as opposed to ownership of the land on which it stands. This refers to security of tenure.

QUESTION 1: The interviewer is to indicate whether the household owns the dwelling in which it resides, pays rent in cash or kind, or else pays no rent for its use. If a mortgage is paid, the dwelling will be considered owned. If the household does not reside in a permanent dwelling, is nomadic, or living in temporary shelter code 'other' and specify. If response is 1, 2 or 3 go to Q.B3

Owner occupied for households living in regular housing conditions – permanent structures.

Rented includes where company withholds house allowance or where one rents from private individuals.

If the household is living in the house for free and is authorized to do so, interview should code *Uses without paying rent*. For example, the household may be staying in a house provided for free by a relative.

Pays nominal (pays less than the real market value of housing) or *subsidized* where rent may be reduced or significantly less the rent value as someone else is paying the difference.

QUESTION 2 finds out from whom the respondent rents the dwelling.

QUESTION 3: The right of an individual or group to possess a particular property is one of the indicators of secure tenure. In practice, one way to achieve security of tenure may be through: -
If respondent says NONE = 6 probe further to know if B1 is 4,5,6 or 7 continue from C1 but if response is 1,2 or 3 skip to Question C.6

Certificate of occupancy refers to a legal document for ownership of dwelling unit.

Leasehold refers to use of land on the basis of rent with the fixed terms and length of use being described in a rental contract after which it returns to the owner (the lessor).

Freehold (real property) is a term used in real estate, meaning land held in free simple or for life.

Tenancy agreement is a written contract between tenant and lessor for a specific length of time.

Receipt for payment is a receipt issued for renting the property and shows the right to live in the house.

Part 6C: Housing expenditures (rent)

QUESTIONS 1-5 seek information on rent payment(s) either cash or in-kind (Note the time unit in QUESTIONS 1 and 3). Any value given must be based on these time units.

QUESTION 6 asks for the amount spent on minor constructions, repairs or paintings in the last 12 months. Only expenditures which tenants or owner-occupiers incur on materials and services for minor maintenance and repair are part of individual expenditure of households. Expenditures on materials and services for major maintenance and repair are not part of individual consumption. Maintenance and repair of dwellings are distinguished by two features: first, they are activities that have to be undertaken regularly in order to maintain the dwelling in good working order; second, they do not change the dwelling's performance, capacity or expected service life.

Materials for maintenance: Products and materials, such as paints and varnishes, renderings, wallpapers, fabric wall coverings, window panes, plaster, cement, putty, wallpaper pastes, etc., purchased for minor maintenance and repair of the dwelling.

- Includes: small plumbing items (pipes, taps, joints, etc.), surfacing materials (floorboards, ceramic tiles, etc.) and brushes and scrapers for paint, varnish and wallpaper.
- Excludes: fitted carpets and linoleum; hand tools, door fittings, power sockets, wiring flex and lamp bulbs; brooms, scrubbing brushes, dusting brushes and cleaning products; products, materials and fixtures used for major maintenance and repair (intermediate consumption) or for extension and conversion of the dwelling (capital formation).

Services for the maintenance and repair of the dwelling. Services of plumbers, electricians, carpenters, glaziers, painters, decorators, floor polishers, etc. engaged for minor maintenance and repair of the dwelling.

- Includes: total value of the service (that is, both the cost of labour and the cost of materials are covered).
- Excludes: household services such as window cleaning, disinfecting, fumigation and pest extermination; bodyguards.

Part 6D: Physical characteristics of dwelling

This section deals with key housing conditions and services. Most of the questions that are posed in this section are easily observable and may therefore be tackled without posing the questions to the respondent. However, it should not be taken that such questions can just be tackled without reference to the respondent. The interviewer is always encouraged to check with the respondent.

QUESTIONS 1: If the exterior walls of the dwelling are composed of several materials, for instance, one part of the wall is of bamboo, another part of earth and yet another part of concrete, choose the predominant material.

Mud includes all building technique that relies on earth or mud put over a frame or mixed with other materials for strength.

Wood includes timber and wood planks

Iron sheets are processed or galvanized iron or steel sheets.

QUESTION 2: If there is more than one type of material used for walls, the interviewer will record the main one.

QUESTIONS 3: If there is more than one type of roofing material, the interviewer will record the main one.

Mud includes all building technique that relies on earth or mud put over a frame or mixed with other materials for strength.

Thatch includes grass or any form of natural vegetation for roofing.

Wood includes timber and wood planks

Iron sheets are processed or galvanized iron or steel sheets.

Cement includes concrete and stone.

Asbestos sheets/tiles: These are roofing sheets that are made from a soft Grey mineral that are used as a building material. When made into solid sheets they become good protection or insulation against fire and heat. They are also used for industrial purposes as protection against things.

Other includes tin from cans, cardboard among others.

QUESTION 4: Seeks to find if windows are protected from mosquitoes. These are wire meshes placed on windows to prevent mosquitoes from entering into household.

QUESTION 5: The location of the kitchen may be use to determine stuffiness as well as hygiene matters among other issues.

Outdoor: This refers to a case where the Households cook outside the dwelling in the open. This is common in rural areas.

Enclosed detached: This refers to a case where the Household cooks in a separate structure detached from the dwelling

Enclosed attached: This refers to a separate room/cooking area within the main dwelling/house.

Indoor without partition: This refers to cases where the cooking and other uses(such as sitting sleeping etc) are undertaken with the same area. This is common in single room dwellings in urban areas. Include in this category single rooms with cooking areas partitioned with curtains, carton etc

Indoor with partition: This refers to non- structural partition – e.g. cardboards etc.

QUESTION 6: This concerns environmental question where household members live. Is the location of the house prone to environmental degradation? Probe to get the correct response. Do not read responses to household. Let them describe and based on description code appropriately. A way to describe would be to use weather vagaries, soil erosion among other environmental stresses.

Environmental degradation is the deterioration of the environment through depletion of resources through environmental stress, notably droughts, deforestation, soil degradation, and flooding.

QUESTION 7: Area of main household is enquired. Interviewer will need the help of someone, preferably a member of the household being interviewed. This person should hold the zero end of the tape measure and go on to one end of the building, taking care to place the zero mark exactly on the end of the building. Interviewer should then read and take down the measurement from his/her end of the tape. If the household occupies a single house, take all measurements from outside. When the dwelling is an apartment or is linked to another house, measure the size of the dwelling from the inside/interior. Note that measurement taking from inside or the interior is likely to meet with some outright refusal or hesitation from respondents. Take measurements from the exterior/outside of the dwelling only if it is impossible to take measurements from interior/inside. Explain to the household in the first instance that measurements to be taken are very important since they make it possible to calculate the size of the living space of the dwelling which is also a measure of the standard of living.

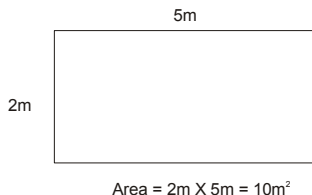
NOTE: Interviewer must endeavour to take all measurements in metric units. However, where measurements are taken in an imperial unit that is in yards etc convert all such measurements to the metric unit. Refer below for units to help you make the necessary conversions.

<u>IMPERIAL UNIT</u>		<u>METRIC UNIT</u>
1 Yard	=	0.914 metres.
1 Square yard	=	0.836 square metres
1 Square inch	=	6.45 square centimetres
1 Square foot	=	929 square centimetres
1 Foot	=	30.5 cm

It is important to record measurements into whole numbers with no decimal place (for example, 5.2 meters will be entered as 5 while 5.7 will be entered to 6).

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 = $C^2/13$

 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)

Radius =	Diameter divided by 2 (i.e $r = d/2$)
Area	= $3.14 \times r^2$ or $3.14 \times (d/2)^2$

 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.

Part 6E: Energy

The aim of this section is to distinguish between "non-traditional" and "traditional" fuel used by the households. This is an important indicator to the household members health status and it also has implication on time use.
 QUESTION 1: A household may have several sources of cooking fuel. Ask the TWO main commonly source of cooking fuel and rank them by importance.

QUESTIONS 2: Ask the TWO main commonly source of lighting fuel and rank them by importance. This does not include incidental lighting sources. Most households tend to have other alternative sources of lighting fuel that are not regularly used. If only one source is used only fill the main lighting fuel under most important and leave the second most important blank.

Batteries: Many forms of battery exist. However car/motorcycle batteries otherwise known as wet cells are usually a common source of power for radios, TVs and light in rural households. Do not include the category of batteries that are solar powered. Only include those that are primary (used once and disposed) or secondary (used and then recharged).

Solar panels: Also commonly known as solar cells. This is a device that collects and converts the sun rays (solar energy) into electricity or heat. There are a wide range of solar cells with varying sizes.

QUESTION 3: Electricity bill may be shared or not shared (for instance with neighbours).

QUESTION 4: Cost of electricity here refers to recurrent costs and not initial installation costs. When given the amount ask for the time unit or reference for that bill. The bill does not usually coincide with an exact calendar month, but cover a span of approximately a month. To "share" the bill means that household decide to divide the bill from the common allocation grid that the household uses.

Part 6F: Water and Sanitation

The aim of this section is to distinguish between "improved" and "unimproved" water, sanitation facilities and refuse collection used by the households. The type of water source and sanitation facility used is an important indicator of the household's hygienic conditions.

QUESTION 1: A household may have several methods of disposal. Ask the main commonly method of garbage disposal.

Collected by Government: Refers to collection services provided by the Government i.e. local Council and Government.

Government bin refers to the provision of a bin by the government.

Disposal within compound: Pit dug for holding rubbish. The rubbish may be treated chemically to decompose it.

QUESTION 3: Amount spent on refuse collection. When given the amount ask for the time unit or reference period.

QUESTIONS 4-11 MAIN WATER SOURCES FOR DRINKING AND OTHER

QUESTION 4 and 6 The aim of this question is to distinguish between improved and unimproved sources of water. Safe water sources include piped and other protected sources, while unsafe sources include open or unprotected sources like river, lakes, etc. If more than one source is used ask for one more sources

If response is 9, 13, or 16 skip to F.6 and ask the respondent if there is any time in the year when the household cannot get water from source.

Piped water into dwelling, also known as house connection: a water service pipe connected with in-house plumbing to one or more taps (e.g. connection to kitchen, bathroom etc).

Piped water to yard/plot, also called yard connection: a piped water connection to a tap placed in the yard or plot outside the house.

Public tap or standpipe: public water point from which people can collect water. A standpipe is also known as public fountain or public tap. Public standpipes can have one or more taps and are typically made of brickwork, masonry or concrete.

Tubewell or borehole: deep hole that has been driven, bored or drilled, with the purpose of reaching groundwater supplies. Boreholes/tubewells are constructed with casing, or pipes, which prevent the small diameter hole from caving in and protect the water source from infiltration by run-off water. Water is delivered from a tubewell or borehole through a pump, which may be powered by human, animal, wind, electric, diesel or solar means. Boreholes/tubewells are generally protected by a platform around the well, which leads spilled water away from the borehole and prevents infiltration of run-off water at the well head.

Protected dug well: dug well that is protected from runoff water by a well lining or casing that is raised above ground level and a platform that diverts spilled water away from the well. A protected dug well is also covered, so that bird droppings and animals cannot fall into the well.

Unprotected dug well: dug well for which one of the following conditions is true: 1) the well is not protected from runoff water; or 2) the well is not protected from bird droppings and animals. If at least one of these conditions is true, the well is unprotected.

Protected spring: the spring is typically protected from run-off water, bird droppings and animals by a "spring box", which is constructed of brick, masonry or concrete and is built around the spring so that water flows directly out of the box into a pipe or cistern, without being exposed to outside pollution.

Unprotected spring: spring that is subject to runoff, bird droppings, or the entry of animals. Unprotected springs typically do not have a "spring box".

Rainwater: rain that is collected or harvested from surfaces (by roof or ground catchment) and stored in a container, tank or cistern until used.

Tanker-truck: the water is trucked into community, and sold from the water truck. The actual source of water is unknown and interviewer should not seek to find out.

Cart with small tank/drum: water sold by a provider who transports water into or within a community. The types of transportation used include donkey carts, motorized vehicles and other means. The actual source of water is unknown and interviewer should not seek to find out.

Surface water: water located above ground and includes rivers, dams, lakes, ponds, streams, canals, and irrigation channels.

Bottled water: produced by reliable companies acting under the quality control of national authority.

Sachet water: produced by companies acting under the quality control of national authority, though the quality cannot be guaranteed due to multiplicity of such companies and lack of adequate monitoring and control mechanism.

QUESTION 9: The purpose of this question is to assess whether the main water source is sufficiently close or accessible to the household to ensure that there is an adequate daily volume of water for basic household purposes.

Number of minutes: amount of time needed to get to the water source, obtain water, and return to the household. Queuing up as well as socializing should be included in the minute value given. The minute value is the time for one round trip, not the total time spent per day hauling water.

QUESTION 10: The distance of the source(s) in metres from the dwelling for the main source is enquired. This does not mean the nearest water source but seeks to find out the actual distance of water source used. Skip if water sources are Q8= 1, 13 and 14.

QUESTION 13: Who usually goes to this source to fetch the water for your household? The purpose of this question is to know who usually goes to the source to fetch water for the household. This information gives a sense of whether there are gender and generational disparities with respect to water-hauling responsibilities. Probe: is this person under age of 15 years? What sex?

QUESTION 14 and 15: The aim of this question is to find out if households treat their drinking water (QUESTION 14) which provides an indication of the quality of the drinking water used in the household and how they treat it (QUESTION 15) and only one response is expected. Do not read the options to household. Household must identify what type of methods they used to treat water. They can give a description and enumerator codes appropriately.

Boiling: refers to bringing the water to a rolling boil.

Add bleach/chlorine: refers to the use of chlorine compounds to treat drinking water. The most common chlorine compounds include sodium hypochlorite, calcium hypochlorite and bleaching powder (chloride of lime, a mixture of calcium hydroxide, calcium chloride and calcium hypochlorite).

Use a water filter (ceramic, sand, composite): filtering the water through media to remove particles and most microbes from the water. The media used in filtering systems can be ceramic (including clays, diatomaceous earth, glass and other fine particles), sand, or composite (a combination of materials).

Solar water disinfection: is a method of disinfecting water using only sunlight and plastic polyethylene or plastic bottles.

Strain it through a cloth: refers to pouring water through a cloth which filters particulates from the water.

Let it stand and settle: refers to holding or storing water undisturbed and without mixing long enough for larger particles to settle out. The settled water is carefully removed by decanting, or any other gentle method that does not disturb the sedimented particles at the bottom of the container.

QUESTION 16 and 17: These questions are used to investigate whether the household earns some money from selling water with a reference period of two weeks.

QUESTION 18: The type of toilet facility used is an important indicator of the household's hygienic conditions.

Flush toilet: A flush toilet or Water Closet (WC) is a toilet that disposes of human waste by using water to flush it through a drainpipe to another location. It uses a cistern or holding tank for flushing water. The concept of FLUSHING is the criteria and the forms are: -

- A *sewer system* is an artificial conduit (or pipe) or system of conduits used to remove sewage (human liquid waste) and to provide drainage.
- A *septic tank* is a single-story, watertight, on-site treatment system for domestic sewage, consisting of one or more compartments, in which sanitary flow is detained. Septic tanks have limited use in urban areas where sewers and municipal treatment plants exist.
- *Flush to pit latrine* is where sewer is flushed straight to a pit latrine via pipe connection.
- *Flush to somewhere else* exists where sewer is flushed to a river, hanging toilet or some place.
- *Pour flush toilet:* uses a water seal, but unlike a flush toilet, it uses water poured by hand for flushing

(no cistern is used)

Ventilated Improved Pit latrine (VIP): The primary features of VIP latrines consist of an enclosed structure (roof and walls) with a large diameter (110mm), PVC vertical ventilation pipe running outside the structure from the pit of the latrine to vent above the roof. They often will have concrete slabs containing the latrine hole.

Pit latrine with slab (covered latrine): This is a pit dug on the ground but covered or protected, i.e. traditional latrine with a roof. It has a protective cover so that waste is not exposed.

Pit latrine without slab (uncovered latrine): This is a pit dug on the ground but not covered or protected, i.e. traditional latrine without a roof. It is an open pit and encourages diseases due to its health-hazard conditions.

Composting toilet: A composting toilet is any system that converts human waste into a organic compost and usable soil, through the natural breakdown of organic matter into essential minerals. All composting toilets eventually need some end-product removal. "Self-contained" composting toilets complete the composting "in-site" while "central unit" ones flush waste to a remote composting unit below the toilet.

Bucket: This is a bucket in a residential area and is emptied or drained by pouring water to flush out contents or by disposing the contents somewhere else.

Hanging toilet/hanging toilet: Toilet on water is a facility over a flowing stream of water.

If the respondent answers that they use the bush, the fields, or a cleared corner of the compound, the interviewer will record *None*.

QUESTION 19: The purpose of this question is to know whether using a flush/pour system use for flushing running water that comes in a cistern or holding or water from a bucket. This can indirectly help estimate the daily water consumption.

Cistern: A receptacle for holding water or other liquid, especially a tank for catching and storing water.

Bucket: This is where one has to pour water from the bucket to dispose the contents. It is a pour flush toilet.

QUESTION 20 and 21: The shared status of a sanitation facility is important because shared facilities can be less hygienic than facilities used by a single household. Unhygienic conditions (faeces on the floor, seat or wall and flies) may discourage the use of the facility. QUESTION 24 seeks to find out if household shares the facility while QUESTION 25 asks how many household shares the facility.

Part 6G: Access to the nearest social amenity

This module asks to record the time to the nearest facility, even if the household uses one that is further away. For example, the interviewer is to record the time to the nearest food market, even if the household normally goes to one that is further away.

QUESTION 1: The interviewer will ask respondent the time to the nearest amenity. Code appropriately the correct category. The time should be by the most frequent means, i.e. by whatever means the household normally uses to get there. If no one in the household knows this information, the interviewer could ask a neighbor or check himself/herself. The *food market* could be a periodic market or a daily market.

QUESTION 2: This question relates to QUESTION 1. Ask respondent the means of transport used to reach the nearest facility.

6.7 SECTION 7: OWNERSHIP OF DURABLE ASSETS

This section is about recording the current household assets owned by household. The possession of assets, such as stove, land and livestock, are important components of household welfare and are also significant indicators of changing economic conditions and living standards. Livestock are a common form of wealth accumulation and provide an important measure of economic well-being and these are captured in Part B. The item may be owned by any member of the household and must be in working condition.

Respondent: The main respondent is the head of household and/or a responsible adult household member living in the household.

1. Does any member of the household own any ITEM?	
Yes/No	If no next item
Furniture (3 or 4 piece sofa set)	Yes <input type="radio"/> No <input type="radio"/>
Furniture (chairs)	Yes <input type="radio"/> No <input type="radio"/>
Furniture (table)	Yes <input type="radio"/> No <input type="radio"/>
Furniture (dining table)	Yes <input type="radio"/> No <input type="radio"/>
Mattress	Yes <input type="radio"/> No <input type="radio"/>
Bed	Yes <input type="radio"/> No <input type="radio"/>
Mat	Yes <input type="radio"/> No <input type="radio"/>
Sewing machine	Yes <input type="radio"/> No <input type="radio"/>

QUESTION 1 finds out about ownership of any of the items listed. A list of durable consumer goods, is

provided in column 1 with their corresponding codes in column 2. The respondent is expected to answer QUESTION 1 for each item listed. The asset must be one that is in working order. Please note a small child's bicycle is a toy and will not be included here.. Don't record more than 2 per item even if the household owns more than 2. For example, if the household has three different sets of furniture (3 piece sofa set). Then record 02 in the space provided and ignore the rest. If it is five personal cars record 02 and ignore the rest.

Furniture (3/4 piece sofa set) is the three or four piece settee with/or coffee tables. This has the long arm chair and two sets and/or a love seat.

Furniture (chairs) is just regular chairs not the sofa type.

Gas cooker is a combination stove that has both burners and oven, i.e. a range with gas rings (4 or 6) and an oven for cooking with gas. It is also known as a gas range or gas stove.

Stove gas (table) is the stove that has the burners only. It's the table top kind of stove and has no oven.

Radio is the simple small transistor type as well just a basic radio.

Hi-Fi is the radio with a combination of cassette and/or CD that possesses high fidelity.

Boat is engine-propelled and the engine can be in-built or attached.

Canoe has no engine and propelled using paddles.

QUESTION 2 deals with the exact point in time that the item was acquired. If item bought less than 12 months ago enter 0. However probe to make sure when item was purchased.

QUESTION 3: The purchase price of the item is asked. Put zero only if the item was given as gift. Otherwise non-zero is not allowed. If there is more than 1 item, please, give the price of 1 item each and don't aggregate them because a maximum of two spaces have been provided. The same principle applied in QUESTION 4.

QUESTION 3 requires the estimated current value of the item if the household would sell it.

6.8 SECTION 8: CRIME AND SECURITY

The purpose of this section is to gather information on crime and security in the last five years. This will be used to measure the rate of crime and level of security in the neighbourhood.

Respondent: The main respondent is the head of household and/or a responsible adult household member living in the household.

QUESTION 2: Has the household experienced a certain crime. Do not read the list of options to the household respondent as this will bias the survey outcome. List all the crimes first before proceeding with the interview. If **NO** to any item, skip to next item but, if **No to all the items listed**, skip to Q7 and continue the interview.

Q.1		RESPONDENT	
Over the last 5 years has any household member experienced any crime in the following?		Y	N
IF NO GO TO NEXT ITEM		e	s
01 Car/Van/Truck Stolen		<input type="radio"/>	<input type="radio"/>
02 Car vandalism		<input type="radio"/>	<input type="radio"/>
03 Theft of car radio or items left in car		<input type="radio"/>	<input type="radio"/>
04 Theft of motor scooter, motorcycle		<input type="radio"/>	<input type="radio"/>
05 Theft of bicycle		<input type="radio"/>	<input type="radio"/>
06 Home burglary (including from garage, sheds or lock-ups)		<input type="radio"/>	<input type="radio"/>
07 Attempted home burglary		<input type="radio"/>	<input type="radio"/>
08 Robbery by force or threats		<input type="radio"/>	<input type="radio"/>
09 Personal theft such as pick pocketing or theft of purse		<input type="radio"/>	<input type="radio"/>
10 Physical harm		<input type="radio"/>	<input type="radio"/>
11 Other forms of violence		<input type="radio"/>	<input type="radio"/>

Vandalism: Cause deliberate damage within the neighbourhood

Burglary: Illegal (unsanctioned by owner) entry into premises to steal or try to steal something

Theft: Stealing of valuable items belonging to members of household

Robbery: Stealing of valuable things within the neighbourhood/community by using force and/or threatening people

Assault: Personal attack or threat to life.

QUESTION 4: This asks year when attack/crime happened.

This year refers to the survey year, i.e. 2008.

Last year refers to the previous year, i.e. 2007.

QUESTION 6: This question requires the respondent to indicate based on their experience in living in the area to say whether the crime rate has increased, is the same, much better now, etc. compared to 5 years ago.

6.9 SECTION 9: SUBJECTIVE POVERTY

The purpose of this section is to measure subjective poverty based on the perceptions of the household head. CWIQ is intended to monitor poverty and effects of development policies, programs and projects on living standards. The subjective, or self-rated, approach makes use of bottom-up, or community, or citizens' values. Not only does the poverty self-rating not depend on any predetermined poverty line, but it is done prior to, and even without need for, the self-rating of the poverty line.

Respondent: The main respondent is the head of household and/or a responsible adult household member living in the household.

QUESTION 1: For this question, please let the respondents give his/her own view, regardless of his/her household's actual situation. This subjective (measured) poverty will be analyzed against the objective poverty.

QUESTION 2: Asks the current stability situation of household income. For this question, please let the respondents give their own view, regardless of interviewer's opinion.

QUESTION 4: Provide the monthly amount in naira to the nearest whole number that the household thinks it can satisfy its needs. Household basic needs include food, clothing, shelter (rent), health, transport, education, etc.

QUESTION 6: This question requires the respondent to make an overall assessment of the current economic situation of the household, and compare it to the overall economic situation existing 12 months prior to the interview. This is not simply a monetary measure, but rather, an assessment of the household's resources and the ability to meet subsistence needs. Various categories are provided (food, school fees, health, house rent and utility bills) and interviewer should ask for each.

QUESTION 7: This is a comparison of the household standard of living with that of other households in the community. The answers are coded 1,2,3,4 and 5 from the poorest to the richest. You are required to mark the bubble corresponding to the code matching with the response given by the respondent.

QUESTION 10: The associations have been defined as Community, religious, Professional, Political, Family or other (to be specified). Mark the appropriate response for each association by a YES or NO. You may mark more than one association membership as applicable. In the "Other (specify)" response, applies for any other association not listed on the questionnaire.

QUESTION 13: The household is asked to rank the two most important measures that the Government should undertake to improve the household living standards. Do probe to get accurate responses and do not read options to respondent.

QUESTION 14: This asks if any of the agencies listed have had an impact of the standard of living of the household. Check the applicable.

NAPEP: National Programme on Eradication of Poverty Programme

NDE: National Directorate of Employment

WHO: World Health Organization

UNICEF: United Nations Children and Educational Fund

DFID: Department for International Development

EU: European Union

WB: World Bank

Q.1 How do you feel about your livelihood based on your income?	
1 Very poor <input type="radio"/>	4 Fairly rich <input type="radio"/>
2 Poor <input type="radio"/>	5 Rich <input type="radio"/>
3 Moderate <input type="radio"/>	
Q.2 What is your household income situation?	
1 Very unstable <input type="radio"/>	
2 Somewhat stable <input type="radio"/>	
3 Stable <input type="radio"/>	
Q.3 What is your household's financial situation?	
1 Very poor <input type="radio"/>	4 Fairly rich <input type="radio"/>
2 Poor <input type="radio"/>	5 Rich <input type="radio"/>
3 Moderate <input type="radio"/>	
Q.4 What is the minimum amount per month needed to satisfy your household's basic needs?	
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Q.5 During the last 12 months, has your household living standards changed?	
1 Increased <input type="radio"/>	
2 Stayed the same <input type="radio"/>	
3 Decreased <input type="radio"/>	

6.10 SECTION 10: IDENTIFICATION OF RESPONDENTS FOR SECTIONS 11 TO 15

The purpose of this section is to identify the most suitable members of the household to be interviewed during the second visit (Part B). Different suitable persons will be identified for the agriculture, food processing, and expenditure and non-farm enterprise.

Respondent: The main respondent is the head of household and/or a responsible adult household member living in the household.

CONCLUSION OF PART A INTERVIEW

At the conclusion of the interview the interview should go through the questionnaire to make sure that all responses are filled. Edit the questionnaire thoroughly before giving the Supervisor who will also review the questionnaire before handing it over to the Data Editor. Note the skip rules in all the questions.

CHAPTER SEVEN

HOUSEHOLD CONSUMPTION, EXPENDITURE AND INCOME QUESTIONNAIRE

7.1 SECTION 11: AGRICULTURE

The purpose of this section is to collect data on the household's agricultural activities. Agriculture is the system of cultivating soil, producing crops, horticulture, livestock husbandry (includes poultry), fishing, forestry, and hunting and in varying degrees the preparation and marketing of the resulting products. Forestry includes forestation, harvesting and gathering of forest products. Fishing includes the catching, gathering, breeding and cultivation of marine life from ocean, coastal or inland waters. Hunting includes the catching or taking of all types of animal wildlife on land. Agriculture plays a vital role in many developing countries and therefore it is very important that this section is accurately administered. It covers various aspects of agricultural production and marketing namely (a) agricultural assets land, livestock, poultry and fishing and equipment (b) plot details (c) harvest and disposal of crops (d) seasonality of sales and purchases of key staples (e) other agricultural income (f) agricultural costs and expenses (g) processing of agricultural produce and lastly (h) consumption of own produce.

Respondent: The respondent is the head of the household or the person best informed about the agricultural activities of the household. In some parts the individual holders identified in Section 10 Part A must be invited to give the answers. In case of any doubt refer to Section 10.

Note: No filter box must be blank.

Part 11A: Agriculture Assets

This part is divided into three modules. The first covers (a) land, (b) livestock, poultry and fishing and lastly (c) agricultural equipment). In addition, we will capture ownership of these durables irrespective of when they were purchased/obtained. Each section contains a filter question and if YES, continue with the rest of section, otherwise skip to the next section.

A1: Land

QUESTIONS 2 and 3: The land referred to in this section covers all land owned by the household members whether for agricultural or non-agricultural purpose; whether farmland, pasture, fallow or other land. Ownership means the household holds some form of customary or statutory title or holds the land on a permanent basis and pays no rent or other dues. Land that is rented out to others and not used by the household is included here. Land under cultivation by household members but owned by government or other households should be excluded. **In both questions, skip instructions should be followed as required. (If No Kip to A2)**

QUESTIONS 4 and 5: You should record the local units given by respondents in Q4 and the Amount in Q5.

QUESTIONS 6-9 Refer to land purchased in the last 12 months and last 24 months by any member of the household. The value of any payments in kind must be estimated and added to any cash payments and the total recorded.

QUESTIONS 10-13: Refers to sale of land last 12 months. You should note that the transfer of land for only a period of time (lease) is not equivalent to the sale of land. Secondly if the land sold was paid in kind this should be included here as this was part of the total land payment.

QUESTIONS 14-16: Land rented out refers to land that has been given out for which periodic payments are received as well as land that has been leased out. You should record only those pieces of land rented out for which payment(s) have been received during the past 12 months. For example if land has been leased for ten (10) years and the amount was received in bulk during the last 12 month period, then the whole amount must be recorded.

QUESTIONS 17-20: *Share cropping* is a system of sharing the produce of a farm between the landlord-farmer and the tenant-farmer for a period of time. It is fee in kind (not cash) in exchange of using the land. The proportion received by the household is to be entered in percentages (%) e.g. $\frac{1}{2}$ = 50%, $\frac{1}{3}$ = 33%, $\frac{1}{4}$ = 25%, $\frac{1}{5}$ = 20%.

A2: Livestock, poultry and fishing

This section collects detailed information on the ownership and sales of livestock/poultry over the past twelve months. Each row of the section on the questionnaire represents one type of livestock, poultry, fish or bees (emerging livestock).

QUESTION 1 is a filter question that asks household if they owned any livestock or engaged in fishing. If YES continue interview otherwise skip to Part 11A Module A3.

Note: if the household has more than 3, only 3 space is provided in col.2 and the persons Id must be recorded from the roster.

This question concerns the number of livestock, poultry and fish owned by the household at the time of interview, whether they are with the household presently or left with someone else. They may be owned by anyone in the household. Numbers fewer than 100 will be recorded with leading zeroes (example: 34 heads = 034.)

QUESTIONS 2-8: Concern livestock, poultry and fishing owned. The list of livestock is given in the questionnaire. Draught animals refer to animals used for the pulling of loads. These include bullocks used for ploughing. Such bullocks must therefore be excluded from the number of cattle owned by the household to avoid duplication between "draught animals" and "cattle".

QUESTION 9-11: Livestock bought refer to those animals bought for raising and not those intended for the preparation of meals.

Note: In Q5 if more than 1 add the amount together and find the average.

QUESTION 12-13: Renting of animal is restricted to draught animals only. Animals rented for other purposes like mating are not to be recorded. This refers to Cattle including cows, donkey, horse, camel and bullock.

Raising Bring up animals tend from infancy to adulthood

Mating Bringing male and female animal together for reproduction purpose
Bullock A young male cow

A3: Equipment

QUESTION 1 is a filter question that asks household if they owned any agricultural equipment such as tractors. If YES continue interview otherwise skip to Q8.

QUESTIONS 2-3: Seek to know if the household owns any agricultural equipments. The list of the equipments had been listed. Ask QUESTION 3 to know how many are owned. For the purpose of valuing the assets, the sequence of questions must be followed.

QUESTION 4-6: Asks the value of one [ITEM] e.g. plough if household was to sell it. Be clear when asking this question as it does not refer to total value of equipment type but a single unit.

QUESTION 7-9 asks who owns the equipment. Use the household roster Section 1 to enter correct PERSON ID. Three spaces are given for three household members. If more own, please tell Supervisor so that this can be taken into account during data entry.

Part 11B: Plot details

The interviewer at this stage should try and interview the various farm land holders in the household separately. The names of these household members have already been recorded in Section 10. In any case record the holder and person interviewed ID for each holding. This information must be entered for each plot.

Respondent: This is the household member listed as the holder ID in Section10.

Listing of farm: The interviewer must list all the farms/plots for each holder. When the first holder's ID is recorded, all plots owned or operated by him/her must be listed before interviewing the second holder. This should be done in a systematic manner to capture all plot details owned by household.

A plot is defined as a single piece of land but separated from other parts of the holding by private or communal land. A holding may be comprised of a single parcel or several parcels of land. For each holder, plots referred to are those that were cultivated last twelve months but which have remained fallow for the 12 months preceding the interview.

Plots rented out/share cropped refer to plots owned by members of the household but which have been rented or given for sharecropping to people outside the household. These are to be excluded from the list of farms/plots. Record the units and the code given by the respondent.

QUESTION 5: This asks if the farm owned, is titled or not.

Land Title Deed refers to a written or printed and signed document that is an official record of an agreement concerning the ownership of land or plot.

QUESTION 6: Refers to the right on the part of the household to either sell the land or use it as a collateral security. To use land as a collateral security means to promise giving it to a person or institution if one is unable to repay a loan obtained from that person or institution.

QUESTION 7: The question seeks to know the worth of the land if it were to be sold. The amount should be written in the space provided.

QUESTIONS 8-10: The question want to know how the holder obtained the land, write the appropriate code in the space provided. If option "1", QUESTION 9 must be answered. If option "3", skip to QUESTION 10. If option "4 or 5", skip to QUESTION 12.

QUESTION 11: This asks the most important land use for the plot. This means the importance is ranked by proportion of area occupied by activity.

Rent Pay money for use of land for a given period of time, payment can also be in kind

Lease Allow use of Land for a long period of time after which the land is return to the owner the payment can also be in kind or cash

Fallow Land left uncultivated for a period of time 3-5 years to allow it regain fertility

Collateral What you pay or put down to allow you make use of land or resources to provide for replacement in case of any damage

Annual plants die completely after flowering and seeding, growing again from seed. Annual often refers to a plant grown for only one growing season. Most, but not all, food crops are annuals.

A *perennial plant* or perennial is a plant that lives for more than two years. This term applies specifically to herbaceous plants, even though woody plants like shrubs and trees are also perennial. Perennial plants, especially small flowering plants, grow and bloom during one growing season, then return in the next growing season from their root-stock, rather than by seeding themselves as an annual plant does. Perennial plants can be short-lived (only a few years) or they can be long-lived, as some woody plants, such as trees, have been living for over 3,000 years. They can vary in size from only a few millimeters to over 100 meters tall. They include a wide assortment of plant groups from ferns and liverworts to the highly diverse flowering plants like orchids and grasses.

Fallow refers to the practice of taking land out of production for a growing season or more, with the intent of returning it to later production. Indigenous forest refers to original forest (ie, not planted by farmers).

Woodlot refers to a segment of a woodland or forest capable of small-scale production of forest products such as wood fuel, non-timber products, or even spiritual or recreational uses (In Britain a woodlot is called a wood, woodland or coppice). Many woodlots occur as part of a larger farm or as buffers and undevelopable land between these and other property types such as housing or public properties (community pasture, watersheds, parkland, etc). One distinguishing characteristic of a woodlot is that the parcel size or quality of wood on the parcel does not generally justify full-scale commercial harvesting, leaving many woodlots as private investments by individuals.

By contrast to a woodlot, a *tree nursery* refers to an area where trees, shrubs, or plants are grown for transplanting, for use as stocks for budding and grafting.

Wetlands are areas largely inundated with water but offering elevated lands as a habitat for wildlife. These areas include swamps both seasonal and permanent, marsh, open fresh water, shallow saline lagoons, the estuaries of rivers, floodplains and coastal sand dunes. They provide food, breeding grounds, water and sanctuary for many forms of fish, birds and other animal and plant life. For the purposes of the HNLSS, domesticated rice crops will not be coded as wetlands.

QUESTIONS 12-15 REFER TO IRRIGATION OF EACH PLOT

QUESTION 12: This filter question is used to determine if plot is irrigated. Was the plot irrigated is a YES or NO response. If NO, skip to NEXT FARM.

Irrigation is the operation of causing water to flow over lands, for nourishing plants, that is, the watering of land by artificial means to foster plant growth. Types of irrigation include: -

- Watering can: Use of a can to water crops.
- Hosepipe: use of pipe to water crops.

- Sprinkler: Mechanized farming practice where water is sprayed on crops.
- Canals: Trenches dug on farm that carries water to crops.
- Furrow: Water is obtained from source through gravity.
- Drip: water is administered to crops in minute quantities through a series of small pipes with the water dissemination points at regular intervals from the pipes

Natural river/ stream	A long area of water that flows into the sea this are found in nature rather than being made by human
Natural lake pond	Small area of water especially one that is made in the field or garden it is surrounded by land
Natural spring	A place where water comes up naturally from the ground
Irrigation dam	A wall or demarcation built across the river to stop the water to make a lake
Irrigation well	A hole dug on the ground within the garden or farm from which water is being taken by fetcher
Irrigation canal	A long narrow area being dug within the farm/ garden to allow ease flow of water to the crop being planted

QUESTION 13 asks the number of times the plot was irrigated per the growing season.

QUESTION 14 asks the source of water used for irrigating plot.

QUESTION 15 finds out what type of method is used for applying water for irrigation. Listen to respondents responses and code appropriately. Do not read options as this tends to bias responses.

Gravity-fed pipeline: The traditional method of pipeline installation, involving the excavation of a trench, laying of the pipe, back-filling and reinstating the surface. The distribution of water by gravity is controlled by the slope from the water source. In which case the higher the slope, the higher the water pressure.

A pump is a machine or device for raising, compressing, or transferring fluids. *Treadle pump:* This refers to a manually operated machine which pumps water from source to the crops through pipes. This is very popular in tomato growing areas. *Motor pump:* This is the use of a motor pump whether fuel or electric powered to pump water from source to crops.

Hand carried is to carry or deliver by hand.

QUESTIONS 16-17 REFER TO CULTIVATION OF PLOT

QUESTION 16: This filter question asks if plot was cultivated. A YES or NO is the response. If NO, skip to NEXT FARM.

QUESTION 17: Record the two most important crops in terms of revenue grown by the holder in the last 12 months. Crop code should be recorded from the crop code listed.

QUESTION 18: Record the two most important crops in terms of revenue grown by the holder in the last 12 months for each season (first season and second season, respectively). The seasons refer to the separate periods for the cultivation of the particular crop.

Part 11C: Harvest and disposal of crops

This part is divided into two modules. The first covers staple grains, field crops such as legumes (e.g. beans and peas) and cash crops (e.g. cocoa and coffee). These are crops which are harvested in bulk and for which the holder may be expected to have a relatively good idea of how much was harvested and sold during the last 12 months.

The second covers root crops (e.g. cassava & yams), fruit and vegetables. Their harvest tends to be spread more evenly over the year than the first group of crops and is usually harvested piecemeal. For these crops the respondent may not be able to give reliable estimates of production over the 12-month period, hence the question "was any harvested during the last 2 weeks?" However, if some of these crops are not harvested piece-meal but the whole farm at a time, they should be added to the first group (refer to crop lists C1, and C2).

C1: Staple grains, field crops and cash crops

Respondent: Is the household member listed as the holder ID in Section10.

QUESTION 1 is a filter question that asks if household harvested any staple, field crops and cash crops. If YES continue interview otherwise skip to next section.

QUESTION 2: You should read from the list of crops for respondent to adequately understand the classification of crops. All crops under the responsibility of one household member must be listed before moving on to the next household member.

QUESTION 4: The method of cropping for the crop in QUESTION 2 is asked. Let the respondent give interviewer responses. However if the respondent does not understand explain to them what the question means and code appropriately

Monocropping is the agricultural practice of growing the same crop year after year on the same land, without crop rotation through other crops. While economically a very efficient system, allowing for specialization in equipment and crop production, monocropping is also controversial, as it often leads to depletion of the nutrients of the soil and problems with weeds and pesticides. These in turn lead to the monocropping system being dependent on pesticides and expensive chemical fertilizers.

Relay cropping is a general term that refers to the agricultural practice of cultivating two or more crops in the same space at the same time, to get more benefits than would otherwise be gained from growing a single crop. If trees are one of the crops in the mix, then it could also be known as a form of agroforestry. Intercropping may benefit crop yield or the control of some kind of pest, or may have other agronomic benefits. The degree of spatial and temporal overlap in the two crops can vary somewhat, but both requirements must be met for a cropping system to be an intercrop. These are some of the more significant types are discussed below:

Intercropping also uses the practice of sowing a fast growing crop with a slow growing crop, so that the fast growing crop is harvested before the slow growing crop starts to mature. This involves some temporal separation of the two crops. This is found in *relay cropping*, where the second crop is sown during the growth (often near the onset of reproductive development or fruiting) of the first crop, so that the first crop is harvested to make room for the full development of the second.

Mixed intercropping, as the name implies, is the most basic form in which the component crops are totally mixed in the available space.

Alley cropping also known as row cropping involves the crops arranged in alternate rows.

A variation of row cropping is *strip cropping*, where multiple rows (or a strip) of one crop are alternated with multiple rows of another crop. When trees or shrubs are one of the crops (sometimes also known as agroforestry), this design can provide shade (reducing water loss from evaporation), ensures retention of soil moisture, and can also produce fruit, fuel wood, fodder, or trimmings to be made into mulch.

QUESTION 5-6 asks question on the crop harvested. Units of Measurement are whatever unit the holders normally use and code appropriately. Number of units must therefore relate to the unit code. The codes for the various units of measurement are provided.

QUESTIONS 7-19 UNPROCESSED CROP SALE

QUESTION 7: Of the crop harvested did holder sell any unprocessed crop. If YES, continue interview to QUESTIONS 8-13 otherwise skip to QUESTION 14.

QUESTION 8: For each crop sold, ask the main outlet the holder channeled the crop.

Pre-harvest contractor. This refers to a contract between contractor and holder. The pre-harvest contractor probably gets paid for services rendered to holder although this may not be the case. These services may include supply of seeds, equipment etc.

Farm gate buyer. This trader buys the crop at the farm or source of production.

Market trader: Differs from the farm gate buyer in that the trader is in a place where goods are offered for sale.

Consumer. Refers to an individual who buys products or services for personal use and not for manufacture or resale.

State Trading organization: Is a public company. This refers to the state machinery that buys the crop.

Co-operative: Also cooperative is often referred to as a co-op or coop. It is an autonomous association of persons united voluntarily to meet common economic, social, and cultural needs and aspirations through a jointly-owned and democratically-controlled enterprise. A cooperative may be defined also as a business owned and controlled equally by the people who use its services or who work at it.

<i>Tree crop</i>	Examples of tree crops rubber, cashew, mango, oranges etc
<i>Cash crop</i>	any crop that serves as a foreign exchange through export e.g. groundnut, kolanut, cocoa etc
<i>Staple grain</i>	this is a major food for the nation e.g. Maize, Rice, Beans, Guinea Corn and Millet
<i>Field Crop</i>	Any crop that is grown on a farm
<i>Seedling</i>	This is the germinated seed or the young plant especially raised from seed
<i>Seed</i>	The final output of a crop which is capable of reproducing such crop when planted
<i>Subsistence crop</i>	This is the crop grown for home consumption. It is not meant for commercial purposes.

QUESTION 14: Holder is asked to estimate the value of crop harvested if he/she sold crop. Do not question the integrity of response given but probe if in doubt.

QUESTION 15-19 ASKS THE NUMBER OF UNITS OR VALUE OF HARVESTED CROP GIVEN FOR DIFFERENT USES. Ask each question.

C2: Roots, fruits, vegetables and other crops

QUESTION 1 is a filter question that asks if household harvested any staple, field crops and cash crops. If YES continue interview otherwise skip to next section.

This module refers to roots, fruits, vegetables and other subsistence crops. This module follows the previous module (C1) style. It must be noted however that the reference period is 2 weeks.

Part 11D: Seasonality of sales and purchases (key staples only)

Respondent: Is the household member listed as the holder ID in SECTION10.

The respondent for this part is the main holder because the market revenues and seasonality of sales and purchases are expected to be most common among holders of the household. The key staples are listed and interviewer should ask for those crops only.

QUESTIONS 3-5: Interviewer should enter '1' where applicable in the cells corresponding to the months in which harvest, sales and consumption have taken place.

QUESTION 6 and 7: This asks about stocks (what is in storage) currently and 12 months ago. Use codes in Part 11C for time unit which refers to the number of units in stock.

Part 11E: Other agricultural income (cash and in kind)

Interviewer should help respondents to estimate the income obtained from the various activities listed. Only items actually sold should be taken into consideration. Note should be taken of the fact that income from these activities should not constitute the main/major source of income of the household.

QUESTION 2: Sales from honey include those generated from what is collected from the woods as well as from constructed bee hives.

QUESTION 3: Any alcoholic beverage brewed from agricultural activities (e.g Pito, Ogogoro, Palm wine).

Part 11F: Agricultural costs and expenses

F1: Crops

Agricultural Costs are costs associated with processing or transforming of crops or fish caught and other agricultural products. This does not include costs associated with processing.

QUESTION 3: Amount spent in kind must be estimated and added to the amount in cash.

QUESTION 4: Several options are given and interviewer should probe to get the correct responses.

Ministry of Agriculture, includes the Cocoa Services Division, Crop Extension Services, etc (whether Federal or State)

Donor Agencies A donor agency is an organization that gives funds for projects of a development nature. Donor agencies can channel their funding through (a) official (government) channels or (b) private channels. These include International Donor Agencies could be Food and Agricultural Organization (FAO), World Bank, ODA, DFID, etc.

Non-Governmental Organization (NGO) is said to include a wide range of local organizations that are recipients of both local and foreign assistance. It is a voluntary non-profit grouping of individuals with a purpose of enhancing the legitimate economic, social and/or cultural development organization e.g. Society for Family Health.

F2: Livestock

Livestock costs are costs associated with livestock keeping (livestock and fishing).

Code 52 includes cost of veterinary services as well as the cost of livestock vaccines and other drugs.

Part 11G: Processing of agricultural produce

This refers to both crops and fish processed and interviewer should probe to get adequate responses.

QUESTION 3: The codes for processed/transformed goods are listed on the right side of the page. Enter all the crops processed and then continue with interview.

QUESTION 9: This amount should not be included in that reported in QUESTION 7.

Part 11H: Consumption of own food produce

Respondent: Information on the food consumption expenditure should be asked of the individual in the household who is primarily responsible for food preparation for the household, with the assistance of other food preparers and the head of household, if applicable.

Recall period: The household must be visited at equal regular intervals. Whatever day the interview starts a consistent recall period is 7 days a must. Thus the expenditure costs for the 4 visits with a 7-day interval will be a total of 30 days.

QUESTION 1 is a filter question that asks if household consumed any home own produce. If YES continue interview otherwise skip to next section.

Own home produce relates to consumption of food items which were produced by members of the household. You should ensure that only **home own produced** food items are included in this category.

Note the dates of the visit must be recorded, no box should be left blank.

Ask the questions 2 through 11 for each food item the household consumed. The listed food items are covered by the CPI and are the key food basket consumed. This part is divided into broad food groups namely: grains and flours; starchy roots, tubers and plantain; pulses, nuts and seeds; oils and fats; fruits/fruit juices; vegetables; poultry and poultry products; meat; fish and seafood; milk; non-alcoholic beverages and drinks and lastly alcoholic beverages and drinks. Under each broad group a category classified as 'other' is coded. Try as much as possible to probe to classify items in the listed food item before entering the 'other' category.

QUESTION 4: indicate with a "1" against months in which the household do not have enough of its own home produced food to eat. Make sure to enter for the applicable months.

QUESTIONS 11: Refer to value in Naira the unit of the item consumed by the household.

7.2 SECTION 12: HOUSEHOLD EXPENDITURE

Part 12A: Food expenses

This part covers expenditure of the household on various food items. With the exception of the first visit, interviewer will have to obtain information during all the visits for both the rural and urban households. The diary will also be required for this part.

Respondent: Respondents are persons mainly responsible for household purchases. It might not necessarily be the person who goes to the market but the one who controls the purchases.

Recall period: The household must be visited at equal regular intervals. Whatever day the interview starts a consistent recall period is 7 days a must. Thus the expenditure costs for the 4 visits with a 7-day interval will be a total of 30 days.

INSTRUCTION ON USE OF DIARY

Diaries will be provided. You will be required to get a literate member of the household who will take up the responsibility of recording the household's own expenditure every day. These expenditures will cover all items purchased. At your next visit in seven days time, you will record the entries made in the diary into the questionnaire. Since it is the total amount of money spent on each item that is required, you will have to add up amount spent in bits since your last visit and record the total in the appropriate column. For example, if you visit on Monday and the diary shows expenditures on tomatoes covering the period Friday to Sunday to be 50 naira, 100 naira and 60 naira, you will have to sum up the three and record the total (210 naira) in the appropriate column of the questionnaire.

Firewood fetched freely and water fetched freely should be calculated or computed and be recorded in the appropriate column.

This part is divided into broad food groups namely: grains and flours; starchy roots, tubers and plantain; pulses, nuts and seeds; oils and fats; fruits/fruit juices; vegetables; poultry and poultry products; meat; fish and seafood; milk; non-alcoholic beverages and drinks and lastly alcoholic beverages and drinks. Under each broad group a category classified as 'other' is coded. Try as much as possible to probe to classify items in the listed food item before entering the 'other' category. It must be noted that the food codes for both Part 11F and Part 12A are similar.

Information from the diary will be entered into this section. Read the diary carefully to make sure that the correct food items are coded correctly. Transfer of diary entries to the questionnaire will start from your second visit.

Part 12B: Non-food expenses

This part relates to general expenditure of the household on non-food items and services. This part is subdivided into modules (a) B1 covers non-food items which are purchased frequently while (b) B2 covers non-food items which are purchased less frequently.

B1: Frequently purchased

Respondent: Respondents are persons mainly responsible for household purchases. It might not necessarily be the person who goes to the market but the one who controls the purchases.

Recall period: The household must be visited at equal regular intervals. Whatever day the interview starts a consistent recall period is 5 days a must. Thus the expenditure costs for the 6 visits with a 5-day interval will be a total of 30 days.

These are non-food items that are purchased frequently. Responses for this part will be solicited during all visits with the exception of the first visit. In other words, it will be administered 6 times in all. In your second visit you will ask for how much was spent by the household since the past 5 days, starting from the day prior to your first visit. In other words, you will have to capture expenditure for the day you used to travel. You must carefully explain this aspect to the respondent, and help him/her to include expenditure for the day you travelled. For your next visits, you will ask for how much was spent by the household since your last visit. The diary of household expenditure will be used. You must however, ask for expenditures on your second visit in order to capture the six days prior to your second visit. This should be done for all categories of items. Note that you must record the date of visit.

The non-food items are classified into broad groups namely water, fuel and power; non-durable household goods; household domestic services; health supplements; operation of personal transport equipment; purchased transport; communication; recreational, entertainment and cultural services; newspapers and magazines and miscellaneous goods and services. Under each broad group a category classified as 'other' is coded. Try as much as possible to probe to classify items in the listed food item before entering the 'other'

category. Information from the diary will be entered into this section. Read the diary carefully to make sure that the correct food items are coded correctly. Transfer of diary entries to the questionnaire will start from your second visit.

B2: Less frequently purchased

Respondent: Respondents are persons mainly responsible for household purchases. It might not necessarily be the person who goes to the market but the one who controls the purchases.

Recall period: The household must be visited at equal regular intervals. Whatever day the interview starts a consistent recall period is 5 days a must. Thus the expenditure costs for the 6 visits with a 5-day interval will be a total of 30 days.

Carefully explain to the respondent the type of items you are seeking information about. Be clear and precise and tactfully ask questions appropriately. The non-food items are classified into broad groups namely clothing material; readymade clothing; footwear; mortgage and property charges; furniture and household goods; kitchen appliances; glassware, table ware and household utensils; medical; communication and recreational. Under each broad group a category classified as 'other' is coded. Try as much as possible to probe to classify items in the listed food item before entering the 'other' category.

Responses for these items will be solicited only once; during the last visit to the household (see COMPLETING THE QUESTIONNAIRE). Since expenditure on these items do not take place frequently, the reference period for the amount spent on any of these items will be either **"... in the last 12 months", or "... in the last 3 months"**.

QUESTION 2 is aimed at identifying the items on which the household spent money in the last 12 months. If the household did not spend anything on the particular item, skip to the next item.

QUESTION 3: If the item is purchased **less than 12 times** in the **last 12 months** then the reference period is the last 12 months (QUESTION 4). If it is **12 or more times** than skip to QUESTION 5 where the reference period is **"the last 3 months"**.

For QUESTION 4, QUESTION 5 and QUESTION 6 the amount of purchased item(s) should be summed up for the reference period and recorded in the appropriate column. This should be done for all categories of items.

SECTION 13: NON-FARM ENTERPRISES

This section is designed to obtain information on income of the household and in particular from Non-Farm Enterprises (NFE) and collects detailed information on the ownership and operation of any income generating enterprises. It is also aimed at identifying which household members are responsible for each non-farm enterprise in terms of decision making and the allocation of income it generates. To accomplish these aims, it is important to list (and obtain data on) all NFE that are currently operating and those that may be currently non-operational, but were operating sometime in the past 12 months.

This section is divided into (a) basic characteristics of non-farm enterprises (b) expenditures for enterprises (first, second and third) for enterprises operating and not operating last two weeks (c) enterprise assets for each (d) revenues from enterprises and (e) net income and inventory. All the questions in these sections (Part A, B, C, D, and E) should be completed for each enterprise before going to the next.

Enterprise refers to any trade (in food, clothes or various articles) or professional activity (like that of a private lawyer, doctor, a carpenter, mason, etc) offering services for payment in cash or in kind. This refers to an economic unit producing goods or providing services. Characteristics of defining a household enterprise are: -

- A *household enterprise* is a segment of the economy typically comprised of small-scale producers and distributors of goods and services, and consisting largely of independent, self-employed producers. It is an informal-sector business and tend to operate with very little capital; to use a low level of technology and skills; and to provide low incomes and unstable employment.
- Household non-agricultural income-generating enterprises include those that produce or trade goods or services, including owning a shop or operated a trading business, no matter how small.
- However, post-harvest processing and trading of agricultural crops should be listed here.
- Enterprises might include, for example, fishing; making mats, bricks, or charcoal; working as a carpenter; firewood selling; shoe shining; metalwork; tailoring; repair work; food processing, fish marketing, petty trading, and so on.

Part 13A: Basic characteristics of non-farm enterprise

QUESTIONS 1 and 2 would be completed by the supervisor in advance of the interview, based on the responses obtained from Section 10. Interviewer should bear in mind the correct definition of an enterprise to correctly identify a household enterprise.

QUESTION 3: Record the ID of the person actually interviewed. However, you should endeavour to interview the person responsible for each enterprise (see QUESTION 2) to give the answer.

QUESTION 4: This is the International Standard Industrial Classification of Economic Activities (ISIC) Rev. 3.1. See Annex II for the codes. The name is the descriptive nature of business which is linked with the way economic processes are organized in units. Whatever answers the respondent gives record the name of activity and code accordingly.

Industry refers to the activity of the establishment in which an individual works at his or her occupation. An industry is usually identified on the basis of the nature of the goods and services produced.

QUESTION 7 and 8: QUESTION 7 asks if income earned by enterprise entirely belongs to household. If YES, skip to QUESTION 9. If the respondent cannot give the answer in percentages, (a quarter, etc) you should convert the answer into percentages, e.g. half = 50%, a third = 33%, a quarter = 25%, one fifth = 20% etc and code appropriately in QUESTION 8.

QUESTION 9-10: QUESTION 9 asks about the enterprise registration with any government agency. If NO, skip to QUESTION 11. Government Agency here includes the Internal Revenue, Registrar General, or any Union or Association acting on behalf of the government. QUESTION 10 asks which agency the enterprise is registered with. Mark with "1: the applicable agencies that enterprise is registered with. The enterprise may be registered by several agencies so probe and code appropriate.

The Nigerian Association of Chambers of Commerce, Industry, Mines and Agriculture (NACIMA) is the umbrella organization for all the city/state and Bilateral Chambers of Commerce within the Federal Republic of Nigeria. The primary objective of the Association is to create an attractive environment for the pursuit of commerce, industry and all other forms of economic activities of interest to the private sector.

Manufacturers Association of Nigeria (MAN) is a national industrial association serving and representing companies in private and public sectors in manufacturing, construction and service sectors of the national economy. The Association advises, consults and where necessary, collaborates with government and other bodies on matters that affect its members.

QUESTION 11: How many persons have usually worked here' includes apprentices, labourers and those working for wages or salaries. The household member responsible for the enterprise must be excluded, but all other usual workers are included. Note that the number of persons "usually working" in the enterprise is not the same as those who "spend most of their time there". For example, a public servant with a shop may work there every night (a usual worker) but most of his time will be in the government job.

QUESTIONS 12, 14 and 15: The interviewer is required to find out the number of workers in each category (household members, apprentices and hired labour) and make sure that the overall total agrees with the answer given in QUESTION 11.

QUESTION 16: *Formal Wage Contracts* refers to any written document outlining the terms of employment, e.g. appointment letter.

QUESTION 19: The main source of capital used to establish enterprise is required. Probe to get the main source as enterprise may have had several sources of capital. The main source should be in terms of the amount of capital with the source providing the largest being the main source. For 'Other' code 96 and specify the source.

QUESTION 20 and 21:

Cooperative does not include the cooperative bank (which actually falls in code 2) but other cooperative societies or unions. Co-operative: Also cooperative and often referred to as a co-op or coop. It is an autonomous association of persons united voluntarily to meet common economic, social, and cultural needs and aspirations through a jointly-owned and democratically-controlled enterprise. A cooperative may be defined also as a business owned and controlled equally by the people who use its services or who work at it.

QUESTION 22: Depending on the source and the terms of negotiating the loan, the borrower may have to

make repayment both in cash and in kind. You should record the total value of such payment(s) made with respect to the loan(s). In other words, value the in kind payment(s) and add that to the cash payment to obtain the total.

Part 13B: Expenditures on the enterprise

B1: Enterprises operating last 2 weeks

These include operating costs such as payments to hired labour in cash and/or in kind, and other current expenses incurred by the economic activity, such as the purchase of raw materials, fuel, tools and equipment, rent and interest payments, transport costs, and marketing expenses. This is divided for each enterprises operating last two weeks and those not operating last two weeks. Ask questions for each enterprise independently.

Farming and animal husbandry should not be included here, as these sorts of income-generating establishments have been sufficiently covered in Section 11.

Respondent: Endeavour to get the person responsible for these enterprises interviewed.

If a cell corresponding to an item is shaded, it means that the question does not apply to that item and so do not ask that question.

QUESTIONS 2-10 Enterprises operating in the last two weeks

QUESTION 1: This question identifies whether the enterprise has been operating since the last two weeks.

An article for sale here refers to those items bought or purchased by the enterprise that have been or will be sold out.

QUESTION 2: In this question, you will identify all the items on which the enterprise has made some expenditure during the past 12 months. If the answer coded is 2, skip to next item until all the listed items have responses.

QUESTIONS 3 and 4 asks about use own home production and the value of this home production if it were to be purchased.

QUESTIONS 7-9 record what the amounts paid for each listed of the item in column 2 (CODE).

QUESTIONS 10: This question seeks to find out whether during the past 12 months an item was not available when the enterprise wanted to purchase it and how often it was not available.

Repeat all the survey questions for second and third enterprise, respectively.

B2: Enterprises not operating last 2 weeks

These include operating costs such as payments to hired labour in cash and/or in kind, and other current expenses incurred by the economic activity, such as the purchase of raw materials, fuel, tools and equipment, rent and interest payments, transport costs, and marketing expenses. This is divided for each enterprises operating last two weeks and those not operating last two weeks. Ask questions for each enterprise independently.

Farming and animal husbandry should not be included here, as these sorts of income-generating establishments have been sufficiently covered in Section 11.

Respondent: Endeavour to get the person responsible for these enterprises interviewed.

If a cell corresponding to an item is shaded, it means that the question does not apply to that item and so do not ask that question.

Articles for sale here refers to those items bought or purchased by the enterprise that have been or will be sold out.

QUESTION 1: In this question, you will identify all the items on which the enterprise has made some expenditure during the past 12 months. If the answer coded is 2, skip to next item until all the listed items have responses.

QUESTIONS 2 and 3 asks about use own home production and the value of this home production if it were to be purchased.

QUESTIONS 6-8 record what the amounts paid for each listed of the item in column 2 (CODE).

QUESTIONS 9: This question seeks to find out whether during the past 12 months an item was not available when the enterprise wanted to purchase it and how often it was not available.

Repeat all the survey questions for second and third enterprise.

Part 13C: Assets of the first and second enterprise

These assets, on which information is required are listed and pre-coded in the column headed CODE (column 2). Ask questions 1 to 9 for each listed item, before going onto the next item and/or next enterprise.

Respondent: Endeavour to get the person responsible for these enterprises interviewed.

CODE column gives a list of assets owned by enterprise. Let the respondent give you what it owns for the enterprise. Make sure the respondent does not confuse this with household assets listed in PART A SECTION 7 (durable goods for household consumption).

Other (specify) in the "Item" column means that the enterprise may have some other important assets not included in the list. Find out by asking the respondent whether the enterprise has any other asset(s) not mentioned in the list.

QUESTION 1: It is possible that the enterprise may not have some of the items on the list. Thus, when the answer to QUESTION 1 is (NO for an item, skip questions 2-9 but repeat immediately QUESTION 1 for the next item on the list. If YES, list any such asset(s) and ask the questions on each item just as you have done for the ones listed. If an enterprise has many units of an item record the first three in the sub-columns numbered 1, 2 and 3.

QUESTION 2: In this question, interviewer will have to find out the value of the item if the respondent decided to sell it on the day of the interview. This is for each item listed in QUESTION 1. Make sure not to confuse items and enter wrong sale price for wrong item.

QUESTION 3: Record the number of years since it was obtained. If the item was a donation (gift) to the enterprise, record the time the enterprise received in completed years in age. If the items are more than one, record the first three under sub-columns 1, 2, and 3 and indicate their respective years of receipt.

QUESTION 4: If the item was a donation (gift) to the enterprise and the respondent does not know the price, record ZERO and indicate gift. But if it were given to the enterprise in return for goods or services rendered, then you should find out the value of the goods/services and record this value as the price of the item. If more than one item, record the first three and indicate their corresponding prices/values.

QUESTIONS 5-8: The questions are seeking to ascertain if the enterprise purchased or sold any (assets) item during the last 12 months. The interviewers should ask about any item (asset) bought or sold and the corresponding amount recorded.

QUESTION 9: 'Moving Business' means from one site (locality) to another e.g. moving from Lagos to Abuja. Note that it does not mean that the business has been changed. 'Upgrading Assets' means that the item(s) was/were sold out with the view to acquiring new and better ones.

Repeat all the questions again for second. Information for the third enterprise is not enquired.

Part 13D: Revenue of enterprise

In this section, all goods and services should have their values estimated if they are not known by the respondent. Revenue here refers to '*Gross Revenue*' from the sale of goods or services without any deduction of expenses. You have to ensure that the respondent does not report "Net Income". Tell the respondent not to make any deductions for any expenses made. Allay any fears of taxation by emphasizing on the confidentiality of the survey. First, check the answer given to QUESTION 1 (Part 13B) for the particular enterprise. If it is YES, ask QUESTIONS 1-5, but if it is NO, ask QUESTION 6-10.

QUESTIONS 6-10: These questions are based on usual revenue or payments. The questions relate to any two-week period in the past 12 months for the enterprise not operating.

QUESTION 11: If the equipment is in working condition the response should be recorded under "operating" and if it is not good condition the response should be under "not operating". If none, put code NO and skip to

QUESTION 13.

Leased here means land/building given out to another person for use for a certain fixed period of time in return for cash or in kind payment. The items in these questions refer to those owned by the enterprise.

Rental of building, land, equipment or machinery includes those leased out by the enterprise.

QUESTION 13: In this question, interviewer will ask respondent to compare the gross (total) receipts/revenue of the current year with that of the previous or preceding year. NOTE: The respondent is not asked to compare his profits. If the enterprise was set up during the past 12 months, enter code 4 (i.e. not applicable).

Part 13E: Net income and inventory of enterprise

QUESTION 1: The interviewer ask the respondent to find out the amount of money he takes for the household use out of the sale of goods or services produced by the enterprise. Also record the rate (how frequently) at which he normally takes this amount. If the amount is not fixed, try to find an average for the particular time unit. This means that you will have to probe if the respondent is not sure of the value.

QUESTION 2: The interviewer will ask the respondent to find out the amount of money he takes for his personal use out of the sale of goods or services produced by the enterprise. Also record the rate (how frequently) at which he normally takes this amount. If the amount is not fixed, try to find an average for the particular time unit. This means that you will have to probe if the respondent is not sure of the value.

QUESTIONS 4-9: The amount of money used for purposes other than those mentioned in QUESTIONS 1 and 2. Enter the amount and time unit for the stated amount.

QUESTIONS 10 and 11: Here you will find out whether the enterprise has some goods/services not yet sold out, and try to get the value. If respondent does not know the value of the goods in stock, ask him to give you an approximate quantity and unit value.

7.4 SECTION 14: CREDIT AND SAVINGS

This section collects information on credit for business or farming purposes received by or sought by household members over the past 12 months. The credit could either have been taken in the form of cash or of in-kind goods, such as agricultural inputs. The credit may have been obtained from an informal source, such as a relative or a local money lender. However, there must be an explicit agreement between the lender and the household member who took the credit that the loan would be repaid within a certain period of time and/or with the addition of a specific interest charge on top of the principal amount of the credit. Consequently, gifts should not be listed here, nor should items received under transfer programs, such as the Re-stocking, Relief etc. This section is also designed to collect information on savings.

Respondent: The head of household is the main respondent. Read instructions at the top of the page carefully.

Part 14A: Credit

This part obtains information on loans contracted or negotiated by the household in terms of money or goods.

QUESTIONS 1 and 2 deal with any loans contracted or repaid by any member of the household over the past 12 months.

A *credit* is an arrangement between lender and borrower in which a lender gives money or property to a borrower, and the borrower agrees to return the property or repay the money, along with interest if applicable, at some future time. There is a usually a predetermined time for repaying a loan, and generally the lender has to bear the risk that the borrower may not repay a loan (though modern capital markets have developed many ways of managing this risk).

NOTE:

IF ANSWER TO Q1=2 AND Q2=1 GOTO Q10.

IF ANSWER TO Q1=1 AND Q2=2: Q4-Q10 MUST BE ANSWERED.

IF ANSWER TO Q1=2 AND Q2=3 GOTO Q11.

QUESTIONS 7-11: find out whether any household member had tried to contract any loan(s), for what purpose; what guarantee(s); repayment period; how much was repaid even if repayments is being made by

instalments or if only part payment has been (include charges, interest on loans and all payment in-kind).

NOTE: RESPONDENT SHOULD NOT BE ASKED QUESTION 12 and 13 IF ANSWER TO QUESTION 11 IS 'NO'. JUST RECORD THE ID FROM THE ROSTER.

QUESTION 13: The security demanded by the lending individual or institution should be given as answer to this question.

QUESTIONS 14 and 15: The questions should be asked for every member of the households. The ID of each member that owes either house or land should be recorded respectively.

Part 14B: Savings

Respondent: The head of household is the main respondent. Read instructions at the top of the page carefully.

If the answer to Question 1 is NO (code 2), Skip to section 15. However, interview should continue if answer is YES (code 1).

QUESTION 1 demands information on household member(s) having savings account(s) (in Naira) with any banking institution or participating in Esusu.

QUESTIONS 3 and 4: These determine person(s) in whose name(s) the savings accounts are operated and the current values of the savings.

QUESTIONS 5 and 6: These want to ascertain the amount of money that has been added to the savings over the last 12 months as well as the amounts withdrawn from it over the same period. This does not include interest.

7.5 SECTION 15: INCOME TRANSFERS, MISCELLANEOUS INCOME AND EXPENDITURES

This section obtains information on income transfers that is all incomes of members of the household other than that from paid employment. The section also completes the income and expenditure of current accounts of the household.

Part 15A: Income - Transfer Payments made (out-transfers) by Household

Respondent: The respondent for this section is either the head of household or main respondent identified by the household.

QUESTION 1 finds out whether any member(s) of the household live (s) elsewhere for example, students attending school in another town.

Remittances are regular or irregular contributions in terms of money or goods and food made to person(s) living abroad or elsewhere. For example, any money, food or goods sent out or received by the household to/from a household member or relative staying abroad or elsewhere is a remittance. Read instruction at the top carefully and follow it.

Income is what you received (e.g. salary, compensation, gift etc) it may be in Cash or in kind

Net Income: This is the total amount of money that remains after all deductions.

Gross Revenue: This is the total money received from the government/organizations and nothing has been deducted from it.

Inventory: This is a list of all things in a place e.g. Office, Hospitals, Schools etc.

Miscellaneous: This is a list of different kind of things.

QUESTION 2 deals with any remittances made by the household to individuals living outside the home or dwelling within the reference period of 12 months.

QUESTION 3 is about non-household member(s) who receive remittances from the household.

NOTE: If answers to Questions 1 and 3 were NO Skip to PART B Question 2 but if questions 2 and 3 were NO the interviewer should skip to PART 15B QUESTION 1.

QUESTION 4: List the names of all persons who have received remittances from the household.

QUESTION 5: If the person is an absent household member enter their PERSON ID from the Section 1 Household Roster and then skip to QUESTION 8. You are reminded to refer to the list for absent household member(s) from Part A Section 1. Mention the name of absent members to ascertain whether the household received or collected any moneys, goods or food items from them. List the PERSON ID and then skip to QUESTION 8.

QUESTION 6 and 7 seeks to find out the relationship of the person (who is not a household member) to the head who received the transfers (QUESTION 6) as well as the sex of the non-household member (QUESTION 7).

Part 15B: Income - Transfers Payments Received (in transfers) by Household

Respondent: The respondent for this section is either the head of household or main respondent identified by the household.

QUESTION 1 specifically deals with absent household members who sent any moneys, goods or food items to the household. The absent members are those listed in Part A Section 1.

QUESTION 2 specifically deals with all non-household members who have remitted to the household any moneys, goods or food items.

If QUESTION 1=2 and QUESTION 2=2 skip to Part 15C otherwise continue with the section.

QUESTION 3: List person name who received the transfer from the household.

QUESTION 4: If the person is an absent household member enter their PERSON ID from the Section 1 Household Roster and then skip to QUESTION 7. You are reminded to refer to the list for absent household member(s) from Part A Section 1. Mention the name of absent members to ascertain whether the household received or collected any moneys, goods or food items from them. List the PERSON ID and then skip to QUESTION 8.

QUESTION 5 and 6 seeks to find out the relationship of the person (who is not a household member) to the head who sent the transfers to household (QUESTION 5) as well as the sex of the non-household member (QUESTION 6).

Part 15C: Income - Miscellaneous income received

Respondent: The respondent for this section is either the head of household or main respondent identified by the household.

Explain the question carefully to the understanding of the respondent.

QUESTIONS 1-3 deal with incomes from the following sources under Central Government: Social Security, State Pensions and any other which you should specify.

QUESTIONS 4-6 deal with incomes from other sources under which Retirement Benefits, Dowry or Inheritance, and others (to be specified) are treated. Exclude Esusu under 'Other Specify'.

State pension : This is a regular amount of monies provided for employer for persons who have retired.

Retirement benefits: These are packages given to person willing to retire who would otherwise not if the lump sum was not provided. This is an incentive for persons to retire especially if the Government wants to reduce its workforce. This does not include pension.

Dowry refers to payments received on account of bride price etc.

Part 15D: Income - Miscellaneous Income outgoings

This part is about expenditures, both cash or in-kind made by the household towards other relatives, tax obligations (e.g. property tax, poll tax, etc excluding income tax).

Respondent: The respondent for this section is either the head of household or main respondent identified by the household.

Expenditure is the money spent from someone income it can be in cash or in-kind, generally expenditure should not be greater than income (expenditure ≤ income) Gifts received by somebody is not an

expenditure, e.g. wedding gift i.e. if you are wedding and somebody give you a pair of shoe, this is not an household expenditure.

QUESTION 1 does not include taxes paid for income but other miscellaneous taxes. It does not include property taxes which are covered in Section 13 Non-food expenses less frequently purchased under the "mortgages and property charges" grouping.

QUESTION 4 deals with expenditures on gifts and presents (excluding all things mentioned under transfers).

QUESTION 5 finds out all other miscellaneous expenditures not captured so far. Do specify the source of these expenditures, and remember not to include ESUSU.

Part 15E: Household income schedule

Various sources of income are listed in the first column of the household income schedule. It is important for the enumerator become well acquainted with the meaning and the kind of income source each refers to. By so doing the enumerator will be able to guide members of household being studied, as to how to distinguish the types of income received.

Respondent: The respondent for this section is either the head of household or main respondent identified by the household.

A brief explanation is presented below as regards each type.

Wages/salary: This refers to a fixed monetary reward paid to a worker by his employer, at regular interval of, say, a month or even a week for work or services rendered by him or her.

Commissions and bonuses: The two items are often additional cash payment to a worker from his/her employer.

- *Commission:* Is a percentage of the sales (for example) given to an agent by his employer for the promotional role he has played to effect the sales. A good example of this is the commission given to insurance agents (by their employers). The percentage is often based, in this case on the premiums they could collect from the insured.
- *Bonus:* On the other hand, refers to additional cash income paid only occasionally to workers, for example, during a festive period like Christmas. It is sometimes as a percentage of the recipient.

Overtime: This refers to cash income received by member of household who are wage/salary earners, for work done after the normal official hours.

Sales of farm product: This refers to the cash income received by adult household members (whose main occupation is farming) after selling their agricultural products.

Profit from trading activities: This refers to the cash income received by adult household members (whose main occupation is trading) as profit, resulting from the sales of goods items (i.e. wares) they are dealing with

Fees from professional activities: This group has to do with cash income received as fees by adult self-employed household members whose main occupation is of the nature of rendering of service to client 'or customers. Example of such persons is self-employed lawyers, accountants, etc. Other examples are self-employed artisans like, welders, mechanics, painters, radio/T.V repairers, etc.

Income from subsidiary occupation: This refers cash income accruing to adult household members from other occupation APART FROM the main occupation.

Rent received: This refers to the cash income received by adult household members from persons (i.e. renters who used their properties for a stipulated period e.g. a month, one year or even a few hours. Such properties could be, a house (or some rooms therein), Chairs vehicles, processing machines stalls etc. It is necessary to point out that, from item number (7) we are dealing with 7 or 13, OUTSIDE those that could be referred to as main occupation.

Loan raised: This refers to cash received by any adult household member from another person as Loan - i.e. with the hope of paying it back in future.

Loan repayment received: This refers to cash lent out by a member of the household to another

person in the past, but which is paid back to him during the survey period.

Esusu (Adasha received): Esusu (Isusu) or Adasha (as it is called in the Northern part of the country) is a tradition in the Northern part of the country) is a traditional way of contributing money periodically for the purpose of saving it. There are two ways this is affected. In the first method, the participants contribute equal amount of money periodically, say monthly. The total amount so contributed is given to a participant, at each period. The contribution continues until all the participants have, in turns, become recipients of the total amount contributed at each period. In the second method, each contributes periodically what he/she can afford. The amount paid is kept with one person, who after an agreed length of time, pays back to an individual the total amount he has contributed, after removing his own commission.

Dividend on shares: This refers to the amount of money paid to household members who have shares in some Limited Liability companies, as their own part of the profit earned by the companies during a specific period, say one year.

Pool winnings: This refers to the amount of money won by an adult member of household who staked in football pool.

Sales of property: It refers to money realised by an adult member of the household after selling some of his/her properties.

Dowry received: This refers to the amount of money received by an adult member of household, as part of the matrimonial rite, from the man who intends to marry his daughter.

Withdrawal from saving: It refers to the amount of money a member of household collected from his bank out of what is credited to his account with the bank.

Remittances received: This refers to amount of money received by a member of household, from, say, relations living elsewhere.

DAILY DIARY

7.6 HOUSEHOLD DIARY

7.6.1 COMPLETING HOUSEHOLD DIARY

The household diary is designed to collect three main types of information, namely, Household basic information, household income and household expenditure. The diary is to be given to the head of the household. While the basic information will be collected at the start of the visit, household will however be expected to furnish/provide data on household income and expenditure, daily, for the month of the survey:

1. **OTHER BASIC INFORMATION (HNLSS 1.0)**
 - (i) Demographic Characteristics
 - (ii) Rent Status
 - (iii) Type of Housing Unit
 - (iv) Employment Status
 - (v) Marital Status
 - (vi) Type of Household
2. **HOUSEHOLD INCOME (HNLSS 2.0)**
 - (i) Cash income received by individual members and their sources
 - (ii) Income in kind
 - (iii) Consumption from own production
 - (iv) Withdrawal from the bank
 - (v) Cash in Hand from the previous day
3. **HOUSEHOLD EXPENDITURE (HNLSS 3.0 & 4.0)**
 - (i) Various types of expenditure made on food and non-food (HNLSS. 3.0).
 - (ii) Durable Consumer Goods purchased in the last 12 months (HNLSS 4.0)

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What to check in the diary as an interviewer before completing PART B

- ✓ Ensure the sex of household member who contributed (income /expenditure) is circled
- ✓ Ensure that the cash in kind and own consumption is quantify in monetary value
 - ✓ Ensure that all the calculations are correct
 - ✓ Probe further where necessary

END OF CYCLE

At the end of the interview for the last visit (that is, the 4th visit) you should express your gratitude to the household interviewed before leaving thank them for their cooperation and assistance.

Also inform them that you will return for re-interviews if you detect that some responses given you are inconsistent or wrong.

ANNEX I

CONSISTENCY CHECKS

During editing and verification exercise by supervisors, editors and enumerators, it is important that they check each Questionnaire with the following guidelines in order to reduce errors to the barest minimum.

SECTION 1: HOUSEHOLD ROSTER

INSTRUCTIONS

1. Questions 2-5 are for all household members.
2. Questions 6-9 for each person aged 12 years old and over- Check age, If age is less than 12, then leave Q6-9 blank.
3. Question 10 for all household members
4. Questions 11-20 for persons who are less than 18 years old- Check age, If 18 years and above, Questions 11-20 will be blank
5. Questions 21-23 for all household members

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 be 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
10. Q23: Check the criteria in Q21. If 3 months or less in Q21, Go to Q23, then Q22 will be blank.
If No in Q23, Go to next person

Formatted: Indent: Left: 0",
Hanging: 0.13", Numbered + Level:
1 + Numbering Style: 1, 2, 3, ... +
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Aligned at: 0" + Tab after: 0" +
Indent at: 0.25"

SECTION 2: EDUCATION

PART 2A: For all household members

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
10. Q27: Ask only if Q6 = No and Age is less than 18 check age, If 18 and above leave Q27 blank
11. Q28: Ask only if Q6 = No and Age is less than 18 check age, If 18 and above leave Q28 blank

SECTION 2: EDUCATION

PART 2B

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

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

Page10

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

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

SKIPS

Page15

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 after entry

Q.8 go to Q.24 reason why name did not seek for treatment

Q11 If NO or DON'T KNOW go to Q14

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

PAGE 16

Q14 If NO MEDICINE go to Q18

Q15 If NO or DON'T KNOW enter 30

PAGE18 (Women all household member age 15 – 49)

Q25 If NO skip to PART C

Q26 If NON go to next person

PART 3C DISABILITY AND ACTIVITIES OF DAILY LIVING

RESPONDENT ALL HOUSEHOLD MEMBERS

PAGE19

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

PAGE22

Q4 If 2 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

PAGE23

Q23 If NO go to next child

PART3E FATILITY, PRE AND POST NATAL CARE AND CONTRACEPTIVE USE

RESPONDENT: WOMEN 15-49(Q1-Q24)

SKIPS

PAGE26

Q19 If NO go to Q24

Q23 enter the amount and go to Q25

PAGE 26

Q25-28 WOMEN AND MEN AGE 15-29 INCLUSIVE

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

PAGE 27

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

PAGE 28

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

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

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 circle 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.

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)

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 the reason is written 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 ages 15-49years)

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

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

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

Section 3e:19 if there is NO response in Q2, there must be a reason in Q24

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

Section 3e: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

SPANNER HEAD INSTRUCTIONS FOR 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 8-13: 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

SPANNER HEADS INSTRUCTIONS FOR PART 4B: CHARACTERISTICS OF MAIN WAGE EMPLOYMENT.

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.
If No, Go To next person.

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

RESPONDENT: HH MEMBERS 5 YEARS AND OVER.

CONSISTENCY CHECKS:

- 1 Question 2: If No Go To Part 4D. Then leave Q3 to Q10 blank.
- 2 Question 6-8 : If a response in Q6 and Q7 there must also be a response in Q8.

SPANNERS 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.

SECTION 5: MIGRATION

Respondent: All household members age 15 years and above.

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

SECTION 6: HOUSING

Part A: Type of Dwelling

Respondent: Head of household and or Responsible household member.

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 Responsible household member
- 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 Responsible household member

- QC.2 It is either Yes or No, 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 Responsible household member
- 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 and or Responsible household member
- QE.1 Check that E1 and E2 is properly filled and answer must be provided for the two main sources. It must not be blank.
- 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 Responsible household member
- 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 Responsible household member
- 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 Responsible household member
- Ask up to three (3) items per type of asset even if household owns more than three

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 Responsible household member

Q1: If NO GO TO Next item

Q10: If NO GO TO Next Section

SECTION 9: SUBJECTIVE POVERTY

Respondent: Head of household and or Responsible household member

Q14: Indicate with '1' the applicable into the boxes

Annex II

- 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 electrotechnology)

215 Electrotechnology 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 III - 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 IV

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:

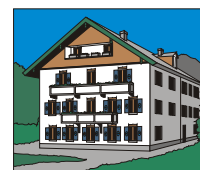
A building is any free-standing structure comprising one or more rooms with or without a roof. It may or may not be enclosed within external walls. A building can be used for several purposes such as residential, commercial, industrial, or a combination of residential and/or commercial cum religious 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
PRIVATE FARMERS (CROPS) HQ1CONVERSION 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

ANNEX VI

REVISED WORKPLAN

PART A MAIN SURVEY

S/N	ACTIVITY	DATE		
		From		To
1.0	PLANNING AND PREPARATION			
1.1	Identification and Selection of EAs/(HH)	April	-	Oct 24 2008
1.2	Monitoring of Selection Exercises	May	-	Oct 2008
1.3	Survey Preparation and In-house Development of Instruments	April	-	May 2008
1.4	Inter-agency Policy Review Workshop	May	-	May 2008
1.5	Instrument Review Workshop	June	-	June 2008
1.6	Pilot Survey	July	-	Aug. 2008
1.7	Procurement of Equipment, Materials, Clipboards, Survey bags etc.	August	-	Oct. 2008
1.8	Recruitment, test, Analysis and Selection of field staff	Sept	-	Oct 2008
1.8.1	General Briefing at Headquarter	Oct 13	-	Oct 13 2008
1.8.2	Test at State Level	Oct 15	-	Oct 15 2008
1.8.3	(HOD) FSM Retrieval	Oct. 17	-	Oct 17 2008
1.8.4	Central Marking/Analysis/Result	Oct 20	-	Oct 21 2008
1.9	Finalization of Survey Instruments	Sept	-	Oct 3 2008
1.10	Advert and Publicity	Oct	-	Oct 2008
1.11	Identification and Selection of Independent Monitors	Oct	-	Oct 2008
2.0	PRODUCTION OF SURVEY INSTRUMENTS			
2.1	Printing of Part A Questionnaires	Oct 6	-	Oct 24 2008
2.2	Printing of Enumerators' and Supervisors' Manuals	Oct 6	-	Oct 24 2008
3.0	TRAINING			
3.1	First level Training (HQ TOT)	Oct 27	-	Oct 31, 08
3.2	Second Level Training (Zonal Level)	Nov 3	-	Nov 8, 08
3.3	Training Coordination	Nov 3	-	Nov 8, 08
4.0	DATA COLLECTION (At All State Levels and FCT)			
4.1	Data Collection	Nov 10	-	Dec 23, 08
4.2	Supervision	Nov 10	-	Dec 23, 08
5.0	MONITORING			
5.1	First Round by HQ Monitoring staff/Independent Monitors	Nov 27	-	Dec 2, 08
5.2	Second Round by HQ Coordinators and Independent Monitors	Dec 8	-	Dec 13, 08
6.0	RETRIEVAL			
6.1	Weekly Retrieval to States by Supervisors	Nov 17	-	Dec 30, 08
6.2	Forthnight Retrieval to Zones by State Officers	Nov 24	-	Jan 7, 08
7.0	DATA PROCESSING			
7.1	Data Processing Workshop on Survey Instruments (HQ)	Sept 15	-	Sept 24, 08
7.2	Finalization of System for Data Entry (HQ)	Sept 15	-	Oct, 30 08
7.3	Finalization of Tabulation Plan (HQ)	Sept 15	-	Oct, 30 08

7.4	Training of Trainers (ICT + Statistician) (HQ)	Oct 13	-	Oct, 17 08
7.5	Zonal Level Training (HQ)	Nov 24	-	Nov 28, 08
7.5.1	Training of Manual Editors (Zone)	Nov 17	-	Nov 22, 08
7.5.2	Installation of System/Training of Data Scanning Operators (Zone)	Nov 24	-	Nov 28, 08
7.5.3	Training Coordination by HQ	Nov 24	-	Nov 28, 08
7.6	Manual Editing Work (Zone)	Nov 27	-	Jan 21, 09
7.7	Data Scanning Work (Zone)	Nov 29	-	Feb 23, 09
7.8	Processing at Zone by HQ Staff	Nov 29	-	Mar 2009
7.9	Coordination of Data Processing	Jan. 6, 09	-	Jan 11, 09
7.10	Data Merging work completed (Zone)	Feb 24, 09	-	Mar. 77, 09
8.0	ANALYSIS/REPORT WRITING/PRINTING/ WORKSHOP			
8.1	Computer Editing/Review/Tabulation (HQ)	Mar 12, 09	-	Mar 26, 09
8.2	Data Analysis (Review of Tables, Numeric and Spatial)	Mar 27, 09	-	April 18, 09
8.3	Report Writing/Consultants/Communication Experts	April 15, 09	-	May 5, 09
8.4	Finalization of Preliminary Report	May. 6, 09	-	May 15, 09
8.5	Workshop for the Preliminary Report	May	-	May 09
8.6	Finalization of Main Report	June	-	June, 09
8.7	Printing/Dissemination of Main Report	June	-	June 09
8.8	Poverty Mapping	June	-	Aug. 09
9.0	DOCUMENTATION/ARCHIVING	June, 2008	-	Aug. 09
*10.0	PART B (HNLSS)	Jan.09	-	April 2010

* Implementable from January to April 2010