

INTEGRATED HOUSEHOLD AND COMMUNITY SURVEY-1992

MANUAL OF INSTRUCTIONS FOR COMPLETING
COMMUNITY QUESTIONNAIRE

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GENERAL INSTRUCTIONS

1. Community survey is an important component of the Integrated Household Survey being conducted by the Statistics Department of the Ministry of Finance and Economic Planning during 1992. Like the main integrated survey (IS), the Community Survey (CS) is also intended to cover the entire country subject to security restrictions. Basically, CS will have the same sampling design and strata as the IS except that CS will virtually be one stage sampling and not two - stage as in IS. In the Community Survey information will be collected separately from one or more RC1s contained in the E.A. (Enumeration Area) selected at the first stage for the IS.
2. The Community Survey aims at collecting data on consumer markets, farm-input markets and produce outlets, demographic information relating to communities residing in the sample areas and various details on economic and social infrastructure. The survey will be completed by Field Supervisors trained for the purpose through specially designed questionnaires. Separate questionnaires are to be filled-in for each RC1 if in an EA there are more than one RC1. The respondents will be at least one male and female community leaders for some of the sections, a group of men or women or mixed group leaders (at least four) for some other sections and school and health officials for a few specified sections. The Field Supervisor should at the earliest opportunity meet the concerned RC1 Chairman, explain the objectives of the survey and request him to organise collection of the required information through meetings with Community Leaders and Officials. Interviewing just one or two leaders will not be adequate and similarly getting information through a crowded

meeting will also not be desirable. A team of 4 to 8 leaders will perhaps be the most desirable, out of which at least 2 should be women in mixed groups.

INSTRUCTIONS TO COMPLETE THE QUESTIONNAIRE

3. Section 1: Identification Particulars : Fill-in this section, copying information recorded in the Main Questionnaire. Add items 7 and 8 to record the name and code of the RC1 for which the information is being collected in this questionnaire, respectively.

4. Section 2- Part A: Markets-General Information: In section 2 information on markets serving the RC1, will be collected from the Community Leaders of the RC1. General information on markets will be collected in Part A. Item 1 relates to the nearest market from where the households belonging to this RC1 generally buy or may buy their requirement of consumption of goods and services. This may be an organised market with or without permanent structure or a group of retail shops and /or out-lets serving the RC1. Item 2 relates to the most important consumer market in the district (not necessarily in the district town) and where people of the RC1 would like to go for their purchases of consumer goods, due to availability, prices and choice of goods and services. In case the people of the RC1 go for their purchases to a market in the adjoining district due to nearness or other reasons, the same should be named against this item and information for this market collected. It is possible that items 1 and 2 may be the same in certain cases. If it is so, record "Do" against item 2 in all columns. Items 3 and 4 are to be filled-in the same way as 1 and 2 except that these items relate to purchases of input items by farmers as compared to consumer items of households. Items 5 to 12 relate to outlets through which

products are sold by the agricultural and non-agricultural producers, Trader or traders (item 5) are individuals or a group of individuals who buy the produce in bulk either advance or after production from the producers through mutually agreed terms and conditions. These traders either buy the produce at the producers' site or the producers deliver their produce to the traders at nominated stores directed by the traders. Market (Item 6) is a specified place where trading activity is carried out consisting of shops or even open space with or without permanent structures where producers carry their produce for sale. Market depot (item 7) will be office and godowns of organised agencies concerned with buying and selling of commodities in bulk. Official cooperatives (item 8) will be a society registered under the 'Cooperative Societies Act'. Local informal cooperatives (item 9) will be those which although not formally registered under Act, but perform some or all functions provided under the Act by a group of producers locally. All other outlets through which producers will be selling their produce will belong to item 10. Examples of these outlets are : Trading company, Factories and other processing units using produce as raw materials, or semi-finished goods etc. If entry in column (3) against items 11 and 12 coincide with any item from 5 to 10, record the serial number of the item on this column and repeat corresponding entries in columns (4) to (6).

5. In section 2 Part A, information has to be collected from one male and female leader of the Community residing in the RC1 through interviews on each item mentioned in column (2) and recorded in columns (3) to (6). Items 1 and 2 are relevant for all RC1, where as items 3 and 4 are relevant for RC1s with some farming activity only while items 5 to 12 are relevant for RC1s with agricultural and/or non-agricultural production

activities. For RC1s where certain items are not relevant record N.R in the corresponding columns. In column (3), the name and address have to be written briefly for identification purposes. Distances in kms. from the centre of the RC1 have to be recorded in column (4), if the item of column (2) is not in the RC1 under investigation. If it is in the RC1 record '00'. Access codes and Importance codes as given in the questionnaire are to be recorded. Care should be taken to note that some codes may not be relevant to some items.

6. Section 2 Part B: This part of section 2 deals with availability and price of some selected consumer goods (including one construction material namely Mabati) at the local market i.e nearest consumer market recorded against item 1 of Section 2 Part A or with the local producers and /or shops. Instructions to fill-in this questionnaire are given at the bottom of the section. If in column (2) any staple food which is more important than 9 items mentioned in the code-list is observed in a RC1, the same upto a maximum of 2 items, should be recorded in column (2) with specifications in column (3) and column (4) to be left blank. Information against 'Matooke' whether consumed in RC1 or not is to be recorded as available. Animal proteins are also to be treated similarly. If against 'Other foods', additional items other than those available in the code-lists are important and need to be recorded, the same should be recorded at the bottom of the page after drawing relevant rows and columns. If necessary the information may be recorded in seperate sheets and attached. Codes to be recorded in column (4) are to be left blank. No additional item against 'Other items', need be recorded. For guidance on specifications to be recorded in column (3), refer to Annex 22 added to the code-list booklet.

7. Section 2 Part C: This part of section 2 deals with availability and prices of agricultural and other common input items. Availability of input items in local district markets will be recorded in col (5) and col (6) respectively. Prices, however, will be collected locally only. Instructions and codes are given at the bottom of the questionnaire.

8. Section 2 Part D: This part of section 2 deals with producer or wholesale price of food and cash crops only. In column (1) record names of a few most important crops grown by the farmers of the RC1 in question. The list of crops which should not be more than 10 should be drawn with reference to Annex 19 of the code-list. In case the name of an important item is not given in the code-list, it should be recorded in the questionnaire leaving column (2) for codes blank. Other instructions to fill the questionnaire are given as Footnotes. Price data are to be obtained by enquiring the community leaders. These data are to be checked through observation if necessary and possible within the time-frame given for the survey. In case of non-standard unit of sale, obtain conversion-factors to standard units by enquiry. In case prices in district and/or regional markets can not be obtained record N.A (Not available). While quoting prices, unit of sale will be the local unit in which sales are executed but care should be taken to quote for bulk sales or sales in large quantities made by producers and wholesalers.

9. Section 3 : Demographic Information: Demographic information for the community as a whole residing in the RC1, on a few characteristics only, will be collected in this section. Instructions to fill-in the information on the items as required are given at the bottom of the section. Item 1 refers to the age of the village or community living in the area covered by the current RC1, which will be numerically

equivalent to the number of years since when the first group of people came and settled down to live in that location. Item 2 will deal with in and out migration as indicated in the instructions. Item 3 relates to ethnic groups i.e of mankind distinguished by customs, characteristics language, common history etc. Examples of ethnic groups on Uganda with codes are given in Annex 23 added to the code-list book-let. The names of ethnic groups in order of importance according to percentage to total inhabitants are to be recorded in column (2) from item 3.1 to 3.3 and their codes with reference to ANNEX 23 in column (3). Codes are not to be left blank as mentioned in the instructions given at the bottom of the questionnaire. Approximate percentages to total population of the RC1 are to be given in column (4). Total of column (4) should be 100. Similarly languages spoken are to be recorded against item 4 with reference to ANNEX 24 added to the code-list book-let. Language to be considered is the mother-tongue or the language through which the members of the household generally communicate with each other. A person may be knowing other languages than the mother-tongue but they are not to be considered for this section. Total of column (4) has to be 100 and 100 only. While recording settlement pattern of families and practice of inheritance against item 5 and item 6 respectively, other types if observed which have been mentioned in the instructions, should also be described to be coded later.

10. Section 4-Access to infrastructure: Items are self-explanatory. While recording distances, care should be taken to record distances from active infra-structure only e.g, railway stops/stations which are not functioning are not to be taken into consideration.
11. Section 5-Part A: Availability of agricultural land:

Item 1 relates to land allocated to farmers for cultivation for a given period by administrative authorities (including RC system), Chiefs of tribes, statutory bodies, Mill-owners etc. with specified terms and conditions. Item 2 relates to land given by owners to other farmers for cultivation and the produce is shared as per mutually agreed terms. Item 3 relates to land for outright sale leading to change of ownership. Item 4 relates to land given for cultivation on rent for specified periods. Item 5 relates to all other types of agricultural land e.g, cultivatable land lying uncultivated without known ownership rights and available for cultivation, if any one is interested to do so. Availability codes to be recorded in column (3) are given at the bottom of the section.

12. Section 5-Part B: General characteristics of agriculture:

This section deals with a number of characteristics of agricultural activity in the concerned RC1. Item 1 relates to shifting cultivation which is a type of cultivation generally prevalent in hilly areas where the same piece of land is not continuously cultivated but left for fallow unused or for grazing. The fallow period is one or more years and the same is to be recorded against item 1. Against item 2, whether during the last one year (to be used as reference period) any new land in the concerned RC1 has been cultivated or not, if so which type of land, is to be recorded in codes as given at the bottom of the section. Items 3 to 7 are self explanatory and codes for those items are indicated at the bottom of the section. Irrigation is not yet practiced in Uganda but, however, some large scale and cash-crop farmers have started irrigating their plots for better yield. Against item 8, percentage of farming households (households with at least one or more members engaged in crop-farming) having at least one irrigated plot to total number of farming

households is to be recorded. Casual watering of kitchen gardens or other plots are not considered as irrigation. Items 9 and 10 relate to improved storage facility which is somewhat different from stores built by farmers for their own use at their own cost. Under agricultural extension and marketing programmes of the Government or by organised traders, or mill-owners etc. scientific permanent structured stores with water-proof, fumigation and other facilities have been built in some areas to be used by producers either free or on rent. Against item 8, whether such facilities exist or not is to be recorded and the percentage of farming households to total number of farming households using such facilities will be recorded against item 9. Availability of agricultural extension agencies of the Ministry of Agriculture providing guidance and facilities for improved agricultural practices as well as type of facilities provided by these agencies are to be recorded against items 11 and 12 using codes given at the bottom of the section.

13. Section 6-Part A: Job availability: Job availability which will include jobs as employees (part-time and full-time) as well as self employment in five most important sectors and remaining sectors all combined as 'others' will be recorded in columns (3) to (6) using codes given at the bottom of the section. Permanent opportunities will mean long-term covering a period of one year or more. The rest will be taken as temporary.
14. Section 7 Part B: Wages: Daily wage-rates in shillings as prevalent currently are to be recorded in this section. Care should be taken to include wages in kind (partly or wholly) evaluating at the market-price. Notes given in the section for piece-rate wages should be taken into consideration.
If wages are paid as lump-sum for completing an operation

without considering the number of days taken to complete it, the same has to be converted to daily-wage by dividing the total amount paid by the number of days taken to complete the job.

15. Section 7-Part C: Migration for employment: If suitable and adequate job opportunities are not available in the area, whether during off-seasons or for longer durations, some people generally move out in search of employment while some others continue to stay idle. In this section, the status of migration and places where they migrate are to be recorded in codes as given at the bottom of the section.
16. Section 8- Economic infrastructure (Credit facilities): Availability of credit facilities to meet needs of economic activity and other social reasons and terms of credit are to be recorded in codes as given at the bottom of the section. Rate of interest to be recorded in column (6) should be 'annual' and not monthly or otherwise.
17. Section 9- Social infrastructure -Education: This section consists of three parts. Part A deals with availability and expenses for literacy programmes. Availability of items 1 and 2 are to be recorded in codes given in the notes. Expenses against item 3 are to be calculated for one year and recorded. Part B deals with primary education, Names of three popular primary schools, their distances and time taken (by walking) to reach those schools from the centre of RC1 followed by reasons for not going to those schools by some or many children are to be recorded school-wise. The degree of importance of reasons to be recorded in codes denote whether the reasons are very much relevant (code 1) or somewhat relevant (code 2) or does not exist (code 3). For example if a particular school is very far (more than 3 kms) and children do not prefer to go there code 1 is applicable. On the other

hand, if the school is somewhat far i.e between 1 and 3 kms and some may not like to go to that school, code 2 will be applicable. For schools within 1 km. code 3 will be applicable. For fees and expenses to be considered very high or somewhat high or reasonable, the precise levels will vary from place to place and will have to be determined through discussions before coding. Similarly levels for all other reasons will have to be determined first through discussions on the spot before recording codes. Part C deals with information on education and care for children considered young to go to primary schools. Item 1 relates to whether facility for education and /or for child-care is available in the RC1 or not. Weaning age (item 2) is the age upto which children suck their mother's breasts for milk. Against item 3, the number of meals cover food taken (in any form) in substantial quantity on a regular basis and excludes casual and occasional eating. In item 4, all supplementary food given regularly (irrespective of quantity) in addition to regular meals are to be recorded.

18. Section 10-Social infrastructure: Health: This section consists of 3 parts. Part A deals with availability and other characteristics of health service facilities by categories. In column (2) 8 commonly prevalent categories have been mentioned and item 9 will cover any other category (to be specified) if available (for example regular periodic special camps or mobile clinics). In column (3) availability has to be recorded in codes. Code 2 should include adjoining RC1 and the nearest town. Similarly code 4 should read as 'not even in the district but only in adjoining district or in Kampala city'. Other columns are self-explanatory. In Part B, reasons for not at all or partly using available health clinic facilities provided by the Government, are to be recorded in codes denoting degree of importance. If importance codes for all the items are 3, it is indicated that the health clinic is

being generally used. Part C of this section deals with Water and Sanitation facilities in the RC1, to be recorded in codes given at the bottom of the section which are self explanatory.

19. Section 11: Social and economic network: All questions are self-explanatory and answers are to be recorded in codes given with the questions.
20. Section 12: Youth - Employment opportunities: In this section availability of employment opportunities for youth (boys and girls of age 15 and 25) is to be recorded in Part A. Information to be recorded is self-explanatory. In Part B, some recommendations for seeking employment are to be recorded in codes.
21. Section 9 B: Education : The section is repeated for being answered by school officials (any available official who has the authority and knowledge about the school). The information in this section is to be recorded for one or more primary schools depending upon the situation explained in the notes. Items 1 to 3. are self-explanatory. Item 4 is to be recorded in codes given in column (3). Items 5 to 12 are self-explanatory but care should be taken to be obtained from official records. Items 13 to 15 will be the opinion of the official giving the replies. In case the replies appear to be biased as judged by personal observation, it should be mentioned at the foot-note. Item 16 will relate to facts covering the last 5 years.
22. Section 10 B: Health: The section is repeated for being answered by an authorized and knowledgeable health official of one or two clinics as the case may be. Items 01 to 08 are self-explanatory. Against item 09, consultation fees only excluding cost of medicines are to be recorded during the first visit of the patient. Record '0' if no consultation

fees are charged. Item 10 and 11 refer to current price as on date of the survey. Item 12 is the opinion of the respondent to be recorded in codes. Items 13 to 16 are self-explanatory.

23. Section 13 A & 13 B - Seasonal Hardships: Common section 13 A and 13 B are to be completed by separately interviewing group of men and women leaders respectively. The degree of hard-ship with regard to items given in column (2) is to be recorded in codes given in the section calendar month-wise considering the situation generally prevailing during the last 5 years. For items 1 to 4, the degree of hardship with regard to availability of these items is to be recorded. Against items 5 and 6, degree of hardship with regard to pressure of work is to be recorded. The degree of hardship against item 7 and 8 are to be expressed in terms of rate of prevalence of diseases.
24. Section 14 A & 14 B- Obligations: Common section 14 A and 14 B are to be completed by separately interviewing group of men and women respectively. Information on items listed in column (2) will be expressed in percentage terms which will be the opinion of the respondents regarding the position prevailing in the concerned RC1.
25. Section 15 : Development issues: This section deals with need for development of infrastructure and other facilities to be coded as per code-list given in column (3). Items 01 to 11 are self-explanatory. Industrial extension scheme relates to government schemes for developing small scale industries for supplementary income of agricultural farmers. Item 13 is self-explanatory. Items 01 to 13 have same coding system. Items 14 and 15 will have a different coding system as given in column (3).