

A. Household questionnaire**Part 1. Household identification particulars**

| | | | | | |
|---|-----------------|-----------------|---------|-------|-----|
| District | _ _ | Sub-district | _ _ | Suco | _ _ |
| Enumeration Area | _ _ _ _ _ _ _ _ | Building number | | | |
| Household number | _ _ _ | Aldeia: _____ | | _ _ _ | |
| Name of the head of the household: _____ | | | | | |
| Total number of persons in the household: | | | | | |
| Males | | _ _ | Females | | _ _ |
| | | | Total | | _ _ |
| Total number of persons aged 10 years and above in the household: | | | | | |
| Males | | _ _ | Females | | _ _ |
| | | | Total | | _ _ |

Part 2. Interview Control Section

| Visit(s) | 1 | 2 | 3 | 4 |
|----------|--------|--------|--------|--------|
| Date | _/_/_/ | _/_/_/ | _/_/_/ | _/_/_/ |
| Time | _: | _: | _: | _: |

Total number of persons aged 10 years and above in the household who completed an individual questionnaire:

| | | | | | |
|-------|-----|---------|-----|-------|-----|
| Males | _ _ | Females | _ _ | Total | _ _ |
|-------|-----|---------|-----|-------|-----|

Main language of interview:

☐ Tetun
 ☐ Portuguese

☐ Bahasa Indonesia
 ☐ English

Others

Interview results:

| | |
|--|--|
| <input type="checkbox"/> Completed (Fully responding household) <input type="checkbox"/> Partly completed (one or more individual questionnaires missing) <input type="checkbox"/> Non-contact <input type="checkbox"/> Refused | <input type="checkbox"/> Family problems <input type="checkbox"/> Vacant/demolished dwelling or change of status <input type="checkbox"/> Listing error <input type="checkbox"/> Other reasons (specify): _____ |
|--|--|

Interviewer's Comments:

Supervisor's Comments:

| Name | Code | Checked | Signature | Date |
|----------------------------|------|--------------------------|-----------|--------|
| Interviewer: _____ | _ _ | <input type="checkbox"/> | _____ | _/_/_/ |
| Supervisor: _____ | _ _ | <input type="checkbox"/> | _____ | _/_/_/ |
| Data coder: _____ | _ _ | <input type="checkbox"/> | _____ | _/_/_/ |
| Data entrant: _____ | _ _ | <input type="checkbox"/> | _____ | _/_/_/ |

| Part 3. List of household members (usual residents) | | | | | | | | | |
|---|---|------------|----|----|----|----|----|----|-----|
| Who is the head (or acting head) of the household? (Record that person in column 01.) | | Person No. | | | | | | | |
| | | 01 | 02 | 03 | 04 | 05 | 06 | 07 | ... |
| | First name | | | | | | | | |
| | Surname | | | | | | | | |
| H1 | Is ... male or female? Male = 1 Female = 2 | | | | | | | | |
| H2a | What is ...'s date of birth (day, month and year)? | | | | | | | | |
| H2b | What is ...'s age in completed years? (Write '00' if less than 1 year.) | | | | | | | | |
| H3 | What is ...'s relationship to the head (or acting head) of the household? Household head = 01 Spouse/Partner = 02 Son/daughter = 03 Son-/daughter-in-law = 04 Foster-/Stepchild = 05 Mother/Father = 06 Sister/Brother = 07 Grandchild = 08 Grandparent = 09 Other relative = 10 Unrelated = 11 | | | | | | | | |

| | | | | | | | | | |
|-----------|---|---|---|---|---|---|---|---|---|
| H4 | For persons aged 15 years or more: What is ...'s current marital status? Married = 1 Living together like husband and wife = 2 Widowed = 3 Divorced/Separated = 4 Single/Never married = 5 | | | | | | | | |
| H5 | For persons aged 10 years or more: Can ... speak, read and write complete sentences in the following languages? Use S for Speaking, R for Reading and W for Writing a. Tetun Yes = 1 No = 2 b. Portuguese Yes = 1 No = 2 c. Bahasa Indonesia Yes = 1 No = 2 d. English Yes = 1 No = 2 e. Any other language(s) Yes = 1 No = 2 | S R W a. b. c. d. e. | S R W a. b. c. d. e. | S R W a. b. c. d. e. | S R W a. b. c. d. e. | S R W a. b. c. d. e. | S R W a. b. c. d. e. | S R W a. b. c. d. e. | S R W a. b. c. d. e. |
| H6 | For those aged 10 and above: Have you been to school Yes = 1 No = 2 → H7 | | | | | | | | |

| | | | | | | | | | |
|------------|---|--|--|--|--|--|--|--|--|
| H6a | <p>For persons aged 10 years or more:</p> <p>Which is the highest level of education that ... has successfully completed? If is still in undergoing basic education (eskola basiku), go to H6b</p> <p>Pre-primary = 1 Primary = 2 Pre-secondary = 3 Secondary = 4 Technical Secondary = 5 Vocational course = 6 Polytechnic/Diploma = 7 University = 8 None = 9</p> | | | | | | | | |
| H6b | <p>If undergoing basic education (eskola basiku), currently in which class are you studying?</p> <p>Class 2: (1) Class 3: (2) Class 4: (3) Class 5: (4) Class 6: (5) Class 7: (6) Class 8: (7) Class 9: (8)</p> | | | | | | | | |
| H7 | <p>For persons aged 6 years or more:</p> <p>Is ... currently attending school?</p> <p>Yes = 1 No = 2</p> | | | | | | | | |

| | | | | | | | | | |
|-------------|---|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| H8 | Where was ... born? (Record suco code if born in Timor Leste; record country code if born abroad.) (If born in this suco go to H11.) | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| H9a | H9a. When did ... (last) come to live in the current suco? (month and year) (Write '00' if less than 1 year.) | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| H9b | How many years has ... been living in the current suco? (Write '00' if less than 1 year.) | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| H10a | Where was ... last living before moving to this suco? (Record suco code if previous residence was in Timor Leste; record country code if previous residence was abroad.) | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| H10b | What was the main reason for you to move to this suco? 1. Study/ training 2. Job transfer 3. To search for work 4. Marriage 5. Family moved/other family related reasons 6. Natural disaster 7. Conflict/ Violence/ Political reason 8. Was forced to leave 9. Other (specify)..... | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

| | | | | | | | | | |
|---|---|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| H11 | Which is/are ...'s current citizenship(s)? 1. 2. 3. (Record corresponding country code.) | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| H12 | Which citizenship(s) did ... have at birth? 1. 2. 3. (Record corresponding country code.) | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Part 3. Cont'd Training within the last 12 months (outside of the general education system i.e. schools, universities) For persons aged 10 years and over | | | | | | | | | |
| Who is the head (or acting head) of the household? (Record that person in column 01.) | | Person No. | | | | | | | |
| | | 01 | 02 | 03 | 04 | 05 | 06 | 07 | ... |
| H13 | In the last 12 months, how many training courses including private lessons have you attended? - 0 training course → H21 - 1 training course - 2 training courses, - 3 or more training courses | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| H14 | What was the (subject) topic of the last training that you attended in 12 months? <i>Check List of Training Courses</i> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

| | | | | | | | | | |
|------------|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| H15 | What was the purpose of this training? 1. job preparation 2. upgrading my skills 3. refresh skills that I learned in the past 4. to kill time 5. not sure | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| H16 | For how long did you attend (Name Course) training? 1= Less than 1 week 2= 1 week to < 2 weeks 3= 2 weeks to < 3 weeks 4= 3 weeks to < 4 weeks 5= 1 month to < 3 months 6= 3 months to < 6 months 7= 6 months or longer | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| H17 | Who provided this training? 1. Private lessons from an individual 2. Attended this training outside Timor-Leste 3. Name of the training institution if training attended in Timor-Leste (Refer to the list of training providers) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| H18 | Was any official certificate granted to you at the end of this training? 1= Yes 2= No → H21 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| H19 | What was the title of the certificate awarded to you and the year? | | | | | | | | |

| | | | | | | | | | |
|------------|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| H20 | What happened after you completed the training? 1. Nothing 2. I was able to get a job 3. My salary increased 4. I was promoted at work 5. My job skills have improved 6. I got an internship/traineeship with a company 7. It was a waste of time and money | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| H21 | In the next 12 months name the training course(s) that you plan to attend 1- I am not going to attend any training → H23 2. Check List of Training Courses | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| H22 | How much are you paying for this training? 1. It is free 2. I am paying 10 per cent of the costs 3. I am paying 50 per cent of the costs 4. I am paying 100 per cent of the costs | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| H23 | If someone offered, what kind of training course you would like to attend? 1. Not interested → Part 4, H25 2. See List of Training Courses | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| H24 | Will you be willing to pay for this training? 1. No, training should be provided free of charge 2. Yes, I will pay at least 10 per cent of the training cost 3. Yes, I will pay at least 50 per cent of the training cost 4. Yes, I will pay for the full training cost | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Part 4. Household income

H25. Which sources of cash income does the household, or its members, have?

Mark all that apply

- Income from the sale of own agricultural, livestock or fishing products 1 ☐
- Income from self-employment in other activities (non-agricultural) 2 ☐
- Income from wage employment 3 ☐
- Old-age pension 4 ☐
- Subsidies/allowances from government 5 ☐
- Donations, scholarships, charity from churches, NGOs, international organizations, etc. 6 ☐
- Remittances, alimony, gifts from family members or other households..... 7 ☐
- Property income (rent, interests, dividends, etc.) 8 ☐
- Other (specify): 9 ☐

H26. On average, how much income does the household receive in cash per month (after payment of taxes, if any)?

- No cash income 0 ☐
- Less than 50 USD 1 ☐
- 50 – 99 USD 2 ☐
- 100 – 199 USD 3 ☐
- 200 – 299 USD 4 ☐
- 300 – 399 USD 5 ☐
- 400 – 499 USD 6 ☐
- 500 – 749 USD 7 ☐
- 750 – 999 USD 8 ☐
- 1,000 USD or more 9 ☐

The Democratic Republic of Timor Leste

Labour Force Survey 2009-2010

B. Individual questionnaire

- An individual questionnaire is to be completed for each household member aged 10 years or above, who has been listed in Part 3 of the Household Questionnaire.
- To the extent possible, each household member should respond by him/herself to his/her individual questionnaire (self-response).
- The reference period for survey questions referring to the last week comprises the 7 days from Monday to Sunday of the calendar week preceding the interview date.
- Unless 'mark all that apply' is indicated, you should write down only one answer to the question.
- Answer the questions by marking closed boxes ☐ with "x", inserting figures in open boxes and writing text in spaces marked by a solid line _____.
- Numbers shown after the sign ➤ indicate the number of the question to be asked next.
- In cases where there is no sign ➤ after the box in which the answer has been marked, continue with the question that follows immediately afterwards.

Part 1. Personal identification particulars

Data are to be taken from the Household Questionnaire

| | | | |
|----------------------------|----------------------|-----------------|----------------------|
| District | <input type="text"/> | Sub-district | <input type="text"/> |
| Enumeration Area | <input type="text"/> | Building number | <input type="text"/> |
| Household number | <input type="text"/> | Aldeia | <input type="text"/> |
| Person number in household | <input type="text"/> | Age | <input type="text"/> |
| Person's name: _____ | | | |

Part 2. Identification of employed persons

Q1. In the last week, did you work for a wage or salary, or for other income in cash or in kind (including income obtained from your own or a family business, farm or subsistence agriculture)?

- Yes 1 ☐ ➡ Q3
- No 2 ☐

Q2. Last week, did you do any paid or unpaid work for at least one hour (even if you are student, unemployed, housewife or elderly person and work only part-time or occasionally)?

Examples:

- Paid work as part-time or temporary employee;
- Paid work as occasional worker, assistant, substitute;
- Military service;
- Missionary work;
- Unpaid work in subsistence agriculture, in a business or on a farm of another household member;
- Work compensated through an exchange of labour;
- Production or sale/barter of raw or processed products from agriculture, forestry or fishing;
- Sale/barter of foodstuffs, beverages, clothes, handicrafts, etc. on the street, in the market or at home;
- Construction or renovation of houses, repair of cars or durable goods for other persons for payment;
- Transportation of passengers or goods for payment;
- Paid security services;
- Paid consultations, private tuition (foreign languages, computers, etc.);
- Housekeeping, washing clothes, baby-sitting, etc. for payment in cash or in kind (e.g. food and lodging).

ATTENTION! Unpaid housework provided by household members for their own household or other households should not be taken into consideration.

- Yes 1 ☐
- No 2 ☐ ➡ Q5

Q3. Has this work been done on your own agricultural land (or that of another household member)?

Examples: livestock farming, land cultivation and other agricultural work, selling/bartering products obtained from the land.

- Yes 1 ☐
- No 2 ☐ ➡ Q10

Q4. In general, are the raw or processed products obtained from this land produced exclusively for your household's own consumption or also for sale/barter?

- Only for own consumption 1 ☐
- Mostly for own consumption and some for sale or barter 2 ☐ ➡ Q10
- Mostly for sale or barter and some for own consumption..... 3 ☐ ➡ Q10
- Only for sale or barter 4 ☐ ➡ Q10

Q5. Last week, did you have work, from which you were temporarily absent because of vacation, illness, off-season, bad weather, economic reasons, etc., and to which you will definitely return?

- Yes 1 ☐
- No 2 ☐ ➡ Q59

Q6. What was the main reason why you did not work last week?

- Vacation, holidays 1 ☐ ➔ Q10
- Maternity leave 2 ☐ ➔ Q10
- Medical (illness, injury) 3 ☐ ➔ Q10
- Technical (breakdown of infrastructure, vehicles, machinery or equipment, lack of transport facilities, energy cuts, etc.) 4 ☐ ➔ Q7
- Economic (lack/high cost of raw materials, energy or equipment, lack of orders or clients, etc.) 5 ☐ ➔ Q7
- Strike or labour dispute 6 ☐ ➔ Q10
- Schooling or training 7 ☐ ➔ Q10
- Seasonal work (self-employment) 8 ☐ ➔ Q59
- Seasonal work (wage employment) 9 ☐ ➔ Q8
- Family responsibilities (other than maternity leave) 10 ☐ ➔ Q10
- Community obligations 11 ☐ ➔ Q10
- Bad weather conditions 12 ☐ ➔ Q10
- Other (specify): 13 ☐ ➔ Q10

Q7. Are you sure that you will have returned to work:

- Within 3 months? 1 ☐ ➔ Q10
- After 3 months? 2 ☐ ➔ Q59
- Not sure to return 3 ☐ ➔ Q59

Q8. Are you sure that you will have returned to work:

- Within 6 months? 1 ☐
- After 6 months? 2 ☐ ➔ Q59
- Not sure to return 3 ☐ ➔ Q59

Q9. Does your employer continue to pay you a wage or salary during the off-season?

- Yes 1 ☐
- No 2 ☐ ➔ Q59

Part 3. Employed persons: characteristics of main job

The following questions refer to the respondent's main job/activity (if more than one) during the last week. The main job/activity is the one in which the respondent usually works the largest number of hours per week. If the usual hours of work are the same in each job/activity, the main job/activity is the one that generates the largest income.

Q10. In the job/activity that you had during the last week, were you ...

- Read*
- Employee (working for someone else for pay in cash or in kind) 1 ☐
 - Employer (employing one or more employees) 2 ☐ ➔ Q19
 - Own-account worker (not employing any employee) 3 ☐ ➔ Q19
 - Contributing family worker (working without pay in the business or farm of another household/family member) 4 ☐ ➔ Q19
 - Member of a producers' cooperative 5 ☐ ➔ Q19
 - On military service 6 ☐ ➔ Q25

Q11. Were you employed on the basis of ...

- a written contract? 1 ☐
- an oral agreement? 2 ☐

Q12. Was your contract or agreement of ...

- a limited time duration? 1 ☐
- an unlimited time duration? 2 ☐ → Q15

Q13. Why is your contract or agreement of limited duration?

- On-the-job training, internship, traineeship 1 ☐
- Probation period 2 ☐
- Seasonal work 3 ☐
- Occasional work 4 ☐
- Daily work 5 ☐
- Work as a replacement/substitute 6 ☐
- Public employment programme 7 ☐
- Project work (UN, NGOs, etc.) 8 ☐
- Specific service or task (lecturer, artist, etc.) 9 ☐
- Chain contract (succession of temporary contracts with same employer)..... 10 ☐
- Other (specify): 11 ☐

Q14. What is the duration of your contract or agreement?

- Daily contracts/agreements 1 ☐
- Less than 1 month 2 ☐
- 1 to 2 months 3 ☐
- 3 to 6 months 4 ☐
- 7 to 12 months 5 ☐
- More than 12 months 6 ☐
- Do not know 7 ☐

Q15. How long have you been employed in this job?

- Less than 1 year 1 ☐
- 1 to 2 years 2 ☐
- 3 to 5 years 3 ☐
- 6 to 10 years 4 ☐
- 11 to 20 years 5 ☐
- 21 to 30 years 6 ☐
- 31 or more years 7 ☐

Q16. Do you get paid annual leave or payment for leave not taken?

- Yes 1 ☐
- No 2 ☐
- Do not know 3 ☐

Q17a. Would you get paid sick leave in case of illness or injury?

- Yes 1 ☐
- No 2 ☐
- Do not know 3 ☐

Q17b. Would you get paid maternity/ paternity leave?

- Yes 1 ☐
- No 2 ☐
- Do not know 3 ☐

Q18. In which sector were you employed?

Read

- Government 1 ☐ *Q20*
- State-owned enterprise (e.g. TVTL, EDTL) 2 ☐ *Q20*
- Privately-owned business or farm 3 ☐
- Non-governmental/non-profit organization 4 ☐
- Private household 5 ☐ *Q20*
- Embassies and bilateral institutions (e.g. USAID, CIDA) 6 ☐ *Q20*
- United Nations and other international org. 7 ☐ *Q20*
- Other (specify): 8 ☐ *Q20*

Q19. Was your business/farm (or the business/farm where you worked) registered at the Ministry of Justice or Ministry of Commerce, Industry, Environment?

- Yes 1 ☐
- Is in the process of being registered 2 ☐
- No 3 ☐
- Do not know 4 ☐

Q20. Where do you usually work?

Read

- In your home 1 ☐
- Structure attached to your home 2 ☐
- At the client's or employer's home 3 ☐
- Enterprise, plant, factory, office, shop, workshop etc. (separate from the house) 4 ☐
- On a farm or agricultural plot 5 ☐
- Construction site 6 ☐
- Fixed stall in the market or on the street 7 ☐
- Without fixed location/mobile 8 ☐
- Other (specify): 9 ☐

Q21. What kind of work do you usually do in the job/activity that you had last week?

a. Occupational title:

b. Short description of the main tasks or duties:

ISCO Code

| | | | |
|--|--|--|--|
| | | | |
|--|--|--|--|

Q22a. What kind of industry, business, service or activity is carried out at your place of work?

Q22b. What are the main goods or services produced at your place of work or its main functions?

_____ ISIC Code

| | | | |
|--|--|--|--|
| | | | |
|--|--|--|--|

Q23. How many persons including yourself work at your place of work?

- | | | |
|-----------------------------|---|--------------------------------|
| • 1-4 | 1 | <input type="checkbox"/> |
| • 5-9 | 2 | <input type="checkbox"/> |
| • 10-19 | 3 | <input type="checkbox"/> ➔ Q25 |
| • 20-49 | 4 | <input type="checkbox"/> ➔ Q25 |
| • 50-99 | 5 | <input type="checkbox"/> ➔ Q25 |
| • 100 or more | 6 | <input type="checkbox"/> ➔ Q25 |
| • more than 9 persons | 7 | <input type="checkbox"/> ➔ Q25 |
| • Do not know | 8 | <input type="checkbox"/> ➔ Q25 |

Q24. Please specify the exact number of workers

- Number of workers:

| |
|--|
| |
|--|

Q25. In which suco is your place of work located?

_____ Suco Code

| | |
|--|--|
| | |
|--|--|

Interviewer: If 10 to 14 years old then ➔ Q28, otherwise continue with Q26.

Q26. What kind of work have you been trained for or learned to do?

a. Occupational title:

b. Short description of the main tasks or duties:

_____ ISCO Code

| | | | |
|--|--|--|--|
| | | | |
|--|--|--|--|

Q27a. How have you been trained/did you learn?

- | | | |
|--|---|--------------------------|
| • Formal schooling | 1 | <input type="checkbox"/> |
| • Vocational training programme | 2 | <input type="checkbox"/> |
| • Training programme provided by NGO, etc. | 3 | <input type="checkbox"/> |
| • On-the-job training provided by an enterprise/employer | 4 | <input type="checkbox"/> |
| • Learning from parent, relative, friend | 5 | <input type="checkbox"/> |
| • Self-taught | 6 | <input type="checkbox"/> |

Q27b How has this training/learning helped you?

- | | | |
|-----------------------|---|--------------------------|
| Got a job | 1 | <input type="checkbox"/> |
| Income increased | 2 | <input type="checkbox"/> |
| Promotion at work | 3 | <input type="checkbox"/> |
| Improved productivity | 4 | <input type="checkbox"/> |
| No benefit | 5 | <input type="checkbox"/> |

Part 4. Employed persons: characteristics of secondary activity

The following questions refer to the respondent's secondary job/activity, if any, during the last week.

Q28. Under current conditions in Timor-Leste, with low incomes and high prices, many people have a secondary job/activity in addition to the main one. Last week, did you have any secondary job/activity from which you or your household obtain any income in cash or in kind?

Interviewer: Include jobs/activities from which the person was temporarily absent during the last week.

Examples:

- Paid work as part-time or temporary employee even if only for one or a few hours;
- Paid work as occasional worker, assistant, substitute;
- Military service; Paid security services;
- Missionary work;
- Unpaid work in subsistence agriculture, in a business or on a farm of another household member;
- Work compensated through an exchange of labour;
- Production or sale/barter of raw or processed products from agriculture, forestry or fishing;
- Sale/barter of foodstuffs, beverages, clothes, handicrafts, etc. on the street, in the market or at home;
- Construction or renovation of houses, repair of cars or durable goods for other persons for payment;
- Transportation of passengers or goods for payment;
- Paid consultations, private tuition (foreign languages, computer, etc.);
- Housekeeping, washing clothes, baby-sitting, etc. for payment in cash or in kind (e.g. food and lodging).

ATTENTION! Unpaid housework provided by household members for their own household or other households should not be taken into consideration.

- | | |
|-------------|----------------------------------|
| • Yes | 1 <input type="checkbox"/> |
| • No | 2 <input type="checkbox"/> ➔ Q49 |

Q29. Was this secondary job/activity done on your own agricultural land (or that of another household member)?

Examples: livestock farming, land cultivation and other agricultural work, selling/bartering products obtained from the land.

- | | |
|-------------|----------------------------------|
| • Yes | 1 <input type="checkbox"/> |
| • No | 2 <input type="checkbox"/> ➔ Q31 |

Q30. In general, are the raw or processed products obtained from this land produced exclusively for your household's own consumption or also for sale/barter?

- | | |
|--|----------------------------------|
| • Only for own consumption | 1 <input type="checkbox"/> ➔ Q49 |
| • Mostly for own consumption and some for sale or barter | 2 <input type="checkbox"/> |
| • Mostly for sale or barter and some for own consumption..... | 3 <input type="checkbox"/> |
| • Only for sale or barter | 4 <input type="checkbox"/> |

Q31. In this secondary job/activity, were you ...


Read

- | | |
|---|----------------------------------|
| • Employee (working for someone else for pay in cash or in kind) | 1 <input type="checkbox"/> |
| • Employer (employing one or more employees) | 2 <input type="checkbox"/> ➔ Q40 |
| • Own-account worker (not employing any employee) | 3 <input type="checkbox"/> ➔ Q40 |
| • Contributing family worker (working without pay in the business or farm of another household/family member) | 4 <input type="checkbox"/> ➔ Q40 |
| • Member of a producers' cooperative | 5 <input type="checkbox"/> ➔ Q40 |

Q32. In this secondary job/activity, were you employed on the basis of ...

- a written contract? 1 ☐
- an oral agreement? 2 ☐

Q33. In this secondary job/activity, was your contract or agreement of ...

- a limited time duration? 1 ☐
- an unlimited time duration? 2 ☐  Q36

Q34. Why is your contract or agreement, in this secondary job/activity, of limited duration?

- On-the-job training, internship, traineeship 1 ☐
- Probation period 2 ☐
- Seasonal work 3 ☐
- Occasional work 4 ☐
- Daily work 5 ☐
- Work as a replacement/substitute 6 ☐
- Public employment programme 7 ☐
- Project work (UN, NGOs, etc.) 8 ☐
- Specific service or task (lecturer, artist, etc.) 9 ☐
- Chain contract (succession of temporary contracts with same employer)..... 10 ☐
- Other (specify): 11 ☐

Q35. What is the duration of your contract or agreement in this secondary job/activity?

- Daily contracts/agreements 1 ☐
- Less than 1 month 2 ☐
- 1 to 2 months 3 ☐
- 3 to 6 months 4 ☐
- 7 to 12 months 5 ☐
- More than 12 months 6 ☐
- Do not know 7 ☐

Q36. How long have you been employed in this secondary job/activity?

- Less than 1 year 1 ☐
- 1 to 2 years 2 ☐
- 3 to 5 years 3 ☐
- 6 to 10 years 4 ☐
- 11 to 20 years 5 ☐
- 21 to 30 years 6 ☐
- 31 or more years 7 ☐

Q37. In this secondary job/activity, do you get paid annual leave or payment for leave not taken?

- Yes 1 ☐
- No 2 ☐
- Do not know 3 ☐

Q38. In this secondary job/activity, would you get paid sick leave in case of illness or injury?

- Yes 1 ☐
- No 2 ☐
- Do not know 3 ☐

Q39. In which sector were you employed in your secondary job/activity?

Read

- Government 1 ☐ Q41
- State-owned enterprise (e.g. TVTL, EDTL) 2 ☐ Q41
- Privately-owned business or farm 3 ☐
- Non-governmental/non-profit organization 4 ☐ Q41
- Private household 5 ☐ Q41
- Embassies and bilateral institutions (e.g. USAID, CIDA) 6 ☐ Q41
- United Nations and other international org. 7 ☐ Q41
- Other (specify): 8 ☐ Q41

Q40. Was your business/farm (or the business/farm where you worked) registered at the Ministry of Justice?

- Yes 1 ☐
- Is in the process of being registered 2 ☐
- No 3 ☐
- Do not know 4 ☐

Q41. Where do you usually work to perform your secondary job/activity?

Read

- In your home 1 ☐
- Structure attached to your home 2 ☐
- At the client's or employer's home 3 ☐
- Enterprise, plant, factory, office, shop, workshop etc. (separate from the house) 4 ☐
- On a farm or agricultural plot 5 ☐
- Construction site 6 ☐
- Fixed stall in the market or on the street 7 ☐
- Without fixed location/mobile 8 ☐
- Other (specify): 9 ☐

Q42. What kind of work do you usually do in this secondary job/activity?

a. Occupational title:

b. Short description of the main tasks or duties:

ISCO Code

| | | | |
|--|--|--|--|
| | | | |
|--|--|--|--|

Q43a. What kind of industry, business, service or activity is carried out at the place of work where you had your secondary job/activity?

Q43b. What are the main functions, or goods or services produced, at the place of work where you had your secondary job/activity?

_____ ISIC Code

| | | | |
|--|--|--|--|
| | | | |
|--|--|--|--|

Q44. How many persons including yourself work at the place of work where you had your secondary job/activity?

- | | | |
|-----------------------------|----------------------------|-------|
| • 1-4 | 1 <input type="checkbox"/> | |
| • 5-9 | 2 <input type="checkbox"/> | |
| • 10-19 | 3 <input type="checkbox"/> | ☞ Q46 |
| • 20-49 | 4 <input type="checkbox"/> | ☞ Q46 |
| • 50-99 | 5 <input type="checkbox"/> | ☞ Q46 |
| • 100 or more | 6 <input type="checkbox"/> | ☞ Q46 |
| • more than 9 persons | 7 <input type="checkbox"/> | ☞ Q46 |
| • Do not know | 8 <input type="checkbox"/> | ☞ Q46 |

Q45. Please specify the exact number of workers

- Number of workers:

| |
|--|
| |
|--|

Q46. In which suco is your secondary job/activity located?

_____ Suco Code

| | |
|--|--|
| | |
|--|--|

Q47. Besides your main and secondary job/activity, last week, did you also work on your own agricultural land (or that of another household member)?

- | | | |
|-------------|----------------------------|-------|
| • Yes | 1 <input type="checkbox"/> | |
| • No | 2 <input type="checkbox"/> | ☞ Q49 |

Q48. In general, are the raw or processed products obtained from this land produced exclusively for your household's own consumption or also for sale/barter?

- | | | |
|--|----------------------------|--|
| • Only for own consumption | 1 <input type="checkbox"/> | |
| • Mostly for own consumption and some for sale or barter | 2 <input type="checkbox"/> | |
| • Mostly for sale or barter and some for own consumption..... | 3 <input type="checkbox"/> | |
| • Only for sale or barter | 4 <input type="checkbox"/> | |

Part 5. Hours of work and underemployment

Interviewer: Questions Q49 and Q50: "Other job(s)/activities" exclude work on subsistence agriculture producing only for own consumption (Q30=1 or Q48=1).


Q49. How many hours do you usually work per week?

- | | | | | |
|--|--|--|--|--|
| a. Main job/activity | <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table> | | | |
| | | | | |
| b. Other job(s)/activity(ies) | <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table> | | | |
| | | | | |
| c. Total for all jobs/activities | <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table> | | | |
| | | | | |

Q50. Thinking of each day last week, how many hours did you actually work...

| | a. Main job/act. | b. Other job(s)/act.(s) | c. Total all jobs/activities |
|--------------|----------------------|-------------------------|------------------------------|
| Monday? | <input type="text"/> | <input type="text"/> | |
| Tuesday? | <input type="text"/> | <input type="text"/> | |
| Wednesday? | <input type="text"/> | <input type="text"/> | |
| Thursday? | <input type="text"/> | <input type="text"/> | |
| Friday? | <input type="text"/> | <input type="text"/> | |
| Saturday? | <input type="text"/> | <input type="text"/> | |
| Sunday? | <input type="text"/> | <input type="text"/> | |
| Total | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Q51. Last week, would you have liked to work more hours than you actually worked provided the extra hours had been paid?

- Yes 1 ☐
- No 2 ☐  Q54


Q52. How many additional hours could you have worked last week?

- Number of additional hours

Q53. How would you have liked to increase your working hours?

- Read*
- Increase number of hours in current job(s)/activity(ies) 1 ☐
 - Take an additional job/activity 2 ☐
 - Replace current job(s)/activity with more hours (ies) by one(s) 3 ☐

Q54. Would you like to change your current employment situation?

- Yes 1 ☐
- No 2 ☐  Q58

Q55. What is the main reason why you want to change your current employment situation?

- To work more hours paid at your current rate 1 ☐
- To have a higher pay per hour 2 ☐
- Fear or certainty of losing the present job 3 ☐
- Present job is temporary or occasional 4 ☐
- To use qualifications/skills more adequately 5 ☐
- To have more convenient working time, shorter commuting time 6 ☐
- To improve working conditions 7 ☐
- To work less hours with a corresponding reduction in pay 8 ☐
- Other reason (specify): 9 ☐

Q56. During the last four weeks, did you look for another job/activity to replace your current one(s)?

- Yes 1 ☐
- No 2 ☐

Q57. During the last four weeks, did you look for extra work in addition to your current job(s)/activity(ies)?

- Yes 1 ☐
- No 2 ☐

Part 6. Employees: Wages and salaries

The following question applies only to persons who are employees in their main or secondary job.

Interviewer: If Q10=1 or Q31=1 (employees) then continue with Q58, else go to Q59

Q58. How much did you receive last month as wage or salary (after deduction of taxes, if any, but before any other deductions)?

| | a. Main activity | b. Secondary activity |
|--|---|---|
| Wage and salary includes: | | |
| -Direct regular wages and salaries in cash | | |
| -Pay for time not worked (i.e. paid leave, sick leave) | | |
| -Bonuses (13 th month salary) | | |
| -Allowances | | |
| -Value of remuneration in-kind | | |
| -Arrear or advance payments | | |
| TOTAL | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> USD | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> USD |

Go to Q79

Part 7: Unemployed or economically inactive persons

Q59. In the last four weeks, ...

Q59a. were you looking for a job?

- Yes 1 ☐ Q60
- No 2 ☐

Q59b. were you trying to start a business?

- Yes 1 ☐
- No 2 ☐ Q61

Q60. In the last four weeks what have you done to look for work or to start a business?

Read and mark all that apply

- Registration at the employment center 1 ☐ Q64
- Placed or answered job advertisement(s) 2 ☐ Q64
- Enquired at workplaces, farms, factories, markets, or contacted other possible employers) 3 ☐ Q64
- Searched through job advertisement(s) / searched on the internet 4 ☐ Q64
- Asked friends, relatives, colleagues for assistance 5 ☐ Q64
- Waited on the street to be recruited for casual work 6 ☐ Q64
- Sought financial assistance to look for work or start a business 7 ☐ Q64
- Looked for land, building, equipment, machinery to start own business or farming 8 ☐ Q64

- Applied for permit or license to start a business 9 ☐ Q64
- Other (specify): 10 ☐ Q64
- No method 11 ☐ Q62

Q61. Last week, would you have liked to work if there had been an opportunity to work?

- Yes 1 ☐
- No 2 ☐ Q67

Q62. What was the main reason why you did not seek work or try to start a business in the last four weeks?

Mark only one answer

- Had already found a job to start at a later date 1 ☐ Q64
- Have undertaken all necessary steps to start a business at a later date 2 ☐ Q64
- Was waiting for the results of a vacancy competition or an interview (no other employment option available) 3 ☐ Q65
- Awaiting the season for work 4 ☐ Q65
- Attended school or training courses 5 ☐ Q65
- Family responsibilities or housework 6 ☐ Q65
- Lack of consent from family 7 ☐ Q65
- Pregnancy, illness or disability 8 ☐ Q65
- Does not know how and where to look for work 9 ☐ Q65
- Unable to find work requiring his/her skills 10 ☐
- Had looked for job(s) before but had not found any 11 ☐
- Too young or too old to find a job 12 ☐
- No jobs available in the area/district 13 ☐
- Other reason (specify): 14 ☐ Q65

Q63. During the last 12 months, did you do anything to look for work or to start a business?

- Yes 1 ☐ Q65
- No 2 ☐ Q65

Q64. For how long have you been without work and trying to find a job or start a business?

- Less than 3 months 1 ☐
- 3 months to less than 6 months 2 ☐
- 6 months to less than 9 months 3 ☐
- 9 months to less than 1 year 4 ☐
- 1 year to less than 3 years 5 ☐
- 3 years to 5 years 6 ☐
- More than 5 years 7 ☐
- Do not know 8 ☐

Q65. If you were offered a job now, could you start working within the next 15 days?

- Yes 1 ☐ Q69
- No 2 ☐

Q66. If you had the opportunity to open a business, could you start working in it within the next 15 days?

- Yes 1 ☐ Q69

| | | |
|------------|----------------------------|-------|
| • No | 2 <input type="checkbox"/> | ☞ Q68 |
|------------|----------------------------|-------|

Q67. What was the main reason why you did not want to work last week?

| | | |
|--|----------------------------|-------|
| • In school or training | 1 <input type="checkbox"/> | ☞ Q79 |
| • Family responsibilities or housework | 2 <input type="checkbox"/> | ☞ Q79 |
| • Pregnancy, illness or disability | 3 <input type="checkbox"/> | ☞ Q79 |
| • Retired or too old for work | 4 <input type="checkbox"/> | ☞ Q79 |
| • Too young to work | 5 <input type="checkbox"/> | ☞ Q79 |
| • No desire to work | 6 <input type="checkbox"/> | ☞ Q79 |
| • Off-season | 7 <input type="checkbox"/> | ☞ Q79 |
| • Other reason (specify): | 8 <input type="checkbox"/> | ☞ Q79 |

Q68. What is the main reason why you would not be available for work within the next 15 days?

| | | |
|--|----------------------------|-------|
| • In school or training | 1 <input type="checkbox"/> | ☞ Q79 |
| • Family responsibilities or housework | 2 <input type="checkbox"/> | ☞ Q79 |
| • Pregnancy, illness or disability | 3 <input type="checkbox"/> | ☞ Q79 |
| • Retired or too old for work | 4 <input type="checkbox"/> | ☞ Q79 |
| • Too young to work | 5 <input type="checkbox"/> | ☞ Q79 |
| • No desire to work | 6 <input type="checkbox"/> | ☞ Q79 |
| • Other reason (specify): | 7 <input type="checkbox"/> | ☞ Q79 |

Interviewer: If 10 to 14 years old then ☞ 71, otherwise continue with 69.

Q69. What kind of work have you been trained for or learned to do?

a. Occupational title:

b. Short description of the main tasks or duties:

ISCO Code

Q70. How have you been trained/did you learn?

| | | |
|--|----------------------------|--|
| • Formal schooling | 1 <input type="checkbox"/> | |
| • Vocational training programme | 2 <input type="checkbox"/> | |
| • Training programme provided by NGO, etc. | 3 <input type="checkbox"/> | |
| • On-the-job training provided by an enterprise/employer | 4 <input type="checkbox"/> | |
| • Learning from parent, relative, friend | 5 <input type="checkbox"/> | |
| • Self-taught | 6 <input type="checkbox"/> | |

Q71. Have you ever worked for a wage or salary, or for other income in cash or in kind (including income obtained from your own or a family business, farm or subsistence agriculture)?

Interviewer: Work includes unpaid work in a family business, farm or fishing.

| | | |
|-------------|----------------------------|-------|
| • Yes | 1 <input type="checkbox"/> | |
| • No | 2 <input type="checkbox"/> | ☞ Q79 |

Q72. What was the main reason why you stopped working in your last job/business?

| | | |
|-----------------------------|----------------------------|--|
| • Temporary job ended | 1 <input type="checkbox"/> | |
|-----------------------------|----------------------------|--|


- End of season 2 ☐
- Dismissal or staff reduction 3 ☐
- Business/farm/institution closed down/stopped operating 4 ☐
- Changed residence, displaced 5 ☐
- Started or resumed school, studies, training 6 ☐
- Family responsibilities or housework 7 ☐
- Community responsibilities 8 ☐
- Pregnancy, illness or disability 9 ☐
- Resignation for other reasons 10 ☐
- Retirement 11 ☐
- Other reason (specify): 12 ☐

Q73. Where was your last job/activity located?

Record name and suco code if located in Timor Leste; record name and country code if located abroad.

_____ Suco/Country Code

Q74. When did you stop working?

- Less than 3 months 1 ☐
- 3 months to less than 6 months 2 ☐
- 6 months to less than 1 year 3 ☐
- 1 year to less than 3 years 4 ☐
- 3 years to less than 5 years 5 ☐
- 5 years to 10 years 6 ☐
- More than 10 years 7 ☐  Q79

Q75. What kind of work did you do in your last job/activity?

a. Occupational title:

b. Short description of the main tasks or duties:

_____ ISCO Code

SUGGESTION: WE USE A LIST OF 14 INDUSTRIES TO CHOOSE FROM THE AGGREGATED TL NATIONAL ACCOUNTS?? FOR DISCUSSION



Q76a. What kind of industry, business, service or activity was carried out at the place of work where you had your last job/activity?

Q76b. What were the main functions, or goods or services produced, at the place of work where you had your last job/activity?

_____ ISIC Code

Q77. In your last job/activity, were you ...

Read

- Employee (working for someone else for pay in cash or in kind) 1 ☐
- Employer (employing one or more employees) 2 ☐  Q79
- Own-account worker (not employing any employee) 3 ☐  Q79

- Contributing family worker (working without pay in the business or farm of another household/family member) 4 ☐ ➔ Q79
- Member of a producers' cooperative 5 ☐ ➔ Q79

Q78. In which sector were you employed in your last job/activity?

Read

- Government 1 ☐
- State-owned enterprise (e.g. TVTL, EDTL) 2 ☐
- Privately-owned business or farm 3 ☐
- Non-governmental/non-profit organization 4 ☐
- Private household 5 ☐
- Embassies and bilateral institutions (e.g. USAID, CIDA) 6 ☐
- United Nations and other international org. 7 ☐
- Other (specify): 8 ☐

Q79. Last week, were you registered with an Employment Center?

- Yes 1 ☐
- No 2 ☐ ➔ Q81

Q80. What type of assistance have you received from the Employment Center?

Mark all that apply

- Information about job vacancies 1 ☐
- Referral to microfinance schemes 2 ☐
- Referral to training providers 3 ☐
- Other (specify): 4 ☐

Q81. What were you doing mainly during the last 12 months, that is, from October 2012 to September 2013?

Read

- Employed
 - Employee (working for someone else for pay in cash or in kind) 1 ☐
 - Employer (employing one or more employees) 2 ☐
 - Own-account worker (not employing any employee) 3 ☐
 - Contributing family worker (working without pay in the business or farm of another household/family member) 4 ☐
 - Member of a producers' cooperative 5 ☐
- Not employed, available for work
 - Looking for work 6 ☐
 - Not looking for work 7 ☐
- Not employed, not available for work
 - Student 8 ☐
 - Household work 9 ☐
 - Pensioner, retired, elderly person 10 ☐
 - Pregnant, ill, disabled 11 ☐
 - Other (specify): 12 ☐

READ: This is the end of the interview. Thank you for your cooperation.

To be answered by the interviewer

Q82. How was the information for this questionnaire obtained?

- Self-response 1 ☐
- Proxy-response 2 ☐

