Palestinian Central Bureau of Statistics

Socio-economic Monitoring of the Palestinian Households' Survey/ Fifth Round/ 2013

"User Manual"

Table of Contents

Concepts and Definitions

Locality:
A permanently inhabited place that has an independent municipal administration, or a permanently inhabited, separate place not included within the formal boundaries of another locality.

Household:
One person or a group of persons with or without a household relationship who live in the same housing unit, share meals and make joint provision of food and other essentials of living.

Head of Household:
The person who usually lives with the household and is recognized as head of household by its other members. Often he/she is the main decision maker and is responsible for financial support and welfare of the household.

Age in Completed Years:
The completed age in years of the person enumerated, which is the difference between the date of birth and the survey reference period.

Household Membership:
Persons staying in the dwelling unit are considered members of the household if the dwelling unit is their usual or only place of residence.

Refugee Status:
This status relates to Palestinians who were forced to leave their land in Palestine occupied by Israel in 1948. It applies to their male sons and grandchildren.

Years of Schooling:
The number of regular years of study completed successfully. Repetition years and irregular study or courses are not taken into account

Work:
All activities performed by persons in order to gain profit or wage, either monthly wage, weekly, daily, by piece for profit or family gain, in cash or in kind. One hour or more of such activity constitutes work. Work also includes unpaid activity on a family farm or business.

Main Occupation:
The job or type of work performed by the employed person or used to be performed by the ever worked unemployed. The occupation refers to the activity in which the employed works more than half of work hours, or the most frequent job during the last three months before reference data.

Educational Attendance:
Attendance means registering the person in any formal educational stage irrespective of whether it took the form of continuous attendance or distant learning. Formal education stages include elementary stage, preparatory stage, (both of which are referred to as basic stage), secondary stage and higher education stage.

Health Insurance:
Indemnity cover against financial losses associated with the occurrence or treatment of health problems.

Disability/Difficulty:
Individuals with disabilities include those who have long-term physical, mental, intellectual, or sensory impairments which, in interaction with various barriers, may hinder their full and effective participation in society on an equal basis with others.

Expenditure:
It refers to the amount of Cash spent on purchase of goods and services for living purposes, and the value of goods and services payments or part of payments received from the employer, and Cash expenditure spent as taxes (non-commercial or non-industrial), gifts, contributions, interests on debts and other non-consumption items.

Consumption:
It refers to the amount of Cash spent on purchase of goods and services for living purposes, and The value of goods and service payments or part of payments received from the employer, and own-produced goods and food, including consumed quantities during the recording period, and Imputed rent for own housing.

Survey period
This survey was executed through the period 15/1/2011 and 14/1/2012, the survey period is one sunny moon for each household, start at the middle of the month and end in the next month middle.

Income
Cash or in kind revenues for individual or household within a period of time; could be a week or a month or a year.

Main Source of Income:
The more consistent and regular income. The sources of income are:
- Wages and Salaries.
- Net Income for employers or self employed.
- Net property Income.
- Net current Transfers.

Survey Questionnaire

The Questionnaire Represents the main tool for the data collection, and so it must achieve the technical specifications for all phases of the survey, and the questionnaire consists of several sections:

- Cover Page: Contains the identification data for the family, the date of the visit, data on the team work of the field, office and data entry.
- The Roaster: Which contains demographic, social and economic data for the family members selected.
- Housing Characteristics: It includes data on the type of dwelling, tenure, number of rooms, housing unit connection to public networks (water, electricity), the method of waste disposal, the main source of energy used in the housing unit, durable goods available to the family as well as data on the confiscation / Isolation Lands of the family by the Israeli occupation and land area.
- Agriculture: The family ownership of agricultural land and land area, and sources of irrigation of agricultural crops, livestock and their numbers and data on the number of workers in agriculture from family members.
- Assistances and Coping Strategy: Contains data about the family receiving of all kinds of assistances (food, cash, employment, school feeding), and source of assistance, and satisfaction for assistance and the reason for the dissatisfaction for assistance. And It contains data on the length of time in which the family can survive financially in the future, and the difficulties faced by the family and the actions carried out by the family to cope with difficulties.
- Consumption/Expenditures: This section contains data on household expenditure in terms of increase or decrease, as well as the average household expenditure during the past six months, the rate of household expenditure on food and water during the past six months ... etc..
- Dietary Diversity and Facing Food Shortages: Includes data about how many days the family consume some food during the past week and the origin and source of such food.
- Income: This section contains data on the sources of family income and the value of the family's monthly income over the past month and the value of annual income, and the percentage of annual income from agriculture.
- Freedom of Movement: The data includes all restrictions on the movement of the family during the past six months, and the problems prevent any family member from access to work, land, school or university and health facilities.

Data Set Linkage

There are 2 data files in this CD-ROM, with one key variable in each file to allow the linkage between these files, namely: ID00 variable (household number). The following table describes the files names, content and identification variables.

File Name	Content	Key Variables
Main	Identification data	ID00: Questionnaire serial no. in sample
Roaster	Roster	ID00: Questionnaire serial no. in sample

Target Population

It consists of all Palestinian households and individuals who are staying normally in the state of Palestine during 2013.

Sample and Frame

The sampling frame consists of all enumeration areas which were enumerated in 2007, each numeration area consists of buildings and housing units with average of about 124 households in it. These enumeration areas are used as primary sampling units(PSUs) in the first stage of the sampling selection.

Sample Size:
The estimated sample size is 9555 households in west bank and Gaza strip .

Sampling Design

The sample is two stage stratified cluster (pps) sample:
First stage: selection a stratified sample of 300 EA with (pps) method.
Second stage: selection a random area sample of 25 responded households from each enumeration area selected in the first stage, the selection starts from a random point in the enumeration area (building number).

Sample strata:
The population was divided by:
1- Governorate (17 governorate)
2- Type of Locality (urban, rural, refugee camps)

Estimation Procedure

Weights Calculation of households:
The weight of statistical units (sampling unit) in the sample is defined as the mathematical inverse of the selection probability where the sample of the survey is two stage stratified cluster (pps) sample, so In the first stage, we calculate the weight of enumeration areas which depending on the probability of each enumeration area(a pps sample), then In the second stage we calculate weight of households in each enumeration area, Initial households weights resulted from product of weight of first stage and weight of second stage ,final households weights obtained after adjustment of initial weights to satisfy the households estimates at mid 2014 on the level of design strata (governorate, locality type) .

Weights for (ROSTER) file computed by following :
1- adding the household weights (wh) for each person household which is known as the primary weight of person.
2- adjust the primary persons weights to be combatable with the population persons size at the middle of December month of 2014 on the **levels** (**region** (west bank ,Gaza strip), (**gender** (male , female), **five-years age group** .

3- finally we obtain the final person weight in each adjusted level which the person belong to.

Calculation of Variance

Summary for variance calculation for main indictors

Indicator	Estimate	Standard Error	C.V%*	95% confidence Interval	
				Lower	Upper
Percentage of Household who received any kind of assistance during the past 6 months in 2013 in	32.3	%0.8	2.6	%30.7	%34
Average of Household in NIS during the last six months in state of Palestine	2646	34	1.3	2579	2713
Percentage of Household that did not change their income during the last six months in state of Palestine	65.9	%1.1	1.7	%63.6	%68.1

Reference Date

The reference time differed by the nature of the question, for example, the time reference for some of the questions a week, and other questions during the past month, as well as there was a time reference for some questions a years and six months.

Data Collection

Field Operations:
Training for interviewers started in 19/01/2014 and continued for 5 days up to 23/01/2014, and the total workers in this project reached 120 and distributed in the West Bank and Gaza strip as follows:

Job	Number
Supervisors	16
Interviewers	91
Editors	13

Fiel Work Mechnism:

A single coordinator was adopted and the field teams were divided into provinces teams consist of one supervisor and a number of researchers and office editors of each region.

Data were collected from 7500 households and divided as follows :
1- 4950 households in the West Bank through 198 numeration area, 25 completed questionnaires from every area were collected.
2- 2550 households in Gaza Strip through 102 numeration area , 25 completed questionnaires

from every area were collected.

Auditing of the questionnaires were done in all areas and then sent to the encoding and then to the entry .
Many inquiries and questions on some of the questions during the fieldwork were raised and sent to the project management , where it was the answer and circulated to all offices , without exception.

Field Problems:
1. Some areas were difficult to reach and to solve this cars were providing gain access to those areas.
2. Non-existence of some households affected the achievement in some areas.
3. Some researchers have not been able to decide on some things, this made them got back to supervisors and then go back to households and this made some burden on the researcher and the survey at the same time.

The achievement rate for the interviews reached (3-4) questionnaires a day.

Response Rate

The survey sample consists of about 9555 households of which 7503 households completed the interview; whereas 4949 households from the West Bank and 2554 households in Gaza Strip. Weights were modified to account for non-response rate. The response rate in the West Bank reached 81.9 % while in the Gaza Strip it reached 87.2%.

Non-response cases

non-response cases	# of cases
Household completed	7503
Traveling households	139
Unit does not exist	170
No one at home	979
Refused to cooperate	230
Vacant Housing unit	413
No available information	30
Other	91
Total sample size	9555

Response and non-response formulas:

Percentage of over coverage errors = Total cases of over coverage x 100%
Number of cases in original sample
= 6.1%
Non response rate =   Total cases of non response x 100%
Net Sample size
= 16.4%

Net sample = Original sample – cases of over coverage
Response rate = 100% - non-response rate

$$= 83.6\%$$

Treatment of non-response cases using weight adjustment

$$fg = \frac{\sum_{ng} wi - \sum_{o.c} wi}{\sum_{rg} wi}$$

Where
wi : the primary weight before adjustment for the household i
g: adjustment group by (governorate, locality type).
fg: weight adjustment factor for the group *g*.

$\sum_{ng} wi$: Total weights in group *g*

$\sum_{o.cg} wi$: Total weights of over coverage cases

$\sum_{rg} wi$: Total weights of response cases

We calculate *fg for each group* ,and final we obtain the final household weight (*w'i*) by using the following formula:

$$w'i = wi * fgi$$

Data Quality

Concept of data quality covers many aspects, starting from the initial planning of the survey to the dissemination of the results and how well users understand and use the data. There are seven dimensions of the statistical quality: relevance, accuracy, timeliness, accessibility, comparability, coherence, and completeness.

Data Accuracy

Sampling Errors
Data of this survey affected by sampling errors due to use of the sample and not a complete enumeration. Therefore, certain differences are expected in comparison with the real values obtained through censuses. Variance were calculated for the most important indicators, the variance table is attached with the final report. There is no problem to disseminate results at the national level and regional level (west bank , gaza strip).

Non-Sampling Errors
Non-sampling errors are probable in all stages of the project, during data collection or processing. This is referred to as non-response errors, response errors, interviewing errors, and data entry errors. To avoid errors and reduce their effects, great efforts were made to train the fieldworkers intensively. They were trained in how to carry out the interview, what to discuss and what to avoid, carrying out a pilot survey and practical and theoretical training during the training course.

Also data entry staff was trained on the entry program that was examined before starting the data entry process. Continuous contacts with the fieldwork team were maintained through regular visits to the field and regular meetings during the different field visits. Problems faced by fieldworkers were discussed to clarify issues and provide relevant instructions.

The implementation of the survey encountered non-response where the case (household not at home) during the fieldwork visit become the high percentage of the non response cases.

The lowest value of response rate reached 80.4% in the middle of west bank, and The highest value of response rate reached 87.2% in gaza strip .The refusal rate reached 2.5% which is low percentage compared to the household surveys conducted by PCBS, and the reason is the clear questionnaire and the experience of the fieldwork .

Derived Variables

From the Derived variables:
Region: It has been divided to a West Bank and Gaza Strip.

Data Processing

Both data entry and tabulation were performed using the Access and SPSS software programs. Data entry was organized corresponding to the main parts of the questionnaire. A data entry template was designed to reflect an exact image of the questionnaire, and included various electronic checks: logical check, range checks, consisting checks and cross-validation. Complete manual inspection of results after data entry was performed, and questionnaires containing field-related errors were sent back to the field for corrections.