



# **The 2015/16 Namibia Household Income and Expenditure Survey (NHIES 2015/16)**

**Listing and sampling instruction manual**

**January 2015**

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# CHAPTER 1

## INTRODUCTION

### 1.1 Overview

The Namibia Household Income and Expenditure Survey 2015/16 denoted as NHIES 2015/16 throughout this manual, is the fourth instalment of such surveys to be conducted in Namibia. The first was conducted in 1993/94 followed by the surveys in 2003/04 and 2009/10. The data collected in the previous surveys were very useful in the evaluation of Government development activities and more importantly in identifying areas that require intervention in terms of policy formulation and the decision making process. Five years has passed since the previous survey and therefore new data is required currently to monitor the situation in the respective areas.

The survey will cover all fourteen regions and is expected to yield estimates by regions, urban/rural and selected socio economic groups. A representative sample of 10,368 households will be selected through a two-stage sampling procedure. To allow for seasonal variations the survey will be conducted over a period of 12 months. Each selected household will participate in the survey for a period of 2 weeks (survey round). A fresh sample of households will be selected for each survey round.

### 1.2 Target population

The data will be collected from the selected households and the members in those households. The NHIES is a household based exercise which excludes institutional population such as people living in army barracks, prisons, hospitals, hostels and the like. However, if there are any private households (as defined below) within those institutions they will also be included in the population.

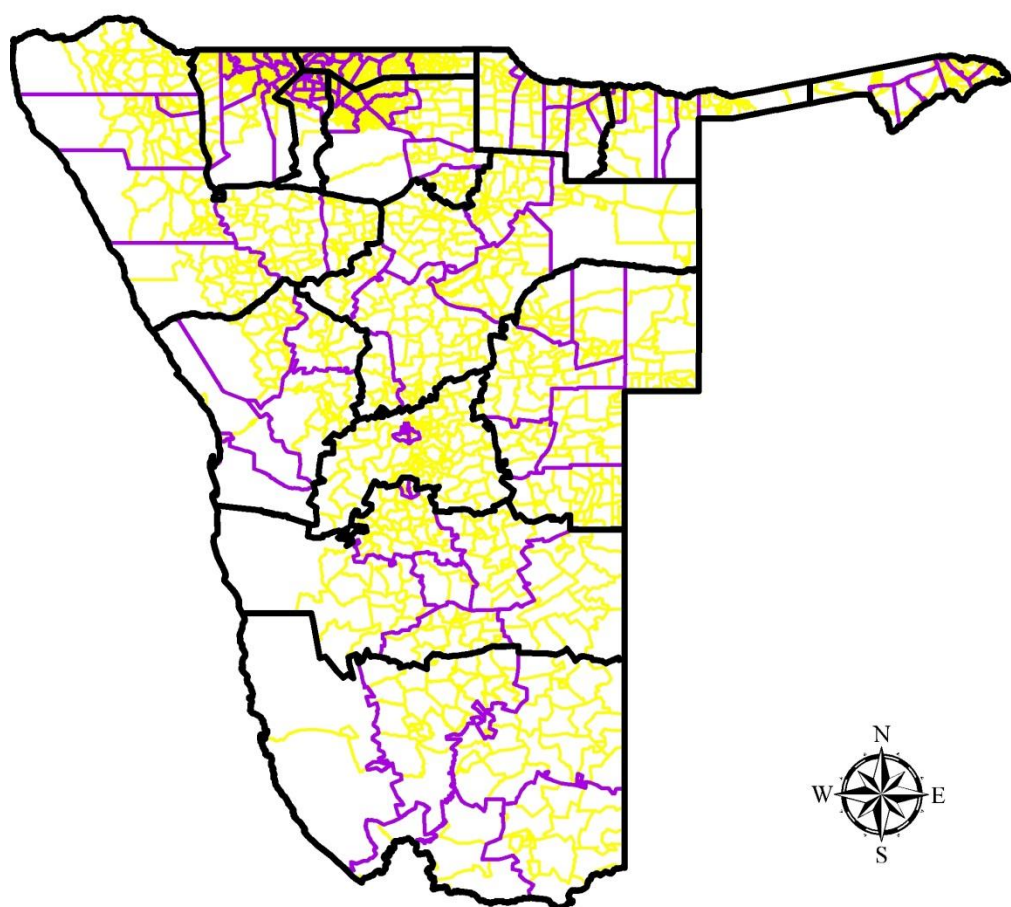
Hence the **population** in this survey consists of all Namibian private households and subsequently the people living in those private households.

### 1.3 Sample design

The design for this survey is a stratified two stage cluster sample design where the first stage sample covers the PSUs and the second stage sample the households.

#### 1.3.1 First stage sample (clusters)

These are PSUs (Primary Sampling Units) selected from the sample frame derived from the 2011 Population and Housing Census. PSUs are small geographic areas based on 2011 Population and Housing Census enumeration areas, and there are about 6163 PSUs in Namibia see figure 1 below.



**Figure 1:** Primary Sampling Units (PSUs) of Namibia

### 1.3.2 Second stage sample (households)

At this stage, 12 households will be selected randomly from a list of households within the selected PSU.

## 1.4 Definitions

The basic documents and definitions needed for this exercise come from the 2011 Population and Housing Census (2011 PHC). Following are the definitions of the terms used in this document and for the field work of this process.

### 1.4.1 Dwelling unit

Dwelling unit is a building/structure where households live. It's a place of residence occupied by one or more households. Sometimes a household can occupy more than one building/structure, in that case, these structure are all considered as one dwelling unit for the purpose of this survey. On the other hand, households can occupy only part of the buildings/structure; in that case, that building/structure becomes the Dwelling unit for all households within it. Buildings/structures can be

classified into dwelling units, living quarters other than dwelling units (institutions) and non-dwelling units.

#### **1.4.2 Institutions**

People live in these structures also, but in quite a different way compared to households. People live here under a central authority and do not have their own cooking and eating arrangements. Instead their meals are supplied by the authority. Examples of this type are the hospitals, prisons, police barracks and hostels etc. These institutions are excluded from the survey. If there are any dwelling units occupied by households who are not part of the institution inside the compound of the institution then they should also be included.

#### **1.4.3 Non dwelling units**

No people live in these structures. Examples of this type are service stations, shops, office blocks etc. These are also excluded from the survey.

#### **1.4.4 Household**

A household usually consists of one or more persons, related or unrelated, who live together in the same homestead/compound, but not necessarily in the same dwelling unit. They have a community of life with common catering arrangements, and are answerable to the same head of household. It is important to remember that members who belong to the same household need not necessarily be related in blood or marriage.

**The following examples should guide you in defining a household.**

Determination of a household is not easy. However, the following examples should guide in deciding who should form a household:

- i) A household may consist of one or more persons and may occupy a whole building or part of a building or many buildings in the same compound/homestead.
- ii) If two or more groups of people live in the same dwelling unit, but have separate catering/eating arrangements treat them as separate households.
- iii) A domestic worker who shares meals with his/her employer should be included in his/her employer's household. However, if she/he cooks and eats on his/her own or with his/her family, treat her/him as a separate household.
- iv) In a polygamous marriage (a man with more than one wife), if the wives cook and eat separately, treat the wives as separate households. But if the wives and their children share a common kitchen (eating arrangements) treat them as one household. The husband should be listed and counted in only one of the households, to avoid double counting.
- v) A boarder who lives with the main household and who shares meals can be regarded as a household member, although she/he pays for the boarding and lodging and does not pool income and does not share expenditures with the household. The amount paid to the main household in return for the accommodation should be recorded as expenditure (for the boarder) and should also appear as income (for the main household).

## NOTE

Domestic servants who work during daytime/who for a few days and go back to their own homes after work should only be included in their own households

### 1.4.5 Household members

All the persons who usually live in the household whether present or absent at the time of the listing operation should be considered as household members.

The persons who are currently in the household but only absent for a period less than six months in the past 12 months should be considered as usual members. However the persons who are currently in the household but was absent for a period more than six months in the past 12 months should not be considered as usual members. The temporary visitors will fall into this second category and hence are not usual household members. The exceptions to this second rule are the new born babies/adopted children/new spouses etc. of the usual household members.

On the other hand there can be persons who are currently absent but were in the household more than six months during the past 12 months. Such persons should be considered as usual household members who are temporarily absent.

### 1.4.6 Head of household

The head of household is an eligible household member, either female or male, who is looked upon by other members of household as their leader or main decision maker. A person having been absent for six month or more cannot be recorded as head of household.

### 1.4.7 Survey round

A survey round consists of 15 consecutive days. This includes the two week survey period plus a rest day in-between. There are 24 survey rounds in the year which is supposed to start on the 30<sup>th</sup> March 2015 and ends on the 23<sup>rd</sup> March 2016 according to the initial NHIES plan.

Due to a delay in the planned activities the starting time had been postponed by one month. Therefore the surveys will actually starts on the 27<sup>th</sup> April 2015 and ends on the 21<sup>st</sup> March 2016. The sample PSUs which are supposed to be covered in initial round 1 and 2 are distributed within the next 4 rounds (rounds 3, 4, 5 and 6) of the survey. Therefore the first quarter of the survey is based only on two months (4 rounds) instead of three months (six rounds). There are no changes in the other three quarters and they will be implemented as previously planned. Hence this survey will cover only 11 months and 22 survey rounds instead of the 12 months and 24 rounds.

### 1.4.8 Locality

The word locality is often used to identify areas in the rural communal land. But we may apply the term to other areas as well. The municipalities or towns in the urban areas are called urban localities. For e.g. Windhoek municipality and Rehoboth town are urban localities. Villages, proclaimed settlements and unproclaim settlements in rural areas are also called localities. In commercial farming areas each commercial farm could be referred to as a locality. In communal land, each of the areas under one headman or sub-headman is called a locality.

## **LISTING OPERATION**

To select a sample of households within the selected PSU, a list of all private households in the PSU has to be prepared. This operation is known as the listing operation and the output is the list of all households in the PSU. This will be the first job for the teams in the field.

The objective of this manual is to guide the field teams through the procedures of the listing and sampling operation. It is, therefore, very important that you carefully study this manual with the purpose of preparing an accurate list of households in the selected PSUs.

### **2.0 Purpose of Listing**

The main purpose of listing is to prepare a current list of all private households in the selected PSUs. This list should reflect the actual number of households in the PSU closer to the interviewing time. The sample households for the interviewing will be selected from this list. The list will also be help to locate the selected households at the start of the interviewing.

### **2.1. Field work organization and responsibilities of field staff for listing**

#### **2.1.1 Field work organization**

- Sample is spread across 22 survey rounds although the expected was 24 survey rounds (sub section 1.4.7).
- Each field team (consist of one supervisor and two interviewers) will do one PSU in a survey round.
- Each survey round consists of 15 days starting from the 27<sup>th</sup> April 2015.
- Day 1 to 3 of any survey round is reserved for listing of the households in a PSU.
- At the end of day 3 the sampling has to be done by the Team Supervisor and the selected households have to be assigned the interviewers.
- Day 4 to 13 is reserved for interviewing the selected households.
- Day 5 to 11 the first 6 participating households will additionally record their food expenditures in the Diary Record Book (DRB).
- Day 6 to 13 the remaining 6 participating households will record their food expenditures in the Diary Record Book (DRB).
- Day 14 is for checking the completeness of interviewing process, transferring data of a completed PSU to the head office and travelling to the next PSU.
- Day 15 is a rest day before starting the next PSU in the next survey round.



### 2.1.2 Field staff and their responsibilities during listing

- A Field team consist of one Team supervisor (TS) and two Interviewers (INTs).
- A Field team will cover one PSU in a survey round. Therefore they will cover 22 PSUs in the year concerned in this survey (sub section 1.4.7)
- Each field team is expected to be working within a region.
- Listing operation is headed by the Team Supervisor and it is her/his responsibility to make sure the interviewers complete the job in the given time frame following the instructions and the guidelines given.
- The two interviewers will list the households in their allocated respective areas (segments) within the PSU.
- The Team Supervisor will have to follow the work of the Interviewers, and make sure that the work is of good quality based on the guidelines given below:
  - Once the Interviewers complete their listing part then Team Supervisor will combine the two listing parts following the guidelines given.
  - Team Supervisor will then check whether all the households listed are within the boundary of the PSU as per given guidelines.
  - If not Team Supervisor will send back the Interviewers to do a further check and take corrective measures as per given guidelines.
  - Team Supervisor will also check the listed household count against the 2011 census household count.
  - If the difference is more than 20% of 2011 census households then Team Supervisor need to find out reasons for this change from the responsible persons in the area e.g. headman, councillor etc. and record it as per guidelines.
  - All listing operation must be completed by the end of the third day of the survey round, the 12 sample households should be selected and ready for the interviewing, to be started on the morning of the 4<sup>th</sup> day.
  - After sampling, TS will assign the 12 sampled households among the two interviewers as per the guidelines

### 2.1.3 Approach to listing

- Sample PSUs are selected and allocated to the survey rounds at the NSA head office
- A PSU map will be produced for each of the selected sample PSUs
- Sample PSU sheet with details of each PSU and the PSU maps for each quarter (6 rounds) will be distributed to the Regional Supervisors (RS) by the Survey Unit/Field Operations Unit. Specimen sample sheet is given in the Appendix 1.
- The information given in the sample PSU sheet whether a PSU belongs to communal land or commercial farming areas may not be exactly the same as on the ground especially in the southern regions (Oshikoto, Kunene, Otjozondjupa, Erongo, Khomas. Omaheke, Hardap and Karas) where commercial farms are found. In such situations it is vital that teams observe whether the PSU on the ground belongs to a commercial farming area or communal land before the start of the listing process. It is vital to know this before the listing since the sample selection procedure varies according to the type of PSU. There may be cases where a PSU may have both commercial and communal/resettled farming areas. Then such PSUs should be treated as belonging to commercial farming areas.

- RS will hand over the PSU maps and the details of the PSUs pertaining to any survey round to the respective Team Supervisors well before the beginning of the survey round (Latest during the previous survey round)

## 2.2. Listing procedures

### 2.2.1 Preparation before listing

- Irrespective of the amount of publicity by Strategic Communication, Regional Supervisor needs to brief the regional officers (Governor, Chief Executive Officer, Regional Planner(s) and Councilors) about the NHIES survey activities in the targeted PSUs before the commencement of a particular survey round.
- After handing over the PSU maps to the teams, Regional Supervisor also need to guide them to their respective PSUs using the guiding map
- Once in the PSU, team supervisor should check with the responsible local persons (such as headmen, commercial farmer/farm manager, councilor, community leaders etc.) whether they know about the survey. If this has not happened then it is her/his responsibility to inform the responsible persons in the area about the survey before starting the listing work

### 2.2.2 Listing and sampling process

The listing and sampling process will be carried out using a “tablet”. The general process of how to use the tablet was already explained in the earlier session in the interviewer’s manual. The listing forms are already programmed into the tablet; you are requested to follow the guidelines given in this manual on how to list the households in the PSU.

#### 2.2.2.1 Coverage of the households within the PSU

In the listing process, all the households within the PSU should be covered without duplication and omitting the households. Duplications will lead to the over coverage of the households, while the omissions will cause the under coverage of the households in the PSU.

This means that the list should be prepared in such a way that:

- all households belonging to the bordering PSUs are excluded and
- All the households in the PSU are listed without omission.

To achieve these objectives the following procedures should be strictly followed.

1. Identify the PSU boundary correctly
2. Divide the PSU into smaller segments and list the households within each of the segments following the given guidelines.

### **Identification of the PSU boundary**

A map will be provided to help identifying the boundaries of each of the selected PSUs. Hence it is important for you to understand the different types of PSU maps, how to read such PSU maps and also how to use the GPS in the tablet. You will be provided with a handheld GPS for orientation purposes if the need arise. Next chapter will highlight the map reading guidelines.

# CHAPTER

# 3

## MAP READING

### 3.1 Introduction to Map Reading

**Remember a map is only a guide.**

It will not show you every feature which is on the ground. What it shows may also be outdated. However, it will have some features, which can be identified on the ground.

You will be issued with a printed A3 size map with the title of the survey you are carrying out. The map shows the extent and coverage of the selected primary sampling unit (PSU) and its surroundings. Using this map you need to identify the boundary shown on the ground. For this purpose you need to be quite conversant with reading a map properly to avoid under coverage and over coverage during listing process.

Map reading guidelines that will help you to correctly read the map and identify the boundary of the PSU are given in the section (insert section number for easy referencing) in this document.

#### 3.1.1 Role of maps in surveys

People have used maps for centuries to represent their environment. Maps are used to show locations, distances, directions and the size of areas. Maps also display geographic relationships, differences, clusters and patterns. Maps are used for navigation, exploration, illustration and communication in the public and private sectors. Nearly every area of scientific enquiry uses maps in some form or another.

Mapping has been an integral part of surveys undertaking for quite some time now. Traditionally, the role of maps in surveys process has been to support interviews and to present aggregate survey results in cartographic form.

In general, the maps serve several purposes in survey process, amongst them are the following:

(a) Maps ensure coverage and facilitate survey operations.

- The map indicates the extend of the PSU boundary which is allocated to an enumerator, of which the enumerator is supposed to use, to ensure that all the households within this boundary are all listed and at the same time ensuring that enumerators to not list households outside the PSU boundary.

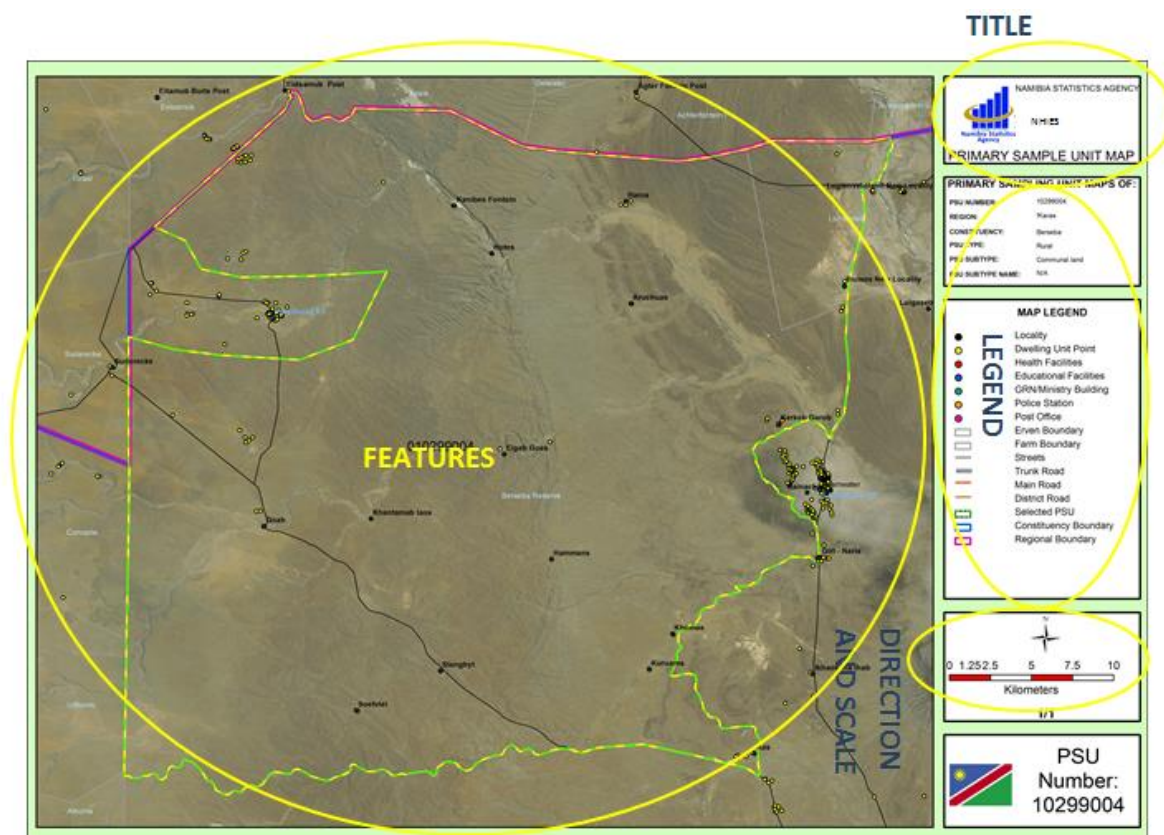
(b) Maps support data collection and can help monitor survey activities.

- Maps enable the planning team and eventually the fieldworker to identify the exact locations of PSU's, with maps one can assist to determine the size of the PSU and these will assist in coming up estimates of how long it might take to complete it. A regional map is provided to the regional supervisor to check off completed PSU's.

(c) Maps make it easier to present, analyse and disseminate survey results.

- As they say a picture paints a thousand words, this in summary means instead of writing large amounts of text to present or disseminate our survey outcomes, we simply use a map to present them as it quickly grab the attention of many and is easily understood.

### 3.1.2 Common Elements



Maps have certain common elements that help us read them effectively.

### 3.1.3 Title

On a map, the title indicates the geographic area depicted on the map. On a thematic map, the title also indicates the data being presented on the map.

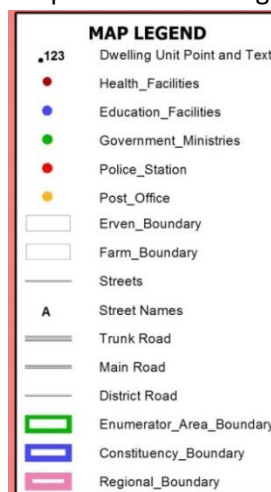
### 3.1.4 Map Legends

When drawing a map, you will find that you have to label the features you draw, such as a shop or a church and so on, so that other people can tell what the features are.

If we had to do this on all maps there would be too much writing and it would be very confusing. The way we get around this problem is by using different shapes, colours and symbols to show all the roads, buildings and rivers and other interesting features in the map.

Maps usually have a key (legend) that explains the symbols and their meanings. If you find a symbol on the map that you don't know, simply look it up in the legend.

A legend is a key to understanding the map and, together with the title, is the first place you should look when reading a map. The map legend explains the meaning of symbols used on the map.



### 3.1.5 Scale

A scale is a measure of distance on the map relative to the distance on the ground.

The survey maps will be using the following scale:

Graphic Bar (or bar scale)

Use the graphic scale printed on the map to measure distances on the map in terms of ground distances. The interpretation is similar to the one above.



### Small scale or large scale?

**Small scale = less detail** (more land coverage), for example 1:1,000,000.

**Large scale = more detail** (less land coverage), for example 1:10,000.

Sometimes, small-scale maps contain "insets" at a larger scale to show detail in a congested area of the small-scale map.

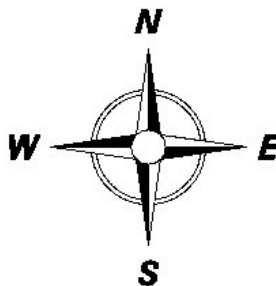
Maps are made at different scales for different purposes. The 1:25 000 scale map is very useful for walking, but if you use it in a car you will quickly drive off the edge! On the other hand, maps at 1:250 000 scale (note the extra zero) show lots more land but in far less detail.

### 3.1.6 Direction

Most maps include a "north arrow" to reference direction on the map. The north arrow on a map is usually located in or near the map legend. If a north arrow does not appear on the map, north is assumed to be the top of the map

There are other types of "north" that can be shown on maps. Most topographic maps will show the difference between true, magnetic and grid north. Magnetic north is the north magnetic pole. It is currently located in Nunavut at  $73.0000^{\circ}$  N,  $91.0000^{\circ}$  W. The north arrow of a magnetic compass point toward the north magnetic pole (Note: the difference between the true north and the magnetic north is called magnetic declination).

Grid north is an artificial north that is used on map that has a rectangular grid. The vertical lines do not converge as one proceeds northward. These maps are most commonly used for navigation.



### 3.1.7 Features

Thematic maps use symbols to display a specific data theme such as population change, distribution of lone-parent families, average farm income, etc. A minimum amount of reference information, such as boundaries and major water features, help map readers orient themselves to the geographic area covered by the map.

Reference maps use symbols to show the location of physical features, such as roads, railroads, rivers, lakes, etc., and non-visible features such as boundaries, names and codes of geographic areas.





### 3.1.8 How do we measure distance?

It is always important to know how far you have to travel and how long it is going to take you. By measuring a distance on your map, you can work out how far that is in reality. You can measure this distance either in a straight line (as the crow flies) or following a winding route such as a country lane. To get this information from a map is very easy.

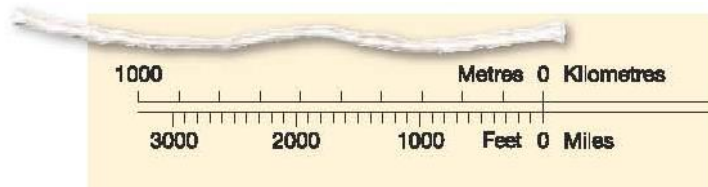
Here is a way of doing it:

You can measure between two points by using a piece of thin string. If you are measuring the distance in a straight line, then simply stretch the string between the two points. If you are following a road or track that is not straight, bend the string to follow the exact shape until you reach the second point.

Now that you have a distance in centimetres marked on your string you can find out the real distance. You can do this in a couple of ways:

#### **By eye**

Place string against the scale bar on the map. This is usually at the foot of the map sheet.



#### **By measuring**

Measure your distance on your string with a ruler. Suppose your string is 10 cm long. You know that, for example 4 cm = 1 km, so the answer is 2.5 km.

### 3.1.9 Map orientation

In fieldwork, it is imperative to know how to locate on the ground certain features that are shown on the map and to locate on the map certain features found on the ground.

To properly orientate a map, one needs to find your geographic direction (north, south etc.) as well as your physical position on the map

It will be necessary to find objects on the ground that is represented by specific symbols/features on the map.

The map should be held in such a way that features on the map line up with their corresponding features on the ground.

There are a number of ways to orientate a map:

**By a line feature** - If there is a road/river/etc. that is also shown on the map, you should turn the map until the feature on it aligns with the road on ground. Be careful that positions of other features on the sides of the road/river also match with respective symbols on the map.

**By compass** - Place the compass on map and rotate it until the needle on compass gets parallel to line of magnetic north. You can use the compass on the GPS



**By distant point** - Identify a distant feature on the ground and its location on the map. If your position is known on the map, you can pin the map down there and rotate it to align the feature on the map with its actual location on the ground.

While orienting your map, you must ascertain your own position on the map by looking at the surrounding features or by resection from any two visible distant points.

### 3.2. Interpreting Imagery

**Imagery interpretation** may be defined as the analysis of remote sensing photographs involving the identification and/or measurement of various targets in an image in order to extract useful information about them.

Targets in remotely sensed images may be any feature or object which can be observed in an image, and have the following characteristics:

Targets may be a point, line, or area feature. This means that they can have any form, from a bus in a parking lot or plane on a runway, to a bridge or roadway, to a large expanse of water or a field.

The target must be distinguishable; it must contrast with other features

Around it in the image.


The following factors are assessed when trying to identify a feature:

- Shape
- Pattern
- Size
- Tone / Colour
- Shadow
- Texture

### 3.3. Guidelines for moving in the PSU and Listing

#### 3.3.1 Moving in the PSU and listing of the households

- Find out the general location of the selected PSU using the regional map (possibly in the regional office)
- Familiarize yourself with the PSU.
- On the ground (in the PSU), orientate yourself with the map; identify some prominent landmarks, e.g. schools, sports fields, or any other feature that is prominent on the map (or aerial photograph). Bear in mind that due to developmental changes and the time that the background image was taken there might be a difference in how features may appear on the ground and on the map.
- Divide the PSU into number of identifiable segments (Detail instructions about the segmentation are given under each of the types of maps below).

- When selecting a suitable starting point for listing, it is preferable to select a point on the *edge* of the selected PSU, not in the middle. A suitable starting point could be a road intersection, a church, a shop, school etc
- Mark the starting point with an encircled symbol like this  and proceed, listing the households systematically. Show the direction taken by drawing arrows on the map, clearly showing turning points. (use the prescribed red pen)
- In some instances you may find a new development as well as new features within the PSU, which are not shown on the map. In such situations you need to update your map with the new information. If required a sketch map may be prepared for the new development at the back of the map.
- Visit all buildings and structures found within the PSU whatever the type maybe. Even the uncompleted structures should be checked. Check whether these structures are occupied and whether they are DUs, non DUs or institutions. In each of these structures whether DU, non DU or institutions check for private households according to the definitions.

**This instruction should be strictly followed irrespective of what was found on the map.**

In the case of non-dwelling units and institutions you should meet a responsible officer of the non DU/institution and ask whether there are any private households (Using the household definition) living in them apart from the institutional population. Such private households within the non-Du/institutions should also be listed.

- Check how many households are living in the dwelling unit according to the definition of the household. Each such household should be listed separately in its own row in the listing form. Sometimes one household may be occupying more than one structure. In such instances keep in mind that you are listing the households and not the structures/dwelling units and hence you should list this as one household.
- If the structure is closed at the time of your first visit then you need to check whether it is occupied and the household is temporarily absent or it is not occupied at all. If it is not occupied at all then you should not list such structures since it is not a DU/household.

This information may be obtained from the neighbours or responsible persons of the area such as headmen in rural communal areas, Commercial farmer or farm manger in commercial farming areas, community leaders in urban informal areas. In the case of urban formal areas of larger municipalities or towns it may be a bit difficult to get this information from neighbours. You may need to approach the councillor or the municipality/town office to get this confirmation.

In the case of temporarily absent households you need to come back and check their presence daily within the three days allocated for listing. By the end of the third day or before if they are present then list the household with the final Contact State “Complete: Made Contact”. If they are still absent by the end of the third day then list the household but the final response should be a “Complete: Non-Contact”, this Contact State will be explained in more detail in section 2.3.

In the event of households moving in or out of the PSU at the time of listing, include the household, which is moving in, and exclude the one, which is moving out.

If a household refuses to be listed then you need to list it with the final response “Refusal (30)”. But you also need to take action on this. Inform the TEAM SUPERVISOR immediately. If the TEAM SUPERVISOR cannot convince the household he will then inform the RS, who will take up the issue further. RS and the regional office (Councillor, CEO or Governor) with other support from Head Office should intervene and try to get the household to participate. **This action need to be taken without delay.**

Note

- Hotels, resorts and campsites are excluded from the listing since they are falling under the

category of institutions. Holiday homes found within a compound as independent structures should also be excluded from the listing although they may not strictly fall under the category of institutions.

These are the general guidelines that you need to follow during the listing operation. The specific instructions with regard to different areas are given below.

### 3.3.2 Listing in urban areas

#### Segmentation: Example 1. Developed formal area - PSU map 1



On the map the PSU boundary is shown with the broken line (green on this map), which runs along the streets. This is a PSU map in Katutura suburb in Windhoek. There are some other features on the map close to the PSU such as Junior Primary School, Motor Clinic and Katutura Health Centre, which could help in identifying the location of the PSU.

- Identify the location of the PSU using the town map.
- Update the map adding any new features.
- Divide the area into different segments using the streets on the map as shown so that the segments cover the PSU completely. Name the segments as shown (A, B, C).
- Determine the order of the segments to be listed. For example, from segment A to segment C.

- Mark the starting point of the listing of each segment on the map as shown.
- Proceed in the direction as shown, listing the households on the left.
- At some intervals show the house numbers on the map.
- Once the listing in a segment is completed continue with the next segment as planned on the map.

## Segmentation: Example 2. Informal area – PSU map 2



On the map the PSU is the area within the dashed line (green in colour). This is an informal area where the shacks are built not according to any plan. You will need more time to identify the boundary. Most of the time the boundary follows footpaths, and sometimes through structures, which have to be carefully identified. Update the map by including some permanent features on the ground, which you can find (including small shops). Indicate on the map the particulars of the households on both sides of the boundary, inside and outside. The particulars may be the erf number, house number or the name of head of household. Keep in mind that these areas could change rapidly and what is on the map may be quite outdated.

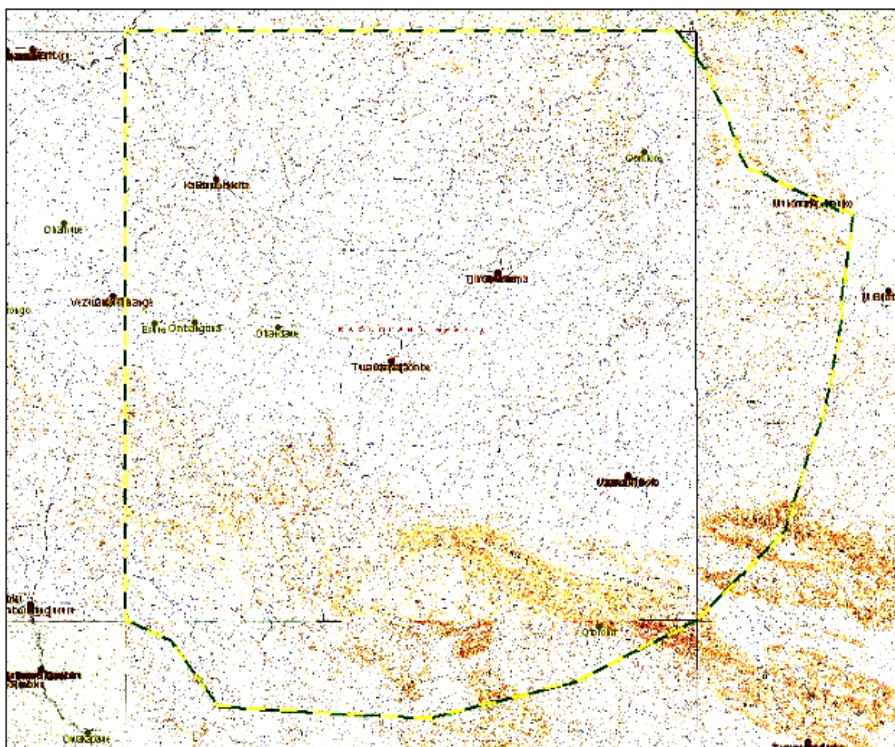
After identifying the boundary and with the updated map you should now be ready to start the listing. But this is not always straightforward as the other previous cases because of the haphazard pattern of the houses inside the PSU.





- If there is only one locality then probably the team should work together. The TEAM SUPERVISOR should decide the best way of allocating the work to the two interviewers depending upon the ground situation and the time available.
- Update the map with any new features and other information such as names of headmen etc.
- Roughly indicate the starting point of listing and the general direction taken inside the locality.
- Once the listing is completed in all localities combine the listing forms of the different localities in the same order as marked on the map.

#### PSU map 4 – Rural - Communal area (Point locality)

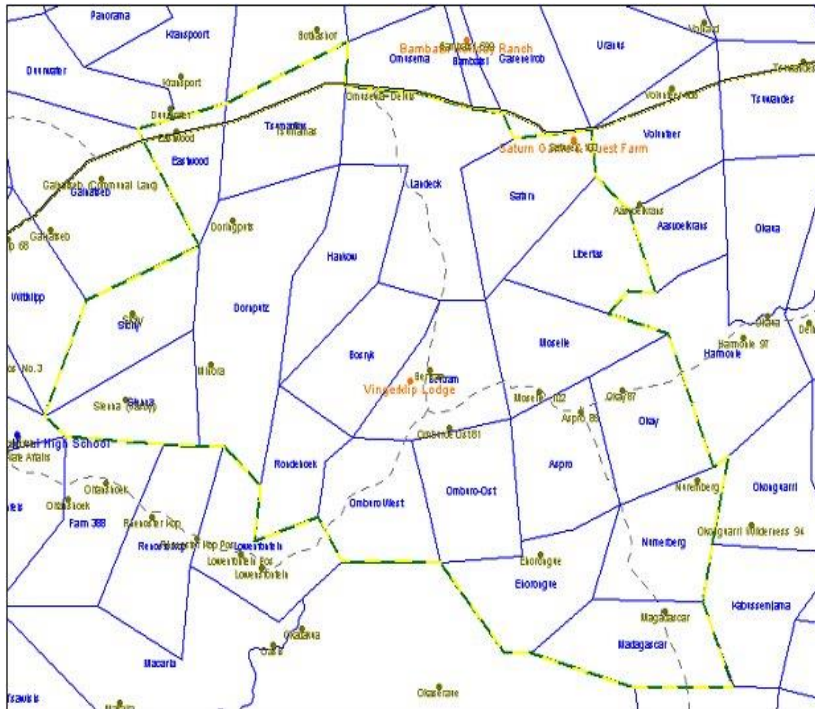


The PSU boundary shown by the dashed line follows roads, tracks or imaginary lines. The localities are represented by big dots and names.

- Find out the general location of the PSU using the regional map.
- Identify localities inside the PSU. Write the locality names on the listing form.
- Update the map with any new features and other information such as names of headmen etc.
- Make a plan covering all the localities systematically across the PSU from one end to the other and indicate the order of the listing of the localities on the map (Similar to the segmentation).

- The Team Supervisor should decide the best way of allocating the work to the two interviewers depending upon the ground situation (the distances between the localities etc.) and the time available.
- List the households in each locality separately starting with the first locality.
- List the households systematically within the locality.
- Once the listing is completed in all localities combine the listing forms of the different localities in the same order as marked on the map.

### PSU map 5 – Rural – Commercial farming area (Commercial farms)



PSU boundary shown by the dashed line follows farm boundaries. Sometimes the boundary could also follow a permanent feature such as a road. The map may contain other information such as lodges and guest farms etc. that will be helpful in identifying the PSU. The farm names are shown on the map. However the farm names could have changed over time and such changes may not be reflected on the map. Also farms could have been sub divided into two or more farms after the compilation of these maps. Similarly some commercial farms may have changed to resettled farms. In such situations the map should be upgraded with notes to show what is on the ground.

Difficulties may arise due to locked gates as well as to absent farmers. Always contact the Regional Office and the Agricultural Union Office before proceeding to the PSU. Check whether publicity has taken place. If you cannot find some of the farm owners/managers you may have to make appointments through telephone or otherwise.

- Find out the location of the PSU using the regional map.
- Identify the boundary of the PSU by distinguishing the farms inside and outside.
- Update the map with any new features and other information such as the farm names.

- Make a plan covering all the farms systematically across the PSU from one end to the other and indicate the order of the listing of the farms on the map (As in segmentation). Treat each farm as a segment.
- List the households in each farm separately starting with the first farm.
- After completing the listing in all the farms combine the listing pages of the different farms in the same order as marked on the map

### 3.4. Map Geocodes

#### 3.4.1 Current Administrative Frame of Namibia

14 Regions

121 Constituencies

6,163 Primary Sampling Units (PSUs)

The administrative structure for the different levels is as follows:

<u>Administrative Division</u>	<u>Administrator</u>
Region	Chief Regional Officer
Constituency	Regional Councillor
Municipality/Town	Mayor/Town clerk/CEO
Village/Locality	Village council/Headman

The above administrative structure forms the basis of the 2015/16 Namibia Household Income and Expenditure Survey geography. The 2015/16 NHIES geocode, as discussed in the following paragraph, is designed in such a manner that **a PSU can never be located in more than one constituency.**

#### 3.4.2 The 2015/16 NHIES geography PSU Map Geocode

The 2015/16 NHIES geocode consists of 9 digits that adhere to the following structure:

##### Geographic Frame

	Region		Constituency		Type		PSU		
Digit	1	2	3	4	5	6	7	8	9

The Type determines whether a PSU falls under an Urban or Rural area. Urban PSUs are coded as "01" or "98" (for undeveloped urban areas very common in newly proclaimed towns). Rural PSUs are coded as "99". Coding of Regions and Constituencies are done following alphabetical order.

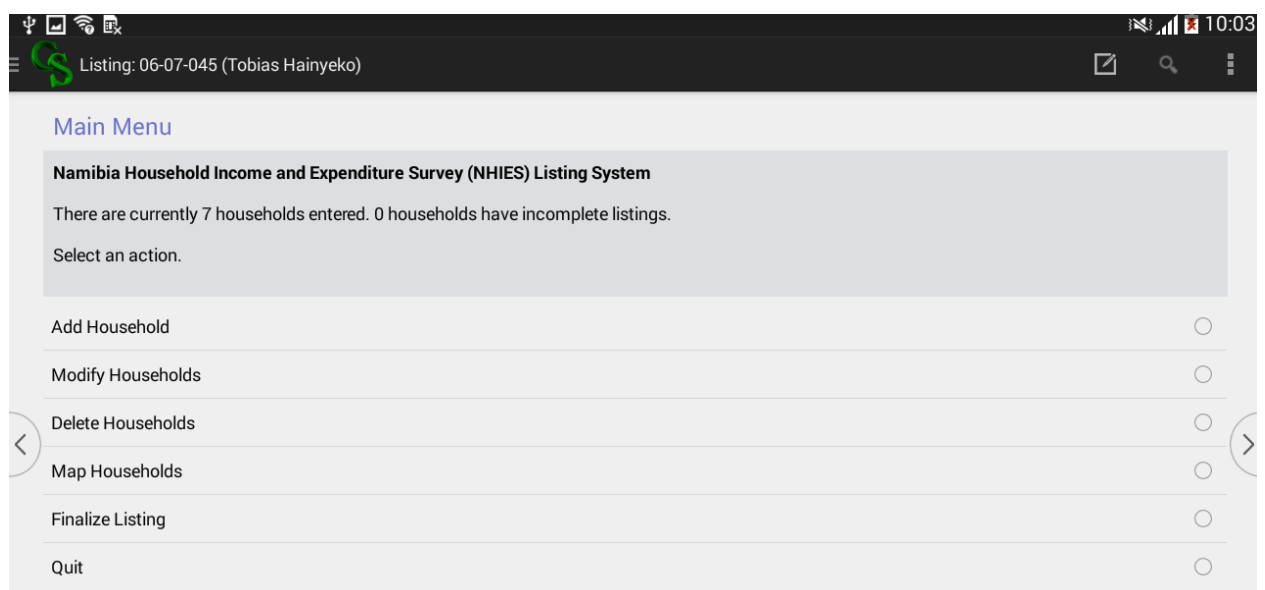


# CHAPTER 4

## LISTING OF HOUSEHOLDS (using the tablet)

Listing of households will be carried out using the tablets. You have already gone through the session on the tablets and know how to operate the tablet by now. Details of how the tablet is used for the listing of households in PSUs are given below.

### 1. The Main Menu



#### 1.1. The information box

At the top of the main menu you will see an information box. This box displays how many households have been entered in the PSU and how many households have incomplete listing questionnaires.

**Namibia Household Income and Expenditure Survey (NHIES) Listing System**

There are currently 7 households entered. 0 households have incomplete listings.

Select an action.

The information box also prompts you to select an action. We will now review these actions.

## 1.2. Main Menu Actions

Add Household

Modify Households

Delete Households

Map Households

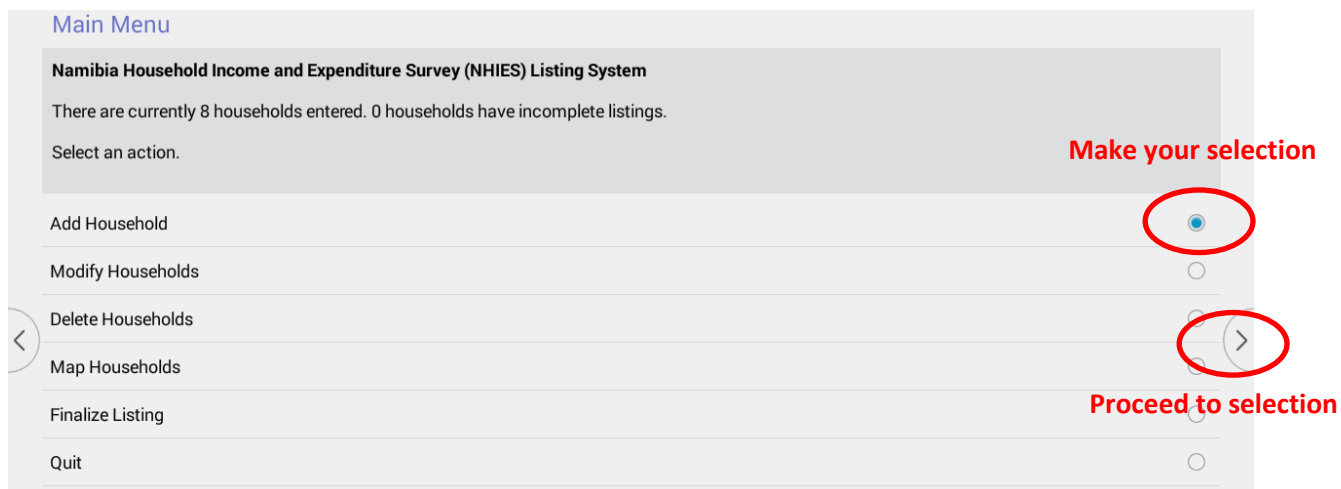
Finalize Listing

Quit

- Add Household – Begin a new listing questionnaire, either at a new dwelling location or by adding a household to a previously listed dwelling.
- Modify Households – Enter or change information on a preexisting listing questionnaire. You may not change the dwelling location. You may add new households to a previously entered dwelling.
- Delete Households – Remove households from the PSU list.
- Map Households – Enter Google Maps to view dwellings currently listed in PSU.
- Finalize Listing – Send data to your supervisor.
- Quit – Leave the program.

## 1.3. Beginning a Task from the Main Menu

All of the tasks shown on the main menu are begun by making a selection and touching the forward button, as shown below.



## SUPERVISOR FUNCTIONS BEFORE COMMERCING WITH LISTING:

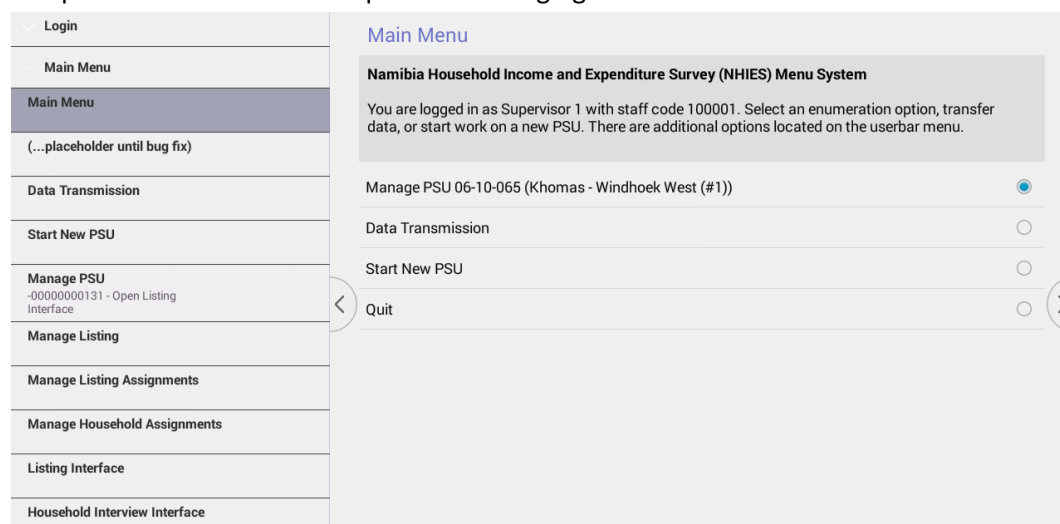
### 2. Open NHIES 2015 Menu

#### Entry Applications

NHIES 2015 Menu

### 3. Managing PSU

At the beginning of each PSU the supervisor is required to assign PSU's to his interviewers and this process starts with the supervisor managing his PSU.



- Select "Manage PSU 06-10-065 (Khomas – Windhoek West (#1))"
- Tab next

#### 4. Manage Listing

Here the supervisor has an option to Open Listing Program and View Listing Assignments. For the purpose of assigning a PSU to interviewers he has to select “View Listing Assignment” and tab next.

Login	<h3>Manage Listing</h3> <div>&lt;text goes here&gt;</div> <div>Open Listing Program <input type="radio"/></div> <div>View Listing Assignments <input checked="" type="radio"/></div> <div>Back to PSU Management <input type="radio"/></div>
Main Menu	
Main Menu 6100650000000 - Manage PSU 06-10-065 (Khomas - Windhoek West (#1))	
(...placeholder until bug fix)	
Data Transmission	
Start New PSU	
Manage PSU -00000000131 - Open Listing Interface	
Manage Listing	
Manage Listing Assignments	
Manage Household Assignments	
Listing Interface	
Household Interview Interface	

#### 5. Manage Listing Assignments

Login	<h3>Manage Listing Assignments</h3> <div>&lt;text goes here&gt;</div> <div>Assign Staff <input checked="" type="radio"/></div> <div>Back to Listing Menu <input type="radio"/></div>
Main Menu	
Main Menu 6100650000000 - Manage PSU 06-10-065 (Khomas - Windhoek West (#1))	
(...placeholder until bug fix)	
Data Transmission	
Start New PSU	
Manage PSU -00000000131 - Open Listing Interface	
Manage Listing -00000000122 - View Listing Assignments	
Manage Listing Assignments	
Manage Household Assignments	
Listing Interface	
Household Interview Interface	

- Select “Assign Staff”
- Tab next

## 6. Select From Last Staff Connections

Supervisor is required to use this menu to select the interviewer he or she would like to assign PSU to, if he/she knows the staff codes of his interviewers he/she can assign interviewers manually and if he/she does not then he should assign them by “view all staff”.

The screenshot shows a mobile application interface. On the left is a 'Staff Selector' menu with four options: 'Select from Last Staff Connections' (highlighted), 'Select from All Staff', 'Manually Enter Staff Code', and 'Main Menu'. The main area on the right is titled 'Select from Last Staff Connections' and contains the instruction 'Choose from the list of staff members that you have recently selected.' Below this are three radio button options: 'View All Staff' (which is selected), 'Manually Enter Staff Code', and 'Back to Listing Assignments'. Navigation arrows are visible at the bottom of the screen.

- Select “View Staff”
- Tab next

## 7. Assigning PSU to interviewer one

The screenshot shows the same 'Staff Selector' menu, but now 'Select from All Staff' is highlighted. The main area is titled 'Select from All Staff' and contains the instruction 'Choose from the list of all staff members.' Below this is a list of staff members, each with a radio button to its right. The list includes Supervisor 2, Supervisor 3, Supervisor 4, Supervisor 5, Interviewer 1 (which is selected), Interviewer 2, Interviewer 3, Interviewer 4, Interviewer 5, Interviewer 6, Interviewer 7, and Interviewer 8. Navigation arrows are visible at the bottom of the screen.

- Select your two interviewers one at a time (for this example we chose interviewer 1)
- Tab next
- Repeat step 5 to 7 (Only that this time in step 7 you select the second interviewer)

## 8. Data transfer

Transfers between Team Supervisor and Interviewer will be done over a local peer to peer Wi-Fi network that does not require an Internet connection, but presence of both tablets. Interviewers' tablet will create a Wi-Fi hotspot which Supervisors' tablet will connect to.

The Team Supervisor to Interviewer connection will be done automatically by the data entry program with minimal intervention on the part of the interviewer and supervisor. The interviewer will simply select "**Connect to Supervisor**" from the data entry program on his/her tablet and then the supervisor will select "Connect to Interviewer" from the data entry program on his/her tablet. The data entry program will automatically create and connect to the Wi-Fi hotspot and transfer the required files, notifying both the Interviewer and Team Supervisor when the data transfer is complete and if there were any errors.

When the Team Supervisor and Interviewer choose to synchronize, the following files will be copied from the Team Supervisor's tablet to the Interviewer's tablet:

- All data entry program files (listing, household, roster, individual, menu, daily record book)
- Listing of PSUs (NHIES\_PSU.dat)
- Staff codes (NHIES\_Staff.dat)
- Updated PSU boundary (kml) files
- Interviewer PSU listing assignment
- Interviewer household assignments
- Backup copy of Supervisor's data.

The following files will be transferred from the Interviewer's tablet to the Team Supervisor's tablet:

- Household interview assignment files with updated status for completed households
- Listing assignment files with updated status for completed households
- All household data files for households assigned to the interviewer that have not already been sent to supervisor (household, roster, individual, daily record book, etc.)
- Listing data files not already sent to supervisor
- Backup copy of Interviewer's data.

## INTERVIEWER FUNCTIONS WHEN LISTING:

### 9. Add Household

#### 9.1. New dwelling or add to existing dwelling

Begin the household LISTING by determining if it will be part of a new dwelling or added to an existing dwelling. You may make your selection by tapping directly either option.

Do you want to add a new dwelling unit?

Yes: New Dwelling

No: New Household to Existing Dwelling

We will proceed by adding a new dwelling.

#### 9.2. Adding a new dwelling

After selecting Yes: New Dwelling, you will see the message below.

You are now listing a new dwelling unit with number 8. Make sure you have a clear view of the sky as we take a GPS reading.

OK

Cancel

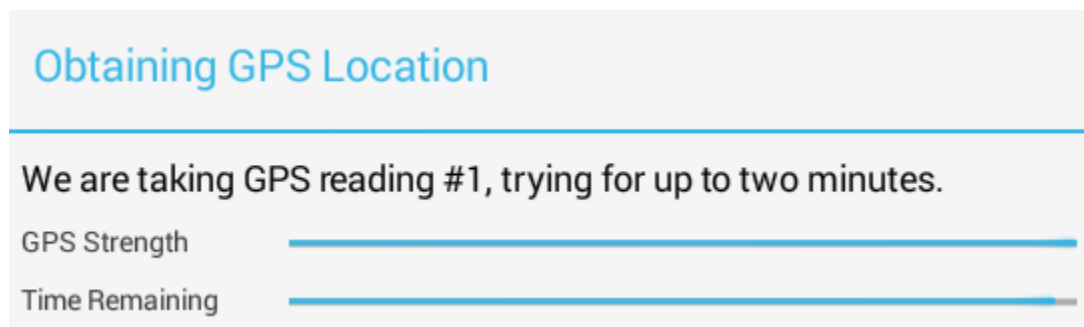
Note: GPS is dependent on the number of satellites with a line-of-sight to your Android device. Since the satellites orbit Earth in a net pattern, the most important thing you can do to improve accuracy is make sure your device can “see” as much of the sky as possible. While standing close to the threshold of the dwelling, attempt to orient yourself so that the

device has the best sky view. This may mean turning around toward the street or open space, away from the dwelling, for this step.

If you select Cancel, you will be taken back to the Main Menu.

Select OK to confirm that you have a clear sky view.

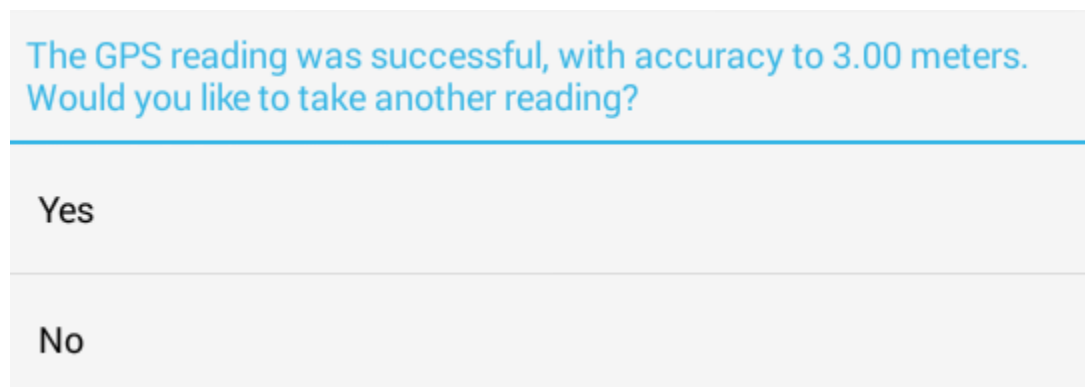
You will then see a dialogue box indicating that the device is attempting to obtain a GPS-based location for the new dwelling.



Note: If the device cannot get your current location, you will see a message stating that the GPS attempt was unsuccessful. You must get a GPS reading before proceeding.

Note: You must attempt to obtain an accuracy of at least 3 meters before you will be allowed to proceed. You must make three attempts, with the first and last attempt separated by at least 2 minutes.

If you have trouble obtaining sufficient GPS location, incrementally change your position until you are able to do so. Attempt to remain as close to the threshold of the dwelling as possible. Remain on a straight line perpendicular from the centerline of the road or path in front of the dwelling to the dwelling entrance.



Select "No" when you have a successful GPS reading.



You will now be shown a satellite map with a pin dropped for the dwelling GPS location you have just taken.



Examine the map to determine whether or not the dwelling location is in the PSU.

After examining the map, press the Back button to return to CSEntry.

You will be asked if the dwelling is in the PSU boundary.

Was the dwelling unit location in the boundaries of the PSU?
Yes
No

Confirm that the dwelling is located inside the PSU based on your interpretation of the map.

### 9.3. The Listing Questionnaire - Adding a New Household to a New Dwelling

You will now ask some basic questions to complete the listing questionnaire. The first is to provide the name of the street on which the dwelling is located.

**Address**

What is the name of the street where the dwelling unit is situated?

<  >

Enter the name of the street. You will have the option to automatically use the street entered for the previous housing unit.

Now enter the type of dwelling.

**Dwelling Unit Type**

What type of dwelling unit is this?

Block of flats	<input type="radio"/>
Cluster of houses	<input type="radio"/>
Single housing unit	<input type="radio"/>

< >

The options are:

- Block of flats - This refers to a tall building or structure used for residential purposes.
- Cluster of houses - This refers to a group of buildings/houses built close together on one erven, e.g. sectional title houses.
- Single housing unit - This refers to a free standing residential building, e.g. detached house.

**House/ Erf Number**

What is the house or erf number? If in a flat, enter the flat number.

<  >

Enter the house/Erf number.

**Listing Response Code**

Were you able to contact anyone in the household? Remember that you should come back a few times before marking the household as a non-contact or refusal.

Incomplete: Will Return	<input type="radio"/>
Complete: Made Contact	<input type="radio"/>
Complete: Non-contact	<input type="radio"/>
Complete: Refusal	<input type="radio"/>

You must now select the Contact State for the household. There are 4 options:

- Incomplete: Will Return – You have not yet established contact with a respondent.
- Complete: Made Contact – You have contacted a respondent and collected information for the listing questionnaire.
- Complete: Non-Contact – You were unable to establish contact with any respondent within the household after multiple attempts.
- Complete: Refusal – You made contact with a respondent and they indicated their refusal to participate in the survey.

Note if you select Incomplete, Complete: Non-Contact, Complete: Refusal, you will only see one more screen. This screen allows you to capture comments for this dwelling. Enter any relevant information. This may include best contact times, a description of the building, or special instructions interviewers may need to find the dwelling.

When selecting Complete: Made Contact, you will see a screen to enter the name of the head of the household.

Enter the name of the household.

**Name of Head of Household**

What is the name of the head of household?

Enter the number of people who live in the household.

Number of Household Members

How many members are part of the household?

2

You will then be taken to the comment screen.

[If this is a commercial household, there will be an additional question here about the type of farmer.]

The last option is to add another household to the dwelling. If you select yes, you will be asked to enter the flat/erf number, head of household, and number of household members.

Would you like to add another household to this dwelling unit?

Yes

No

If you select no you are taken to the main menu.

#### 9.4. The Listing Questionnaire - Adding a New Household to an Existing Dwelling

To add a new household to an existing dwelling, select Add Household from the Main Menu. Then select No: New Household to Existing Dwelling.

Do you want to add a new dwelling unit?

Yes: New Dwelling

No: New Household to Existing Dwelling

You can select a previously created dwelling to which you may add a household.

### Add Household

Select the dwelling unit to which you would like to **add** the household.

C001 - Ongava Street	<input type="radio"/>
C002 - Derek Azar	<input type="radio"/>
C003 - Ongava Street	<input type="radio"/>
C004 - Ongava Street	<input type="radio"/>
C005 - Ongava Street	<input type="radio"/>
C006 - Ongava Street	<input type="radio"/>
C007 - Post Street	<input type="radio"/>
C008 - Independence	<input type="radio"/>
Back to Listing Menu	<input type="radio"/>

The information available for each dwelling is the dwelling unit ID within the PSU and the street that the dwelling faces.

## 10. Modify Household

The Modify Household option allows you to return to a previously completed household questionnaire. You can identify the household by the dwelling ID number, street name, and the Head of Household that was previously identified.

### Modify Household

Select the household that you would like to **modify**.

C001 (Ongava Street - 1) - 01 (John Pandeni)	<input type="radio"/>
C002 (Derek Azar - 2) - 01 (David Shipanga)	<input type="radio"/>
C003 (Ongava Street - 3) - 01 (Petrina Haingula)	<input type="radio"/>
C004 (Ongava Street - 4) - 01 (Ndjipao Kalongo)	<input type="radio"/>
C005 (Ongava Street - 5) - 01 (Trevor Sikume)	<input type="radio"/>
C006 (Ongava Street - 6) - 01 (Susan Trutereti)	<input type="radio"/>
C007 (Post Street - 10) - 01 (John Steytler)	<input type="radio"/>
C007 (Post Street - 12) - 02 (Nevel)	<input type="radio"/>

## 11. Delete Household

When deleting a household you will see the same household list as when you wish to modify a household.

### Delete Household

Select the household that you would like to **delete**.

C001 (Ongava Street - 1) - 01 (John Pandeni)	<input type="radio"/>
C002 (Derek Azar - 2) - 01 (David Shipanga)	<input type="radio"/>
C003 (Ongava Street - 3) - 01 (Petrina Haingula)	<input type="radio"/>
C004 (Ongava Street - 4) - 01 (Ndjipao Kalongo)	<input type="radio"/>
C005 (Ongava Street - 5) - 01 (Trevor Sikume)	<input type="radio"/>

Touch a household record and select the forward button. You will see a dialogue to either delete the single household or delete all of the households that belong to the dwelling containing the selected household.

There are 2 other households in the selected dwelling unit. Do you want to delete all 3 households?

---

Yes: Delete All

No: Delete Only Household

You will then be asked for confirmation that you wish to delete either the single household or all of the households in the dwelling. If you confirm, the household(s) will be deleted.

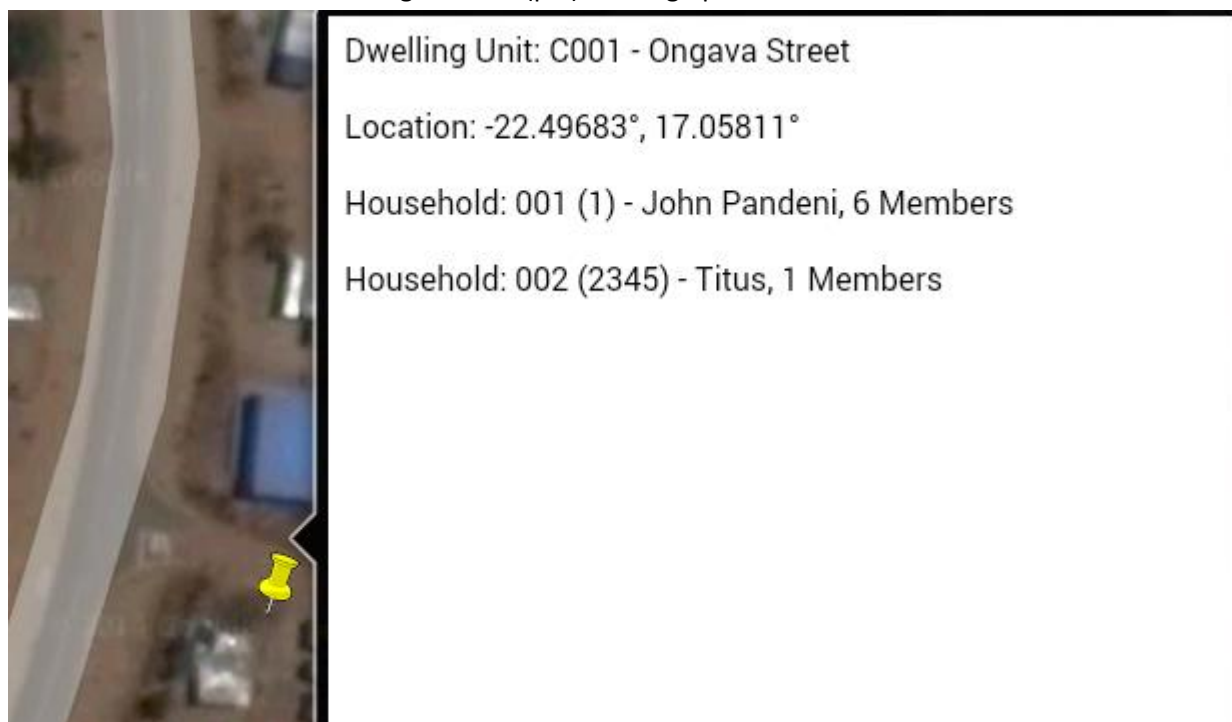
You will then be taken to the main menu.

## 12. Map Households

The Map Households option will take you to a single screen. On this screen you can navigate around a Google Earth map. You will see the border of the PSU (in yellow), the Dwelling Units that have been added (yellow pin(s)), and background satellite imagery.



You can touch one of the dwelling markers (pin) to bring up information about it.



A household list is available for each dwelling unit with the information shown above.

### 13. Finalize the Listing

The listing is finalized in one step. From the main menu touch Finalize Listing and advance. You will see the dialogue below.

Are you sure that you would like to finalize the assignment, having listed 9 households?

Yes

No

After finalizing, you will be unable to return to this PSU. You have done with Listing in that particular PSU. Here after you the interviewer will need to sync their tab with that of the supervisor as was explained in step 8. Once the supervisor has the successfully synced with both interviewers he/she is able to proceed with step 14.

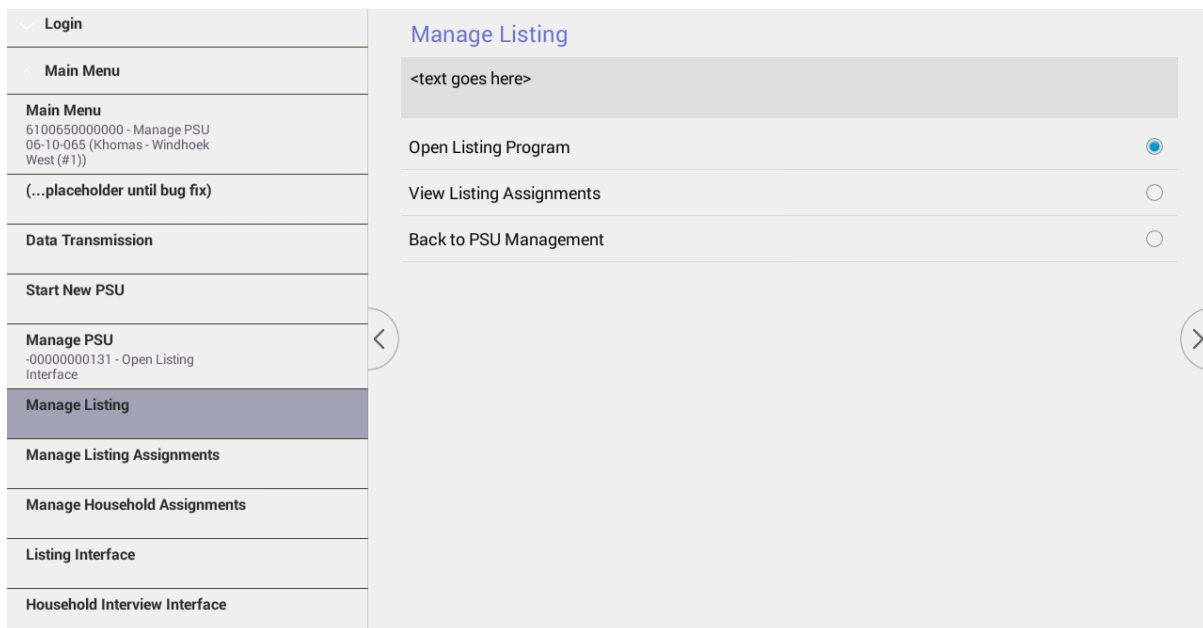
## SUPERVISOR SAMPLING AND ALLOCATION OF SAMPLED HOUSEHOLDS

### 14. Sampling and assigning households

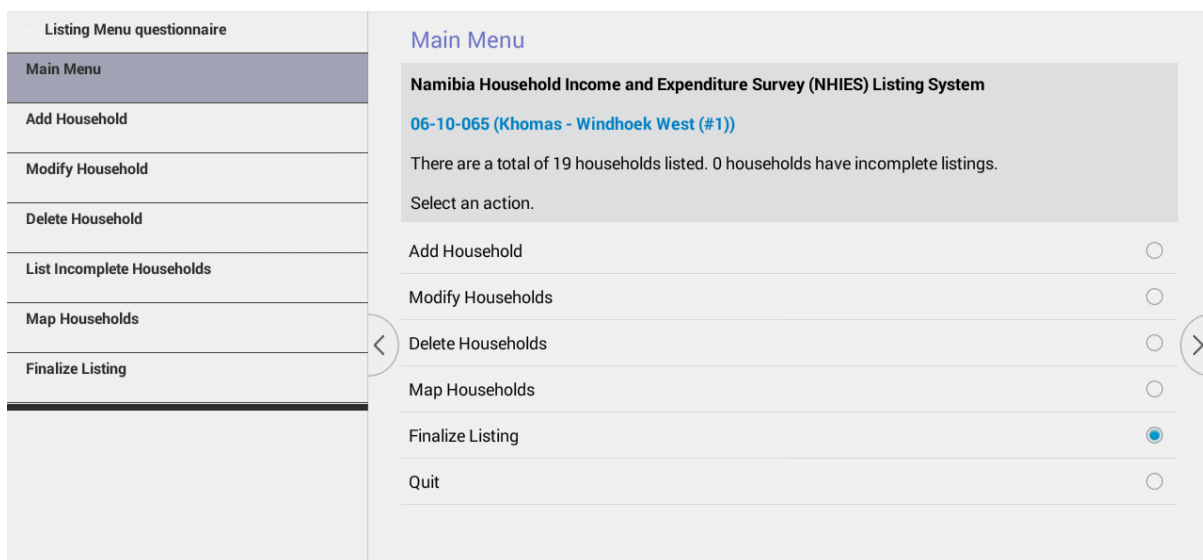
Login	Main Menu
Main Menu	<b>Namibia Household Income and Expenditure Survey (NHIES) Menu System</b>
Main Menu	You are logged in as Supervisor 1 with staff code 100001. Select an enumeration option, transfer data, or start work on a new PSU. There are additional options located on the userbar menu.
(...placeholder until bug fix)	
Data Transmission	Manage PSU 06-10-065 (Khomas - Windhoek West (#1)) <input checked="" type="radio"/>
Start New PSU	Data Transmission <input type="radio"/>
Manage PSU	Start New PSU <input type="radio"/>
Manage Listing	Quit <input type="radio"/>
Manage Listing Assignments	
Manage Household Assignments	
Listing Interface	
Household Interview Interface	

- Select Manage PSU06-10-065 (Khomas – Windhoek West(#1))
- Then tab on “Manage listing”

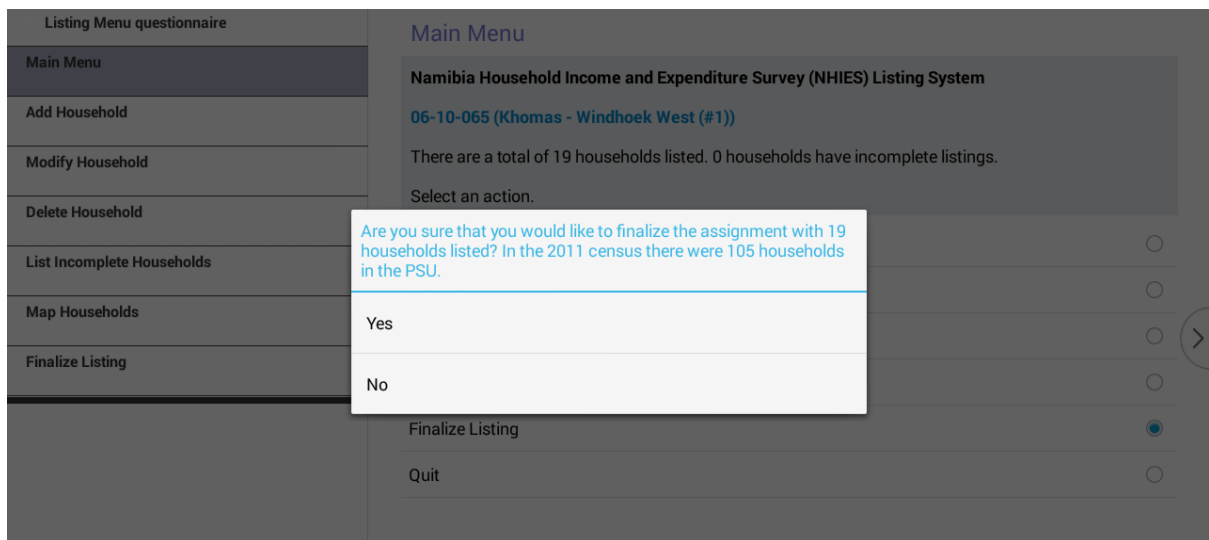




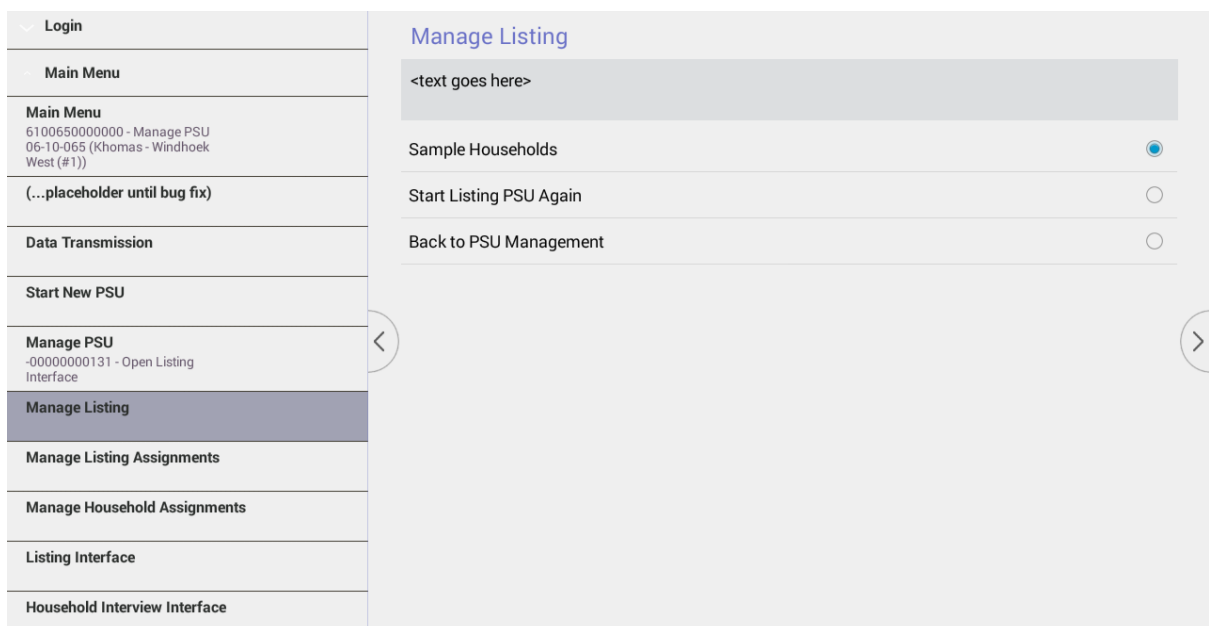
- Select Open Program



- Note the total household listed below the PSU ID in black.
- Select "Finalize Listing"



- Select “Yes” to confirm the number of households listed to be a true reflection of what’s on the ground as compared to the 2011 census.
- If you click “No” the PSU will not be finalized.



- Select “Sample Households”
- A screen will pop up containing the 12 sampled households.

<div> <div>Login</div> <div>Main Menu</div> <div> Main Menu  6100650000000 - Manage PSU  06-10-065 (Khomas - Windhoek West (#1)) </div> <div>(...placeholder until bug fix)</div> <div>Data Transmission</div> <div>Start New PSU</div> <div>Manage PSU</div> <div> Manage Listing  -0000000124 - Sample Households </div> <div>Manage Listing Assignments</div> <div>Manage Household Assignments</div> <div>Listing Interface</div> <div>Household Interview Interface</div> </div>	<div>Manage PSU</div> <div>&lt;text goes here&gt;</div> <div> <div>View Household Assignments</div> <div>Open Listing Interface</div> <div>Finalize PSU</div> <div>Back to Main Menu</div> </div>
---	---

- Select “View Household Assignment” this will allow you to see the selected 12 household and the supervisor will be required to assign six households to the two interviewers.

<div> <div>Login</div> <div>Main Menu</div> <div> Main Menu  6100650000000 - Manage PSU  06-10-065 (Khomas - Windhoek West (#1)) </div> <div>(...placeholder until bug fix)</div> <div>Data Transmission</div> <div>Start New PSU</div> <div>Manage PSU</div> <div> Manage Listing  -0000000132 - View Household Assignments </div> <div>Manage Listing Assignments</div> <div>Manage Household Assignments</div> <div>Listing Interface</div> <div>Household Interview Interface</div> </div>	<div>Manage Household Assignments</div> <div>&lt;text goes here&gt;</div> <div> <div>Unassigned: B001 - 08 (tami)</div> <div>Assigned to Interviewer 2 on 26 Jan: A001 - 01 (joe)</div> <div>Assigned to Interviewer 2 on 26 Jan: A001 - 04 (edz)</div> <div>Assigned to Interviewer 2 on 26 Jan: A001 - 05 (dud)</div> <div>Assigned to Interviewer 2 on 26 Jan: B001 - 01 (john)</div> <div>Assigned to Interviewer 2 on 26 Jan: B001 - 02 (michael)</div> <div>Assigned to Interviewer 3 on 26 Jan: B001 - 03 (david)</div> <div>Assigned to Interviewer 3 on 26 Jan: B001 - 04 (kesha)</div> <div>Assigned to Interviewer 3 on 26 Jan: B001 - 05 (tangi)</div> <div>Assigned to Interviewer 3 on 26 Jan: B001 - 06 (wensel)</div> <div>Assigned to Interviewer 3 on 26 Jan: B001 - 07 (paxula)</div> <div>Map Households</div> </div>
--	---

- Select each unassigned household and assign it to an interviewer. Ensure that each interviewer gets 6 households assigned.

Staff Selector	Select from Last Staff Connections
Select from Last Staff Connections	Choose from the list of staff members that you have recently selected.
Select from All Staff	Interviewer 3 <input checked="" type="radio"/>
Manually Enter Staff Code	Interviewer 2 <input type="radio"/>
Main Menu	View All Staff <input type="radio"/>
	Manually Enter Staff Code <input type="radio"/>
	Back to Household Assignments <input type="radio"/>

- Select the interviewer you want to assign the selected unassigned sampled household. Repeat this for all unassigned households.
- Thereafter you should activate data transmission mode to transmit data to either one of the interviewers one at a time.
- Once data transmission is done each interviewer will be in possession of their assigned 6 households and can now start interviewing.

## APPENDIX 1

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### A. Sample PSU sheet (specimen)

Region Name	Region Code	Constituency Name	Constituency Code	PSU Type	PSU Type Code	PSU_Subtype	PSU Subtype Name	PSU Code	PSU NO	H'holds as at 2011 PHC	Survey Round
!Karas	01	!Nami -= Nus	01	Urban	01	Town	Luderitz	046	10101046	115	1
Erongo	02	Swakopmund	05	Urban	01	Municipality	Swakopmund	146	20501146	111	1
Erongo	02	Walvis Bay Rural	06	Urban	01	Municipality	Walvis Bay	082	20601082	111	1
Hardap	03	Rehoboth Rural	07	Rural	99	Commercial Farm		020	30799020	72	1
Kavango East	04	Mashare	01	Rural	99	Communal Land		013	40199013	89	1
Kavango West	05	Tondoro	08	Rural	99	Communal Land		010	50899010	56	1
Khomas	06	Tobias Hainyeko	07	Urban	01	Municipality	Windhoek	135	60701135	86	1
Khomas	06	Windhoek Rural	09	Rural	99	Commercial Farm		002	60999002	61	1
Kunene	07	Outjo	06	Urban	01	Municipality	Outjo	032	70601032	95	1
Ohangwena	08	Okongo	06	Rural	99	Communal Land		036	80699036	80	1
Omaheke	09	Otjinene	07	Rural	99	Communal Land		020	90799020	74	1
Omusati	10	Outapi	10	Rural	99	Communal Land		055	101099055	81	1
Oshana	11	Oshakati West	09	Urban	01	Town	Oshakati	055	110901055	126	1
Oshikoto	12	Onayena	08	Rural	99	Settlement	Onayena	013	120899013	79	1
Otjozondjupa	13	Otjiwarongo	06	Urban	01	Municipality	Otjiwarongo	035	130601035	65	1
Zambezi	14	Kabbe South	03	Rural	99	Communal Land		008	140399008	80	1

## B. Activities in a PSU within a survey round

TS - Team supervisor  
INT - Interviewer  
hh - Household

Day 1	Household listing by INTs				
Day 2					
Day 3	HH listing contd.	TS will combine the 2 listing files and select the 12 sample hhs and allocate the 6 sample hhs to each of the INTs as per the given guidelines			
Day 4	V1 -Visit 1 to the hh	First 3 hh of each INT	Complete the classification info, Section 1 - 3 and introduce the DRB		
Day 5	V2	Next 3 hhs of each INT			
Day 6	V3	First 3 hh	Complete the sections 4 - 5	Monitor the DRB recordings and advice the hh, Code the DRB entries	TS will capture the DRB entries of day 5
Day 7	V4	Next 3 hh			TS will capture the DRB entries of day 6
Day 8	V5	First 3 hh	Complete the sections 6 - 9	Monitor the DRB recordings and advice the hh, Code the entries	TS - Day 7
Day 9	V6	Next 3 hh			TS - Day 8
Day 10	V7	First 3 hh	Complete the sections 12 - 19	Monitor the DRB recordings and advice the hh, Code the entries	TS - Day 9
Day 11	V8	Next 3 hh			TS - Day 10
Day 12	V9	First 3 hh	Complete the sections 10, 11 & 20	Monitor the DRB recordings and advice the hh, Code the entries	TS - Day 11
Day 13	V10	Next 3 hh			TS - Day 12
Day 14	C & T	Final checking for completeness of both Form 1 and Form 2 (DRB), Go back to hh if necessary. Compile all data (TS). Transfer data to the server (TS). Travel to next PSU.			
Day 15	R	Rest day			

*By end of day 3, INTs should have their sample hhs for interviewing. TS is responsible for this*

*First 3 hhs start recording on Day 5  
Next 3 hhs start recording on Day 6*

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### C. Survey calendar by survey rounds

Survey round	Survey month	Survey round period														
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
SR1	April/May 2015	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11
SR2	Continue...	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
SR3	May/June	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10
SR4	Continue...	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
SR5	June/July	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10
SR6	Continue...	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
SR7	July/Aug	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9
SR8	Continue...	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
SR9	Aug/Sept	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8
SR10	Continue...	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
SR11	Sept/Oct	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8
SR12	Continue...	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
SR13	Oct/Nov	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7
SR14	Continue...	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
SR15	Nov/Dec	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7
SR16	Continue...	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
SR17	Dec/Jan 2016	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6
SR18	Continue...	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
SR19	Jan/Feb	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5
SR20	Continue...	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
SR21	Feb/March	21	22	23	24	25	26	27	28	29	1	2	3	4	5	6
SR22	Continue...	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21

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### D. Survey rounds and periods

Survey rounds	Survey round period		Reference periods with respect to the survey round				
			Last month	Last 3 months		Last year/Last 12 months	
	From	To		From	To	From	To
SR1	27.04.2015	11.05.2015	March 2015	Jan 2015	March 2015	Apr 2014	Mar 2015
SR2	12.05.2015	26.05.2015	April 2015	Feb 2015	April 2015	May 2014	April 2015
SR3	27.05.2015	10.06.2015	April 2015	Feb 2015	April 2015	May 2014	April 2015
SR4	11.06.2015	25.06.2015	May 2015	Mar 2015	May 2015	June 2014	May 2015
SR5	26.06.2015	10.07.2015	May 2015	Mar 2015	May 2015	June 2014	May 2015
SR6	11.07.2015	25.07.2015	June 2015	Apr 2015	June 2015	July 2014	June 2015
SR7	26.07.2015	09.08.2015	June 2015	Apr 2015	June 2015	July 2014	June 2015
SR8	10.08.2015	24.08.2015	July 2015	May 2015	July 2015	Aug 2014	July 2015
SR9	25.08.2015	08.09.2015	July 2015	May 2015	July 2015	Aug 2014	July 2015
SR10	09.09.2015	23.09.2015	Aug 2015	June 2015	Aug 2015	Sep 2014	Aug 2015
SR11	24.09.2015	08.10.2015	Aug 2015	June 2015	Aug 2015	Sep 2014	Aug 2015
SR12	09.10.2015	23.10.2015	Sep 2015	July 2015	Sep 2015	Oct 2014	Sep 2015
SR13	24.10.2015	07.11.2015	Sep 2015	July 2015	Sep 2015	Oct 2014	Sep 2015
SR14	08.11.2015	22.11.2015	Oct 2015	Aug 2015	Oct 2015	Nov 2014	Oct 2015
SR15	23.11.2015	07.12.2015	Oct 2015	Aug 2015	Oct 2015	Nov 2014	Oct 2015
SR16	08.12.2015	22.12.2015	Nov 2015	Sep 2015	Nov 2015	Dec 2014	Nov 2015
SR17	23.12.2015	06.01.2016	Nov 2015	Sep 2015	Nov 2015	Dec 2014	Nov 2015
SR18	07.01.2016	21.01.2016	Dec 2015	Oct 2015	Dec 2015	Jan 2015	Dec 2015
SR19	22.01.2016	05.02.2016	Dec 2015	Oct 2015	Dec 2015	Jan 2015	Dec 2015
SR20	06.02.2016	20.02.2016	Jan 2016	Nov 2015	Jan 2016	Feb 2015	Jan 2016
SR21	21.02.2016	06.03.2016	Jan 2016	Nov 2015	Jan 2016	Feb 2015	Jan 2016
SR22	07.03.2016	21.03.2016	Feb 2016	Dec 2015	Feb 2016	Mar 2015	Feb 2016