



NAMIBIA HOUSEHOLD INCOME AND EXPENDITURE SURVEY
2015/2016

INTERVIEWER MANUAL

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CHAPTER 1

1. DESCRIPTION OF THE SURVEY

1.1 Overview

The Namibia Household Income and Expenditure Survey (NHIES) 2015/2016 is the sole source of information on incomes and expenditure in the country the survey is used to compute poverty indicators at household and individual levels. It also serves as a statistical framework for compiling the national basket items for the compilation of price indices used in the calculation of inflation. It forms the basis for updating prices or rebasing of national accounts.

Surveys of the type of NHIES are very costly exercises that require a lot of resources, both human and financial. The NHIES 2009/2010 costs were over sixty (60) million Namibian Dollars to execute and the coming survey is expected to cost about N\$119, 3 million. Therefore it has been thought to combine the execution of this survey with other surveys into one permanent integrated undertaking that will incorporate various modules of surveys such as labour force, health, education, child labour, informal employment, amongst others, at different intervals. The survey will consist of core modules on permanent basis, while special topics will be added on rotational basis depending on the need and data priorities in the country. The permanent core modules for this survey will be income, expenditure, labour force, health and education.

1.2 Purpose of the survey

For any effective and meaningful planning to take place the Government and other developmental stakeholders there is a need to have reliable and accurate information on the socio-economic status of the country. The main objective of the Namibia Household Income and Expenditure Survey (NHIES) is to provide socio-economic indicators to support planning, policy formulation, decision making as well as research and development for a knowledge based economy in order to eradicate poverty and income inequalities in Namibia. It will describe the living conditions of Namibians using actual patterns of consumption and income as well as a range of other socio-economic indicators. The specific survey objectives include among others:

- i) To provide information for poverty indicators and profiles

- ii) To provide data on income distribution and differentials
- iii) To inform monitoring and evaluation of developmental programmes and processes
- iv) To obtain consumption and expenditure patterns and other data for the construction of a revised basket and weights for consumer price indices
- v) To provide data to be used for the compilation of the National Accounts, as well as for international reporting.
- vi) To provide basic information on the transformations of the economy following trends and shifts in the consumption patterns of the population.
- vii) To provide basic labour force indicators.
- viii) To provide information on health and education.

1.3 Sponsorship

Namibia has adopted a 5 year socio-economic planning cycle known as National Development Plans or NDPs. The current cycle is the NDP4 (2012 to 2016) that adopted three major overarching goals to be achieved namely:

- High and sustained economic growth
- Increased income equality
- Employment creation

NDPs are stepping stones towards achieving Vision 2030, which defines Namibia's long-term development goals.

Conducting the NHIES is consistent with the Government planning and execution of developmental interventions. It is generally believed that change has taken place from 2009 to 2014 but what is not known is the level and direction of that change. The NHIES outcome has served and will be serving as a main instrument for distributional analysis and for formulating the poverty reduction strategy.

The NHIES 2015/2016 is the fourth of this type of survey to be conducted in an independent Namibia, but the first to be carried out by the NSA under its strategic priorities and objectives as stipulated in the Business Plan for 2012/13 to 2016/17.

The NHIES 2015/2016 is conducted under the jurisdiction of the NSA with the government as the main sponsor. The overall responsibility for NSA is to ensure that the survey delivers quality

results that contribute to NSA strategic objective of delivering relevant, quality and timely statistics that is fit for the purpose.

1.4 Design of the NHIES Sample

The Household Income and Expenditure Survey 2015/2016 is a household based survey designed to collect data on incomes and expenditure patterns of households. The survey will cover the 14 regions and is expected to yield estimates/indices at regional level, urban/rural and selected socio-economic groups. It is also planned that quarterly reports will be produced at national level. 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 eleven months and each PSU will be covered for a period of 15 days, which is often referred to as a survey round.

The sample design for the survey will be a stratified two-stage cluster sample where the units of the first stage will be geographical areas to be designated as the Primary Sampling Units (PSUs) and the second stage units will be the households. The first stage units will be selected from the National Sampling Frame (NSF) of PSUs and the second stage units will be selected from a list created in the field during the list process (listing will be done just before the interviewing of households within the PSU).

A PSU will be selected with the probability proportional to size of the PSU. Upon listing all households in the selected PSUs, sampling of households within each PSU will take place. The selection of sampled households will be done by the Team Supervisors using CAPI application. The table below shows the final sample size by region.

Table1: Distribution of sample PSUs and households by region

Region	PSU	Sample Households per PSU	Total sample households
!Karas	48	12	576
Erongo	72	12	864
Hardap	48	12	576
Kavango East	48	12	576
Kavango West	48	12	576
Khomas	96	12	1152
Kunene	48	12	576
Ohangwena	72	12	864
Omaheke	48	12	576
Omusati	72	12	864
Oshana	72	12	864
Oshikoto	72	12	864
Otjozondjupa	72	12	864
Zambezi	48	12	576
Total	864		10 368

1.5 About the Survey Instruments

A very distinct feature of this survey is the introduction of new technology for data collection and the partial phasing out of paper-based data capture. For the first time NSA is using tablets to collect data from sample households using Computer Assisted Personal Interviews also known as CAPI. The use of these portable devices brings an advantage to the data collection process since it strengthens data quality control on interview level and eliminates some stages of data collection, data capture and processing, thus minimizing the time it takes to release the final report.

Two instruments (questionnaires) of the survey will be used to record information on consumption and income. The first instrument is the questionnaire captured in CAPI will be used to record demographic information and transactions of frequent and infrequent nature like purchases of durable goods as well as other information from other modules, as labour force, health and education. The second instrument is the Daily Record Book (DRB) printed on hard copy and given to the households to complete themselves will be used to capture information of daily transactions such as food, beverages and tobacco. The completed DRB will then be captured in CAPI by the Team Supervisor. Households will be shown how to record daily transactions, however, where there are no literate persons in the households interviewers will visit them on daily basis in order to help with recordings.

Data will be collected on the following subjects:

- Household and demographic characteristics, housing type, housing costs, access to services, cost of domestic workers, and main language spoken in households;
- Food adequacy & coping strategy
- Education and literacy
- Health and Assets
- Labour employment, work and wages/salaries
- Household agricultural production: crops and livestock
- Remittances in cash and in kind;
- Household income sources and debts
- Income by individual members of households
- Household expenditures on non-food commodities
- Early childhood development and ICT expenditures
- Transport and holiday expenditures
- Tax, finance charges and insurance premiums
- Savings and investment
- Anthropometric measurements for under-fives.
- Household expenditures and consumption on food, beverages and tobacco items

1.6 Field Procedures

The main field activities of the survey are household listing, sample selection and interviewing the selected households.

- The survey period generally is one year (12 months or 52 weeks) for Income and Expenditure Surveys. But due to a delay the NHIES 2015/16 will cover only 11 months or 48 weeks.
- A survey round is a 15 day period. This includes 2 week working period and a rest day. Hence the survey under normal circumstances would have covered 24 survey rounds ($15 \times 24 = 360$) with few days left out. The current survey will cover only 11 months and therefore only 22 survey rounds ($15 \times 22 = 330$)
- Different sample PSUs (Primary Sample Units) and households will be covered for each survey round over the year.
- The participating households will record the expenditures and consumption of food, beverages and tobacco transactions for a 7 days period of the survey round.

- The field staff consists of a Regional Supervisor (RS), IT technicians, Team Supervisors (TS), and Interviewers (INTs).
- A team consists of the Team Supervisor and two Interviewers. They are expected to work within a given region.
- The two INTs will carry out the listing of households in a sampled PSU under the supervision of TS.
- The Team Supervisor will be responsible for integrating the household listing and selecting the 12 sample households using CAPI application
- TS are also responsible for allocating the 6 sampled households to each of the INTs for interviewing.
- The TS will capture the transactions in the Daily Record Book using a CAPI application in the tablet every day after the interviewer monitoring.
- IT technicians are responsible to serve as back-stopping for the CAPI and all matters related to IT in the field.
- And the National Supervisors will be responsible with the monitoring and evaluation of all field work in all the regions.

CHAPTER

2

2. CONDUCTING THE NHIES INTERVIEW

2.1 Explaining the Survey

All of the steps listed below must be followed for all households when the interviewer contacts the household for the first time:

Step 1: Show your NSA identification card and introduce yourself to the household as follow:

“Good morning/afternoon/evening...my name is _____. I am a representative of the Namibia Statistics Agency. We are conducting a survey on household income and expenditures. A few households have been selected randomly for the interview in the whole country, which will be conducted over a period of two weeks per household. Your household is one of the households selected to provide information for this survey in your region, and that is why I am here today.

Similar surveys were conducted in 1993/1994, 2003/2004 and 2009/2010 the results helped the government to plan more efficiently. However, the data are now out of date and that is why we are collecting new data. Before I ask you any questions I would like to assure you that the information about you and your household that I will record on the Tablet is **confidential** and no one, except survey personnel, will have access to it. I am liable to be prosecuted if I reveal any of the information you give to me to anyone else except my supervisor, whom you have already met. I would now like to ask you some questions about your household”

Step 2: Hand the respondent a copy of the letter, and say “Please take some time to read this important information”. You might be expected to translate the content of the letter to selected households that are unable to read in the local language where needed. It is very important that the translation is identical to the English version.

Step 3: Ask: “Do you have any questions about the Namibia Household Income and Expenditure Survey?”

Authorization

The Namibia Statistics Agency (NSA) is an autonomous entity established in accordance to the Statistics Act No. 9 of 2011. The Act stipulates amongst other functions of the Agency that is to collect, produce, analyse and disseminate official and other statistics in Namibia. The NHIES 2015/2016 will be conducted under the provisions of the Statistics Act No.9 of 2011.

2.2 Confidentiality

Confidentiality of the collected data/information from selected households and individuals during this survey is particularly stressed by Section 44 and 45 of the Statistics Act. No.9 of 2011. Section 44 specifically stipulated the prohibition of disclosure of information, documents, or records that are provided to the Agency or any other body authorised by the Minister to undertake a statistical or spatial data collection or obtained from administrative records, and that relates to individual, households, government body, undertaking or any other organisation -may not be (a) disclosed to any third party ; (b) admitted as evidence in legal proceedings, except for the purpose of criminal proceedings in terms of this Act; or (c) disclosed to a government body for non-statistical purposes. Section 45 also stipulated that a person employed in carrying out any of the provision of the Act must take the Oath of Office and Secrecy prescribed in Schedule 2 on matters on which statistics may be collected, produced, analysed or disseminated. Based on Schedule 2 of the Act, all officials who will be involved in any activities related to this survey will be taking an Oath of secrecy to ensure confidentiality of data and information.

2.3 Eligible Household Respondents

Any knowledgeable and responsible household member is eligible to act as a respondent. Preferably a respondent should be 18 years or above. In case there is no adult member in the household, any responsible and knowledgeable member aged 8 years or above may act as a respondent.

2.4 Maintaining Rapport with the Respondents

The beginning of the interview you and the respondent are strangers. The respondent's first impression of you will influence his/her willingness to co-operate in the survey. Be sure that your manner is friendly as you introduce yourself and the survey. Through your sincere understanding and interest in the respondent, you provide a friendly atmosphere in which the respondent can talk honestly and fully. If rapport is broken because respondent finds a

particular question too personal, take time to reassure him/her about the confidentiality of the survey.

The interview is an interactive process between two parties. This process can be divided into three different main phases:

- the introduction phase
- the interviewing phase and
- the closing phase

During these phases the interviewer has to act differently. One can say that the interviewer has different roles. There is a **formal role** and an **informal role**.

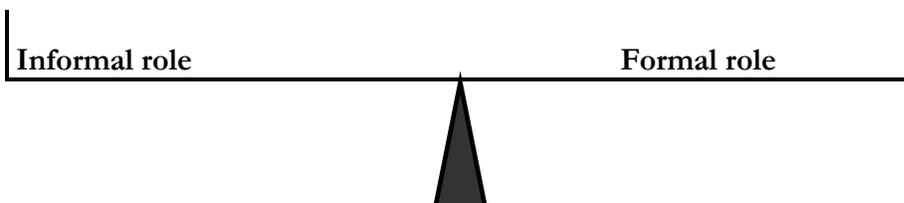
The **informal role** is used when the goal is to make a good atmosphere in the communication with the respondent. This role is mostly used during introduction phase and closing phase.

During the introduction phase, it is very important that the interviewer helps the respondent(s) to feel relaxed. To be selected for an interview, it's mostly a completely new situation for the respondents. They may have expectations that this new situation will be embarrassing or that they will not be able to answer the questions. Therefore, the interviewer has to help the respondent(s) to feel confidence in this new, unknown situation.

During the closing phase, it is also very important that the interviewer use the informal role. It is very common that a respondent tells other people about his/her experiences of the interview.

The formal role is mostly used during the interviewing phase. The interviewer has to, as strictly as possible, follow the instructions and ask the questions as they are phrased. Even during this phase the interviewer uses a mixture of the two roles. Probing should be resorted to in order to get all information needed.

It is also possible that the interviewer has to use the informal role, when they see the respondent has lost his concentration. In that case it can be useful to make some small talk and thereafter continue with the interview. All the time the interviewer has to balance between the formal and the informal roles. It is like sitting on a seesaw. (*See below*).



2.5 Answering Respondent Questions

A small percentage of respondents will want additional information before agreeing to participate in the survey. To convert a reluctant respondent, try to identify his/her specific objections and tailor your answer(s) accordingly.

- **General explanation of the survey** – you may need to give some respondents a general explanation of the survey. For example,
“Most families are affected by the state of the economy of the country. It is extremely important to know about the living standards of households in our country. Unless there is adequate information about employment, income, food adequacy, education, health, access to facilities, the government may fail in their efforts to provide for the needs of the people.
The statistical information developed from this survey is urgently needed in order to plan and monitor the well-being of the people effectively.”

- **How long will the interview take?**
The entire NHIES will be conducted in multiple sessions spread over two weeks. The length of each interview will vary depending on the characteristics of the household.

- **Why are you interviewing this household and not my neighbour?**
You should explain that it would be too costly and time-consuming to interview everyone in Namibia. Therefore, as you explained during the listing phase, a sample of households was selected using a scientific method. The respondent lives at one of the addresses picked/selected.

The selection was not based on who lives at the address. Each household represents thousands of other similar households. Taken as an aggregate, the sample will represent the population of Namibia.

Since this is a sample survey, we cannot substitute one address for another without affecting the information collected.

- **If the respondent misunderstands or misinterprets a question**

Repeat the question as worded and give the respondent another chance to answer.

If you still do not get an acceptable response, use the probing technique as follow:

Brief assenting comments-

Comments such as, “yes I see”, show the respondent that you are paying attention to the respondent’s answer. They often motivate the respondent to talk further.

An expectant pause-

An expectant pause, accompanied by an inquiring look after the respondent has given only a brief reply will often bring forth further response.

Repeating the respondent's reply-

Repeating the respondent's reply is useful in helping to clarify the response and prompting the respondent to enlarge upon his/her statement. Be sure you adhere strictly to the respondent's answer and do not interject your own ideas.

Neutral questions or probes-

Neutral questions in a neutral tone of voice will bring complete and clear responses. For example, *"Which figure would you say comes the closest?"* (This is a probe to clarify hours worked last week, income, etc.)

Or

"I don't quite understand what you mean. Could you please explain?"

Such questions show your interest and are successful when used correctly. When you recognize that a respondent's answer fails to meet the question objective, use a neutral probe to get the correct information.

2.6 Beginning the interview

The first few screens allow you to verify the housing unit listing. You will also record the household roster and collect demographic information for each household member listed. You will then be ready to ask household income and expenditure questions.

- **Ask questions exactly as worded** – so they will yield comparable results
- **Ask every question** – even if the answer to a particular question may appear to be obvious to you, do not fill the answer without asking the question.
- **Always have a positive approach.**
Always adopt a positive and non-apologetic attitude. Apologetic attitude may include such statements as 'I am sorry to take up your time?', 'Would you mind answering a few questions?' The answer could be 'Yes'. Then where do you go from there? Rather tell the respondent 'I would like to ask you some questions' or 'I would like to talk to you'.
- **Answer questions from the respondent honestly**
If the respondent has any questions answer them frankly. Be direct and pleasant when you answer. If you don't know the answers tell the respondent that you do not know and

try to find out the correct answer so that you revert back to him/her. Do not pretend to know things you are not familiar with.

- **Do not lead the respondent**

Never prompt or suggest answers to the respondent. Such comments as 'I suppose you mean?' are forbidden. Rather probe in such a manner that the respondent supplies the response.

- **Do not make assumptions about the respondent**

Do not form any expectations as to a particular household's income or expenditure patterns.

- **Try to conduct the interview away from distraction from other people**

The presence of other people during the interview can cause the respondent to give wrong answers. Ask the respondent the best place you can talk without disturbance.

- **Handle hesitant respondents tactfully**

Old, hesitating or stammering respondents should be handled with tact. You should not rush the interview or make faces. Rushing the interview will affect the quality of the responses.

- **Be neutral throughout the interview**

Try to remain neutral during the interview otherwise the respondent will give answers she/he thinks you want to hear. Never show by your face expressions of agreement or disagreement with the answer given. Remember that any differences between you and the respondent are detrimental to the survey.

- **Try to create the respondent's interest**

A respondent may reply 'I don't know', may give an irrelevant answer, may act bored, may behave detached, may contradict himself/herself or may seem to just not care. Try to create his/her interest. You could deviate a bit and talk about other matters unrelated to the survey, such as the weather. But please, do not discuss politics or religion during the interview!

- **Do not hurry the interview**

Ask questions slowly to make sure that the respondent understands. Pause and give her/him time to think. Hurrying the respondent might cause her/him to give an inaccurate answer.

2.7 Coding Interviews and Non-Interviews results

An interview household is a household for which you can obtain information-

- The unit is occupied and the interview was completed
- The unit is occupied but the interview was partially completed

If you are able to complete an interview and the first condition is met, classify the household as “Completed (1)”; if you are able to start an interview and could not complete it, classify the household as “Partially Completed (2)”.

A non-interview household is a household for which you cannot obtain information-

- The unit is occupied, but the interview was not possible due to non-contact;
- The unit is occupied, but the household refused to be interviewed.
- A unit is vacant, or not eligible for a sample. An example for not eligible for a sample could be that the occupant may be mentally challenged.

If you are unable to get an interview, classify the household as “Non-contact (3)”, if the first condition is met; classify the household as “Refusal (4)”, if the second condition is met; and classify the household as “Other (5)”, if the third condition is met.

2.8 Language of the interview

- **Translation**

The NHIES 2015/16 Questionnaire is in English. However, you will meet households, which you will not be able to interview in English. In such cases, you will interview in the language which the respondent is very familiar with. You will need to translate the question into the language of interview. It is very important that the translation is identical to the English version. This is why you must know the questionnaire and the manual properly and be able to translate all concepts correctly.

- **Question wording**

Avoid changing the wording of the questions in the questionnaire. Any use of interpreters will not be tolerated, unless the office authorizes and directs you to do so. They have not been trained and do not know anything about the survey.

CHAPTER 3

3. KEY CONCEPTS AND DEFINITIONS

3.1 Primary Sampling Unit (PSU)

A Primary Sampling Unit (PSU) is a geographical area, which was formed on the basis of the population in Enumeration Areas (EAs) as a result of the Namibia 2011 Population and Housing Census.

3.2 Survey Round

A **Survey round** is a period of 15 days including 3 days of listing, during which each interviewer will be expected to interview 6 households and the supervisor will administer daily record keeping for 12 households selected for a particular selected Primary Sample Unit (PSU).

Or

A **Survey round** consists of 15 consecutive days. This includes the two week survey period plus a rest day in-between.

3.3 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.

3.4 Households

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.

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).
- vi) In cases where the household has recently moved in and intends to stay should be interviewed if selected. An example, if the entire household was living in Keetmanshoop and it moved to Mariental, and then the 6 month rule should be interviewed if selected.
- vii) People who are temporarily camping and involved in long-term projects e.g. Home Service, road construction workers etc. should be listed provided the definition of households applies.

3.5 Head of household

The head of household is a person, either male or female, who is looked upon by other members of the household as their leader or main decision-maker. The name of the actual head of household, *whether present or absent*, should be recorded. This person should be aged 12 years and older.

3.6 Household Member

A household member includes the following two categories of persons in the household-

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

- 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 six months or more, 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 for more than six months during the past 12 months. Such persons should be considered as usual members of the household who are temporarily absent.
- In cases where a person has moved out of the household permanently, even though he/she stayed for 6 and more months, that person should not be counted as a household member.
- A new born baby and new spouse should only be counted as usual household members if they are present during listing and on the first day of interviewing, which is day 4 of the survey round. If the new baby is born or new spouse come on day 5 to day 14 of the survey round then they are not considered as usual household members.

NB: Household should be interviewed even if they recently moved in the dwelling unit.

3.7 Institutions

There are cases where the definition of a household does not apply. Sometimes groups of people live together, but cannot be said to belong to a household as defined in 3.4 Examples include hospitals, old age people's homes, nurses' homes, schools/colleges, hotels, army barracks, prisons, etc. These are institutional populations and will not be included in the sample. Do not list institutions!

However, *staff who live in the compound as private households should be listed*. For example, a matron who has her own private apartment in a nursing home or soldiers in married quarters should be listed.

3.8 Malnutrition

This survey also collects information on malnutrition. Malnutrition refers to diseases characterized by cellular imbalance between the supply of nutrients and energy on the one hand and on the other body's demand for them to ensure growth, maintenance and specific function. There are various manifestations of malnutrition, e.g. kwashiorkor (wasting) and marasmus (stunting).

Comparing height with age (usually referred to as height for age) results in a stunting indicator, i.e. is the child too short for its age.

Comparing weight with age (usually referred to as weight for age) results in a measure of wasting i.e. is the child too light for its age.

3.9 Employment

Employment is a basic source of both income and output for an individual, household or nation. Employment encompasses both 'paid employment' and 'unpaid employment'. It includes working without pay in a household's business or farm, working in your own business, farm or professional practice, alone or in partnership, working for wages, salary, tips or commissions, but excludes volunteer work, housework or unpaid domestic services by household members (cooking, washing and cleaning, child and care of the elderly in the household).

3.10 Work

People are engaged in many kinds of work. They may be paid employees, employers, own account workers or paid family workers, either working full-time or part-time, etc. To encompass the various kinds of work for the measurement of employment the concept of work is broadly defined. *In the NHIES working in an economic activity for as little as **one hour in a seven day reference period** is considered as work.*

3.11 Domestic worker

A domestic worker is a person who is employed by a private household to carry out tasks related to the household, e.g. household chores, guarding the premises, gardening, child minding, animal heading etc. **Note that the tasks must not be connected to a business of any kind.** The domestic worker is an employee and the private household is the employer.

If the domestic worker lives in the same dwelling unit as the main household and shares meals, she/he can be regarded as a household member, even if she/he does not pool his/her income and does not share the expenditures with the main household. The wages or salaries paid by the main household for the domestic worker's services should appear as consumption expenditure for the main household and as income for the domestic worker.

If the domestic worker lives somewhere else and does not share the catering arrangements with the main household, then she/he belongs to another household.

3.12 Wage Worker

A wage worker is an employed person whose remuneration is calculated and paid on hourly basis. Usually a wage worker has little or no additional benefits such as pension, medical aid, etc. and the agreement contract is of limited duration.

3.13 Salary Worker

A salaried worker, contrary to wage worker, is an employed person who is usually remunerated on monthly basis and enjoys benefits such as contract of longer or 'permanent' duration accompanied by other benefits like, pension, medical aid, housing allowance, annual and sick leaves and others depending on the nature of the employer and trade unionization of the workers.

3.14 Household Enterprise

Household Enterprises are own-account (self-employed) enterprises working in non-agriculture, which may employ contributing family workers.

3.15 Employee

An employee is a person, woman or man, aged 8 years and over, who during the survey or survey period worked for a public or private employer and received remuneration in wages, salaries, tips or piece-rate, either in cash or in kind.

3.16 Employer

An employer is an entity/institutions or a person, aged 8 years and over, who during the survey or survey period, operated her or his own economic enterprise and used one or more employee.

3.17 Household income

Household income refers to the sum of cash income and income in kind and consists of all receipts, which, as a rule, are of a recurring nature and accrue to the household or any of its members regularly at an annual or more frequent interval.

Additional receipts other than income, e.g. from sale of possessions, withdrawals from savings, lottery prizes, loans obtained, loan repayments received, windfall gains, lump sum inheritance, maturity payment on life insurance policies, lump sum compensation on injuries, legal damages received, etc. are collected for use of System of National Accounts (SNA) and other purposes.

Salaries or wages paid by the employer, head of household or any other member of the household to a live-in domestic worker, who is recorded as a member of the household in Section 2, Part C (Domestic Worker), of the questionnaire should be treated as household income.

Also note that food from dumpsite is also considered as a source of income too.

3.18 Household consumption expenditure

Household consumption expenditure refers to all money expenditure by the household and individual members on goods intended for consumption and expenditure on services plus value of goods and services received as income in kind and consumed by the household and individual members. Thus the value of goods and services produced by the household and utilized for its own

consumption, the net rental value of owner-occupied house and the gross rental value of free housing occupied by the household are covered within the scope of household consumption expenditure.

It also includes VAT on goods and services. It excludes direct taxes, social security contributions, savings bank deposits, contributions to saving clubs or building societies, life insurance premiums, cash transfers to and disbursements on behalf of persons outside the household and repayment of loans. Disbursements in the nature of gambling losses, cash grants and donations (except small recurring contributions to churches and charitable organisations) are also excluded.

3.19 Household expenditure

Household expenditure is broader and includes consumption expenditure as well as non-consumption expenditure. The non-consumption expenditure includes income taxes and other direct taxes, pension and other social security contributions, remittances, gifts and similar transfers made by the household or its individual members. Additions to savings, amounts loaned, repayment of loans and outlays for other financial transactions are excluded.

3.20 Transactions

Transactions include all payments made and gifts given and all payments and gifts received by the household. Receipts are treated as incomes, while payments made or gifts given are treated as expenditures.

Transactions also include consumption of/or gifts given out from own production or from nature. A transaction can either be in cash or in kind.

3.21 Barter

Is a system of exchange by which goods or services are directly exchanged for other goods or services without involving money.

3.22 Subsidies

Subsidies are benefits received by the household from the employer, a member of the family, a friend, any other person or an organisation, such as a Non-Governmental Organisation NGO. Subsidies include housing, whether free or at a subsidised rent, car, clothing, school fees, etc. For example, if the market rent of a house is N\$ 2 000 and the employer pays N\$1 500, and the household pays N\$500, the subsidy is N\$1 500. The employer could also subsidise the total rent.

Please note that subsidies could be in kind or cash.

3.22.1 A Cash

Transactions or subsidy in cash is where the household is given either cash, or cheque or is paid through a bank transfer. The household could be given a house allowance paid together with the salary cheque or paid by order or electronic transfer to the household's bank account.

3.22.2 In kind

In kind transaction is where no cash or cheque or bank transfers into or from the household's account is involved. If the employer provides housing to the employee, whether subsidised or not,

and no money is given to the employee either in cash, cheque or through a bank transfer, then this should be considered as in-kind.

3.23 Net profit

Profit is the excess of sales revenue over the cost of production. Cost of production includes wages, materials, rent, licenses, defectives and other costs. Net profit includes deduction and makes allowance for debts or loans.

3.24 Net loss

Net loss is the opposite of net profit. It is when in business total sales or revenue is less than total expenditures or inputs.

3.25 Investment

Investments are funds set aside for production of additional future income. Investment could be in the form of fixed deposit account, purchase of shares in a company, purchase of bonds or any other package. A bond is an investment instrument where the investor puts in funds expecting to get a higher income at a future date, say three years, than the amount paid today.

Usually investment involves risk. When one buys shares in a company one takes a risk since the company could collapse and one loses all the money invested. In this case investment does not include savings.

3.26 Monthly instalment

These are the total payment towards the repayment of the mortgage or bond account in the last month. It has two components- capital and interest charged.

3.27 Capital

Capital is the repayment towards the principal amount owed. Sometimes households borrow money to acquire immediately needed consumption goods or take consumption goods on credit. In the case of a house, the amount borrowed is defined as mortgage. The amount borrowed is usually paid in instalments.

3.28 Interest (as expenditure)

Interest is the finance charge incurred as the result of the mortgage or bond loan. It is the additional amount that a household is willing to pay or is charged in order to obtain a good or resource now rather than later. Hence, the interest is the price of loanable funds.

Example: A household borrows N\$24 000 to buy a car. The amount is to be repaid in 12 months equal instalments. The household is charged interest rate of 12% p.a. on the whole amount borrowed, i.e. not on declining balance. Total amount for the 12 months to be paid is

Amount borrowed (capital)	24 000
Interest (24000 x 12/100)	<u>2 880</u>
Total	26 880

Monthly instalments are N\$2 240 made up of N\$2 000 capital repayment (24 000/12) and N\$240 interest (2 880/12).

3.29 Interest (as income)

Interest is also a receipt by the household from investments, savings account or money loaned to other persons.

3.30 Accrue

To accrue is to increase or accumulate. This may include interest on savings, etc.

3.31 Gifts and Remittances

Remittance: Remittance are money or in-kind sent or received without expecting the money or in-kind to be repaid. If the money or in-kind should be repaid, this is a loan, and should be recorded.

Gifts: a present, donation, offering, contribution given willingly to someone without the expectation of payment.

3.32 Wages and Salaries

Wages and salaries cover all payments which employees receive in exchange of their labour (skill, and knowledge), whether in cash or in kind, and before deductions for their contributions to social security, taxes (other than VAT) and the like. Included are payments of commission, tips, bonuses, overtime, vacation allowance and other allowances paid directly to the employee. Reimbursements for travel on business are excluded. Gross wages, salaries and allowances, including tax

Gross means including deductions (tax, medical aid, insurance, social security), income from member's cooperatives, gratuities, fees and bonuses.

Allowance is any payment made, for example on accommodation and food while travelling on duty. If it is a compensation for expenses it is not to be recorded. An allowance, which is a benefit, should be recorded as an income.

3.33 Recreation

Anything mental, social, physical and/or emotional that is usually pleasure seeking, self-rejuvenating, free of compulsion, fuelled by personal contentment/personal satisfaction. Things that could be considered recreation include going to a movie, watching theatre production, playing sport, exercising such as jogging, visiting a museum, bird watching, fishing for leisure, writing a journal, going on vacation, pursuit of a hobby and usually any outdoor activities.

3.34 Hobby

Hobbies are generally regarded as recreation activities not aimed at generating a profit. They are of different kinds, such as collecting things, e.g. stamps, old coins, or creating things, such as knitwear, handicraft, or repairing things, such as veteran cars or doing physical activities, such as climbing mountains, etc. However, even if there is seldom an economic interest involved

when pursuing a hobby most often profits or losses may accrue through buying, selling or exchanging items, materials and equipment.

3.35 Levy

A levy is a tax or fee, often a loyalty payment for something which can be used by everybody residing in the area, e.g. in a compound or flats the occupants of all the houses have to contribute to the maintenance of something they all use, e.g. a water pump, security for the premises, etc.

3.36 Holiday

Holiday is an extended period of leisure and recreation, especially one spent away from home, work or in travelling. In case of NHIES, holiday is taken to include a weekend or longer time at a resort or another place than the place of usual residence. Transactions to-and-from during stay at the holiday place are to be included in the questionnaire.

3.37 Past 7 days

The past 7 days refers to the seven days starting from a day before the interview going backwards.

3.38 Past 30 days

The past 30 days refers to the 30 days starting from a day before the interview going backwards.

3.39 Last month

This concept is a reference period for some of the questions. The information in a question that asks about the last month refers to the month prior to the month of the survey round. For example, if the interviewer is asking respondent questions on the 15th of June, 2015, he/she is referring to the month of May.

3.40 Past 3 months

This refers to the period of past three calendar months prior to the month of the survey round. If the interview month is April then last three months will be January, February and March of the same year.

3.41 Last Six months

This refers to the period of past six calendar months prior to the month of the survey round. If the interview month is April then last six months will be January, February and March 2015 and October, November and December 2014.

3.42 Last 12 months

The past 12 months refers to the calendar month starting from the previous month before the month of the survey round going backwards.

3.43 12 months ago

Refers to the first month of the reference period of past 12 month's period. For example if the past 12 months starts from January to December, then the first month of 12 month ago is January.

3.44 COICOP

This is the acronym for Classification of Individual Consumption by Purpose. It is an international standard classification of individual consumption expenditures, which is also used by Price Statistics for collection of price data for construction of price indices.

3.45 Understanding COICOP

The coding system (COICOP) is structured according to purpose of goods and services that are numbered from 01 to 02 of major groups of items on food, beverages and tobacco which are recorded in the DRB which are:

- 01- Food and non-alcoholic beverages
- 02 - Alcoholic beverages, tobacco and narcotics

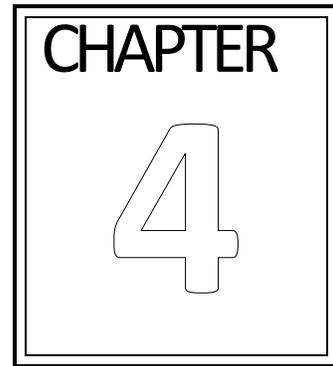
3.46 Durable Assets

Durable assets are goods consumed in a long time or that have useful lives of more than three years. Durable goods include items like furniture, jewellery, cars, stoves, washing machines, etc.

3.47 Anthropometric measurements

The NHIES anthropometric measurements involve taking the height and weight of children under 5 years in the sampled households. Height measurement is carried out using a portable measuring board.

Children younger than 24 months are measured lying down (horizontal length) on the board, while standing height is measured for older children. Weight measurement is obtained using lightweight, digital scales designed to facilitate weighing of mothers and their children less than five (5) years.



4. Survey Instrument

The survey instruments for NHIES are the main questionnaire and the daily record book (DRB). The main questionnaire is for the collection of information about non-food items, while the DRB is designed to get all food, beverages and tobacco information of sampled households.

Administrative information

The administrative part of the questionnaire contains the identification information of the sampled household, its location; the head of household and other important information about a particular household. It also provides information on the survey personnel such as the interviewer and supervisor as well as the field administrative information such as the type of instrument and the status of the questionnaire.

4.1 STRUCTURE OF THE PAPER QUESTIONNAIRE

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4.2 Household Roster (Section 1)

PURPOSE: The purpose of this section is to collect demographic information of the members that reside in the household and how they are related to the household head.

Thus, for every member in a household, this section asks questions about:

- Name
- Sex
- Birth Date
- Age
- Marital Status
- Relationship to the head of the household
- Status of mother and father and whether they are members of the household.

You may wonder why this information is collected in a household income and expenditure survey. It is because this information becomes the basis for collecting information on education, labour force participation, health, and income and expenditure since a person's demographic characteristics may be related to these factors.

INSTRUCTIONS: When starting this section, the interviewer must be aware that the listing should begin with the household head's name and be able to clarify to the respondent who is considered a head of household and who should be listed as members of the household.

If the respondent is the household head himself/herself, then the interviewer should re-phrase the question such that, "Can you tell me the date of birth of [NAME]?" becomes "Can you tell me YOUR date of birth?"

The interviewer must note that: A new born baby and new spouse should only be counted as usual household members if they are present during listing and on the first day of interviewing which is day 4 of the survey round. If the new baby is born or new spouse come on day 5 to day 14 of the survey round then they are not considered as usual household members.

When you have listed all the members in a household along with their demographic characteristics, you will have to define their relationship to the household head. Depending on the relationships already noted, you will be provided with options that dynamically change as you enter the respondent's answers. For instance, if on the roster there are 3 people in the household – a 34 year old married man (Quita); a 30 year old married woman (Frieda) and a 60 year old widowed woman (Maria), when you ask, "Is Quita's biological mother located in the

household and if so what is her name?”, the options you will be presented with on the screen are “No, she is not located in the household” and “Maria”.

Age is sometimes a difficult question to answer for older or rural people. In that case, use probing techniques to estimate age. For instance, one can estimate age by asking an old ever married woman 3 question - how old she was when she first got married, how many years after her first marriage was the oldest child born and the current age of the oldest child. Similarly, one can use a historical event to mark their birth.

If after completing the roster one person that was included as a member is actually not eligible to be a household member because he/she has been absent from the household for six (6) months or more, the system will automatically notify you and ask you whether you would like to delete the person from list.

Once the roster is complete, verify if the head of household is correctly identified by clicking on the validate roster button.

In the case of temporary absent members of household, the interviewer should ask the date when the absent member will return. If the return falls within the survey round period come back to the household and interview the particular member. By the 2nd week if they have not returned then the interviewer should try to get the information from an adult member present.

If a household member has been absent from home any day during the past 12 months for less than one (1) month, please enter zero (0). The answer should summarize all absence time during the past 12 months.

Concerning the reason(s) for the person’s absence(s), ask for the main reason of more than one. This can be the reason for her/his longest absence time or the person’s own feeling of “main” reason.

IMPORTANT TERMS: These are some of the important concepts in this section-

Household Head: The head of household is a person, either male or female, who is looked upon by other members of the household as their leader or main decision-maker. The name of the actual head of household, *whether present or absent*, should be recorded. This person should be 12 years or above.

Respondent: A respondent is a household member, preferably an adult, who is knowledgeable about household income and expenses, consumption, as well as the details about other members such as their education, health and work history. If there is no such adult member, any knowledgeable member of the household age 8 and above, can be a respondent.

Relationship: Relationship to head of the household is the state of household members being connected either by blood, law, marriage or work relations.

Household Member: A household member includes the following two categories of persons in the household-

- All persons who usually live in the household whether present or absent at the time of the listing operation should be considered as household members.
- 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 six months or more, 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 for more than six months during the past 12 months. Such persons should be considered as usual members of the household who are temporarily absent.
- In cases where a person has moved out of the household permanently, even though he/she stayed for 6 and more months, that person should not be counted as a household member.
- A new born baby and new spouse should only be counted as usual household members if they are present during listing and on the first day of interviewing which is day 4 of the survey round. If the new baby is born or new spouse come on day 5 to day 14 of the survey round then they are not considered as usual household members.

NB: Household should be interviewed even if they recently moved in the dwelling unit.

Spouse/Partner: Spouse is a partner of the head of household in marriage or partner by mutual consent.

Son/Daughter: Son/Daughter refers to a biological/legal child to the head of the household.

Son/Daughter-in-law: The spouse of a biological/legal child or step child of the head of household.

Grandchild: Children of the head of household biological/legal child

Parent: The head of household's father or mother

Parent in-law: Parent of the spouse to the head of the household.

Brother/Sister: A male/Female children born of the same parent as the head of household.

Brother/sister in –law: Brother/sister of the spouse of the head of the household.

Other Relative: Other people who are family members to the head of the household.

Domestic worker: A domestic worker can also be a member of the household if he/she lives in the household.

Other Non-Relative: Other people who are not family members to the head of the household.

Never married: This refers to persons who have never entered into a marital union (legal, religious, customary or consensual) and it includes all, persons who have never entered into any union, whether they have or have not given birth to a child.

Married with certificate: Certificate is issued by the state at marriage through competent authorities for example church or magistrate.

Married traditionally/customary: Persons, who live together as man and wife and who so regard themselves as such, should be recorded as married. The response given by the respondent must be accepted. Do not question about the legality or social acceptance of the marriage. For currently married persons ask if they have a married certificate or it is a traditional / customary marriage or if it is a consensual union.

Consensual union: Is where a man and a woman are living together without having gone through any legal, religious or customary ceremony.

A widow/widower: Is a person whose spouse has died and has not remarried. A person who has remarried should be recorded as married.

Divorced: The dissolution of a marriage by judgment of a court or by accepted custom or a judicial decree declaring a marriage to be dissolved.

Separated (divorce or consensual union): Unlike divorce, separation in marriage is not a complete break of the legal union of marriage. A legal separation of marriage can occur either through court proceedings or with an informal agreement, meaning that the spouses may legally live apart, but they are still legally married. It includes those who have been separated by court or by traditional court and it also include those who are separated from consensual union.

4.3 Individual Questionnaire: Migration and Citizenship (Section 1)

PURPOSE: The purpose of this section is to collect information on the population mobility and the citizenship status of the people who reside in Namibia. People move from one region/country to another for many reasons, such as in search of work, for education and for better opportunities. This impacts the need for infrastructure such as schools, provision of basic services, medical services, roads, etc.

This section asks questions about:

- Place of birth of household member's
- Whether they moved in the past five years
- Main reason for movement
- Citizenship

INSTRUCTIONS: This section is asked of household member's age 15 years and above.

For questions in this section which have a list of answers, the interviewer should not read them out, but record the response given by the respondent appropriately or where applicable, responses should be read.

If a person responds that they move from a particular city/town/village in Namibia, the interviewer should record the region in which the city/town/village is located. If the interviewer is not sure, they should ask the respondent. This should also apply to city/town/village outside Namibia.

If a person moved more than once in the last 5 years, interviewer should record the most recent move.

In cases where a household member holds multiple citizenships, interviewer should record only 1 citizenship as per the member's preference.

The interviewer should note that: adopted sons/daughters are included in the category of sons/daughters.

IMPORTANT TERMS: These are some of the important concepts in this section-

Move: A move in this section is defined as moving from one region to another or one country to another. If a person has moved from one place to another within the same region, this should not be considered as a move.

Adventure: An unusual and exciting or daring experience.

Natural disaster: A natural event such as flood, extreme drought, earthquake, or hurricane that causes great damage or loss of life.

Political situation: A political issue is one that has to do with government or politics. People can move because of issues related to party politics or a political system or social, environmental.

4.4 Individual Questions

Individual questions are asked about every household member depending on the type of information required in each section. For instance-

- Questions on education are asked about persons aged 6 years and above,
- Questions on health are asked about all the persons in the household,
- Questions on labour are asked about persons aged 8 years and above while;
- Questions on orphanhood are asked about household members below 18 years.

4.4.1 Individual Questionnaire: Education (Section 3)

PURPOSE: The purpose of this section is to collect information on the educational attainment of the household members, age 6 years and above. Education is an important determinant of one's opportunities in life such as getting a good job, having a high living standard, and attaining high income. Education also impacts health, fertility and mortality.

In addition, the information collected on education helps the government to plan for building of schools and universities, need for scholarships and loans for the disadvantaged communities, etc.

This section asks questions on:

- Literacy
- School attendance
- Educational attainment
- Total years of education
- Distance to school/university
- Mode of travel to school/university
- Financial assistance to attend
- Household expenditure on education

INSTRUCTIONS: This section is asked of all household members, age 6 years and above.

For questions in this section which have a list of answers, the interviewer should not read them out, but record the response given by the respondent appropriately.

In cases where a person can only write or read, that person will be recorded as not literate. If a person who once learnt to read and write becomes disabled and therefore cannot "physically" read and write, just accept the respondent's answer.

For the questions on expenditures, the interviewer should collect information for the entire academic year. The amount a household spends or expects to spend in this section applies to education only.

When recording the total years of education the interviewer should ask for all the years a person spent studying from primary to the highest level completed.

If the kilometres are less than 1 record zero (0) for example: if the kilometres are 450 metre or 999 metre interviewer should record zero (0).

If the kilometres to the nearest school/university is 1.5 KM interviewer should round up to the nearest whole number which is 2 KM.

The interviewer should note that: the number of days referred to in Q3.18 and Q3.19 only applies to formal education.

The interviewer should note that: current enrolment refers to the past 12 months.

IMPORTANT TERMS: These are some of the important concepts in this section-

Literacy: Literacy is the ability of a person to read and write a message in any language with understanding.

Total years of education: Refers to the number of years a person has studied from primary to the highest level of education completed, including any repetitions.

Educational attainment: Educational attainment refers to the highest level/grade completed and not highest level/grade that a person attended. For example, a person who attended Grade 9 but left after second term (i.e. did not complete Grade 9) will be recorded as having completed Grade 8. Similarly a person who is in Grade 9 this year will also be reported as having completed Grade 8.

School attendance: School attendance refers to a process of attending any regular educational institution (public or private) for teaching lessons at any level of education. Examples of educational institutions are primary schools, secondary or high schools, technical schools, agricultural institutions, colleges and universities. Attendance means full time participation. Adult literacy classes are not included in school attendance.

Private (academic) lessons: Private lessons are extra or after-school classes that are additional to normal school classes.

One way: Is moving from point A to point B excluding coming back.

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

4.4.2 Individual Questionnaire: Health (Section 4)

PURPOSE: The purpose of this section is to record information on health conditions, chronic illnesses and disabilities of any member of the household. Health is important because it has an impact on productivity of the workforce in the country, living conditions and life expectancy of the person.

Furthermore, the information collected on health helps the government plan for building of health facilities and allocation of resources to those who need assistance, such as disability grants and other social welfare support.

This section asks questions on:

- Health problems
- Causes of health problems
- Age at onset of Chronic illness
- Access to medical care
- Mode of transport to health facility
- Distance to health facility
- Use of alcohol and tobacco

INSTRUCTIONS: In this section, questions on whether a household member has any difficulties with walking or climbing steps should be asked of persons 2 years and above. Similarly, questions on difficulties with self-care and communication should be asked of persons 4 years and above.

For questions in this section which have a list of answers, the interviewer should not read them out, but record the response given by the respondent appropriately.

For question 4.03 and 4.04 the interviewer should only ask these questions to household members who are 2 years and above.

For question 4.05 the interviewer should only ask this question to household members who are 4 years and above.

The question on whether a household member has suffered from any accidents/illnesses/dental problems during the past 30 days should not include chronic illnesses.

Note: For questions on smoking cigarette or a pipe or sniffing tobacco, ask only for persons aged 6 years and above.

IMPORTANT TERMS: These are some of the important concepts in this section-

Chronic illness: This is a disease or condition of permanent nature and is incurable excluding HIV/AIDS and TB.

Past 30 days: The past 30 days refers to the thirty (30) days starting from a day before the interview going backwards.

Community health worker (CHW): Are trained members of a community who are chosen by community members or organizations to provide basic health and medical care to their community.

4.4.3 Individual Questionnaire: Labour Force, Work in the Past 7 days (Section 6: Part A)

PURPOSE: The aim of this section is to collect information on the work; members of the households aged 8 years and above performed in order to determine the labour force (employed and unemployed).

This refers to all work performed with agreement to receive remuneration in cash or in-kind and it also includes profit or loss in business in the past 7 days.

INSTRUCTIONS: This section is asked of all household members age **8 years** and above. You should try to find each household member to respond to questions personally. If the children are not present, however, someone else (e.g. parents) could answer on their behalf.

Where some household members are absent, proceed with the interview for all those present but make the necessary arrangements to come back and continue the interview with absentee members after determining the appropriate time that they could be found at home.

Respondents must be assured that their responses will be treated with utmost confidence. Where a respondent, for some reasons is reluctant to disclose his/her income in the presence

of other household members, the interviewer should ask other members of the household to excuse them.

The interviewer should ask all questions as they appear in CAPI.

For questions in this section which have a list of answers, the interviewer should not read them out, but record the response given by the respondent appropriately.

Work is more important than any other activities; if a person was working during the reference period and he/she was also involved in any other activities then that person will be considered to be employed.

The following household chores are not considered work, i.e. the answer for them would be “No” to this part: minding baby, cooking, washing dishes and clothing, ironing, cleaning home, making bed, etc. Detailed definitions of those who are regarded as have worked are given below:

- All persons aged 8 years and above who were in paid employment during the 7 days before the interview day irrespective of how much they were paid.
- All persons aged 8 years and above who worked at least for one hour during the 7 days preceding the interview day.
- All self-employed persons who during the 7 days prior to the interview day did some work. These are persons who are in business themselves and include farmers, subsistence and commercial, shop owners (including cuca shops), basket weavers, traditional beer-makers etc. Those who sell fruits, vegetables by roadside or under trees, roadside barbers,
- All persons aged 8 years and above who helped without being paid in any kind of business run by his/her household, for at least only one hour
- Apprentices/interns who received pay in cash or in kind
- Students, who while studying, were at the same time in paid or self-employment.
- Persons engaged in household duties but were at the same time in some form of paid or self-employment. For example, persons who in addition to the household duties engaged in any of the following activities during 7 days before the interview should be considered as having worked.
 - Persons who collect wood mainly for sale
 - Persons who make traditional beer mainly for sale
 - Persons who milk cattle and sell most or all of the milk
 - Persons who weave baskets mainly for sale
 - Persons who pound Mahangu mainly for sale

IMPORTANT TERMS: These are some of the important concepts in this section-

Past 7 days: refers to the seven days starting from a day before the interview going backwards.

Work for pay: means activities performed/carried out in exchange for remuneration; in the form of cash wages, salaries, tips, commission, bonus, gratitude, etc.

Work for profit: refers to work performed/carried out in order to gain benefits such as, work performed in own business or family/friend enterprise.

Worker: is someone who is having work in any occupation and can be self-employed or employed by another person.

Payment in-kind: refers to remuneration received/accrued in kind (food, drink, clothes, housing, fuel, transport, etc.), or without any remuneration at all, but the family/household will gain from the business.

Barter: is when a person exchanges goods or services for different goods or services with another person. **There is no money/cash involved in this process.**

SPECIFIC QUESTIONS:

6.02: In the past seven days, did (name) do any work for pay, or any payment in kind (including paid domestic work) for at least one hour?

This question tries to filter out whether there was any economic activity that was carried out by the respondent during the last seven days preceding the interview. This activity could have been for pay (cash or in kind).

Examples: *a regular job, contract, casual or piece work for pay, work in exchange for food or housing, paid domestic work*

6.03: In the past 7 days, did you do any kind of business or self-employed activity, big or small, for yourself or with partners, or for a business owned by the household or any member, for at least one hour?

This question tries to filter out whether there was any economic activity that was carried out by the respondent during the last seven days preceding the interview. This could have been a business for self, with partners or even with family members.

Examples: *Commercial farming, beer brewing, collecting wood or water for sale, hairdressing, crèche businesses, taxi or other transport business, having a legal or medical practice, performing in public, having a public phone shop, etc.*

6.04: Even though you say you did not work in a business or self-employed activity in the past 7 days, did you work for at least an hour at an activity, for example as a trader, selling in the market, collecting wood or dung to sell, making handicrafts for sale, etc.?

This question tries to filter out the small scale self-employment activities.

Examples: traders, selling in the market and street (street vendors), wood or dung sellers.

6.05 Even though name did not do any kind of work in the past 7 days, did you have work (not including farming), from which you were temporarily absent because of vacation, illness, layoff, etc., and to which you will definitely return?

The purpose of this question is to filter out all the employed persons including those persons who may be temporarily absent/away from work, for one reason or another, during the last 7 days preceding the interview.

NOTE: ALTHOUGH THE PERSON DID NOT WORK DURING THE LAST 7 DAYS IN THE JOB/BUSINESS:

- **The job/business should continue during the 7 days.**
- **The person should have a guarantee of his/her job/business to return to.**
- **The person continues to do some of the tasks/duties of the job/business.**

FOR EXAMPLE: NAMDEB EMPLOYEES

6.08 In the past 7 days, did you do any agricultural work on your own or household farm/ plot/ garden/ cattle post or kraal, or help in growing farm produce or take care of your own or household livestock?

This question is to filter out if there was any own productions in agricultural work

Examples: Crop and livestock production in the household farm/plot

4.4.4 Individual Questionnaire: Labour Force, Unemployment in the Past 7 days (Section 6: Part B)

PURPOSE: The aim of this part is to find out persons aged 8 years and above that are not working even if they were willing and seeking to work in the reference period of past 7 days.

Unemployment is one of the major challenges faced by the government and information collected will help government to devise mechanisms toward minimizing the unemployment situation. This section is asked of all household members age **8 years** and above.

The section asks questions on whether a person:

- Was trying to start a business
- Actively looking for a job,
- What steps did he/she take to look for work,
- Was available to start work within the next 2 weeks,
- Was without work
- Had a reason why he/she did not seek paying work or try to start a business (except farming for own consumption).

INSTRUCTIONS: This section is asked of all household members age **8 years** and above who are recorded 1 or 2 in 6.09 and NO in 6.10. You should try to find each household member to respond to questions personally. If the children are not present, however, someone else (e.g. parents) could answer on their behalf.

The interviewer should ask all questions as they appear in CAPI.

For questions in this section which have a list of answers, the interviewer should not read them out, but record the response given by the respondent appropriately.

If a person has not worked, but has been looking and available for work, then he/she is regarded as unemployed.

Some people would like to work but are discouraged by the non-availability of jobs. The interviewer has to probe by asking whether the person was ready to accept a job if it was offered to him/her and be able to start work within the next 2 weeks.

IMPORTANT TERMS: These are some of the important concepts in this section-

Past 7 days: The past 7 days refers to the seven days starting from a day before the interview going backwards.

Actively looking for a job: Actively looking for a job refers to specific actions that a person has taken to find a job in the past 7 days.

Available for work: Available for work refers to persons who are ready to start work within the next 2 weeks from the time the job is offered or ready to start a business.

Self- Employment: This is the work done by the person on his own account; that is he/she pays all expenses and controls all income he/she generates. Examples are a trader, fisherman, carpenter, etc.

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

Trader: An individual who engages in the transfer of financial assets in any financial market or who buys goods and sells them without any change, either for themselves, or on behalf of someone else. E.g. grocery markets, shebeens etc.

Handicrafts: Items made by hand

Awaiting the season for work: Some economic activities such as fishing and hunting are of temporary nature or operate seasonally as it is necessary to give time for species reproduction. It is also possible that a company is temporarily closed due to re-organisation and employees are temporarily out of their work.

Family responsibility or housework: A family member who takes care of ill health or vulnerable members of his/her household may not be able to be employed due to personal situations. (E.g. Single parents who cannot work night shifts because no one else could take care of their children).

Unable to find work requiring my skills: These are persons who are unable to find any jobs at all they want requiring their professional skills.

Illness/disable: Persons who were neither working nor available for work because of their illness or disabilities. Do not assume that a person with disabilities cannot or is not available for work.

Income recipient: Persons not in any paid employment or self-employment, but who received income from rents or other investments.

Retired or too old to work: Retired or pensioned and not in any paid or self-employment.

Other reason: Persons who are not able to classify into any of the categories above. Please give a detailed specification.

4.4.5 Individual Questionnaire: Labour Force Work and Wage/ Salary Jobs During the Past 12 Months (Section 6: part C & D)

PURPOSE: The purpose of this section is to collect information on any work or all jobs a person worked on, in the past 12 months. It also collects information on employees such as wage or salary, contract type, distance to work etc.

The section asks questions on:

- Jobs or Self-employment.
- Agricultural or Non- agricultural employment
- Hours of work
- Wages
- Type of work
- Location of the job

- Type of agreement contract
- Leave benefits
- Mode of transport to work
- Distance to work

INSTRUCTIONS: This section is asked of all household members aged **8 years** and above even if the person reported to have worked in the past 7 days or not, in Part A.

The interviewer should ask all questions as they appear in CAPI.

The interviewer should probe for often ignored or overlooked self-employment activities, such as sewing and embroidery, hair styling, handicrafts, as well as for work in the household's own farm, caring for animals or fishing.

For questions in this section which have a list of answers, the interviewer should not read them out, but record the response given by the respondent appropriately.

The interviewer can register up to 4 jobs for each person starting with the most important to the least important. Most persons will not have all 4 jobs filled because they will not have had 4 jobs during the 12 month period. For instance, if a person had only one job in the past 12 months then the interviewer will only record that job.

On the other hand, some people may have performed multiple types of work over the 12-months reference period. In this case the main occupation (type of work), i.e. in which the respondent spent most of his/her time, should be recorded. This is the work to which most time is devoted when a respondent has several jobs. For instance, the most important for the past 12 months of a respondent who farms mostly but often goes fishing during the dry season is farming. The interviewer should select the most appropriate/suitable description of the type of work performed by a person. For example, if type of work is reported as 'engineer', this is vague since there are many types of engineers. The interviewer is to probe by giving some examples such as electrical, mechanical or civil engineer. The interviewer should record diamond miner instead of simply recording 'miner'.

Since the reference period is the past 12 months the interviewer should ask all jobs related to this period even if the person is not working now. This applies also to persons who were self-employed.

If the time worked is less than a month the interviewer should record zero.

Interviewer should note that: Q6.18 on the descriptions of all jobs, businesses and self-employment need to be written according to their importance with respect to time as mentioned above.

For any respondent with codes 13 to 17 the interviewer must record/enter this last always after the jobs etc. For example: if a person was a student and had worked for 3 months in the past 12 months, the interviewer should record the job he/she worked on first and student last.

If the respondent answers any one the codes from 13 to 17 then for such activities the questions 6.19 onwards should not be applicable in this section.

The Interviewer must note that Q6.19 to Q6.24 relates to each of the jobs/self-employment/businesses entered for each person in Q6.18.

Interviewer should note that for any respondents who record 1 or 2 in Q 6.19 they should be taken to the next section which is salaries and wages which is a household question (Question 6.25 to 6.43).

For example in question Q6.18 a person is regarded to have worked if they have done the following combinations of work or jobs in the past 12 months:

- **Teacher, Bank Teller, Sales Person and Police officer.**
- **Sales person, Student, Housework and not working.**

Q6.18 a person is regarded to have not worked if they have done the following combinations of work or jobs in the past 12 months:

- **Student, Housework, Retired, Disabled and not working.**

The Interviewer must note that for those people who are staying in the surrounding of the work place or within the work place, interviewer should record in Q6.39 that respondent walks to work and in Q6.40 the respondent must estimate the time taken in minutes to get to the worl/office.

The Interviewer must note that in Q6.41 and Q6.43 interviewer should record the gross amount the person received per month or in-kind payment a person received in a month, this should only be in a form of wages/salaries from work done.

The Interviewer should note that: Q6.41 and Q6.43 this gross amount should only be in a form of salaries and wages they normally receive in their job.

The Interviewer must note that in Q6.41 (b) and Q6.43 (b) if the respondent is being paid other than per month (e.g. hourly, daily, weekly and fortnightly) such amount should converted to monthly and only record the gross amount per month.

IMPORTANT TERMS: These are some of the important concepts in this section-

Past 12 months: The past 12 months refers to the 12 months starting from the previous month before the month of the survey round going backwards.

Student: This category includes all persons, male and female, aged 8 years and above who, during the last 12 months were **attending school** and who were **not** in any paid employment or enterprise and were not available or ready for work.

Disabled/Sick: These are persons, male or female, who did not do any work or job during the last 12 months **because of illness, disability or handicap.**

Embroidery: Embroidery is the handicraft of decorating fabric or other materials with needle and thread or yarn.

Type of work: Type of work refers to work done in the reference period by those who reported that they worked for pay in the last 7 days before your visit.

Leave benefits: A leave benefit refers to benefits an employee can get when it is due to him/her.

Last cash payment: refers to the last cash payment a person receives in the form of salaries/wages in the past 12 months.

Gross income: An individual's total personal **income** before taking taxes or deductions into account.

4.4.6 Individual Questionnaire: Income (Section 10)

PURPOSE: The purpose of this section is to collect information on individual income received and deductions in the past 12 months.

Income information gives an indication of the living conditions of households in Namibia; therefore government needs this information to plan for the distribution of resources.

The section asks questions on:

- Salaries and wages
- Deductions from salaries and wages
- Social welfare pensions or allowances received
- Alimony or maintenance

INSTRUCTIONS: The interviewer should ask all questions as they appear in CAPI.

For questions in this section which have a list of answers, the interviewer should read them out, and record the response given by the respondent appropriately.

Income should be shown as gross that is income before deductions. All in-kind receipts their cash value is to be estimated by the respondent and recorded accordingly.

Include commissions and tips also here under the wage or salary.

In the case of temporary absent members of household, the interviewer should ask the date when the absent member will return. If the return falls within the survey round period, the interviewer should come back to the household and interview the particular member. By the 2nd week if they have not returned then the interviewer should try to get the household member's income details from an adult member present.

In this section, income of domestic workers who are usual household members should not be recorded.

The interviewer should record "0" if a person has not had any income, e.g. for housewives, students and other non-wage and non-salary earners. Interviewer should note that even students could be receiving income e.g. child grants.

Deductions by the employer as part of an agreement with the employee should be recorded. The interviewer may use information from the pay slip if available and the *respondent is willing to give it*.

IMPORTANT TERMS: These are some of the important concepts in this section-

Income: The amount of money received during a period of time in exchange for labour or services, from the sale of goods or property, or as a profit from financial investments.

In kind receipts: The use of a good or service as payment instead of cash

Grant - Grants are non-repayable funds or products disbursed by one party (grant makers), often a government department, corporation, foundation or trust, to a recipient, often (but not always) a non-profit entity, educational institution, business or an individual.

Bonuses and income from overtime: In addition to the wage or salary an employee may receive a flat amount of money once off in a year which is called a bonus. For example during the Christmas period employees in certain companies may receive an additional amount of cash. Due to the heavy loads of work one may have to work outside the agreed time schedules for which employees will be compensated. These receipts are called overtime payments.

Sitting allowances (commissioners' and directors' fees): If someone is a member of a board of directors, such persons will be paid a fee when the board sits in meetings. Such receipts are called sitting allowances.

Cash allowances (including cheques, electronic transfers, etc.): These are funds received by an employee from an employer to cover for Transport, Housing, Clothing among others.

Pension deducted from salaries and wages: This is money deducted from employees' salaries and wages by employer e.g. Government Institutions Pension Fund (GIPF).

State old age pension: This is a sum of money paid regularly by the Government to old people who are 60 years and above.

War veterans/Ex-combatants grants: War veterans/ex-combatants grants is money paid regularly by the Government to war veterans.

Maintenance grants for children: Is a financial assistance that is given to a parent/guardian with (orphan) child/children under the age of 18 years whose parent(s) have died.

State disability grants for adults: This is a sum of money paid regularly by the Government to disabled people.

Foster parents care grant: Are the funds paid to the parents who are taking care of a child. For example a child who is removed from their **parents** and legally placed in the **care** of **foster parents**.

Alimony: Alimony is a legal obligation on a person to provide financial support to his or her spouse before or after marital separation or divorce.

Insurance: an arrangement by which a company or the state undertakes to provide a guarantee of compensation for specified loss, damage, illness, or death in return for payment of a specified premium.

4.4.7 Individual Questionnaire: Anthropometric Measurements of Children Less than 5 Years Old (Section 21)

PURPOSE: The purpose of this section is to collect information on health of children less than 5 years of age, specifically malnutrition. The data collected is used to measure the prevalence of wasting or stunting in children.

The section collects information on:

- Date of measurement
- Height
- Position of the measurement
- Weight

INSTRUCTIONS: Weight Measurement Method

Please note that this section appears only for household members (children) who are less than five years old.

Try to make an appointment with the mother to come and measure the child.

The interviewer should record the date of measurement of the child. This date does not have to be the same for all children in the household.

Always explain the weighing procedure to the mother. The child should be weighed completely **nude**. Ask for the mother’s authorization and if she wants your help to undress the child.

The interviewer should record the weight of the child in kilograms (kg), including decimals as it appears on the scale.

Always set the scale on a flat solid surface e.g. ground, floor, or steady table. If the ground is sandy or the scale is unstable for other reasons, place the scale on a flat piece of wood or other material to ensure proper function.

4.4.7.1 Initial preparation

The interviewer should ensure that the mother or caretaker understands what is happening to the child. The measurement of weight and length/height can be shocking. Participants need to be comfortable with the process. The equipment should be cool, clean and safely secured. Work out of direct sunlight since it can interfere with reading scales and other equipment and it is more comfortable for the measurer and the child.

The digital scale can be used to weigh children in two different ways:

1. Children who can stand on their own can be weighed by stepping on the scale and standing unsupported.
2. Babies and young children can be weighed in the arms of an assistant or of the mother. This second way is called “**weighing with adjusted calibration**”.



To weigh a young child, you must first weigh the mother or assistant, tare the scale to zero, and then weigh the adult and child together. The scale will automatically calculate the weight of the child.

To weigh a child with this method you must use the Mother-and-Baby (2-in-1) function.

- Ensure that the scale is on.
- Wait until the zeros in the screen stop flashing.
- Have the mother step on to the scale without the child to take her weight.
- Press the Mother-and-Baby (2-in-1) key to activate the special tare function.

The display returns to zero and the scale is ready to take the weight of the child.

NOTE: THE PERSON MUST REMAIN STILL WHILE ON THE SCALE.

Have the mother take the child into her arms. The accurate weight is shown when the numbers in the display stop blinking (after about three seconds).

The Mother-and-Baby (2-in-1) function remains switched on until the Mother-and-Baby (2-in-1) key is pressed again or the scale switches off.

The measurer reads the measure out loud; the assistant repeats the measure while it is recorded in the questionnaire. The assistant double checks the correct recording of the weight measure.

Weighing with calibration: important notes

The weight of the person who will hold the baby has to be shown (and immediately calibrated) before they are given the child to be weighed.

Only the person whose weight has been tarred can hold the baby to be weighed.

Problems with digital scales

What to do if ...

1. No weight is displayed when there is someone on the scale

- Check if the scale is switched on?
- Check if the batteries are still charged?

2. The scale keeps switching on during transport for example.

- Ensure that the switch inside the battery compartment is set to OFF when the scale is not in use.

3. The scale displays a weight, not zero after transportation or installation of new batteries.

- Wait until the scale switches off automatically after 2 minutes. The scale then should work normally after.

4. **The zeros do not appear on the screen before weighing.**
 - Start the scale again after it switches off automatically. Ensure there is no weight on the scale.
5. **The screen shows a battery image.**
 - Battery power is running low. Change the batteries in the coming days.
6. **BATT appears on the screen.**
 - The batteries are empty. Change the batteries.
7. **STOP appears on the screen.**
 - Maximum weight of 150kg has been exceeded. In this case you should try to measure the child with a less heavy person (another household member or even the interviewer).
8. **TEMP appears on the screen.**
 - The temperature for use of the scale is too high or too low to ensure proper function.
 - Allow 15 minutes for the scale to cool and try again.
9. **The screen displays E and a number.**
 - Start the scale again after it switches off automatically. Ensure there is no weight on the scale. If the scale continues not to work, change the scale out with the spare.

Height Measurement Methods

Always explain to the mother the height measurement procedure. **Note that you will need to remove shoes in order to accurately measure the child.**

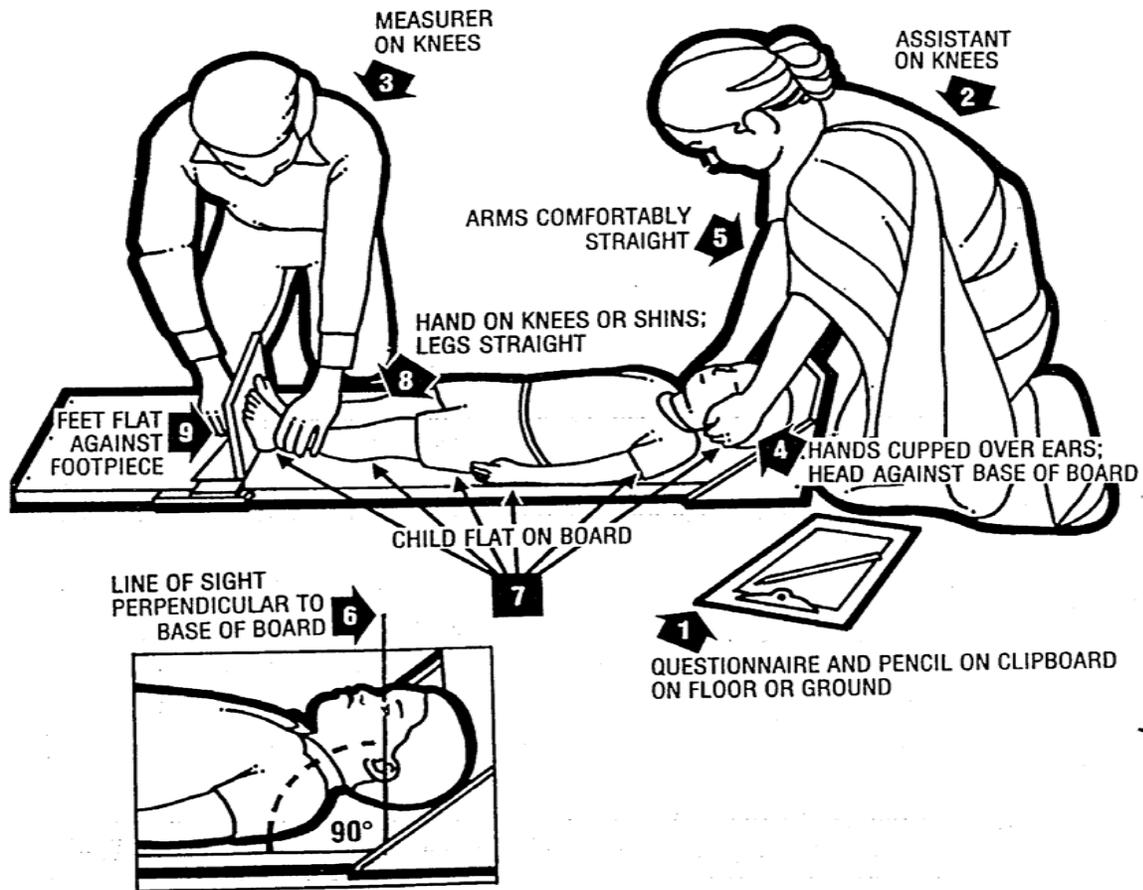
The interviewer should record the height of the child in centimetres as it appears on a metre.

The interviewer should specify if the child's height was measured lying down or standing up. In the detailed instructions that follow on how to measure, it is advised to measure children less than **24 months lying down**, and children **24 months and older standing up**.

HEIGHT OR LENGTH lying down.

For children less than 24 months old only (see Figure below).

Illustration 2
Child Length Measurement



HEIGHT OR LENGTH standing height

For children age 24 months or older (see Figure below).

3. Interviewer: Kneel on the right hand side of the child and ensure that the child is standing straight on the board.

4. Interviewer: Kneels on the child's left (Arrow 3). This allows the measurer to be at the correct position to adjust and measure the child correctly. If either the assistant or measurer is standing they are **NOT FOLLOWING** the proper methods and will not make correct measures.

5. Interviewer: Put the child's feet flat and joined at the centre and against the back and base of the board. Put your right hand just over the child's ankles to ensure that the child does not stand on his/her toes (Arrow 4), and your left hand on the child's knees to ensure that the legs are held straight and the knees are not bent (Arrow 5) and to hold gently against the board. Verify that the child's legs are straight and that the heels and the calves are against the board. Inform the measurer when you have finished positioning the feet and legs and are ready for the measure.

6. Interviewer: Tell the child to look straight ahead towards his/her mother, who should be in front of him/her. Ensure that the child's line of vision is parallel to the ground (Arrow 8). Put your open hand on the child's chin. Close your hand gradually (Arrow 9). Do not cover the child's mouth or ears. Ensure that his/her shoulders are at the same level (Arrow 10), hands on the side and not gripping to the height board (Arrow 11). Ensure the head, the shoulder blades and the buttocks are against the board (Arrows 12, 13 and 14). With your right hand, lower head piece to the child's head. Make sure you're pressing on the child's hair (Arrow 15).

Measuring board and scale placement

There will usually be several choices on where to place the measuring board or scale, but the choice should be made carefully. Be sure that you have a sturdy, flat surface for measuring boards, a strong place to hang scales from and adequate light so the measurements can be read with precision.

When to weigh and measure

Weighing and measuring should not be the first thing you do when you start an interview. It is better to begin with questions that need to be answered. This helps make the mother and child feel more comfortable before the measurements begin. Weigh and measure one child at a time. You should complete the questions and measurements for one child at a time. This avoids potential problems with mix-ups that might occur if you have several children to measure in a household.

Control the child

When you are taking weight and length/height measurements the child needs to be as calm as possible. A child who is excited or scared can make it difficult to get an accurate measurement.

IMPORTANT TERMS: These are some of the important concepts in this section-

Anthropometric measurements: **Anthropometry** refers to the **measurement** of weight and height of a person.

4.5 Household Questions

The household questions collect information on household members as a group and not on each individual person. Examples of household questions are: type of dwelling, access to facilities, household expenditures etc.

4.5.1 Household Questionnaire: Dwelling Characteristics (Section 2: Part A)

PURPOSE: The purpose of this section is to collect information on the characteristics of the dwelling, the domestic water supply, energy for cooking, lighting and heating as well as other housing conditions and services.

Information on housing and access to various basic services is useful as a measure of the living conditions of people across the regions. It will help the government to plan for better sanitation facilities, provision of housing and safe drinking water. It is important, therefore, that the survey collects very accurate data on housing materials, distances and sources of water supply.

The section asks questions on the:

- Type of dwelling unit
- Main material for roof, outer walls and floor of the dwelling unit
- Number of rooms in the dwelling unit and rooms for sleeping
- Main source of energy for cooking, heating and lighting
- Main source of drinking water and water treatment
- Water used for other purposes, such as cooking and hand washing
- Who fetches the water and firewood
- Distance to get water and firewood
- Type of toilet facility

INSTRUCTIONS: The interviewer should ask all questions as they appear in CAPI.

For questions in this section which have a list of answers, the interviewer should not read them out, but record the response given by the respondent appropriately.

The interviewer should note that: The household head is the best person to answer this section. If the household head is absent, a representative and knowledgeable member of the household, selected by other household members can answer in his/her place.

If the household occupies more than one unit, report on the main dwelling unit.

On the number of rooms in the dwelling unit, these should not include kitchens, bathrooms, hallways, verandas and sitting/living rooms.

Also note that: On the number of rooms used for sleeping in the dwelling unit, these should include kitchens, bathrooms, hallways, verandas and sitting/living rooms if used for sleeping purposes.

On questions about the type of dwelling and the materials used for the outer walls, roof and floor, the interviewer should observe the dwelling and record the answers accordingly. Where the materials are not visible or clear, the interviewer should ask the respondent for the actual material used.

On questions about who usually goes to collect water and firewood for the household, select up to three household members (where applicable), in order of frequency.

The interviewer must note that the survey is interested in source of drinking water and not for washing, laundering or for cattle, therefore, enter the most usual source for all year round.

In case of a “Don’t know” answer, ask if there is another household member who may know better.

IMPORTANT TERMS: These are some of the important concepts in this section-

Type of housing unit: Type of housing unit refers to a separate and independent living premises occupied by the household.

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.

Main dwelling unit: Main dwelling unit is where most activities take place or most household members sleep. If these criteria fail, take the main dwelling unit as the one in which the head of the household sleeps.

Detached house: A detached house is a house on its own and not attached to another house. This refers to mostly houses in towns or urban areas or a *detached (house, home, or dwelling) means that the building does not share an inside wall with any other house or dwelling. It has only outside walls and does not touch any other dwelling.* Below is an image of detached house:



Semi-detached/town house: A self-contained house attached to another, but with its own facilities and separate entrance. Below is an image of semi-detached house:



Apartment: Self-contained living premise in a building with more than one floor. Apartments in a building will have separate entrances. Below is an image of an apartment:



Guest flat: Self-contained separate living premises in the same compound as a detached house. Usually guest flat is an outhouse of a detached house. Below is an image of a guest flat:



Part commercial/industrial building: These are premises which are used both for living and for commercial or business purposes. A housing unit, which is partly used as a bottle store or a supermarket or workshop, will fall under this category. An apartment or flat on top of a

commercial building should be recorded under 'apartment/flat'. But a detached house that is partly used as a cuca-shop should be reported under this category.

Mobile home (caravan/ten): Living premises, which can be shifted, transplantable or transported, such as tents, caravans, etc. Below is an image of a Mobile home (caravan/ten):



Single quarters: Consist of either a room or a set of rooms with shared toilet and kitchen.

Traditional dwelling: A hut or group of huts walled or not walled with sticks or poles, with or without thatch or grass. Homestead ("Oonganda" etc.) is included in this group. Below is an image of an apartment:





Improved housing units: Dwelling premises built of discarded materials, such as plastic materials, cardboard, etc. (shacks). These include all temporary structures even if the materials used are of modern in nature, e.g.: shacks (kambashus) build of corrugated iron sheets fall in this category.



Other (specify): Derelict vehicles, bridges, trees or tunnels used as housing fall under this category, you should specify with a note.

Slate: is a type of stone which is formed in layers and is extracted in slabs, which are used as building material.

Waste management: Waste management is the "generation, prevention, characterization, monitoring, treatment, handling, reuse and residual disposition of solid wastes". There are various types of solid waste including municipal, agricultural, and special.

Number of rooms used for sleeping: Number of rooms in the dwelling unit refers to all rooms used for sleeping purposes. Include kitchens, sitting rooms, bathrooms, hallways or verandas if used for sleeping purposes.

4.5.2 Household Questionnaire: Housing Costs (Section 2: Part B)

PURPOSE: The purpose of this section is to collect information on the cost incurred on the dwelling- whether owned, rented or occupied for free. The survey will also collect information on all the costs of dwellings, e.g. rates and taxes, municipality services, mortgage bonds and housing rent.

The section asks questions on:

- Housing services
- Dwelling ownership
- Mortgage bonds
- Ownership of land

INSTRUCTIONS: The interviewer should note that the household head is the best person to answer this section. If the household head is absent, a representative and knowledgeable member of the household, selected by other household members can answer in his/her place.

The interviewer should ask all questions as they appear in CAPI.

The interviewer must read out the list of items/service to the respondent and record the amount as given by the respondent.

The interviewer should note that most regular costs are usually paid at the end of every month to local authorities (municipalities) and other service providers. Therefore, the interviewer can request the household to use the bills from these institutions for the information. It can then be recorded in the appropriate spaces. Also, the interviewer should ask if any other services are rendered to the household and include them in the list of costs.

The interviewer should note that in the case where the owned dwelling unit has a sectional title or a shareholding or block scheme, the amount of the levy paid for the last month must be recorded.

The interviewer should note that all items under **Q2.21 to Q2.29** refer to the last month, but all items under **Q2.32 to Q2.38** refer to the last 12 months.

The interviewer should also note that all households irrespective of type of ownership must complete **Q 2.21**, which covers payment on services.

Payments made for water including basic levies and cost for the last month (for water obtained from municipalities) must be recorded in **Q2.21 (c)**. Amount paid for water bought from tankers, kiosks and/or from neighbours in the last month must also be included here.

Please note: **VAT** is not included in **Q02.21** and **Q02.26**.

The interviewer should also note that: For **Q02.26 (a)** if subsidy is not part of capital it should be recorded separately in **Q02.26 (b)**.

If the respondent does not know the composition of the instalment, the interviewer must encourage the respondent to obtain the information from the building society or from the person who granted the loan.

IMPORTANT TERMS: These are some of the important concepts in this section-

Assessment rates and taxes: Assessment rates and taxes are taxes that the homeowner must pay to the municipality or local authority.

Electricity (pre-payment cards, “Koopkrag”, E-cards): Payment made for electricity in the form of pre-paid cards, Koopkrag, E-card for the last month must be included. Specify which mode of purchasing electricity according to the list provided.

Sanitary service: Refers to payments made for sanitary service such as the disposition of sewage etc. in the last month.

Refuse removal: Payment made for removal of household garbage such as the disposition of household and garden refuse etc. in the last month should be recorded here.

Monthly rent paid by the household for this dwelling unit (excluding subsidy): Record the rent the household paid (for the last month), i.e. the actual amount the household paid itself. In case they did not pay anything, record “0”.

Cash subsidy or value of subsidy: This refers to assistance that a household receives from an employer or any other person in order to meet the household cost half-way. If someone outside the household subsidises the rent, completely or partly, record the amount or value of this subsidy.

Estimated market value of rent, if the dwelling unit is occupied free: If the dwelling unit is owned by someone else than the household and the household does not pay any rent, the interviewer should try to find out an estimation of how much the household would have had to pay if they were to rent the dwelling unit.

Rent paid for garage and/or domestic worker’s room, if rented separately: If the household pays separately for extra dwelling space, like for garage and domestic worker’s quarters, it should be recorded here.

Levy: A levy is a tax or fee, often a loyalty payment for something which can be used by everybody residing in the area, e.g. in a compound or flats the occupants of all the houses have to contribute to the maintenance of something they all use, e.g. a water pump, security for the premises, etc.

Monthly mortgage instalment for the last month: This is the total payment towards the repayment to a bank or building society of the money for the dwelling bought by a household.

Capital: It is the repayment towards the principal amount owed

Interest: It is the finance charges, incurred as the result of the mortgage or bond loan

Other payments such as transfers due and transfer costs: Transfer costs are a payment made to transfer the ownership of the property from the seller to the buyer's name.

Registration of mortgage bond: is a payment made to register the bond at the deeds office.

Contributions made towards provision of housing services: Payment made toward services such as water facilities and electricity supply (e.g. communal water tap). This is payment made for the construction of a communal tap or communal electricity, etc.

Payment for right to access a piece of land: This may be an annual fee paid to the tribal chief for the right to use a piece of land by the household for farming or to build a house/shack, etc. In some cases, this amount is paid only once when the household was given the land. In the case where the payment was not made in the last 12 months, **it should not be included.**

SPECIFIC QUESTIONS:

Q2.26: What was the monthly mortgage instalment for this dwelling last month?

Include additional payments for immovable improvements, and voluntary additional monthly payment and allowance.

Exclude insurance if amounts are not known, ask to see mortgage bond statement.

Additional single amount paid to bank/building society regarding mortgage bond by the household

For example, if a household must pay N\$1 000 per month towards the repayment of the bond, but instead paid N\$1 500 per month for the last 12 months, the N\$1 500 must be recorded. On the other hand, if a household is to pay N\$1 000 per month towards the repayment of the bond and pays the exact amount monthly, but paid an additional N\$5 000 as a lump sum (once off

payment) in the last 12 months, then, the additional N\$5 000 must be included in the total not in the mortgage amount.

4.5.3 Household Questionnaire: Domestic Workers (Section 2: Part C)

PURPOSE: The purpose of this section is to collect information on the household's use of domestic workers' services e.g. child minder, cook, chauffeur, clothes washer or ironer, gardener, watchman, animal header and any other domestic worker (fetching wood & water) during the past month.

The section asks questions on the:

- Type, number and sex of domestic workers
- Total hours worked per month by domestic workers
- Total remuneration paid to domestic workers

INSTRUCTIONS: The interviewer should note that, the household head is the best person to answer this section. If the household head is absent, a representative and knowledgeable member of the household, preferably an adult, selected by other household member can answer in their place.

The interviewer should ask all questions as they appear in CAPI.

The interviewer must read out the list of type of domestic worker to the respondent and record the total remuneration paid by the household to domestic workers per type.

The interviewer must **probe** if more than 250 hours worked in a month are reported per employee or for any one employee.

The interviewer should note that, a security guard is not included in the watchman category and they are not regarded as domestic workers.

IMPORTANT TERMS: These are some of the important concepts in this section-

Domestic worker: A domestic worker is a person who is employed by a private household to carry out tasks related to the household, e.g. household chores, guarding the premises, gardening, child minding, animal heading etc. **Note that the tasks must not be connected to a business of any kind.** The domestic worker is an employee and the private household is the employer.

If the domestic worker lives in the same dwelling unit as the main household and shares meals, she/he can be regarded as a household member, even if she/he does not pool his/her income and does not share the expenditures with the main household. The wages or salaries paid by the main household for the domestic worker's services should appear as consumption expenditure for the main household and as income for the domestic worker.

If the domestic worker lives somewhere else and does not share the catering arrangements with the main household, then she/he belongs to another household.

Chauffeur: A chauffeur is a person employed to drive a passenger motor vehicle, especially a luxury vehicle such as a large sedan or limousine.

Watchman: Watchman is a person who watches over and protects property, assets, or people. Securities

4.5.4 Household Questionnaire: Access And Languages (Section 2: Part D)

PURPOSE: The purpose of this section is to collect information on accessibility of the household members to various services and facilities. Access to education, work, and healthcare are all important for a better quality of life. Such information informs policy makers on the places in Namibia that have adequate infrastructure and services and the regions that need further improvement to better the life of Namibians. In addition, this section collects information on the languages spoken in the household to learn about the diversity of the people of Namibia and inform policy makers of major language groups in regions and differences in their living conditions.

The section asks questions on:

- Access to facilities
- Visits by health workers and use of traditional healer
- Main language spoken in the household

INSTRUCTIONS: The interviewer should ask all questions as they appear in CAPI.

Interviewer must note that: in Q2.50 distance to the nearest facility, the interviewer should read them out, and record the response given by the respondent appropriately.

For questions in this section, which have a list of answers, the interviewer should not read them out, but record the response given by the respondent appropriately.

The interviewer should note that, the household head is the best person to answer this section. If the household head is absent, a representative and knowledgeable member of the household, selected by other household members can answer in his/her place.

The interviewer should make sure that skipping instructions are strictly followed in this section.

For the “one-way distance” to the nearest [facility], interviewer should first try to get answer in kilometres. If not known, he/she should ask for time to walk one way.

In cases where distance is less than 1 km, the interviewer should enter 0 km.

In cases where there are more than one language spoken in the household, the interviewer should record the most spoken language of all.

IMPORTANT TERMS: These are some of the important concepts in this section-

One way distance: is a distance covered from one point to another or to a specific destination without coming back (one single trip). For example from the household to the nearest primary school.

Main language spoken: is the language spoken by most members in the household.

4.5.5 Household Questionnaire: Food Adequacy (Section 2: Part E)

PURPOSE: The purpose of this section is to collect information on the nourishment status among the Namibian people. Food is a basic need for human survival, but access to it is often difficult for some households because of poverty. Information collected in this section becomes the basis for addressing food shortage issues or help to plan programmes that address it.

The section asks questions on the:

- Crop or products consume/eaten
- Main source of food
- Number of days household eaten
- How household member cope with not having enough food

INSTRUCTIONS: The respondent should be female or most informed member in the household responsible for food preparation and or food purchase.

The interviewer should read the crop or product type to the respondent as appearing in the question.

If a person responded that he/she has eaten, then the interviewer should enter the number of days the person has eaten. Furthermore, ask for the **main source** of food.

The interviewer is to find out if the household has a situation where there was not enough food for members to eat in the past 7days. If the response to this question is **yes** continue to ask number of days the household had to cope without food. ***Interviewer note that you need to ask each coping category***

IMPORTANT TERMS: These are some of the important concepts in this section-

Past week: Is the previous week before the week of the interview (days from Monday to Sunday)

Past seven days: The past seven days refers to the 7 days starting from a day before the interview going backwards.

4.5.6 Household Questionnaire: Durable Assets (Section 5)

PURPOSE: The purpose of this section is to provide information on the assets owned by the households and its members. Such assets are a measure of the standard of living of households in Namibia. The number and kind of assets owned by the household reflects the degree to which the household members live in comfort or hardship. It informs one of the socio-economic status of a household which is an important indicator as it generally correlates with better access to opportunities, facilities, networks, education, health and general well-being.

The section asks questions on the:

- Ownership
- Market value
- Access to durable assets

INSTRUCTIONS: The interviewer should note that, the household head is the best person to answer this section. If the household head is absent, a representative and knowledgeable member of the household, selected by other household members can answer in his/her place.

In this section the interviewer should read the items out, and record the response given by the respondent appropriately.

The interviewer should ask all questions as they appear in CAPI.

IMPORTANT TERMS: These are some of the important concepts in this section-

Durable assets: Durable assets are goods consumed in a long time or that have useful lives of more than three years. Durable goods include items like furniture, jewellery, cars, stoves, washing machines, etc.

Own: To have or possess a property

Access: The means or opportunity to make use of consumer goods.

4.5.7 Household Questionnaire: Household Enterprises (Section 6: Part E)

PURPOSE: The purpose of this section is to collect information on the enterprises/business carried out by the household members.

The section asks questions on:

- Registration enterprise/business
- Accounts
- Number of employees
- Turnover
- Costs
- Household consumption from business

INSTRUCTIONS: The interviewer should note that, the household head is the best person to answer this section. If the household head is absent, a representative and knowledgeable member of the household, selected by other household members can answer in his/her place.

The interviewer should ask all questions as they appear in CAPI.

For questions in this section which have a list of answers, the interviewer should not read them out, but record the response given by the respondent appropriately.

Interviewer should note that for any respondents who record 5 or 6 in Q 6.19 they should be taken to section E which household enterprise (Question 6.44 to 6.66).

Example of occupation and industry (Q6.26 and Q6.27): For a cleaner and a security guard both working in NSA building but are employed and paid by other companies in the area of cleaning and security services. Their occupation will be cleaner and security while their industry will be the place where they are employed full-time which is a cleaning company and a security company.

IMPORTANT TERMS: These are some of the important concepts in this section-

Turnover: In business, **revenue** or **turnover** is income that a company receives from its normal business activities, usually from the sale of goods or services to customers before the profit is worked out.

4.5.8 Household Questionnaire: Agricultural Activities (Section 7)

PURPOSE: The purpose of this section is to collect information on the household's agricultural activities. Information collected here helps policy makers and others to address issues related to the development of the sector in various regions of Namibia.

The section asks questions on:

- Crop production/collection
- Use of crop produced/collected
- Type of livestock or poultry owned
- Value of production/livestock or poultry
- Value of sales
- Firewood

INSTRUCTIONS: The interviewer should note that, the household head is the best person to answer this section. If the household head is absent, a representative and knowledgeable member of the household, selected by other household members can answer in his/her place.

The interviewer should ask all questions as they appear in CAPI.

The interviewer must read out the list of items/service to the respondent and select multiples answers in accordance with the respondent's response on whether they produced, consumed, sold and given away.

IMPORTANT TERMS: These are some of the important concepts in this section-

Twelve (12) months ago: Refers to the first month of the reference period of past 12 month's period. For example if the past 12 months starts from January to December, then the first month of 12 month ago is January.

From nature: Refers to the phenomena of the physical world, and also to life in general. For example collecting firewood, wild fruits etc.

4.5.9 Household Questionnaire: Remittances (Section 8)

PURPOSE: The purpose of this section is to collect information on the importance of remittances to the household members. Some households in Namibia often contribute money or things to other households or receive money or things from family and other members. These transactions, either giving or receiving, are commonly referred to as remittances. Remittances contribute to economic growth and the livelihoods of people worldwide. Moreover, remittance transfer can also promote access to financial services for the sender and recipient, thereby increasing financial and social inclusion.

This section ask question on:

- Cash or good received in-kind
- Market value for good received in-kind
- Cash or good sent
- Market value for good sent in-kind

INSTRUCTION: The reference period for the questions on remittances is the **last 12 months**.

The interviewer should note that, the household head is the best person to answer this section. If the household head is absent, a representative and knowledgeable member of the household, selected by other household members can answer in his/her place.

The interviewer should ask all questions as they appear in CAPI.

For the question in this section for remittance purposes, the interviewer should read them out, and enter the remittance purposes given by the respondent.

If the household says they received remittances in the past 12 months for “general household expenses” the interviewer should ask how much they received in **cash** and the estimate of the value they received in **kind**.

IMPORTANT TERMS: These are some of the important concepts in this section:

Remittance: Remittance are money or in-kind sent or received without expecting the money or in-kind to be repaid. If the money or in-kind should be repaid, this is a loan, and should not be recorded here but in the debt section.

Alimony/child support: Alimony is a legal obligation on a person to provide financial support to his or her spouse before or after marital separation or divorce.

In-Kind: In kind refers to goods, services, and transactions not involving money or not measured in monetary terms.

Grant - Grants are non-repayable funds or products disbursed by one party (grant makers), often a government department, corporation, foundation or trust, to a recipient, often (but not always) a non-profit entity, educational institution, business or an individual.

4.5.10 Household Questionnaire: Household Income Sources (Section 9)

PURPOSE: The purpose of this section is to collect information on the levels of household's income as it is a good indicator of well-being. For some households, income is easy to measure since they primarily rely on salary income of one or two members of the household. For other households, income may be sourced from various jobs held by one or more people in the household, from rent, from multiple contracts with companies or profits from selling handicrafts, crops, food, etc. Still other households may survive on remittances sent by a spouse. So to measure the income of any household, it is important to gather information on all the various sources earned by various members of the family.

The section asks questions on:

- Source of income

INSTRUCTIONS: The interviewer should note that: The household head is the best person to answer this section. If the household head is absent, a representative and knowledgeable member of the household, selected by other household members can answer in his/her place.

The interviewer should ask all questions as they appear in CAPI.

The interviewer should note that the questions on income sources are asked for the past 12 months.

The interviewer should read out all the responses to the respondent and select all that apply.

The interviewer should make sure that the household choose only one main source of income in the second part of the section.

The interviewer should note that: In kind receipts are also a source of income in cases when households depend mostly on food received in kind from other people or even getting food

from dumb site is also regarded as source of food.

If the household sect no income as the main source of income the interviewer should probe to how the household is survives because there is no household without income.

IMPORTANT TERMS: These are some of the important concepts in this section-

Wages: A wage is the remuneration paid on hourly basis.

Salary: A salary is a remuneration paid on a monthly basis.

Subsistence farming: Subsistence agriculture is self-sufficiency farming in which the farmers focus on growing enough food to feed themselves and their families. The typical subsistence farm has a range of crops and animals needed by the family to feed and clothe themselves during the year.

State old age pension: This is a sum of money paid regularly by the Government to old people from 60 years and above.

War veterans/Ex-combatants grants: War veterans/ex-combatants grants are money paid regularly by the Government to war veterans.

Maintenance grants for children: Is a financial assistance that is given to a parent with (orphan) child/children who are under the age of 18 years whose parents have died.

State special maintenance grants (Persons with disabilities under 16 years): This is a sum of money paid regularly by the Government to persons with disabilities.

State foster care grant: Are the monies paid to the parents who are taking care of a child. For example a child who is removed from their **parents** and legally placed in the **care** of **foster parents**.

Alimony: Alimony is a legal obligation on a person to provide financial support to his or her spouse before or after marital separation or divorce.

In-kind receipts: In kind refers to goods, services, and transactions not involving money or not measured in monetary terms which are received by the household.

4.5.11 Household Questionnaire: Household Debt (Section 9)

PURPOSE: The purpose of this section is to collect information on the level of household's debt. Many households, no matter how wealthy they are, have some level of debt. For instance, many households that own their home have mortgages to pay. Some households buy cars on loans and as long as they are paying off the loan in instalments, they are in debt. However,

there are households where debt may become a burden. If a household has less income than it spends and relies on loans to meet daily expenditures, it can reflect a state of poverty. This section collects information on the household's outstanding loans or debts owing to other households or institutions, including outstanding on hire purchases.

The section asks questions on:

- Type of debts/Loans
- Main source of funding

INSTRUCTIONS: The interviewer should note that: The household head is the best person to answer this section. If the household head is absent, a representative and knowledgeable member of the household, selected by other household members can answer in his/her place.

The interviewer should ask all questions as they appear in CAPI.

The interviewer should read out all the type of **debts/loan** to the respondent and select all that apply.

The interviewer should make sure that the household choose only one main source of **funding** in this section.

The interviewer should note that outstanding amounts on hire purchase should be recorded in this section as well as all other debts that the household owes. Loan taken for school and other fees owed or outstanding should be recorded in this part.

The interviewer should note that: Debt owed today in Q9.07 should include interest.

IMPORTANT TERMS: These are some of the important concepts in this section-

Debts: Debts refer to monies owed as at date of interview including loans from private moneylenders. Interest accrued, not yet paid, should also be included.

Hire purchase: Is the legal term for a contract, in which a purchaser agrees to pay for goods in parts or a percentage over a number of months.

Bond: A debt instrument issued for a period of more than one year with the purpose of raising capital by borrowing.

4.5.12 Household Questionnaire: Other Household Income (Section 11)

PURPOSE: The purpose of this section is to collect additional information on the sources of household income. For example, whether a household or any member of the household received any interest, dividends, profit, payments, etc. from the sources listed in the past 12 months.

The section asks questions on:

- Interest
- Dividends
- Profit
- payments

INSTRUCTIONS: The interviewer should ask all questions as they appear in CAPI.

The interviewer should note that, questions on other Household Income is asked for the past 12 months.

The interviewer should note that: The household head is the best person to answer this section. If the household head is absent, a representative and knowledgeable member of the household, selected by other household members can answer in his/her place.

For questions in this section which have a list of answers, the interviewer should read them out to the respondent and record the appropriate responses correctly.

IMPORTANT TERMS: These are some of the important concepts in this section-

Income from Hobbies: Income from hobbies is income generated for example from fishing, farming, gardening, knitting, tailoring, and sports, where these are not the main sources of income nor are they the person's main job.

Income from Side-line and part-time activities: Side-lines and part-time activities are extra activities to generate extra money and are not a person's main occupation. An example is a teacher whose writing is just a sideline or part-time occupation.

Interest received and/or accrued on deposits, loans, savings certificates: This is money paid to somebody who deposits money in a bank, or lends money.

Withdrawals from savings (including the surrender of insurance policies): Ask the household for total withdrawals from and total deposits into savings. Net withdrawals are the difference between withdrawals and deposits. The bankbook will help. If withdrawals exceed deposits, a

negative amount can be recorded. Write in such case a distinct minus before the amount. (An exception from the general rule to record only figures).

Dividends received on shares: This means the share of profits paid to shareholders in a building society company or any other company. Some of these companies are listed in the market while some may not. Collect this information for both listed and unlisted companies.

Personal income taken from business or professional practice /activities: (excluding interest and dividends) conducted on a full time or regular part time basis. Persons who engage in business or professional activities earn a profit from such activities. In some of these cases all the profit may not be taken away by the owner of business for his/her own consumption. Part of the profit could be reinvested in this business or any other business. What should be included here as the personal income is the amount taken from the business for own use. Only businesses and other activities which are carried out on full time basis or regular part time basis are covered here.

Royalties: These are monies paid to the owner of a copyright or patent, e.g. it may be money paid to an author for each copy of a book sold or to a singer for each CD sold. It may also be the sum paid by a mining or oil-company to the owner of the land being mined.

Income derived from the sale of vehicles, property, etc.: Income derived from sale of motor vehicles (including the trade-in value of vehicles. Is money received after selling a motor vehicle registered in the name of a member of the household You must also include the value of the trade in, if applicable.

For example:

- Assume that you traded-in your car with a car dealer and bought another car from the same company. If the dealer quoted N\$30,000 and you used the amount as a deposit for another car worth N\$50,000. Even though you did not receive the N\$30, 000 this is to be recorded as income in the space provided. It is taken as if you received, then paid back to the car dealer.
- If you sold the car and got a cheque of N\$50,000 and used some to settle household's debts and the other part to buy a cheaper car you still record a receipt of N\$50,000.

Income derived from sale of fixed property (building, land): Income derived from the sale of fixed property is money received from selling a house, flat, farm, plot of land, etc. This includes all properties registered in the name of a member of the household.

Income derived from sale of all other personal property and second-hand goods, e.g. clothing and furniture (including value of traded in articles): Income derived from the sale of other personal property and second hand goods (clothing and furniture) includes all earnings from selling items such as used clothing, computers, cellular phones and furniture etc. It also includes the value of traded in articles.

Payments received from borders and other non-members of the household: Is money paid as rent by borders or other non-members of the household?

Stokvel (merry-go-round): Record receipts by members of stokvel less his/her contribution.

Benefits, donations and gifts received from private persons: (excluding from members of the household), welfare funds, clubs, the government, etc. Include gifts such as wedding presents, etc.

Value of housing: This including benefits, such as the value of rent deductions allowed by persons and organisations other than the employer.

Value of other benefits, donations, gifts, etc.: This includes assistance to pay for driving lessons by other person than the employer.

Gratuities and other lump sum payments received from pension, provident and other insurance or from private persons: Lump sums resulting from your employment before retirement (including payment for leave not taken during your period of employment) Endowment policies and other similar lump sums (e.g. annuity). Lump sums received from the Workmen's Compensation and other similar funds Life insurance and inheritances received.

Claims: Sometimes a member of household may make a claim from another person or office for damages arising from accident, defamation, damage to property, etc. Record such lump sums appropriately.

Such lump sums could be from funeral funds, including funds' contributions to funeral expenses and in respect of damage to fixed property, road traffic collisions and other gratuities

Gratuities, in some countries also known as tips, are monies paid in recognition of service. They are usually paid as a proportion of total earnings at the end of contractual (2 or 3 year contract) employment.

Income from gambling and lotto winnings: (e.g. winnings from gambling, lotteries, TV Jackpot etc. Remember to record gambling wins and windfall gains. Windfall gains are unexpected good fortune, e.g. legacy or rapid appreciation of investment or in the case of currency dealers' sudden appreciation of currency in hand.

Income not elsewhere specified, specify: Income from prostitution falls under this category.

4.5.13 Household Questionnaire: Expenditures On Commodities & Non-Food Services (Section 12)

PURPOSE: Household expenditures tend to be more stable over time than income. Thus, there is an increasing interest in measuring household expenditure. The purpose of this section is to collect information on the household's expenditures. Like income, expenditure is difficult to collect as people have a problems recalling how much they spent on things. Thus, the next several sections ask questions about expenditures by detailing all the different kinds of goods

and services people in Namibia pay for.

The section asks questions on:

- Goods and services
- Medical cost
- Communication for household purposes
- Books and newspapers
- Miscellaneous expenses

INSTRUCTIONS: This section asks about commodities and non-food items bought, money spent on the item in the **past month**.

The interviewer should note that: The household head is the best person to answer this section. If the household head is absent, a representative and knowledgeable member of the household, selected by other household members can answer in his/her place.

The interviewer should ask all questions as they appear in CAPI.

The interviewer must read out the list of items/service to the respondent and select multiples answers in accordance with the respondent's response on whether they spent any money or bought the item.

The interviewer should ask how much the household have spent for the item/service in the past month and past 12 months.

IMPORTANT TERMS: These are some of the important concepts in this section-

Miscellaneous expenses: Miscellaneous expenses are costs of items gathered or considered together of various types.

4.5.14 Household Questionnaire: Expenditures On Clothing And Furnishings (Section 13)

PURPOSE: The purpose of this section is to collect information on the household's expenditures incur on clothing and furnishings. Clothing are considered to be one of the basic needs in people's lives that is why we collect information on clothing expenditure to measure the wellbeing of people in Namibia. On the other hand information on furnishings is collected to study the expenditure patterns of households in the past 3 months by the household.

The section asks questions on:

- Clothing and footwear
- Home-made and specially made-up clothes
- Furnishings
- Household textiles

INSTRUCTIONS: The interviewer should note that: The household head is the best person to answer this section. If the household head is absent, a representative and knowledgeable member of the household, selected by other household members can answer in his/her place.

The interviewer should ask all questions as they appear in CAPI.

The interviewer must read out the list of items/service to the respondent and select multiples answers in accordance with the respondent's response on whether they spent any money or bought the item.

The interviewer should ask how much the household have spent for the item/service in the past 3 month.

IMPORTANT TERMS: These are some of the important concepts in this section-

Furnishing: Furnishing is a piece of equipment necessary or useful for comfort or convenience. E.g. The furniture, appliances, and other movable articles

Past 3 months: The past 3 months refers to the calendar month starting from the previous month before the month of the survey round going backwards.

4.5.15 Household Questionnaire: Expenditures On Household Equipment (Section14)

PURPOSE: The purpose of this section is to collect information of household's expenditures (bought, money spent on, or received for free) on equipment over the past 12 months. Though some households could possibly live without them, appliances are essential to making homes operate more efficiently. And while some have great convenience and time-saving features, others are basic in nature, yet remain must-have products for getting the job done.

The section asks questions on:

- Electrical appliances
- Non-electrical appliances

- Other household equipment

INSTRUCTIONS: The interviewer should note that: The household head is the best person to answer this section. If the household head is absent, a representative and knowledgeable member of the household, selected by other household members can answer in his/her place.

The interviewer should ask all questions as they appear in CAPI.

The interviewer must read out the list of items/service to the respondent and select multiples answers in accordance with the respondent's response on whether they spent any money or bought the item or receive the item for free.

The interviewer should ask how much the household have spent for the item/service or receive free in the past 12 month.

IMPORTANT TERMS: These are some of the important concepts in this section-

Appliances: a device or piece of equipment designed to perform a specific task.

home appliance: is an electrical/mechanical machine which accomplish some household functions, such as cooking or cleaning.

4.5.16 Household Questionnaire: Expenditures On Health (Section 15)

PURPOSE: The purpose of this section is to collect information on household's expenditures on health over the past 12 months. For the economy to grow it needs a healthy population and policy makers should make sure that everyone in Namibia has access to health services. This information is also vital for public health decision making, health sector reviews, planning and resource allocation as well as programme monitoring and evaluation countrywide.

The section asks questions on:

- Household and Employer contribution to health spending
- Spending by members covered by medical aid/insurance schemes or medical provident schemes
- Spending by members not covered by medical aid/insurance schemes or medical provident schemes.

INSTRUCTIONS: The interviewer should note that: The household head is the best person to answer this section. If the household head is absent, a representative and knowledgeable member of the household, selected by other household members can answer in his/her place.

The interviewer should ask all questions as they appear in CAPI.

The interviewer should ask how much the household have spent for the item/service in the past 12 month.

If the respondent does not know the amount paid or he/she pays for medical aid/insurance or medical provident scheme, you can ask them to consult their salary slip as this might help in some instances. If this fails ask the respondent to get the information from the employer and collect the data during your daily visits.

The interviewer should note that for households where there is more than one member of a medical scheme, total payment by member will comprise the sum of all the individual members' contributions and total contribution by employers will comprise the sum of the different employers' contributions.

The interviewer should note that payments made in-kind to traditional healers, the value of the items should be estimated.

IMPORTANT TERMS: These are some of the important concepts in this section-

Private sector: Health facilities where the doctors, specialists or medical practitioners working in hospitals or from their own premises, are funded and controlled by private companies or individuals.

Public sector: Health facilities where the doctors, specialists or medical practitioners working in hospitals are funded and controlled by the government for the use of all people.

Actual cost paid by the household (not paid for by scheme): These are costs paid by you and not by a medical aid scheme. Record all additional payments made by the member(s) of the household for medical services due to the depletion of the funds or for any other reason that the member was entitled to under this item. These also include the consultation of specialists, therapists, homeopaths, or prolonged hospitalization, which resulted in depletion of the fund, etc.

Medicine with a prescription: All extra payments made by the member(s) of the household for levies paid when buying medicine with prescriptions should be recorded in this item.

Health services and medicine not covered by medical schemes: Therapeutic appliances and equipment, such as spectacles, contact lenses, dentures, crutches, etc. and other medical products, such as clinical thermometers, bandages, condoms and other mechanical contraceptives should be included under this item.

Medicines purchased without a prescription: Record items purchased over the counter and include cough mixtures, pain killers, bandages, etc.

Flat rate in respect of services and medicine obtained at hospital/clinic: Such as the amount paid for immunization of babies etc., must be shown here.

Healers (traditional, spiritual): Cost of services provided by traditional healers (eenganga/sangoma).

Therapists: Cost of therapeutical services by specialists (physio-therapists, etc.).

Purchased without prescription: Record the total expenditures of all medicines purchased over the counter or from a cuca shop without prescription. These medicines are likely to be forgotten and you must probe.

Therapeutic appliances and equipment: such as spectacles, contact lenses, dentures, crutches, etc. and other medical products, such as clinical thermometers, bandages, condoms and other mechanical contraceptives should be included under this item.

4.5.17 Household Questionnaire: Expenditures On Leisure (Section 16)

PURPOSE: The purpose of this section is to collect information on the household's members expenditures (bought, money spent on) on leisure over the past 12 months. Leisure is also considered to be one of the measures of households' wellbeing in Namibia. Therefore households taking part in the entertainment, sport and recreation are perceived to have beneficial social, economic and health impacts.

The section asks questions on:

- Recreation, entertainment and sport

INSTRUCTIONS: The interviewer should note that: The household head is the best person to answer this section. If the household head is absent, a representative and knowledgeable member of the household, selected by other household members can answer in his/her place.

The interviewer should ask all questions as they appear in CAPI.

The interviewer must read out the list of items/service to the respondent and select multiples answers in accordance with the respondent's response on whether they spent any money or bought the item.

The interviewer should ask how much the household have spent for the item/service in the past 12 month.

The interviewer should know that; cost of items purchased in the last 12 months (whether paid for in full or not) must include finance charges. Finance charges are payments such as interest.

IMPORTANT TERMS: These are some of the important concepts in this section-

Garden and swimming pool maintenance (excluding wages of persons who maintain pool, but including chemicals): Garden and swimming pool maintenance includes expenditure on chemicals used but excludes the wages paid to the persons who maintain the pools.

Leisure: Time when one is not working or occupied; free time.

4.5.18 Household Questionnaire: Expenditures On Child Care, Training Courses, And Information Communication Technology (ICT) (Section 17)

PURPOSE: The purpose of this section is to collect information on the household members' expenditures (money household spent) on child care, courses, and ICT over the past 12 months. The information collected on early childhood development will help policy makers to determine the average cost of providing early childhood educational services.

Information Communication Technology (ICT) is increasing in importance in people's lives and it is expected that this trend will continue, to the extent that ICT literacy will become a functional requirement for people's work, social, and personal lives. Therefore information collected on ICT will help policy makers to improve the accessibility of ICT in households.

Training courses are important because they help improve literacy among the people of Namibia.

The section asks questions on:

- Early Child Development, child care and adult learning courses
- Information Communication Technology (ICT)

INSTRUCTIONS: The interviewer should note that: The household head is the best person to answer this section. If the household head is absent, a representative and knowledgeable member of the household, selected by other household members can answer in his/her place.

The interviewer should ask all questions as they appear in CAPI.

The interviewer must read out the list of items/service to the respondent and select multiples answers in accordance with the respondent's response on whether they spent any money.

The interviewer should ask how much the household have spent for the item/service in the past 12 month.

The interviewer should note that: For the services/item that are received for free or as a gift, you must enter a zero (0).

IMPORTANT TERMS: These are some of the important concepts in this section-

Early Childhood Development (ECD): is a branch of educational theory which relates to the teaching of young children up until the age of six, with a particular focus on developmental education, notable in the period before the start of compulsory education.

Information Communication Technology (ICT): is an umbrella term that includes any communication device or application, encompassing: radio, television, cellular phones, computer and network hardware and software, satellite systems and so on, as well as the various services and applications associated with them, such as videoconferencing.

Modems, play-stations, CD-writers and other hardware components accompanying computers: These are hardware attached to the computer to enhance the capacity of the computer.

Cellular telephones and pagers: Pager is a radio devise with a beeper, which is activated to alert the person wearing it. It is usually worn by doctors and persons working in large enterprises, such as airports, etc.

Software: Software are computer application programs for data processing and analysis and other computer applications, such as preparation of documents, internet, etc. software include word, SPSS, d-base, excel, etc.

Diskettes, USB and consumable goods: These should include other information storage implements such as cd, tapes, etc.

4.5.19 Household Questionnaire: Expenditures On Transport And Holiday Expenses (Section 18)

PURPOSE: The purpose of this section is to collect information on household's expenditures (money household spent) on transport and holiday expenses over the past 12 months.

This section deals with vehicles owned by or registered in the name of any member of the household. Payment on hire purchases must also be included.

Transport and holiday expenditure measure the wellbeing of Namibian people. Transportation spending often plays a prominent role in government efforts to stimulate the economy during downturns. Information on households' expenditure on transport will help policy makers to improve both public and private transport infrastructure.

The section asks questions on:

- Type of vehicle
- Vehicle running costs
- Holiday expenses

INSTRUCTIONS: The interviewer should note that: The household head is the best person to answer this section. If the household head is absent, a representative and knowledgeable member of the household, selected by other household members can answer in his/her place.

The interviewer should ask all questions as they appear in CAPI.

The interviewer must read out all the expenditure items listed on the questionnaire and record the costs.

IMPORTANT TERMS: These are some of the important concepts in this section-

Cost of private vehicles, purchased: Costs of private transport used by the household and cost of vehicles purchased by any member of the household in the last 12 month must be included. Costs related to vehicles purchased and used for business purposes must not be included here.

Running costs during the last 12 months: Expenses incurred (except rent) in connection with vehicles not belonging to the household (such as rented cars or company cars) must be included in this section, unless these expenses were reimbursed by the employer.

Motor car fuel (including for holiday journeys) – petrol/diesel (N\$ per month x 12 =): Expenditure on motorcar fuel during holiday must also be included under this item. To make estimation easier, ask the respondent to give the expenses by each member of the household on fuel per month, add it, and then convert the amount to an annual cost by multiplying it by 12. If the vehicle was not used during the whole 12 months period, multiply by the number of months it was used.

Parking fees (N\$ per month x 12 =): You must ask the respondent to include money given for car watch services in the parking fees. To make estimation easier, ask the respondent to give the expenses by each member of the household on this service per month, add it, and then convert the amount to an annual cost by multiplying it by 12 (or by the number of months the vehicle/s was used).

Driving lessons for any household member: Record the total expenditure of the driving lessons, even if it is partly or fully paid by an employer or someone else.

Car wash and valet services: Valet is an attendant who cleans cars. In this item, therefore, what is required are expenditures for cleaning/washing cars.

Furniture removal and transport of goods: We talk of a reduced transport tariff when an employee pays less than the normal transport fare, and the employer or someone else is subsidizing the remaining part

New car: a new car is a car whose sale is not recorded or title issued. The only documentation on the vehicle is the manufacturer's statement of origin. A new car could have kilometres on it if it is driven for demonstration purposes or some other valid purpose.

Used car: A used car/pre-owned vehicle/ second hand car; is a vehicle that has previously had one or more retail owners. Used cars are sold through a variety of outlets, including franchise and independent car dealers, rental car companies, leasing offices, auctions, and private party sales.

SPECIFIC QUESTIONS: Q18.04 and Q18.05: What was the agreed price when the vehicle was bought and what was the amount your household actually paid for in the past 12 months for [VEHICLE]?

A member of the household trades in her/his old car, valued at N\$10 000, for a new car, valued at N\$100 000, and also pays N\$30 000 instalment in the past 12 month. Here the total expenditure paid during the period should be recorded, which is the value of the old car (N\$10 000) and the instalment (N\$30 000), i.e. N\$40 000. Record N\$ 100 000 in Q18.04, N\$40 000 in Q18.05 and the rest N\$60 000 should be recorded in the household debt.

4.5.20 Household Questionnaire: Expenditures On Other Payments, Tax, Finance Charges And Insurance (Section 19)

PURPOSE: The purpose of this section is to collect information on the household's member's expenditures (money household spent) on any other payments, tax, finance charges and insurance over the past 12 months. Income tax is one of the most sources of government

revenue and from the revenue collected government make public spending on sectors such as health, education, transport, communication etc. which help improve the wellbeing of the Namibian people.

The section asks questions on:

- Other transfers and payments
- Income tax
- Finance and bank charges
- Insurance charges

INSTRUCTIONS: The interviewer should note that: The household head is the best person to answer this section. If the household head is absent, a representative and knowledgeable member of the household, selected by other household members can answer in his/her place.

The interviewer should ask all questions as they appear in CAPI.

The interviewer must read out all the expenditure items listed on the questionnaire and record the costs.

If the respondent is hesitant in answering questions in this section, the interviewer should remind them that this information will not be given to the Receiver of Revenue, but is needed to balance the income and expenditure information given in this questionnaire.

IMPORTANT TERMS: These are some of the important concepts in this section-

Lobola/dowry paid: If lobola/dowry was paid in kind (e.g. cattle, sheep, etc.) ask respondent to give you the value of one animal and multiply by the total animals paid. Do not combine if different animals were paid as the price of a cow may not be the same as that of a lamb.

Funeral expenses: Funeral expenses include money paid to buy the grave site, coffin, payment for the grave diggers, morgue costs, hiring of tents/halls, tables, chairs, pots, tombstone, cremation etc. used for this purpose.

Religious and traditional ceremonies (e.g. unveiling, weddings): Religious and traditional ceremonies include costs for hiring of tents/halls, tables, chairs, pots, etc. as well as any other monies that the household has to pay in order to hold such a ceremony.

Do not include any other expenses that have already been accounted for in the previous sections, e.g. costs on transport, etc. for the ceremony.

Life insurance and endowment policies (including study policies) paid by employer: endowment policies are payable at the death of the insured or on a specified maturity date if the insured is alive. Endowment policies' premiums generally are payable from the date of the issue until the date of maturity.

4.5.21 House Hold Questionnaire: Savings And Investments (Section 20)

PURPOSE: The purpose of this section is to collect information on household's savings and investments. Savings and investment is important to people as they ensure a better future for the household and its members. For example households can save or invest in education, retirement pension, shares etc. to have a better future. Savings and investment also show how wealth is distributed between different types of households and factors that affect financing planning.

The section asks questions on:

- Savings
- Investments

INSTRUCTIONS: The interviewer should note that: The household head is the best person to answer this section. If the household head is absent, a representative and knowledgeable member of the household, selected by other household members can answer in his/her place.

The interviewer should ask all questions as they appear in CAPI.

The interviewer must read out all the savings and investment items listed on the questionnaire and record the amount.

IMPORTANT TERMS: These are some of the important concepts in this section-

Provident Fund: is a service into which an employee is obligated to join. The employee pays a monthly instalment (premium) based on basic salary. At retirement the Fund pays a lump sum to the retiree.

Annuity fund: is an investment of money entitling the investor of equal sums of money over a stated period. Annuity is the sum payable in a particular year.

Contributions to pension, provident and annuity funds must be divided into:

Paid by you: If there are several household members who have expenditure on this item, the amount paid by you is the sum (total) of contributions paid by the members.

Paid by your employer: The amount paid by the employer is the sum (total) of contributions by the different employers.

Contributions to stokvel (merry-go-round): Some friends come together and agree to contribute a fixed amount of money every month or as often as they may decide and whatever is contributed is given alternatively to a member. Thus each member will get when his/her turn comes. This is a closed shop, which is known in some countries as merry-go-round as it rotates amongst the members. Record the member's contribution.

Investment in Shares and unit trusts: Is a registered company which purchases a fixed income providing securities and then sells shares in trust to shareholders.

Investment plans: Investment plans include those with banks, building societies, etc. Some examples of invest plans include E-Plan, Cash plus Fund, etc.

Offshore Investments: Offshore investment is investment in foreign countries. For Namibia this would also include investment in RSA, Botswana, DRC, etc.

Net amount paid into savings account: Record all the deposits, irrespective of any withdrawals.

4.6 Daily Record Book (DRB)

PURPOSE: The purpose of the Daily Record Book (DRB) of the NHIES questionnaire is mainly to collect information on transactions which take place more frequently in the household, for example purchases of **food, beverages and tobacco**.

Daily recording of all household's expenditures on food, beverages and tobacco items are to be entered on the Daily Record Book. This means expenditures and receipts of every member of the household of any item of food, beverages and tobacco given out or received are recorded.

In the Namibian society the most important factor that influences patterns of household income and expenditure is the wealth status of the household. It is self-evident that the consumption of poor and rich households is markedly different.

The section asks questions on:

- Daily transactions

INSTRUCTIONS: The Team Supervisor should note that: The household head is the best person to answer this section. If the household head is absent, a representative and knowledgeable member of the household, selected by other household members can answer in his/her place.

The team supervisor must note the following:

1. *The DRB is administered by the Team Supervisor's only*
2. *The DRB must be given to the household to complete themselves*
3. *The household is to record the transactions for seven (7) days a week in a record book. The recording weeks start on any day during the week depending when the survey round is starting.*
4. *The household is to record all transactions (expenditures and consumptions of food, beverages and tobacco) for all household members during seven-day period.*
5. *The Team Supervisor must visit each household as many times as is necessary in order to ensure that the record book is correctly filled.*
6. *Every day the Team Supervisor must visit the household so that they can capture the previous day recordings of the DRB into DATA ENTRY PROGRAMME.*

The Team Supervisor should ensure that the head of household is educated on the importance of making entries of transactions as they occur. **It is important to explain to more than one household member.** Experience has proven that asking about last events, even yesterday's, will result with some being forgotten, e.g. purchase of a cool drink, a cigarette stick, etc.

The Team Supervisor should ensure that identification particulars on the cover page are completed before handing the DRB to the household. Procedures on how to complete the identification section of the DRB are similar to those given for the cover of Form 1 of the NHIES Questionnaire. Transfer the id-number from Form 1.

The team Supervisor must note that for those household members who travels away from their dwelling units to another during the survey round for weekends or so must carry their DRB along and go record all the food, beverages and tobacco they buy and consume only for themselves and also for all the other usual household members from the selected household.

The team Supervisor must note that in the case where a household forgot or did not record anything for some days due to some reasons, the team supervisor must probe and ask the

household members if they can still remember what they bought and consumed for those days they did not record anything because it is much better to have some entries than no transactions for days.

Before the Team Supervisor leaves the household with the DRB he/she must ensure that the date and identification information are completed correctly.

If in one day a household does not have a single transaction, the Team Supervisor must probe to ensure that this is indeed the case. If it is the case, write “No transactions” in the space for the item description in line 1.

Acquisition and gifts given away as well as spoiled items are part of non-consumption expenditure.

The Team Supervisor must note the following: When collecting the DRB from the Respondent Before leaving the household with the DRB you should check all entries in all pages to ensure that:

1. No blanks are in any space where there should be an entry and no entry where there should be a blank.
2. The handwriting is legible (readable). In cases where it is not, ask the respondent to read it out for you, erase the illegible entry and write it out clearly and neatly.
3. Measurement units are indicated for all measurable items. If weight is not given for liquid items ask the respondent to confirm whether the item is correct and if so give a capacity measurement.
4. Entries are specific and no items are recorded as nuts or vegetables or flour, etc. Flour should, for example be recorded as maize, wheat or mahangu. If wheat, it should be recorded as white, brown or whole wheat.

The Team Supervisor should note: ***Use your general knowledge to check that the values given are consistent with local prices.***

The Team Supervisor must make sure that the respondent understands that we need very clear and specific description of the commodity. Note: If an item was bought for a household business, this should not be recorded here, but in the household enterprise section 6 part E.

IMPORTANT TERMS: These are some of the important concepts in this section-

Scales: To measure weight of meat, vegetables, mahangu, etc. of own produce consumed, goods given out or received and also in case of other transactions where the weight is not known, e.g. a bunch of spinach or a heap of tomatoes or a piece of meat or fish. The scales will be picked up from the households before the next survey round starts.

Disposal: Disposal is the action or process of getting rid of something.

Calibrated jugs: To measure own liquids produced, e.g. milk, oil, oshikundu, etc. Do not record oshikundu if the mahangu flour used in its preparation was measured. The jugs will be given to the households.

Note: Only when the quantities are not known should they be measured, using the equipment provided. Items bought from supermarkets, shops, butcheries and shebeens will usually have a weight, volume or other measurement shown, which should be read off and recorded on the record book. Receipts in kind or own produce, e.g. milk from own cows, meat slaughtered from own animals, mahangu, etc. should be measured before cooking for home consumption or given away, sold or exchanged in barter.

Bulk purchases: Bulk purchases are usually made at the end of each month. Do not ask the household to transfer into the DRB but ask the household to give you the receipt so that you can enter them directly. You will need the assistance of the household to disentangle some purchases on the receipt, those shown as vegetables, perishables, etc.

Daily purchases: Daily purchases, such as purchase of cigarettes, lunch, etc. should be recorded daily. Although the quantity is important the most important entry is the true cost of the transaction.

Barter: Some items are purchased through bartering, i.e. a commodity is exchanged for another and no money or cheque changes hands or through the bank.

Consumption of own produce: Some households keep animals or poultry or cultivate gardens or farms in which they plant crops or raise animals. If the household consumes meat of own animal or poultry or food (e.g. mahangu) from own garden or farm this is known as 'consumption of own produce'.

Description of item: This is a description of the item purchased, received or given out. General entries, such as vegetable or meat or sugar or fruit will be difficult to process. Record tomatoes, carrots, spinach, brown sugar, icing sugar, goat meat, beef, mutton, oranges, guava, etc.

Source of food and beverage items: It is important to find out the source of items on food and beverages. From where was the item received or bought? Was the item purchased, produced (home grown) by the household or received as a gift?

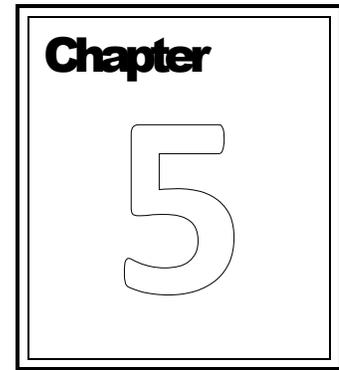
Unit: This refers to the unit of measurement. Common units are

Millilitres = **ml**, Litres = **l**,

Grams = **g**, Kilograms = **kg**,

Metres = **m**,

Number = **No.**



5. Tablet Instructions

5.1 Tablet Safety and Security

5.1.1 Keeping the tablet secure

The tablet provided to you is the property of the Namibia Statistics Agency (NSA) and will be used solely for conducting the Namibia Household Income and Expenditures Survey (NHIES).

You are responsible for the protection and security of this tablet. Because the tablet will be storing sensitive personal information that respondents have entrusted to our agency, you must practice good judgment and follow the guidelines provided in this manual to ensure the tablet remains safe.

You will use the tablet only for official business, such as:

- Using the CSEntry software to interview households
- Using Google Earth or other mapping software for displaying and navigating to addresses
- Using the Internet only to help you complete your duties.

Please observe the following rules:

- Never leave your tablet unattended. If you must leave your tablet for an extended period of time, leave the device in a locked compartment in your car or home. If your tablet is left unattended, it may be stolen.
- Do not share your tablet with non-NSA staff or unauthorised NSA/NHIES staff members. The tablet is the property of NSA and should never leave the possession of NSA staff.
- Use a strong password. Your tablet will contain sensitive data, and to protect these data you must use a strong password that only you will know. For

example, “Password1” is a very weak password, whereas “!dDSA#43” is a very strong password. Also, do not attempt to change your password to something simpler to remember, and never share your password with non-NSA staff and unauthorised NSA/NHIES staff.

- Do not disable security settings. The security settings have been established by NSA to protect information on the tablet. If you attempt to disable or alter these settings, you are compromising the security of the device and data collected.
- Do not install additional software unless instructed by your supervisor or IT staff. The software provided on the tablet is all that you will need to conduct the survey. If you install other software, you may compromise the security of the device and data collected. Remember, this device is the property of NSA and should never be used for personal reasons.
- Do not use the tablet and data bundle to browse inappropriate websites. The tablet and data bundle is for NHIES project use only. Do not browse any websites that are not necessary to complete your NHIES duties or would otherwise reflect poorly on NSA.

Not following these rules, may be treated as punishable offences to your work contract and oath with NSA.

5.1.2 Protecting the tablet from damage

The tablet provided to you is sensitive electronic equipment and is susceptible to damage. If the device is damaged, it may become difficult to use or completely malfunction, which will interrupt the survey and delay completion of the project. Therefore, you should make every effort to protect the tablet from damage due to environmental factors or physical impact.

Please, handle the tablet with care and make sure that the following will not happen:

- Do not drop the tablet. If dropped, the screen may crack or the internal hardware may break, with complete data loss.
- Do not expose the tablet to harsh weather. When working in a dusty/sandy environment, keep the tablet covered by clothing or a protective case when not in use. If raining, move indoors to keep the tablet dry or cover the tablet with waterproof clothing.
- Do not spill water or food on the tablet. Moisture especially can damage the internal equipment.

- Do not hit, punch, or otherwise forcefully strike the tablet. The internal hardware may be damaged, or you may crack the screen.
- Do not expose the tablet to excessive heat or cold. Never leave the tablet sitting in direct sunlight, nor place it on a very hot surface.
- Do not use chemical cleaning liquid on the device to clean the screen. You are only permitted to wipe down the device with a dry/soft cloth.
- Do not press sharp devices or pencils/pens/markers against the tablet. You only need to use your hands and fingers.

All these malpractices can fully damage the tablet and cause complete loss of data, and you may be made responsible for this.

5.1.3 If your tablet is lost or stolen

In the event your tablet is lost or stolen, you must report the loss immediately to your NHIES supervisor and IT staff.

Any such case has to be registered at the next police station and a signed documentation from the police is to deliver to your supervisor. (This is also needed for NSA insurance compensations.)

You also have to fill a NSA form for reporting the case and give it to your supervisor, who is responsible for reporting the loss/theft to the NSA Head Office.

Your supervisor, in co-operation with IT support, will provide you with a new tablet as soon as possible. She/he may also decide, that you continue your field work temporary with paper questionnaire or listing forms.

5.1.4 If your tablet is broken or malfunctioning

In the event your tablet is malfunctioning or otherwise preventing you from completing your duties, report the problem immediately to your NHIES supervisor and contact the IT support staff by phone.

Your IT support is responsible to quickly find a solution to your problem and to organise an immediate back-up of your data, if needed. A back-up should be tried first with the standard

data exchange process between supervisor and interviewer tablet. Any other activities have to be advised by the IT staff.

Your supervisor may decide, that you continue your field work temporarily with paper questionnaire or listing forms. In urgent cases, this can even be decided before feedback from IT support.

The IT staff may also report and track the problem with the NSA Helpdesk System. If necessary your supervisor, in co-operation with the IT support, will provide you with a new tablet as soon as possible.

5.2 Tablet Hardware

5.2.1 Holding the tablet

The tablet is designed to be held in your hands. You can use one hand to hold the tablet and another to use the touchscreen.

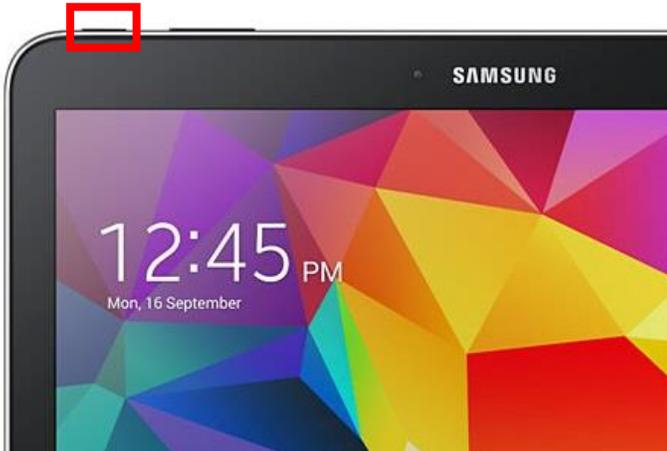


You can also set the tablet down on a flat surface and use both hands to type or otherwise interact with the tablet.

5.2.2 Buttons and plugs

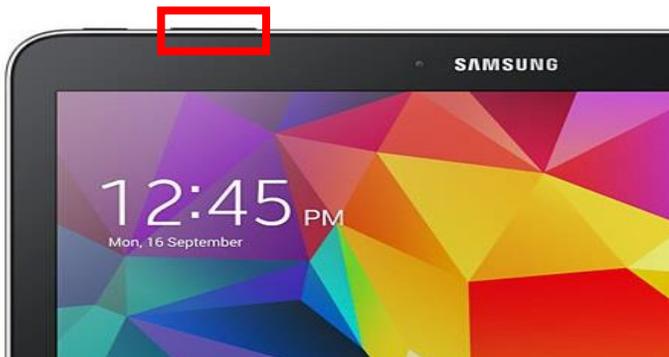
Power button: This button is located on the side of the device and turns the device on or off.

Power/Sleep



Volume button: This button is also located on the side of the device and can be pressed up or down to raise or lower the volume, respectively.

Volume



Charging port: This button is used for charging the tablet. (More instructions for charging later.)



Camera/microphone: This button is for taking pictures or videos and recording audio.



Speakers: Produce sound.



Headphones plug: For listening to audio with headphones or earbuds.



Antenna: For Graphical Positioning System (GPS) and for Wi-Fi/4 G connection.



Do not cover this area (front & back) with your hand at the time using these features in the field work.

5.2.3 Turning the device on and logging in:

To turn the device on, hold down the power button for a few seconds.



After the device loads the operating system, you will be prompted to swipe across the screen to unlock.



Then, enter your password.

The device is now ready for use.

5.2.4 Using the touchscreen

You will interact with the tablet primarily through its touchscreen. Use your fingers to select and navigate. There are several specific motions you should become familiar with:

- **Touch:** Using your index finger, touch the screen.



- **Swipe:** Using your index finger, touch the screen and drag across the screen.



- **Pinch:** Using both your index finger and thumb, touch the screen and make a pinching motion.



Each action will produce a different outcome. For example, the touch action is commonly used to select an item or open an application; the swipe action is commonly used to switch screens or scroll; and the pinch action is commonly used to zoom in/out.

There are additional motions you can make as well, depending on the app. For example, in the Maps app, you can pinch inward to zoom in, and pinch outward to zoom out. You can also touch and hold, double tap, and so forth.

You can use the touchscreen in either portrait or landscape orientation (diagrammed below). The screen will rotate depending on the orientation (alignment) of the tablet. For the purposes of this survey, **you should use landscape mode only**. The application does not support Portrait view as shown below

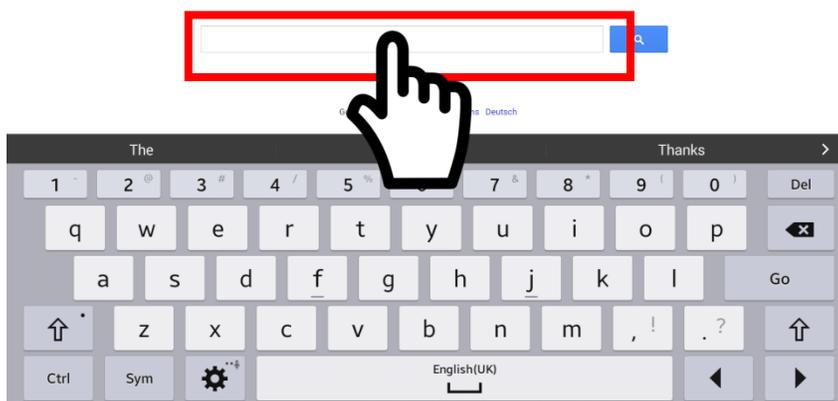


5.2.5 Using the keyboard

Unlike a laptop or desktop computer, tablets only include a touchscreen and a few buttons (described above). However, when you are using the device, you will still need to type information occasionally.

When you need to type information, a keyboard will pop up from the lower half of the screen. If you need to fill out a form with several text boxes, you can click/tap the text box for the keyboard to appear to enter information specifically in that box, as shown below.

If a keyboard does not appear and you want to enter data into a textbox, tab in the textbox for keyboard to appear as shown below.



5.2.6 Locking tablet when temporarily not in use

When you are not using the device, you should **press** the power button once. This action will turn off the screen and save battery power. Do not **hold** the power button down.

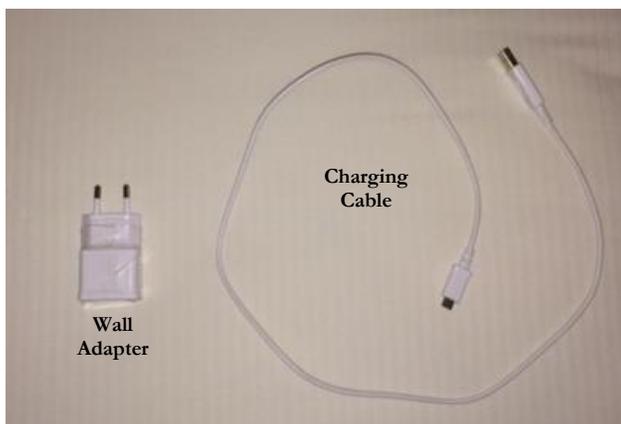
To wake the device, **press** the power button again (do not hold down), swipe the lock icon, and enter your password.

5.2.7 Turning the tablet off

When you are not going to use the tablet for a long period of time (e.g., overnight), turn it off. To turn off the tablet, hold down the power button until a prompt appears on the screen. Choose the **shutdown** option.

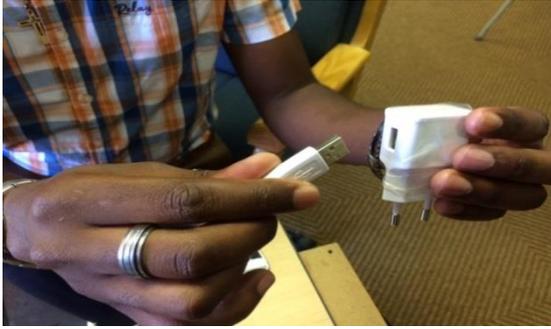
5.2.8 Charging the tablet

Your tablet is powered by an internal battery that will only last for a few hours if being actively used. The tablet comes with a charging cable and wall adapter. You can also request an adapter which plugs into the cigarette lighter port in a car.

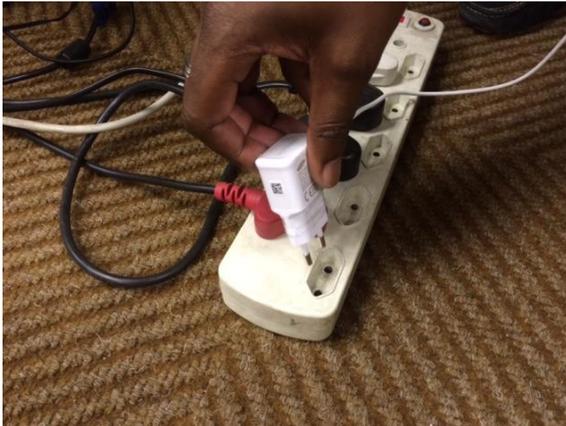


The charging cable is a universal serial bus (USB) cord that plugs into the wall adapter. While this USB cord can also plug into a computer, you should not connect your NSA-issued tablet to a personal computer unless directed by your supervisor.

To charge the tablet, plug the USB cord into the wall adapter.



Next, plug the adapter into the outlet.

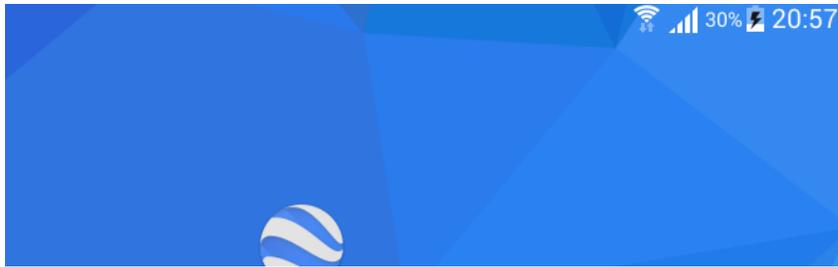


Finally, plug the loose end of the USB cable into the tablet.



You should notice the tablet illuminate and display a charging battery icon and the percentage of battery life left in the upper right corner of the screen along with time and other information.



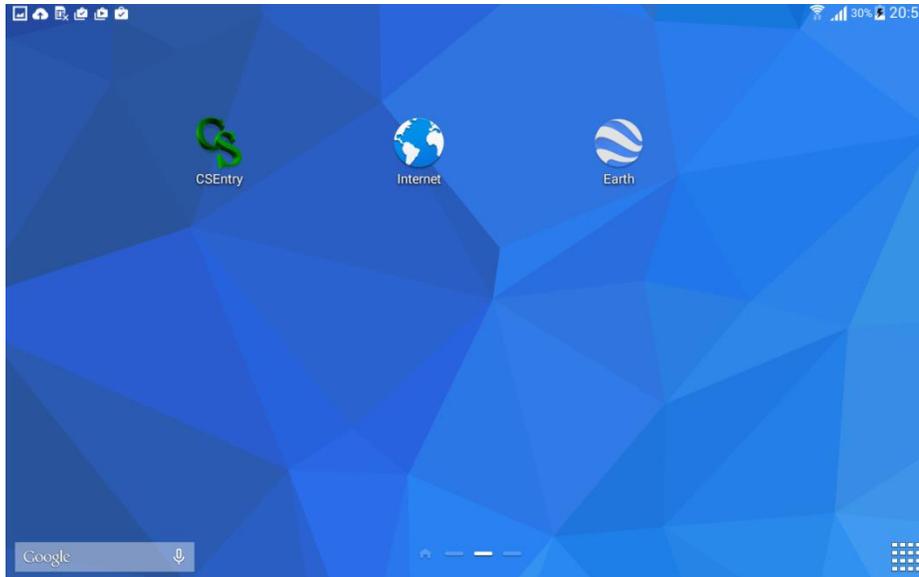


5.3 Operating System: Android

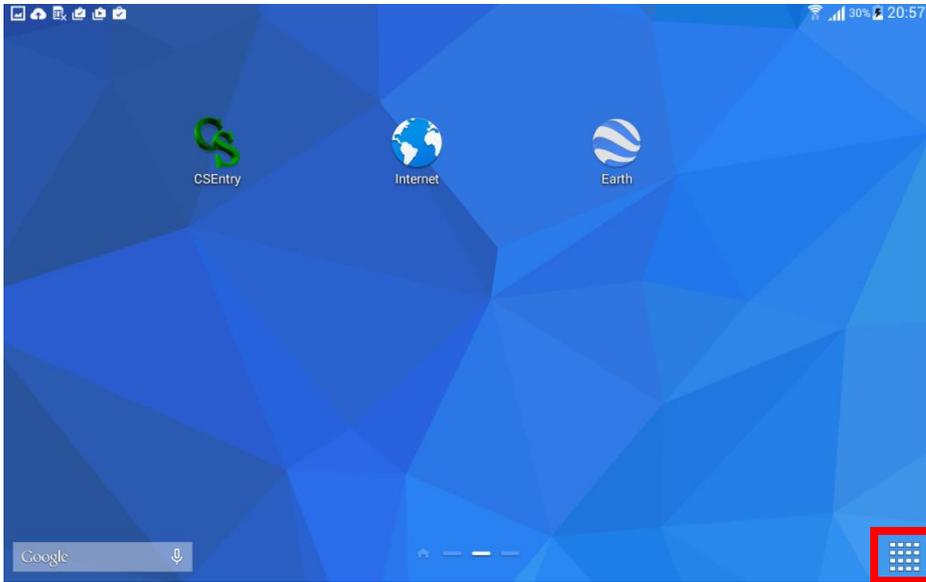
5.3.1 Basics

The operating system that powers the device is called Android. Android is a very popular operating system for tablet computers and is developed by a company named Google.

After you have logged into your tablet, you are presented with a home screen. This screen does not show all applications installed on the device; it only shows apps that have been placed on the screen manually (typically apps that are used frequently). Note: your screen may appear differently than the example below.



For **Supervisors** only: To access all apps on the device, touch the apps icon on the home screen in the lower right corner. *Note: your screen may appear differently than the example below.*

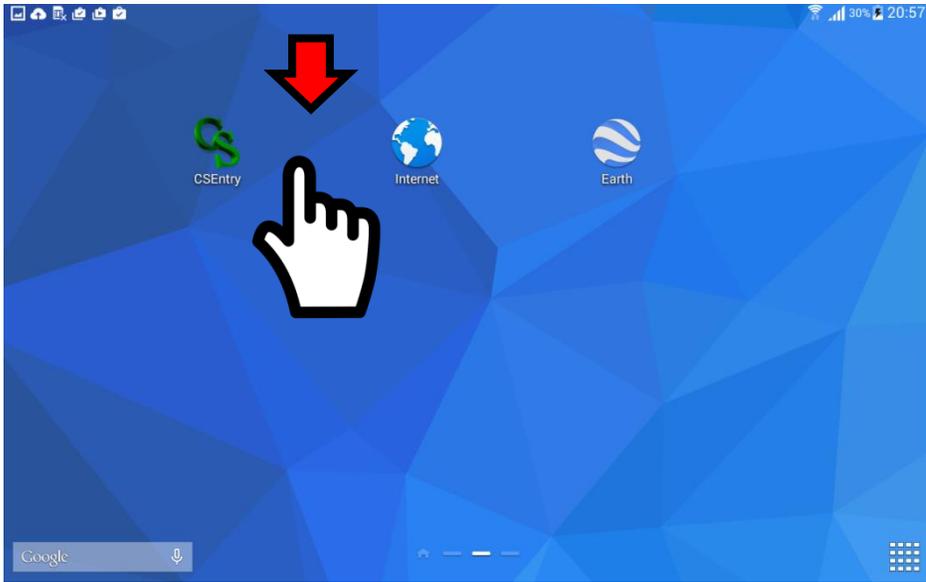


To return to the start screen, touch the back/return button beneath the touch screen.

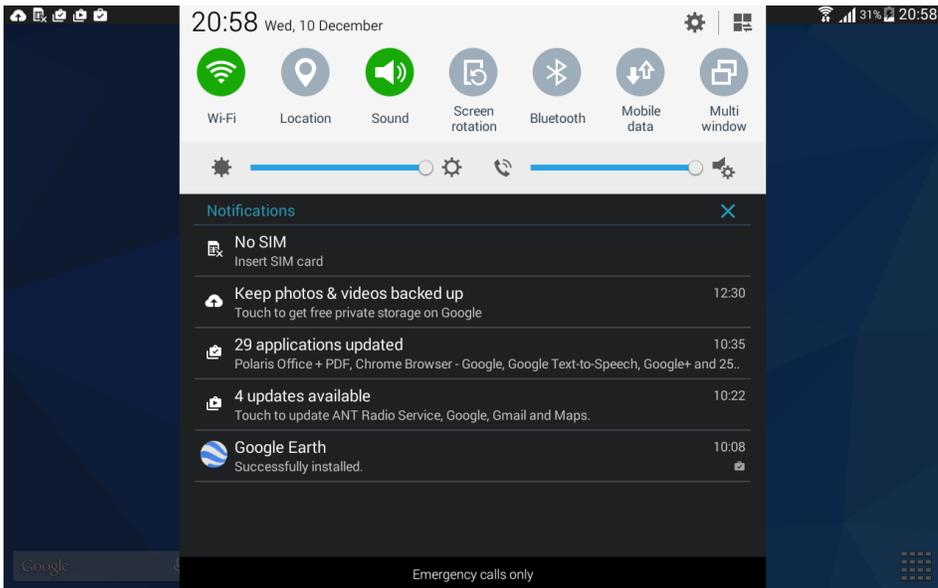


5.3.2 System settings

The system settings can be accessed by swiping down from the top of the screen. All these system settings functions are only for **Supervisors**.



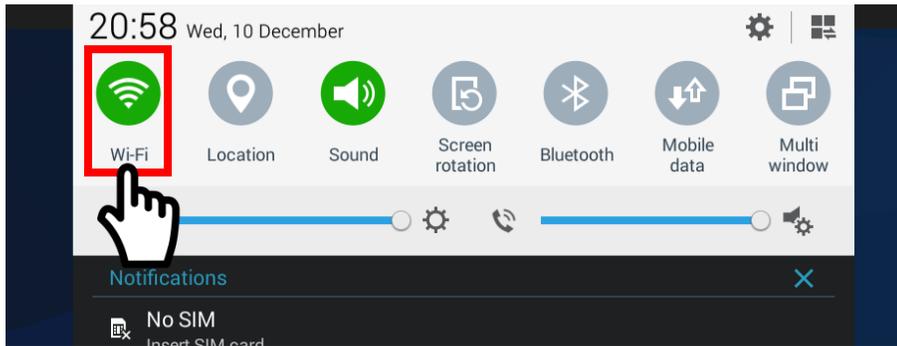
When you open the system settings popup, you will see a number of features you can instantly enable or disable.



5.3.3 Connecting to Wi-Fi or a cellular data network

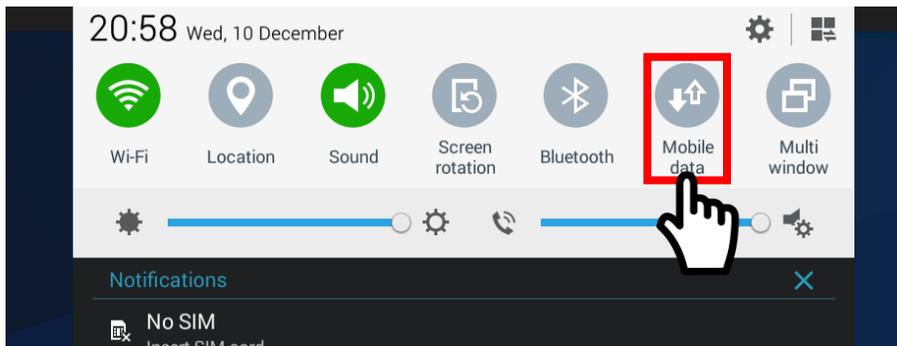
Transmitting data or using the Internet is dependent on connectivity to a Wi-Fi hotspot or the cellular data network. To save on costs, you should use a Wi-Fi connection whenever available. Only **Supervisors** will have cellular data network capabilities (4G).

To adjust the Wi-Fi settings, touch the “Wi-Fi On/Off” option in the pop-up.



When the Wi-Fi pop-up opens, choose the network to which you wish to connect.

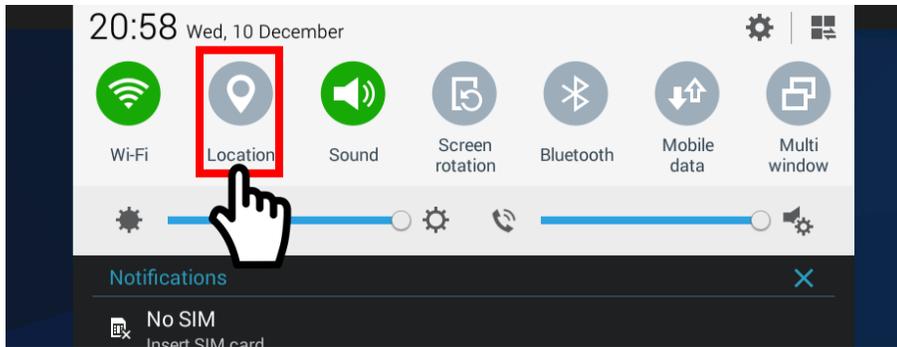
You can also toggle the cellular network data on and off. To turn cellular network data on, touch the mobile data button. Green indicates on and grey indicates off. Only supervisors will have cellular capabilities.



5.3.4 Turning on Location Services or GPS

Location Services is the name of the system software which uses a combination of GPS (global positioning system satellites), cellular data, and Wi-Fi networks to more accurately determine your location.

To activate location services, you will need to touch the Settings button in the system settings popup. Note: your tablet may display “GPS” instead of “Location”.



Accept the terms and conditions by touching “Agree”.

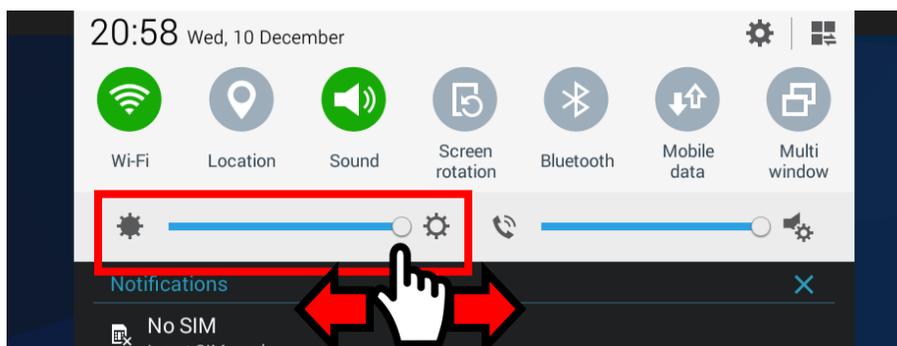
5.3.5 Using GPS

During listing GPS is used to record latitude and longitude coordinates for each and every household listed per PSU and also to verify if the household is within the PSU or outside the PSU boarder. After the households are sampled and ready for interview, the GPS coordinates (longitude and latitude) are used to identify whether the correct household is being interviewed by the enumerator.

5.3.6 Adjusting screen display settings

If the screen appears too light or too dark, you can easily adjust these settings using the brightness slider in the System Settings popup.

Touch and drag the slider to the right to make the screen brighter, and to the left to make the screen darker. Note: increasing screen brightness uses more battery power and will shorten the time you can use the tablet before it needs to be recharged.



There is an option Power Saving Mode which automatically adjusts the screen in a manner that it is not too bright or too dark and at the same time it saves power. Normally, you should use this default setting.

5.4 Applications (“apps”)

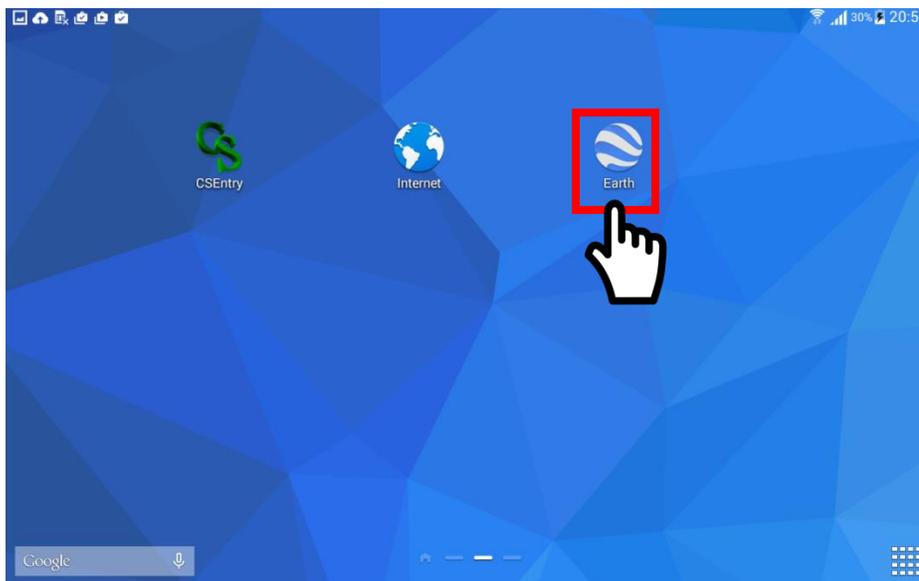
5.4.1 Basics

On tablets and smartphones, computer applications are commonly referred to as “apps”. To open an app, simply touch the app icon on the Android home screen.

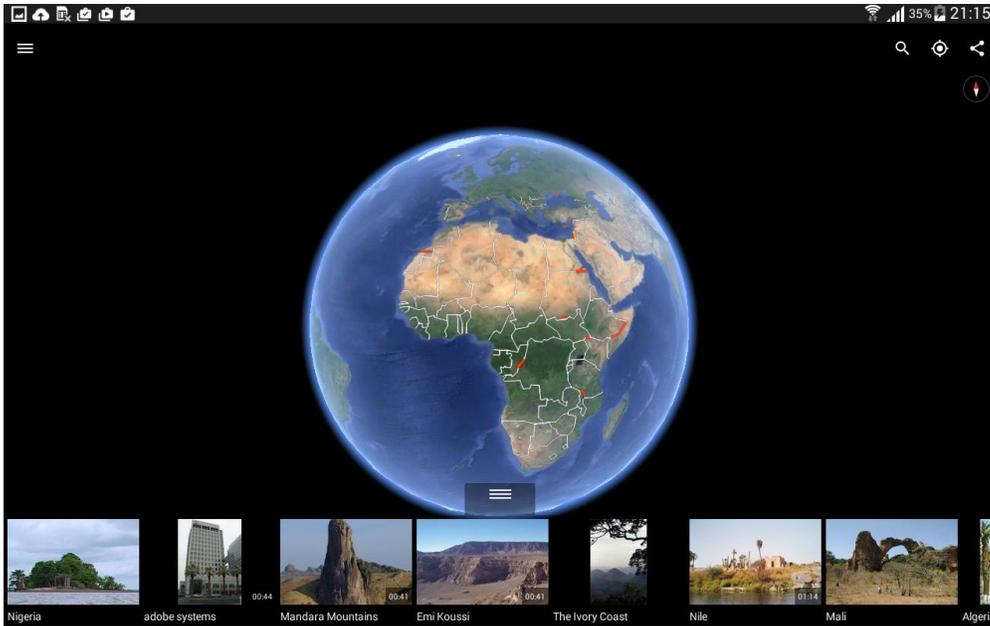
You are only permitted to use CSEntry and Google Earth on the tablet. (CSEntry will be demonstrated in a later section.)

5.4.2 Google Earth app

Touch the Earth icon on the home screen to open the Google Earth app.



You can browse the world or zoom to a specific area to view its characteristics in map format.

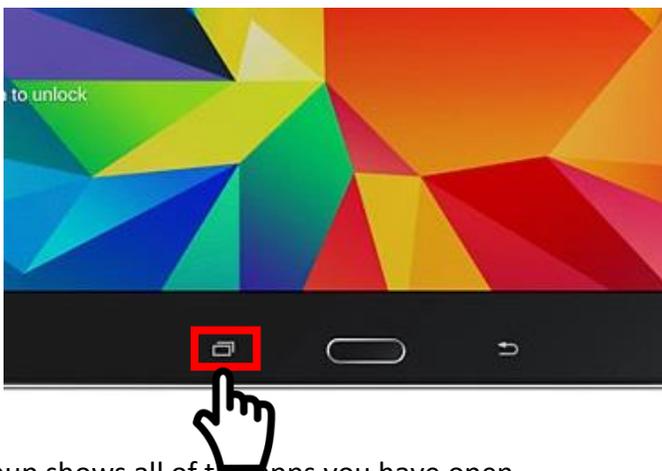


CSEntry will use Google Earth to show you the location of a primary sample unit during your workflow. Google Earth will open automatically when needed.

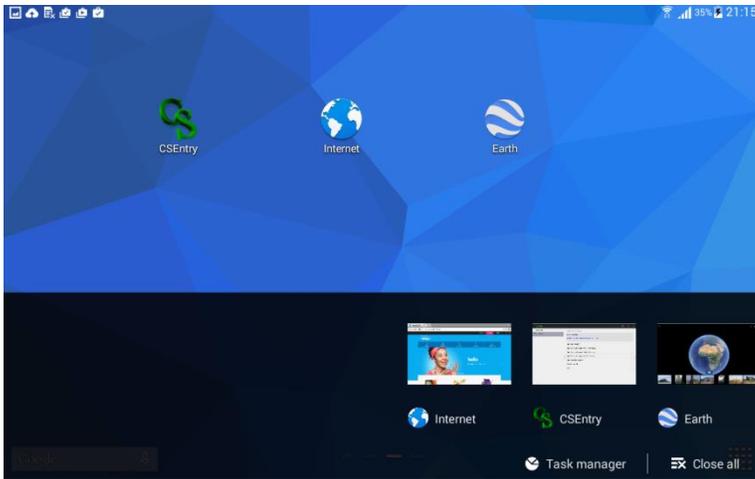
5.4.3 Navigating between apps

To navigate between apps, click the app switching button along the lower edge of your screen.

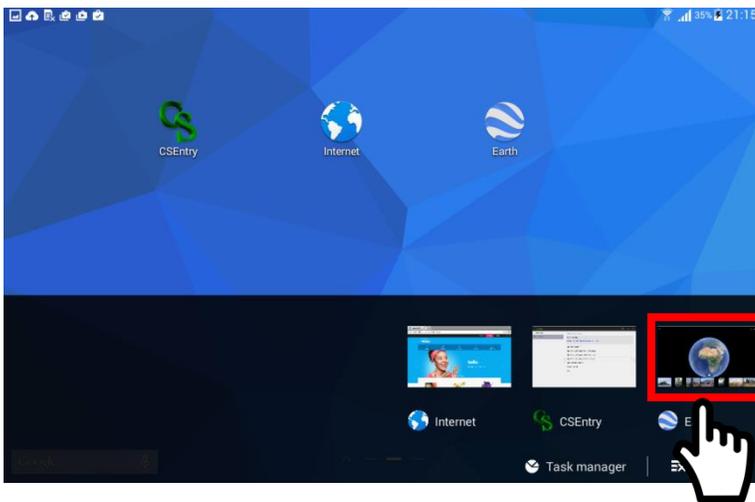
Note: if you only have one app open, you cannot switch between apps since there is nothing to which you can switch.



The popup shows all of the apps you have open.



To switch to a different app, touch the app.



Your screen will now switch to the other app.

You can also return to the home screen at any time by clicking the home button.



5.5 CEntry Application

5.5.1 Introduction

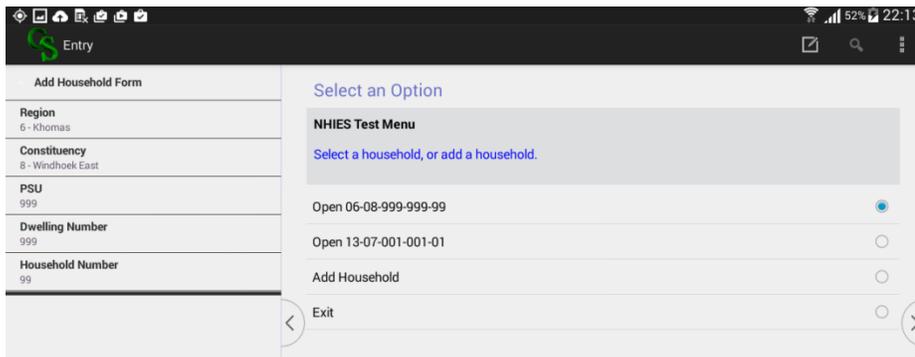
CSEntry is the tablet version of the popular Census and Survey Processing (CSPPro) software, developed by the U.S. Census Bureau and its partners. As the name suggests, CSPPro is used to manage data during a census or survey operation, including editing, tabulating, and disseminating.

CSEntry is used primarily to collect data from the field in place of a traditional paper questionnaire. By using an electronic questionnaire, NSA can save a significant amount of time and energy processing paper questionnaires and receive higher quality data which will require fewer edits.

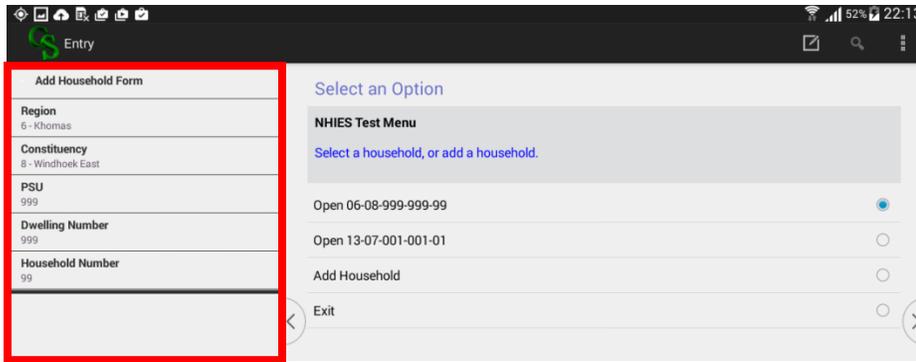
5.5.2 Getting started

Due to the nature of the questionnaire, you should hold the tablet in **landscape** orientation. This orientation will ensure the questions appear as designed.

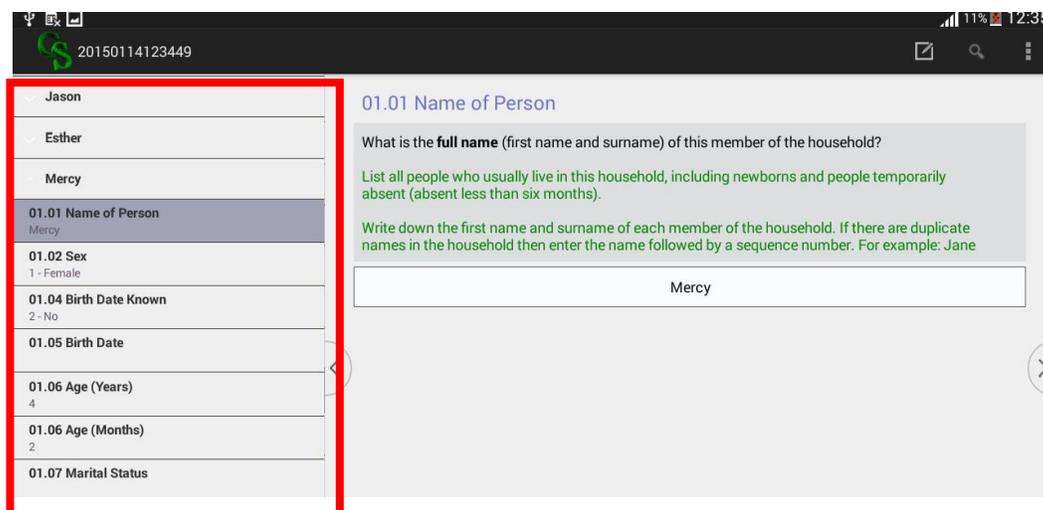
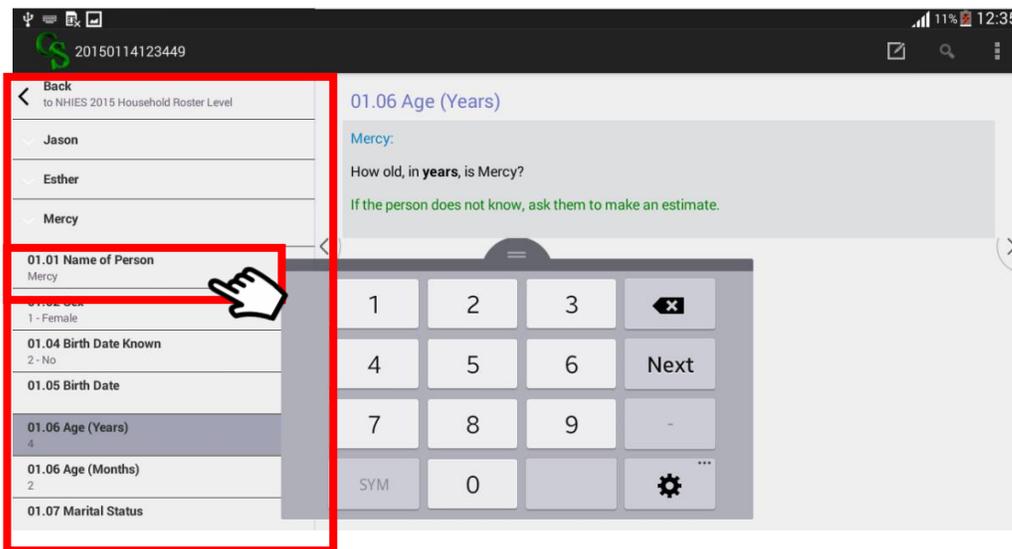
CSEntry appears as below when you first **open** (start) the program.



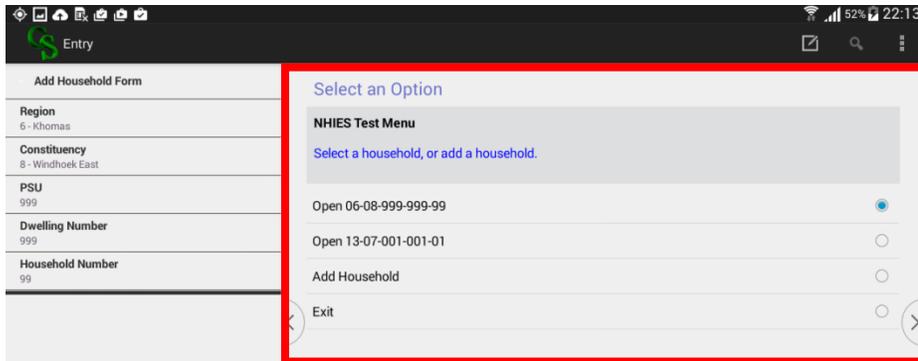
The **Navigation Panel/Case Tree** to the left will help you remember your place within the program as well as other pertinent information.



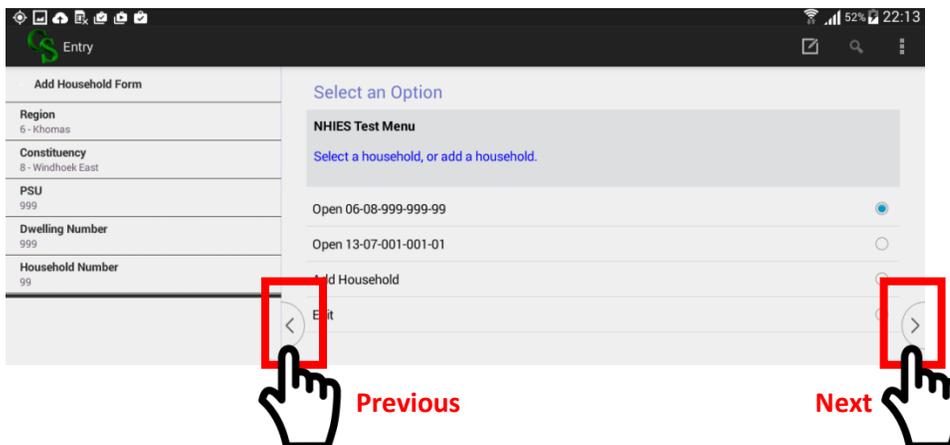
The **Case Tree** shows you question/item titles and data already entered, for the active household or person. By clicking on a data line in this tree, CEntry will move you to the related data entry screen.



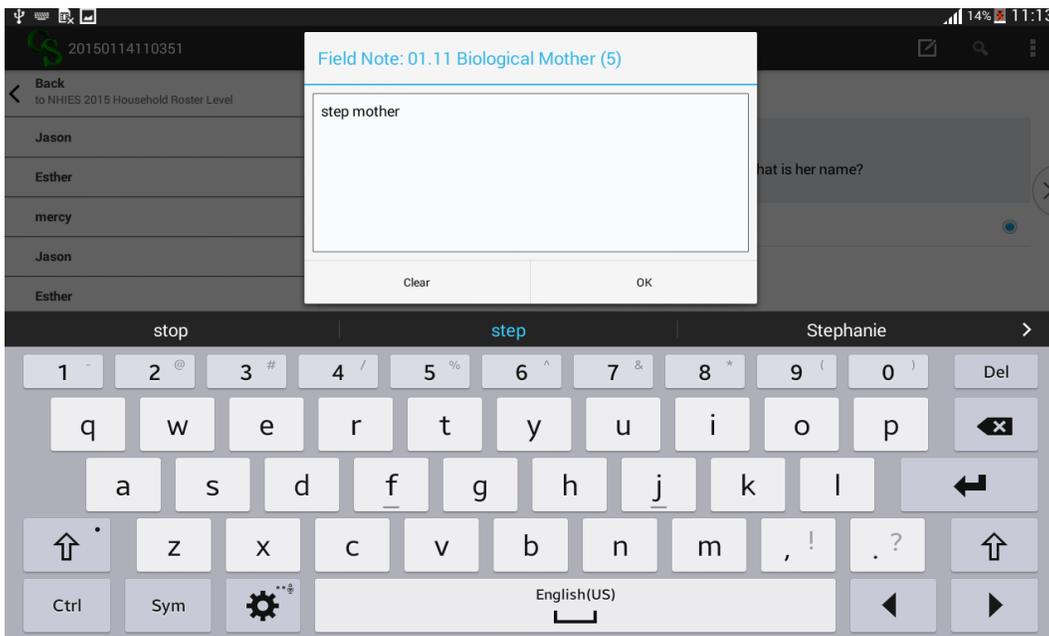
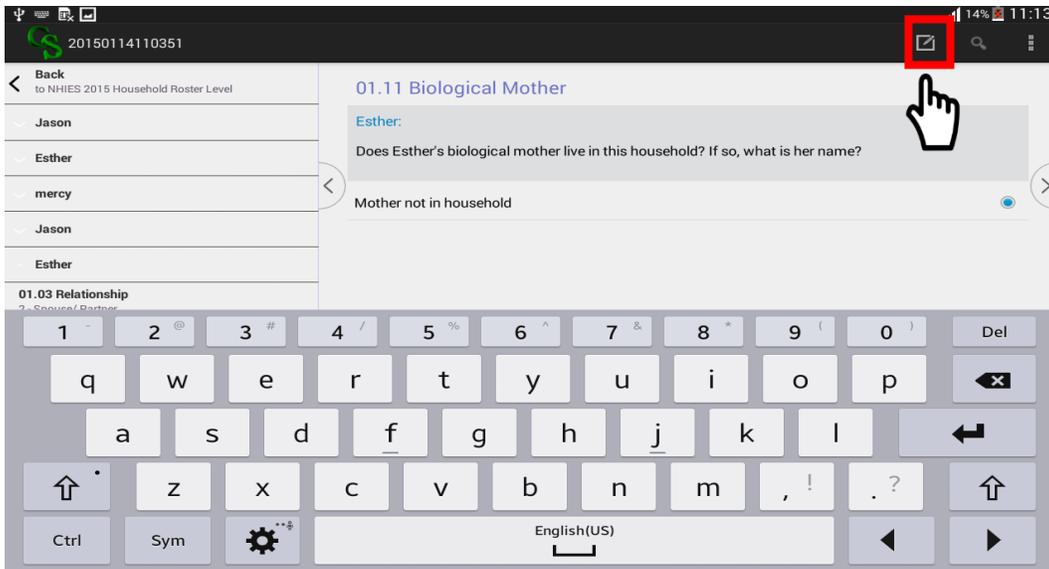
The **Primary Panel** on the right side will display the relevant question or navigation options. At this point, we need to choose a household to begin our fieldwork. *Note: The household questionnaire will be partially demonstrated in the next section.*



The **Navigation Arrows** allow you to advance to the next or previous page by touch.

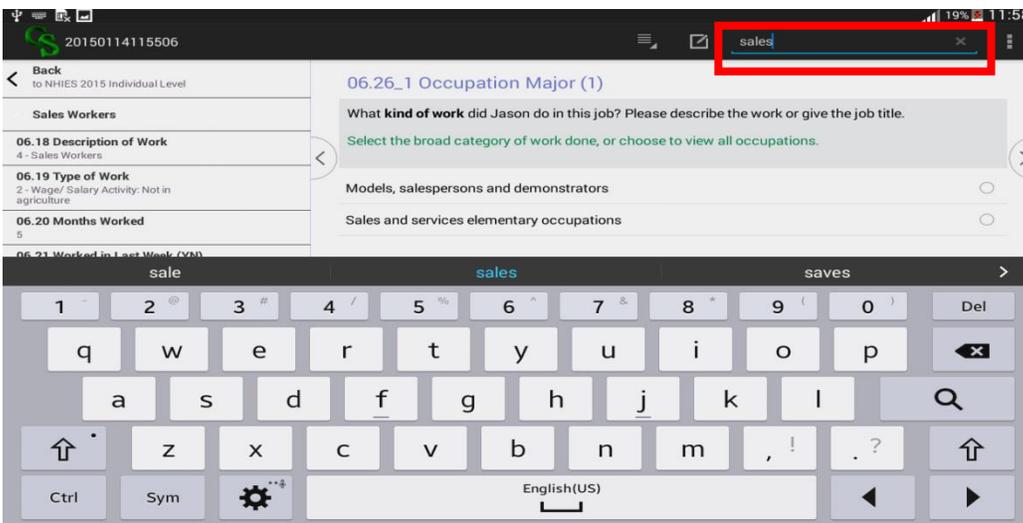
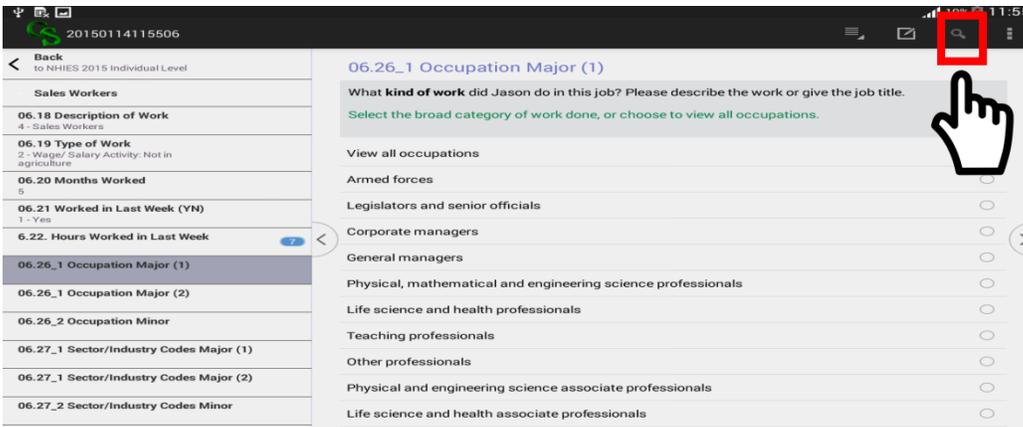


At any time, you can write **Notes** to document anything of importance. During the actual questionnaire, you can also write notes for specific questions. You can always add a **Note** to an answer item, e.g. to further explain an answer or make a remark for data review, analysis, etc. Just click on the pencil sign in the right menu on top and edit and save the note. CSEntry will store your note to this question/answer for exactly this case.



In the case of an **“Other (Specify)”** answer items, after you select it, CSEntry will automatically open an edit note window. Please, specify the **“Other”** case here, with more details.

If a specific question has many possible responses, you can use the **Search** tool to narrow the possible choices to quicken the interview.

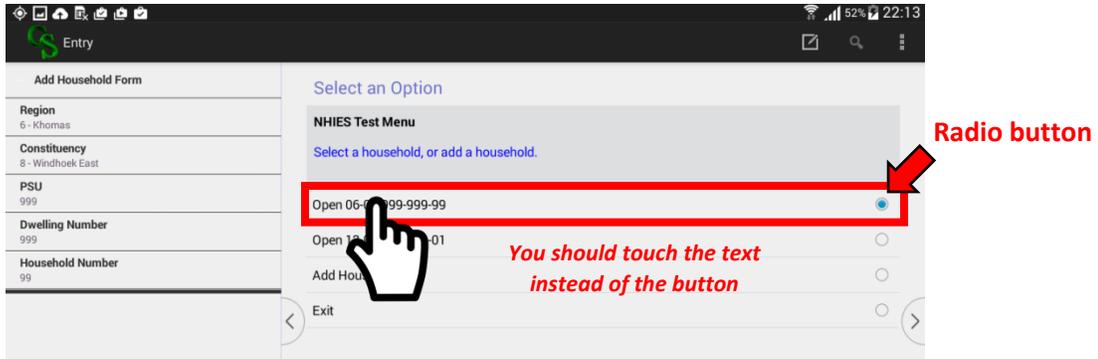


5.5.3 Demonstration

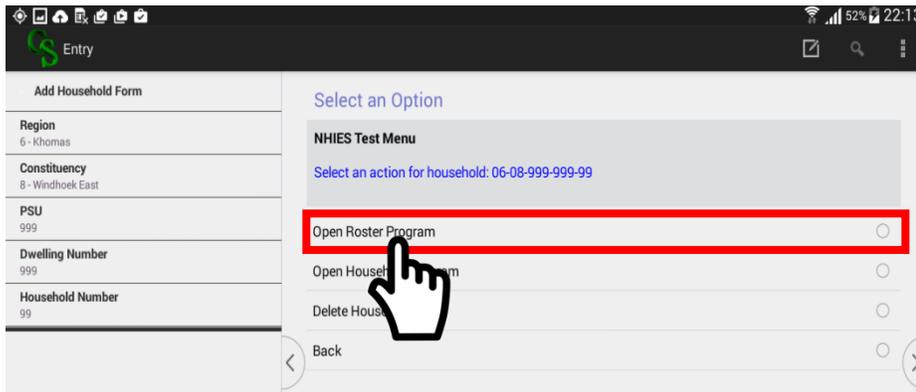
When you first open CSEntry, you will see a list of households assigned to you by your supervisor. See the screenshot below for an example with two households. To begin familiarizing yourself with the software, we will run through some of the questionnaire using a sample household shown below.

*Note: since the questionnaire is very long, we will only work through a short sample of questions to demonstrate the different types of questions you will encounter. **You should refer to additional documentation in the manual regarding the questionnaire for guidance.** Do not use the following demonstration as an example of best practices or appropriate procedures. This demonstration is only to familiarize you with the technical functionality of the software.*

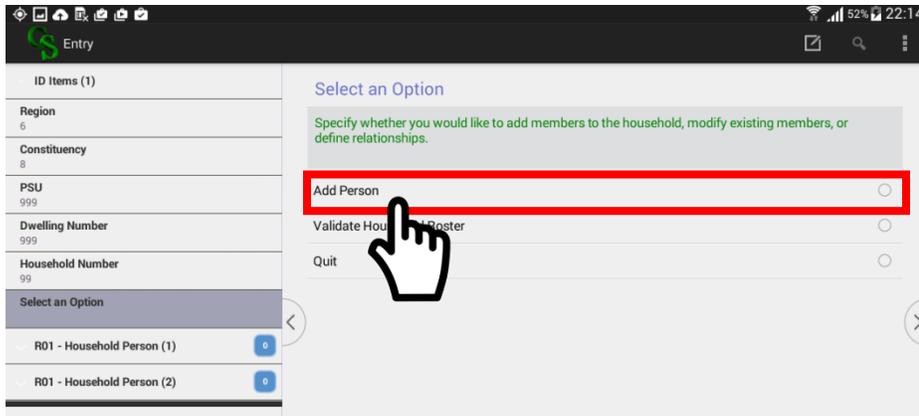
The list of households is in a **radio list** format, which means only one option can be selected at a time. To select the first household, you can touch either the **radio button** or the text itself. You should touch the text to avoid selecting the wrong option. Select the first household.



The next screen shows several options. When first enumerating a household, you will run the **Roster Program**. The Roster Program will add every member of the household into CSEntry. Select the Roster Program and then click the **next arrow**.

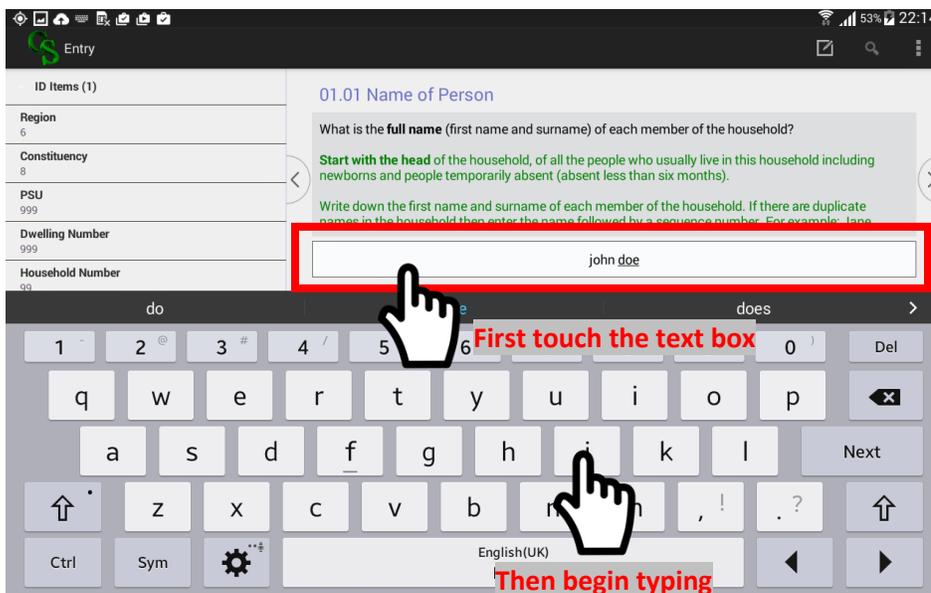


We will now add a person to the household. Select **Add Person** and then click the **next arrow**.



For example purposes, we will use the name John Doe for the first individual in the household. The screen below also shows you a different type of response option: the **Text Box**. The text box allows for custom entries, such as names and quantities. When you touch the text box, a keyboard will appear. Depending on the type of question, the keyboard will either display numbers and letters or just numbers. This response option can include numbers and letters.

Type **John Doe** into the text box and then click the **next arrow**.



On the **Sex** screen, choose **Male** and then click the **next arrow**.

john doe

01.01 Name of Person
john doe

01.02 Sex

01.04 Birth Date Known

01.05 Birth Date

01.06 Age (Years)

01.06 Age (Months)

01.07 Marital Status

01.02 Sex

john doe:

Is john doe female or male?

Female

Male

On the **Birth Date Known** screen, choose **Yes** and click the **next arrow**.

john doe

01.01 Name of Person
john doe

01.02 Sex
2 - Male

01.04 Birth Date Known

01.05 Birth Date

01.06 Age (Years)

01.06 Age (Months)

01.07 Marital Status

01.04 Birth Date Known

john doe:

Can you tell me the date of birth of john doe?

Yes

No

On the **Birth Date** screen, you will see a different response option. For this option, you will need to choose a specific date. You can change the dates by **swiping** up or down on the days, months, and years. Swipe up or down until you reach **01 Jan 1980**. (You can also touch any of the date fields to bring up a keyboard to manually type in the date.) Then click the **next arrow**.

john doe

01.01 Name of Person
john doe

01.02 Sex
2 - Male

01.04 Birth Date Known
1 - Yes

01.05 Birth Date

01.06 Age (Years)

01.06 Age (Months)

01.07 Marital Status

01.05 Birth Date

john doe:

What is john doe's date of birth?

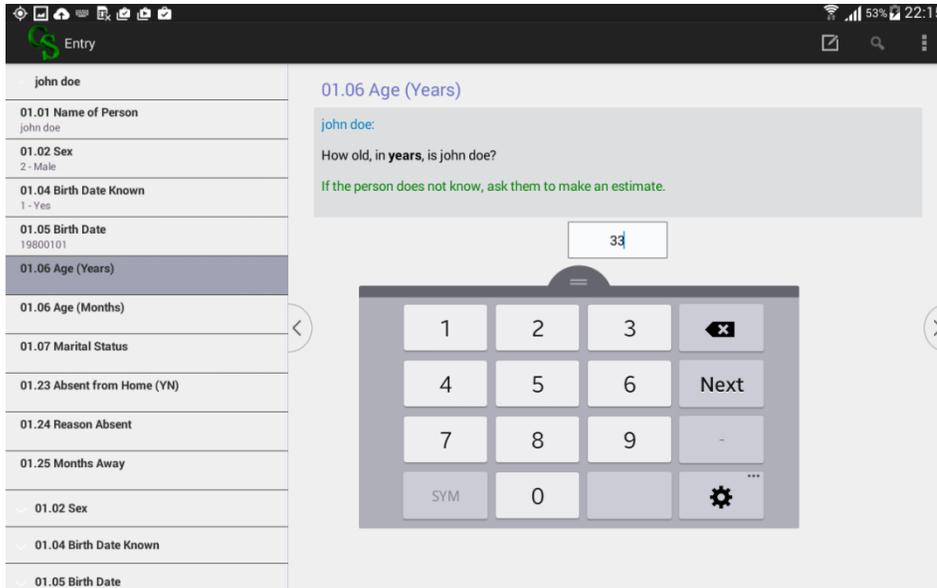
Ask for birth certificate, ID, passport, baptism certificate or health passport.

31 Dec 1979

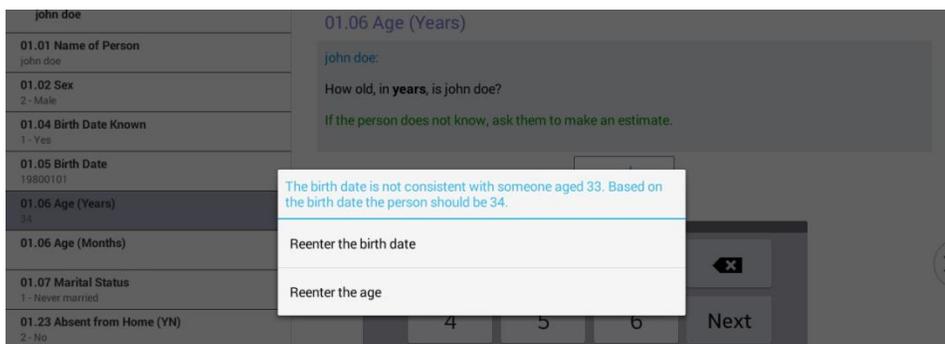
01 Jan 1980

02 Feb 1981

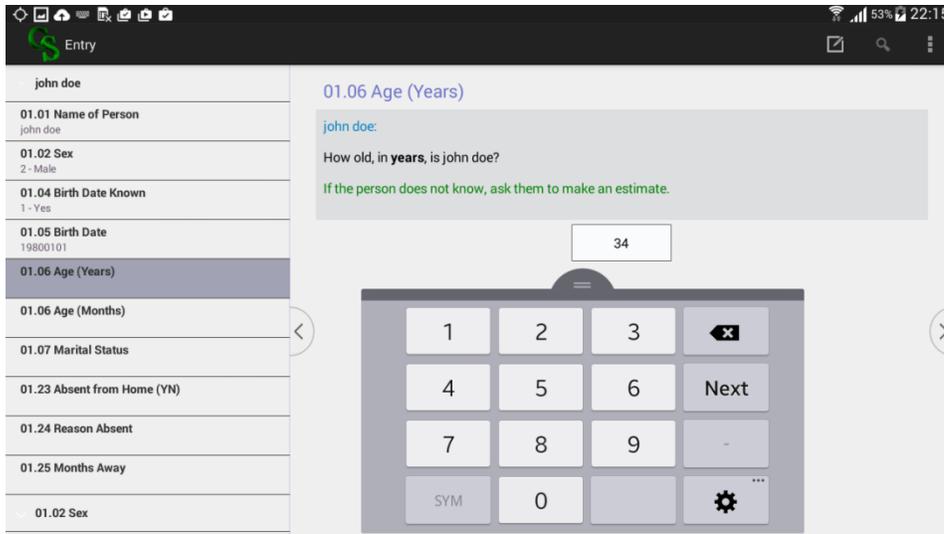
The next screen, **Age (Years)**, is a numeric-only text entry box. When you touch the text box to enter the years, you will notice the keyboard contains only numbers. Type in **33** and click the **next button**.



You will notice an **error message** appears. CSEntry includes many forms of **error checking** to improve the quality of the data used by NSA and save time making corrections later. In this instance, the age 33 does not match with the birth date provided. During an actual interview, you would ask the respondent to confirm their birth date. However, we will assume the birth date is correct and instead choose **Re-enter the age**.



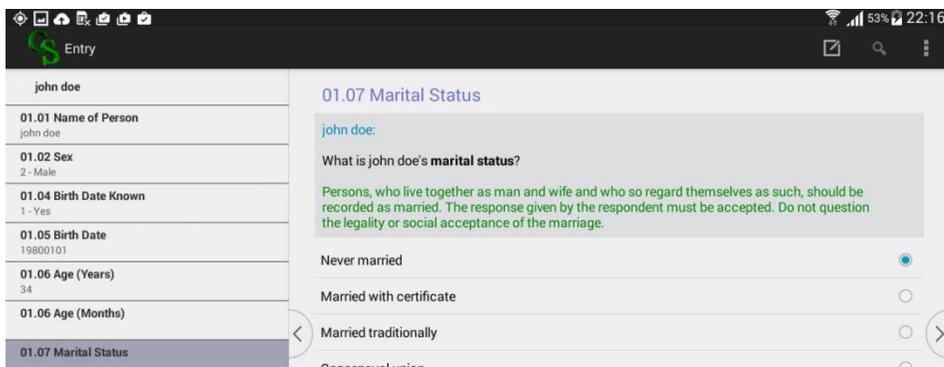
After choosing to re-enter the age, enter the correct age and then click the **next arrow**. *Note: when this manual was prepared, John Doe's age would be 34.*



Next we will select John Doe's country of citizenship. Choose **Namibia** and click the **next arrow**.



Choose **never married** for John's marital status.



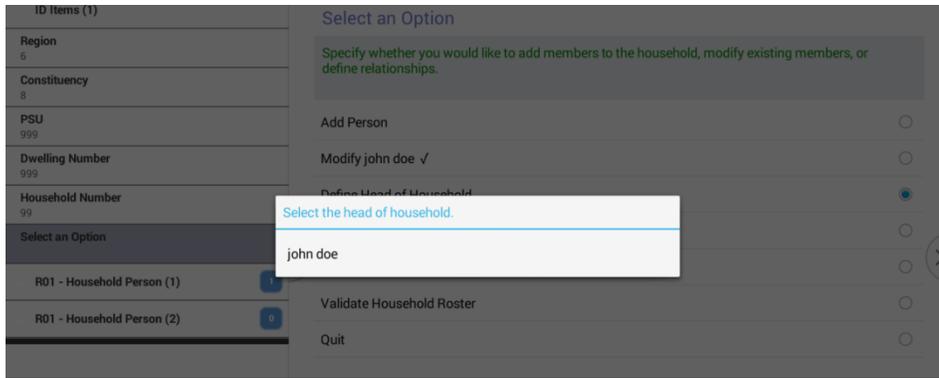
Choose **No** for the question regarding John's absence from home. *Note: If John were absent for more than 6 months, he would be dropped from the household roster.*

The screenshot shows a mobile application interface with a dark header bar containing the text 'Entry' and a green dollar sign icon. Below the header, there is a list of fields on the left and a question on the right. The fields on the left are: 'john doe', '01.01 Name of Person' (john doe), '01.02 Sex' (2 - Male), '01.04 Birth Date Known' (1 - Yes), '01.05 Birth Date' (19800101), '01.06 Age (Years)' (34), '01.06 Age (Months)', '01.07 Marital Status' (1 - Never married), and '01.23 Absent from Home (YN)'. The question on the right is '01.23 Absent from Home (YN)' and asks 'Was john doe absent from home any day during the past 12 months?'. There are two radio button options: 'Yes' and 'No'. The 'No' option is selected.

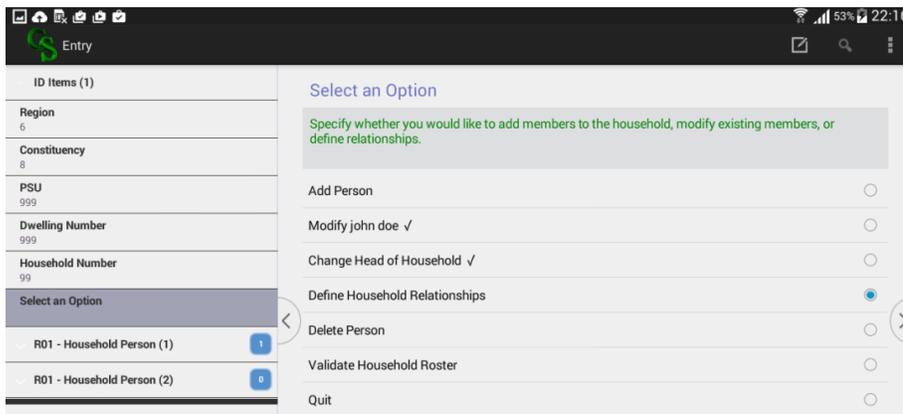
We have now completed adding a person to the roster. You will notice we have returned to the **Select an Option** screen, and a new option **Modify John Doe** has appeared. For the purposes of this example, we will assume a one-person household. The next stage is to define the head of household. Select **Define Head of Household** and click the **next arrow**.

The screenshot shows a mobile application interface with a dark header bar containing the text 'Entry' and a green dollar sign icon. Below the header, there is a list of fields on the left and a list of options on the right. The fields on the left are: 'ID Items (1)', 'Region' (6), 'Constituency' (8), 'PSU' (999), 'Dwelling Number' (999), 'Household Number' (99), 'Select an Option', 'R01 - Household Person (1)' (1), and 'R01 - Household Person (2)' (0). The options on the right are: 'Add Person', 'Modify john doe ✓', 'Define Head of Household', 'Define Household Relationships', 'Delete Person', 'Validate Household Roster', and 'Quit'. The 'Define Head of Household' option is selected.

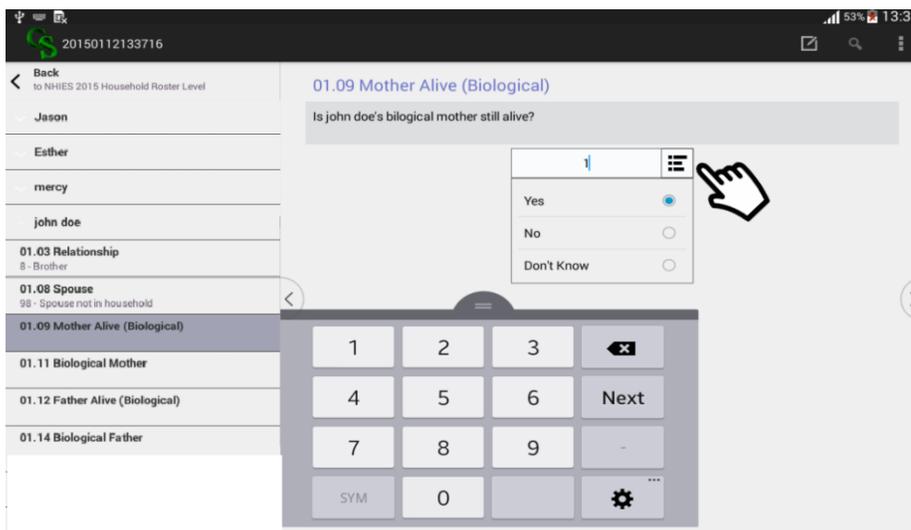
When prompted to choose, select **John Doe**. Since he is the only person listed in the roster, he is the only option.



Now choose **Define Household Relationships**. If there were additional members of the household, we would at this point define specific relationships within the household, such as spouses, friends, other relatives, and so forth. Since John Doe is the only member of the household, we will have fewer questions to ask. Select the **next arrow**.



For the **Biological Mother** question, choose **Yes for Biological Mother still alive**.



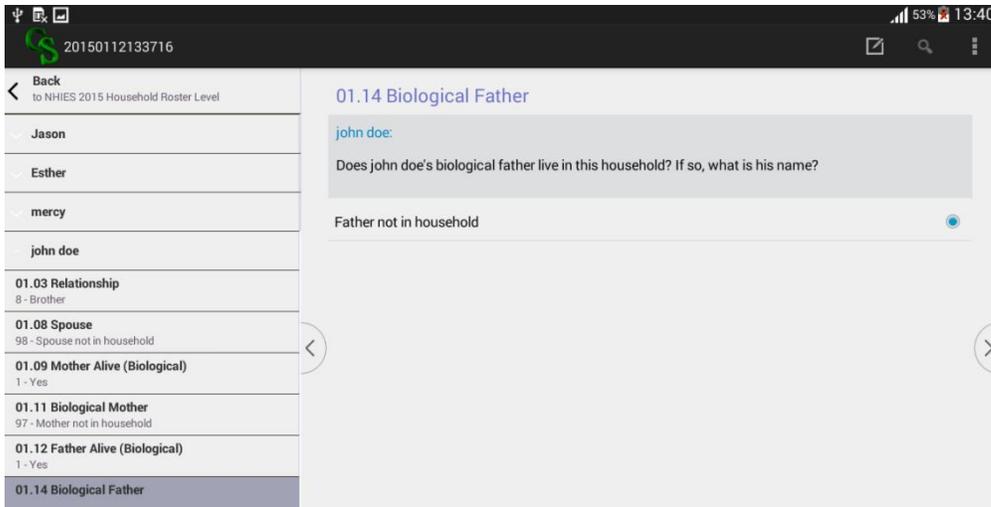
For the following **Biological Mother** question, choose **Mother not in Household**, since in the previous question 01.09 you already chose Biological Mother she is still alive.

The screenshot shows a mobile application interface for a survey. At the top, there is a header with a back arrow, the text "Back to NHIES 2015 Household Roster Level", and the ID "20150112133716". Below the header is a list of household members: Jason, Esther, mercy, and john doe. The question "01.11 Biological Mother" is selected and highlighted in the list. The question text is "Does john doe's biological mother live in this household? If so, what is her name?". The answer "Mother not in household" is entered in the response field. The status bar at the top right shows 53% battery and 13:40.

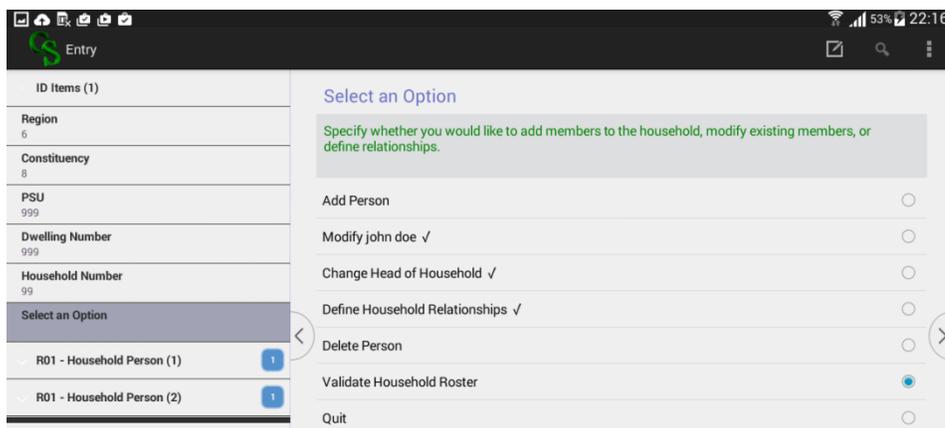
For the **Biological Father** question, choose **Yes for Biological Father still alive**.

The screenshot shows a mobile application interface for a survey. At the top, there is a header with a back arrow, the text "Back to NHIES 2015 Household Roster Level", and the ID "20150112133716". Below the header is a list of household members: Jason, Esther, mercy, and john doe. The question "01.12 Father Alive (Biological)" is selected and highlighted in the list. The question text is "Is john doe's biological father still alive?". A dropdown menu is open, showing the answer "1" selected, with options "Yes", "No", and "Don't Know". A hand icon points to the "Yes" option. The status bar at the top right shows 53% battery and 13:40.

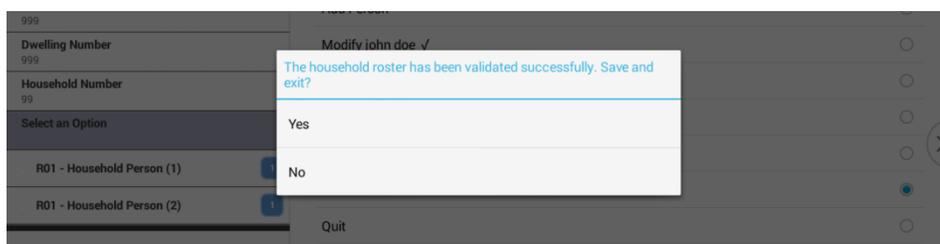
For the following **Biological Father** question, choose **Father not in Household**, since you already chose biological father still alive in the previous question 01.12.



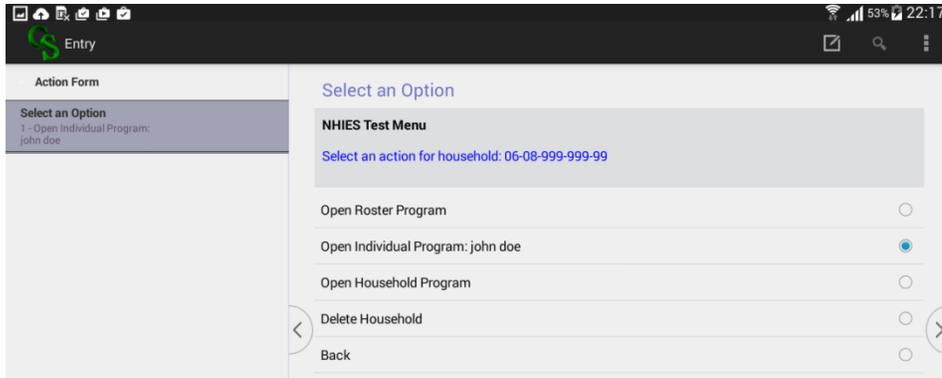
The final step in the Roster Program is to validate our data. As stated previously, CSEntry repeatedly checks for errors to ensure the highest data quality. Choose **Validate Household Roster** and select the **next arrow**.



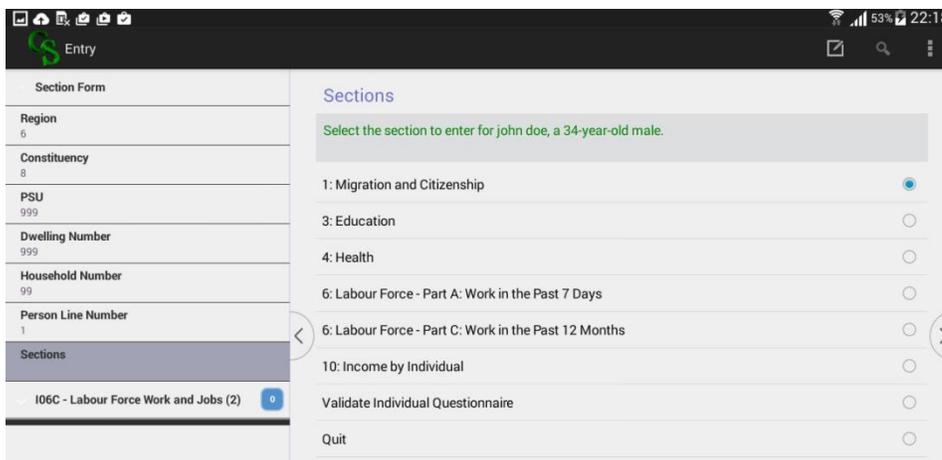
A popup should appear indicating the roster has been validated successfully. Select **Yes** to proceed.



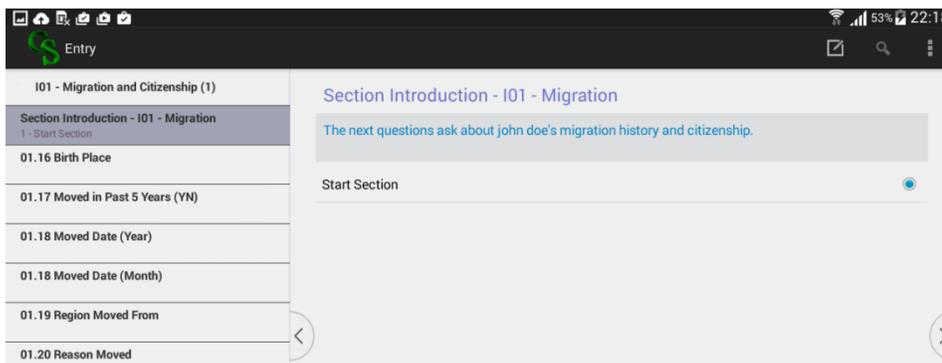
The Roster Program is now complete. The next step is the **Individual Program**, which will ask questions about individuals in the household. Select **Open Individual Program: John Doe** and select the **next arrow** to begin.



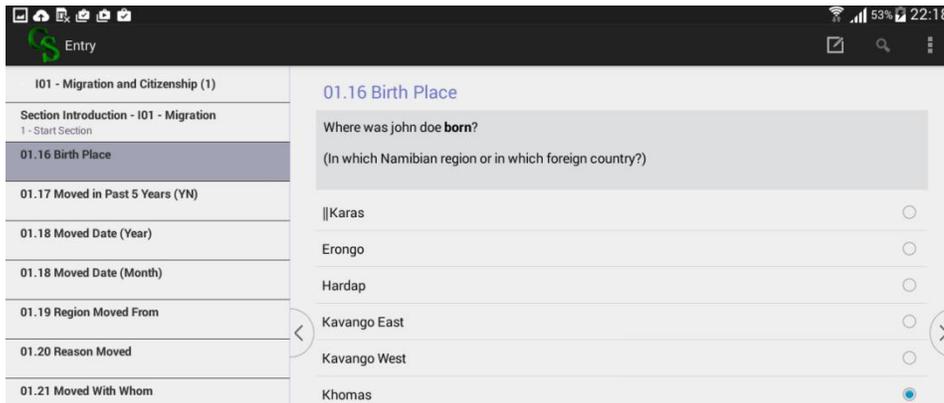
Select **Migration and Citizenship** and the select the **next arrow**.



Select **Start Section** and then the **next arrow**.



For Birth Place, **choose** Khomas and then select the **next arrow**.

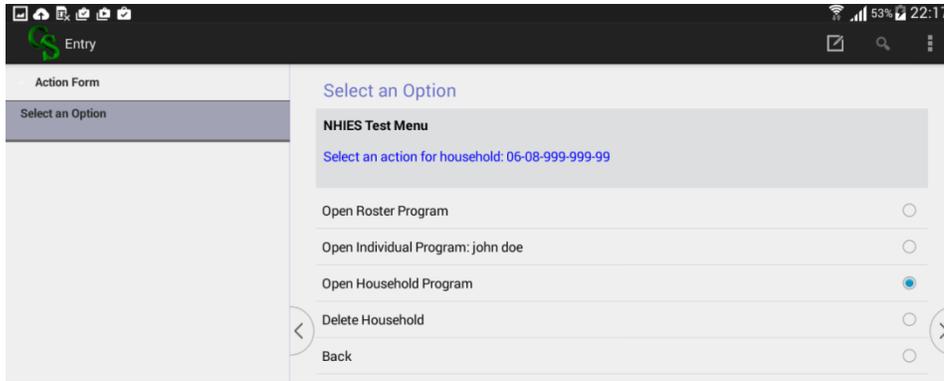


Now, instead of proceeding further, assume you have been interrupted and need to exit this section. Press the **back arrow** near the bottom of the tablet to exit this section.

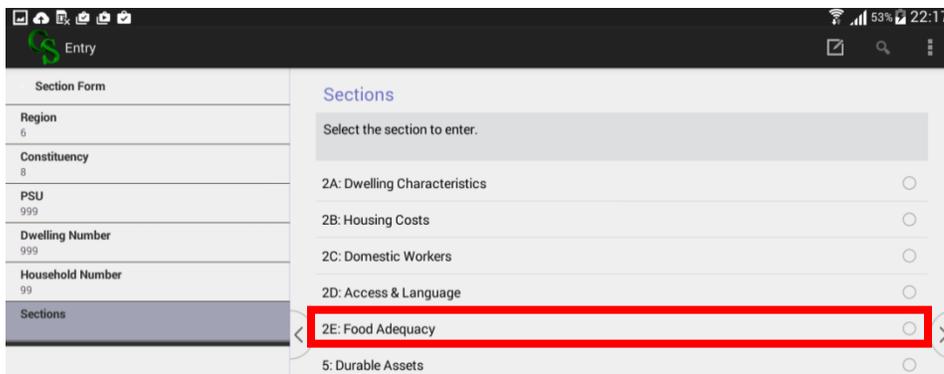


Note: Sometimes you need to tap the button twice in order to exit an application.

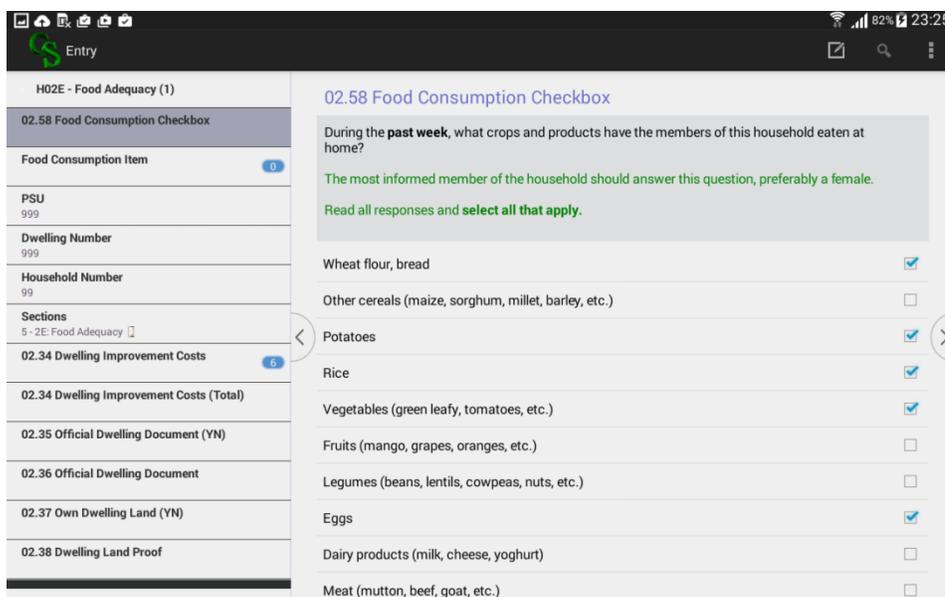
You have returned to the **Select an Option** screen. As the final demonstration, select and open the **Household Program**. These questions all pertain to the entire household, not specific individuals.



For demonstration purposes, select the **Food Adequacy** section and then select the **next arrow**.



In the food adequacy section, you will see another type of response option: the **multiple selection checkbox**. These checkboxes allow for multiple selections, not just one, which will alter the order of questions which appear thereafter. As you can see below, the options for Wheat, Potatoes, Rice, Vegetables, and Eggs have been selected. If you were to proceed, you would then have to ask the respondent questions pertaining only to those items.



This concludes the CSEntry demonstration.

5.5.4 Preserving battery life while using CSEntry

Since the tablet battery will only last a few hours and power outlets are not always readily available, you should make every effort to preserve the battery power of the tablet while using CSEntry. One of the best measures for preserving battery life is to temporarily disable data transmission capabilities. You can disable these capabilities in the tablet itself in the system settings popup as described previously. You can also preserve battery life by reducing the screen brightness. Screen brightness can be adjusted in the system settings popup as shown previously.

Remember, to always turn off the whole tablet, if not used for longer time. This is an essential factor for power saving, i.e. extending the tablet usage without re-charging.

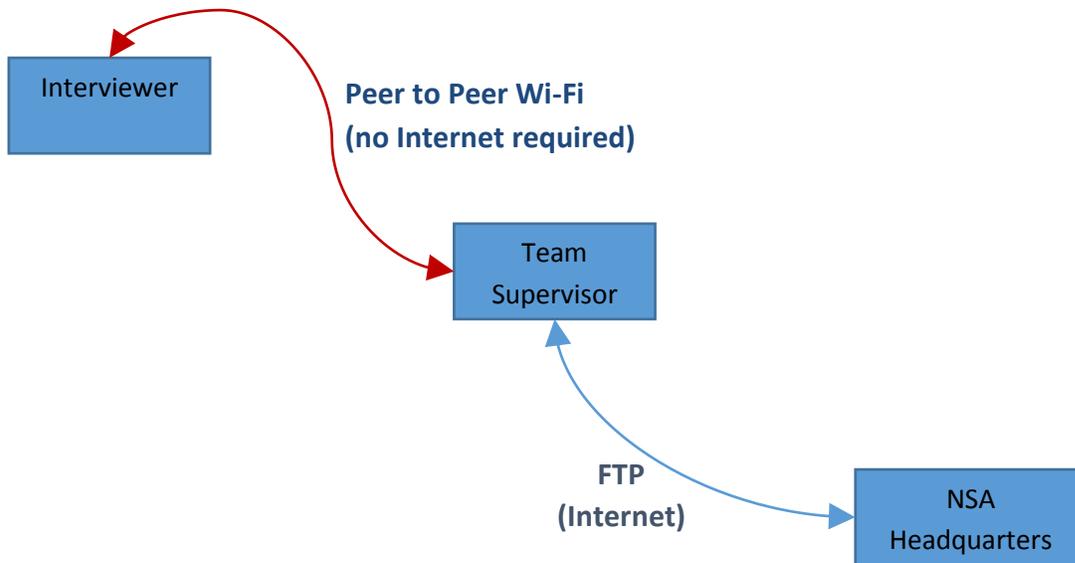
5.6 Data Transfer and Backup

The CSEntry Application also includes features for data transfer between Interviewer and Team Supervisor.

5.6.1 Overview: Data Transfer

Data will be transferred in two directions:

- PSU assignments and other control files will be sent from NSA Headquarters to Team Supervisors. Household Assignments and other relevant files will be sent from the Team Supervisors to the Interviewers in the field.
- Collected listing and Household data will be sent from the Interviewer to her/his Team Supervisor. After validating the data and finishing the PSU work data will be sent from the Team Supervisor in the field to NSA Headquarters.



Both Interviewers and Team Supervisors will have the same tablets, however only Team Supervisors will have access to the Internet. Team Supervisors will send and receive files to/from a server at Headquarters (using FTP).

Interviewers will send/receive data to/from Team Supervisors using a local peer to peer Wi-Fi network that does not require Internet access. This way data will be indirectly transferred between Headquarters and the Interviewers via the Team Supervisor.

Interviewers will transfer data to/from supervisors on a daily basis.

Supervisors will transfer data to/from headquarters at least every two weeks, upon completion of a PSU.

Note that Regional Supervisors are NOT included in the data flow. Regional supervisors will have access to the data by accessing it through the headquarters server. This gives them the ability to run reports and do any review and analysis they need to.

5.6.2 Interviewer to Team Supervisor 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.

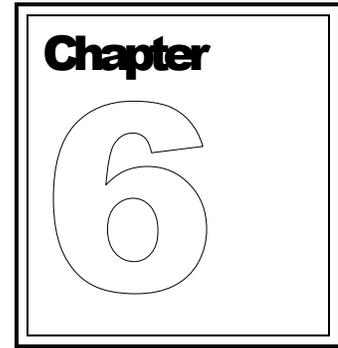
The following files will be transferred from the Interviewer's tablet to the Team Supervisor's tablet:

- 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.

5.6.3 Interviewer and Team Supervisor Data Backup

Whenever the Interviewer and Team Supervisor synchronize, a complete backup copy of the data from each tablet is sent to the other tablet. This will allow the system to restore either an Interviewer's or Team Supervisor's data from another tablet in the case of loss, damage or theft. In addition the Team Supervisor's data will be backed up on the FTP server whenever

she/he synchronizes with headquarters. The data entry program will have options to automatically restore a backup from either the FTP server or another tablet.



6. Annexure

6.1 Survey equipment

1. Tablet and its accessories
2. Survey questionnaires, namely Form 1 and Form 2 (Daily Record Book)
3. Interviewers' manual
4. Letter of introduction
5. PSU Maps, GPS
6. Food portion scale, Calibrated jug
7. Height scale, Bathroom scales, Roller metre
8. Calculators
9. Clipboard, Note pads, Eraser,
10. Rain Coats
11. Tents, Torches and Batteries (1.5V)
12. Tea spoons and Table Spoons
13. Pens (red, blue and black), Sharpeners, Erasers, Pencil and extra lead
14. Rain Coats, Bag pack/ survey bag, T-shirts, Caps and Bibs

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6.2 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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6.3 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

6.4 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 advise 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 advise 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 advise 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 advise 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			

<i>By end of day 3, INTs should have their sample hhs for interviewing. TS is responsible for this</i>
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<i>First 3 hhs start recording on Day 5</i>
<i>Next 3 hhs start recording on Day 6</i>

