



ZIMBABWE

**2017**

**POVERTY INCOME CONSUMPTION AND  
EXPENDITURE SURVEY (PICES)**

**TRAINING AND FIELD MANUAL**

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# **Chapter 1: Introduction to the Poverty Income Consumption and Expenditure Survey 2017**

## **Introduction and background**

The Poverty, Income, Consumption and Expenditure Survey (PICES) of 2017 is the seventh survey of its kind and will be conducted in Zimbabwe by the Zimbabwe National Statistics Agency (ZIMSTAT). Data on socio-demographic characteristics, incomes, receipts from households including agriculture, consumption and other expenditures will be collected on a weekly basis and for some items on a monthly basis. The survey is based on a nationally representative sample of about 32 000 households. The fieldwork will be conducted from January 2017 to December 2017.

## **Objectives of the survey**

- To study the income patterns of various segments of the population
- To observe the consumption patterns
- To measure the production account of Agriculture
- To calculate the contribution of the informal sector to the Economy
- To obtain weights factors for calculating the Consumer Price Index (CPI)
- To calculate poverty line
- To provide data useful to formulate national policies for social welfare programmes
- To obtain other indices for policy formulation.
- To obtain data for poverty mapping
- To obtain data to measure the demographic dividends for Zimbabwe

## **Sample design**

### ***The Sampling Frame***

The sampling frame for the PICES 2017 will be based on the complete frame of EAs from the 2012 Zimbabwe Census. A stratified two-stage sample design will be used for the survey, with EAs selected at the first sampling stage and households selected from a new listing in sample EAs at the second sampling stage. The sample will be representative of all the population in Zimbabwe living in individual households. The population living in institutions such as military barracks, prisons and hospitals will be excluded from the sampling frame.

### ***Stratification***

In order to increase the efficiency of the sample design for PICES 2017, it is important to divide the sampling frame of EAs into strata which are as homogeneous as possible. At the first sampling stage the sample EAs are selected independently within each explicit stratum. The nature of the stratification depends on the most important characteristics to be measured in the survey, as well as the domains of analysis; the strata should be consistent with the geographic disaggregation to be used in the survey tables.

The first level of stratification will correspond to the 62 administrative districts of Zimbabwe, which are the geographic domains of analysis defined for the PICES. The rural and urban areas

are domains at the national level. Some of the administrative districts are completely rural or urban, while most districts have a combination of rural and urban EAs. Since many districts have relatively few urban sample EAs, it would not be effective to use explicit urban and rural stratification within each district. Instead, the sampling frame of EAs for each district will be sorted first by the rural/urban code in order to provide implicit stratification. Given that the sample EAs will be selected systematically with probability proportional to size (PPS), this will provide a proportional allocation of the sample within each district by rural and urban areas. The sampling frame includes codes for land-use sectors, which can also be used for implicit stratification. The following land-use sectors have been identified:

1. Communal Land
2. Small Scale Commercial Farming Areas
3. Large Scale Commercial Farming Areas
4. Resettlement Areas : A1 Farms , A2 Farms , Old Resettlement Areas
5. Urban Council Areas
6. Administrative Centres (Districts)
7. Growth Points Other Urban Areas, e.g. Services Center and Mine

### ***Sample Size and Allocation***

Since the domains of analysis for the PICES 2017 will be the 62 administrative districts, it is important to have a minimum sample size for each district to ensure reliable results. Another major consideration is that the sample EAs will be distributed equally to each month during a full year of data collection, so the number of sample EAs allocated to each district should be a multiple of 12. Regarding the plans for the field operations for PICES, a team of six enumerators with one team leader can be assigned to each district. Therefore it will be possible to enumerate three sample EAs each month per district, with two enumerators assigned to each sample EA. The sample households in each EA will be visited at least once a week for one month to follow up the data collection for expenditures as well as to complete the different questionnaire modules. Based on this model for the data collection, it will be possible to select a sample of 36 EAs for each administrative district, with 14 households selected in each sample EA, for a total sample of 504 sample households per district. It is expected that this sample size will provide estimates of the average household expenditures per capita with a CV within 10% for most of the administrative districts.

In the case of largest administrative districts of Harare and Bulawayo, which are also individual provinces, it will be possible to assign two teams of enumerators, so it is recommended to double the sample size for these two districts to 72 EAs and 1,008 households each. This should be effective given the relatively large size of Harare and Bulawayo, and the greater variability for socioeconomic characteristics in these two districts. At the national level a total sample of 2,232 EAs and 31,248 households would be selected.

### ***Sample selection***

The sample selection methodology for the PICES 2017 will be based on a stratified two-stage sample design. The procedures used for each sampling stage are described separately here.

### ***Systematic Selection of EAs***

At the first sampling stage the sample EAs for the PICES 2017 are selected within each stratum (administrative district) systematically with PPS from the ordered list of EAs in the sampling frame. The measure of size for each EA is based on the total number of households identified in the 2012 Zimbabwe Census sampling frame. The EAs within each district will be ordered first by rural and urban codes, land-use sector, ward and EA number. This will provide implicit land-use and geographic stratification of the sampling frame within each district, and ensure a proportional allocation of the sample to the urban and rural areas of each district. Within each district the following first stage sample selection procedures were used:

Cumulate the measures of size (number of households) down the ordered list of EAs within the stratum (administrative district). The final cumulated measure of size will be the total number of households in the frame for the stratum ( $M_h$ ).

To obtain the sampling interval for stratum h ( $I_h$ ), divide  $M_h$  by the total number of EAs to be selected in stratum h ( $n_h$ ) is specified as :  $I_h = M_h/n_h$ .

Select a random number ( $R_h$ ) between 0 and  $I_h$ . The sample EAs in stratum h will be identified by the following selection numbers:

$$S_{hi} = R_h + [I_h \times (i - 1)], \text{ rounded up,}$$

where  $i = 1, 2, \dots, n_h$

The  $i$ -th selected EA is the one with a cumulated measure of size closest to  $S_{hi}$  but not less than  $S_{hi}$ .

### ***Selection of Replacement EAs***

In order to select a replacement EA for a sample EA that cannot be enumerated, it is recommended to use PPS sampling from the remainder of the sampling frame of EAs in the stratum within the same land-use sector and ward. A spreadsheet with an illustration of this procedure has been provided.

### ***Systematic Selection of Households***

At the second sampling stage a random systematic sample of 14 households will be selected with equal probability from the listing for each sample EA. It will also be possible to select a small reserve of households for possible replacement at the same time. The reason why the replacement of non-interview households is being considered is to maintain the effective sample size and enumerator workload in each sample EA. For example, if a reserve of 4 households will be selected for possible replacement, a total of 18 households can be selected from the listing for each sample EA. Then a systematic subsample of 4 households can be selected from the 18 households, and the remaining 14 sample households would be considered the original sample for the survey. The following procedures can be used for selecting the  $m_{hi}$  (for example, 18) sample households from the listing for each sample EA:

All the households in valid (occupied) housing units listed in the sample EA should be assigned a serial number from 1 to  $M'_{hi}$ , the total number of households listed.

To obtain the sampling interval for the selection of households within the sample EA ( $I_{hi}$ ), divide  $M'_{hi}$  by  $m_{hi}$ , and maintain 2 decimal places.

Select a random number ( $R_{hi}$ ) with 2 decimal places, between 0.01 and  $I_{hi}$ . The sample households within the sample EA will be identified by the following selection numbers:

$$S_{hij} = R_{hi} + [I_{hi} \times (j-1)], \text{ rounded up,}$$

where  $j = 1, 2, 3, \dots, m_{hi}$

The  $j$ -th selected household is the one with a serial number equal to  $S_{hij}$ .

### ***Weighting factors***

In order for the sample estimates from the PICES 2017 to be representative of the population, it is necessary to multiply the data by a sampling weight, or expansion factor. The basic weight for each sample household would be equal to the inverse of its probability of selection (calculated by multiplying the probabilities at each sampling stage).

Based on the stratified two-stage sample design, the overall probability of selection for the PICES sample households can be expressed as follows:

$$p_{hi} = \frac{n_h \times M_{hi}}{M_h} \times \frac{m_{hi}}{M'_{hi}},$$

where:

$p_{hi}$  = probability of selection for the sample households in the  $i$ -th sample EA in stratum (district)  $h$

$n_h$  = number of sample EAs selected in stratum  $h$  for PICES 2017

$M_h$  = total number of households in the sampling frame of EAs for stratum  $h$

$M_{hi}$  = total number of households in the frame for the  $i$ -th sample EA in stratum  $h$

$m_{hi}$  = 14 = number of sample households selected in the  $i$ -th sample EA in stratum  $h$

$M'_{hi}$  = total number of households listed in the  $i$ -th sample EA in stratum  $h$

The two components of this probability of selection correspond to the individual sampling stages.

The basic sampling weight, or expansion factor, is calculated as the inverse of this probability of selection. Based on the previous expression for the probability, the weight can be simplified as follows:

$$W_{hi} = \frac{M_h \times M'_{hi}}{n_h \times M_{hi} \times m_{hi}},$$

where:

$W_{hi}$  = basic weight for the sample households in the i-th sample EA in stratum h

If  $m_{hi}$  is constant for each stratum (for example, 14 households), the sample will be approximately self-weighting within each stratum. These weights will actually vary slightly based on the difference between the number of households listed in each sample EA and the corresponding number from the sampling frame.

It is also important to adjust the weights to take into account the non-interviews in each sample EA. Since the weights will be calculated at the level of the sample EA, it would be advantageous to adjust the weights at this level. The final weight ( $W'_{hi}$ ) for the sample households in the i-th sample EA in stratum h can be expressed as follows:

$$W'_{hi} = W_{hi} \times \frac{m'_{hi}}{m''_{hi}},$$

where:

$m'_{hi}$  = total number of valid (occupied) sample households selected in the i-th sample EA in stratum h

$m''_{hi}$  = number of sample households with completed interviews in the i-th sample EA in stratum h, including replacement households

It can be seen in this expression that when the number of replacement households is equal to the number of non-interviews for existing sample households (excluding vacant housing units) in a sample EA, the non-interview adjustment factor is equal to 1.

### **Role of Field Staff**

Your presence, interest, participation and co-operation are absolutely vital for the successful completion of fieldwork. Efforts will be made to provide you with the necessary information, training, equipment and support in order for you to accomplish this very important task. In order for the workload to be equally divided and the support equally shared, the following have to be observed and be enforced:-

- a) Every position in the survey staff is vital to the success of the survey.
- b) Except in cases of illness, (where the team leader or enumerator himself or herself falls ill), any person who is absent from duty during any part of training or fieldwork without prior approval from the supervisor or team leader will face disciplinary action.

- c) There is a great deal of work to be done during the training days and unnecessary absenteeism, lack of seriousness in attending the training sessions or arriving late at an assigned work site will not be tolerated.
- d) Maintaining your position is based on competence, therefore your performance and ability must be high both during training and fieldwork.
- e) Throughout the survey training and fieldwork period you must bear in mind that you are representing the Zimbabwe National Statistics Agency (ZIMSTAT). Your conduct must be professional and your behaviour must be congenial in dealing with the public. You must always be aware of the fact that we are only able to do our work with the goodwill and co-operation of the respondents.
- f) For the success of the survey, the Provincial field staff must work closely together sharing problems, co-operating and supporting each other. Tasks will be assigned in a manner that enhances the co-operation and goodwill of each provincial team. Any member of the field staff who creates a disruptive influence on others will be liable to disciplinary action.
- g) It is absolutely essential that the data gathered during the fieldwork be both accurate and valid. To control inaccurate or invalid data, spot checks will be conducted.

### **Role of Enumerator**

Enumerators are an essential part of the survey process and serve a very valuable role, they occupy a central position in the PICES. He or she is the link between the questionnaire and the sample unit in this case the selected household. The position held by the enumerator may seem low in the survey hierarchy but the ultimate success of the survey depends on the quality of each enumerator's work.

In general, the duties of the interviewer within the scope of the PICES will include:-

- a) Publicising the survey and approaching local authorities as well as influential people to introduce oneself and the survey.
- b) Identifying the selected households and persuading them to participate in the survey. The list of households will be supplied to the enumerator by the Provincial Supervisor.
- c) Check that survey materials sent to them are sufficient
- d) Identifying the most competent respondents and gaining their cooperation.
- e) Interviewing households and recording responses.
- f) Making repeated visits at appropriate times to households to make sure that the Daily Record Books are being completed correctly as well as transfer information to the questionnaire accurately.

- g) Checking completed questionnaire sections to make sure that all questions were asked and the responses were neatly and legibly recorded. This is to be done immediately after completing the questionnaire and before leaving the household.
- h) Making call back visits at appropriate times.
- i) Prepare and submit monthly technical reports and other survey returns and documents e.g. travelling and subsistence claim forms, questionnaire waybills, EA maps, survey equipment etc. before due dates.

It should always be borne in mind that “high quality work” depends on:

- Good training: Enumerators must know what they have to do;
- High morale: they must wish to do what they have to do; and
- Close supervision: they must be informed as soon as possible when they make mistakes.

Enumerators with a positive attitude have a better chance gaining cooperation from respondents than do enumerators who think it will be difficult to gain cooperation.

These tasks and many others will be described in more detail throughout this manual and during the training sessions.

### **Place of work**

The enumerator will spend most their time in the field. Each Enumerator will be assigned a number of EAs and the responsibilities will be to visit households in their assigned areas and record, as accurately and neatly as possible, all information from the household.

### **Role of Team leader/Field Editor**

Activities before data collection (pre-enumeration phase)

- a) Contacting local authorities and influential people to publicise the survey.
- b) Identifying all selected EAs under their supervision. receiving and distributing survey materials i.e. questionnaires, daily record books, EA maps, listing forms, lists of selected households, call back cards, ball points, note books etc.to enumerators. Preparing supervision itinerary and travel logistics for each area under his or her control

During enumeration phase and after data collection i.e. post enumeration phase, the major activities are:

- c) Visit each enumerator in the field to check on the quality and progress of their work.
- d) Solve any problems that may be encountered in the field and inform the Provincial Supervisor where and when necessary.
- e) Checking and editing questionnaires both in the field and in the office.

- f) Do quality control and spot checks in the field.
- g) Submit survey itinerary to the provincial Supervisor
- h) Prepare and submit monthly technical reports and any other survey returns e.g. travelling and subsistence claim forms, vehicle log sheets etc. on time.

A poor Team Leader will confine his or her duties to delivering and collecting survey materials (postman duties).

### **Role of Provincial Supervisor**

NB: The Provincial Supervisor is responsible for all PICES activities in the province. He or she is the link between the field staff and Head Office survey staff.

Activities before data collection (pre-enumeration phase) will include the following:

- a) Receiving and distributing all survey materials such as EA maps, questionnaires, listing forms, stickers, pens, etc. timely to the team leaders in sufficient quantities.
- b) Assigning work to Team Leaders, including allocation of EAs to be covered by each team during data collection.
- c) Contacting provincial, district and other authorities as a way to publicise the survey.

During the enumeration phase and after data collection post-enumeration phase the main activities are

Monitoring the progress of the survey in the whole province through:

- supervising team leaders
  - conducting quality control and spot checks in the field
  - observing interviews during field supervision
  - editing questionnaires in the field and in the office and verifying that the quality of work is of acceptable standard
- a) Submit completed work i.e. questionnaires and daily record books to Head Office as scheduled.
  - b) Submit survey itinerary to the Head Office
  - c) Preparing and submitting monthly technical reports and other survey returns e.g. travelling and subsistence claim forms, vehicle log sheets etc. before due dates.

### **Training of Enumerators**

It is understandable that some enumerators are naturally more adept at soliciting information from respondents than others. Interviewers with considerable experience tend to get lower nonresponse rates than interviewers with less experience. It is also acceptable that one can

become a good interviewer through experience and training. This training is aimed at making the best use of these two attributes. Hence the training will consist of classroom training and some practical exposure. Since every survey is unique, you are all required to actively participate in the training. Learning anything takes a little time. Before each training session you should study this manual carefully along with the questionnaire. You must allow time for new ideas to sink in; and be prepared to go slower with hard stuff. Write down any questions you may have. Mentally label everything you must learn as one of 3 categories:-**1. MUST KNOW**

**2. SHOULD KNOW, and**

**3. COULD KNOW**

‘Must know’ are indispensable. Focussing your mind on what goes into which category aids effortless learning. Spend enough time on ‘Must know’ and ‘Should know’

Ask questions you might have at any time in order to avoid mistakes during the actual administration of the questionnaire. At any stage you must bear in mind that interviewers can learn a lot from each other by asking questions and talking about situations they encounter in the field practice and actual fieldwork situation.

During this training session you will be exposed to;

- a) General fieldwork instructions
- b) Detailed discussion of questionnaire sections and manual
- c) Classroom and *homework* assignments. Some of these assignments will have to be done in the evenings.
- d) Field practice will entail collecting information from households and discussion of experiences.
- e) Written Tests will be administered during the course of the training and these tests are meant to assess how well you are performing during your formal training. These tests will indicate your familiarity and understanding of survey concepts and definitions, the questionnaire and the survey process. At the end of the training session your strengths and weaknesses will be pointed to you with a view to correcting you before the start of the actual fieldwork.

The training for the PICES does not end when the formal training is completed. Each time a supervisor meets you in the field to discuss your work; this is an opportunity which should be utilised to continue your training and reinforcing your knowledge. The formal training period merely provides you with the basic knowledge and information regarding the survey, questionnaires, etc. Thus continued observation and supervision during fieldwork completes the training process. It is imperative that you discuss and forward to your supervisors, problems which you may run into (during fieldwork) but which might have not been covered during training.

As has already been pointed out that training will continue during data collection, this will be done through the following supervisory tasks;

- a) Observation of some of your interviews to ensure that you are conducting the interviews well, asking questions in the right manner and interpreting the ideas correctly.

- b) Reviewing each questionnaire to make sure that it is complete and is internally consistent.
- c) Meet with each member of the team on a regular basis to discuss performance and future work assignments.
- d) Help you to solve any problems you may be having with the selected households.

It goes without saying that you must be suitably equipped or you may fail to complete our journey. You should be able to tackle any interview situation without undue difficulty after this training. Short cuts are fraught with danger.

*Appropriate action will be taken for those who will not perform at the level necessary to produce high quality data required to make the PICES a success.*

## **Conducting an Interview**

Successful interviewing is an art and not a mechanical process and each interview is a new source of information to be made interesting and exciting. Although the art of interviewing develops with practice, there are basic principles e.g. on how to build rapport, tips on conducting interviews etc., which are followed. It is essential for interviewers to develop the correct attitude of mind to adopt in carrying out interviews. Some of the essential and necessary attributes of good interviewer or enumerator are: politeness, patience and perseverance. For the sake of clarity these terms will be defined in more detail in subsequent paragraphs.

## **Establishing Rapport with the Respondent**

The enumerator and the respondent are strangers to each other and one of the main task is to establish rapport. The first impression a respondent has of you is formed through your appearance. The way you dress, your voice, gender and age may determine whether your interview is successful or not. The Interviewer's demographic characteristics i.e. gender and age play a role, in combination with similar respondent characteristics and the survey topic. For instance, several refusals in a row might affect an enumerator's ability to approach the next household or to refuse. So the respondent and interviewer interaction determines the decision of the respondent to cooperate or refuse. Dress neatly and simply. Enumerators with a positive attitude have a better chance gaining cooperation from respondents than do enumerators who think it will be difficult to gain cooperation. The Interviewer should assess each situation and tailor his or her approach based on prior information, perhaps obtained at the initial contact.

The survey will have been publicised such that the respondent may be expecting your visit. However, always carry your official identification card with you.

### **Approaching the dwelling unit**

Use a direction that appears to be well used as an entrance. Do not straddle fences or any other property boundaries. Ask locals or neighbours your way to the next dwelling unit when in doubt. Try not to arrive at the selected household at an inconvenient time of the day, such as mealtimes, or too late or too early in the morning. Try to arrive when the respondents will not be too busy to answer questions.

a) Make a good first impression:

Always do your best to make the respondent feel at ease on your first visit. With a few well-chosen words you can put the respondent in the right frame of mind for the interview. Open the interview with a smile and greetings and then proceed with your introduction as specified on your questionnaire. A good introduction of yourself, the organization you are representing, the purpose of your visit and what sort of demands you are going to place on the respondent should all be briefly articulated to the respondent. You must be well versed in the local traditional forms of greetings (especially in rural settings). Avoid mumbling and waffling. By the end of this training session it is hoped that the training session will have covered this aspect fully.

Make sure that the respondents do not confuse you with others who might be visiting households for other reasons; for instance malaria campaign.

If the respondents refuse to be interviewed, note the reasons on the questionnaire and inform your team leader who will take appropriate decision.

In such a circumstance, remain calm and polite at all times.

Before declaring a household a total refusal, the interviewer must have applied the three Ps which stand for Politeness, Patience, and Perseverance.

**Politeness:** is best expressed as the practical application of good manners. The goal of politeness is to make all parties relaxed and comfortable with one another. It is a cultural phenomenon and therefore what is considered polite in one culture can sometimes be quite rude in another culture. Politeness must therefore seek to establish a positive relationship between parties.

**Patience:** is the state of enduring under difficult circumstances which can mean perseverance in the face of delay or provocation without acting on annoyance in a negative way, especially when faced with difficulties.

**Perseverance:** is the maintenance of effort in spite of difficulties encountered, it implies steadfastness, unremitting continuance in spite of problems or challenges faced.

b) Always adopt a positive approach:

*Never be apologetic and do not use words like, "Are you too busy?" "Would you spare a few minutes?" or "Would you mind answering some questions?"* Such questions obviously invite refusal before you start. Rather tell the respondent. *"I would like to ask you a few questions" or "I would like to talk to you for a few minutes"* Such statements may mislead the respondent to think that your mission is unimportant and invite refusal. You can proceed as follows:

“Hello, I am (Name) from the Zimbabwe National Statistics Agency (ZIMSTAT) and I am here to collect data on Poverty Income Consumption and Expenditure Survey (PICES). All the data collected in the Survey is strictly confidential and will be published in aggregated form where personal information of the individual such as names and addresses will not be recognised.”

NB. Enumerators with a positive attitude have a better chance gaining cooperation from respondents than do enumerators who think it will be difficult to gain cooperation.

- a) It is essential that you stress the confidentiality of all responses. You should never mention other interviews or show completed questionnaires to other interviewers or supervisors in front of a respondent or any other person.
- b) Avoid the presence of other persons other than members of the household during the interview.

The presence of third parties during the interview may prevent you from getting honest and frank responses from the respondent. It also violates the rule of confidentiality. It is necessary that the interview is conducted as privately as is possible. A tactful attempt should be made to get rid of the third parties.

- a) Answer any question from the respondent frankly.

The respondent may ask a few questions before agreeing to be interviewed. Be direct and pleasant and display your knowledge and understanding of all aspects of the questionnaire and the survey.

### **Tips on Conducting the Interview**

Be neutral throughout the interview.

People are generally polite and may give answers they think you want to hear. Never allow the respondent to think that s (he) has given a right or wrong answer by expressing on your face or tone of your voice and never appear to approve or disapprove any of the respondent's answer. Refer any questions raised by the respondent to the end of the interview. Note that questions are carefully worded to be neutral and do not suggest that one answer is more likely or preferable to another. Failing to read the complete question may destroy that neutrality. If an ambiguous answer is given try to probe in a neutral way by asking like this:

“Can you explain a little more, I did not quite get you, could you please repeat what you said again?”

- b) Never ever suggest answers to the respondents e.g. "I suppose you mean that -----, is that right?" Rather probe (i.e. asking questions in such a manner that the respondent comes up with the relevant answer.
- c) Do not change the wording or sequence of questions.  
The wording and sequence of the questions must be maintained. If the question has been misunderstood, repeat it slowly and clearly. If it is not clear, you may reword the question but without altering the meaning of the original question.
- d) Handle hesitant respondents tactfully.

A respondent may simply say, "I don't know", or may give an irrelevant answer or may act bored or detached or may contradict themselves or may refuse to answer. Try to instil interest of the respondent by spending a few moments talking about things unrelated to the interview. In doing so, please avoid engaging in potentially controversial topics or subjects such as politics, football, religion etc. Confine your conversation to neutral topics such as the weather, agriculture and livestock, comments on the garden etc. Do not interrupt the respondent or show any signs of impatience (*remember the 3 Ps*) when the respondent is giving irrelevant or elaborate answers. Listen to what she or he has to say and try to steer her or him back to the original question. Listening is an essential part of a two way communication.

e) Do not form expectations:

You must not form expectations as to what is supposed to be the income consumption and expenditure patterns of the households. Also remember that differences between you and the respondent can influence the interviewee.

f) Do not hurry the interview. Hurrying the interview may lead to errors in recording responses. You may also not get the correct and accurate answers from the respondent as he or she might not have fully understood or digested your question (s).

### **Language of Interview**

The questionnaire for the PICES has not been translated into all the major languages, which the respondents would understand. It is therefore imperative, that each Province/District team works out translations that fit the local dialects and culture. This should be done during training and copies of these translations should be handed to the trainers for rectification. It is very important not to change the meaning of the question when you rephrase or interpret it.

## **FIELD PROCEDURES**

### **Preparatory Activities**

Each Enumerator must ensure that s (he) has sufficient materials and is aware of the role to be performed.

Each Enumerator will be provided with the following:

- Questionnaires
- Blue pen
- Clip board
- Carrier bag
- Notebook for observations
- Enumerator Manual
- Official ID/Letter
- Call back cards (mostly in urban areas)

### **Recording Responses**

It is important that, as much as possible, all questions have recorded responses. Consistency is also critical. For each survey conducted each attribute is checked for accuracy, even from one survey to another, such that at regional and international level, the quality is assessed.

The questionnaire is divided into 19 sections. Complete the questionnaire in order of sections. The types of questions to be encountered on the questionnaire include those with:

- open ended responses where one must write the respondent's answer in the spaces provided e.g. age; answers in words where paraphrasing should keep the meaning accurate e.g. for occupation.
- pre-coded responses where the responses are listed on the questionnaire, and to record the answer you merely circle the appropriate code. ***Ensure that for any response coded 'Other specify' you specify the response given. The responses are critical during analysis as well as for improvement of future survey responses.***

It is important to record answers neatly and legibly.

- Open-ended responses: write neatly and legibly where you are required to write.
- pre-coded questions: circle the correct response carefully;

Some questions may not be applicable to some individuals or a response may not be known. In such cases entries should be made as follows:

N/A will be used for Not Applicable questions. Where a number of columns for an individual do not apply, place the N/A in the centre of the columns and indicate the extent by lines.

**Note:** If you have circled a wrong code, cross out the code with two horizontal lines, such that the lines do not interfere with the other codes, then circle the correct code.

Enumerators must be reminded that the use of 'Don't Know' as a response should be the last option.

## **Publicity**

Publicity should be done properly and effectively at national, provincial, district and local levels.

### *1) At the national level*

Insertions can be made in the local media such as Newspapers, Radio and TV.

### *2) At the provincial level*

Publicity at this level can be done by sending letters to the following: Provincial Administrators, Town Clerks, District Administrators, Police Chiefs, and other influential people.

3) At the district level

Letters can also be sent to the following: District Administrators, Police and other influential people.

4) At the local level

Team Leaders and Enumerators should contact the local leadership (Ward Chairperson/ Councillor, Chief, Village Chairperson, and Headman), police and other influential persons before the onset of data collection in every EA.

## Cover Page of the Questionnaire

### Identification

Before beginning an interview, fill in the identification section on the cover of the questionnaire. Some of the identification information is obtained from the household listing forms, and will be given to you by the supervisor/team leader. Write the name of the ward, village or farm in which you are working. Write the name of the head of household. Also write the chief respondent you are to interview. Record the geo-code, household number and the recording month.

Each time you visit the household record the appropriate result code of the interview on the interviewer visits. The following are the results;

- |                |                     |
|----------------|---------------------|
| 1. Completed   | 5. Partly completed |
| 2. Not at home | 6. Incapacitated    |
| 3. Postponed   | 7. Other (specify)  |
| 4. Refused     |                     |

The term “incapacitated” means the respondent might be too ill to respond. After the questionnaire has been completed and checked, the Enumerator, Team Leader and Supervisor have to endorse their names in the spaces provided. The Head Office Staff should also write their names after supervision. Editing and data entry staff should write their names too after handling the questionnaires. Please note that the use of the signatures is discouraged. Each enumerator should ensure that his or her questionnaires are fully completed. Partly completed questionnaires are not useful for poverty analysis. Partly completed questionnaires will be returned back to the enumerator for completion. Always visit your households weekly to ensure that the households are completing their record books. Where there are problems ask what was purchased during the week and record in the Daily Record Book. The **consumption aggregate** is the most important variable in the survey and meaningless zeros are not useful during analysis.

## Chapter 2: Household Characteristics

### Household Composition

#### 1. Ask “Who usually lives and eats in this household?”

Write down the names of all adults, children and babies, starting with the head of household. Include usual members who are temporarily absent.

Population can be enumerated using two methods: a "de jure" and a "de facto" population count. A "de jure" count is the enumeration of persons, who usually reside in a given place, whereas a "de facto" count is the enumeration of persons physically present at a specified place. For this survey we adopt the "de jure" concept. The usual members may be present or temporarily absent. We are thus concerned about the de jure household.

*N.B: The target for the PICES is the household.*

**A household** is a single person or a group of people who usually live, cook and eat together, they may be related or not.

The procedure to identify households and their composition will be as follows:

Firstly, identify the households that share the same dwelling unit by asking "Does everyone here live and eat together?" Note that cooking arrangements must be taken into account when identifying the household.

Secondly, identify the head of each household by asking, "Who is the head of this household?" It is important that the head of a household be identified at this early stage, as it is this individual who is going to be the chief respondent. If the head of the household is absent, ask for the next senior member of the household bearing in mind that this senior person must be competent enough to provide responses. Also remember that the information on the head of the household (who in this latter case is not around at the time of interview) is required as well.

The enumerator is required to write the full name of the head of the household i.e. both first name(s) and surname(s). Record the first name and the initial for the surname for all those who share the same surname with the head of the household otherwise record full names.

**A head of the household** is a usual member of a household who is considered as such by the other members of the household and is responsible for decision making in the day to day running and management of the household affairs.

Please note that, as an example, a husband who works in town and only comes home during the weekends is not considered a usual member of the rural household. Also, students learning in **boarding schools** are not usual members of a household.

Thirdly, identify all members of the same household before making any inquiries.

Fourthly, explain to the head of the household that you want information on all usual members present or absent last night.

It should be noted that visitors are not usual members of the household.

The order of the listing should be as follows:

- Head, spouse, unmarried children,
- Married children, their spouses and children,
- Other relatives of head of household,
- Not related.

### **Relationship to head of household**

#### **2. Ask "What is (name's) relationship to the head of household?"**

This question should be completed as you enter the names of the persons. Enumerators are to probe for the exact relationship between the listed members and the head of the household. The response categories are:

1. Head
  2. Spouse
  3. Son/Daughter
  4. Brother/Sister
  5. Adopted/foster/stepchild
  6. Nephew/Niece/Cousin
  7. Grand child
  8. Parent
  9. Step-parent
  10. Parent in-law
  11. Son/daughter in-law
  12. Other relative
  13. Live-in domestic worker
  14. Not related
- (Write code in the space provided)

"Other relative" category include such relations as Aunt, Uncle, Grandmother etc. Where several persons who are not related by blood or marriages constitute a household, code the first person as the head and the rest as "Not Related". Make sure that those coded "Son/Daughter" are real biological children of the Head of household.

### **Sex**

#### **3. Ask "Is (name) male or female?"**

The codes are:

1. Male
2. Female

If the person is present you can observe the sex without necessarily asking the question but avoid inferring the sex of the person from the clothes he/she is putting on or from names as there are unisex names i.e. some names are used by both sexes e.g. Chipo, Tapiwa, Siphon, Nhlanhla, Hillary, Blessing, Nyasha, etc. Check the information provided for babies and infants, preferably,

from the mothers. You may also not know the gender of a baby carried on its mother's back unless you ask.

*(Ensure that the spouse's gender is compatible with the relationship to the head of household.)*

**4. How old was (name) at his/her last birthday?**

**Enter 00=< 1 year;**

1-96 record completed years, or 97 + years.

Obtain the date of birth and calculate the completed years using the Age Determination Table (see **Appendix 4 on Page 100**). Entries should be made in completed years as follows:

- "00" for children less than one year,
- actual completed years for those aged 1- 96 years,
- "97" for those aged 97 years and over.

Age is one of the most important variables as almost all analysis of data depends on the respondent's age. Age should be stated in completed years. Be careful not to round up ages to the next birthday e.g. the age of a child who is four years and eleven months should be recorded as 04 and not 05.

If a respondent's age is not known, it might be possible to relate the age of the person to that of someone else in the household whose age is reliably known. If probing does not help, you may have to estimate the age. The use of the code "*not known (NK)*" should be minimised. Avoid the use of identity cards as a way of estimating a person's age because, more often than not, if a person does not know when she/he was born, the age on the identity card is also wrong. Please note that the use of birth certificates should be restricted to young respondents only i.e. those born after 1980.

NB: On the age determination table, "*survey date*" refers to the date you interview the Household.

**5. Does (name) have a birth certificate?**

*For persons all persons*

1. Yes, have it
2. No, lost it
3. No, never registered
4. No, but applied

**6. Does (name) have a National identification card?**

*For persons aged 16 years and above*

1. Yes, have it
2. No, lost it
3. No, never registered

**7. For persons aged 10 years and above:**

**What is (name's) marital status?**

1. Never married
2. Married
3. Divorced/Separated
4. Widowed
5. Cohabiting with a partner

A man and woman who live together and who regard themselves as husband and wife should be recorded as married. The answer must be accepted as given by the respondent and do not question the legal aspect of the marital status. If a person has been widowed but has since re-married he/she should be recorded as married.

**Divorce** does not need to have gone through the court or other formalities for it to be considered as such. Thus it is the respondent who defines his/her marital status.

Please note that "**never married**" is not equivalent to "**single**" as the latter includes those who have never married and those who have been married but are currently divorced/ separated or widowed. Cohabiting with a partner means living with a partner without any form of payments done by the male partner.

**8. What is (name)'s nationality (citizenship)?**

*Enter country code (See codes on page 98-99 of the PICES 2017 Manual)*

**9. What is (name)'s Ethnic origin?**

1. African
2. European
3. Asian
4. Mixed race
5. Other

**10. In which district was name born?**

Enter province and district code or country code if born outside Zimbabwe

**11. Where was name living in 2012?**

Enter province and district or country code. For those born after 2012 enter code 888. This question will help in analyzing internal migration in Zimbabwe since the year 2012.

The following questions Q12 to Q19 on orphan hood are for persons below 18 years

*If over 18 years go to Q20 on the Education Module*

**12. Is (name's) biological mother alive?**

1. Yes

2. No
  3. Don't know
- If codes 2 or 3 skip to Q16*

In this question we want to solicit information on the proportion of children living with their biological mothers.

**13. If yes, does she live in this household?**

1. Yes
2. No

*If code 2 go to Q14*

If yes identify the Line number of mother and *copy roster ID number/person number from question 1.*)

*If yes in Q12*

**14. What is the highest education level completed of the mother?**

- 00 None
- 01 ECD
- 11-17 Grade 1 to Grade 7
- 21-26 Form 1 to Form 6
- 30 Short-Cycle Tertiary
- 31 Bachelor's Programme
- 32. Master's Programme
- 33. Doctoral Programme
- 88 Do not know

*Write correct code in space provided*

*If yes in Q12*

**15. What is the occupation of the mother?**

*Describe in a few words e.g. Primary School Teacher, Brick Layer*

**16. Is (name's) biological father alive?**

1. Yes
  2. No
  3. Don't know
- If codes 2 or 3 skip to Q20*

In this question we want to solicit information on the proportion of children living with their biological fathers.

**17. If yes, does he live in this household?**

1. Yes
2. No

If yes identify the Line number of father and *copy roster ID number/person number from question 1.*)

*If yes in Q16*

**18. What is the highest education level completed of the father?**

- 00 None
- 01 ECD
- 11-17 *Grade 1 to Grade 7*
- 21-26 *Form 1 to Form 6*
- 30 *Short-Cycle Tertiary*
- 31 *Bachelor's Programme*
- 32. *Master's Programme*
- 33. *Doctoral Programme*
- 88 Do not know

Write correct code in space provided

*If yes in Q16*

**19. What is the occupation of the father?**

*Describe in a few words e.g. Primary School Teacher, Brick Layer*

## Chapter 3: Education

(For persons aged 3 years and above)

I would like to ask about the educational background of your household members

### 20. Has (name) ever attended school/Early Childhood Development (ECD)?

1. Never been
2. At school
3. Left school

*If code 1 skip to Q39*

*If code 3 skip to Q38*

### School Attendance

School Attendance refers to participation in full-time education in institutions like primary, secondary schools or university. Since the cut off age group is 3 years the survey also aims to collect information on early childhood development (ECD) attendance as well.

**Never been** to school includes those who have not attended school at all.

**At School** refers to all persons who are attending formal educational institutions and include those who are temporarily absent from school or those on holiday.

**Left school** refers to those who once attended school but have left or completed their cycle and no longer attending.

*If code 2 in question 20 ask the following further question on school attendance.*

### 21. Is (name) currently attending school?

1. Yes
2. No

*If code 2 skip to Q38*

### 22. What type of school is (name) currently attending?

1. Government
2. Municipal/council
3. Mission/Church
4. Mine
5. Commercial Farm School
6. Private School
7. *Other (specify).....*

Types of schools by authority

- Government Schools (Primary/ Secondary/Tertiary)
- Municipal / Council Schools –Schools run by municipalities and by Rural District Councils
- Mission/church schools (Primary/Secondary/Tertiary)
- Mine Schools (Primary /Secondary)
- Schools in commercial farming areas built and run by commercial farmers.
- Private Schools (Primary/Secondary/Tertiary)
- Other (specify)

**23. What level of education is (name) currently attending?**

0. ECD
1. Primary
2. Special primary
3. Secondary
4. Special secondary
5. Tertiary/Higher

**24. What grade is (name) currently attending?**

- 00 ECD-A
- 01 ECD-B
- 11-17 Grade 1 to Grade 7
- 21-26 Form 1 to Form 6
- 30 Short-Cycle Tertiary
- 31 Bachelor’s Programme
- 32. Master’s Programme
- 33. Doctoral Programme

Short-Cycle Tertiary-it includes all short courses and courses that are not bachelor/ Masters Doctoral degree courses. These include all diplomas and certificates

**25. How far (km) is the school where (name) attends?**

*Record Kilometers in numbers*

**26. How much is (name)’s termly school fees (including levies)?**

*Record the amount US\$*

**27. Has (name) paid school fees during the current academic year?**

1. Yes
2. No
3. Don’t Know

*If Code 2, Skip to 33*  
*If Code 3, Skip to 34*

The information solicited in this question is to find ability to pay school fees by households which is an important variable in poverty analysis.

**28. If code 1 in Q26 Ask: Has (name) fully paid or partly paid school fees during the current academic year**

1. Yes, fully paid
2. Yes, partly

**29. How much was paid?**  
*Record the amount in US\$*

**30. Did (name) receive support for school fees during the current academic year?**

1. Yes
2. No
3. Don't know

**31. Who paid (name)'s school fees during the current academic year?**

1. Parent
2. Relative
3. BEAM (Social Welfare)
4. STEM
5. Other Govt. Assistance
6. NGO
7. Other (specify).....  
*Multiple response possible*

*If code 3-6 in Q31*

**32. How much school fees assistance was received from Beam (social welfare), STEM or from other Government Assistance programmes?**

*Record the amount to the nearest US\$*

*If code 2 in Q27*

**33. What is the main reason (name) has not paid school fees in the current academic year?**

1. Cannot afford
2. Waiting for a transfer from friends/relatives
3. Waiting for an government/organization to pay
4. Waiting for sale of produce
5. Waiting for receipts from an economic activity
6. Other (specify).....

**34. How much was spent on (name)'s uniforms (including shoes, jersey, blazer, sports attire, hat and stocking) in the current academic year?**

*Record the amount US\$*

**35. Who paid for the (name)'s uniforms, (including shoes, jersey, blazer, sports attire, hat and stocking).**

1. Parent
2. Relative
3. BEAM (Social Welfare)
4. Other Govt. Assistance
5. NGO
6. Not paid
7. Other (specify)

*Multiple response possible*

**36. How much was spent on (name)'s stationery (including text books, school exercise books, pens and pencils) in current academic year?**

*Record the amount US\$*

**37. Who paid for (name)'s stationery (including text books, school exercise books, pens and pencils)?**

1. Parent
2. Relative
3. BEAM (Social Welfare)
4. Other Govt. Assistance
5. NGO
6. Not paid
7. Other (specify)

*Multiple response possible*

*If code 3 in question 20 and less than 18 years*

**38. Why has (name) left school?**

1. Completed/satisfied
2. Financial constraint
3. Caring for the sick
4. H/hold business responsibilities
5. Other H/hold responsibilities
6. Not interested/Refused
7. Marriage/Pregnancy related
8. School too far
9. To work /Look for work
10. Sick or ill
11. Waiting for results
12. Other (specify)

**39. What is (name’s) highest level of education completed?**

- 00 None
- 01 ECD
- 11-17 Grade 1 to Grade 7
- 21-26 Form 1 to Form 6
- 30 Short-Cycle Tertiary
- 31 Bachelor’s Programme
- 32. Master’s Programme
- 33. Doctoral Programme

*Write correct code in space provided*

**Highest level of Education completed**

It is important that you probe qualifications or certificates, and diplomas obtained outside the country for equivalence. One who went to school but did not write the final exam did not complete that year/course.

The educational system in Zimbabwe has undergone periodic changes. At one time primary education lasted eight years then changed to seven years. There was once the F2 system which went up to Grade 11 (eleven) in secondary school. Furthermore, if a respondent was educated outside Zimbabwe, probe so as to find the Zimbabwe level of education that is equivalent to the respondent's level of education.

Some equivalence between the old and new systems of education in Zimbabwe and the applicable codes are shown in the table below:

<b>Level of Education</b>	<b>Other Levels</b>		<b>Equivalence</b>	<b>Code</b>
<b>Primary</b>	Sub	A	Grade 1	11
	Sub	B	Grade 2	12
	Standard	1	Grade 3	13
	Standard	2	Grade 4	14
	Standard	3	Grade 5	15
	Standard	4	Grade 6	16
	Standard	5/6	Grade 7	17
<b>Secondary</b>	Grade	8	Form 1	21
	Grade	9	Form 2	22
	Grade	10	Form 3	23
	Grade	11	Form 4	24
	Matriculation		Form 5	25

NB: Record “00” for those children who are currently attending Early Childhood Development (ECD).

*If code 1 in Q20*

**40. What is the main reason why (name) has never been to school?**

1. Financial constraints
2. School too far away
3. Ill/sick
4. Still too young
5. Disabled
6. Lack of documentation
7. Education not considered valuable
8. Other (Specify  
Skip Q44 in the Employment Module)

*This question only applies to those who were attending or were supposed to be attending school last school term.*

**41. Did (name) receive need based school fees and levy waivers (not merit based)?**

1. Yes
2. No

*This question only applies to those who were attending or were supposed to be attending school last school term.*

**42. Did (name) receive need based exam fees (not merit based)?**

1. Yes
2. No

*If code 1 in Q41*

**43. Who granted the need based school fees and levy waivers**

1. Government (BEAM, STEM, other government assistance)
2. Private schools
3. NGOs
4. Other Specify.....

The three questions apply only to members of the household who were attending or were supposed to be attending school last school term.

**Need based school fees, exam fees and levy waivers (not merit based)** - This is assistance or exemptions from paying school fees or levies because one could not afford or needed such assistance, not based on merit or performance at school like bursaries. Examples of such fees/levies assistance/waivers are Social Welfare benefits, assistance from donors well wishers etc.

## Chapter 4: Employment

(From Q44-72, ask for only those aged 10 years and above)  
*I would like to ask about the employment status of members of this household*

**44. In the last 7 days, did (name) work for a wage, salary, commission or any payment in kind, even if it was for only one hour?**

1. Yes
2. No

*If Code 1, Skip to Q52*

**Prompts:** Do any type of wage or salary job – full time or part time, temporary, casual, piecework or permanent? Examples: Collecting Data, Data Capturing, Secondary School Teaching, Bus Driving etc.

**45. In the last 7 days, did (name) run or do any kind of business, big or small, for him/herself or with one or more partner(s), even if it was for only one hour?**

1. Yes
2. No

*If Code 1, Skip to Q52*

**Prompts:** Conduct or assist in any type of business whether big or small (e.g. brew beer, sell cakes, make mats/clothes, etc)? Catch or collect fish or river products? Collect any water or firewood? Examples: Firewood vendors, Fish vendors, Vegetable vendors (*including those who are in the business of buying vegetable products from places such as Domboshawa, Seke etc and sell them at Mbare Musika but who themselves are not producers of these commodities*), Airtime vendors, Fruit vendors, etc.

**46. In the last 7 days, did (name) do any work of any kind on own or the family farm, cattle post/kraal or other agricultural holding (chicken house, vegetable plot, etc.)?**

1. Yes
2. No

*If Code 1, Skip to Q52*

**Prompts:** Do any work of any kind on own or the family farm, cattle/post/kraal or other agricultural holding (chicken house, vegetable plot etc)? The work can be for cash, income in kind, barter or for own consumption. Include any form of house construction or major maintenance? Make anything from own farm or natural products for sale or for own use? Examples: All farming activities.

*NB: For communal farming include the Head, Spouse and Children working in the farms.*

**47. In the last 7 days, did (name) help without being paid in any kind of business run by a household, even if it was for only one hour?**

1. Yes
2. No

IF CODE 1, SKIP TO Q52

**Prompts:** Help unpaid in a family business of any type? (E.g. help to sell groceries, grinding mills, helping cleaning business premises) i.e. these are non-agricultural activities. Given that the statistical concept of employment is very different from the popular understanding of employment (wage employment) the enumerator must read out to the respondent the full prompts highlighted in the question.

**48. Does (name) have a paid job that he or she will definitely return to?**

1. Yes
2. No

If Code 1, Skip to Q52

**49. Does (name) have a business that he or she will definitely return to?**

1. Yes
2. No

If Code 1, Skip to Q52

**50. Does (name) do any work of any kind on own or the family farm cattle post/kraal or other agricultural holding (chicken house, vegetable plot, etc.) that he or she will definitely return to?**

1. Yes
2. No

If Code 1, Skip to Q52

**51. Does (name) have an unpaid job in any kind of business run by household that he or she will definitely return to?**

1. Yes
2. No

If Code 2, Skip to Q54

**52. What kind of work did (name) do in his or her MAIN job during the last 7 days? (even if he or she was absent in the last 7 days).**

*Describe in not more than 4 words e.g. communal farming, bus driving, secondary school teaching, operating a drilling machine, herding goats etc.*

Describe in 2 to 4 words e.g., "Communal Farming" / "Bus Driving" / "Market Gardening" / "Data Processing" / "Brick Laying". If a person has more than one job, the main job is the one where a person normally spends most of her or his working time (or is expected to do so under her or his work contract). This means that even when the respondent actually spent very little time (or in fact no time) in the main job during the past 7 days, it still remains the main job as long as the person normally spends more hours in this job (or should have done so under her or his work contract). This situation can arise, for example, for employees who have been on leave or not gone to work in the past seven days due to lack of transport or the temporary closure of

their workplace. If a respondent is a full-time wage employee, this should thus always be recorded as the first job and any other activities as the secondary job.

### **53. What was (name's) main occupation in the last 7 days ?**

Describe in a few words e.g. Teacher, Builder

This refers to the type of work, trade or profession performed by an individual during the last 7 days, irrespective of the industry or status in employment of the individual. Where multiple occupations are common, e.g. a person working in flea markets, doing piece work and communal farming, the main or usual occupation should be determined. *In Q52 if someone's occupation is a primary school teacher but in the last 7 days was doing communal farming we record him or her as a teacher. The occupation does not change because one is on leave or sick or doing a secondary activity. If someone has a main occupation but is currently not doing anything because he/she is ill/sick, or is doing a secondary occupation because he/she is on leave then record the main occupation.*

Write the description of the type of work the person performed for most of the last 7 days. The type of work should be recorded as fully as possible e.g. shorthand typist; carpenter; motor vehicle mechanic; panel beating foreman; etc. Avoid such unclear descriptions as operator; foreman; driver; teacher; etc.

One should however, note that occupations are so varied to the extent that unless they are organised they can cause confusion and hence the need for occupational classifications.

### **54. In (name's) main job in the last 12 months, what was his or her status?**

1. Paid employee-permanent
2. Paid employee casual/temporary/contract/ seasonal
3. Employer
4. Own account worker (communal, resettlement &, peri-urban farmer)
5. Own account worker (other)
6. Unpaid family worker
7. Unemployed
8. Student
9. Homemaker
10. Retired with pension
11. Retired without pension
12. Sick and disabled
13. Other (specify)

The questionnaire distinguishes between main jobs and secondary jobs to capture all those who have more than one job. Questions 44 to 55 refer to the respondent's main job. This makes it necessary to determine whether a person has more than one job. A job is normally defined as a set of related tasks and activities that a person carries out for payment in cash or in kind, for profit or family gain. Three criteria can be useful to distinguish between jobs: (i) different status in employment; (ii) different employers; and (iii) differences in activity.

If a person has more than one job, the main job is the one where a person normally spends most of her or his working time (or is expected to do so under her or his work contract). This means that even when the respondent actually spent very little time (or in fact no time) in the main job during the past 7 days, it still remains the main job as long as the person normally spends more hours in this job (or should have done so under her or his work contract). This situation can arise, for example, for employees who have been on leave or not gone to work in the past seven days due to lack of transport or the temporary closure of their workplace. If a respondent is a full-time wage employee, this should thus always be recorded as the first job and any other activities as the secondary job.

Note that if a person only has one job, it is automatically the main job. This holds true even when a respondent thinks she or he does not have a main job because the tasks and activities she or he carries out are considered as unimportant by the respondent. Recall that a job is defined as any set of tasks and activities that is carried out by a person.

1. *Paid employee- permanent*: Means an employee other than a seasonal or contract worker who is employed on a monthly or weekly basis, having first satisfactorily completed a one-month probation period on a daily notice basis. Such employees generally enjoy benefits such as vacation leave, pension, etc. Note that the one month probation period does not apply to some permanent workers e.g. shopkeepers, gardeners, and housemaids.
2. *Paid employee-casual/temporary/contract/seasonal*: Non-permanent paid employees.
3. *Employer*: A person who operates his or her own economic enterprise or engages independently in a profession or trade, and continuously hires one or more employees. Economic enterprise is defined as one in which at the end of the day one is capable of generating income in cash or in kind. It should be emphasised that if one is employing a domestic worker s/he is not an employer since the household is not an economic enterprise. However a housewife who is continuously employing someone to sell e.g. freezits, sweets, airtime, vegetables, etc, to make some profit is considered an employer.
4. *Own account worker (communal, resettlement & peri-urban farmer)*: These operate their own enterprise, e.g. crop farming or keeping livestock and work for own consumption or profit. It should be emphasised that both the head of household and spouse as well as their children are considered communal or resettlement or peri-urban farmers. If another member of the household operates his/her own fields then he/she becomes a communal farmer or resettlement or peri-urban farmer. Own account workers can employ other workers without being classified as employers, as long as they do so on a non-continuous basis e.g. to help with the harvest or planting.
5. *Own account worker (Other)*: Own account workers are those who operate their own economic enterprise, e.g. petty trader, carpenter and work for own consumption or profit. They can employ other workers as occasional helpers etc. as long as this is on a non-

continuous basis. Whenever an own-account worker continuously employs at least one employee, she or he is classified an employer. Please note that prostitution and all other economic activities (regardless of whether they are legal or not) can also fall under this category. However, theft and begging are excluded since they do not qualify as economic activities.

6. *Unpaid contributing family worker*: Unpaid Contributing family workers refer to those members of the household who work without pay in a market-oriented enterprise that is operated by the household but cannot be regarded as partners because their degree of commitment is not at the level comparable to that head of the establishment. Note that the definition only refers to 'market-oriented enterprises', i.e. those enterprises that provide goods or services that are provided for payment in cash or in kind to other people e.g. a family shop, vehicle-repair enterprise. Communal, resettlement and peri-urban farmers generally do not operate a market-oriented enterprise but primarily produce for their own consumption. Therefore, all family members who are engaged in farming should be classified as own account worker (communal, resettlement & peri-urban farmer) and not as contributing family workers.

7. Unemployed

These are persons aged 10 years and above who during the last 12 months were without work, were available for work and were actively seeking work.

8. Student

A student is a person who attends a regular formal education institution, public or private. He /she should be a full-time or part-time student not usually engaged in an economic enterprise. University student, trainee teacher, apprentices, student nurses are also students.

9. Homemaker

A homemaker is a person of either sex involved in the household chores in their own household e.g. fetching water, cooking, baby-sitting, etc and who do not work for pay or profit. If the person worked on the household business, s/he should be recorded as self-employed or unpaid family worker. Domestic workers engaged for pay should not be included in this category but under paid employee.

10. Retired with pension

Retired person is one who reports that for most of the last twelve months he was not engaged in any other activity because he has retired but with a pension.

11. Retired without pension

Retired person is one who reports that for most of the last twelve months he was not engaged in any other activity because he has retired but without a pension.

12. Sick and disabled

These are persons who are not engaged in any activity because of sickness or disability.

13. Other (specify)

This refers to those not referred to in any of the above categories.

**55. In (name's) main job in the last 7 days, what was his or her status?**

1. Paid employee-permanent
2. Paid employee casual/temporary/contract/ seasonal
3. Employer
4. Own account worker (communal, resettlement, & peri-urban farmer)
5. Own account worker (other)
6. Unpaid family worker
7. Unemployed
8. Student
9. Homemaker
10. Retired with pension
11. Retired without pension
12. Sick and disabled
13. Other (specify)

*If Code 7, Skip to Q68*

*For Codes 8-12, Skip to Health Section*

*For Codes 1 & 2 in Q55*

**56. Does (name) have a written contract or oral agreement with employer?**

1. A written contract
2. Oral agreement
3. No contract/agreement
4. Don't know

All employees have an explicit or implicit contract with their employer under which the worker provides his/her labour in return for payment (in cash or in kind) from the employer. These contracts can take two forms: oral contracts under which the worker and the employer reach an oral agreement and written contracts that are signed by both parties. If this is not clear to the respondent, you can probe whether the respondent has signed an employment contract. Civil servants and permanent paid employees in large enterprises in the formal sector usually have a written contract with their employer.

**57. How many hours did (name) work in his/her main job in the past 7 days?**

*Enter number of hours worked in last 7 days*

Hours worked refer to what actually transpired at the work place and include the following: (a) hours actually worked during normal periods of work; (b) any overtime; (c) time spent at the place of work on work such as the preparation of the workplace, repairs and maintenance, preparation and cleaning of tools, and the preparation of receipts, time sheets and reports; (d) time spent at the place of work waiting or standing by for such reasons as lack of supply of work, breakdown of machinery, or accidents; (e) time corresponding to short rest periods at the workplace, including tea and coffee breaks.

Hours worked exclude the following: (a) hours paid for but not worked, such as paid annual leave, paid public holidays, paid sick leave; (b) meal breaks such as lunch time; (c) time spent on travel from home to work and vice versa.

**58. How many days did (name) work in his/her main job in the last month?**

*Enter number of days worked in last month*

**59. What was (name's) main source of income in the last 12 months?**

1. Salaries and Wages
2. Gifts and transfers
3. Own business
4. Sale of Own Agricultural Produce
5. *Other (specify).....*

**Salaries and wages** - to be recorded if the main source of income emanates from pay.

Pastors should be recorded under paid employees.

**Gifts and transfers** - to be recorded if main source of income comes from money received from other people.

**Own business** - to be recorded if the main source of income comes from the household's business e.g. a tuck-shop etc.

**Sale of own agricultural produce** - to be recorded if the main source of income is sale of own agricultural produce. Question 59 on Sources of Income the enumerators should probe for the households which are using agriculture products to exchange with other items. It should be recorded under code 4 "Sale of own Agricultural Produce".

**Other** - to be recorded if the main source of income is anything other than those listed above.

**Establishment**

**60. What is the name of the physical establishment where (name) works?**

You are required to give the name of the physical establishment in not less than two words e.g. "OK Bazaars", "Chakari Supermarket", "Belmont Construction" etc. For government employees e.g. a teacher in the Ministry of Education write the name of the school and for ZIMSTAT staff write ZIMSTAT and the name of the Province (e.g. ZIMSTAT Mashonaland East Province).

**Establishment:** refers to the smallest unit for which separate records are available concerning the production of a reasonably homogenous group of goods and services as well as the materials, labour and physical resources used. The physical location can be a farm, mine, factory, and office etc Record "Not applicable" N/A for the following: gold panners, communal farmers, vendors/hawkers, dealers, cattle herders on a communal farm, domestic workers etc.

**Economic Activity**

## **61. What kind of economic activity is (name/establishment) engaged in?**

***Economic Activity: This refers to the productive activity carried out at the place where one works. The productive activity is that which leads to the production of goods and services at an establishment level.***

Give description in two or more words, e.g.

"Tobacco Processing"

"Gold Mining"

"Cement Manufacturing"

"Tax Administration"

"Street vending"

Please note that "name" here refers to the respondent concerned. For communal and resettlement farmers write "communal farming and resettlement farming", respectively, in the spaces provided. Please note that "domestic services" only applies to paid domestic workers (e.g. gardener, childminder or housemaid) who work in a household. Domestic services that are performed in one's own household without pay (e.g. washing clothing, cleaning the yard or cooking food) are not an economic activity. Therefore, only those activities that qualify as economic activities should be noted down, e.g. communal farming, fishing or collecting firewood .

## **62. In what sector is this establishment?**

1. Central government
2. Local government
3. Parastatal – financial
4. Parastatal – non-financial
5. Households
6. Private enterprises – financial
7. Private enterprises – non-financial
8. Co-operatives
9. NPISH e.g. NGOs
10. Other (*specify*)

*Sector:* This refers to the institutional set up of the establishment in which the individual works. The set up can be sub-categorised as follows:

*Financial Institutions:* These are institutional units which are principally engaged in financial intermediation or in auxiliary financial activities.

*Non-financial institutions:* These are institutional units which are principally engaged in the production of market goods and non-financial services.

1) *Central Government*

2) *Local authorities/government:* Includes Rural District Councils, Municipalities, Town Boards, Chiefs, etc.

3) *Parastatals- Financial:* These are quasi-government financial establishments. This category includes:

AgriBank  
Infrastructural Development Bank of Zimbabwe (IDBZ)  
Reserve Bank of Zimbabwe (RBZ)  
People's Own Savings Bank (POSB)  
Small Enterprises Development Corporation (SEDCO)  
National Social Security Authority (NSSA)  
Zimbabwe Revenue Authority (ZIMRA)

4) *Parastatals- Non Financial*: These are quasi-government non financial establishments.

These category includes:  
Agricultural Marketing Authority (AMA)  
Air Zimbabwe (AZ)  
Agricultural Rural and Development Authority (ARDA)  
Central Mechanical Equipment Department (CMED)  
Civil Aviation Authority (CAAZ)  
Cold Storage Commission  
Environmental Management Agency (EMA)  
Grain Marketing Board (GMB)  
Industrial Development Corporation (IDC)  
Minerals Marketing Corporation of Zimbabwe (MMCZ)  
National Arts Council  
National Free Library of Zimbabwe  
National Oil Company of Zimbabwe (NOCZIM)  
National Railways of Zimbabwe (NRZ)  
Net One  
Powertel Communications  
Printflow  
Sports and Recreation Commission (SRC)  
State Enterprise Restructuring Agency (SERA)  
State Lotteries  
Scientific and Industrial Research and Development Centre (SIRDC)  
Tobacco Industry and Marketing Board (TIMB)  
Urban Development Corporation (UDC)  
Zimbabwe Broadcasting Holdings (ZBH)  
Zimbabwe Electricity Supply Authority (ZESA) Holdings  
Zimbabwe Electricity Transmission and Distribution Company (ZETDC)  
Zimbabwe Investment Agency (ZIA)  
Zimbabwe Iron and Steel Company (ZISCOSTEEL)  
Zimbabwe Mineral Development Corporation (ZMDC)  
Zimbabwe Power Company (ZPC)  
Zimbabwe Postal Services (ZIMPOST)  
Zimbabwe National Statistics Agency (ZIMSTAT)  
Zimbabwe National Roads Administration (ZINARA)  
Zimbabwe National Water Authority (ZINWA)  
Zimbabwe Schools Examinations Council (ZIMSEC)  
Zimbabwe Tourism Authority (ZTA)

Zimbabwe United Passenger Company (ZUPCO)  
State Procurement Board

- 5) *Households*: cases of paid domestic workers employees and for all persons engaged in production of goods for own family consumption in a household e.g. communal farming.
- 6) *Private Enterprise- financial*: These are privately owned/controlled financial establishments eg. Insurance companies, Banks, Micro-financial institutions etc
- 7) *Private Enterprise-non financial*: These are privately owned/controlled non financial establishments eg. Clothes retail shops, Furniture retail shops, Food outlets shops, Fuel Service Stations etc.
- 8) *Co-operative*: The term co-operative in brief means working together; the term may be split into Co-, which means together and operative, which means work. In a cooperative, each member takes part on an equal footing with other members in determining the organization of production, sales and/or other work of the establishment, the investments and the distribution of the proceeds of the establishment amongst their members. In other words, in the current context of the institutional sector of an establishment, the term “co-operative” only refers to those where its members work together and split the returns between all members. Only record producers’ cooperative as the answer when these conditions are met. An example would be a brick moulding cooperative where all members jointly buy inputs, work together to make bricks, and then split the profit between them.

Note that there are other types of cooperatives that are, however, not meant in this question. For example, there are supply co-operatives that are formed by consumers who wish to benefit from bulk-buying or savings co-operatives that are formed to enable members to save money and obtain loans. Sometimes private enterprises rely on a cooperative for part of their operations, such as marketing co-operatives that are usually formed in order to receive better prices for their products. However, they remain private enterprises and since they keep their operational profits and should therefore be recorded as ‘private’ (category 7).

- 9) *NPISH e.g. Non-Governmental Organisations (NGOs), Churches, Social Clubs, Charitable Organisations etc.* These normally complement Government efforts in improving peoples’ lives.
- 10) *Other*: This includes establishments, which fall under non-profit making bodies like burial society, international organizations and foreign embassies and all others not mentioned above.

### **63. What type of establishment is this?**

1. Private Company
2. Limited Liability partnerships
3. Cooperatives
4. Quasi - corporations

5. Household Enterprise
6. Central Government
7. Local Government
8. Parastatal
9. Other ( Specify)

This refers to the institutional set up of the establishment in which the individual works. The set up can be sub-categorised as follows:

**Private company** - These are privately owned/controlled establishments.

**Limited Liability Partnerships** - these are partnerships whose members enjoy limited liability. They are separate legal entities and behave like corporations

**Co-operative** - The term in brief means working together; the term may be split into "co" - which means together and "operative" which means work. It is a voluntary social organisation of economic units, based on equality, carrying out allocated or self-given economic objectives aimed at uplifting human living standards. Types of co-operatives include: agricultural co-operatives; transport co-operatives and manufacturing cooperatives.

*Member of Producer Co-operative:* Members of producers' cooperatives are workers who hold a "self-employment" job in a cooperative producing goods and services, in which each member takes part on an equal footing with other members in determining the organization of production, sales and/or other work of the establishment, the investments and the distribution of the proceeds of the establishment amongst their members. It should be noted that employees of producers' cooperatives are not to be classified to this group, but as employees.

**Quasi- corporations-** Is an unincorporated enterprise owned by resident or non resident institutional unit that is operated as if it were a separate corporation and whose *defacto* relationship to its owner is that of a corporation to its shareholders: such an enterprise must of course; keep a complete set of accounts.

**Household Enterprise:** these are enterprise directly owned and controlled by members of households either individually or in partnership with others. A *household enterprise* is a business entity owned by the household and has no separate set of accounts different from those of the household. It is not a legal entity separate from the household but a producer of goods and services owned by the household.

**Central Government** e.g. Ministry of Defence.

**Local Government** - which includes Rural District Councils, Municipalities, Town Boards, etc.

**Parastatals** - These are quasi-government establishments. Examples of this category include: People's Own Savings Bank (POSB), Reserve Bank of Zimbabwe (RBZ), Small Enterprises Development Corporation (SEDCO), State Lotteries, Tel-One, Tobacco Industry and Marketing Board (TIMB).

**Non profit Institutions** - are legal or social entities created for the purpose of producing goods and services whose status does not permit them to be a source of income, profit, or other financial gain for the units that establish, control or finance them e.g. a church, a hospital, a school etc.

*For codes 1-5 or 9 in question 63*

**64. Who owns the assets on establishment where (name) works?**

1. Owner/Proprietor
2. Enterprise
3. Co-operative members
4. Other (specify)

*If Codes 1-5 in Q63*

**65. Are there 10 or more people working in the establishment where (name) works?**

1. Yes
2. No
3. Not applicable

For this question a person should answer "No" if they are working in a business with less than 10 people (including themselves). If they are in a small branch of a large organisation (i.e. of a business which has 10 or more people employed in total overall in Zimbabwe) then they should answer "Yes". Record "Not Applicable" (3) for the following: Communal farmers, domestic workers, etc.

*If codes 1-5 in Q63*

**66. Is (name/establishment.....)**

1. Registered only
2. Licensed only
3. Registered and licensed
4. Neither registered nor licensed
5. Don't know

**Note** that "**name**" here also refers to individual respondents such as vendors, gold panners, etc.

**Registered** - refers to companies that are registered under the companies act by the registrar of companies where a company is given a certificate of incorporation e.g. for a private company and a trading certificate in case of public limited companies. Co-operatives are registered with the Registrar of Co-operatives.

**Licensed** - refers to authorisation given by local authorities such as Urban or Rural Councils.

*For persons coded 1 & 2 in question 55*

**67. Does (name) make any pension/social contribution?**

1. Yes
2. No

3. Not applicable

*Go to next Module Health Module*

**Remember:** codes 1 and 2 in Q55 are 'paid employee-permanent', and 'paid employee-casual/temporary/contract/seasonal' respectively. Therefore we do not expect communal farmers to respond to this question as they are not paid employees.

**Unemployment** (strict definition) refers to the category of people who during the reference period were:-

1. *without work* (i.e. were not in paid employment or self-employment such as working for some benefit in cash or kind),
2. *currently available for work* (i.e. were available for paid employment or self-employment during the reference period) *and*
3. *actively seeking employment* (i.e. have taken specific steps during the said period to seek paid employment or self-employment)

These steps may take the form of registration at an employment exchange, seeking assistance from friends and relatives, etc.

*Note that* with the way the question is asked it is possible to also have the broad definition of unemployment.

*For persons coded 7 in question 55*

**68. Was (name) available for work if an opportunity to work for pay/profit or to start his/her own business existed?**

1. Yes
2. No

*If Code 2, Go to Health Module*

Availability for work refers to whether the respondent would have started a job in the week, had he/she been offered a job. Availability for work is one of the variables that contribute to the derivation of labour force status. This question only applies to those aged 15 years and over who were not employed.

*For persons coded 7 in question 55*

**69. How soon would (name) be available to start work?**

1. Less or equal to 1 week
2. More than 1 week but less than or equal to 2 weeks
3. More than 2 weeks but less than or equal to 4 weeks
4. More than 4 weeks
5. No desire to work

6. Don't know

*For persons coded 7 in question 55*

**70. Did (name) look for work in the last 30 days?**

1. YES
2. NO

**IF NO (CODE 2) GO TO Q72**

*For persons coded 7 in question 55*

**71. How did (name) look for work in the last 30 days?**

1. Registered or checked at Public employment agencies
2. Registered or checked at Private employment agencies.
3. Applied to employers or responded or placed advertisement
4. Enquired at farms, factories or work sites
5. Contacted family/friends
6. Taking steps to start own business
7. Other (specify)

*Skip to Health Module*

*For persons coded 2 in question 70*

**72. What is the main reason (name) did not seek work or not try to start business in the last 30 days?**

1. Was waiting for the results of a vacancy competition or an interview
2. Awaiting the season for work
3. Attending school or training courses
4. Family responsibilities or housework
5. Pregnancy related
6. Illness, injury or disability
7. Does not know how and where to look for work
8. Unable to find work in his/her skills
9. Had looked for jobs before but had not found any
10. Too young or too old to find a job
11. No jobs available in the area/district
12. Retired with pension
13. Retired without pension
14. Other (Specify)

(Write code in the spaces provided)

## Chapter 5: Health and disability

For all persons: I would like to ask about the health status of members of this household

### 73a. Was (name) ill/sick in the last 30 days?

1. Yes
2. No

*If code 2 go to Q73c*

Illness/sickness is defined as acute physical and mental condition which made the person to be: absent from work, absent from school and, unable to perform normal duties. The latter includes children who are unable to play because of being ill.

### 73b. What was (name's) main illness in the last 30 days?

1. TB
2. Malaria/fever
3. Intestinal infectious diseases including diarrhea
4. HIV/AIDS
5. STI
- 6.. Diseases of neoplasms
7. Diabetes
8. Nutritional diseases
9. Mental/behavioral disorders
10. Hypertensive diseases
11. Respiratory diseases
12. Disease of the digestive system
13. Pregnancy, child birth, family planning and the puerperium (Reproductive health)
14. Skin diseases (e.g. boils, lesions)
15. Accidents, poisoning and injuries
16. Eye diseases
17. Other Specify....

*(circle the appropriate Code below)*

**Acute Illness** – is an illness that occurs suddenly. Examples of acute illnesses are headache, stomach pains and malaria.

**Chronic Illness** - refers to those severe diseases that have prolonged and show recurring symptoms. Usually they can only be controlled or monitored with rare chances of complete cure. *Examples are;* Diabetes, Asthma, Tuberculosis (TB), Hypertension (BP), Epilepsy, Cancer (prostate, kapos's sarcoma, or cervic), HIV and AIDS, Mental illness etc.

### 73c. Did (name) visit a health care provider for services in the last 30 days?

1. Yes
2. No

*if code 1 in Q73a and code 2 in Q73c go to Q85*

*if code 2 in Q73a and code 2 in Q73c go to Q86 on Disability questions*

**74. Did (name) receive any of the following services from a health provider visited?**

1. Gender based violence treatment
2. Gender based violence screening
3. Reproductive health services.
4. HIV testing services
5. Counseling and advice
6. Treatment of other illnesses
7. Other (Specify) .....

*(Read out all responses)*

*(Multiple Responses)*

*if Code 2 in Q73a and*

*Code 1 in Q73c go to Q86*

**75. What was the main health care provider (name) visited?**

***Public medical sector***

1. Government hospital
2. Health centre/clinic
3. Village health worker/ City health promoters
4. Mobile / Outreach clinic
5. Council facility
6. Other public (specify)

***Private Medical Sector***

7. Private hospital
8. Private clinic
9. Mission Facility
10. Pharmacy/Chemist

***Other***

11. Traditional healer/herbalist
12. Prophets/Faith/Spiritual healers
13. Other (*specify*)
14. Outside the country (go to Q86)

***(circle the appropriate Code below)***

**76. How far (km) is the facility/service (name) visited?**

*Record in km*

**77. Has (name) received free health care from any service provider in the last 30 days ?**

1. Yes
2. Yes-Partly
3. No

*IF code 3, go to Q79*

**78. If Yes or Yes-partly in Q77, For what service did (name) receive free health care from the service provider?**

1. Registration/card & Consultation
2. Medicines
3. Medical Investigations (Lab tests, X-ray)
4. Transport ( to the health facility)
5. Food
6. Antenatal & Post- natal care
7. Antenatal care
8. PMTCT
9. Postnatal care
10. Immunization
11. HIV test
12. HIV treatment (ARVs)
13. STI treatment
14. Reproductive health services
15. Other (specify).....

***(Multiple responses acceptable)***

*After completion of question, skip to Q82*

*If code 2 and 3 in Q77*

**79. How did (name) pay for health service?**

1. Had cash available
2. Was given money
3. Borrowed money
4. Sold household assets
5. Was given opportunity to pay later
6. Paid by health insurance scheme e.g. CIMAS, PSMAS

***Multiple response acceptable***

**80. If 1-5 in Q79 Ask, How much money was spent for (name) on the following health care services ?**

***READ THE ANSWERS***

- |  |                                  |
|--|----------------------------------|
| 1. Registration/card & Consultation                | 9. Post-natal care               |
| 2. Medicines                                       | 10. Immunization                 |
| 3. Medical Investigations (Lab tests, X-ray)       | 11. HIV test                     |
| 4. Transport ( to the health facility)             | 12. HIV treatment (ARVs)         |
| 5. Food  | 13. STI treatment                |
| 6. Antenatal & Post-natal care<br>(contraceptives) | 14. Reproductive health services |
| 7. Antenatal care                                  | 15. Other (specify).....         |
| 8. PMTCT   | 16. Overall estimate             |

*(Multiple responses acceptable)*  
*Enter overall estimate (16) only if detail not remembered*  
*Record NA(Not Applicable) where service was not sought*

**81. If 1-5 in Q79 Ask, How much money was spent for (name) on health care service expenditures including hospitalization in the last 12 months**

*Record in US\$*

**82. When you decided to go to the health facility, were you seeking help for more than one health problem?**

1. No I was seeking help for only one health problem
2. Yes, I was seeking help for two problems,
3. Yes, I was seeking help for three or more problems.

**83. Did the health facility treat you for one or more health problems?**

1. The health facility did not treat any of my health problems
2. The health facility treated me for only one health problem
3. One health care provider treated me for two or more health problems
4. Two health care providers treated me for two or more health problems

**84. Did the health facility tell you to seek treatment at a different health facility?**

1. No, the health facility did not tell me to seek treatment at a different facility.
2. Yes, the health facility sent me to another facility for treatment of one or more of health problems.

**85. If code 14 in question 75 Ask, What is the main reason why (name) did not visit a health facility?**

1. Facility too far
2. Could not afford
3. Home treatment
4. Religion
5. Treatment not necessary
6. Lack of medicines
7. Other (specify)

## **Disability**

### **Classification of Disability for purposes of identification**

Disability is difficult to define because it is not a well-defined condition. Different countries have used different definitions and census methodologies to come up with estimates of prevalence rates. Developed countries have counted even those with minor disabilities as

disabled while developing countries have only counted those that have moderate to severe conditions that need rehabilitation intervention. These are people whose conditions permanently prevent them from performing activities in a manner considered normal for human beings. A person may have minor impairment (e.g. amputation of two toes) but functions normally. Such a person is not considered disabled. When identifying people with disabilities, the difficulties that they may have as a result of their conditions are classified as follows by World Health Organization:

0. Difficulty moving
1. Difficulty seeing
2. Difficulty speaking
3. Difficulty hearing
4. Difficulty learning/mental handicap
5. Chronic fits
6. Strange behaviour/mental illness
7. Lack of feeling in hands or feet/leprosy
8. Albinism
9. Other (specify)

PICES 2017 will define and classify disability using the same definitions used in the Zimbabwe 2012 Population Census. PICES will classify people with moderate to severe disabilities according to the same categories. This is important for use in poverty mapping activities earmarked for 2018.

## **Explanation of Disabilities and Examples of Conditions that May Cause Disabilities**

### **0. Difficulty Moving**

The person has difficulty on a part of the body such as the arms, legs, back or neck. The difficulty could be due to:

- ❖ deformity as in club feet/scarring from burns
- ❖ missing whole or part of arm or leg (amputations)
- ❖ Weakness/paralysis in arms or legs (spasticity).

For example:

- ❖ joints that no longer straighten because muscles have shortened
- ❖ missing body parts – born that way
- ❖ accidental/surgical(amputations)

### **Condition:**

Moving

- i) Loss of whole or part of upper limb – amputation
- ii) Loss of use of one upper limb – deformity
- iii) Loss of use of both upper limbs – paralysis
- iv) Loss of whole or part of lower limb – amputation
- v) Loss of use of one lower limb
- vi) Loss of use of both lower limbs- paraplegia

- vii) Loss of use of all limbs
- viii) Loss of use of upper and lower limb on same side or limbs on opposite sides- hemiplegic
- ix) Deformity of spine

**1. Difficulty Seeing**

**Blind**

- ❖ cannot see at all

**Difficulty seeing**

- ❖ has problems seeing details/clearly
- ❖ cannot see well in the dark
- ❖ cannot see objects that are far away
- ❖ cannot see objects that are very close

**Visual**

- ❖ Blind both eyes
- ❖ Blind one eye
- ❖ Partially sighted

**2. Difficulty Speaking**

**Speech :**

- ❖ cannot speak
- ❖ cannot speak clearly enough to be understood
- ❖ no speech
- ❖ difficulty speaking (stammering and cleft palate)

**3. Difficulty Hearing**

**Deaf:**

Do not hear at all

**Partially deaf:**

- ❖ may not hear words when people speak
- ❖ only hear when people speak loudly and clearly

**4. Difficulty Learning (mental handicap)**

- ❖ person not able to learn new activities as early as other people of his/her age;
- ❖ ranges from mild to severe retardation;
- ❖ development of sitting, crawling, etc may be slow;
- ❖ may be slow to respond to what others say and to what happens around her/him;
- ❖ may not understand as well as others what she sees, hears, smells and tastes;
- ❖ may not be able to express his/her needs or feelings in a way other people understand;
- ❖ may not understand the abstract;
- ❖ may remember what she/he has been told only for a short time;
- ❖ may have difficulty controlling feelings (can just scream, cry or have sudden bursts of anger without any visible external triggers).

Learning disability e.g. - moderate, severe – Down's Syndrome/Microcephaly-hydrocephaly

**5. Chronic Fits : Epilepsy (Seizures, convulsions)**

- ❖ It's a common condition characterised by brief periods of unconsciousness or change in mental state that are caused by injury to the brain
- ❖ The person is usually on continuous medication
- ❖ Can be mild to severe
- ❖ Mild fit – person stops whatever they are doing: stares unusual movements e.g. repeated units of the lips or hands
- ❖ Severe fits – person falls to the ground. Has strong uncontrollable movements and loss of consciousness

**6. Strange Behaviour /Mental illness – mostly in adults**

- ❖ It is **NOT intellectual or learning disability**
- ❖ behaviour change started at an older age;
- ❖ he/she has not always behaved this way;
- ❖ may not talk to anyone anymore;
- ❖ may talk too much, more than before;
- ❖ may become angry/excited for no reason or may frighten other people;
- ❖ may hear voices that other people do not hear or see things other people do not see(hallucinations);
- ❖ person may stop keeping clean or dressing properly;
- ❖ person may speak or move around in a strange way;
- ❖ may show no feelings or interest in other people;
- ❖ may start collecting rubbish and look less and less tidy;
- ❖ may believe that she/he is someone important;
- ❖ may begin to believe things that are obviously not true(paranoia).

**7. Lack of feeling in hands and feet - leprosy**

**8. Albinism - people who have no skin pigmentation**

**9. Other (specify)**

Questions 86 to 95 solicit information of the different types of disability.

**86. Does (name) have any difficulty moving?**

1. No, no difficulty
2. Yes, some difficulty
3. Yes, sometimes
4. Yes, a lot of difficulty
5. Cannot move at all

**87. Does (name) have difficulty seeing?**

1. No, no difficulty
2. Yes, some difficulty
3. Yes, blind one eye
4. Cannot see at all (total blindness)

**88. Does (name) have any difficulty speaking?**

1. No, no difficulty
2. Yes, some difficulty
3. Yes, a lot of difficulty
4. Cannot speak at all

**89. Does (name) have any difficulty hearing?**

1. No, no difficulty
2. Yes, some difficulty
3. Yes, a lot of difficulty
4. Cannot hear at all (deaf)

**90. Does (name) have any difficulty learning/mental handicap?**

1. No, no difficulty
2. Yes, some difficulty
3. Yes, a lot of difficulty
4. Cannot learn at all

**91. Does (name) experience chronic fits/Epilepsy?**

1. No
2. Yes, mild
3. Yes, severe

**92. Does (name) experience periods of strange behaviour/mental illness?**

1. No
2. Yes, sometimes
3. Yes, always

**93. Does (name) experience periods of lack of feeling in hands or feet/leprosy?**

- 1.No
- 2.Yes, sometimes
- 3.Yes, always

**94. Does (name) have albinism**

1. No
2. Yes

*For persons 5 years and above*

**95. Does (name) have difficulty with self-care such as washing all over or dressing?**

1. No, no difficulty
2. Yes, some difficulty
3. Yes, a lot of difficulty
4. Cannot wash or dress self

## Chapter 6: International migration

**96. Are there any persons who were usual members of this household who are living abroad?**

1. Yes 2. No 3. Don't Know

*(if code 2 and 3 go to the housing characteristics module).*

**97. How old was (name) at his/her last birthday?**

*Enter 00=< 1 year;*

*1-96 record completed years*

*97 for 97 + years.*

*Write 99 for do not know*

**98. Is (name) male or female?**

1. Male

2. Female

**99. What is (name's) highest level of education completed?**

00 - None

01 - ECD

11-17 - Grade 1 to Grade 7

21-26 - Form 1 to Form 6

30 - Short-Cycle Tertiary

31 - Bachelor's Programme

32 -. Master's Programme

33 - Doctoral Programme

*Record appropriate code in space provided below*

**100. What was the main reason (name) moved to another country?**

1. Employment

2. Loss of employment

3. Lack of employment

4. Employment of spouse

5. Marriage

6. Other family reasons

7. Studies

8. Disasters/conflicts

9. Health

10. House built elsewhere

11. Trade and business

12. Lack of land

13. Desire to return home

14. Parent/HH moved

15. Other (specify)
16. Do not know

**101. Was (name) head of the household before leaving the country?**

1. Yes
2. No
3. Don't know

**102. What is name's) relationship to the head of household?**

1. Spouse
2. Son/Daughter
3. Brother/Sister
4. Nephew/Niece/Cousin
5. Grand child
6. Parent
7. Other relative
8. Not related
9. Do not know

**103. In which country does name) currently live?**

*Enter Country Code*

**104. When did (name) leave Zimbabwe?**

*Enter year the person left the country*

*Questions 105 to Q111 to be asked to persons aged 10 years and above.*

**105. What was (name's) main activity before leaving Zimbabwe?**

1. Paid employee-permanent
2. Paid employee casual/temporary/contract/ seasonal
3. Employer
4. Own account worker (communal & resettlement farmer)
5. Own account worker (other)
6. Unpaid family worker
7. Unemployed
8. Student
9. Homemaker
10. Retired with pension
11. Retired without pension
12. Other (specify)

**106. What was (name's) MAIN occupation?**

*If code 1-6 in Q105*

*Describe occupation in a few words*

**107. What is (name's) main activity abroad?**

1. Paid employee-permanent
2. Paid employee casual/temporary/contract/ seasonal
3. Employer
4. Own account worker (communal & resettlement farmer)
5. Own account worker (other)
6. Unpaid family worker
7. Unemployed
8. Student
9. Homemaker
10. Retired with pension
11. Retired without pension
12. Other (specify)

**108. What is (name's) MAIN occupation abroad?**

*If code 1-6 in Q107*

*Describe occupation in a few words*

**109. Did (name) send (cash/in-kind) remittances back home in the last 12 months?**

1. Yes
2. No
3. Don't Know

*If No, Go to next Person*

**110. If code 1 in Q109 Ask, What is the value of remittances (both in cash and in kind) did (name) send in the last 12 months?**

*Record amount in US\$*

**111. If code 1 in Q109 Ask, What is the value of remittances (both in cash and in kind) did (name) send last month?**

*Record amount in US\$*

## Chapter 7: Housing Characteristics

I would like to ask you about your household's living conditions

### Tenure status of Household

#### 112. What is the tenure status of the household's dwelling?

1. Owner/ purchaser with title
2. Owner/purchaser without title
3. Tenant
4. Lodger
5. Tied accommodation
6. Other (specify)

This refers to the arrangement under which the household occupies its living quarters and the nature of its right to be there. The categories, for which you are to circle the appropriate one, are:

**Owner/Purchaser** - is one who owns the house or is in the process of buying it or renting to buy. Most people living in communal lands own their dwelling units in terms of the customary law and should be recorded as owners. Record for Owner/ purchaser with title deed or Owner/purchaser without title deeds, tenant, lodger, tied accommodation and other specify.

**Tenant** – is one who rents accommodation under a formal, written agreement. A written agreement in tenant's name distinguishes a tenant from a lodger. A tenant also controls the whole house.

**Lodger** – is one who rents accommodation, may or may not have a written agreement and documents such as rent books are not in the lodger's name.

**Tied Accommodation** - A person living in tied accommodation occupies it by virtue of his or her job. The accommodation belongs to the employer and is made available as part of terms of employment. If the person leaves the job, she/he is required to move out of the dwelling unit.

Examples of this type of accommodation include:

- plantation and commercial farm compounds
- industrial and factory compounds
- domestic workers
- railways and other industrial accommodation, ZESA, municipality
- government workers e.g. police, army, nurses, teachers

**Other** - examples that fall under this category include tin houses, caravans, wood cabins, and tents.

### 113. Type of dwelling unit

1. Traditional
2. Mixed
3. Detached
4. Semi-detached
5. Flat/ Townhouse
6. Other (specify

#### Type of Dwelling Unit

**Observe the type of housing occupied by the household and record.**

The explanations of these categories are as follows:

**Traditional** - This is the old style family settlement in which a number of buildings are made of pole and dagga/bricks with thatched roofs.

**Mixed** - This type is found in old style settlements where one or more of the buildings in a cluster is built of materials more modern than pole and dagga/bricks and thatch. If, for example, one of the buildings is of brick with a corrugated iron roof and the rest are of pole and dagga, the type of dwelling is considered "mixed".

**Detached** - This is a structurally separate dwelling that is built of materials more modern than pole and dagga. Access to the street is by means of steps or a path, directly to the pavement, not shared by other dwellings, and which can be properly regarded as part of the house and/ or its garden.

**Semi-detached** - This consists of one or two buildings with a common wall between them, with their gardens separated by e.g. a fence, hedge or wall and whose access to the street meet the conditions as given for the detached house.

**Flat/Town-house** - these are residential buildings with several floors and also one of three or more dwelling units in a row divided by common walls, with their gardens separated by fences, hedges or walls.

**Other (specify)** -This may include temporary dwelling units such as a tent or caravan, which is not intended for permanent occupation.

### 114. What is the main material used for the house floor

1. Earth/sand
2. Dung
3. Wood Planks
4. Parquet or polished wood
5. Vinyl/asphalt strips
6. Tiles
7. Carpet

8. Cement
9. Other (specify)

**115. What is the main material used for the house roof**

1. No roof
2. Thatch
3. Rustic mat
4. Wood planks
5. Cardboard
6. Asbestos
7. Tile
8. Metal/tin sheets
9. Cement
10. Wood
11. Other (Specify)

Examples of wood planks are wood shakes and wood shingles, rustic mat-are sometimes made of metal

**116. Main material used for the house walls**

1. Mud (pole and dagga)
2. Cane/trunks
3. No walls
4. Stone with mud
5. Plywood
6. Carton/cardboard
7. Reused wood
8. Bricks
9. Cement blocks
10. Stone with lime/cement
11. Cement
12. Wood Planks/shingles
13. Other (Specify)

Examples of these walls eg like wood cabin houses. Shingles –are made with a base mat of formaldehyde (organic materials such as paper) waste paper, cellulose, wood fibre of other materials saturated with asphalt to make it water proof , a top coating of adhesive asphalt applied and ceramic granules are embedded,

**117. How many rooms does this household use?**

How many rooms does this household use? (excluding toilet, bathroom and pantry)

## Access to electricity

### 118. Does this household have access to electricity?

1. Yes
2. No

**Access** here means the household's dwelling unit might not have installed electricity but may use power from neighbours. Electricity from private generators as well as solar electricity is also included.

## Main source of energy for cooking

### 119. What are all the different sources of electricity that you use in your household?

**Record all that apply.**

1. National Grid
2. Local Mini Grid
3. Generator
4. Solar Home System
5. Solar Lantern/Lighting System
6. Rechargeable Battery
7. Biogas
8. Other, specify
9. No Electricity Power  
*(If code 9 skip to Q121)*

Many households use more than one source of electricity and may use different main sources of electricity at different times of the year. Record all that apply. Circle the appropriate response. If the household uses some other source of electricity not listed, circle "other", and if they don't have electricity circle no electricity and skip to Q121.

### 120. Of all the sources that you mentioned above, which is the MAIN source of electricity?

1. National Grid
2. Local Mini Grid
3. Generator
4. Solar Home System
5. Solar Lantern/Lighting System
6. Rechargeable Battery
7. Biogas
8. Other, specify

*(If code 1 or 2 skip to Q122)*

**121. If codes 3,4,5,6,7,8,9 in Q119 Ask, What is the MAIN reason why the household is not connected to the grid?**

**Record only the MAIN reason.**

1. Grid is too far from household/not available
2. Cost of initial connection is too expensive
3. Monthly fee is too expensive
4. Satisfied with current energy solution
5. Renting, Landlord decision
6. Service Unreliable
7. Administrative procedure is too complicated
8. Submitted application and waiting for connection.
9. Company refused to connect the household
10. Other, specify

Record one that the household use most , note that if on Q119 the household might use more than one but on this question you should record one that they use most.

**122. In the last 30 days, how much did you pay for [NAMED MAIN (Q120) electricity system]?**

Enumerators to impute cost of electricity

In US\$.....

**123. Are there times when you experience electricity interruption?**  
*[for codes 1 and 2 in Q120]*

1. Yes
2. No

*If yes indicate number of hours/day on average*

**124. What are the major problems you experience with [NAMED MAIN electricity system Q120]?**

**Record up to 2 responses** Please rank

1. Duration of supply (expected hours per day)
2. Low/high voltage problems or voltage fluctuations
3. Unpredictable interruptions
4. Unexpectedly high bills
5. Too expensive
6. Do not trust the supplier

7. Cannot power large appliances
8. Other, specify
9. No problems

a. First

b. Second

Other.....

**125. What is the household's main source of energy for cooking?**

1. Kerosene/ paraffin
2. Coal/lignite
3. Charcoal
4. Wood
5. Solar
6. Animal Waste/Dung
7. Crop Residue/Plant Biomass
8. Saw Dust
9. Coal Briquette
10. Biomass Briquette
11. Processed biomass (pellets)/ woodchips
12. Ethanol
13. Biogas
14. LPG/ cooking gas
15. Electricity National/Mini Grid
16. Garbage/plastic
17. Other, specify

Many households use more than one source of energy for cooking and may use different main sources of energy at different times of the year. We are concerned with the main source of energy for cooking. Circle the appropriate response. If the household cooks by some other source of energy not listed, circle "other".

**126. What is the household's main source of energy for lighting?**

1. National Grid Connection From (COMPANY)
2. Local Mini Grid
3. Diesel/Petrol Generator
4. Solar Home System
5. Solar Lantern/Lighting System
6. Rechargeable Battery
7. Kerosene/Paraffin
8. LP Gas Lamp

- 9. Rechargeable Torch
- 10. Candles
- 11. Other, specify

Many households use more than one source of energy for **lighting** and may use different main sources of energy at different times of the year. We are concerned with the main source of energy for **lighting**. Circle the appropriate response. If the household uses some other source of energy not listed, circle "other".

**127. What is the household's main source of energy for heating?**

- 1. National Grid Connection From (COMPANY)
- 2. Local Mini Grid
- 3. Wood
- 4. Diesel/Petrol Generator
- 5. Solar Home System
- 6. Rechargeable Battery
- 7. Kerosene/Paraffin
- 8. LP Gas Lamp
- 9. Other, specify
- 10. None

**128. What is the household's main source of water for drinking and cooking and distance to source?**

- 1. Piped water inside house
- 2. Piped water outside
- 3. Communal tap
- 4. Borehole/ protected well
- 5. Well-unprotected
- 6. River/Stream/ Dam
- 7. Other (specify)

**Distance to water source**

- 1. On premises
- 2. Less than 500 metres
- 3. Between 500 to 1 kilometre
- 4. 1 kilometre and above

The question asks for information on the main water source and the distance to that water source. If the main source of water varies during the year, record the source mostly used for the greater part of the year and if the main source is "piped water inside house", then the distance would not be necessary. The response categories are: *piped water inside house*; *piped water outside*; *communal tape*; *borehole/ protected well*; *well-unprotected*; *river/ stream/ dam*; and *other (specify)*.

**129. If water is piped, for how long, on average, is the water available in a week?  
(week is 7 days)**

1. Days

2. Hours in a day

.....  
Enter both days and hours

The week is 7 days long and record the number of days the water is available and the number of hours water is available per day

**130. If water is piped, what would be your response to the following suggested water qualities indicators: Interviewer: Read all responses and circle the appropriate responses**

Indicators of water quality	Yes	No
1.Safe to drink	1	2
2.Clear (has no colour/free of mud)	1	2
3.Good in taste	1	2
4.Free from bad smell	1	2

**131. Do you do anything to the water to make it safer to drink?**

1. Yes
2. No
3. Don't Know

**132. If yes in Q131, what do you usually do to the water to make it safe to drink?  
[Circle one]**

- 1 Boil
- 2 Add bleach/chlorine [jik/water guard]
- 3 Strain it through a cloth
- 4 Use a water filter (ceramic, sand, composite, etc.)
- 5 Solar disinfection
- 6 Let it stand and settle
- 7 Add water treatment tablet
- 8 Nothing
- 9 Other (specify)
- 10 Don't Know

*Ask to see the product or process used for treatment then select the appropriate response.*

**133. Have you ever been unable to use this water source because it stopped functioning or water was not available?**

*Include unavailability of water and other reasons such as where water was available but unusable, eg. when flooded. Always refer to the main water source identified earlier.*

1. Yes
2. No
3. Not Applicable

**134. In the last 3 months how many times was water unavailable from the main water source?**

1. Always available
2. Only once
3. More than once

**135. How much time does it take on average to go to the main water source, get water, and come back? [include time waiting in the queue if applicable]**

*(If codes 3 – 7 in Q128)*

*The enumerator should convert all times to minutes to assist in recording the correct response.*

1. Water on premises
2. Less than 15 minutes
3. Between 15 minutes and 30 minutes
4. Between 30 minutes and 1 hour.
5. More than 1 hour
6. Don't know

The time taken should include time waiting in the queue if applicable. The enumerator should convert all times to minutes to assist in recording the correct response.

**136. How often do you access water from your main source in a year?**

*Seasonal refers to a specific time of the year when water is available at this source. Broken down sources are NOT examples of seasonal.*

1. All year round
2. Seasonal
3. Other [specify

If 3-7 in Q128

**137. Who usually goes to this water source to fetch the water for your household?**

*Note: the question is asking about the person who goes to fetch water the most number of times, not necessarily the highest volume of water. Always refer to the main water source identified earlier.*

- 1 Adult woman [15 years and above]
- 2 Adult man [15 years and above]
- 3 Female child (under 15 years)
- 4 Male child (under 15 years)
- 5 Don't know

**138. If water is not on premises, how is most of the water carried from the source to the house? [Circle the appropriate response]**

*(If codes 3 – 7 in Q128)*

*This question is asking about how most volume of water is carried to the house. Always refer to the main water source identified earlier.*

- 1 Carried by person
- 2 On a bicycle
- 3 In a wheelbarrow
- 4 On an animal [e.g donkey]
- 5 By bowser
- 6 Animal drawn cart
- 7 Vehicle
- 8 Other [specify]

**139. What type of toilet facility does this household use?**

1. Flush toilet
2. Blair toilet
3. Pit toilet
4. Compositing/Arbo toilet
5. None (go to Q144)
6. Other (specify)

This information can be used in obtaining a measure of sanitation level of the household since these facilities are important for the control and health improvement. Please note that it is access to a facility that is referred to here and not the ownership. The response categories are:

**Flush toilet:** - water carries the waste down a pipe whether the water is piped into the toilet or poured in by buckets.

**Blair toilet:** - a special ventilated pit latrine, which ventilates odours away from the latrine itself.

**Pit toilet:** - it is a pit latrine without ventilation.

**Compositing/Arbo toilet- .....**

**None:** - this applies when none of the above facilities are not available e.g. bush system.

**Other:** - specify.

**140. Is the toilet facility in the dwelling, in the yard or outside the yard?**

1. In dwelling
2. In yard
3. Outside yard

**141. If toilet facility is outside the yard, how far is the nearest toilet facility to which the household has access?**

*Record in minutes walk*

**142. Do you share this facility with others who are not members of your household?**

1. Yes
2. No

**143. During the past 6 months, have you experienced any of the following problems with regards to the toilet facility usually used by this household?**

*Interviewer: Please read all options and circle the appropriate response for question from 1 to 12*

<b>Type of Problem</b>	<b>Yes</b>	<b>No</b>
1.No water to flush the toilet	1	2
2. Toilet blocked up	1	2
3. Toilet pit or chamber full	1	2
4. Toilets not well maintained and broken	1	2
5. Poor lighting	1	2
6. Unsafe to use the toilet, due to risk of assault	1	2
7. Toilet unsafe to use, due to health risks	1	2
8. Toilet not enclosed well or structure damaged	1	2
9. Broken pipes or blockages in the municipal system	1	2
10. Too many people, long waiting times	1	2
11. No tap or water point to wash hands after using the toilet	1	2
12. Problem reported but not repaired within 5 working days	1	2





1) a refrigerator or have access (code 2) to a neighbour's refrigerator and not both. For stoves, we are only looking at electrical and gas stoves.

**145. What is the household's land holding size? Note: 1 acre = 0.405 hectares**

**a. Arable**

	Code	Hectares		Assisted. 1	Not Assisted2
a) Total hectares available	1			1	2
b) Own hectares available	2			1	2
c) Hectares loaned/rented out during the last 12 months	3			1	2
d) Hectares rented / borrowed in the last 12 months	4			1	2

**145. What is the household's land holding size?**

**b. Industrial**

	Code	Hectares		Assisted..1	Not assisted 2
a) Total square metres available	1			1	2
b) Own square metres available	2			1	2
c) Square metres loaned/rented out during the last 12 months	3			1	2
d) Square metres rented / borrowed in the last 12 months	4			1	2

**145. What is the household's land holding size?**

**c. Residential**

	Code	Hectares		Assisted..1	Not assisted 2
a) Total square metres available	1			1	2
b) Own square metres available	2			1	2
c) Square metres loaned/rented out during the last 12 months	3			1	2
d) Squares metres rented / borrowed in the last 12 months	4			1	2

Land refers to anyone of the following categories:

- i) Arable                      ii) Industrial                      iii) Residential

**Land Holding Size**

Ask and record the total number of hectares available to the household and from the total find out how many belong to the household. Hectares borrowed/rented and loaned/rented out should be asked with a reference period of 12 months. The total number of hectares available must be equal to own hectares available plus hectares rented/borrowed in minus hectares loaned/rented out. In this survey, we consider all land that the household has access to, even the land that is available from the Municipalities for urban agriculture. Record such land in hectares rented/borrowed in the last 12 months item (d) in Question 145.

Question 145 also captures the extent of urban agriculture and how it helps the nation to give food security. In Harare there is a lot of urban agriculture where tones of maize are being harvested. This has helped in providing food security in the city. Land holding also refers to residential stands owned by households in urban areas. Households may give you the information

as half acre, or ¼ acre. The enumerator should convert the acres to square metres then into hectares. Where conversion is difficult the enumerator should write in square metres or acres but and put a note to indicate “acres or square metres”.

**146. Do you have access to a functional or working irrigation facility**

1. Yes
2. No

**147. What is the distance to the nearest ..... facility?**

<b>FACILITY</b>	<b>(Km)</b>	<b>(2 d.p)</b>
Primary School		
Secondary school		
Public Library		
District Administrator’s Office		
Registrar General’s Office		
Police Post		
Hospital		
Clinic		
Private Surgery		
Post office/Postal Agency		
Shops		
Growth Point/ Service Centre		
Bus Stop		
Major road (all season road)		
Hammer/Grinding mill		
Dip Tank (if Applicable)		
GMB depot (grains)		
Market for tobacco (if applicable)		
Market for Cotton		
Market for all Vegetables,		
Banking Facility		
Mobile Money Facility e.g. Eco Cash, Tele cash		
Service Station		
Garage		
Internet Café Facility		

**Distance from facilities**

Distance of each facility from the household should be recorded in kilometres. Try by all means to verify the accuracy of the distances given by respondents. In rural areas some respondents may not know where some facilities are and how far they are from their areas. In this case, ask other knowledgeable people that live in the area. In urban areas, distance to nearest facilities e.g. dip tanks, GMB put N/A as it is not applicable. People in urban areas do not need dip tanks in towns except if they own cattle for example in urban plots. In the case of distance to internet facility when it is accessed on the cell phone or laptop the distance should be regarded as zero because the facility is carried around. In order to know whether a shopping centre is a growth point or not the enumerator should follow the guidelines from the Local Government as to which are the designated growth points in the district.

## Chapter 8: Household Consumption Expenditure

### Concepts and definitions

**Consumption** is an activity in which households use up goods or services. There are two different **kinds** of consumption i.e. intermediate and final consumption. Intermediate consumption consists of inputs into processes of production that are used up within a period of time.

### Final consumption of household includes

- All cash expenditure on goods and services intended for consumption
- Goods produced and consumed on own account including imputed rent of owner occupied housing.
- Goods and services received in kind
- Sales tax paid on goods and services purchased

### It excludes

- Income taxes and other direct taxes
- Pensions and social security contributions and related insurance premiums
- Remittances gifts and other transfers
- Gambling loses

In this survey, household consumption expenditure refers to final consumption expenditure.

### Sources of Consumption

- Purchase from urban or rural outlet
- own production
- Gifts/payments/transfers received in kind
- Barter in urban/non-urban.

**Cash and credit purchase** - Cash purchase is when the full amount of money is paid for the good. Credit purchase is deferred payment i.e. the consumer gets the good without paying the full amount of money for the good.

**Barter** is non-monetary exchange of goods and services.

**Own produce goods** include consumption of home produced goods, (e.g. vegetables from household garden), and consumption of free collection (e.g. wild fruits).

**Transfers** for consumption, these are goods and services received in kind including food aid.

**Payments in kind** are wages and salaries received in kind.

**Gifts** are receipts given to the household out of love and mainly for occasion.

**Imputation** refers to estimation of the local market prices of goods and/or services. Local market price is the average price at which given goods and/or services may be exchanged in the area.

## Completing the Household Daily Record Book

You will be given a household Daily Record Book and a questionnaire. The record book is to be given to the respondent at the beginning of the survey to enter what the household members **bring** into the household for consumption and what they **consume** outside the homestead. The respondent should ask each and every household member to state what she/he consumed away from home. **Do not consider home processed foods like maheu, sadza etc. because their inputs e.g. mealie-meal will have already been recorded on purchase.**

However, for the households that are receiving cooked food from other households the enumerator should record the market value of the **food received under gifts received for consumption.**

**Note:** The recording of data in the record book should be done by respondent. If no one in the household is literate then they may utilise the services of a close neighbour. If it is not possible to access such external sources then use the interview method with once a week recall. To those households keeping daily record sheets you will visit them weekly to check on the work progress until the end of the month. Increase frequency of visits to the household in the early stages. On some sensitive questions you should ask household individuals separately to get the best information e.g. of beer, panties etc.

## Entries into the Household Daily Record Book

**Date:** The column for entering the date on which the households consumed, brought or received goods and/or services for consumption.

**Quantity:** This is for recording the quantity of items consumed at the date given in the first column. The column should show the units of the total items brought into the household for consumption e.g. 1×2kg, 3×500ml, 1/4-Kg etc. Write 1×1 bundle where the respondent cannot estimate the weight.

**Item description:** this is for the description of the item consumed, received for consumption or brought into the household for consumption. The item may be consumed at or away from home. The item description has to be distinct, e.g. brown bread, white sugar, beef, fresh rape etc.

**N.B.** On purchased items, the item description and measurements are written on the packages, thus advise the respondent to copy these.

**Total value:** this is for recording the total price paid or the total value (in case of imputation) of the item under discussion. At times respondents leave this part blank, you have to impute the local market value of the item(s).

**Source of consumption:** this is for recording how the household or its members sourced the item under discussion. The kinds of sources are pre-coded as shown in the column. The respondent has to circle the type of source:-

PU = for items purchased in urban outlets.  
PN = for items purchased in non-urban outlets

POC	=	for items purchased outside the country
B	=	Barter trade.
G	=	items given as gifts.
P	=	items from Payment in kind
O	=	Own produced items
T	=	items from transfers

**Note** that the recordings are not for whatever the household members consume in the household but what they bring into the household for consumption e.g. 50kg maize meal not sadza and meat unless if it is consumed away from home. Home processing is not recorded. You need to confirm the entries with the respondent at times.

**Official use column:** This is used for recording the item number to which the information has been transferred in the questionnaire. This is to be done by the enumerator. Do not just transfer the data from the Daily Record Book to the questionnaire. You have to probe and confirm suspicious entries especially on weights and prices.

**Comments:** this can be filled in by the enumerator, the respondent or the supervisor to qualify on the entries, which seem to be outstanding. It is the outstanding figures, which have to be commented on in the "Comment" column. However, you should probe and come up with best answer that does not necessarily have to be a different figure from that entered by the respondent. It can also be used to comment on the household changes or any other developments.

The respondent may forget to record items and thus you should probe. After covering all items on food, beverages and tobacco then *ask, "Did you consume, receive or bring any items for consumption on food such as bread and cereals, meat, fish, cheese eggs, oils and fats, vegetables, potatoes and other tubers, confectionery and so on during the past seven days?"*

*"Did any member of the household consume, receive or bring similar items which they received as gifts, transfers. Barter or payment in kind this week?"* Write down the names of items, quantity, value and indicate source of consumption in the Daily Record Book.

**"Did you consume any items which you have gathered?"**

*Ask the household the same questions on every other major group in the questionnaire*

You will collect information from one household for a period of one month. The daily record sheets should be filled in separately for each household.

**You should illustrate how to complete the Daily Record Book to the respondent using items brought into the household that day.**

**Points to note**

1. In barter transactions the imputed value of the good or service received is what is needed under the column "Total Value" on daily record sheets. For example, if the household exchanges 1kg of rice for 2Kg of potatoes with another household, 2Kg of potatoes should be recorded as consumption. What you **receive** during barter is what you record as consumption.

The respondents may have problems with these transactions especially with regard to their valuation. Usually the respondent will know the quantity rather than the value of the items. You should therefore impute the monetary values.

2. The respondents may also have problems in estimating the value of the following items and just record quantities:
  - goods and /or services received in kind
  - fetched firewood

You should impute these values, that is, estimate the average price that could have been received had the items been sold. For example, for firewood you may ask, "If a similar lot of firewood was to be bought in the same area, how much would it cost?" You should estimate the quantity of items sold in small containers as a proportion of the quantities normally sold e.g. 1 cup as a proportion of a 2kg packet of sugar and firewood as a proportion of a cord.

3. You should keep a systematic record of imputing computations for team leaders and supervisors to check and verify.
4. Expenditure on clothing and footwear during the reference month has to be recorded separately for men, ladies and children. Please note that second hand clothes, footwear are now an important element of household expenditures and should be recorded accordingly. Some people buy clothes and footwear items on credit. You should therefore ask the respondent if purchases were on cash or credit terms. If on credit request for the balance outstanding and also record it. For selected non-food products consumption expenditures for varying recall periods such as 3 months, 6 months and 12 months should be recorded in the second period provided. This extra inform collected in the second column will be used for computing the consumption aggregate.
5. On medical expenses the respondents should state whether it is doctor's fees, hospital fees, maternity fees etc.

### **Guides for completing the Household Daily Record Book**

*Before leaving the Record book, the enumerator should ensure he/she has clearly given the following instructions to the household/respondent and that they have been understood.*

Record the quantity and value of the following daily:

- Expenditure on food, beverages, tobacco, clothing and other personal goods and services by the members of the household at or away from home.
- Own produce- brought into the household for consumption and not for storage.
- Barter, payment in kind, gifts or any other receipts for consumption.
- Free collection: gathered for household use (consumption) e.g. fruits, firewood etc.

Please record all the above **expenditures, own produce and receipts of the household**, item-by-item as soon as possible or at least in the evening each day. Record the items **in whole** as they are received even if it refers to consumption outside the recording month. *For example, the total school fees for three months will be recorded if it is paid during the month and not at all if it is*

*paid before or after that month. A large purchase of food at the end of the month will also be recorded in its whole even if most of the consumption will take place in the following month.*

For items **bought on credit**, the total cash value, the deposit, the first instalment and the outstanding balance need to be recorded as separate items.

Against each item **consumed, purchased or received for consumption**, please fill in the quantity and value.

**Quantity** is the total units consumed multiplied by their corresponding units of measurement e.g. 1×2kg, 10×750ml or 2×1 bundle if you cannot estimate the weight. If you encounter any difficulties in finding the units of measurement e.g. weight, volume, value etc. of own produce such as vegetable, milk or fruit then ask the enumerator to assist you.

**Value** is the amount of money you have paid in dollars and cents for that item including sales tax. Estimate the value at local market price if the item is your own produce, receipt, gift or in exchange for another item (barter) or a payment in kind.

**Source of consumption:** The last column is for you to indicate how you sourced the items you consumed or received.

### **Instructions for Completing the Questionnaire**

#### **Has anyone in the household purchased any .....for consumption?**

This question refers to all goods and services for consumption and they are listed in the questionnaire.

From the daily record book you are required to sum up the quantities and values of goods and services purchased, brought or received for consumption each week. You should then transfer the results into the questionnaire, into the appropriate columns and rows.

#### **Example:**

Suppose:

a. On the 1st of June 2016, a household purchased 2 white loaves of bread at 90c each, 3 litres of Fresh Milk at \$1.30 per litre, 1 kilogram of beef at \$5.60.

b. On the 3rd of June, 2016 purchased 5 kilograms of maize meal at 3.90, 2 bottle (300ml) of soft drinks at 50c each, 12 quarts of castle beer at \$1.50 each and a packet of 20 Kingsgate cigarettes at \$1.50.

c. On the same day bought a lounge suite for \$1200.00 and paid a deposit \$200.00.

d. On the 4th of June 2016 brought home from the garden (own produce) one bundle of giant rape at 50c.

e. On the same day received as a gift of a dozen of eggs for a birthday and exchanged 1



***In transferring the data from the daily record books, you should take note of the following:***

1. *Credit Purchase:* record the total values of the expenditure against the respective item, that is, deposit plus outstanding balance. Deposit refers to the initial amount paid which may include the first instalment. Record the balance in item 8.
2. *Cash Purchases:* record the transactions stated by the respondents against the respective item.
3. *Lay-bys:* record the instalments on "Other specify" and record the last instalment as the price of the item.
4. The reference period of some items is not one week. You should therefore collect such information through interview.
5. You are required to find the total values and quantities for the month for all food, drink and tobacco items.
6. Items marked "*Gifts received for consumption*" are for recording information on items received as gifts for consumption.
7. Items marked "*Payment received in kind for consumption*" are for recording information on items received as payments in kind for consumption e.g. tea at work, ration portions on farms.
8. Items marked "*Transfers received for consumption*" are for recording information on items received as transfers for consumption e.g. transfer of bread from a husband in town to a wife in the rural areas. Remember Food Aid should also be captured under "*Transfers received for consumption*"
9. Items marked "*Consumption of own produce*" are for recording information on own produce items brought for consumption. Free collections for consumption are also recorded here.

***10. Point Of Purchase:*** Ask the household irrespective of location (whether in rural or urban) where it does its purchases on average for the relevant items (purchases only) listed in the questionnaire. Please note that items sourced through barter trade are considered as purchases as well.

It is expected that rural areas outlets will weigh heavily over the other for certain items than for other items from household to household. In other words they will either say they purchase in urban or rural outlets for different items.

*This question will enable the alternative way of aggregating the Consumer Price Index apart from the normal procedure of using the general location of household.*

### **Transferring information from the Daily Record Book to the Questionnaire**

All items recorded on the DRB by the household should be transferred to the questionnaire. Each items should be recorded under its appropriate sub-group e.g. rice and cake under 'Bread and Cereals'; sausages under 'Meat'; Peanut butter under 'Oils and fat' etc.

**The following are special instructions for goods and services and their corresponding item numbers given by groups.**

**The reference period for food items is one month and the recall reference period for non-food items is both for one month, 3 months, 6 months and 12 months.**

**1. Food:** *To be recorded under items 1 to 263.*

You should not forget to record values of food consumed outside home. Values of food consumed in hotels, restaurants, cafes, etc should be recorded under "Sit down meals" against respective items. Values of food such as snacks and consumed away from home should also be recorded against respective food items.

*Do not forget to record milling charges on item 29*

We classify maputi and pop corn under other cereals item number item 23

Record chunks as other dried vegetables item 167.

**2. Beverages and Tobacco:** *To recorded against items 264 and 297.*

Values of drink and tobacco consumed outside home should also be recorded here.

**3. Clothing and Footwear:** *To be recorded under items 298 to 380.*

**4. Rentals, Fuel and Water:** *To be recorded under items 381 to 405.*

- a) At the end of the month you should ask for the amount of the rentals paid by the household.
- b) If according to the information already collected on tenure, the household is an owner or is in tied accommodation, you should impute the rental. In order to impute the rental you should take the local market prices or you may ask this question, "If a similar dwelling unit were to be rented /leased in the same area, how much would it cost?"
- c) Under "Payment of sewage and garbage disposal" you should record the payment made to the municipal or other persons for their services in disposing sewage and garbage. If the household does not know the value of charges, consult the local authorities for assistance.
- d) Under "Expenditure on repair and maintenance" of house you should record the cost of maintaining their own house or rented house, borne by the household. Payment for repairs by the owner other than the household in a rental house should not be included here.
- e) For water charges, cost of fuel and power, you should record payment by the household for domestic purposes only. It means cost for these for use in agriculture and other enterprises will not be included under these expenditures.
- f) Under "Firewood (own produce or fetched)" you should ask the question;" If a similar lot of firewood was to be bought in the same area, how much would it cost?"

- g) Owners rate is the money collected by municipalities each month from households that own residential properties. Usually it contains levy on property development, refuse. Water charges are usually charged separately. **Hut tax or head tax** collected in rural areas is included under owners rates. Please note that **land tax** which is levied in rural areas should be recorded under item 1087 (Rent of land, under Agriculture ).

*N.B Every household should have an entry for **rental or imputed owner occupied rent**.*

**5. Household Textiles and other Furnishings:** *To be recorded against items 406 to 419.*

**6. Household Utensils:** *To be recorded against items 420 to 435.*

**7. Household Operations:** *To be recorded against items 436 to 466*

The fertilisers and garden tools, item 446 and 449 are those used only for the household operations e.g. for kitchen gardens and in-door flowers. *Bulky fertilisers should be recorded in the agricultural section.*

**8. Wages for Domestic Workers:** *To be recorded against item 467 to 468.*

- a) A domestic worker is one who is employed by the household to do the following household chores e.g. cooking and housework, gardening and childcare, etc.
- b) Note that domestic service charges may be paid in cash and in kind. Payment in kind can be given in the form of food or clothing or any other non-cash payments should be converted into cash using local prices.

**9. Medical Care:** *To be recorded against items 469 to 490.*

- a) Note that the fees have to be recorded under consultation fee, doctor's fee, dentist fee and hospital fee.
- b) Medical expenses should be net of refunds from medical aid societies, that is, all refunds received should be deducted from respective expenses before they are recorded. So ask the respondent if there were any refunds from medical expenses incurred.
- c) Funeral Expenses (items 480 to 481) refer to funeral expenses incurred by the household during a funeral at the household or elsewhere. Funeral Expenses refer to funeral expenses incurred by the household during a funeral at the household or elsewhere. Funeral expenses should be net of refunds from funeral companies, that is, all refunds received should be deducted from respective expenses before they are recorded. So ask the respondent if there were any refunds from funeral expenses incurred.
- d) Transfers on ARVs, TB tablets the values should be imputed by asking the value of these tablets from the nearest clinic and record on item 489.

**10. Operation of Personal Transport Equipment:**

*To be recorded against items 491 to 510..*

**11. Transport and Communication:** *To be recorded against item 511 to 529.*

**12. Recreation, Entertainment and Cultural Activities:** *To be recorded against item 530 to 559.*

Expenditure on wedding refers to expenditure on weddings of a member(s) of the household. Otherwise record under gifts.

**13. Education (:** *To be recorded against items 560 to 582.*

Fees have to be recorded in total for the month they were paid irrespective of the period to which they apply. This means if the enumerator visits the household in October and the household would have paid fees in March then the enumerator would not record the fees paid in March. If the enumerator visits the household in October and the household would have paid fees in that month then the enumerator would record the fees.

**14. Personal Care:** *To be recorded against items 583 to 604.*

**15. Personal Goods:** *To be recorded against items 605 to 612.*

**16. Expenditure in Hotels and Package Tours:** *To be recorded against items 613 to 619.*

Expenditure on package tours refers to tours that are inclusive of transport, food and at times accommodation costs, e.g. safari package tours. Values of food consumed in package tours and in travel as part of transport services should be recorded here.

**17. Financial, Legal Services, Interest e.t.c.** *To be recorded on items 620 to 629.*

**18. Interest** *To be recorded on items 630 to 632.*

**19. Furniture:** *To be recorded against items 633 to 662*

a) Note that for these items 12 months is the reference period. Hence values of items under this sub heading should be collected by interview.

b) You should note that most of these items are usually purchased on credit, so you should remember to collect the full value of the items and enter the balance on item 844.

**20. Personal Transport and Equipment:** *To be recorded on items 663 to 682.*

**21. Radios, TVs, Cameras etc.:** *To be recorded on items 683 to 700*

**22. House loans:** *To be recorded on items 701 to 704*

**23. Other Loans:** *To be recorded on items 705 to 708*

**24. Loans:** *To be recorded on items 709 to 712*

## Chapter 9: National Accounts

*Complete items 713 to 834 by interview method on your last visit to each household.*

Ask, "Has anyone in the household during the (last) month received any incomes, transfers or remittances in cash or kind? Which person and how much?"

Primary Income (items 713 -717)

Property Income (items 718-722)

Transfers and other benefits received (items 723-751)

Transfers and other payments given out (items 751-754)

### Primary Income

Primary income corresponds to the income directly related to participation of households in the production process. The majority of the primary income of households consists of the remuneration of employees, which includes wages and social contributions. This income also includes the income from property resulting from the loan or rental of financial assets or land (interest, dividends, land income, etc.).

**Ask "Has anyone in the household in the last month received any primary income" i.e. items 713 to 717.**

Record primary income for each member of the household, where applicable.

**Productive income** refers to income that accrues to households as a consequence of their involvement in the process of production or ownership of assets that may be needed for purposes of production. Items included under productive income are:

- gross wages, salaries and allowances in cash including tax,
- employers' contribution to social security and similar schemes,
- income of members from producers' co-operatives (cash),
- income from non-household enterprises (cash),
- wages and salaries in kind.

The term *enterprise* refers to an institutional unit, which produces goods and services. A household enterprise may belong to the household or to an individual member of a household.

**In kind** – In any form other than cash. e.g. goods and or services

### Household related income

**Household related income** includes incomes that come in the name of the household not directly to a particular household member e.g. drought relief, assistance given to the household in disaster stricken areas etc. Please note that the last column is not the sum of individual incomes of household members. **THIS IS NOT A TOTAL COLUMN.**

*Please note that some wages and salaries in kind, item 717, could also appear under consumption if they are consumed within the survey period.*

### **Property Income**

**Ask "Has anyone in the household during the last month received any property income" i.e. items 718 to 722.**

Record for each member of the household where applicable.

**Property income** is income receivable by owner of a financial asset or a tangible non-produced asset in return for providing funds to, or putting the tangible non-produced asset at the disposal of, another institutional unit. Institutional unit is an economic entity, which is capable of owning assets and incurring liabilities in its own right and engaging in economic activities and in transactions with other entities. Institutional units form the 5 main sectors of an economy which are; Non-Financial Corporations, Financial Corporations, Government, Non- Profit Institutions Serving Households and Households. Items included under property income are:

- interest and royalties,
- dividend and rent.

**Interest** is a form of property income that is receivable by the owner of certain kinds of financial assets, namely; deposits, securities other than shares, loans and other accounts receivable.

**Royalties** are shares of products or benefits of property received by the owner when the property is sold, leased, used, licensed or franchised.

**Dividends** are a form of income which shareholders become entitled to as a result of placing funds at the disposal of corporations

**Rentals received** is payment received from tenants for letting an asset. e.g. house, building, machinery etc.

**Rent received** is payment received from tenants by landlords for letting them land or subsoil assets. e.g. minerals.

### **Transfers and Other Received Benefits**

**Ask "Has anyone in the household during the last month received any transfers or other benefits in cash or in kind" i.e. items 723 to 751.**

*Record for each member of the household where applicable.*

A **transfer** is defined as a transaction in which one institutional unit provides a good, service or asset to another unit without receiving from the latter any good, service or asset in return as counterpart. A transfer in kind consists either of the transfer of ownership of a good or asset, other than cash, or the provision of a service, again without any counterpart. Items under transfer are:

- social welfare benefits e.g. drought relief food,

- pension and life assurance annuity benefits,
- remittances (cash received),
- other current transfers.

If for example a person receives cash received from a friend, record it as other current transfers in the questionnaire.

**Remittances** are transfers between members of the same family resident in different parts of the same country or in different countries, usually from a member of a family working in a foreign country for a period of a year or longer. Remittances are transfers in cash.

### **Transfers and Remittances given out**

Ask "**Has anyone in the household during the last month given out any transfers or remittances in cash or in kind**" items 747 to 754.

Record for each member of the household where applicable.

- remittances (cash given out),
- gifts and other transfers in kind.

*Please note that some transfers and other benefits received (items 723 to 751) could also appear under consumption if they are consumed within the survey period.*

### **Household Enterprises (NON FARM ONLY)**

Record data on **non-farm** household enterprises in this section of national accounts. However, the output of agricultural enterprises e.g. chicken rearing, together with growing of crops should be recorded under the Agricultural Module. Material inputs purchased and those bought for resale are all found in the agricultural section. Costs such as fuel and power are also found in the agricultural section.

Production within the household sector takes place within enterprises that are directly owned and controlled by members of households, either individually or in partnership with others. A household enterprise is a business entity owned by the household and has no separate set of accounts different from those of the household. It is not a legal entity separate from the household but a producer of goods and services owned by the household.

For the first main household enterprise:

Ask, "**Has the household enterprises received any income in cash or in kind during the week?**"

Receipts (items 755-761)

Ask, "**Has the household enterprise incurred any costs in cash or in kind during the week?**"

Operating costs (items 762-780)

For the second main household enterprise:

Ask, "**Has the household enterprises received any income in cash or in kind during the week?**"

Receipts (items 781-788)

Ask, “**Has the household enterprise incurred any costs in cash or in kind during the week?**”

Operating costs (items 789-807)

For the third main household enterprise:

Ask, “**Has the household enterprises received any income in cash or in kind during the week?**”

Receipts (items 808-815)

Ask, “**Has the household enterprise incurred any costs in cash or in kind during the week?**”

Operating costs (items 816-834)

### **Receipts**

This is what is received during the act of exchange, sale or donation and this may be in the form of cash or in kind. Examples of receipts are listed below:

- a) Resale of purchased goods- refers to receipts from sale of bought goods from other people. E.g. airtime bought for resale, grocery items bought for resale in a tuckshop business, etc.
- b) Sale of goods produced or processed e.g sale of furniture produced by household carpentry enterprise, sale of peanut butter produced by the household, etc.
- c) Home consumption of those goods produced or processed (*goods that were produced for sale but later consumed by the household*)e.g *consumption by the household of some or all of the peanut butter that was produced by the same household and initially intended for sale.*
- d) Value of products received for services rendered or work done (in kind) e.g. a carpenter who offers his service and gets two buckets of paint as payment.
- e) Value of products received in exchange or barter. e.g. Carpenter exchanges a chair for a goat, record value of the goat received.
- f) Income received for services rendered or work done (cash). E.g. An Electrician receives cash for work done on repairing an electric fence.
- g) Other business receipts e.g. the household (pickup, push cart) is hired to transport household property to another location.

The value of receipts from a household enterprise should be recorded in the **National Accounts Daily Record Book** by the household on a weekly basis.

Just to make sure no items on the questionnaire were left out by the respondent when completing the DRB, **Remember to Ask at the end of each week; "Has the household enterprise received any income in cash or in kind during the week"**, items 755 to 761, 781 to 788 and 808 to 815.

### **Operating Costs**

These are the costs incurred during the daily activities of the household enterprise. The enterprise might be a small-scale business e.g. shop, transport service, repair work etc which is carried out by the household which may or may not employ few outside workers. The items under operating costs are listed below:

- Own products used in household enterprise

- Material inputs e.g. the planks, bought and used by a Carpenter in the household enterprise. Ground nuts bought for processing peanut butter.
- Goods bought for resale e.g. Second hand clothes or soap, cellphone etc
- Rentals e.g. expense for the premises used for business.
- Fuel, electricity, water charges. In the absence of actual figures estimates for household enterprise are done..
- Hire and repair of equipment, transport charges paid and other related expenses. Carpenter has hired an automated Rip Saw for cutting planks purchased. Pays also for the transport cost to ferry the planks.
- Repairs of buildings and other maintenance charges means small repairs of buildings or maintenance work. Major work is placed under gross fixed capital formation e.g. major renovation or extension of property or partitioning.
- Goods, exchanged or battered or donated
- Wages and salaries paid in cash
- Wages and salaries paid in kind
- Business taxes –Value Added Tax (VAT)
- Business taxes - Corporate or profits tax
- Business taxes -Presumptive taxes (for small businesses)
- Business licences –e.g. shop license paid per quarter
- Accountant’s fees and other service charges e.g. fees for doing the books of accounts for the company.
- Interest paid on business loans
- Miscellaneous business supplies e.g. stationery
- Communication charges e.g. landline telephone charges, airtime charges for airtime.
- Other operating costs (specify) e.g. fines, medical reports for workers in butchery etc

The value of costs incurred by the household enterprise should be recorded in the **National Accounts Daily Record Book** by the household on a weekly basis. Household should specify the type of transaction whether it is a receipt (e.g. sales) or an operating cost, e.g. rent US\$20.00, telephone expenses US\$10.00. etc.

At the end of each week, remember to crosscheck entries in the DRB by asking; "**Has the household enterprise incurred any costs in cash or in kind during the week**", items 762 to 780, 789 to 807 and 816 to 834.

## Household Enterprise (NON FARM ONLY) Translated into Shona

Name of enterprise (1) (Zita rebhizimisi)..... Activity of enterprise (1) ( Basa rinoitwa nebhizimisi).....

Description of item
<b>Receipts</b>
Resale of purchased goods- <i>Kutengeswa kwezvinhu zvakatengwa kuti zvizotengeswa.</i>
Sale of goods produced or processed- <i>Kutengeswa kwezvinhu zvakagadzirwa mubhizimisi</i>
Home consumption of goods produced or processed- <i>Kushandiswa kwezvinhu zvakagadzirwa mubhizimisi</i>
Value of products received for services rendered or work done (in kind) <i>Hukoshi hwezviwanikwa kubva mukutengeswa zvinhu kana kuripwa kushanda kwaitwa</i>
Value of own products used in household enterprises- <i>Hukoshi hwezvigadzirwa zvenyu zvashandiswa mubhizimisi</i>
Value of products received in exchange or barter not incl. in sale or own consumption <i>Hukoshi hwezvinhu zvawanikwa kubva mukuchinjana.</i>
Income received for services rendered or work done (cash)- <i>Mari yawanikwa kubva mubasa rashandwa (cash)</i>
Other business receipts (specify)- <i>Zvimwe zvakawanikwa zvebhizimisi (domai)</i>
<b>Has the household enterprise incurred any costs in cash or in kind during the week? Bhizimusi reimba ino rakamboripa mari kana zvinhu mukufambisa basa rebhizimusi here musvondo rino?</b>
<b>Operating costs-</b> <i>Mari yekufambisa bhizimusi</i>
Own products used in household enterprise- <i>Zvigadzirwa kana zvinhu zvenyu zvashandiswa mubhizimusi remhuri,</i>
Material inputs- <i>Zvishandiswa zvebhizimusi</i>
Goods bought for resale- <i>Zvinhu zvakatengwa kuti zvizotengeswa</i>
Rentals- <i>Muripo wedzimba kana mahofisi ebhizimusi</i>
Fuel ,electricity, water etc charges- <i>Muripo wemagetsi, mvura nezvimwewo.</i>
Hire and repair of equipment, transport charges paid and other related expenses <i>Kuhaya nekugadzirisa midziyo yebhizimusi, nemiripo yekutakurwa kwezvinhu nezvimwewo zvakarerekera kuzvinhu izvozvi.</i>
Repairs of buildings and other maintenance charges- <i>Muripo wekugadzirisa zvivakwa nezvimwewo zvekugadzurudza zvivakwa</i>
Goods ,exchanged or battered or donated- <i>Hukoshi hwezvinhu zvawanikwa kubva mukuchinjana kana kupiwa pachena.</i>
Wages and salaries paid in cash- <i>Mari yokuripa basa rashandwa (cash)</i>
Wages and salaries paid in kind- <i>Zvinhu zvashandiswa kuripa basa.</i>
Business taxes –VA T, corporate or profits tax- <i>Mitero yebhizimusi – VAT, corporate or profits tax</i>
Business taxes - Corporate or profits tax- <i>Mitero yebhizimusi -</i>
Business taxes -Presumptive taxes (for small businesses)- <i>Mitero yemabhizimusi madiki-Presumptive taxes</i>
Business licences - <i>Miripo yemvumo yekuita bhizimusi munzvimbo.</i>
Accountant’s fees and other service charges- <i>Miripo yevanochengeta mabhuku emari nemiripo emamwe mabasa.</i>
Interest paid on business loans- <i>Mari yemuwedaerwa pamari inenge yakweretwa</i>
Miscellaneous business supplies- <i>Zvimwewo zvinhu zvaunzwa mubhizimusi</i>
Communication charges- <i>Miripo yekufambisa mashoko</i>
Other operating costs (specify)- <i>Mimwewo miripo yekufambisa basa rebhizimusi.</i>

## Household Enterprise (NON FARM ONLY) Translated into Ndebele

Name of enterprise (1) (Ibizo lebhizimusi yokuqala)..... Activity of enterprise (1) (Okwenziwa kubhizimusi).....

Description of item
<b>Receipts</b>
Resale of purchased goods (Ukuthengiswa kwampahla ezithengelwe ukuthengisa)
Sale of goods produced or processed (Ukuthengisa impahla elizenzela zona)
Home consumption of goods produced or processed (Ukusebenzisa impahla elizenzele zona)
Value of products received for services rendered or work done (in kind) (Imbadalo yemisemisebenzi eliyenziweyo)
Value of products received in exchange or barter (Intengo yempahla ezitholakale kutshintshwa na ngezinye impahla)
Income received for services rendered or work done (cash) (Inzuzo etholakale emisebenzini eyenziweyo)
Other business receipts (specify) (Ezinye izuzo zebhizimusi) <i>zichasise</i> .....
<i>Has the household enterprise incurred any costs in cash or in kind during the week? (Kungaba lendleko ebhizimusi yemuli engaba yimali kumbe impahla phakathi kweviki)</i>
<b>Operating costs (Indleko zokuhambisa ibhizimusi)</b>
Own products used in household enterprise (Impahla zenu elizisebenzise kubhizimusi yemuli)
Material inputs (Impahla ezisetshenziweyo)
Goods bought for resale (ipahla ezithengelwe ukuthengisa)
Rentals (Irenti)
Fuel ,electricity, water etc charges (Amafutha, amagetsi, amanzi lokunye okubhadaliweyo)
Hire and repair of equipment, transport charges paid and other related expenses (Ukuqatsha ukulungisa, lendleko zokuthwala lendleko zokuthwala ezibhadalweyo lezinye ezihambelana lalezi)
Repairs of buildings and other maintenance charges (Ukulungisa izindlu lezinye indleko zokuvuselela)
Goods ,exchanged or battered or donated (Impahla eziphume kutshintshwana ngezinye impahla labo ezikhutshwe ngaphandle kwembadalo)
Wages and salaries paid in cash (Imiholo ephume kuyimali)
Wages and salaries paid in kind (Imiholo ephume kuzimpahla)
Business taxes -VAT, corporate or profits tax (Imithelo yebhizimusi ekhitshwa ngemva kwenzuzo etholakala ngaphezu kwendleko)
Business taxes - Corporate or profits tax (Imithelo yamabhizimusi amakhulu ekhitshwa ngemva kwenzuzo etholakala ngaphezu kwendleko)
Business taxes -Presumptive taxes (for small businesses) (Imithelo yamabhizimusi amancane ekhitshwa khonaphokhonapho ngemva kwenzuzo etholakala ngaphezu kwendleko)
Business licences (Imithelo yokuhambisa ibhizimusi)
Accountant's fees and other service charges (Indleko zikaAccountant lezinye nje)
Interest paid on business loans (Imbadalo ebhadalwa ngaphezu kwemali ebolekwe yibhizimusi)
Miscellaneous business supplies (Ezinye nje indleko)
Communication charges (Indleko zokukhulumisana)
Other operating costs (specify) (Indleko zokuhambisa ibhizimusi) <i>Zichasise</i>

## Loans and Financial Assets

By interview method, Ask " Has anyone in the household during the last month given out or received any money from bank accounts, loans etc?" record from items 835 to 850.

A **financial asset** is defined as asset in the form of a financial claim which entitles its owner, the creditor, to receive a payment, or series of payments, from the other unit, the debtor, in certain circumstances specified in the contract between them. Financial assets are entities, over which ownership rights are enforced by institutional units, individually or collectively, and from which economic benefits may be derived by their owners by holding them, or using them over a period of time. For convenience, the term "financial asset" may be used to cover both financial assets and liabilities, except when the context requires liabilities to be referred to explicitly.

**Loans and Purchase of Financial Assets** – includes the following:

Loans given out, Loans repaid (incl. Mortgage, credit and hire purchase), Purchase of financial assets e.g. shares/stocks, unit trusts, NCD, bonds, Purchase of life insurance or other insurance policies (premiums), Deposits in bank, Contribution to pension and provident funds Investment or purchase of other financial assets.

**Loans and Sale of Financial Assets**– includes the following:

withdrawals from bank account; loans received for enterprise activities (e.g. loan from S.E.D.C.O. for a tuck-shop project); loans received for private use (including mortgage, credit and hire purchase); Government Employment Creation Loan Programme; receipts from loans given i.e. repayment of loans by debtors; liquidation and maturity of life insurance (this occurs when a policy is terminated before the date of maturity and includes money received when a policy matures.); sales of stocks, shares and certificates e.g. Negotiable Certificates of Deposits (NCDs); sales of other financial assets; and other non-income payments received (e.g. lottery) (the other should be specified)

### **Treatment of outstanding bills**

Household members may incur outstanding bills during the month on expenditure items such as water, electricity, telephone, etc. The expenditure for the month is recorded under the relevant consumption expenditure line item. If there are any outstanding bills for the month, these should be recorded in the loans section under item 844. For example, if one uses a contact line and has a bill for the month of \$100 but has not paid that bill at the time of the interview, the \$100 is recorded under in the consumption items under airtime, and also as a loan received on item 844. Water and electricity bills for the month which are which are consumed but not paid, are first recorded under consumption expenditure items for water and electricity then they are also recorded under loans on item 844 (loans received for private use). These are outstanding payments.

In addition, all **cash back** should be recorded under **bank withdrawals** item 842 and the charge incurred should recorded under bank charges.

**Negotiable Certificates of Deposits** are receipts given by banks for the deposit of funds. The bank promises to return the amount deposited plus interest to the holder of the certificate on the date specified. The certificate is negotiable and may be traded prior to maturity.

### **Resale of durable goods**

Ask, "**Has anyone in the household during the last 12 months sold any durable goods?**" items 851 to 872.

Durable goods are goods which can be used repeatedly or continuously over a period of more than one year, assuming a normal or average rate of physical use. Examples of durable goods are furniture, personal transport, equipment, jewellery, watches, precious stones, radio, TVs, cameras etc.

### **Resale of semi-durable goods**

Semi-durable goods are goods which can be used repeatedly or continuously for less than one year, assuming a normal or average rate of physical use e.g. clothes, footwear, bags, baby carriages, glassware, books, etc.

**Ask "Has anyone in the household during the last 12 months sold any semi-durable goods?"** items 873 to 884.

### **Purchase of property and buildings**

This question covers only domestic property and buildings. Land bought outside the country must be left out because it is not part of domestic investment.

**Ask "Has anyone in the household during the last 12 months purchased or sold any property and buildings?"** Items 885 to 895.

**Sale of enterprise private property** items 896 to 898

**Enterprise property** - is a fixed asset used to generate income by the business.

**Capital transfers** are transactions in which the ownership of an asset (other than cash and inventories) is transferred from one institutional unit to another, in which cash is transferred to enable the recipient to acquire another asset or in which the funds realized by the disposal of another asset are transferred.

**Sale of private property:** *Private property*: refers to residential property.

## Chapter 10: Agriculture

Information on agricultural income, operating cost and gross income should be collected both through the Daily Record Book and at the end of each week by interview method. Information on stocks should be recorded on the first visit to each household. However the same information should be collected again as closing stock at the end of the survey (in December 2017) only to the households that were interviewed at the start of the survey (in January 2017).

### **Weekly Gross Income (sale and consumption) from Agriculture, Forestry and Fishing (Item Number 899 - 905)**

1. Gross income here refers to receipts, during the week, in cash or in kind from the sales and own consumption of agricultural products including fish, poultry etc. This also includes other farm products such as firewood, honey and so on. Bear in mind that the reference period is 7 days.
2. Sale in kind can be converted into cash using local prices prevailing at that time. The questionnaire has a detailed account of all income activities of agriculture, forestry and fishing. Please note that barter is included under “sale” and the quantity and value of the goods/items given away should be recorded in the Daily Record Book.
3. Except for own capital formation, which is recorded at the end of 12 months, data will refer to the past seven days for the first to the third week and more than seven days for the last week and the rest of the month.
4. The last columns on the questionnaire are to be used to sum up weekly data into the whole month. Data will include all items sold, those for own consumption and their totals in value corresponding to each item.
5. Other receipts from agriculture, forestry and fishing are to be recorded appropriately against respective items.
6. Value of own products given as wages and salaries in kind is the payment in kind to others by the household for the work done for the household. Payment in kind can be converted into cash using local market prices.
7. Value of own products used in agriculture, forestry and fishing such as seeds, animal feed etc, is the current local value of the products used by the household in planting crops or in feeding animals (livestock, poultry).
8. Value of agriculture, forestry and fishing products received in exchange or barter is the value of those products received in this way but not included under sale or own consumption.
9. Charges for services rendered or work done are payments received either in cash or in kind for ploughing and harvesting for others or tending their livestock etc.
10. Other receipts mean any other payments not included elsewhere, received by the household.

11. No receipts should be missed or counted more than once.

**Sale of Grain Crops (Item Numbers 899 - 905)**

**Sale of Industrial Crops (Item Numbers 906 - 917)**

1. Sugar cane - consider only sugar cane that is sold for processing into sugar. If it is eaten raw (nzimbe), then it should be placed under other fruits.

**Sale of vegetables and other crops (918 – 928)**

**Fruit Sales (929 – 931)**

**Dairy Produce Sales (Item Numbers 932 - 933)**

Other - includes butterfat (ruwomba), sour milk etc.

**Poultry Sales (Item Numbers 934– 937)**

Table birds – examples of table birds are chickens, ducks, turkeys, pigeons, etc. Other poultry products include items such as feathers and manure from table birds. For eggs record the quantity in “number of eggs” not dozens or crates.

**Livestock Sales (Item Numbers 938 - 949)**

Record weight in kgs, try to estimate even those livestock sold as whole (live).

Other sales - include sale of donkeys, goats, rabbits, pigs, sheep etc.

**Fodder Crops (Item Numbers 950- 952)**

These are listed on page 95 of this manual.

Fishery sales (Item Numbers 953 - 954)

Forestry sales (Item Numbers 955 - 959)

Resale of goods not produced by the household (Item Numbers 960- 969)

Other receipts from agriculture (Item Numbers 970 - 971)

Home consumption of own products (Item Numbers 972 - 991)

**Did the household during the last week incur any cost on Agriculture, Forestry and Fishing?**

Crop Cost (Item Numbers 992 – 1007)

Livestock Costs (Item Numbers 1008 – 1016)

Fishery Costs (Item Numbers 1017 – 1022)

Cost of goods not produced by households (Purchased for resale) (Item Numbers 1023 – 1032)

Maintenance including small tools repair costs (Item Numbers 1033 – 1038)

Auction and grading costs (Item Numbers 1039 – 1043)

Transport costs (Item Numbers 1044 – 1045)

Government and Other Input Assistance (item Numbers 1046-1065)

**Did your household receive any assistance from...?**

- a Government assisted input programme (Item Numbers 1046 - 1055)
- b Other assisted input programme (Item Numbers 1056 - 1065)

**Weekly Operating Costs on Agriculture and Livestock**

1. At the end of each week, the enumerator visits the selected households and asks the quantity and value of each item used by the farmer. The fourth visit will be at the end of the month and data relating to the fourth week and the rest of the month should be recorded. The last column will be used to fill in the total value for the whole month.
2. Operating cost can be in the form of own produce, purchases or both. For instance, seed used in planting can be the product of own farm or improved variety or the farmer can purchase ordinary seed. Seed can also be made up of own produce and purchase.
3. All problems should be noted down in the space for comments provided on every page of the questionnaire.

**Fuel, Power and Water Costs (Item Numbers 1066 - 1071)**

These should be for agricultural purposes only. Water costs include the cost of getting water rights for the water used for irrigation or the cost of water supplied by municipalities or district councils. For coal and coke, record the cost of the coal and coke used, for example in tobacco barns for curing tobacco. For electricity, the cost of electricity used for pumping water or for drying purposes should be recorded.

**Services and licensing costs (Item Numbers 1072- 1081)**

**These should be asked at the end of the month:**

1. **Posts and telephone** - these are costs incurred as a result of agricultural activities only e.g. phoning suppliers for fertiliser delivery.
2. **Accountancy and audit fees** - costs incurred as a result of keeping records of agricultural activities.

3. **Agricultural Insurance** - for example hail storm and fire insurance on crops. Personal insurance should not be considered.

**Other costs (Item Numbers 1082 - 1087)**

Include costs such as taxes paid, rentals of buildings and rent of land that should be specified.

**Material and Labour Costs for Capital Formation (Item Numbers 1088 - 1104)**

1. This is to be asked at the end of 12 months. *“Has the household constructed any new buildings, works and improvements etc during the last 12 months”*
2. **Own account capital formation** - means production of goods or capital formation. The value of own account capital formation is equal to the cost of buying materials and value of input labour involved.
3. **Small tools** - under this we include hammers, shovels, spanners, hoes, axes, etc.
4. **Housing and facilities** - include housing for employees.

**Stocks of Agriculture Output**

Information on agriculture stocks is needed to calculate the production account of agriculture for the households in Zimbabwe. Thus agriculture output for the households is equal to sales of agricultural products plus home consumption of own products plus changes in stocks. Changes in stocks is opening stocks less closing stocks. In this survey, the office is keen to collect information on food security in Zimbabwe. Therefore collect information on stocks of agriculture for both agriculture households and non-agricultural households in order to collect information on food security.

**Opening stocks - (Item Numbers 1105- 1152)**

Ask at the first visit to the household *“How much of each of the following does the household have in stock at the moment ?”*

**Closing stocks - (Item Numbers 1153 - 1201)**

Ask at the last visit to the household *“How much of each of the following does the household have in stock at the moment ?”*

**Instruction 1:** Record opening stocks of agriculture for the households visited in January 2017 at the beginning of the survey. These households should be revisited at the end of the survey in January 2018 to collect the closing stocks. This means that the questionnaires for the households sampled in January 2017 will be sent to the Head Office in Harare for data capture and then returned in December 2017 for the households to provide information on the closing stocks. These questionnaires will be sent back to the Head Office in Harare for the final data capture of the closing stocks. This information is useful for national accounts purposes.

**Instruction 2.** Collect information of **opening stocks and closing stocks** each month from February to the end of the survey in December 2017. This information is needed to measure food security in Zimbabwe during the period of the survey.

**Instruction 3.** Crops that are in the field are considered as ‘**work in progress**’ and the enumerators should record the cost that was incurred in agricultural production. **Do not attempt to record stocks of crops that are in the fields e.g. field crops such as maize, vegetables and flowers as this is work in progress.** The harvest may not occur if there are poor rains leading to overestimates of output. The information will be captured from those households sampled during the harvest time.

**Instruction 4:** If a farmer has stocks of material inputs left over after use e.g. fertilisers, pesticides chemicals etc record them under stocks section for both opening and closing stocks.

Where no stocks are available enumerator should record **zero** to show that he or she has asked questions on stocks. Stocks of grain purchased from GMB or from other sources should be recorded so as to collect information on food security in Zimbabwe. Food security is an important indicator of poverty. **For the stocks of** flowers we **consider the** flowers grown for industrial use only. Record cut flowers in stock when you visit the household. Those flowers that were sold should be put under sales in the agriculture section. The household should record stocks of crops grown for own consumption and or selling in the household daily record book. The information is then posted twice, as own consumption in the consumption expenditure section and as consumption of own produce (e.g. vegetables section) under the agriculture home consumption of own products, item codes from 972-991. The household should record only the stocks that the household is in possession of. Do not consider agriculture stocks owned by the household in another **enumeration area elsewhere.**

### **Instructions for completing the Agriculture Daily Record Book.**

Record daily:

- Sale of crops, fruits, dairy products, poultry, other livestock, fodder crops, fishery, forestry and goods not produced by the household as well as other receipts from agriculture.
- Cost of seeds used, fungicides, fertilisers, packing material, fodder, fishery costs, purchase of goods for sale, maintenance costs, auctions and grading costs and transport costs on agricultural supplies and on output.
- Home consumption of own products.
- Against each sale, resale, purchase, or use of items, please record the quantity and value and circle the appropriate code. The response categories are: sale of own produce (SO); use of own produce (UO), use of purchased items or purchase of items (UP), purchase of items for resale (PR);and resale of item (RS).
- Quantity is the total number of items e.g. 2 by 5kg packets of potatoes.
- Value is the estimated cost of what is used that day in dollars and cents.

## Possible Range of Crops Grown in Zimbabwe

### Group 1: grain Crops

Maize	Sorghum	Wheat
Barley	Mhunga	Rapoko
Rice	Oats	Grain (not elsewhere classified)

### Group 2: Industrial Crops

Tobacco	Coffee	Cotton
Groundnuts	Sunflowers	Soya beans
Sugarcane	Tea	Industrial crops (not elsewhere classified)

### Group 3: Vegetables and other Crops

Nyimo	Sweet potatoes	Edible dry beans
Potatoes	Yams	Onions
Peas	Mushrooms	Tomatoes
Other vegetables	Garden flowers, shrubs and seedlings	
Flower and vegetable seeds		

### Fodder crops

Lucerne	Leguminous fodder crops	Oats Pears
Sorghum	Maize with legumes	Fodder (n.e.c)
Maize for silage	Sorghum for silage	Pastures
Mashanga (amahlanga)	Other	

### Group 4: Fruits

#### *Citrus:*

Oranges	Grape fruit	Lemons
Naartijees	Other citrus	

#### *Other fruits:*

Bananas	Mangoes	Avocados
Pawpaws	Guavas	Pine apples
Granadillas	Jack fruit	Apples
Water Melons	Non-industrial sugarcane (nzimbe)	Matamba
Matohwe	Other fruits including wild fruits	Strawberries and
other berries	Fruit trees for sale	Pecan nuts
Macadamia nuts		
Other nuts		

## Appendices

### Appendix 1: The Geographic Frame

The basic administrative division of Zimbabwe is a hierarchical sub-division with the following successive levels, which are discussed in more detail below;

- Province
- District
- Ward
- Village

**Provinces:** Zimbabwe has 10 (ten) provinces. These are listed below including the 2012 Population and population in private households, number of private households and household size.

#### Zimbabwe Population by Province, number of Households and Household Sizes, 2012 Population Census.

Province	Total Pop.	Percent	Total Private H/Holds	No. of Hholds	HH Size
Manicaland	1,752,698	13.4	1,732,193	410,082	4.2
Mash. Central	1,152,520	8.8	1,141,739	263,923	4.3
Mash. East	1,344,955	10.3	1,328,308	326,825	4.1
Mash. West	1,501,656	11.5	1,481,643	345,223	4.3
Mat. North	749,017	5.7	728,013	160,912	4.5
Mat. South	683,893	5.2	678,097	154,875	4.4
Midlands	1,614,941	12.4	1,604,982	359,572	4.5
Masvingo	1,485,090	11.4	1,475,561	338,153	4.4
Harare	2,123,132	16.3	2,106,913	534,106	3.9
Bulawayo	653,337	5	649,852	165,345	3.9
<b>ZIMBABWE</b>	<b>13,061,239</b>	<b>100</b>	<b>12,927,301</b>	<b>3,059,016</b>	<b>4.2</b>

**Districts:** The Provinces, but for Harare and Bulawayo, are sub-divided into districts. The traditional notion of a district has, in fact, recently been given a new official name, namely "Rural District Council".

**Wards:** Each district is divided into a number of wards. Wards are also referred to by the term WADCO (Ward Development Committee). In urban areas, the administrative subdivisions end with the wards.

**VIDCO Area:** In rural areas, wards were sub-divided into VIDCO areas, where a number of villages fall under the administrative authority of the VIDCO.

**Land use sub-division:** Zimbabwe is sub-divided into the following six Land Use Sectors;

- Communal Land

- Resettlement Areas
- Small Scale Commercial Farming Areas
- Large Scale Commercial Farming Areas
- Urban and Semi-Urban Areas
- Forests and National Parks and Safari Areas (also referred to as State Land).

**Enumeration Area:** The 1992 census sub-division introduced one more level under the Vidco, namely that of the Enumeration Area (EA) making it the smallest unit in the census subdivision. Sometimes it fitted well with the Vidco area.

**Definition of EA:** *An Enumeration Area may be defined as a WELL IDENTIFIED TERRITORIAL UNIT CONTAINING THE PRESCRIBED POPULATION SIZE IN WHICH ENUMERATION IS TO BE CARRIED OUT BY A SINGLE ENUMERATOR WITHIN A PRESCRIBED PERIOD OF ENUMERATION.*

In the EA demarcation process, the EAs were classified according to a geo-code system. The purpose of this code is to identify and secondly to provide some basic information about the EAs.

## **Appendix 2: The Geo-Code System**

This system provides each EA with a five component code, in which the components consist of one or two digits with interpretations as stated below. A more elaborate specification of the system can be found in Rundquist (1990), notably in Annex H.

**1st Component:** Consists of one digit which tells the Province the EA is located in;

- 1 = Manicaland
- 2 = Mashonaland Central
- 3 = Mashonaland East
- 4 = Mashonaland West
- 5 = Matabeleland North
- 6 = Matabeleland South
- 7 = Midlands
- 8 = Masvingo
- 9 = Harare
- 0 = Bulawayo

**2nd Component:** Consists of two digits. Their main aim is to tell which District the EA is located in. The coding is a bit more sophisticated, though, than giving specification of just District, as specified below.

Some sub-areas of Districts have the special status "Urban Council Areas". For EAs in Urban Council Areas, the second component tells firstly the fact that it belongs to an Urban Council Area and secondly in which particular Urban Council Areas it is located.

Within each Province, the Districts are serially numbered by 01, 02,... until they are all covered. Like-wise, Urban Council Areas are numbered serially, from 21 and upwards. The allocation is:

Rural District Council = 01 - 20  
Urban Council Areas = 21 - 40

If an EA is located in an Urban Council Area, the second component in the geo-code is the serial number of that Urban Council Area, otherwise it is the serial number of the District. As a consequence, for EAs in Urban Council Area the second component in the geo-code does not give information "right away" on which District the EA lies in. For that, one requires additional information on the correspondence between Urban Council Areas and Rural Districts (in the Province under consideration).

**3rd Component:** Consists of two digits which specify the Wards and are serially numbered within each Rural District respectively within each Urban Council Area.

**4th Component:** Consists of one digit, which essentially tells the Land Use Sector (See Section 7.1.2) the EA is located in. It also provides some finer classifications, as can be seen in the code list below. The codes classes in the list are not entirely mutually exclusive, though. In cases of "ambiguity", one has to apply certain priority rules, which are formulated after the code list.

- 1 = Communal Lands,
- 2 = Small Scale Commercial Farming Areas,
- 3 = Large Scale Commercial Farming Areas,
- 4 = Old Resettlement Areas, A1 Farms, A2 Farms
- 5 = Urban Council Areas,
- 6 = Administrative Centres (for Districts),
- 7 = Growth Points,
- 8 = Other Urban Areas (e.g mines and Service Centres),
- 9 = State Land
- 0 = Special Category EAs.

In the coding, highest priority is given to 0 = Special Category EAs, which consist of institutions as hospitals, prisons, military areas etc. The codes 5,6,7 and 8 have higher priority than 1,2,3,4 and 9. Within the group {5,6,7}, the following priority rule holds. In some cases both 5 and 6 may apply and in some cases both 6 and 7. In such cases the lower digit has priority.

**Comment:** Broadly one can say that urban/rural classification follows from the 4th geo-code component, to the effect that EAs with either of the codes 1,2,3,4 or 9 are rural, while EAs with codes 5,6,7 or 8 are urban. However, this is not exactly the urban/rural classification which is adopted in the Census. For instance, some Growth Points are viewed as urban and others as rural. Therefore, in the EA demarcation process a special urban/rural classification is made for each EA. The classification rules are specified in CSO (1991): Census Field Mapping Manual, and a more elaborate discussion of the classification is given in Rundquist (1990), Annex F.

The urban/rural classification in the 1992 Population Census differs somewhat from that in the 1982 Population Census, to the effect that it is now somewhat "easier" for an EA to be classified as urban than before.

**5th Component:** Consists of two digits - these 7th and 8th digits - are used to give a unique code to each EA. In rural (Communal and Resettlement) wards the seventh digit is used to describe the villages. The 7th digit should give a serial number of the villages within a particular ward. The eighth digit should give a serial number of the EAs within each village.

**Comment:** Where Vidco areas have not been defined, the 7th and 8th digits should be given a serial number of EAs within the respective ward starting from 01 and continuing upwards until the whole area is covered. The latter would be the case in former Rural Council Areas, Urban Areas and to a degree in areas defined as special category EAs.

### Appendix 3: Administrative Districts and Country Codes

Province	Code	Province	Code
<b>MANICALAND</b>	<b>1</b>	<b>MASHONALAND CENTRAL</b>	<b>2</b>
<b>Rural Districts</b>		<b>Rural Districts</b>	
Buhera	101	Bindura Rural	201
Chimanimani	102	Muzarabani	202
Chipinge	103	Guruve	203
Makoni	104	Mazowe	204
Mutare Rural	105	Mount Darwin	205
Mutasa	106	Rushinga	206
Nyanga	107	Shamva	207
<b>Urban Areas</b>		Mbire	208
Mutare Urban	121	<b>Urban Areas</b>	
Rusape	122	Bindura	221
Chipinge Urban	123	Mvurwi	222
<b>MASHONALAND EAST</b>	<b>3</b>	<b>MASHONALAND WEST</b>	<b>4</b>
<b>Rural Districts</b>		<b>Rural Districts</b>	
Chikomba	301	Chegutu Rural	401
Goromonzi	302	Hurungwe	402
Hwedza	303	Mhondoro-Ngezi	403
Marondera	304	Kariba	404
Mudzi	305	Makonde	405
Murehwa	306	Zvimba	406
Mutoko	307	Sanyati	407
Seke	308	<b>Urban Areas</b>	
Uzumba Maramba Pfungwe (UMP)	309	Chinhoyi	421
<b>Urban Areas</b>		Kadoma	422
Marondera	321	Chegutu	423
Chivhu Town Board	322	Kariba	424
Ruwa Local Board	323	Norton	425
		Karoi	426
<b>MATABELELAND NORTH</b>	<b>5</b>	<b>MATABELELAND SOUTH</b>	<b>6</b>
<b>Rural Districts</b>		<b>Rural Districts</b>	
Binga	501	Beitbridge Rural	601
Bubi	502	Bulilima	602
Hwange	503	Mangwe	603

Lupane	504	Gwanda Rural	604
Nkayi	505	Insiza	605
Tsholotsho	506	Matobo	606
Umguza	507	Umzingwane	607
<b>Urban Areas</b>		<b>Urban Areas</b>	
Hwange	521	Gwanda	621
Victoria Falls	522	Beitbridge Urban	622
		Plumtree	623
<b>MIDLANDS</b>	<b>7</b>	<b>MASVINGO</b>	<b>8</b>
<b>Rural Districts</b>		<b>Rural Districts</b>	
Chirumhanzu	701	Bikita	801
Gokwe North	702	Chiredzi	802
Gokwe South	703	Chivi	803
Gweru Rural	704	Gutu	804
Kwekwe Rural	705	Masvingo Rural	805
Mberengwa	706	Mwenezi	806
Shurugwi	707	Zaka	807
Zvishavane	708	<b>Urban Areas</b>	
<b>Urban Areas</b>		Masvingo Urban	821
Gweru	721	Chiredzi Town	822
Kwekwe	722	Renco Mine	823
Redcliff	723	<b>HARARE</b>	<b>9</b>
Zvishavane	724	Harare Rural	901
Gokwe Centre	725	Harare Urban	921
Shurugwi	726	Chitungwiza	922
		Epworth	923
<b>BULAWAYO</b>	<b>0</b>	<b>AFRICAN COUNTRIES</b>	
Bulawayo Urban	21	Zimbabwe	<b>000</b>
<b>OUTSIDE AFRICA</b>		Botswana	941
United Kingdom	951	Malawi	942
Other European Countries	952	Mozambique	943
American Countries	953	South Africa	944
Asian Countries	954	Zambia	945
Other Countries	959	Other African Countries	949

## Appendix 4: Age Determination Table for the period 1 January – 31 December 2017

First Three Digits Of The Year	The age of somebody born in an identified year if his/her birthday is on or before the survey date, is the figure in the top left of a given box; if the birthday is after the survey date, the lower figure applies.									
	0	1	2	3	4	5	6	7	8	9
<b>191</b>	-	-	-	-	-	-	-	-	-	97
<b>192</b>	97 96	96 95	95 94	94 93	93 92	92 91	91 90	90 89	89 88	88 87
<b>193</b>	87 86	86 85	85 84	84 83	83 82	82 81	81 80	80 79	79 78	78 77
<b>194</b>	77 76	76 75	75 74	74 73	73 72	72 71	71 70	70 69	69 68	68 67
<b>195</b>	67 66	66 65	65 64	64 63	63 62	62 61	61 60	60 59	59 58	58 57
<b>196</b>	57 56	56 55	55 54	54 53	53 52	52 51	51 50	50 49	49 48	48 47
<b>197</b>	47 46	46 45	45 44	44 43	43 42	42 41	41 40	40 39	39 38	38 37
<b>198</b>	37 36	36 35	35 34	34 33	33 32	32 31	31 30	30 29	29 28	28 27
<b>199</b>	27 26	26 25	25 24	24 23	23 22	22 21	21 20	20 19	19 18	18 17
<b>200</b>	17 16	16 15	15 14	14 13	13 12	12 11	11 10	10 09	09 08	08 07
<b>201</b>	07 06	06 05	05 04	04 03	03 02	02 01	01 00	00		