

HUMAN RESOURCE DEVELOPMENT SURVEY

TANZANIA

**MANUAL FOR SUPERVISORS**

University of Dar es Salaam  
The World Bank

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## 1. INTRODUCTION

Congratulations on being selected as a supervisor! The Human Resource Development Survey (HRDS) is undertaken at national level and the sample size is 5,000 households. The overall team consists of thirty interviewers and six supervisors. They are divided into six teams and each team consists of five interviewers and one supervisor. In addition, there is a Project Management Leader who is responsible for issues at the technical and monitoring level.

In the HRDS, the supervisor is the key link between the field work and data entry operations. The principal responsibilities of the supervisor are field team management and quality control of the data collection effort.

- \* The supervisor is the manager of his/her team during the entire fieldwork. Each team consists of five interviewers and a driver. Each of the six HRDS field teams will be linked to a team of data entry operators located in Dar-es-Salaam.
- \* The HRDS fieldwork has been planned to make sure that the individual teams face minimum problems.
- \* The HRDS questionnaire has been organized so that most errors (be they due to the respondent, or the interviewer) are detected before the teams leave the cluster, and can be corrected directly in consultation with respondents. Responsibility of the success of this approach rests principally with the supervisors.

The next chapters summarize the tasks of the supervisor, and provide more detailed information on each task. Since the supervisor must check the work of all of the field team members, you should also be familiar with the contents of the interviewer's manual.

## 2. THE WORK OF THE SUPERVISOR

### 2.1 THE ROLE OF THE SUPERVISOR

#### 2.1.1 General

The following are general responsibilities of the supervisor during the fieldwork:

- \* The supervisor is responsible for the general welfare of his/her interviewers during fieldwork and solving any problems that may arise. For example, if an interviewer gets sick/injured it is the responsibility of the supervisor to make sure that adequate care is provided. The supervisor should make sure that the interviewers stay at places where can be easily reached. Each interviewer is responsible for their food and drinks, apart from in places where these might not be available. In such circumstances the supervisor will make arrangements to ensure that interviewers get food.
- \* The supervisor is responsible for the management of the personnel, equipment, and vehicle of the team.

#### 2.1.2 Specific

As leader of the field team, the supervisor has a key role in the survey which is as follows:

- \* The supervisor is responsible for making sure that the interviewers are administering the questionnaire as intended and advising them, if necessary, on how to improve their work.
- \* The supervisor is responsible for carrying out consistency checks of the work of the interviewers to ensure that the information collected is of good quality.
- \* The supervisor is the channel for communication between the project management and the field team. He/she sees that the advice of the management is followed and keeps the team informed of any data collection.
- \* Ultimately the supervisor is responsible for the conduct of the interviewers and makes sure that the interviewers are aware of their responsibilities. If an interviewer, for some reason, is not fulfilling his/her duties the supervisor has the authority to suspend the interviewer and inform the Project Management Leader.

To do these things, the supervisor must have a good understanding of the work to be done by each member of the field team. In other words, the supervisor must be familiar with the content not only of this manual but also of the instruction manuals for the interviewers, and the data entry operator.

### 2.2 THE SUPERVISOR'S TASKS

The most important of the supervisor's responsibilities is to ensure the quality of the data collected. To this end, a number of specific tasks have been assigned to him/her:

#### 1. Introduction at Regional and/or District Offices

The supervisor has to get research clearance from the regional, district and ward authorities before going to the village.

2. Introduction to the village.

The supervisor introduces the members of the field team to the village leaders and explains the purpose of the survey in each of the localities to be surveyed.

3. Criteria for selecting clusters.

The clusters are selected from National Master Sample maintained by the Bureau of Statistics. The number of clusters to be covered by each team would depend upon the regions to be visited. A list of the clusters to be visited by each team is provided to the supervisor/project manager.

4. Criteria for selecting households.

4.1 From the list of ten cell leaders obtained at the local offices select randomly 6 ten cell leaders. The next step is to select randomly 4 households for interviewing belonging to each of the six ten cell leaders. The first twenty households should be interviewed. The next four households are replacement households; they will be interviewed if any of the first twenty cannot be found or refuse to participate.

4.2 The supervisor, accompanied by the ten cell leaders, must help the interviewers to find the selected households. The supervisor must also help the interviewers to persuade reluctant households to participate. If a household persists in refusing, or cannot be found, it is the responsibility of the supervisor to replace the household by another from the list of households.

5. Preparation of the household questionnaires.

The supervisor assigns to each interviewer households to be interviewed.

6. Verification of the questionnaires.

At the end of each day, and before leaving the field, the supervisor will check that EACH AND EVERY QUESTIONNAIRE has been correctly completed. The supervisor will also check EACH AND EVERY QUESTIONNAIRE for mistakes/errors. If necessary, he/she will ask the interviewers to go back to the household to complete/correct the questionnaires.

5. Observing interviews.

During interviewing, the supervisor will at times accompany each interviewer on one of their visits to observe his/her interview techniques.

6. Re-interview.

Every other day the supervisor will select at random one of the

households interviewed on that day, to ask certain questions again. He/she will compare the replies with those recorded on the questionnaire. This is to make sure that the interviewer has not missed out any data which should be gathered through the questionnaire and the questions are short and straight forward to minimize the respondent's time. The questions are listed in Annex I "Reinterview Form". Extra copies of the form will be part of the supervisor's information pack. Each completed re-interview form should be kept in the team's file. The supervisor will indicate on the re-interview form if the interviewer was asked to go back and re-interview the household. If so, then the new survey form will be attached to the old survey form. The interviewer or the supervisor will note down under the remarks section that this is the second interview, because of data problems in the first interview.

The tasks and responsibilities of the supervisor are explained in detail in the following sections.

### 3. PREPARING THE QUESTIONNAIRES

Before the team's arrival in the village, the supervisor must prepare the household questionnaires for the interviewers, and the material needed to implement the games.

#### 3.1 PREPARATION OF THE QUESTIONNAIRE

Before giving the questionnaires to the interviewers, the supervisor must make sure the following steps are followed:

- First: check that the blank questionnaires have no missing pages or sections. Check each questionnaire to ensure that it has all the pages.
- Second: make sure that your team carries more than an adequate supply of questionnaires.
- Third: ensure that each interviewer has an adequate supply of extra questionnaires for the sections with multiple respondents.
- Fourth: make sure that your team has all the materials needed to implement the games.

The supervisor then has to make sure of the following -

- First: obtain a list of ten cell leaders from the local authorities. Randomly select 6 ten cell leaders from the list.
- Second: Randomly select 4 households belonging to each of the ten cell leaders. Assign 4 households to each interviewer.
- Third: copy the cluster and household number on the front cover of the questionnaire. Copy the following information onto the first page of the questionnaire (Survey Information):
  - \* The name and code of the cluster;
  - \* The household number;
  - \* The name of the head/member of household;
- Fourth: record the number of households and population of each visited cluster in the supervisor's logbook.

The above information must be printed very legibly in block letters in ink.

#### **4. ARRIVAL IN THE COMMUNITY**

The supervisor is responsible for getting permission to conduct the survey from the regional and district authorities a day before interviewing the households. In urban areas permission would need to be obtained from the offices of the City Council.

Once the permission is obtained, the supervisor will arrive in the community with the team the day before/same day the start of the interviewing. Accompanied by the interviewers, the supervisor will visit the village chairman and 10 cell leaders to explain the purpose of the survey and introduce the team members. In some clusters they will already have been informed of the team's arrival through the announcement sent earlier. In the case of urban centers, the supervisor will introduce the team to the ward secretary.

##### **4.1 EXPLANATION OF THE SURVEY**

First, the supervisor should introduce him or herself and the interviewers and say that they are sponsored by the University of Dar es Salaam and the World Bank. Next, he/she should explain that:

- \* They are interviewing households to find out what present living conditions are like, especially concerning health, education, and family planning. The survey is thus very important for planners, so that they will know how to improve people's living standards. It has been approved by the Bureau of Statistics (Planning Commission) and by Regional Authorities.
- \* The households that will be interviewed have been selected from the list of households from the enumeration. Other neighboring villages and households have been selected in the same way.
- \* The survey is not concerned in any way with taxes. All of the information collected is strictly confidential. The results will be analyzed for all households as a group; the results for individual households will not be revealed; this is the reason why the names are written in a removable page.
- \* Thank households for allowing to be interviewed and arrange an appropriate time for them to be interviewed.

##### **4.2 CONTACTING THE HOUSEHOLDS**

The interviewers, accompanied by the supervisor and the 10-cell leaders, should use the time to make contact with all the households who will be interviewed during that day/next day to introduce themselves, explain the purpose of the survey and set a time for the interviews. The interviewer should always be accompanied by the 10-cell leader and the supervisor when he/she first makes contact with the household.

In urban centers, it might be necessary to visit the households to be interviewed in the evenings. This is if the respondents are not available during daytime as many might have gone to work.

##### **4.3 RECRUITMENT OF INTERPRETERS**

In some instances the respondents will not speak Kiswahili and will need the help of an interpreter to answer the questions. If there is someone among the interviewers who speaks the local dialect, care should be taken to see that he/she is sent to households that need an interpreter.

If none of the interviewers speak the local language, then an interpreter will be needed. There are two ways of finding an interpreter: (1) ask the head of household to choose someone; or (2) ask the village chairman or 10-cell leader to recruit someone.

The best interpreter is someone chosen by the respondent, since the questions are confidential and the interpreter must be someone the respondent is willing to trust. The supervisor should be aware, however, that there are certain problems with this solution. First, it is difficult to know how good the translation is. The respondent's friend who speaks Kiswahili may not speak it well enough to translate everything said during the interview, and he/she will not want to admit it.

Another problem that often arises is that the interpreter chosen by the respondent knows the household's affairs so well that he wants to answer the questions directly without translating them for the respondent. If that happens, the interpreter will have to be reminded, frequently but politely, that the respondent is the person who was chosen to be interviewed and that only the respondent's answers can be recorded on the questionnaire.

## 5. MANAGING THE SAMPLE OF HOUSEHOLDS

The sample frame for the HRDS is based on the National Master Sample (NMS) maintained by the Bureau of Statistics. This sample consists of 100 rural villages, 70 urban clusters outside Dar-es-Salaam, and 52 urban clusters in Dar-es-Salaam.

5,000 households is the minimum required sample for the survey. These have been selected in groups of at least 23 households each. These groups of 23 households are called clusters of households. In most cases, the HRDS will interview one cluster in each of the villages or urban communities in the National Master Sample.

The number of clusters to be covered by each team would depend upon the regions to be visited. A list of the clusters to be visited by each team is provided to the supervisor/project manager.

The households actually interviewed must be those on the list of households for the cluster. Several problems can arise, however:

- \* You may have difficulties in finding a particular household, because the information with the local authorities is not accurate;
- \* The respondent(s) may not be available on the day of the interview;
- \* A household may refuse to take part in the survey or to answer the questions in certain sections.

### 5.1 DIFFICULTIES IN FINDING A HOUSEHOLD

If the interviewer cannot find/interview one of the households, the supervisor and the interviewer should ask the 10-cell leader about the household in question.

If the interviewer finds that the head of household is different from the one identified in the enumeration, the interviewer must question the household members to find out whether it is in fact the same household (the former head having died, for instance).

- \* If it is the **same household with a different head**, the supervisor should explain this fact on the Survey Execution Notes (page 2) in the remarks section of the box marked "To be filled out by the supervisor in the field".
- \* If **the household selected to be interviewed has moved**, the supervisor should explain this fact on the Survey Execution Notes (page 2) in the remarks section of the box marked "To be filled out by the supervisor in the field". If there is another household living on the same premises, this household can be interviewed.

If the household CANNOT BE INTERVIEWED, then the supervisor should replace the household, by choosing a remaining household from the list of 24

households. But before replacing a household, the supervisor must go with the interviewer to the dwelling to verify the situation. The supervisor must never allow the interviewer to make the decision to replace a household.

## **5.2 ABSENCE OF HOUSEHOLDS**

In the urban centers, especially Dar-es-Salaam, the probability of not finding household members at home is very high. Whenever possible a time for an interview should be set. In Dar-es-Salaam, a time minimizing strategy requires that:

- \*\* The supervisor gets permission from all relevant authorities
- \*\* Introduces the interviewers to the households
- \*\* Sets appointments for all interviews

## **5.3 REFUSALS**

In some cases, an individual respondent or an entire household may refuse to participate. Interviewers may encounter two different kinds of refusal: a total refusal to take any part in the survey, or a refusal to answer questions once the interview has begun. To avoid refusals, the interviewer must be very careful in his/her first contacts with the household.

The most frequent reasons for refusal to cooperate are:

1. ***The respondents fear that any information they may reveal about their income will be used for tax purposes.*** This fear, which is found most commonly among upper income urban households, can be reduced if the interviewers stress certain points, as follows:
  - \* Any information provided will be kept strictly confidential. Taken together with information collected from other families it will enable the researchers to obtain an overall view of the conditions of households, without revealing anything at all about any specific household. The secrecy of the data will thus be maintained.
  - \* The survey will enable the researchers to design better policies for improving the health, education, and standard of living for everyone in the region. Households will benefit from providing accurate data which will only be used to help them.
2. ***The respondents do not wish to have an interviewer in their home for such a long time.*** The best way of coping with this situation, which is also encountered most frequently in urban households, is for the interviewers to:
  - \* make sure that their personal appearance is excellent;
  - \* show their identification proving that they are/were students at the University of Dar-es-Salaam;
  - \* be extremely courteous toward members of the household. It is essential to follow this at all times, even when

interviewers are not well received; and

- \* offer to return at a time or on a day that is more convenient for the household.

If the interviewer cannot persuade the household to cooperate, the supervisor must him or herself visit the household and try to persuade it to do so. The supervisor may ask whether the interviewer has been polite, and so forth. If the household still refuses to cooperate, a replacement must be found.

#### 5.4 HOW TO REPLACE A HOUSEHOLD

If a household has moved or if it proves impossible to persuade a household to cooperate, the supervisor must find a replacement. But every effort must be made to avoid having to make a replacement. Each replacement will be closely scrutinized by the survey management.

In each team's file there is a list of the 24 households to be interviewed. The twenty households at the start of the list will be interviewed in that sequence. If any of the households must be replaced, the supervisor should replace them with the first household from the four replacements.

For example, in the imaginary list of households below, households 1-20 are supposed to be interviewed. If one household has moved, say household number 06, then it should be replaced by the first household on the list of replacements, household number 21.

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#### LIST OF HOUSEHOLDS -- CLUSTER 67

<u>Household Number leader</u>	<u>Name of the head of household</u>	<u>Name of the 10-cell leader</u>
01	HAWA JUMA	DEOGRATIAS RAYMOND
02	JABIRI MAYAYA	KAMAGWINGWILE BUZIKU
03	SAID SHARIFU	SAMUEL BUYUYA
04	PASCHAL NTAU	TAKI DHALA
05	RICHARD MICHUZI	IDRISSA KINOBE
06	BISHO NTONGO	RETESIGWA MUTA
.	.	.
.	.	.
.	.	.
21	MUTABINGWA RUTASHU	BANAMUHIDIN SALUM
22	RWECHUNGURA NSHOMBO	KASIGWA MORIS
23	JAMES RUTASHOBA	LEONARD BIASHARA
24	HAMISI SAID	YUSUF ISLAM

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When a household is replaced, this fact should be entered on the listing of households sheet. In the questionnaire that had the number of the replaced household, the supervisor should enter the number of household that will

replace this household and the reason for no answer (refusal, absence from the dwelling, etc).

You must prepare a new questionnaire for the new household. Copy the household number, the name of the head, and the other basic information for the household onto the Survey Execution Notes. In the remarks section of the box marked "To be filled out by the supervisor in the field", insert the number of the replacement household next to the words THIS HOUSEHOLD REPLACES NO. The new questionnaire thus prepared must be given to the interviewer. The old questionnaire should not be discarded. IT MUST BE KEPT AS REFERENCE.

## **6. VERIFYING AND CODING THE QUESTIONNAIRES**

Every day in the field, before leaving the cluster, you must verify that all questionnaires are completed on that day and correctly filled out. Some of the precoded answers allow for an answer "other", which may be specified by the respondent. Each "other" category should be specified by the interviewer on the survey sheet. One of the supervisor's task is to ensure that all "other" answers are in fact specified on the answer sheet. The supervisor will also look for inconsistencies in the answers and out of range code entries.

### **6.1 VERIFYING THE COMPLETED QUESTIONNAIRES**

The purpose of the verification is to ensure that the questionnaires are completely filled out. That is to say that everyone who should have been interviewed has replied and that every section is complete. Verification must be done the same day or day after the questionnaire is completed, before the team leaves the cluster and before the questionnaires are to be entered in the computer.

If one of the items is unsatisfactory, you must return the questionnaire to the interviewer and ask him/her to correct it immediately, before leaving the field.

After you have completed the verification of the questionnaire, write your name, code, the date and any additional remarks in the box to be filled out by the supervisor, on page 2.

### **6.2 CODING**

Most of the responses to the household questionnaire have been pre-coded and are marked on the questionnaire. The interviewer will copy the codes into the questionnaire during the interview.

## 7. MONITORING INTERVIEWS

The supervisor must carry out three types of checks on the quality of the household interview:

- \* You must visit some of the households already interviewed to ask certain questions again;
- \* You must observe one interview conducted by each interviewer each day.
- \* All completed questionnaires will be checked by the supervisor. REMEMBER ULTIMATELY THE SUPERVISOR IS RESPONSIBLE FOR THE QUALITY OF DATA THAT IS BEING COLLECTED.

### 7.1 RE-INTERVIEWS

The first type of check is made after all of the questionnaires for the day have been verified. One of these questionnaires will be selected at random for the re-interview. You can make the choice by picking numbered pieces of paper out of a hat (twice - once pick one of five pieces of paper to choose an interviewer and the second time use as many pieces of paper as the interviewer did interviews in order to choose the household).

On arriving at the household, you should introduce yourself politely and explain that you are participating in the survey and wish to know whether an interviewer came on that day to ask some questions. You should ask whether the interviewer was polite and what the household thought of the interview. Then, looking at the questionnaire that was filled out, you should ask certain questions again and verify certain information.

All the questions that should be checked are listed on the forms on the following pages. The supervisor will be provided with a set of these forms before leaving for the field work. One of these forms should be filled out for each re-interview. The result of the check on each section should be noted in the right-hand column. The result can be either:

- \* Satisfactory, when all of the answers agree, or
- \* Unsatisfactory, when it appears from one or more of the checks made that the questionnaire was not completed correctly.

In the second case, the result reflects a very serious state of affairs, which should only happen rarely, with inexperienced interviewers. The most probable cause is that the interviewer did not probe sufficiently for the response. You should discuss the matter with the interviewer to find out whether the same problem is likely to have occurred in other interviews. You should offer advice on how to prevent it from happening again. If necessary, you should instruct the interviewer to do the interviews again.

If the supervisor has reason to think that the interviewer falsified information (for example, by suggesting answers to respondents to save time, or by deliberately omitting certain questions), the project management should be informed immediately.

In any event, you must keep the re-interview forms in the team's file, with all of the other documents relating to the cluster. You should indicate on the Re-interview Form whether or not the interviewer returned for a second

survey interview and in the Survey Execution Notes, in the remarks section of the supervisor's notes.

## 7.2 OBSERVATION OF INTERVIEWS

Once every day, the supervisor should sit with each interviewer during an interview to observe the way he/she asks the questions. You should remain with the interviewer throughout the whole interview; you should not arrive or leave in the middle of the interview.

During the interview, you should not talk to the interviewer or the respondent. The interviewer should not ask for advice during the interview. The interviewer should act as though he/she were alone. The supervisor should make notes on any questions or concepts that the interviewer has difficulty in asking or in understanding and also on all the things that the interviewer does well. Everything must be written down on the spot so that it is not forgotten.

All these comments are to be written in a notebook provided to each supervisor. The main points on the information form are:

- \* Presentation of the interviewer . Did the interviewer greet everyone before beginning the interview? Did he/she introduce himself/herself by explaining that he/she is working this project? Did the interviewer explain the objectives of the survey properly, how the household was chosen and that the interview would be completely confidential? What personal impression did the interviewer make? Was he/she polite and patient with the respondents during the interview? Did he/she thank everyone at the end?
- \* How did he/she ask the questions ? Did he/she ask the questions exactly as they appear in the questionnaire? Did he/she try to help the respondent think through the answer when he/she had trouble estimating an expenditure or the land area, for instance? Did he/she accept "I don't know" as an answer without probing?
- \* Time spent on the interview . Did the interviewer avoid gossiping with people, while still being very polite? Did he/she ask the questions quickly, without hesitating? You should note the time at which the interviewer begins each section.
- \* Impartiality . Did the interviewer have a neutral attitude toward the questions and answers during the interview? Did he/she volunteer an opinion? Did the interviewer appear surprised or shocked or disapproving about any of the answers? Did he/she suggest answers when asking the questions?

Immediately after the interview, you should discuss the results with the interviewer. First, you should ask the interviewer what he/she thinks about the interview -- where he/she feels he/she did well and what he/she could do better. Then you should discuss with the interviewer the things he/she did not mention (the good as well as the bad things).

The notes you make on all of the observed interviews must be kept with the team's files.

General Conventions/Rules to Follow in ALL and EACH INTERVIEW

- a. answer codes in BLOCK LETTERS should not be read aloud to the respondents.
- b. the following codes will be applied throughout the questionnaire:

-7 = REFUSE TO ANSWER -8 = DON'T KNOW -9 = NOT APPLICABLE
-----------------------------------------------------------------

- c. a very important issue in this questionnaire is the calculation of expenditures. An important part of consumption for some households is not in cash but in kind. All questions will mention KIND, CASH, or KIND/CASH if both are to be included at the same time. It is very important that the enumerators are reminded of this at all times, and that they probe the respondents for including, for example, in kind expenditures where applicable.
- d. Several questions ask for information that uses units as an item - like an acre of land or the distance in kilometers. Please do not attempt to change the units in the question. That is, if the question is about the price of an hectare of land, please do not write the price down for an acre or any other unit.

## 8. MANAGING THE EQUIPMENT, TEAM MEMBERS AND SERVICE COMPONENT

### NOTES

#### 8.1 EQUIPMENT AND SUPPLIES FOR THE USE OF THE TEAM

The equipment made available to the team must be used only for the purposes of the project. The equipment includes:

- The vehicle. While the vehicle will be maintained by the driver, its continued good condition will depend in large part on oversight provided by the supervisor. As the success of the project is closely bound up with the smooth operation of the vehicle, the supervisor must ensure that it is maintained regularly, and used only in connection with the project. Every day the driver must check the tire pressure, the oil level in the engine, the amount of water in the radiator supply tank, and the battery level. He must also ensure that the vehicle is running well, and that both the jack and the spare tire are in good shape.
- Smaller items such as:
  - \* The pad, calculator and satchel given to each interviewer and supervisor to make data collection easier;
  - \* The spade, hatchet, machete, flashlight, and 20-liter gerrycan of gasoline intended as emergency equipment for use in the field;
  - \* The materials for the game: the saucers, the pictures, and the chips.

Finally, there are the road map, the cluster maps, and the identity card of each team member showing that they work for the HRDS.

#### 8.2 NON-AVAILABILITY OF MEMBERS OF THE TEAM

##### Non-availability for less than one week

1. By an interviewer. The supervisor must undertake the interviews until the interviewer returns. He/she must also inform the management team, so that it may make arrangements for a possible replacement.
2. By a supervisor. The work in the field must continue in the absence of the supervisor. In each team an interviewer will be selected by the supervisor as his/her replacement during absence; or two teams may have to be managed by one supervisor.

##### Non-availability for more than one week

If an interviewer or a supervisor is likely to be absent for more than one week, the management team must be informed immediately, so that it may find a replacement.

It should be clearly understood that any leave of absence must be granted by the survey management. Any infringement of this rule will be severely dealt with and is grounds for dismissal.

### 8.3 TECHNICAL RESPONSIBILITY AND MONITORING

Technical responsibility for the survey rests entirely with the Project Management leader -- Professor H. Amani. The Team Leader will lay down the general direction of the work, and issue instructions for action at the technical level. The supervisor will take direction from the Project Management Team Leader and no one else.

#### SUPERVISOR'S REPORT

At the end of the field work the supervisor must submit, a report on all clusters surveyed. This report must contain:

- \* The name and number of the cluster;
- \* The household numbers and the date of the data collection;
- \* A description of any difficulties, and how they were overcome;
- \* The numbers of any households that were replaced, if any, the numbers of the replacement households, and the reason for the replacement;
- \* A note on the quality of the work of each interviewer, his/her behavior during the interviews, and his/her relationships with other team members;

This report must also contain a very detailed section on expenditure, intended to keep the staff informed on the use of the funds made available, the amount of gasoline consumed, and the total distance covered by the team.

REINTERVIEW FORM

INTERVIEWER NAME \_\_\_\_\_ INTERVIEWER CODE \_\_\_\_\_ DATE \_\_\_\_\_ CLUSTER \_\_\_\_\_ HHD \_\_\_\_\_

SUPERVISOR NAME \_\_\_\_\_ INTERVIEWER CODE \_\_\_\_\_ CLUSTER \_\_\_\_\_ HHD \_\_\_\_\_

Section	Qtn No	Question	Satisfactory	Unsatisfactory	COMMENTS
		Who is the head of the household			
		Have the ID codes been filled correctly? (ie: with first wife first after head of household?)			
		Number of household members?			
		Number of household members aged 7 to 25?			
		Number of women aged 15 to 50?			
		How many children are living away from the household?			
		How many members were sick/injured in the last 4 weeks?			
		How many female members have delivered in the last 12 months?			