

EAST AFRICAN COMMUNITY



USER'S MANUAL

**EAC MODEL
HOUSEHOLD CONSUMPTION AND EXPENDITURE SURVEY (HCES)
QUESTIONNAIRE**

**EAC SECRETARIAT
Arusha, Tanzania
December, 2023**

Table of Contents

1.1	BACKGROUND	3
1.2	SURVEY DESIGN AND SAMPLE SELECTION	4
1.3	EXCLUSION IN THE SURVEY	4
1.4	CONCEPTS AND DEFINITIONS	4
2	INSTRUCTIONS TO COMPLETE THE HOUSEHOLD QUESTIONNAIRE	5
2.1	SECTION A1: HOUSEHOLD IDENTIFICATION PARTICULARS	5
2.2	Section A2: INFORMED CONSENT	6
2.3	Section A3: OBSERVATIONS ON THE INTERVIEW	6
2.4	SECTION B: HOUSEHOLD ROSTER	6
2.5	SECTION C: EDUCATION	11
2.6	SECTION D: HEALTH, INCLUDING DISABILITY	15
2.7	SECTION M: LABOUR	20
2.8	SECTION E: FOOD AWAY FROM HOME IN THE LAST SEVEN (7) DAYS	39
2.9	SECTION F: WITHIN-HOUSEHOLD FOOD CONSUMPTION & EXPENDITURE OVER THE PAST 7 DAYS	41
2.10	SECTION G: NON-FOOD NON-DURABLE EXPENDITURES (7 DAYS, 1 MONTH and 6 MONTHS)	46
2.11	SECTION H: NON-FOOD NON-DURABLE EXPENDITURES (12 MONTHS)	48
2.12	SECTION I: DURABLE ASSETS	49
2.13	SECTION J: HOUSING	50
2.14	SECTION K: UTILITIES AND SANITATION	55
2.15	SECTION L: PROPERTY AND OTHER INCOMES DURING THE LAST 12 MONTHS 64	
2.16	SECTION N: Household Engagement in Agriculture	66

1. INTRODUCTION

1.1 BACKGROUND

Household surveys are the main source of data for poverty statistics and weights for Consumer Price Indices (CPI). However, a review of data collection instruments used across the six East African Community (EAC) partner states shows a number of differences in terms of comprehensiveness and quality. To minimize the differences and improve harmonization at the data collection stage, the EAC Regional Technical Working Groups on Poverty Statistics and CPI have developed a model Household Consumption and Expenditure Survey (HCES) questionnaire to guide the standardization of survey questions for poverty measurement and computation of weights for CPI. The EAC HCES questionnaire was adopted by the 13th meeting of the Sectoral Committee on Statistics (SCS) held on 31st May – 2nd June, 2023 in Arusha, Tanzania.

The questionnaire was prepared in line with the draft EAC guidelines for harmonization of poverty statistics across the partner states, and the EAC guidelines on Consumer Price Index. The questionnaire is a subset of the broader Household Budget Survey questionnaires currently used in EAC Partner States and covers the following modules:

- A. Household Identification
- B. Household Roster
- C. Education
- D. Health
- E. Consumption (Food Away from Home)
- F. Consumption (Food at home)
- G. Consumption (Nonfood non-durables, 1-6 months)
- H. Consumption (Nonfood non-durables, 12 months)
- I. Durables
- J. Housing
- K. Utilities (Water, Sanitation and Energy)
- L. Income to households
- M. Labour

The EAC HCES questionnaire is available in both Paper and Pencil Interviewing (PAPI) and Computer Assisted Personal Interviewing (CAPI). While there are different software choices available for CAPI, the EAC HCES questionnaire has been programmed in Survey Solutions, which is developed by the World Bank, offered free of charge, and compatible for use on low-cost tablets. It may be accessed on the Survey Solutions website -Public Questionnaires.

1.2 SURVEY DESIGN AND SAMPLE SELECTION

Household surveys aim to make generalized inferences about a target population, usually across multiple domains of inference. The sampling design outlines how households will be selected from the target population for inclusion in the survey. The design begins with a master sampling frame and usually includes stratification and clustering.

As per the EAC guidelines on monetary poverty statistics, the surveys should be designed in such a way that they are representative at national, rural/urban and the at least the first administrative level in each of the countries.

[NSOs to add more country specific information during survey implementation]

1.3 EXCLUSION IN THE SURVEY

Majority of household surveys cover only private households and tend to exclude people in communal settlements, homeless persons, refugees and other hard to reach categories. The following categories may not be eligible for inclusion in the survey.

- All residents of dwellings other than private dwellings, such as prisons, hospitals, boarding schools, hotels and army barracks.
- Persons living on the streets or refugee camps or internal displaced persons.
- Diplomatic staff and members of their households except those living in private dwellings and are accessible are not excluded from the survey

Where deemed necessary (at Partner State level), targeted surveys to better understand poverty and social related issues amongst groups that are typically absent from the sampling frameworks of standard surveys may be considered.

1.4 CONCEPTS AND DEFINITIONS

- I. **Structure:** A structure is a freestanding building, for a residential or commercial purpose. It may have one or more rooms in which people live; it may be an apartment building, a house, or a thatched hut, for instance.

Within a structure, there may be one or more dwelling (or housing) units. For instance, there would be one dwelling unit in a thatched hut, but there may be 50 dwelling units in an apartment building or five dwelling units in a compound.

- II. **Dwelling unit:** A dwelling unit is a room or group of rooms occupied by one or more households. It may be distinguished from the next dwelling unit by a separate entrance. Within a dwelling unit, there may be one or more households.

- III. **Household:** A household is a group of people who share their meals and/or income as a single unit in the sense that they have common housekeeping arrangements (that is, share or are supported by a common budget) and are answerable to one head. Examples of households are:
 - a. A man and his wife and children, father/mother, nephew, and other relatives.
 - b. A single person.
 - c. A couple or several couples living together, with or without children.

[NSO to replace with exact wording that they are used to]

In some cases, one may find a group of people living together in the same house, but each person has separate eating arrangements; they should be counted as separate one-person households.

People who live in the same dwelling, but do not share food expenses or eat meals together are **not members of the same household**. For example, if a man has two or more wives who (with their children) live and eat together, then they form one household. Alternatively, if each wife and her children live and eat separately, then this family will form more than one household. Similarly, if two brothers each having his own family live in the same house, but maintain separate food budgets, they would constitute two separate households.

One should make a distinction between family and household. The first reflects social relationships, blood descent, and marriage. The second is used here to identify an economic unit. While families and households are often the same, this is not necessarily the case. You must be cautious and use the criteria provided on household membership to determine which individuals make up a particular household.

2 INSTRUCTIONS TO COMPLETE THE HOUSEHOLD QUESTIONNAIRE

This chapter examines each section of the household questionnaire and is meant to address possible problematic issues. These notes should be the first reference should one encounter any problems in administering the questionnaire.

The household questionnaire is preferably to be administered to the head of the household or any knowledgeable adult member of the household. Some portions of the questionnaire, however, will need to be answered by individual persons.

2.1 SECTION A1: HOUSEHOLD IDENTIFICATION PARTICULARS

The cover page is normally preloaded and it has household identifying information. These will be preloaded and the enumerator should only confirm. The identification is very important so accuracy should be observed here.

2.2 Section A2: INFORMED CONSENT

Before you start the interview, introduce yourself to the respondent. After introducing yourself, you must seek the respondent's consent for participation in the survey. Read the informed consent statement exactly as it is written. This statement explains the purpose of the survey and requests the respondents' cooperation. It assures the respondent of confidentiality. Only begin the interview after you have read the consent statement to the respondent and he/she has understood and accepted to be interviewed.

TO OBTAIN CONSENT TO BEGIN THE INTERVIEW, READ THE FOLLOWING TEXT.

Country-specific Text BUT should mention ATLEAST the following

- (i) Introductory sentence to guide interviewer to introduce her/himself
- (ii) Institution responsible for the survey and where they derive their authority/mandate to conduct the survey
- (iii) Survey objectives and household selection protocol
- (iv) Confidentiality of the information collected during the interview
- (v) Profile of the most appropriate respondent for this survey
- (vi) Request explicit oral consent to be interviewed, noting that this does not obligate them to answer any or all of the questions (though it would be very appreciated if they do).

2.3 Section A3: OBSERVATIONS ON THE INTERVIEW

Special Remarks Box allows the interviewer to note any special comments or findings within the household that may need special attention e.g. a household of 15 persons living in a one roomed house or a household head aged 12 years.

2.4 SECTION B: HOUSEHOLD ROSTER

The household roster serves three distinct functions.

- It determines who is and who is not a member of the household.
- It collects basic demographic information such as age, sex, relationship to the household head and marital status of each household member
- Also collects information on nationality and migration of household members

Respondent: The respondent for this section should preferably be the household head. You must ask a few questions to be able to identify the head of the household. If the household head is absent the next person who is knowledgeable about the household should be interviewed. This respondent should be a **usual** adult member of the household and should be capable of providing all the necessary information about other members of the household. Note that other members can help by adding information or details in the questions concerning them.

B01: Complete list of household members

Instructions

Head of Household: The head of household is the person commonly regarded by the household members as their head. In most cases, the head of the household is the one who makes key day to day decisions pertaining to the household and manages the income earned and expenses incurred by the household.

He/she will be the person named when you ask the question “Who is the head of this household?” You should accept the decision of the household members as to who is their head. There must be one and only one head in the household. If more than one individual in a potential household claims headship or if individuals within a potential household give conflicting statements as to who is the head of household, it is very likely that you are dealing with two or more households, rather than one. In such cases, it is extremely important that you apply the criteria provided to delimit membership in the survey household.

Criteria for Household Membership

Household: A household is defined as a person or group of people who have been living and eating their meals together for at least 6¹ of the 12 months preceding the interview. Therefore, the member of the household is defined on the basis of the usual place of residence. There are some exceptions to this rule as described below:

1. The following categories of people are considered household members even though they have lived for less than 6 months in the past 12 months:
 - (i) infants who are less than 6 months old,
 - (ii) newly married who have been living together for less than 6 months,
 - (iii) students and seasonal workers who have not been living in or as part of another household, and
 - (iv) other persons living together for less than 6 months but who are expected to live in the household permanently (or for longer duration).

¹ With regards to time spent in the household, a commonly used protocol is that a person who has lived in the household for more than X (usually 3 or 6 months) of the past 12 months is considered a member.

2. Servants, farmworkers, and other such individuals who live and take meals with the household are to be identified as household members, even though they may not have a blood relationship with the household head.
3. People who have lived in the household for more than 6 months of the past 12 months but have permanently left the household (e.g., divorced or dead) are not considered members of the household.

B02: Name of household member

The household roster must be filled out with greatest care to ensure that no one is missed. In order to do so you must have a clear understanding of the definition of a household and the guidelines for identifying household members.

In listing household members, write at least two names of all members of the household as given by the respondent. In writing the names of the household members, be sure that you uniquely identify the individuals. If two individuals in the household have the same name i.e. the surname and other name, ask about any nicknames or other ways e.g. 'Junior', 'Senior', in which the two persons can easily be distinguished from each other.

For a complete list of individuals connected to the household, use the following probe questions:

1. First, give me the names of all the members of your nuclear household member who normally live and eat their meals together here. Ordinarily, the first person must be the head of the household, even if he/she is not the respondent and even if he/she is absent.

WRITE DOWN NAMES, SEX, AND RELATIONSHIP TO HH HEAD.

Next, give me the names of any other persons related to you or other household members who normally live and eat their meals together here.

2. Are there any other people not here now who normally live and eat their meals here? For example, household members studying elsewhere or traveling?
3. Next, give me the names of any other persons not related to you or other household members, but who normally live and eat their meals together here, such as servants, lodgers, or others who are not relatives.

DO NOT LIST SERVANTS WHO HAVE A HOUSEHOLD ELSEWHERE AND GUESTS WHO ARE VISITING TEMPORARILY AND HAVE A HOUSEHOLD ELSEWHERE.

(B02) and (B03): Sex of household members and relationship to household head

Against each of names listed indicate the sex and relationship to the household head by checking in the appropriate codes. Do not use the name of the individual to assume the sex of that individual. However, some caution in asking this is important not to offend the respondent. Ascertain the sex of the infants and the children.

For instance, if a particular person is a son of the household head then you will write code '1' for sex and code '3' for relationship with the head of the household. Be careful in column B03 to obtain the **relationship to the head of the household**. Only one person should be designated as the household head. Pay special attention when the respondent is not the head of the household because the respondent in this case may give the relationship of the person in question to him or herself rather than the head of the household. Therefore, reconfirm the relationship to the head of the household before filling out the answer.

B04: Duration of stay in the household

In column (B04), write the number of months each person has been away from this household during the last 12 months. If the person has been away irregularly, estimate the total time away in months. If the person has always been present during the last 12 months, write '0'. If the duration that person has stayed away is less than one month, record '00'. Assume a month is equal to approximately four weeks.

B05: Age in completed years

This refers to age at last birthday. The person's age should be recorded in completed years as on the day of the interview in two digits. For instance, if the person is an infant (age less than 1 year), write '00'; if the person is aged 21 years, 10 months (i.e not yet 22), record the age of '21 years'. Do not round off the ages.

As much as possible, the age of a person should not be left blank. Note that age is a very important variable and the enumerator should use his/her tact to ensure that it is not left blank. Documents like birth certificates, immunization cards, baptism certificates, national IDs and others can be used to ascertain age. If the person does not know his/her age, refer to events of national or historical importance to estimate his/her age or age will be indirectly estimated based on another member of the household.

B06: Exact date of Birth

Ask for each household member's exact date of birth. This will serve to check the accuracy of ages of household members.

A reliable date of birth of one of the Household members may help you to work out the

birth dates of other members if it is known whether they are older or younger and by how many years. If all fails, make the best estimate you can, judging by such things as the person's appearance and position in the Household and by using your common sense, that women do not usually bear children below the age of twelve or over fifty years, that people who were in the same class at school are generally in similar age bracket and so on.

There should be consistency between the age of an individual and his/her date of birth.

B08: Current Marital status

The current marital status refers to the person's marital status as on the date of the interview. "Married" includes all types of marriages - e.g., civil, traditional and common law – with legal, religious and cultural obligations.

For the purpose of this survey, persons who are currently cohabiting are classified as "married" if they consider themselves as such. Note that polygamy refers to males having more than one wife even if they are not staying in the same household.

Make sure that only those people who have never been married are classified as "never married" and those who are presently not married but have been married in the past, are classified as divorced or separated and should be listed explicitly as such using code '4 & 5'. Similarly, those who were married but lost their partners should be recorded using code '6'.

MIGRATION B09 - B013

Questions B09-B013 can be used to collect migration data when a more extensive migration section is not included in the survey.

[The unit of migration will be determined at Partner State level depending on context].

Migration related questions capture information on the determinants of migration decisions as well as the migrants' displacement experience by interviewing migrant families and individuals in their host countries or communities. Given the sensitivity of the topic in many countries, the nature of the questions should be thoroughly explained to ensure that the respondent feels comfortable in responding.

Information on migration is collected at the individual level and it includes:

- Birthplace
- Nationality
- Location 5 years ago
- Information regarding reasons for moving to current place of residence

If a person moves/moved to a new place for education (such as boarding school) and returns/returned to the point of origin then the person does/did not migrate. But if he/she subsequently stayed on there for work, then he/she is considered as a migrant.

2.5 SECTION C: EDUCATION

Education is an experience specific to an individual; thus, it is strongly recommended that information on education be collected at the individual level.

Purpose: The objective of this section is to collect information on the educational history of **all household members aged 3 years and older**. The choice of the minimum age for this module is informed by the need to capture early childhood development (pre-primary schooling status). No information is collected for all individuals below 3 years.


It broadly collects information on:

- I. the literacy status of household members – i.e. members of the household who can read and write;
- II. the educational attainment of each household member and the type of school attended; and
- III. amount spent on education of household members **during the past 12 months** and assistance/aid on education by source

Respondent: An attempt should be made to ensure that each adult member of the household responds for him/herself – i.e. each person has to be interviewed directly. If the person is not available or is too young to give information for himself/herself, then parents or the best informed person could provide the answer.

Instructions

C01: Enter a “1” for all the other individuals aged 3 years and above and administer the module. Enter a “2” for all individuals less than 3 years. This section will not be administered to these individuals. For CAPI, enable for ONLY those who are 3 and above years.

 **C02 and C03:** This column seeks to indicate whether the information is self-reported or proxy information. Record the ID of the person responding.

 **C04: Read and write**

This question is applicable to all eligible household members. Record the information on whether the household member can read and/or write in any language using the appropriate response codes.

C05: Ever attended school (formal school)

Ever attended school is defined as attending school for a minimum of one term (about 3 months) regardless of whether or not any classes were completed. Individuals who only attended school for only one day or week should not be considered as having attended school. Individuals who have just enrolled in school (their first term) should be recorded as YES. If the answer is NO, ask for the MAIN reason why NAME has never attended school. If YES, skip to C07 and ask the reason whether NAME is attending school.

Formal schooling includes schooling at Early Childhood Development centers (i.e. nursery, kindergartens, etc.) primary or secondary school, vocational/technical or professional training.

C06: Reasons for never attending school

This question should be asked only for those individuals who have never attended any formal schooling, i.e. persons with code '2' in column C05. **Do not read the list of possible answers;** rather directly ask the respondent why he/she did not attend school and record the **main reason** in case of more than one answers.

Note that “too young” is a common reason given for never attending school for a child of school going age. You should politely probe to be sure that it is not actually “distance” or “insecurity” that is the reason for never attending before recording the answer. After filling in the answer, skip to the next person.

C07: Highest grade attended

Asks about the highest grade/class [NAME] has completed. Please ensure to record the completed grade. For instance, for a person who dropped out in Form 4/S4 without completing the end-of-year examinations, then the highest grade completed will be Form 3/S3 since he/she did not complete Form3/S4. Use the education codes provided.

Note for adaptation: *Use Applicable Country Specific Nomenclature for Education Grades*

C08: School attendance

Ask if NAME is currently attending school. If school is on a regularly scheduled break, but [NAME] was attending prior to the break, record Yes. If NO, skip to C11.

C09: Grade currently attending

Ask for grade of the individual attending school or academic institution. This question is asked of people who are currently attending school, i.e. code '1' in column (C08). It is important to ensure that the response from individuals currently **in school** is their **current grade** rather than the "highest grade completed", which would be the grade immediately preceding their current grade.

For students out of school on holidays, vacation or because of the temporary closure of the school or institution, information will be collected in this column as on the last working day of the school/institution. If a person is temporarily absent from the school/institution due to illness or other unavoidable circumstances but will be going back, the information will relate to the school/institution attended before the illness or other unavoidable circumstances.

Note for adaptation: Use Applicable Country Specific Nomenclature for Education Grades

✚ C10: Type of school attended, organization that runs the school

For the respondents currently attending school, inquire and record the type of school /type of organization that runs or manages the school using the codes provided. Care should be taken to distinguish between government and religious institutions. Note should be taken that some religious founded schools are currently managed by government.

✚ C11: School attendance in last school/academic year

Ask if NAME attended school during the last school/academic year. If NO, skip to C13

✚ C12: Grade attended in the last completed school year

Ask for the grade individual was attending during the previous school/academic year.

This question can help the analyst establish the level of repetition among individuals that are attending school. Ask for the grade attended in the last completed school year and record the response using the codes.

✚ C13: Reason for leaving school

This question is asked to all persons who stopped attending/left school. The main reason for leaving the school is asked in this question. **Do not read** the list of possible responses to the respondent; rather ask him/her to tell you the main reason why he/she left school and record the answer that best reflects his/her response from the list

✚ C14: CAPI check

This question checks whether the individual is currently attending school as recorded in C08 and if the individual attended school in the last school/academic year in C11. This is a filter question and helps to ensure that only people who are in school or attended school

last year are interviewed for education expenses. If the member is attending or attended school in the last academic/school year, use code '1' and continue with the next question. For the rest put code '2' and skip to next section. The question should not be asked if the member is not attending school or did not attend school in the last school/academic year. CAPI should automatically take care of this.

C15A- C15Q: Expenditure on schooling

This question is intended to cover all the educational expenses made by the household for pupils/students attending school during the past 12 months. These expenditures may include those for the current academic year, and those of the previous academic year, provided they fall within the reference period, i.e. within the last 12 months. It is likely that the information on education expenses will be obtained from the head of the household or the parent of the child, rather than from the student him/herself. If there are no expenses under a certain item, write '0'.

Only fill in columns (C15A) – (C15O) if the respondent can give you the breakdown of expenditures by category. If, after probing and help from you, the respondent cannot recall expenditures by category, leave columns (C15A) to (C15O) **blank** and write only the total expenses in column (C15P). Fill in any categories possible, and record any amount that cannot be broken down in column p, not allocable. If you fill in columns (C15A) to (C15O), it is not necessary, to sum up the total in column ((C15Q). **Note that the breakdown of expenses by type is extremely important, and hence try to obtain the expenses separately for each of the categories by probing.** Fee structures and receipts can be used as a source of information.

C16: Assistance for education expenses

This question seeks information on whether the household received any assistance or contributions from any person or organization/institution outside the household. It includes contributions/support from other family members and friends who are not part of the household. If the answer is NO the interviewer should skip to Next Person.

C17: Value of assistance for education expenses

This question is aimed at getting the value of the assistance received. If the respondent is unable to estimate the value of assistance from other people (such as the value of books, uniform e.t.c), the interviewer should probe further.

C17G: Non allocable assistance

This captures the total amount of assistance received for education by each individual member of the household. If the individual respondent is unable to disaggregate educational assistance by category, but can provide a total assistance received for

education, this value should be included here. It is however important that interviewer's probe to get estimates for each category of assistance.

2.6 SECTION D: HEALTH, INCLUDING DISABILITY

Purpose: A health module collects information on the health conditions of household members in the past 4 weeks, expenditures on health care, impact of illness or injury on individual activities, type of health facility attended, and barriers to health care access and use.

Respondent: All questions about health and health care should be asked at the individual level for all household members, regardless of age. Each household member should be interviewed about their own health status and health care strategies. In the case of children or dependents who are unable to respond for themselves, the household member most familiar with their health information should be the respondent.

D01 and D02: Self reporting status and Respondent's ID

This column seeks to indicate whether the information is self-reported or proxy information. Record the ID of the person responding.

D03: Self-reported illness/injury during the last four weeks or 30 days

This question seeks to find out whether any household member was ill or injured during the last four weeks before the date of the interview. For respondents who have not been ill or injured during the last 4 weeks (i.e. code '2' recorded in column (D03), skip to column (D11).

D04: Illness/injury suffered

The question seeks to establish the type of illness or injury the respondent suffered from in the last 4 weeks. The information is important for assessing the types of illnesses/injuries afflicting the population. Note that there is space for recording information about two possible health problems that the individual may have suffered from over the past four weeks (or 30 days) in order of severity. For those individuals reporting more than one health problem, code appropriately in the two columns provided starting with the **most severe**.

However, you must be consistent in recording information about the first problem "sickness/injury 1" which is the most severe (as defined by the respondent NOT the interviewer) in subsequent questions. Choose the code that best fits the symptoms described by the respondent and record up to 2 symptom codes. The response to this question is likely to be imprecise, so do not be too concerned with attempting to code a precise diagnosis.

D05 and D06: Effect of illness on usual activities

This question is meant to fully capture the burden of the illness or injury on the household and asks about whether the illness/injury affected the individual's regular activities in the past 4 weeks because of illness or injury.

Usual activities mean the work or duties or activities that the respondent performs on a regular basis. Note that these are not limited to income generating activities. If the respondent is a student, ask for the number of days he/she was not able to go to school due to the illness or injury. If the respondent is a housewife, ask the number of days she was not able to do housework due to illness or injury. Also the reference period here is the last 4 weeks (or 30 days) before the date of the interview. Be careful to probe for days lost for children/babies who almost play everyday. You should record those days the child has lost when it is not active.

D06 asks about the number of days that [NAME] stopped his/her usual activities in the past 4 weeks because of illness or injury.

Note that this refers to both illnesses/injuries reported in D04

D07: Consultation

This question is asked for all household members who were sick in the last 4 weeks to determine whether they sought treatment from a health provider. To “consult” means to go to someone, for example a doctor, nurse, traditional healer or other health practitioners to seek diagnosis and treatment for an illness or injury.

Example

- I. For a respondent who has been sick with asthma in the past 4 weeks and visited a doctor 2 months ago for asthma, the answer to D07 is NO. This is because the visit to the doctor is outside the reference period.

D08: Reason for not consulting

This question seeks to investigate the reasons why some respondents who fell sick did not seek treatment. The question in this column is applicable to persons who did not consult anyone. In case there are more than two reasons for not consulting, record only the **one** that the respondent considers to be **major** and for the most severe illness.

D09: Place of consultation/type of health facility visited

Ask what kind of health facility [NAME] visited for the sickness/injury. If the respondent made several visits during the last 4 weeks for consultation record up to 2 visits by order of visit.

Note for Adaptation: D09 options need to be **adapted** to each country if the provided options are not applicable. The country specific options need to be explained in detail so that enumerators can easily understand them.

✚ D10: Distance to health facility

This question seeks to know the distance to the health facility where [NAME] first sought consultation from for the most severe illness/injury? Miles should be converted into kilometers. 1 mile =1.61kilometers.

If multiple consultations were done, report distance to first consultation.

✚ D11: Expenditure on transport costs to health facility

How much did [NAME] pay for the first trip (to and from) for consultation (transport costs only)?

✚ D12: Amount paid for consultation

This question asks about the cost of consultation fees. How much did [NAME] pay for the consultation?

✚ D13 & D14: expenditure on drugs

Establish whether [NAME] spent any money for drugs or medicines over the counter or at kiosks or by prescription. If D13=1 establish the amount spent on drugs or medicines over the counter or at kiosks or by prescription?

✚ D15: Health facility admissions in the last 12 months

This question asks whether there were any admissions in a health facility or traditional healer's facility in the last 12 months.

✚ D16: Health facility admissions in the last 12 months

This question seeks to establish whether individual members of the household were hospitalized or were admitted in a medical facility or traditional healers' facility in the last 12 months. If no one was hospitalized, skip to D18.

✚ D17: Nights spent on health facility admissions

This question seeks to establish how many nights an individual stayed in a health facility or traditional healer's facility in the last 12 months.

✚ D18: Expenditure on health facility admissions

This question seeks to establish how much was paid in total for staying in a hospital or health facility/ traditional healers in the last 12 months.

 **D19: Expenditure on preventive/promotive health care**

This question seeks to establish how much was spent on preventive/promotive health care in the last 12 months even if they did not fall sick. The categories listed include:

- (a) Immunization/vaccination services for maternal and child care; travel and tourism vaccination as well as any other compulsory or voluntary immunization/vaccination service
- (b) Family planning and counselling
- (c) Prenatal care and postnatal care services
- (d) Child growth and development check-ups
- (e) Screening, diagnostic tests and medical examinations to detect diseases before symptoms appear
- (f) Routine preventive dental check-ups

 **D20: Coverage of health insurance**

Health insurance is a type of **insurance coverage** that pays for medical and surgical expenses incurred by the **insured**. The question asks whether each individual member of the household was covered by any health insurance in the last 12 months. If the response is NO the interviewer should skip to D22.

 **D21: Source of health insurance**

Record the source of health Insurance for each individual member of the household. More than one option can be captured if the respondent has more than one medical cover.

DISABILITY

To capture information on disability, the questionnaire adopts the minimum Washington Group Short Set (WG-SS) set of questions that identify people with disabilities, focused on difficulty performing activities across six functional domains: seeing, hearing, walking, cognition (remembering or concentrating), self-care, and communication.

Please note that these questions avoid using terms such as “**disability**” and “**handicap**” because the negative connotations of these terms often lead to underreporting and enumerators should avoid using these terms as well.

 **D22_1: CAPI check**

Questions D22 to D27 are applicable to those aged 5 and above

The response options –

- 'No, no difficulty',
- 'Yes, some difficulty',
- 'Yes, a lot of difficulty', or
- 'Cannot do it at all'

Should be read aloud after each of the six questions

D22: Difficulty seeing

The purpose of this question is to identify people who have vision disability or problems seeing even when wearing glasses (if they wear glasses). Seeing refers to people using their eyes and visual capacity to perceive or observe what is happening around them. Even if wearing glasses refers to difficulty of the respondent in seeing with glasses if the respondent has and uses them – NOT how vision would be if glasses, or better glasses, were provided to one who needed them.

Any difficulty with vision that is considered a problem by the respondent should be captured.

D23: Difficulty hearing

The purpose of this question is to identify people who have limitations or issues with their hearing even when using a hearing aid (if they wear a hearing aid). Hearing refers to people using their ears and auditory capacity to perceive or observe what is happening around them. Even if using a hearing aid refers to difficulty of the respondent in hearing with a hearing aid – NOT how hearing would be if hearing aids, or better hearing aids, were provided to one who needed them.

All problems with hearing considered a disability by the respondent should be captured.

D24: Difficulty walking or climbing steps

The purpose of this question is to identify people who have limitations or problems of any kind getting around on foot. The capacity to walk (i.e. the use of legs) should be without the assistance of any device (wheelchair, crutches, walker, etc.) or human support. Any difficulty with walking that is considered a problem by the respondent should be captured

Note if the person is using an assistive device or has a person to help them with this function, it is highly likely they have difficulty with walking.

D25: Difficulty remembering or concentrating

The purpose of this question is to identify persons who have some serious problems with remembering or thinking that contribute to difficulty in doing their daily activities.

Remembering refers to an individual using his/her memory capacity in order to recall what has happened around them. It means the individual can bring to mind or think again about something that has taken place in the past (either the recent past or further back). In connection with younger people, remembering is often associated with storing facts learned in school and being able to retrieve them when needed.

Concentrating refers to an individual using his mental ability to accomplish some task such as reading, calculating numbers, learning something. It is associated with focusing on the task at hand in order to complete the task. It is the act of directing ones full attention to one subject or to focus without distraction on one thing.

D26: Difficulty with self-care

The purpose of this item is to identify persons who have some serious problems with taking care of themselves independently.

“Washing all over” refers to the ability of a person to clean their own body in a culturally appropriate manner. “Dressing” refers to all aspects of putting on clothing, including the actions of gathering clothing from storage areas (i.e. closet, dressers), securing buttons, tying knots, zipping, and so on. Washing and dressing represent tasks that occur on a daily basis and are considered basic universal activities.

D27: Difficulty with communicating

The purpose of this question is to identify persons who have some serious problems with talking, listening or understanding speech such that it contributes to difficulty in doing their daily activities. They can have a problem making themselves understood, or the problem may be that they can't understand people who talk to them or try to communicate with them in other ways.

Communicating refers to an individual exchanging information or ideas with other people through the use of language. They may use their voices for their exchange or make signs or write the information they want to exchange. Communication can be interrupted at numerous places in the exchange process. It may involve mechanical problems such as hearing impairment or speech impairment, or it may be related to the ability of the mind to interpret the sounds that the auditory system is gathering and to recognize the words that are being used. Occasionally, it may require that a close family member responds. This is particularly true if the respondent has severe problems with communication.

2.7 SECTION M: LABOUR

International standards for collecting labour statistics are set by the International Labor Organization (ILO), with best practices established by the International Conference of Labor Statisticians (ICLS) held every five years. The module conforms with the 19th ICLS guidelines. The labor module provides data to determine a comprehensive measurement of participation in all forms of work.

Respondent: Data on labour status will be collected at the individual level for all working-age household members. Labour data are generally collected at the individual level, preferably administered directly to each household member, while avoiding proxy reporting as much as possible.

If a given individual is unavailable, another household member with knowledge of the topic can respond on their behalf. The minimum age for respondents depends on country context. For this questionnaire, information is sought for all individuals aged five years and above so as to capture issues of child labour.

The key aspects that are measured in this module include:

- I. Identification of persons in employment
- II. Determining the employment status of those who work in household agricultural activities
- III. Employment/Job details (ISIC and ISCO)
- IV. Identification of those employed but not at work
- V. Identification of unemployed persons
- VI. Measures of labor underutilization

The module should produce headline labor market indicators (specifically employment rate, labor force participation rate, and unemployment rate) and labor underutilization indicators, as well as new indicators regarding different forms of work.

CONCEPTS AND DEFINITIONS

Work: Work is defined as any productive activity performed by persons of any sex and age to produce goods or services, whether paid or unpaid, done for one hour or more during the reference period (“the last completed week” as per international standards, although some surveys will also ask about the past 12 months).

The concept of economic activity as described by the System of National Accounts 2008 (2008 SNA) the SNA includes all market production and certain types of non-market production. Work excludes activities that do not involve producing goods or services (e.g. begging and stealing), self-care (e.g. personal grooming and hygiene) and activities that

cannot be performed by another person on one's own behalf (e.g. sleeping, learning and activities for own recreation). Work can be performed in any kind of economic unit comprising market units, non-market units, and households that produce goods or services for own final use. Work can be performed by any kind of economic unit.

Employment: Employment work, defined as is a specific subset of work performed for pay or profit (ILO 2013)².

A comprehensive measure of employment includes:

- I. Persons working for wage or salary (employees)
- II. Persons engaged in own-account activities (self-employed) for pay or profit, which can include selling products or working for a family enterprise, as well as growing crops or tending livestock when such goods are intended mainly for the market, and
- III. Persons not at work during the reference period but who have a job or business to which they will return, for example those temporarily absent from work because of vacation, maternity leave, sickness, and so on.

Unemployment: Unemployment is defined based on three criteria:

- I. currently not employed,
- II. seeking paid employment or seeking to start a business within a specific period (such as in the last four weeks or last month), and
- III. available to be employed within a specified period (such as the next two weeks).

“Future starters”, meaning those who have already found a job and are slated to start within the next 3 months (but have not yet started), are also classified as currently unemployed.

Job: A job is defined as set of tasks and duties performed, or meant to be performed, by one person for a single economic unit. The term job is used in reference to employment. Persons may have one or several jobs.

Labour Force Framework: The survey and the subsequent analyses of its results will be based on a labour force framework; where total population is categorised into (labour force) and population that is currently outside the labour force. Labour force or "current economically active population" consists of those members of the population who are working plus those who are not working but are looking for work during a specified reference period. The population outside the labour force covers those members of the population who are NOT available for work (these include the infirm, ailing, incapacitated

² Before the 2013 resolution, own-use production of goods, unpaid trainee work, other unpaid work activities, and volunteer work on goods and activities were considered employment.

and full-time students). The lower age limit has been lowered to include those aged 5 years and above to capture the extent and intensity of child labour in East Africa. However, there is no upper age limit for this section.

The Labour Force: The activity principle of the labour force framework is based on the concept of production of goods and services falling under the production frontiers of the United Nations System of National Accounts (SNA). The concept labour force refers to the current supply of labour, for the production of goods and services in exchange for pay or profit. Priority is given to employment over the other two categories, and to unemployment over outside the labour force. The three categories of labour force status are, thus, mutually exclusive and exhaustive. The sum of persons in employment and in unemployment equals the labour force. Persons outside the labour force are those of working age who were neither in employment nor in unemployment in the short reference period. The concept covers those members of the population who are working or looking for work in activities related to market production and certain types of non-market production, as discussed in paragraph below. **Labour force** = employed persons + unemployed persons.

Reference period: The span of time during which respondents are expected to report the information solicited. Examples include last week, last 7 days, last four weeks, last 12 months.

Employment questions are to be asked of all household members aged five and older.

Although “the last 7 days” has been widely used in the past, “the last week, that is, from Monday [DATE] up to Sunday [DATE]” is now used in an effort to further reduce memory bias and minimize telescoping errors.

Reference period: As per international standards, the reference period is *last week* – being the last full/completed week prior to the date of the interview. For example, if the interview is conducted on a Tuesday September 15th, the reference period is from Monday of the week prior through last Sunday, and would be explained as, “*last week, that is from Monday September 7th up to Sunday September 13th.*” If the interview is on a Thursday, or any other day of that same week, the reference period remains the same. Although asking about “*last week*” is sufficient for most questions, the full reference period (with dates, as indicated above), should be used at the start of the interview and as needed throughout to help prompt the respondent in recalling information from the correct time frame.

 **M01 is a check for age; in CAPI this section will be enabled for only those aged 5 and above**

✚ **M02 asks if [NAME] is reporting for himself/herself or not.**

Every effort should be made to collect information directly from each household member regarding their own labor activities. Only when this is not possible, information can be collected from another adult household member.'

M03: Write or select the identification code of the proxy respondent.

Worked for someone else for pay

✚ **M04: Ask if last week, [NAME] did any work for someone else for pay for one or more hours? THIS INCLUDES PAID APPRENTICESHIPS AND PAID INTERNSHIPS.**

Select 'YES' if **last week** the person did any form of paid work that was not for a household member, for one hour or more. The question is asked of everyone and intended to capture persons working for pay for someone else, for example as employees or paid apprentices, including casual, informal, and part-time employees. Paid agricultural work for others (not the respondent's own household) is included.

Payment covers **all forms of remuneration** – wage, salary, tips, commissions, etc – paid in cash or in-kind or under a commitment of deferred payment.

This question excludes persons who worked as self-employed, for example in a business or market-oriented activity with the intention of earning a profit, or those helping in a household enterprise. These persons will be captured in subsequent questions.

✚ **M05: 'Ask how many hours [NAME] did this work in M04 in the last week?**

Record the **total** number of hours the person worked for a wage, salary or any other pay during the **last week**. Record the hours **actually** worked, **not** the number of hours they normally or usually work in a week. Include break times **but exclude** commute time (the time going to and from work).

NON-FARM ENTERPRISE (NFE) OPERATOR

✚ **M06: Run a non-farm household enterprise**

Select 'YES' if last week the person worked in a NFE that they manage or operate, for one hour or more. NFEs are also commonly referred to as household businesses and include any kind of business activity to earn an income in the form of profits (in cash or in kind) such as craftsman, hairdresser, shopkeeper, making and selling of food, medical practice, and so on. Only include here business activities for which the person manages or operates the NFE, meaning they make decisions about running the business, such as the types of good and services offered, hours of operation, the hiring of employees (when applicable), etc. Include all businesses the person operated/managed last week, even if at the time any were not making a profit or were incurring a loss.

This question excludes household farming, livestock, fishing, and forestry (hunting/foraging) activities; these persons should be captured in question M10 (see below). Exclude persons who worked last week in in any kind of paid job (employees or paid apprentices); these persons should have been captured in question M04.

🚦 M07: Ask how many hours [NAME] did this work last week?

Record the **total** number of hours the person worked **last week** in any and all non-farm enterprises or household businesses that they manage or operate. Record the **hours actually worked**, **not** the number of hours they usually or normally would have worked. Include break times, but exclude commute time (the time going to and from work).

NON-FARM ENTERPRISE WORKER

🚦 M08: Ask if 'Last week, [NAME] worked for one or more hours in a business enterprise (non-farm household business) that is operated/managed by another household member.

Select 'YES' if the person worked in a NFE operated by another household member **last week**, for one hour or more. Exclude enterprises in which the person makes decisions about running the business; these activities should have been captured in question M06.

Recovery question for working in a non-farm household enterprise

🚦 M08a: For those that answered No in question M08, ask a follow up recovery question as follows. Ask if 'Last week, [NAME] helped in a business enterprise (non-farm household business) that is operated by another household member, for one or more hours.

Select 'YES' if **last week** the person did any activities to help another household member in any NFE for one hour or more. This question is asked when the answer to M08 is 'NO'. Some respondents may spend time contributing to these Non-farm enterprises but may not consider their input to qualify as a job or *work*. However, for the purpose of this survey, these activities are classified as work and additional information must be collected from the respondent. The question intentionally **does not include the word "work"**, and any translations or explanations should exclude the word as well.

✚ **M09: Hours worked: Record the number of hours that [NAME] did this work last week**

Record the **total** number of hours the person worked **last week** in any NFEs operated by another household member. Record the hours **actually** worked, **not** the number of hours they usually or normally would have worked. Include break times but exclude commute time (the time going to and from work).

FARM WORK

✚ **M10: Ask if 'Last week, [NAME] worked on household farm, raising livestock, fishing or forestry activities, for one or more hours**

Select 'YES' if the person did any of the following work **last week, for one hour or more**:

Any **farming**-related work on land owned, rented, or otherwise used by members of this household. Exclude paid farming work on non-household land, which should be captured in question M04.

Any **livestock**-related work with animals owned or rented by members of this household. This includes breeding, raising, or caring for livestock (cattle, sheep, goats, etc) as well as any other animals raised for meat, goods, or services (donkeys, poultry, rabbits, bees, etc). Exclude employment looking after another household's animals (e.g., work for payment as a herder), which should be captured in M04.

Any **fishing**-related work, such as fishing, aquaculture, shellfish collection, etc. Exclude employment in fishing and aquaculture activities (e.g., work for a non-household member for payment as a fisherman), which should be captured in M04.

Any **forestry**-related work, such as collecting wood or plants, foraging for food or other goods, and hunting in forests or other uncultivated areas (grasslands, seashores, etc).

Exclude employment in forestry activities (e.g., working for a non-household member for payment in any of these areas, receiving payments for forest services), which should be captured in M04.

M11: Recovery question for household farming

Select 'YES' if the person helped **last week** in any of the farming, livestock, fishing, or forestry activities listed above, for one hour or more. This question is asked when the answer to M10 is 'NO'. Some respondents may spend time contributing to these activities but may not consider their input to qualify as *work*. However, for the purpose of this survey, these activities are classified as work and additional information must be collected from the respondent. The question intentionally does not include the word "work" and any translations or explanations should exclude the word as well.

M12: Hours worked

Record the **total** number of hours the person worked in any of these household agricultural and related activities **last week**. Record the hours **actually** worked, **not** the number of hours they usually or normally would have worked. Include break times but exclude commute time (the time going to and from work).

M13: Main intended destination of production

The main intended destination of the products from **the person's work** in household farming, fishing, livestock, or forestry activities. This question relates specifically to **the output of each person's own work** in farming, fishing, livestock or forestry activity, not the total output of the household.

Ask the respondent to select the answer that applies best. ONLY FOR SALE means that the person intends to **sell all the output** from their work in these activities. MAINLY FOR SALE means a **more than half** of the output from this person's activities was/will be **sold or bartered**, but some lesser portion was/will be consumed by the household. MAINLY FOR HOUSEHOLD USE means a **more than half** of the output from this person's activities was/will be **consumed by the household**, but some lesser portion was/will be sold or bartered. ONLY FOR HOUSEHOLD USES means that **all the output** from this person's activities will be **consumed by the household**.

M14: CAPICHECK

M14b: CAPI CHECK

- ✚ **M15: CAPI CHECK** to categorize people under NOWORK, FAMILY FARM/AGRIC ONLY, WORKED ANY AGRIC FOR MARKET, ANY WAGE, OR ANY Non-Farm Enterprise

TEMPORARY ABSENCE

Asked only of persons that did not report any work at all (questions M04, M06, M08, M08a, M10 and M11 are all NO)

- ✚ **M16: Absence from a job, business, or household farm**

This question is posed to those persons who did not respond to having engaged in an economic activity during the reference period. Select 'YES' if the person **normally or regularly** works in a job, business, or household farm (incl. agriculture, livestock, fishing, forestry) and expects to return to this activity. If the respondent responds No, then skip to M22 on job search.

- ✚ **M17: Reason for absence from work in reference period**

Record the **main reason** why the person was temporarily absent from their normal or regular work **last week**. **DO NOT read response categories out loud.**

- ✚ **Code 2:** Includes all persons who indicated not having worked in the reference period because it was their low or off-season. This excludes short periods (e.g., less than two weeks) of low activity during the active season, which should be coded as 3.
- ✚ **Code 3:** Includes situations where the respondent was not working for the entire reference period due to the working time arrangement or the nature of the work. This includes for example, persons who work on schedules such as two weeks on and two weeks off; persons on time off as compensation for time previously worked and other flexible working time arrangements. It also includes persons working in agriculture or in other industries where the nature of their work may include short periods (e.g., lasting 1-2 weeks) with no activity during the productive cycle. Note, however, that the off-season should be recorded as Code 2.
- ✚ **Code 6:** Refers to the statutory period of maternity or paternity leave around the time of childbirth, as established in national legislation. It excludes maternal or parental leave that may be requested at different times for childcare purposes, which should be recorded as Code 8.
- ✚ **Code 7:** Includes all kinds of education or training, not paid by nor required by the employer. Note that persons attending education or training covered by the employer are to be considered as "Employed, at work" and captured in Q1a as such.

✚ Code 9: Includes involuntary breaks due to work interruptions for economic reasons such as a lack of available business, a lack of materials, difficulties with permits, etc. This also includes any absence where a person is temporarily laid off by their employer.

✚ Code 11: This includes only people who were involved in a labor dispute. Involuntary absences because of a labor dispute involving others (e.g., strike of public transport affecting the respondent's ability to get to work) should be coded as 9.

✚ Code 12: Refers to involuntary breaks in work due to long term disability

✚ **M18: Return to work in 3 months.**

Refers to the expected total duration of the absence and includes both the time already absent plus the expected future period of absence. If the respondent is unsure when they will return, probe them by asking if they think it will be more or less than 3 months in total.

✚ **M19: Continued Work during low/offseason**

Asked only when reason for absence is because of the low or off-season (M17=2). Record 'YES' if, during the period considered as low or off-season, the person continued to perform at least some of the tasks or duties of their work. For example, clearing a field, applying fertilizer, checking orchards for overall tree health, buying supplies for a construction business, repainting their seasonal shop, etc. – anything in preparation for the high or active season.

✚ **M20: Work was on crops, livestock, fishing, or forestry activities**

Establishes whether the work [NAME] was absent from is in household farming, livestock, fishing or forestry activities

✚ **M21**: For those who answer Yes to M20 (those whose work is in agriculture, this question establishes whether the products [NAME] worked on, are they intended for

- Only for sale,
- mainly for sale,
- mainly for household use,
- only for household use.

See question M13 for more guidance

JOB SEARCH AND AVAILABILITY

Asked only of persons that do not have any employment. This includes persons with (a) no work in any activity or (b) work **ONLY** in household farming/livestock/fishing/forests where the intended use of output is only or mainly for household use. These questions will help in measuring unemployment and other types of labor underutilization.

M22: Efforts to find a paid job

Select 'YES' if the person has taken any **concrete action** in the **last four weeks** to find paid work, such as actively asking around for work, applying for jobs, registering with a public or private employment agency, etc.

Select 'NO' if the person wanted to find work but did not *actively* do anything towards it or if the person actively looked for work more than four weeks ago and in the meantime was only waiting to hear back from someone.

M23: Efforts to start a business

Select 'YES' if the person has taken any **concrete action** in the **last four weeks** to start a business, such as seeking financial help for a proposed business, developing a business plan, applying for a permit, etc. Select 'NO' if the person wanted to start a business but did not *actively* do anything towards it.

Asked only of persons who answered 'NO' to the previous question (M22=2).

M24: Main actions to find a paid work or start a business

Record the **main actions** taken by the person in the **last four weeks** to find paid work or start a business. RECORD UP TO 2 ACTIONS. If the person reports doing only one thing, probe for anything else; if there is nothing else, use code 15 (NO SECOND ACTIVITY) for Action 2. **DO NOT read response categories out loud.**

M25: Establish For how long has [NAME] been without work and trying to find a job or start a business

Record the amount of time the person has been **without work and actively trying** to find a job or start a business. For example, if the respondent has been looking for work for 6 months but did some work for pay 3 months ago then the duration for Q16 would be 3 months. **DO NOT read response categories out loud.**

M26: The interviewer should ask the respondent whether they want to work or not at present.

Record 'YES' if the person **wants to work** at present. Do not probe or question their response, regardless of any previous answers or information provided

✚ **M27: Main reason person did not try to find a paid job or start a business**

Asked only of persons who did nothing to find a paid job or start a business (M22 and M23 are both 'NO') but have a desire to work (M26 'YES').

Code the response for the main reason the person did not look for work in the **last four weeks**. If the respondent mentions more than one reason, ask them to confirm which one is the main reason.

DO NOT read response categories out loud.

✚ **M28: Availability to work last week:**

Select 'YES' if the person reports being available to work in the **last week**, meaning the person had the time and capacity to work in any form if there had been any possibility to do so. Select 'NO' if the person reported having no time to work for any reason.

✚ **M29: Availability to work in next 2 weeks.**

Record 'YES' if the person is available to start working **within the next two weeks** if a job or business opportunity were to become available. This is only asked of respondents who were not available to work in the reference week (i.e., they said 'NO' to M28).

✚ **M30: Reason not available to start working**

Record the **main reason** why the person is not available to work **within the next two weeks**. This is only asked of people who are not employed and not available to work, but willing to work. **DO NOT read response categories out loud.**

✚ **M31: Main activity at present**

Read ALL the options out loud and record what the respondent reports as the **main** current activity. This is a self-perception question. It should reflect what the respondent feels best describes their mainly activity. It could be the activity they spend most time on or the activity they feel is most important but should be up to the respondent to determine this. The notion of "at present" is to be interpreted as understood by the respondent (and does not have a pre-defined reference period as other questions do).

MAIN JOB IDENTIFICATION

Asked only of respondents who are defined as employed based on the responses provided thus far. This includes those who reported (1) work in any paid activity outside of household farming/fishing/livestock/forests; (2) work in household farming/livestock/fishing/forests where the stated intended use of output is only or mainly for sale; and/or (3) either of 1 or 2 above, even if absent during the reference week.

✚ M32: Multiple jobs: Checks If [NAME] has more than one job

Select 'YES' if the respondent has more than one job or business. A self-employed person who works for more than one client is not considered to have more than one job or business. A separate job should involve working in a different economic activity or in a different status in employment. For example, a person who runs their own business and also works as a government employee; or a self-employed person who runs a convenience shop during the day and drives a taxi during the evenings. For employees it refers to the number of employers they have, for example an employee of a real estate agency has one job, regardless of how many clients they might serve through that agency.

✚ M33: Statement of multiple job holders

Read the statement to respondents who report having multiple jobs, to help identify their main job, which will be asked about in the following questions. NO RESPONSE IS REQUIRED. The main job is defined (as per international standards) as the one in which the person usually works the most hours, even if they were absent from it last week. If the hours of work are the same in multiple jobs, the main job/business is the one that generates the highest income. Care should be taken to ensure that respondents report on their main job even if they were absent from it last week.

✚ M34: Occupation in main job /business (title and main tasks and duties)

The goal of question M34 is to find out the respondent's occupation on their job, or their **main** job if they have more than one. In question, write the occupation title and describe the tasks performed i.e. what they do in at least two words and be as specific as possible e.g Cattle farmer –breed, raise and sell cattle, Primary school teacher -teach children how to read and writer, cook in a restaurant, manager in a restaurant are good descriptions. Do NOT just write “restaurant” or “manager”. For example, if the respondent says he/she

is a teacher, the interviewer should inquire further as to what type of teacher- primary school, vocational school, subject matter taught, language, etc. and then record both the title and the tasks and duties reported. Also enter the appropriate four ISCO code that represents the occupation.

Notes: Each Partner State to put the domesticated ISCO in annex.

M35: Industry in main job

Give a **detailed** description of the **main activity of the establishment** in which the work is carried out. The branch of economic activity of a person does not depend on one's occupation. Therefore, if a driver report working in a factory producing suitcases and handbags, the activity would be considered as Manufacturing. For example, a cook in a restaurant works in a different industry than a cook at a hospital.

Write a description of what the establishment specializes/manufactures where the respondent worked. Do not write the exact name of the company or institutions, except for those individuals who work for government ministries or official or public organizations. Also, do not write a generic description such as 'workshop', 'industry', 'factory', etc., as these do not provide enough descriptive information. Provide a description of the place where the individual works, such as auto repair workshop, factory that makes leather shoes, sale of life insurance, etc.

Notes: Each Partner State to put the domesticated ISIC in annex.

M36: This question is on status in employment

Status in employment refers to the type of relationship between the person and the entity they work for. Record the status of the respondent in the main job.

Code 1: The person owns and/or runs a household business (farm or non-farm enterprise) and may or may not have employees working for him/her.

Code 2: The person participated in any activity to support the operation of a business activity (farm or non-farm enterprise) of a household member living elsewhere.

Code 3: The person holds a job with a written or oral contract which gives them a basic pay that is not directly dependent on the revenue of the entity where they work.

Code 4: The person is paid on a temporary basis to acquire workplace experience or skills.

Code 5: The person helped with any of the tasks or duties of an employee job held by a household member living elsewhere. For example, a daughter who grades exams for his father as part of his job as a teacher.

✚ M37: Months worked (during past 12 months)

Record the **actual number of months**, of the past 12 months, during which the person worked in their main job.

✚ M38: Weeks per month usually worked

Record the number of weeks the person **usually** worked in their main job, during the months when they worked. If the number of weeks vary by month, ask the person to estimate an average over months actually worked during the **last 12 months**.

✚ M39: Days per week usually worked

Record the number of days per week that the person **usually** worked in their main job, during weeks when they did any work. If the number of days vary ask the person to estimate an average over **the last four weeks**.

✚ M40: Hours per day usually worked

Record the number of days per week that the person **usually** worked in their main job, during weeks when they did any work. If the number of days vary ask the person to estimate an average over **the last four weeks**.

✚ M41: Earnings from job

Record the amount usually received, in cash or in kind. For those who are employed by others, record their combined wages, salaries, and other payments. For persons in self-employment or working in NFEs, record profits which means the total income minus costs. For any in-kind earnings, ask the respondent to estimate that value in local currency.

Record also the time period this payment covers. Let the respondent report their earnings in whichever timeframe they prefer (hourly, monthly, etc) – as this will help them to report more accurately.

✚ M42: Type of Enterprise/establishment where person works:

Asked only of persons who report that they work for someone else in their main job (as an employee, or paid apprentice/intern, that is M26=3 or 4).

Record the type of enterprise or establishment for the person's main job. If in doubt, probe to make sure you select the correct type. Government may be at different levels including Central, state and local government and some of the workers may include teachers, hospital staff and police force.

M42b: Place of work

Record the physical location where the work takes place. This question is NOT asked to persons who work in government enterprises, international organizations or embassies, or for private households as domestic workers. For example, a government doctor who works on call in different households works in government (code 1) even though the usual place of work may be the patients' households. Moreover, a domestic worker hired by an agency should be recorded as code 4 (private household), while a nurse hired by an agency to work in a government hospital through an agency would be code 1 (government).

 **M43: Incorporation of business:** Ask if the business [NAME] works for incorporated, for example as a [limited company or partnership]?

Record whether the business the respondent is working in is incorporated. Incorporation refers to the process of establishing a business/establishment with a separate legal identity from its owner(s), which limits the liability of the owners in case of losses by the business.

M44: Registration of business

Record whether the business is registered in the national business register. This includes for example, registration under factories or commercial acts, tax or social security laws, professional groups' regulatory acts, or similar acts, laws or regulations established by national legislative bodies.

M45: Accounts and Record keeping

Record what level of accounts/records (balance sheet, profit and loss statement etc.) the business keeps. The enumerator must read the response options aloud.

Code 1 refers to written accounts kept for tax purposes as per the national context. This may include business balance sheets, profit and loss statements, registers of assets, etc. It also includes simplified accounts required by tax or other public authorities for small business operators. Code 1 **is not asking** whether or not taxes are submitted/paid, but rather whether complete accounts are kept.

Code 2 refers to written records of accounts kept by the business for internal purposes and not intended for submission to the tax or other public authorities.

Code 3 means some records may be kept, for example receipts of purchases, lists of expenses or payments, but no balance sheets are maintained.

Code 4 means no records are kept.

Employees and interns only

✚ **M46:** Enumerator/CAPI check: Enumerator: Is M26==3 or Q26==4?

M36-39 are only asked to respondents in a paid dependent employment relationship (e.g., employee or apprentice/intern).

✚ **M47: Establishment size**

Record the number of persons working in the enterprise/establishment including the owner and the person themselves. Include all workers regardless of their status in employment (employees, paid apprentices, contributing family workers, business co-operators, etc.), whether full-time or part-time, with a temporary contract or agreement, etc., even if absent during the reference week.

✚ **M48: Status of contract**

Record the status of the person's contract/agreement in their main job. For non-permanent jobs with contracts, record the total duration of the current contract or agreement, including both the elapsed duration and the remaining time.

Codes 1, 2, 3 & 4 cover various types of written agreements possible between the respondent and their employer which indicates their duties/role and working conditions. Code 5 covers situations where there is no written agreement, but the conditions have been orally agreed between the respondent and the employer

✚ **M49: Taxes on employment**

Care should be taken to ensure answers refer to who is responsible for paying income tax, and not on whether or not any income tax is actually paid (for any reason, including for example, because the income earned is below a threshold required for payment of income related tax). Depending on the answer to this question, some respondents may be classified as self-employed even when they might self-identify as working for someone else (i.e., as employees, apprentices, etc.).

✚ **M50a-M50i: Benefits**

Record all types of benefits that are offered by the employer. Enumerators must read all options out loud and record YES or NO for each type

- **Paid annual leave or holiday/vacation leave:** The person is entitled to a certain number of days of leave per year, without any reduction in salary.
- **Paid maternity or paternity leave:** The person is entitled to paid leave for the birth of a child.
- **Paid medical/sick leave:** The person is entitled to any paid absence from work in case of illness or for other medical reasons.

- **Health insurance benefits:** The person's employer is contributing to (paying for or providing) partial or full health insurance coverage. Note that the question is **not** asking if the person is insured, but whether the employer provides such benefits.
- **Pension/retirement account:** The person is enrolled in a pension or other retirement benefit scheme through their main job, and their employer pays part/all of the contributions to it. Note that the question is **not** asking if the person has any form of pension, but whether the employer contributes to it.
- **Disability pension:** The person is enrolled in a disability pension scheme through their main job.
- **Paid/subsidized meals at work:** The person is entitled to paid/subsidized meals at their main job. Note that the question is **not** asking if the person is eating those meals, but whether the employer contributes to it.
- **Transport subsidy:** The person is entitled to subsidized transport to/from their main job. Note that the question is **not** asking if the person is using this form of transport, but whether the employer contributes to it.
- **Other benefits:** The person is entitled to any other benefits from their employer in this main job.

✚ M52: Identification of secondary job:

Statement for persons with multiple jobs

Read the statement to respondents who reported having multiple jobs, to help them identify which one should be reported as their second job. No response is required. The second job is defined as the one where the person usually works the second highest number of hours, even if absent during the reference week.

This is only applicable to those who have more than one job (M51=1)

✚ M53-60: Questions on Secondary Job

Refer to instructions for **MAIN JOB** since all the questions are the same except that for this one, the focus is on **SECONDARY JOB**.

Additional Work desires

✚ M61: Looking for additional work

Select 'YES' if the person has been **actively searching** for paid work during the **last four weeks**. This question refers to both (1) searching for an additional job to the current one(s) and (2) searching for a new job to replace the current one. The search can be within the current place of employment or elsewhere. Any active measure to seek employment should be recorded as a 'YES'. Asked only of persons who have at least one job.

✚ M62: Desire to work extra hours

Select 'YES' if the person wants to work more hours per week than usually worked (regardless of availability), provided the extra hours are paid. The extra hours may be in any of the current job(s) or in a different job. The question refers to the usual working hours in all jobs regardless of the hours actually worked in the reference week.

✚ M63: Ask whether If additional paid work was available, [NAME] could start working more hours within the next two weeks

Select 'YES' if the person reports being able to start working more hours within the **next two weeks**. The question refers to time availability with respect to their usual situation.

Select 'YES' if the person wants to work more hours per week than usually worked (regardless of availability), provided the extra hours are paid. The extra hours may be in any of the current job(s) or in a different job. The question refers to the usual working hours in all jobs regardless of the hours actually worked in the reference week.

✚ M64: Total number of additional hours

This refers to the person's preferred working situation (not the maximum number they could feasibly work). Record the number of additional hours per week the person would be interested and available to work. The enumerator can remind the respondent to take into account the usual hours already worked in all jobs but should not calculate or determine the answer for the respondent. Asked only of persons who are available to work extra hours.

✚ M65: Ask if [NAME] wants to change his/her current employment situation

Select 'YES' if the person would like to change their current employment situation. This question captures whether the person is satisfied with their current working arrangement. The response should not consider whether such a change is possible. If the person holds multiple jobs, this question refers to their overall employment situation and not just their main job. For example, a person may wish to change from having two part-time jobs to one full-time job and this should be recorded as 'YES'.

✚ M66: Main reason for desire to change employment

For those who answered Yes in M65, ask for Main reason [NAME] wants to change his/her employment situation. Record the *main reason* why the person wants to change

their employment situation. The question refers to their overall employment situation, not just their main job.

2.8 SECTION E: FOOD AWAY FROM HOME IN THE LAST SEVEN (7) DAYS

Definition: What is food away from Home?

For purposes of this survey, Food away from home can refer to food produced/prepared outside, regardless of whether the food is consumed outside or inside the home. In that case, takeout meals would be considered food away from home.

If the food was prepared outside the household, whether it was consumed outside the home or inside the home, it is considered as a meal taken outside the home.

Note that it is those food items bought outside and consumed within the last seven (7) days that are to be recorded here.

(Anything the respondent ate or drank outside the household should fit in one of the questions in this section.)

Respondent: Individual household members. Household head/spouse to answer for children

Instructions:

- Do not include meals given out by [NAME] but do include gifts/in-kind meals received by [NAME].
- If consumed but not purchased ask at market value.
- The **7-day reference period** must be the same as that for the food list in Sec F (within the household)
- For food taken (together) outside the household (by two or more) members of the household, distribute the value equally among members who ate out

The prepared meals have been listed with their codes (E02- E15). The interviewer should allow the respondent to differentiate the time that the meals are consumed so that it can be categorized as follows:

- *Breakfast - this is food taken in the morning*
- *Lunch - food consumed in the afternoon*
- *Dinner - is food eaten in the night*
- *Other items are listed that are not dependent on the time of day, these are foods between meals, snacks, teas, soft and alcoholic drinks*
- *Be keen to **avoid double counting**. For example, if the respondent ate a full dinner that included barbecue meat, this should be listed in E06 and not E08 but not BOTH*

E01: Presence of members

Ask if the household is present? (Go through all members in the roster)

E02, E03 and E03_b: BREAKFAST

This question asks whether in the last 7 days, the household member consumed **ANY BREAKFAST** (complete meal e.g. bread, coffee, tea, porridge, donought, croissant away from home? . If the response is “Yes”, record 1, and proceed to ask the VALUE of the BREAKFAST consumed in E03 and the point of service (where they bought the breakfast) in **E03_b**. Take note of the skip in E02 if the response is code 2. **If it was free, please estimate what it would have cost if you had to pay.**

E04, E05 and E05_b: LUNCH

This question asks whether in the last 7 days, the household member consumed **ANY LUNCH** (complete meal e.g rice, ugali/posho, meat, greens) away from home. If the response is “Yes”, record 1, and proceed to ask the VALUE of the LUNCH consumed in E05 and the point of service in **E05_b**. Take note of the skip in E04 if the response is code 2. **If it was free, please estimate what it would have cost if you had to pay.**

E06, E07 and E07_b: DINNER

This question asks whether in the last 7 days, the household member consumed ANY DINNER (**complete meal e.g rice, ugali/posho, chicken**) away from home. If the response is “Yes”, record 1, and proceed to ask the VALUE of the DINNER consumed in E07 and the point of service in **E07_b**. Take note of the skip in E06 if the response is code 2. **If it was free, please estimate what it would have cost if you had to pay.**

E08, E09 and E09_b: FOOD BETWEEN THE MAIN MEALS

This question asks whether in the last 7 days, the household member consumed ANY **FOOD BETWEEN THE MAIN MEALS** such as **samosas, chapati, barbecued meat, chips, roast bananas, cakes, meat pies and other snacks** away from home. If the response is “Yes”, record 1, and proceed to ask the VALUE of the FOOD BETWEEN THE MAIN MEALS consumed in E08 and the point of service in **E09_b**. Take note of the skip in E08 if the response is code 2. **If it was free, please estimate what it would have cost if you had to pay.**

E10, E11 and E11_b: ANY HOT BEVERAGE (Tea, coffee etc)

This question asks whether in the last 7 days, the household member consumed **ANY HOT BEVERAGE such as tea, coffee** away from home. If the response is “Yes”, record 1, and proceed to ask the **VALUE** of the **HOT BEVERAGES** consumed in E10 and the point of service in **E11_b**. Take note of the skip in E10 if the response is code 2. **If it was free, please estimate what it would have cost if you had to pay.**

E12, E13 and E13_b: ANY NON-ALCOHOLIC DRINKS (sodas, bottled juice, water etc..)

This question asks whether in the last 7 days, the household member consumed **ANY NON-ALCOHOLIC DRINKS (sodas, bottled juice, water etc..)** away from home. If the response is “Yes”, record 1, and proceed to ask the **VALUE** of the **NON ALOCOHOLIC DRINKS** consumed in E13 and the point of service in **E13_b**. Take note of the skip in E12 if the response is code 2. **If it was free, please estimate what it would have cost if you had to pay.**

E14, E15 and E15_b: ALCOHOLIC DRINKS (local brews, wine, beer and spirits etc.)

This question asks whether in the last 7 days, the household member consumed **ANY ALCOHOLIC DRINKS (local brews, wine, beer and spirits etc..)** away from home. If the response is “Yes”, record 1, and proceed to ask the **VALUE** of the **ALCOHOLIC DRINKS** consumed in E15 and the point of service in **E15_b**. Take note of the skip in E14 if the response is code 2. **If it was free, please estimate what it would have cost if you had to pay.**

Notes: The point of purchase may differ from country to country, include all possible points of purchases

The distinction between full service and limited service relates to the range of the food and beverage serving services: a service by waiters to the individual customer seated at tables will be qualified to be a full service

Limited service: Food and beverages serving services provided by limited and self-service facilities i.e. without waiter service and with or without seating.

2.9 SECTION F: WITHIN-HOUSEHOLD FOOD CONSUMPTION & EXPENDITURE OVER THE PAST 7 DAYS

Respondent: The respondent for this section should be the household head or the person (household member) who manages the household budget and is the best informed about the household's consumption expenditure.

This section is divided into two parts. **Purchases** in the last 7 days and **Consumption** in the last 7 days.

Definition of terms

Purchase: The household paid for the item in cash or on credit (i.e., will pay in cash for the item at some future date)

Consumption:

The household **ate/drink** the food item in the last 7 days. For the consumption, insist that the respondent only declares products actually consumed in the household in the last 7 days.

If a household prepared Ugali using one Kilogram of maize flour and consumed most of it leaving a small amount, say 50 grams on the plate, record that they consumed one kilogram of maize flour, i.e., we will take the food prepared for immediate consumption as having been consumed.

Part 1: PURCHASES IN THE LAST 7 DAYS (F03 to F06)

- ✚ **F01:** This is the name of item. The basic headings are the classes where the item falls
- ✚ **F02:** This is the item code which is pre-coded.
- ✚ **F03: Quantity purchased in the last 7 days.**

For each food, beverage and alcoholic item listed, find out whether during the last 7 days the household purchased the item and record the response appropriately. You are to ask this question for each and every item listed. Do not assume that the household did not purchase the item.

You **MUST first** ask (**F03**) for **ALL ITEMS** in the list, **BEFORE** asking the rest of the questions **one row at a time** (CAPI to take care of this). **ONLY** for items that have a YES (code 1) in **column F03**, are to be asked one at a time row wise up to column F06.

✚ **F04: Purchase in the last 7 days**

This question seeks to establish the quantity that was purchased in the last 7 days. Please note that the sub questions ask about quantity, unit and size too.

Whenever possible, report the quantity in standard, metric units. If one can easily convert the quantity the respondent reports to kilograms or litres, please do so. However, we recognize that reporting quantities in standard units will often be difficult to do.

Consequently, we have provided in the coding list more than a dozen alternative non-standard units that you may employ when you cannot convert the amount reported to a standard unit. If the respondent reports a quantity in a unit other than those listed in the coding scheme code it as 'others' and specify.

Note

- 'Bunch' can only be used for bananas.
- Bundles can be used for green leafy vegetables (Dodo, sukumawiki, spinach, etc.).
- 'Piece' refers to an individual quantity of an item and NOT a portion of an item. For example, For example, if a household consumed a whole jackfruit, the appropriate unit of quantity is piece which has three options according to size i.e. big, medium and small.
- 'Heap' refers to a collection of smaller items sold in retail markets, such as a heap of potatoes or tomatoes.

For commercially manufactured products, they are usually in standard units so you should report the standard unit, e.g. 250 g of spaghetti, rather than one (box) of spaghetti.







F05: Expenditure on ITEM

This question establishes the amount spent [in local currency] on the ITEM during the last 7 days?

F06: Point of purchase

This question asks about the point of purchase (where the item was bought). The point of purchase refers to that outlet or other place from which the household purchased goods and/or services.

These points of purchase are like Supermarkets, open markets, Kiosks, General shop, specialized shop, Institution etc.

-  Open air markets:
-  Fixed-Place Street Vendors/Kiosks:
-  Permanent independent shops:
-  Supermarkets. For purposes of the survey, this category will include supermarkets, and shopping malls. These are generally the one stop shopping points where you can purchase a wide variety of items.
-  Wholesale outlets:
-  Retail Chains/Specialized Shops: These are outlets which deal with specific types of goods and/or services. These are like butcheries, boutiques, chemists and petrol stations.

- ✚ Establishment/Institution refers to entities where households purchase or pay for goods and services. Unlike specialised shops, these institutions are in principle not retail outlets per se but are in most cases producers or conduits of the goods and services which they bill or invoice their customers on. Examples of these are power providers, Schools, Hospitals and water service providers.
- ✚ Online domestic and Online international points of purchase are those which transact through the internet.
- ✚ Outside the Country [**Insert name of Partner State**]. This category refers to all places where goods and services are purchased or paid for from outside the borders of the Country [**Insert name of Partner State**] irrespective of the type of outlet.
- ✚ Households: It refers to cases where a household buys an item from another household or individual.
- ✚ Mobile Vendors:

[The points of purchase may be adjusted to fit local contexts]

Part 2: CONSUMPTION IN THE LAST 7 DAYS (F06_1 to F10)

It is important that in this section, only items consumed in the household should be reported in this section.

FOOD CONSUMED OUTSIDE THE HOUSEHOLD MUST BE REPORTED IN PREVIOUS SECTION (SECTION E, ON FOOD AWAY FROM HOME).

When food is consumed in the household, for the purpose of this survey you should record the quantities of the **various components of the meal and not the meal itself**.

Example

- A household consumed fried githeri with cabbages and potatoes. We record the quantity of maize grain, beans, cabbages, potatoes, cooking oil, onions, tomatoes and salt.

✚ F06_1: Consumption in the last 7 days.

For each food, beverage and alcoholic item listed, find out whether during the last 7 days the household ate/drank the item and record the response appropriately. You are to ask this question for each and every item listed. Do not assume that the household did not consume the item.

You **MUST first** ask (F06_1) for **ALL ITEMS** in the list, **BEFORE** asking the rest of the questions **one row at a time** (CAPI to take care of this). **ONLY** for items that have a YES (code 1) in **column F06_1**, are to be asked one at a time row wise up to column F10.

Example 1:

If the household just bought a 50 KG bag of rice but has not eaten any of that or any other rice, the response to column F06_1 should be “No” i.e. code 2.

Example 2:

If in the last 7 days the household purchased a large amount of maize flour or sugar from a wholesaler and consumed some of it, you **MUST NOT** record the entire quantity purchased. This will be recorded under the previous subsection on purchases. Instead, you **MUST** record the **quantity** of the maize flour or sugar that was consumed by the household in the last 7 days.

F07: Total consumption in the last 7 days

Asks about the total **consumption (what was actually consumed)** in the past 7 days for each of the listed items.

Unit of quantity

Record the unit of quantity. Use the units of quantity codes that are provided. Note that the same unit of measurement should be used in a given row i.e. if an item has been consumed from more than one source (e.g. purchased, home produced or received in-kind) then the same unit applies.

Size

Record the size especially for non-standard units. E.g small heap, medium heap, big heap. of quantity. Use the units of size codes that are provided.

Whenever possible, report the quantity in standard, metric units. If one can easily convert the quantity the respondent reports to kilograms or litres, please do so. However, we recognize that reporting quantities in standard units will often be difficult to do. Consequently, we have provided in the coding list more than a dozen alternative non-standard units that you may employ when you cannot convert the amount reported to a standard unit. If the respondent reports a quantity in a unit other than those listed in the coding scheme code it as ‘others’ and specify.

Note

- ‘Bunch’ can only be used for bananas.
- Bundles can be used for green leafy vegetables (Dodo, sukumawiki, spinach, etc.).
- ‘Piece’ refers to an individual quantity of an item and NOT a portion of an item. For example, For example, if a household consumed a whole jackfruit, the

appropriate unit of quantity is piece which has three options according to size i.e. big, medium and small.

- 'Heap' refers to a collection of smaller items sold in retail markets, such as a heap of potatoes or tomatoes.

For commercially manufactured products, they are usually in standard units so you should report the standard unit, e.g. 250 g of spaghetti, rather than one (box) of spaghetti.

F08-F10: Source of consumed food

These questions ask about the source of the consumed food or how it was acquired. Whether it was from purchases (F08), own production (F09) or gifts and other sources (F10).

Own production refers to food items produced by the household such as maize harvested, chicken reared or eggs laid by their chicken. A cake baked in the household is not own production since the ingredients were not produced by the household.

F11: Meal participation


This seeks question seeks to establish, **on average**, how many people ate meals in this household during the last 7 days. It is categorized by age group and whether someone is a household member or not.

2.10 SECTION G: NON-FOOD NON-DURABLE EXPENDITURES (7 DAYS, 1 MONTH and 6 MONTHS)

Respondent: This section should be asked to the head of household. Since a household member can purchase an item without the knowledge of the Household head, it is advisable that the respondent consults other members on items purchased and or consumed.

It is very important for you to master the recall periods of the goods and services in these sections. The recall periods range from the last seven (7) days for frequently purchased non -food items, 30 days for regular non-food items such as personal care products and services and last (6) months for semi durable goods and services such as clothing and footwear.

7-day recall: Tobacco, Narcotics and other frequently purchased items

-  **G01:** This is the item of interest. The basic headings are the specific class where the item falls.

- ✚ **G02:** This is the item code which is pre-coded
- ✚ **G03:** For each item listed, ask the respondent whether the household purchased or paid for, the [ITEM] over the past 7 days. You **MUST first ask (column G03)** for **ALL ITEMS** in the list, **BEFORE** asking the rest of the questions **one row at a time**. ONLY for items that have a YES (code 1) in **column G03**, are to be asked one at a time row wise up to column G07. You are to ask this question for each and every item listed.
- ✚ **G04:** How much quantity was purchased
- ✚ **G05:** Ask how much the household spent on the [ITEM] in local currency for each item the household purchased.
- ✚ **G06:** Ask where the [ITEM] was purchased from. Use the codes provided in F06.
- ✚ **G07:** Ask how much [ITEM] was acquired from sources other than purchases. Enter the estimated monetary value of the item in local currency.

1 month recall

The regular non-food items are classified into the following broad categories: For these items the recall period is over the last one month. One month does not include the current month.

- Electricity, Gas and Other Fuels
 - Transport services and reading materials
 - Fuel, lubricants, maintenance of personal transport equipment
 - Personal care, social protection and miscellaneous goods and services
 - Information and communication services
 - Recreational, sporting and cultural services
 - Financial services
- ✚ **G08:** For each item listed, ask the respondent whether the household purchased, paid for, the [ITEM] over the past one month. You **MUST first ask (column G08)** for **ALL ITEMS** in the list, **BEFORE** asking the rest of the questions **one row at a time**. ONLY for items that have a YES (code 1) in **column G08**, are to be asked one at a time row wise up to column G12. You are to ask this question for each and every item listed.
 - ✚ **G09:** What quantity of [ITEM] was purchased?

- ✚ **G10:** Ask how much the household spent in local currency for each item the household purchased.
- ✚ **G11:** Ask where the [ITEM] was purchased from. Use the codes provided.
- ✚ **G12:** Ask how much [ITEM] was acquired from sources other than purchases. Enter the estimated monetary value of the item in local currency.

6-month recall: Expenditure on clothing and footwear

This covers clothing and footwear but excludes clothing excludes uniforms for school going children since this is captured under the Education module.

For these items the recall period is over the last six (6) months.

Respondent: The Household head or the most informed member of the household with assistance from other household members.

You will interview the household on how much **NEW** and **SECOND HAND** clothing and foot wear they purchased or obtained by other means. Be clear, precise and tactful especially when asking the questions on second hand items.

- ✚ **G13:** For each item listed, ask the respondent whether the household purchased, paid for, consumed or acquired the [ITEM] over the past one month. You **MUST first** ask (**column HA03**) for **ALL ITEMS** in the list, **BEFORE** asking the rest of the questions **one row at a time**. ONLY for items that have a YES (code 1) in **column HA03**, are to be asked one at a time row wise up to column HA08. You are to ask this question for each and every item listed. Do not assume that the household does not consume/purchase/pay for or acquire the item.
- ✚ **G14:** Ask how much was spent by the household (in local currency) for each item the household purchased.
- ✚ **G15:** Ask where the [ITEM] was purchased from. Use the codes provided in F06.
- ✚ **G16:** Ask how much [ITEM] was acquired or consumed from sources other than purchases. Enter the estimated monetary value of the item in local currency. The value of the item will be estimated by the respondent.

2.11 SECTION H: NON-FOOD NON-DURABLE EXPENDITURES (12 MONTHS)

Respondent: This section should be asked to the head of household, who should be assisted by other informed adults within the household. Carefully explain to the respondent the type of items you are seeking information about. The focus in this section is on household expenditure on non-food items and services purchased/acquired over the past 12 months. This period does not include the current month. Be clear and precise and tactful as you ask the questions. The non-food items are classified into the following broad categories:

- Medical products and assistive products
- Household textiles
- Household appliances
- Glassware, Tableware and Household Utensils (SD)
- Furnishings, loose carpets and rugs
- Tools and equipment for house and garden
- Parts and accessories for personal transport equipment
- Information and communication services
- Personal effects
- Recreational, sport and culture
- Accommodation services
- Insurance

USE THE SAME LOGIC AS EXPLAINED IN SECTION G TO DEAL WITH THIS SECTIONS. THE QUESTIONS ARE SIMILAR AND WHAT CHANGES IS THE LIST OF ITEMS BEING CONSIDERED AND THE RECALL PERIOD

2.12 SECTION I: DURABLE ASSETS

Respondent: Household head or any other knowledgeable person in the household.

This section asks about ownership of assets and purchases of assets in the last 12 months.

I03: This is the asset code which is precoded

I03_1: All partner states countries must use the COICOP 2018 nomenclature (insertion in the questionnaire)

I04: Ownership of assets

Asks about ownership of assets. The list of items is provided and it advisable to ask question I04 for all items first. Then, continue with the follow-up questions for each item owned by the household.

[ONLY CONSIDER ITEMS IN WORKING CONDITION]

I05: Number of items owned by the household

How many items does your household own? ONLY COUNT ITEMS THAT ARE IN WORKING CONDITION

I06: Age of Item

Ask about the age of the (ITEM). IF MORE THAN ONE ITEM REFER TO NEWEST.

If less than one year, record 0

I07: Price of [ITEM]

Ask at what price the [ITEM] was bought. IF MORE THAN ONE ITEM, REFER TO NEWEST and capture the price.

If respondent doesn't know the price, any other knowledgeable member may answer.

I08: Ask how much the [ITEM] would fetch if the household were to sell it today. IF MORE THAN ONE ITEM, REFER TO NEWEST ITEM. Record the estimated monetary value in local currency.

I09: Ownership of assets in household:

Who (are) is the person in the household that (own) owns this [ITEM]?" This is a multiselect question.

PURCHASES IN THE LAST 12 MONTHS**I10: Purchases in the last 12 months**

Ask if the household purchased ANY of the [ITEM] over the past 12 months? . If Yes, ask how much was purchased.

I11: How much of this [ITEM] was purchased? The question is answered in three steps, the number (quantity) purchased, the unit code and the cost of their acquisition.

I12: Point of purchase, use the provided codes**2.13 SECTION J: HOUSING**

Purpose: This section aims at measuring the quality of housing occupied by the household currently. Thus, it collects information on the type of dwelling, occupancy status and the physical characteristics of the dwelling.

Respondent: The Household head or the most informed member of the household and Interviewer's own observation.

This section deals with key housing conditions and services. Most of the questions are easily observable and may therefore be recorded without posing the questions to the respondent. However, it should not be taken that such questions can just be recorded without reference to the respondent. The interviewer is always encouraged to check with the respondent

For all questions with the option of others, remember to specify

J01: Type of dwelling unit

ANSWER OPTIONS FOR J01 TO BE CUSTOMISED TO COUNTRY CONTEXT

This question seeks to establish the type of dwelling unit occupied by the household. You are required to record the most appropriate code. (REFER TO MAIN DWELLING IF MORE THAN ONE)

NOTE: ANSWER OPTIONS FOR J01 TO BE CUSTOMISED TO COUNTRY CONTEXT

A detached house is one that stands alone without being attached in any way to another building

A semi-detached house commonly refers to two or more separate residences, attached side-by-side. This type of dwelling unit can appear as a single house with two different entrances, though sometimes the houses have a shared entrance but with two separate doors. The semi-detached house often looks like either two or more houses put together. It can be single or multiple storied, with a common roof and shared walls between units.

Flat/Apartment it is a dwelling unit joined to others in a single multi-storey building

Huts refers to a small dwelling unit made of local materials such as grass, branches, palm leaves, wood, clay etc.

Living quarters attached to office/shop: Sleeping rooms or quarters attached to an office or shop

Improvised home (kiosk, container)

Uncompleted building

If none of the stated dwelling unit types are appropriate, record in "Others", and specify

NOTE: ANSWER OPTIONS FOR J01 TO BE CUSTOMISED TO COUNTRY CONTEXT

J02: Occupancy Tenure of MAIN Dwelling Unit

This question is concerned with the arrangements by which a household occupies its dwelling or living quarters i.e. is the household staying in it FOR FREE or SOME PAYMENT is made in order for the household to stay in it? Write the code which most

appropriately describes the arrangements under which the Household occupies its dwelling. If the Household owns the dwelling, write code 01 for "Owner occupied".

If the Household members neither own the dwelling nor pay rent of any kind but occupy the dwelling free of charge because it belongs to government, record 4 for "Free Public". Probe to ensure that the household does not pay any rent either directly or indirectly (e.g. deducted by the employer). Public housing is owned by the Central/ Local Government, or Parastatal Organisations. All other housing is private. If a private company or private school or a relative or a friend offers a free house where the household members live, then record 05 for "Free-Private".

Households occupying public housing may pay part of the rent (nominal rent). If such is the case, record 06 for "Subsidised Public". Households occupying private housing may pay part of the rent (nominal rent), record 07 for "Subsidised Private" in such cases. If any government organization/agency pays full rent for the housing unit, record 08 for "Rented Public". If a household member pays full rent for the dwelling unit, record code 09 for "Rented Private". If no code is appropriate, write code '96' and specify.

Observe the skip patterns

✚ J03: Acquisition of dwelling

For those who stay in owner occupied dwellings, this question asks about how the household acquired it.

✚ **J03a:** For households that purchased or constructed the dwelling on loan, please ask if the household still servicing the loan/mortgage.

✚ **J03b:** For households that purchased or constructed the dwelling on loan, ask how much per month is household spending to service the loan(s) on this dwelling.

✚ J04: Age of dwelling

The age of the house is important in determining its value of the house. The age of house in completed years refers to when it was completed and/or first occupied.

✚ **J05: Ask the respondent how much the house would fetch if they were to offer it for sale today.**

This is an attempt to derive the value of the house and should be posed to those households that own their dwelling.

It should be noted that in the rural areas, it may be unwelcome to ask this question as it is, since in ancestral homes, the issue of selling the dwelling do not even arise.

The cost of construction may be used to derive the value of homes in rural areas. Confirm from the respondents the cost of (1) Materials, (2) labour and (3) any other inputs to be sure that the estimated cost of construction is accurate enough.

✚ J06: Ask the household how much they would pay as rent if they rented the dwelling

This question seeks to provide information on how much the household would pay as rent if they rented the dwelling. Please note that this excludes utilities such as water, electricity. Skip

IF IN KIND, INCLUDE VALUE OF IN-KIND PAYMENTS

✚ J07: Rent paid

This question should be posed strictly to those who pay rent for their dwellings. For households whose rent is subsidized i.e. those that answered 3, 6 and 7 in J02, capture only what the Household actually pays per month or year

For households whose rents are inclusive of bills for water, electricity, security etc., probe to isolate the rent minus these bills. The rent ideally should exclude these bills but in case it is difficult to isolate the actual rent, then record the amount provided. If the Household pays rent in advance e.g. for 2 years etc. Calculate and get the monthly/annual rent, exclude deposit and any other charges.

✚ J08: For renters, ask to whom the rent is paid

This question determines from whom the Household has rented their dwelling; it therefore only applies to Renters. Be sure to get the actual owner of the dwelling. If given personal name of the owner, code "individual".

✚ J09: Documentation pertaining to the dwelling

What type of documentation does your household have to support occupancy status?

✚ J10: Asks if any members of the household listed on the [DOCUMENT]?, If no observe the skip

✚ J11: For those who answered YES to J10, probe and list all members that are listed on the document.

✚ J12: Ask the household the number of dwelling units that they occupy

A **dwelling unit** is a place of abode or residence (room or group of rooms) occupied by one or more households. It may be distinguished from the next dwelling unit by a separate entrance. Within a dwelling unit, there may be one or more households.

✚ J013: Ask the household the number of rooms used for sleeping

(DO NOT COUNT BATHROOMS, TOILETS; INCLUDE STOREROOMS, OR GARAGES IF USED FOR SLEEPING)

This question seeks information on the number of rooms in the dwelling that are used for sleeping. A room is enclosed by at least three walls or partitions and is used for living. If a sitting room or kitchen is used for sleeping, they should also be considered as sleeping rooms. However, places such as corridors, balconies, verandahs or bathrooms are not to be considered as sleeping rooms. Record the actual number of rooms that the household members use for sleeping. If there is more than one building (including huts), include in sleeping rooms in main dwelling and other dwellings and boys quarters.

✚ J14: Predominant wall material

Record the dominant wall material for **main** dwelling unit. Note that the wall materials are mostly observable and hence you may not need to pose the question to the respondent.

Example: 1. If a house wall is made of stones up to say a foot from the ground, and the other part is wood, then the dominant material is wood

✚ J15: Predominant roof material

Record the dominant roof material for **main** dwelling unit. Note that the roof materials are mostly observable and hence you may not need to pose the question to the respondent. Roofing material is considered to be the one that protects the household from effects of nature.

Example.

- I. In the case of a flat where the topmost floors has a tile roof, households that live in the topmost floor will have their roofing material as tiles while all other households in the lower floors will have concrete as their roofing materials.

✚ J16: Predominant floor material

Capture the floor finish material.

Example 1. A house could have a cement floor which has been covered by tiles in this case the floor finish is tiles and not cement. Other decorative materials such as carpets should not be considered as floor finish material unless it covers from wall to wall and it's not temporary. Do not assume since in some dwelling units the sitting room might have tiles while the rest of the house is simply cement floor.

Always confirm with the respondent if the floor finish material is uniform in the whole house. For cases where a mixture of floor finish is applied, code the one that covers the greatest floor surface.

✚ J17: Expenditures on regular maintenance, repair and security of dwelling

This question asks if the household made any expenditures for regular maintenance, repair and security of this dwelling in the last 12 months. If yes, proceed to J18.

✚ J18: Expenditure on specific items related to maintenance of household

Asks for expenditures on specific items such as security, services of plumbers, garden products, plants and flowers etc

✚ J19: Total expenditure on maintenance

This asks about the total expenditure on the item/ service.

2.14 SECTION K: UTILITIES AND SANITATION

WATER, SANITATION AND ENERGY

The Household head or the most informed member of the household should be the one to answer this section.

✚ K01: Main source of drinking water for the household

Ask the main source of drinking water for the household. The purpose of this question is to assess how safe the household's drinking water was over the past 1 year.

PLEASE MOST FREQUENTLY USED SOURCE THROUGHOUT THE YEAR, EVEN IF NOT CURRENTLY IN USE.

If drinking water is obtained from several sources, probe to determine the source from which the household obtains most of its drinking water.

Example: If the household mostly gets drinking water from rain water collection and occasionally uses bottled water, then the main source of drinking water for this household is rain water.

Response Categories	Definition	Where they are common
---------------------	------------	-----------------------

Piped water into dwelling	Pipe connected with in-house plumbing to one or more taps, e.g. in the kitchen and bathroom. Sometimes called a house connection.	Urban/peri-urban, small towns high density area
Piped water to yard/plot	Pipe connected to a tap outside the house in the yard or plot. Sometimes called a yard connection.	-do-
Public tap or standpipe	Public water point from which community members may collect water. A standpipe may also be known as a public fountain or public tap or water kiosk. Public standpipes can have one or more taps and are typically made of brickwork, masonry or concrete.	-do-
Tube well or borehole	A deep hole that has been driven, bored or drilled with the purpose of reaching ground water supplies. Water is delivered from a tube well or borehole through a pump which may be human, animal, wind, electric, diesel or solar-powered.	Rural areas Low density areas
Protected dug well	A dug well is one that is (1) protected from runoff water through a well lining or casing that is raised above ground level and a platform that diverts spilled water away from the well and (2) covered so that bird droppings and animals cannot fall down the hole and (3) fitted with a pump. Both conditions must be observed for a dug well to be considered as protected.	-do-
Open/unprotected dug well	A dug well which is unprotected from runoff water; 2) unprotected from bird droppings and animals; or (3) both.	-do-

Protected spring	A spring protected from runoff, bird droppings, and animals by a “spring box” which is typically constructed of brick, masonry, or concrete and is built around the spring so that water flows directly out of the box into a pipe without being exposed to outside pollution.	-do-
Open/unprotected spring	A spring that is subject to runoff and/ or bird droppings or animals. Unprotected springs typically do not have a “spring box”.	-do-
Rainwater	Rain that is collected or harvested from surfaces by roof or ground catchment and stored in a container, tank or cistern.	-do-
Tanker truck	Water is obtained from a provider who uses a truck to transport water into the community. Typically the provider sells the water to households.	Peri-urban slums
Vendor	Water is obtained from a provider who transports water into a community using a cart and then sells the water. The means for pulling the cart may be motorized or non-motorized (e.g., a donkey or bicycle).	do
Surface water	Water located above ground and includes rivers, dams, lakes, ponds, streams, canals, and irrigation channels	
Bottled water	Water that is bottled and sold to the household in bottles.	Urban areas

🚦 K01a: Location of water source

For water that is not piped into dwelling, bottled or sachet water, ask if the water source is located within the dwelling, yard/plot or elsewhere.

🚦 K02: Time for round trip including waiting time.

Ask the household how long (on average) it takes to get drinking water from the main source and back. This includes waiting time to fetch water. If the respondent tells you that

the water is delivered to their dwelling (a situation that could arise if the water comes from a tanker truck, a small cart with a tank, or is bottled), record '0'

✚ K03: Distance to water source

Ask for the average distance to the source of drinking water from the household in Kilometres.

If the distance is given in miles, convert to kilometers (**1 mile=1.6 km**) The question is primarily aimed at supplementing the question on the time taken to the water source.

✚ K04: Ask the household who usually goes to this source to fetch the drinking water. Insert line number from the household roster.

This question seeks to find out the household members who usually go to the source to fetch the drinking water for the household. This is intended to provide information on who carries the burden of fetching drinking water for the household and gender roles.

INSERT PERSON ID FROM HH ROSTER, UPTO THREE MULTIPLE RESPONSES. IF NON-HH MEMBER, CODE 99

✚ K05: Establish from the household which season they use this source for the drinking water. The question attempts to determine the variation in source of drinking water against seasons and thus the reliability of the source. For instance, some sources are only available during the rainy season and therefore dependent on the availability of rainfall. If the response is 1, 'all year' then the interviewer should skip to K08.

✚ K06: Record the main source of drinking water in other seasons. Remember to use the codes in K01.

✚ K07: Record the average time it takes to get drinking water from these other sources in other seasons. This includes waiting time to fetch water

✚ K08: Water sufficiency

Asks about whether there has been a time in the last month when the household did not have sufficient quantities of water when needed.

✚ K09: Treatment of water

Establish what the household does to make the water safe to drink. The purpose of this question is to know whether the household's drinking water is subjected to any form of treatment and if so, what type of treatment is used. The type of treatment used at the household level provides an indication of the quality of the drinking water used in the household. Note that the household can give several treatment methods. Therefore,

multiple responses are allowed since more than one method of treatment could have been used.

DO NOT READ. PROBE & SELECT ALL THAT APPLY

DEFINITION OF WATER TREATMENT CODES	
Response category	Definition
Nothing	No form of treatment at all
Boil	Boiling of water
Add bleach/chlorine (waterguard, aquaguard)	Use of free chlorine to treat drinking water. Free chlorine may be in the form of liquid sodium hypochlorite, solid calcium hypochlorite, or bleaching powder.
Sieve through cloth	Pouring water through a cloth which acts as a filter for collecting particulates from the water.
Using a water filter (ceramic/sand/composite/etc.)	The water flows through media to remove particles and at least some microbes from water. Media used in filtering systems usually include ceramic, sand and composite
Solar disinfection	Exposing water, which is stored in buckets, containers, or vessels, to sunlight.
Let it stand and settle	Holding or storing water undisturbed and without mixing long enough for larger particles to settle out or sediment by gravity.
Other (specify)	Write down any other form of treatment that is not one of the listed

K10: Source of water for domestic uses

The previous questions were about water for drinking, This particular question is specific to water for other domestic uses such as cooking and washing.

K11: Quantity of water used in the household

This question is intended for all households irrespective of their water source and includes water for **all** domestic purposes. Determine how much water the household on **average** uses each day. Record the response in litres

K12: Expenses on water

Question seeks to establish how much the household paid in the last one month. The expense ss for all water (all purposes) used by the household and includes any fees or costs of transportation, delivery, etc.

IF THE WATER BILL IS SHARED, ONLY RECORD THE HOUSEHOLD'S PORTION

SANITATION

- ✚ **K13:** This question seeks information about the type of toilet **used** by the household. Note that it refers to **use** rather than **ownership**. Below is the description of the different types of toilet facilities.

Definitions of Toilet Facility	
<u>Response Categories</u>	<u>Definition</u>
Flush/pour flush toilet	<p>A <u>flush</u> toilet uses a cistern or holding tank for flushing water and has a water seal, which is a U-shaped pipe, below the seat or squatting pan that prevents the passage of flies and odors.</p> <p>A <u>pour flush</u> toilet uses a water seal, but unlike a flush toilet, a pour flush toilet uses water poured by hand for flushing (no cistern is used)</p>
<i>Piped sewer system</i>	A system of sewer pipes (also called sewerage) that is designed to collect human excreta (feces and urine) and waste water and remove them from the household environment. Sewerage systems consist of facilities for collection, pumping, treating and disposing of human excreta and waste water
<i>Septic tank</i>	An excreta collection device consisting of a water-tight settling tank normally located underground, away from the house or toilet.
<i>Somewhere else</i>	A system in which the excreta is deposited in or nearby the household environment in a location other than a sewer, septic tank, or pit, e.g., excreta may be flushed to the street, yard/plot, drainage ditch or other location.
Pit latrine	Excreta is deposited without flushing directly into a hole in the ground
Ventilated improved pit latrine (VIP)	A latrine ventilated by a pipe extending above the latrine roof. The open end of the vent pipe is covered with gauze mesh or fly-proof netting and the inside of the superstructure is kept dark

Pit latrine with slab	A latrine with a squatting slab, or a platform or seat. A latrine has a “slab” if the floor of the latrine is made of a hard, smooth material that can easily be thoroughly cleaned: e.g. cement, very smooth wood with no gaps, or smooth stone. Latrines with floors made of dirt, mud covered floors, or floors of mud and sticks do not have a slab. The “slab” does not have to be raised above ground level. A platform or seat must be firmly supported on all sides and raised above the surrounding ground level to prevent surface water from entering the pit and for ease of cleaning
Pit latrine without slab/ open pit	A latrine without a squatting slab, platform or seat. An open pit is a rudimentary hole in the ground where excreta is collected
Bucket Toilet	Involves the use of a bucket or other container for the retention of feces (and sometimes urine and anal cleaning material), which is periodically removed for treatment or disposal
Compositing/ Ecosan toilets	A toilet where feces and urine is either compositing or dehydrating (using ash and /or other materials) on site before it's exposed to the environment.
Hanging Toilet/latrine	A toilet built over the sea, a river, or other body of water allowing excreta to drop directly into the water

✚ **K13a: Has your septic tank/pit latrine/ composting toilet ever been emptied?**

K13b: The last time the septic tank/pit latrine/ composting toilet was emptied, was it emptied by a service provider?

✚ **K13c: Where were the contents emptied to?**

✚ **K14:** Sharing a toilet facility is an important measure of the level of hygiene in the household. The question asks about whether the toilet facilities are shared with one or more other households. "Not shared" facilities are used by one household only while "Shared" facilities are used by more than one household. In case of pit latrine, even if you have different stances, provided it is one pit, it shall be regarded as shared

If not shared skip to K16.

✚ **K15: Sharing of toilet facility**

Probe to determine the number of OTHER households that share the toilet facility (the number should exclude the respondent's household. For example, if the respondent's household shares the toilet with one other household, record "1". If they share it with two other households, record "2". The number of households that share toilet facilities is an important measure of the level of hygiene in the household.

K16: Hand Washing

This question is about the aspect of handwashing after use of the toilet facility. Handwashing with water and soap is the most cost-effective health intervention to reduce both the incidence of diarrhoea, cholera and dysentery in children under five. This question intends to collect information on handwashing facilities. In some areas, there may not be a designated place for hand-washing. Rather a movable object is used, like a bucket, basin, container or kettle, for people to wash or rinse their hands. In such cases, record YES

[OBSERVE WHERE HOUSEHOLD WASHES HAND to establish whether there's water and soap]

K17: Garbage disposal

Solid waste includes all waste material generated as a result of the daily domestic activities excluding water and human excreta. Examples are peels from fresh foods, food left over, litter from house and compound. Usually households have various methods of solid waste disposal. Some first keep in dustbins, polythene bags, buckets, large plastic/metallic containers, etc. for a few days then eventually dispose it. We are referring to the **FINAL** method of solid waste disposal. For example households that heap garbage for one or more days and eventually burn it, write code 07 for "burning".

If the solid waste is collected, then indicate how it is collected; who collects the solid waste for the household. Solid waste may be collected by the government (central/local), community association or private companies.

K18: Frequency of garbage disposal

Disposal of solid waste generated by the household is a key environmental and welfare determinant as this normally impacts on their health. The question seeks to determine how often the household waste is collected.

K19: Expenses on waste

Question seeks to establish the amount paid by households for waste/refuse disposal per month.

ELECTRICITY

✚ K20: Whether a household uses any source of electricity

Ask whether the household has any form of electricity. If the response is NO skip to K23.

✚ K21: Main source of electricity

Establish the **MAIN** source of electricity that the household uses. That is the one that is used most of the time.

✚ K22: Frequency of electricity payment

Establish how often the household typically pay for electricity. Fortnightly means every two weeks.

✚ K22_1: Availability of electricity

Record the number of hours that electricity were available each day on average from [NAME OF MAIN SOURCE SPECIFIED IN K21] in the last 7 days?

✚ K22_2: Availability of electricity

Record the number of hours that electricity was available, on average, each evening from 6:00 pm to 10:00 pm from [NAME OF MAIN SOURCE SPECIFIED IN K21] in the last 7 days.

✚ K23: Record the main reason why the household is not connected to the electricity grid.

✚ K24: 'What is the [MAIN] source of energy for **lighting**?'

✚ K25: Primary cooking stove

Record the type of primary/most common cooking stove the household uses for cooking. Please use the codes provided.

PROBE & SELECT TWO MOST USED FUELS IN ORDER OF USE FREQUENCY

✚ K26: Asks whether the stove has a chimney

✚ K27: Asks whether the stove has a fan

✚ K28: Commonly uses fuel used in the cookstove in the last 12 months
PROBE & SELECT TWO MOST USED FUELS IN ORDER OF USE FREQUENCY

✚ K29: Fuel spent on the [FUEL TYPE IN K28] in the last month?

ENTER THE ACTUAL AMOUNT SPENT, NOT THE MARKET VALUE OF THE FUEL

IF NONE/RECEIVED FOR FREE, ESTIMATE VALUE (BE MINDFUL OF OVERESTIMATIONS AND PROBE MORE)

 **K30:** Where the household cooks from

Where does your household normally cook with the cookstove specified in K25?

The purpose of this question is to determine the level of exposure of the household members to smoke from fuels used for cooking. Smoke is an air pollutant, and exposure to it increases the risk of respiratory infections.

2.15 SECTION L: PROPERTY AND OTHER INCOMES DURING THE LAST 12 MONTHS

Purpose: This section gathers information on income from property, transfers, income from agriculture, livestock, household enterprises and sale of assets during the past 12 months. It also completes the income and expenditure current accounts of the household.

Respondent: The respondent for this section is either the head of the household or main respondent identified by the household.

Definitions

Property Income:

This income consists of imputed rents of owner-occupied dwellings and the actual payments received by the household from others for the use of buildings (residential and non-residential), land, machinery, financial assets and intangible assets such as copyrights and patents.

Imputed rents of owner-occupied dwellings should be calculated as the gross imputed rental value of the dwelling less the sum of expenditure on current maintenance and up-keep and mortgage interest paid. Receipts of rents on land and buildings should be net of taxes, current maintenance and expenditure on mortgage interest.

Income received as royalties is from copyrights (e.g. books, music, etc.), and patents. Interest comprises actual receipts of interest on financial claims such as savings, deposits, bonds and loans etc. Dividends received are on shares of corporate enterprises.

Current Transfers and other Benefits

This group consists of contracted transfers like pensions and life insurance annuity benefits and other social security benefits that are from public authorities to individual households.

Pension and life insurance annuity benefits: This mainly refers to money paid at regular intervals to the beneficiaries of a retirement pension and annuity benefits.

Remittances and assistance: These are regular or irregular contributions in terms of money or in kind made to person living elsewhere in the country or abroad. For example, any money, food or good received or sent out by the household from/to a relative staying elsewhere in the country or abroad is a remittance.

Other incomes: include income from other sources not previously reported – for example in the form of gifts, inheritances, alimony (child support/maintenance), scholarship, etc.

Instructions

🚩 L01: Item code

🚩 L02: List of property and other incomes

A list of property and other income sources is provided in column L02.

NOTE for Adaptation:

The list of sources may be tailored to the country as deemed fit. In cases, where some sources of income have already been included in other modules such as Employment, household enterprises and agriculture module, they should be excluded in this module to avoid repetition.

🚩 L03: Whether household received income

This question enables the interviewer to establish whether any member of the household received any income from the listed sources in the last 12 months. If any member(s) received any income from any source, record code 1 and proceed to fill in L04, if the response is 'No', record code 2 and skip to the next source.

🚩 L04: Amount of income received

Record the amount received during the past 12 months in cash and in-kind in column separately

🚩 L05: Household decision making on property income

Record at least three members in the households per source of income

2.16 SECTION N: Household Engagement in Agriculture

- ✚ Respondent: Head of household or any knowledgeable member of the household
- ✚ **N01: Land ownership:** Establish if any member of the household **owns** any agricultural land. This excludes land rented by the household.
- ✚ **N02: Size of land:** Record the number of acres of agricultural land owned by members of the household. At this level, this concerns all agricultural land owned by all members of the household.
- ✚ **N03:** Did any member of your household operate any land for growing crops, including seasonal crops, vegetables, fruits, and other tree/permanent crops, during the last 12 months? If yes proceed to N03a- N03i.

READ OUT: PLEASE CONSIDER ALL LAND IRRESPECTIVE OF LOCATION AND TENURE STATUS, INCLUDING LAND LEFT FALLOW.

- ✚ N03a-N03i ask whether households grow the listed crops.

NOTE for Adaptation: [The list of crops and livestock may be tailored to the country as deemed fit]

- ✚ **N04: Livestock ownership:** Did any member of your household own and/or raise any livestock, herds, other farm animals, or poultry in the last 12 months. If answer is No, skip to N05
- ✚ **N04a-N04e:** Ask for number of livestock or poultry owned by the household. The list of livestock/poultry is provided in the questionnaire. [The list of livestock must be adapted according to partner countries]
- ✚ **N05: Aquaculture:** Did any member of your household engage in fish farming/aquaculture in the last 12 months?