

TIME USE PILOT SURVEY FOR THE MEASUREMENT AND EVALUATION OF  
WORK: PAID AND UNPAID

GUIDELINES FOR INTERVIEWERS

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## **GUIDELINES FOR INTERVIEWERS**

### **I. INTRODUCTION**

#### **1.1 What is INSTRAW?**

The International Research and Training Institute for the Advancement of Women (INSTRAW) is a United Nations organization created in 1975 whose functions are research and training in order to advance the integration of women in the development process, focused on developing countries.

#### **1.2 General aspects about the project**

##### **Description and objectives**

The project “Measurement and Evaluation of the Contribution of Paid and Unpaid Work to Economic and Social Development: through the Methodology of Time-Use” has as a main objective to develop data collection strategies and techniques to measure and evaluate unremunerated work, making special emphasis on work done by women. With its implementation, it intends to reveal the statistical significance as well as the magnitude of unpaid work done by population in the daily economic survival that due to lack of measurement techniques is not usually taken into account in the design of national policies.

It is an international project that is being implemented in different world regions: Asia, Africa, Latin America, Caribbean and Eastern Europe.

In Asia, the project is being developed in Nepal where several time-use surveys have been undertaken, mainly in the rural areas; in Latin America, Venezuela was chosen and there the survey was implemented mostly in urban areas. In the African region, Tanzania was selected as well as Dominican Republic in the Caribbean, but the methodology has not been implemented yet. Finally, this project is being carried out in Hungary representing the Eastern European countries.

When these studies are completed, a comparative analysis is going to be done in order to design an internationally comparable methodology.

#### **1.3 About time-use methodology**

Time-use surveys constitute a developed methodology that provides a great quantity of information about the time used by men and women in the different activities they perform during 24 hours of a day, seven days a week. It is also useful to analyze related

aspects such as management, space use, family organization, participation and integration of different household members in community services. It also provides a measure of housework in monetary terms, which makes it comparable to the production included in national accounts.

This technique has been implemented in several developed countries since 1970 carried out by national statistics offices.

## II. GENERAL ASPECTS

### 2.1 Interviewers' duties

The interviewer plays a major role in the quality of data that is being collected from a survey. As a consequence, the success of this research, which for being a pilot study requires a great effort, depends on his/her work.

The interviewer has the responsibility to:

- Attend the training or orientation program that is going to be offered by the INSTRAW and the ONE (National Statistics Office).
- Collect all the data according to the questionnaire and interview guidelines provided by the INSTRAW.
- Provide the INSTRAW with written observations, suggestions and comments on methodology.
- Arrive in the assigned area at least 15 minutes before the starting hour of fieldwork.
- Interview the respondent according to the criteria established by these guidelines.
- Inform the supervisor in case of any problem encountered in the process of data collection.

## III. PRE-TEST DESCRIPTION

### 3.1 The sample

For the methodology test 100 households are going to be selected, 60 belonging to urban areas and 40 to rural zones. The area selection will cover different contexts: rural, urban zones and diverse social strata.

## 1. Urban zone

- Herrera: This neighborhood represents an industrial zone that is mainly constituted by working population, and migrants from the rural areas, mostly belonging to low-class.
- La Agustina: This community represents a subgroup of middle, professional class.
- Piantini: It represents society's middle-high class group.

## 2. Rural zone

- La Horma: Located near San Jose de Ocoa (in the south-west region of the country) it is an agriculture area that produces non-traditional products (potatoes, carrots, eggplants, etc.).
- Batey Palave: It is a sugar mill town located near Santo Domingo city in the south-east of the country. This community represents the minority groups that usually work in the sugar cane plantations. The population is constituted by Haitian immigrants, daughters/sons of Haitians born in Dominican Republic, and Dominicans. These are small, poor communities with a recognized contribution to the economy and with different patterns of labor integration. The inclusion of these communities ensures the representation of the households belonging to social minority groups.

The households will be selected randomly using a table of random numbers.

### 3.2 Respondents' selection

The respondent is going to be the main woman of the household (household head or wife) and in case she is absent another adult woman should be interviewed. If there is no adult woman during the visit, any other adult member of the household capable of responding about the activities done by the absent members should be selected.

### 3.3 Data collection method

The most important data collection tool is a diary of 24 hours divided in 15 minutes intervals. In these diaries, the interviewers should register the main and secondary activities performed by respondents. This record will be made through a combination of recall interviews and direct observation on the assigned days. Other information, such as where, with whom, for whom and the remuneration received will be considered.

All household members seven year old and over will be included in this time-use survey.

Each household has to be visited at least four times a day. Each interviewer is going to visit an average of ten households in a five-day period. That means that he/she is going to make the observation/interview in two households per day. The interviewer should complete the observation according to the annexed scheme.

Some explanations about the questions included in the questionnaire:

1. The activities' record begins at 5:00 am and ends at 4:45 am, taking into account the activities done during 24 hours a day. The observation/interview starts at 7:00am in the rural areas and finishes at 7:00pm. For urban areas, it remains the same, but one hour later.
2. Each day the interviewers will be assigned two households that will be visited in an alternating way. On the first visit round to the households the respondent will be asked about the different activities performed during the night before until the moment of the visit. The interviewer should remain an hour in each visit to the households during which he/she should record the main and secondary activities that the different members of the household perform.
3. When the first visit to the first household is finished, the interviewer should go to the second household and use exactly the same procedure. The last activity recorded in the previous visit should be used as reference time for the next visit.
4. The scheme of data collection is described below:

#### DATA COLLECTION SCHEME

<u>First visit</u>	Interview	Night before	-	8:00am	Night before	-	9:15am
	Direct obs.	8:00	-	9:00	9:15	-	10:15
<u>Second visit</u>	Interview	9:00	-	10:30	10:15	-	11:45
	Direct obs.	10:30	-	11:30	11:45	-	12:45
<u>Third visit</u>	Interview	11:30	-	2:00	12:45	-	3:15
	Direct obs.	2:00	-	3:00	3:15	-	4:15
<u>Fourth visit</u>	Interview	3:00	-	4:30	4:15	-	5:45
	Direct obs.	4:30	-	5:30	5:45	-	6:45
<u>Fifth visit</u>	Interview	5:30	-	7:00			
	Direct obs.	7:00	-	8:00			

5. The questionnaire is structured in 4 sections: a) identification, b) housing characteristics, c) socio-demographic characteristics of the household members and d) diary of activities.
6. The household members are those who are usual inhabitants, or that have lived in the house during the last month or even those who lived less time in it, but have the intention of staying permanently. Those who are present in the household on a temporary basis for health, vacation or visit reasons are not considered as members of the household.
7. In section four of the questionnaire all the activities done by each member of the household should be recorded including domestic activities, care of sick and children, leisure (watching TV, listening to the radio, dancing, playing, etc.).
8. Main, secondary and tertiary activities that the household members, and especially women, commonly perform should be identified both in sequential and simultaneous ways.
9. Regarding the main activity, the interviewer has to ask and record for whom the activity is done and if it is paid or unpaid (in kind or money).
10. The place where the person is or was at the moment of performing the activity should be recorded (travelling, walking, at home, in the factory, etc.) as well as who is/was with her/him.
11. The household head is the person in the household considered as such.
12. The relationship to the household head should be asked.
13. If the person 's age is below one year, the interviewer should record 0.
14. For the educational level, the level and number of years completed should be asked. It should be recorded in the following way: PP for pre-primary, P for primary, S for secondary, T for technical education, U for university and PG for post-grades. If the person has never attended an educational center, then N should be recorded.  
  
Next to the educational level, the number of years completed should be specified.
15. The main occupation is the one to which the respondent dedicates more time.
16. The received income is the total money earned by each of the household members. All the remunerated activities should be considered, help to relatives, rent, retirement, etc.

17. The main decisions include buying a house, running the household budget, sons/daughters' education, moving from a place to another, etc.

#### IV. ADMINISTRATIVE ASPECTS

##### 4.1 Fieldwork period and working hours

The fieldwork is going to be done in a week, from October 18th until October 24<sup>th</sup>. The observation of the households starts at 8:00 am and finishes at 8:00pm for urban areas and one hour before for rural areas (from 7:00am until 7:00pm). The recorded information should cover the 24 hours of a day.

##### 4.2 Transport/Payment

The interviewers are going to be paid RD\$1,000.00, plus RD\$100.00 for travelling expenses in the National District and RD\$250.00 in the inner side of the country. Further, an additional sum for transport will be paid.

The 50% of the total payment will be given at the beginning of the fieldwork and the rest will be completed once the interviews are finished in a satisfactory way.

##### 4.3 Supervision

Each working team is going to be accompanied by a supervisor whose function will be to ensure the good quality of the information. To achieve her/his objectives, the supervisor is going to visit the households included in the sample and in some cases will re-interview household members selected randomly.