

**United Nations Evidence and Data for Gender Equality
(EDGE) Project and ADB R-CDTA8243 Statistical Capacity
Development for Social Inclusion and Gender Equality
Manual of Instruction for Measuring Asset Ownership and
Entrepreneurship from a Gender Perspective**

Table of Contents

CHAPTER ONE	1
INTRODUCTION TO THE PROJECT	1
ABOUT THIS SURVEY MANUAL	2
SURVEY OBJECTIVES	2
STRUCTURE OF THE MODULES.....	2
GLOSSARY OF TERMS	3
SAMPLE DESIGN AND SURVEY PERIOD	7
SURVEY ORGANIZATION	7
YOUR ROLE AS ENUMERATOR	8
TRAINING OF ENUMERATORS	8
SUPERVISION OF ENUMERATORS	9
HOW TO APPROACH THE PUBLIC.....	9
CONDUCTING AN INTERVIEW	10
IDENTIFYING ELIGIBLE RESPONDENTS.....	10
BUILDING RAPPORT WITH THE RESPONDENT	17
TIPS FOR CONDUCTING THE INTERVIEW	17
FIELDWORK PROCEDURES.....	19
GENERAL PROCEDURES FOR COMPLETING THE QUESTIONNAIRE	20
ASKING QUESTIONS	20
RECORDING RESPONSES.....	20
FOLLOWING INSTRUCTIONS	21
CHECKING COMPLETED QUESTIONNAIRES	21
DATA QUALITY.....	22
CHAPTER TWO: INSTRUCTIONS TO COMPLETE THE HOUSEHOLD QUESTIONNAIRE	23
MODULE 1A: HOUSEHOLD IDENTIFICATION PARTICULARS	23
MODULE 1B: STAFF DETAILS.....	24
MODULE 2A: HOUSEHOLD ROSTER.....	25
MODULE 2B: HOUSEHOLD DWELLING CHARACTERISTICS	32
CHAPTER THREE: INSTRUCTIONS TO COMPLETE THE INDIVIDUAL QUESTIONNAIRE	34
IDENTIFICATION PARTICULARS.....	34
MODULE 3: DWELLING	35
MODULE 4: AGRICULTURAL LAND.....	39
MODULE 5: LIVESTOCK.....	44
MODULE 6A: LARGE AGRICULTURAL EQUIPMENT.....	45
MODULE 7: NON-AGRICULTURAL ENTERPRISES AND ENTERPRISE ASSETS	47
MODULE 8: OTHER REAL ESTATE	53
MODULE 9: CONSUMER DURABLES	56
MODULE 10 : FINANCIAL ASSETS.....	57
MODULE 11: LIABILITIES	58
MODULE 12: VALUABLES	60

CHAPTER ONE

INTRODUCTION TO THE PROJECT

The United Nations Evidence and Data for Gender Equality (EDGE) project¹ is developing methodological guidelines on measuring individual-level asset ownership and control and entrepreneurship from a gender perspective. Because most assets are owned by individuals (either solely or jointly), individual-level data are better, more able than household-level data to provide insights into three broad sets of policy issues. These are: (1) women's empowerment and decision-making, (2) understanding livelihoods (including entrepreneurship), and (3) reducing poverty and vulnerability. Yet, relatively little data exist on individual ownership of assets, particularly data derived from nationally-representative surveys. Instead, asset data continues to be collected at the household level by asking questions about whether *anyone* in the household owns land, housing or other key assets.

To integrate data collection on individual-level asset ownership/control and entrepreneurship into the regular production of official statistics, the EDGE initiative is undertaking methodological work on the following key issues:

- Which assets should be measured?
- How should the ownership and control of assets be defined and measured?
- How should the value of assets be obtained?
- Who in the household should be interviewed about individual-level asset ownership and control?
- How should gender differentials in entrepreneurial participation, enterprise performance, motivations and aspirations and entrepreneurial resources and constraints be measured?
- Which indicators on asset ownership/control and entrepreneurship should be proposed for regular measurement?

In order to test and refine the EDGE methodology, the NSOs of eight countries, including Geostat, have agreed to pilot data collection on individual-level asset ownership and entrepreneurship in 2015.² The lessons learned from these pilots will be incorporated into the final EDGE methodological guidelines on measuring asset ownership and control from a gender perspective, which will be presented to the United Nations Statistical Commission in 2017 for endorsement.

ABOUT THIS SURVEY MANUAL

This survey manual describes the objectives of the survey to collect data on ownership of assets and entrepreneurship from a gender perspective, concepts and definitions related to the survey, issues related to the sampling design, elements of training of enumerators and supervisors for field work, and approach for the field work and detailed instructions for collecting data in the questionnaires used in the

¹The United Nations Evidence and Data for Gender Equality (EDGE) project is executed jointly by the United Nations Statistics Division (UNSD) and the United Nations Entity for Gender Equality and the Empowerment of Women (UN-Women) and seeks to accelerate existing efforts to generate comparable gender indicators on health, education, employment, entrepreneurship, and asset ownership. The project focuses on (i) the development of a platform for international data and metadata compilation covering education, employment and health indicators, (ii) the development of international definitions and methods for measuring gender-disaggregated entrepreneurship and asset ownership, and (iii) testing the newly developed methods in selected countries. The project is guided by a steering committee composed of national statistical offices that are members of the Inter-agency and Expert Group on Gender Statistics, regional commissions, regional development banks, and key international agencies in the development of gender statistics, including the World Bank and OECD.

²These countries are Fiji, Georgia, Maldives, Mexico, Mongolia, Philippines, South Africa and Swaziland.

survey. Considering that this survey is different from other usual household surveys, as the intention here is to collect data on the ownership of assets from the more than one individual adult members of the household, special care is required in managing the field operations and in undertaking household and individual interviews. The manual was drafted by the UNSD EDGE team based on the questionnaires and manual of instructions used for the MEXA survey in Uganda. The draft manual and the questionnaires significantly benefited from the detailed discussions that took place at the regional workshop in Manila from 6-9 April 2015 organized by the Asian Development Bank (ADB). The workshop was attended by the statisticians from the national statistics offices of the three countries – Georgia, Mongolia and the Philippines and other experts, The questionnaires and the manual were revised based on the workshop discussions and follow up consultations between ADB and the UNSD EDGE project team. The manual will serve as the guiding document for the conduct of pilot surveys in three countries undertaking EDGE pilot surveys under ADB’s technical assistance.

SURVEY OBJECTIVES

The main objective of the EDGE pilot is to test the EDGE methodology for measuring individual level asset ownership and control and entrepreneurship from a gender perspective. This includes quantitative and qualitative assessments of: (1) the design of the EDGE modules to ensure that questions are clear, response categories are adequate for the survey population, difficult/sensitive questions are identified, and concepts are operationalized well; (2) the feasibility of interviewing the household members selected for interview according to the EDGE field protocols; and (3) the relevance of the proposed EDGE global indicators to the country context.

STRUCTURE OF THE MODULES

The questionnaire has two parts.

The first part is the **Household Questionnaire**. It includes the roster of all household members and collects demographic and economic information on each member of the household. The modules embedded within the Household Questionnaire are:

- 1a. Household information
- 1b. Staff Details
- 2a. Household Roster
- 2b. Household Dwelling Characteristics

The second part is the **Individual Questionnaire**. The Individual Questionnaire is designed to collect information about the assets **owned by any member of the household, including the respondent**. These assets may be owned exclusively or jointly with someone else. The Individual Questionnaire also includes questions on the control and valuation of assets.

The modules embedded within the Individual Questionnaire which collect information on physical and financial assets are:

3. Principal dwelling
4. Agricultural land
5. Livestock
6. Large agricultural equipment
7. Non-Agricultural Enterprises and enterprise assets
8. Other real estate
9. Consumer durables
10. Financial assets
11. Liabilities
12. Valuables

GLOSSARY OF TERMS

What is an “asset”?

Assets are all items that are source of benefits accruing to the owner (a household or members of the household, for example), by holding or using it for producing goods and services over a period of time.

Assets may include (i) household dwelling, (ii) agricultural parcels, (iii) livestock, (iv) agricultural and non-agricultural machinery and implements, (v) durable household items, such as stoves, vehicles and refrigerators, (vi) dues receivable against loans advanced in cash and kind, and (vii) financial assets, such as shares in a company, national saving certificates, and deposits with banks, post offices and other individuals, and (viii) valuables, such as precious metals and stones, held as store of value.

An asset has three characteristics:

- Its ownership right, whether legal and/or economic, is enforced;
- It is used repeatedly in the process of production for producing goods/services or held as a storage of value; and
- It can be used for more than a year.

What are “valuables”?

Valuables are produced goods of considerable value that are not used primarily for purposes of production or consumption, but are held as stores of value over time. The nature of valuables is that they are held as a store of value in the expectation that their value will increase over time. Valuables include precious metals and stones, antiques and art objects. These are often regarded as alternative forms of investment. At various times, investors may choose to buy gold rather than a financial asset when the prices of financial assets were behaving in a volatile manner. Individuals/households may also choose to acquire some of these items knowing that they may be sold if there is a need to raise funds.

What do we mean by “ownership”?

Ownership can be classified into three different categories:

- 1) **Reported ownership:** This form of ownership is obtained by asking the respondent to identify who is (are) the owner(s) of an asset.
- 2) **Documented ownership:** This **form of ownership** refers to the existence of any document an individual can use to claim ownership rights in law over an asset.
 - **Ownership document** is usually for land and housing, but can exist separately for housing and land. It refers to any type of written documentation (government-issued or not) including a title deed, will, or purchase agreement that states which persons own, have inherited, or have purchased the land and/or dwelling.
- 3) **Economic ownership:** This **form of ownership refers to** having the right to claim the economic benefits associated with the use or sale of an asset.

Joint ownership is a concept that falls under reported, documented, or economic ownership. It refers to two or more individuals reportedly, legally and/or economically owning an asset together.

What do we mean by involved in decision-making related to assets?

When an individual is considered to be **involved in the decision to sell an asset?** It means that in the perception of the respondent 'whether the concerned household member will be consulted before permanently giving away the asset in return for cash or in-kind benefits?'. The decision making process may involve the documented/reported owner(s) of the asset only, or owner(s) plus other adult member(s) of the household (including non-household member(s)), or only other adult household members without the consultation of owner(s). For the situation where a documented/reported owner is not included in the decision making process, an example could be a very old member of the household who might have documented ownership of the asset but does not get involved in the decision making process due to old age or ill-health or just lack of interest. The emphasis here is on "who is consulted" if a decision is to be made regarding the sale of an asset.

Example 1: In a given household, Marc (59 years old) is the documented owner of an agricultural parcel. Other members of the household are his wife, Sheila (54 years old), his sister-in-law, Karen (47 years old) and Marc and Sheila's son, Jonathan (25 years old). All individuals are members of the household. When Marc considers to sell the agricultural parcel, he will consult his wife and son on the whether to sell the parcel, about the expected price, whom to sell the land to and other concerns related to the agricultural parcel. In this case, Marc, Sheila and Jonathan will be listed as those involved in the decision to sell an asset. Karen is NOT involved in the decision making process to sell the asset in question.

Example 2: In a given household, Mathilda (79 years old) is the documented owner of an agricultural parcel. Other members of the household are her older daughter, Kristina (52 years old), her second daughter, Pauline (50 years old) and her son, James (45 years old). Given Mathilda's old age and ill-health, she does not participate in the decision making process, but will only sign the final sale agreement without any questions. Kristina is the person that primarily considers the sale of the asset and consults Pauline but not James. In this case, Kristina and Pauline will be listed as those involved in the decision to sell an asset. Mathilda will not be included in this list because even though she is an owner she is not actually involved in the decision making process. James will also not be included as being involved in the decision making process to sell an asset.

Example 3: In a given household, Matthew (60 years old) is the head of the household. Other members of the household include his wife, Joyce (58 years old), and their daughter Patty (30 years old) and Patty's husband, Robert (32 years old). Matthew and Joyce have a joint reported ownership of an agricultural parcel. Matthew only consults his son-in-law, Robert about any decisions related to the sale of the agricultural parcel. Joyce and Patty are not involved in any stage of the decision making process, although Joyce has to sign the legal sale agreement. In this case, Matthew and Robert will be listed as those involved in the decision to sell an asset. Joyce will not be included in this list of decision makers because even though she is an owner, she is not actually involved in the decision making process. Patty will also not be included as being involved in the decision making process to sell an asset.

When a household member is considered as **a decision maker(s) in bequeathing** an asset, it means that he/she will be consulted prior to the decision to give away or leaving an asset to other individual(s) by a person owning the asset, either orally or in a written will format after the death of the owner. The situation where a documented/reported owner is not included in the decision making process of bequeathing, an example could be a very old member of the household who might have documented ownership of the asset and is required to sign the final bequeath agreement but does not get involved in the decision making process. The emphasis here is on who is consulted regarding bequeathing related decisions for an asset.

How are agricultural holding, parcels and plots related?

An agricultural holding is an economic unit of agricultural production under single management comprising all livestock kept and all land used wholly or partly for agricultural production purposes, without regard to title, legal form, or size.

Single management may be exercised by an individual or household, jointly by two or more individuals or households, or by a juridical person such as a corporation, cooperative or government agency.

The holding's land may consist of one or more parcels, located in one or more separate areas or in one or more territorial or administrative divisions, provided the parcels share the same production means utilized by the holding, such as labour, agricultural buildings, machinery or draught animals. The requirement of sharing the same production means utilized by the holding, such as labour, agricultural buildings, machinery, or draught animals should be fulfilled to a degree to justify the consideration of various parcels as components of one economic unit.

A parcel is any piece of land, regardless of type of tenure, entirely surrounded by other land, water, road, forest or other features not forming part of the holding or forming part of the holding under a different land tenure type. A parcel may consist of one or more plots within. Note that in urban areas, people may also refer to a parcel of land as a plot.

A plot is a part or whole of a parcel on which a unique crop or crop mixture is cultivated.

What are the different types of marriages and marital statuses?

Civil marriage is a marriage solemnized before the Registrar of Marriages under the National Registration of Marriage Act.

Cohabitation refers to an unmarried man and an unmarried woman living together as if they were husband and wife.

Religious marriage is a marriage solemnized in a place of worship (e.g. mosque, church) by a recognized minister; includes, a marriage solemnized by a recognized minister in a place directed by the Minister's license.

Separated refers to a person who does not physically live with his or her spouse/partner without having gone through a legal divorce but may be considering divorce or a permanent separation. Please note that those who had been partners (living together as couple but not married) and separated permanently.

Widow refers to a person whose spouse/partner is deceased and who is not currently married.

Divorced refers to a person who has terminated legal marriage through the legal system.

Additional definitions:

An **adult** is an individual who is at least 18 years old on the date of survey.

A **household** consists of a person or group of persons, related or unrelated, who live together in the same dwelling unit, who acknowledge one adult male or female as the head of household, who share the same living arrangements, who pool some, or all, of their income and wealth and who consume

certain types of goods and services collectively, mainly housing and food, and are considered as one unit. 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. Collective living arrangements such as hostels, army camps, boarding schools, or prisons are not considered as households in this survey.

When the individual(s) **inherits** an asset, it means that he/she receives the asset from another family member(s) upon the death of the family member(s) in question.

A **liability** is established when one party (the debtor) is obliged to provide a payment or a series of payment to the other party (the creditor).

The **primary respondent** is the household member who is most informed (or knowledgeable) about the main topic of the study, i.e., assets of the household members. The primary respondent has to be at least 18 years of age.

However, the age criteria will be relaxed in exceptional circumstances such as (i) where in a sample household with one or more adults the household members still identify a non-adult member as most informed about the household assets or(ii) in a sample household with no adult household member. This household will have a non-adult member identified as the primary respondent.

Note that the primary respondent need not be the 'head of the household,' the person whose authority is acknowledged by all household members –as traditionally defined during a household listing. Also note that the primary respondent may or may not be married/cohabitating and could be female or male.

The **principal couple** comprises of the primary respondent, i.e., the household member (aged 18 or above barring exceptions as described above) most knowledgeable about household assets and his/her spouse or partner (aged 18 or above) who is also a household member. The principal couple may be married under one of the types of marriage recognized within the country or cohabitating, i.e. living together as if they were husband and wife but not married.

Note that there may be cases in which a household has no 'principal couple'. Case -1: a married/cohabitating couple is member of a household, but if neither member of the couple is the most informed about the household's assets, they would not be considered members of the principal couple. For example, a household may consist of a female adult, who is most knowledgeable about the household's assets, her adult son and her married parents. Even though this household has a married couple (parents)they would not be considered to be a principal couple and thus would only be interviewed if they were randomly selected from the household roster.

Case 2: If the primary respondent (the most knowledgeable member) has no spouse/partner (i.e. if he/she is single, widow/widower, divorced, or separated), a principal couple will not exist in the household. In such a case apart from the primary respondent the enumerator will have to randomly select another adult household member as a second respondent for the individual questionnaire. The procedure for selection of individuals for the individual questionnaire is provided in the following section. The selection of a third individual will be required when the selected household belongs to the second stage stratum 1 (households with three or more adults).

SAMPLE DESIGN AND SURVEY PERIOD(COUNTRIES MAY PROVIDE DETAILS OF THEIR SAMPLING STRATEGY and OTHER DETAILS)

The geographical area of a country is generally divided into smaller administrative units like States/regions and each State/Region is divided further into rural/urban. To ensure statistical enumeration of any variable at the county level using a sample survey, without omission or

duplication, rural and urban areas are further divided into smaller units generally called “enumeration areas (EA)/enumeration blocks (EB)”.

Number of households in each EA is generally available from the recent population census, which is called its ‘size’.

Two-stage stratified sampling design is recommended to be used. At the first stage, for each State/region appropriate number of EAs, both from the rural and urban areas, are selected with probability proportional to size. Number of EAs to be selected from rural and urban areas depends on the composition of the population of the pilot country.

At the second stage, a sample of pre-defined number of households is selected from each of the selected EAs. Number of households to be selected from each EA is to be decided based, amongst other things, on cost considerations.

With a view to ensure that we have sufficient number of households in the sample with a specified number of adult members, households in the EA should be stratified into two sub strata according to the number of adult members in the household.

- **Second Stage Stratum – I: comprises of households with 3 and more adult members, and**
- **Second Stage Stratum – II: comprising rest of the households.**

For this purpose, at the listing stage of the EA information on the auxiliary variable in terms of the number of adult members in the household is required.

SURVEY ORGANIZATION

The Geostat has the major responsibility for conducting the EDGE pilot. Each field team will be made up of two enumerators. For each region there will be one or two supervisors (depends on the number of interviewers in the region). Main responsibilities of supervisor are: to coordinate field work in the corresponding region, initial logical control and consistency check of all questionnaires with interviewer and if necessary, return questionnaire to the field for data correction. Also the supervisor is responsible for managing the team’s logistics. There will be 12 regional supervisors in total.

YOUR ROLE AS AN ENUMERATOR

Your job is to interview eligible adult members in the sampled households in the Enumeration Area (EA). You must make every effort to interview the selected respondent alone.

If there are other people around before conducting the interview, politely ask them, or suggest that the respondent ask them, to leave. In doing so, local protocol and cultural practices must be followed.

Your task is to ask questions and record the answers **as stated on and required by the questionnaire**. You must make every effort to obtain complete and accurate answers and then record them correctly. The success of the survey depends on the respondents’ willingness to cooperate and it is your job to obtain it by being polite, patient, and tactful.

The information you obtain is **strictly confidential**. You are not permitted to discuss it, gossip about it or show your records to anyone not employed on the survey project. At no time should the questionnaire be left lying around where unauthorized people may have access to them.

You may only ask such questions as are necessary to enable you to complete the questionnaire. It is the expected that the targeted adults in the sampled households will give you such information about themselves and other household members.

TRAINING OF ENUMERATORS

Although some people are more adept at interviewing than others, one can become a good enumerator through experience. Your training will consist of a combination of classroom training and practical experience. Before each training session, you should study this manual carefully along with the questionnaire, writing down any questions you have. Ask questions at any time to avoid mistakes during actual interviews. Enumerators can learn a lot from each other by asking questions and talking about situations encountered in practice and actual interview situations.

Each of you will receive the following materials:

- Personal Identification
- Listing Form
- Household Questionnaire
- Individual Questionnaire
- Enumerator's Training Manual
- Pencil
- Eraser
- Pencil Sharpener
- Clipboard
- A bag to carry materials

Please ensure that you bring these materials each day during training and to the field during fieldwork.

During training, the questionnaire modules, questions, and instructions will be discussed in detail. You will see and have demonstration interviews conducted in front of the class as examples of the interviewing process. You will practice reading the questionnaire aloud to another person several times so that you may become comfortable with reading the questions aloud. You will also be asked to take part in role playing in which you practice by interviewing other trainees.

The training also will include field practice interviewing in which you will interview household respondents. You will be required to check and edit the questionnaires just as you would do in the actual fieldwork assignments.

During the training, you will be given TESTS to see how well you are progressing during your formal training period. At the end of the training course, the enumerators will be selected based on attendance, participation in training, test results, and performance during the mock interviews and field practice.

The training you receive as an enumerator does not end when the formal training period is completed. Each time a supervisor meets with you to discuss your work; your training is continuing. This is particularly important during the first few days of fieldwork. As you run into situations you did not cover in training, it will be helpful to discuss them with your team. Other enumerators may be running into similar problems, so you can all benefit from each other's experiences.

SUPERVISION OF ENUMERATORS

Training is a continuous process. Observation and supervision throughout the fieldwork are a part of the training and data collection process. Your team leader will play a very important role in continuing your training and in ensuring the quality of the data. He/she will:

- Review each questionnaire to be sure it is complete and consistent.
- Observe some of your interviews to ensure that you are asking the questions in the right manner and recording the answers correctly.
- Meet with you regularly to discuss performance and give out future work assignments.
- Help you resolve any problems that you might have with finding the assigned households, understanding the questionnaire, or dealing with difficult respondents.

HOW TO APPROACH THE PUBLIC

Enumerators should ensure that their dress code is acceptable within the community they are working.

Act as though you expect to receive friendly cooperation from the public and behave as though you deserve it. Start interviewing only when you have identified yourself and exchanged greetings, explained the purpose of the survey, and what it is about, and you have answered all the questions about the survey that people may ask.

During interviews, let people take their time. Do not suggest answers for them. Work steadily and make sure that answers are clear to you before you record them. Do not accept at once any statement you believe to be mistaken, but tactfully ask further questions (probe) to obtain the correct answers.

Someone may refuse to be interviewed because of a misunderstanding. Remain courteous and stress the importance of the survey and that the data collected is purely for statistical purposes only and it has nothing to do with taxation or any similar government activity. Further, point out that the information will be kept confidential and that the survey results will be published as numerical tables in such a way that it will be impossible to identify characteristics of individual persons and households.

You should be able to clear any misunderstandings, but if you cannot persuade a person to respond, or if his/her refusal is deliberate, tell the person that you will report the matter to your supervisor and do so at the earliest opportunity.

CONDUCTING AN INTERVIEW

Successful interviewing is an art and should not be treated as a mechanical process. Each interview is a new source of information, so make it interesting and pleasant. The art of interviewing develops with practice, but there are certain basic principles that are followed by every successful enumerator. In this section you will find a number of general guidelines on how to build rapport with a respondent and conduct a successful interview.

IDENTIFYING ELIGIBLE RESPONDENTS

Specific households will be selected to be interviewed, and you should not have any trouble in locating the households assigned to you if you use the listing form. The supervisor will assign an enumerator to make the first contact with each of the selected households selected for interview.

All respondents selected for interview should be 18 years of age or older, unless otherwise noted below.

Household Questionnaire

The Household Questionnaire needs to be administered to only one respondent per household. The respondent is ideally the primary respondent for the household, i.e. the person who has the most information related to assets owned by household members. If the primary respondent is not available, the next person in line is his/her spouse if applicable. If this person is also not available, then another adult (18+) member of the household should be chosen. Every effort **MUST** be made to get the primary respondent to serve as the respondent for the household questionnaire. The primary respondent (or any other respondent providing information) may consult other members of the household for specific information such as educational attainment, primary employment, etc. that s/he might not be aware of.

The information collected in the Household Questionnaire **MUST** be recorded on the paper questionnaires by ALL enumerators who are assigned to the household for administering the Individual Questionnaire. If two interviewers are working simultaneously in one household, one interviewer should ask questions but both of them should enter information in the household roster onto two questionnaires in order to have their own copies of roster. Prior to the start of personal interviews they should check the entered information with each other for any discrepancies. Please note that regardless of mode of interview, if two interviewers are working in one household, it is necessary for them to have two exactly identical copies of household roster prior to start of personal interviews.

After the information from the Household Questionnaire has been recorded, the interviews for the Individual Questionnaire will begin for the selected adult members of the household. These interviews must take place alone with each respondent

Individual Questionnaire

The households in each sample EA are grouped into to either Second Stage Stratum 1 (SSS-1) or Second Stage Stratum 2 (SSS-2) at the time of sample selection based on the information on the number of adults in the household in the population census 2014 sampling frame. SSS-1 comprises of households with at least three adult members and SSS-2 consists of remaining households (with 2 or less adults). The number of adults (and the household size) in the household at the time of survey might be different from the number of adults in population census frame 2014. Number of individual interviews in a household will depend on the number of adult members in the household at the time of field survey irrespective of whether the selected household belongs to SSS-1 or SSS-2. After completing the household questionnaire and having filled in the household roster, the enumerator will know the current number of adult members who are members of the household. t

Adhere to the following protocols for identifying respondents eligible for the Individual Questionnaire:

Households with three or more adults at the time of survey

In the households with three or more adult members, **three adult members** per household should be administered the Individual Questionnaire. Adhere to the following protocols for identifying respondents eligible for individual interview in Stratum 1:

1. In households with exactly three adult members, interview each of the three adults members separately.
2. In households where there are more than three adult members, this will require following protocol for selection of three adult members.
 - **(i) In households with a principal couple**, i.e. the household member (aged 18 or above) most knowledgeable about household assets (primary respondent) and his/her spouse or

partner (aged 18 or above) i.e. both members of the principal couple should be interviewed, as well as a third adult member of the household who is randomly selected for interview from the household roster. These interviews should be conducted **separately** and to the extent possible, **simultaneously**. If either member of the principal couple and/or the third adult member randomly selected are not available for interview at first try, assess whether they will return during the enumerator's time in the EA.

- If they **will return** during the enumerator's time in the EA and **all three members** of the household will be available for interviews **at the same time**, schedule a callback/follow-up time to administer the Individual Questionnaire to **all three members separately and simultaneously**.
- If either member of the principal couple or the third adult member randomly selected **will return** during the enumerator's time in the EA but **all three members will not be available** for interview at the same time, interview the member(s) available at first try and schedule a callback/follow-up time to interview the additional member(s).
- If either member of the principal couple or the third adult member randomly selected will **not return** during the enumerator's time in the EA, interview the available member(s) and **randomly select** an additional **adult member** from the household roster to interview. Randomly select as many adult members as needed to complete three individual questionnaires per household. If there are no additional adult household members, explain in the household questionnaire, Module 1B, under remarks by enumerator.

(ii) In households with no principal couple - If the selected household does **not** have a principal couple, interview the primary respondent, i.e. the household member who is most informed about household assets and **randomly select two additional adult members** from the household roster to interview.

- If the primary respondent will not be available during the enumerator's time in the EA, **randomly select three adult respondents** from the household roster to interview.
 - Note that there may be cases in which a married/cohabitating couple are members of a household, but if neither member of the couple is the most informed about the household's assets, they should not be considered a principal couple.
3. If only one or two adult household members are available for interview during the enumerator's time in the EA despite best efforts to complete all the three interviews, interview the one or two available household adult members.

Households with two or less adults

In the households with one or two adult members or no adult members (less than three adult members), these one or two adults should be administered the Individual Questionnaire.

1. In households with two adult members, if both members are available at first try, interview them **separately** and to the extent possible, **simultaneously**.
2. If one member is not available for interview at first try, assess whether he/she will return during the enumerator's time in the EA.
 - a. If he/she **will return** during the enumerator's time in the EA and **both members** of the household will be available for interviews **at the same time**, schedule a callback/follow-up time to administer the Individual Questionnaire to **both members separately and to the extent possible simultaneously**.

- b. If he/she **will return** during the enumerator's time in the EA but **both members will not be available** for interview at the same time, interview the member available at first try and schedule a callback/follow-up time to interview the other member.
 - c. If one member will **not return** during the enumerator's time in the EA, interview the available member.
3. If there is only one adult member in the selected household, he/she will be interviewed in any case.
4. In exceptional circumstances, there can be a household with no adult member. Such households should also be considered in the sampling of households in SSS-2. This is an exceptional case. If such a household gets selected, a primary respondent should be identified and individual questionnaire should be filled in. Further, if the primary respondent happens to be married/cohabiting, then both the primary respondent and the spouse (irrespective of their age) will be interviewed (See below). Suitable remarks may be noted in the Remarks column in the questionnaire.

For both Stratum

- In exceptional situation where one or both members of the principal couple are below the age of 18, interview them anyway.
- If the respondent decides to terminate the interview after completing the household questionnaire, but before completing the individual questionnaire, ask the respondent if you can schedule a follow up interview to complete the individual questionnaire. If the questionnaire interview status code is not "completed" fill in the Refusal Sheet, Table 1.
- If the selected household has a principal couple, but the primary respondent does not agree for his wife to be interviewed separately and alone, explain the importance of interviewing the couple separately and alone. Discuss with your team leader the possibility of a female enumerator to interview the wife if needed. If the primary respondent still refuses, fill in the Refusal Sheet Table 2.

NOTE: Please note again that each household in the selected sample, as mentioned above, will be assigned to SSS-1 if it has three or more adult members and the remaining households will be assigned to SSS-2. If at the time of filling the household questionnaire, it is discovered that a household was wrongly classified in a stratum (e.g. a household belonging to SSS-2 is actually having three or more adults on the date of survey fill in the household questionnaire and select three individual following the protocol of Households with three or more adults as explained above. Similarly if a household belonging to SSS-1 is actually found to actually have only one (or two) adult(s), then complete the household questionnaire and fill the individual questionnaire(s) for one (or two) adult(s) and and give remarks under item 8 in Module 1B.

Refusal Sheet

Regardless of reason, if household questionnaire is not completed, please fill in the Refusal Sheet, Table 1 (**Household Non-Response Table**).

1. Household Non-Response Table – fill information of each household in different rows. All columns should be filled; no column should be left blank. For each household write household serial number, code of the interviewer and reasons for not interviewed. Codes for reasons of not interweaved are given below the table in Refusal Sheet.

Regardless of reason, if the status of individual questionnaire for the selected respondent is not interviewed/partially completed, please fill in the Refusal Sheet, Table 2 (**Individual Non-Response Table**).

2. Individual Non-Response Table - fill information of each household member in different rows. Note that columns 2-6 should not be left blank. If the answer in column 6 (The reason for partially completed or not interviewed) is 6 (Other) then fill the column 7, otherwise left it blank. Include here all selected respondents for whom the interview status is "partially completed" or "not interviewed", even if in the given household you have the 3 completed questionnaires. For example: There is a household with 8 adult members where you've already filled in the household and individual questionnaire for primary respondent. As primary respondent doesn't have spouse you chose the second and third respondent using the nearest birth day method but these members are temporarily absent. Then you chose other members and fill the individual questionnaire with them. In this case, you should fill Individual Non-response Table for initially chosen members who were temporarily away.

Please note that Table 1 in Refusal Sheet should be filled for every household that was NOT interviewed. Table 2 should be filled for every household member with completed household questionnaire but one or more selected members (using nearest birth date method) were not interviewed or individual questionnaire(s) is partially completed.

Randomized selection of household members – Procedure

Randomized selection of household members will be needed only for the households in SSS-1 that have more than 3 adult members. For adult members that have to be selected randomly the following randomized selection procedure must be used.

CASE 1: Where the primary respondent has a spouse or a partner and both are 18 years of age or older

Step 1: Identify the ID codes of those adult household members that are 18 years and above.

Step 2: The first individual selected for the individual questionnaire will be the primary respondent, i.e. the member of the household that is most knowledgeable about assets. The second individual selected for the individual questionnaire will be the spouse/partner of the primary respondent, hereby forming the principal couple.

Step 3: Eliminate the ID codes of the primary respondent and his/her spouse or partner. You will be left with the remaining ID codes which is a list of adult individuals out of which a third respondent needs to be selected.

Step 4: The adult household member with the birth date (only date without month) nearest (counting forward only) to the date of survey shall be selected as the second (in households where spouse of primary respondent doesn't exist/not available) or the third respondent. For example: the date of conducting an interview is 15th of September, and the principal couple is already chosen. In the roster there are 3 adult members other than principal couple. Their birthdays are 31 September, 18 July and 22 February. The sampled respondent should be the one who has birthday on 18 July instead of him/her who has birthday on 31 September.

Another example is when two adult members have the same day of birth. Suppose there are three adult members of the household from which a third respondent will be selected. Two of the three adult members have the same day of birth, which happens to be the closest to the date of interview (15th of September). Their birthdays are 22 February, 22 April, and 8 June. In this situation, the enumerator

can go by the birth month nearest to the month of interview (again, **counting forward**). The third person to be interviewed in the household should be the person whose birthday is 22 February because counting forward from the month of survey, we will have **September**, October,....**February**, March, **April**, May, **June**. Note that the first month nearest to the survey month is February. The months April and June will come only after February counting forward.

CASE 2: Where the primary respondent has a spouse or a partner, the primary respondent is 18 years and above but the spouse/partner is below 18 years of age

The procedure is similar to Case 1. You interview both the primary respondent and the spouse/partner, even though the spouse/partner is below 18 years of age. You select the third respondent who is 18 years and above using the same procedure outlined in Case 1.

CASE 3: Where the primary respondent is 18 years and above but does not have a spouse or a partner(A household without a principal couple)

Step 1: Identify the ID codes of those adult household members that are 18 years and above.

Step 2: The first individual selected for the individual questionnaire will be the primary respondent, i.e. the member of the household that is most knowledgeable about assets. In this case, we do not have a spouse for the primary respondent, which means that we now need to select **two** individuals for individual selection.

Step 3: Eliminate the ID code of the primary respondent. You will be left with the remaining ID codes which is a list of adult individuals out of which a second and third respondent needs to be selected.

Step 4: Use the method described in CASE 1, step 4.

CASE 4: Where the primary respondent has a spouse, but both are below 18 years of age

In the event that the primary respondent identified is below 18 years of age, do not refute the respondent and proceed with the interview of both the primary respondent and that of the spouse. Ensure that the primary respondent identified is the most knowledgeable about the assets of the household. Having selected the principal couple, select the third member (who will be an adult) using the procedure described in CASE 1, step 4.

BUILDING RAPPORT WITH THE RESPONDENT

As an enumerator, your first responsibility is to establish a good rapport with a respondent. At the beginning of an interview, you and the respondent are strangers to each other. The respondent's first impression of you will influence their willingness to cooperate with the survey. Be sure that your manner is friendly as you introduce yourself. Before you start to work in an area, your supervisor will have informed the local leaders, who will in turn inform selected households in the area that you will be coming to interview them. You will also be given an identification card that indicates that you are working with the Geostat.

1. Make a good first impression.

When you arrive at the household, do your best to make the respondent feel at ease. With a few well-chosen words, you can put the respondent in the right frame of mind for the interview. Open the interview with a smile and greeting such as "good afternoon" and then proceed with your introduction.

2. Always have a positive approach.

Never adopt an apologetic manner, and do not use words such as “Are you too busy?” Such questions invite refusal before you start. Rather, tell the respondent, “I would like to ask you a few questions” or “I would like to talk with you for a few moments.”

3. Confidentiality of responses when necessary.

If the respondent is hesitant about responding to the interview or asks what the data will be used for, explain that the information you collect will remain confidential, no individual names will be used for any purpose, all information will be used for statistical purposes only and grouped together to write a report. Also, you should never mention other interviews or show completed questionnaires to the supervisor or the field editor in front of a respondent or any other person.

4. Answer any questions from the respondent frankly.

Before agreeing to be interviewed, the respondent may ask you some questions about the survey or how he/she was selected to be interviewed. Be direct and pleasant when you answer.

The respondent may also be concerned about the length of the interview. If he/she asks, tell him/her that the interview usually takes about 30 to 40 minutes. Indicate your willingness to return at another time if it is inconvenient for the respondent to answer questions then.

The respondent may ask questions or want to talk further about the topics you bring up during the interview. It is important not to interrupt the flow of the interview so tell him/her that you will be happy to answer his/her questions or to talk further after the interview.

TIPS FOR CONDUCTING THE INTERVIEW

1. Understand the difference between probing and prompting

It is very important to understand the difference between probing and prompting. Probing refers to asking questions like “Is that all?”, “Anything else?” in trying to help the respondent to remember all the relevant information. If the respondent gives an ambiguous answer, try to probe in a neutral way, asking questions such as the following:

“Can you explain a little more?”

“I did not quite hear you; could you please tell me again?”

“There is no hurry. Take a moment to think about it.”

Prompting is mentioning the possible answers to the respondent. The questionnaire will often indicate whether or not you have to prompt or probe. Note the difference between ‘probing’ and ‘prompting’. Follow these instructions carefully.

2. Be neutral throughout the interview.

Most people are polite and will tend to give answers that they think you want to hear. It is therefore very important that you remain absolutely neutral as you ask the questions. Never, either by the expression on your face or by the tone of your voice, allow the respondent to think that he/she has given the “right” or “wrong” answer to the question. Never appear to approve or disapprove of any of the respondent’s replies.

The questions are all carefully worded to be neutral. They do not suggest that one answer is more likely or preferable to another answer. If you fail to read the complete question, you may destroy that neutrality. That is why it is important to read the whole question as it is written.

3. Never suggest answers to the respondent.

If a respondent's answer is not relevant to a question, do not prompt her/him by saying something like "I suppose you mean that. . . Is that right?" In many cases, she/he will agree with your interpretation of her/his answer, even when that is not what she/he meant. Rather, you should probe in such a manner that the respondent herself/himself comes up with the relevant answer.

4. Do not change the wording or sequence of questions.

The wording of the questions and their sequence in the questionnaire must be maintained. If the respondent has not understood the question, you should repeat the question slowly and clearly. If there is still a problem, you may rephrase the question, being careful not to alter the meaning of the original question. Provide only the minimum information required to get an appropriate response.

5. Handle hesitant respondents tactfully.

There will be situations where the respondents simply say, "I don't know," give an irrelevant answer, act very bored or detached, or contradict something they have already said. In these cases, you must try to re-interest them in the conversation. For example, if you sense that they are shy or afraid, try to remove their shyness or fear before asking the next question. Spend a few moments talking about things unrelated to the interview (for example, their town or village, the weather, their daily activities, etc.).

If the respondent is giving irrelevant or elaborate answers, do not stop them abruptly or rudely, but listen to what they have to say. Then try to steer them gently back to the original question. A good atmosphere must be maintained throughout the interview. The best atmosphere for an interview is one in which the respondent sees the enumerator as a friendly, sympathetic, and responsive person who does not intimidate them and to whom they can say anything without feeling shy or embarrassed.

If the respondent is reluctant or unwilling to answer a question, explain once again that the same question is being asked all over the country and that the answers will all be merged together. If the respondent is still reluctant, simply note in your remarks the modules or questions that the respondent was hesitant to answer. Some of the more sensitive questions relating to valuing different items have "refusal" codes, as well. Remember, the respondent cannot be forced to give an answer.

6. Do not form expectations.

You must not form expectations of the ability and knowledge of the respondent. For example, do not assume female respondents from rural areas or those who are less educated or illiterate do not know about the value of assets.

7. Do not hurry the interview.

Ask the questions slowly to ensure the respondent understands what is being asked. After you have asked a question, pause and give the respondent time to think. If the respondent feels hurried or is not allowed to formulate their own opinion, they may respond with "I don't know" or give an inaccurate answer. If you feel the respondent is answering without thinking just to speed up the interview, say to the respondent, "There is no hurry. Your opinion is very important, so consider your answers carefully."

FIELDWORK PROCEDURES

The fieldwork will proceed according to a timetable, and the survey will be successful only if each member of the interviewing team understands and follows correct field procedures. The following

sections review these procedures and describe the proper procedures for keeping records of selected households.

1. Making callbacks

Because each household has been carefully selected, you ***must*** make every effort to conduct interviews with the selected respondents in that household. Sometimes, the selected respondent will not be available at the time of your first visit. You need to make at least 3 visits at three separate times of the day or days when trying to obtain the selected respondent to maximize the possibility of successfully completing the interview. The enumerator **must never** substitute the selected respondent with another household member.

If no appointments were made, make your callbacks to a respondent at a different time of the day than the earlier visits; for example, if the initial visits were made in the early afternoon, you should try to arrange your schedule so you make a callback in the morning or late afternoon. Scheduling callbacks at different times is important in reducing the rate of non-response (i.e., the number of cases in which you fail to contact a household).

2. Keeping information confidential

You are responsible for ensuring that the information is kept confidential. Do not share the information with other enumerators. You should not attempt to see the completed questionnaires for a household nor discuss the interview results with your colleagues.

3. Supplies and documents needed for fieldwork

Before starting fieldwork each morning, ensure that you have everything you need for the day's work. Some necessary supplies include:

- Personal Identification
- Listing Form
- Household Questionnaire
- Individual Questionnaire
- Enumerator's Training Manual
- Pencil
- Eraser
- Pencil Sharpener
- Clipboard
- A bag to carry materials

GENERAL PROCEDURES FOR COMPLETING THE QUESTIONNAIRE

As enumerators, you must understand how to ask each question, what information the question is attempting to collect, and how to handle problems that might arise during the interview. You must also know how to correctly record the answers the respondent gives and how to follow special instructions in the questionnaire.

ASKING QUESTIONS

It is very important that you ask each question exactly as it is written in the questionnaire. When you are asking a question, speak slowly and clearly so that the respondent will have no difficulty hearing or understanding the question. At times you may need to repeat the question to be sure the respondent understands it. In those cases, do not change the wording of the question, but repeat it exactly as it is written.

If, after you have repeated a question, the respondent still does not understand it, you may have to restate the question. **Be very careful when you change the wording, however, that you do not alter the meaning of the original question.**

In some cases, you may have to ask additional questions to obtain a complete answer from a respondent (we call this 'probing'). If you do this, you must be careful that your probes are "neutral" and that they do not suggest an answer to the respondent. Probing requires both tact and skill, and it will be one of the most challenging aspects of your work as an enumerator.

RECORDING RESPONSES

Most of the questions in the EDGE Household and Individual Questionnaires have pre-coded responses.

Questions with pre-coded responses

For such questions, we can predict the types of answers a respondent will give. The responses to these questions are listed in the questionnaire. To record a respondent's answer, you merely enter the number (code) that corresponds to the reply. For example:

Example: Q412. Is there an ownership document for this [PARCEL]?

A TITLE DEED.....	1
LOCAL REGISTER BOOK.....	2
A PURCHASE AGREEMENT.....	3
NONE.....	4
OTHER (SPECIFY).....	96
DON'T KNOW.....	98

If [an ownership document for this [PARCEL] is a title deed, record code 1, If [an ownership document for this [PARCEL] is a local register book, record 2, etc.

In some cases, pre-coded responses will include an "Other (specify)" category. The "Other (specify)" code should be entered when the respondent's answer is different from any of the pre-coded responses listed for the question. Before using the "Other (specify)" code, **you should make sure the answer does not fit in any of the specified categories.** When you enter the code "OTHER" for a particular question you must always write the respondent's answer in the space provided.

FOLLOWING INSTRUCTIONS

Throughout the questionnaire, instructions for the enumerator are printed in CAPITAL LETTERS or in **bold**, whereas questions to be asked of the respondent are printed in small letters. You should pay particular attention to the skip and filter instructions that appear throughout the questionnaire.

It is very important not to ask a respondent any questions that are not relevant to his/her situation. In cases where a particular response makes subsequent questions irrelevant, an instruction is written in

the questionnaire directing you to skip to the next appropriate question. It is important that you carefully follow skip instructions.

Example: Q412. Is there an ownership document for this [PARCEL]?

A TITLE DEED.....	1
LOCAL REGISTER BOOK.....	2
A PURCHASE AGREEMENT.....	3
NONE.....	4 ▶ 414
OTHER (SPECIFY).....	96
DON'T KNOW.....	98 ▶ 414

In Module 4, notice that if you recorded '4' or '98' for Q412, you would skip to Q414.

CHECKING COMPLETED QUESTIONNAIRES

It is the responsibility of the enumerator to review each questionnaire when the interview is finished. ***This review should be done before the enumerator leaves the household, going over the entries in the questionnaire is important to check that every appropriate question was asked and was not left unanswered.***

SUBMISSION OF COMPLETED QUESTIONNAIRES TO SUPERVISOR

After reviewing the questionnaires for obvious errors, you will hand over the completed questionnaires to your field supervisor for an initial round of review. The field supervisor will review the questionnaires for completeness, consistency, and accuracy, and highlight mistakes and inconsistencies to be corrected by the enumerator. The field supervisor will then return the questionnaires with errors to the enumerators for correction.

DATA QUALITY

It is the responsibility of the Supervisor to review the questionnaires from a sample cluster while the interviewing team is still in the cluster. It is especially important for the supervisor to conduct thorough edits of questionnaires at the initial stages of fieldwork. The supervisor should discuss with each enumerator the errors found in the collection of data. It may sometimes be necessary to send an enumerator back to a respondent in order to correct some errors.

CHAPTER TWO INSTRUCTIONS TO COMPLETE THE HOUSEHOLD QUESTIONNAIRE

MODULE 1A: HOUSEHOLD IDENTIFICATION PARTICULARS

Each household will be given a set of code numbers which will uniquely identify the sample household. The identification is very important so accuracy of information should be observed here. The identification consists of the following:

ITEM 1: EA code.

ITEM 2: Code 1 if the selected household belongs to second stage stratum 1 (SSS-1) i.e. household has 3 or more adult household members. Code 2 if household belongs to second stage stratum 2 (SSS-2) i.e. has two or less adult household members.

ITEM 3: The serial number assigned to this household during the listing exercise will be recorded.

ITEM 4: The primary respondent will be identified by probing the household members and will be an adult member who is most knowledgeable about the ownership of assets by the household members.

Record the name of the primary respondent; i.e. the person named when you ask the question “Who is the most informed adult household member about household assets?” This person may or may not be the head of household.

ITEM 5: Record the person ID code of the primary respondent.

ITEM 6: Record the name of the primary respondent’s spouse/partner (if applicable).

ITEM 7: Record the person ID code of the primary respondent’s spouse/partner (if applicable). In the event that the primary respondent identified has no spouse/partner, write ‘99’. This item should not be left blank.

ITEM8: Record the code of the main language spoken at home (see Annex1).

ITEM9:Record the code of the language used during the interview.(see Annex1).

ITEM 10: Record the total number of individual questionnaires attached. This information will be filled after all the individual questionnaires have been completed for the household, at the end of the interview.

ITEM 11: After the completion of all interviews in the household, record the individual IDs of the household members that were selected for interview for the individual questionnaire of the survey for that specific household.

ITEM 12: Record the manner in which the individual interviews were conducted. Record code 1 (simultaneously) if the eligible household members were separately interviewed at the same time; code 2 (sequentially) if the eligible household members were interviewed sequentially one after the other; code 3 (simultaneously and sequentially) if two members were interviewed simultaneously by two enumerators followed by the third member being interviewed thereafter immediately or similar such combination; and code 4 for other modes of interviews.

MODULE 1B: STAFF DETAILS

ITEMS 1, 2, 3, 4,and 8: TO BE FILLED BY THE ENUMERATOR:

ITEM 1: Record the code of the enumerator conducting the interview.

ITEM 2: Record the name of the enumerator conducting the interview.

ITEM 3: Record the date of interview in dd/mm/yyyy format.

ITEM 4:Record the time at which the interview started. The time is recorded in the 24 hour format (HH:MM). So 10:30 PM will be written as 22:30 while 10:30 AM will be written as 10:30.

At this point, the enumerator can skip to Module 2A - Household Roster. Make sure that you have given the household a brief description of what the survey is all about as presented after “Remarks by Supervisor”. At the end of the household interview, if you have any general comments about the household, please record in ITEM 8: “Remarks by Enumerator”

ITEM 8: Record any general notes about the interview and record any special information that will be helpful for supervisors and the analysis of this questionnaire. This is particularly useful if there are any data gaps or inconsistencies that might require explaining.

ITEMS5, 6, 7 and 9: TO BE FILLED BY THESUPERVISOR WHEN THE ENUMERATOR HAS COMPLETED BOTH THE INDIVIDUAL AND HOUSEHOLD QUESTIONNAIRES:

ITEM 5 and 6: Record the code and the name of the supervisor respectively.

ITEM 7: Record the date when the Household Questionnaire was reviewed by the Supervisor.

The supervisor should now skip to ITEM9 and provide any observations,she/he may have about the household and individual interview.

ITEM 9: Record any general observations from review of the questionnaire, any callbacks made, data inconsistencies and completion related, and the interview process and record any special information that will be helpful during the analysis of this questionnaire.

MODULE 2:HOUSEHOLD ROSTER

Purpose: The purpose of this Module is to:

- (i) Obtain a complete listing of all members of the household;
- (ii) collect basic demographic information, such as age, sex, and marital status of each household member;
- (iii) collect basic economic information about each household member
- (iv) To identify the household members who are eligible for individual interviews.

Respondent: The respondent for this module should be the primary respondent. If he/she is not available, his/her spouse, if applicable, could substitute as a respondent. If the spouse is also not available, an adult household member (aged 18 or above) could be interviewed. The respondent should be an eligible household member (more on this below) 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, such as questions related to education, employment, etc.

Definitions

Household: Consists of a person or group of persons, related or unrelated, who live together in the same dwelling unit, who acknowledge one adult male or female as the head of household, who share the same living arrangements, who pool some, or all, of their income and wealth and who consume certain types of goods and services collectively, mainly housing and food, and are considered as one unit.

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. Also, collective living arrangements such as hostels, army camps, boarding schools, or prisons are not considered as households in this survey.

Household members should include individuals that live together and have been sharing meals together for at least 6 of the 12 months preceding the interview. Therefore, the member of the household is defined on the basis of the **usual place of residence** or **the place where the person usually resides**. The 6 months requirement does not have to be continuous but could be cumulative over the past 12 months.

There are, however, some exceptions to this rule as described below:

1. The following individuals are considered as household members even though they have lived for less than 6 months in the past 12 months:
 - a. infants who are less than 6 months old,
 - b. newly married who have been living together for less than 6 months,
 - c. students and seasonal workers who have not been living in or as part of another household (e.g. working or attending school in some other place but usually comes home at least once a week), and
 - d. other persons (relatives and non-relatives) living together for less than 6 months but who are expected to live in the household permanently (or for a longer duration).

2. Farm workers and other such individuals who have been living and taking meals with the household are to be identified as household members, even though they may not have blood relationship with the household head as long as they have been living in the household for at least six months or are planning to live in the household permanently (or for a longer duration).
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 as members of the household** and should **not be listed** in the household roster.

People who live in the same dwelling, but do not share food expenses or eat meals together are not members of the same household. If two brothers each having his own family live in the same house, but maintain separate food budgets, they would constitute two separate households. The following are examples of a household:

- a household consisting of a man and his wife and children, father/mother, nephew and other relatives or non-relatives;
- a household consisting of a single person; and
- a household consisting of a couple or several couples with or without their children..

Instructions

The household roster must be filled out with the greatest care. 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 ORDER TO MAKE A COMPREHENSIVE LIST OF INDIVIDUALS CONNECTED TO THE HOUSEHOLD, USE THE FOLLOWING PROBING QUESTIONS TO THE PRIMARY RESPONDENT:**

1. The first person recorded must be the head of household, even if he/she is not the respondent being interviewed and even if he/she is absent on the day of the survey;
2. Next, enter the names of members of his/her immediate family (wife/husband and children) who have been sleeping in the dwelling and taking their meals together for at least 6 of the past 12 months, cumulatively.
3. Then ask the names of any other persons related to the head of the household or any other household member that have been living and eating their meals in this household for at least 6 out of the past 12 months. Record their names.
4. Then record the names of persons not present, but who normally live, sleep, and eat together with the household i.e. those who are traveling on a short work related trip, vacation, etc. These individuals must have been living in the household for cumulatively at least 6 of the past 12 months.
5. Ask about newly married individuals, infants less than 6 months and others who even though have not lived and eaten in the household in the past 6 months are expected to live permanently in the household. Include their names in the roster.
6. Ask about other non-relatives, such as servants who have been living and eating their meals in this household for at least 6 out of the past 12 months or are expected to live in this household permanently (or long term). Include their names in the roster.

DO NOT INCLUDE

1. Non members and guests who have stayed or are staying temporarily, less than 6 cumulative months a year;
2. Those who have left the household permanently or died.

FILL OUT QUESTIONS 201-203 FOR ALL MEMBERS FIRST AND THEN ADMINISTER THE OTHER QUESTIONS TO THE PRIMARY RESPONDENT, ROW-WISE. THE PRIMARY RESPONDENT MAY SEEK ASSISTANCE FROM OTHER HOUSEHOLD MEMBERS TO FILL QUESTIONS THEY MAY NOT HAVE COMPLETE INFORMATION ON.

Person ID code (ID)

Each household member will be assigned a **two-digit identification number, beginning with the head of household with code '01'**. The head of household **must** be a **member** of the household as defined above. The rest of the household members will be assigned codes '02', '03', '04' and so on until all the household members have been recorded, starting with the spouse, children (preferably starting with the eldest to the youngest), etc.

The person ID code (ID) is extremely important, as it allows the information gathered in the various modules of the questionnaire that pertains to the same household member to be linked together. For instance if a person is assigned ID 05 in the roster, then in all other modules of the questionnaire where information is collected for individual household members, the information pertaining to this particular person should always be entered in the row corresponding to ID 05.

Particulars of each household member in this module will be filled in a separate row. Provision has been made for 15 rows. If there are more than 15 persons to be listed on the household roster, use another questionnaire to accommodate all household members and complete the roster in the additional questionnaire. You will record the information on household members in the additional questionnaire and the ID number should be the continuation of those in the first, that is starting from person ID code 16 and so on. Questionnaires must be stapled together and household identification particulars should be copied to all used questionnaires.

Q201: Name of household member

You will record the names of all the household members as given by the respondent, starting with the first name and then the last name. The gender should be made explicit in the case of babies without names so that in following modules, the referencing becomes easier.

Q202: Sex of household members

Always ask for the sex of the household member before recording it. This is because some names are given to both men and women; assuming a sex without checking can lead to mistakes. Record 1 for 'Male' and 2 for 'Female'. As this survey is about collecting information disaggregated by sex for the subject of enquiry, recording the sex of each household member correctly is very important.

Q203: Relationship to head of household

Against each of the names listed, indicate the relationship to the head of household by checking in the appropriate codes. For instance, if a particular person is a son of the head of household then write code '3' in Q203. Be careful in obtaining the relationship to the head of household in Q203. Pay special attention when the respondent is not the head of 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 household. Therefore, reconfirm the relationship to the head of household before filling out the answer. The head of the household will always get code 1.

Q204: Age in completed years

This refers to age at last birthday. The person's age should be recorded in **completed** years 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 seven years and some months but not yet eight, write '07'.

The age of a person should not be left blank. Documents like birth certificates, immunization cards, baptism certificates and others documents with a recorded birth date can be used to ascertain age. If the person does not know his/her age, refer to events of national or historical importance or festivals to estimate his/her age or age will be indirectly estimated with reference to birth dates of another member of the household. 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 knowledge, 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.

Q205: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. Record the person's exact date of birth as follows:

- i). Day using a 2 – digit code ranging from 01 to 31;
- ii). Month using a 2 – digit code ranging from 01 to 12 that is January to December; and
- iii). Year using a 4 – digit code

If Day or Month of birth is unknown record 98 and if Year of birth is unknown record 9999.

For example, if somebody was born on Thursday, 17th February 2011, record the Date of Birth as 17/02/2011.

Some people may not know their age but may know when they were born. Ask, "*When was this person born?*" If the age is not known but the year of birth is given, then you will compute the age of the person. If the person has already had her/his birthday subtract the year of birth from the current year (2015), otherwise subtract the year of birth from last year (2014). If the month of birth is not known but the year of birth is known then you subtract year of birth from current year (2015). If the date of birth is known, calculate the age. There should be consistency between the age of an individual and his/her date of birth.

Q206: Ethnicity

Indicate the ethnic group the individual belongs to using the codes provided in the questionnaire.

Q207: Religion

Record the religion of each member, using the codes given in the questionnaire. Do not assume that all members belong to the same religion. Confirm the person's religion before recording it. However, do not irritate the respondent by asking the religion for each household member. When you get to know the religion of the primary respondent, ask a question 'Does everyone in the household belong to the same religion?' If he/she says 'no,' ask for whose religion is different, what that religion is, and record that against that person's name. Even if they say yes, ask the following verification question: 'Does anyone married into this household have a different religion?' If the answer to the second question is yes, then find out which religion that is and record it against that individual's name.

Q208:Marital status

This question is to be asked for all individuals aged 12years or above. For persons below 12 years old, write code '1' for single/never married without asking the question. The present marital status refers to the person's marital status as on the date of the interview. Make sure that only those people who have never been married are classified as "single/never married." Individuals who have been married in the past, but are not currently married, should be recorded as 'divorced' (code 2) or separated (code 3). Code 3 also includes those who had been partners (living together as

couple but not married) but separated permanently. Similarly, those who were married but their partners have died should be recorded as widowed (code '4'). If codes 5 and 6 are both applicable, enter the status which is the most formal. Thus, if a person has both religious and civil marriage, record the civil marriage only. A cohabiting relationship refers to partners that are living together but are not married in any way (religious or civil). For household members who are never married, divorced, separated, or widowed, skip to Q212. Some respondents may find this question a sensitive issue. Avoid antagonizing the respondent. Do not refute the reported marital status of any person. Disregard any knowledge you may have about the respondent and record only whatever is reported by the respondent.

Q209: Spouse/partner residence status

This question is to be asked only to married or cohabitating household members, that is code 5,6, or 7 in Q208. Ask whether the household member's spouse/partner lives in the household. Record 1 for 'yes' and 2 for 'no' If 'no,' skip to Q212.

Q210: ID code of resident spouse/partner

If the spouse/partner lives in the household, enter his/her ID code.

Q211. Year of marriage

Ask in what year the marriage or consensual union took place and record the year in four digit format (YYYY).

Q212: FILTER QUESTION FOR ENUMERATOR – CHECK AGE OF PERSON ABOUT WHOM THE QUESTION IS BEING ASKED

Check whether the household member is ten years of age or above.

Check the age reported by the household member in Q204. If the reported age is ten years or higher, record 1 for 'yes' and 2 for 'no'. If 'no', skip to the next person. If last member of the household, skip to Q219.

Q213: Highest level of education attained

This question is to be asked for all individuals aged 10years or above. Completing a level of education means fully complete or having passed the formal examinations at the end of the education in particular level..

Q214: FILTER QUESTION FOR ENUMERATOR – CHECK AGE OF PERSON ABOUT WHOM THE QUESTION IS BEING ASKED

Check whether the household member is fifteen years of age or above.

Check the age reported by the household member in Q204. Record 1 for 'yes' and 2 for 'no'. If 'no', skip to the next person. If last member of the household, skip to Q219.

Q215: Status in employment during the past 12 months

This question should be asked for all household members aged 15 years or above.

The purpose is to find out about the employment status in which the person spent the most time over the course of the past 12 months. For the purpose of this survey, this is the status in which the respondent has worked at least one month (30 days) during the last 12 months. If the household member has been engaged in two or more different types of employment status and the usual hours of work are the same in each, the main status in employment is the one that generates the highest income. We are interested in the status in employment that the reference person was engaged in during the last 12 months preceding the date of data collection. For example, if the data is collected in month x of 2015, we would be interested in knowing about the employment status among months (x-1) of year 2014 through month (x-1) of 2015.

Minimum time spent *in economic activity is one month*. *Minimum* meaning that the economic activity takes priority over being inactive or unemployed - i.e. if at least one month is spent in any kinds of economic activities one will be considered as employed and will be assigned relevant employment status code 1 to 8 depending on in which employment status maximum time is spent in the reference period of 12 months. Thus in Q215 one will be assigned code 9, if he/she was engaged in economic activity for less than one month in last 12 months.

HIRED/EMPLOYEE - A person engaged in wage employment (code '1') holds a paid employment job(s) and is typically remunerated by wages and salaries in cash or in-kind, but may also be paid by commission from sales, or by piece-rates, bonuses or in-kind payments, such as food, housing or training. This category includes paid trainee.

EMPLOYER (FARMER WITH HIRED WORKERS) - A person who is working on his/her account or with a few partners in agricultural activities (code "2"), holds the type of job defined as a "self-employment job" and has engaged on a continuous basis one or more persons to work for him/her in his/her farm as employees.

EMPLOYER (ENTREPRENEUR IN NON-AGRICULTURE WITH HIRED WORKERS) - A person who is working on his/her account or with a few partners in non-agricultural activities (code "3"), holds the type of job defined as a "self-employment job" and has engaged on a continuous basis one or more persons to work for him/her in his/her business/enterprises as employees.

OWN ACCOUNT WORKER IN THEIR OWN PEASANT FARM - A person who is working on his/her account or with a few partners in agricultural activities (code '4') who holds a self-employment job but has not engaged on a continuous basis any employees to work for him/her.

Self-employment jobs are those jobs where the remuneration is directly dependent upon the profits (or the potential for profits) derived from the goods and services produced (where own consumption is considered to be part of profits). The incumbents make the operational decisions affecting the enterprise, or delegate such decisions while retaining responsibility for the welfare of the enterprise. (In this context "enterprise" includes one-person operations)

OWN ACCOUNT WORKER (EXCEPT THOSE EMPLOYED IN THEIR OWN PEASANT FARM) - A person who is working on his/her account or with a few partners in non-agricultural field (code '5') who holds a self-employment job but has not engaged on a continuous basis any employees to work for him/her. A washerwoman that does laundry in different households is considered a self-employed (own-account worker)..

MEMBER OF PRODUCERS' COOPERATIVE - are workers who hold a "self-employment" job in a cooperative producing goods and services, in which each member takes part on an equal footing with other members in determining the organization of production, sales and/or other work of the establishment, the investments and the distribution of the proceeds of the establishment amongst their members (code '6').. (It should be noted that "employees" of producers' cooperatives are not to be classified to this group.)

CONTRIBUTING FAMILY WORKER - A **contributing family worker** (code '7') holds a self-employment job in a market-oriented establishment (i.e., enterprise or farm) operated by a relative living in the same household, who cannot be regarded as a partner because his/her degree of commitment to the operation of the establishment is not at a level comparable to that of the head of the establishment.

NOT CLASSIFIED BY EMPLOYMENT STATUS – include those for whom insufficient relevant information is available, and/or who cannot be included in any of the preceding categories (code '8').

NOT ENGAGED IN ECONOMIC ACTIVITY - Non-economic activity includes persons who are not working but seeking or available for work, service rendered by and for household members at tending

to domestic duties(preparing and serving meals; mending, washing and ironing clothes; shopping; caring for siblings and sick/disabled household members; cleaning and maintaining the household dwelling; repairing household durables; transporting household members and their goods); renters, pensioners, not able to work due to disability, others (begging, etc). These activities, if indicated by the respondent, should be recorded as “**not engaged in economic activity**” (code '9').

Person NOT engaged in any economic activity at all during the last 12 months OR engaged in any economic activity for less than a month (30 days) during past 12 months should be classified as **not engaged in economic activity** (code 9).

Please note that person with a job but during the reference period temporarily absent due to illness or injury, vacation, educational or training leave, temporary suspension of work, temporary dismissal or other similar reasons considered as engaged in economic activity for all categories.

Q216: Status in employment during the last 7 days

This question should be asked for all household members aged 15 years or above.

The purpose is to find out about the status in employment in which the person spent the most time over the course of the last 7 days. For the purpose of this survey, this is the status in which the respondent has worked at least one hour during the last week (7 days). If the household member has been engaged in two or more different types of employment status and the hours of work during the week are the same in each, the main status in employment is the one that generates the highest income. We are interested in the status in employment that the reference person was engaged in during the last 7 days preceding the date of data collection. For example, if the data is being collected on Monday, we would be interested in knowing about the employment status of the respondent during Monday to Sunday of the last week.

Minimum time spent *in economic activity* is one hour. *Minimum* meaning that the economic activity takes priority over being inactive or unemployed - i.e. if at least one hour is spent in (all kinds of) economic activities one will be considered as employed and will be assigned relevant employment status code 1 to 8 depending on in which employment status maximum time is spent in the reference period of 7 days. Thus in Q216 one will be assigned code 9, if he/she was engaged in economic activity for less than one hour in last 7days.

Also note that person NOT engaged in any economic activity at all during the last 7 days OR engaged in any economic activity for less than one hour during past 7 days should be classified as **not engaged in economic activity** (code 9).

For codes 1,2,4,6,7, and 8 skip to Q218, for codes 3 and 9 skip to Q219.

For details on the status in employment classification refer to Q215.

Q217: Type of Enterprise

This question should be asked only for household members whose reported status in employment was code 5 in Q216.

A **limited liability company**, or "LLC," is a separate and distinct legal entity (registered enterprise/business). This means that an LLC can obtain a tax identification number, open a bank account and do business, all under its own name. The primary advantage of an LLC is that its owners, known as members, have "limited liability", meaning that, under most circumstances, they are not personally liable for the debts and liabilities of the LLC. For example, if an LLC is forced into bankruptcy, then, absent special circumstances, the members will not be required to pay the LLC's debts with their own money. If the assets of the LLC are not enough to cover the debts and liabilities, the creditors generally cannot look to the members, managers or officers for recovery.

Sole director of [NAME's] own limited-liability enterprise (code 1) is the one who starts an enterprise on his/her own, has registered the enterprise as a limited liability enterprise and is responsible for taking all decisions relating to the enterprise. The liability of the director is limited if the enterprise runs into trouble.

A partner/associate in one's own limited-liability enterprise (code 2): A partnership is a legal form of business operation between two or more individuals who manage the enterprise and assume responsibility for the partnership's debts. A limited liability partnership is a separate legal entity to its partners, limiting how much partners are liable if the enterprise runs into bankruptcy

Running alone one's own enterprise (non LLE) (code 3) are those persons who start an enterprise on their own and operate as a sole trader.

A partner in an enterprise (non LLE) (code 4) refers to a partner in an enterprise operation between two or more individuals who share management and profits. Partners are personally liable for the partnership's obligations and debts. Each partner can act on behalf of the partnership, take out loans and make decisions.

Other (code 96), describe the type of organization of the enterprise and activity.

Q218: Entrepreneurship in subsidiary capacity

Ask whether adult members of the household own and operate a non-agricultural enterprise in addition to the main status in employment recorded in Q216. Record 1 for 'yes' and 2 for 'no.'

MODULE 2B: HOUSEHOLD DWELLING CHARACTERISTICS

Q219-221: Type of materials used for construction of the roof, wall, and floor

These questions deal with the physical characteristics of the dwelling: record the main construction material of the roof, the external wall and the floor of the main dwelling unit. Ask the respondent for the main type of material used for construction and write the appropriate code. However, if the main material used is obvious, record as observed. If more than one kind of material is used, record the **main** type of material (i.e. the material that covers the largest part of the floor/roof/wall of the dwelling unit). The quality of the material does not matter. Construction materials are usually obvious.

Q222: Type of toilet

This question seeks information about the type of toilet used by the household. Note that it refers to **use** rather than **ownership**.

Q223. Main source of electricity

This question is about the main source of electricity used in the household. Use the codes listed in the questionnaire. If the household uses a source of electricity that is not included on the list, code "96" and record the source in words.

Q224. Main source of drinking water

This question identifies the main source of drinking water in the household. Use the codes provided. If you put the code "96" make sure you write the main source of drinking water in words. If there are more than two sources, mention the one used most frequently by the household.

End of Household Questionnaire

At this point you have completed the administration of the household questionnaire. For the next set of questions, the enumerator has to fill the appropriate codes.

Q225.Respondent ID code

Record the Person ID code of the household member who completed the household questionnaire.

Q226.Household members chosen for the Individual Questionnaire.

Refer to randomized selection of household members – procedure portion of this questionnaire to select two or three individual household members to be interviewed for the Individual Questionnaire, depending on the sub-Stratum the household falls under. Record the individual ID codes of these respondents. In the event that there were no household members selected for interview or there are less than 3 household members interviewed. DO NOT leave the box blank. Put a cross (X) in blank boxes.

Q227. End time of Household Questionnaire

Record the end time of interview for the Household Questionnaire

CHAPTER THREE
INSTRUCTIONS TO COMPLETE THE INDIVIDUAL QUESTIONNAIRE

IDENTIFICATION PARTICULARS

The first nine items follow from the cover page of the household questionnaire. Please copy down this information correctly because the identification needs to be unique for consistency in data to be maintained. The identification consists of the following:

ITEM 1: EA code.

ITEM 2: Code 1 if the household belongs to second stage stratum 1 (SSS-1) i.e. has 3 or more adult household members. Code 2 if the household belongs to second stage stratum 2 (SSS-2) i.e. has two or less adult household members.

ITEM 3: Serial number assigned to this household during the listing exercise will be recorded.

ITEM 4: Record the person ID code of the individual being interviewed for the individual questionnaire. You may refer to the household questionnaire to fill this information and the person ID code should match one of the codes entered in Q226.

ITEM5: Record the name of the individual being interviewed for the individual questionnaire. You may refer to the household questionnaire to fill this information. This is the name of the person being referred to in ITEM 4.

ITEM 6: Record the date on which this Individual Questionnaire is being administered. The format is DD/MM/YYYY.

ITEM 7: Record the time at which this interview started. The time is recorded in the 24 hour format (HH:MM). So 10:30 PM will be written as 22:30 while 10:30 AM will be written as 10:30.

ITEM 8: Record the code of the enumerator conducting the interview.

ITEM 9: Record the name of the enumerator conducting the interview.

At this point, the enumerator can skip to Module3–Dwelling. Ensure that all ITEMS from 1-9are completed before moving to Module 3.

ITEM 10, 11, 12, 13: TO BE FILLED BY THE SUPERVISOR WHEN THE ENUMERATOR HAS COMPLETED BOTH THE INDIVIDUAL AND HOUSEHOLD QUESTIONNAIRES:

ITEM 10&11: Record the two digit code and the name of the supervisor respectively.

ITEM 12: Record the date when the Household Questionnaire was reviewed by the Supervisor. The format is DD/MM/YYYY.

ITEM 13: The Supervisor should provide any comments s/he may have on the interview or the household in the space provided.

If the respondent is different from the one completing the Household Questionnaire, please read the statement of purpose confidently given in module 1B, and then give time for the respondent to ask questions, before soliciting information.

MODULE 3: DWELLING

These questions ask about the plot of land and dwelling in which this household lives. It may be a house, apartment, compound, or rooms in a compound. The questions in this module refer to the dwelling the respondent lives in. If they own more than one dwelling, list the primary one in which they live in this module and the other(s) in Module 8, i.e. Other Real Estate.

Q301: Type of dwelling

This question seeks to establish the type of dwelling unit occupied by the household.

PRIVATE HOUSE (code 1) is a house that is a private home which is self-contained unit (including yard/part of yard owned only by one household). Note that one or several households could live in the same house but they should have own entrance and own yard/part of yard and other own premises if available.

FLAT IN A BLOCK OF FLATS (code 2) is a self-contained housing unit (a type of residential real estate) that occupies only part of a building which consists of many apartments.

ROOM OR ROOMS OF MAIN HOUSE (code 3) is not self-contained unit. It means that household owns/occupies one or several rooms but other premises are shared with other household(s).

If none of the stated dwelling unit types are appropriate, record code 96 for "Other" and specify in words the type of dwelling.

Q302: Ownership status of the dwelling

This is the screening question to determine whether any household member owns the main dwelling of the household. We will be asking additional questions about what it means to own the dwelling, so at this point we want the respondent's sense of whether or not someone in the household is the owner. They may or may not have the title or an ownership deed. If the dwelling is owned by one or more members of the household, code 1. If the dwelling is rented in by one or more members of the household, code 2. If dwelling is rented in exchange of interest-free loan (with dwelling used as a collateral), code 3. If the dwelling was freely acquired, code 4. Freely acquired could just be an abandoned dwelling that no one was occupying and was therefore freely available, because of which the household decided to move in. For Other, Specify, code 96. For Don't Know, code 98. For codes 2, 3, 4, 96 and 98 skip to Q315. For code 1, continue with the questionnaire.

Q303: ID of owners of the dwelling

Enter the household ID(s) of the adult person(s) who is the owner(s) of the dwelling. If the dwelling is owned by more than one person in the household, enter the IDs of all adult owners. If the dwelling is owned jointly with someone from outside of the household, enter code "99" for the person outside the household. We will be asking additional information about ownership, so the owner in this question is not necessarily the person who is listed on the title as the owner. We want to know the person or people within the household and outside of the household who claim ownership of the dwelling.

Please note to record the ownership of all adult household members owning a particular asset across **ALL** assets. Not listing all owners would obviously lead to underestimation of individual level asset ownership by sex.

Q304: Year of acquisition of dwelling or plot of land on which the dwelling is located

Record the year the adult owner(s) acquired the dwelling or plot of land on which the dwelling is located. Enter the ID code of each owner and the year the owner acquired it since each owner may have acquired the asset in a different year. For example, a husband may have purchased the plot in a given year and his wife may have become an owner through marriage to him two years later. Record 98 if don't know. **THE IDs IN 303 AND 304 SHOULD CORRESPOND AND BE WRITTEN IN THE SAME ORDER.**

Q305: Mode of acquisition of the dwelling or plot of land on which the dwelling is located

This question asks how the adult owner(s) of the dwelling the plot of land on which the dwelling is located acquired it. If the dwelling/plot of land is jointly owned by two or more people, enter the ID code of each owner and the code for the MOA (mode of acquisition) since each owner may have acquired the asset in a different way. For example, a husband may have purchased the dwelling (Code 1) and his wife may have become a joint owner through marriage (Code 4). If inherited after the death of a natal family member, code 2. If inherited after the death of a marital family member, code 3. Gifts or allocations from a household member is code 5. Gifts or an allocation from a non-household member is code 6. If acquired through a Government Program, code 7. If someone deliberately enters property without permission and lives there, or intends to live there it is referred to as encroachment. Code this option as 8. If Other, Specify, code 96 and explain the mode of acquisition. If Don't Know, code 98. **THE IDs IN 303 AND 305 SHOULD CORRESPOND AND BE WRITTEN IN THE SAME ORDER.**

Q306 Ownership document of dwelling or plot of land on which the dwelling is located

We are asking whether there is an ownership document for the dwelling or plot of land on which the dwelling is located and what type of document it is. It may or may not have the name of someone in the household on it. If there are more than 1 type of document, list the one that is held by someone in the household. For example, if there is a title deed, but the household member doesn't have it, but has an invoice or sales receipt, list the invoice under Yes, Other Specify, Code 96 and not the deed. If there is no ownership document or the respondent does not know, skip to Q308.

Q307: ID(s) of person(s) listed as owner(s) on document of dwelling or plot of land on which the dwelling is located

Record the ID code(s) of the adult household member whose name is listed as an owner on the ownership document. If more than 1 household member is listed as an owner on the document, enter the IDs of all adult owners. If the name of someone from outside of the household is listed as an owner, enter code "99". If the dwelling is owned by all household members and someone from outside the household, use all the columns provided and enter "99" in one of the columns. Record 98 if do not know.

Q308: Involvement in the decision to sell the dwelling or plot of land on which the dwelling is located

Record the ID code of the person who is involved in the decision to sell the dwelling or plot of land on which the dwelling is located even if he or she needs to obtain the consent or permission of someone else. If more than 1 person is involved in the decision to sell, enter all household members ID codes (from the household roster) or code "99" for someone from outside of the household can be recorded. A person involved in the decision is someone who is consulted before the final decision to sell. It may or may not include the owner(s). For example, if an aged person owns a property but her daughter is the one that makes the decision on sale, then the daughter's ID code should be

recorded and not the aged person.

Q309: Involvement in decision to bequeath the dwelling or the plot of land on which the dwelling is located

Record the ID code of the person who is involved in the decision to bequeath the plot of land on which the dwelling is located even if he or she needs to obtain the consent or permission of someone else. If more than 1 person is involved in the decision to bequeath, enter all household members ID codes (from the household roster) or code “99” for someone from outside of the household can be recorded. A person involved in the decision to bequeath is someone who is consulted before the final decision to bequeath is made. It may or may not include the owner(s). For example, if an aged person can officially bequeath a property but her daughter is the one that makes the decision on it and the aged person only signs the legal document, then the daughter’s ID code should be recorded and not the aged person’s ID.

Q310-311: Real estate market

Ask whether dwelling owners sell dwellings in and around the community (Q310) and if the respondent is informed regarding the value of recent sales of dwellings (Q311). Enter the appropriate code. If the respondent reports no sales (code 2) or does not know (code 98) in Q310, skip to Q312.

Q312: Value of dwelling

Ask the respondent to estimate in (GEL) how much could be received for the dwelling and the plot of land on which it is located were to be sold today. The estimate should be based on the location and condition of their particular dwelling and reported in (GEL). If he/she can’t estimate this, enter “98”, or “97” if he/she refuses to answer. Note that if an estimated value is obtained, skip to Q314. Otherwise, proceed to Q313.

If the respondent does not know how much their dwelling might sell for, ask about the prices of similar homes in the neighborhood that have been sold recently.

Q313: Cost of constructing dwelling

This question should only be asked to respondent who reported ‘code 1-private house’ in Q301 and ‘code 97-refuse’ or ‘code 98-don’t know’ in Q312. Ask the respondent to estimate in (GEL) how much it would cost to construct this type of dwelling today, including the cost of the plot of land on which the dwelling is located. If he/she can’t estimate this, enter “98”, or “97” if he/she refuses to answer.

Q314: Who would decide how to use money from the sale of dwelling

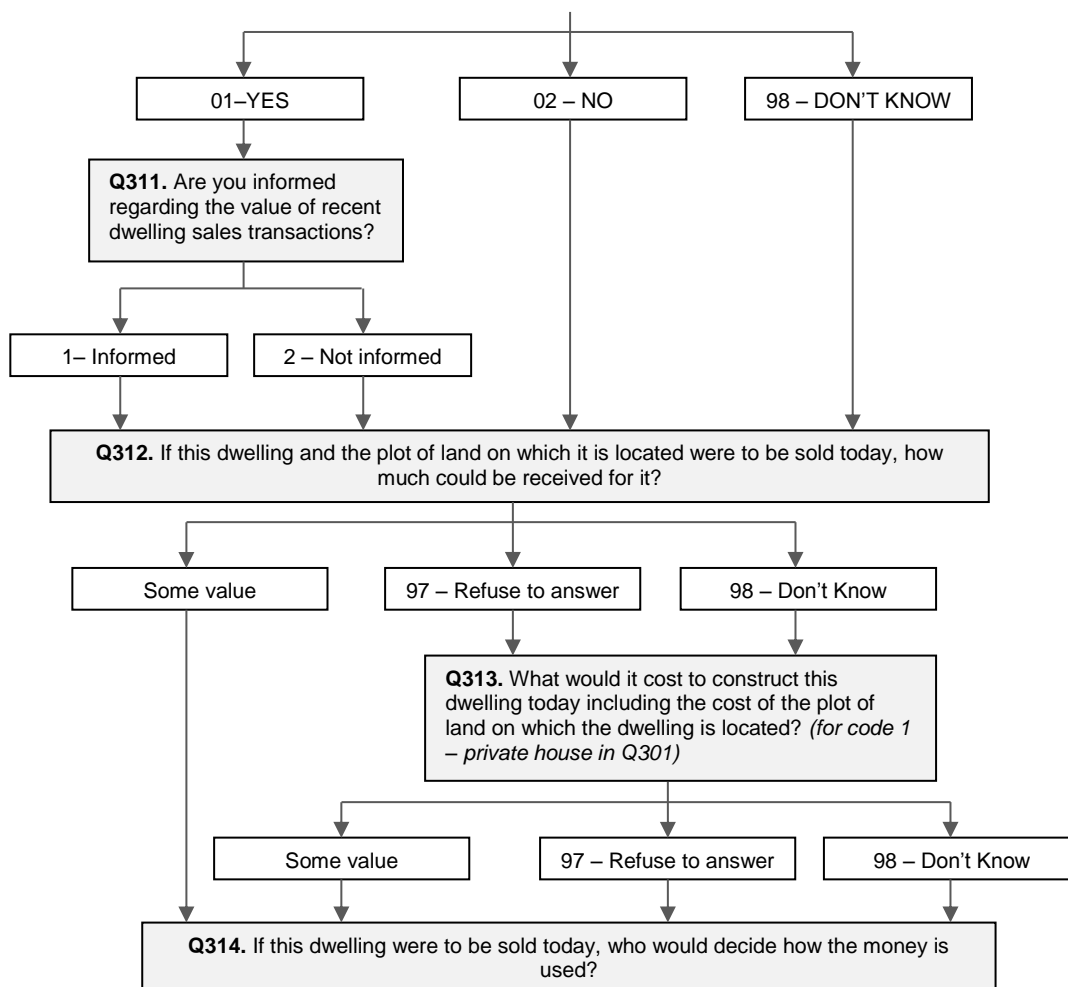
Ask the respondent, if the dwelling were to be sold today, who would decide how the money would be used. Note that this question is hypothetical so the respondent should answer even if there are no plans to sell the dwelling. Enter the ID code of the adult household member who would decide how to use the money. If more than 1 person would be involved in deciding how the money would be used, list ID codes of all such persons. If someone from outside of the household would decide how the money from the sale of the dwelling would be used, enter code “99”. Figure 1 shows the flow of skipping patterns in Q310 to Q314.

Q315. Code for ability of respondent to be interviewed alone

Upon completion of the module, enter the appropriate code for whether the respondent was interviewed alone (code ‘1’); with adult females present (code ‘2’); with adult males present (code ‘3’); with both adult males and females present (code ‘4’); with children present (code ‘5’); or with both adult males and females and children present (code ‘6’). If the respondent was not able to be interviewed alone, explain why.

Figure 1 Flow of skipping patterns in Q310 to Q314.

<p>Q310. Do dwelling owners sell dwellings in or around this community?</p>
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MODULE 4: AGRICULTURAL LAND

Q401: Ownership of agricultural parcels

This is the screening question to determine whether any household member owns agricultural parcels, either exclusively or jointly with someone else. Agricultural parcels may include those that are currently fallow, cultivated by someone in the household, rented out, or given away for free on a temporary basis.

We will be asking additional questions about what it means to own agricultural parcels, so at this point we want the respondent's sense of whether or not someone in the household owns any agricultural parcels. He/she may or may not possess the title or an ownership deed to the parcel. If no household member owns an agricultural parcel, or the respondent doesn't know, code 2 or 98skip to Q424.

Q402: Parcel Name and description

List all of the agricultural parcels owned by any member of the household. For each parcel, ask the respondent to give the parcel a "name" and brief description. For example, "Mia's paddy rice parcel near the main road" or "Mia's swamp rice parcel north of village". Start with the largest parcel first, going down to the smallest parcel. Asking the respondents about the largest parcel first is done so that if the household has more than 10 parcels, the smallest parcels will be omitted.

Descriptions should at minimum include the major type of crop grown on the parcel, the type of land, the location (irrigated rice plot; vegetable plot near the main road; wife's parcel north of village). Provide the description for each parcel before asking Q403.

Q403: Parcel location

Record the location of the agricultural parcel: name of district and settlement.

Q404: Area of Parcel

Ask the respondent to estimate the area of the agricultural parcel in hectares. Note the unit of measurement for land area should be consistent in the questionnaire. In case the respondent does not know the area in hectares but provide other local units, the enumerator should have a standard conversion table for converting local units to hectares. Record '98' if don't know.

Q405: Piece of land on which dwelling is located.

Ask the respondent if the parcel described in Q402 is the same parcel on which the principal household dwelling is located. **If 'yes, code 1 and skip to Next Parcel or if there are no other agricultural parcel owned by a member of the household skip to Q423. If 'no', code 2 and continue to ask the questions from Q406 onward about that parcel of land.**

Q406: Primary use of parcel

Record the primary use of the parcel in the most recent cropping season using the codes provided.

Annual crops mean the crops are grown on an annual basis (such as rice), while **permanent crops** mean the crops are grown perennially (like rubber). Code according to response provided by the respondent.

If the land is rented out, code 1. Rented out means the land has been given out to someone else in exchange for money or in-kind benefits. If the land is given out for free, code 2. If the land is left fallow, code 5. If the land is used for livestock, grazing, rearing or pasture, code 7. If the land is woodland/forest, code 9. If land is under water or a swamp, code 10. For Other Specify, Code 96 and write the other category that is not listed in the options provided and for Don't know code 98. For codes other than 3 and 4, skip to Q408.

Q407: Crops cultivated

This question is to be asked for code 3 'Land under annual crops' or code 4 'Land under permanent crops' in Q406. Record the crops using the crop codes in Annex 4 that were cultivated during the most recent cropping season. The order of the crops should be listed in terms of the largest to smallest area planted. If there are two crops which are intercropped and have equal area, list first the one which has the largest revenue.

Q408: Decision-maker(s) for primary use of plots

Enter the household ID(s) of all adult person(s) who makes the decisions across the plots on the agricultural parcel on the use of primary use of the plots listed in Q406 in the most recent cropping season. If more than one household member makes these decisions, ID codes of all adult members can be listed. If someone from outside of the household makes these decisions, enter code "99". If there is more than 1 plot on the parcel and each plot has a different decision-maker, enter the codes of each decision-maker.

Q409: ID of owner(s) of parcel

Enter the household ID(s) of the adult person(s) who is the owner(s) of the parcel. If the parcel is owned by more than one person in the household, enter the IDs of all owners. If the parcel is owned jointly with someone from outside of the household, enter code "99". We will be asking additional

information about ownership, so the owner in this question is not necessarily the person who is listed on the title as the owner. We want the person or people within the household and outside of the household who claim ownership.

Q410: Year of acquisition

Record the year the adult owner(s) acquired the agricultural parcel. If the parcel is jointly owned by two or more people, enter the ID code of each owner and the year the owner acquired it since each owner may have acquired the parcel in a different year. For example, a husband may have purchased the parcel in a given year and his wife may have become an owner through marriage to him two years later. **THE IDs IN 409 AND 410 SHOULD CORRESPOND AND BE WRITTEN IN THE SAME ORDER.**

Q411: Mode of acquisition of agricultural parcel

This question asks how the adult owner(s) of the agricultural parcel acquired it. If the parcel is jointly owned by two or more people, enter the ID code of each owner and the code for the MOA (mode of acquisition) since each owner may have acquired the parcel in a different way. For example, a husband may have purchased the parcel and his wife may have become a joint owner through marriage. **THE IDs IN 409 AND 411 SHOULD CORRESPOND AND BE WRITTEN IN THE SAME ORDER.**

Q412: Ownership document

We are asking whether there is an ownership document for the parcel and what type of document it is. It may or may not have the name of someone in the household on it. If there is more than 1 type of document, list the one that is held by someone in the household. For example, if there is a title deed, but the household member doesn't have it, but has an invoice or sales receipt, list the invoice under Other (Specify), Code 96 and not the deed. If there is no ownership document code 4 and skip to Q414. If the respondent does not know, code 98 skip to Q414.

Q413: ID(s) of person(s) listed as owner(s) on document

Record the ID code(s) of the adult household member whose name is listed as an owner on the ownership document for the parcel. If more than 1 household member is listed as an owner on the document, enter the IDs of all adult owners. If the name of someone from outside of the household is listed as an owner, enter code "99". Record 98 if do not know.

Q414: Involvement in the decision to sell agricultural parcel

Record the ID code of the adult person who is involved in the decision to sell the agricultural parcel even if he or she needs to obtain the consent or permission of someone else. If more than 1 person is involved in the decision to sell, ID codes of all such members (from the household roster) and/or code "99" for someone from outside of the household can be recorded. A person involved in the decision is someone who is consulted before the final decision to sell. It may or may not include the owner(s). For example, if an aged person owns an agricultural parcel but her daughter is the one that makes the decision on sale, then the daughter's ID code should be recorded and not the aged person.

Q415: Involvement in decision to bequeath agricultural parcel

Record the ID code of the person who is involved in the decision to bequeath an agricultural parcel even if he or she needs to obtain the consent or permission of someone else. If more than 1 person is involved in the decision to bequeath, ID codes of all such members (from the household roster) and/or code "99" for someone from outside of the household can be recorded. A person involved in the decision is someone who is consulted before the final decision to bequeath. It may or may not include the owner(s). For example, if an aged person can officially bequeath a an agricultural parcel, but her daughter is the one that makes the decision on it and the aged person only signs the legal document, then the daughter's ID code should be recorded and not the aged person's ID.

Q416-417: Real estate market

Ask whether land owners sell any land in and around the community where the land is located (Q416) and if the respondent is aware of the value of recent sales of land(Q417). Enter the appropriate codes. If the respondent reports no land transactions (code 2) or if he/she does not know (code 98) in Q416, skip to Q418.

Q418: Value of parcel

Ask the respondent to estimate in GEL how much could be received for the parcel if it were to be sold today. The estimate should be based on the location and condition of their particular parcel. If he/she can't estimate this, enter code "98", or code "97" if he/she refuses to answer.

Q419: Who would decide how to use money from sale of the parcel

Ask the respondent, if the parcel were to be sold today, who would decide how the money would be used. Note that this question is hypothetical so the respondent should answer even if there are no plans to sell the parcel. Enter the ID code of the adult household member who would decide how to use the money. If more than one person would be involved in deciding how the money would be used, ID codes of all such persons can be listed. If someone from outside of the household would decide how the money from the sale of the parcel would be used, record code "99".

Q420: FILTER QUESTION FOR ENUMERATOR - Is respondent Owner of [PARCEL]?

Check according to Q409. If the respondent is the owner/one of the owners of the parcel in accordance with Q409, record code 1-Yes. If not, code 2 and skip to the next parcel or if there are no other parcel owned by a member of a household skip to Q423.

Q421: Knowledge of agricultural parcel

Ask the respondent whether there is anyone in his/her household aged 18 years and above who does **not know** about the agricultural parcel the respondent owns either solely or jointly with another person(s). If 'no', skip to the next parcel or to Q423 if there are no other parcels owned by a member of the household.

Q422: ID of person(s) who do not know about agricultural parcel

Enter the household ID(s) of the person(s) aged 18 years and above who do not know about the respondent's ownership of the agricultural parcel. Up to 3 IDs can be listed.

Q423: Code for ability of respondent to be interviewed alone

Upon completion of the module, enter the appropriate code for whether the respondent was interviewed alone (code '1'); with adult females present (code '2'); with adult males present (code '3'); with both adult males and females present (code '4'); with children present (code '5'); or with both adult males and females and children present (code '6'). If the respondent was not able to be interviewed alone, explain why.

MODULE 5: LIVESTOCK**Q501: Ownership of livestock**

This is the screening question to determine whether any member of the household owns any livestock, either exclusively or jointly with someone else. The enumerator must read the categories of Items listed. Note that someone may own livestock that is not kept on the premises; the livestock may be in another location in the care of a caretaker. Also note that livestock does not include pets. Ask **Q501** for all categories of livestock listed before proceeding to the remaining questions in the module. If nobody in the household owns **any** of the categories of livestock listed, code 2 and skip to next item or the respondent doesn't know, skip to the next item. If all livestock are coded as No or Don't know, then skip to Q503.

Q502: Ownership patterns of livestock

Enter the ID code(s) of any adult household member that owns one or more animals in this category of livestock. ID codes of all owners can be listed.

Q503: Code for ability of respondent to be interviewed alone

Upon completion of the module, enter the appropriate code for whether the respondent was interviewed alone (code '1'); with adult females present (code '2'); with adult males present (code '3'); with both adult males and females present (code '4'); with children present (code '5'); or with both adult males and females and children present (code '6'). If the respondent was not able to be interviewed alone, explain why.

MODULE 6A: LARGE AGRICULTURAL EQUIPMENT**Q601: Ownership of large agricultural equipment**

This is the screening question to determine whether any household member owns any large agricultural equipment, either exclusively or jointly with someone else. If nobody in the household owns **any** of the categories of large agricultural equipment listed, or the respondent doesn't know or refuses to respond, enter the appropriate code and then skip to Q615.

Q602: Listing of large agricultural equipment

The enumerator must read the categories of large agricultural equipment listed. For each piece of large agricultural equipment owned by someone in the household, list the type of equipment by entering the name and the appropriate code. If 2 or more of the same type of large agricultural equipment are owned (for example, if two tractors are owned within the household), enter the name and the code for each asset within the category by year of manufacture, from newest to oldest. List all pieces of large agricultural equipment owned by members of the household before proceeding to the remaining questions in the module, all of which should be asked one piece of agricultural equipment at a time before proceeding to the next piece of equipment.

Q603: ID(s) of owner(s) of large agricultural equipment

Enter the household ID(s) of the adult person(s) who is the owner(s) of the large agricultural equipment. If the agricultural equipment is owned by more than one person in the household, enter the IDs of all owners. If the agricultural equipment is owned jointly with someone from outside of the household, enter code "99". We will be asking additional information about ownership, so the owner in this question is not necessarily the person who is listed on the title as the owner. We want the person or people within the household and outside of the household who claim ownership. A 99 is not a valid answer because by default, we are only including large equipment owned by AT LEAST one of the household members.

Q604: Year of acquisition

Record the year the owner(s) acquired the agricultural equipment. If the equipment is jointly owned by two or more people, enter the ID code of each owner and the year the owner acquired it since each owner may have acquired the equipment in a different year. **The IDs in Q603 and Q604 should correspond and be written in the same order.**

Q605: Mode of acquisition of large agricultural equipment

This question asks how the owner(s) of the agricultural equipment acquired it. If the equipment is jointly owned by two or more people, enter the ID code of each owner and the code for the MOA (mode of acquisition) since each owner may have acquired the piece of equipment in a different way. **The IDs in Q603 and Q605 should correspond and be written in the same order.**

Q606: Involvement in the decision to sell large agricultural equipment

Record the ID code of the adult person who is involved in the decision to sell the agricultural equipment, even if he or she needs to obtain the consent or permission of someone else. If more than 1 person is involved in the decision to sell, enter all household members ID codes (from the household roster) and/or code "99" for someone from outside of the household can be recorded. A person involved in the decision is someone who is consulted before the final decision to sell. It may or may not include the owner(s). For example, if an aged person owns a large agricultural equipment, but her daughter is the one that makes the decision on sale, then the daughter's ID code should be recorded and not the aged person.

Q607: Involvement in decision to bequeath large agricultural equipment

Record the ID code of the adult person who is involved in the decision to bequeath a large agricultural equipment, even if he or she needs to obtain the consent or permission of someone else. If more than 1 person is involved in the decision to bequeath, enter all household members ID codes (from the household roster) and/or code "99" for someone from outside of the household can be recorded. A person involved in the decision is someone who is consulted before the final decision to bequeath. It may or may not include the owner(s). For example, if an aged person can officially bequeath a large agricultural equipment, but her daughter is the one that makes the decision on it and the aged person only signs the legal document, then the daughter's ID code should be recorded and not the aged person's ID.

Q608-609: Market for agricultural equipment

Ask whether individuals sell large agricultural equipment in and around the community (Q608) and if the respondent is aware regarding the value of recent transactions (Q609). Enter the appropriate code provided. If the respondent reports no transactions (code 2) or if he/she does not know (code 98) in Q608, skip to Q610.

Q610: Value of large agricultural equipment

Ask the respondent to estimate in (GEL) how much could be received for the large agricultural equipment if it were to be sold today. The estimate should be based on the age and current state of the equipment. If he/she can't estimate this, enter "98" or code "97" if he/she refuses to answer.

Q611: Who would decide how to use money from sale of large agricultural equipment

Ask the respondent, if the large agricultural equipment were to be sold today, who would decide how the money would be used. Note that this question is hypothetical so the respondent should answer even if there are no plans to sell the agricultural equipment. Enter the ID code of the household member who would decide how to use the money. If more than 1 person would be involved in deciding how the money would be used, ID codes of all such persons can be listed. If someone from outside of the household would decide how the money from the sale of the agricultural equipment would be used, record code "99".

Q612: FILTER QUESTION FOR ENUMERATOR - CHECK IF RESPONDENT IS OWNER OF THE LARGE AGRICULTURAL EQUIPMENT.

Check according to Q603. If the respondent is an owner of the large agricultural equipment in accordance with Q603, record code 1-Yes. If not, code 2 and skip to next item. If this is the last item, skip to Q615.

Q613-614 should only be asked to respondents identified as a sole or joint owner of the agricultural equipment in Q603.

Q613: Knowledge of agricultural equipment

Ask the respondent whether there is anyone in his/her household aged 18 years and above who does **not know** about the agricultural equipment the respondent owns either solely or jointly with another person(s). If 'no', skip to the next piece of equipment, or to Q615 if there is no other

agricultural equipment owned by a member of the household.

Q614: ID of person(s) who do not know about agricultural equipment

Enter the household ID(s) of the person(s) aged 18 years and above who do not know about the respondent's ownership of the agricultural equipment. Up to 3 IDs can be listed.

Q615: Code for ability of respondent to be interviewed alone

Upon completion of the module, enter the appropriate code for whether the respondent was interviewed alone (code '1'); with adult females present (code '2'); with adult males present (code '3'); with both adult males and females present (code '4'); with children present (code '5'); or with both adult males and females and children present (code '6'). If the respondent was not able to be interviewed alone, explain why.

MODULE 7: NON-AGRICULTURAL ENTERPRISES AND ENTERPRISE ASSETS

This module collects detailed information on ALL non-agricultural enterprises owned by any member of the household at the time of survey. An enterprise is an undertaking which is engaged in the production and/or distribution of some goods and/or services meant mainly for the purpose of sale whether fully or partly no matter how small. We are interested in non-agricultural enterprises that are currently operating, closed temporarily, or operating seasonally. We are not interested in enterprises that are closed permanently. The enterprise may be run from the premises of the household or outside of the household. It can be an informal enterprise or a formal one of any size. For instance, one-person operations providing goods/services to other non-household members/groups, i.e. working independently on their own account, **MUST** be classified as enterprises.

Enterprises might include, for example, making mats, bricks, or charcoal; working as a mason or carpenter; firewood selling; metalwork; running a street corner stall; owning a major factory, making local drinks, straw mats, carpets or baskets; any trade (in food, clothes or various articles) or professional activity (like that of a private lawyer, a doctor, a carpenter, etc.) offering services for payment in cash or in-kind.

Although you **must not** list **household farms** in this module, you must list household enterprises based on post-harvest processing and trading of own-produced agricultural by-products, such as starch, juice, beer, jam, oil, seed, wine, bran, etc. AND household enterprises based on trading of agricultural crops purchased from non--household members. Thus, if rice is purchased by a household member from another seller or shop and is then sold in the market or another location of that household member, that is NOT considered as an agricultural activity but a trading activity. You must report such activities. Likewise, if the household member grows and sells agricultural products like grapes this is not considered as non-agricultural activity. But if the household member sells wine produced from home grown grapes, then it is considered as a non-agricultural activity (manufacturing).

Q701-709: Enterprise screening questions

These are the screening questions to determine whether any member of the household owns an enterprise. If no member of the household owns an enterprise, skip to Q748.

Note: Questions Q701-709 should also be asked to every household members selected for interview irrespective of response codes on employment status in Q215 and Q216.

Q710: Name and address of enterprise

Enter the name and address of the enterprise. This is an important question because it will aid in identifying enterprises owned by household members who administered the enterprise module. Be very precise in capturing information. If there is no locational address, include landscapes or any features near the enterprise that could serve as an identifier. For instance, if a household is close to a

church, major road, school etc. include that in the address. Note that if the location of the enterprise in Q711 is classified as fixed premises/location. Write the complete name and address of the enterprise.

Q711: Location of enterprise

The objective of this question is to evaluate the extent of permanency of the business work place and the physical location. We make the difference between fixed location (specific place for the enterprise, independent from home and public life) and with no fixed location (improvised or moving business place). Any activity that is made in a specific place/room will be classified in “with fixed location” (examples: shop on the first floor, workshop of tailoring). Otherwise, consider that the activity is not in a fixed location (e.g, a hair dresser at the home of the client without salon). Choose the appropriate option and write the code accordingly. If other, specify what type of location it is and record code ‘96’.

Q712: Description of enterprise main activity

Enter a brief description of the type of main economic activity the enterprise is engaged in. In case of enterprise having mixed activities; criteria such as highest income, highest turnover, or highest employment can be used for deciding the main/major activity of the enterprise. The description should be short and succinct (to the point), sufficient for classifying the enterprise by industry. Examples include:

- vegetable seller in market
- bicycle repair
- palm mat weaving
- furniture or coffin making
- used clothes trading
- beer brewing
- charcoal making

Enter descriptions of all non-agricultural enterprises (in Q710–712) owned by members of the household before proceeding to the remaining questions in the module, all of which should be asked one enterprise at a time before proceeding to the next enterprise. (For industry codes, use the industrial classification codes according to country’s standard national classification based on NACE. Note that the description of each enterprise can be classified by two-digit industry code following the completion of the interview.

Q713: Number of months in the past 12 months the enterprise operates

Enter the number in completed months of the last 12 months that the enterprise operated. If the enterprise operates less than a month, enter ‘00’ and put appropriate remarks.

Q714: IDs of enterprise owners and shares of owners

Enter the household ID of the adult person who owns the enterprise. If the enterprise is owned jointly by more than one person in the household, enter the IDs of all owners. If the enterprise is owned jointly with a person(s) from outside of the household, enter code “99”. For enterprises that are owned jointly, record the percentage of the enterprise that each owner owns. If the respondent does not know the percentage share for an owner of the enterprise, enter ‘98.’

Q715: Average number of hours spent per week managing or working enterprise in the last operational month

Enter the average number of hours per week that each owner spent working on the enterprise in the last operational month. Use the last operational month as the reference period. Operational month means the month in which the business last conducted business activity. This is affected by seasonality of businesses. For example, an enterprise that sells Christmas decorations might only be operational around Christmas time. **The IDs in Q714 and Q715 should correspond and be written in the same order.**

Q716: Responsibilities for providing goods and services

Enter the ID code of the adult person who has the main responsibility for providing services and/or producing the goods in the enterprise. If more than one person has the main responsibility, ID codes of all such persons can be entered. Enter code "99" if non-household owner or a hired manager has this responsibility. Enter code "98" if respondent doesn't know.

Q717: Managing day-to-day operations

Enter the ID code of the adult person who has the main responsibility for managing the day-to-day operations of the enterprise. If more than one person has the main responsibility, ID codes of all such persons can be entered. Enter code "99" if non-household owner or if a hired manager is responsible for this. Enter code "98" if respondent doesn't know.

Q718: Financial control

Enter the ID code of the adult person who has the main financial control of the enterprise, including the ability to sign loans, leases, and contracts on behalf of the enterprise. If more than one person has the main responsibility, ID codes of all such persons can be entered. Enter code "99" if non-household owner or if a hired manager is responsible for this. Enter code "98" if respondent doesn't know.

Q719: Mode of acquisition of enterprise

This question asks how the adult owner(s) acquired the enterprise. If the enterprise has more than one owner, the owners may have acquired the enterprise in different ways. For example, one owner could have inherited the enterprise and his/her partner could have purchased, or bought into, the enterprise. Thus, allow for multiple modes of acquisition if the enterprise has more than one owner. If Other specify, code 96, or Don't Know, code 98. **The IDs in Q714 and Q719 should correspond and be written in the same order.**

Q720 - FILTER QUESTION FOR ENUMERATOR - CHECK IF RESPONDENT IS OWNER OF THE ENTERPRISE ACCORDING TO Q714

Check according to Q714. If the respondent is the owner/one of the owners of the enterprise in accordance with Q714, code 1. If not, code 2 and skip to Q740.

Q721-739 should only be asked of enterprises for which the respondent was identified as a sole or joint owner in Q714.

Q721 - FILTER QUESTION FOR ENUMERATOR - CHECK IF ENTERPRISE WAS FOUNDED OR PURCHASED.

Check according to Q719. If the enterprise was founded (code 1) or purchased (code 2), code 1. If not, code 2 and skip to Q723.

Q722: Source of start-up capital

This question seeks to find out the main source of capital used for purchasing or starting the enterprise. Do not read out the codes for the source of capital, but allow the respondent to answer this question and code the response appropriately. If the respondent mentions several sources of money, ask him/her to rank them in order of importance and record the **main** one. Own savings could also include money obtained from the sale of crops, livestock, or any other household possession.

Q723: Year of acquisition of enterprise

Record the year in which the respondent acquired the enterprise. The year should be recorded using four digits, e.g. 1996, 2004, etc. **THE IDs IN 714 AND 723 SHOULD CORRESPOND AND BE WRITTEN IN THE SAME ORDER.** Enter code "98" if respondent doesn't know.

Q724: Registration

This question is intended to check if the enterprise is registered.

Q725: What type of records or accounts was maintained by this [ENTERPRISE]?

Please record the code for the manner in which the financial accounts are maintained by the enterprise. The categories for recording and accounting practices should be those prescribed in existing laws and regulations of the country.

Q726: Number of paid employees work for the enterprise on a continuous basis

Enter the number of paid employees that work for the enterprise on a continuous basis, excluding the owner(s). If the number of paid employees fluctuates, record the number of paid employees during a "normal" month when the enterprise is operating.

On a "**continuous basis**" implies a period of employment which is longer than a specified minimum determined according to national circumstances. (If interruptions are allowed in this minimum period, their maximum duration should also be determined according to national circumstances.)

(Source: <http://laborsta.ilo.org/applv8/data/icsee.html>)

Q727: Source of operating/expanding capital

This question seeks to find out the main source of capital used to expand or improve the enterprise or to pay for unexpected expenses in the past 12 months. Do not read out the sources of capital, but allow the respondent to answer this question and code the response appropriately. If the respondent mentions several sources of money, ask him/her to rank them in order of importance and record the **main** one. Own savings could also include money obtained from the sale of crops, livestock, or any other household possession.

Q728: Loans/lines of credit

Record whether the enterprise applied for a loan or a line of credit in the past 12 months. If 'yes', code 1 and if 'no,' code 2 and skip to Q730.

Q729: Loan application status

This question should only be asked if the enterprise applied for a loan or a line of credit in the past year (code '1' in Q728).

Record whether the loan application was accepted. If the enterprise applied for more than 1 loan in the past 12 months, consider the most recent loan applied for in the past twelve months. Irrespective of whether code 1 or code 2 was chosen, skip to Q731

Q730: Main reason did not apply for credit/loan

This question should only be asked if the enterprise did not apply for a loan or a line of credit in Q728 (code '2').

Ask the respondent the main reason why the enterprise did not apply for a loan or a line of credit in the past year. Do not read out the reasons. If the respondent mentions several reasons he/she did not apply for a line of credit/loan, ask him/her to rank them in order of importance and record the **main one**.

Q731: Monthly turnover

Ask for the approximate monthly turnover of the enterprise in (GEL). Respondents should consider an average over the last 3 operational months. Turnover is the gross revenue that is generated from the sale of goods and services produced without deducting expenses. In case of the service enterprises, it is the gross revenue receivable from the services provided. In case of trading enterprises, it is defined as the value of sales. Record the gross revenue without deducting the cost of purchases of goods for resale. For the non-financial enterprises, turnover does not include receipts on account of interest and dividends. For financial sector enterprise engaged in financial intermediation, the turnover will be equal the net interest earned or accrued to the enterprise plus other earnings like fees, brokerage on trading, commission, costs of financial advice, etc..

Q732: Monthly income

Ask for the total monthly income in (GEL) the enterprise earns after paying all expenses. Respondents should consider an average over the last operational 3 months. Expenses include purchase of raw material and wages of employees, but do not include any wages paid to the respondent or other owners if the enterprise is jointly owned.

Q733: Changes in number of paid employees

Ask the respondent whether the number of paid employees has increased, decreased, or remained the same over the past three years.

Q734: Desired size of enterprise

Ask the respondent if the enterprise is his/her desired size or he/she wished to grow it more. If yes, code 1, and skip to Q736 and if no code 2.

Q735: Constraints on enterprise

Ask this question only if code 2 was entered in Q734.

Ask the respondent whether any of the factors listed have constrained his/her ability to grow the enterprise to the desired size. Do not read out the factors listed, but allow the respondent to answer this question and code the response appropriately. Select up to three responses that apply.

Q736: Participation in training activity

Ask the respondent if he/she has ever participated in any course or training activity, whether formal or informal, on how to start an enterprise. Types of training may include how to develop a business plan, assess market opportunities, identify and access start-up capital, develop business networks, etc. Note that training of any length (e.g. one hour or several months) or any organization should be included. Select up to three responses that apply.

Q737: Receipt of advice

Ask the respondent whether he/she receives managerial advice, once or more per month, from a spouse/partner (code '1'); other family members/relatives (code '2'); friends (code '3'); a public advising service, such as a bank, lawyer or accountant (code '4'); or other person(s), specify (code '96'); None (code 5). Types of advice may include advice on identifying new clients, investment opportunities, diversifying goods or services, managing employees, etc. Do not read out the factors listed, but allow the respondent to answer this question and code the response appropriately. Select up to three responses that apply.

Q738: Motivations for running/operating this enterprise

Ask the respondent what was his/her **main motivation** for running/operating the enterprise. Do not read out the reasons listed, but allow the respondent to answer this question and code the response appropriately. If the respondent mentions several reasons for starting the enterprise, ask him/her to rank them in order of importance and record the **main** one.

Q739: Happiness/ satisfaction as entrepreneur

Ask the respondent what factors would increase his/her happiness or satisfaction as an entrepreneur. Do not read out the factors listed, but allow the respondent to answer this question and code the response appropriately. Select up to three responses that apply.

Q740-Q744 should be asked to all respondents.

Q740: Enterprise assets

Enter “1” in the appropriate column if the enterprise currently owns any equipment, machinery, or furniture. Enter “1” in the appropriate column if the enterprise currently owns any stocks of material. If “no” or the respondent doesn’t know for both equipment/machinery/furniture or stock material, skip to Q745. For unincorporated enterprises the assets which cannot be segregated/distinguished from the household assets due to mixed use, should not be duplicated in this module and will be recorded in other household assets modules.. If any household member owns an incorporated enterprises, the assets owned by the incorporated enterprise will be recorded here and their value estimated in Q741.

Note that any **land or buildings that the enterprise owns** should be included in Module 8 on Other Real Estate, not here.

Q741: Value of enterprise assets

Ask the respondent to estimate in (GEL) how much could be received for all of the equipment, machinery, and furniture belonging to the enterprise if it were to be sold today. If he/she can’t estimate this, enter “98” in the appropriate column or code “97” if he/she refuses to answer.

Q742: Who would decide how to use money from sale of enterprise asset

Ask the respondent, if the enterprise asset were to be sold today, who would decide how the money would be used. Note that this question is hypothetical so the respondent should answer even if there are no plans to sell the enterprise asset. Enter the ID code of the adult household member who would decide how to use the money. If more than one person would be involved in deciding how the money would be used, ID codes of all such persons can be listed. If someone from outside of the household would decide how the money from the sale of the enterprise asset would be used, record code “99”.

Q743: Involvement in decision to sell an enterprise

Record the ID code of the adult person who is involved in the decision to sell the enterprise, even if he or she needs to obtain the consent or permission of someone else. If more than 1 person is involved in the decision to sell, ID codes of all such persons (from the household roster) and/or code “99” for someone from outside of the household can be recorded. A person involved in the decision is someone who is consulted before the final decision to sell. It may or may not include the owner(s). For example, if an aged person owns an enterprise, but her daughter is the one that makes the decision on sale, then the daughter’s ID code should be recorded and not the aged person.

Q744: Involvement in decision to bequeath an enterprise

Record the ID code of the adult person who is involved in the decision to bequeath an enterprise even if he or she needs to obtain the consent or permission of someone else. If more than 1 person is involved in the decision to bequeath, ID codes of all such persons (from the household roster) and/or code “99” for someone from outside of the household can be recorded. A person involved in the decision is someone who is consulted before the final decision to bequeath. It may or may not include the owner(s). For example, if an aged person can officially bequeath an enterprise, but her daughter is the one that makes the decision on it and the aged person only signs the legal document, then the daughter’s ID code should be recorded and not the aged person’s ID.

Q745: FILTER QUESTION – IS THE RESPONDENT THE OWNER OR ONE OF THE OWNERS OF THE ENTERPRISE?

Check in accordance to Q714. If the respondent is the owner/one of the owners of the enterprise, code 1. If the respondent is not an owner, code 2 and skip to next enterprise. If this is the last item, skip to Q748.

Q746-747 should only be asked of enterprises for which the respondent was identified as a sole or joint owner in Q714.

Q746: Knowledge of enterprise

Ask the respondent whether there is anyone in his/her household aged 18 years and above who does **not know** about the enterprise the respondent owns either solely or jointly with another person(s). If 'no', skip to the next enterprise or to Q748 if there are no other enterprises owned by a member of the household.

Q747: ID of person(s) who do not know about enterprise

Enter the household ID(s) of the person(s) aged 18 years and above who do not know about the respondent's ownership of the enterprise. Up to 3 IDs can be listed.

Q748: Code for ability of respondent to be interviewed alone

Upon completion of the module, enter the appropriate code for whether the respondent was interviewed alone (code '1'); with adult females present (code '2'); with adult males present (code '3'); with both adult males and females present (code '4'); with children present (code '5'); or with both adult males and females and children present (code '6'). If the respondent was not able to be interviewed alone, explain why.

MODULE 8: OTHER REAL ESTATE**Q801: Ownership of other real estate**

This is the screening question to determine whether any member of the household owns any other real estate, either exclusively or jointly with someone else. Other real estate includes dwellings other than the principal dwelling (such as a house in another village), buildings (completed or uncompleted), flats, and non-agricultural plots, either rural or urban. Also included is any land or stores belonging to a household enterprise. We will be asking additional questions about what it means to own the real estate, so at this point we want the respondent's sense of whether or not someone in the household is the owner. They may or may not have an ownership document. If no household member owns any other real estate or the respondent does not know, skip to Q823.

Q802: Listing of real estate

The enumerator must read the categories of other real estate listed. For each piece of real estate owned by someone in the household, list the type of real estate by entering the appropriate code. If 2 or more of the same type of real estate are owned in the household (for example, 2 private houses), list them according to the year they were acquired, from most recent to oldest. List all other real estate owned by members of the household before proceeding to the remaining questions in the module, all of which should be asked one piece of real estate at a time before proceeding to the next piece of real estate.

Q803: Location of real estate

Ask where the real estate is located. Based on the answer provided by the respondent, help respondent identify whether the location is rural or urban and enter the appropriate code.

Q804: Include a location of the real estate

Write the names of district and settlement where the each real estate is located. It is extremely important to write the names clearly and legibly.

Q805: Real estate use

Ask the respondent what the real estate is used for.. If household non-commercial use, rented out, "other" or respondent doesn't know, fill in the appropriate code and then skip to Q807.

Q806: Real estate ID code

This question should only be asked for real estate that is used by a member(s) of the household for commercial use. Ask the respondent which enterprise belonging to a member of the household the real estate is used for and enter the appropriate enterprise ID code from Module 7 (Enterprise Assets and Enterprises) based on the respondent's description.

Q807: IDs of real estate owners

Enter the household ID(s) of the adult person(s) who is the owner(s) of the real estate. If the real estate is owned by more than one person in the household, enter the IDs of all owners. If the real estate is owned jointly with someone from outside of the household, enter code "99". We will be asking additional information about ownership, so the owner in this question is not necessarily the person who is listed on the title as the owner. We want the person or people within the household and outside of the household who claim ownership.

Q808:Year of acquisition of real estate

Record the year the owner(s) acquired the real estate. If the real estate is jointly owned by two or more people, enter the ID code of each owner and the year the owner acquired it since each owner may have acquired the real estate in a different year. Record '98' if don't know. **THE IDs IN Q807 AND Q808 SHOULD CORRESPOND AND BE WRITTEN IN THE SAME ORDER.**

Q809:Mode of acquisition of real estate

This question asks how the owner(s) of the real estate acquired it. If the real estate is jointly owned by two or more people, enter the ID code of each owner and the code for the MOA (mode of acquisition) since each owner may have acquired the real estate in a different way. **THE IDs IN Q807 AND Q809 SHOULD CORRESPOND AND BE WRITTEN IN THE SAME ORDER.**

Q810: Ownership document

We are asking whether there is an ownership document for the real estate and what type of document it is. It may or may not have the name of someone in the household on it. If there is more than 1 type of document, list the one that is held by someone in the household. For example, if there is a deed, but the household member doesn't have it, but has an invoice or sales receipt, list the invoice, not the deed. If there is no ownership document or the respondent does not know, enter the appropriate code and skip to Q812.

Q811: ID(s) of person(s) listed as owner(s) on document

Record the ID code(s) of the adult household member whose name is listed as an owner on the ownership document for the real estate. If more than 1 household member is listed as an owner on the document, enter the IDs all owners. If the name of someone from outside of the household is listed as an owner, enter code "99".Record 98 if do not know.

Q812: Involvement in decision to sell real estate

Record the ID code of the adult person who is involved in the decision to sell the real estate even if he or she needs to obtain the consent or permission of someone else. If more than 1 person is involved in the decision to sell, ID codes of all such household members (from the household roster) and/or code "99" for someone from outside of the household can be recorded. A person involved in the decision is someone who is consulted before the final decision to sell. It may or may not include the owner(s). For example, if an aged person owns a real estate but her daughter is the one that makes the decision on sale, then the daughter's ID code should be recorded and not the aged person.

Q813: Involvement in decision to bequeath real estate

Record the ID code of the adult person who is involved in the decision to bequeath a real estate even if he or she needs to obtain the consent or permission of someone else. If more than 1 person is involved in the decision to bequeath, ID codes of all such household members (from the household roster) and/or code "99" for someone from outside of the household can be recorded. A person

involved in the decision is someone who is consulted before the final decision to bequeath. It may or may not include the owner(s). For example, if an aged person can officially bequeath a real estate but her daughter is the one that makes the decision on it and the aged person only signs the legal document, then the daughter's ID code should be recorded and not the aged person's ID.

Q814 and Q815:Real estate market

Ask whether real estate owners sell out real estate in and around the community where the real estate is located (Q814) and if the respondent is aware of the value of recent sales of real estate or rental transactions (Q815). Enter the appropriate code. If the respondent reports no transactions (code 2) or does not know (code 98) in Q814, skip to Q816.

Q816: Value of real estate

Ask the respondent to estimate in (GEL) how much could be received for the real estate if it were to be sold today. The estimate should be based on the location and condition of their particular real estate. If he/she can't estimate this, enter "98", or code "97" if he/she refuses to answer. If the value of the asset is obtained, skip to Q819. Otherwise, proceed to Q817.

If the respondent does not know how much their real estate might sell for, ask about the prices of similar real estate in the neighborhood that have been sold recently.

Q817 - FILTER QUESTION FOR ENUMERATOR - CHECK IF IS THIS [REAL ESTATE] 'CODE 1 – PRIVATE HOUSE' ACCORDING TO Q802?

If the real estate is a private house in accordance with Q802, code 1. If not, code 2 and skip to Q819.

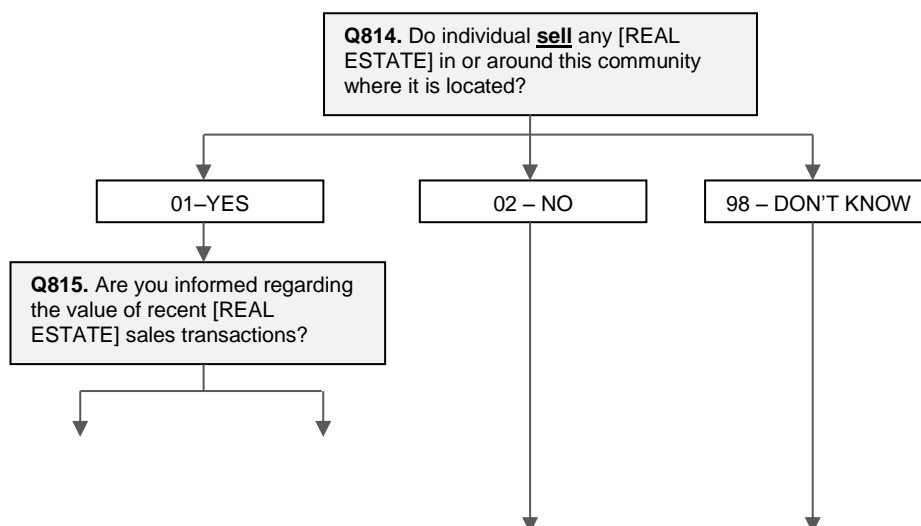
Q818: Cost of constructing real estate

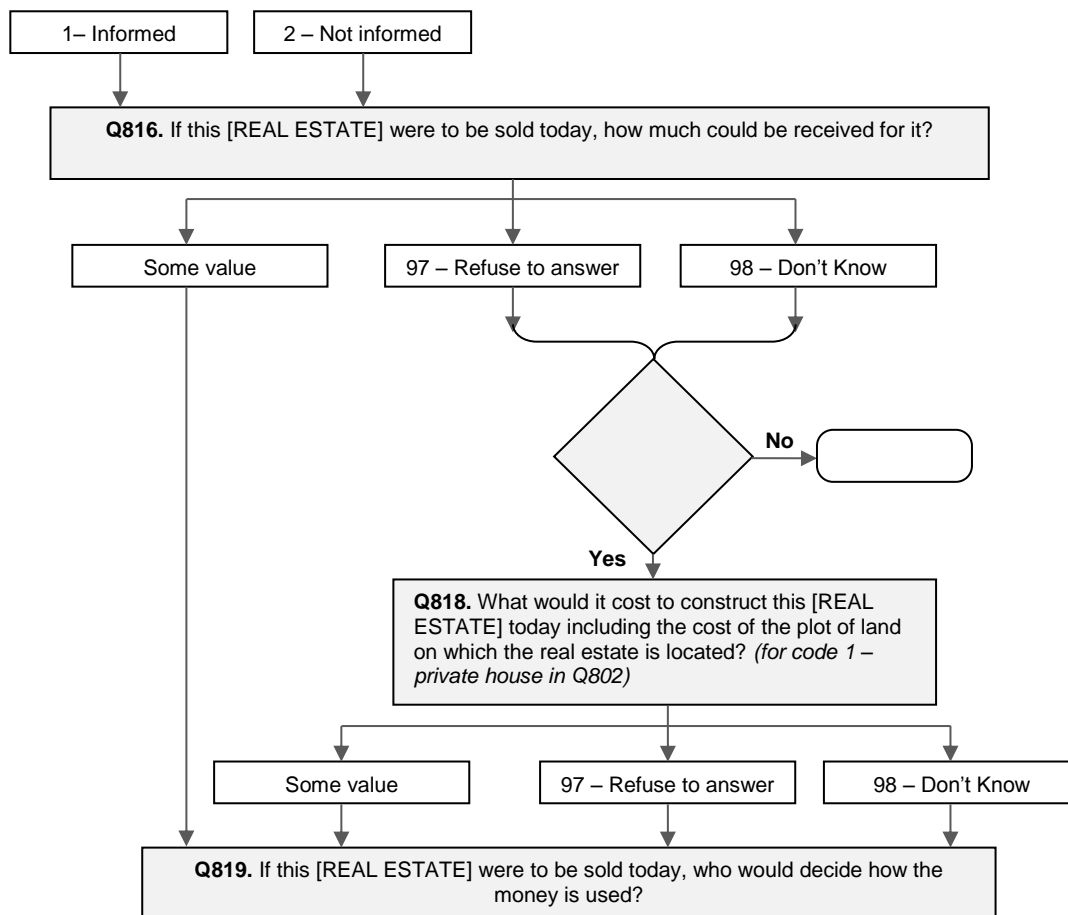
This question should only be asked if real estate is code 1 in Q802 AND CODES 97 OR 98 IN Q816. Ask the respondent to estimate in (GEL) how much it would cost to construct this type of real estate today, including the cost of the plot of land on which the real estate is located. If he/she can't estimate this, enter code "98" or code "97" if he/she refuses to answer.

Q819: Who would decide how to use money from the sale of real estate

Ask the respondent, if the real estate were to be sold today, who would decide how the money would be used. Note that this question is hypothetical so the respondent should answer even if there are no plans to sell the real estate. Enter the ID code of the household member who would decide how to use the money. If more than 1 person would be involved in deciding how the money would be used, ID codes of all such household members can be listed. If someone from outside of the household would decide how the money from the sale of the real estate would be used, enter code "99". Figure 2 shows the flow of skipping patterns in Q814 to Q819.

Figure 2 Flow of skipping patterns in Q814 to Q819.





Q820: FILTER QUESTION TO CHECK IF RESPONDENT IS OWNER/CO-OWNER OF REAL ESTATE

Check with Q807. If respondent is reported as an owner or co-owner in Q807, code 1. If no, code 2 and skip to next piece of real estate. If the last piece of real estate, skip to Q823.

Q820-821 should only be asked of real estate for which the respondent was identified as a sole or joint owner in Q807.

Q821: Knowledge of real estate

Ask the respondent whether there is anyone in his/her household aged 18 years and above who does **not know** about the real estate the respondent owns either solely or jointly with another person(s). If 'no', skip to the next piece of real estate or to Q823 if there are no other pieces of real estate owned by a member of the household.

Q822: ID of person(s) who do not know about real estate

Enter the household ID(s) of the person(s) aged 18 years and above who do not know about the respondent's ownership of the real estate. Up to 3 IDs can be listed.

Q823: Code for ability of respondent to be interviewed alone

Upon completion of the module, enter the appropriate code for whether the respondent was interviewed alone (code '1'); with adult females present (code '2'); with adult males present (code '3'); with both adult males and females present (code '4'); with children present (code '5'); or with both adult males and females and children present (code '6'). If the respondent was not able to be interviewed alone, explain why.

MODULE 9: CONSUMER DURABLES

Q901: Ownership of consumer durables

This is the screening question to determine whether any member of the household owns any consumer durables, either exclusively or jointly with someone else. The enumerator must read the categories listed.

Ask Q901 for all categories of consumer durables listed before proceeding to the remaining questions in the module. If nobody in the household owns any of the categories of consumer durables listed, or the respondent doesn't know, skip to Q903. Note that consumer durables that are not working/functional and which the owner has no intention of having them repaired for consumption should not be listed.

Q902: Ownership patterns of consumer durables

Enter the ID code(s) of any adult household member that owns one or more pieces of the consumer durables. ID codes of all owners can be listed.

Q903: Code for ability of respondent to be interviewed alone

Upon completion of the module, enter the appropriate code for whether the respondent was interviewed alone (code '1'); with adult females present (code '2'); with adult males present (code '3'); with both adult males and females present (code '4'); with children present (code '5'); or with both adult males and females and children present (code '6'). If the respondent was not able to be interviewed alone, explain why.

MODULE 10: FINANCIAL ASSETS

Q1001: Ownership of financial assets

This is the screening question to determine whether any household member owns a financial asset, either exclusively or jointly with someone else. If nobody in the household owns **any** of the categories of financial assets listed, or the respondent doesn't know or refuses to respond, skip to Q1008.

Q1002: Listing of financial assets

The enumerator must read the categories of financial assets listed. For each financial asset owned by someone in the household, list the type of financial asset by entering the appropriate code. If 2 or more of the same type of financial asset are owned in the household (for example, 2 bank accounts), list them separately and order them, first based on type of financial asset and next based on decreasing value of this financial asset. In case of equity, list by company. List all financial assets owned by members of the household before proceeding to the remaining questions in the module, all of which should be asked one financial asset at a time before proceeding to the next financial asset.

Q1003: ID(s) of name(s) on the financial asset

Enter the household ID of the adult person whose name is on the financial asset. If more than 1 household member's name is on the financial asset, enter IDs of all. If the name(s) of someone from outside of the household is on the financial asset, enter code "99". Record 98 if do not know.

Q1004: Value of financial asset

Ask the respondent to estimate in (GEL) the current value of the financial asset. If the respondent doesn't know, enter "98". If the respondent refuses to answer, enter "97".

Q1005. FILTER QUESTION FOR ENUMERATOR – CHECK IF RESPONDENT IS OWNER OR JOINT OWNER OF THE FINANCIAL ASSET.

This can be done by looking at Q1003. If yes, code 1. If no, code 2 and skip to next financial asset. If the last asset, skip to Q1008.

Q1006: Knowledge of financial asset

Ask the respondent whether there is anyone in his/her household aged 18 years and above who does **not know** about financial asset the respondent owns either solely or jointly with another person(s). If 'no', skip to the next financial asset or to Q1008 if there are no other financial assets owned by a member of the household.

Q1007: ID of person(s) who do not know about financial assets

Enter the household ID(s) of the person(s) aged 18 years and above who do not know about the respondent's ownership of the financial assets. Up to 3 IDs can be listed.

Q1008-1015 are about loans members of the household have made to others.

Q1008: Loan(s) made by household member(s)

This question asks whether any person, group of persons or institution has borrowed money from any member of the household, for which money is still owed. **We do not want to know about loans that members of the household have made to others which have been completely repaid. If the household member has a limited liability company, loans made out to others by the company should not be included here.** If no person or enterprise owes anyone in the household money, enter '2' and skip to Q1015. If the respondent doesn't know, enter '98' and skip to Q1015. If the respondent refuses to answer, enter code "97" and skip to Q1015.

Q1009: Description and code of borrower

For each loan made by a member of the household, enter a brief description of whom the money was lent to. Based on this description, enter the appropriate code from the list provided. **Obtain a complete listing of all loans before proceeding to other questions. If two or more of the same type of borrowers exist, then make sure the written descriptions are separate to allow for distinction of the loans.**

Q1010: ID(s) of household lenders

Enter the ID code of the adult household member who lent the money. If more than one household member jointly lent the money, list the ID codes of all.

Q1011: Outstanding balance

Ask the respondent to estimate in (GEL) the total amount outstanding on the loan. This is the amount that still has to be received back by the household member. Include both principal and interest. If the respondent does not know, enter '98'. If the respondent refuses to answer, enter "97".

Q1012: FILTER QUESTION FOR ENUMERATOR – CHECK IF RESPONDENT IS IDENTIFIED AS A SOLE OR JOINT LENDER IN Q1010.

Refer to Q1010. If yes, code 1. If no, code 2 and skip to the next loan. If the last loan, skip to Q1015

Q1013-1014 should only be asked on loans for which the respondent was identified as a sole or joint lender in Q1012.

Q1013: Knowledge of money lent out

Ask the respondent whether there is anyone in his/her household aged 18 years and above who does **not know** about the money the respondent lent out. If 'no', skip to the next loan or to Q1015 if there are no other loans made by a member of the household.

Q1014: ID of person(s) who do not know about financial assets

Enter the household ID(s) of the person(s) aged 18 years and above who do not know about the loan the respondent made. Up to 3 IDs can be listed.

Q1015: Code for ability of respondent to be interviewed alone

Upon completion of the module, enter the appropriate code for whether the respondent was interviewed alone (code '1'); with adult females present (code '2'); with adult males present (code '3'); with both adult males and females present (code '4'); with children present (code '5'); or with both adult males and females and children present (code '6'). If the respondent was not able to be interviewed alone, explain why.

MODULE 11: LIABILITIES

People may be sensitive about providing information on their borrowing activities. You must do your best to ensure that the respondent has confidence in you: remind the respondent that the information he or she gives is confidential. You should also probe carefully here. Make sure you ask these questions in private as much as possible.

Q1101: Outstanding loans borrowed

This is the screening question to determine whether any member of the household currently owes money to any individual, group of individuals, or institution. Money may be owed to individuals or institutions whose main function is the provision of financial services or to traders, employers, landlords, or relatives of the borrower who lend money only in particular circumstances. Exclude daily borrowing due to forgetting to bring money at a particular time that is repaid immediately to the lender. **We also do not want to know about loans that a household member took which have been completely repaid.** If nobody in the household currently owes money or the respondent doesn't know or refuses to respond, skip to Q1110.

Q1102: Description and code of lender

For each loan taken out by a member of the household, enter a brief description of whom the money was borrowed from. Based on this description, enter the appropriate code from the list provided. **Obtain a complete listing of all loans before proceeding to other questions. Do not lump loans even if it is in the same borrower. List each loan separately.**

Q1103: Purpose for seeking loan

Record the **main** reason for which the loan was sought. Do not read the list of possible answers; rather directly ask the respondent why he/she applied for the loan and record the main reason in case of more than one answer. The categories have been split into non-agricultural household enterprises and household consumption or agricultural enterprises. If the option is one from household or agricultural enterprises, enter appropriate code and skip to Q1105.

Q1104: Enterprise ID of the non-agricultural enterprise for which the loan was borrowed.

Refer back to Module 7. If the Loan referred to in Q1103 was for a non-agricultural enterprise corroborate which enterprise it was for and enter the code.

Q1105: ID(s) of borrowers

Enter the household ID code(s) of the adult person(s) who borrowed the money. If more than one member of the household borrowed the money, list ID codes of all such members. If the money was borrowed jointly with someone from outside of the household, enter code "99".

Q1106: Outstanding balance

Ask the respondent to estimate in (GEL) the total amount outstanding on the loan. This is the amount that still has to be paid back to the lender. Include both principal and interest. If the respondent does not know, enter '98'. If the respondent refuses to answer, enter "97".

Q1107: FILTER QUESTION FOR ENUMERATOR – CHECK IF RESPONDENT IS IDENTIFIED AS A SOLE OR JOINT BORROWER IN Q1105.

Refer to Q1105. If yes, code 1. If no, code 2 and skip to the next loan borrowed. If the last loan, skip to Q1110

Q1108-1109 should only be asked on loans for which the respondent was identified as a sole or joint borrower in Q1107.

Q1108: Knowledge of loan borrowed

Ask the respondent whether there is anyone in his/her household aged 18 years and above who does **notknow** about the loan the respondent borrowed, either solely or jointly with another person(s). If 'no', skip to the next loan borrowed or to Q1110 if there are no other loans borrowed by a member of the household.

Q1109: ID of person(s) who do not know about loan borrowed

Enter the household ID(s) of the person(s) aged 18 years and above who do not know about the loan the respondent borrowed. Up to 3 IDs can be listed.

Q1110: Code for ability of respondent to be interviewed alone

Upon completion of the module, enter the appropriate code for whether the respondent was interviewed alone (code '1'); with adult females present (code '2'); with adult males present (code '3'); with both adult males and females present (code '4'); with children present (code '5'); or with both adult males and females and children present (code '6'). If the respondent was not able to be interviewed alone, explain why.

MODULE 12: VALUABLES

Valuables are produced goods of considerable value that are not used primarily for purposes of production or consumption, but are held as stores of value over time. Valuables are expected to appreciate or at least not to decline in real value, nor to deteriorate over time under normal conditions. They consist of precious metals and stones, jewellery, works of art, etc.

Q1201: Ownership of valuables

This is the screening question to determine whether any member of the household owns any valuables, either exclusively or jointly with someone else. The enumerator must read the categories listed.

Ask Q1201 for all categories of valuables listed before proceeding to the remaining questions in the module. If nobody in the household owns any of the categories of valuables listed, or the respondent doesn't know, skip to the next module. If the last item, skip to Q1203.

Q1202: Ownership patterns of valuables

Enter the ID code(s) of any adult household member that owns at least one of the valuables listed in the category of valuables. ID codes of all owners should be listed.

Q1203: Code for ability of respondent to be interviewed alone

Upon completion of the module, enter the appropriate code for whether the respondent was interviewed alone (code '1'); with adult females present (code '2'); with adult males present (code '3'); with both adult males and females present (code '4'); with children present (code '5'); or with both

adult males and females and children present (code '6'). If the respondent was not able to be interviewed alone, explain why.

MODULE 13: END OF QUESTIONNAIRE

Q1301-1303 should be completed by the enumerator.

Q1301: Number of callbacks

Enter the number of callbacks made to the household in order to interview the respondent. If no callbacks were needed, enter '0.'

Q1302: End time of Individual Questionnaire

Record the end time of the individual questionnaire. The format is HH:MM.

Q1303: End date of Individual Questionnaire

Record the end date of the individual questionnaire. The format is (DD/MM/YYYY)

ANY FURTHER COMMENTS or any further observations that might be useful can be placed here.

ANNEX 1: LANGUAGE CODES

GEORGIAN.....	1
AZERI.....	2
ABKHAZIAN.....	3
GREEK.....	4
OSSETIAN.....	5
RUSSIAN.....	6
ARMENIAN.....	7
UKRAINIAN.....	8
OTHER.....	9

ANNEX 2: CODES FOR HIGHEST EDUCATION LEVEL ATTAINED

Illiterate.....	1
Do not have primary education but can read and write.....	2
Kindergarten – (ISCED 0)	3
Primary education – (ISCED 1)	4
Lower secondary education – (ISCED 2)	5
Upper secondary education – (ISCED 3)	6
Vocational program – (ISCED 4)	7
Secondary professional program – (ISCED 4)	8
Higher professional program – (ISCED 5)	9
Bachelor or equivalent – (ISCED 5)	10
Master or equivalent – (ISCED 5)	11
Doctor or equivalent – (ISCED 6)	12
Other.....	96

ANNEX 3: QUESTION 206- ETHNICITY CODES

GEORGIAN.....	1
AZERI.....	2
ABKHAZIAN.....	3
GREEK.....	4
OSSETIAN.....	5
RUSSIAN.....	6
ARMENIAN.....	7

UKRAINIAN.....	8
OTHER.....	9
REFUSE TO ANSWER.....	79

ANNEX 4: CROP CODES

Crop code	Crop name	Crop code	Crop name	Crop code	Crop name
1	Temporary crops	1526	Chili	214	Subtropical fruit, mulberry and Kiwi
11	Cereals	153	Root vegetables	2141	Fig
111	Winter wheat	1531	Beet	2142	Pomegranate
112	Spring wheat	1532	Carrot	2143	Persimmon
113	Winter barley	1533	Onion	2144	Feijoa
114	Spring barley	1534	Garlic	2145	Mushmala
115	Rye	1535	Radish	2146	Mulberry
116	Oats	159	Vegetable sapling	2147	Kiwi
117	Maize for grain	16	Melons	2148	Cherry laurel
1171	Raw maize	161	Melon	219	Fruit saplings
118	Buckwheat	162	Watermelon	22	Berries
12	Legumes	163	Pumpkin	221	Strawberry
121	Haricot bean	17	Mushroom	222	Currants
122	Pea	18	Annual flowers	223	Raspberry
123	Bean	19	Fodder crops	224	Other berries
13	Technical crops	191	Fodder roots	229	Berry saplings
131	Sugar beet	192	Green maize	23	Grapes (vineyards)
132	Sunflower	193	Annual grasses	231	White grapes
133	Tobacco	194	Perennial grasses	232	Red grapes
134	Soybean	2	Permanent crops	239	Vine saplings
135	Peanut	21	Fruits (orchards)	24	Citruses (plantations)
136	Aromatic crops	211	Pome fruit	241	Mandarin/tangerine
137	Medicinal crops	2111	Apple	242	Orange
14	Potato	2112	Pear	243	Lemon
141	Early potato	2113	Quince	244	Grapefruit
142	Late potato	2114	Zmartli	245	Citron
15	Vegetables	212	Stone fruit	249	Citrus saplings
151	Leafy vegetables	2121	Plums	25	Tea
1511	Cabbage	2122	Cherries	259	Tea saplings
1512	Cauliflower and broccoli	2123	Apricot	26	Other permanent crops
1513	Spinach	2124	Peach	261	Laurel

Crop code	Crop name	Crop code	Crop name	Crop code	Crop name
1514	Lettuce	2125	Sour plums	262	Tung
1515	Greenery (coriander, fennel, parsley, green onion, leek, tarragon etc.	2126	Cornel	263	Bamboo
152	Fruit vegetables	2127	Nectarine	264	Jonjoli
1521	Cucumber	213	Nut fruits	265	Perennial flowers
1522	Tomato	2131	Walnut	269	Saplings of other permanent crops
1523	Green haricot	2132	Hazelnut	999	OTHER
1524	Eggplant	2133	Almond		
1525	Marrow	2134	Chestnut		