

Content Manual

Evidence and Data for Gender Equality (EDGE) Pilot Survey

2016

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Postal Address:

Directorate: Social Statistics
Statistics South Africa
Private Bag X44
Pretoria 0001
South Africa

Physical Address:

Directorate: Social Statistics
Statistics South Africa
17th Floor
Manaka Heights
167 Thabo Sehume Street
Pretoria
0001

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About this manual

For the Survey Officer:

This is the content manual for Statistics South Africa's EDGE Survey. It is meant to help you as a training manual as well as a reference document in the field. This manual contains all the information you will need when conducting interviews in the field. You will therefore need to use it during training and carry it with you in the field as your reference guide. You need a copy of the questionnaire to fully understand the manual.

Chapter 1: Introduction

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
 - a. Questions are clear,
 - b. Response categories are adequate for the survey population,
 - c. Difficult/sensitive questions are identified, and
 - d. Concepts are well operational;
 - (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 South African context.

1.1 Outline of the manual

This manual was designed to be the basis of the Survey Officer (SO) training for the EDGE 2016 survey. It consists of four Chapters. Chapter 1 is the introduction to the survey, Chapter 2 outlines the training and data collection procedures. Chapter 3 defines the concepts and definitions. Chapter 4 outlines issues related to questionnaire administration, and focuses on aspects related to the modules in the questionnaire.

1.2 Background of the EDGE Survey

This pilot 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). The acronym EDGE refers to Evidence and Data for Gender Equality. This pilot survey is aiming to develop methodological guidelines on measuring individual level asset ownership, control over these assets as well as entrepreneurship from a gender perspective.

The project focuses on amongst others:

- Establishing an international comparison (meta data) on education, employment and health indicators
- Establishing a standard set of definitions and methods for measuring gender-disaggregated entrepreneurship and asset ownership

A Steering Committee has been established composed of different national statistical offices that are members of the Inter-agency and Expert Group on Gender Statistics together partnering with the World Bank, OECD, regional commissions, regional development banks and key international agencies. Countries that have been linked to this project are: Georgia, Maldives, Mexico, Mongolia, Philippines, South Africa and Uganda.

It has been widely noted that individual level data are better able than household level data to provide insight on 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.

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 seven countries, including Statistics South Africa, have agreed to pilot data collection on individual-level asset ownership and entrepreneurship in 2015 and 2016. 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

1.3 Confidentiality

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.

By signing the oath of confidentiality, you are legally bound not to disclose information you have gathered in the course of your duties to anyone unauthorised by Stats SA. This oath of confidentiality continues to apply after your employment has been terminated.

All information gathered is for statistical use only and will be presented in aggregated form. It is important that the respondent be made fully aware of the fact that all information collected will remain completely confidential. There is no manner in which any data on individuals can be traced back to them. Each questionnaire is identified in the database by means of its unique number.

The questionnaire makes provision for filling in a person's name and surname, but this is only to make the **completion of the questionnaire** easier.

In accordance with the confidentiality and disclosure section (section 17) of the Statistics Act (Act No. 6 of 1999), data on individuals must be treated as confidential, and personal information must thus under no circumstances be furnished to any unauthorised person or organisation.

The interviewer must also remember that it is illegal to give any information that he/she has received from the respondents to anybody who is not directly involved in the survey. If in doubt, consult your Supervisor.

The Statistics Act of 1999 provides for a fine of up to R10 000 or imprisonment for up to six months or both for any person found guilty of communicating to unauthorised persons the information collected under this Act.

Maintaining the **security** and **confidentiality** of survey material includes:

- At no time should you leave any of the survey material provided by Stats SA lying around, where unauthorised people may have access to them.
- Personally carrying out your duties and not allowing anyone other than the Supervisor or Quality Assuror/ Monitor to see partially completed or completed questionnaires;
- Making the respondent fully aware of the fact that all information furnished will remain entirely confidential and that it is for statistical use only. Occasionally the Quality Assuror/ Monitor from Stats SA may need to be present as part of their quality assurance responsibilities.
- Not allowing anyone next to you during an interview. If there are other people present during 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. The only exception would be the Supervisor or Quality Assuror, who would be allowed to accompany you to an interview.
- Keeping confidential any personal information given to you by households or gained from your own observations.
- Not talking to other household members or your family or friends about any person you meet during your survey work.

If a respondent refuses to take part, even if the assurance regarding the confidentiality of the interview is given, it is only fair for you to inform him/her that since the information is of national importance he/she is obliged to participate under **Section 16** of the **Statistics Act** of 1999.

1.4 Time lines

The fieldwork for the EDGE will be conducted from August 2016 to September 2016.

1.5 Pilot sample

The pilot sample consists of 224 Primary Sampling Units (PSUs). All PSUs are spread across KwaZulu- Natal (KZN) province. The Master sample 2011 frame was used for the project. Survey officers will conduct interviews with household members within sampled dwelling units.

Chapter 2: Training and data collection procedures

Training procedures

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. Interviewers can learn a lot from each other by asking questions and talking about situations encountered in practice and actual interview situations. Please ensure that you bring following materials each day during training and to the field during fieldwork:

- Sample Household Questionnaire
- Sample Individual Questionnaire
- Listing training material
- Interviewer's Training Manual
- Tablet for the Computer Assisted Personal Interviewing (CAPI) version

During training, the questionnaire sections, questions, and instructions will be discussed in detail. 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 SOs will be selected based on attendance, participation in training, test results and performance during the mock interviews and field practice.

Supervision of Survey Officers (SOs)

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

- Spot-check some of the households selected for interviewing to be sure that you interviewed the correct households and the correct respondents.
- 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 frequently 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

Fieldworkers 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. Before you start work, introduce yourself to the Local Councillor or any stakeholders responsible in your PSU. Use the introduction letters and publicity material provided by Statistics South Africa. Start interviewing only when you have exchanged greetings and identified yourself, 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 or mistrust. Remain polite, emphasise the importance of the survey and that the data collected is purely for statistical purposes only. 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.

In an event you cannot persuade a person to respond, or if his/her refusal is deliberate, thank the person and 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 interviewer. 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 dwelling units will be selected to be interviewed, and it should not be difficult to locate household assigned to you if you use the listing book correctly. The supervisor will assign an SO to make the first contact with each of the selected households for interview. All respondents selected for interview should be 18 years of age or older.

Establishing rapport... “Developing a successful attitude”

- **Make a good first impression!** If you want to be taken seriously by others, you have to FIRST take yourself seriously.
- **Be prepared** – have all the necessary materials and tools on your person BEFORE you go into the PSU (contact letters, DU report forms, PSU listings etc.)
- **Know your story:** i.e. Practice your lines – what you want to say to the respondent or the gatekeeper. How will you explain the purpose of the survey, the methodology that will be followed, when and for how long the fieldwork teams will be in the area, and most importantly, what is expected from respondents and gatekeepers.
- **Dress appropriately** (especially for high-walled areas and suburbs) i.e. in a manner that will tell people that you are there on a mission and you want to be taken seriously. Make sure that you wear your ID Tag; T-Shirt or Bib and Cap so that you can easily be identified as a Stats SA representative.
- Always **make firm eye contact**. However, remember to follow the cultural conventions of the setting you're in. For example in tribal areas, strong eye contact could be interpreted as a sign of disrespect.
- A **smile** indicates to the respondent that you are friendly and approachable. If you smile, they will smile back at you!
- **Be firm, yet polite** in your approach.
- No matter how confrontational the respondent becomes, stand firm and **do not react aggressively** or confrontationally.
- **Be very specific** in the message that you are bringing across to the respondents.
- **Be positive** and stay positive.
- When making contact for the first time **ask the respondent for a few minutes of their time** and wait to see what their reaction is. If it's not a good time for them to meet with you, then, ask whether you could come back a little later and define what time will suit them. Re-schedule for later during that day, never another day unless there really is no other choice.
- Apologise to respondents for disrupting them when you can see that they are very busy for some reason or another and especially if you approach them after 6 o'clock in the evening.

Use simple and clear language (it does not matter which official language you are using) when communicating with respondents. Remember to keep it short and sweet.

- **Do not fidget** or play with any objects: pens, keys, hair or anything else. It is very distracting to someone who is trying to listen and make sense of what you have to say.
- **Do not fill awkward silences** with waffling (just talking) info that will only end up confusing the respondent and unknowingly change their 'yes' into a refusal.
- **Emphasise confidentiality** - Assure respondents that the information collected in the survey will be kept completely confidential. All information from respondents will be presented in numbers and tables so that neither Stats SA, nor anyone else, will be able to trace information back to individual households.
- Although you may be tempted to do so, **do not agree with a respondent on any negative issues** of any kind. Simply listen to them and acknowledge how they feel (i.e. express empathy), then get back to what you need to discuss in order to get a yes.
- **Do not get involved in political/ tribal/ community issues or make promises** about the future that you have no control over. Simply and effectively tell respondents that they are a very important part of creating and planning a more effective and positive South Africa.
- Ensure that you **complete all the information** required **on your** Gatekeeper and DU **report forms**. You will need to get some of this information from the respondent or the gatekeeper.
- Pay the respondent a sincere **compliment** as you leave, for example, "It's so lovely to talk to such friendly people" or "what a cosy home you have"– never at the beginning of the meeting as the respondent might distrust whatever you say afterwards.
- Always **thank the respondent for taking the time to listen** to you **and thank them for participating in the survey**.
- Ensure that the respondent knows when the interviewer will be visiting them; how much time they will be required to make available; and what is required of the respondent during that process.
- **Be professional** in all your dealings with respondents and gatekeepers whether telephonically or face to face. Remember, you are a Stats SA representative and how they see you will determine how they view the organisation.
- **Practice confidentiality** - Do not mention the personal circumstances of people you have dealt with, with others. Do not, under any circumstances, share / show the information of households with others.

- **Feel confident** deep inside and proud of the work you do. An apologetic and subservient attitude is not a professional one. Do not let respondents trample all over you. Deal with them respectfully, understanding that they are probably more scared of participating than you are of talking to them.
- **Be patient** - It takes time to establish a positive relationship with respondents and gatekeepers. Share all information requested by the respondent / gatekeeper in an accurate, informative manner. Do not lose patience with the number of questions asked. Test for understanding and make sure from the respondent / gatekeeper that his/her questions have been adequately answered.
- **Do not make assumptions about the respondent / gatekeeper** - For example, do not assume that a person is the Security Guard/ or a gardener/ domestic worker when he/she is in fact a resident in a complex. Do not assume that the person with whom you're dealing is a teenager in the house, when in fact they could be the respondent. It's best to establish the person's position and proceed from there.
- If you find it difficult to get going some mornings because you've had a bad experience with a respondent, **speak to someone who motivates you**. It can be a colleague, a family member or a friend. Only speak to people who have a positive outlook on life and the work that you do. Someone who will motivate you to be the best that you can be. Avoid negative people as they drain your energy and your will to succeed.
- **Share your successes and your challenges** with your team. You will soon realise that the challenges you are facing are not unique and have been experienced by someone else. You may also get valuable advice on how to deal with these challenges.
- **Look after your own safety** - Do not take money or valuables that you do not need with you when you do fieldwork. If you feel unsafe, advise your District Co-ordinator and ask him/her or another colleague to accompany you. You may also ask to interview the respondent in an outside garden or yard rather than inside a building. You can tell the respondent that your supervisor has a list of your appointments and may arrive during the interview to do a quality control check. If you feel you are in danger, stop the interview immediately and leave. Tell the respondent that you or your supervisor will come back at another time. Also be aware of your surroundings at all times for e.g. are there dogs on the premises?

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. 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. 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 lead 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. Do not pressurise any individual to answer a question they do not wish to.

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 simplify 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," or 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. Always try to steer them gently back to the original question. Remember, the respondent cannot be forced to give an answer.

6. **Do not create assumptions**

You must not assume 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 rush 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."

Adhere to the following protocols for identifying respondents eligible for the interview:

Households to be interviewed within each PSU will be pre-selected in the CAPI platform. The supervisor will assign an interviewer to make the first contact with each of the households selected for interview.

There are three components to the survey instrument: (1) the household-level questionnaire; (2) the individual-level questionnaire on the ownership and control of assets; and (3) the entrepreneurship module. Respondents selected for each of the three components differ and are described in detail below. Note that all respondents selected for interview for the household-level and individual-level questionnaires should be 18 years of age or older, while respondents selected for interview for the entrepreneurship module should be 15 years of age or older. Adhere to the following protocols for identifying respondents for the three components:

Household Questionnaire

The Household Questionnaire needs to be administered to only one respondent per household. The respondent selected to complete the Household Questionnaire should be selected in accordance with Statistics South Africa's typical household survey protocol. The respondent can be the head of household or the self-identified most knowledgeable household member or another adult (18+) member of the household.

A subset of information collected in the Household Questionnaire **MUST** be recorded on the tablets of ALL enumerators who are assigned to the household for administering the Individual Questionnaire and the Entrepreneurship Modules. In order to ensure that consistent household information is captured, one of the team members in each team will first capture the household information on paper. The supervisor can decide which member of the team members will record the information for each allocated dwelling unit. The recorded information on paper will then be transferred (re-captured) by both team members on CAPI before conducting interviews. After the information from the Household Questionnaire has been recorded for all other interviews in the household, the interviews for the Individual Questionnaire will begin at separate locations. These interviews must take place alone with the respondents.

Individual Questionnaire

In **all of the households** selected for interview, one adult household member will be randomly selected by the CAPI tablet for administering the Individual Questionnaire to, after the Household Questionnaire is completed. In **every other household** (i.e. half of the households in the sample), the randomly selected adult household member's spouse or partner will **also** be interviewed if the randomly selected respondent is married or partnered.

In households in which only one randomly selected adult is to be administered the Individual Questionnaire:

- If the randomly selected adult household member is available at first try, interview him or her alone.
- If the randomly selected adult household member is not available for interview at first try, assess whether he or she will return during the enumerator's time in the PSU:
 - If the selected respondent will return during the enumerator's time in the PSU, schedule a time to return to conduct the interview.

- If the selected respondent will not return during the enumerator's time in the PSU, enter the appropriate code for completion status on the tablet in Q1301 in the "END OF QUESTIONNAIRE" and proceed with the Entrepreneurship Module interviews, if applicable.

Completion status codes of individual questionnaire are:

COMPLETED.....11>>1302
 PARTIALLY DONE.....12>>end of interview
 NON-CONTACT.....21>> end of interview
 NOT INTERVIEWED, REFUSAL.....22>> end of interview
 OTHER NON-RESPONSE.....23>>end of interview

UNOCCUPIED DWELLING.....31>>end of interview
 VACANT DWELLING.....32>>end of interview
 DEMOLISHED.....33>>end of interview
 DWELLING UNDER CONSTRUCTION.....34>>end of interview
 STATUS CHANGED.....35>>end of interview
 LISTING ERROR.....36>>end of interview
 NON-HOUSEHOLD MEMBER.....37>>end of interview

(Reason for partially done or not interviewed should be explained in the remarks)

Under no circumstances should another household member be interviewed if the randomly selected household member is not available

In households in which both a randomly selected adult and his or her spouse or partner are to be administered the Individual Questionnaire:

- If both respondents are available at first try, interview them **separately** and to the extent possible, **simultaneously**.
- If the randomly selected respondent is not available for interview at first try, assess whether he/she will return during the enumerator's time in the PSU
 - If the randomly selected respondent **will not** return during the enumerator's time in the PSU, enter the appropriate codes indicated above on the tablet in Q1301 in the "END OF QUESTIONNAIRE and **DO NOT interview the respondent's spouse/partner as the spouse/partner is only interviewed if the randomly selected household member is able to be interviewed**. Instead, proceed with the Entrepreneurship Module interviews, if applicable.
 - If the randomly selected respondent **will** return during the enumerator's time in the PSU and **both respondents** will be available for interviews **at the same time**, schedule a call-back/follow-up time to administer the Individual Questionnaire to **both respondents separately and to the extent possible simultaneously**.
 - If the randomly selected respondent **will** return during the enumerator's time in the PSU but **both respondents will not be available** for interview at the same time, interview the spouse/partner if available at first try and schedule a call-back/follow-up time to interview the randomly selected respondent. If the

spouse/partner is not available at first try, also schedule a call-back/follow-up time to interview him/her.

- If the spouse/partner is not available for interview during the enumerator's time in the PSU, record the appropriate codes indicated above on the tablet in Q1301 in the "END OF EDGE QUESTIONNAIRE" and proceed with the Entrepreneurship Module interviews, if applicable.

Under no circumstances should another household member be interviewed if the randomly selected household member and/or his spouse/partner are unavailable during the enumerator's time in the PSU.

- If the randomly selected adult household member does **not** have a spouse or partner, only one Individual Questionnaire will be administered to the randomly selected adult household member in this household.

Under no circumstances should another household member be interviewed if the randomly selected respondent does not have a spouse or partner.

In all households:

- If the selected respondent(s) refuses to be interviewed or interviewed alone, or another household member refuses on his or her behalf, explain the importance of interviewing the selected respondent alone and that another household member cannot be substituted for him or her. If there is still a refusal, enter the appropriate codes indicated above on the tablet in the "End of QUESTIONNAIRE" and explain the reason in Module 1b, "Staff details" of the questionnaire under "interviewer remarks".

Stand-Alone Entrepreneurship Module:

All household members 15 years or age or older who are identified in the Household Questionnaire as owners of non-agricultural entrepreneurs (Q217 code 1) are to be administered the Entrepreneurship Module alone and to the extent possible simultaneously. Please ensure that the Statement of Purpose is repeated for these respondents.

- If the household member(s) selected (either the randomly selected adult member, or both the randomly selected adult member and his/her spouse or partner) for the Individual Questionnaire is identified as an entrepreneur in the Household Questionnaire, he or she will be administered the entrepreneurship module as part of the Individual Questionnaire. **You do not need to administer the stand-alone entrepreneurship module to this person(s).**
- If additional household members are identified as entrepreneurs in the Household Questionnaire, the enumerator and supervisor will determine when the Individual Questionnaire and the Entrepreneurship Module will be administered depending on the availability of the respondents and the workloads of the enumerators on the team.

Your role, duties and responsibilities during data collection

The accuracy of the information collected in the EDGE project will depend on how well you do your job. As field staff you will be in direct contact with the public representing Stats SA. As a result, it is important that you act in a professional manner at all times. The way you act can affect the accuracy of the information that you collect, as well as public perception of the work done by Stats SA. Be willing to listen, be positive and friendly.

Your main task is to interview individuals in all the dwelling units assigned to you/your group, using the CAPI device. The EDGE survey assigns enumerators by gender, male enumerators should interview male respondents and female enumerators should interview female respondents.

Success in your main task requires:

- Attending Survey Officers' training as required;
- Being thoroughly familiar with all the procedures outlined in this manual;
- Making sure you understand the concepts and definitions used in the EDGE project;
- Understanding and following all instructions pertaining to the conduct of the survey;
- Ensuring that you have all your fieldwork materials at all times;
- Strictly adhering to the quality standards and the procedures, specified in this manual and elsewhere;
- Protecting the confidentiality of the data you collect; and
- Completing your work within the timeframes and adhering to the targets specified in your work distribution by your supervisor.

Non-contacts

Because each dwelling 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 you first visit. You need to make at least 4 visits at four different times of the day or days when trying to obtain the selected respondent to maximise the possibility of successfully completing the interview. The interviewer must never substitute the selected respondent with another household member.

Your safety and security

Your personal safety and security are extremely important. Remember the following:

- Do not go into a building/dwelling unit if you have not asked for permission to enter.
- Wear your Stats SA attire, including your official Stats SA ID card where it will be clearly visible. Carry your identity document with you.
- No Stats SA official may carry firearms or weapons of any kind while conducting the survey. If you need to enter an 'unsafe' area, inform your Supervisor who will make the necessary arrangements for the police to escort you into the area.

Identification

- Wear your Stats SA ID card at all times when at work. The ID has security features such as the Stats SA logo that will help the public to be sure that you are employed by Stats SA.
- Always present your ID card for inspection when requested by respondents (in particular, be sure to give elderly people sufficient time to examine it).
- If you lose your ID card report it immediately to your Supervisor.

Materials

Once your training as field staff is completed, you will be provided with all the materials that you require to do your job. Inform your Supervisor of any items that are missing or that need to be replaced. Verify that you have them all before going to the field:

- The Survey Officer's Manual
- Approach letters
- Non-contact and refusal forms
- CAPI device and accessories (charger, protective cover and battery)
- Stats SA ID card
- Black pen – for completing the forms
- Master sample listing books
- Maps: Orientation and index maps
- Assignment control list.

ASKING QUESTIONS

It is very important that you ask each question exactly as it is written in the questionnaire. 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.

Be very careful if you translate that you do not alter the meaning of the original question.

RECORDING RESPONSES

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

Questions with pre-coded responses

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 response provided. For example:

Example: 411. Is there an ownership document for this [Parcel]?

- 1 = Yes, a title deed
- 2 = Yes, a certificate of customary ownership
- 3 = Yes, a certificate of occupancy
- 4 = Yes, a will
- 5 = Yes, a sales agreement
- 6 = No (>>414)
- 96 = Yes, other (specify)
- 98 = Don't know (>>414)

If there is an ownership document for this [Parcel] in the form of a title deed, record code 1. If an ownership document for this [Parcel] is a certificate of customary ownership, record 2, etc.

In some cases, pre-coded responses will include an "Other (specify)" category. 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 record the respondent's answer in the space provided.

FOLLOWING INSTRUCTIONS

Throughout the questionnaire, instructions for the interviewer 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.

Example: 411. Is there an ownership document for this [Parcel]?

- 1 = Yes, a title deed
- 2 = Yes, a certificate of customary ownership
- 3 = Yes, a certificate of occupancy
- 4 = Yes, a will
- 5 = Yes, a sales agreement
- 6 = No (>>414)
- 96 = Yes, other (specify)
- 98 = Don't know (>>414)

In the question above, notice that if you recorded '6' for Q411, you would skip to Q414.

DATA QUALITY

Data quality is the responsibility of everyone involved in the data collection process. It is especially important for the supervisor to conduct thorough edits of CAPI at the initial stages of fieldwork. The supervisor should discuss with each interviewer the errors found in the collection of data. It may sometimes be necessary to send an interviewer back to a respondent in order to correct some errors.

Roles during EDGE Project

Survey Officer

The Survey Officer reports to the Supervisor in their respective district for all EDGE-related matters. The Survey Officer is responsible for interviewing all households in each of the sampled dwelling units in a PSU that is assigned to him/her.

The Survey Officer is responsible for:

- Reporting to the designated Supervisor at district level;
- Conducting publicity at specified levels in the assigned PSUs;
- During publicity, ensuring that the households in the sampled dwelling units agree to participate in the survey;
- Accurately completing all the appropriate reporting forms where necessary;

- Visiting each of the sampled dwelling units assigned to him/her, and interviewing the members of the household according to the instructions in the manual;
- If contact cannot be established with the household(s) at the sampled dwelling unit being visited, visiting again on at least **three occasions** at different times until an interview is conducted;
- Strictly adhering to the quality standards and the procedures as specified in the manual;
- Protecting the confidentiality of the data collected; and
- Completing the assigned work within the timeframes and adhering to the targets specified

Supervisor

The Supervisor reports to the District Manager or any other assigned individual in their respective district for all EDGE-related matters. The supervisor is in charge of the overall administration, management and implementation of EDGE activities for his/her designated team of Survey Officers within the district.

The Supervisor is responsible for:

- Gatekeeper publicity and assisting Survey Officers on publicity and enumeration;
- Ensuring coverage, completeness, quality and accuracy of fieldwork;
- Supervision of assigned Survey Officers during publicity and enumeration;
- Ensuring that all the sampled dwelling units are visited;
- Checking all completed questionnaires;
- Assisting in cases of difficulty, and undertaking quality assurance to ensure that the work at PSU level is as accurate as is possible;
- Approving or rejecting the completed questionnaires as received from the Survey Officer;
- If the questionnaire is approved, authorising the questionnaire to be further checked by the Quality Checker;
- If the questionnaire is rejected, returning the questionnaire to the Survey Officer for further appropriate action;
- Supervising the assigned Quality Checkers, assisting them to do their work efficiently; and
- Ensuring that Survey Officers and Quality Checkers are paid on time by submitting the necessary documentation to the district office on time.

Quality Checker

The Quality Checker reports to the Supervisor in their respective district for all EDGE-related matters. The Quality Checker is solely responsible for checking all completed questionnaires that have been electronically submitted and approved by the supervisor from the field.

The Quality Checker is responsible for:

- Reporting to the designated Supervisor at district level;
- Checking all completed questionnaires for completeness and accuracy;
- Approving or rejecting the completed questionnaires as received from the Supervisors;
- If the questionnaire is approved, downloading the questionnaire onto the server; and
- If the questionnaire is rejected, returning the questionnaire to the Supervisor for further appropriate action.

Monitor/Observer

The Observer or Monitor is any individual, designated from Head Office, province or district, whose main responsibility is to observe and report on field proceedings without directly participating in them.

Chapter 3: Concepts and definitions

3.1 Basic concepts and definitions

This section presents the concepts and definitions used in the EDGE survey. Some procedures are included with the definitions. It is important for all of us to have a common understanding of these terms, as this will ensure that the correct procedures are followed and that the information obtained is accurate, reliable and comparable.

Concept	Definition
Census Geography	<p>This term refers to the spatial divisions into which the country is demarcated for the purpose of census enumeration as well as to facilitate data processing and analysis, and the reporting of results. The geography is essentially a hierarchical system of areas that vary according to the level of required information. The lowest level of the hierarchy is the Enumeration Area (PSU). These are aggregated upwards into spatial units of varying sizes. The hierarchy is built as follows: (From bottom to top, provinces being the top layer.)</p> <p>Provinces</p> <p><i>District municipalities</i></p> <ul style="list-style-type: none"> -Category A (Six Metros – stand alone, i.e., Tshwane, Johannesburg, City of Cape Town, Ekurhuleni, Nelson Mandela and eThekweni) -Category C (spanning several local councils) <p><i>Local municipalities</i></p> <ul style="list-style-type: none"> -Category B -District Management Areas (DMAs) <p><i>Place names</i></p> <ul style="list-style-type: none"> -Cities, towns, suburbs, townships -Administrative areas, tribal authorities, wards, villages <p><i>Enumeration areas</i></p>
Geography types	<p>There are 4 main geography types in South Africa, namely:</p> <ul style="list-style-type: none"> • Formal urban areas • Informal urban areas • Commercial farms • Tribal areas and rural informal settlements
Urban settlements (formal)	<p>Urban settlements (formal) occur on land that has been proclaimed as residential. A formal urban settlement is usually structured and organised. Parcel or erven make up a formal and permanent arrangement. A local council or district council control development in these areas. Services such as water, sewage, electricity and refuse removal are provided; roads are formally planned and maintained by the council. This includes suburbs and townships.</p>
Informal settlements (usually urban)	<p>Informal settlements or 'squatter camps' usually occur on land that has not been proclaimed as residential. One or more structures are usually constructed on land, with or without the consent of the owner or person in charge of the land. These settlements are usually found on the outskirts of towns or in pockets inside towns, along railway lines and roads. They are also found in townships and in tribal areas, but in the latter case such settlements may have been classified as tribal.</p>

Tribal Settlements	This is communally owned land under the jurisdiction of traditional leader. The appearance and organisation of villages in tribal areas varies in different parts of the country. Tribal authorities are found in tribal settlements.
Farms	Farms cover an extensive area. The land is cultivated and the field size is usually quite large. Farm boundaries can be easily distinguished on aerial photos, and are normally fence lines, edges of the fields, roads or rivers. The fields tend to be cultivated with a variety of crops and the crops may differ from season to season and from area to area. The field size will vary and may be affected by the size of the farm, local climate (rainy or not) and the amount of mechanisation on the farm. Most fields on farms are large. Cattle, sheep and other livestock (horses, ostrich and game on a smaller scale) are also reared on farms. These farms have large fenced grazing areas (paddocks) with grass cover grazing.
Enumeration Area (EA)	An EA is the smallest geographical unit into which the country has been divided for census and survey purposes.
Primary Sampling Unit (PSU)	A PSU is a geographical area that consists of either one Enumeration Area (EA) from Census 2011 or several EAs. The PSU has 11 digits consisting of two parts as follows: <ol style="list-style-type: none"> 1. The design PSU number (8-digits PSUNO) and 2. The selected segment number (3 digits SEGNO). The combination of the two components yields the 11 digits PSUNO_SEG. There are some considerations to make while reading this 11 digit number. For example, consider these two PSU numbers: 77611619000 and 17101215002. When reading 77611619000, you will realise that the last 3 digits are "000", which means that the PSU has not been segmented and no segment was selected. In other words, the whole PSU was listed . With the PSU 17101215002, the last 3 digits (i.e., 002) indicate that the PSU has been segmented and only segment 002 was sampled and listed, that is, where the data collection should take place.
Dwelling unit	A dwelling unit is a structure, part of a structure or group of structures that can be occupied by one or more household(s).
Informal dwelling	A makeshift structure not erected according to approved architectural plans, for example, shacks.
Traditional dwelling	A dwelling made of clay, mud, reeds or other locally available materials. This is a general term, which includes huts, rondavels, etc. Such dwellings can be found as single units or in clusters.
Vacant dwelling	A dwelling that is uninhabited, i.e., no sign that anyone lives there.
Unoccupied dwelling	A dwelling whose inhabitants are absent at the time of enumeration, e.g. on holiday or migrant workers.
Physical address	A physical address is the specific location where a person or household lives, or where a business or other entity is situated.
Plot	A plot 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 plot 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.
Plot	A plot is a part or whole of a parcel on which a unique crop or crop mixture is cultivated.
Durable goods	Durable goods refer to items that last for a long time, usually households buy these items

	once in years. Examples are household kitchen appliances, cars, furniture, etc.
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. For example, in some cases one may find a group of people living together in the same house, but do not eat from the same pot; 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.
Household members	<p>Household members should include individuals that have stayed in the same household for at least four nights on average per week during the four week prior to the survey taking place.</p> <p>There are, however, some exceptions to this rule as described below:</p> <ol style="list-style-type: none"> 1. The following categories of people are considered as household members even though they have not lived for at least four nights on average per week during the four week prior to the survey : <ol style="list-style-type: none"> (i) infants who have recently been born; (ii) newly married couple; (iii) A single household member who has moved to a new dwelling (iv)
Multiple household	<p>Multiple households occur when two or more households live in one sampled dwelling unit. Note: If there are two or more households in the selected dwelling unit and they do not share resources, up to three households are to be interviewed for the EDGE survey. The whole dwelling unit has been given one chance of selection and all households located there must be interviewed.</p> <p>Note: A separate set of forms must be completed for each household. The cover of the questionnaire requires you to record each household separately. If some members of the selected dwelling unit have moved out of the main dwelling to occupy the backroom within the same yard and no longer share resources with occupants of the selected dwelling, they should be enumerated as a separate (extra) household, provided the dwelling they are occupying is not listed separately i.e. given a chance of selection.</p> <p>It is also important to first confirm through the listing that other dwellings that form part of the sampled dwelling have not been listed separately.</p>
ID code (Person ID)	Is a two-digit identification number, beginning to administer to the head of household with '01' . The head of household must be a usual member (present or absent) of the household (preferably start with the eldest to the youngest).
Household Head/ Acting Household Head	<p>The head of household is the person identified by the household as the head of that household and must (by definition of "household") be a member of the household. If there is difficulty in identifying the head, the head must be selected in order of precedence as the person who either:</p> <ul style="list-style-type: none"> • Owns the household accommodation. • Is responsible for the rent of the household accommodation. • Has the household accommodation as an allowance (entitlement), etc. • Has the household accommodation by virtue of some relationship to the owner, lessee, etc. who is not in the household. • Makes the most decisions in the household. <p>If two or more persons have equal claim to be head of the household, or if people state that they are joint heads or that the household has no head, then denote the eldest as the head. Remember that the person who responds may not necessarily be the head of the household. You must ask the respondent who the head of the household is, and record it as that given to you. If the head of the household is an absentee head, i.e., does</p>

	not reside at the dwelling unit for at least four nights a week, the acting head of the household (as indicated by the respondent) should be recorded as such in Module 2 (Questions 201) of the questionnaire.
Respondents	<p>This is a person (or persons) responding to questions in the selected dwelling unit. The respondent for the household questionnaire should be a member (members) of the household and be in a position to answer the questions. The person should be 18 years or older.</p> <p>If the household head is not available for interview it is possible to speak to another responsible adult in the household. Who is 18 years or older, this is only permitted to fill the household roster section.</p> <p>Respondents can be in one of the following categories:</p> <ol style="list-style-type: none"> 1. Adult household member randomly selected in all selected households 2. Spouse or partner of adult household member who was randomly selected in 50% of the selected households (sample category C) 3. All household members 15 years or age or older who are identified in the Household Questionnaire as owners of non-agricultural entrepreneurs (to be administered the Entrepreneurship Module only) <p>The respondents for the individual questionnaire and the stand-alone entrepreneurship module are selected according to the protocol described on page 5. No proxy respondents are allowed for the individual questionnaire and the stand-alone entrepreneurship module.</p>
Simultaneous interview	Interviews that are conducted with different respondents at the same time or in parallel by different Survey Officers.
Domestic workers	A domestic worker is a person employed by a private household to do work such as cleaning, gardening and general household chores, irrespective of whether he/she is paid or unpaid. Note that domestic workers may be remunerated in cash (as a wage) or in kind (food, clothes, accommodation may be provided in lieu of a cash wage). Also note the distinction " By a Private Household ", this is important, since "domestic type work (e.g. cleaning, gardening, etc.) that is undertaken by persons for a Private Business or Government, is NOT domestic work. Domestic worker are treated as a separate household.
Agricultural forestry and fishing sector	This economic sector includes the exploitation of vegetal and animal natural resources, comprising the activities of growing of crops, raising and breeding of animals, harvesting of timber and other plants, animals or animal products from a farm or their natural habitats.
Non-agricultural sector	<p>The non-agricultural sector includes industry and services. Industry comprises mining and quarrying; manufacturing; electricity, gas, steam and air-conditioning supply; water supplies, sewerage and waste management and remediation activities; and construction. Services covers wholesale and retail trade; repair of motor vehicles; transportation and storage; accommodation and food service activities; information and communication; financial and insurance activities; real estate activities; professional, scientific and technical activities; and administrative and support service activities; public administration and defence; compulsory social security; education; human health and social work activities; arts, entertainment and recreation; and other service categories.</p> <p>Please note that selling agricultural products purchased from non-household members is considered non-agriculture (<i>trade</i>). Examples include buying fruits in some villages and selling them in the market in the city. Selling by-products of agricultural goods (such as cheese, beer, jam, sweaters) is also considered non-agriculture (<i>manufacturing</i>). In contrast, selling non-processed agricultural goods (such as milk, wool, fruits, vegetables) produced in own farm is agricultural activity.</p>

Couple	A couple may be married under one of the types of marriage recognised within the country or cohabitating. In half of the sample for this pilot, couples will comprise of the randomly selected individual and their partner or spouse.
Period of reference	The time scale about which questions are to be asked. This will differ for different modules

3.2 Concepts and definitions specific to the EDGE survey

What is an “asset”?

Assets are all items that are sources 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 plots, (iii) livestock, (iv) farm and non-farm machinery and implements, (v) durable household items, such as stoves 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 financial assets?

A **microcredit** account is a source of financial services for entrepreneurs and small businesses lacking access to banking and related services. The two main mechanisms for the delivery of financial services to such clients are 1) relationship-based banking for individual entrepreneurs and small business and 2) group based models where several entrepreneurs come together to apply for loans and other services as a group.

An **informal savings group** is a group of individuals who agree to save and borrow together.

Equity is ownership interest or claim of a holder of stock of a company.

Governments, corporations and many other institutions sell **bonds**. Generally, when a person buys a bond, he is loaning his money to the institution selling the bond and the institution promises to repay the principal along with interest by a specified date. Some bonds do not pay interest but all bonds require a repayment of a principal.

A **pension fund** is a fund established by an employer to pay retirement benefits to employees.

Life insurance policies fall into two major categories: (1) protection policies that are designed to provide benefit, typically a lump-sum payment, in an event of a person's death (such as term insurance); and (2) investment policies, where the main objective is to facilitate the growth of capital by regular and singular premiums (such as whole life, universal life and variable life insurance policies). Only the latter should be considered a financial asset.

What is an enterprise?

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. Enterprises might include, for example, making mats, crafts and bead jewellery, bricks, or charcoal; working as a builder or carpenter; firewood selling; metalwork; running a street corner stall; providing services such as a hair salon, beautician or massages; 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.

What is the difference between an agricultural enterprise and a non-agricultural enterprise?

The production and sale of non-processed agricultural goods (such as milk, wool, fruits, vegetables) produced on own farm is an agricultural enterprise while the sale of by-products of agricultural goods (such as cheese, beer, jam, sweaters) is a non-agriculture (*manufacturing*) enterprise. The sale or trade of agricultural products purchased from non-household members is also a non-agricultural enterprise.

What do we mean by “ownership”?

Reported ownership is obtained by asking the respondent to identify who owns an asset. Ownership as 'perceived' by the 'respondent' as an 'owner of an asset' is referred to as reported ownership.

Documented 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 and refers to any type of written documentation (government-issued or not) including a title deed, certificate of customary ownership, will, or purchase agreement that states which persons own, have inherited, have been allocated, or have purchased the land or dwelling.

Economic ownership is having the right to claim the economic benefits associated with the use or sale of an asset.

Joint ownership refers to two or more individuals reportedly, legally and/or economically owning an asset together.

What do we mean by rights to assets?

When the owner(s) **sell** an asset, it means that he/she permanently gives away the asset in return for cash or in-kind benefits.

When the owner(s) **bequeaths** an asset, it means that he/she gives or leaves the asset by oral or written will, to another person(s) after the death of the owner in question

Chapter 4: Administering the questionnaire

4.1 Structure of the EDGE questionnaire

This section contains information on the overall structure of the EDGE questionnaire, the target sample, the geographical areas covered by the survey, the information gathered in each section of the questionnaire and the use of the PSU Listing Book during data collection. It also includes detailed explanations/instructions on how to record answers and how to complete the questionnaire cover page. The questionnaire will be used to collect information from the head of the household (or another responsible adult) about asset ownership by other members of the household.

Sections of the Questionnaire

Module 1A and Module 1B	The cover page of the questionnaire contains information for use by the Survey Officer (SO). Which include household identification particulars and staff details
Module 2	Particulars of household members including demographic questions (e.g. gender, age, education) which are completed for all household members regardless of age.
Module 3	Covers the dwelling status, its type and ownership
Module 4	Covers details about whether the household owns agricultural land
Module 5	Covers the type of livestock owned by households
Module 6A and Module 6B	Large and small agricultural equipment
Module 7	Enterprises and enterprises asset
Module 8	Other real estate
Module 9	Consumer durables
Module 10	Financial assets
Module 11	Liabilities
Module 12	Decision making
Module 13	Questions to be answered by the interviewer

4.2 Module 1A: Pre-filled information

1: PSU number	<p>The PSU number is a unique eleven-digit number given to a sample area for the purpose of record keeping. The PSU number includes the segment number of the particular PSU usually denoted by "000" or "001" etc.</p> <p>Your assignment package given to you by your supervisor will contain a list of the PSUs and DUs in which you will be enumerating households. Select each PSU number from your assignment plan which will be preloaded onto the device before you interview at the sampled DU.</p>
2: Dwelling unit number	<p>The DU number is important because it identifies the specific DU that has been sampled. It is in this DU that you must interview respondents.</p> <p>Your assignment package given to you by your supervisor contains a list of the PSUs and DUs in which you will be enumerating households. Select each DU number from your assignment plan which will be preloaded onto the device before you interview at the sampled DU.</p>
3. Type of sampled household	<p>The household interviewed should be categorised by whether it is a sampled household for one individual interview with a randomly selected adult household member (individual interview - I) or for two individual interviews with a randomly selected adult household member and his/her spouse/partner (household with a couple - C).</p>
4: Province	<p>South Africa is divided into nine Provinces. The EDGE survey will be piloted in KwaZulu-Natal.</p>
5 & 6: District and local municipality	<p>The largest metropolitan areas in South Africa are governed by metropolitan municipalities, while the rest of the country is divided into district municipalities, each of which consists of several local municipalities.</p>
7: Assignment number	<p>The identification number allocated to Survey Officers for the purpose of work allocation.</p>
8: Questionnaire type	<p>The questionnaire type assigned to each Survey Officers for the purpose of work allocation. The two types are main and secondary interview, with the main tablet generating the random section of respondents for the individual questionnaire.</p>
9: Household number for this household	<p>This number is allocated to a particular household in the selected dwelling unit. Most dwelling units will contain one household, but in some will contain more than one household. The first/ main household will be allocated "1" the second "2" etc.</p>

Module 1A: Household Identification (Cont)

a-2: Total number of households in the selected dwelling unit

This is the exact number of households that were found at the dwelling unit.

1a-3: Physical identification of the dwelling

Capture the address or description of the sampled dwelling unit as identified in the listing book.

1a-4: GPS Coordinates of the dwelling

Capture the GPS coordinates of the sampled dwelling unit.

1a-5: Main language spoken at home

Select the code (see Annex 1) of the main language spoken at home.

1a-6: Language of interview

Select the code (see Annex 1) of the language the interview was conducted in

1a-7 & 8: Date and start time of interview

The date will be automated

4.3 Module 1B: Staff details

The section provides spaces for the SO, the Supervisor, and the Provincial Quality Monitor (PQM) to approve the completed questionnaire. Each person must enter their name, Assignment number and the date that the interview was conducted (for the Survey Officer), or the date the questionnaire was checked by the Supervisor and PQM.

This information serves as an acknowledgement that each team member is satisfied that the questionnaire is of an acceptable standard and ready for processing. Their details, which they enter in the relevant spaces provided, confirm this.

Assignment numbers need to be completed for the field staff. The SO is required to write his/her name and Assignment number on every questionnaire. This should be done at the sampled DU, before beginning the interview.

4.4 Module 2: Household roster

Purpose: The purpose of this section is to:

- (i) Obtain a complete listing of all members of the household;
- (ii) Provide basic demographic information, such as age, sex and marital status of each household member'
- (iii) Provide basic economic information about each household member

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 this survey, people who are going to be listed in the household roster are categorised as follows:

- All household members who stayed in the household for at least four nights on average per week during the four weeks prior to the survey taking place.

Q201: Name of household member

You will record the names of all the household members as given by the respondent, starting with the name and surname. In case of long names, you will record the surname and an initial for the other name. Do not forget to include New born babies.

The following steps must be followed:

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 at the time of the interview.
2. Next enter the names of household members by age from the eldest to the youngest.
3. Unrelated persons who sleep in the dwelling and take their meals with the household members.

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'. This is a perception question, capture what the respondent tells you.

Q203: Population group of household members

Against each of the names listed, indicate the population group of each person checking in the appropriate codes. For instance, if a particular person is coloured then you will write code 2. Do not assume, reconfirm the population group before selecting the answer.

Q204: Religion practiced by household members

Select the appropriate code for each household member's religious affiliation, ask for everyone.

Q205: 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 you will write code 1 for the head and code 3 for relationship with the head of household. Be careful in this question ask the relationship to the head of household. 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 selecting the answer.

Q206: Household membership status

Ask whether each household member has stayed in the household for at least four nights on average per week during the last four weeks. This question verifies if all people listed are members of the household.

Q207: Date of Birth

Ask for each household member's exact date of birth. Record the person's exact date of birth as follows:

- Day using one digit code ranging from 1 to 31;
- Month using words, that is January to December; and
- Year using four digits code (yyyy),
- If Day or Month of birth is unknown record the 1st of January of the given year. 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 (2016, otherwise subtract the year of birth from last year (2015). If the month of birth is not known but the year of birth is known then you subtract year of birth from current year (2016). If the date of birth is known, calculate the age.

Use available documents if possible, for example clinic card and ID documents.

Q208: 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, immunisation cards, baptism certificates and others can be used to ascertain age. If the person does not know his/her age, refer to events of national or historical importance to estimate his/her age or age will be indirectly estimated based on another member of the household.

The age can also be calculated from the date of birth given. Thus, the date of birth and the age will serve to check the accuracy of ages of household members. There should be consistency between the age of an individual and his/her date of birth.

Q209: Marital status

This question is to be asked for all individuals aged 12 years or above. The present marital status refers to the person's marital status as on the date of the interview. Note that polygamy refers to males having more than one wife even if they are not staying in the same household. Make sure that only those people who have never been married are classified as "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). Similarly, those who were married but lost their partners should be recorded using code 4. In the case of marital status codes 5 through 10, enter the status which is the most formal. Therefore, a religious or civil marriage replaces a customary marriage. A cohabiting relationship is considered formalised into customary once bride price has been paid. For household members who are never married, divorced, separated, or widowed, skip to Q214.

Q210: Spouse membership status

This question is to be asked only about married or cohabitating household members. Ask whether the household member's spouse/partner is a member of the household even if they are physically not present at the time of the interview. Record 1 for 'yes' and 2 for 'no.' If 'no', skip to Q214.

Q211: Who is the spouse and year of marriage

If the spouse/partner is a member of the household, enter his/her ID code. Ask in what year the marriage or consensual union took place and record the year in four digit format. If household member has more than one wife residing in the household, ask for each spouse and year of marriage/consensual union for all wives.

Q212: Spouse outside of household

Ask whether the household member has a spouse living outside of the household. Record 1 for 'yes' and 2 for 'no'. If 'no', skip to Q214.

Q213: Number of spouses outside of household

Ask the number of spouses the household member has living outside of the household.

Q214: Highest grade completed

This question is to be asked for all individuals aged 5 years or above. Completing a level of schooling means having passed the formal examinations at the end of the academic year – the last full grade completed. For instance, for a person who dropped out in Grade10/Standard 8/Form 3 without completing the end of year examinations, then the highest grade completed will be Grade9/Standard 7/Form 2/AET4 since he/she did not complete Grade10/Standard 8/Form 3. 'No schooling' applies to those household members who report never having attended any formal schooling. Use the education codes provided in Annex 3.

Economic activities- Q215 to Q223

These questions should be asked for all household members aged 15 years and above.

The purpose is to find out about the employment status in which the person spent the most time over the course of the last week (Monday to Sunday) preceding the date of data collection. The purpose is to find out about the status of employment in which the person spent, even if it was only for an hour, over the course of the last 7 days.

Q215: Wage Employment

A person engaged in **wage employment** (code 1) holds a paid job(s) and is typically paid a wage or salary, but may also be paid by commission from sales, or by piece-rates, bonuses or in-kind payments, such as food, housing or training. If code 2 skip to Q217.

Q216: Industry screening question

The question asks if the work done was in farming, forestry, fishing or raising animals. This sector includes the exploitation of vegetal and animal natural resources, comprising the activities of growing of crops, raising and breeding of animals, harvesting of timber and other plants, animals or animal products from a farm or their natural habitats.

Q217: Running any kind of business

This question asks if a person in the last week (Monday to Sunday) ran or did any kind of business, big or small, for himself/herself or with one or more partners, even if it was for only one hour. If code 1 skip to Q219.

Q218: Absence from the business

The question seeks to establish if the person was only absent from the business during the reference period, but will definitely return to it. This may be due to leave or any other commitments. If code 2 skip to Q220.

Q219: Sector of the business screening question

The question seeks to establish the sector in which the business operates, distinguishing between agricultural activities (code 1) and non-agricultural activities (code 2). . Note that the production and sale of non-processed agricultural goods (such as milk, wool, fruits, vegetables) produced in own farm is an agricultural enterprise while the sale or trade of agricultural products purchased from non-household members and sale of by-products of agricultural goods (such as cheese, beer, jam, sweaters) is considered a non-agriculture (manufacturing) enterprise.

Q220: Helping in the household business

An unpaid **household member**, who cannot be regarded as a partner in the business but only assist without remuneration. The business should be owned by a household member and not be a “family business” owned by a relative living outside the household.

In some areas of the country, this activity frequently occurs, especially among young people. Probing respondents is important because this type of activity is often not reported correctly. The unpaid work referred to may include such tasks as arranging stock, selling, book-keeping, making appointments, sending out bills, or feeding chickens, cattle or other livestock. If no, skip to Q222

Q221: Sector screening question

The question seeks to establish the sector in which the business operates, specifically whether agricultural activities. The production and sale of non-processed agricultural goods (such as milk, wool, fruits, vegetables) produced in own farm is an agricultural activity while the sale or trade of agricultural products purchased from non-household members and sale of by-products of agricultural goods (such as cheese, beer, jam, sweaters) is considered non-agriculture (manufacturing) and should be excluded.

Q222: Work on own plot/farm/food garden

The question seeks to establish unpaid work for own household consumption. In areas where agriculture or grazing is possible, this activity frequently occurs in certain seasons. Probing for the correct answer is required since these activities are also often missed.

Q223: Catching fish and wild animals

The question seeks to establish other means of providing food for household use. The sea food group is obviously most relevant in coastal areas or areas near rivers. However, note that the hunting or trapping of wild animals is also included here. Such activities should only be included here when they are carried out on a small scale.

End of Household Questionnaire

Q224-226 are to be completed by the Survey Officer.

Q224. Household Questionnaire completion status

Enter appropriate response code for completion status of household questionnaire. Reason for “partially done” or “not interviewed” should be explained under “remarks by enumerator” in Module 1B: Staff Details.

Q225. Household Questionnaire primary respondent

Select the name of the household member who completed the Household Questionnaire

Individual questionnaire cover page**IC_1: Name of the randomly selected respondent**

Record the name of the randomly selected household member(s) to be interviewed for the individual questionnaire.

IC_2: Name(s) of Entrepreneurs

Record the name of respondents who qualified as Entrepreneurs in the household including the randomly selected member(s).

IC_3: Number of interviews

Indicate the number of individual interviews the interviewer is responsible for, example '0' if none due to gender matching.

IC_4: List of respondents to be interviewed Record the name(s) of all respondents to be individually interviewed by the interviewer, by giving the name and type of respondent (example: John- random person; Jane- Spouse; Kate- Entrepreneur).

IC_5 and IC_6: Household member and type of respondent

Select which household member is being interviewed and which type of respondent are they.

IC_7: Availability for the interview

Record '01' if the respondent is available for the interview during your time in the PSU or '02' if not.

IC_8: Date of interview

Record the date and start time of the interview (this will be automated in CAPI).

Asset ownership section

This section covers questions asked from the randomly selected individual or his or her spouse where applicable, about assets owned exclusively or jointly with household members or non-household members. All the modules with the exception of module 7 and module 12 constitute the asset ownership section of the questionnaire.

4.5 Module 3: Dwelling

If the respondent is different from the one who completed the Household Questionnaire, please read the statement of purpose confidently given in Module 1B. Give the respondent time to ask questions before soliciting information.

The following questions should be asked about the dwelling in which this household lives. It may be a house, apartment, compound, or rooms in a compound. If this household owns more than one dwelling, these questions should be about the one that the respondent lives in. If they own more than one dwelling, list the primary one in which they live in this section 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. The response should refer to the characteristics of the biggest part of the dwelling unit. **Note: this question is for the survey officer.**

Q302: Ownership status of dwelling

This is the screening question to determine whether the respondent with any other household member owns the place of residence. 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 respondent does not own the dwelling, skip to the end of the module. If respondent owns the dwelling alone (code 1), skip to Q304.

Q303 (a –d): Other owners of the dwelling

Select the name(s) of the person(s) who is the owner(s) of the dwelling excluding the respondent. If the dwelling is owned by more than one adult person in the household, select all owners. If the dwelling is owned jointly with someone from outside of the household, enter the number of owners, after listing owners from 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 the person or people within the household and outside of the household who claim ownership of the dwelling.

Q304: Year dwelling was acquired

Indicate the year when dwelling was acquired by the respondent.

Q305: Mode of acquisition (MOA)

Indicate how the respondent acquired the dwelling.

Purchased.....	1
Inherited after the death of a family member.....	2
Allocated by family.....	3
Allocated by traditional authority.....	4
Gift from non-household member.....	5
Allocated by the government.....	6
Squatting.....	7
Through marriage.....	8
Other (specify).....	96

Q306: Tenure status of dwelling (or plot of land)

Here we are trying to get at the legal tenure status of dwelling or the plot of land on which the dwelling is situated, as reflected in the official categorisation of the Constitution of the country concerned. These categories regulate formal property rights. It may be necessary to read the responses to the respondent in order for them to understand in the local language what you are asking. Use the following codes for ownership status:

Owned/ freehold (fully paid)	1
Owned/ freehold (partially paid)	2
Customary	3
Leasehold	4
Other (specify)	96
Don't know	98

Owned/ freehold tenure refers to legal or outright possession of a piece of property/land (usually has rights to the land and is able to obtain a title deed). It is often also referred to as private land ownership.

Customary tenure refers to land ownership by communities and households which is administered in accordance with their customs and traditions. Customary tenure is generally includes communal rights to grazing areas and exclusive rights to agricultural and residential parcel.

Q307: Ownership document

We are asking whether there is an ownership document for the dwelling or the parcel 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 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 does not have it, but has an invoice or sales receipt, list the invoice, not the deed. If there is no ownership document, skip to Q310.

Q308: Name listed on the document

This question asks whether the respondent is listed as an owner on the ownership document alone or jointly with other persons. Choose the relevant response. If alone (code 1) or does not respond or does not know, skip to Q310.

Q309 (a- d): Other person(s) listed as owner(s) on document

Select the name(s) of the household member(s) whose name(s) is listed as an owner on the ownership document. If the name of someone from outside of the household is listed as an owner, enter their number.

Q310 and Q311(a-d): Right to sell dwelling and parcel of land

Q310 asks if the respondent has the right to sell the dwelling and parcel of land on which the dwelling is located. If respondent has the right to sell alone (code 1) or it cannot be sold (code 4), skip to Q312. In Q311, select the name(s) of other persons with right to sell the dwelling or the parcel of land on which the dwelling is located. Record the number of non-household members who also have the right to sell the dwelling or plot of land on which it is located.

Q312 and Q313 (a-d): Right to bequeath (hand down) dwelling and parcel of land

Q312 asks if the respondent has the right to bequeath the dwelling and parcel of land on which the dwelling is located even if he or she needs to obtain the consent or permission of someone else. If it can be bequeathed alone or it cannot be bequeathed, skip to Q314.

If more than 1 person has the right to bequeath the dwelling and parcel of land on which the dwelling is located, Q313 asks to select all such household members and record the number of non-household members who have such a rights.

Q314: Prevalence of real estate market

Note, this is a perception question. Ask whether dwelling owners sell or rent out dwellings in the area in which the dwelling is located. If 'no' or 'do not know', skip to Q316.

Q315: Knowledge of market transactions

This question should only be asked if the respondent reported 'yes' in Q314. Ask the respondent if he/she is informed regarding the value of recent sales of dwellings or rental transactions.

Q316: Value of dwelling

Ask the respondent to estimate in local currency (Rands) how much could be received for the dwelling if it were to be sold today. The estimate should be based on the location and condition of their particular dwelling. If he/she can't estimate this, enter '97' or '98' if he/she does not know or refuses to answer. Then skip to Q318.

If the respondent does not know how much their dwelling might sell for, ask about the Price for which similar dwellings in the neighbourhood have recently been selling.

Q317: Cost of constructing dwelling

This question should be asked only of respondents who reported 'no' or 'do not know' in Q316. Ask the respondent to estimate in local currency (Rands) how much it would cost to construct this type of dwelling today, including the cost of the parcel of land on which the dwelling is located. If he/she can't estimate this, enter '97' or '98' if he/she does not know or refuses to answer.

Q318 and Q319 (a-d): Who would decide how to use money from sale of dwelling

Q318 asks the respondent, if the dwelling were to be sold/rented out today, if he/ she 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. If respondent would decide alone (code 1), skip to Q320. Q319 asks to select the household member/s who would decide how to use the money. If someone from outside of the household would decide how the money from the sale of the dwelling would be used, record the number of such persons.

Q320: Code for ability of respondent to be interviewed alone

This should be answered by the SO. 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.

4.6 Module 4: Agricultural Land

Q401: Ownership of agricultural plots

This is the screening question to determine whether the respondent owns any agricultural plot, either exclusively or jointly with someone else. An agricultural plot may include those that are currently fallow, cultivated by someone in the household (including backyard gardens), rented out, or given away for free on a temporary basis. Please note that the main purpose for the agricultural purpose must be cultivation and not for recreational or leisure purposes. They do not include plots that are rented in and farmed.

We will be asking additional questions about what it means to own agricultural plot, so at this point we want the respondent's sense of whether or not they own any agricultural plot. He/she may or may not possess the title or an ownership deed to the plot. If the respondent does not own an agricultural plot, skip to Q428.

Q402: Plot Name

List all of the agricultural plots owned by the respondent. For each plot, ask the respondent to give the plot a "name". For example, "road plot" or "swamp plot". Start with the largest plot first, going down to the smallest plot. Asking the respondents about the largest plot first is done so that if the household has more than 10 plots, the smallest plot will be omitted.

Q403: Location and Description

Write a brief description of each agricultural plot so that you can make sure that when you refer to each parcel of land, you are able to match the plot ID code with the actual plot. Descriptions might include the type of crop grown on the plot, the type of land, or the location (irrigated rice plot; vegetable plot near the main road; the plot north of village).

Q403a: Piece of land on which dwelling is located

Ask the respondent if the plot described in Q403 is the same plot on which the principal dwelling is located. **If 'yes', only ask Q404-405 and Q418-Q420, then skip to next plot or the end of module if no other plots are reported by respondent.**

Q404: Area (size) of Plot

Ask the respondent to estimate the area of the agricultural plot in hectares. A hectare is an area of land equivalent to soccer field. If the respondent is not able to give a response, you can relate the size to a football pitch or some other common area unit. In case the respondent does not know the area in hectares but provides other local units, the interviewer should have a standard conversion table for converting local units to hectares.

Q405: Primary use of plot

Record the primary use of the plot during the last cropping season using the codes provided.

Livestock production (cattle, goats, sheep, pigs, etc.).....	1
Poultry production (chicken, ducks, geese, etc.).....	2
Grains and food crops (maize, wheat, beans, sorghum, millet, groundnuts, etc.)....	3
Industrial crops (tea, coffee, cotton, tobacco, etc.).....	4
Fruit and vegetable production.....	5
Fodder, grazing pasture or grass for animals.....	6
Fish farming/ aquaculture.....	7
Forestry plantation.....	8
Game farming.....	9
Rented out.....	10
Fallow.....	11
Woodland/ forest/swamp.....	12
Don't know.....	98
Other (specify).....	96

Q406: Tenure status of plot

Here we are trying to get at the legal tenure status of the plot, as reflected in the official categorisation of the Constitution of the country concerned. These categories regulate formal property rights. It may be necessary to read the responses to the respondent in order for them to understand in the local language what you are asking. Use the following codes for ownership status:

Owens and farms	1
Owens but rents out the land	2
Sharecropping	3
Tribal Authority	4
State land	5
Other (specify)	96
Don't know	98

Owens refers to land that has legal rights and possession (associated with title deeds to the land).

Renting out the land is an agreement where payment is made for the temporary use of property. This plot is owned exclusively or jointly by the respondent but is rented out.

Sharecropping is a form of an agricultural system where the landowner permits a tenant to use the land in return for a share of the crops produced on the land.

Traditional/ **tribal authority** is a form of leadership in which the authority of an organisation or a ruling regime is largely tied to tradition or custom. The South African constitution established the right of communities to live under traditional law and custom. Land is held communally and/ or under customary tenure.

State land refers to public land that is owned by central, provincial or local governments.

Describe tenure status if 'Other (specify)'.

Q407 and Q408 (a-d): Owners of the plot

Question Q407 is asking whether the respondent owns the land alone or with other people. Question Q408 records the other persons that own the plot. If the plot is owned by more than one person in the household, select the names of all owners. If the plot is owned jointly with someone from outside of the household, record the number of such persons.

We will be asking additional information about ownership, so the owners in these questions are not necessarily the persons who are listed on the title deed as the owner. We want the person or people within the household and outside of the household who claim ownership.

Q409: Year acquired

Select the year the respondent acquired the agricultural plot.

Q410: Acquisition of agricultural plot

This question asks how the respondent acquired the agricultural plot.

Q411: Ownership document

We are asking whether there is an ownership document for the plot 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 does not have it, but has an invoice or purchase receipt, list the invoice, not the deed. If there is no ownership document or the respondent does not know, skip to Q414.

Q412 and Q413 (a-d): Persons listed as owner(s) on document

Q412 asks that if the respondent's name listed on the document, the appropriate response is selected. If respondent's name is listed as the owner alone (code 1) or does not respond (code 4), skip to Q414. Q413 asks to select the name of the household member whose name is listed as an owner on the ownership document for the plot. If more than 1 household member is listed as an owner on the document, select names of all owners. If the name of someone from outside of the household is listed as an owner, record how many non-household members are listed.

Q414 and Q415 (a-d): Right to sell agricultural plot

Q414 asks if the respondent has the right to sell the plot even if he or she needs to obtain the consent or permission of someone else. If respondent has the right to sell alone (code 1) or it cannot be sold (code 4), skip to Q416. If more than one person has the right to sell, Q415 requires the names of all such members to be selected or how many such persons from outside of the household.

Q416 and Q417 (a-d): Right to bequeath agricultural plot

Q416 asks if the respondent has the right to bequeath the plot even if he or she needs to obtain the consent or permission of someone else. If can be bequeathed alone or cannot be bequeathed, skip to Q418. If more than 1 person has the right to bequeath the plot, Q417 requires names of all such members to be selected or the number of persons from outside of the household can be recorded.

Q418 and Q419 (a-d): Decision-maker(s) for plot

Q418 asks if the respondent is the person who makes the decisions across the agricultural plot about the timing of crop activities, crop choice and input use. If decisions are made alone or the plot is rented out, skip to Q420. If more than one household member makes these decisions, Q418 requires names of all such members to be selected. If someone from outside of the household makes these decisions, enter the number of such persons. If there is more than 1 piece/area on the plot and each has a different decision-maker, enter the names of each decision-maker.

Q420: Real estate market

Ask whether land owners sell or rent out any land in and around the community and if the respondent is aware of the value of recent sales of land or rental transactions. Enter the appropriate code. If the respondent reports no land transactions or if he/she does not know, skip to Q422.

Q421: Value of recent land sales/ rental transactions

Ask the respondent if he/she is informed about recent land sales or rental transactions.

Q422: Value of plot

Ask the respondent to estimate in local currency (Rands) how much could be received for the plot if it were to be sold today. The estimate should be based on the location and condition of their particular plot. If he/she can't estimate this (does not know) enter code 98, if he/she refuses to answer enter code 97.

Q423 and Q424 (a-d): Who would decide how to use money from sale of plot?

Q423 asks the respondent, if the plot were to be sold today, if he or she 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 plot. If the option is alone (code 1) or refusal to respond (code 97), skip to Q425. Enter the name of the household member who would decide how to use the money in Q424. If more than one person would be involved in deciding how the money would be used, names of all such persons can be selected. If someone from outside of the household would decide how the money from the sale of the plot would be used, enter the number of such persons.

Q425: Threats to land ownership

Ask the respondent if he/she knows of any threat that can make them loose their land ownership. You can enter more than one response.

Eviction by extended family/clan.....	1
Someone with political influence wants this piece of land.....	2
Death of household head.....	3
Death of a spouse.....	4
Illness of myself.....	5
Illness of household member.....	6
Nothing, I will own this land in five years.....	7
Land redistribution by government.....	8
Eviction by sheriff/ court.....	9
Other.....	10

Do not know.....

Q426: Knowledge of agricultural plot

Ask the respondent whether there is anyone in his/her household above the age of 18 years who does **not know** about the agricultural plot the respondent owns either solely or jointly with another person(s). If 'no', skip to the next plot or to Q428 if there are no other plots owned by a member of the household.

Q427: ID of person(s) who do not know about agricultural plot

Select names of the person(s) age 18 years and above who do not know about the respondent's ownership of the agricultural plot.

Q428: Other plots

Enumerator - ask after completing all other questions for each plot listed in Q402. Ask if the respondent does not own any other agricultural plot but decides on how the money will be used if it were to be rented out.

Q429: 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.

4.7 Module 5: Livestock

Q501: Ownership of livestock

This is the screening question to determine whether the respondent owns any of the listed livestock, either exclusively or jointly with someone else. The enumerator must read the categories of animals 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 the respondent does not own **any** of the categories of livestock listed, skip to Q503.

Q502: Ownership patterns of livestock

Select names of household member(s) that owns one or more animals in this category of livestock with the respondent. If jointly owned by non-household member/s, indicate the number of such persons.

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.

4.8 Module 6A: Large Agricultural Equipment

Q601: Ownership of large agricultural equipment

This is the screening question to determine whether the respondent owns any large agricultural equipment, either exclusively or jointly with someone else. If the respondent does not own **any** of the categories of large agricultural equipment listed, skip to Q618.

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 the respondent, list the type of equipment by entering the appropriate code. If 2 or more of the same type of large agricultural equipment are owned (for example, if two tractors are owned), enter the code for each asset within the category by year of acquisition, from most recent to oldest year of acquisition. List all pieces of large agricultural equipment owned by the respondent 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.

If the equipment is not in use and for which the owner has **no intention** of having them repaired for use, it should not be included.

Q603 and Q604 (a-d): Owner(s) of large agricultural equipment

Q603 asks if the respondent jointly owns the equipment with other people. If no (code 2), skip to Q605. Select name(s) of the person(s) who is the owner(s) of the large agricultural equipment for Q604. If the agricultural equipment is owned by more than one person in the household, select names of all owners. If the agricultural equipment is owned jointly with someone from outside of the household, record the number of such persons. 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.

Q605: Year acquired

Select the year the respondent acquired the agricultural equipment. If the equipment is jointly owned by two or more people, enter only the year the respondent acquired it since each owner may have acquired the equipment in a different year.

Q606: Acquisition of large agricultural equipment

This question asks how the respondent acquired the agricultural equipment. If the equipment is jointly owned by two or more people, enter the code for the MOA (mode of acquisition) of the respondent since each owner may have acquired the piece of equipment in a different way.

Q607 and Q608 (a-d): Right to sell large agricultural equipment

Q607 asks if the respondent has the right to sell the equipment. If other people are involved, select for Q608 the name of the other person/s who has the right 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 has the right to sell, select names of all such persons or record the number of non-household members.

Q609 and Q610 (a-d): Right to bequeath large agricultural equipment

Q609 asks if the respondent has the right to bequeath the equipment. Select names of the other person/s for Q610 who has the right to bequeath the agricultural equipment even if he or she needs to obtain the consent or permission of someone else. If more than 1 person has the right to bequeath the agricultural equipment, select names of all such persons or record the number of non-household members.

Q611: Market for agricultural equipment

Ask whether individuals sell or rent out large agricultural equipment in and around the community and if the respondent is aware regarding the value of recent transactions. Enter the appropriate code provided. If the respondent reports no transactions or if he/she does not know in Q611, skip to Q613.

Q612 and Q613: Value of large agricultural equipment

Q612 asks the respondent if he/she is informed about recent agricultural equipment sales or rental transactions. Q613 asks the respondent to estimate in local currency (Rands) 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 (does not know) enter code 98, if he/she refuses to answer enter code 97.

Q614 and Q615 (a-d): Who would decide how to use money from sale of large agricultural equipment?

Q614 asks the respondent, if the large agricultural equipment were to be sold today, if he or she 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. Select name(s) of the household member/s who would decide how to use the money for Q615. If more than 1 person would be involved in deciding how the money would be used, names of all such persons can be selected. If someone from outside of the household would decide how the money from the sale of the agricultural equipment would be used, record the number of such persons.

Q616: Knowledge of agricultural equipment

Ask the respondent whether there is anyone in his/her household age 18 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 Q618 if there is no other agricultural equipment owned by the respondent.

Q617: ID of person(s) who do not know about agricultural equipment

Select name(s) of the person(s) above the age of 18 years who do not know about the respondent's ownership of the agricultural equipment.

4.9 Module 6B: Small Agricultural Equipment

Q618: Ownership of small agricultural equipment

This is the screening question to determine whether the respondent owns any small agricultural equipment, either exclusively or jointly with someone else. The enumerator must read the categories of equipment listed. **This also includes gardening equipment.**

Ask if the respondent jointly owns the equipment with other people. Ask for all categories of small agricultural equipment listed before proceeding to the next question in the module. If the respondent does not own **any** of the categories of small equipment listed, skip to Q620.

Q619: Owners of small agricultural equipment

If the respondent jointly owns the equipment with other people ask for their names. For the categories of small agricultural equipment identified as being owned by other members of the household, select name(s) of household member(s) who own(s) one or more piece(s).

Q620: 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.

4.10 Module 7: Non-Agricultural Enterprises and Enterprise Assets

This module collects detailed information on non-agricultural enterprises owned by any member of the household. **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, a person working independently on their own-account **MUST** be classified as enterprises.

Enterprises might include, for example, making mats, crafts and bead jewellery, bricks, or charcoal; working as a builder or carpenter; firewood selling; metalwork; running a street corner stall; providing services such as a hair salon, beautician or massages; 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, bran, etc. AND household enterprises based on trading of agricultural crops purchased from non-household members.

Q701, Q701a & Q701b: Enterprise screening questions

These are the screening questions to determine whether the respondent owns a non-agricultural enterprise. Ask if in the last week (Monday to Sunday) if the respondent ran or did any kind of business, big or small, for himself/herself or with one or more partners, even if it was for only one hour. Examples are selling things, making things for sale, repairing things, guarding cars, brewing beer for sale, hairdressing, creche business, taxi or other transport business, having a legal or medical practice, etc.

Q701a asks if the respondent has a business that he/she will definitely return to.

Q701b asks if at least one business (if more than 1 business) is in a sector other than agriculture or fishing. If businesses are in the agricultural sector, skip to end of module. If he/she does not own a non-agricultural enterprise, skip to end of module.

Q702: Description of enterprise

At least 5 enterprises can be listed from the most to the least valuable. Enter a brief description of the type of activity the non-agricultural enterprise is engaged in. The description should be short and brief (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 owned by the respondent 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, see Annex 4. Note that the description of each enterprise can be classified by industry code following the completion of the interview, but the enumerator and supervisor **MUST** ensure it is done).

Q703: Location of enterprise

Ask the respondent to provide the location of the enterprise, it may be in a fixed or non- fixed location. Examples may include:

- Respondent's home
- Shop
- Market
- Respondent's vehicle

Q704: Number of months during the last 12 months enterprise operated

Enter the number of months that the enterprise operated during the last 12 months. If enterprise was operational for less than a month, enter '00'.

Q705 and Q706 (a-f): IDs of enterprise owners

Q705 asks if the respondent jointly owns the enterprise with other people. If no (code 2), skip to Q707. Select name of the household member who owns the enterprise for Q706. If the enterprise is owned jointly by more than one person in the household, names of all owners. Ask the respondent how much of the enterprise (%) does he/she owns. If the enterprise is owned jointly with a person(s) from outside of the household, enter the names, number and sex of such persons.

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 other owners of the enterprise, enter '98'. The share should relate to the capital invested by the owners in the enterprise or alternatively how the profits (or loss) are shared among the owners.

Q707: Year started

Record the year in which the respondent established or acquired the enterprise. The year should be recorded using four digits e.g. 1996, 2004, etc.

Q708: Acquisition of enterprise

This question asks how the respondent 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, only ask for the respondent's mode of acquisition of the enterprise.

Founded/ started.....	1
Purchased.....	2
Inherited after the death of a family member.....	3
Allocated by family.....	4
Acquired through marriage.....	5
Gift from non-household member.....	6
Other (specify).....	96
Refused to respond.....	97

Q709: Source of start-up funding

This question seeks to find out the main source of funding used for starting the enterprise. **Do not read out the codes for 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.

Previous and/ or present wage employment.....	1
Other business.....	2
Sale of livestock/ crops.....	3
Sale of other assets.....	4
Inheritance.....	5
Pension from work.....	6
Retirement/ severance pay.....	7
An investment policy that has matured.....	8
Money paid out from a stokvel.....	9
Own/ household's savings.....	10
Commercial/ development bank.....	11
Deposit taking microfinance institutions.....	12
NGO.....	13
Gift from non-household member.....	14
Government funds.....	15
Other (specify).....	96

Q710: Hours spent managing or working enterprise

Enter the average number of hours per week that the respondent spends working on the enterprise. Use the last three operational months as the reference period. The average number of hours per week over the last three operational months should be equal to the total hours spent by the owner managing or working for the enterprise during the last three operational months divided by the number of weeks in the last three operational months.

Q711: Most hours spent

Ask if this is the job/business in which the respondent spent the most hours during the last week.

Q712: Decision on work schedule

Ask the respondent who decides on his/her work schedule. The decision could be made by:

- Yourself
- Your clients
- Your spouse/ partner
- Your business partner
- Other family members
- Can specify other responses

Q713: Number of clients

Ask the respondents about his/her clientele, whether it is one single client or more clients or the public in general.

Q714: Sale of goods and services

Ask the respondent if he/she is the one selling the goods or services.

Q715: Who sells goods and services to

Ask the respondent who goods or services are sold to.

Q716 and Q717 (a-c): Provision of goods and services

Q716 asks the respondent if he/she has the main responsibility for providing goods and services in the enterprise. If alone (code 1) or through a hired manager (code 2), skip to 718. Select name of the other person who has the main responsibility for providing services and/or producing the goods in the enterprise for Q717. If more than one person has the main responsibility, names of all such persons can be selected. Enter the number of non-household owners who have this responsibility.

Q718 and Q719 (a-c): Managing day-to-day operations

Q718 asks the respondent if he/she has the main responsibility for managing day-to-day operations of the enterprise. If alone (code 1) or through a hired manager (code 2), skip to 720. Select the name of the other person who has the main responsibility for managing the day-to-day operations of the enterprise for Q719. If more than one person has the main responsibility, names of all such persons can be selected. Enter the number of non-household owners who have this responsibility.

Q720 and Q721 (a-c): Financial control

Q720 asks the respondent if he/she has the main financial control of the enterprise. If alone (code 1) or through a hired manager (code 2), skip to 722. Select the name of the other person who has the main financial control of the enterprise, including the ability to sign loans, leases, and contracts on behalf of the enterprise for Q721. If more than one person has the main responsibility, names of all such persons can be selected. Enter the number of non-household owners who have this responsibility.

Q722 and Q723: VAT and Income Tax registration status

These questions establish the value added tax (VAT) and Income Tax registration status of the enterprise. If the enterprise is registered for VAT, it must keep detailed records of the VAT it pays on purchases as well as the VAT it collects on sales and submit these records to the tax authority on a regular basis. If a self-employed person is doing this at his/her enterprise, he/she will be aware of it. Being registered for VAT is not the same thing as having to pay VAT when you buy something. Income tax refers to tax levied on net personal or enterprise income. In this case, it relates to tax levied on the enterprise's net income. Q722 asks if the enterprise is registered for VAT while Q723 asks if the enterprise is registered for income tax.

Q724: Number of paid employees

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. If the enterprise does not employ anyone on a continuous basis, enter 0 (to help identify own account enterprises).

On a continuous basis "implies a period of employment which is longer than a specified minimum determined according to national circumstances. (Source: <http://laborsta.ilo.org/applv8/data/icsee.html>)

Q725: 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 during the last 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.

Q726: Loans/lines of credit

Record whether the enterprise applied for a loan or a line of credit in the last 12 months. If 'no', skip to Q728.

Q727: 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 Q726).

Record whether the loan application was accepted. If the enterprise applied for more than 1 loan in the past year, consider the most recent loan.

Q728: 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 Q726 (code 2).

Ask the respondent the main reason that 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.**

No need for a loan-enterprise has sufficient capital.....	1
Application procedures for loans or line of credit are complex.....	2
Interest rates are not favourable.....	3
Collateral requirements for loans or line of credit are unattainable.....	4
Size of loan and maturity are insufficient.....	5
Did not think it would be approved.....	6
Other (specify).....	96

Q729: Monthly turnover

Ask for the approximate monthly turnover of the enterprise in local currency (Rands). 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 cost of purchases of goods for resale. Turnover does not include receipts on account of interest and dividends.

Q730: Monthly income

Ask for the total monthly income in local currency (Rands) the enterprise earns after paying all expenses. The respondent 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.

The average of last three operational months should be equal to the total income for last three months in which the enterprise was operational and then divided by 3. For example, suppose the last three operational months are August to October. The total income of the enterprise in August was R20,000; for September, R35,000; and for October, R55,000. The average monthly income = $((25,000+35,000+55,000)/3\text{months}) = (R115,000/3) = R38,333.33$.

Q731: Number of paid employees

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

Q732: Desired size of enterprise

Ask the respondent if the enterprise is his/her desired size or he/she wished to grow it but was not able to. If he/she prefers the same size, skip to Q734.

Q733: Constraints on enterprise

Ask this question only if code 2 was entered in Q732.

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. Enter all of the factors that apply.

Lack of demand.....	1
Lack of inputs.....	2
Lack of finance.....	3
Poor quality electricity and phone.....	4
Lack of trained employees.....	5
Cost of hiring new employees.....	6
Legal regulations.....	7
Poor quality roads.....	8
Lack of market information.....	9
High tax rates.....	10
Lack of clear ownership of land.....	11
High crime rates.....	12
Economic policy uncertainty.....	13
Corruption.....	14
Lack of time to work on the enterprise..	15
Other (specify).....	96

Q734: Participation in training activity

Ask the respondent if he/she has ever participated in in any course or training activity, whether formal or informal, on how to start an enterprise. Types of training many 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) should be included.

Yes, as part of my regular education at school.....	1
Yes, at my initiative.....	2
Yes, as a condition for receiving a loan/for participating in a program....	3
Yes, other (specify).....	96
No.....	4

Q735: Receipt of advice

Ask the respondent who gives him/her 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) (code 96). Indicate code 5 if no one gives advice. Types of advice may include advice on identifying new clients, investment opportunities, diversifying goods or services, managing employees, etc.

Q736: Motivations for starting enterprise

Ask the respondent what his/her **main reason** was for starting 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.

To fill a need seen in the market for an entirely new product/service or for an improvement in an existing product/service.....	1
Because the owner identified a very profitable area for enterprise (low wages, cheap inputs, new fashion).....	2
To make more money.....	3
To gain greater flexibility, control of time.....	4
To fulfill a dream, realize a passion.....	5
To supplement the family income.....	6
Because it is the family enterprise (it is what is expected).....	7
To make a positive contribution to life in the community.....	8
Because the owner did not have any other choice/lost job, laid off/to feed family.....	9
Other (specify).....	96

Q737: 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. Enter all of the factors that apply.

More money at the end of the month for me and my family.....	1
More support from my spouse/partner/family and community.....	2
Having more time to spend with my family.....	3
Having less problems complying with public regulations/spend less time to fill paperwork, get authorisations and pay taxes.....	4
Feeling less concerned about my personal security and the security of my assets.....	5
Having capable and motivated help (from my paid and unpaid employees).....	6
Nothing, I am fully satisfied with my work as enterprise owner.....	7
Other (specify).....	96

Q738: Enterprise assets

Enter '1' in the appropriate column if the enterprise currently owns any equipment/furniture, inventory/stock of material and vehicles. If 'no' or the respondent does not know, skip to Q742.

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

Q739: Value of enterprise assets

Ask the respondent to estimate in local currency (Rands) how much could be received for all of the equipment/furniture or inventory/stock of material or vehicles 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.

Q740 and Q741(a-c): Decides how to use money from sale of enterprise asset

Q740 asks the respondent, if the enterprise asset were to be sold today, would he/she decide how the money would be used. If alone (code 1) or refusal to respond (code 97), skip to 742. Note that this question is hypothetical so the respondent should answer even if there are no plans to sell the enterprise asset. Select the name of the other household member who would decide how to use the money for Q741. If more than one person would be involved in deciding how the money would be used, names of all such persons can be selected. If someone from outside of the household would decide how the money from the sale of the enterprise asset would be used, enter the number of such persons.

Q742 and Q743 (a-c): Right to sell enterprise

Q742 asks if the respondent has the right to sell the enterprise. If alone (code 1) or refusal to respond (code 97), skip to 744. Select the name of the other person who has the right to sell the enterprise even if he or she needs to obtain the consent or permission of someone else for Q743. If more than 1 person has this right to sell, names of all such persons or the number of someone from outside of the household can be recorded.

Q744 and Q745 (a-c): Right to bequeath enterprise

Q744 asks if the respondent has the right to bequeath the enterprise. If alone (code 1) or refusal to respond (code 97), skip to 746. Select name of the other person who has the right to bequeath the enterprise even if he or she needs to obtain the consent or permission of someone else for Q745. If more than 1 person has the right to bequeath, names of all such persons or for the number of someone from outside of the household can be recorded.

Q746: Knowledge of enterprise

Ask the respondent whether there is anyone in his/her household age 18 or 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 name of the person(s) age 18 or above who do not know about the respondent's ownership of the enterprise.

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.

4.11 Module 8: Other real estate

Q801: Ownership of other real estate

This is the screening question to determine whether the respondent 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), such as buildings (completed or uncompleted), flats, and non-agricultural plot, either in rural or urban areas. Also included are any land or stores belonging to an enterprise. We will be asking additional questions about what it means to own the real estate, so at this point we want to know if the respondent claims ownership of the real estate. They may or may not have an ownership document. If the respondent does not own any other real estate or refuses to respond, skip to Q825.

Q802: Listing of real estate

The enumerator must read the categories of other real estate listed. For each piece of real estate owned by the respondent, list the type of real estate by entering the appropriate code. If 2 or more of the same type of real estate are owned (for example, 2 semi-detached houses), list them according to the year they were acquired, from most recent to oldest. List all other real estate owned by the respondent 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: Real estate use

Ask the respondent what the real estate is used for. Do not read out the codes for use of real estate but allow the respondent to answer this question and code the response appropriately. If the option is household non-commercial use, rented out, 'other' or respondent does not know, skip to Q806.

Q805: Real estate ID code

This question should only be asked for real estate that is used by the respondent for commercial use. Ask the respondent which enterprise 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.

Q806 and Q807 (a-c): IDs of real estate owners

Q806 asks if the respondent jointly owns the real estate with other people. Select the name of the person(s) who is the owner(s) of the real estate. If no (code 2), skip to 808. If the real estate is owned by more than one person in the household, select names of all owners for Q807. If the real estate is owned jointly with someone from outside of the household, enter the number of such persons. 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 acquired

Record the year the respondent acquired the real estate. If the real estate is jointly owned by two or more people, enter the year the respondent acquired it since each owner may have acquired the real estate in a different year.

Q809: 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 MOA (mode of acquisition) of the respondent since each owner may have acquired the real estate in a different way.

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 the respondent on it. If there is more than 1 type of document, list the one that is held by the respondent. For example, if there is a deed, but he/she does not 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, skip to Q813.

Q811 and Q812 (a-d): Person(s) listed as owner(s) on document

Q811 asks if the respondent's name is listed on the ownership document. If alone (code 1) or refusal to respond (code 97), skip to Q813. Select the name of the household member whose name is listed as an owner on the ownership document for the real estate for Q812. If more than 1 household member is listed as an owner on the document, select names of all owners. If the name of someone from outside of the household is listed as an owner, enter the number of such persons.

Q813 and Q814 (a-d): Right to sell real estate

Q813 asks if the respondent has the right to sell the real estate. If alone (code 1) or cannot be sold (code 4), skip to Q815. Select the name of the person who also has the right to sell the real estate even if he or she needs to obtain the consent or permission of someone else for Q814. If more than 1 person has this right to sell, names of all such household members or the number of persons from outside of the household can be recorded.

Q815 and Q816 (a-d): Right to bequeath real estate

Q815 asks if the respondent has the right to bequeath the real estate. If alone (code 1) or cannot be bequeathed (code 4), skip to Q917. Select the name of the person who also has the right to bequeath the real estate even if he or she needs to obtain the consent or permission of someone else for Q816. If more than 1 person has the right to bequeath, names of all such household members or for the number of persons from outside of the household can be recorded.

Q817: Real estate market

Ask whether real estate owners sell or rent out real estate in and around the community and if the respondent is aware of the value of recent sales of real estate or rental transactions. Enter the appropriate code. If the respondent reports no transactions or does not know, skip to Q819.

Q818 and Q819: Value of real estate

Q818 asks the respondent if he/she is informed about recent real estate sales or rental transactions. Ask the respondent to estimate in local currency (Rands) how much could be received for the real estate if it were to be sold today for Q819. The estimate should be based on the age and current state of the property. If he/she can't estimate this (does not know) enter code 98, if he/she refuses to answer enter code 97.

Q820: Cost of constructing dwelling

This question should only be asked if real estate is code 1,3,4,5 and 6 in Q802.

Ask the respondent to estimate in local currency (Rands) how much it would cost to construct this type of real estate today, including the cost of the plot of land on which it is located. If he/she can't estimate this, enter or '98' if he/she does not know or '97' if refuses to answer.

Q821 and Q822 (a-d): Who would decide how to use money from the sale of real estate

Q821 asks the respondent, if the real estate were to be sold today, if he or she would decide how the money would be used. If alone (code 1), skip to Q823. Note that this question is hypothetical so the respondent should answer even if there are no plans to sell the real estate. Select the name of the household member who would decide how to use the money for Q822. If more than 1 person would be involved in deciding how the money would be used, names of all such household members can be selected. If someone from outside of the household would decide how the money from the sale of the real estate would be used, enter the number of such persons.

Q823: Knowledge of real estate

Ask the respondent whether there is anyone in his/her household age 18 or 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 Q825 if there are no other pieces of real estate owned by a member of the household.

Q824: ID of person(s) who do not know about real estate

Select the name of the person(s) above the age of 18 who do not know about the respondent's ownership of the real estate. Up to 3 IDs can be listed.

Q825: Other real estate

Enumerator - ask after completing all other questions for each real estate listed in Q802. Ask if there is any other real estate that respondent does not own but for which he/she she decides on how the money for sale or rent will be used.

Q826: 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.

4.12 Module 9: Consumer durables

Q901: Ownership of consumer durables

This is the screening question to determine whether the respondent 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. Consumer durables that are not in working order and for which the respondent has no intention of having them repaired for use, should not be listed. If the respondent does not own any of the categories of consumer durables listed, skip to the Q903.

Q902: Ownership patterns of consumer durables

If the respondent jointly owns the consumer durables with other people ask for their ID codes. select the name of any household member that owns one or more pieces of the consumer durables. If jointly owned by non-household members, enter the number of such persons.

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.

4.13 Module 10: Financial assets

Q1001: Ownership of financial assets

This is the screening question to determine whether the respondent owns a financial asset, either exclusively or jointly with someone else. Firstly explain that an account can be used to save money, to make or receive payments, or to receive wages or financial help. Ask if the respondent owns exclusively or jointly one of the following: a bank account, a microfinance account, an informal savings program, stocks/shares, a pension fund, life insurance or other type of account. If the respondent does not own **any** of the categories of financial assets listed, or the respondent 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 the respondent, list the type of financial asset by entering the appropriate code. If more than one financial is owned, start with the most to the least valuable. If 2 or more of the same type of financial asset are owned (for example, 2 bank accounts), list them all, separately. List all financial assets owned by the respondent 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 and Q1004 (a-d): Name(s) on account

Q1003 asks if the respondent's name is on the account. If alone (code 1) or refusal to respond (code 97), skip to Q1005. Select the name of the person/s whose name is on the account for Q1004. If more than 1 household member's name is on the account, select all relevant names. If the name(s) of someone from outside of the household is on the account, enter the number of such persons.

Q1005: Value of financial asset

Ask the respondent to estimate the value of the financial asset. Estimate in local currency (Rands) the current value of the financial asset. If the respondent does not know, enter 98. If the respondent refuses to say, enter 97.

Q1006: Knowledge of financial asset

Ask the respondent whether there is anyone in his/her household age 18 or 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: Person(s) who do not know about financial assets

Select names of the person(s) age 18 or above who do not know about the respondent's ownership of the financial assets.

Q1008-1012 are about loans members of the household have made to others.

Q1008: Loan(s) made by the respondent

This question asks whether any person, group of persons or institution has borrowed money from the respondent, for which money is still owed. **We do not want to know about loans that respondent have made to others which have been completely repaid. If the respondent has a private company, loans made out to others by the company should not be included here.** If no person or enterprise owes the respondent money, enter '2' and skip to Q1015. If the respondent refuses to answer, enter code '97' and skip to Q1015. If more than one person or enterprise owes money, start with largest to smallest amount. Also, please note that money borrowed and to be repaid on the same day, for example, if someone borrowed R50 from their friend because they forgot their wallet at home, should not be entered as a loan.

Q1009: Description and code of borrower

The question asks who the respondent lent the money to. For each loan made by the respondent, select from the list provided the borrower.

Family and/ or household member.....	1
Friend.....	2
Employer.....	3
Client/ customer.....	4
Other (specify).....	96
Refuses to respond.....	97

Based on this description, enter the appropriate code. **Obtain a complete listing of all loans before proceeding to other questions.**

Q1010 and Q1011: Names of household lenders

Q1010 asks the respondent if he/she lent the money with someone else. If no (code 2) or refusal to respond (code 97), skip to 1012. Select the name of the household member who lent the money for Q1011. If more than one household member jointly lent the money, select names of all and enter the number of all non-household members.

Q1012: Outstanding balance

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

Q1013: Knowledge of money lent out

Ask the respondent whether there is anyone in his/her household age 18 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: Person(s) who do not know about financial assets

Select names of the person(s) age 18 and above who do not know about the loan the respondent made.

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.

4.14 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 the respondent currently owes money to any individual, group of individuals, or institution. **We do not want to know about loans that the respondent took which have been completely repaid.** If the respondent does not currently owe money or the respondent refuses to respond, skip to Q1109. If the respondent owes money to more than one person or institution, start with largest to the smallest amount. Also, please note that money borrowed and to be repaid on the same day, for example, if the respondent borrowed R50 from their friend because they forgot their wallet at home, should not be entered.

Q1102: Description and code of lender

For each loan taken out by the respondent, enter a brief description of whom the money was borrowed from. Based on this description, enter the appropriate code from the list provided.

Friends/relatives.1
 Private money lender.....2
 Landlord3
 Employer.....4
 Bank.....5
 Credit institutions.....6
 Input trader/shop keeper....7
 Other (specify).....96

Obtain a complete listing of all loans before proceeding to other questions.

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.

Q1104 and Q1105 (a-c): Names of borrowers

Q1104 asks if the respondent borrowed the money with someone else. If not (code 2) or refusal to respond (code 97), skip to 1106. Select the name of the person(s) who borrowed the money for Q1105. If more than one member of the household borrowed the money, select names of all such members. If the money was borrowed jointly with someone from outside of the household, enter the number of persons.

Q1106: Outstanding balance

Ask the respondent to estimate in local currency (Rands) 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: Knowledge of loan borrowed

Ask the respondent whether there is anyone in his/her household age 18 or above who **does not know** about the loan the respondent borrowed, either solely or jointly with another person(s). If 'no', skip to the next loan borrowed or to Q1109 if there are no other loans borrowed by a member of the household.

Q1108: Person(s) who do not know about loan borrowed

Select names of the person(s) age 18 or above who do not know about the loan the respondent borrowed.

Q1109: 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.

4.15 Module 12: Decision making module

This section measures the extent to which individuals' are independent in making decision on different aspects of their lives, for example, the right to seek health care and the use of household income. Also included in this section are perception questions with regards to control and the perpetration of violence.

Q1201 and Q1202: Use of income

Q1201 asks the respondent about who decides on how to use his/her income, and if partnered, Q1202 asks who decides about how to use the partner's income. The question addresses roles in making various household decisions.

Q1203: Decision about health care

Ask the respondent about who decides his/her health care, including visits to health facilities and practitioners.

Q1204: Decision about purchases

Ask the respondent about who decides about major household purchases for example: vehicle, house etc.

Q1205: Decisions about visits

Ask the respondent about who decides about visits to his/her family or relatives.

Q1206: Attitude towards beatings

Ask the respondent if it is right for a man to hit a woman. **Do not be judgmental** the respondent has a right to their own opinion.

Q1207: Attitude towards beatings

Ask for the respondent's opinion if they agree if violence is justified under the various circumstances (Q1207a-Q1207e). NB: These questions are perception questions and are **not** about what is actually happening in their current relationships. It is important to note the instruction above since sometimes respondents misunderstand questions and think you are asking about their personal experiences.

Q1208: Experience of beatings

Ask if the respondent has ever experienced beatings from the current partner, remember the question is not only directed on women it is also asked of men.

Tips on asking questions:

- Read the question exactly as written
- Be careful not to suggest one response over another
- Be careful not to emphasize one response choice over another

- Do not probe unnecessarily
- You will be provided with contact information for groups that help those experiencing difficulties – do not impose the list on respondents even if you may feel they need it.
- Do not be judgmental

Q1209: 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.

4.15 Module 13: End of interview

Q1301-1304 should be completed by the enumerator.

Q1301: Completion status of Individual Questionnaire

Enter the appropriate code for whether the Individual Questionnaire was completed (code 1); partially completed (code 2); not administered/interviewed because a household member refused to allow the interview to take place (code 3); or not administered/interviewed for another reason (code 4, specify reason). Reason for "partially done" or "not interviewed" should be explained under "remarks by enumerator" in Module 1B: Staff Details. If completed or partially done, skip to Q1303.

Q1302: Manner in which individual interviews were conducted

Indicate the manner in which the individual interviews were conducted.

Simultaneously.....	1
Sequentially.....	2
Other	3
Not applicable, only 1 individual assets interview in this household.....	4

Q1303: Number of call backs

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

Q1304: End time of Individual Questionnaire

Record the end time of the individual questionnaire. If interview was interrupted and resumed at a later time, provide an estimation of the total duration of the interview (in hours and minutes).

ANNEXURES

ANNEX 1: LANGUAGE CODES

- 1 Afrikaans
- 2 English
- 3 IsiNdebele
- 4 IsiXhosa
- 5 IsiZulu
- 6 Sepedi
- 7 Sesotho
- 8 Setswana
- 9 Sign language
- 10 SiSwati
- 11 Tshivenda
- 12 Xitsonga
- 13 Other (specify)

ANNEX 3: CODES FOR HIGHEST EDUCATION LEVEL ATTAINED

- 0 Grade R/0
- 1 Grade 1/SubA/Class 1
- 2 Grade 2/SubB/Class 2
- 3 Grade 3/Standard 1/AET 1 (Kha Ri Gude, Sanli)
- 4 Grade 4/Standard 2
- 5 Grade 5/Standard 3/AET 2
- 6 Grade 6/Standard 4
- 7 Grade 7/Standard 5/AET 3
- 8 Grade 8/Standard 6/Form 1
- 9 Grade 9/Standard 7/Form 2/AET 4
- 10 Grade 10/Standard 8/Form 3
- 11 Grade 11/Standard 9/Form 4
- 12 Grade 12/Standard 10/Form 5/Matric
- 13 NTC 1/N1/NC(V)/Level 2
- 14 NTC 2/N2/NC(V)/Level 3
- 15 NTC 3/N3/NC(V)/Level 4
- 16 N4/NTC4
- 17 N5/NTC5
- 18 N6/NTC6
- 19 Certificate with less than Grade 12/Std 10
- 20 Diploma with less than Grade 12/Std 10
- 21 Certificate with Grade 12/Std 10
- 22 Diploma with Grade 12/Std 10
- 23 Higher Diploma (Technikon/University of Technology)
- 24 Post Higher Diploma (Technikon/University of Technology Masters, Doctoral)
- 25 Bachelor's Degree
- 26 Bachelor's Degree with post-graduate diploma
- 27 Honours Degree
- 28 Higher degree (Masters, Doctorate)
- 29 Other (Specify)
- 30 Do not know
- 98 No schooling

ANNEX 4: INTERNATIONAL STANDARD INDUSTRIAL CLASSIFICATION (ISIC) Rev 4

Following is the description of non-agricultural activities at the Section (1-digit) level of ISIC Rev. 4

A **Agriculture, forestry and fishing**

This section includes the exploitation of vegetal and animal natural resources, comprising the activities of growing of crops, raising and breeding of animals, harvesting of timber and other plants, animals or animal products from a farm or their natural habitats.

B **Mining and quarrying**

This section includes the extraction of minerals occurring naturally as solids (coal and ores), liquids (petroleum) or gases (natural gas). Extraction can be achieved by different methods such as underground or surface mining, well operation, seabed mining etc. This section also includes supplementary activities aimed at preparing the crude materials for marketing, for example, crushing, grinding, cleaning, drying, sorting, concentrating ores, liquefaction of natural gas and agglomeration of solid fuels. These operations are often carried out by

the units that extracted the resource and/or others located nearby

C **Manufacturing**

This section includes the physical or chemical transformation of materials, substances, or components into new products, although this cannot be used as the single universal criterion for defining manufacturing. The materials, substances, or components transformed are raw materials that are products of agriculture, forestry, fishing, mining or quarrying as well as products of other manufacturing activities. Substantial alteration, renovation or reconstruction of goods is generally considered to be manufacturing. Assembly of the component parts of manufactured products is considered manufacturing. This includes the assembly of manufactured products from either self-produced or purchased components.

The boundaries of manufacturing and the other sectors of the classification system can be somewhat blurry. As a general rule, the activities in the manufacturing section involve the transformation of materials into new products. Their output is a new product.

D **Electricity, gas, steam and air conditioning supply**

This section includes the activity of providing electric power, natural gas, steam, hot water and the like through a permanent infrastructure (network) of lines, mains and pipes. Also included are the distribution of electricity, gas, steam, hot water and the like in industrial parks or residential buildings. This section includes the operation of electric and gas utilities, which generate, control and distribute electric power or gas. Also included is the provision of steam and air-conditioning supply.

E Water supply; sewerage, waste management and remediation activities

This section includes activities related to the management (including collection, treatment and

disposal) of various forms of waste, such as solid or non-solid industrial or household waste, as well as contaminated sites. The output of the waste or sewage treatment process can either be disposed of or become an input into other production processes. Activities of water supply are also grouped in this section, since they are often carried out in connection with, or by units also engaged in, the treatment of sewage.

F Construction

This section includes general construction and specialised construction activities for buildings

and civil engineering works. It includes new work, repair, additions and alterations, the erection of prefabricated buildings or structures on the site and also construction of a temporary nature.

General construction is the construction of entire dwellings, office buildings, stores and other

public and utility buildings, farm buildings etc., or the construction of civil engineering works

such as motorways, streets, bridges, tunnels, railways, airfields, harbours and other water projects, irrigation systems, sewerage systems, industrial facilities, pipelines and electric lines, sports facilities, etc.

Also included is the repair of buildings and engineering works and the development of building projects for buildings or civil engineering works by bringing together financial, technical and physical means to realise the construction projects for later sale. If these activities are carried out not for later sale of the construction projects, but for their operation (e.g. renting of space in these buildings, manufacturing activities in these plants), the unit would not be classified here, but according to its operational activity, i.e. real estate, manufacturing etc.

G Wholesale and retail trade; repair of motor vehicles and motorcycles

A This section includes wholesale and retail sale (i.e. sale without transformation) of any type of

goods and the rendering of services incidental to the sale of these goods. Wholesaling and retailing are the final steps in the distribution of goods. Goods bought and sold are also referred to as merchandise.

Also included in this section are the repair of motor vehicles and motorcycles.

H Transportation and storage

This section includes the provision of passenger or freight transport, whether scheduled or not, by rail, pipeline, road, water or air and associated activities such as terminal and parking facilities, cargo handling, storage etc. Included in this section is the renting of transport equipment with driver or operator. Also included are postal and courier activities.

I Accommodation and food service activities

This section includes the provision of short-stay accommodation for visitors and other travellers and the provision of complete meals and drinks fit for immediate consumption.

J Information and communication

This section includes the production and distribution of information and cultural products, the

provision of the means to transmit or distribute these products, as well as data or communications, information technology activities and the processing of data and other information service activities.

The main components of this section are publishing activities, including software publishing, motion picture and sound recording activities, radio and TV broadcasting and programming activities, telecommunications activities and information technology activities and other information service activities.

K Financial and insurance activities

This section includes financial service activities, including insurance, reinsurance and pension

funding activities and activities to support financial services. This section also includes the activities of holding assets, such as activities of holding companies and the activities of trusts, funds and similar financial entities.

L Real estate activities

This section includes acting as lessors, agents and/or brokers in one or more of the following: selling or buying real estate, renting real estate, providing other real estate services such as appraising real estate or acting as real estate escrow agents. Activities in this section may be carried out on own or leased property and may be done on a fee or contract basis. Also included is the building of structures, combined with maintaining ownership or leasing of such structures. This section includes real estate property managers.

M Professional, scientific and technical activities

This section includes specialised professional, scientific and technical activities. These activities require a high degree of training, and make specialised knowledge and skills available to users.

N Administrative and support service activities

This section includes a variety of activities that support general business operations. These activities differ from those in section M, since their primary purpose is not the transfer of specialised knowledge.

O Public administration and defence; compulsory social security

This section includes activities of a governmental nature, normally carried out by the public

administration. This includes the enactment and judicial interpretation of laws and their pursuant regulation, as well as the administration of programmes based on them, legislative activities, taxation, national defence, public order and safety, immigration services, foreign affairs and the administration of government programmes. This section also includes compulsory social security activities.

P Education

This section includes education at any level or for any profession, oral or written as well as by radio and television or other means of communication. Also included are military schools and academies, prison schools etc. at their respective levels. The section includes public as well as private education. For each level of initial education, the classes include special education for physically or mentally handicapped pupils. This section also includes instruction primarily concerned with sport and recreational activities such as bridge or golf and education support activities.

Q Human health and social work activities

This section includes the provision of health and social work activities. Activities include a wide range of activities, starting from health care provided by trained medical professionals in hospitals and other facilities, over residential care activities that still involve a degree of health care activities to social work activities without any involvement of health care professionals.

R Arts, entertainment and recreation

This section includes a wide range of activities to meet varied cultural, entertainment and recreational interests of the general public, including live performances, operation of museum sites, gambling, sports and recreation activities.

S Other service activities

This section (as a residual category) includes the activities of membership organisations, the repair of computers and personal and household goods and a variety of personal service activities not covered elsewhere in the classification.

T Activities of households as employers; undifferentiated goods- and services-producing activities of households for own use

The activities of households as employers of domestic personnel include activities of households as employers of domestic personnel such as maids, cooks, waiters, valets, butlers, laundresses, gardeners, gatekeepers, stable-lads, chauffeurs, caretakers, governesses, babysitters, tutors, secretaries etc. It allows the domestic personnel employed to state the activity of their employer in censuses or studies, even though the employer is an individual. The product produced by this activity is consumed by the employing household.

Undifferentiated goods-producing activities of private households for own use include undifferentiated subsistence goods-producing activities of households, i.e., the activities of households that are engaged in a variety of activities that produce goods for their own subsistence. These activities include hunting and gathering, farming, the production of shelter and clothing and other goods produced by the household for its own subsistence.

If households are also engaged in the production of marketed goods, they are classified to the appropriate goods-producing industry of ISIC. If households are principally engaged in a specific goods-producing subsistence activity, they are classified to the appropriate goods-producing industry of ISIC.

U Activities of extraterritorial organisations and bodies

This class includes activities of international organisations such as the United Nations and the specialised agencies of the United Nations system, regional bodies etc., the International Monetary Fund, the World Bank, the World Customs Organisation, the Organisation for Economic Co-operation and Development, the Organisation of Petroleum Exporting Countries, the European Communities, the European Free Trade Association etc. This class also includes activities of diplomatic and consular missions when being determined by the country of their location rather than by the country they represent.

ANNEX 5: CROP CODES

- 1 Grains and food crops (maize, wheat, beans, sorghum, millet, groundnuts, etc)
- 2 Industrial crops (tea, coffee, cotton, tobacco)
- 3 Fruit and vegetable production
- 4 Fodder grazing/pressure or grass for animals
- 5 Forestry

ANNEX 6: SQUARE METRES TO HECTARES CONVERSION CHART

Square meters (m ²)	Hectares (ha)
1 m ²	0.0001 ha
2 m ²	0.0002 ha
3 m ²	0.0003 ha
4 m ²	0.0004 ha
5 m ²	0.0005 ha
6 m ²	0.0006 ha
7 m ²	0.0007 ha
8 m ²	0.0008 ha
9 m ²	0.0009 ha
10 m ²	0.001 ha
20 m ²	0.002 ha
30 m ²	0.003 ha
40 m ²	0.004 ha
50 m ²	0.005 ha
75 m ²	0.0075 ha
100 m ²	0.01 ha
250 m ²	0.025 ha
500 m ²	0.05 ha
750 m ²	0.075 ha
1,000 m ²	0.1 ha
2,500 m ²	0.25 ha
5,000 m ²	0.5 ha
7,500 m ²	0.75 ha
10,000 m ²	1 ha
25,000 m ²	2.5 ha
50,000 m ²	5 ha

The formula to convert m² to hectares is: hectares = **m² ÷ 10,000**

The formula to convert hectares to m² is: m² = **hectares x 10,000**

NB: A typical football pitch in South Africa is 0.82 (75m x 110m)

ANNEX 6: EDGE CAPI PROCESS FLOW

Overview of CAPI structure

The CAPI questionnaire consists of 4 main sections: 1) the prefilled information on sample characteristics, including sample type (I or C); 2) the household identification; 3) the household questionnaire, comprising the household roster and household questionnaire wrap-up; and 3) the individual questionnaire, comprising the individual cover, the assets and entrepreneurship modules, the decision-making module and the end of questionnaire module.

Respondent selection and interviewing protocols

- In all households, the household questionnaire will be administered once by the main enumerator, and the information will be entered into both CAPI tablets
- In all households, the randomly selected adult respondent will receive modules 3-13 in the individual questionnaire
- In sample category "C-random adult and spouse" households, the randomly selected adult respondent and his/her spouse (if applicable) will receive modules 3-13 in the individual questionnaire
- In all households, all available entrepreneurs identified in the household roster will receive modules 7, 12, and 13.

Male enumerators should always interview male respondents and female enumerators should always interview female respondents.

To the extent possible, the randomly selected adult and his/her spouse/partner should be interviewed simultaneously and all entrepreneurs should be interviewed simultaneously.

Protocol for administering the household questionnaire

- The main interviewer for the household questionnaire will always administer the household questionnaire, including the household identification, the roster and the household questionnaire wrap-up
- One enumerator per field team will be the main interviewer for all households the team is responsible for in sample category "I -random adult." His/her survey partner will be the main interviewer for all households the team is responsible for in sample category "C -random adult and spouse"
 - In sample mode, the sample category is identified in the pre-filled section of the questionnaire under "Type of Selection"
 - The main interviewer is identified by the assignment number in the pre-filled information section. If he/she sees his assignment number, he/she is the main interviewer for that household
- After identifying the sample category for a given household, each enumerator must enter the appropriate code under "Questionnaire type" in the pre-filled section of the questionnaire
 - The enumerator responsible for being the main interviewer in sample category "I" households always selects "main interview" while the secondary enumerator always selects "secondary interview"

- The enumerator responsible for being the main interviewer in sample category “c” households selects “main interview” while the secondary enumerator selects “secondary interview”

EDGE CAPI Process flow for administering the questionnaire

Sample Category “I-random adults” households

- In category “I” households, 1 randomly selected adult plus any entrepreneurs identified in the household roster are interviewed
- Upon approaching the household and assessing the availability of an adult household member to complete the household questionnaire, each enumerator should look at the assignment number in the pre-filled information section. The enumerator who sees his/her assignment number is the main interviewer for this household
- In sample category “I – random adult” households, the main interviewer selects “main interview” and the secondary interviewer selects “secondary interview” under “Questionnaire Type” in the pre-filled section of the questionnaire.
- The main interviewer asks the questions and records the answers in his/her tablet for the household identification, the roster and the end of household questionnaire wrap-up sections. At the same time, the secondary enumerator enters the same answers into his/her tablet, ensuring that his/her information matches the information recorded by the main interviewer
- Once the household questionnaire is completed, both the main interviewer and the secondary interviewer proceed to the individual cover
- On the main interviewer's questionnaire, the name of the randomly selected adult will be listed. If any entrepreneurs were identified in the household roster, their names will be listed below
 - On the secondary interviewer's questionnaire, this information will not appear
- Based on the list of respondents generated on the individual cover of the main interviewer's questionnaire, each enumerator will create a list of respondents on his/her respective individual covers that he/she will be responsible for interviewing.
 - Because the male enumerator will interview all male respondents and the female enumerator will interview all female respondents, each enumerator must look at the list generated on the main interviewer's tablet and newly list only the names of the respondents matching his/her sex
- The enumerators should now proceed with the protocols delineated on pg. 10 of the EDGE Training Manual. The enumerator responsible for interviewing the randomly selected respondent should assess whether he/she is available for interview
 - If yes, proceed with the interview by clicking on the name of the randomly selected respondent to be interviewed
 - CAPI will guide the enumerator through all relevant modules (3-13)
 - If no, schedule a revisit
 - If the enumerator has any entrepreneurs to interview, he/she should assess whether the entrepreneurs are available for interview
 - If yes, proceed with the interviews by clicking on the name of the entrepreneur being interviewed

- CAPI will guide the enumerator through all relevant modules (7, 12, and 13)
 - If no, schedule a revisit
- If the other enumerator has any entrepreneurs to interview, he/she should also assess whether the entrepreneurs are available for interview
 - If yes, proceed with the interviews on the name of the entrepreneur being interviewed
 - CAPI will guide the enumerator through all relevant modules (7, 12, and 13)
 - If no, schedule a revisit
- If no individual interviews are assigned to one enumerator (e.g. there are no females among the selected respondents so the female enumerator will conduct no interviews in this household):
 - The enumerator will fill out the following question: "Enumerator: How many assignments do you have in this interview?" If enumerator enters "0", then the assignment of the enumerator for this household is complete.

Sample Category "C-random adult and spouse" households

- In category "C" households, 1 randomly selected adult plus his/her spouse/partner (if applicable) plus any entrepreneurs identified in household roster are interviewed
- Upon approaching the household and assessing the availability of an adult household member to complete the household questionnaire, each enumerator should look at the assignment number in the pre-filled information section. The enumerator who sees his/her assignment number is the main interviewer for this household
- In sample category "C – random adult and spouse" households, the main interviewer selects "main interview" and the secondary interviewer selects "secondary interview" under "Questionnaire Type" in the pre-filled section of the questionnaire.
- The main interviewer asks the questions and records the answers in his/her tablet for the household identification, the roster and the end of household questionnaire wrap-up sections. At the same time, the secondary enumerator enters the same answers into his/her tablet, ensuring that his/her information matches the information recorded by the main interviewer
- Once the household questionnaire is completed, both the main interviewer and the secondary interviewer proceed to the individual cover
- On the main interviewer's questionnaire, the name of the randomly selected adult will be listed first and his/her spouse (if applicable) will be listed second. If any entrepreneurs were identified in the household roster, their names will be listed below
 - On the secondary interviewer's questionnaire, this information will not appear
- Based on the list of respondents generated on the individual cover of the main interviewer's questionnaire, each enumerator will create a list of respondents on his/her respective individual cover that he/she will be responsible for interviewing.
 - Because the male enumerator will interview all male respondents and the female enumerator will interview all female respondents, each enumerator must look at the list generated on the main interviewer's tablet and newly list only the names of the respondents matching his/her sex

- The enumerators should now proceed with the protocols delineated on pg. 10 of the EDGE Training Manual and assess whether the randomly selected adult and his/her spouse (if applicable) are available for interview
 - If yes, proceed with the interviews simultaneously by clicking on the names of the respondents to be interviewed
 - CAPI will guide the enumerator through the list of relevant modules (3-13)
 - If no, schedule revisits
- If the enumerators have any entrepreneurs to interview, they should assess whether the entrepreneurs are available for interview
 - If yes, proceed with the interviews simultaneously by clicking on the names of the entrepreneurs to be interviewed
 - CAPI will guide the enumerator through all relevant modules (7, 12 & 13)
 - If no, schedule revisits
- If no individual interviews are assigned to one enumerator (e.g. there are no females among the selected respondents so the female enumerator will conduct no interviews in this household):
 - The enumerator will fill out the following question: "Enumerator: How many assignments do you have in this interview?" If enumerator enters "0", then the assignment of the enumerator for this household is complete.