

CHAPTER ONE

Introduction to the Project

The United Nations Evidence and Data for Gender Equality (EDGE) project¹, the World Bank Living Standards Measurement Study (LSMS) program², and the Uganda Bureau of Statistics (UBOS) is collaborating on the design and implementation of the Methodological Survey Experiment on Measuring Asset Ownership from a Gender Perspective (MEXA).

MEXA will provide the first empirical evidence on **who in the household** should be interviewed to gather information at the individual level on ownership, control, and valuation of physical and financial assets. Many surveys interview either the head of the household or the self-identified most knowledgeable person in the household about the assets that belong to household members.

However, for collecting information about the assets that belong to individuals **within the household**, including men and women, interviewing the head of household or the most knowledgeable person in the household may not yield accurate information-if for example, that person does not know about the assets that belong to others.

MEXA findings will provide guidance to several countries around the globe that will pilot data collection on individual level asset ownership and control under the EDGE project. The findings will also be incorporated into the final methodological guidelines on measuring asset ownership and control from a gender perspective, which will be presented to the United Nations Statistical Commission in 2016 for endorsement.

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

² The Living Standards Measurement Study (LSMS) was established by the World Bank Development Research Group (DECRG) in 1980 as a response to a perceived need for policy relevant data that would allow policy makers to move beyond the measurement of indicators and to understand the determinants of these observed outcomes. The overarching objectives of the program have been to (i) explore ways of improving the quantity, quality, type and relevance of household survey data collected by national statistical offices (NSOs) in developing countries, (ii) increase the capacity of NSOs to implement household surveys and to analyze household survey data, and (iii) assist policy makers in their efforts to identify how policies could be designed and improved to positively affect outcomes through increase availability, quality and analysis of household survey data. In the latest phase of the program that began in 2008, the LSMS has been providing financial and technical support to NSOs in sub-Saharan Africa through the LSMS-Integrated Surveys on Agriculture (LSMS-ISA) project in the design, implementation and analysis of nationally-representative, multi-topic, panel household surveys with a heavy emphasis on smallholder agriculture. The LSMS-ISA countries currently include Burkina Faso, Ethiopia, Malawi, Mali, Niger, Nigeria, Tanzania, and Uganda.

SURVEY OBJECTIVES

The main objective of MEXA is to compare five interview scenarios that will **NOT** vary in terms of questionnaire content but that **WILL** vary in terms of the selection of the respondents to be interviewed about the ownership, control and valuation of assets at the individual level. The **five interview scenarios (i.e. survey treatments)** are:

1. The standard practice of interviewing the **self-identified most knowledgeable person, alone**, about all of the assets owned, either exclusively or jointly, by individual members of the household;
2. Interviewing a **randomly selected member of the principal couple**, about all of the assets owned, either exclusively or jointly, by individual members of the household;
3. Interviewing the **principal couple, together**, about all of the assets owned, either exclusively or jointly, by individual members of the household;
4. Interviewing **(up to) four adult household members, alone (separately)**, about all of the assets owned, either exclusively or jointly, by individual members of the household;
5. Interviewing **(up to) four adult household members, alone (separately)**, about only the assets they themselves (not others) own, either exclusively or jointly.

STRUCTURE OF QUESTIONNAIRE

The questionnaire has two parts.

The first part is the **Household Questionnaire**. It includes the roster of all household members and asks for demographic and economic information on each member. The Household Questionnaire also includes questions on the basic characteristics of the principal dwelling.

The second part is the **Individual Questionnaire**.

For interview scenarios 1-4, the Individual Questionnaire will ask information about assets **owned by any member of the household, including the respondent**. These assets may be owned exclusively or jointly with someone else. The Individual Questionnaire will include questions on the control and valuation of the listed assets as well.

For interview scenarios 5, the Individual Questionnaire will ask information about assets **owned by the respondents that are interviewed**. Again, these assets may be owned exclusively or jointly with someone else, and there will be questions on the control and valuation of the listed assets as well. While the content of the questionnaire is the same for interview scenario 5, the phrasing of the questions differs slightly from the Individual Questionnaire used in interview scenarios 1-4.

For all interview scenarios, the individual questionnaire collects information on the following physical and financial assets:

1. Principal dwelling
2. Agricultural land
3. Livestock
4. Agricultural equipment (large and small)
5. Non-farm business assets and enterprises
6. Other real estate
7. Consumer durables
8. Financial assets and liabilities
9. Valuables

SURVEY PERIOD AND SAMPLE DESIGN

The survey experiment will take approximately four weeks of field work. In order to increase the efficiency of the MEXA sample design, the sampling frame will be divided into two strata which are as homogeneous as possible. These two strata will be rural and urban.

At the first sampling stage, **140 sample enumeration areas (EAs)** will be selected with probability proportional to size, using the systematic sampling algorithm described in Hansen, Hurwitz, and Madow (1953). The measure of size will be the number of households at the EA-level from the upcoming 2014 Population and Housing Census pre-enumeration listing database.

60 percent of the 140 EAs (i.e. **84 EAs**) will be **rural**, while the rest (i.e. 56 **EAs**) will be **urban**. The EAs will be selected independently in each of the rural and urban stratum.

At the second sampling stage, following a full household listing in each EA, 20 households will be randomly selected. Out of the 20, 4 households will be randomly assigned to each of the five treatment arms.

This design will yield an **initial sample of 2,800 households** or **560 household per treatment arm**. If a household is selected for arms 2 or 3 and the household does not have a principal couple, the household will not be part of MEXA and will be discarded.

SURVEY ORGANIZATION

The Uganda Bureau of Statistics has the major responsibility for conducting MEXA. Each field team will be equipped with a vehicle and will be made up of one Supervisor, four Interviewers, and one Driver. The Supervisor is the team leader and is responsible for overseeing, monitoring and, where necessary, correcting the work of the Interviewers. In addition, the Supervisor is responsible for managing the team's equipment, vehicle and funds. There will be **6 field teams** in total.

YOUR ROLE AS AN INTERVIEWER

Your job is to interview the selected respondent in the sampled households in the Enumeration Area (EA). You must make every effort to interview the selected respondent alone (or for interview scenario 3, the principal couple alone).

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

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

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

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

TRAINING OF INTERVIEWERS

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

Each of you will receive the following materials:

- Sample Household Questionnaire
- Sample Individual Questionnaire
- Interviewer's Training Manual

Each team will receive the following equipment:

- Laptop
- External laptop battery
- 4 Android Tablets
- 4 Android Tablet External Batteries

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

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

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

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

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

SUPERVISION OF INTERVIEWERS

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

- Spot-check some of the households selected for interviewing to be sure that you interviewed the correct households and the correct respondents.
- Review each questionnaire to be sure it is complete and consistent.
- Observe some of your interviews to ensure that you are asking the questions in the right manner and recording the answers correctly.
- Meet with you on a **daily basis** 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

Interviewers 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 LC 1 officials of your EA. Use the introduction letters provided by UBOS and the respective District Local Governments. Start interviewing only when you have identified yourself and exchanged greetings, explained the purpose of the survey, and what it is about, and you have answered all the questions about the survey that people may ask.

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

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

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

CONDUCTING AN INTERVIEW

Successful interviewing is an art and should not be treated as a mechanical process. Each interview is a new source of information, so make it interesting and pleasant. The art of interviewing develops with practice but there are certain basic principles that are followed by every successful 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 RESPONDENTS

The supervisor will assign an interviewer to make the first contact with each of the households selected for interview.

Regarding the Household Questionnaire, the respondent selection should follow the typical household survey protocol. The respondent could be either head of household, his/her spouse if applicable, or other adult (18+) member of the household if head of household or his/her spouse are not available.

Regarding the Individual Questionnaire, however, each of the 5 interview scenarios tested as part of MEXA requires a different respondent(s) to be interviewed. The interviewer **MUST NEVER** substitute the required respondent with another household member.

In interview scenario 1, the respondent for the Individual Questionnaire is the household member who self identifies as the most knowledgeable person about the assets belonging to household members. The respondent is interviewed **alone**.

In interview scenario 2, the respondent for the Individual Questionnaire is a randomly selected member of the principal couple. The respondent is interviewed **alone**.

*Manual of Instructions for MEXA –
Methodological Survey Experiment on Measuring Asset Ownership from a Gender Perspective*

In interview scenario 3, the respondents for the Individual Questionnaire will be the members of the principal couple. The respondents are interviewed **together**.

If a household is selected for interview scenarios 2 or 3 and no principal couple exists in the household (i.e. the head of household is single/divorced/separated/widowed), this household will NOT be part of the MEXA experiment.

If the principal male has two spouses or cohabitating partners, then the female member of the principal couple is the wife or cohabitating partner living in the household with him. If both (or more) wives/partners are household members, then request the principal male to identify one of the wives/partners as the female member of the principal couple to be interviewed as part of interview scenario 3.

In interview scenarios 4 and 5, the respondents will be adult (i.e. 18 and over) household members. Up to four adults per household will be interviewed. The respondents are interviewed **alone**. The interviews take place **simultaneously**.

THE CONSENT FORM

The consent form must be read to the respondent(s) chosen and the respondent and enumerator must sign and date the bottom of the form to make sure that the respondent(s) understands the nature, purpose and confidentiality of his or her response.

If the potential respondent objects to the interview s/he may refuse to sign/thumbprint. If this occurs, explain it in your remarks on the questionnaire and identify that the interview was NOT completed.

There will NOT be replacement households for refusals so you must do your best to communicate to the respondent the importance of this exercise so we can minimize the number of refusals.

BUILDING RAPPORT WITH THE RESPONDENT

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

1. Make a good first impression.

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

2. Always have a positive approach.

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

3. Confidentiality of responses when necessary.

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

4. Answer any questions from the respondent frankly.

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

The respondent may also be concerned about the length of the interview. If he/she asks, tell him/her that the interview usually takes about 40 to 60 minutes. Indicate your willingness to return at another time if it is inconvenient for the respondent to answer questions then.

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

TIPS FOR CONDUCTING THE INTERVIEW

1. Understand the difference between probing and prompting

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

“Can you explain a little more?”

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

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

Prompting is mentioning the possible answers to the respondent. The questionnaire will often indicate whether or not you have to prompt or probe. Follow these instructions carefully.

2. Be neutral throughout the interview.

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

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

3. Never suggest answers to the respondent.

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

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

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

5. Handle hesitant respondents tactfully.

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

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

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

6. Do not form expectations.

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

7. Do not hurry the interview.

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

FIELDWORK PROCEDURES

MEXA Fieldwork will proceed according to a timetable, and the survey will be successful only if each member of the interviewing team understands and follows correct field procedures. The following sections review these procedures and describe the proper procedures for keeping records of selected households.

1. Making callbacks

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

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

2. Keeping information confidential

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

3. Supplies and documents needed for fieldwork

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

- Android tablet
- External battery
- Interviewer's manual
- Your personnel identification
- Clip board
- A bag to carry materials

DEFINITION OF STRUCTURE VS. DWELLING UNIT VS. HOUSEHOLD, CONTACTING HOUSEHOLDS

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

Within a structure, there may be one or more dwelling (or housing) units. For instance, there would be one dwelling unit in a thatched hut, but there may be 50 dwelling units in an apartment building or five dwelling units in a compound. A **dwelling unit** is a room or group of rooms occupied by one or more households. It may be distinguished from the next dwelling unit by a separate entrance.

Within a dwelling unit, there may be one or more households. By definition, a **household** consists of a person or group of persons, related or unrelated, who live together in the same dwelling unit, who acknowledge one adult male or female as the head of household, who share the same living arrangements, who pool some, or all, of their income and wealth and who consume certain types of goods and services collectively, mainly housing and food, and are considered as one unit.

In some cases one may find a group of people living together in the same house, but each person has separate eating arrangements; they should be counted as separate one-person households. Collective living arrangements such as hostels, army camps, boarding schools, or prisons are not considered as households in this survey.

Specific households will be selected to be interviewed, and you should not have any trouble in locating the households assigned to you if you use the listing questionnaire.

GENERAL PROCEDURES FOR COMPLETING THE QUESTIONNAIRE

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

ASKING QUESTIONS

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

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

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

RECORDING RESPONSES

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

Questions with pre-coded responses

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

What is the tenure status of the [PARCEL]??

- 1= Mailo
- 2= Customary
- 3= Leasehold
- 4= Freehold
- 5= Don't know

If [PARCEL] is under Mailo tenure, record code 1, if [PARCEL] is under Customary tenure, record 2, if [PARCEL] is under Leasehold tenure, record 3, if [PARCEL] is under Freehold tenure, record 4, if respondent doesn't know, record 5.

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

FOLLOWING INSTRUCTIONS

Throughout the MEXA questionnaires, 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.

It is very important not to ask a respondent any questions that are not relevant to his/her situation. In cases where a particular response makes subsequent questions irrelevant, an instruction is written in the questionnaire directing you to skip to the next appropriate question. It is important that you carefully follow skip instructions.

Example: 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= Yes, other (specify)
- 7= No (>>414)
- 8= Don't know (>>414)

In Module 4, notice that if you recorded '7' or '8' for Q411, you would skip to Q414.

CHECKING COMPLETED QUESTIONNAIRES

It is the responsibility of the interviewer to review each questionnaire when the interview is finished. ***This review should be done before you leave the household so that you can be sure every appropriate question was asked.***

MEXA computer-assisted personal interviewing (CAPI) application warning messages regarding required questions that have missing values need to be addressed and required answers need to be provided before completing the interview.

Anything out of the ordinary should be explained on the MEXA CAPI application as comments attached to specific questions or as general comments noted at the end of the interview. These will key for Supervisors' and Headquarter's assessment of data quality.

SUBMISSION OF COMPLETED QUESTIONNAIRES TO SUPERVISOR

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

DATA QUALITY

It is the responsibility of the Supervisor to review the questionnaires from a sample cluster while the interviewing team is still in the cluster. It is especially important for the supervisor to conduct thorough edits of questionnaires at the initial stages of fieldwork. The supervisor should discuss with each 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.

CHAPTER TWO
INSTRUCTIONS TO COMPLETE THE HOUSEHOLD QUESTIONNAIRE
APPLICABLE TO ALL INTERVIEW SCENARIOS (1-5)

MODULE 1A: HOUSEHOLD IDENTIFICATION PARTICULARS

Each household will be given a set of code numbers which will uniquely identify it. The identification is very important so accuracy should be observed here. The identification consists of Treatment Assignment code, which will be recorded against item 1, Stratum name and code against item 2, District name and code against item 3, the Sub-stratum code against item 4, County name against item 5, Sub-county name against item 6, Parish name against item 7, and the EA name and code against item 8. The information to be completed in items 1 to 8 will be auto-filled by the MEXA CAPI application.

The three digit serial number assigned to this household during the listing exercise will be recorded against item 9 and the sample number will be recorded against item 10. Sample number refers to the order number during the process of selecting the 20 households that will be interviewed in the EA. In item 11 you will record the name of the household head. In case the name is different from what was recorded in the listing questionnaire, the reason should be explained as remarks attached to the question. In item 12, record the location address of the household surveyed. In item 13, record the GPS coordinates of the dwelling. In item 14, record the code of the main language spoke at home. In item 15, record the code of the language the interview was conducted in.

MODULE 1B: STAFF DETAILS AND SURVEY TIME

The interviewer and supervisor names and codes, and the date, start time and end time of the interview will be auto-filled by the MEXA CAPI application

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

Respondent: The respondent for this section should be the household head. If he/she is not available, his/her spouse, if applicable, could substitute as a respondent. If spouse is also not available, an adult household member could be interviewed. The respondent should be a **usual member** (more on this below) of the household and should be capable of providing all the necessary information about other members of the household. Note that other members can help by adding information or details in the questions concerning them.

Definitions

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

In some cases one may find a group of people living together in the same house, but each person has separate eating arrangements; they should be counted as separate one-person households. Collective living arrangements such as hostels, army camps, boarding schools, or prisons are not considered as households in this survey.

Household members should include individuals that have meals together for at least 6 of the 12 months preceding the interview. Therefore, the member of the household is defined on the basis of the usual place of residence.

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

1. The following categories of people are considered as household members even though they have lived for less than 6 months in the past 12 months:
 - (i) infants who are less than 6 months old,
 - (ii) newly married who have been living together for less than 6 months,
 - (iii) students and seasonal workers who have not been living in or as part of another household, and
 - (iv) other persons living together for less than 6 months but who are expected to live in the household permanently (or for a longer duration).
2. Servants, farm workers and other such individuals who live and take meals with the household are to be identified as household members, even though they may not have blood relationship with the household head.
3. People who have lived in the household for more than 6 months of the past 12 months but have permanently left the household (e.g. divorced or dead) are not considered as members of the household. However, they should be listed in the household roster.

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

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

Head of Household: In most cases, the head of the household is the one who manages the income earned and expenses incurred by the household, and who is the most knowledgeable about other members of the household. He/she will be the person named when you ask the question “Who is the head of this household?”

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 categorized as follows:

Usual members present on the date of interview	1
Usual members not present on the date of interview	2
Children and other regular members away from home for six months or more for education, search of employment, business transactions etc. but present on the date of interview	3
Same as above but not present on the date of interview	4
Non-members or guests staying temporarily on the date of interview	5
Those who were usual members and have stayed abroad for six months or more	6
Those who have left the household permanently or died in the last 12 months	7

Usual members are defined as those persons who have been living in the household for 6 months or more during the last 12 months. However, members who have come to stay in the household permanently are to be included as usual members, even though they have lived in this household for less than 6 months. Furthermore, children born to usual members on any date during the last 12 months will be taken as usual members. Both these categories will be given code "1" or "2" depending upon whether they are present or absent on the date of the interview.

Regular members refer to those persons who would have been usual members of this household, but have been away for more than six months during the last 12 months, for education purposes, search of employment, business transactions, medical treatment etc. and living in boarding schools, lodging houses or hostels etc. These categories will be given code "3" or "4" depending upon presence or absence on the date of the interview.

There may be **guests or visitors** present in the household on the date of the interview these will be given code "5". Note that, relatives to the head who happen to be visitors on the date of survey will be recorded as visitors.

Persons considered members of the household who have lived outside the household for 6 months or more during the last 12 months and **are abroad or overseas** for reasons of schooling and other reasons will be given code "6".

Persons who were household members during the last 12 months but left the household permanently or died will be given code "7".

Q200: ID code (Person ID)

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

The identification code is extremely important, as it allows the information gathered in the various modules of the questionnaire that pertains to the same household member to be linked together. For instance if a person is assigned identification code 05 in the roster, questions that could be linked to the same individual in other modules of the survey, such as "Who owns this dwelling?", should be

in all other modules of the questionnaire where information is collected for individual household members, the information pertaining to this particular person should always be entered in the row corresponding to identification code 05.

Particulars of each household member in this module will be filled in a separate row. Provision has been made for 15 rows. If there are more than 15 persons to be listed on the household roster, use another questionnaire and complete the roster there. You will record the information on these people in that questionnaire and assign ID numbers starting from 16. Questionnaires must be stapled together and household identification particulars should be copied to all used questionnaires.

Q201: Name of household member

You will record the names of all the household members as given by the respondent, starting with the surname. In case of long names, you will record the surname and an initial for the other name. Newly born babies without names may be recorded as 'Baby Boy' or 'Baby Girl'.

The following steps must be followed:

1. The first person must be the head of the household, even if he/she is not the respondent and even if he/she is absent;
2. Next enter the names of members of his/her immediate family (wives/husband and children) who sleep in the dwelling and take their meals together. If there is more than one wife, start with the

first wife, followed by her children in order of age, then the second wife and her children in order of age, and so on.

3. Other persons related to the head of household and his/her husband/wife who sleep in the dwelling and take their meals together;
4. Persons not present but who normally live, sleep and eat together with the household i.e. those who are temporarily away for education purposes, search of employment, business transactions etc. and living in boarding schools, lodging houses or hostels etc.
5. Unrelated persons who sleep in the dwelling and take their meals with the household members.
6. Non members and guests staying temporarily on the date of the interview;
7. Those who were usual members and have stayed abroad for six months or more; and
8. Those who have left the household permanently or died in the last 12 months.

Now administer the questions beginning from column 202 for each of the persons listed. Make sure you finish the set of questions in this section for each person before going onto the next person on the list.

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.'

Q203: Relationship to household head

Against each of the names listed, indicate the relationship to the household head by checking in the appropriate codes. For instance, if a particular person is a son of the household head then you will write code '1' for sex and code '3' for relationship with the head of the household. Be careful in column 203 to obtain the relationship to the head of the household. Pay special attention when the respondent is not the head of the household because the respondent in this case may give the relationship of the person in question to him or herself rather than the head of the household. Therefore, reconfirm the relationship to the head of the household before filling out the answer.

Q204: Residence status

The persons listed in column (R01) will be categorized by codes as follows:

1. Usual members *present* on the date of enumeration
2. Usual members *absent* on the date of enumeration
3. Children and other regular members away from home for six months or more for education, search of employment, business transactions etc. but *present* on the date of enumeration
4. Same as in 3 above but *absent* on the date of enumeration
5. Non-members or guests staying temporarily on the date of enumeration
6. Those who were usual members and have stayed abroad for six months or more
7. Those who have left the household permanently or died in the last 12 months

Q205: Duration of stay in the household

In column (205), write the number of months each person has lived with the household during the last 12 months. If the person has been away irregularly, estimate the total time away in months. If the person has always been present during the last 12 months, or away for less than 1 month, write '12'. If the duration of stay of a person is less than one month, record '00'. Assume a month is equal to approximately four weeks. Count the completed months only. Be careful to record the correct duration for children aged less than one year.

Q206: Reason for staying for less than 12 months

If the person has stayed less than 12 months with the household, ask the main reason for absence and record the relevant answer using the codes provided in Annex 1 of the Manual of Instructions.

The next questions of this module are only applicable to categories 1-4 in column 204, i.e. to usual and regular members of the household only.

Q207: Age in completed years

This refers to age at last birthday. The person's age should be recorded in completed years on the day of the interview in two digits. For instance, if the person is an infant (age less than 1 year), write '00'; if the person is aged seven years and some months but not yet eight, write '07'.

The age of a person should not be left blank. Documents like birth certificates, immunization cards, baptism certificates and others 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.

Q208: Date of Birth

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

- i). Day using a 2 – digit code ranging from 01 to 31;
- ii). Month using a 2 – digit code ranging from 01 to 12 that is January to December; and
- iii). Year using a 4 – digit code,
- iv). If Day or Month of birth is unknown record 98 and if Year of birth is unknown record 9998.

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 (2014), otherwise subtract the year of birth from last year (2013). If the month of birth is not known but the year of birth is known then you subtract year of birth from current year (2014). If the date of birth is known, calculate the age.

A reliable date of birth of one of the Household members may help you to work out the birth dates of other members if it is known whether they are older or younger and by how many years.

If all fails, make the best estimate you can, judging by such things as the person's appearance and position in the Household and by using your common sense knowledge, that women do not usually bear children below the age of twelve or over fifty years, that people who were in the same class at school are generally in similar age bracket and so on.

Annex 2 (Age/Birth-date Consistency Chart) will help you to calculate the age in completed years while use of historical events will help you to estimate the age in completed years.

If a person's age is known but his/her date of birth is unknown; by computing or referring to the age/birth-date consistence chart establish and record his/her year of birth in R08c and write code "98" for Don't Know date and month of birth.

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

Q209: Birth Certificate

This question seeks to find out whether a person has a birth certificate or not. For purposes of the survey, Birth Registration shall be by a civil authority at district or Sub-County levels, as well as from the Uganda Registration Services Bureau, Town Councils and Municipalities and referral hospitals. If the household member has a birth certificate, probe further to establish whether it is a long or short certificate then use the correct code from the codes given.

Samples of the short and long birth certificates are provided in Annex 3 of the Manual and you may show them to the respondent if he/she is not sure.

Q210: 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 sseparated (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 12, enter the status which is the most formal. Therefore, a religious or civil marriage replaces a customary marriage. A cohabiting relationship is considered formalized into customary once bride price has been paid. For household members who are never married, divorced, separated, or widowed, skip to Q 215.

Q211: Spouse residence status

This question is to be asked only about married or cohabitating household members. Ask whether the household member's spouse/partner lives in the household. Record 1 for 'yes' and 2 for 'no.' If 'no,' skip to Q 213.

Q212: ID code of resident spouse and year of marriage

If the spouse/partner lives in 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, record the ID code and year of marriage/consensual union for all wives.

Q213: 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 Q 215.

Q214: Number of spouses outside of household

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

Q215: 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 S4 without completing the end of year examinations, then the highest grade completed will be S3 since he/she did not complete S4. 'Never attended' applies to those household members who report never having attended any formal schooling. Use the education codes provided.

Q216-217: Economic activity

These questions are to be asked for all individuals aged 5 years or above.

The purpose is to find out about the economic activity in which the person spent the most time over the course of the past 12 months/7 days. This is the economic activity in which the respondent has usually worked the greatest number of hours per week. If the household member has been engaged in two or more different types of economic activity and the usual hours of work are the same in each activity, the main activity is the one that generates the highest income. For Q 216, we are interested in the past 12 months, not only the months in the current calendar year. That is, since the interview is being conducted in May 2014, we would be interested in knowing about May 2013 through April 2014.

The concept of economic activity adopted by the 13th International Conference of Labour Statisticians (ICLS) (1982) for the measurement of the economically active population is defined in terms of the production of goods and services as set forth by the System of National Accounts (SNA). The 13th ICLS Resolution specifies that "the economically active population comprises all persons of either sex who furnish the supply of labour for the production of economic goods and services, as defined by the United Nations systems of national accounts and balances, during a specified time-reference period." Thus, persons are to be considered economically active if, and only if, they contribute to or are available to contribute to the production of goods and services falling within the SNA production boundary. Activities

that fall outside the production boundary of the System of National Accounts are considered to be ‘non-economic activity’. Such activities include services rendered by and for household members, such as preparing and serving meals; mending, washing and ironing clothes; shopping; caring for siblings and sick/disabled household members; cleaning and maintaining the household dwelling; repairing household durables; transporting household members and their goods; etc. These activities, if indicated by the respondent, should be recorded as “not engaged in economic activity.”

Q218: Ethnicity

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

Q219: Religion

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

MODULE 3A: DWELLING CHARACTERISTICS

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.

A detached house is one that stands alone without being attached in any way to another building. NOTE: This excludes storied houses structurally built for use by one household.

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

A Tenement (Muzigo) is a building for human habitation especially one that is rented to tenants. It is a rundown, low rented apartment building where facilities and maintenance barely meet minimum standards, often over crowded especially in a poor section of an urban area. It is also a multi-unit dwelling made up of several apartments.

If none of the stated dwelling unit types are appropriate, record code 96 for “Others” e.g. if the type of dwelling unit is containers and unipots. The household may occupy a unit which is not intended for habitation e.g. a garage. In such cases, record code 07 for “Garage”.

Q302-304: Type of materials used for construction of the roof, wall and floor

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

Construction materials are usually obvious. Descriptions of some of the materials are given below:

- i) **Roof:** Thatch: this includes grass, papyrus, banana fibre, banana leaves etc.
- ii) **Wall**
 - **Bricks:** These are building materials molded from earth or clay. They may or may not be burnt, and may or may not be stabilized with another material such as lime or cement or mud.
 - **Cement Blocks:** These are building materials made out of a mixture of cement and sand. They are usually larger than bricks.
- iii) **Floor**
 - **Cement screed:** This is a thin layer on the floor made of sand and cement.
 - **Concrete:** Is a thick layer of hard core stones mixed with graded stone and cement.
 - **Rammed Earth:** Earth mixed with water, rammed and left to dry.

Q305: Type of toilet

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

Definitions of Toilet Facility	
<u>Response Categories</u>	<u>Definition</u>
Flush/pour flush toilet	A <u>flush</u> toilet uses a cistern or holding tank for flushing water and has a water seal, which is a U-shaped pipe, below the seat or squatting pan that prevents the passage of flies and odors. A <u>pour flush</u> toilet uses a water seal, but unlike a flush toilet, a pour flush toilet uses water poured by hand for flushing (no cistern is used)
Pit latrine	Excreta is deposited without flushing directly into a hole in the ground
-ventilated improved pit latrine (VIP)	A latrine ventilated by a pipe extending above the latrine roof. The open end of the vent pipe is covered with gauze mesh or fly-proof netting and the inside of the superstructure is kept dark
- pit latrine with slab	A latrine with a squatting slab, or a platform or seat. A latrine has a “slab” if the floor of the latrine is made of a hard, smooth material that can easily be thoroughly cleaned: e.g. cement, very smooth wood with no gaps, or smooth stone. Latrines with floors made of dirt, mud covered floors, or floors of mud and sticks do not have a slab. The “slab” does not have to be raised above ground level. A platform or seat must be firmly supported on all sides and raised above the surrounding ground level to prevent surface water from entering the pit and for ease of cleaning
- pit latrine without slab/ open pit	A latrine without a squatting slab, platform or seat. An open pit is a rudimentary hole in the ground where excreta is collected
-covered pit latrine	A latrine with a structure consisting of at least 3 walls and a roof over it. The cover on the pit latrine keeps rainwater from entering the latrine.
-uncovered pit latrine	A latrine that does not have a structure over it or the structure lacks either walls or a roof.
Ecosan toilets	A toilet where faeces and urine is either composting or dehydrating (using ash and /or other materials) on site before it's exposed to the environment.

For those who go to the bush, use polythene bags or buckets, write code 08 for “No facility”. For households that use different toilet facilities during day and night, consider the facility used during day time.

**CHAPTER THREE
INSTRUCTIONS TO COMPLETE THE INDIVIDUAL QUESTIONNAIRE**

Unless otherwise noted, these instructions apply to interview scenarios 1-4.

MODULE 1A: IDENTIFICATION PARTICULARS

The identification consists of the Treatment Assignment code which will be recorded against item 1, the three digit serial number assigned to this household which will be recorded against item 2, the household member’s individual ID number which will be recorded against item 3 and his/her name which will be recorded against item 4. The information to be completed in items 1 to 3 will be auto-filled by the CAPI application.

MODULE 3: DWELLING

These 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.

Q306: Ownership status of dwelling

This is the screening question to determine whether any 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 no household member owns the house, skip to the next module.

Q307: ID of owners of dwelling

Enter the household ID(s) of the person(s) who is the owner(s) of the dwelling. If the dwelling is owned by more than one person in the household, enter the IDs of up to 4 owners. If the dwelling is owned jointly with someone outside the household, enter a code for this person from the network roster. Up to 2 persons outside of the household can be entered as owners. 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 the household who claim ownership.

Q308: Tenure status of plot of land

Here we are trying to get at the legal tenure status of the plot of land on which the dwelling is situated, as reflected in the official categorization of the Uganda Constitution. 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:

- Mailo.....1
- Customary2
- Leasehold3
- Freehold4
- Don't know.....5

The following are the official Uganda Land Tenure Systems as enshrined in the 1995 Ugandan constitution

Mailo: Land held under mailo tenure system is mainly in Buganda (Central region) and some parts of Western Uganda. The system confers freehold granted by the colonial government in exchange for political co-operation under the 1900 Buganda Agreement. Essentially feudal in character, the mailo tenure system recognizes occupancy by tenants (locally known as bibanja holders) and like freehold is registered under the Registration of Titles Act. All transactions must therefore be entered in a register guaranteed by the state. Under this tenure, the holder of a mailo land title has absolute ownership of that land. One only loses such ownership when such land is needed for national interests but still amicable compensations have to be done for a peaceful relocation.

Customary: Under this tenure land is communally owned by a particular group of people in a particular area. Its utilization is usually controlled by elders, clan heads or a group in its own well-defined administrative structures. In Uganda, this land tenure is usually in the north, eastern, northeast, northwest and some parts of western Uganda. Over 70% of land in Uganda is held on customary tenure system. In such cases, people own their land, have their rights to it, but do not have land titles. Some tenants on such land allocate specific areas to themselves with known and defined boundaries usually marked by ridges, trenches, trees, etc.

Leasehold: This is a system of owning land for a particular period of time. In Uganda one can get a lease from an individual, local authority or government for a period usually 49 or 99 years with agreed terms and conditions. The leasehold transactions, being essentially contractual, allow parties to define the terms and conditions of access in such a manner that suits their reciprocal land use needs. A grant of land would be made by the owner of freehold, customary or mailo or by the Crown or Uganda Land Commission to another person for an agreed period of time. The grantee of a lease for an agreed time is entitled to a certificate of title.

Freehold: A system of owning land in perpetuity and was set up by agreement between the Kingdoms and the British Government. Grants of land in freehold were made by the Crown and later by the Uganda Land Commission. The grantee of land in freehold was and is entitled to a certificate of title. Most of this land was issued to church missionaries, academic institutions, and some individuals. Freehold is the premier mode of private land ownership under English law. Transactions involving freehold land are governed by the Registration of Titles Act (Cap. 230). Very little land is held under freehold tenure in Uganda.

Q309 Ownership document

We are asking whether there is an ownership document for the plot of land on which the dwelling is located and what type of document it is. It may or may not have the name of someone in the household on it. If there is more than 1 type of document, list the one that is held by someone in the household. For example, if there is a deed, but the household member doesn't have it, but has an invoice or sales receipt, list the invoice, not the deed. If there is no ownership document or the respondent does not know, skip to Q306.

Q310: ID(s) of person(s) listed as owner(s) on document

Record the ID code(s) of the household member whose name is listed as an owner on the ownership document. If more than 1 household member is listed as an owner on the document, enter the IDs of up to 4 owners. If the name of someone outside of the household is listed as an owner, record his/her ID code from the network roster. Up to 2 persons outside of the household can be recorded.

Q311: Confirmation of ownership document

Indicate whether the respondent was able to produce the ownership document for confirmation purposes by entering the appropriate code.

Q312: Acquisition of plot of land where dwelling is located

This question asks how the owner(s) of the plot of land on which the dwelling is located acquired the plot of land. If the owner received the plot of land as a gift from a non-family member, skip to Q 314. If the owner purchased the plot of land, was allocated the land by the local government or another government program, was allocated the land by a clan or traditional authority, acquired the plot of land by squatting (i.e. residing on the plot without the legal or customary right to do so), skip to Q315. Also skip to Q315 if the respondent specifies an "other" way in which the plot of land was acquired or doesn't know how the plot of land was acquired.

Q313: From whom was plot of land inherited or allocated

This question should only be asked if the owner of the plot of land on which the dwelling is located inherited the plot of land after the death of a family member or was allocated the plot of land by family. Record the ID code(s) of the household member(s) from whom the plot of land on which the dwelling is located was inherited or allocated. If the plot of land was inherited from or allocated by more than 1 household member, up to 4 ID codes can be listed. If the plot of land was inherited from, or allocated by, someone outside of the household, record his/her ID code from the network roster. Up to 2 persons outside of the household can be recorded.

Q314: From whom was plot of land gifted

This question should only be asked if the owner of the plot of land on which the dwelling is located received the plot of land as a gift from a non-family member. Record the ID code(s) of the household member(s) from whom the plot of land on which the dwelling is located was received as a gift. If the plot of land was received as a gift by more than 1 household member, list up to 4 ID codes. If the plot of land was received as a gift from someone outside of the household, record his/her ID code from the network roster. Up to 2 persons outside of the household can be recorded.

Q315: Right to sell dwelling and plot of land

Record the ID code of the person who has the right to sell the dwelling and plot of land on which the dwelling is located even if he or she needs to obtain the consent or permission of someone else. Then enter '1' if this person needs the permission or consent of someone else to sell the dwelling and plot of land or '2' if the person does not need permission/consent. If '1', enter the ID code(s) of the person(s) from whom permission/consent is needed. Up to 4 household IDs can be recorded. Up to 2 persons from outside of the household can be recorded.

If more than 1 person has this right to sell, up to 4 household ID codes and up to 2 network roster ID codes can be recorded. For each person listed, ask the questions about permission/consent.

Q316: Right to bequeath dwelling and plot of land

Record the ID code of the person who has the right to bequeath the dwelling and plot of land on which the dwelling is located even if he or she needs to obtain the consent or permission of someone else. Then enter '1' if this person needs the permission or consent of someone else to bequeath the dwelling and plot of land or '2' if the person does not need permission/consent. If '1', enter the ID code(s) of the person(s) from whom permission/consent is needed. Up to 4 household IDs can be recorded. Up to 2 persons from outside of the household can be recorded.

If more than 1 person has the right to bequeath the dwelling and plot of land on which the dwelling is located, up to 4 household ID codes and up to 2 network roster ID codes can be recorded. For each person listed, ask the questions about permission/consent.

Q317: Right to use dwelling and plot of land as collateral

Record the ID code of the person who has the right to use the dwelling and plot of land on which the dwelling is located as collateral even if he or she needs to obtain the consent or permission of someone else. Then enter '1' if this person needs the permission or consent of someone else to use as collateral the dwelling and plot of land or '2' if the person does not need permission/consent. If '1', enter the ID code(s) of the person(s) from whom permission/consent is needed. Up to 4 household IDs can be recorded. Up to 2 persons from outside of the household can be recorded.

If more than 1 person has the right to use as collateral the dwelling and plot of land on which the dwelling is located, up to 4 household ID codes and up to 2 network roster ID codes can be recorded. For each person listed, ask the questions about permission/consent.

Q318: Right to rent out dwelling and plot of land

Record the ID code of the person who has the right to rent out the dwelling and plot of land on which the dwelling is located even if he or she needs to obtain the consent or permission of someone else. Then enter '1' if this person needs the permission or consent of someone else to rent out the dwelling and plot of land or '2' if the person does not need permission/consent. If '1', enter the ID code(s) of the person(s) from whom permission/consent is needed. Up to 4 household ID codes can be recorded. Up to 2 persons from outside of the household can be recorded.

If more than 1 person has the right to rent out the dwelling and plot of land on which the dwelling is located, up to 4 household ID codes and up to 2 network roster ID codes can be recorded. For each person listed, ask the questions about permission/consent.

Q319: Right to make improvements to dwelling and plot of land

Record the ID code of the person who has the right to make improvements to the dwelling and plot of land on which the dwelling is located even if he or she needs to obtain the consent or permission of someone else. Then enter '1' if this person needs the permission or consent of someone else to make improvements to the dwelling and plot of land or '2' if the person does not need permission/consent. If '1', enter the ID code(s) of the person(s) from whom permission/consent is needed. Up to 4 household IDs can be recorded. Up to 2 persons from outside of the household can be recorded.

If more than 1 person has the right to make improvements to the dwelling and plot of land on which the dwelling is located, up to 4 household ID codes and up to 2 network roster ID codes can be recorded. For each person listed, ask the questions about permission/consent.

Q320: Real estate market

Ask whether dwelling owners sell or rent out dwellings in and around the community and if the respondent is informed regarding the value of recent sales of dwellings or rental transactions. Enter the appropriate code.

Q321: Value of dwelling

Ask the respondent to estimate in Ugandan Shillings 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 "1".

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

Q322: Cost of constructing dwelling

Ask the respondent to estimate in Ugandan Shillings how much it would cost to construct this type of dwelling today, including the cost of the plot of land on which the dwelling is located. If he/she can't estimate this, enter "dk" ("does not know").

Q323: Who would decide how to use money from sale of dwelling

Ask the respondent, if the dwelling were to be sold today, who would decide how the money would be used. Note that this question is hypothetical so the respondent should answer even if there are no plans to sell the dwelling. Enter the ID code of the household member who would decide how to use the money. If more than 1 person would be involved in deciding how the money would be used, up to 4 ID codes can be listed. If someone outside of the household would decide how the money from the sale of the dwelling would be used, record his/her ID code from the network roster. Up to 2 persons outside of the household can be recorded.

MODULE 4: AGRICULTURAL LAND

Q401: Ownership of agricultural parcels

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

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

Q402: Parcel Name

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

Q403: Location and Description

Write a brief description of each agricultural parcel so that you can make sure that when you refer to each parcel of land, you are able to match the parcel ID code with the actual parcel. Descriptions might include the type of crop grown on the parcel, the type of land, or the location (irrigated rice plot; vegetable plot near the main road; wife's parcel north of village). Provide the location and description for each parcel before asking Q 404.

Q404: Area of Parcel

Ask the respondent to estimate the area of the agricultural parcel in acres. 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.

Q405: Parcel location

Record the location of the agricultural parcel using the codes provided.

Q406: Primary use of parcel

Record the primary use of the parcel during the first cropping season of 2014 using the codes provided.

Q407: Soil quality

Record the soil quality of the parcel using the codes provided.

Q408: Crops cultivated

Record the crops using the crop codes that were cultivated during the first cropping season of 2014. The order of the crops should be listed in terms of the largest to smallest area planted. If there are two crops which are intercropped and have equal area, list first the one which has the largest revenue.

Q409: Tenure status of parcel

Here we are trying to get at the legal tenure status of the parcel, as reflected in the official categorization of the Uganda Constitution. 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:

- Mailo.....1
- Customary2
- Leasehold3
- Freehold4
- Don't know.....5

Refer to Module 3B Question 308 for definitions of each tenure status.

Q410: ID of owner(s) of parcel

Refer to Module 3B Question 307 instructions.

Q411 Ownership document

Refer to Module 3B Question 309 instructions.

Q412: ID(s) of person(s) listed as owner(s) on document

Refer to Module 3B Question 310 instructions.

Q413: Confirmation of ownership document

Refer to Module 3B Question 311 instructions.

Q414: Acquisition of agricultural parcel

Refer to Module 3B Question 312 instructions.

Q415: From whom was agricultural parcel inherited or allocated

Refer to Module 3B Question 313 instructions.

Q416: From whom was agricultural parcel gifted

Refer to Module 3B Question 314 instructions.

Q417: Right to sell agricultural parcel

Refer to Module 3B Question 315 instructions.

Q418: Right to bequeath agricultural parcel

Refer to Module 3B Question 316 instructions.

Q419: Right to use agricultural parcel as collateral

Refer to Module 3B Question 317 instructions.

Q420: Right to rent out agricultural parcel

Refer to Module 3B Question 318 instructions.

Q421: Right to make improvements to agricultural parcel

Refer to Module 3B Question 319 instructions.

Q422: Decision-maker(s) for plots

Enter the household ID(s) of the person(s) who makes the decisions for the plot on the parcel about the timing of crop activities, crop choice and input use. If more than one household member makes these decisions, up to 4 ID codes can be listed. If someone outside of the household makes these decisions, record his/her ID code from the network roster. Up to 2 persons outside of the household can be recorded. If there is more than 1 plot on the parcel and each plot has a different decision-maker, enter the codes of each decision-maker.

Q423: Real estate market

Ask whether land owners sell or rent out dwellings in and around the community and if the respondent is informed regarding the value of recent sales of dwellings or rental transactions. Enter the appropriate code.

Q424: Value of parcel

Ask the respondent to estimate in Ugandan Shillings how much could be received for the parcel if it were to be sold today. The estimate should be based on the location and condition of their particular parcel. If he/she can't estimate this, enter "dk" ("does not know").

Q425: Who would decide how to use money from sale of parcel

Ask the respondent, if the parcel were to be sold today, who would decide how the money would be used. Note that this question is hypothetical so the respondent should answer even if there are no plans to sell the parcel. Enter the ID code of the household member who would decide how to use the money. If more than one person would be involved in deciding how the money would be used, up to 4 ID codes can be listed. If someone outside of the household would decide how the money from the sale of the parcel would be used, record his/her ID code from the network roster. Up to 2 persons outside of the household can be recorded.

Q426-428 should only be asked of the agricultural parcels for which the respondent was identified as a sole or joint owner in Q410.

Q426: Knowledge of parcel

Ask the respondent whether there is anyone in his/her household above the age of 18 who does **not**

know about the agricultural parcel the respondent owns either solely or jointly with another person(s). If ‘no’, skip to the next parcel or the next module if there are no other parcels owned by a member of the household.

Q427: Sole knowledge of parcel

Ask the respondent whether he or she is the only member above the age of 18 who knows about the ownership of this parcel. If ‘yes’, skip to the next parcel or the next module if there are no other parcels owned by a member of the household.

Q428: ID of person(s) who do not know about parcel

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

MODULE 5A: LARGE LIVESTOCK

Q501: Ownership of large livestock

This is the screening question to determine whether any member of the household owns any large 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 nobody in the household owns **any** of the categories of large livestock listed, or the respondent doesn’t know, skip to the next module (5b).

Q502: Large livestock codes

Enter the codes of livestock that were identified as being owned by a member of the household in Q501.

Q503: Number of large livestock

List the total number of animals of each category of large livestock owned within the household.

Q504: Ownership patterns of large livestock

This question asks for how the animals listed are owned. If the animals are owned individually by members of the household enter 1. If the animals are jointly owned enter 2. If some of the livestock is individually owned and others of the same type are jointly owned then enter 3. For example, there may be 6 pigs in a household. Two may be owned by one person and the remaining four may be owned jointly by two people, of whom one is a member of the household and the other is not. If the entire household claims ownership to an animal or set of animals enter 4.

Q505 Owners of large livestock

The section on individually owned livestock should be completed only if some or all of the animals in the category of large livestock are individually owned by members of the household.

List the ID(s) of the household members (up to 4 can be entered) who are individual owners, then the number of animals in this category of large livestock that the individual household member owns, and the total value of all of the individual’s animals if they were to be sold today. If the respondent is an owner, enter his or her ID code first.

For the respondent only, ask whether there is anyone in his/her household who does **not know** about the animals in this category of large livestock that **the respondent owns**. If ‘yes’, enter the household ID code(s) of the person(s) who do not know about the respondent’s ownership of the animals. Up to 4 codes can be entered. If ‘no’, skip to Q506 if some of the animals in this category of large livestock are jointly owned or to the next category of large livestock if there are no joint owners.

The section on jointly owned livestock should be completed only if some or all of the animals in the category of large livestock are jointly owned by members of the household, either with someone else in the household or with someone outside of the household. List the IDs of the joint

owners, then the number of animals in this category of large livestock that those individuals own jointly, and the total value of all of these animals. If one individual owns animals jointly with several different people within the household, list each combination of joint owners separately. If the respondent is an owner, enter his or her ID code first.

For the respondent only, ask whether there is anyone in his/her household who does **not know** about the animals in this category of large livestock that **the respondent jointly owns**. If 'yes', enter the household ID code(s) of the person(s) who do not know about the respondent's ownership of the animals. Up to 4 codes can be entered. If 'no', skip to the next category of large livestock or the next module (5b).

MODULE 5B: SMALL LIVESTOCK

Q506: Ownership of small livestock

This is the screening question to determine whether any member of the household owns any small 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 Q506 for all categories of livestock listed before proceeding to the remaining questions in the module. If nobody in the household owns **any** of the categories of small livestock listed, or the respondent doesn't know, skip to the next module.

Q507: Owners of small livestock

Enter the ID code(s) of any household member that owns one or more animals in this category of livestock. Up to 4 IDs can be listed.

MODULE 6A: LARGE AGRICULTURAL EQUIPMENT

Q601: Ownership of large agricultural equipment

Refer to Module 4 Question 401 instructions.

Q602: Large agricultural equipment codes

Enter the codes of equipment that were identified as being owned by a member of the household in Q601. If 2 or more of the same type of large agricultural equipment are owned (for example, if two tractors are owned within the household), enter the code for each asset within the category (for example, for each tractor).

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

Refer to Module 3B Question 307 instructions.

Q604: Acquisition of large agricultural equipment

Refer to Module 3B Question 312 instructions.

Q605: From whom was the large agricultural equipment inherited or allocated

Refer to Module 3B Question 313 instructions.

Q606: From whom was large agricultural equipment gifted

Refer to Module 3B Question 314 instructions.

Q607: Right to sell large agricultural equipment

Refer to Module 3B Question 315 instructions.

Q608: Right to bequeath large agricultural equipment

Refer to Module 3B Question 316 instructions.

Q609: Right to use large agricultural equipment as collateral

Refer to Module 3B Question 317 instructions.

Q610: Right to rent out large agricultural equipment

Refer to Module 3B Question 318 instructions.

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 informed regarding the value of recent transactions. Enter the appropriate code provided.

Q612: Value of large agricultural equipment

Ask the respondent to estimate in Ugandan Shillings how much could be received for the large agricultural equipment if it were to be sold today. The estimate should be based on the age and current state of the equipment. If he/she can't estimate this, enter "1" ("does not know").

Q613: Who would decide how to use money from sale of large agricultural equipment

Ask the respondent, if the large agricultural equipment were to be sold today, who would decide how the money would be used. Note that this question is hypothetical so the respondent should answer even if there are no plans to sell the equipment. Enter the ID code of the household member who would decide how to use the money. If more than 1 person would be involved in deciding how the money would be used, up to 4 ID codes can be listed. If someone outside of the household would decide how the money from the sale of the equipment would be used, record his/her ID code from the network roster. Up to 2 persons outside of the household can be recorded.

Q614-616 should only be asked of the agricultural equipment for which the respondent was identified as a sole or joint owner in Q603.

Q614: Knowledge of large agricultural equipment

Ask the respondent whether there is anyone in his/her household above the age of 18 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 category of equipment or the next module if there are no other categories of large agricultural equipment owned by a member of the household.

Q615: Sole knowledge of large agricultural equipment

Ask the respondent whether he or she is the only member above the age of 18 who knows about the ownership of this agricultural equipment. If 'yes', skip to the next category of equipment or the next module if there are no other categories of large agricultural equipment owned by a member of the household.

Q616: ID of person(s) who do not know about large agricultural equipment

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

MODULE 6B: SMALL AGRICULTURAL EQUIPMENT

Q618: Ownership of small agricultural equipment

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

Ask **Q618** for all categories of small agricultural equipment listed before proceeding to the next question in the module. If nobody in the household owns **any** of the categories of small equipment listed, or the respondent doesn't know, skip to the next module.

Q619: Owners of small agricultural equipment

For the categories of small agricultural equipment identified as being owned by a member of the household, enter the ID code(s) of any household member who owns one or more pieces. Up to 4 IDs can be listed. If the item is owned by all members of the household, select all members listed on the MEXA CAPI application.

MODULE 7: NON-FARM BUSINESS ASSETS AND ENTERPRISES

This module collects detailed information on 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 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 in 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, non--agricultural one-person operations providing goods/services for other non--household members/groups, i.e. working independently on their own--account, **MUST** be classified as enterprises.

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

Although you **must not** list **household farms** in this module, you **must** list household enterprises based on post--harvest processing and trading of own--produced agricultural by--products, such as starch, juice, beer, jam, oil, seed, bran, etc... AND household enterprises based on trading of agricultural crops purchased from non--household members.

Q701-708: Ownership of non-farm enterprises

These are the screening questions to determine whether any member of the household owns a non-farm enterprise. If no member of the household owns an enterprise, skip to the next module.

Note: Refer to Household Roster, Qs 216 and 217. If code '2' (self-employed with employees) or code '3' (self-employed without employees) was recorded for any household member, ensure that their entrepreneurial activity is captured in Q701-708.

Q709: Description of enterprise

Enter a brief description of the type of activity the enterprise is engaged in. The description should be short and succinct (to the point), sufficient for classifying the enterprise by industry. Examples include:

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

Enter descriptions of all enterprises owned by members of the household before proceeding to the remaining questions in the module, all of which should be asked one enterprise at a time before proceeding to the next enterprise.

Q710: Seasonality of enterprise

Enter "1" if the business is a seasonal enterprise or "2" if it is not seasonal.

Q711: Number of months per year enterprise operates

Enter the number of days per year that the enterprise operates.

Q712: IDs of business owners

Enter the household ID of the person who owns the business. If the business is owned jointly by more than one person in the household, enter the IDs of up to 4 owners. If the business is owned jointly with a person(s) outside the household, enter a code for this person from the network roster. Up to two persons outside of the household can be entered as owners. For businesses that are owned jointly, record the percentage of the business that each owner owns.

Q713: Provision of goods and services

Enter the ID code of the person who has the main responsibility for providing the services and/or producing the goods of the business. If more than one person has the main responsibility, up to 4 household IDs can be entered and up to 2 IDs from the network roster.

Q714: Managing day-to-day operations

Enter the ID code of the person who has the main responsibility for managing the day-to-day operations of the business. If more than one person has the main responsibility, up to 4 household IDs can be entered and up to 2 IDs from the network roster.

Q715: Financial control

Enter the ID code of the person who has the main financial control of the business, including the ability to sign loans, leases, and contracts on behalf of the business. If more than one person has the main responsibility, up to 4 household IDs can be entered and up to 2 IDs from the network roster.

Q716: Location of business

Enter the primary location of the business. If goods are produced in one place and sold elsewhere, list the place where the goods are produced.

Q717: Acquisition of business

Refer to Module 3B Question 312 instructions.

Q718: From whom was business inherited/allocated

Refer to Module 3B Question 313 instructions.

Q719: From whom was business gifted

Refer to Module 3B Question 314 instructions.

Q720-732 should only be asked of businesses for which the respondent was identified as a sole or joint owner in Q712.

Q720: Source of start-up capital

This question seeks to find out the main source of capital used for purchasing or starting the business. 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.

Q721: Year started

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

Q722: Legal status

Enter the legal status of the business using codes provided.

Q723 and Q724: VAT and Income Tax registration status

These questions establish the VAT and Income Tax registration status of the business. If a business 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 business, 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 business income. In this case, it relates to tax levied on the business's net income.

Q725: Number of paid employees

Enter the number of paid employees that work for the business, 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.

Q726: Number of unpaid workers

Enter the number of unpaid worker that work for the business, excluding the owner(s). If the number of unpaid workers fluctuates, record the number of unpaid employees during a "normal" month when the enterprise is operating. Include household members here if they work for the business as unpaid employees.

Q727: Source of operating/expanding capital

This question seeks to find out the main source of capital used to expand or improve the business or to pay for unexpected expenses. 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.

Q728: Monthly turnover

Ask for the approximate monthly turnover of the business. Respondents should consider an average over the last 3 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.

Q729: Monthly income

Ask for the approximate monthly income the business earns after paying all expenses. Respondents should consider an average over the last 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 business is jointly owned.

Q730: Direction of revenue

Ask the respondent whether revenue from the business (sales and turnover) has increased, decreased, or remained the same over the past three years.

Q731: Constraints on business

Ask the respondent whether any of the factors listed have constrained his/her ability to grow the business to the desired size. Enter all of the factors that apply. If the business is already of the desired size, enter code '16'.

Q732: Motivations for starting business

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

Q733: Right to sell business

Refer to Module 3B Question 315 instructions.

Q734: Right to bequeath business

Refer to Module 3B Question 316 instructions.

Q735: Right to use business as collateral

Refer to Module 3B Question 317 instructions.

Q736: Right to rent out business

Refer to Module 3B Question 318 instructions.

Q737: Right to make improvements to/invest in business

Refer to Module 3B Question 319 instructions.

Q738: Business assets

Enter “1” in the appropriate column if the business currently owns any equipment, machinery, or furniture. Enter “1” in the appropriate column if the business currently owns any stocks of material. If “no” or the respondent doesn’t know, skip to 741.

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

Q739: Value of business assets

Ask the respondent to estimate in Ugandan Shillings how much could be received for all of the equipment, machinery, and furniture belonging to the business if it were to be sold today. If he/she can’t estimate this, enter “1” (“does not know”) in the appropriate column.

Ask the respondent to estimate in Ugandan Shillings how much could be received for all of the stocks of material belonging to the business if it were to be sold today. If he/she can’t estimate this, enter “1” (“does not know”) in the appropriate column.

Q740: Who would decide how to use money from sale of business asset

Ask the respondent, if the business asset were to be sold today, who would decide how the money would be used. Note that this question is hypothetical so the respondent should answer even if there are no plans to sell the business asset. Enter the ID code of the household member who would decide how to use the money. If more than one person would be involved in deciding how the money would be used, up to 4 ID codes can be listed. If someone outside of the household would decide how the money from the sale of the parcel would be used, record his/her ID code from the network roster. Up to 2 persons outside of the household can be recorded.

Q741-743 should only be asked of businesses for which the respondent was identified as a sole or joint owner in Q712.

Q741: Knowledge of business

Refer to Module 4 Question 427 instructions.

Q742: Sole knowledge of business

Refer to Module 4 Question 428 instructions.

Q743: ID of person(s) who do not know about business

Refer to Module 4 Question 429 instructions.

MODULE 8: OTHER REAL ESTATE

Q801: Ownership of other real estate

This is the screening question to determine whether any member of the household owns any other real

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

Q802: Listing of real estate

For each piece of real estate owned by someone in the household, list the type of real estate by entering the appropriate code. List all other real estate owned by members of the household before proceeding to the remaining questions in the module, all of which should be asked one piece of real estate at a time before proceeding to the next piece of real estate.

Q803: Location of real estate

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

Q804: 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 household non-commercial use, rented out, "other" or respondent doesn't know, skip to Q806.

Q805: Business ID code

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

Q806: IDs of real estate owners

Refer to Module 3B Question 307 instructions.

Q807: Ownership document

Refer to Module 3B Question 309 instructions.

Q808: ID(s) of person(s) listed as owner(s) on document

Refer to Module 3B Question 310 instructions.

Q809: Confirmation of ownership document

Refer to Module 3B Question 311 instructions.

Q810: Acquisition of real estate

Refer to Module 3B Question 312 instructions.

Q811: From whom was real estate inherited or allocated

This question should only be asked if the owner of the real estate inherited it land after the death of a family member or was allocated the real estate by family. Refer to Module 3B Question 313 instructions.

Q812: From whom was real estate gifted

This question should only be asked if the owner of the real estate received it as a gift from a non-family member. Refer to Module 3B Question 314 instructions.

Q813: Right to sell real estate

Refer to Module 3B Question 315 instructions.

Q814: Right to bequeath real estate

Refer to Module 3B Question 316 instructions.

Q815: Right to use real estate as collateral

Refer to Module 3B Question 317 instructions.

Q816: Right to rent out real estate

Refer to Module 3B Question 318 instructions.

Q817: Right to make improvements to, or invest in, real estate

Refer to Module 3B Question 319 instructions.

Q818: Real estate market

Refer to Module 3B Question 320 instructions.

Q819: Knowledge of Real estate market

Refer to Module 3B Question 321 instructions.

Q820: Value of real estate

Refer to Module 3B Question 322 instructions.

Q821: Cost of constructing dwelling

Refer to Module 3B Question 323 instructions.

Q822: Who would decide how to use money from sale of real estate

Refer to Module 3B Question 324 instructions.

Q823-825 should only be asked of the real estate for which the respondent was identified as a sole or joint owner in Q806.

Q823: Knowledge of real estate

Refer to Module 4 Question 427 instructions.

Q824: Sole knowledge of real estate

Refer to Module 4 Question 428 instructions.

Q825: ID of person(s) who do not know about real estate

Refer to Module 4 Question 429 instructions.

MODULE 9: CONSUMER DURABLES

Refer to instructions of Module 5B: Small Livestock.

MODULE 10: FINANCIAL ASSETS

Q1001: Asset code

Q1002: Asset name

Q1003: Ownership of financial assets

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

Ask Q1003 for all categories of financial assets listed before proceeding to the next question in the module. If nobody in the household owns **any** of the categories of financial assets listed, or the respondent doesn't know or refuses to respond, skip to the next module.

Q1004: Asset Number

Q1005: Financial assets codes

Enter the codes of financial assets that were identified as being owned by members of the household in Q1001. If 2 or more of the same financial asset are owned (for example, if two bank accounts are owned within the household), enter the code for each asset within the category (for example, for each bank account).

Q1006: ID(s) of name(s) on account

Enter the household ID of the person whose name is on the account. If more than 1 household member's name is on the account, up to 4 household IDs can be entered. If the name(s) of someone outside of the household is on the account, record his/her ID code from the network roster. Up to 2 persons outside of the household can be recorded.

Q1007: Value of financial asset

Ask the respondent to estimate in Ugandan Shillings the current value of the account. If the respondent doesn't know, enter "1". If the respondent refuses to say, enter "2".

Q1008-1010 should only be asked of financial assets for which the respondent was identified as an owner in Q1006.

Q1008: Knowledge of financial asset

Ask the respondent whether there is anyone in his/her household above the age of 18 who does **not know** about the financial asset the respondent owns, either solely or jointly with another person(s). If 'no', skip to the next financial asset or Q1011 if there are no other financial assets owned by a member of the household.

Q1009: Sole knowledge of financial asset

Ask the respondent whether he or she is the only household member above the age of 18 who knows about the financial asset he or she owns. If 'yes', skip to the next financial asset or to Q1011 if there are no other financial assets owned by a member of the household.

Q1010: ID of person(s) who do not know about financial asset

Enter the household ID(s) of the person(s) above the age of 18 who do not know about the respondent's financial asset. Up to 3 IDs can be listed.

Q1011-1017 are about loans members of the household have made to others.

Q1011: Loan(s) made by household member(s)

This question asks whether any person, group of persons or institution has borrowed money from any member of the household, for which money is still owed. **We do not want to know about loans that members of the household have made to others which have been completely repaid. If the household member has a limited liability company, loans made out to others by the company should not be included here.** If no person or business owes anyone in the household money, enter '2' and skip to the next module. If the respondent doesn't know, enter '3' and skip to the next module.

Q1012: Description and code of borrower

For each loan made by a member of the household, enter a brief description of whom the money was lent to. Based on this description, enter the appropriate code from the list provided. **Obtain a complete listing of all loans before proceeding to other questions.**

Q1013: ID(s) of household lenders

Enter the ID code of the household member who lent the money. If more than one household member jointly lent the money, up to 4 IDs can be entered.

Q1014: Outstanding balance

Ask the respondent to estimate in Ugandan Shillings the total amount outstanding on the loan. This is the amount that still has to be received back by the household member. Include both principal and interest. If the respondent does not know, enter '1'. If the respondent refuses to say, enter "2".

Q1015-1017 should only be asked of the loans for which the respondent was identified as a lender in Q1013.

Q1015: Knowledge of money lent

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

Q1016: Sole knowledge of money lent

Ask the respondent whether he or she is the only household member above the age of 18 who knows about the respondent's ownership of the money given in the loan. If 'yes', skip to the next loan or to the next module if there are no other loans made by a member of the household.

Q1017: ID of person(s) who do not know about loan borrowed

Enter the household ID(s) of the person(s) above the age of 18 who do not know about the respondent's ownership of the money given in the loan. Up to 3 IDs can be listed.

MODULE 11: LIABILITIES

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

Q1101: Outstanding loans borrowed

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

Q1102: Description and code of lender

For each loan taken out by a member of the household, enter a brief description of whom the money was borrowed from. Based on this description, enter the appropriate code from the list provided. **Obtain a complete listing of all loans before proceeding to other questions.**

Q1103: Reason 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: ID(s) of borrowers

Enter the household ID code(s) of the person(s) who borrowed the money. If more than one member of the household borrowed the money, list up to 4 IDs. If the money was borrowed jointly with someone from outside of the household, list up to 2 IDs from the network roster.

Q1105: Outstanding balance

Ask the respondent to estimate in Ugandan Shillings 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 '1'. If the respondent refuses to answer, enter "2".

Q1106-1108 should only be asked of the loans for which the respondent was identified as a borrower in Q1104.

Q1106: Knowledge of loan borrowed

Ask the respondent whether there is anyone in his/her household above the age of 18 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 or the next module if there are no other loans borrowed by a member of the household.

Q1107: Sole knowledge of loan borrowed

Ask the respondent whether he or she is the only household member above the age of 18 who knows about the loan he or she borrowed. If 'yes', skip to the next loan or to the next module if there are no other loans borrowed by a member of the household.

Q1108: ID of person(s) who do not know about loan borrowed

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

MODULE 12: VALUABLES

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

Refer to instructions of Module 5B: Small Livestock.

MODULE 13: WRAP UP

These instructions apply to all interview scenarios (1-5).

Q1301: Questionnaire completion

Following the end of the interview, enter "1" if the questionnaire was completed or "2" if the questionnaire was partially done. If "2", provide the reasons for why the questionnaire was partially done in the appropriate space.

Q1302. Interview setting

For interview scenarios 1, 2, 4, and 5, enter the appropriate code for the ability of the respondent to be interviewed alone. For interview scenario 3, enter the appropriate code for the ability of the principal couple to be interviewed alone (without other household members present).

INSTRUCTIONS TO COMPLETE THE INDIVIDUAL QUESTIONNAIRE FOR INTERVIEW SCENARIO 5

Interview scenario 5 collects information on the same physical and financial assets as interview scenarios 1-4. **However, interview scenario 5 asks the respondent for information about only the assets that he or she owns and/or controls.** Because of this distinction, the phrasing of the questions in the individual questionnaire for interview scenario 5 will differ slightly from the phrasing of the questions in the questionnaire for interview scenarios 1-4. For example:

Interview Scenarios 1-4	Interview Scenario 5
Do <u>you or any member of your household</u> own any agricultural parcels, exclusively or jointly with someone else?	Do <u>you</u> own any agricultural parcels, exclusively or jointly with someone else? YES.....1 NO.....2 >>NEXT MODULE

*Manual of Instructions for MEXA –
Methodological Survey Experiment on Measuring Asset Ownership from a Gender Perspective*

YES.....1 NO.....2 >>NEXT MODULE DON'T KNOW...3 >>NEXT MODULE	
<u>Who</u> owns this parcel?	<u>Does anyone else</u> jointly own this parcel with you?
How did <u>the owners</u> acquire this parcel?	How did <u>you</u> acquire this parcel?
With regard to this parcel, <u>who</u> has the right to sell it, even if <u>they</u> need to obtain consent or permission from someone else?	With regard to this parcel, do <u>you</u> have the right to sell it, even if <u>you</u> need to obtain consent or permission from someone else?
If this parcel were sold today, <u>who</u> would decide how the money was used? List up to 4 IDs from the household roster and 2 from the network roster.	If this parcel were sold today, would <u>you</u> decide how the money was used? YES.....1 NO.....2

Note that in some languages, there is a singular you and a plural you. The individual questionnaire for interview scenario 5 refers to the singular you (the person being interviewed, not the respondent together with his or her family). If the local language does not distinguish between singular or plural, make sure the respondent understands that this applies to just him/her.

ANNEX 1: LANGUAGE CODES

- | | |
|---------------------|---------------------------|
| 1. Acholi | 30. Ndrulo |
| 2. Adhola | 31. Ng'akarimojong |
| 3. Alur | 32. Nubi |
| 4. Amba | 33. Nyang'i |
| 5. Aringa | 34. Nyankore |
| 6. Ateso | 35. Nyankore |
| 7. Bari | 36. Nyole |
| 8. Chiga | 37. Nyoro |
| 9. English | 38. Pokoot |
| 10. Fumbira | 39. Runyakitara |
| 11. Ganda | 40. Ruuli |
| 12. Gungu | 41. Saamia |
| 13. Gwere | 42. Soga |
| 14. Ik | 43. Soo |
| 15. Kakwa | 44. Swahili |
| 16. Kenye | 45. Talinga-Bwisi |
| 17. Konzo | 46. Teso |
| 18. Kumam | 47. Tooro |
| 19. Kupsapiiny | 48. Ugandan Sign Language |
| 20. Lango | 49. Other: _____ |
| 21. Luganda | (Specify) |
| 22. Lugbara | |
| 23. Lugisu | |
| 24. Lusoga | |
| 25. Luo | |
| 26. Ma'di | |
| 27. Ma'di, Southern | |
| 28. Masaaba | |
| 29. Ndo | |

ANNEX 2: CODES FOR STAYING IN HOUSEHOLD FOR LESS THAN 12 MONTHS

New arrivals

New born.....	1
Returned home from abduction/displacement.....	2
To escape insecurity from home area.....	3
Bad living conditions at home.....	4
To look for work.....	5
Other economic reasons.....	6
Education.....	7
Marriage.....	8
Divorce.....	9

Members that left

Deceased.....	10
To escape insecurity from this area.....	11
Looking for work elsewhere.....	12
Other economic reasons.....	13
Illness.....	14
Education.....	15
Marriage.....	16
Divorce.....	17
Started own household.....	18
Abducted/disappeared.....	19
Other specify).....	20

ANNEX 3: Samples of Birth Certificates

K. No. 414183	 THE REPUBLIC OF UGANDA	FORM K. (r.5A (1)) REG. No.	
SHORT BIRTH CERTIFICATE			
SURNAME		OTHER NAMES	
DATE OF BIRTH	SEX	COUNTY	BORN IN GOMBOLOLA OF
NAME OF FATHER*	NATIONALITY OF FATHER*	NAME OF..... ...OF MOTHER*	NATIONALITY ... OF MOTHER*
Issued on.....20...			
Fee: Shs.		By <i>Registrar of Births and Deaths.</i>	
*This Certificate is not conclusive proof of the paternity of the Child or of nationality either of the Father, Mother or the Child.			

ISHAKA ADVENTIST HOSPITAL
A Seventh - Day Adventists Institution
P. O. Box 111 Bushenyi
UGANDA

Hospital Certificate of Birth

Name of Baby _____ No. _____

Date of Birth _____ Gender _____ Wt. _____

Name of Mother _____ IPNO _____

Name of Father _____

Tribe/Nationality _____

Village/Town _____


County _____

Midwife/Doctor _____

Matron _____

Medical Director _____

WE CARE, GOD HEALS




THE REPUBLIC OF UGANDA

BUSHENYI DISTRICT ADMINISTRATION

Birth Certificate

This copy has been taken from the birth register of the
 Sub-County _____
 in the County of _____
 Number _____
 Date of birth _____
 Name of Child _____
 Sex _____
 Father's name _____
 Mother's name _____
 Address _____
 Date of registration _____
 Signature of Sub-County Chief _____
 Remarks _____
Official stamp and
 Date of Certification _____
 Shs. 500/=

Note: A child should be registered within a month.



THE REPUBLIC OF UGANDA

ARUA DISTRICT LOCAL ADMINISTRATION

Birth Certificate

No. 11193

Name of Child _____ Sex _____

Date _____

Place of Birth _____

Father's Name _____

Mother's Name _____

Occupation of Parents _____

Sub-Parish _____

Parish _____

Sub-County _____

County _____

Signature: _____

Lc I _____

Lc II _____

Lc III _____

REGISTRATION FEE SHS.

Date _____

Sub-County Chiefs Sign. & Stamp.

Uganda Midwives Association

RECORD OF CHILD BIRTH

No. _____ Address _____

Date _____

Name: _____

Mother's Name: _____

Father's Name: _____

Village: _____

Date of Delivery: _____

Sex: _____ Weight: _____

Date of Discharge: _____

Weight on Discharge: _____

Midwife's Name: _____

Address: _____

Long Certificate

Page..... KAMPALA A 454501

Birth in the Sub-County of County of in the District of Province of
in the Republic of Uganda.

No.	Date of Birth and Time of Birth	Place of Birth	Name	Sex	Full Name, Residence and Occupation of Father	Full Name and Maiden Name, Residence and Occupation of Mother	Nationality of Parents	Full Name, Occupation and Residence of Declarant in what capacity he gives information	When Registered	Signature of Sub-County Chief	Name if added after Registration of Birth

I, the Registrar-General of Births and Deaths for Uganda, do hereby certify that this is a true copy of the return/register of births for the Birth Registration.
District of the Sub-County of County of Province of relating to the birth of

WITNESS my hand at Kampala this day of 20.....

Fee: Shs. 5,000 Registrar-General of Births and Deaths.

Printed by Uganda Printing and Publishing Corporation

ANNEX 4: CODES FOR HIGHEST EDUCATION LEVEL ATTAINED

- 1 Never been to school
- 2 Did not complete Pre-primary
- 3 Completed Pre-Primary
- 4 In P1 but did not complete/attend Pre-Primary
- 10 Did not complete P1
- 11 P1
- 12 P2
- 13 P3
- 14 P4
- 15 P5
- 16 P6
- 17 P7
- 21 J1-J3
- 31 S1
- 32 S2
- 33 S3
- 34 S4
- 35 S5
- 36 S6
- 41 PROFESSIONAL CERTIFICATE
- 42 DIPLOMA
- 43 FIRST DEGREE
- 44 POST GRADUATE CERTIFICATE
- 45 POST GRADUATE DIPLOMA
- 46 MASTERS DEGREE
- 47 PHD
- 96 OTHER
- 97 NA

Annex 5: Questions 216 & 217: Economic Activity

- 1 Wage employment (not including casual day labor but including paid apprenticeship)
- 2 Non-farm self-employment (employer)
- 3 Non-farm self-employment (own-account worker)
- 4 Non-farm self-employment (unpaid family worker)
- 5 Family farming
- 6 Casual day laborer
- 7 Unpaid apprenticeship
- 8 Not engaged in economic activity
- 9 Other (specify)

ANNEX 6: QUESTION 218 - ETHNICITY CODES

511	Acholi	541	Basongora	572	Sabiny
512	Aliba	542	Batagwenda	573	Shana
513	Alur	543	Batoro	574	So (Tepeth)
514	Aringa	544	Batuku	575	Vonoma
515	Baamba	545	Batwa	576	Other Ugandan
516	Babukusu	546	Chope	671	Kenya
517	Babwisi	547	Dodoth	672	Tanzania
518	Bafumbira	548	Ethur	673	Rwanda
519	Baganda	550	Ik (Teuso)	674	Burundi
520	Bagisu	551	Iteso	675	South Sudan
521	Bagungu	552	Jie	676	Dem. Rep. of Congo
522	Bagwe	553	Jonam	677	Somalia
523	Bagwere	554	Jopadhola	678	Other Africa
524	Bahehe	555	Kakwa	681	United Kingdom
525	Bahororo	556	Karimojong	682	Other Europe
526	Bakenyi	557	Kebu (Okebu)	683	Asia
527	Bakiga	558	Kuku	684	USA
528	Bakhonzo	559	Kumam	685	Canada
529	Banyabindi	560	Lango	686	Central & Latin America
530	Banyabutumbi	561	Lendu	687	Australia
531	Banyakore	562	Lugbara	688	Oceania
532	Banyara	563	Madi	689	Non-Ugandan-Not Stated
533	Banyaruguru	564	Mening		
534	Banyarwanda	565	Mvuba		
535	Banyole	566	Napore		
536	Banyoro	567	Ngikutio		
537	Baruli	568	Nubi		
538	Barundi	569	Nyangia		
539	Basamia	570	Pokot		
540	Basoga	571	Reli		

ANNEX 7: INTERNATIONAL STANDARD INDUSTRIAL CLASSIFICATION (ISIC) Rev 4

A Agriculture, forestry and fishing

Division 01 Crop and animal production, hunting and related service activities

011 Growing of non-perennial crops

- 0111 Growing of cereals (except rice), leguminous crops and oil seeds
- 0112 Growing of rice
- 0113 Growing of vegetables and melons, roots and tubers
- 0114 Growing of sugar cane
- 0115 Growing of tobacco
- 0116 Growing of fibre crops
- 0119 Growing of other non-perennial crops

012 Growing of perennial crops

- 0121 Growing of grapes
- 0122 Growing of tropical and subtropical fruits
- 0123 Growing of citrus fruits
- 0124 Growing of pome fruits and stone fruits
- 0125 Growing of other tree and bush fruits and nuts
- 0126 Growing of oleaginous fruits
- 0127 Growing of beverage crops
- 0128 Growing of spices, aromatic, drug and pharmaceutical crops
- 0129 Growing of other perennial crops

- 013 0130 Plant propagation

014 Animal production

- 0141 Raising of cattle and buffaloes
- 0142 Raising of horses and other equines
- 0143 Raising of camels and camelids
- 0144 Raising of sheep and goats
- 0145 Raising of swine/pigs
- 0146 Raising of poultry
- 0149 Raising of other animals

015 0150 Mixed farming

016 Support activities to agriculture and post-harvest crop activities

- 0161 Support activities for crop production
- 0162 Support activities for animal production
- 0163 Post-harvest crop activities
- 0164 Seed processing for propagation

017 0170 Hunting, trapping and related service activities

Division 02 Forestry and logging

- 0210 Silviculture and other forestry activities
- 0220 Logging
- 0230 Gathering of non-wood forest products
- 0240 Support services to forestry

Division 03 Fishing and aquaculture

- 031 Fishing
- 0311 Marine fishing
- 0312 Freshwater fishing
- 032 Aquaculture
- 0321 Marine aquaculture
- 0322 Freshwater aquaculture

B Mining and quarrying

- 0510 Mining of hard coal
- 0520 Mining of lignite

- 0610 Extraction of crude petroleum
- 0620 Extraction of natural gas

072 Mining of non-ferrous metal ores

- 0721 Mining of uranium and thorium ores
- 0729 Mining of other non-ferrous metal ores

- 0810 Quarrying of stone, sand and clay

089 Mining and quarrying n.e.c.

- 0891 Mining of chemical and fertilizer minerals
- 0892 Extraction of peat
- 0893 Extraction of salt
- 0899 Other mining and quarrying n.e.c.

- 0910 Support activities for petroleum and natural gas extraction
- 0990 Support activities for other mining and quarrying

C Manufacturing

Division 10 Manufacture of food products

- 1010 Processing and preserving of meat
- 1020 Processing and preserving of fish, crustaceans and molluscs
- 1030 Processing and preserving of fruit and vegetables
- 1040 Manufacture of vegetable and animal oils and fats
- 1050 Manufacture of dairy products

106 Manufacture of grain mill products, starches and starch products

- 1061 Manufacture of grain mill products
- 1062 Manufacture of starches and starch products

107 Manufacture of other food products

- 1071 Manufacture of bakery products
- 1072 Manufacture of sugar
- 1073 Manufacture of cocoa, chocolate and sugar confectionery
- 1074 Manufacture of macaroni, noodles, couscous and similar farinaceous products
- 1075 Manufacture of prepared meals and dishes
- 1079 Manufacture of other food products n.e.c.

1080 Manufacture of prepared animal feeds

Division 11 Manufacture of beverages

- 1101 Distilling, rectifying and blending of spirits
- 1102 Manufacture of wines
- 1103 Manufacture of malt liquors and malt
- 1104 Manufacture of soft drinks; production of mineral waters and other bottled waters

Division 12 Manufacture of tobacco products

- 1200 Manufacture of tobacco products

Division 13 Manufacture of textiles

131 Spinning, weaving and finishing of textiles

- 1311 Preparation and spinning of textile fibres
- 1312 Weaving of textiles
- 1313 Finishing of textiles

139 Manufacture of other textiles

- 1391 Manufacture of knitted and crocheted fabrics
- 1392 Manufacture of made-up textile articles, except apparel
- 1393 Manufacture of carpets and rugs
- 1394 Manufacture of cordage, rope, twine and netting
- 1399 Manufacture of other textiles n.e.c.

Division 14 Manufacture of wearing apparel

- 1410 Manufacture of wearing apparel, except fur apparel
- 1420 Manufacture of articles of fur
- 1430 Manufacture of knitted and crocheted apparel

151 Tanning and dressing of leather; manufacture of luggage, handbags, saddlery and harness; dressing and dyeing of fur

- 1511 Tanning and dressing of leather; dressing and dyeing of fur
- 1512 Manufacture of luggage, handbags and the like, saddlery and harness

- 152 1520 Manufacture of footwear

Division 16 Manufacture of wood and of products of wood and cork, except furniture; manufacture of articles of straw and plaiting materials

- 1610 Sawmilling and planing of wood

162 Manufacture of products of wood, cork, straw and plaiting materials

- 1621 Manufacture of veneer sheets and wood-based panels
- 1622 Manufacture of builders' carpentry and joinery
- 1623 Manufacture of wooden containers
- 1629 Manufacture of other products of wood; manufacture of articles of cork, straw and plaiting materials

Division 17 Manufacture of paper and paper products

- 1701 Manufacture of pulp, paper and paperboard
- 1702 Manufacture of corrugated paper and paperboard and of containers of paper and paperboard
- 1709 Manufacture of other articles of paper and paperboard

181 Printing and service activities related to printing

- 1811 Printing
- 1812 Service activities related to printing

- 1820 Reproduction of recorded media
- 1910 Manufacture of coke oven products

1920	Manufacture of refined petroleum products
201	Manufacture of basic chemicals, fertilizers and nitrogen compounds, plastics and synthetic rubber in primary forms
2011	Manufacture of basic chemicals
2012	Manufacture of fertilizers and nitrogen compounds
2013	Manufacture of plastics and synthetic rubber in primary forms
202	Manufacture of other chemical products
2021	Manufacture of pesticides and other agrochemical products
2022	Manufacture of paints, varnishes and similar coatings, printing ink and mastics
2023	Manufacture of soap and detergents, cleaning and polishing preparations, perfumes and toilet preparations
2029	Manufacture of other chemical products n.e.c.
2030	Manufacture of man-made fibres
2100	Manufacture of pharmaceuticals, medicinal chemical and botanical products
221	Manufacture of rubber products
2211	Manufacture of rubber tyres and tubes; retreading and rebuilding of rubber tyres
2219	Manufacture of other rubber products
2220	Manufacture of plastics products
2310	Manufacture of glass and glass products
2391	Manufacture of refractory products
2392	Manufacture of clay building materials
2393	Manufacture of other porcelain and ceramic products
2394	Manufacture of cement, lime and plaster
2395	Manufacture of articles of concrete, cement and plaster
2396	Cutting, shaping and finishing of stone
2399	Manufacture of other non-metallic mineral products n.e.c.
2410	Manufacture of basic iron and steel
2420	Manufacture of basic precious and other non-ferrous metals
2431	Casting of iron and steel
2432	Casting of non-ferrous metals
251	Manufacture of structural metal products, tanks, reservoirs and steam generators
2511	Manufacture of structural metal products
2512	Manufacture of tanks, reservoirs and containers of metal
2513	Manufacture of steam generators, except central heating hot water boilers
2520	Manufacture of weapons and ammunition
259	Manufacture of other fabricated metal products; metalworking service activities
2591	Forging, pressing, stamping and roll-forming of metal; powder metallurgy
2592	Treatment and coating of metals; machining
2593	Manufacture of cutlery, hand tools and general hardware
2599	Manufacture of other fabricated metal products n.e.c.
2610	Manufacture of electronic components and boards
2620	Manufacture of computers and peripheral equipment
2630	Manufacture of communication equipment
2640	Manufacture of consumer electronics

- 265 Manufacture of measuring, testing, navigating and control equipment; watches and clocks
- 2651 Manufacture of measuring, testing, navigating and control equipment
- 2652 Manufacture of watches and clocks

- 266 2660 Manufacture of irradiation, electromedical and electrotherapeutic equipment

- 2670 Manufacture of optical instruments and photographic equipment
- 2680 Manufacture of magnetic and optical media

- 2710 Manufacture of electric motors, generators, transformers and electricity distribution and control apparatus
- 2720 Manufacture of batteries and accumulators

- 273 Manufacture of wiring and wiring devices
- 2731 Manufacture of fibre optic cables
- 2732 Manufacture of other electronic and electric wires and cables
- 2733 Manufacture of wiring devices

- 2740 Manufacture of electric lighting equipment
- 2750 Manufacture of domestic appliances
- 2790 Manufacture of other electrical equipment

- 281 Manufacture of general-purpose machinery
- 2811 Manufacture of engines and turbines, except aircraft, vehicle and cycle engines
- 2812 Manufacture of fluid power equipment
- 2813 Manufacture of other pumps, compressors, taps and valves
- 2814 Manufacture of bearings, gears, gearing and driving elements
- 2815 Manufacture of ovens, furnaces and furnace burners
- 2816 Manufacture of lifting and handling equipment
- 2817 Manufacture of office machinery and equipment (except computers and peripheral equipment)
- 2818 Manufacture of power-driven hand tools
- 2819 Manufacture of other general-purpose machinery
- 282 Manufacture of special-purpose machinery
- 2821 Manufacture of agricultural and forestry machinery
- 2822 Manufacture of metal-forming machinery and machine tools
- 2823 Manufacture of machinery for metallurgy
- 2824 Manufacture of machinery for mining, quarrying and construction
- 2825 Manufacture of machinery for food, beverage and tobacco processing
- 2826 Manufacture of machinery for textile, apparel and leather production
- 2829 Manufacture of other special-purpose machinery

- 2910 Manufacture of motor vehicles
- 2920 Manufacture of bodies (coachwork) for motor vehicles; manufacture of trailers and semi-trailers
- 2930 Manufacture of parts and accessories for motor vehicles

- 301 Building of ships and boats
- 3011 Building of ships and floating structures
- 3012 Building of pleasure and sporting boats
- 3020 Manufacture of railway locomotives and rolling stock

- 3030 Manufacture of air and spacecraft and related machinery
- 3040 Manufacture of military fighting vehicles

- 309 Manufacture of transport equipment n.e.c.
- 3091 Manufacture of motorcycles
- 3092 Manufacture of bicycles and invalid carriages
- 3099 Manufacture of other transport equipment n.e.c.

- 3100 Manufacture of furniture
- 321 Manufacture of jewellery, bijouterie and related articles
- 3211 Manufacture of jewellery and related articles
- 3212 Manufacture of imitation jewellery and related articles

- 3220 Manufacture of musical instruments
- 3230 Manufacture of sports goods
- 3240 Manufacture of games and toys
- 3250 Manufacture of medical and dental instruments and supplies
- 3290 Other manufacturing n.e.c.

- 331 Repair of fabricated metal products, machinery and equipment
- 3311 Repair of fabricated metal products
- 3312 Repair of machinery
- 3313 Repair of electronic and optical equipment
- 3314 Repair of electrical equipment
- 3315 Repair of transport equipment, except motor vehicles
- 3319 Repair of other equipment

- 3320 Installation of industrial machinery and equipment

- D Electricity, gas, steam and air conditioning supply**
- 3510 Electric power generation, transmission and distribution
- 3520 Manufacture of gas; distribution of gaseous fuels through mains
- 3530 Steam and air conditioning supply

- E Water supply; sewerage, waste management and remediation activities**
- 3600 Water collection, treatment and supply

- 3700 Sewerage

- 381 Waste collection
- 3811 Collection of non-hazardous waste
- 3812 Collection of hazardous waste

- 382 Waste treatment and disposal
- 3821 Treatment and disposal of non-hazardous waste
- 3822 Treatment and disposal of hazardous waste

- 3830 Materials recovery
- 3900 Remediation activities and other waste management services

- F Construction**
- 4100 Construction of buildings
- 4220 Construction of utility projects (roads and railways)
- 4290 Construction of other civil engineering projects

- 4311 Demolition
- 4312 Site preparation
- 4321 Electrical installation

- 4322 Plumbing, heat and air-conditioning installation
- 4329 Other construction installation
- 4330 Building completion and finishing
- 4390 Other specialized construction activities

- G Wholesale and retail trade; repair of motor vehicles and motorcycles**
- 4510 Sale of motor vehicles
- 4520 Maintenance and repair of motor vehicles

- 4530 Sale of motor vehicle parts and accessories
- 4540 Sale, maintenance and repair of motorcycles and related parts and accessories

- 4610 Wholesale on a fee or contract basis
- 4620 Wholesale of agricultural raw materials and live animals
- 4630 Wholesale of food, beverages and tobacco
- 4641 Wholesale of textiles, clothing and footwear
- 4649 Wholesale of other household goods
- 465 Wholesale of machinery, equipment and supplies
- 4651 Wholesale of computers, computer peripheral equipment and software
- 4652 Wholesale of electronic and telecommunications equipment and parts
- 4653 Wholesale of agricultural machinery, equipment and supplies
- 4659 Wholesale of other machinery and equipment

- 4661 Wholesale of solid, liquid and gaseous fuels and related products
- 4662 Wholesale of metals and metal ores
- 4663 Wholesale of construction materials, hardware, plumbing and heating equipment and supplies
- 4669 Wholesale of waste and scrap and other products n.e.c.

- Division 47 Retail trade, except of motor vehicles and motorcycles
- 471 Retail sale in non-specialized stores
- 4711 Retail sale in non-specialized stores with food, beverages or tobacco predominating
- 4719 Other retail sale in non-specialized stores
- 472 Retail sale of food, beverages and tobacco in specialized stores
- 4721 Retail sale of food in specialized stores
- 4722 Retail sale of beverages in specialized stores
- 4723 Retail sale of tobacco products in specialized stores

- 4730 Retail sale of automotive fuel in specialized stores
- 474 Retail sale of information and communications equipment in specialized stores
- 4741 Retail sale of computers, peripheral units, software and telecommunications equipment in specialized stores
- 4742 Retail sale of audio and video equipment in specialized stores

- 4751 Retail sale of textiles in specialized stores
- 4752 Retail sale of hardware, paints and glass in specialized stores
- 4753 Retail sale of carpets, rugs, wall and floor coverings in specialized stores
- 4759 Retail sale of electrical household appliances, furniture, lighting equipment and other household articles in specialized stores

- 4761 Retail sale of books, newspapers and stationary in specialized stores
- 4762 Retail sale of music and video recordings in specialized stores

- 4763 Retail sale of sporting equipment in specialized stores
- 4764 Retail sale of games and toys in specialized stores
- 4771 Retail sale of clothing, footwear and leather articles in specialized stores
- 4772 Retail sale of pharmaceutical and medical goods, cosmetic and toilet articles in

- specialized stores
- 4773 Other retail sale of new goods in specialized stores
- 4774 Retail sale of second-hand goods

- 478 Retail sale via stalls and markets
- 4781 Retail sale via stalls and markets of food, beverages and tobacco products
- 4782 Retail sale via stalls and markets of textiles, clothing and footwear
- 4789 Retail sale via stalls and markets of other goods

- 479 Retail trade not in stores, stalls or markets**
- 4791 Retail sale via mail order houses or via Internet
- 4799 Other retail sale not in stores, stalls or markets

- H Transportation and storage**
- 4911 Passenger rail transport, interurban
- 4912 Freight rail transport

- 4921 Urban and suburban passenger land transport
- 4922 Other passenger land transport
- 4923 Freight transport by road

- 4930 Transport via pipeline

- 5011 Sea and coastal passenger water transport
- 5012 Sea and coastal freight water transport

- 5021 Inland passenger water transport
- 5022 Inland freight water transport

- 5110 Passenger air transport
- 5120 Freight air transport

- 5210 Warehousing and storage
- 5221 Service activities incidental to land transportation

- 5222 Service activities incidental to water transportation
- 5223 Service activities incidental to air transportation
- 5224 Cargo handling
- 5229 Other transportation support activities

- 5310 Postal activities
- 5320 Courier activities

- I Accommodation and food service activities**
- 5510 Short term accommodation activities
- 5520 Camping grounds, recreational vehicle parks and trailer parks
- 5590 Other accommodation

- 5610 Restaurants and mobile food service activities
- 5621 Event catering
- 5629 Other food service activities
- 5630 Beverage serving activities

- J Information and communication**
- 581 Publishing of books, periodicals and other publishing activities**
- 5811 Book publishing

- 5812 Publishing of directories and mailing lists
- 5813 Publishing of newspapers, journals and periodicals
- 5819 Other publishing activities

- 5820 Software publishing

- 5911 Motion picture, video and television programme production activities
- 5912 Motion picture, video and television programme post-production activities
- 5913 Motion picture, video and television programme distribution activities
- 5914 Motion picture projection activities

- 5920 Sound recording and music publishing activities

- 6010 Radio broadcasting
- 6020 Television programming and broadcasting activities

- 6110 Wired telecommunications activities
- 6120 Wireless telecommunications activities
- 6130 Satellite telecommunications activities
- 6190 Other telecommunications activities

- 6201 Computer programming activities
- 6202 Computer consultancy and computer facilities management activities
- 6209 Other information technology and computer service activities

- 6311 Data processing, hosting and related activities
- 6312 Web portals

- 6391 News agency activities
- 6399 Other information service activities n.e.c.

- K Financial and insurance activities**
- 6411 Central banking
- 6419 Other monetary intermediation
- 6420 Activities of holding companies
- 6430 Trusts, funds and similar financial entities
- 6491 Financial leasing
- 6492 Other credit granting
- 6499 Other financial service activities, except insurance and pension funding activities, n.e.c.

- 6511 Life insurance
- 6512 Non-life insurance

- 6530 Pension funding

- 6611 Administration of financial markets
- 6612 Security and commodity contracts brokerage
- 6619 Other activities auxiliary to financial service activities

- 6621 Risk and damage evaluation
- 6622 Activities of insurance agents and brokers
- 6629 Other activities auxiliary to insurance and pension funding
- 6630 Fund management activities

- L Real estate activities**
- 6810 Real estate activities with own or leased property

6820 Real estate activities on a fee or contract basis

M Professional, scientific and technical activities

6910 Legal activities

6920 Accounting, bookkeeping and auditing activities; tax consultancy

7010 Activities of head offices

7020 Management consultancy activities

7110 Architectural and engineering activities and related technical consultancy

7120 Technical testing and analysis

7210 Research and experimental development on natural sciences and engineering

7220 Research and experimental development on social sciences and humanities

7310 Advertising

7320 Market research and public opinion polling

7410 Specialized design activities

7420 Photographic activities

7490 Other professional, scientific and technical activities n.e.c.

N Administrative and support service activities

7500 Veterinary activities

7710 Renting and leasing of motor vehicles

7721 Renting and leasing of recreational and sports goods

7722 Renting of video tapes and disks

7729 Renting and leasing of other personal and household goods

7730 Renting and leasing of other machinery, equipment and tangible goods

7740 Leasing of intellectual property and similar products, except copyrighted works

7810 Activities of employment placement agencies

7820 Temporary employment agency activities

7830 Other human resources provision

7911 Travel agency activities

7912 Tour operator activities

7990 Other reservation service and related activities

8010 Private security activities

8020 Security systems service activities

8030 Investigation activities

8110 Combined facilities support activities

8121 General cleaning of buildings

8129 Other building and industrial cleaning activities

8130 Landscape care and maintenance service activities

8211 Combined office administrative service activities

8219 Photocopying, document preparation and other specialized office support activities

8220 Activities of call centres

8230 Activities of collection agencies and credit bureaus

8292 Packaging activities

8299 Other business support service activities n.e.c.

O Public administration and defence; compulsory social security
841 Administration of the State and the economic and social policy of the community

- 8411 General public administration activities
- 8412 Regulation of the activities of providing health care, education, cultural services and other social services, excluding social security
- 8413 Regulation of and contribution to more efficient operation of businesses

- 8421 Foreign affairs
- 8422 Defence activities
- 8423 Public order and safety activities
- 8430 Compulsory social security activities

P Education

- 8510 Pre-primary and primary education
- 8521 General secondary education
- 8522 Technical and vocational secondary education

- 853 8530 Higher education

- 8541 Sports and recreation education
- 8542 Cultural education
- 8549 Other education n.e.c.
- 8550 Educational support activities

Section Q Human health and social work activities

- 8610 Hospital activities
- 8620 Medical and dental practice activities
- 8690 Other human health activities

- 8710 Residential nursing care facilities
- 8720 Residential care activities for mental retardation, mental health and substance abuse
- 8730 Residential care activities for the elderly and disabled
- 8790 Other residential care activities

- 8810 Social work activities without accommodation for the elderly and disabled
- 8890 Other social work activities without accommodation

R Arts, entertainment and recreation

- 9000 Creative, arts and entertainment activities

- 9101 Library and archives activities
- 9102 Museums activities and operation of historical sites and buildings
- 9103 Botanical and zoological gardens and nature reserves activities

- 9200 Gambling and betting activities

- 9311 Operation of sports facilities
- 9312 Activities of sports clubs
- 9319 Other sports activities

- 9321 Activities of amusement parks and theme parks
- 9329 Other amusement and recreation activities n.e.c.

S Other service activities

941 Activities of business, employers and professional membership organizations

9411 Activities of business and employers membership organizations

9412 Activities of professional membership organizations

942 9420 Activities of trade unions

9491 Activities of religious organizations

9492 Activities of political organizations

9499 Activities of other membership organizations n.e.c.

951 Repair of computers and communication equipment

9511 Repair of computers and peripheral equipment

9512 Repair of communication equipment

952 Repair of personal and household goods

9521 Repair of consumer electronics

9522 Repair of household appliances and home and garden equipment

9523 Repair of footwear and leather goods

9524 Repair of furniture and home furnishings

9529 Repair of other personal and household goods

9601 Washing and (dry-) cleaning of textile and fur products

9602 Hairdressing and other beauty treatment

9603 Funeral and related activities

9609 Other personal service activities n.e.c.

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

9700 Activities of households as employers of domestic personnel

9810 Undifferentiated goods-producing activities of private households for own use

9820 Undifferentiated service-producing activities of private households for own use

U Activities of extraterritorial organizations and bodies

9900 Activities of extraterritorial organizations and bodies

ANNEX 8: CROP CODES

Ser. No.	Crop Name	Crop Code	Ser. No.	Crop Name	Crop Code
1	Wheat	111	31	Oranges	700
2	Barley	112	32	Paw paw	710
3	Rice	120	33	Pineapples	720
4	Maize	130	34	Banana food	741
5	Finger Millet	141	35	Banana beer	742
6	Sorghum	150	36	Banana sweet	744

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7	Beans	210	37	Mango	750
8	Field Peas	221	38	Jackfruit	760
9	Cow peas	222	39	Avocado	770
10	Pigeon peas	223	40	Passion fruit	780
11	Chick peas	224	41	Coffee all	810
12	Groundnuts	310	42	Cocoa	820
13	Soya beans	320	43	Tea	830
14	Sunflower	330	44	Ginger	840
15	Simsim	340	45	Curry	850
16	Cabbage	410	46	Oil palm	860
17	Tomatoes	420	47	Vanilla	870
18	Carrots	430	48	Black wattle	880
19	Onions	440	49	Other	890
20	Pumpkins	450	50	Natural pastures	910
21	Dodo	460	51	Improved pastures	920
22	Eggplants	470	52	Fallow	930
23	Sugarcane	510	53	Bush	940
24	Cotton	520	54	Natural forest trees	950
25	Tobacco	530	55	Plantation trees	960
26	Irish potatoes	610	56	Bamboo	970
27	Sweet potatoes	620	57	Other forest trees	990
28	Cassava	630			
29	Yam	640			
30	Coco yam	650			