Barbados Statistical Service
Inter-American Development Bank

Barbados Survey of Living Conditions
BSLC 2016

Instructions on Data Collection and Survey Questionnaire Filling

Sistemas Integrales, January 2016

INTRODUCTION

Barbados Statistical Service will conduct the Barbados Survey of Living Conditions 22016 (BSLC), with the technical and financial support of the Inter-American Development Bank (IDB) and the technical assistance of Sistemas Integrales. This manual complements the contents presented in a three-week training workshop for interviewers and intends to summarize the main topics addressed during the course.

Chapter 1: General Aspects of the BSLC

OBJECTIVES

The Household Living Standards Survey (BSLC) is a multi-topic survey. Its main objective is to collect essential information about the living standards of all populaton groups.

With the questionnaire as main instrument, the BSLC collects information on a set of variables that describe a household's welfare for a given period of time. This enables not only the measurement of social well-being but also the identification of the factors that explain and determine well-being.

As a result, the BSLC will:

1. provide public sector and government with information on different indicators about the population's living conditions and their determinants;

2. serve as a guideline in the socio-economic development strategy of the country;

3. allow for the evaluation of the results of different government policies and programs developed with the aim to improve the population's living standards;

4. provide key inputs for the development of the Country Assessment of Living Conditions, based on empirical evidence.

SCOPE AND DURATION

The BSLC will cover the population in the entire Barbados' territory and its sample will include 3.500 particular households and all their members. Since one of the BSLC's main objectives is to measure the consumption and expenditure patterns of the Barbadian population, the sample will be evenly distributed along a twelve-month period, from February 2016 through January 2017. Furthermore, the overall yearly sample will be allocated into four quarterly replicates, which means that the overall sample will be achieved through the aggregation of four smaller samples that will spread across the entire country territory and that will be nationally representative by themselves. Thus, the BSLC will capture consumption seasonality, achieving not only spatial but also time representativeness.

TEAM

The implementation of the survey will be carried out by two main teams: the Survey Management team and the Field Team. Each of them will be responsible for the development of different aspects of the survey.

The **Survey Management Team** tasks are:

- development of the survey's conceptual and methodological aspects;
- ensuring the comprehensiveness of the survey and developing the sample design;

- development of questionnaires, forms, instructions and manuals;
- identification of the best systems and methods of fieldwork organization;
- staff training for data collection and data entry;
- supervision and monitoring of fieldwork including data entry phase;
- coordination and support during data collection and data entry.

The Field Team consists of 2 supervisor, 12 interviewers and 1 Introducer. The Field Team is overseen by the Survey Management Team, formed by a Survey Coordinator who directs all fieldwork activities and 2 technical consultants.

- **Supervisors:** they are responsible for the organization of fieldwork and data collection. The supervisor's tasks consist in organizing fieldwork, guiding and coordinating the interviewers' work and helping them resolve specific problems that they may face during their work. Each supervisor is responsible for the work carried out in the field.

- **Interviewers:** they are responsible for collecting and entering the households' data. Data entry will be performed in the field, immediately after data collection, when the household is still at hand to be contacted in the event of any error or inconsistency in the data. It is essential that interviewers are carefully selected and trained, both academically and practically.

- **Introducer:** the introducer will hand out the letters of presentation signed by the BSS director to the selected households. This letter will briefly describe the objectives of the BSLC 2016 and will kindly request the household's collaboration with the survey. The introducer will also have to schedule the first visit so that the interviewer will know when to visit the household and who to contact in the first visit (an adult household member – 18 years of age or older- knowledgeable of the basic characteristics of all household members such as age, date of birth, marital status, etc.).

Data quality assurance

In order to ensure the collection of ***good quality data***, the survey is organized with intensive direct supervision, computer quality controls and field monitoring of all levels and phases of data collection and data entry.

Chapter 2: Interviewer's Tasks and Obligations

Interviewers who successfully complete the training course will sign a service contract, which will state their status and obligations within the BSLC. They will be provided with a training course, along with the necessary materials and resources.

Data collection will last 12 full months and all participants will have to make themselves available during this period.

IMPORTANCE OF THE INTERVIEWER'S WORK

The interviewer is in charge of one of the most important phases of the research process: data collection. He/She is responsible for collecting reliable information from households. This is carried out through direct interviewing of household members based on the questionnaire. Coverage, quality and accuracy of information mainly depends on whether the interviewer does his/her job. All the preparatory work for the survey, the protocols established and the techniques used will not be successful if the interviewer does not carry out his/her work with perfection and accuracy.

REQUIRED FEATURES

The interviewer's work requires special personal features such as: sociability, rigor and flexibility to adapt to different situations they face during the interview, as well as a profound sense of responsibility. It also requires the utmost discretion and seriousness as he/she has access to private information which cannot be disclosed without violating the confidentiality guaranteed by Barbados Statistic Act, Cap. 192.

The interviewer reports directly to the supervisors and indirectly to the coordinator at the Survey Management Team.

INTERVIEWER'S OBLIGATIONS

The interviewer's obligations are of great importance. Its strict compliance and monitoring will determine whether the collected information is of high quality and reflects the living conditions of the population accurately.

Interviewers should behave in line with the following norms and rules:

1. Participate actively and complete the training course;
2. study carefully this Manual and other instructions in order to fully understand them;
3. comply with the instructions and recommendations contained in the Manual and any instruction given by individuals who are responsible of the survey, including the supervisor and the Survey Management Team;

4. carry out interviews though personal visits to households, to interview each individual as it is specified in certain modules and thus collect information directly. The interviewer's tasks cannot be delegated or transferred to anybody else;

5. complete an interview with all household members. **To visit the household as many times as necessary, in order to find the direct respondents**, to correct inaccurate information or to complete incomplete information. **Remember:** the interviewer is, by the contract, obliged to make him/herself fully available for work in the BSLC, thus he/she must be available for carrying out the survey at any time the respondent specifies as the most convenient time for him/her: weekend, holidays, evenings, etc.;

6. behave professionally and formally during the interview, in accordance with the important work he/she performs;

7. visit households in decent and professional outfit, having in mind that it is an important aspect for ensuring cooperation from the household and good quality data;

8. come to work on time according to his supervisor's instructions;

9. make him/herself available at any time he/she is needed during the survey implementation;

10. complete any given assignments and fulfill the norms. To hand over to the supervisor all filled questionnaires with the obtained information every day;

11. perform all the scheduled interviews at the time they are planned. In the event it is not possible to interview one of selected households, the interviewer will have to inform his/her supervisor, who will make a decision on necessary any changes in accordance with the stated procedures. **Remember that the interviewer is not allowed to select on his/her own any replacement housing unit to be interviewed.**

WHAT THE INTERVIEWER MUST NOT DO

An interviewer should never perform the actions listed below:

1. The interviewer's job is individual and cannot be transferred to anybody else. In other words, nobody else can do the interviewer's job for him;

2. No one involved in the survey (interviewers and supervisors) can be engaged in any other job during the survey. Work on the survey is a full-time job throughout the duration of the survey;

3. the interviewer is not allowed to amend any information obtained from the respondent;

4. he interviewer must neither disclose, repeat or comment information obtained from any respondent, nor show a completed questionnaire to any other person who is not part of the project staff. **Remember that all the information given by the respondent is *confidential;***

5. the interviewer is not allowed to bring anybody who is not a fieldwork team member during interviews with the respondents;

6. the interviewer is not allowed to exert any pressure on respondents, nor motivate them to answer by giving false promises or offers;

7. all collected information must be handed over to the supervisor without any amendments or deletion.

INTERVIEWER-SUPERVISOR RELATIONSHIP

- The interviewer reports directly to the Field Supervisors;
- the Field Supervisor will provide additional instructions as needed;
- the work of Interviewer is monitored and reviewed by the Supervisors and the Survey Coordinator;
- the interviewer should notify the Field Supervisors about any questionable situation that makes it difficult to perform their work effectively as soon as possible;
- the interviewer shall receive from the Field Supervisors the required material;
- the interviewer will submit to the Field Supervisors all completed questionnaires on a daily basis;
- upon completion of their work, interviewers must submit to the Field Supervisor all unused materials.

INTERVIEWER AND DATA MANAGEMENT

Data entry will be made directly by the interviewer, with a program that incorporates a set of data validations. This allows for an early assessment of the quality of the collected data and enables the interviewer to return to the household in case of missing information or data inconsistencies.

The existence of this tool allows the fieldwork team to improve the quality of the data collected in two different aspects. On the one hand, it enables the standardization of all the interviewers' work. On the other hand, it generates a special dynamic within the team, since the supervisors will be able to hold periodical meetings with the interviewers to give their feedback based on the automated reports delivered by the data entry program.

INTERVIEWER'S MATERIALS

The interviewer will receive the following materials for accomplishing the tasks asigned:

MATERIAL	HOW TO USE IT
Interviewer's Manual	• Document that contains definitions and general and specific instructions for carrying out the work; • It will be introduced during the training, and shall be used as a reference guide throughout the survey.
ID Credential	• Document that identifies him/her as an official interviewer of the BSLC. The interviewer should carry it at all times.
Survey Questionnaire	• Instrument for data collection during the interview.
Maps	• Identifies the geographical locations in which the interviewer will perform his/her work. It represents the Enumeration Area, showing the located settlements, the physical infrastructure and streets with all its buildings, including housing units. The area to be covered will be clearly marked on it.
Household Listing Form	• List of housing units in which households are to be interviewed. Information on each unit: street, number, floor, head of household's name and any additional information to ensure easy identification of the household. Those households to be interviewed will be highlighted on the list • As interviews are completed, the interviewer shall complete it, so that it may act as a record of the area in which the survey was carried out.
Anthropometric measurement materials	• The supervisors will be in charge of the anthropometric measurement of all children from 0 to 5 years old. For this purpose they will receive a scale, a measuring board and a copy of UNICEF Manual for anthropometric measurement.

> Do not forget to bring the Interviewer's Manual and to consult it, or talk to your supervisor in case of any problem in order to come to a quick and correct solution.

Chapter 3: Survey Methodology and Procedures

This chapter describes and explains in a comprehensive manner the methodology used in the BSLC. It contains the strategies, techniques, procedures and norms to be followed.

INSTRUMENTS

BSLC collects information through a ***household questionnaire.***

The questionnaire includes questions on the dwelling in which the household lives, on the household itself as social unit and on all household members. It consists of 15 modules that address different topics. It is the interviewer's responsibility to fill out this questionnaire.

DATA COLLECTION STRATEGY

The questionnaire modules will be filled during a certain number of visits, depending on the level of cooperation from the household, the number of members in the household and the availability of each direct respondent at the time of the interview.

In the event that certain household members are not at home, the interviewer will schedule another visit to the same household when that person is expected to be at home and available for the interview. This visit should be scheduled during the period within which the interviewer is working in the Enumeration District.

Direct respondents: in this survey we will work with direct respondents only. Unlike other surveys, the BSLC ***does not take*** the head of household or his/her spouse as the only respondent who answers on behalf of all household members. Instead, in the BSLC each person **15 years old** or above should respond directly for him/herself. For **children under 15 years**, a parent or a care giver will respond. The only case in which another household member can respond on behalf of a person 15 years old or above is when the targeted person is absent from home during the **whole** period when the interviewer is in the Enumeration Area. Also, when the targeted person is in poor health condition and cannot answer. In such cases, upon consultation with the supervisor and obtaining the supervisor's approval, the interviewer can ask the most knowledgeable person to answer on behalf of such person.

In order to collect information directly from each household member, interviewers should visit the household as many times as necessary. Compliance with these procedures will ensure quality, reliability and accuracy of the collected data.

Data entry and correction of inconsistencies: the data gathered during the interview will be entered and checked for consistency and completeness by the data entry program. Any inconsistency, error or omissions, will be informed by the supervisor to the interviewers, who will have to pay a new visit to the household to get the data corrected. This system enables data correction by the ones who are most competent to do it: respondents who gave the original answers.

INTRODUCTION OF THE BSLC TO THE SELECTED HOUSEHOLDS

Once the households to be interviewed are selected, an **Introducer** will locate them and visit them to inform them that they have be selected for the BSLC. The introducer should ideally ask to talk to the head of the household or his/her spouse. He/she should kindly and friendly greet the person, introduce him/herself and hand over the introduction letter. Then the introducer should explain briefly and concisely the purpose of the survey, importance of the project and the need for cooperation by all household members. He/she should also schedule a first appointment for the interviewer to visit the household and complete Module 1 of the questionnaire (which contains the household roster).

One way for the Introducer to address the household is the following:

"Good morning/afternoon, I work for the Barbados Statistical Service, which is implementing the Barbados Survey of Living Conditions. Your house hold has been selected to take part of this survey. Your cooperation and answers would be extremely important since they reflect the status of many of our citizens who live in similar conditions. We will appreciate if you and your household members participate in this survey, answering to a set of questions on different topics. An interviewer will visit you during the next days and will ask you and the other household members about your household, as well as about your education, your job and expenditures, among other topics.

Could you please tell us when could the interviewer meet a member of your household who is knowledgeable of the main characteristics of all the household members, such as age, date of birth and marital status?"

Here below is a copy of the letter signed by Mr. A. Victor Browne (BBS Director), which the Introducer will hand over to the household.

Subject: **Please welcome the SLC Field Officer to your household.**

Dear SLC respondent,

Greetings! Your household was randomly selected to participate in the **Survey of Living Conditions** (**SLC**) of Barbados.

The SLC is a household survey, collecting information about the situation of individuals and the households in which they live. The survey is being conducted by the Barbados Statistical Service (BSS), in cooperation with the Inter-American Development Bank.

With your help, we would like to collect information on the health, education, migration patterns, employment, financial status, living expenses, housing and general well-being of all persons (including children), living in this household. In addition, height and weight measurements would be solicited for children up to 5 years old (to be conducted by the supervisors in this survey).

Trained interviewers will be asking questions on these subjects and the responses you provide will be treated with utmost **confidentiality**. Your answers are important and will help us understand better the issues which the children, women and men are facing in Barbados.

All SLC interviewers and supervisors will be carrying picture ID cards from the BSS.

Thank you for your time and participation!

Sincerely,
A. Victor Browne
Director (ag)
Barbados Statistical Service,
5th Floor, Baobab Tower Building,
Warrens, St. Michael.

THE INTERVIEW

The following instructions are focused on the form and procedures for carrying out the interview in order to ensure this activity to be performed in an adequate and appropriate manner.

It is important to emphasize the need for all the staff to fully understand the questionnaire, as well as the manual with the instructions and maps: these are crucial elements for a successful survey and accurate results.

> Keep in mind that the households to be interviewed could have different cultural backgrounds and different reactions, attitudes and behavior in terms of the survey. The interviewer will have to interact with households of different structures, social and economic status, different levels of education, employment status, habits, religions, etc. This means that the interviewer will need to develop a significant capability of uderstanding and communicating in order to be able to establish a good relation with different persons and face different situations during the survey. Besides the above mentioned, the interviewer must establish confidence with the respondent, which will enable his/her to get reliable and positive survey results.

In what follows, we provide some general guidelines for conducting the interview.

1. Introduction: the moment when the interviewer and respondent meet first time is crucial for interview success. Thus, first impression is important, The interviewer's appearance, his/her attitude at the very beginning and what he/she says is crucial for further work. Interviewers should be properly and professionally dressed for their work.

In the first visit the interviewer should ask to talk to the head of each household living in the housing unit (or his/her spouse). He/she should kindly and friendly greet the person and introduce him/herself.

One way for the **interviewer** to introduce him/herself, is the following:

> *"Good morning/afternoon, I work for the Barbados Statistical Service which is implementing the Barbados Survey of Living Conditions. Your cooperation and answers would be extremely important since they reflect the status of many of our citizens who live in similar conditions. I would appreciate if you and your household members participated in this survey, answering to a group of questions on different topics. I will ask you and the other household members about your household and services you receive, as well as about your education, your job and expenditures."*

During the first visit it is important that the interviewer has a friendly attitude towards the respondent and show self-confidence. If the interviewer gives an impression of nervousness or insecurity, he/she would not provide enough confidence to the respondent in order to obtain the necessary cooperation, participation and attention.

The interviewer should try to maintain the same mood throughout the interview: if the interviewer gets tired or disturbed for any reason, he should make a short break to calm down and restart his work once he/she is calmer.

2. Communication: communication is to be established after the interviewer introduces him/herself, explains that this is the survey implemented throughout the country, and explain the importance of respondent's cooperation, until the interviewer becomes ready to start filling the questionnaire. During this short period, the interviewer must explain the purposes of the survey, and **emphasize that collected data are confidential.** This is crucial to avoid any fear of misuse of the answers given. All data will be used for statistical purposes, and the data which identify in any way any person or any household will not be used.

Keep in mind that at the beginning of the interview, level of attention, communication, confidence, participation and data provision is low. The interviewer's task is to increase gradually the respondent's attention and interest and to maintain it at the highest possible level throughout the interview. Rhythm of the survey, tone of questions, adequate speed in question formulation, dynamics of the interview itself, knowledge about the questions and their order are all factors that determine success of the interview. If the interviewer reads questions with monotonous or nervous voice, or without any rhythm, obtained information are likely to be of poor quality and the respondent will not be interested in answering.

The interviewer should not give the impression that he/she considers him/herself an important person because of the assignment he/she performs on behalf of the government. He/she should be open, friendly and decisive, show that he/she is an experienced person. He/she should not be authoritative or aggressive. A better communication can be established when the respondent sees that the interviewer is honest and up to his task.

3. Interview: When the interview starts, try to comply continuously with the following instructions:

- plan sufficient time for the interview;
- behave appropriately throughout the interview;
- do not give any information about which we are not sure, it is better to be uninformed, but honest. Limit the conversation to the survey topics only to avoid any conversation or attitude which could lead to a discussion or argument with the respondent;
- to the extent possible try to avoid an interview in the presence of a person who is not a household member; the respondent could give different answers in presence of another person;
- do not show to be surprised by any answer given by the respondent, either by the tone of your voice or mimics;
- comply strictly with the order and format while asking questions. In another words, comply strictly with instructions given in the questionnaire. Any modification could jeopardize uniformity of information;

- read questions without making any pressure on the respondent in any way. Never say something like: "You worked last week, right?". Never assume that you know the answer in advance;
- in terms of the rhythm of the interview, keep in mind that the interview consists of questions, answers, moments of silence and breaks. Read questions trying to keep the same rhythm all the time, give the respondent time to think about the answer. The interviewer must assess the level of respondent's understanding: question reading speed would depend on this. Besides the interviewer must pronounce clearly every single word he/she reads;
- read questions literary as they are written in the questionnaire (without any modification). In the event that the respondent does not understand it, read it again. If the respondent does not understand it after a second reading, explain carefully to him/her the purpose of the question, taking care not to amend in any way the original meaning of the question and without any influence on the answer;
- give the respondent time to answer the question. Try to ensure that the respondent does not amend the meaning of the question. Do it in a friendly way: experience will show which are best ways to achieve this;
- at the end of the interview, check carefully the questionnaire to make sure that no answer is missed or entered in a wrong box. If there is any, take advantage of the respondent's presence to correct it. **Keep in mind, that the supervisor will check the questionnaire once again, and that the interviewer would have to go back to the household to correct errors in case of missed or wrong entered answers**;
- complete the interview thanking the received information: be kind. Try to make good impression during the first visit to the household, keep in mind that you could have to come again to the same household
- do not offer copies of the questionnaire, any other material or anything else that the interviewer is not authorized to distribute;
- leave the household thanking to all the respondents for their cooperation and their time.

> Remember – the interviewer's work should mainly consist of:
>
> Reading questions from the questionnarie to the respondent exactly as they are written in the questionnaire, following determined order in a way that the respondent can understand and answer them easily.
>
> Carefuly listening and entering answers exactly as given by the respondent, complying with defined procedures (offered code, format of boxes for data entry, etc.)

Chapter 4: General Instructions for Questionnaire Management

STRUCTURE

In order to maintain respondent's attention, achieve good rhythm of the interview and get information in such a form which facilitates questionnaire filling, the questionnaire is designed with a specific structure and order.

The questionnaire has a format that facilitates field use and reduces the risk of errors.
The quality of the survey depends largely on:

- the **textual reading** of the questionnaire to the respondent;

- the formulation of all **questions in the order** they appear in the questionnaire;

- the **clarity and precision in recording the answers**, without anticipating or assuming they are obvious, ridiculous or repetitious;

In what follows, we briefly review the structure of the questionnaire which is of two parts: the cover and the main body.

The **Cover** is used to record identification data, such as:
- identifying the form by pre-established codes;
- geographic location data (address, geographic coordinates);
- interviewer and supervisor code,
- other information about the interview (date, time and duration of the interview, number of visits, etc.);
- other data (results, comments, etc.);

The **Main Body** consists of several sheets containing the specific information provided by the respondent. It is divided into **Modules** which are ordered in sequence, each of them covering a specific topic.

Module 1 includes a roster with the main characteristics of all household members. Modules 2 to 11 are individual-level modules, while modules 12 to 15 are household-level modules.

Each **Module** is identified by a **Title**, which will facilitate the work of the respondent by indicating the contents of the set of questions. Therefore, the interviewer can anticipate the respondent the "theme" that will be covered in order to help him/her find the information and also to dispel uncertainties.

The interview must be carried out exactly in the order defined in the questionnaire. The following Table lists the Modules in the questionnaire. Detailed information on each module can be found later in this the Manual.

Module	Topic	Respondent
Cover page	Household identification, location, interview results and visit controls	Interviewer and Supervisor
Module 1	Basic Demographics of Household Members	All persons >= 15, parents for children <15
Module 2	Migration	All persons >= 15, parents for children <15
Module 3	Education	All persons >= 15, parents for children <15
Module 4	Government Social Safety Net Programmes	All persons >= 15, parents for children <15
Module 5	Health	All persons >= 15, parents for children <15
Module 6	Pregnancy Health Care and Fertility	All women 15 years of age and older
Module 7	Children	Adult in charge of each child
Module 8	Crime and Personal Safety	All persons 15 years of age and older
Module 9	Employment	All persons 15 years of age and older
Module 10	Financial Inclusion	All persons 15 years of age and older
Module 11	Personal Expenses in the Past 7 Days	All persons 15 years of age and older
Module 12	Farming	Most knowledgeable FARMER in the household
Module 13	Housing	Most knowledgeable household member
Module 14	Consumption of Food and Beverages in the Past 7 Days	Most knowledgeable household member
	Non Food Expenses in the Past 30 Days	Most knowledgeable household member
	Expenses on Clothing and Footwear in the Past 3 Months	Most knowledgeable person
	Non-Food Expenses in the Past 12 Months	Most knowledgeable person
Module 15	Emigration	Most knowledgeable person
Module 16	Anthropometrics	Supervisor

RESPONDENTS

The BSLC questionnaire requires different types of respondents depending on the topic which is to be investigated.

In the individual-level modules (Modules 2 to 11), in all cases the interviewer must ask for a DIRECT RESPONDENT. The only exceptions are:

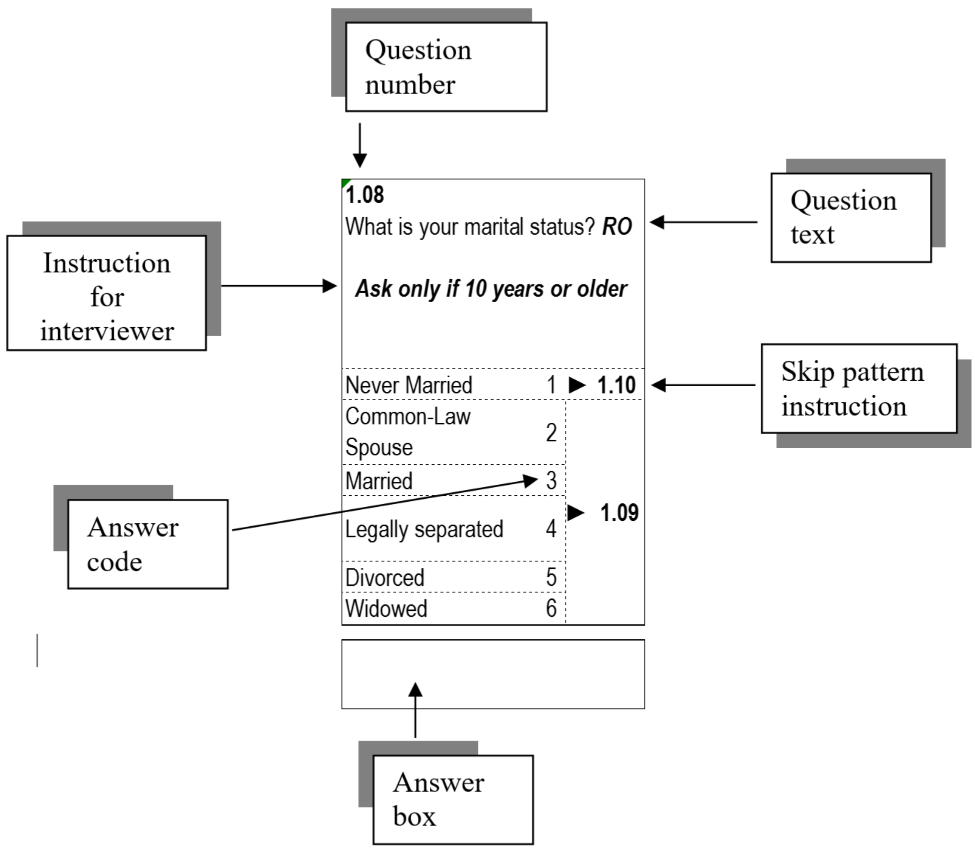
1. In the case of children younger than 15 years an adult in charge (most frequently the parents) will be asked to respond on behalf of the child.

2. When the targeted person is 15 years or older and will not be at home throughout the whole period while the interviewer is in the Enumeration District or when the targeted person is in poor health condition and cannot answer. In such cases, **upon consultation with the supervisor and obtaining the supervisor's approval**, the interviewer can ask the most knowledgeable person to answer on behalf of such person.

In the household-level modules (Modules 12 to 15) the interviewer must ask for the most knowledgeable person on each topic.

QUESTIONNAIRE FILLING

1. **Questionnaire Elements**
   - ***Question:*** it is to be literarily read to the respondent based on the information required in the survey. Each question is numbered.
   - ***Answer modality or code:*** these are possible answers, the interviewer selects the answer code which is closest to the respondent's answer. (Pay attention that in many questions there are not offered modalities, but present measurement units to be used in the answer (year, LB, OZ, CM, etc.).
   - ***Answer box:*** it is the place envisaged to enter a given answer
   - ***Instructions for the interviewer:*** these are printed in bold and italics.
   - ***Skip patterns:*** Questions are normally asked in order one after another. However, in some cases the given answer defines which question to ask next, or which question is to be skipped. Questionnaire uses certain marks which show which question is to be skipped.



2. Question Types

a. Open and Closed Questions

- ***Open questions***

For this type of questions the interviewer reads only the question text and then enters the answer ***exactly*** as given by the respondent. For such questions there are no offered answers, and the interviewer enters either words or numbers depending on the question and answer. "Respondent's name" is an example of open question.

Example: question 9.14 asks the respondent his/her occupation. The interviewer should register exactly what the respondent says.

9.14 What is the name of your occupation? *E.g. sales manager, sales clerk, mason, primary school teacher, hairdresser, cashier at supermarket, taxi driver, doctor, street seller, carpenter, etc.*

- ***Closed questions***

This kind of questions present predetermined answers: the only possible answers are those marked in the questionnaire. There are two types of closed questions:

i) only the question text is read: for this type of questions the interviewer reads only the text of the question, waits for the answer and then selects the corresponding code. It requires that the interviewer be very familiar with the alternative answers to make a quick codification of the respondent's answer. The aim is to prevent influencing the respondent's answer. This applies to the most closed questions and is the default rule, except when the questions present the legend "***RO***" (Read Options).

ii) both question text and question code are read: for this type of questions the interviewer must literally read both question and, slowly, one by one, the list of offered codes. This questions present the legend "***RO***" (Read Options). Only in these cases the alternatives are to be read aloud.

Example: question 9.38 represents case *(i)*: both the question and the alternative options for the answer are to be read. In question 9.39 the interviewer is expected to recode the respondent's spontaneous answer.

Read Question text only

9.38 Was this training financed by your employer? ***RO***		9.39 How long ago did you undertake your last training?	
Yes, totally	1		
Yes, partially	2	0-6 months ago	1
No, it was totally financed by myself/ my family	3	7-12 months ago	2
		1-3 years ago	3
		Over 3 years ago	4

Read Question text and Answer Options

b) Single and Multiple answers questions

Some questions require only one answer and others allow for the incorporation of more than one (this are generally closed questions).

Example: question 3.18 requires the interviewer to insert only one of the codes listed after listening to the spontaneous answer of the respondent. On the contrary, 3.19, allows for inserting more than one answer.

3.18 Do you have all textbooks required for use at school?	**3.19** Were some of these books acquired by you in any of the following ways? ***If 3.18 is 1 or 2, answer and ▶ 3.21*** Check ☑ all that applies								
Yes, has ALL books for exclusive use 1 Yes, has ALL but shares with others 2 Has only some books 3 Has none 4 ▶ **3.20**	Borrowed for use during year **3.19a**	Received from relatives or friends **3.19b**	Purchased new **3.19c**	Purchased second hand **3.19d**	Bought some/ got some on loan or free **3.19e**	Received from community organization **3.19f**	Government book loan **3.19g**	From the school or institution at no cost **3.19h**	Other **3.19i**

Single Answer Question

Multiple Answers Question

3. Different Typefaces

Bold Italics

Anything printed in bold italic letters presents instructions for the interviewer and should not be read loudly. These texts present instructions for the interviewer on how to ask a question, how to enter data or what to do after the answer is given.

Example: question 7.12 shown below is printed in regular letters. It means that the interviewer must read the whole question exactly as it is written. However, an instruction regarding data entering is set out in bold italic letters. It should not be read aloud but used as guidance for recording the answer.

7.12 How many children are in the child's class? ***If the child is not attending school write 0 (zero)***

Capital Letters in Brackets

This means that the interviewer has to replace the word in the brackets by another word when he/she asks the question. In certain sections of the questionnaire, the word "name" is often written in capital letters in brackets, as [NAME]. In such cases this word should be replaced by actual name of the person interviewed at that moment. In other words, instead of asking "Does [NAME] go to kindergarten?, the interviewer should ask: "Does Jennifer go to kindergarten?". The purpose of this is to ensure that both the interviewer and the respondent are sure who this question is about. The same method is used for the list of commodities, crops, food products, etc.

Example: As it is shown in question 12.07, the word crop is written in capital letters in brackets. It means that the word 'crop' should be replaced by the name of specific crop from the list below that question. Which means that when this question is asked it would read for instance: "Did your household cultivate sugarcane in the last 12 months?"

12.07
Did your household cultivate [CROP] in the **last 12 months**?

MARK ☑ YES OR NO FOR ALL ITEMS BEFORE ASKING THE NEXT QUESTIONS

	No	Yes
01 Crops		
0101 Corn		
0102 Sugarcane		
0103 Wheat		

4. Skip pattern

In order to maintain a logical sequence when filling out the questionnaire a system of skip patterns has been developed, which enables the interviewer to follow the course of the interview depending on the answers received from the respondent. Depending on the answer given by the respondent some questions should be asked, and other questions should be skipped. In order to ensure this, the questionnaire is to be filled in order moving forward and properly following the skip patterns. This helps the interviewer to carry out the interview without going back and forth and having to check previous answers.

The questionnaire is to be filled in order, question by question. Except in the cases of special instructions, everybody is to be asked question 1, then question 2, 3 etc.

Nevertheless, not all respondents should answer all the questions. For example, if a person is not employed, he/she should not be asked about his/her job, as such questions would be inappropriate. Besides, it would make the interview longer and annoy the respondent. For these reasons, the questionnaire includes clear skip patterns, which indicate the interviewer which person should not be asked which questions, depending on the answer to previous questions.

There are numerous instructions for skipping questions and moving to another part of the questionnaire in the most efficient and logical way. Examples of such questions are given below: since they represent a key component of the questionnaire their proper understanding would have significant impact on the quality of the answers and duration of the interview.

The following signs are used to identify skip patterns:

- **No sign:** if there is not any sign, then all respondents are asked the next question, irrespectively of their answer to the previous question.

  Example: question 9.04 asks whether the individual has more than one job. There is no skip pattern, so irrespectively of the 'yes' or 'no' answer to this question, the respondent should be asked the following question, number 9.05.

9.04 Do you have more than one job now?	
Yes	1
No	2

- **Skip to another question:** If there is a ►, followed by a number ►8, it means that the interviewer should move directly to the question under that number, question number 8 in this particular case.

  Example: in question 10.01 the respondent is asked whether he/she currently obtains any income from his/her work. If the person answers “yes”, then the following question (10.02) is asked. If he/she answers “no”, the next question asked is 10.06. Questions 10.02 through 10.05 are not asked to those who answered “no”.

10.01 Do you currently obtain any income from your work?	
Yes	1
No	2 ► **10.06**

- **Skip to another person or item:** for some questions once the answer has been completed the interviewer is required to go back to the preceding question to ask the same question for another person or item.

  Example: question 14.3 indicates that once the detailed food quantities and total amount paid for one item is registered the interviewer should go back to question 14.2 and register the same information for the next food item.

3 How much [FOOD] did you <u>buy</u> last time and how much did you pay for it? ***ANSWER AND ► QUESTION 2 FOR NEXT FOOD***	
Detailed food quantities	Total amount

5. Reference period

If the question includes a particular reference period, that period will be shown in a rectangle in white letters on a black background. It is important that the period to which it refers be emphasized when asking the question and taken into account when getting the answer to the question.

Example: question 9.28 asks whether the interviewee looked for work during the **past 30 days**.

9.28 Have you been looking for work and available to work in the **past 30 days**? **30 d**		
Yes	1	► **9.30**
No	2	

Types of data to be entered:

There are two types of data to be recorded based on the information received ***(direct*** and ***transcript).***

Direct: the interviewer should enter what the respondent says. It could be numerical data (a quantity or price) or textual data (the respondent's name, employment sector, etc.).

Transcript: the interviewer should enter predetermined codes for expected different answers. The interviewer should identify a corresponding code and enter it in the relevant box.

In order to avoid errors in transcript the interviewer must be particuarly careful, taking due care to enter data in the box envisaged for the interviewed person. Since answer box envisaged for the interviewed person may be distant from the person's ID and distant from the place where the question text and modality are located, the inteviewer must take care to make proper entry.

The purpose of shadowed rows is to facilitate this and to separate rows belonging to different household members which are interviewed.

6. Measurement Units

For all questions where the respondent is asked about a certain quantity, amount, weight or frequency, the corresponding measure unit for the answer is specified (e.g. pound, ounces, year, month, meter, centimeter, etc.). The interviewer should inform the respondent about the measure unit in which the answer should be given by reading the measure unit for that question. Questions should be answered either in integer numbers and/or in decimal numbers. Decimals are to be separated from the integer number by a comma (,).

7. Lack of Information

When the respondent for any reason gives no answer to a question, the interviewer should do the following:

1. If the respondent does not want to answer a question, the interviewer enters «DW» for ‘doesn’t want’ in the relevant box;

2. If the respondent does not know or cannot remember the answer, the interviewer enters «DK» for ‘doesn’t know’ in the relevant box.

The interviewer should use options 1 and 2 only if all the other options for obtaining the envisaged answers are exhausted.

8. **Entering «0» as an answer**

If the question is about a quantity (e.g. years, number of days, acres, centimeters, value, etc.), zero would be a correct answer and should be always entered if the respondent gives such an answer.

If the question contains categories, rather than a value, zero is not a valid answer. The interviewer should enter a code, or «DW» or «DK» in case of no answer.

9. **Correcting Errors in the Questionnaire**

The questionnaire is to be filled with a black pencil that will be provided to the interviewer. In case of error, the interviewer can erase the data entered and re-enter the correct answer in the same box.

The following Chapters provide instruction for filling Modules 1 through 15.

Chapter 5: **Instruction for Filling the specific Modules**

The BSLC questionnaire includes the following sections:

- Cover sheet
- MODULE 1: Basic Demographics of Household Members
- MODULE 2: Migration
- MODULE 3: Education
- MODULE 4: Government Social Safety Net Programs
- MODULE 5: Health
- MODULE 6: Pregnancy Health Care and Fertility
- MODULE 7: Children
- MODULE 8: Crime and Personal Safety
- MODULE 9: Employment
- MODULE 10: Financial Inclusion
- MODULE 11: Personal Expenses in the Past 7 Days
- MODULE 12: Farming
- MODULE 13: Housing
- MODULE 14: Consumption and Expenses (at a household level)
- MODULE 15: Emigration

In what follows we describe the objectives of each section and its units of analysis. We also give detailed instructions for some particular questions.

Cover Sheet

The Cover Sheet is the first page and which includes the following parts:

1. Household Identification
2. Household Location
3. Interview Results
4. Individual nonresponse
5. Interviewer, Supervisor and Coder's Identification number
6. Observations

1. **Household identification** is one of the most important fields in the questionnaire. The Enumeration District (ED) and the Household number will be pre-filled by the Survey Coordinator.

2. **Household location**: this is also one of the most important fields in the questionnaire, since it allows to find the household. The Parish code, the month and fortnight in which the household should be interviewed and the household address will also be pre-filled by the Survey Coordinator. The geographic coordinates will be filled in the field by the interviewer by means of a GPS application installed in a mobile phone.

3. **Household result**: date, starting and ending time, should be completed for each visit to the household as well as the result of each visit.

4. **Individual nonresponse**: it is important to record the ID code of those members 15 years of age or older who could not be interviewed. The reason for this should be clearly stated in Observations.

5. **Interviewer, Supervisor and Coder's Identification number:** the interviewer should enter his/her ID number. The Interviewer enters neither the Supervisor's nor the Coders' ID numbers.

6. **Observations:** detailed observations for each visit should be written here.

If in the course of the first visit the house is unoccupied, the interviewer must return at least three times, <u>at different days and times, making at least one visit during the weekend</u>.

Faced with a refusal, you may insist courteously and note how important is for the survey that the household participates. If despite this the person refuses to conduct the interview, politely say goodbye and tell your supervisor, who will revisit the household and will attempt to achieve its participation.

Module 1: Basic Demographics of Household Members

1. General Characteristics of the Module

1.1. OBJECTIVE

The main objective of this Module is to identify all the persons who should be considered household members and collect general demographic information about them, such as age, gender, marital status, etc.

The **Roster** of household members should be filled paying attention to every single detail. If the roster is not filled correctly, the rest of the interview will not be correct.

1.2. OBSERVATION UNIT / RESPONDENT

This Module should be the first Module to be completed in the first visit to the household. For completing the roster of household members, a desirable respondent would be the head of the household or his/her spouse. If these are both absent a 'selected person' can answer instead. The selected person must be a household member who is knowledgeable of the main characteristics of all the household members, such as age, date of birth and marital status. The interviewer will need to ask several questions to determine who that person could be. Other household members could help answering these questions, providing additional information or details, particularly about themselves.

> **Note***:* This is the only Module on individual household members in which answers could be provided by only one person for all members. For all the other individual Modules, each person must responds for him/herself (direct respondent). The respondent for this Module should be an adult (18 years of age or older) who is knowledgeable of the basic features of ALL household members such as age, date of birth, gender, marital status, etc.

Please, read carefully the definitions of dwelling, household, household members, etc. from the general instructions. These definitions are very important.

1.3. DEFINITIONS

Dwelling or Housing Unit

It is a **location with walls and roof** structurally separated from other dwellings by a **separate entrance**, intended to be populated or populated by one or more persons (households).

Even if the structure originally had not been intended for housing, but is populated, it should be considered a dwelling irrespectively of the materials of which it is build and the type of construction. A dwelling can be a house, an apartment, a cottage, a log cabin or any other facility used for accommodation.

Existence of a **separate entrance** means to have direct access to a public road or access through common premises of the building such as staircases, corridors, passages, lifts, etc. In many buildings there can often be more than one dwelling unit. It is important that they satisfy the criterion of having a separate entrance.

Household

Group of people who normally live **in the same dwelling** ("live under the same roof"), who are or are not related and who **eat out of the same budget** ("eat from the same pot").

In other words, a household is a social unit consisting of one or more persons who use joint accommodation and food. Only those that have lived in that household for at least 6 out of the past 12 months are considered members.

In some special cases persons may be considered part of the household even if he/she has lived less than 6 months within the household:

1. Newborn babies younger than 6 months.
2. Spouses or partners that have moved in during the past 6 months.
3. The person identified as head of the household is always considered a household member, even if he/she did not live in the household longer than 6 months.

Home servant/maid: anybody who works for the household and is paid for that in cash or in kind (cooks, takes care of children, takes care of garden, cleans the house, etc.) whether such person lives or not in the same housing unit.
ONLY IF such person sleeps in the dwelling four nights a week, he/she should be considered a household member and should be interviewed as such. If such person sleeps 4 or more night per week outside the dwelling he/she will not be considered a member of the interviewed household and should not be interviewed. He/she will be covered by the survey only if his/her respective household, who lives in another dwelling, is selected.

Head of the Household

Person designated when answering the question "Who is head of this household?". The head of the household is designated by household members based on their own criteria. It can be a man or a woman, sometimes it may be the oldest person, or the main bread-provider; but neither sex nor age nor income are key criteria. The basic criterion is that household members recognize that person as chief**.**

2. Instructions for filling this Module

The Roster must be filled out carefully. This exercise includes **three steps**.

Step one

After being received in the dwelling and having identified the head of the household or any other *suitable* respondent for the Roster, it is necessary to *confirm* how many

households live in that dwelling. In order to establish that, the interviewer should ask the following question:

«How many households live in this housing unit? Recall that household is defined as a social unit consisting of one or more persons who use joint accommodation and food. In another words, a household is a group of people who normally live in the same dwelling or its part ("live under the same roof"), who are or are not related and who eat out of the same budget ("eat from the same pot").

Household members do not include tenants who pay for accommodation. These are considered a separate household. (For further details refer to previous section). *The interviewer should remember that for such, separate household, a separate questionnaire is to be filled.*

Step two: questions 1.01-1.05

The respondent should be asked to list the names of all the individuals who usually sleep and eat together in the housing unit. The order in which such persons are to be entered is the following:

1. Head of Household*:* the first person in the roster must be the head of the household, even if he/she is not responding to this question or is absent.
2. Spouse/partner of the Head of Household
3. Children of the Head of Household or of his/her spouse: preferably they should be listed from eldest to younger. It is important not to forget newborn babies.
4. Other relatives to the Head of Household.
5. Non-relatives to the Head of Household.

For each of these persons you should record the full name, relation to household head, gender, age and date of birth.

Unlike other grids, the recommendation is that Questions 1 and 2 are filled following a vertical direction, as indicated by the blue arrow. Only once you have completed the name of the last household member and Question 2 vertically, complete questions 1.03 to 1.05 horizontally.

MODULE 1: Basic Demographics of household members

All household members

ID Code	1.01 Full names of household members 1.01a First name	1.01b Middle name	1.01c Last name	1.02 Relation to the household head Head 1 Spouse/ partner 2 Child of head/ child of spouse 3 Son/ daughter in law 4 Grandchild 5 Parent/ parent in law 6 Brother/ sister 7 Other relative 8 Visitor 9 Domestic servant/ maid # Other non relative #	1.03 Sex Male 1 Female 2	1.04 Age *If less than 1 year write 0 (zero)* Completed years	1.05 What is your date of birth? Day	Month	Year
01									
02									
03									
04									
05									
06									

Once the list of household members is finished, each individual will have a unique identification code (ID code) that will be used in other parts of the questionnaire.

Question 1.01:
The Roster in question 1.01 must list the full name of all household members.

Question 1.02:
For each household member, ask for his/her relationship to the head of household (regardless of whether the person that is answering is or not the head).

Question 1.04:
Age means number of completed years after birth as of the date of the interview. If the person was born on the date after the interview, and would then turn 18, number 17 should be recorded in question 1.04, which is the actual age as of the day of the interview.

Question 1.05:
Date of birth must be complete (day-month-year).

Step three: Questions 1.06-1.10

Now ask questions 1.06 through 1.10 for each person listed in the Roster in question 1.01. These questions should be applied ‘horizontally’ to all household members. This implies asking questions 1.06 through 1.10 to one person before moving to the next one, as indicated by the blue arrow. In other words, you should ask questions 1.06 to 1.10 about member 01, then you should ask questions 1.06 through 1.10 about member 02, then about member 03, and so forth.

MODULE 1: Basic Demographics of household members

All household members

ID Code	**1.06** Do you consider yourself…? ***RO*** Black 1 Mixed 2 White 3 Oriental 4 East Indian 5 Middle Eastern 6 Other 7	**1.07** What is your religion? ***If age lower than 10 answer and ► 2.01*** Anglican 1 Spiritual Baptist 2 Baptist 3 Hindu 4 Muslim 5 Jehovah Witness 6 Methodist 7 Moravian 8 Pentecostal/ Evangelical 9 Roman Catholic 10 Seventh Day Adventist 11 Other 12 None 13	**1.08** What is your marital status? ***RO*** ***Ask only if 10 years or older*** Never Married 1 ► **1.10** Common-Law Spouse 2 Married 3 Legally separated 4 Divorced 5 Widowed 6 (2–6) ► **1.09**	**1.09** Full name when you were 10 years of age (i.e. prior to marriage) ***Ask only if FEMALE and 10 years or older*** **1.09a** First name	**1.09b** Middle name	**1.09c** Last name	**1.10** Cell phone number ***If the interviewed person does not have a cell phone, ask for a number where s/he can be reached***
01							
02							
03							
04							
05							
06							

Questions 1.08-1.10:

Note that questions 1.08 through 1.10 are skipped if the individual is 9 years of age or younger. If the individual is 10 or older, those questions should be asked, but question 1.09 is only answered by *females*.

Marital status is in terms of *actual marital status as of the day of interview.* All the modalities are to be read to the respondent (note that it reads "***RO***" after the question). This is in order to avoid any misunderstanding, since the person can say he/she is not married, but he/she could be either separated or divorced. Marriage includes any type of marriage, civil or religious.

After entering all data for the last person in the roster, move on to the next module.

Module 2: Migration

1. General Characteristics of the Migration Module

1.1 OBJECTIVE

The main objective of this Module is to get relevant information on population mobility into Barbados and to identify the causes and consequences of such mobility.

1.2. OBSERVATION UNIT

This module covers all household members, irrespective of their age.

2. Instructions for filling this Module

All members of the household should answer questions 2.01 through 2.03 (taking into account the filter in question 2.01).

Only persons that answered “Yes” in question 2.03 (“Have you ever lived abroad for a period of 6 months or longer”) should answer questions 2.04 through 2.07.

Question 2.00:
The interviewer does not ask this question but fills in the code of the responding person. In the case of children below 15, the parents or the person in charge are the ones to answers. The interviewer must pay attention to record the correct ID code of the person who provides the information on behalf of the child, taking care which row has been is assigned to that person in Module 1 (“Basic Demographics of Household Members”).

Question 2.02:
Should be filled only if the individual answered “Other” in question 2.01.

Questions 2.05 and 2.06:
Keep in mind you are asking about the **main** reason and should select only one of the offered answer codes. Remember you are not supposed to read the options aloud, but rather listen attentively and pick the most suitable answer code.

Module 3: Education

1. General Characteristics of the Education Module

1.1. OBJECTIVE

The main objective of this Module is to get relevant information on the educational characteristics of those currently attending an educational institution and of those who attended in the past. The Module addresses access to formal education, level of education, individual expenses related to education, etc.

1.2. OBSERVATION UNIT

The observation unit are all household members irrespectively of their age. It is important however to bear in mind the skip patterns in this module. These are detailed in the following section.

2. Instructions for filling this Module

The Module consists of four sets of questions:

Set	Questions	Collects information on
1	3.00 through 3.02	All household members
2	3.03 through 3.21	All Household members attending an educational institution
3	3.22 through 3.28	All household members not attending an educational institution but who attended in the past
4	3.29 through 3.32	All persons aged 14 or older currently attending an educational institution and those who attended in the past

SET 1: All household members

Question 3.01:
Persons who NEVER attended an educational institution should skip all the remaining questions in the section and jump to Module 4.

Question 3.02:
Persons who answer “No” to this question should skip to question 3.22.

SET 2: All Household members attending an educational institution.

Questions 3.04 and 3.06:
Complete the name of the educational establishment the person attends as completely as possible. Question 3.04 applies to those who currently attend secondary school only, while 3.06 applies to those who attend secondary or primary school.

Questions 3.05 and 3.07:
These fields will be completed later, during the data entry process. A menu with the school names and codes will pop up automatically and the interviewer will be able to select the corresponding school code.

Question 3.12:
Number of school days missed from the last school year should be registered by checking the information on the last term report, if possible.

Question 3.14:
You must register how long it takes to get to school in the means of transport you use most. Remember, this is only the outward journey. Note that the time must be completed in minutes. For example, if the person declares that takes an hour and a half, complete 90.

Question 3.21:
Information on education expenses. Note that this question refers to the past 12 months. 3.21f and 3.21q should not be asked but rather calculated by the interviewer.

SET 3: All household members not attending an educational institution but who attended in the past.

Question 3.22:
If the person once attended an educational institution but never completed ANY level, all remaining questions in this Module should be skipped.

Questions 3.23 and 3.25:
Complete the name of the educational establishment the person attended as completely as possible. Question 3.23 applies to those who attended secondary school only, while 3.25 applies to those who attend secondary or just primary school.

Questions 3.24 and 3.26:
These fields will be completed later, during the data entry process. A menu with the school names and codes will pop up automatically and the interviewer will be able to select the corresponding school code.

SET 4: All persons aged 14 or older

Given they refer to CSEC examinations, questions 3.29 through 3.32 should only be answered by those who currently attend school or attended in the past and are aged 14 years or older.

Module 4: Government Social Safety Net Programs

1. General Characteristics of the Education Module

1.2. OBJECTIVE

The main objective of this Module is to get relevant information on the participation in government programs: program enrolment, enrollment date and transfer received (whether in cash or in kind).

2.2. OBSERVATION UNIT

The observation unit are all household members irrespective of their age.

2. Instructions for filling this Module

The Module consists of two main sections. The first section registers which programs each household member benefits from. The second section collects information on enrollment dates and on the government transfers received (whether in cash or in kind). 1

Question 4.01:
Register <u>all</u> the programs from which the person benefited in the <u>past 6 months</u>. Program names are to be read from the provided card. A description of the objectives of each program is included hereinafter.

4.01a The Child Care Programme – The Barbados Child Care Board

- provide and maintain Child Care Centres for children in need of care and protection (such as Day Care Centres and Children's Homes).
- provide counselling and other services for:
  - children in need of care and protection
  - the parents and guardians of those children
- place children in Foster Care and supervise those placements
- register and regulate Private Day Care Services
- assess applicants for adoption, place children for adoption with approved adoptive parents and to monitor those children who are placed for adoption.

4.01b Community Technology Programme

Programme Objectives and Offerings

- To make computer training and Internet access more readily available to the masses.
- To provide a linkage and support to the Edutech 2000 programme.
- To strengthen parents' understanding of, and support for the use of computers in schools.
- To increase and improve the technological literacy of community members.
- To provide opportunities for social connections and communication.
- To lessen the reliance on National Assistance grants.
- To facilitate the development and transformation of community centres into community resource centres.

Courses were offered in the following subject areas.
a) Introduction to Computers

b) Fundamentals of Word Processing
c) Introduction to keyboarding
d) Introduction to Windows XP
e) Introduction to the Internet
f) Basic English g) Desktop presentations
h) Spreadsheet
i) Database Management

4.01c Community Art and Dance Programme
This festival has thus become a major forum through which people from the communities tell their stories via creative and scintillating dance movements, while exposing themselves to acquiring a range of skills. As a result, for some of the former participants, dance has become their self-reliance tool through which their skill-sets have afforded them some opportunities to perform in various areas of the arts, as well as to generate some remuneration, even if small

4.01d ISEE BRIDGE
It is a highly interactive programme which focuses on targeted intervention at the household level, addressing the needs of each member of that household and seeking to transform their lives. Four areas of critical intervention are:

1. Identification/Assessment: Where the poor and vulnerable are identified and their needs assessed.
2. Stabilisation: The immediate needs are addressed.
3. Enablement: Skills to survive are imparted.
4. Empowerment: where individuals are imbued with the capacity to succeed and excel in this society. The Bridge is the gateway to social inclusion and integration of these individuals into the community. It is also the conduit for individuals to take up opportunities that are being offered in the wider society. It places the individuals concerned, within the households, at the centre of the programme. It provides them with essentials, along with a psycho-social component to improve their quality and standard of living: Building a Road for Individual Development: towards the Goal of Empowerment.

4.01e Relief in Kind
The supply of basic household furnishings, beds, tables chairs etc.

4.01f Rental and Utilities
The Government pays rent for families to live in houses/rooms and utilities like electricity and water.

4.01g Assistance for School
Vouchers are provided for families to redeem for school uniforms and stationery.

4.01h Welfare to Work
Prepare existing welfare recipients for re-entry into the workforce by providing the necessary skills training, job placement and counselling services.

4.01i Apprenticeship
An Apprenticeship Programme is a formalised system of on-the-job training and is one of the most successful ways of training. It is dual in nature providing practical on-the-job training and theoretical training on a day release basis at an approved academic institution.

This allows the apprentice to learn skills and earn as they learn with practical, properly supervised, on-the-job training in occupational areas which require a high degree of skill and knowledge. The aim of the programme is to train persons to the level of competence required by industry.

4.01j Skills Training

The Skills Training Programme offers:

1. Practical and theoretical training by a qualified Instructor.
2. Mathematical, communication and employability skills.
3. Entrepreneurial and Small Business Management training to prepare the trainees for self-employment.
4. On-The-Job training attachments to provide work experience.

A stipend of $75.00 per week is paid fortnightly to offset expenses.

4.01k Evening Programme

The Evening Programme has been designed to provide personal self-development for participants. It provides an opportunity for the employed and unemployed to upgrade their skills, be retrained or acquire new skills.

4.01l Employment

The National Employment Bureau (NEB) is the Government of Barbados' national employment service which seeks to find decent employment for all Barbadians through the provision of job placement services for both local and overseas employment.

For jobseekers, the NEB helps them to find the right job which would utilize their skills and help them realize their professional and personal goals.

For employers, the NEB strives to reduce the hassle of finding the right persons for any vacancies by drawing from a pool of registered job seekers and facilitating the recruitment process from advertising the vacancies to arranging meetings with potential employees.

The overseas employment opportunities are provided through government initiatives in Canada and the USA under organized employment programmes. The Ministry of Labour is committed to exploring further into these markets and others to find amazing jobs and experiences for Barbadians.

The NEB also recognizes that individuals also need help in improving their employability, their job searching skills and in planning for their career. Therefore, it provides guidance and counseling services to provide job seekers and career planners with the knowledge and tools to prepare for their future and to realize their potential through professional development and success. Under this section, information is therefore provided about the following:

- One-Stop Resource Centre
- Overseas Employment Programmes
- Online Job Centre

4.01m Employment and Training Fund

The ETF is a Government-administered facility that provides grants to upgrade the training of persons at all levels: workers, supervisors, managers and owners.

Conditions of the Fund are that:

- the proposed training programme must prepare participants for occupations that need labour
- applicants must provide at least 25% of the total programme cost
- training must be done in Barbados and be completed within 12-months
- applicants must have paid all monies due to the Training Levy of the National Insurance scheme

A diverse range of programmes is supported by the ETF including:

- skills training in the construction industry for **artisans**
- general management training for **small farmers** in agriculture
- upgrading the mechanical maintenance skills of **sugar factory workers**
- computer application courses for **small business managers**
- Information Technology courses for **unemployed persons**
- customer relations training for **workers in the retail, petroleum products, restaurant, hotel, beer and soft drink industries**
- supervisory training for **foremen** and **small contractors in construction**
- solar photovoltaic systems maintenance
- Geographic/Land Information Systems management
- training of **workers for the hotel industry programmes**
- training for **Public Service Vehicle operators**

4.01n Competency Based Training Fund

The Competency-Based Training Fund (CBTF) is a key component of the Skills for the Future initiative, which is sponsored by the Barbados Government with loan funding from the Inter-American Development Bank. Skills for the Future supports the Government's Human Resource Development Strategy by aiming to improve the

- quality and relevance of secondary education
- effectiveness of Technical and Vocational Education and Training (TVET)

Starting August 2014 the CBTF will award up to $800,000 each in grant funding to partnerships between employers and training providers on a competitive basis. The partnerships will have until November 2016 to complete a competency based training programme leading to a National/ Caribbean Vocational Qualifications (N/ CVQ) certification. Find out how you can apply.
Employers, Training Providers and Employees will all benefit from the CBTF. Indeed, our local economy stands to benefit too because a more competent workforce is a key driver in increasing the competitiveness of our businesses.

4.01o NVQ/CVQ

National/Caribbean Vocational Qualifications *(*N/CVQs) are work-related, competence-based certifications which employees (fulltime or part-time) and self-employed persons can gain after their performance of a work role has been successfully assessed against Occupational Standards by trained and certified Assessors.

4.01p A GANAR

The A Ganar programme continues to be one of the highlights of the Skills for the Future programme being executed the Ministry of Education in Barbados and financed by the IDB. All persons involved in the coordination and execution of the program are very proud of the students enrolled in A Ganar who continue to make the most of this second chance and who continue to prove what was said to them at the first graduation ceremony, that indeed, "Nothing beats a try". A Ganar uses team sports to develop core and life skills for at-risk youth. It also promotes youth engagement in society and helps to combat youth unemployment in Latin America and the Caribbean.

4.01q Sickness

To qualify for Sickness Benefit one must:

- have paid no fewer than 7 contributions in the contribution quarter before the quarter in which you became ill
- have been working before becoming sick or
- have no fewer than 39 contributions paid or credited to your account in the four consecutive quarters ending with the quarter before the quarter in which you became ill

4.01r Maternity

If employed, one must have:

- been insured for at least 26 contribution weeks;
- paid at least 16 contributions in the two contribution quarters but one before the contribution quarter in which the benefit could become payable;

If self-employed, to qualify one must have:

- no fewer than 39 contributions paid or credited to your account in the four consecutive quartersending with the quarter but one before the contribution quarter in which benefit could become payable;
- paid at least 16 contributions in the two contribution quarters before the contribution quarter;
- in which the benefit could become payable.

4.01s Unemployment

To qualify you must:

- have been insured by NIS for at least 52 weeks before becoming unemployed;
- have at least 20 contributions paid to your account in the 3 consecutive quarters ending with the quarter before that in which you became unemployed;
- have at least 7 contributions paid in the quarter before the quarter in which you became unemployed.

4.01t Invalidity/Injury

To qualify for an <u>invalidity grant</u> you must:

- be under the pensionable age;
- be permanently incapable of working because of a specific disease or physical or mental disablement;
- have at least 50 contributions paid or credited to your account. ;

To qualify for an <u>invalidity pension</u> you must:

- be under the pensionable age;
- be permanently incapable of working because of a specific disease or physical or mental disablement;
- have at least 150 contributions paid to your account.

The NIS provides several benefits to insured persons for injuries caused as a result of work.

4.01u Funeral

It is payable:

- On the death of an insured person, who was receiving or eligible for sickness benefit, maternity benefit, unemployment benefit, invalidity benefit or old age contributory benefit
- If the spouse of an eligible insured person dies;
- Under any circumstance of death including death caused by an employment injury or an occupational disease.

4.01v Old Age

<u>Non-contributory old age pension</u>

1. One must be either a Barbadian citizen or permanent resident.

Barbadian citizens must have been residing in Barbados for a period of:

- Twelve years since turning 40 years old
- Or an aggregate of 20 years since turning 18

Permanent residents must have been residing in Barbados for a period of:

- Fifteen years since turning 40 years old.
- or an aggregate of 20 years since turning 18

2. You must have reached pensionable age. For the blind and deaf-mute the pensionable age is 18.

<u>Contributory Old Age Pension/Grant</u>

To qualify for an old age contributory grant you must be of pensionable age and have at least 50 contributions paid or credited to your account. The grant is a lump sum payment.
To receive an old age pension you must have at least 150 contributions actually paid into your account and a total of 500 contributions paid or credited to your account

4.01w Survivors

On the death of an insured person, who was receiving or eligible for Invalidity or Old Age Contributory Benefit, a grant/pension is paid to his/her surviving spouse and children.
NB: If the deceased had qualified for a grant, the Survivors' Benefit would be a lump sum while if the deceased had qualified for a pension the benefit would be a pension.

Question 4.02:

This question collects information on enrollment dates and on the **cash amount** received in the past 3 months from up to three government programs. The “Letter Code” refers to the letter that identifies each program in question 4.01. If an individual is enrolled in more than 3 programs you should state the 3 most important to the individual.

Question 4.03:

This is an open question intended to gather detailed information about **in-kind transfers** from the government to each household member in the past 3 months. You should be as accurate as possible about every program and record items as well as quantities.

Module 5: Health

1. General Characteristics of the Health Module

1.1. OBJECTIVE

The main objective of this Module is to collect information on the health status of every household member and on how they satisfy their health needs through the use of different health services.

1.2. OBSERVATION UNIT

The observation units are all individuals, irrespectively of their age.

1.3 REFERENCE PERIOD

Pay special attention to reference periods. Questions may refer to the last time a given event occurred , the past 30 days, the past 3 months or the past 12 months **with respect to the date of the interview**.

2. Instructions for filling this Module

2.1. CONTENT OF THE QUESTIONNAIRE

Question 5.00:
The interviewer does not ask this question but fills in the code of the responding person. In the case of children below 15, the parents or the person in charge are the ones to answers. The interviewer must pay attention to record the correct ID code of the person who provides the information on behalf of the child, taking care which row has been is assigned to that person in Module 1 (“Basic Demographics of Household Members”).

Questions 5.01, 5.02 and 5.03:
These 3 questions should only be completed for persons aged 6 years or more. Weight should be entered in pounds (LB) and ounces (OZ), while height is to be registered in centimeters. For instance, if the person answers “my height is one meter and a half” the interviewer should register 150cm.

Question 5.08:
The respondent should indicate whether the person suffered one of the listed diseases during the past three months.

Questions 5.11 through 5.13:
As in question 5.08, answers given should contemplate the last three months.

Question 5.14:
A health practitioner is a doctor of medicine or osteopathy, dentist, chiropractor, optometrist, pharmacist, clinical psychologist, a nurse practitioner or a nurse-midwife, who are authorized to practice by law.

Question 5.16:

The respondent should indicate the amount of time he/she had to wait in the facility where his/her last visit to a medical practitioner was made. Time should be registered in hours and minutes. For instance, if he/she only had to wait for half an hour, the interviewer should fill in a “0 (zero)” in the hour column and “30” in the minute column. If he/she waited for an hour and a half, , the interviewer should fill in “1” in the hour column and “30” in the minute column.

Questions 5.20 to 5.28:

Note that for answering all of these questions the respondent should take into account the 30 days previous to the interview.

Module 6: Pregnancy Health Care and Fertility

1. General Characteristics of the Pregnancy Health Care and Fertility Module

1.1. OBJECTIVE

The main objective of this Module is to collect information about pregnancy health care and fertility issues for women aged 15 and older.

1.2. OBSERVATION UNIT

Women 15 years of age or older.

2. Instructions for filling this Module

In this Module special care should be paid to filters and skip patterns.

`Question 6.01:`
All women aged 15 or over should answer this question, irrespectively of whether they have ever been pregnant or whether they are sexually active.

`Question 6.02:`
All women aged 15 or over should answer this question. Bear in mind that if the answer is "Yes" (the woman ever gave birth to a child who was born alive), she should be asked the remaining questions of the module (accounting for the skip patterns). If the answer is "No", all of the remaining questions in this module should be skipped and the interview should continue with Module 8 (Crime and Personal Safety).

`Questions 6.05 through 6.11:`
All of these questions should be answered in reference to the woman's <u>last child</u>.

`Question 6.08:`
If the woman has been pregnant for 2 or for 3 weeks, she is in her first month of pregnancy; if she has been pregnant for 5 weeks, then she is in her second month of pregnancy, and so forth.

`Question 6.12:`
This question should be answered in reference to <u>all the children</u> the woman gave birth to, whether they are still alive or not. Sex and date of birth should be registered for each child. They should be listed in the order they were born. In case of twins, record in the first place the data for the one that was born first. If the woman had more than 5 children, use one of the supplementary sheets that were given to you.

After answering question 6.12, you should go directly to Module 8 (Crime and Personal Safety).

Module 7: Children

1. General Characteristics of the Children Module

1.1. OBJECTIVE

The main objective of this Module is to collect information on the childhood development of all children under 15 years living in the household.

1.2. OBSERVATION UNIT

Children aged 14 or younger.

2. Instructions for filling this Module

When completing this module it is very important that the information registered is consistent with what was entered in Module 1.

Furthermore, special attention should be paid to filters and skip patterns as well as to reference periods. The Module consists of three parts:

Part	Questions	Collects information on
1	7.00 through 7.15	All children aged 0 to 14 years
2	7.16 through 7.23	All children aged 0 to 4 years
3	7.24 through 7.31	All children aged 5 to 14 years

Part 1: All children aged 0 to 14 years

`Question 7.00:`
The first question to be asked is who is the adult in charge of the particular child. The ID Code given in Module 1 to that adult should be entered here.

`Questions 7.01 and 7.02:`
These questions should not be asked but rather copied from the information collected in Module 1.

`Questions 7.04 and 7.06:`
These fields should be filled only if the mother (question 7.03) or father (question 7.05) live in the household. The corresponding ID Code for the mother and father should be copied from Module 1.

`Question 7.09:`
This question should be asked only to <u>children aged 0 to 8 years</u> and taking into account the <u>past 30 days</u>. All applying options should be checked.

`Question 7.10:`
This question should be asked only to <u>children aged 0 to 8 years</u>. All applying options should be checked.

Question 7.11:
This question should be asked to all children aged 0 to 14 years and taking into account the last 30 days. All applying options should be checked.

Part 2: All children aged 0 to 4 years

Question 7.18:
The weight of the child at birth should be registered in Pounds and Ounces.

Questions 7.20 and 7.21:
These questions intend to register the number of doses the child received of certain vaccines. The interviewer should not pose these questions, but rather ask for the immunization card and complete the questionnaire according to the information in it. The vaccines in the questionnaire are in the same order as in the Immunization card.

Whenever the immunization card is not available, the interviewer should ask the respondent to answer as accurately as possible, reading the list of vaccines very carefully.

In question 7.21 the interviewer should record whether question 7.20 was answered based on the immunization card or not.

Question 7.23:
The National ID number of the child should be entered. Ideally the number should be corroborated by looking at the ID card.

This is the last question in all the questionnaire for children aged less than 5 years old.

Part 3: All children aged 5 to 14 years

Questions 7.24 through 7.30:
Bear in mind that all of these questions should be answered taking into account the past 30 days.

Question 7.31:
The National ID number of the child should be entered. Ideally the number should be corroborated by looking at the ID card.

This is the last question in all the questionnaire for children aged less than 15 years old.

Module 8: Crime and Personal Safety

1. General Characteristics of the Crime and Personal Safety Module

1.1. OBJECTIVE

The main objective of this Module is to collect information on any crime suffered by the adult household members throughout the 12 months previous to the interview.

1.2. OBSERVATION UNIT

All household members aged 15 years or older.

1.3 REFERENCE PERIOD

Pay attention to reference periods. Questions may refer to the last 12 months or to the last two years.

2. Instructions for filling this Module

Question 8.02:
Only those that answered "Yes" to question 8.01 should be asked this question. The respondent should identify which was the main crime faced with during the last year. The criteria for choosing the main crime is absolutely subjective and is up to the respondent.

Questions 8.03 through 8.06:
These questions refer to the main crime suffered in the past 12 months, identified in question 8.02.

Questions 8.08 and 8.09:
These questions refer to the household as a whole and not to any particular household member. It should be responded by the household head and registered only once. Bear in mind that question 8.09 refers to the last two years.

Module 9: Employment

1. General Characteristics of Employment Module

1.1. OBJECTIVE

The main objective is to get information on the economic activity status and on the characteristics of employment. The Module investigates topics such as labor force status, employment status, occupation and industry. It examines the hiring and working conditions of the employees and the formality status of the self-employed. Finally, it also explores the attendance to vocational/technical training.

1.2. OBSERVATION UNIT

The observation unit are all individuals 15 years old and over.

1.3. REFERENCE PERIOD

Special attention should be paid to reference periods. Some questions refer to the last week and others to the last 30 days.

2. Instructions for filling this Module

The Module consists of 40 questions. Although it seems voluminous, it should be noted that most of household members will have to answer less than one third of these questions.

The Module consists of 5 sets of questions:

Set	Questions	Should collect information on
1	9.00 through 9.04	All household members aged 15 or older.
2	9.05 through 9.26 and 9.34	Household members aged 15 or older whose main activity during the last 30 days was "working".
3	9.27 through 9.34	Household members aged 15 or older whose main activity during the last month was "unemployed".
4	9.32 through 9.34	Household members aged 15 or older whose main activity during the last month was neither "working" nor "unemployed".
5	9.35 through 9.40	All household members aged 15 or older

SET 1: All household members aged 15 or older

Question 9.01:
The National ID number of the person should be entered. Ideally the number should be corroborated by looking at the ID card.

Question 9.03:
The number of completed years worked in his/her life should be entered in round numbers. If the individual has worked 2 years and 6 months, you should record 2 years.

Question 9.04:
It is very important to carefully register what was the main economic activity of the respondent during the past 30 days. Main refers to the activity to which the individual dedicated the largest time amount. According to the answer given, important skip patterns should be followed:

- if "working": go to next question;
- if "unemployed": go to question 9.27;
- for all other options: go to question 9.32.

SET 2: All household members aged 15 or older whose main activity during the last 30 days was "working".

Question 9.06:
The question refers to the employment status for the main job (the job with the highest income). If the person has only one job, he/she should answer about of that job.

Questions 9.07 through 9.10:
These questions are to be answered by those that are "employers" or "self-employed" (who answered 1 or 2 in question 9.06).

Question 9.10:
This question should be answered by all persons, except for the unpaid family workers (who answered 3 in 9.06).

Questions 9.10 and 9.12:
These questions are to be answered by employees (whether government or private) and apprentices (who responded 4, 5, 6 in 9.06).

Questions 9.13 through 9.26:
These questions are to be answered by all those working (answered 1 to question 9.04), irrespectively of their employment status.

Question 9.13
The respondent should describe his/her occupation in his/her main job/business. Response alternatives should NOT be read aloud. The interviewer should listen attentively to the respondent's description and select the option that fits most accurately.

Questions 9.14 and 9.15:
Enter the occupation name and describe the main activities and duties performed in CAPITAL LETTERS, as clearly and detailed as possible.

Question 9.16:
This field will be completed later, during the data entry process. A menu with the occupation names and codes will pop up automatically and the interviewer will be able to select the corresponding code.

Question 9.17:
The respondent should describe the industry or service carried out at his/her place of work (company, government organization, shop, bank branch, etc.). Response alternatives should NOT be read aloud. The interviewer should listen attentively to the respondent's description and select the option that fits most accurately.

Questions 9.18:
Enter the goods and/or services provided in the establishment in CAPITAL LETTERS, as clearly and detailed as possible.

Question 9.19:
This field will be completed later, during the data entry process. A menu with the industry names and codes will pop up automatically and the interviewer will be able to select the corresponding code.

Question 9.20:
The number of completed years worked in this job/business should be recorded in round numbers. If the individual has worked 2 years and 6 months, you should record 2 years.

Question 9.21:
The amount of hours worked should be entered taking into account the past 7 days. If more than one job, add up the total hours worked for all jobs and register the final number.

Question 9.23:
The amount of hours should be entered taking into account the usual number of hours worked per week. If more than one job, add up the total hours worked for all jobs and register the final number.

SET 3: All household members aged 15 or older whose main activity during the last 30 days was "unemployed".

Question 9.28:
"Looking for work" comprises both formal and informal means. It may include applying at a Government employment bureau, at a private recruitment agency or looking up in the newspaper, buy it may also include asking relatives, friends or acquaintances.

SET 5: All household members aged 15 or older.

Question 9.35:
All individuals aged 15 or above should inform on whether they ever undertook any vocational or technical training. If the answer is "Yes" move on to the next question; if it is "No", go to Module 10 (Financial Inclusion). Vocational or technical training comprises courses or classes on specific skills to be directly used for working, which are not part of the formal educational system. It may be offered by the government, by a social organization or by a private firm.

Module 10: Financial Inclusion

1. General Characteristics of Financial Inclusion Module

1.1. OBJECTIVE

The objective of this Module is to get information on income from labor (through wage earning or self-employment) as well as from non-labor sources. It also investigates about formal financial inclusion, i.e. banking activity and access to formal credit.

1.2. OBSERVATION UNIT

The observation units are all individuals aged 15 years and over.

1.3. REFERENCE PERIOD

Special attention should be paid to reference periods. Questions 10.02 through 10.12 refer to the month prior to the month during which the interview is being conducted. For instance, if the interview is taking place in June, questions 10.02 through 10.12 refer to the month of May.

Questions 10.13 through 10.15 refer to the last 6 months and questions 10.16 through 10.21 refer to the last 12 months.

1.4. DEFINITIONS

Gross Pay/Income: amount of money received BEFORE taxes or other deductions are applied.

Net Pay/Income: amount of money received AFTER taxes or other deductions are applied.

Note that employees usually buy household assets (TV, refrigerator, washing machine, etc.) or other items and pay them in monthly installments that are directly deducted from their wage or salary. In this case, the installment amount should not be subtracted from the Gross Income in order to obtain the Net income. For example, lest us suppose an administrative employee has a **Gross** income of BDS$ 3.500. His deductible taxes amount to BDS$ 300 and he is making monthly payments of BDS$ 200 for a new refrigerator. In this case, his **Net** income is BDS$ 3.200 (not BDS$ 3.000).

2. Instructions for filling this Module

The Module consists of two sets of questions:

Set	Questions	Should collect information on
1	10.00 through 10.21	All household members aged **15 or older**.
2	10.22 through 10.30	All household members aged **18 or older**.

SET 1: All household members aged 15 or older. Questions 10.00 through 10.21

Questions 10.01:
The interviewer should register whether the respondent receives any income for his/her work. If the answer is "Yes", move on to the next question. For those that answer "No", skip up to question 10.06.

Questions 10.02a through 10.05 investigate about labor income. Questions 10.06 through question 10.21 ask about income from non-labor sources.

Questions 10.02a and 10.04a:
These questions refer to Gross Pay/Income received from the main job (question 10.02a) and from other secondary jobs (question 10.04a).

Questions 10.02b and 10.04b:
These questions refer to Net Pay/Income received from the main job (question 10.02b) and from other secondary jobs (question 10.04b).

Questions 10.04a through 10.05:
These questions should be asked only if the person has more than one job.

Questions 10.06 through 10.12:
Register the amount received from the stated non-labor sources during the month prior to the month of the interview. If the person did not receive any income from these sources, the interviewer should record 0 (zero). Note that individuals 54 years old or younger should not be asked questions 10.07 through 10.11 (the answer box should be left empty) as these are questions about pensions.

Questions 10.13 through 10.15:
Register the amount received from the different sources stated during the last six months. If the person did not receive any income from these sources, the interviewer should record 0 (zero).

Questions 10.13:
Note that the support received by a child from a parent who lives in another household should be recorded in the line of the adult in charge of the child (most frequently the child's mother).

Questions 10.16 through 10.21:
Register the approximate annual amount received from the different sources stated during the last twelve months. If the individual did not receive any income from these sources, the interviewer should record 0 (zero).

Persons aged less than 18 years should go to Module 11 (Personal Expenses).

SET 2: All individuals aged 18 or older. Questions 10.22 through 10.30

Question 10.24:
The respondent should inform on whether he/she currently participates in meetings, regarding financial issues.

Questions 10.26 through 10.28:

These questions intend to collect information on loans applied for, received and repaid at formal financial institutions. Loans made by family members, friends or other people in the community do not apply.

Module 11: Personal Expenses

1. General Characteristics of Financial Inclusion Module

1.1. OBJECTIVE

The main objective is to get information on the type and amount of the expenses made in the past 7 days for one's own personal use, i.e. not for the use of other members in the household.

1.2. OBSERVATION UNIT

All individuals 15 years old and over.

1.3. REFERENCE PERIOD

All questions should be answered with regard to the 7 days prior to the interview.

2. Instructions for filling this Module

For this module you will need to use one whole sheet per household member aged 15 years or above. The questionnaire has 4 sheets; in the event the household has more than 4 members aged 15 or above you will have to add the necessary sheets, taking them out of the spare sheets you have been provided with.

The filling procedure consists of two steps:

1. Mark all the items for which any expense was made in the past 7 days;
2. Record the amount spent in the marked items.

Step 1. Mark all the items for which any expense was made

`Question 11.01`

The respondent is asked whether he/she spent on the listed items for his/her own personal use during the past 7 days. This is done by reading the list and by showing him/her the corresponding card at the same time. All "No/Yes" boxes should be checked according to the answer given and all items should be read before moving on to the next question.

Step 2. Record the amount spent on the marked items

`Question 11.02`

For all those items recorded as "Yes" in question 11.01 (i.e. the person spent money on this item for his/her own personal use in the past 7 days) the pertaining amount should be recoded.

Both questions should be filled out vertically, as indicated by the blue arrow in the figure below. This means that in the first place every item should be read and the interviewer should record in question 11.01 whether the respondent spent on that item during the last 7 days or not. Only once the answer has been registered for every item, the interviewer may move on to question 11.02 and record the amount spent.

MODULE 11: Personal expenses in the past 7 days

All persons 15 years of age and older

MEMBER ID CODE [ ]

11.01 During the **past 7 days**, have you <u>spent</u> on any of these items <u>for your own personal use</u>? **SHOW CARDS** CHECK ☑ YES OR NO FOR ALL ITEMS BEFORE ASKING QUESTION 2	NO	YES	**11.02** ***ONLY FOR PURCHASED ITEMS*** How much did you spend in [ITEM] in the **past 7 days**? ***ANSWER AND ▶ NEXT ITEM***
39 Meals bought and consumed <u>away from home</u>			
3901 Beer			BDS$
3902 Breakfast			BDS$
3903 Carbonated and non carbonated waters			BDS$
3904 Coffee, tea			BDS$
3905 Cola and other carbonated beverages			BDS$
3906 Dinner			BDS$
3907 Fruits juice			BDS$
3908 Hot dog			BDS$

Module 12: Farming

1. General Characteristics of Farming Module

1.1. OBJECTIVE

The main objective is to collect information on different aspects of farming activities carried out by households. This includes agriculture, livestock and poultry breeding, as well as fishing activities.

1.2. OBSERVATION UNIT

The observation units in this Module are the **farming households**. This survey does not cover large plantations or any kind of agricultural company.

The respondent of the module should be the most knowledgeable person in the household about the farming activities carried out, regardless of whether he/she is the head of the household.

2.3. REFERENCE PERIOD

The reference period for this module is the 12 months prior to the interview.

2. Instructions for filling this Module

This module consists of seven parts:

A. Landholding
B. Agriculture
C. Livestock and poultry
D. Crop and animal by products
E. Fishing
F. Expenses on agricultural inputs
G. Agricultural assets

Part A. Landholding

Question 12a:

This is a filter question that allows the interviewer to confirm whether the household can be considered a **farming household**, i.e. whether there is any household member who considers him/herself a **farmer** and who grows crops or raises animal **for sale**.

- If the answer is "Yes", then **we are at a farming household** and the interviewer should pose the questions about Landholding (12.00 through 12.05). Thereafter, the interviewer will have to continue with ALL the other parts of the Module (parts B, C, etc.).

- If the answer is "No", then **we are not at a farming household** and the questions about Landholding (12.00 through 12.05) are not applicable; hence the interviewer should **NOT** pose questions in Part A. Instead, the interviewer should go directly to the first question of Part B (question 12.06). Note that even if we are not at a farming household Parts B, C, etc. (about agriculture, animal breeding, etc.) are to be applied anyway, since there are households which are not farmers but cultivate some vegetables and fruits or breed animals in small quantities for their own consumption or for selling. Non-farming households should neither complete Part G (Agricultural Assets).

> **ALL households** should complete Module 12. Farming households (identified through question 12.a) should complete all parts of Module 12 (A, B, C, D, E, F and G). On the other hand, non-farming households should skip Parts A and G and should complete the remaining parts (B, C, D, E, F).

Part B. Agriculture

Completing Part B requires three steps.

1. Identify which households grow crops in the last 12 months;
2. List all crops cultivated by the household in the last 12 months;
3. For each of the crops cultivated in the last 12 months, register acres of land used, amount produced, quantity sold and its monetary value.

Step 1. Identify which households grow crops in the past 12 months.

Question 12.06:
This is a filter question that allows to identify which households cultivated crops in the last 12 months (whether for sale or for the household's consumption).

- If the answer is "Yes", then the interviewer should continue with the next question;
- If the answer is "No", the rest of the questions in this Part of the module do not apply and the interviewer should go directly to the first question in Part C (question 12.11).

Step 2. List all crops cultivated by the household in the last 12 months.

Question 12.07:
The respondent is asked whether any of the crops listed were cultivated by someone in the household during the past 12 months. The "Yes" and "No" boxes should be checked according to the answer given. All items should be read before moving to the next question.

Step 3. For each of the crops cultivated in the last 12 months, register acres of land used, amount produced, quantity sold and its monetary value.

For of the items marked as "Yes" in question 12.06 (i.e., someone in the household cultivated that specific crop), additional data should be collected:

Question 12.08:

The area of the land cultivated in the last 12 months under that particular crop should be registered. The unit of measurement should be acres with one decimal.

Question 12.09:

The amount produced in the last 12 months of that particular crop should be registered. The unit of measurement is pounds (LB).

Question 12.10:

The quantity sold in the last 12 months of that particular crop and its monetary value should be recorded. The units of measurement are pounds and BDS$.

The interviewer should complete question 12.07 vertically for all crops and questions 12.08 through 12.10 horizontally for one crop at a time (see the arrows in the picture below). This means that in the first place, the interviewer should read the entire list of crops and record which of them were cultivated during the last 12 months. Once the entire list has been read, the interviewer should move on and pose questions 12.08, 12.09 and 12.10 for each of the cultivated crop.

12.07 Did your household cultivate [CROP] in the **last 12 months**? MARK ☑ YES OR NO FOR ALL ITEMS BEFORE ASKING THE NEXT QUESTIONS				**12.08** How much land did your household cultivate under this crop in the **last 12 months**?		**12.09** How much in total of [CROP] did you produce in the **last 12 months**?	**12.10** How much did your household sell in the **last 12 months**? ***Write total quantity sold in LB and total value in BDS$***	
		No	Yes	Acres	Decimal	LB	LB	BDS$
01	**Crops**							
0101	Corn							
0102	Sugarcane							
0103	Wheat							
	Other (Specify)							
	Other (Specify)							
	TOTAL							
02	**Vegetables**							
0201	Bean							
0202	Beetroot							

The next Parts of this Module follow the same pattern for the filling in process.

Note that Part G applies to farming households only, i.e. the ones that answered to question 12.a affirmatively.

Module 13: Housing

1. General Characteristics of the Housing Module

1.1. OBJECTIVE

This Module explores the general housing infrastructure, as well as the access and use of services such as electric power, water supply, etc. It also collects information on the type of ownership of the dwelling and on the ownership of a series of household assets.

1.2. OBSERVATION UNIT / RESPONDENT

The observation unit in this Module are the household, and also the dwelling in some questions. The respondent to this Module should be the household head preferably, or another knowledgeable household member.

1.3. REFERENCE PERIOD

Most questions refer to the present moment, i.e. the day of the interview.

1.4. DEFINITIONS

Dwelling: it is a **location with walls and roof**, which is structurally separated from other housing units by a **separate entrance**, intended to be populated or populated by one or more persons (households). Even if the structure originally had not been intended for housing, but is populated, it should be considered a dwelling irrespectively of the materials of which it is build and the type of construction. A dwelling could be a house, an apartment, a cottage, a log cabin or any other facility used for accommodation.

Existence of a **separate entrance** means to have direct access to a public road or access through common premises of the building such as staircases, corridors, passages, lifts, etc. In many buildings there can often be more than one dwelling, it is important that they satisfy the criterion of having a separate entrance.

2. Instructions for filling this Module

2.1. CONTENT OF THE MODULE

Questions 13.01:
The interviewer should register the type of the dwelling by observation.

Questions 13.02 and 13.03:
For both questions all options should be read to the respondent.

Questions 13.04 through 13.12
Note that questions 13.04 through 13.12 refer to the dwelling, and not to the household that lives in it. Hence, the answers to these questions should refer to the whole dwelling even if the household that is being interviewed lives in just one rented room in the housing unit.

Questions 13.04 through 13.07

If the household that is being interviewed lives in a rented a room in the dwelling and does not know when it was built or what renovations have been done, the respondent should ask the owner of the dwelling.

Question 13.05 and 13.07:

Note that the renovations to the dwelling may or may not have been undertaken by the interviewed household. They could have been done by previous owners.

Questions 13.08, 13.10 and 13.11:

These are the specifications for some of the construction materials used for the outer walls of the dwelling, for the floor and for the roof.

- Masonry: bricks and pieces of stone
- Plywood: wood that consists of several thin layers of wood stuck together
- Cement board: a thin, flat piece of cement
- Makeshift: temporary or low quality material, mixed materials
- Roof Shingle: thin, flat tile

Questions 13.13 through 13.16:

These questions refer to the household, and not to the dwelling.

Let us suppose that the interviewed household lives in a rented room in a larger dwelling and uses bottled gas for cooking. On the contrary, the household that owns the dwelling (which lives in the rest of the dwelling) uses natural gas. In this case the recorded option in question 13.13 should be "2 (LPG – bottled gas)", since the question refers to the household that is being interviewed (and no to the whole dwelling).

Question 13.17:

Note that this question refers to the dwelling. If the interviewed household lives in a rented room in a larger dwelling, the answer should refer to the total number of rooms in the larger dwelling (including the room occupied by the interviewed household).

Question 13.18:

If the interviewed household lives in a rented room in a larger dwelling the answer should be "1" (one). If the interviewed household rents 2 rooms in a larger dwelling the answer should be "2" (two).

Question 13.21:

The interviewer should read out each item and register **how many units of each item** are owned by the household. For instance, if the household owns one refrigerator, number 1 (one) should be entered. If the household has no microwave, number 0 (zero) should be entered next to this item. If four family members have cellphones, number 4 (four) should be entered next to this item.

Module 14: Household Expenses and Consumption

1. General Characteristics of the Module

1.1 OBJECTIVE

This Module collects detailed information on the household consumption and expenditures on food and non-food products and services. It gathers information on both, quantities consumed and amounts spent.

1.2 OBSERVATION UNIT

The observation unit for this Module is the *household*.
The respondent for this Module should be the most knowledgeable household member. Bear in mind that in the case of food expenditures the most suitable respondent should be the one in charge of doing the shopping (maybe the housewife). On the other side, in the case of some non-food expenditures, such as Building materials or Repair and maintenance, the best respondent may be an adult male (most probably the household head).

Note that, as we have seen in a previous section, Module 11 also collects information on expenditures. However, those are *personal* expenditures and the observational unit in that case is the individual (not the household as it is in Module 14). That is why Module 11 should be applied to every household member (15 years old or over), whereas Module 14 should be applied to the whole household (choosing one or more suitable household members as respondents).

1.3 REFERENCE PERIOD

This Module utilizes several reference periods and it is utmost important that they be observed. These reference periods are: *past 7 days, past 30 days, past 3 months and past 12 months*.

2. Instructions for filling this Module

Module 14 collects data on the household food **consumption and expenditures** in the last 7 days, and on the household non-food **expenditures** in the past 30 days, the past 3 months and the past 12 months. Module 14 consists of 4 parts:

- **Part A:** Consumption of food and beverages in the past 7 days
- **Part B:** Non-food expenses in the past 30 days
- **Part C:** Expenses on clothing and footwear in the past 3 months
- **Part D:** Non-food expenses in the past 12 months

Part A: Consumption of food and beverages in the past 7 days

Step 1. Identification of items consumed/purchased.

Question 1:

The interviewer will give the respondent the printed cards for Part 1 of Module 14 (one card for each food group). Each card has 2 columns. The first column contains the list of food items printed in the questionnaire under Question 1. The second column contains an additional list of food items that are not printed in the questionnaire.

For the first food group (Bread and Cereals) the interviewer will read all the food items in the questionnaire and the respondent will also be able to read them at the same time in the first column of the card. The interviewer should record whether the household CONSUMED or not each of these items during the past 7 days. **If an item was consumed the interviewer must check it under "Yes"; if an item was not consumed the interviewer must check it under "No".**

Note that Question 1 reads "CONSUMED", irrespectively of whether the household purchased the food item or obtained it in any other way (e.g. produced it in the backyard, received it as a gift from another household, received it as a payment in kind, as part of a government programme, etc.).

Once the list of items printed in the questionnaire (and also printed in the first column on the card) is finished, the interviewer must prompt the respondent: "Please, look at the second column on the card. Is there anything else in the second column that your household has CONSUMED in the past 7 days?". The respondent is expected to go through the list in the second column and mention the other items the household consumed in the past 7 days. The interviewer should write down the name of these items on the questionnaire next to the "Other (Specify)" sign and check under "Yes" next to each of these added items.

Once the interviewer has asked and registered the answer about every item in the first food group (Bread and Cereals), the interviewer should move on to the next food group (Meat) and follow the same procedure.

Only once the respondent has answered Question 1 for every food group in Part A (the last food group in Part A is "Alcoholic Beverages") the interviewer may move on to Question 2.

MODULE 14: Household consumption and expenses
Part A: Consumption of food and beverages in the past 7 days

RESPONDENT ID CODE

1 Which of the following foods did your household CONSUME during the past 7 days? *Remember that in the showcards there are additional items not stated in the list below*		*SHOW CARDS* CHECK ☑ YES OR NO FOR ALL FOODS BEFORE ASKING THE NEXT QUESTIONS			2 *ONLY IF CONSUMED* How often do you buy [FOOD]?	3 How much [FOOD] did you buy last time and how much did you pay for it? *ANSWER AND ► QUESTION 2 FOR NEXT FOOD*	
			NO	YES	*IF NEVER, WRITE 99 AND ► 4*	Detailed food quantities	Total amount
Bread and Cereals	0101 Biscuits - unsweetened	01.1.1			EVERY DAYS		BDS$
	0102 Bread - white, sliced	01.1.1			EVERY DAYS		BDS$
	0103 Macaroni	01.1.1			EVERY DAYS		BDS$
	0104 Rice - packaged	01.1.1			EVERY DAYS		BDS$
	Other (Specify)	01.1.1			EVERY DAYS		BDS$
	Other (Specify)	01.1.1			EVERY DAYS		BDS$
	Other (Specify)	01.1.1			EVERY DAYS		BDS$
	TOTAL						**BDS$**
Meat	0201 Chicken - whole	01.1.2			EVERY DAYS		BDS$
	0202 Corn beef	01.1.2			EVERY DAYS		BDS$
	0203 Mutton / Lamb	01.1.2			EVERY DAYS		BDS$

Step 2: for each consumed food item

Question 2:

Only for those food items checked as CONSUMED (i.e. "Yes" in Question 1) the interviewer should ask in Question 2 how often the household BUYS that item. Question 2 admits two types of answers:

A. If the answer to Question 2 is "Every xx days", the interviewer will note this down and will immediately go to Question 3.

Question 3:

Note that this question asks about the last time the household BOUGHT the food item.

The interviewer should record the quantity BOUGHT in a way as detailed as possible. For example: 6 beer bottles of 26,4 fl oz each; a pack with 3 packages of biscuits of 7.50 ounces each; 1 dozen bananas: 2 pounds of sweet potatoes.

Thereafter, the interviewer must record the TOTAL amount spent for the last purchase of that item, i.e. the TOTAL amount in BDS$ paid for the 6 beer bottles of 26,4 fl oz each, etc.

Once the amount spent has been recorded the interviewer will continue to ask Question 2 for the next Consumed item (i.e. for the next item marked under "Yes" in Question 1).

B. If the answer to question 2 is "I/we never buy this", it means that the household CONSUMED the food item in the past 7 days but did not BUY it. The interviewer will have to record "99" in Question 2 and go immediately to Question 4.

Question 4:

Since the interviewed household consumed the food item but did not buy it, in Question 4 the respondent is asked about how the household got that food. The interviewer must read each of the 7 alternatives (Self-produced, Self-supplied, etc.) and check all the alternatives that apply, and move on to Question 5.

Question 5:

The interviewer should record the quantity CONSUMED per week in a way as detailed as possible. For example: 1 dozen plantains; 17,6 ounces powder milk; 1 pound of rice; 3 liters of milk; etc.

Once the quantity consumed has been recorded the interviewer will continue to ask Question 2 for the next Consumed item (i.e. for the next item marked under "Yes" in Question 1).

Part B: Non-food expenses in the past 30 days

Note that Part B of Module 14 refers to EXPENDITURES only, hence it only covers consumption of products and services obtained through PURCHASE/PAYMENT (and does not cover any other sources of consumption as Part A does).

Step 1. Identification of items Purchased

Question 1:

The interviewer will give the respondent the printed cards for Part B of Module 14 (one card for each group of items). Each card contains the list of all the items printed in the questionnaire under Question 1. Note that, unlike Part A, in Part B all the items which are printed on the cards are also printed on the questionnaire and vice versa.

For the first group of items (Rent, Insurance and Mortgages) the interviewer will read all the items in the questionnaire and the respondent will be able to read them on the card at the same time. For each of these items the interviewer should record whether the household PAID/PURCHASED it or not during the past 30 days. **If an item was purchased the interviewer must check it under "Yes"; if an item was not purchased the interviewer must check it under "No".**

Once the list of items printed in the questionnaire (and in the card) is finished, the interviewer must prompt the respondent: "Can you think of anything else your household has purchased/paid in the past 30 days?" If the respondent mentions any other additional , the interviewer should write down the name of this item on the questionnaire next to the "Other (Specify)" sign and check under "Yes" for this added item.

Once the interviewer has asked and registered the answer about every item in the first group (Rent, Insurance and Mortgages), the interviewer should move on to the next group (Fuel and light) and implement the same procedure.

Only when the respondent has answered Question 1 for every group in Part B (the last group in Part B is "Other Services") the interviewer may move on to Question 2.

MODULE 14: Household consumption and expenses
Part B: Non-food expenses in the past 30 days

RESPONDENT ID CODE

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	1 During the **past 30 days**, have you or other members of this household **paid/ purchased** any of these items?	***SHOW CARDS*** MARK ☑ YES OR NO FOR ALL ITEMS BEFORE ASKING THE NEXT QUESTIONS NO	YES	**2** ***ONLY FOR PURCHASED ITEMS*** How much did your household spend in [ITEM] during the **past 30 days**?
11	**Rent, Insurance and Mortgages**			
1101	House rent - private owner			BDS$
1102	House rent - government			BDS$
1103	Mortgage			BDS$
1104	House insurance			BDS$
	Other (Specify)			BDS$
	Other (Specify)			BDS$
	Other (Specify)			BDS$
	Other (Specify)			BDS$
12	**Fuel and light**			
1201	Electricity			BDS$
1202	Kerosene			BDS$

	1 During the **past 30 days**, have you or other members of this household **paid/ purchased** any of these items?	***SHOW CARDS*** MARK ☑ YES OR NO FOR ALL ITEMS BEFORE ASKING THE NEXT QUESTIONS NO	YES	**2** ***ONLY FOR PURCHASED ITEMS*** How much did your household spend in [ITEM] during the **past 30 days**?
13	**Washing Soaps and Detergents**			
1301	Laundry Soap (Bars)			BDS$
1302	Liquid Bleach			BDS$
1303	Liquid Detergent			BDS$
1304	Soap Powder (Detergent)			BDS$
1305	Spray Starch			BDS$
1306	Toilet Cleaners			BDS$
	Other (Specify)			BDS$
	Other (Specify)			BDS$
	Other (Specify)			BDS$
14	**Other Cleaning and Scouring material**			
1401	Broom Bodies and Handles			BDS$

	1 During the **past 30 days**, have you or other members of this household **paid/ purchased** any of these items?	***SHOW CARDS*** MARK ☑ YES OR NO FOR ALL ITEMS BEFORE ASKING THE NEXT QUESTIONS NO	YES	**2** ***ONLY FOR PURCHASED ITEMS*** How much did your household spend in [ITEM] during the **past 30 days**?
15	**Other Household Supplies**			
1501	Aluminium Foil			BDS$
1502	Paper Towels and Napkins			BDS$
1503	Plastic Bags (food)			BDS$
1504	Herbicides			BDS$
1505	Insecticides			BDS$
1506	Mosquito Coil and Vape Mat			BDS$
	Other (Specify)			BDS$
	Other (Specify)			BDS$
16	**Personal Care**			
1601	Antiperspirant			BDS$
1602	Baby Napkins of paper Pulp			BDS$

Step 2: for each purchased/paid item

Question 2:

Only for those items checked as PURCHASED/PAID in Question 1 the respondent will be asked how much the household spent in that item in the past 30 days and the interviewer must record the TOTAL amount spent in that item.

Once the amount spent has been recorded the interviewer will continue to ask Question 2 for the next purchased/paid item.

Part C: Non-food expenses in the past 3 months

The interviewer should follow the same procedure as in Part B.

Part D: Non-food expenses in the past 12 months

The interviewer should follow the same procedure as in Part B.

Module 15: Emigration

1. General Characteristics of the Module

1.1 OBJECTIVE

This Module collects relevant information on the emigrating flows from Barbados. It identifies its causes, the main destinations and the demographic, educational and occupational characteristics of the emigrating population.

1.2 OBSERVATION UNIT

The observation units are former members of the household who are now living abroad.

2. Instructions for filling this Module

This module intends to collect information on individuals who used to live in the household, but who are now living abroad. This Module should be answered by the most knowledgeable person.

Question 15.01:
The interviewer should register whether the household previously consisted of members who are currently living abroad and who have lived abroad **for 6 months or longer**. These individuals will be considered **emigrants** by this survey.

- If the answer is "Yes", the interviewer should move on to the next question.
- If the answer is "No", the whole interview is finished for the household.

Questions 15.04 through 15.08:
This questions intend to collect basic demographic data on the emigrated individuals: relation to the head of household, sex, age, date of birth and marital status.

Question 15.08:
Only to be asked for those aged 10 or older.
All options should be read to the respondent before answering in order to avoid any misunderstanding. For example, somebody might answer "legally separated" when the household member is actually "divorced".

Question 15.09:
Only to be asked to *females* aged 10 or older.

Question 15.12:
The question intends to register the most important reason for emigrating. Answer options are NOT to be read aloud. The interviewer should wait for respondent´s answer and register the most adequate option. In the event more than one reason exists, the respondent has to choose the most important one.

Questions 15.13 and 15.20:
These questions aim at registering the level of education attained at the moment of leaving (question 15.13) and now (question 15.20). Options are to be read aloud.

Question 15.23:
Enter the current occupation name in capital letters as tidy as possible.

Question 15.24:
This field will be completed later, during the data entry process. A menu with the occupation names and codes will pop up automatically and the interviewer will be able to select the corresponding code.

Question 15.25:
Enter the goods and/or services provided in the establishment in capital letters, as clearly and detailed as possible.

Question 15.26:
This field will be completed later, during the data entry process. A menu with the industry names and codes will pop up automatically and the interviewer will be able to select the corresponding code.

Question 15.30:
The question is only answered if the emigrant helps the interviewed household by sending cash or paying some of the interviewed household's expenses. The total amount sent/paid by the emigrant should be entered, taking into account the past 12 months.