

Suriname Survey of Living Conditions 2016/17 (SSLC)

Interviewer manual

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1. Introduction-General Aspects of the SSLC

The Suriname Survey of Living Conditions (SSLC) 2016/17 is an effort of the Inter-American Development Bank (IDB) with the support of the EnergieBedrijf van Suriname's (state-owned electrical company of Suriname) and the Central Bank of Suriname. It will visit about 2,000 households from October 2016 through September 2017 and will collect data on the most important dimensions of welfare, which will support evidence-based policy making in areas such as education, health, housing, employment and poverty alleviation. The survey will also gather information on the consumption patterns, income and expenditures of the Surinamese households, intended to update the Consumption Price Index basket and inform the System of National Accounts.

The SSLC has been designed by Sistemas Integrales and its fieldwork will be carried out by DataFruit, a local survey firm, with the steering and technical direction 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 workshop. It is a reference tool for interviewers and supervisors to help them do their job in the best way possible.

OBJECTIVES

The SSLC is a multi-topic survey. Its main objective is to collect essential information about the living standards of all population groups.

With the questionnaire as main instrument, the SSLC 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 SSLC 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 SSLC will cover the population of Suriname. It will visit about 2,000 households and will interview all their members. Since one of the SSLC's main objectives is to measure the consumption and expenditure patterns of the Suriname population, the sample will be evenly distributed along a twelve-month period, from October 2016 through September 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 SSLC 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 4 supervisors and 13 interviewers.

Data quality assurance

In order to ensure the collection of *high 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.

2. Some Basic Definitions

This section presents some important definitions for the interviewer's work which will be used throughout this manual.

What is a survey?

A survey is a tool used to obtain information about a particular population through the use of a questionnaire that is given to the individuals that comprise said population or to a representative sample of such.

The information requested may refer to the attributes of the subjects that comprise this population as well as their behavior, attitudes, opinions, needs, or socioeconomic and demographic characteristics (age, level of education, income, employment status, marital status, number of children, etc.), among other possibilities. Surveys may take many forms including, for example, telephone, mail, or personal interviews.

Interview

An interview is a conversation that has a purpose. The stated purpose depends on the topics under study. In other words, it is an interaction between interviewer and interviewee where the interviewer asks the interviewee a series of questions in order to obtain information about specific predetermined subjects.

The progress of the interview requires much capability on the part of the interviewer since the objective is to successfully obtain the necessary information completely and objectively in an environment of great respect, discretion, and cordiality.

Interviewer

The interviewer is the person tasked to complete the interview; that is, to present the questionnaires – pose the questions, listen to and record the answers of the interviewees – in accordance with the procedures and regulations presented in this manual.

The work of the interviewers is critical because, to a large degree, the work of collecting reliable, complete, and high quality information depends on them.

Respondent

The respondent is the person selected to answer the questionnaire with whom the interviewer interacts.

Questionnaire

The questionnaire is the instrument developed to collect the necessary information. It is the document that contains the questions that an interviewer will ask to the respondents in which there is a specific place to note the answers given by the person being interviewed.

The questionnaire can take a physical (paper) form or an electronic (ex. computer or PDA) form.

Basically there are two kinds of questionnaires:

- Direct administration: where the respondent records their answers
 - Indirect administration: where the interviewer records the answers given by the respondent.
- In general, indirect administration is the most frequently used and will also be the method during the SSLC fieldwork.

Supervisor

The supervisor is the person responsible for guaranteeing that the necessary and adequate procedures are applied in the survey process and thus that the required information is gathered. Moreover, the supervisor takes charge of watching over the precision and quality of the gathered data. 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.

Generally the supervisor has a certain number of interviewers under his or her supervision which the supervisor will organize, direct and control during the entire process of the survey project.

3. Interviewer's Tasks and Obligations

The work of an interviewer is one of the most important in the conduct of a survey project because the interviewer is responsible for collecting the information in a truthful, reliable, and appropriate way. Moreover, the success of the project is dependent to a great degree on the interviewer's conscientiousness, effort, and cooperation.

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

Data collection will last 12 full months and **all interviewers 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 in the way it is instructed. 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.

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 through 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 SSLC, 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. come to work on time according to his/hers supervisor's instructions;
8. visit households in decent and professional outfit (no flip-flops), having in mind that it is an important aspect for ensuring cooperation from the household and good quality data;
9. fill out the entire questionnaire;
10. correct or complete information by returning to interview the respondent again;
11. complete the interviews during personal visits by correctly following the questionnaire;
12. make him/herself available at any time he/she is needed during the survey implementation;
13. complete any given assignments and fulfill the norms. To hand over to the supervisor all filled questionnaires with the obtained information and necessary forms every day;
14. 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 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;**

15. maintain respectful relations with the project team – supervisors, interviewers, and coordinators;
16. beware of unsafe situations in the field. Whenever the interviewer feels that an area/address is unsafe in any way, then this area/address should be left immediately. **The safety of the interviewer is the priority in all circumstances.**

Interviewer materials:

- Badge (and ID card or drivers' license)
- Interviewer Manual
- Paper questionnaire
- Necessary implements for carrying out the surveys (pencil, pencil sharpener, eraser).
- Sampling point information
- Visit control document
- Fieldwork and non-response form

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. the interviewers and supervisors must be fully dedicated in doing an adequate and accurate job;
3. the interviewer is not allowed to amend any information obtained from the respondent;
4. the 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 him/her to 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 supervisor;
- the supervisor will provide additional instructions as needed;
- the work of the interviewer is monitored and reviewed by the supervisor and the Survey Coordinator;
- the interviewer should notify the supervisors about any questionable situation that makes it difficult to perform their work effectively immediately;
- the interviewer will report directly to the supervisor;
- 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 MATERIALS

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

MATERIAL	HOW TO USE IT
Interviewer Manual	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> Document that identifies him/her as an official interviewer of the SSLC. The interviewer should carry it at all times.
Survey Questionnaire	<ul style="list-style-type: none"> Instrument for data collection during the interview. The interviewers must always have a Dutch & Sranantongo version of the questionnaire.
Maps	<ul style="list-style-type: none"> Identifies the geographical locations in which the interviewer will perform his/her work. It represents the Enumeration Area, showing the located settlements. The area to be covered will be clearly marked on it.
GPS coordinates software	<ul style="list-style-type: none"> All participants will download GPS software
Tracking sheet	<ul style="list-style-type: none"> List of housing units in which households are to be interviewed. Information on each unit: street, number, 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	<ul style="list-style-type: none"> 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.
Fieldwork form	<ul style="list-style-type: none"> The day to day status of conducted interviews must be reported on this form
Non response form	<ul style="list-style-type: none"> When a household does not want to participate it should be recorded on this form

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.

4. Survey Methodology and Procedures

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

INSTRUMENTS

A *household questionnaire* will be used to collect the data.

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 16 modules that address different topics. It is the interviewer's responsibility to fill out this questionnaire completely.

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 the questionnaire will take less or more time completing.

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 Area.

Direct respondents: in this survey we will work with direct respondents only. Unlike other surveys, the SSLC *does not take* the head of household or his/her spouse as the only respondent who answers on behalf of all household members. In the SSLC 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. For example persons who work in gold mines.

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.

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 that interviewers, supervisors and staff members 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 understanding 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 him/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 dressed for their work. Pay attention to your non-verbal language.

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, my name is and I work for DataFruit. We are doing a survey based on different topics such as how much household members, education, health and other social topics. Your address has been selected for participation in this survey. I would like to ask you some questions and it will take approximately an hour. Depending on the number of household members it can take less or more time. Your participation is voluntary. You can leave questions unanswered if you are not willing to

answer. All of the answers you provide to me will be kept completely confidential and the survey is anonymous. Can I ask you the questions?

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:** 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.

A better communication can be established when the respondent sees that the interviewer is honest and up to his/her task.

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

- behave appropriately throughout the interview;
- do not give any information about which we are not sure of. It is better to be uninformed, but honest than dishonest. 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;
- 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 other words, comply strictly with instructions given in the questionnaire. Any modification could jeopardize uniformity of information;
- read questions without putting 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;
- 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 by thanking for the received information: be kind. Try to make a good impression on the respondent(s) during the first visit to the household, keep in mind that you might have to visit the same household again;
- 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 all the respondents for their cooperation and their time.

Remember – the interviewer's work should mainly consist of:

Reading questions from the questionnaire 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.

Carefully listening and entering answers exactly as given by the respondent, complying with defined procedures (offered code, format of boxes for data entry, etc.)

5. 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. Make sure to:

- read the questions just as they are written;
- read the questions in the correct order;
- note answers exactly how they are given by the respondent.

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 (will be provided);
- 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 16 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.

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 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	Energy consumption	Most knowledgeable household member

RESPONDENTS

The 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 Area or when the targeted

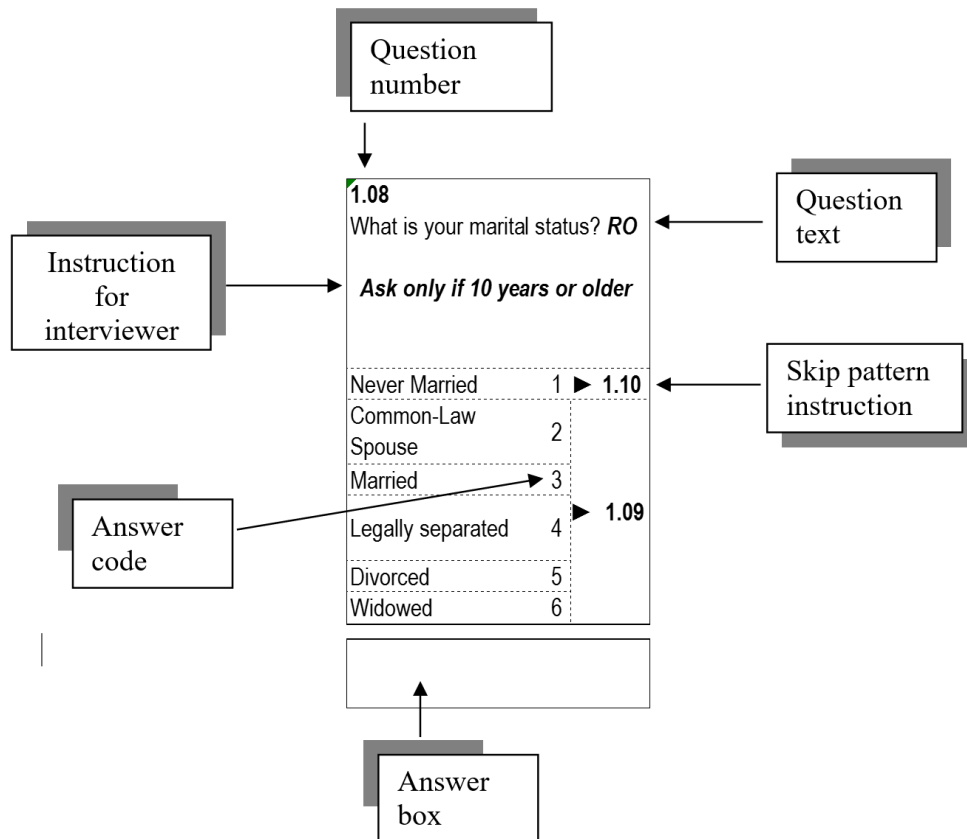
person is in poor health condition and cannot answer. In such cases, **upon consultation with the supervisor and obtaining the supervisor's approval**, the interviewer can ask the most knowledgeable person to answer on behalf of such person.

In the household-level modules (Modules 12 to 16) the interviewer must ask for the most knowledgeable person on each topic.

QUESTIONNAIRE FILLING

1. Questionnaire Elements

- **Question:** it is to be literally 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, KG, L, CM, etc.).
- **Instructions for the interviewer:** these are printed in bold and italics.
- **Skip patterns:** In some cases the given answer defines which question to ask next. The questionnaire uses specific marks which show which question is to be skipped.



2. Question Types

- **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 an open question.

Example: question 9.17 asks the respondent his/her occupation. The interviewer should register exactly what the respondent says.

<p>9.17</p> <p>What is your occupation in your main job/ business?</p> <p><i>E.g. sales manager, sales clerk, mason, primary school teacher, hairdresser, cashier at supermarket, taxi driver, doctor, street seller, carpenter, etc.</i></p>

- **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 these types 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 9.41 represents case (i): both the question and the alternative options for the answer are to be read. In question 9.42 the interviewer is expected to recode the respondent's spontaneous answer.

Read
Question text
and Answer
Options

9.41 Who financed this training? RO	9.42 How long ago did you undertake your last training?
Totally by my 1	
Partially by my 2	
It was offered freely by the government (for non-government employees) 3	0-6 months ago 1
It was totally financed by myself/ my family 4	7-12 months ago 2
Other 5	1-3 years ago 3
	Over 3 years ago 4

Read
Question
text only

b) Single and Multiple answers questions

Some questions require only one answer and others allow more than one (these are generally closed questions).

Example: question 3.16 requires the interviewer to insert only one of the codes listed after listening to the spontaneous answer of the respondent. On the contrary, question 3.17 allows for inserting more than one answer.

3.16 Do you have all textbooks/ stencils/ copies required for use at school? RO	3.17 Were these books acquired by you in any of the following ways? RO <i>If 3.16 is 1 or 2, answer and ► 3.19</i>								
<i>Consider stencils and copied books as textbooks</i>	Check <input checked="" type="checkbox"/> all that applies								
Yes, has ALL books for exclusive use 1	Borrowed for use during year 3.17a	Received from relatives or friends 3.17b	Purchased new 3.17c	Purchased second hand 3.17d	Bought some/ got some on loan or free 3.17e	Received from community organization 3.17f	Government book loan 3.17g	From the school or institution at no cost 3.17h	Other 3.17i
Yes, has ALL but shares with others 2									
Has only some books 3									
No, has none 4 ► 3.18									

Single Answer Question

Multiple Answer 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 there in [NAME]'s class? <i>If the child is not attending school write 0 (zero)</i>

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 **Anna** 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 12.08, 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?”

12.08	
Did your household cultivate [CROP] in the last 12 months?	
<p style="text-align: right;"> MARK <input checked="" type="checkbox"/> YES OR NO FOR ALL ITEMS BEFORE ASKING THE NEXT QUESTIONS </p>	
No <input type="checkbox"/> Yes <input type="checkbox"/>	
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.

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 9.09 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.

9.09	
Do you currently have more than one job?	
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 usually obtains any income from his/her work, either in cash or in kind. 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 usually obtain any income from your work, either in cash or in kind?

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 proceeding 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? <i>ANSWER AND ► QUESTION 2 FOR NEXT FOOD</i>	
Detailed food quantities	Total amount
	SRD
	SRD

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. The interviewer must count back from the day of the interview. For example if today is Wednesday and in the question you have to go back 7 days then you ask about the Wednesday of last week until this Wednesday.

Example: question 9.29 asks whether the interviewee looked for work during the **past 30 days**.

9.29 Have you been looking for work in any way in the past 30 days ? <div style="text-align: center; border: 1px solid black; background-color: black; color: white; width: 40px; margin: 0 auto;">30 d</div>	
Yes	1 ► 9.31
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 particularly 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 interviewer 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 in Modules 1 through 16.

6. Instruction for Filling each Module

The SSLC 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: Income and Financial Inclusion
- MODULE 11: Personal Expenses
- MODULE 12: Agriculture and animal breeding
- MODULE 13: Housing
- MODULE 14: Household consumption and expenses
- MODULE 15: Emigration
- MODULE 16: Household energy consumption

Cover Sheet

The Cover Sheet 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 listed for the interviewer.
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 listed for the interviewer. The geographic coordinates will be filled in the field by the interviewer by means of a GPS application installed in the mobile phone of the interviewer.
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, at different days and times, making at least one visit during the weekend.

Faced with a refusal, you may insist courteously and note how important it 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 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. 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).

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.

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 nights per week outside the dwelling he/she will not be considered a member of the interviewed household and should not be interviewed.

Head of the Household

Person designated when answering the question “Who is the 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 other 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. *The interviewer should remember that for such, separate households, a separate questionnaire is to be filled. This means that this cluster will have less than 12 addresses. For example: if on one address two households live the interviewer needs to fill in two questionnaires on this address. This means that the 12th address on the tracking sheet will be used as a reserve.*

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			1.02 Relation to the household head	1.03 Sex	1.04 Age	1.05 What is your date of birth?		
	1.01a First name	1.01b Middle name	1.01c Last name	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 # Male 1 Other non relative # Female 2	If less than 1 year write 0 (zero)	Completed years	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 is 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.

Step three: Questions 1.07-1.10

Now ask questions 1.07 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 1.07 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 1.07 to 1.10 about member 01, then you should ask questions 1.07 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...? <i>RO</i>		1.07 What is your religion? <i>If age lower than 10 answer and ► 2.01</i>		1.08 What is your marital status? <i>RO</i> <i>Ask only if 10 years or older</i>		1.09 Full name when you were 10 years of age (i.e. prior to marriage) <i>Ask only if FEMALE and 10 years or older</i>			1.10 Cell phone number <i>If the interviewed person does not have a cell phone, ask for a number where s/he can be reached</i>
	Black 1 Mixed 2 White 3 Oriental 4	East 1 Indian 2 Middle 3 Eastern 4 Other 5	Anglican 1 Spiritual 2 Baptist 3 Hindu 4 Muslim 5 Jehovah 6 Witness 7	Methodist 7 Moravian 8 Pentecostal/ 9 Evangelical 10 Roman Catholic 11 Seventh Day 12 Adventist 13 None 14	Never Married 1 Common-Law Spouse 2 Married 3 Legally separated 4 Divorced 5 Widowed 6	► 1.10	1.09a First name	1.09b Middle name	1.09c Last name	
01										
02										
03										
04	▶									
05										
06										

Questions 1.09-1.10:

Note that questions 1.09 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.

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 about the mobility of households 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 2.08.

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	3.01 through 3.02	All household members
2	3.03 through 3.19	All Household members attending an educational institution
3	3.20 through 3.24	All household members not attending an educational institution but 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 3.20.

SET 2: All Household members attending an educational institution.

Question 3.09:

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 3.10:

This question must be completed by the interviewer, but must not be asked.

Question 3.13:

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 3.14:

You must probe because sometimes the respondent may think that you mean eating at school meals made at home.

SET 3: Questions 3.20 through 3.24 are about all household members not attending an educational institution but who attended in the past.

Question 3.20:

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

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 enrollment, 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).

Question 4.01:

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

4.01a Child Allowance (AKB)

This is for children who cannot obtain any financial assistance from any institution.

4.01b School Transportation

Students can receive transportation compensation.

4.01c Day Care Centre Foundation (SBEC)

This is day care for children between 0 and 6 years, who have working parents.

4.01d Housing Program

A program especially for persons who need a house.

4.01e Foundation for Mobilization and Development (SAO)

This is for everyone from the age of 16 years and older. Mostly drop-outs attend the different training at SAO.

4.01f School Clothing/ Uniform

This is for children living in household with an income of less than SRD1000.

4.01g Financial Assistance/Alivio (FB)

Households who have an income between 0-500 SRD can obtain this financial assistance.

4.01h Financial Assistance - Disability Payment

Unemployed persons with a disability, age; 21-60 years and children with a disability 0-21 years

4.01i Food for kids (Child Feeding program)

Children who live in poor socially circumstances and/or are malnourished can benefit from this program.

4.01j Scholarships and Allowance (School Fees)

Students who are not able to pay their school fees can receive these fees from the government.

4.01k Foundation for Productive Working Unities (Stichting Productive Werkenheden - SPWE)

Supports small entrepreneurs with starting or continuing their business.

4.01l Community Development Program (Gemeenschapsontwikkeling programma)

Programs designed for the community to stimulate development.

4.01m Elderly Care

Care for elderly persons above 60 years of age.

4.01n Youth Care

This is for adolescents who have difficulty fitting into society.

4.01o Construction of and House Repair

This is for household who cannot get a loan at the official bank authorities because of their low income.

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

Questions 5.01, 5.02 and 5.03:

These 3 questions should only be completed for persons aged 5 years or over. Weight should be entered in kilograms (kg), while height is to be registered in centimeters (cm). For instance, if the person answers “my height is one meter and a half” the interviewer should register 150 cm.

Question 5.15:

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.

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.

Question 5.29

When a respondent says that (s)he has health insurance from the government, ask if this is SZF. If it is, then record answer 1 (yes).

Question 5.30

It is possible that a respondent has both a private health insurance and BZV.

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 years 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, irrespective of whether they have ever been pregnant or whether they are sexually active.

Question 6.02:

This question might be a sensitive question for women who lost a child. So pay attention to how you ask the question.

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 6.06 through 6.11:

All of these questions should be answered in reference to the woman’s last child.

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.

After answering question 6.11, 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 if the child(ren) is/are 0 to 8 years and taking into account the past 30 days. All applying options should be checked.

Question 7.10:

This question should be asked only if the child(ren) is/are aged 0 to 8 years. All applying options should be checked.

Question 7.11:

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

Questions 7.14 and 7.15:

With “”violence” it is meant behaviour involving physical force intended to hurt, damage, or kill someone or something.

Part 2: All children aged 0 to 4 years**Question 7.18:**

The weight of the child at birth should be registered in grams.

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 presented 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.

Part 3: All children aged 5 to 14 years**Questions 7.23 through 7.29:**

Bear in mind that all of these questions should be answered taking into account the past 30 days.

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 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 some to the last 30 days and others to the last 12 months.

2. Instructions for filling this Module

Question 9.06:

This question aims to identify persons who, in the reference period, worked as *employees* and those who worked for commission or in exchange for food or housing. It includes persons who worked either on a regular basis for a wage or salary, casual, or piece for pay, or even, just work in exchange for food or housing, whether full time or part time.

Question 9.07:

This question is designed to identify persons who in the reference period worked as *self-employed*, in their own business, alone or with partners. These persons may be engaged in petty trade. They may or may not have a fixed workplace.

They may be providers of small services. They may be working from their homes (especially homemakers who also work to generate an income on an irregular basis as their time permits). Persons involved in such income generating activities often fail to consider themselves and others in similar activities as employed.

Some examples of such work are growing crop or raising animals for sale, making things for sale, buying and reselling things, providing services for pay. These examples are normally not to be read to the respondent. In case of difficulty in understanding the question, the enumerator can use these examples to clarify the question.

Question 9.08:

This is a filter question aimed at capturing persons who did not for work pay or profit during the reference period (last 7 days) but who nonetheless had a job or business from which they were temporarily absent. Although the person in question might not have worked in the reference period, if he/she is due to return to his/her work in a definite time period, he/she is considered to be employed. Such circumstances leading to their temporary absence from work include paid/unpaid vacation time, leave-of-absence due to marriage or death of a household member, sick leave, maternity-leave, temporary lay-off due to slack season or interruption in work.

Questions in this part are administered to all household members who have been identified as employed during the last 7 days. They investigate the characteristics of the main job.

If the respondent had more than one job during the last 7 days (whether as employee or self-employed), the main job is the one in which the person usually works more hours. If the respondent works the same amount of hours in the two jobs, the main job is the one that generates the largest income. If the income received from the two jobs is the same, then the main job is the one recognized as “the main job” by the respondent.

Question 9.10:

This question determines the respondent’s status in employment in his/her main job. The respondent is expected to choose one response-option from among the pre-coded answers that are read out to him/her.

The pre-coded answers provide four categories of status in employment:

1 – Employer (with employees): persons who run a business on their own or with one or more partners, including a farm, etc. and who hire paid employees on a regular basis. While doing so, they are employers.

2- Self-employed (with no employees): this refers to own-account workers who do not hire paid employees on a regular basis. Own-account workers may work on their own, or with one or more partners, and may sometimes engage unpaid family workers to run a business or farm, etc.

3 - Contributing family worker: persons who work without pay in an economic enterprise operated by a related person living in the same household; e.g. a 16 year old boy who helps at his father’s farm and does not receive any pay. Persons should only be classified in this category when they cannot be regarded as a business partner, i.e. their degree of commitment to the operation of the establishment in terms of hours worked or participation in decision making is not at a level comparable to that of the head of the establishment. Remember that a person who works in his/her household business but receives a wage or salary, should not be classified under this category; instead he/she should be classified as employee. *Note: household tasks or household chores are not considered “employment” and therefore should not be counted in here.*

4 and 5 – Employees (for another person, for a company or for the government): persons who are employed by an employer and are paid directly by that employer (in cash or in kind). In addition to their wages, they may receive benefits like subsidized health care, paid

vacations, holidays, sick time, or contributions to a retirement plan. This includes permanent employees and casual employees.

Question 9.17 and 9.18:

These two questions are used jointly to determine the occupation held by the respondent. The title of the person's main job/business activity should be recorded in *q9.17*. *Examples:* farmer, fisherman, primary school teacher, market food seller, street vendor, sales manager, sales clerk, mason, hairdresser, cashier at supermarket, taxi driver, doctor, carpenter, etc.

A detailed description of the main tasks and duties usually performed by the person in their main job/business has to be recorded in *q9.18*. Some examples are: *planting and harvesting sugarcane, making wood furniture; transporting people and goods by bus locally, selling vegetables in a market stall; catching fish, teaching children how to read and write, selling fruit in the street, teaching mathematics at a high-school.*

The description needs to be detailed enough to permit coding at 4-digit level of the International Standard Classifications of Occupation (ISCO). The occupation will be pre-coded by the interviewer in *q9.19* according to the ISCO by means of a search engine built in the data entry program.

Question 9.20:

Goods or services produced at the place/establishment where the person holds his/her main job. Note that it does not refer to the goods produced or services provided by the person. For example, gardeners employed at a steel plant work in maintaining the gardens. However, the main activity of his/her workplace is not horticulture but manufacturing steel. Similarly, if the person is a nurse/attendant in a dispensary of the steel plant, the main activity will be still manufacturing steel and not human health services. For farming, write the main goods produced, for example, growing rice, raising cattle and buffaloes, mixed farming. For fishing, distinguish between freshwater and deep sea fishing, or whether the main product is shellfish (e.g. shrimp). For trade activities, indicate whether it is retail or whole sale trade. For construction, write the type of construction (road, factory, houses, building, etc.). For manufacturing, write the type of products made and whether the activity involves manufacture of new products or repair of existing products. For transport, specify the mode of transport (air, land, water, etc.), the type of vehicle (train, truck, car, etc.), and the area covered (urban, long-distance, inland, sea, coastal) and whether persons and/or goods are transported. For education, write the level and type of education (secondary, technical and vocational education, etc.).

Examples: garments manufacturing, taxi service, banking, soap manufacturing, primary school, garment shop, supermarket, government office, health services (private clinic), hotel, retail sell of groceries, repair of electrical equipment. For domestic workers in private household, write "domestic service"; for farming write "farm".

The registered products and services produced should permit to identify the industry of the business /activity where the person works at 4-digit level of International Standard Industrial Classification (ISIC). The industry will be pre-coded by the interviewer in *q9.21* according to the ISIC by means of a search engine built in the data entry program.

Question 9.23:

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.

Questions 9.29:

This question is designed to determine the unemployment status of persons who were not employed in the last 7 days. An **“unemployed”** person is someone who does not have a job, has taken specific steps to find work in the last 30 days and who is ready to start working if there is an opportunity.

“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, but it may also include asking relatives, friends or acquaintances.

Question 9.31:

This question is to assess whether the respondent would have been able to start working in the last 7 days or would be able to start working in the next two weeks, if an opportunity to work for pay or to start a business became available.

Question 9.38:

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 10.13 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 10.13 refer to the month of May.

Questions 10.14 through 10.17 refer to the last 6 months and questions 10.18 through 10.23 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, let us suppose an administrative employee has a **Gross** income of SRD 3.500. His deductible taxes amount to SRD 300 and he is making monthly payments of SRD 200 for a new refrigerator. In this case, his **Net** income is SRD 3.200 (not SRD 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 10.23	All household members aged 15 or older .
2	10.24 through 10.34	All household members aged 21 or older .

SET 1: All household members aged 15 or older. Questions 10.00 through 10.23

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

Question 10.02a

If the Gross income and Net income are the same you should fill in for both questions the same amount.

If the person does not know how much the gross income is then you should fill in DK.

Questions 10.04a through 10.05:

These questions should be asked only if the person has more than one job.

Question 10.06 through 10.23: Income from non-work sources

These questions refer to income sources other than work and apply to all persons 15 years of age and above. Special attention should be paid to the different reference periods. Note that if the respondent did not receive any income from these sources, the interviewer should record 0 (zero).

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). Individuals younger than 60 years should not be asked questions 10.07 through 10.12 (the answer box should be left empty) as these are questions about pensions.

Question 10.13:

Also include government grants already registered in Module 4.

Question 10.14:

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).

Question 10.16 and 10.17:

Pay close attention not to register one same amount to two different household members. If an amount of money is given to the household as a whole, the amount should be registered to only one household member.

Question 10.18:

If a child younger than 15 years receives scholarships and/or educational grants then this amount need to be recorded in the line of the adult in charge of the child (most frequently the child's mother).

Question 10.19:

Dividend is a sum of money paid regularly (typically annually) by a company to its shareholders out of its profits (or reserves)

After answering question 10.23, persons aged less than 21years should go to Module 11 (Personal Expenses).

SET 2: All individuals aged 21 or older. Questions 10.24 through 10.34

Questions 10.30 through 10.34:

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

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

Question 11.1 – group 39:

Pay attention that this group refers to meals bought and consumed AWAY from home.

Question 11.01 – 3903:

An example of carbonated water is soda water.

Module 12: Agriculture and animal breeding

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 grows crops or raises animals for sale.

- If the answer is “Yes”, then **we are at a farming household** and the interviewer should pose the questions about Landholding (12.01 through 12.06). Thereafter, the interviewer will have to continue with ALL the other parts of Module 12 (parts B, C, etc.).
- If the answer is “No”, then **we are not at a farming household** and the questions about Landholding (12.01 through 12.06) 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 12.07). 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 not 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). Non-farming households should skip Parts A and G and should complete the remaining parts (B, C, D, E, F).

Part B. Agriculture

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

Question 12.07:

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 12.12).

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

Question 12.08:

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.

Question 12.09:

The area of the land cultivated in the last 12 months under that particular crop should be registered here. The unit of measurement can be hectares or square meters.

The interviewer should complete question 12.08 vertically for all crops and questions 12.09 through 12.11 horizontally for one crop at a time (see the arrows in the picture below).

Part C. Livestock and Poultry

The same method should be used as in Part B. Agriculture.

Part D. Crop- and animal by-products

With by-product is meant that the respondent makes by-products out of the crops that are cultivated or from the animals that are bred. For example: If a household cultivates coconuts and they also make coconut cookies from the cultivated coconuts, then coconut cookies is there by-product. When someone makes coconut cookies and does not cultivate coconuts then this is not a by-product.

Questions 12.20 and 12.21:

If the household produces a by-product but does not sell it, check “yes” in question 12.20 and record “0” (zero) in question 10.21.

Part E. Fishing

Questions 12.23 and 12.24:

If the household engages in any fishing activity but does not sell the product of such activity, check “yes” in question 12.23 and record “0” (zero) in question 10.24.

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 is 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.

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.

Question 13.03:

Gov't rented/leased refers to when the government grants you land which you are allowed to build on. This land is the property of the government. You are obliged to pay a rent for this land.

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 13.13 through 13.17:

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 petroleum. In this case the recorded option in question 13.13 should be “4 (Gas-propaan)”, since the question refers to the household that is being interviewed (and not to the whole dwelling).

Question 13.18:

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).

Module 14: Household Consumption and Expenses

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.

2.2 OBSERVATION UNIT

The observation unit for this Module is the *household*.

Questions about food expenses or building materials should most likely be answered by the person who buy these items.

2.3 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 15 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 15 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.

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 program, 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.

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 <u>did your household CONSUME</u> during the <u>past 7 days</u> ? <i>Remember that in the showcards there are additional items not stated in the list below</i>			SHOW CARDS CHECK <input type="checkbox"/> YES OR NO FOR ALL FOODS BEFORE ASKING THE NEXT QUESTIONS		2 ONLY IF CONSUMED How often do you <u>buy</u> [FOOD]? IF NEVER, WRITE 99 AND ► 4		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	
			NO	YES			Detailed food quantities	Total amount
Bread and Cereals	0101 Biscuits - unsweetened	01.1.1			EVERY	DAYS		BD\$
	0102 Bread - white, sliced	01.1.1			EVERY	DAYS		BD\$
	0103 Macaroni	01.1.1			EVERY	DAYS		BD\$
	0104 Rice - packaged	01.1.1			EVERY	DAYS		BD\$
	Other (Specify)	01.1.1			EVERY	DAYS		BD\$
	Other (Specify)	01.1.1			EVERY	DAYS		BD\$
	Other (Specify)	01.1.1			EVERY	DAYS		BD\$
	TOTAL							BD\$
Meat	0201 Chicken - whole	01.1.2			EVERY	DAYS		BD\$
	0202 Corn beef	01.1.2			EVERY	DAYS		BD\$
	0203 Mutton / Lamb	01.1.2			EVERY	DAYS		BD\$

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 3:

The interviewer should record the quantity BOUGHT in a way as detailed as possible. For example: 6 beer bottles of 1 liter each; a pack with 3 packages of biscuits of 0.20 kg (200 gr) each; 1 kg bananas; 2 kg 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 SRD paid for the 6 beer bottles of 1 liter each, etc.

- A. 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 move straight to Question 4.

So if the household does buy the food item Question 3 does not need to be answered.

Question 4:

Self-produced- For example: when the household grows crops for its own consumption

Self-supplied: for example: when the household has its own supermarket and gets its product from its own supermarket.

Question 5:

The quantity consumed per week should be recorded for all the food items marked in question 1.

Questions 3 and 5:

First ask how many, then the quantity and then the unit. The interviewer has to enter all quantities in kg, liters (or unit in the case of eggs).

Example question 3: if the respondent says that he/she bought bread you then in question 3 ask: *How many did you buy?* The respondent says 3 packages. Then you ask: *What is the quantity of each package?* The respondent says 300 grams each. You then record the following: 3 packages of 300 grams.

Once you recorded this information, ask what the total amount paid was.

Example question 5: if the respondent says that he/she received a bottle of soft drink as a gift from a friend. You fill out the necessary questions and when you come to question 5 you record what the household has CONSUMED. You record this in the similar way as in question 3. You record: 1 bottle of soft drink of 1.5 liter.

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).

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” in question 1.

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.

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

RESPONDENT ID CODE 30 d

1 During the past 30 days, have you or other members of this household paid/purchased any of these items?		2 ONLY FOR PURCHASED ITEMS How much did your household spend in [ITEM] during the past 30 days?	
SHOW CARDS MARK <input type="checkbox"/> YES OR NO FOR ALL ITEMS BEFORE ASKING THE NEXT QUESTIONS		SHOW CARDS MARK <input type="checkbox"/> YES OR NO FOR ALL ITEMS BEFORE ASKING THE NEXT QUESTIONS	
NO YES		NO YES	
11 Rent, Insurance and Mortgages			
1101 House rent - private owner			BD\$
1102 House rent - government			BD\$
1103 Mortgage			BD\$
1104 House insurance			BD\$
Other (Specify)			BD\$
Other (Specify)			BD\$
Other (Specify)			BD\$
Other (Specify)			BD\$
12 Fuel and light			
1201 Electricity			BD\$
1202 Kerosene			BD\$
13 Washing Soaps and Detergents			
1301 Laundry Soap (Bars)			BD\$
1302 Liquid Bleach			BD\$
1303 Liquid Detergent			BD\$
1304 Soap Powder (Detergent)			BD\$
1305 Spray Starch			BD\$
1306 Toilet Cleaners			BD\$
Other (Specify)			BD\$
Other (Specify)			BD\$
Other (Specify)			BD\$
14 Other Cleaning and Scouring material			
1401 Broom Bodies and Handles			BD\$
15 Other Household Supplies			
1501 Aluminium Foil			BD\$
1502 Paper Towels and Napkins			BD\$
1503 Plastic Bags (food)			BD\$
1504 Herbicides			BD\$
1505 Insecticides			BD\$
1506 Mosquito Coil and Vape Mat			BD\$
Other (Specify)			BD\$
Other (Specify)			BD\$
16 Personal Care			
1601 Antiperspirant			BD\$
1602 Baby Napkins of paper Pulp			BD\$

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 on that item in the past 30 days and the interviewer must record the total amount spent on that item.

Once the amount spent has been recorded the interviewer will continue to ask Question 2 for the next purchased/paid item (i.e. the next item checked as “yes” in question 1).

Part C: Expenses on clothing and footwear 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 about household members who emigrated from Suriname.

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 interviewer should end the questionnaire and the respondent(s).

Question 15.22:

Enter the current occupation name in capital letters as clearly as possible.

Module 16: Energy consumption

1. General Characteristics of the Module

1.1 OBJECTIVE

This Module collects relevant information about energy consumption by the household.

1.3 OBSERVATION UNIT

The observation unit is the household.

2. Instructions for filling this Module

This questions should be answered by the head of the household or another knowledgeable household member.

Question 16.18:

This concerns only the usage of computers in the dwelling.