KINGDOM OF CAMBODIA
NATION RELIGION KING

Cambodia Socio-Economic Survey 1999

Field Operations Manual

National Institute of Statistics
Ministry of Planning
Phnom Penh, Cambodia

Sponsored by

United Nations Development Programme
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CHAPTER 1

INTRODUCTION

This chapter introduces the Cambodia Socio-Economic Survey 1999 (CSES 99) and explains its aims and objectives. It also discusses some important aspects of the survey, its scope and coverage, the questionnaires to be canvassed, and the sampling design and sample size.

1.1 An Overview of the Survey

The Cambodia Socio-Economic Survey 1999 (CSES 99) is the second in the series of proposed annual surveys in Cambodia, of which the first was the Cambodia Socio-Economic Survey 1997 (CSES 97). Like CSES 97, CSES 99 will be a countrywide sample survey of villages and households in Cambodia and will be conducted by the National Institute of Statistics (NIS) of the Ministry of Planning (MOP) of the Royal Government of Cambodia. The survey is undertaken as part of a project, "Capacity Development for Socio-Economic Surveys and Planning" of the Royal Government of Cambodia. The project is sponsored by the UNDP and SIDA and the World Bank is the executing agency of the project.

While CSES 97 was a one round sample survey, CSES 99 would be carried out in two rounds – the first round, in December 1998 – March 1999, and the second, in May - August 1999. The field work of the survey will be conducted by about 90 members of the staff of NIS and MOP, including the provincial offices. The survey has been designed through extensive consultations with various Ministries of the Royal Government of Cambodia and international agencies based in Phnom Penh.

The principal aim of the project is to collect important information from representative villages and households on various facets of socio-economic conditions of the people of Cambodia. The data collected will throw up wide ranging indicators of levels of living and poverty of the people in different geographical areas and in different social and economic classes. These will help in monitoring and analysing poverty in Cambodia and in formulating and targeting anti-poverty programmes for alleviating the deprivation of different weaker sections of the Cambodian population. Such poverty-oriented analysis has already been started using CSES 97 data. CSES 99 will contribute in a big way towards the pursuit of these objectives.

Four questionnaires will be canvassed for this survey. Three of them would be similar to those canvassed in CSES 97-CSES Form 1 (Listing Schedule), Form 2 (Village Questionnaire) and Form 3 (Core Questionnaire for Households). However, Form 4 of CSES 99 will be a new Module for Income and Employment, which will be canvassed in place of Form 4 (Social Sector Household Module) used in CSES 97 for collecting detailed data on Health and Education services.

1.2 Objectives of CSES 1999

General Objectives:

CSES 1999 would extend the work started through CSES 97 and would primarily aim at producing information needed for planning and policy making for reduction and eventual eradication of poverty in Cambodia. This goal has been given high priority in the country's First Socio- Economic Development Plan, 1996-2000. In addition to this, the survey data would help in various other ways in developmental planning and policy making in the country. They would also prove useful for the preparation of national accounts of the country.

A long-term objective of the entire project is to build national capability in Cambodia for conducting socio-economic surveys and for utilizing survey data for planning for national development and social welfare.

Specific Objectives:

Among specific objectives, the following deserve special mention:

1) Obtain data on infrastructural facilities in villages, especially facilities for schooling and health care and associated problems,

2) Obtain data on retail prices of selected food, non-food and medicine items prevailing in the villages,

3) Collect data on labour force participation and employment and unemployment,

4) Collect data on utilization of education and health care services,

5) Obtain information on housing conditions and household consumption expenditure,

6) Collect data on household assets and outstanding loans,

7) Collect data on fertility and child care,

8) Collect data on household income from different types of farming and non-farming activities, from wage employment and from other sources,

9) Collect information on economic and non-economic activities of children aged 5 to 17 years.

1.3 Confidentiality of Information

All information collected in the survey from village leaders and other representatives of sample villages and from sample households will be treated as strictly confidential and used for statistical purposes in social and economic planning. Information supplied by any person will not be used against him for taxation, investigation or any other legal purpose.

1.4 Scope and Coverage

The scope of the survey is sufficiently wide to meet the objectives mentioned above. A random sample of 6000 households will be covered for collecting data through four questionnaires, Forms 1, 2, 3 and 4 (See Appendices C to F). Out of the 600 sample villages, 120 will be from Phnom Penh (68 urban villages and 52 rural villages). Another 172 villages will be covered in Other Urban areas and 308 villages will be covered in Other Rural areas. Ten households will be selected at random from each sample village in urban or rural areas. The geographical coverage will be the whole of Cambodia, both urban and rural areas. However, in some provinces, certain communes and villages were excluded on grounds of inaccessibility. Table 1 below shows the number of excluded villages by province.

Table 1: Number of Villages Excluded from Survey Coverage

Code	Province	Other urban	Rural	Total
01	Banteay Meanchey	-	57	57
02	Battambang	-	24	24
03	Kampong Cham	-	131	131
04	Kampong Chhnang	-	13	13
05	Kampong Speu	-	216	216
06	Kampong Thom	-	31	31
07	Kampot	-	17	17
09	Koh Kong	-	37	37
10	Kracheh	-	3	3
15	Porsat	-	11	11
16	Rattanak Kiri	-	15	15
17	Siem Reap	-	28	28
18	Krong Preah Sihanouk	6	-	6
22	Oddar Meanchey	1	6	7
	Total	7	589	596

Ten domains were considered as separate strata at the stage of sampling of villages – five zones (Phnom Penh, Plains, Tonle Sap Lake Area, Coastal Areas and Plateau and Mountain Areas), each divided into two sectors, urban and rural. The survey has been designed to cover all private households including single–member households. Persons living in institutional households like military barracks, prisons, hospitals and boarding houses will be excluded.

The scope of the survey with respect to items of information is indicated below. As stated earlier, four questionnaires will be canvassed – CSES Form 1 (Listing of Households in the Village), Form 2 (Village Questionnaire), Form 3 (Core Questionnaire for Households) and Form 4 (Income and Employment Module).

The greater part of this Manual will be devoted to instructions for accomplishing these Forms.

CSES Form 1 will be filled up for the listing of households in every sample village (or segment of sample village*) selected at random for the purpose of the survey. This Form will also be used to select 10 households at random from every village (or segment of the village).

The contents of the Village Questionnaire (Form 2) may be indicated by the following list of items of information to be collected for each sample village through this questionnaire:

a) Number of households and population by sex

b) Major income earning activities of the village population

c) Agricultural land and paddy land by availability of irrigation

d) Infra-structural facilities (road for motor or other four-wheeled vehicles, electricity, drinking water etc.)

e) Distances to district and provincial towns, permanent market etc.

f) Distances to primary, lower secondary, and upper secondary schools, number of teachers and pupils in them, school (improvement) fees etc., problems of schooling in the village

g) Distances to different health care facilities, major health problems in the village and problems with health services

h) Any campaigns for child immunization in the past 12 months

i) Retail prices of various food, non-food and medicine items

j) Wage rates for selected jobs in the village

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* See Section 1.5 below for explanation of segments to be selected from large sample villages.

As regards Form 3 (Core Questionnaire for Households), the item coverage may be clear from the following list of key items of information to be covered:

a) Demographic characteristics of members of household: age, sex, marital status, disability (if any), migration during the last five years, literacy and educational attainment

b) Economic activities of members aged 5 or more years: current activity during the past 7 days, industry, occupation etc.

c) Health care for household members during past 4 weeks: Number of cases of illness, injury or other types, health provider first consulted, hospitalization (if any) and number of nights spent, other consultations

d) Housing and environment : Floor area occupied, materials used for outer walls, floor and roof, fuels used for lighting and cooking, nearest source of drinking water, toilet facilities

e) Household consumption expenditure : value of consumption of food (including beverages and tobacco) and expenditure on non-food items

f) Household assets and liabilities: Area and market value of lands/buildings owned/occupied (with title or otherwise), animals owned, vehicles and equipment owned, outstanding loans (source, purpose and amount), loan repayment last year

g) Fertility and child care: Number of boys/girls born alive and currently living for each female aged 15-49 years; vaccination status for TB(BCG), polio, DPT and measles for each child below 2 years, whether exclusively breastfed or sometimes given special infant food.

The item coverage of Form 4 (Income and Employment Module) should be apparent from the following list of items:

a) Employment, unemployment and earnings of members aged 5+ years.

b) Child activities for each child aged 5 to 17 years – economic activities and participation in household chores, age at first employment, illness (if any) related to work etc.

c) Household farming and non-farming activities during the past 12 months and income from such activities

d) Farm land and production and disposal of crops

e) Cost of cultivation

f) Inputs and outputs of livestock raising, fish cultivation and fishing/trapping, and forestry and hunting activities

g) Costs of and revenue from non-farming activities (e.g., manufacturing, construction, trade and hotels and restaurants)

i) Physical assets of farming and non-farming activities.

j) Other income and receipts

1.5 Sampling Design and Sample Size

CSES 99 uses a stratified two-stage probability sampling technique with ten domains for study treated as strata - five zones, namely (1) Phnom Penh, (2) Plains, (3) Tonle Sap Lake Area, (4) Coastal Areas and (5) Plateau and Mountain Areas, each divided into two sectors - urban and rural. The villages constitute the primary sampling units (PSU's) and the households, the secondary sampling units (SSU's).

The CSES 99 uses a sampling frame based on an initial list of villages compiled by UNTAC prior to holding national election. This basic list was updated by NIS, by incorporating new information from the Census of Population 1998 and other sources.

The sample size was decided on a joint consideration of the needs of data users, the constraints of funding, the capacity of the survey organization and feasible workloads, and the experience gained in the earlier surveys especially CSES 97, along with sampling errors of estimates obtained from these surveys.

The following shows the sample size and its allocation among the ten Domains or strata mentioned above:

Sr. No.	Zone	Sector				Total	
		Urban		Rural			
		No. of villages	No. of households	No. of villages	No. of households	No. of villages	No. of households
1.	Phnom Penh	68	680	52	520	120	1200
2.	Plains	40	400	132	1320	172	1720
3.	Tonle Sap Lake Area	52	520	96	960	148	1480
4.	Coastal Areas	40	400	40	400	80	800
5.	Plateau and Mountain Areas	40	400	40	400	80	800
Total		240	2400	360	3600	600	6000

Note that the intention is to select 10 households from every sample village in all the Domains.

1.5.1 Selection of PSU's (villages)

Sample villages have been selected separately from the ten Domains. For each Domain, the selection was made by Circular Systematic Sampling (CSS) with probability of inclusion of the village proportional to its size (PPS). The estimated number of households in the village shown in the Sampling Frame 1998 was taken as the measure of its size. The method of selection was applied after arranging the villages in each Domain according to Province, District and Commune, to derive the benefits of implicit stratification. The selection was done through the use of a computer program.

For each Domain, the sample was drawn in the form of four independent interpenetrating or replicated sub-samples, numbered 1 to 4. Thus, for Phnom Penh urban, to draw the sample of 68 villages, four sub-samples of 17 villages each were selected by CSSPPS from the list of all villages in this Domain using four independent random starts. Villages in sub-samples 1 and 2 will be canvassed in the first round of the survey starting December 1998 - January 1999 and those in sub-samples 3 and 4 will be covered in round 2 (beginning May 1999). The selection of the sample of villages in the form of sub-samples will facilitate the estimation of sampling errors.

1.5.2 Selection of SSU's (households)

For each sample village, a field listing operation will be undertaken and Form 1 filled in. Based on current estimates of number of households obtained from commune or village leaders, where a selected village is found to be large having more than 300 households, it would be divided into approximately equal segments, each having 300 households or less. The segments will be serially numbered 1,2,3,4,.... One of these segments will then be chosen at random and the listing of all households will be done only for the selected segment. The number of segments created at the stage of listing and the serial number of the selected segment must be recorded in Form 1. The procedure to be followed for preparing a list of all households in the village/segment and that for selecting one segment at random, if necessary, has been described in detail in Chapter 6: Listing of Households in the Village (CSES FORM 1).

The sample of households will be selected from the list of households prepared for the selected village/segment. In all the Domains, 10 households will be selected from every village/segment by circular systematic sampling with a random start. The sampling interval will be equal to the total number of households listed divided by 10 rounded off to the nearest whole number. Further details of the method of sampling of households has been given in Chapter 6 on Listing of Households relating to Form 1.

CHAPTER 2

THE ROLE OF INTERVIEWER

The quality of the data greatly depends on the people who actually collect these data - the interviewers. Thus, your acceptance of the job as interviewer (or enumerator) requires a commitment from you to ensure that all information you collect are correct and complete as discussed during the training for interviewers.

As interviewers, you play a major role in the undertaking of the survey. Your work requires tact in approaching people, attention to the smallest detail and a sense of responsibility to keep confidential all information about individuals, households and villages and institutions that you obtain during enumeration. Dedication to your job is of prime importance.

This chapter details your role in the CSES and your specific duties and responsibilities as a CSES Interviewer.

2.1 Designation of Interviewers

As an Interviewer, you are required to undergo training and to complete the interviews assigned to you. You will be issued an identification card as proof of your authority in relation to the conduct of the survey. Whenever you are at work, you should always wear your identification card. You may have to show this to the respondent as a proof of identification or to convince him/her to be interviewed.

2.2 Duties and Responsibilities of an Interviewer

The interviewer is responsible for filling up Form 1 and for administering the two household questionnaires (Forms 3 and 4) to respondents. In some situations, he /she may be asked to canvass the Village Questionnaire (Form 2) also.

As an enumerator, you are expected to do your job to the best of your ability. You must gather correct and precise information according to the instructions discussed in this manual. You should view data collection as involving the following important tasks:

1. Asking the questions correctly as discussed in this manual;

2. Recording/noting down accurately the response given to you; and

3. Checking each response to see to it that it is reasonable and consistent with every other response.

You must pay careful attention to each of these tasks. Your being able to do this will contribute to the success of the survey. Your basic duties as an interviewer are as follows:

1. If the sample village is large, divide it into segments and select one segment at random after preparing a notional map of the village showing all its segments.

2. Prepare the sketch map of the sample village or segment, showing the locations of buildings and households.

3. List all housing units and households found in the sample village/segment using CSES Form 1 and submit accomplished forms and maps to your Supervisor after completing the work in the village.

4. Fill up Form 2 for the village by interviewing village leader and other representatives like health workers, teachers and shopkeepers.

5. Enumerate correctly all sample households in the village/segment using Forms 3 and 4.

6. Submit all these forms to your Supervisor for scrutiny and attend meetings set by him.

In order to fully carry out these basic duties, you should perform the following:

1. Attend the training for enumerators to gain understanding of the concepts, definitions and instructions regarding the conduct of CSES 1999.

2. Use the Field Operations Manual as a guide.

3. Plan your travel route in advance to reduce unnecessary loss of time and call-backs.

4. Fill out the CSES 1999 forms completely and accurately.

5. Check your work for completeness, reasonableness, consistency, legibility etc. If you find any omission or inconsistency which can not be corrected using other information within the questionnaire, revisit the household or other respondent to get the required information.

6. Complete your enumeration assignment.

7. Keep all information collected strictly confidential by not showing the accomplished forms to persons other than your Supervisors and authorised NIS personnel.

8. Prepare, accomplish and submit all pertinent documents, reports and forms to your duly designated Supervisor as scheduled.

2.3 Relationship to the Supervisor

For a proper appreciation of your role as enumerator, you must also understand your relationship to your Supervisor. In general, a Supervisor is assigned to supervise several enumerators during field operations. The major duties and responsibilities of a supervisor in relation to your work as enumerator are the following:

1. Your supervisor is responsible for ensuring that all the enumerators under him/her do the listing and enumeration work satisfactorily in time. He/she plans and organises the work in his/her area of supervision and sees to it that everything is conducted efficiently and completely.

2. Your supervisor is required to check your work as enumeration proceeds to make sure that you have done your work correctly and have followed the standard procedures laid down by the NIS. He will check all the questionnaires filled by you. You must show and submit your work to him/her and report to him/her the progress of your work and avoid committing the same errors again.

3. As part of his/her supervisory functions, your supervisors will visit the enumeration area assigned to you to check that you have completely covered your area in the listing operation. He may observe you when you are interviewing some respondents. He/she will also re-interview some of the households you have interviewed to check whether the information you have obtained are valid.

4. The supervisor may provide to you all necessary field supplies and questionnaires etc. As soon as you complete the enumeration, you must return all unused supplies and materials to him/her. Otherwise, you will not be given clearance to collect your final service fee payment at the end of your work.

5. The supervisor serves as a link between you and higher officials of the NIS. Just as he/she informs you of the instructions from NIS officials, you must inform him/her of any problem or difficulty that you experience. Seek his/her advice on how to deal with problems in the field as often as needed. He may help you establish contact with village leaders, commune leaders, and other representatives of the village.

6. You should cooperate with the supervisor if he prepares a time schedule for meeting you, checking your work etc.

2.4 Supplies and Materials

After training and prior to the start of enumeration, your supervisor will provide you with survey forms, administrative forms and supplies that you will need in the course of your work. As soon as you receive them, check that the materials allocated to you are correct, and that parts of the Forms to be filled in by the supervisors have actually been filled in.

The checklist below describes the CSES enumeration forms and supplies. You will learn about how they will be used and completed in the chapters that follow.

1. Assignment sheet showing list of sample villages (with names of commune, district, etc.) assigned to the enumerator and supervisor.

2. CSES Form 1 - Listing of Households in the Village

3. CSES Form 2 - Village Questionnaire

4. CSES Form 3 - Core Questionnaire for Households

5. CSES Form 4 - Income and Employment Module

6. Field Operations Manual

7. Identification Card

8. Enumerator's kit containing the following supplies: pen, pencil, eraser, sharpener, paper, long bond paper and file covers and a pocket calculator.

You are supposed to return the Field Operations Manual, your ID, and all unused forms and supplies upon completion of your assigned work.

CHAPTER 3

GENERAL RULES FOR INTERVIEWING

For the CSES 1999 the households may be interviewed by a team of enumerators consisting of two persons. This is intended to reduce enumerator's as well as respondent burden. If both head and the spouse or any two ***knowledgeable*** respondents are available, the two enumerators may even split one questionnaire and administer two sets of questions to the two respondents. The questionnaire is made up of sections; so, it will be easy to split the questionnaire. The interviewers must staple any questionnaire they split right after the interview to avoid losing some pages of the form or mixing it with other questionnaires.

3.1 Rules for Interview

Whom to interview

For the Village Questionnaire (Form 2), you must interview the village leader and also a health worker, a teacher and some shopkeepers. For Forms 3 and 4, interview any responsible member(s) who can provide accurate answers to the questions and who can give information for the household. The head of the household and/or the spouse would be the most qualified respondent(s) to respond to such questions. But there are questions which should be best addressed to all persons targeted in those questions.

How to conduct an Interview

Getting accurate and complete information is the prime objective of a data gathering operation. As an interviewer, you can do this by being polite at all times but at the same time, being authoritative enough to win the trust and confidence of the respondent. A good impression of you counts much towards the success of the interview. Be guided by the following instructions.

1. *Be presentable*
   Make a good impression by dressing appropriately and neatly. Some people judge others by what they wear and may not open the door for someone who appears messy or untidy.

2. *Be polite*
   People will react to you differently. However, you must always remain cordial and polite. Try to smile always. Be prepared for all types of questions and give honest answers. Never argue or quarrel with the respondent. Try to maintain your composure even if the respondent seems irritated or indifferent due to the length of the questionnaire or for some other reason.

3. *Introduce yourself and the survey*
   Your introduction is important. As an introduction you may say the following:

" GOOD MORNING/AFTERNOON. WE ARE (YOU AND YOUR TEAM MATE'S NAME), ENUMERATORS OF THE NATIONAL INSTITUTE OF STATISTICS, MINISTRY OF PLANNING. HERE ARE OUR IDENTIFICATION CARDS. WE ARE CURRENTLY CONDUCTING THE CAMBODIA SOCIO-ECONOMIC SURVEY 1999 IN THE COUNTRY UNDER THE SPONSORSHIP OF THE UNITED NATIONS DEVELOPMENT PROGRAMME AND THE WORLD BANK. WE WOULD APPRECIATE VERY MUCH YOUR ANSWERING THE QUESTIONS IN THIS UNDERTAKING. PLEASE BE ASSURED THAT ALL ANSWERS WILL TREATED AS STRICTLY CONFIDENTIAL."

4. Explain the objectives of the survey.
   It is sometimes necessary to explain the objectives of the survey to gain cooperation from a person.

5. Read and follow instructions printed on the body of the questionnaire carefully. Some instructions are written either above the tables for entering data in the questionnaire or in parenthesis inside the column heads. The enumerator therefore must familiarise him/herself with the questionnaire.

6. Ask all questions in the questionnaire. Never assume an answer. Ask a question even if you think you already know the answer to it. What you think may not be the right answer.

7. If you do not understand a question or a procedure, first consult this manual and then ask your supervisor for further clarification, if necessary.

8. Probe if a person's answer is not satisfactory. Do not accept an unsatisfactory answer. If the person's answer is not satisfactory, you should probe for more information. You can also do any of the following:

   a) *Repeat the question*. Asking the question several times sometimes helps the respondent in providing information which he /she needs to recall from memory.
   b) *Explain the concept if necessary*. There may be some technical or difficult words that needs to be explained in simple terms.
   c) *Ask for an estimate, if appropriate*. If the respondent cannot recall, for example, the birthday and age of his/her mother, try to ask for an estimate to help the respondent calculate.

9. Thank the person for his co-operation.
   Always try to leave the respondent with a good feeling toward the survey. Express your appreciation for the person's co-operation. For example, say:

   "THANK YOU VERY MUCH FOR YOUR TIME IN ANSWERING THE QUESTIONS."

10. After each interview, review all the different pages of the filled up questionnaire for possible omissions of entries or for inconsistencies of responses.

How to ask Questions

In asking the questions, observe the following rules:

1. Ask all questions, exactly as they are worded in the questionnaire. Changing the word can change the meaning of the question and, thereby, change the answer. The questions have been written carefully in order to obtain the exact information required for subsequent analysis. They have been tested extensively in the field. You should not paraphrase the question or try to make it clearer or easier to answer. If the respondent asks you for clarification, it is fine to provide additional information, but only that provided in this manual. If the respondent is unable to answer any question when provided with this information, you should write "NR" for "no response" in the space provided. Where person has not responded, do not put a "0"(zero) for information that the respondent was unable to answer under any circumstances.
2. Unless otherwise instructed, ask the questions in the order that they are presented in the questionnaire. Do not skip any portion, section or items in the questionnaire, unless you are clearly instructed to do so.

3. Do not read coded answers to respondents unless you are instructed to do so. The interviewer should attempt to find the response code which most appropriately fits the answer provided by the respondent. If no code fits, the interviewer should use the code for "Other" and specify the answer in the space provided. Unless instructed to do so in this manual, the interviewer should **not** read or show the respondent the coded answers to questions and ask the respondent to choose one. The survey is designed to obtain information from the respondent; it is **not** designed to provide information to respondents. It is important that the interviewer be prepared to be a skilled listener to ensure that the survey succeeds in obtaining the correct information and perceptions of respondents. In exceptional situations, when the person interviewed seems to be unable to form an idea as to what kind of response is expected from him the interviewer can mention a few of the coded responses to give him/her some idea. But this is an exception to the rule.

4. Verify if all the pages of the questionnaire are accounted for. The page number is located on the upper right hand corner of each page.

5. Never ask a leading question, that is, one that suggests the answer desired by the interviewer. By asking a leading question, the respondent's mind is set into believing that the answer suggested by the question is the right one.

Example of a leading question: Are you the head of this household?
The right question should be : Who is the head of this household?

Another example of a leading question is: “Did you consume 10 kilos of rice last week?”

6. Be absolutely NEUTRAL about the subject of the interview. Most people are naturally polite, particularly with visitors, and they tend to adopt the attitude that they think will please the visitor. Do not show any surprise, approval or disapproval about the answers given by the respondent. If the respondent asks for your opinion, you must not tell her/him what you think about these things yourself. Instead, you should explain that the purpose of the survey is to find out what the respondents think about these issues. You should not discuss your own views with the respondent until after the interview has been completed. Remember that although you are running the interview, and must be on top of the situation at all times, you are there to listen to what the respondent has to say in answer to the question posed. You must always strive to be a skilled listener and avoid trying to instruct or "lead" the respondent to give a particular answer.

7. Maintain the tempo of the interview. Avoid lengthy discussion of the questions with the respondents. If you receive what appear to be irrelevant or complicated answers, do not break in too suddenly; listen carefully to what the respondent is saying and then lead him/her back to the original question.

8. Finish recording an answer before asking the next question.

3.2 How to Record Answers in CSES Forms

1. Use a pencil in making entries in the CSES questionnaires. Do not use any other coloured pencil or ball pen, because when an error is committed in entering responses the entry can not be easily erased.
2. Use an eraser to completely erase a wrong entry made. Do not just write over the original entry.
3. Write legibly. Immediately after the interview go over the completed questionnaire to make sure all the answers are legible.
4. You must fill up the questionnaire during the actual interview. You must not write the answers on a separate piece of paper with the intention of transcribing the answers to the questionnaire at a later time. Nor should you count on your memory for filling in the answers once you have left the household.
5. Most of the items are provided with possible answers and their corresponding codes. Encircle or enter the code for the answer given, as the case may be.
6. Other items require write-in entries. Enter the specific answer to the question. Be concise but clear.
7. Write an (*) for all entries which may appear doubtful/vague to the editor and which have corresponding explanations or remarks at the bottom of the page.
8. Do not change any answer unless the respondent is asked the question again.
9. Fill in the certification portion on the cover page of the CSES Forms only after the interview has commenced. Write the date when the questionnaire was finalised or when the interview was completed.
10. The supervisor should sign the certification portion on the cover page only after he/she has actually reviewed the completed CSES Form. The review of forms can be done during field inspection or in the office when the forms are already submitted.

3.3 Some General Instructions for Completing the Questionnaires

This is a very important Section of this manual. Interviewers must adhere at all times to the instructions contained in this section.

1. Special interviewer instructions appear on the questionnaire in certain cases. They are for the benefit of the interviewer only and should not be read out to the respondent. In some cases, these instructions ask the interviewer to skip over a set of questions and proceed to a following question, based on a response obtained. For example, the instruction "*if 0, >> Q34*" means that if the response is zero, the interviewer should skip to question number Q34.

2. Unless otherwise indicated, the blank spaces provided for responses to questions are to be filled in with simple numbers (such as the number of children, number of animals, number of years, etc.). Enter the number without writing the unit of measurement. For example, if the question asks for a person's age, write "21" and <u>not</u> A21 years."

Some important special cases of numeric answers are as follows:

Use Arabic numerals 1,2,3….9 and 0 for writing all numbers. Do <u>not</u> use khmer numerals or any other numerals used in Cambodia.

(Riel) When the questionnaire asks for any amount of money (Riels) as a response, an answer such as Riel 25,000 (twenty-five thousand Riels) must be written as 25,000, and *not* as 25. Similarly, a response of Riels 5,000,000 (5 million Riels) should be written as 5,000,000, not as 5,000 or 5.000. Always separate each group of three digit figures with a comma or decimal point, starting from the right. For example: one hundred thousand must be written as 100,000 or 100.000, and not as 100000 or 100 000.

(Riels per year) If the question asks for an amount of Riels annually (such as tutoring fees) and the respondent gives the monthly amount, simply multiply the amount given by the number of months in a year the payment is made. In the case of questions referring to schooling, this may be 8 or 9.

(kilometers) When the distance is wanted in kilometers, then a response of three kilometers would be entered as 3.

(Kilometers (0.0)). When the distance is wanted in kms (0.0), then a distance of three kilometers would be entered as 3.0, a distance of 400 meters would be shown as 0.4. Do not round off responses to a whole number. For example, enter a response of "2.7 kilometers" as "2.7", not as "3".

(minutes) If the question asks for the length of time in minutes, but the respondent answers in hours (say, 2 hours), write the reply in minutes (in this case, 120). Please note that a few questions ask for responses in both hours and minutes.
(year) If the question asks for the year -- for example, "In which year was this school

first started?" -- the interviewer should enter only the last two digits of the year, unless otherwise instructed. For example, a response of "1991" would be entered as "91" and a response of "1978" would be entered as "78". Note that a few questions ask for 4-digit year responses.

3. For many questions, a list of the most likely answers is provided with accompanying numeric codes. For example, when the gender of a person is asked, you would enter "1" if the person is male and "2" if the person is female. As another example, codes for Cause of Disability include: 1= congenital (i.e., since birth), 2= due to land mine explosion, etc. It is important to allow the respondent to hear the question as it is written, without prompting him/her with the listed answers. *After* the respondent has answered, choose from the list of responses the one that best fits the respondent's answer. In most cases, the response codes include one for "Other (specify)". See, for example, Disability Codes, col.14, page 3 of Form 3. The reason for this is that although the questionnaires include coded responses for what are thought to be the most common answers, there are bound to be cases in which a respondent's answer may not clearly fit any of the coded answers. In such cases, write in the numeric code for AOther (specify)≅ and, in the space provided, write a clear specification of the respondent =s answer. (After the survey has been completed, at the time of data processing, these specifications may be used to develop additional codes.)

4. Some questions ask the interviewer to "encircle" the code for one of the possible responses. If a correction needs to be made, the interviewer should carefully erase the incorrect circle, so that there is no confusion about which response was given. Because of the need to make such corrections and erasures, **the questionnaires should be completed in pencil rather than in ink.**

5. There will be some questions that some respondents will not be able to answer. There are many possible reasons: either they do not remember very well, or they do not possess the information, or they do not fully understand the question. In some cases, where the question asks the respondent to "estimate" some quantity, you should encourage the respondent to provide his/her best guess. Despite your best effort, it may happen that the respondent can not give an answer. In such cases, write "NR" which means the respondent "did not know" the answer or refused to reply. However, based on past experience, it is not expected that this will be necessary in many cases.

6. In Form 4, responses to Q 1 in the section on “Employment and Earnings in the Last 12 Months ” would be collected through a table having 36 columns spread over three pages. Note the column numbers assigned to different items on different pages. Forms 3 and 4 contain several examples of tables spread over more than one page.

7. In some cases, the tables provided in the questionnaire may not provide enough space to enter all of the necessary information. When this happens (which will be rare), the interviewer should use a second questionnaire. The number "1/2" (1 of 2) should be written in the upper right-hand corner of the Cover Page of the original questionnaire, and the number "2/2" (2 of 2) should be written in the upper right-hand corner of the Cover Page of the second questionnaire. It is also *very important* in this case to copy all of the information from the Cover Page of the original questionnaire to the Cover

Page of the second questionnaire.

A note about this manual: An attempt has been made to provide explanations and instructions for the completion of the questionnaire. Explanations are provided for questions that are complicated, or could be interpreted in more than one way. Where a question is presumed to be clear, based on pre-testing experience, no explanation is provided. In cases where interviewers need additional clarification of any of the questions, they should ask their supervisors.

3.4 How to Check the Completed Questionnaire

After each interview, review the listing sheet and questionnaires immediately. This means going over the entries to see to it that they are legible, complete, reasonable, and consistent among themselves. Check all questionnaires before submitting them to the supervisor and before leaving the sample village. Even after probing if you still find the answer doubtful, accept the answer but write your observations/ explanations to guide your supervisor in reviewing the questionnaire.

CHAPTER 4

OUTLINE OF LISTING AND ENUMERATION PROCEDURES

This chapter describes the major CSES Forms to be used during the field enumeration and gives a brief outline of the fieldwork procedures. These topics are discussed in more detail in the succeeding chapters.

4.1 CSES Forms

Listed below are the Forms that you will use during the field enumeration. Specimen forms are shown Appendices C to F and copies of actual forms are included in your training kit.

CSES Form 1 (Listing of Households in the Village, vide Appendix-C)

This is a Form wherein the enumerator will list the buildings, housing units and households within the sample village/segment. He will also record other information pertaining to these buildings and households. The selection of sample households will be done in col.12 of the list.

CSES Form 2 (Village Questionnaire, vide Appendix- D)

This is the questionnaire which you will use for interviewing and recording information about a sample village. This questionnaire will elicit information on the following items: demographic information, economy and infra-structure of the village, facilities for education and health care, retail prices and wage rates.

CSES Form 3 (Core Questionnaire for Households, vide Appendix- E)

This is the basic CSES questionnaire which you will use for interviewing and recording information about a sample household. This questionnaire will collect information on the following: characteristics of household members, schooling of members, their economic activities, illness and health care, housing conditions, household consumption expenditure, household assets and liabilities, fertility of female members, and child care.

CSES Form 4 (Income and Employment Module, vide Appendix-F)

This is the second household questionnaire that you will use for interviewing and recording information about each sample household. This will contain information on employment and unemployment particulars of household members and about household income from wage employment, and earnings from all types of farming and non-farming activities of the household and from other sources (e.g., rental incomes, transfers and remittances).

4.2 Listing and Enumeration Procedures

Field data collection for CSES 1999 will consist of the following major operations:

1. Contacting: Contact village leader/commune leader and obtain his cooperation for the survey.

2. Selection of segment (only from large village): Go over the village area and prepare notional map showing boundaries of sample village and its segments and select one segment from the village.

3. Mapping and Listing: Go from door to door and draw a sketch map of the entire village or the selected segment indicating the listed buildings and households and other landmarks on the map and also prepare a list of all households in the sample village/segment using CSES Form 1.

4. Selection of sample households: Draw the sample of 10 households from the village or segment using col.12 of the list in CSES Form 1.

5. Enumeration:
    a) Interview head of household/spouse of head/other knowledgeable adults in sample households and fill up CSES Forms 3 and 4 for all (10) sample households in the sample village/segment.

    b) Interview village leader and other representatives of the village to fill up Form 2 for the sample village.

CHAPTER 5

SOME IMPORTANT CONCEPTS AND DEFINITIONS

In order to ensure comparability of data, most of the basic concepts and definitions that were developed for the socio-economic surveys and CSES 1997 conducted by the National Institute of Statistics were used to the extent feasible. These surveys had adopted international standard definitions and concepts as recommended by the United Nations with appropriate modifications to suit local conditions. The same concepts and definitions were adopted for CSES 1999 also.

This chapter brings together the explanations of some important concepts and terms used in the questionnaires of CSES 1999.

Housing Unit

A housing unit is a structurally separated and independent place of abode. It may have been constructed, built, converted or arranged for human habitation, such as commercial, industrial, and agricultural buildings, or natural and man-made shelters such as caves, boats, abandoned trucks, culverts and similar structures which are used as living quarters.

Household

A household is a group of persons (or a single person) who usually live together and have a common arrangement for food, such as using a common kitchen or a common food budget. The persons may be related to each other or may be non-relatives, including servants or other employees, staying with the employer.

Students, boarders and employees residing in and having a common food arrangement with the household are considered members of the household if they have been in the household for more than a year or if they have no other place of residence.

However, if there are 5 or more boarders/lodgers in a housing unit, they should not be reported as members of the household. They are considered to be living in a dormitory or boarding house operated by the household.

Boarding houses with more than 5 persons are considered to be **institutional households**. An institutional household is a group of 5 or more unrelated persons living together. Other examples are military barracks, prisons, student dormitories, etc. Institutional households are not covered by the CSES 1999.

Households of foreigners will be included in this survey.

Head of Household

The head of household is the adult member of the household who is accepted and recognised by the other household members as head.

Usual Member of Household

A usual member of a household is any person who has been normally living in the household and sharing arrangements for food **for at least one year, or one who has no other residence**. Thus, most students going to school away from home are considered to be members of their family household, rather than a household at the location of their school, unless they have stayed continuously at the household close to their school for more than a year. However, a person who has moved recently, i.e., less than one year ago, is considered to be a member of a household at his destination if he does not plan to return to the old household within one year. Similarly, a person who has moved out of a household recently **with no intention to return** is no longer considered a member of that household.

Disability

A restriction or lack of ability to perform an activity in the manner or within the range considered normal for a human being is defined as disability. It describes functional limitation or activity restriction caused by an impairment. The survey ascertained information by inquiring whether the person had any major problem with his/her body, mind or behavior that limited the persons ability to participate in work, school, or ordinary social life, which is a permanent or long-term condition but not temporary illness.

Illness

For the purpose of this survey, any short-term or long-term health problem such as a sickness, injury, or a pregnancy related problem was defined as illness.

Literacy

Literacy is the ability to read and write a simple message. A person is considered literate if he or she can both read and write a simple message in any language or dialect. A person capable of reading only his own name or numbers, or can read but not writes and vice versa, is not considered literate.

Work

Work is defined as an economic activity that a person performs for pay, profit or family gain. It includes paid employment; operating a farm or business; working for a household economic activity (like food processing or raising of livestock) without pay; working as an apprentice in order to learn a skill or craft, without necessarily receiving wages; and production of paddy or vegetables, say, solely for home consumption. Also, included is the holding of a job, even if the person is temporarily absent because of vacation, strike or illness. Production of fixed assets for own house use, such as building or repairing the house is also considered as work.

Labor Force or Economically Active Population

The labor force or economically active population refers to persons who contribute or are available to contribute to the production of goods and services in the country. They are either employed or unemployed.

Employed

Employed persons are those who are in the labor force who were reported to be either at work or with a job or business although not at work during the reference week. Persons at work are those who did some work at all, even for an hour, during the reference period (past week). Persons are also considered employed if they are with a job or business even though not at work during the reference period because of temporary illness/injury, vacation or other leave of absence, bad weather, strike/labor dispute or other reason.

Unemployed

Unemployed persons are persons in the labor force who did not work or had no job or business during the reference week but were reported available and actively looking for work. Also, considered as unemployed are persons without job or business who were reported as available for work but were not looking for work because of their belief that no work was available or because of temporary illness/disability, bad weather, pending job application or waiting for job interview.

Occupation

Occupation refers to the type of work, trade or profession performed by the individual during the reference period. If the person is not at work but with a job, occupation refers to the kind of work that the person will be doing when he reports for work.

Primary Occupation

If any member had more than one economic activity – wage employment or self-employment – during the reference period (say, past week or past 12 months), then the primary occupation was one which the respondent accepts as such based on time spent and /or income earned from different activities and other considerations like social and legal status. If the person was engaged in only one occupation, then that was his/her primary occupation.

Secondary Occupation

If any member had more than one economic activity – wage employment or self-employment – during the reference period (say, past week or past 12 months), then the secondary occupation was one which the respondent accepts as the most important based on time spent on and income earned from different activities and other considerations like social and legal status among all occupations of the person excluding the primary occupation.

Industry or Kind of Economic Activity

Industry or kind of economic activity refers to the nature of work done (the goods and services produced) by the institution or the workplace or enterprise where the person works.

Household Expenditure

Household Expenditure refers to the expenses or disbursements made by the household purely for personal consumption. Durable furniture and equipment (e.g. tables and chairs, cars, motor cycles, and appliances) purchased during the reference period mainly for household use is treated as household consumption. It excludes expenses in relation to farm or business operations, investment ventures, purchase of physical assets including land and other disbursements that do not involve personal consumption.

Household Consumption

Household Consumption consists of the following:

a) Household expenditure;

b) Value of goods and services received as gifts;

c) Value of goods and services consumed from the output of agricultural and non-agricultural activities of the household;

d) Imputed value of owned/rent free house occupied by the household;

e) Imputed value of goods/services received as fringe benefits from the employer or part of the salaries and wages of employed household members during the reference period which were also consumed during the reference period.

Consumer Durables

Any household items which last for more than a year such as television, radio, refrigerator, bicycle, motor bicycles, car etc. and which are mainly for household use and not for business or other production purposes are defined as consumer durables.

Household assets

Any consumer durables or capital items, which usually last for more than a year, owned by a household and used either for household consumption or business purpose including land and buildings are defined as household assets.

Schooling

The term schooling includes attendance at a kindergarten, primary, lower or upper secondary school, technical or professional school, college or university.

Wages

Wages include remuneration received as cash wages, tips, commissions, piece rate earnings, overtime payments, and imputed value of benefits in kind, such as meals or accommodation provided by the employer.

CHAPTER 6

LISTING OF HOUSEHOLDS IN THE VILLAGE
(CSES FORM 1)

This chapter describes in detail the procedures for mapping and canvassing, and instructions for completing the listing of households and selecting sample households through CSES Form 1 (Listing of Households) for any sample village. CSES Form 1 is included as Appendix C.

As a general rule, the Supervisor will accompany the interviewer when the interviewer first goes to the village and will help in contacting commune and village leaders.

Before the listing of households, the interviewer assigned to work in a sample village will first prepare a sketch map of the entire village or sampled segment of the village. He/she will then systematically list all buildings, housing units and households in CSES Form 1.

1. MAPPING OPERATION

The sample village has been identified on the basis of the file compiled by UNTAC and thereafter updated by village listing operations. The sample village has been selected using a computer program. The interviewer will be provided with information contained in the file, so he will get an estimate of the number of households in the village. Even then he should meet the village and/or the commune leaders or other knowledgeable persons to get more information about the sample village before proceeding with the sketch map.

The estimate of the number of households in the sample village (PSU) provided by the office (NIS) will not be used by the interviewer in deciding on whether to divide the village into segments or not. This decision will be based on the total number of households in the village reported by the village leader. If the number is about 300 or less, proceed with the mapping and listing. If the number exceeds 300, divide the village into segments and select one sample segment. (See Section 2 below for procedure to be followed for this task.) The steps described below are to be taken after the selection of segment, if necessary.

Before proceeding with the listing of buildings, housing units and households in the sample village/segment, the interviewer must prepare a sketch map of the village/segment showing boundaries and permanent features and landmarks such as roads, hills, rivers, etc. This map is essential for the listing operation. This will guide the interviewer in locating sample households. It is also necessary for administrative purposes.

Appendix A.1 shows the geographic and cartographic symbols which may be used to prepare the sketch map of different villages/segments.

Proceed as follows to prepare the sketch map:

(a) Go round the village/segment assigned to you and familiarise yourself with the area. Then prepare an outline or sketch map of the village/segment showing its topographical details. You must clearly show the boundaries and permanent features and landmarks. Extra care must be paid to draw the sketch map of a segment. Its location within the entire village must be properly indicated.

(b) Starting from a corner or any convenient point, go round the village/segment systematically and draw the buildings and similar structures on the sketch map using the symbols given in Appendix A.1. A specimen map is shown as an illustration in Appendix A.2.

(c) On the sketch map, a circle drawn would stand for a building. Indicate the first building visited by a circle around the number 1 with the letter S and an arrow above it pointing to the direction taken by the interviewer in canvassing the area. Inside the circle, write the building serial number, and under the circle, within parentheses, the household serial numbers assigned to the households residing in the building. If more than one household reside in the building, enter the range of serial numbers assigned to these households. For example, if the first building shown on the map is occupied by 3 households, you should write:

S------->
(1)
(1-3)

Here, 1 inside the circle is the building serial number, and 1-3 within parentheses the serial numbers of households residing in that building.

In a densely populated village or segment, you need not show all the buildings on the map. Avoid cluttering. You may show the first building listed and only every fifth building thereafter. See specimen map in Appendix A.3.

As far as possible, continue listing in the same direction until all households in that direction are listed. When the direction of canvass is changed, indicate the new direction taken by an arrow.

Visit every building or structure in the area to make sure that all households residing in the area have been listed. Take special care about office/ business buildings and construction sites. Do not exclude households that may be residing in such premises.

Follow the instructions given below to list all buildings, housing units and households within the sample village/segment in CSES Form 1.

2. HOW TO SELECT ONE SEGMENT FROM A LARGE VILLAGE

All large sample villages with estimated number of households (ascertained before listing) more than 300, will be divided into 2 or more nearly equal segments, so that no segment has more than 300 households.

The procedure for dividing up a large village into segments (each with 300 households or less) consists of four steps (a)-(d) described below.

(a) Meet the village leader, explain to him the purpose of the Survey and secure his co-operation.

(b) Make a notional map of the village, showing all recognisable physical features like roads, lanes and pathways, rivers or streams, railway tracks, schools, temples and other notable buildings. These would be help later in locating households that will be selected for interviewing.

(c) Use the notional map to divide the village into segments in such a way that

(i) approximately the same number of dwellings (with at most 300 households,) is contained in each segment, and

(ii) the boundary of each segment is clearly shown using the physical features mentioned above.

The number of segments to be formed will be as indicated below:

No. of households in the village reported by village leader	No. of segments to be formed
1 to 300	1
301 to 600	2
601 to 900	3
901 to 1200	4
And so on	….

Note that at this stage the notional map does not show the location of the households and so one can only depend on approximate number of dwellings and not the number of households. But you can obtain reasonably good estimates of the number of households in the segments from the village leaders as he gets reports from the village group leaders who maintain records relating to 10 – 15 households residing in their areas.

(d) After demarcating the segments on the notional map, number them 1,2,3,.... and select one of them <u>at random</u>. The procedure for doing this is as follows.

(i) Prepare pieces of paper of the same size
(ii) Write one segment number – 1 or 2 or 3 or .. – on each piece of paper.
(iii) Roll the pieces of paper, one by one.
(iv) Put the rolled pieces in a box.
(v) Shake the box to mix the pieces of paper thoroughly.
(vi) Draw one rolled piece of paper from the box at random.
(vii) Note down the number written on the rolled piece selected.

The segment having this number will be the sample segment where the interviewer will do the listing of households after preparing a sketch map showing buildings and households.

The notional map of the village showing the boundaries of different segments must also be submitted to the Supervisor.

3. FILLING CSES FORM 1 (LISTING OF HOUSEHOLDS)

The listing or canvassing of households may be done along with the preparation of the sketch map. When the interviewer finds that one or more households reside in a building or structure, he will first indicate the location of the building on the map as per instructions given above. He will then enter the serial numbers of the buildings, the housing units and the households and other information required in CSES Form 1.

Detailed instructions for filling in Form 1 are given below:

I. Identification Information

This portion is found on the cover page of the set of Listing sheets to be used for one village/segment (PSU). It is the responsibility of the Supervisor to make sure that the Identification Information portion on the Cover page has been correctly and completely filled in before he hands the Forms to the interviewer.

Brief explanations of the different items are given below:

(1) Province/City- Write down the name of the “Province/City” where the sample village (PSU) is located, in the space provided after the word "Province/City. Enter the 2- digit Province code in the code boxes provided.

(2) District/Khan - Write down the name of the District/Khan where the sample village (PSU) is located, in the space provided and enter the 2- digit District/Khan Code in the code boxes provided.

(3) Commune/Sankat - Write down the name of the Commune/Sankat where the sample village (PSU) is located, in the space provided and enter the 2- digit Commune/Sankat Code in the code boxes provided.

(4) Sample Village/Mondol - Write down the name of the Sample Village/Mondol in the space provided and enter the 2- digit Village/Mondol Code in the code boxes provided.

(5) Zone – Enter the zone code in the box provided.

(6) Sector (Urban/ Rural) - Enter code 1 for urban and code 2 for rural in the box provided, using the classification information provided to you.

(7) Sub-sample – Write down the Sub-sample number – 1, 2,3, or 4 – in the code box provided.

(8) Serial no. of Selected Village - This will be entered by Supervisor.

(9) Total no. of households reported by the Village Leader – Enter the number of households in the village reported in the boxes provided.

II. Interview Information

1. **Date of Listing** - Enter the numeric equivalent of the inclusive dates when the listing operation in the village/segment is undertaken. In the first blank, enter the numeric equivalent of the day the listing operation started. Then enter the numeric equivalent of the month after the slash sign '/'. Enter the numeric equivalent of the day the listing operation in the village/segment was finished in the blank after the semi-colon sign ';'. Enter the numeric equivalent of the month in the blank after the second slash sign '/'.

   Example: If the listing operation was started on 29 January 1999 and was finished on 30 January 1999, the entry should be as follows:

   29/01/99 ; 30/01/99

2. **Interviewer's Name and Signature** - As soon as the listing operation in the village/PSU is completed, the interviewer should print his/her name in the blank labelled 'Name' and affix his/her signature in the blank labelled 'Signature' below the printed name. Record date of signature.

3. **Date of Supervision** - Enter in similar manner as above the inclusive dates when the listing sheets for the village/segment were reviewed by the Supervisor.

4. **Supervisor's Name and Signature** - The Supervisor is expected to go over the list of households submitted to him/her by the interviewer. He/she should visit the first ten (10) buildings in the list to see if proper listing procedures have been followed and to ensure that no households have been omitted. As soon as the listing sheets for the village/segment have been reviewed and deemed satisfactory by the Supervisor, he/she should print his/her name in the blank labelled 'Name' and affix his/her signature in the blank labelled 'Signature' below his/her printed name. Record date of signature.

5. **Remarks** - Record any unexpected or unusual situations under which the listing operation has been conducted and the action taken by the interviewer in dealing with the situation. These remarks would be very necessary in the evaluation of the results of the listing operation.

6. **Payment Detail** - NOT TO BE FILLED UP.

Page 2

III. Data Processing Information - NOT TO BE FILLED UP

Page 3

IV. Household Information

This portion is to be filled-up by the interviewer or the person who is responsible for listing the households in the sample village/segment. Each sheet contains fifteen (15) lines for a maximum of 15 households. There is also a 16-th line for recording total of cols. 7, 8 and 9.

An adequate number of sheets for listing all the households in the village/segment will be provided. Extra forms are available with the Supervisor assigned to the area for use of interviewers, in case there would be a need for it.

All forms used for listing the households in the sample village/segment must be turned over to the Supervisor/Central Office after the listing operation, along with map or maps and the completed questionnaires.

Page __ of __ Pages - You must number the listing sheets consecutively. The first listing sheet is numbered 3. If you have used 10 sheets for one village/segment, for example, you must write on the first page "Page 3 of 12 Pages"; on the second page, "Page 4 of 12 pages"; and so on.

Note that the second blank should show the total number of sheets used in listing all the households in a village/segment. This can be filled up only when the listing is completed. Make sure that all the sheets have been numbered and that they have same entry in the second blank. Ensure also that the last sheet has the same entry in the two blanks. Count the number of sheets used to check if no sheet is missing.

On Page 3, which is the first listing sheet, write the codes for Province, District etc. in the boxes provided at the top. In the last two boxes, write the t**otal number of segments** formed and the **serial no. of the segment selected**, in case the sample village was having more than 300 households and it was accordingly divided up into segments. If, for example, 5 segments were formed and segment no. 3 was selected, write 5 in the first box and 3 in the second. For a village with no segmentation write 1 in both the boxes.

Col. 1: Line Number - The Line No. is the two digit number sequentially assigned to each line or row used in the Household Information Section.

Col. 2: Building Serial Number - The Building Serial Number is the three-digit identification number assigned sequentially to the buildings listed in the village/segment. The first building listed in the village/segment is assigned the serial no. "001"; the second building is assigned the serial no. "002"; and so on, until all buildings in the village/segment have been listed. The serial number assigned to the last building listed is equivalent to the total number of buildings in the village/segment. If more than one household resides in the same building, the building serial numbers would be the same for all these households; you may put ditto(,,) in col.2 for the second, third, ..., households residing in the same building.

Col. 3: Housing Unit Serial No. - For the purpose of this survey, a housing unit has been defined as a follows:

A housing unit is a structurally separated and independent place of abode. It may have been constructed, built, converted or arranged for human habitation, such as commercial, industrial and agricultural buildings or natural and man-made shelters such as caves, boats, abandoned trucks, culverts and similar structures which are used as living quarters.

The Housing Unit Serial No. is a sequentially assigned three-digit number given to each of the housing units in the village/segment. Hence, the Housing Unit Serial No. assigned to the last housing unit in the PSU will be equivalent to the total number of housing units in the PSU.

If there are several housing units in a building, list each housing unit separately in consecutive rows starting from the ground floor and listing all contiguous housing units in the same floor one after another before going to the next higher floor. Be sure that all housing units are listed, whether or not they are occupied. Different housing unit serial numbers must be assigned to different housing units in the building. Make sure that all housing units in one building are listed before proceeding to another building.

Households living in commercial/industrial/ agricultural buildings must also be assigned their corresponding housing units pertaining to the living quarters they occupy within the building. But when such buildings are not occupied by any households, enter "999" in this column to indicate that the building is purely for commercial/industrial/official use and there is no housing unit in it. Note that in exceptional situations, a housing unit may be a boat or cave or a discarded railway carriage. .

Col. 4: Household Serial No. - The Household Serial No. is a three-digit sequentially assigned number given to each household in the PSU (refer to the Definition of Household given in Chapter 5). The first household listed is assigned the Household Serial No. "001"; the second household is assigned the number "002"; and so on, until all households in the village/segment have been listed. The Household Serial No. of the last household listed is equivalent to the total number of households in the village /segment.

Before listing any of the households, the interviewer must first ascertain the number of households occupying the housing unit. He should ask any adult person: "How many households are residing in this housing unit?" He should then follow this up by asking : "Do you have a common arrangement for preparation of meals?" In case several households reside in the same housing unit, list the main household or the household mainly responsible for the housing unit, such as the owner, the lessor, or the main lessee, first. The other households are to be listed separately and assigned different household serial numbers. Make sure that all the households occupying the same housing unit are listed before proceeding to list households in another housing unit.

If no person/household resides in the housing unit, enter "999" in col. 3. Likewise, enter

"999" in col. 4 if the entry in col. 3 is "999" (no housing unit in the building).

Persons living in hotels, dormitories or similar places, known as institutional living quarters, are not considered as forming a household. Hence, no household serial number must be assigned to such housing units. Instead, "888" must be entered in col. 4 to indicate that the housing unit is an institutional living quarter but give a serial number to the housing unit. However, there can be households living in the premises of institutional living quarters.

Col. 5: Name of Household Head - The Head of Household refers to the adult member of the household who is accepted and recognised by the other members as the head. In most households, the father is the accepted and recognised head of the household. But this is not always the case. So, do not assume it. Make it a point to ask the respondent who the head of the household is.

Enter the name of the head by writing the family name first, followed by the given name.

Col. 6: Address of the Household - Enter the number assigned to the building by the government (not the building serial number assigned by the interviewer in col. (2), if there is any, and the street name or number. In many cases, this corresponds to the postal address. In rural areas where there are no street patterns or house numbers, enter the place name or any other information that help identify the building/premises.

Cols. 7 – 9: Number of Household Members - Following the definition of household given in Chapter 5 of the manual, enter in col. 7 the total number of usual members comprising the household.

The entry here should be equal to the total of the entries in cols. 8 and 9. If there is inconsistency, find out where the error lies and make the necessary correction.

Col. 8: Male Household Members - Enter the total number of males among the usual members of the household.

Col. 9: Female Household Members - Enter the total number of females among the usual members of the household.

The page totals of cols. 7-9 will be done in the office.

Cols.10-11: Principal Economic Activity of the Building/Premises/Household
The principal economic activity refers to the main activity carried out within the building or premises for the production of economic goods or services. Such economic activities can be carried out in a building not used as living quarters or in a housing unit and appurtenant land by the household. If there are more than one economic activity within the same building or premises, select that activity which provides the highest income.

For buildings not occupied by any household, record the description of the main economic activity carried out in the building/premises.

Examples: The entries can be pharmacy, hair dressing saloon, grocery shop, machine shop, farming of rice, growing of vegetables, trade in clothing items.

Col. 11: Code - Code for the principal economic activity will be entered in the office at the stage of data processing.

Col. 12: Sample Reference Number - This is the same as household serial number in col. 4, but no Sample Reference Number will be assigned if col. 4 shows 888 or 999 . This is to be filled up after the listing operation in the village/segment is finished.

Instructions on how to use this Sample Reference Number for selection of households is contained in Section 4 below (How To Select Sample Households).

Col. 13: Remarks - This column is to identify the households having as its member any of the following persons who may supply information for the Village Questionnaire (CSES Form 2): Village Leader (code 1), Health Worker/Pharmacist (code 2), Head Master/Teacher (code 3), Shopkeeper/Retail Vendor (code 4). Write the appropriate code in this column against households having such persons as members.

4. HOW TO SELECT SAMPLE HOUSEHOLDS

General Description of the Selection Procedure

It is the responsibility of the interviewer to select the sample households which would respond to the questions in the Cambodia Socio-Economic Survey 1999 - Form 3 (Core Questionnaire for Households) and Form 4 (Income and Employment Module).

Ten (10) sample households are to be selected from each selected village/segment.

As soon as the listing of households in the sample village/segment has been finished, the interviewer must assign sequentially to each household in the list in Form 1 a **Sample Reference Number** which must be entered in the column labelled **'Sample Reference Number' (col. 12)**.

The Sample Reference Number is a three-digit number which starts from "001" for the first household in the list; "002" for the next household; and so on, until all households have been assigned a number. The interviewer must make sure that the **numbers assigned are sequential and no number has been missed out**. Moreover, it must also be ensured that **households are assigned unique sample reference numbers**; that is, no two or more households must be assigned the same sample reference number.

When the assignment of sample reference number has been done, the interviewer is ready to proceed with the selection of sample households. The selection will be made by the method of Circular Systematic Sampling. The following steps guide the interviewer in selecting the sample according to the procedure used in CSES 1999.

1. Determine the total number of households in the list (that is, in the village /segment). This is the same as the highest Sample Reference Number in col. 12.

2. Determine the sampling interval " I " to be used.

   Write M for the number of households listed in Form 1 in the village/segment. The sampling interval I is computed as:

   I = M / 10, rounded to the nearest integer, if the quotient is not a whole number.

   Note that I is to be computed separately for every village/segment. You must use the actual number of households in the list and not the estimated number of households given to you before the listing was done.

   The denominator is 10, because 10 households have to be selected.

   As an example, suppose that for a village the estimated number of households is given as 136, but the listing operation showed that the actual number of households is 162.

   Then M =162

   I = M/10 = 162/10 = 16.2 = 16 (on rounding),

   [But if M were 167, we would have

   I = M/10 = 167/10 = 16.7 = 17 (on rounding).]

3. Select a random start.

   This random start is to be chosen from all numbers between 1 and M. In the example where M = 162, the interviewer looks up the table of random numbers in Appendix B, reads three-digit numbers from the row specified by the rule below, and finds the first three-digit random number between 001 and 162. (Rule: Read random numbers starting from the leftmost digit on that row which has the same serial number as the sample village. If the serial number of the village is, say, 24, use row number 24. If the village serial number is 15, use row number 15. Go on to the next row, if necessary.) Suppose he finds that the first three- digit number between 001 and 162 is 112. This number is called the random start and denoted R.

   So here R = 112.

   [If M has two digits, the interviewer must read two-digit numbers from the table of random numbers. For example, if M = 92, the interviewer reads two-digit numbers and finds the first two-digit random number between 01 and 92. That would be the random start R.]

4. Select the sample households circular systematically, using the random start.

   In the example given, we take in the sample the household with Sample Reference

No. (SRN) equal to 112 (the random start) and then every 16th household thereafter, since sampling interval I = 16. We stop when we have got exactly 10 households. So the sample of households will contain households with SRN

112, 112 + 16 = 128, 128 + 16 = 144, 144 + 16 = 160,
160 + 16 = 176 -162 = 14, 14 + 16 = 30, 30 + 16 = 46, 46 + 16 = 62,
62 +16 = 78, and 78 + 16 = 94

Note that when the repeated addition of 16 leads to the 176th household, we subtract 162 from 176 to get the 14th household. The list of households is used in a circular manner: the 163-rd household is taken as household no.1, the 164-th household is taken as household no.2 , and so on. Thus, the sample households are those with the following SRN's :

112, 128, 144, 160, 14, 30, 46, 62, 78 and 94

5. Encircle the SRN's of all households selected in col.12 of CSES Form 1.

The procedure will be clearer from the following additional examples.

5. FURTHER EXAMPLES OF SAMPLE SELECTION

Example 1: Suppose that in a village no segment formation was necessary. The list of households in the village in Form 1 showed 197 households.

Then, M = 197

So the sampling interval I is

I = M/10 = 197/10 = 19.7 = 20 (on rounding).

We have to select the random start R between 1 and 197. Suppose the serial number of the village is 8 (08). Then we have to use the 8th row from the table of random numbers placed in Appendix B. Since 197 is a three-digit number, we read three-digit numbers from the 8th row. We find the following three-digit numbers in that row:

349, 722, 719, 641, 030……

(We read, starting from the left, as when we read a book.) The first three-digit number in the range 001 to 197 is 030 or 30. So our random start is

R = 30

So, we take the 30th household and every 20th household thereafter till we get 10 households. Therefore, our sample will have households with Sample Reference Numbers:

30, 30+20=50, 50+20=70, 70+20=90, 90+20=110, 110+20=130,
130+20=150, 150+20=170, 170+20=190, 190+20=210-197= 13

So the sample households will have SRN:

30, 50, 70, 90, 110, 130, 150, 170, 190, 13

Note that when we reach SRN above 197, we subtract 197 from the number. In this case, when we reach 210 we subtract 197 and get 13 as the SRN.

CHAPTER 7

VILLAGE QUESTIONNAIRE (CSES FORM 2)

General Remarks

This Questionnaire (vide APPENDIX- D) is to be administered by the Supervisor (when feasible) to the village head and other representative persons in each sample village. But in some areas, it should be administered by an interviewer. It will generally be helpful if a few village elders (like the head of the village school and the head of the health center or khum clinic) are also present during the interview. The price information should be obtained from persons who are familiar with the village market or shops, such as a group of retail shopkeepers or vendors.

The main objectives of the Questionnaire are to:

(1) collect information on the village=s population, economy and infrastructure;

(2) identify and locate the facilities which provide education, health and other social services to the population of the village;

(3) obtain the views of the village elders about improvements or changes in the quality of life in their villages and about problems in the spheres of education and health; and

(4) collect data on retail prices and wages at the village level.

Note that we need information about the whole village in Form 2 even if we select one segment from a village for household listing and household interviews.

Cover Page

The Supervisor will fill in the following items in Part A on the Cover Page prior to the interview: Province/City (name and code); District//Khan (name and code); Commune/Sankat (name and code); Sample Village/Mondol (name and code); Zone (code); Sector code (Urban=1, Rural=2). He will also record the Sub-Sample number and the Serial number of the selected village.

The Supervisor or the interviewer administering the questionnaire will fill in the following items in Part B at the time of interview: Names of persons interviewed; Positions of these persons; Date of Initial Interview; Date of last visit; Interviewer's Name; and Interviewer's Signature.

More than two persons may be interviewed for filling up this Form. Record names and positions of all persons interviewed for the purpose.

When a Supervisor administers the Village Questionnaire, a Re-interviewer may be sent from Headquarters to check the Questionnaire. After checking the completed Questionnaire, the Supervisor or the Re-interviewer will fill in the following items in Part C on the Cover

Page: Supervisor's or Re-interviewer’s Name, Date Checked by Supervisor or Re-interviewer, Date of Re-interview (if necessary); and Supervisor's / Re-interviewer’s Signature.

Instructions for Individual Questions

I. DEMOGRAPHIC INFORMATION

Q1. Record here the number of households -- as opposed to individuals (persons) -- normally residing in the village.

Qs 2, 3.1, 3.2. These questions ask about the total village population, and the total male and female population under and over18 years of age. The estimates are maintained by the village leaders and transmitted to the commune and then to the Ministry of Interior. The estimates should be for a period as recent as possible. Generally, temporary visitors to the village are not to be included in these figures.

Note that for Qs. 1, 2, 3.1, and 3.2 we want the household and population figures to be applicable for the same month and year. Record the month and year in the spaces provided in Q1.

See that the entry against Q2 equals the sum of “totals” against Qs. 3.1 and 3.2.

Q 4. This question attempts to determine whether the village has been characterised by in- or out-migration of population since 1993. Encircle one of the codes shown.

II. ECONOMY AND INFRASTRUCTURE

Q5. Record here the total area of agricultural land available in the village measured in hectares. Agricultural land is land prepared for crop or other cultivation, livestock farming and fishery. If you obtain an answer in units other than hectares, please convert the figure into hectare-equivalents.

Q5.1 Record here the total area of agricultural land in the village which is irrigated, in hectares. Irrigation can be of two types – gravity irrigation (canals etc.) and lift irrigation (pumps, tube wells etc.). Land not irrigated is generally rainfed.

Q6. Record here the area (in hectares) of land prepared for paddy cultivation in at least one season in the village.

Q6.1 Record here the area (in hectares) of land prepared for paddy cultivation entered against Q6 which is irrigated.

Q7. Enter here names of major crops grown in the village, in descending order of importance. Importance should be measured by output or employment in the village. Up to four crops may be listed in the spaces provided. Codes will be entered in the office.

Q7.1. The aim of this question is to ascertain whether new cash crops have been cultivated in the village during the past 5 years. If the answer is yes, enter code 1 and list (up to) four crops in the boxes provided. These crops should be listed in order of importance measured by output or employment in the village. Codes will be entered in the office.

Q8. This question aim at finding out the main types of non-agricultural enterprises that are operated by households or business organisations in the village. Non-agricultural enterprises may be engaged in mining and quarrying; manufacturing; construction; electricity, gas and water; trade, hotels, restaurants etc.; transport, storage and communication; and in different types of services like financial and real estate services; and medical, educational and recreational services. The interviewer should list (up to) four most important types of enterprises in the village and write descriptions of these in the boxes provided. They should be written in descending order of output or employment. Codes will be entered in the office.

Q8.1. This is a continuation of Q8 and relates to non-agricultural enterprises, even though the word "non-agricultural" is not mentioned in the question. The first part of the question asks whether any new non-agricultural enterprises were established in the village in the past 5 years. If the answer to the question is 'yes', enter code 1 and go to the second part; but if the answer to the question is 'no', then enter code 2 and go to Q9.

If code 1 has been entered for the first part of the question, then list (up to) four most important types of non-agricultural enterprises that were established in the village during the past 5 years. Write the descriptions in the boxes provided. The enterprises should be written in descending order of importance, judged by output or employment in the village. Codes will be entered in the office.

Q9. This question asks the respondent to list the major income-earning activities of the people residing in the village. Record up to 3 (three) codes in descending order of importance in the boxes provided. Importance may be measured by number of persons employed in different activities.

Q10. This question is admittedly subjective and asks the respondent for his/her opinion about improvements in the quality of life for people in the village. If the respondent says life for most people is better now than it was five years ago, enter code "1"; if in his/her opinion life has become worse for most of the people, enter code "2"; and if there has been no change, on the whole, enter code "3" and go to Q12.

Q11. This question is to be asked only if the code entered in Q10 is either 1 or 2. Then, ask the respondent why life has improved or worsened for most people in the village over the last five years. If the answer the respondent provides is not found in the list of codes shown below the question, enter code "11" and write down the answer in words after code 11.

Qs. 12-13. Q.12 is similar to Q. 10, but it asks the question about changes in the life of <u>the poorest people of the village</u>. Q13 is also similar to Q11, but it refers to reasons for <u>changes</u> in the life of the poorest people of the village. The instructions for recording responses to these two questions are similar to those for Qs. 10-11.

Qs. 14-21. These questions ask about the infrastructure and amenities in the village like roads for motor cars or other four-wheeled vehicles, navigable rivers or canals, electricity, piped water, and source of drinking water. Notice the words “ during the dry season” in Q21.

Q22. Ask the questions in col.3 for each type of amenity/service listed in col. 2. For example, for the first line, ask the question, "Is there a food shop or restaurant in the village?" If the answer is positive, enter code 1 in col.3 and move to the next line. If the answer is negative, enter code 2 in col. 3 and ask the question in col.4, viz., AHow far is the nearest food shop or restaurant from this village?" Enter the distance in kilometers.

Qs. 23-24. The district town is usually the place where the government administrative office for the entire district is located. The provincial town is usually the place where the provincial government has its headquarters. Record against these two items the distance from the sample village to these two towns, in kilometers.

Qs 25-25.1. These questions relate to all types of development projects currently undertaken in the village by the Government or by non-government entities (including NGOs, donors, religious groups, etc.). Development projects are generally time-bound interventions in any area -- e.g., agriculture, education, child nutrition, physical infrastructure, family planning and birth spacing -- organised for the purpose of improving the life of people in the village. Construction and renovation of infrastructure, such as construction/renovation of school buildings, health centres, roads, and irrigation schemes, also count as development projects.

For Q25, enter code 1 if one or more types of project exists and go to Q25.1. If no project is currently going on, enter code 2 and go to Q26.

Q25.1 Encircle each appropriate code here if you have entered code 1 (yes) in Q25. You may encircle more than one code.

Q26. These questions aim at finding out whether or not households in the village received technical support from some agency for their agricultural activities during the past 12 months. Technical support here means some advice or service of a technical nature. Agriculture is meant to cover here three types of activities – cultivation of crops, livestock raising and fisheries (fishing and fish growing).

Three types of agencies are mentioned in different rows under col.2 – Government agencies, Community organisations or NGO’s, and private companies.

Col.3. For each agency in col. 2 ask the question printed in the heading of col.3. Thus, for the first line, ask, “ Did the households in the village receive technical support regarding agriculture from any Government agency (during the past 12 months) ?” If the answer is ‘yes’, enter code 1 in the first line under col.3 and go to cols. 4 and 5; but if the answer is ‘no’, enter code 2 and go to the next line (that is, the next agency).

Col.4. If code 1 has been entered in col. 3 for any agency, ask the question in the heading of col.4. For example, for the first line, ask, “ Was the technical support from the Government agency for crops or for livestock or for fisheries? ” More than one code may be entered in col. 4. Thus, if the Government agency provided technical support for both livestock and fisheries, write “2,3” in col.4 in the line for Government agency.

Col.5. Ask the question in the column heading whenever code 1 has been entered in col.3. For example, if col.3 shows code 1 for ‘Government agency’, ask, “What was the main form of the Technical Support from Government agency ?” Enter codes using the list of Technical Support Codes printed below. If the technical support was in the form of home visits enter code 1 in col.5. If the technical support came in more than one form, say, home visits and printed bulletin, enter the code of the main form of support.

Q27. Note that a "large" unit is defined as a factory or company or hotel/restaurant etc. employing more than 10 persons.

III. EDUCATION

This Section attempts to determine the number, type and quality of educational facilities/institutions available in or near the village. If there is any school in the village, the respondents should include the headmaster or a senior teacher of one of the schools.

Q28. If there is a primary school within the boundaries of the village, enter code 1 and skip to Q30. Otherwise, enter code 2 and proceed to Q29.

Q29. This is the distance (in kms. 0.0) to the primary school which is nearest to this village (for villages that do not have a primary school).

Qs. 30, 30.1 and 30.2. These ask information on that primary school which is preferred by most of the village children. If it is within the village, record distance against Q30 as 0.0.

For Q30.1, enter one code out of 1, 2, .., 5 in the box provided. Children may go to that school in different ways –some on foot, some on bicycle, some using public transport etc. Enter code for that mode of travel that the highest number of children chose for going to the school.

For Q30.2, record time needed for the mode of travel recorded for Q30.1.

Qs. 31- 40. Ask these questions for each of the primary schools functioning in the village. Most of the sample villages will have only one primary school, in which case these questions need to be asked only once and only col.2 needs to be completed. For those villages that have more than one school, ask these questions separately for each school and complete cols. 2 to 4, as needed. If there are more than three primary schools in the village, report figures for the three largest among them in cols. 2 to 4. Col.5 will remain blank whenever there is a primary school within the village.

If there is no primary school in the village, record in col. 5 information about that primary school outside the village which is preferred by most of the village children. A visit to that school is most desirable, if feasible. The interviewer may get most of the information by speaking to parents of a few children who attend the primary school preferred by most of the village children.

Q32. A public school is usually a government-owned and -operated school. A private school is a school owned and operated by a non-government entity, including religious (missionary) denominations, NGOs, donors or private groups. Schools run by pagodas will be treated as public.

Q33. Record here the year when the school was started, not necessarily at its present location or in its own building.

Qs. 35-36. These questions ask about the total number of teachers and the number of trained teachers in the school. "Trained teachers" are those teachers who have successfully completed some formal course of training (and obtained a certificate, diploma or degree) in teaching methods. Count only those teachers who actually impart instruction. Do not count the director of the school if he/she does not teach.

Q38. This question asks about the annual school fees in the school. School fees include tuition fees as well as any additional fees and supplements (e.g., charges for school improvement, parent association activities, etc.) that students are required to pay in order to attend school. They do not include payments for optional (voluntary) extracurricular activities, such as sports or music. If the fees depend on the grade or class, record the average fees, averaged over the grades or classes taught in the primary school.

Q39. This question asks whether the school supplies textbooks free of charge to the students for their use during school or non-school hours. If the school has no policy of supplying textbooks to students and students must purchase their textbooks from the market, enter code "3". If the school has the facility of lending textbooks free of charge to the students for the whole of a school year from its library, then entry can be 1 or 2, depending on the situation. If the library charges a very small fee, ignore it.

Q40. This question is to be asked only for schools that supply textbooks for students= use (i.e., schools for which the response to Q39 is "1" or "2").

Q41. Ask respondents to mention the three most important problems with primary schooling in this village in descending order of importance. Then enter the appropriate codes from the list provided. If you do not find a code for the answer provided, enter "11" and write down the answer in words after code 11. <u>You may read out a few of the possible answers only when the respondent does not respond</u>.

Qs. 42-55. These questions are identical to Qs.28-41, except that they refer to lower secondary schools (classes 7 – 9) instead of primary schools.

Qs. 49 – 50. If a school has both lower and upper secondary sections, then report in Qs. 49 and 50 the number of teachers and trained teachers who actually teach in the lower secondary section.

Qs. 56-59. These questions are also identical to Qs 28 – 30.2 and 41, except that they refer to upper secondary schools (classes 10 -12). Even Qs. 56 to 58.2 can be left blank if no one studies in any upper secondary school from the village.

Qs. 60.1 - 60.2. An adult literacy program is an intervention that attempts to teach basic literacy (reading and writing) skills and also arithmetic (numeracy) skills to adults who cannot read or write, with the assistance of different media, including television, traditional folk tales, drama, puppet shows, etc.

IV. HEALTH

This Section attempts to determine the type and quality of health facilities/institutions available in the village. The best respondent would be the head of the khum clinic or district health centre, if one such facility exists in the village.

Qs 61-63. Each of these questions should be asked repeatedly for each type of health facility listed in rows 1 – 15 under col. 1. For example, start with the question: "Is there a khum clinic in this village?" If the answer is positive, enter code "1" in row 1 under col.2 marked ACode≅ and skip to Q63. If the answer is negative, enter code "2" in row 1 under col. 2 marked "Code" and go to Q62. In Q62 ask: "How far away (in kilometres) is the nearest khum clinic to this village?"and enter the distance in col.3. In Q63, ask: " In which year did this khum clinic begin operation?" and enter the year in col.4. Repeat this procedure for each of the rows numbered 2, 3,....,15 under col. (1).

Q64. It is possible that there are health services or personnel in the village that have not been listed in col.1 of Q61. If so, enter code 1 in the box provided and specify this type of service/personnel in the space provided within the parentheses. If not, enter code 2.

Q65. Ask respondents to state the three most important health problems in the village in diminishing order of importance. The number of persons usually residing in the village who suffer from these diseases or problems may judge (the order of importance.) Then enter the appropriate codes from the list provided. If you do not see a code for the answer provided, enter codeA11" and write down the answer in words after code 11. You may read out a few of the possible answers only if the respondent does not respond.

Q66. Ask respondent(s) state the three most important problems with the health services for the people in the village in diminishing order of importance. Then enter the appropriate codes from the list provided. If you do not find a code for the answer provided, enter code "10" and write down the answer in words after code 10. You may read out a few of the possible answers only if the respondent does not respond.

Q67. This question asks about the most commonly-used place for delivery of children in the village. Enter one code.

Q68. A child immunisation campaign means the presence in the village of a medical team fielded by the Ministry of Health (MoH) in collaboration with UNICEF and other donors or NGOs) for the purpose of immunising (vaccinating) women and children in the village. The reference period for this question is the past 12 calendar months.

Qs. 69-71. These questions are identical to Q68, except that they refer to other specific interventions, such as campaigns for use of Vitamin A, anti-leprosy campaigns and campaigns for educating mothers about health practices. In each case, enter code 1 if the answer to the question is ‘yes’ and enter code 2 if the answer is ‘no’.

V. RETAIL PRICES, EMPLOYMENT AND WAGES

Qs. 72-74. The reference period for the retail price data is the *day of the survey*.

Price data ideally should be collected from three different shops in the village and recorded in cols. 5 - 7. Never collect prices from shops outside the village. In case the village is too small to have three different shops selling the items concerned, you may collect price data from only one or two shops. In this case, leave the third column or the second and third columns blank.

Every effort should be made to obtain price data for items of specified quality, which would be available in most villages around the country. These qualities or specifications are described in col.2. The units of quantity are printed in col.3. If the price the respondent gives you is for a different unit (e.g., 100 gm. instead of one kilogram), convert it to a price for the unit mentioned in the Questionnaire for the sake of consistency. In the example just given, you would simply multiply the respondent-reported price by 10. If you are unable to make the conversion, note down the unit for which the price is given.

Make an effort to obtain prices for as many food and non-food items and medicines as are listed in the Questionnaire. However, it is possible that some of the smaller villages may not have shops stocking some of the items. In this case, write "NA" in col.5 for the price of every item which is not sold in the village. You may record prices obtained from different shops in a column, say, col.5. One important principle is that prices should be retail prices collected from retail shops. You should not collect prices from producers or from wholesalers. You may collect prices from producers only if they directly sell their produce to consumers/households instead of to shops.

Q75. This question asks about the prevailing daily wage rates for males, females and children (age <18) for different types of agricultural labour and unskilled non-agricultural labour for work done in the village. The reference period for wage rates is the week preceding the day of the survey. The reference period is important, since agricultural wages can vary from season to season and even from week to week. If the respondent reports wages for a different time-unit (say, hour), convert these to a daily wage, using the number of hours typically worked by agricultural and non-agricultural workers. Do not ask for wage rates for piece work. In some cases, the labourer gets his wage partly in cash and partly in kind (e.g., in the form of grain or cooked food); record the total wage in such cases, adding the imputed value of wages in kind to the wages paid in cash.

Note that for ploughing (animal traction) in the first row, you should record wage rate for those situations where the animal is also hired that is supplied by the agricultural labour.

If any operation like the transplanting of paddy was not going on during the reference week write “NA” in the cells for recording wage rates for that operation.

Qs. 76-81. These questions relate to the recruitment of child labour, if any, going on in the village. The interest lies in recruiting children for work outside the village.

Q76. Ask the question printed in the heading of col.1. If the answer is 'no', enter code 2, skip Qs. 77-81 and go to Q82. But if the answer is 'yes', enter code 1 in col.1 and proceed to Qs 77-81.

Q77. Ask the question printed in the heading of col.2. Enter the appropriate code, using Recruiting Agency codes printed at the bottom of Qs. 76 - 81. If you enter code 5, then write down a description of the type of recruiting agency after the code 5.

Q78. Ask the question printed in the heading of col.3. If the answer is 'yes', enter code 1 and go to Q79. But if the answer is 'no', enter code 2 and go to Q80.

Q79. Ask about the type of work the children are usually recruited for and enter the appropriate code, using Type of Work codes printed at the bottom of Qs.76-81. If the appropriate code is 7, then describe the type of work after the entry 7.

Q80. Ask the question printed in the heading of col.5. If the answer is 'yes', enter code 1 in col.5 and go to Q81; but if the answer is 'no', enter code 2 and go to Q82.

Q81. Ask about the district and province to which the children are usually sent. Record in cols.6-7 the names and codes of the district and the province. If more than one district is mentioned, record the district and the province to which the largest number of children are sent.

Qs. 82-84. These questions aim at recording the respondent's perception of whether the rainfall during the past cropping season was favourable or not for the main crops of the village.

Q82(a). This question focuses on total rainfall during the past cropping season and asks whether *total rainfall* was normal or better than normal or worse than normal for the main crops of the village.

'Normal' here means the average for the village over many years. If in the respondent's opinion total rainfall was normal, then enter code 1. If total rainfall was better than normal, then enter code 2. Finally, if total rainfall was worse than normal, enter code 3.

Note that if total rainfall was very much in excess of normal, so that crops were badly affected, then the answer would be ' worse than normal' as in the case where total rainfall was much less than normal.

Q82(b). This question focuses on the *distribution of rainfall across months*. Total rainfall may be normal or even better than normal, but the distribution across months may be unfavourable to the crops in the village; there may be too little rainfall or too much rainfall over some months. Record against this question, the respondent's opinion on whether the distribution of rainfall across months was normal (code 1), better than normal (code 2) or worse than normal (code 3) from the point of view of cultivation.

Q83. This question refers to the onset or start of the rainy season during the past cropping season. The onset can be too early or delayed or just about right (on time). Record here, using codes, the respondent's view about the start of the rainy season – whether it was on time (code 1) or delayed (code 2) or early (code 3), keeping in mind the past cropping season and the main crops of the village.

Q84. This question asks the respondent whether in his opinion the crops in the village were damaged by too much rains or flood. If the answer is 'yes', enter code 1 in the box, but if the answer is 'no', enter 2.

Qs. 85-86. These two questions relate to natural disasters, if any, in the village during the past 5 years, 1994 to 1998. Such disasters might or might not have affected the village.

Q85. Enter code 1 if the answer to the question is 'yes', that is, if at least one disaster affected the village in the past 5 years. If there was no disaster at all during this period, enter code 2, and skip Q86, so go to the end of Village Questionnaire.

Q86. Make entries here only when code 1 has been entered in Q85. Note that different types of disasters are listed in the rows. For each type of disaster ask whether that type of disaster ever affected the village during the years 1994 to 1998, and if so, in which year. If, for example, the respondent says that floods affected the village in 1996, then put a mark (x) in row 2 for flood under the year 1996. When you have done this for all the five types of disasters mentioned, you have come to the end of Village Questionnaire.

Closing Instructions

Question 86 is the last question of the Village Questionnaire. **Check over the whole Questionnaire to make sure that all questions have been answered properly.** Make sure that all your hand-written responses are legible. Do not change any responses unless you ask the question again of the respondents. If you find a missed question (other than those intentionally skipped), or if you notice a confusing response, recheck it with the respondents. Thank the respondents for participating in the survey.

CHAPTER 8

CORE QUESTIONNAIRE FOR HOUSEHOLD (CSES FORM 3)

The Core Questionnaire for Household (vide Appendix E) should be administered to the head of household or to the spouse of the head of household. If it is impossible to administer the questionnaire to either of these persons (for example, because they are both absent during the entire period of the survey), the questionnaire may be administered to another adult household member who is sufficiently knowledgeable.

However, Q 3 in Section III (on Economic Activity) should be administered to each member aged 5 or more personally.

Similarly, Q 27 of Section VIII (on Fertility and Child Care) should be administered by the interviewer to each woman aged 15-49 years usually residing in the household.

First Steps in Completing the Questionnaire

Check the Questionnaire and complete the Cover Page

Supervisors are required to fill in certain information in Part A on the cover page of each questionnaire before it is given to the interviewer.

Before administering the questionnaire, check that the following information has been filled in by Supervisors on the cover page (this information will be obtained from the NIS): Province/City (name and code), District/Khan (name and code), Commune/Sankat (name and code), Sample Village/Mondol (name and code), Zone Code, Sector Code, Sub-sample Number and Serial No. of Sample Village.

The interviewer will complete the following items in Part B on the cover page at the time of interview: Name of Household Head and Address of the sample household; Date of Initial Interview; Date of last visit; Interviewer's Name; and Interviewer's Signature. The interviewer should write the Sample Reference Number of the household in Part A.

After checking the completed questionnaire, the Supervisor will complete the following additional items in Part C of the cover page: Supervisor's Name, Date Checked by Supervisor, Date of Re-interview (if necessary); and Supervisor's Signature.

Part D will be filled by the Re-interviewer in those cases where a Re-interview is conducted.

Instructions for Individual Questions

Flap and Page 2

I. LIST OF HOUSEHOLD MEMBERS

Q 1. The definitions of household and of a usual member of household have been given earlier in Chapter 5. The ID numbers (in col. 1) and names of members (to be written in col. 2) will form the List of Household Members usually residing in the household. Ask the person interviewed the question: AHow many persons usually reside in this household?≅ Then list each of these individuals down in the column 2 marked "Name of household member." Start with the household head, followed by his/her spouse and then list other members from the oldest to the youngest.

These ID Numbers will be used in recording answers to several questions throughout the Household Core Questionnaire and also in the Income and Employment Module (CSES Form 4). It is vitally important to record the same unique ID number (from col.1 of the List of Household Members) for each individual throughout the Household Core Questionnaire and the Income and Employment Module.

The flap has been provided to help in the process. Write on this flap the names and ID Numbers of all household members in successive lines. In the column labelled ‘A’ you should enter crosses (X) to indicate members who are aged 5 or more years. This flap must be kept open and used in filling later pages of Form 3 (and also Form 4) whenever you need to write ID numbers (and names) of all members or members with age 5 years or more.

Col. 3: As the interviewee mentions a name, immediately ask him/her the relationship of this person to the head of the household. Enter the appropriate code in col. 3 from the list of Relationship codes printed at the bottom of the page. A relative who is also an employee should be coded with the relative=s relationship. If you do not find the right code, enter 13 or 15, depending on the situation and write down the relationship after the code in col. 3.

Col. 4: Ask the question, "Is the person male or female?" Enter "1" for male and "2" for female.

Cols. 5-8: Ask each person's date of birth and enter in columns 5-7. If the date is not known, ask if the animal sign of the Buddhist/ Cambodian calendar is known. If the animal sign is known, enter the code for this sign under "year" in col. 7, and write 2 in col. 8. This information would help in entering age in col.9.

Col. 9: Ask "What is ________'s age in completed years?" and enter this age in col. 9. If the interviewee has difficulty in answering the question, compute the person's age from the reported date of birth. Note that age should be in completed years, or age at last birthday. For persons born before the survey date in the year of birth:

Age = 1999 - Year of birth.

For persons born after the survey date in the year of birth:

Age =1998 - Year of birth.

If the survey date falls in 1998, the age obtained using these formulas must be reduced by one year to get the correct age.

Col. 10: Ask the question, "Is this person never married, currently married, widowed, divorced or separated?". Enter the code from the list of Marital Status codes given at the bottom of the page. The category "currently married" includes people who are living together and say they are married, whether or not the marriage has legal status. Persons who have been widowed or divorced but remarried are also to be recorded as currently married. The category "separated" includes both legal and *de facto* separations.

Col. 11: Ask about the ethnic group to which each member belongs and record the answers in this column using the codes provided.

Col. 12: Note how the ID Nos. are repeated on this page but the column number is changed. You must write the entries for each person against the same ID No. on each page.

Col. 13: Ask the question, "Does this person have any disability, such as a major problem with his/her body, mind or behaviour that limits his/her participation in work, school or ordinary social life?" If the answer is yes, enter code "1" in column 13 and proceed to column 14. If the answer is no, enter code "2" in col.13 and skip to col.16.

Note that disabilities are permanent or long-term conditions and not temporary illnesses.

Col. 14: The disability codes are given at the bottom of the page. If the type of disability reported for any member is not mentioned among these codes, enter code "14" and write down the exact nature of disability after that code.

Col. 15: Determine the cause of disability, by asking whether the person has had this disability since birth or whether it occurred because of war, conflict, land mine explosion, or illness, accident etc. Enter the appropriate codes in col. 15. If more than one code seems to be appropriate for any member, enter the first code that is appropriate.

Cols. 16-19: Ask the question: "Where was this person living exactly 5 years ago, that is, in (mention month and year)?". If the person is under 5 years of age, write NA in col. 16. If the person was living in the same district as the one in which he is interviewed, write "SAME" in col. 16. But if the district was different, write the name of the District and Province in cols. 16 and 18, respectively. The codes in cols. 17 and 19 will be entered in office.

If the respondent needs assistance to recall the date, the interviewer may remind him/her that the first election was held by UNTAC in Cambodia in May 1993.

Cols. 20a – 20c: Ask questions for each member of the household to find out which language(s) other than Khmer that member can speak sufficiently well to be able to carry on business dealings or activities. Record codes of such languages in cols. 20a to 20c, using one column for each language. For a person who can not speak any language other than Khmer all these columns will be left blank. For a person who can speak one, two or three languages other than Khmer enter language codes in one, two, or all three of these columns, respectively. If the number of such languages is more than three, record the three languages he/she speaks best.

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II. SCHOOLING

These questions apply to all persons aged 5 years or older who usually reside in the household.

The term *schooling* includes attendance at a kindergarten, primary, lower or upper secondary school, technical or professional school, college or university. Cols. 4-8 relate to formal education in the regular school system. Col.9 is designed to count persons who are attending non-formal classes in such special subjects as foreign languages, use of computer, art, music, dance, or other supplementary instruction which is not part of the formal curriculum. Attendance at adult literacy programmes will also be recorded as non- formal education in col. 9.

Cols. 1 and 2: In these two columns put the name and ID number (from the List of Household Members in Section I) of each eligible person (i.e., those aged 5 years or older) in the household.

Col. 3: Ask if this person can read and write a simple message *in any language*. Enter code "1" (Yes) for persons who know how to read and write even if they can no longer do so because of some physical defect or illness (e.g., blindness). Also enter code "1" for a blind person who can read and write using the Braille script. Enter code "2" (No) for persons who can only read and write their own name but nothing more difficult, or for persons who can read but cannot write.

Col. 4: This question asks if the person has *ever* attended school (for at least one year). If the answer is no, enter "2" and skip to col. 9. If the answer is ‘yes’, enter "1" and move to the next column.

Col. 5: Ask the question, "What was the highest grade level *successfully* completed by this person?" For most children currently in school, this will be the grade level they successfully completed during the last academic year. However, for children who failed their final examinations during the last academic year, the highest grade level *successfully* completed may have been completed more than one year ago. Use the codes printed at the bottom of the page.

Col. 6: This question asks for a person's *current* attendance in the formal school system. By *current* we mean attendance in school during this academic semester or year. If the answer is ‘no’, enter "2" and skip to col. 9. If the answer is ‘yes’, enter "1" and move to the next column.

Col. 7: Ask the question, "What grade or class is this person currently in (i.e., during this academic year)?" Enter code using the list of codes printed at the bottom of the page. Note that the codes to be entered in cols. 5 and 7 will generally be different. For a student currently studying in class nine, the entry in col. 5 would be 8 but the entry in col. 7 would be 9.

Col. 8: Ask if the school is public or private. A public school is a Government-owned or -operated school, while a private school is one operated or owned by a non-government entity, including religious denominations, missionaries, private individuals or companies, and NGOs. Schools run by pagodas will be treated as public. Enter code 1 or code 2 depending on the answer.

Col. 9: Ask if the person is currently attending non-formal classes of any kind. These include language or computer classes outside the formal school system, and adult education classes.

Col.10: Record here the total expenditure on the education of each member during the past school year. Include expenses for formal schooling as well as non-formal education. Expenses will include all fees paid to institutions, payments to private tutors, cost of books, uniforms, and other supplies.

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III. ECONOMIC ACTIVITY

This Section aims at determining activity statuses of all household members during the past 7 days and hours worked and wages/earnings of all employed members from primary and secondary occupations during the last month. The interviewer should try to interview each such member personally.

Q3. These questions should be addressed to all persons aged 5 years or older who usually reside in the household. Information on each such person would be recorded in a separate line. The interviewer should try to interview each such member personally.

Cols.1 and 2a: In these two columns put the ID Number (from the List of Household Members in Section I) and the name of each person aged 5 years or older usually residing in the household.

Col. 2b: Enter in this column the ID No. of the proxy respondent if the interviewer can not interview any member of the household and collects the information from another member of the household, who acts as a proxy respondent.

Cols. 3-6: Activity Status during Past 7 Days

Cols. 3-5: Ask these questions to determine whether or not the person was economically active during the past 7 days.

Col.3: Ask the question printed in the column heading . Enter code 1 if the person worked <u>for even one hour</u> in some occupation during the past 7 days and go to col. 8; otherwise, enter code 2.

Col. 4: This question is to be asked if code 2 has been entered in col. 3. The idea is to find out if the person had a job during the past 7 days, but did not work because of leave, vacation, or illness. If the answer is "yes≅, enter code 1, and go to col. 8. (Those who answer Ayes≅ in either of cols.3 and 4 are the currently employed.)

Col. 5: Ask the question printed in the column heading only if code 2 has been entered in each of cols. 3 and 4. For those who answer "yes≅ to this question enter code 1 and go to col.7; they are the currently unemployed.

Note that a wide definition of the unemployed is being used here. To be regarded as unemployed a person must be not at work and <u>either</u> seeking work <u>or</u> available for work.

Col. 6: Ask this question only if code 2 has been entered in col. 5. Use the Reason Codes printed at the bottom of the page.

Col. 7: Ask the question printed in the column heading and enter the appropriate code. The word “employed” has been used in the broad sense of Aworked". Remember the definition of work given in Chapter 5.

Col. 8: Ask this question for persons who answer " yes" to at least one of the questions in cols. 3 and 4. If the person had only one job, enter 1 and complete the columns 9-16 for primary occupation only. If the person had 2 or more occupations complete the parts for both primary and secondary occupations for that person. Note that the word occupation here means type of work, trade or profession performed by the individual. That activity may be of the nature of self -employment and income may be earned in kind.

For a person who was engaged in two or more types of occupation during the past week, the primary occupation was one which was accepted as such by the person considering time spent, income earned, legal or social status etc. The secondary occupation was that which was accepted as the next most important judging by the same criteria.

Cols. 9 – 16: Primary Occupation

Col. 9: Ask the question, "How many hours did ------- work in this primary occupation in the past 7 days? "Enter the number of hours. Enter "0 " if he/she did not work at all in the past 7 days, due to leave, vacation or illness.

Col. 10: Ask the question printed in the column heading. Enter code using codes printed at the bottom of the page. The aim is to find out the type of organization the person worked for. Note that the self-employed (like most of the farmers) have been given code 7 and those employed in private firms would be coded 4. Employers, own account workers and unpaid family workers will be given code 7.

Cols. 11-12: Record here the primary occupation and corresponding industry as clearly as possible. The concepts of occupation and industry are explained below. See also Chapter 5.

In col.11a, write a clear description of the specific work the person did. For example, do not write “ factory worker” but write what the person did in the factory, such as ‘weaving machine operator' or ' machine repairman'. Occupation refers to the type of work, trade, or profession performed by the person, such as paddy farmer, physician, primary school teacher, carpenter, beauty shop operator etc. If the person had a job but did not work because of leave, vacation or illness, write the occupation to which he was expected to return. The description should be sufficiently detailed, so that the occupation code can be entered in col. 11b in the office.

In col. 12a, write a clear description of the industry corresponding to the primary occupation recorded in col.11a. Ask the question printed in the column heading. In recording the industry, be as specific as possible. Do not write 'farming', but specify the main type of farming like rice farming or orchard or vegetable farm or livestock raising. Mention the main product – good or service – produced by the activity so that the industry code can be entered in col.12b in the office.

While "occupation" refers to the person's work, "industry" refers to the type of work of the employer organization. Take the example of a truck driver in a logging company. That person's occupation is truck driver, but his industry is forestry. Similarly, an accountant in a textile factory is an accountant by occupation, but his industry would be textile manufacturing.

Col. 13: Copy here the ID Nos. of all members from col. 1 on Page 5, maintaining the order.

Col. 14: Ask the question printed in the column heading and enter code using codes printed at the bottom of the page. Employment status refers to the type of worker the person was, like paid employee or own account worker/self-employed. Generally, in a family enterprise in which the family workers do not receive cash wages, the head of the enterprise (who may not be the head of the household) is considered to be an "own account worker "and the other family members working for that enterprise are taken as "unpaid family workers≅. A person operating a small shop by himself (or with the help of family members) is an own account worker; but if he/she usually hires employees, he/she is an employer.

Col. 15: If the person worked as a paid employee, record here monthly wages (or salary) received from the primary occupation during the last month. Enter in Riels. Wages should include cash wages, tips, commissions, piece rate earnings (if any), overtime payments etc; include also imputed value of benefits paid in kind, such as meals or a room.

Col. 16: If the person worked as employer or own-account worker, then ask the question printed in the column heading. The earnings for the last month from a household economic activity or enterprise should be shown against the head of the enterprise and not against any other member of the household. Deduct costs (material inputs, payment to hired workers etc.) when entering earnings in this column.

Note that for any occupation, the entry will be in either col. 15 or col. 16.

Cols. 17 -23: These questions repeat those in cols. 9-16, but they ask about the secondary occupation of persons who had more than one job (i.e., occupation) in the past 7 days, that is, for whom the entry in col. 8 is 2 or more.

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IV. HEALTH

This Section of the questionnaire collects information on chronic and other illnesses, injuries and other health problems like pregnancy related problems requiring medical treatment for cure or for preventive care. It also collects data on utilisation of health services during the last four weeks (28 days). Show one line for every member of the household, even if some of them did not suffer from any illness, injury or other health problem etc. and did not need any preventive medical care in the past 4 weeks. For a member who needed medical attention for more than one health problem during this 4-week period, you should show one line for each such problem or health care need.

The term *hospitalisation* used refers to treatment in a hospital or clinic which requires spending at least one night in the facility. A synonym is "inpatient care". "Outpatient care" refers to treatment in a hospital or clinic which does not require an overnight stay.

Q 4. Recent Illnesses, Injuries and Other Health Problems and Preventive Care Needs

Take care to include health problems related to pregnancy and associated complications, and also needs of preventive care like vaccination.

Cols. 1 and 2: In the first two columns put the ID number (from the List of Household Members) and the name of each person in the household.

Col. 3: Enter "1" if the household member was ill or injured or had some other health care problem at any time during the past four weeks. This includes:

> (i) chronic or acute illnesses, injuries or other health problems which began prior to four weeks ago but continued during some part of or all of the past four weeks, and
>
> (ii) chronic or acute illnesses, injuries or other health problems which began during the past four weeks and may or may not be continuing at the time of the interview.

If the person was not ill or injured or did not have any other health problems (including preventive care needs) during the past four weeks, put "2" in col. 3 and skip to col.19.

Col. 4: Enter the correct code for the *main* initial symptom of the condition. If the individual had multiple symptoms, record only the main (or most important) symptom. Use Symptom and Preventive Care Codes printed at the bottom of the page.

Col. 5: Enter "1" (yes) if the person sought treatment or preventive care from someone other than him/herself or a medically unqualified person. If the person did not seek any treatment for this particular problem, enter "2" (no) and skip to col. 12.

Col. 6: Enter the number of days between the onset of symptoms and the time at which the person first consulted a health provider.

Col. 7: Enter the type of health provider consulted first using the codes printed at the bottom of the page (Health Provider/Institution Codes). If the type of provider consulted is not named here, then enter "12" (Other), and describe in the space after code 12 what kind of health provider was consulted.

Col. 8: Copy here the ID Nos. of different members from page 7, maintaining the order.

Col 9: Ask: "Who provided treatment or preventive care?" and record the answer using Health Personnel Codes printed at the bottom of the page.

Col. 10: Enter "1" (yes) if the person was hospitalised (spent at least one night in the hospital or clinic) for the illness, injury or health problem during the past four weeks. If he/she entered the hospital prior to four weeks ago, but remained in the hospital for some time during the four week period then also you should enter "1" (yes). Enter "2" (no) otherwise and skip to col. 12.

Col. 11: Enter the total number of nights spent in the hospital or clinic during the past 4 weeks.

Col. 12: Enter "1" (yes) if the illness, injury or other health problem was severe enough to prevent the person from carrying out his/her regular activities, such as work or school, or if the person was confined to bed at any time on account of this illness. Enter "2" (no) otherwise and skip to col 14.

Col. 13: Enter here the number of days the person was unable to carry out his/her usual activities, such as work or school, during the past 4 weeks.

Col. 14: You should ask the interviewee to indicate whether additional consultations were made with the same or another provider for this *or any other* illness/injury/health problem/preventive care need during the past 4 weeks. If no additional consultations were made, enter "0" (none) and skip to col. 16. If additional consultations were made, enter the actual number of such additional consultations in this column.

Col. 15: Ask the interviewee the main purpose of the additional consultations reported in col.14. If there were several additional consultations and each one had a different purpose (which is extremely unlikely), indicate only the most important purpose of the consultations. Use the codes printed at the bottom of the page.

Col. 16: Record here the total expenditure on medical care incurred in the past 4 weeks for all types of illnesses and health care needs. Include in this expenditure all fees or charges paid to health personnel or health care institutions, cost of medicines, and other supplies, transport expenses etc.

Col.17: Ask the question printed in the column heading. If the answer is 'no', leave this column blank and go to col. 19. If the answer is 'Yes', then record, using codes provided at the bottom of the page, the type of asset sold or otherwise disposed of to meet the medical care expenses.

Col.18: If any asset code has been entered in col.17, then enter here the amount that was obtained through the disposal of assets.

Col. 19: For each member of the household ask whether he/she smokes regularly or not. If the answer is ‘yes’, enter code 1, but if the answer is ‘no’, enter code 2.

V. HOUSING AND ENVIRONMENT

This Section consists of questions on characteristics of the residential building containing the dwelling of the sample household, household amenities, and household access to basic services. Answers to Questions 8-10 may be ascertained by observation. However, if in doubt, ask the person(s) interviewed. If by chance, more than one sample household lives in the same building, Questions 8-10 may be asked of only one household, say the first household interviewed in the building. Transcribe the same answers in the questionnaire(s) of the other sample households living in the same building.

Q 5. Record here the number of households residing in the same housing unit as the sample household. The concept of housing unit was defined in Chapter 6 relating to CSES Form 1. Quite often the entry against this item will be 1.

Q 6. Enter the floor area occupied by the household in square meters, taking into account the number of floors in the building. So, if a dwelling has two floors and each floor has 100 square meters of space, the total floor area of the dwelling is 200 square meters. If the respondent does not know the exact total area, ask for an estimate.

Q 7. The year the housing or dwelling unit was constructed refers to the year when the construction was completed and the housing unit was ready for occupancy -- not when the construction began.

Q 8. This question can be answered through observation, but, if in doubt, ask the person interviewed. For a two-storied house, especially in the rural areas, where the ground floor is used for poultry, grain storage, storage of farm implements etc. and the household lives on the upper floor, report the material used in walling the upper floor. In cases where the walls are made of different materials, report the material predominantly used.

Qs. 9 and 10. Again, these questions can be answered through observation, but ask the respondent if there is any doubt. In cases of multiple materials, report the material predominantly used.

Qs 11 and 12. Ask the questions as indicated, and use the codes printed on the body of the questionnaire.

Q 13. Report the distance from the household=s residence to the *nearest* drinking water source, even if the household elects to obtain its water from a farther source. If the household purchases all its drinking water, the distance is 0. If the source of drinking water is located within the residence, record the distance as 0.

Q 14. Report the toilet facility *available* in the dwelling, even if some members of the household use another facility.

Q 15. Report the *primary* fuel material used for cooking in case the household uses more than one type of fuel.

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VI. HOUSEHOLD CONSUMPTION EXPENDITURE AND MAIN SOURCES OF INCOME

Household consumption expenditures refer to the expenses or disbursements made by the household for purely domestic consumption. It excludes expenses in relation to farm or business operations, investment ventures, purchase of real property and other disbursements that do not involve personal consumption. Durable furniture and equipment (e.g., cars, motorcycles and appliances) purchased during the reference period (in cash or on credit) mainly for household use are treated as personal consumption and are thus included under household expenditure. Also included are non-consumption expenditures such as income and property taxes paid and car registration fees, cash gifts or contributions made to others, and interest payment on consumption loans.

Q 16. For each item of food, beverages and tobacco, ask the value of consumption out of purchases (from the market or from others) as well as the value of consumption out of receipts in kind (e.g., from home production of the item or wages in kind, from items gifted to the household by others or from free collection). Col. 3 should show the value of consumption out of purchases and col. 4 the imputed value of consumption out of receipts in kind. Col. 5 is the total of cols. 3 and 4. If the respondent can only recall the value of the total (cash plus kind) amount consumed (but not the two separate amounts), enter that amount in the last column, and skip the cols. 3 and 4.

Please note that the values in col. 3 are values of consumption during the past week out of purchases during the past week or earlier weeks and not expenditure on purchases during the past week.

Note that the reference period for all these consumption items is the **one week preceding the interview.**

The interviewer should compute the totals of col.3, col.4 and col. 5, adding up all rows numbered 1 to 23 and enter the totals in the boxes provided for totals (in row no.24). These totals will give him some idea of the reasonableness or otherwise of the data. Check that col.3 +col. 4 = col.5 in the row for total (row no.24) also. But this check will not be satisfied if any of the rows numbered 1 to 23 does not show entries in cols. 3 and 4 but shows an entry in col.5.

Q 17. This question on household expenditure is on all non-food items. Note that the reference period for expenditure varies for each item. For example, the reference period for medical care expenses (item 7) is the last month preceding the interview, while that for education is the last 12 months. For house rent, obtain *average* amount spent on rent or imputed rent etc. per month during the last 12 months.

The items under Q17 have been arranged in such a manner that items with a reference period of one month come first; clothing and footwear with a six-month reference period comes in the middle; and items with the last 12 months as reference period come together at the end. Two rows are provided for sub-totals – one gives the sub-totals over items with a reference period of one month, while the other gives sub-totals over items with last 12 months as reference period.

The entries for "House rent …. and house maintenance and repair" should be made with great care. All cash expenditure like house rent paid and expenditure on house maintenance and repair should be shown in col. 4. The imputed rent of owner occupied housing or housing provided free by employer should be entered in col. 5. If the household lives in a dwelling provided by employer at rent lower than market rates, then enter in col. 4 the actual rent paid by the household and in col. 5 the subsidy (= market rent minus actual rent) enjoyed by the household.

The interviewer should compute the sub-totals in rows 14 and 15 for each of cols. 4, 5 and 6. He should also check that in each row:

col.6 = col. 4 + col.5

Q 18. "Main source of income" in this question refers to the source which made the *single largest contribution* (in Riels) to total household income during the last 12 months. It does not necessarily refer to the activity that takes up *most of the working time* of household members. Enter one code in the box provided.

Qs 19-21. The purpose of these questions is to determine whether or not the household=s consumption expenditure during the past 12 months deviated significantly from its normal consumption expenditure (in a typical year) and if so, what the reasons were for this deviation.

If the answer to Q19 is " lower", then enter code 1 and go to Q20 and then to Q22. If the answer to Q19 is "higher", then enter code 2 and go to Q21. If the answer is " no different", then enter code 3 and go to Q22.

VII. HOUSEHOLD ASSETS AND LIABILITIES

Q 22. Ask the household if it owns or occupies any land and buildings used for residential, commercial and industrial purposes. If the answer is yes, enter "1"; otherwise, enter "2" and go to Q23. Note that we are interested in total land/buildings owned or occupied by the sample household anywhere in Cambodia which are used for residential, commercial and industrial purposes.

Q22.1-22.3 These questions relate to land and building(s) owned or occupied by the household anywhere in Cambodia which are used for residential, commercial and industrial purposes. The entries are to be made separately in three rows. Row 22.1 would show information for land/buildings owned with title and occupied by the household; row 22.2 would relate to land/buildings owned with title unsettled or held for free and occupied by the household. Similarly, row 22.3 would record information on land/buildings leased/rented out by the sample household.

Again, cols. 2 to 4 would relate to that residential land and building which is used as dwelling by the sample households, wholly or partly. Cols. 5 to 7 would cover all other lands and buildings used for residential, commercial and industrial purposes.

Areas in square meters should be entered in cols. 2 and 5; estimated market values in Riels should be entered in cols. 3 and 6; and actual or imputed monthly rents in Riels cols. 4 and 7.

If the household owns/occupies only one floor or flat of a multi-storeyed building, record area, market value and (imputed) rent of that portion only in cols. 2 to 4 in the appropriate row (22.1 or 22.2), depending on the ownership or possession status.

Enter in row 22.3 information on any residential land(s)/buildings leased/rented out by the household including details of any part or portion of the lands /buildings occupied by the household itself.

In estimating market values and imputed rents ask respondent about market values and rents of similar land(s)/buildings/portions of buildings in the neighbourhood, sold out and rented out in recent periods.

Qs 23 and 24. Both of these questions are about *ownership* of assets, whether for personal or business use. The fact that you may see a bicycle or cow on the household=s property may not necessarily indicate ownership of these assets; make sure these do not belong to someone else or have not been hired in.

Write down the number of each type of animal owned in the appropriate column for Q.23. If the respondent reports having animals that are not listed in cols.1 to 4 of Q 23, write the type and number of these animals owned in col. 5 for Q 23.

For Q24, record the number of assets owned by the household below the names of these assets. If the household owns any other type of equipment, describe it in col.10 and enter the number of such assets in that column.

Q 25. Record here the ownership or otherwise of a pond for growing fish or shrimp either for home consumption or for market sale. If the household owns such a pond, enter "1"; otherwise enter "2".

Q 26. Ask the respondent if any member of the household has any outstanding debts or loans on the date of survey. All outstanding loans should be shown in different rows of the table. In addition to this, show in different rows all loans taken in the past 12 months even if they have been fully repaid.

Cols. 2a-2b: Enter the month and year in which the loan was first taken. If the loan was taken in instalments over a number of months and years, enter the month and year in which the first instalment of the loan was taken out. Record the month in col.2a and the year in col.2b.

Col. 3: Enter the code for the person or institution who gave the loan. In case of multiple lenders, record the dominant or primary lender. Use Source of Loan Codes printed at the bottom of the page.

Col. 4: Record the *main* purpose of the loan, using the Purpose of Borrowing Codes given at the bottom of the page. If the loan was used for multiple purposes, enter the primary or dominant purpose for which most of the borrowed money was used.

Col. 5: This is the amount that was borrowed in the first year that the loan was taken out. If a loan of Riels 250,000 was taken out from a moneylender in May 1990, and was then augmented with another loan of Riels 100,000 from the same moneylender in August 1994, enter “May” in col. 2a and A1990" in col.2b, "3" (for moneylender) in col.3, and "250,000" in col.5.

In case the loan was taken in the form of paddy, say, enter the imputed value of paddy here and give a suitable note below the table with an asterisk (*).

Col. 6: Ask if any interest is charged for the loan. If the answer is ‘yes’, enter the **monthly rate** of interest in per cent in this column. If the answer is ‘no’, enter 0.

If you find any difficulty in computing the monthly rate of interest, describe the terms and conditions for repayment as clearly as possible at the bottom of the page.

Cols. 7a-7c: Record in these columns the amount of each loan repaid during the past 12 months. The total amount repaid will be entered in col.7c. Show in col. 7a how much of this total amount was in repayment of the principal (that is, the original amount borrowed), and in col.7b how much was in payment of interest on the loan.

Col. 8: Indicate here the amount of the loan that is still outstanding (i.e., the unpaid balance of the loan). If the interest is to be paid in a lump sum at the end of the loan, include the interest payment as well. The entry will be 0 if the loan has been fully repaid.

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VIII. FERTILITY AND CHILD CARE

This Section of the questionnaire refers to the fertility experience of all women aged 15-49 years usually residing in the household and to some aspects of health care for children born during the 24 months preceding the survey. However, because of obvious respondent sensitivities, please be extremely cautious in asking never-married women if they have had any children. While the head of household or his/her spouse may be able to provide most of the information in this section, try to interview each eligible woman (aged 15-49 years) directly. Again, be sensitive to the feelings of the household. Some households may not wish to have a male interviewer asking questions concerning fertility to the women concerned.

Q 27. Fertility

If there is no woman between 15 and 49 years of age in the household, this part of the questionnaire will not be administered. In this case, go on to Q 28.

Col's 1 and 2: Enter the name and ID number of the woman, aged between 15 and 49, making sure that her name and ID number match those in the List of Household Members in Section I.

Col 3: Enter the ID number of the respondent (who is called here a proxy respondent) from the List of Household Members in Section I, if he /she is answering the questions on fertility of another woman.

Col. 4: Ask, "How old was **_______** when she was first married?" Enter the age in completed years. If the woman has never been married, enter code 99. If the woman recalls the date of her first marriage but not her age at the time, her age may be calculated by subtracting her date of birth from the date of her marriage. If she happens to know the duration since her first marriage, her age at that time could be obtained by subtracting the duration from her current age. Try to make the calculation from the information that the woman is most confident about.

Col=s 5-12: Begin by asking if the woman has ever given birth to any children. If not, enter "00" in each of col=s 5 and 6, draw a line through the remaining questions for that woman, then go to the next woman on the list. It is important to distinguish between still-births and live births. A still-birth is a baby that is born dead, and should not be included in any reporting in this questionnaire. A live birth is a baby that was born alive, breathing at the time of birth even if it died soon afterwards. Generally, a live birth is one in which the baby lived at least long enough to cry. Only live births should be reported in col's 5 and 6, and in relevant subsequent columns.

If the woman has given birth, ask: "How many male and female children has this woman ever given birth to?" Record the number of live births in cols. 5 and 6.

Next ask: "Of these, how many male and female children are currently living *in this household*?" and record the answers in col=s 7 and 8.

Next ask: "And how many male and female children are currently living *outside this household*?" and record the answers in col's 9 and 10. Married sons will generally be counted in col. 9.

Then ask: "How many of the children born alive to this woman have since died?" and record the answers in col's 11 and 12. This may be a difficult question for both the interviewer and the respondent, but it is important to ask for this information as the respondent or the woman herself would prefer not to mention the death of a child. However, accurate responses to this question are needed in order to calculate the level of infant and child mortality in Cambodia and to develop programmes to reduce such mortality.

Note that Col. 5 = Col. 7 + Col. 9 + Col. 11
Col. 6 = Col. 8 + Col. 10 + Col. 12

The sum of cols. 5 and 6 should be the total number of live births that the woman has ever had. The interviewer should verify that the sums are correct. If not, he/she should ask the necessary follow-up questions (probes) in order to obtain correct information in all columns.

Q 28. Breastfeeding and Vaccination

For each child born during the 24 months preceding the survey to women (who usually reside in the household) and who is still living, complete the following columns and enter them in one line of the table.

Col's 1 and 2: Write the name and ID number of the mother who gave birth to the child in the past 24 months.

Col. 3: Enter the ID No. of the child if he/she is living in the household. If the child is living outside the household, enter "98" and go to the next child.

Col. 4: Ask, "Is this child currently being breastfed exclusively, that is, with no solid foods or infant formula (but perhaps water)?" Enter the correct code.

Col. 5: Ask, "Is this child sometimes given special infant food?", and enter the appropriate code. Special infant food includes infant formula (easily-digestible and fortified milk powder), infant cereals (that can be mixed with milk or water), or porridge specially prepared for infants. You may also ask what the child is actually given.

Col's 6-16: Ask if the child has a vaccination card. If the answer to this question is "yes," ask the respondent to show you the vaccination card. If the vaccination card is seen by the interviewer, he should write code 1 in col. 6; otherwise, the entry in col.6 should be 2. From the information contained in the card enter the month and year for each type of vaccination. Note that three vaccinations are necessary for polio and DPT. Record the date of the last of these vaccinations. If the vaccination has not been given, write NA. In cols. 9 and 12 write the number of doses already received for polio and DPT vaccination, respectively. If the respondent is unable to produce a card, enter "2" in col. 6 but try to collect the information from some neighbour who might have taken his child for the same vaccination on the same day provided you think such information is reliable. The vaccination card of the neighbour's child must be examined. When you have entered one line for each child born to mothers (who usually reside in this household) during the past 24 months and who is still living, then follow the instructions below.

Closing Instructions

Q 28 on vaccinations is the last question of the Household Core Questionnaire. *Check over the whole questionnaire to make sure that all questions have been answered properly*. Make sure that all your handwritten responses are legible. Do not change any responses unless you ask the question again from the respondent. Also, if you find a missed question (other than those which were intentionally skipped), or you notice a confusing response, recheck it with the respondent. Then move on to the Income and Employment Module.

CHARTER 9

INCOME AND EMPLOYMENT MODULE (CSES FORM 4)

The Income and Employment Module has been shown as Appendix F. Like the Core Questionnaire (Form 3) it will be canvassed for all sample households.

The aim of filling up the Module is to record information about all types of economic activities of the members of the sample household during the past 12 months. Information will be collected on employment as wage/salary earner and on employment in household economic activities of different types, farming and non- farming. Data will also be collected on income from wage employment, from self-employment (that is, from household economic activities) and from other sources like rental income and transfers like pension and remittances.

For many households like cultivators' households, employment and income vary considerably from month to month, depending on the seasons. This is why employment and income data for any period shorter than one year can not give the correct picture for many households. Accordingly, in this Module, the data on household income and employment will be collected for the reference period of 12 months preceding the survey. Collecting such data will be difficult, no doubt, because most of the respondents will have to depend on memory to answer questions relating to employment and income during the period of 12 months preceding the survey. Interviewers must do their job of interviewing with considerable care, and with sympathy and understanding, with a view to collecting good quality data.

In general, the reference period of the past 12 months may be taken as the last 12 calendar months, if the information is more easily available for calendar months.

First steps in Completing the Questionnaire

Complete the Cover Page and Check the Questionnaire

Supervisors are required to fill in certain information on the cover page of each questionnaire before handing it to the interviewer. Part A of the *Cover Page* should be completed by the Supervisor, except for the Sample Reference Number of Household. He will write down the following items: Province / City – name and code; District / Khan – name and code; Commune / Sankat – name and code; Sample Village / Mondol – name and code; Zone code; Sector code (urban = 1, rural = 2); Sub-sample – number; and Serial number of sample village .

Before administering the questionnaire, interviewer should check that Part A on the cover page has been filled in by the Supervisor, except for the Sample Reference Number of Household to be filled in by interviewer. The interviewer will complete the following items in Part B on the cover page at the time of interview : Name of Household Head; Address of Sample Household ; Date of initial interview; Date of last visit; Interviewer's name; and Interviewer’s signature .

Part C will be completed by the Supervisor after checking the completed questionnaire thoroughly. He will fill in the following items: Supervisor's name; Date checked by Supervisor; Date of Re-interview (if necessary); and Supervisor's signature.

Note that the interviewer may have to interview the sample household on more than one date to complete the questionnaire. The Supervisor may also re-interview the household, if necessary, to check doubtful entries in the questionnaire.

Part D on the cover Page will be filled in by the Re – interviewer sent from NIS Headquarters in selected cases.

Detailed Instructions for Individual Questions

IA. EMPLOYMENT AND EARNINGS IN THE LAST 12 MONTHS (Pages 2 to 4)

Note that information is to be recorded in this Sub-section for all members of the household who are aged 5 years and above. The interviewer should try to interview all these members personally.

Page 2

Cols. 1-2 : Consult the household roster in Section I of the Core Questionnaire and copy out the ID Nos. of all members aged 5 or more in col. 1 and their names in col. 2 .

Col. 3: Put the question printed in the column heading to each member listed in col. 2. Find out for each of them whether or not this person worked or was employed at any time during the past 12 months. The definition of work or employment has been given in detail in Chapter 5. Enter code 1 for each member for whom the answer to the question is "yes"; enter code 2 for all others, for whom the answer is "no" – these members had never worked during the past 12 months.

Cols. 4-5: These columns should be filled up for all members for whom code 1 has been entered in col.3. Record in col.4 the number of weeks worked by the member in the proceeding 12 calendar months of "the past 12 months " period. In col. 5 record the total of the 12 month-wise figures entered in col.4.

Note that any week during which the member spent some time for work or employment will be counted in cols.4 and 5, even if the person was unemployed or economically inactive for most of the time during that week.

If the interview is carried out on some day in January 1999, the first entry under col. 4 will give the number of weeks worked in Jan. '98, the second will relate to Feb.'98, and so on; finally, the last entry will relate to Dec. '98.

But if the interview is carried out on some day in February 1999, the past 12 months will mean the months from February 1998 to January 1999. So in this case the first entry in col. 4 under 'Jan' will show the number of weeks worked in Jan. '99, but the entries under

Feb, Mar, Dec will show the number of weeks worked in Feb.'98, March, 98, …Dec.'98, respectively.

Yet another illustration may be given to clear up the matter. If the interview is carried out in July 1999, then the 12 preceding months will be July 98, August 98, …. , and June 99, and the entries under Jan, Feb, …, Dec. in col.4 will show the number of weeks worked in Jan.'99, Feb.'99,…, June '99, July '98,…Dec. '98, respectively. In all these cases, col.5 will show the total number of weeks worked in the" past 12 months".

The entry for any particular month will be 0 if the person did not work at all during that month.

The maximum entry in the column for any month will be 4, since no month has 5 weeks.

If someone, like a government servant, had a regular job and worked throughout the year, except on Sundays, holidays and days of leave for which he received pay from the employer, then the entries in cols.4-5 will be:

Jan	Feb	---	Dec	Total
	(4)			(5)
4	4	---	4	52

Note that 52 is entered in col. 5 for total, even though the total of 12 entries in col.4 comes out as 48.

But if such a person was on leave without pay at any time then the period of leave without pay will be deducted while making these entries.

To collect information on number of weeks worked during each month of the 12 months preceding the date of survey, the interviewer should first ask about number of weeks worked during the immediately preceding month and then work backwards in time to collect information on the earlier months.

Col. 6: This column should be filled up for all persons for whom the total in col.5 is less than 46. For each such person, put the question printed in the column heading. The aim is to find out if the person was unemployed at any time during the12 months preceding the date of survey. Enter code 1 if the answer to the question is "yes ", and code 2 if the answer to the question is "no ". The definition of the unemployed has been given in Chapter 5. According to the narrow definition, an unemployed person is one who is not at work and who is both available for work and (actively) seeking work by contacting potential employers, making applications for jobs, appearing for interviews etc. In CSES 99, a wider definition will be adopted, as this is more suitable for the less developed countries: According to this definition, to be counted as unemployed, a person must be not at work, but he/she need not be seeking work; he would be regarded as unemployed if he is available for work. He may not be seeking work because he is discouraged by failures in the past and believes no work is available, or he may be awaiting the results of job applications made quite some time ago.

The word "or " in the question in the column heading is important – it indicates that the wider definition of unemployment is adopted.

Cols. 7-8: These columns will be filled up for all persons for whom col. 6 shows code 1 indicating that the person was unemployed, according to the wider definition, at some time during the 12 month reference period. For each such person, record in col.7 the number of weeks the person was unemployed – that is, not at work and either seeking work or available for work during each of the preceding 12 calendar months. When entering number of weeks in cols.7 and 8, count those weeks when the person had no work or employment at all and when he/she was unemployed, according to the definition given above, some time or other.

The entry in the column for any month will be 0 if (i) the person had some work or employment during all the weeks in that month or (ii) he/she was never unemployed during those weeks when he/she had no work or employment. The entry in the column for any month will be 4 if the person had no work or employment during all four weeks of the month but was unemployed some time or other during each of these four weeks.

As explained in connection with col. 4, the months to be covered in col.7 will be the 12 calendar months preceding the date of interview.

In col. 8 record the total of the 12 entries in col.7. Here also, for a person who was unemployed throughout the past 12 moths, the entries will be as follows:

Jan.	Feb.	----	----	Dec	Total
	(7)				(8)
4	4	----	----	4	52

even though strictly, the sum of 12 monthly entries in col.7 appears to be 48.

Check: The total of entries in cols. 5 and 8 - no. of weeks employed plus no. of weeks unemployed – must not be larger than 52. In fact, 52 minus this total is the number of weeks the person was economically inactive (as student or housewife etc.).

Col. 9: Ask the question printed in the column heading. Any person for whom col. 5 + col.8 = 52 was either employed or unemployed throughout the year and the answer to the question will be "no" (code 2) . Cols.10 –11 will remain blank for such persons. Any person for whom col. 5 + col. 8 is less than 52 was economically inactive at some time or other during the 12 months reference period (or 52 weeks) . During this time he/she was not at work, nor seeking/available for work, so neither employed nor unemployed. For such a person, the answer to the question will be "yes "and code 1 should be entered, and cols. 10 – 11 will be filled.

Col. 10: Record here the main reason why this person was economically inactive for part or whole of the 12 months preceding the survey date, that is to say, why the person neither worked, nor was seeking work or available for work. Use the Main Reason Codes printed at the bottom of the page.

Col. 11: Record here the total number of weeks during the 12 months preceding the date of survey when the person was never at work, and never seeking work or available for work. A week will be counted in this column if during that week the person was never working or employed and never seeking work or available for work.

Check that for every person col. 5 + col.8 + col. 11 = 52. If not, probe the matter and revise the entries until this check is satisfied .

Page 3

This page will record information about the primary and secondary occupations (work activities) of all employed persons of the household. There will be no rows for the other members of the household on this page. So only the ID Nos. of the employed persons (with entries in cols. 4 and 5) will be copied out in col.12 of the page.

For each member who worked during the12 months preceding the date of survey, two rows have been provided for recording information on his/her primary and secondary occupations (work activities) during the 12 months .

If any member had more than one economic activity–wage employment or self employment – during the12 months, then the primary occupation was one which the respondent accepts as such based on time spent on and income earned from different activities and other consideration like social and legal status. The secondary occupation was one which the respondent accepts as the next most important on similar considerations among all occupations of the person excluding the primary occupation.

Col. 12: Copy out the ID Nos. of all members of the household who show code 1 in col. 3 and non-zero entries in col.5. Write the ID Nos. in increasing order.

Cols. 13b-13c: For each person record in this column the primary work or occupation that the person did in the 12 months reference period in the first row showing " 1. Primary" in col.13a. Write a detailed description of the work performed by the person himself/herself in col. 13b, so that the Occupation code can be entered in col. 13c in the office.

In the same way, record in col.13b, in the second row showing "2. Secondary" in col.13a, the secondary work or occupation of the person during the 12 months. Write the description in detail so that the occupation code can be entered in col.13c in the office. This row will remain blank for any person who had only one occupation during the 12 months reference period.

Cols.14b-14c: For each occupation recorded in cols.13b describe in col.14b the kind of economic activity like crop production or trade, the organization or enterprise performed, and state the main products-goods or services-produced through this economic activity. The description should be sufficiently detailed, so that the Industry code can be entered on that basis in col. 14c in the office. The definition/explanation of Industry has been given in Chapter 5.

Col. 15: Record here the employment status of the person in each (primary and secondary) occupation. Use the employment status codes given at the bottom of the page. The definitions of the employment status categories have been given in Chapter 6 in connection with col.14 on Page 5-6 .

Col. 16: For each occupation, record here the total number of weeks the person worked in that occupation during the 12 months preceding the date of survey. For any occupation, this number of weeks will be less than or equal to, but never greater than, the total number of weeks worked by the person entered earlier in col.5.

Cols. 17-18: The entries in these columns are needed for measuring the time spent on each work activity.

In col.17 write down the number of days per week the person worked on the average, separately for the primary and secondary occupations, during the weeks reported in col. 16. In col.18 write down the number of hours per week the person worked, on the average, again on the primary and secondary occupations during the weeks reported in col. 16.

Cols. 19-20: These columns are provided for recording the earnings or income from each occupation.

Col. 19: This column is for recording wage / salary received in cash for wage / salaried employment and total income or earnings from household economic activities (enterprises), farming or non-farming.

Total Income or earnings from any household economic activity should be recorded in col. 19 against the head of household or the member mainly responsible for the activity. Nothing should be shown against any other member of the household, even if this other member works for the same activity. Enter the average income for month during the past 12 months from the activity. This average will be based on the number of months the person worked on such activity.

In case of wage / salaried jobs, if the wage / salary is paid on a monthly basis, enter average amount received by the member in cash per month in col. 19. This average should be over those months when he/she worked on the wage/salaried job.

Col.20: In case of wage employment, where wage is received on a daily basis, enter the average daily wage rate in cash in col.20. Remember that total amount earned during the year will be equal to total weeks entered in col.16 x average number of days per week shown in col. 17 x average daily wage rate entered in col.20.

Note that in no case entries should be made in both cols.19 and 20 for the same occupation (that is, in the same row).

Cols. 21-22: For each of these columns, first find out the total amounts received during the 12 months. Then divide these amounts by 12 and enter the averages per month you get in these two columns.

Col. 21 is for recording the average remuneration per month each worker received from employer (which may be the Government) in kind as meals, clothing, medical care, free or subsidized housing etc, for the occupation.

Col. 22 is for recording average receipts per month in the form of tips and commissions etc.

The entry can be 0 in one or both of these columns.

Col.23: Bonus generally means ex–gratia payments made by employers out of profits and may be given on ceremonial occasions. Bonuses and rebates are also given by manufacturers and wholesale traders to retail traders dealing in grocery items and other items of merchandise.

Page 4

Information on primary and secondary occupations of the members of the household will be recorded on Page 3 pf the Module in cols.12 to 23. Some of these members might have worked on still other occupations during the 12 months preceding the date of survey, in occupations which come after primary and secondary occupations of the member in order of importance. Information on other employment during the12 months will be recorded on Page 4, in cols.24 to 36.

If any member of the household had only one or two occupations during the 12 months, his/her ID Number will be entered in col.24, but cols.25 to 35 will remain blank. Col. 36 may, however, be filled in.

Note that if any member of the household had many other occupations besides the primary and secondary occupations during the12 months, then, on Page 4, all these other employment of that member will be put under two groups – wage employment and self – employment, and information will be recorded for these two groups separately.

Col.24: Copy here the ID Nos. of the members (who had at least one occupation during the 12 months) from Page 3, maintaining the order.

Col.25: Ask for each member questions to find out all other employment of that member during the 12 months, excluding the primary and secondary occupations noted on Page 3. If the member had only one or two occupations during the 12 months, keep cols.25 to 35 blank and go to col.36.

If the member had one or more occupations (work activities) besides the primary and secondary occupations during the 12 months, then group all these other work activities or employment under two types: (1) wage employment and (2) self – employment. Wage employment is a work activity where a person works for wage or salary for someone who is not a member of his/her household or for an institution – as employee or apprentice. Self – employment is one where he/she works on his/her own (or household's) economic activity as employer or own account worker or unpaid family worker.

Enter in the space after 1 the number of weeks the person had worked on wage employment; enter in the space after 2, the number of weeks worked on self – employment ; and finally, enter in the space after “3. Total”, the sum of these two numbers of weeks.

If a person had worked only on wage employment, there will be no entry or zero in the space after "2"; similarly, if a person had worked only on self – employment, there will be no entry or zero in the space after "1".

Col.26: Describe in this column, separately for each member, who had other work activities (besides the economic activities concerned with his/her primary and secondary occupations), the kind of economic activities he/she had. Describe up to three of these other activities, for each member, in the three lines numbered 1, 2 and 3. If the member had more than three such activities, describe the three most important.

Note that the description should make the Industry clear, and not the occupation of the member.

Col.27: Record here the average number of days the person worked per week on these other employment, separately for the two types of employment.

Record the average number of days worked per week on wage employment in the space after 1 and the average number of days worked per week on self – employment in the space after 2.

An illustration may make the matter clear. Suppose for a particular member of the household the entries in cols.25 and 27 are as follows:

(25)	(27)
1. 15	1. 4
2. 10	2. 3
3. 25	

These entries mean that the person worked 15 weeks on wage employment and during these 15 weeks he worked 4 days per week, on the average. Further, he worked 10 weeks on self – employment and during these 10 weeks he worked 3 days per week, on the average.

Cols.28-29 and **Cols.31-33:** These columns relate to income from wage employment during the past 12 months.

Col.28: Record here the (average) daily wage rate for wage employment if the payment was made on a daily basis.

Col.29: Record here the (average) monthly wage or salary for wage employment if the payment was made on a monthly basis.

Cols.28-29: Record only the cash part of the wage or salary in these two columns, as remuneration in kind will be recorded under col.31; also leave out tips, commissions etc received, if any, even though they are cash receipts, as these will be recorded separately in col.32.

Note that for any person the entry will be in either col.28 or col.29, but not in both the columns.

Cols.31-32: Remuneration in kind means the imputed value (or estimated money value) of wages received in kind, as free or subsidised meals, clothing, housing, medical care etc.

For each of columns 31 and 32 ask and find out total amount earned from wage employment during the 12 months preceding the date of survey, divide this annual amount by 12 and record the average amount per month obtained in the column.

Col.33: Record here the annual amount of bonus obtained, if any, for wage employment. Do not divide by 12 to get the average amount per month.

Cols.30, 34 and 35: These columns relate to income from self – employment during the 12 months. Remember that for any household economic activity, the total income must be recorded against the head of the household or the member mainly responsible for that activity.

Col.30: Record here the average monthly earnings in cash from self – employment. This average will be based on the number of months worked on such activities. If col.25 shows that a household member worked for 16 weeks (nearly 4 months) on self – employment, and if col.30 shows an entry of (Riels) 20,000, then the total annual income from self – employment was nearly 4 (months) * 20,000 =80,000 (Riels).

Cols.34-35: The concepts of remuneration in kind, bonus etc. have been explained above in connection with cols.21 – 23.

For each of these columns, first find out the annual total of income of the specified type, then divide that annual total by 12, and record the average per month figure which is obtained. Or in other words, 12 times the entry in each column will be taken as the annual income of the specified type.

Col.36: This question is asked in order to measure under – employment. Ask this question separately for each member who had at least one work activity or occupation on Page 3, in cols.13 to 23.

First ask if the member was available for additional work at any time during the 12 months preceding the date of survey. If the answer is 'no', write 0 (zero) in this column. If the answer is 'yes', ask for the number of weeks during the 12 months when this member was available for additional work. Enter the number of weeks stated in this column.

Page 5

IB. INVENTORY OF HOUSEHOLD ECONOMIC ACTIVITIES

Sub-section IA on Employment and Earnings in the last 12 months records all the occupations or work activities of the members of the sample household – wage / salaried jobs under other households or organizations as well as economic activities operated by one or more members of the household on their own initiative. The aim in Sub-section IB is to make a clear list or inventory of all household economic activities, like cultivation; livestock raising; fishing and fish raising; forestry and hunting; mining, quarrying and manufacturing; construction; transport; trade; hotels and restaurants; and various kinds of service sector activities. Wage/salaried employment will not be listed here.

Q2. Put this question to the head of the household or the spouse. If both are absent, ask this question of other knowledgeable members of the household.

Cols.2a-2c: Describe each activity in detail in col.2a, recording the main products, which may be goods and/or services, in col.2b. Details are necessary; otherwise the Industry code in col.2c cannot be entered in the office.

Show each activity in a separate row. Note that the ECNs printed in col.1 will be used in later Sections of the Module.

The following shows the entries for a household with three economic activities:

ECN	Description of activity	Main products
(1)	(2a)	(2b)
1	Cultivation of paddy	Paddy / rice, straw
2	Manufacture of ready – made garments	Shirts and trousers
3	Retail sale of grocery items	Sale of grocery items

Cols.3-4: Already in Sub-section IA, you have recorded which members of the household worked on each household economic activity. Record the ID No. of one of these members in col.3 to show which member is the most knowledgeable about the particular activity and who should therefore be interviewed to collect information about that activity. In col.4 record the ID Nos. of all other members, if any, who participated in that activity.

The interviewer should check whether the entries in Sub-sections IA and IB show the same person(s) engaged in each household economic activity.

Note that detailed data will be recorded in Sections III and IV of the Module on each of the household economic activities recorded in Sub-section IB.

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II. CHILD ACTIVITIES

This Section of the Module aims at recording the economic activities, if any, and also participation in household chores, of all children in the household aged 5 to 17 years. This will elicit data on the extent to which male and female children of the weaker sections of the population in Cambodia suffer from social deprivation in the sense that they cannot attend institutions for schooling or training, but instead have to help with household chores and/or work for pay, profit or family gain, sometimes in unfavourable circumstances.

The questions should be addressed to all usual members of the household aged 5 to 17 years. Try to address these questions personally to each child, in the presence of some knowledgeable adult members of the household, if necessary.

Q3.

Cols. 1-2 : Consult the household roster in Section I of the Core Questionnaire and write down the name of each child aged 5 to 17 years in col.2. Write in col.1 the ID No. of each child in the household roster against his/her name.

Cols.3a-3b: Record in these two columns the ID Nos. of the natural father and the natural mother of each child, if one or both of the parents are members of the same household. The entries to be made if the parent(s) is (are) not living in the same household are indicated in the column heading. Thus, if the natural mother is dead and the natural father lives elsewhere, in another household, the entries will be:

(3a)	(3b)
97	98

Col.4: Ask the question printed in the column heading. Enter code 1 if the child is attending a school or training institution full-time, and enter code 2 if he / she is attending some school or training institution part-time. If he / she does not attend any such institution at all, enter code 3. Note that code 1 or 2 may be entered if the school / institution is closed for vacation on the date of interview and the child expects to attend it when the institution opens after vacation.

Col.5: Fill up this column for each child for whom the entry in col.4 is either 2 or 3. If there are more than one reason, enter the code for the main reason, using codes printed at the bottom of the page.

Col.6: Main types of household chores are stated in the code list in the heading of cols. 8a – 8e. Study these carefully to understand what is meant by "household chores". These are duties performed within the household, which do not come under the definition of work or economic activity.

The entry in col.6 should be 1 if the child helps with household chores regularly. In such cases, fill up cols.7 to 8e. But if the child does not help regularly, enter code 2 in col.6 and skip to col.9.

Col.7: Enter in this column the number of hours worked per week. Suppose a child usually spends two hours per day on household chores. Then the entry in col.7 should be 14, and not 2.

Cols.8a to 8e: At least one of these columns must be filled up for any child who helps with household chores regularly. But all five columns may not be filled up. For example, if a child mainly helps in cleaning the house, caring for children and fetching water, then the entries in these columns will be as follows:

(8a)	(8b)	(8c)	(8d)	(8e)
3	5	6		

Note that cols. (8d) and (8e) are left blank.

Col.9: Put the question printed in the column heading. The aim is to find out whether or not the child was ever engaged in any economic activity, or in other words, whether he ever worked, at any time in the past, for pay, profit or family gain. If the answer is 'no', enter code 2 and go to the next child, leaving cols.10-23 blank. But if the answer is 'yes', then enter code 1 and proceed to fill up cols.10 to 23.

Try not to miss the child's economic activity of any type, like working as an apprentice or as unpaid family labor, where the child worked but did not receive any payment in cash or kind.

Col.10: Enter in this column the age, in completed years, when the child worked first time in his life, for pay, profit or family gain.

Col.11: Record here the main reason why the child worked, when he / she first started to work, at the age recorded in col.10. If there were more than one reason for this, record the main reason, using codes printed at the bottom of the page.

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Col.12: Copy out the ID Nos. from col.1 on the preceding page (Page 6), maintaining the order.

Cols.13-14: Put the question printed in the heading of col.13. Find out whether at any time in the past the child worked for someone who did not belong to his / her household, as a wage / salaried employee or as an apprentice. If the answer is 'yes', enter code 1 in col.13 and go to col.14; but if the answer is 'no', enter code 2 in col.13 and go to col.15.

Record in col.14 the age, in completed years, of the child when he / she first worked as wage / salaried employee or apprentice under someone who did not belong to his/her household.

Cols.15-16: Put the question printed in the column heading. Find out whether at any time in the past the child had to live away from his/her parents to be able to do work (for pay, profit or family gain). If the answer is 'yes', enter code 1 in col.15 and record in col.16 the age of the child, in completed years, when he/she first left the parents to be able to do the work. If the answer is 'no', enter code 2 in col.15 and skip to col.17.

Cols.17-18: Note that these two columns (and also cols.19-23) relate to the reference period of 12 months. If the child did not work at all during the 12 months, then all these columns will remain blank, even if the child had worked in the past before "the past 12 months period".

Col.17 is for recording the main place of work of the child during the 12 months. Use codes printed at the bottom of the page.

Col.18 is for recording how frequently the child worked in the evenings or at night during the 12 months. Use the codes shown at the bottom of the page.

Cols.19-23: These columns are for recording illnesses or injuries, if any, the child had suffered from during the 12 months as a result of his/her work. The types of illnesses /injuries which child laborers may suffer from are listed in the codes for col.22. These should be kept in mind while asking the question.

Col.19: Ask the question printed in the column heading. If the child had suffered from any illness or injury during the 12 months, enter code 1 and proceed to col.20. If the answer is 'no', then enter code 2, skip cols.20-23; and go to the next child.

Col.20: If the answer to Q19 has been 'yes' and code 1 has been put in col.19, then ask: “Was any such illness or injury, which the child had suffered from during the past 12 months, related to his/her work ?” If the answer is 'yes', enter code 1 in this column and go to cols.21-23; but if the answer is 'no', then enter code 2, skip cols.21-23; and go to the next child.

Cols.21-23: These columns will be filled up when code 1 has been entered in both cols.19 and 20. In that case, find out the main type of illness or injury the child had suffered from during the 12 months which was the result of his/her work activity. Describe this illness or injury in col.21; and then indicate its type in col.22 using codes provided at the bottom of the page. Finally, in col.23, record (using codes) the frequency with which (that is, how often) this illness or injury afflicted the child during the 12 months preceding the date of interview.

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III HOUSEHOLD ECONOMIC ACTIVITIES

The main purpose of the remaining pages of the Module is to collect data on income of the household from self – employment, that is, from household economic activities during the 12 months preceding the the date of survey. Section III starts this process for all types of farming activities – crop cultivation, livestock raising, fish cultivation etc. and forestry and hunting. To compute income, one must record costs incurred on different items and revenue or receipts under different heads, separately for each activity.

Section IV of the Module seeks to estimate income from all household economic activities which come under non-farming, like manufacturing and trade.

Note that all types of wage/salaried employment taken up by members of the household on farms or in enterprises operated by other households or institutions must be excluded from Sections III and IV.

Section V is meant for collecting some data on physical assets of all farming and non – farming activities of the household.

Finally, Section VI is meant for recording data on other types of income like rental income, bank interest, pension and assistance and support (remittances).

III. Farming Activities and Farm Income

This Section of the Module aims at finding out income obtained by the household during the 12 months preceding the date of survey from different types of farming activities carried out by the household.

Sub – sections A to C on pages 8 – 10 relate to cultivation of crops which include fruits and vegetables. To help recall, for crop cultivation, questions will be asked and information recorded separately for the last wet and the last dry seasons.

Sub – section D on page 11 relates to livestock raising ; Sub – section E on page 12 relates to fish cultivation and fishing/trapping of aquatic products ; and finally, Sub – section F on page 13 covers forestry and hunting (including free collection).

All questions should be addressed to the head of household and to the most knowledgeable member of the household noted in col. 3 in Sub – section IB on Page 5.

A. Farm Land

Q4. This question is about all land <u>owned and/or operated</u> by the household, including tanks, if any, for all four types of farming activities taken together – crop cultivation, livestock raising, fishing and fish breeding, and forestry. There is provision for recording information on all farm land owned or otherwise possessed and operated by the household during the last wet season and the last dry season for farming activities.

Parcel – wise data are to be recorded here. So the concept of parcel must be explained. This can be done only after the concept of a holding has been explained.

An agricultural holding may be defined as an economic unit of agricultural production under single management, which comprises all land used wholly or partly for agricultural production (and also all livestock kept). The single management is typically exercised by one or more members of a household, or by an institution or organization.

The land of the holding generally consists of one or more parcels located in one or more separate areas. The parcels of a holding share the same means of production such as farm house, machinery, draft animals and labour.

A parcel of a holding is a piece of land entirely surrounded by other land, water, road, forest etc. not forming part of the same holding. A parcel may consist of one or more fields adjacent to one another. Fields are pieces of land separated from other land by paths, hedges and other types of demarcation. A field may consist of one or more plots growing specific crops or crop mixtures.

Ask questions to find out the parcels into which land owned or held in owner – like possession by the household and land leased in by the household during the 12 months preceding the survey can be divided. Include land leased out by the household, but exclude land used solely for non – farming purposes.

Col. 1: Put running serial numbers 1, 2, 3, ---------- in this column, to the different parcels of land reported by the household.

Col. 2: Record here the name of the parcel used by the members of the household in their daily conversation when they need to refer to each parcel of land. The name may be like: (i) the eastern mango garden, (ii) the paddy fields in the south – east, or (iii) the tank in ---- (name of village).

Col. 3: Note the possession status codes given at the bottom of the page. Enter code 1 in this column for any parcel of land which is owned as well as managed by the household. Code 2 should be put if the parcel of land is owned but was leased out to other households for one or both seasons of the 12 months period. Code 3 is to be entered for land which is not owned but was leased in and used for farming during one or both of the seasons of the 12 months period. Finally, code 4 is to be put for land held for free even though the ownership is not settled. To repeat, all farm land owned and/or operated by the household during the 12 months should be shown, parcel by parcel, in the different rows below Q4, and for each parcel, the possession status must be recorded in col.3 using the codes printed below.

Note that only one possession status code will be appropriate for any one parcel of land.

Cols. 4a – 4b: Record in these columns the area of each parcel of land as reported by the household. Col. 4b should show the code of the unit used for measuring area, like Kong or hectare, and col. 4a should record the area of the parcel expressed in terms of the unit shown in col. 4b. For example, if the area of some parcel of land is 4 Kongs, then the entries in cols. 4a – 4b will be as follows:

(4a)	(4b)
4	5

For a parcel measuring 1.25 hectares, the entries will be:

(4a)	(4b)
1.25	3

If the unit used for measuring area is different from those mentioned in the code list for codes 1 to 5, then enter code 6 in col. 4b and describe the unit of the area used as clearly as possible after the entry '6'.

Cols. 5a – 5b: These columns will be filled up only if the parcel was leased out by the sample household to other households during the 12 months preceding the date of survey.

Enter in col. 5a a suitable code to indicate the season or seasons of the 12 month period for which the land was leased out. Use the codes provided at the bottom of the page.

Record in col. 5b the amount the household received as rent for the parcel that was leased out during the12 month. This rent might have been received in cash or in kind (in the form of crop, say) or in the mixed form (both cash and kind). Enter the total value or imputed value of all that was actually received in cash plus kind during the 12 month period.

Cols. 6a – 6b: These columns will be filled up for land that was leased in by the sample household from others during one or both seasons of the12 month period.

Enter in col. 6a a suitable code, using the codes given below, to indicate the season or seasons of the 12 month period for which the land had been leased in.

Enter in col. 6b the amount of rent actually paid in cash to the owner of land during the 12 month period.

Col. 7 : For each parcel of land record in this column the sale value of the land at current market prices.

Total row : Annual totals should be shown for cols. 5b and 6b only.

The annual total of col. 5b is the rental income of the household from leased out land during the 12 month period. This amount will be useful to get the entry against Sr. no.3, col.3, under Q 26 on Page 21 of the Module.

The annual total of col. 6b is the total cash rent paid to owners of farm land during the 12 months. This is an important item of cost of cultivation. Copy this figure in col. 5 against Sr. no 14 under Q 5 on Page 9 of the Module.

Page 9

B. Cost of Cultivation of Crops (including Fruits and Vegetables)

Q 5.

The aim here is to estimate the total cost of all inputs for cultivation during the 12 months preceding the date of survey. Post – harvest operations up to the stage of marketing and making arrangements for storage will have to be included. The entries under Q5 relate to totals over all parcels of land used for cultivation. To help recall, cost entries will be made separately for the last wet season and the last dry season, in cols. 3 and 4, respectively. Annual totals will then be computed in col.5. For any row:

col.5 = col. 3 + col. 4

If for any item, that is, for any Sr. no. or row, only the total in col. 5 can be entered but not the season – wise figures in cols.3 and 4, then cols.3 and 4 may be kept blank.

Sr.no.1: Seeds, seedlings and young plants have been grouped together and called planting materials. Planting materials may be purchased from the market or supplied from home produce. Enter here the sum of the actual cost of purchase from the market and imputed value of planting materials supplied from home produce during the12 months preceding the date of survey, separately for each season and combined.

If the household reports abnormally high expenditure against this item – this may happen for perennial crops like coconuts, rubber, cashew nuts, beetle leaves etc – give a note at the bottom of Page 9, mentioning the name of the crop, approximate life in years, number of years needed for maturity and the typical length of the productive life of the plant.

Sr. no. 2 : Enter here the expenditure on chemical fertilizers, if any were used for cultivation during the 12 months, separately by season and combined.

Sr. no. 3 : Animal and plant manure may be purchased from the market or supplied from home produce. Enter here the sum of actual cost of purchase from the market and the imputed value of manure supplied from home produce during the 12 months, separately for each season and combined.

Sr. no. 4 : Record here the total cost of pesticides, weedicides and fungicides used for cultivation during the 12 months, separately for the two seasons and combined.

Sr. nos. 5 – 6 : Self – explanatory.

Sr. nos. 7 – 8 : Note that Sr. no. 7 covers payment in cash and kind for the hiring of the tractors or animals for ploughing and harrowing along with hired labour, if any, which was hired with the tractor or animal. All other hired labour will come under Sr. no. 8. Remember `to include in Sr. no. 8 hired labour charges paid in cash and in kind for all post – harvest operations like threshing and winnowing, up to the stages of storage and marketing.

Sr. no. 9 : This includes all payments made to other households/ institutions for helping with irrigation, like charges made for use of pumps.

Sr. no. 11 : The household might have hired some cart or boat or some other vehicle for transporting input materials like fertilizer, from market to farm, and for transporting products like paddy from farm to market. All payments made for such services, in cash and in kind, should be recorded in this row.

Sr. nos. 12 – 13 : Cost of repair and maintenance will include cost of materials needed and cost of services of persons outside the sample household.

Sr. no. 14 : Record here the total of col. 6b on Page 8 under Q4, seasonwise and combined.

If seasonwise figures are not available, enter annual total in col. 5 .

Sr. no. 15 : Record here the totals of col. 11 under Q 6 on Page 10. Entries should be made separately for the two seasons, and for the 12 month period, as a whole.

Sr. no. 17 : Enter in this row the total of col.5.

Page 10

C. Production of Crops including Fruits and Vegetables (Parcel – wise)

Q6: This question asks about production of crops, parcel by parcel, for all the parcels of land owned and/or otherwise operated by the sample household during the 12 months preceding the survey. Exclude here all land leased out to other households by the sample household.

Page 10 is divided into two parts. Record parcel – wise information for the past wet season in the upper half of the page and similar information about the past dry season in the lower half of the page. Hence the same parcel of land may be shown in two rows, one in each half of the page, if it was used for cultivation in both the seasons. The instructions given below are for filling up the upper half relating to the last wet season. The lower half, relating to the last dry season, may be completed in a similar manner. If the crop grown can not be shown separately for the two seasons, enter them under the wet season.

Col.1: Put running serial numbers 1, 2, 3, …in this column for all the rows of entries made in the upper half. (Start from 1, 2, 3…afresh when putting serial numbers for the rows of entries made in the lower half.)

Col.2: Record here the serial numbers of the parcels used for cultivation in the last wet season. These are the same as the parcel numbers entered in col.1 under Q4 on Page 8.

Cols.3a – 3b: For each parcel of land, record in col.3a, using one or more rows, the name(s) of crop(s) grown on the parcel of land during the last wet season. Show each crop or by – product, like straw for paddy cultivation, in a separate row. Fruits and vegetables must be recorded wherever they are cultivated by the household.

The code in col.3b will be entered in the office.

Interviewer must try to show even the by – products of crop cultivation in separate rows. If any by – product is left out, then the income of the household will be under – estimated. The simplest example of a by – product is straw obtained from paddy cultivation. When lettuce is cultivated, the stem and the leaves at the bottom are used as animal feed. This is another example of a by-product.

Col.4: The unit for measuring quantity of crop or by – product of crop may be different in different situations. Record in col.4, using the codes supplied, the unit for measuring the quantity of production of the crop or by – product recorded in col.3a. If the unit is such that code 4 is necessary, then enter code 4 and describe the unit after that code. All the quantities in cols.5 to 9 will be expressed in terms of the unit of quantity recorded in col.4.

Col.5: For each crop or by – product record here the quantity produced, that is, harvested in the past wet season.

Col.6: Record here how much of quantity of crop or by – product recorded in col.5 has been lost in different ways up to the day of interview – either rotted or lost or eaten by birds and rodents etc. This is usually a small percentage of the quantity produced or harvested.

Col.7: This column will be obtained by subtraction, as follows:

Col.7 = Col.5 – Col.6

Col.8: Entries will be made in this column when the land was leased in by the sample household. For such land the household had to pay some rent to the owner of the land. Rent paid in cash has been entered in col.6b under Q4 on Page 8. Col.8 under Q6 will be used for recording rent *actually* paid in kind, in the form of crop. Enter in col.8 the quantity of crop (or by – product) actually paid to the owner of land as rent during the past wet season.

Col.9: Record here the actual price at which the household sold the crop or by – product per unit of quantity noted in col.4. If the household has not yet sold the crop, record the retail price prevailing in the village after the last wet season.

Cols.10 – 11: Obtain the entries in these two columns by multiplication:

Col.10 = Col.7 * Col.9
Col.11 = Col.8 * Col.9

Do these multiplication separately for each row.

Total rows: Find the totals over rows for the past wet season and the totals over rows for the past dry season for cols.10 and 11. Finally, compute the annual totals (last wet season plus last dry season) in the row printed at the bottom.

The annual total of col.10 is the total value of crop output of the household during the12 month period.

The annual total of col.11 is the total value of crop rent *actually* paid to the owner(s) of land for the 12 month period. If the household did not cultivate any leased in land or if the rent for leased in land was paid in cash alone, the annual total of col.11 would be zero.

Page 11

D. Inputs and Outputs of Livestock Raising Activities

This Sub – Section is concerned with costs incurred on and revenue earned from livestock raising activities of the household during the 12 month period preceding the date of survey. Q7 asks about expenditure or costs and Q8 about the revenue or receipts, all relating to the 12 months period.

Q7.

This question seeks to find the total expenses incurred for the raising of livestock and poultry and for producing the livestock products.

Sr.no.1: Note that feed and feed supplements for livestock may be purchased from the market or supplied from home farm or public land. Enter in col.3 the sum of (i) the amount spent on purchase from the market and (ii) the imputed value of feed and feed supplements supplied from home farm or public land.

Sr.no.2: The household might have engaged one or more hired labourers to care for the livestock during the 12 month. Such labourers might have been paid wages in cash or in kind or in both cash and kind. Enter in col.3 the sum of (i) the amount of wages paid in cash and (ii) the imputed value of wages paid in kind, that is, in the form of goods like food stuff or meals, clothing etc.

Sr.nos.3 –5: Self – explanatory.

Sr.no.6: Record here, in col.3, the amounts spent on purchase of animals and birds, if any were purchased during the 12 month. Record the expenditure separately for each type of animal or bird in the rows for Sr. nos. 6(a) to 6(h).

Note that no sub – total of Sr.nos.6(a) to (h) is needed.

Sr.no.7: Record in col.3 the total of all entries in col.3 for Sr. nos. 1 to 5 and 6(a) to 6(h).

Q8.

Cols.3 and 5: Enter in these two columns the number of animals or birds currently owned (col.3) and owned 12 months preceding the date of survey ago (col.5), separately for each type of animal or bird.

Col.4: Record here the current sale value of the animals and birds owned on the day of survey, as recorded in col.3, separately by type of animal or bird. If, for example, the household owns 6 cattle, 2 buffaloes and 5 pigs on the day of survey, enter the total sale value of 6 cattle in the first row, the total sale value of 2 buffaloes in the second row and the total sale value of 5 pigs in the row for pigs (Sr.no.4) – all at current prices.

Col.6: This is similar to col.4, but it records the sale value of the animals and birds owned 12 months preceding the date of survey, recorded in col.5. Also, these animals and birds should be valued at prices that prevailed 12 months the preceding the date of survey.

Col.7: Record in this column the amounts received through sale of livestock during the 12 months, separately for each type of animal or bird.

Cols.8-9: Record in these two columns the imputed value of livestock consumed in the household (col.8) or used for gift, charity, barter etc. (col.9) during the 12 months. The imputation may be done at prevailing retail prices. Entries should be made separately for each type of animal or bird.

Cols.10-12: Major livestock products have been listed in the column heading. Enter in these columns, separately for each type of animal or bird, (i) the sale value of livestock products (col.10), (ii) the imputed value of livestock products consumed in the household (col.11) and (iii) the imputed value of livestock products used for gifts, charity, barter etc. (col.12). For (ii) and (iii) above, the imputation may be done at prevailing retail prices.

Sr.no.9 (Total): Compute totals of all columns except cols.3 and 5.

Total revenue from this activity will be computed as follows:

Revenue = Total of cols. 4, 7, 8, 9, 10, 11 and 12 – Total of col.6

This revenue figure will be copied in the Summary/Balance Sheet on Page 22.

Page 12

E. Inputs and Outputs of Fish Cultivation and Fishing/Trapping of Aquatic Products

Two closely related activities are covered on this page. The first is the growing of fish or other aquatic products. The other is the trapping or capture of fish and other products.

Qs 9.1 and 9.2: These questions aim at finding out whether or not the sample household was engaged in either or both of the activities mentioned above.

Qs10 and 11: These questions relate to the two types of activities taken together. The entries in different cells under these questions should be totals of the two types of activities. All entries will relate to the 12 month period preceding the date of survey.

Q10: This question seeks to find out the total expenditure incurred during the 12 month.

Sr.no.3: Payments to hired labour may be in cash, in kind, or in both cash and kind. Enter in col.3 the sum of (i) the amount paid in cash and (ii) the imputed value of all payments in kind.

If some quantity of fish or other products of the activity is paid as wages to hired labour, the imputed value of such products should be included in Sr.no.1 of Q11 relating to revenue or receipts.

Sr.nos.5-6: In both cases cost of repair and maintenance should include (i) cost of materials needed for repair and maintenance work and (ii) cost of service rendered by persons or institutions outside the sample household.

Sr.nos.7-8: Note that only cash rent paid to the owner is to be entered against these items, if boat or tank was leased in. Rent in kind will normally be in the form of fish. Such rent in kind will not be separately recorded among cost items under Q10. This is because the imputed value of such fish etc will be deducted when making the entry against Sr.no.1 on the revenue side under Q11. (See footnote below Q11.)

Q11: This question asks for information on total revenue or receipts from the activity during the 12 months preceding the date of survey.

Sr.no.1: Note that when fish, shrimp etc is given to the owner of boat or tank, which has been leased in, for payment of rent, then the entry in this line in col.3 will be made after deducting the imputed value of that quantity of fish, shrimp etc. On the other hand, no deduction will be made for quantities of fish etc given to hired labourers as payment of wages in kind.

Sr.nos.2(a) – (b): Record imputed value of fish, shrimp etc consumed by the household itself during the 12 months, in col.3 against Sr.no.2(a). Similarly, record the imputed value of fish, shrimp etc given away as gift or used for barter in col.3 against Sr.no.2(b). Local retail prices may be used to get such imputed values.

Sr.nos.3(a) – 3(d): Some quantity of fish etc captured or raised by the household may be used as raw material input for other household economic activities. Drying of fish or using fish for preparation of fish sauce comes under manufacturing. If the household is engaged in livestock raising and uses fish etc as animal feed, then such fish becomes material input for livestock raising activity. In all such cases take care to report these household economic activities in appropriate places in the Module and to show fish used in the manner mentioned above as material input for such activities.

Record against Sr.nos.3(a) – 3(c), in col.3, the imputed value(s) of fish etc used for the purposes noted in col.2 as input to other household economic activities. The imputation may be done at local retail prices.

Sr.no.3(d) is provided for recording any other use of fish etc as input for house – hold economic activities. Record in this line the imputed value of fish etc used for the purpose in col.3, and describe this other use in col.2.

Overview of Page 12: The difference: total revenue (entry in col.3 against Sr.no.4 under Q11) minus total cost (entry in col.3 against Sr.no.12, under Q10) is the income of the household from fish cultivation etc. Ask probing questions if this income is too small or negative and revise the data.

Page 13

F. Inputs and Outputs of Forestry and Hunting

This activity covers gathering wood, firewood, bamboo, honey etc.and also hunting animals and birds from community - owned and / or Government forests.

Q12: This question seeks to record amounts spent under different items during the past 12 months. The total cost would be entered in the last row, against Sr.no.6.

Sr.no.1: Enter in this line in col.3 the sum of (i) amount paid in cash to hired labourers and (ii) imputed value of wage payments made in kind in the form of, say, food, meals, clothing etc. Imputation may be made at current retail prices.

Sr.no.5: Enter here other costs, if any, which are not covered by Sr.nos.1 to 4. Describe these other costs in different lines, if more than one line becomes necessary and enter amounts spent on each of them in col.3.

Q13: This question seeks to find total revenue from forestry and hunting activities during the 12 months preceding the date of the survey.

Col.2: This shows the types of items (products) which may be gathered or hunted from / in forests.

Col.3: Record in this column the amounts received from sale of different items (products) listed in col.2. The receipts should be in the form of cash. If any product is sold in exchange for some other good then that becomes barter, and in that case, the imputed value of the product given away or received in exchange should be included in col.5 and therefore excluded from col.3. Thus, if the household gets some rice in exchange of honey gathered from the forest, then the imputed value of the rice should be included in col.5.

Col.6: Compute this as sum of cols.3, 4 and 5, separately for each row.

Sr.no.11: Compute total of rows 1 to 10, separately for each column. Then verify that the totals in the last row (Sr.no.11) also satisfy the relation:

Col.6 = Col.3 + Col.4 + Col.5.

Otherwise, re – do all computations until the check is satisfied.

Overview of Page 13: Compare total revenue from forestry and hunting (entry against Sr.no.11, in col.6 under Q13) with total cost (entry against Sr.no.6 in col.3 under Q12). The difference = Revenue – Cost is the income earned from forestry and hunting. Ask probing questions and revise data if this difference is too small or negative, considering the time spent by household members on this activity, the assets used etc.

Pages 14 – 18

IV. Non – Farming Activities of the Household

This Section seeks to find total revenue and total cost for each non – farming activity of the household for the period of 12 months preceding the date of survey. All the household economic activities have been listed in Sub – section IB: " Inventory of Household Economic Activities", under Q2 on Page 5. Each such activity has been given a serial number, called Economic Activity Number – ECN, for short. The ECN's for the non – farming activities will be used in this Section as identification codes for these activities.

If the household did not operate any non – farming activity at all during the 12 months, skip Section IV (Pages 14 – 18) and go to Section V on Page 19.

Page 18

It would be easier to understand Pages 14 to 17 if Page 18 is studied first.

Page 18 contains Sub – sections B and C of Section IV. One such page will be filled up for each non – farming activity of the household and the ECN of that activity will be entered in the box shown at the top of the page. Two pages, numbered 18A and 18B, are provided in the Module for recording information on (up to) two non – farming activities of the household. Extra copies of the Module should be used if any household operated more than two such activities.

B. Cost of Non – Farming Activities (All Types) and Summary

Q21. This question seeks to record expenditure incurred on different items for operating the particular non – farming activity during the 12 months. Total cost is entered in col.3 in the last row (Sr.no.19), where the total over items (Sr.nos.) 1 to 18 is entered in col.3.

C. Revenue of Non – Farming activities (All Types) and Summary

Q22. This question seeks to record revenue or receipts under different items from the particular non – farming activity during the 12 months. Total revenue will be entered in col.3 in the last row (Sr.no.17), which the total of rows (Sr.nos.) 1 to 16.

For four selected types of non-farming activities and for certain items of cost and revenue it will be necessary to transfer the figures collected through Qs.14 – 20 on Pages 14 – 17 to appropriate cells under Qs.21 – 22 on Pages 18A (and 18B). In respect of balance items the respondents will have to be directly interviewed to obtain the cost and revenue data. For other types of non- farming activities, the interviewer will skip Pages 14 – 17 and fill up the cells on Page 18A (or Pages 18A, 18B) by direct questioning. In all cases the interviewer must try to collect information on all types of costs and all types of revenue (or receipts) without missing any item, so that the income earned from the activity can be correctly estimated.

Overview: The interviewer should compare total revenue and total cost of each household non – farming activity. The difference: total revenue – total cost is the income of the household from the activity during the 12 months. The interviewer should satisfy himself that this income is reasonable. If this income is found to be too small or negative, he should probe the matter and try to revise cost and revenue data, so that the income figure becomes reasonable, considering the time and effort put in by household members for the activity, the assets employed etc.

Pages 14 – 17

A. Main Cost and Revenue Items for Selected Types of Activities

These four pages are provided, one page for each of four selected types of non–farming activities, namely:

1) Mining, quarrying and manufacturing (see page 14, Qs.14 – 15)

2) Construction (see page 15, Qs.16 – 17)

3) Trade (see page 16, Q18)

4) Hotels and Restaurants (see page 17, Qs.19 – 20)

The idea is that for some items of cost and revenue, which appear as single items (rows) in Sub – Sections B and C on Page 18, detailed recording for sub – items constituting the items is necessary to get accurate data for the items on Page 18.

For example, on Page 18, under Q21, the first item (Sr.no.1) is : " Raw materials used for processing ". This is a major item for any manufacturing activity. One cannot find the total expenditure on this item during the 12 months without listing different raw materials used and asking about expenditure on each of them and then adding up these expenditures. This is attempted in Q14 on Page 14 for each "mining, quarrying and manufacturing " activity. Similarly, on Page 18, under Q22, Sr.no.7 shows the item: "Receipts from sales/service at hotels/restaurants". This is an important item for any hotel or bar or restaurant. To get accurate information on this item one must ask separate questions about food, drinks, tobacco etc served at bars and restaurants, and find the total of amounts received from sale of all these items.

Page 14

First read the instructions given in italics within the box near the top of the page. This is very important. If the household operated some non – farming activity during the past 12 months but no activity of the four types mentioned above, then skip Qs 14 – 20 on Pages 14 – 17, go to Qs 21 – 22 on Page 18 and fill up that page with information relating to that activity. Thus, if the household operated a motor taxi offering transport services, Pages 14–17 will remain blank and Page 18A will record information on cost and revenue of that activity. If the household operated two such activities, say, a motor taxi transport service and a private tuition/coaching centre for school students, then also Pages 14 - 17 will remain blank, but Pages 18A and 18B will be filled up, Page 18A for the motor taxi transport activity and Page 18B for the private tuition/coaching centre. The former comes under "transport" and the latter under "educational services". The appropriate ECN must be written within the box provided at the top of each page.

But if the household operated any non–farming activity of the four types mentioned above, one must complete the relevant page under Qs 14 – 20 first before proceeding to Page 18A. For example, if the household operated a manufacturing activity, the interviewer should first complete Page 14, filling up the cells under Qs14 and 15; and then copy the entries and sub–totals of entries on this page in appropriate cells on Page 18A (under Qs 21–22) following the instructions printed with arrows on Page 14. Thus, the entry against Sr.no. (or item) 3 under Q14 is to be copied in Q21, Sr.no.4, col.3; and the sub–total in col.3 of item (or Sr.no.)1 under Q15 is to be copied in Q22, Sr.no.1, col.3. When all the instructions for copying have been acted upon, the interviewer should go to Page 18A and ask necessary questions to record information in all other cells on that page. Note that only entries marked by arrows and copy instructions on Pages 14 – 17 are to be copied in Page 18A or 18 B (under Qs 21 – 22).

As stated earlier, for Qs 21 – 22, use one sheet (a separate Page 18) for each non – farming activity. When copying entries under Qs 14 – 20 (on Pages 14 – 17) in cells under Qs 21 – 22 (on Page 18), take care to choose that sheet which has the same ECN as that written on Page 18.

I. Mining, Quarrying and Manufacturing Activities

Enter the ECN of this activity in the box provided.

Data relating to mining, quarrying and manufacturing activities should be canvassed using Qs.14 and 15, and again using Qs.21 and 22.

Q14: This question seeks to find expenditure incurred on this activity during the 12 months on some important items.

Sr.no.1: List in different rows labelled (a), (b), …,(f) under col.2 the main raw materials used for the processing activity, and enter in col.3 the amounts spent on their purchase during the 12 months preceding the date of the survey.

Item 1 (g) should cover "all other materials", so that the next row "Sub – total" shows the total amount spent on all types of raw materials used for processing.

Q15: This question seeks to find the amounts received as revenue from the activity during the 12 months under some important items (or heads).

Sr.no.1: List in different rows labelled (a), (b), …,(f) the main products and by – products of the activity and put all other products under row (g). Show in col.3 the amounts received from the sale of products and by – products in different rows. See that item 1(g) covers all other products, so that the next row for "Sub – total " shows the total amount received from sale of all kinds of products and by – products.

Sr.nos. 2 – 4: Enter in col.3 against these Sr.nos. (or items) the imputed value of products and by – products used in other ways :

i) Consumed at home (show against Sr.no.2),

ii) Used as intermediate goods, that is, as raw materials in a different activity (show against Sr.no.3),

iii)Used for gift, charity, barter etc (show against Sr.no.4).

The imputation may be done at prevailing retail prices of the products.

An example of the use of a product of manufacturing activity as raw materials in a different activity may be given here. When rice wine is made out of rice, the by – product, which is essentially rice, is given to pigs as feed.

Sr.nos.5 – 6: On occasions, a household engaged in manufacturing may do some repair work for one or more customers or render some professional service to another manufacturing concern, that is closely related to its normal work. Thus, a household which regularly manufactures some kind of jewellery (say, ear – ring) supplying all necessary materials may repair some piece of jewellery for a customer or manufacture a few pieces of jewellery (bangles) where the material is supplied by another jeweller. Charges received for such jobs should be shown against Sr.no.5 (for repair work) or Sr.no.6 (for professional services) as the case may be.

Page 15

II. Construction

This page relates to construction activity, if any, operated by the household. Enter the ECN of the activity in the box provided. Data relating to construction activities should be canvassed using Qs.16 and 17, and again using Qs.21 and 22.

Q16: The attempt here is to find total expenditure on construction materials for the household activity during the 12 months.

Cols.3 – 6: The headings of the columns may be studied first. They give an idea of different types of work which come under construction. Col.6 – land improvements and drainage – include fencing, levelling of land, bundling, digging channels for irrigation etc.

Note that work done on own land and buildings and other land/buildings at nominal charges or free of charge must also be covered.

Col.2: List in col.2, in the rows numbered 1, 2…, 7, the main materials (like brick, sand, cement and stone chips) used for construction during the 12 months. Fittings and fixtures like water – pipes, electricity wiring, toilet basins should also be included. All other materials which have not been shown in rows 1, 2, ..., 7 must be shown together in row 8, so that the total in Sr.no.9 shows the total value of materials used.

Note that Sr.no.9 = sum of Sr.nos. 1 + 2 +……+ 8

Cols.3 – 7: Enter in each of cols.3 to 6 the value of materials used for different types of construction jobs.

Col.7: Compute the total of cols.3 to 6 and enter in col.7. Do this separately for each line or Sr.no: 1, 2, …, 8. Then compute the total of col.7.
Finally, check that in the total row (Sr.no.9):

Col.7 = Col.3 + …+Col.6

If this check is not satisfied, check all row and column totals, until the check is satisfied.

Col.7 gives the value of each type of material used during the 12 months in all types of construction jobs taken together. The total of col.7 is to be copied in Q21, Sr.no.2, col.3, on Page 18 carrying the same ECN as Page 15.

Q17: The aim here is to find the total receipts or revenue from construction activity during the 12 months. All jobs done during the period are divided into some categories, so that the interviewer can ask separately about these categories and collect better data.

Show under col.3 against Sr.no.1(a) the charges received for all jobs (taken up and completed during the 12 months) where the respondent household provided only labour and other kinds of services, but all materials were supplied by other parties.

Show under col.3 against Sr.no.1(b) charges received for all jobs (taken up and completed during the 12 months) where the sample household provided both materials and labour and other kinds of service.

Sr.no.2: This covers jobs which were <u>not</u> taken up (undertaken before the reference period) and completed during the 12 month period preceding the date of survey. They were done partly within this period. The interviewer must ask the respondent to estimate the charges for work done during the 12 months preceding the date of survey. For any job done partly within this period, the estimated charges would be a fraction of the charges for the full job.

Sr.nos 2(a) – 2(b): Sr.no 2(a) covers all jobs which have been taken up before the commencement of the 12 months period preceding the date of survey and completed during the reference period.

Sr.no 2(b) covers all jobs which remained unfinished on the date of survey.

Enter estimates of charges received or due for all jobs which come under Sr.nos 2(a) and 2(b) in col.3.

Sr.no.3: This is the sub – total : Sr.nos. 1(a) + 1(b) + 2(a) + 2(b).

Sr.no.4: Enter in this row under col.3 the imputed value of (that is, estimated charges for) construction work done on own house or land or other type of property. Include in this value the cost of materials needed, payments for hired labour etc and also the imputed value of household labour.

Sr.no.5: The household might have done some construction work for any other household or institution, say, a school, at nominal charges or free of charge. If so, enter the imputed value of such work done in this line in col.3. The method of imputation would be the same as described for Sr.no.4 above.

Page 16

III. Trade

Record the ECN of the activity in the box provided at the top. Note that for this type of activity, cost and revenue items have been shown together under one and the same question (Q18). Data relating to trading activities should be canvassed using Q.18 and again using Qs.21 and 22.

Q18: This question seeks to find the main items of cost and revenue of trading activity during the 12 months preceding the date of the survey.

Col.2: List up to six main items purchased and resold by the trader in col.2 against Sr.nos.1, 2, 3, etc.

Cols.3 – 5: These columns relate to purchase of goods for resale during the 12 months

In col.4 record the purchase price in Riels of the item or good listed in col.2. This purchase price must refer to some unit of quantity. This unit of quantity should be recorded in words in col.3. For example, for eggs, the unit in col.3 may be dozen or 50. For cigarettes, the unit in col.3 may be a carton of 50 packets.

In col.5 record for each item or good listed in col.2 the total amount spent on the purchase of that item or good during the 12 months. The interviewer may first ask about amounts spent per week or per month, depending on at what intervals the purchase was made, before estimating the amounts spent during a year.

Sr.no.7: This is the sub – total of Sr.nos.(rows) 1 to 6.

Sr.nos.8 – 9: Note that in col.5, the entry in the total row (Sr.no.9) is the total of entries for Sr.nos.7 and 8. After providing information on a few items with high turnover, the trader may be able to supply information for all other items (Sr.no.8). The total row (Sr.no.9) may then be obtained by addition.

Cols.6 – 14: The columns relate to sales activities during the 12 months.

Cols.6 and 10: For each of the goods or items listed against Sr.nos.1, 2, …ask: "What was the typical sale price of the item during the past 12 months?" Record this price in Riels in col.10. At the same time record in col.6 the unit of quantity to which this price relates.

Quite often, the unit of quantity in col.6 will be different from the unit of quantity noted in col.3. For example, for cigarettes, the unit in col.3 may be "one carton of 50 packets" but the unit in col.6 may be "one packet".

Cols.7 – 9: For each item or good listed in col.2, record in these columns the quantities sold or otherwise used during the 12 months, remembering that the unit of quantity is that noted in col.6.

Enter quantities sold in col.7; quantities consumed in the household in col.8; and quantities used for gifts, charity etc in col.9.

Cols.11 – 13: These columns are provided for recording receipts from sale or imputed values. For each item or good listed against Sr.nos.1, 2, …compute

Col.11 = Col.7 * Col.10 (this is receipts from sale)
Col.12 = Col.8 * Col.10 (this is imputed value of home consumption)
Col.13 = Col.9 * Col.10 (this is imputed value of gifts etc.)
Find the entries in these columns for "all other items" taken together (Sr.no. 8).
Compute the total of each column and enter the totals in the last row (Sr.no.9).

Col.14: It has been noted above that the unit of quantity in cols.3 and 6 may be different for any item.

It is therefore essential to record in col.14 the ratio defined as:

Ratio = Unit in col.3 / Unit in col.6

separately for each item or good listed in col.2. For example, if for cigarettes, the unit in col.3 is "one carton of 50 packets" and the unit in col.6 is "one packet", then the ratio in col.14 will be 50.

Col.15: Record in this column, separately for each item named in col.2, the value of stock held on date of survey, valued at purchase prices.
Then record against Sr.no.8 the estimated value of stock of all other items in the shop. Finally, against Sr.no.9, record the total value of stock of all items in the shop at purchase prices.

Page 17

IV. Hotels and Restaurants

Record the ECN of this activity in the box provided at the top of the page. Data relating to hotels, restaurants etc. should be canvassed using Qs.19 and 20 and again using Qs21 and 22.

Q19: This question seeks to find total expenditure on food materials, drinks, tobacco etc purchased by the household for the activity during the 12 months receding the date of survey.

Col.2: This column lists some groups of materials which are served to customers. Sr.nos.1 to 5 mention these groups in clear terms. Other groups may be recorded under Sr.nos.6 to 8.

Col.3: For each item or group of materials record in this column the amount spent on purchase of the item during the 12 months.

Sr.no.9: Enter in col.3 the total of all entries in that column against Sr.nos.1 to 8.

Q20. This question is asked to find receipts or revenue under major items from the activity during the 12 months.

Sr.nos.1 – 3: These relate to places where customers pay for board (food) or lodging (accommodation) or both.

Record against Sr.no.1 in col.3 the charges received during the 12 months from persons who paid for both board and lodging. In the spaces provided within brackets in col.2, enter (i) average number of bed – days stayed per week and (ii) the average number meals served per week for such persons. These entries will help in arriving at the entry for the amount in col.3 for the 12 – month period.

Record in col.3 against Sr.no.2, the amounts received as charges for lodging from persons who paid only for accommodation. Record in the space provided within brackets in col.2, the average number of bed – days stayed per week by such persons. This entry will help in arriving at the entry for the amount in col.3 for the 12 – month period.

Record in col.3 against Sr.no.3, the amounts received as charges for meals from persons who paid separately for meals. Record in the space provided within brackets in col.2, the average number of meals served per week to such persons. This entry will help in arriving at the entry for the amount in col.3 for the 12 – month period.

Sr.nos.4(a) – (e): These rows are provided for recording receipts from sales/service provided at bars and restaurants where customers place order for various items. Sr.nos.4(a)–4(d) are self – explanatory. Any other item of this type may be described in Sr.no.4(e). In each case, enter in col.3 total amount received from customers during the 12 months. Then enter the sub-total of Sr. nos. 4(a) – (e).

Sr.no.5: Record here the imputed value of goods and services consumed at home during the 12 months. The services may include laundry services, telephone services etc.

Page 18

Use one sheet (Page 18) for each non – farming activity. Two sheets are provided – they are numbered 18A and 18B.

Record ECN of the activity in the box provided at the top.

Note that it is necessary to fill Page 18 for each non – farming activity which is not covered in Pages 14 to 17, and also for each non – farming activity covered in Pages 14 to 17. See

Instruction above on Pages 87 – 89 of this Manual.

B. Cost of Non –Farming Activities (All Types) and Summary

Q21: Many of the items have been explained in connection with the four selected types of activities (see Pages 14 – 17). A few further points need to be made.

Sr.no.10: Freight and transport expenses include expenditure on transport of goods and persons needed for the non – farming activity. Include in this payments made to others providing transport service, running expenses of owned vehicles etc.

Sr.no.16: Enter in col.3 the total payment of wages and salaries to hired workers, if any such worker was engaged during the 12 months. The amount should include all payments made in cash and the imputed value of payments in kind in the form of food or meals or clothing etc.

C. Revenue of Non – Farming Activities (All Types and Summary)

Q22. Here also a few points remain to be made.

Sr.no.12: Record in this line revenue earned from any electricity generator by the household (economic activity) supplying electricity to other users. Similarly, record any sale of water against this item.

Sr.no.13: In many cases rental income from land and building will not be shown here if the household merely rents out the land / building and earns rental income for the same. Such income will be shown against Sr.no.2 under Q26 on Page 21 (Income from Other Sources). But record here any income earned from renting / leasing out land / buildings for storage and warehousing.

Sr.nos.15(a) – (e): Entries will be made in these lines for many service sector activities.

<u>Page 19</u>

Section V. Physical Assets of Farming and Non – farming Activities

This Section seeks to record a few items of information on important physical assets owned by the household for operating the different household economic activities.
Some of these assets may not be in working condition, that is, they may be out of order, at the time of survey. Even then these assets should be included while recording the value of assets in col.3.

Col.2: Different types of assets are listed in this column. Any other type of asset may be described and shown under item no.14: other durable assets (specify). Examples are: typewriter, photocopy machine and cash register machine. Only valuable items of durable nature may be listed.

Col.3: Record here the total sale value at current market prices of the assets owned, item by item. Be careful if more than one asset is considered against the same item (or Sr.no.). Thus, if the household owns two water pumps, one of them may have a lower price than the other and may even be out of order. To find the total value of the two water – pumps (Sr.no.6) one has to ask for the sale value of each, and may have to ask if the one which is out of order is beyond repair. The entry in col.3 should be the total sale value of the two water – pumps. Similarly, prices may be different for different draft animals owned by the household, and for this item (Sr.no.13) the entry should be the total sale value of all the animals owned. Also, some items are clearly groups of different types of assets; for instance, item no.4 includes sickles, reaping hooks, rakes, ploughs, harrows etc. The interviewer must ask for the current sale value of different assets included in each item and enter the total of these sale values.

Cols.4 – 5: These two columns are for recording total money value of assets purchased (col.4) and sold (col.5) during the 12 month period preceding the date of survey. These values should be recorded in each line, that is, separately for each item. Here also any item may include assets of different types and only the totals over assets included in the item should be recorded in col.4 and/or col.5. Thus, the household might have purchased one water – pump and one winnower during the 12 months. The entry in col.4 for item no. 6 should be the total of the purchase values of these two assets.

Sr.no.15: This is the total of rows numbered 1 to 14. Record against this item the totals of all entries in each column.

Pages 20 – 21

VI. Other Income and Receipts

This is the last Section of the Module where information on income is collected by interviewing the respondent(s). It aims at collecting data on income of the household from different sources other than wage employment and self – employment in household economic activities.

Sub – Section B on page 21 lists these sources in col.2. Amounts received from these sources during the 12 months should be entered in col.3. Sub – Section A on Page 20 records the information in detail for one of these sources, namely, "assistance and support (remittances)" (Sr.no.12 on Page 21).

Page 20

A. Assistance and Support (Remittances)

Q24: Ask the head of the household if any member of the household received any money or other payments (like food or clothing) from someone who was not a member of the household during the 12 months preceding the date of survey. Such assistance and support are often received from a relative such as a son or daughter, who stays elsewhere.

If the answer to the question is 'yes', then enter code 1 in the box provided and go to Q25; but if the answer is 'no', then enter code 2, skip Q25 and go to Part B or Q26 on the next page.

Q25.

Col.2: Write in this column in successive rows the names of persons who sent money or goods (remittances) to this household during the 12 months.

Col.3: For each donor in col.2 ask who in the household was the primary recipient of the remittance and write down the ID No. of this member consulting the List of Household Members in Section I of the Core Questionnaire. If this remittance was not meant for any member in particular, record the ID No. of the head of household.

Col.4: Record, using Relationship Codes printed below, the relationship of the donor (the remitter) to the recipient noted in col.3.

Col.5: Record here the sex of donor using codes shown in the column heading.

Col.6: Enter the appropriate code, using the codes provided in the column heading. The idea is to classify donors according to their current place of residence.

Col.7: Describe in col.7a the primary occupation of the donor in sufficient detail, so that the occupation code can be entered in col.7b in the office.

Col.8: Record in this column the main reason for the transfer or remittance. Use the codes provided at the bottom for this purpose.

Cols.9a - 9c: Record the total amounts received from each donor during the 12 months in cash (use col.9a) and in kind (use col.9b). If the same donor sent money or goods more than once during this period, show the annual totals in these two columns. Then compute :

col.9c = col.9a + col.9b

in each row.

Total row: Enter the totals of cols.9a, 9b and 9c in this row, and check that the totals satisfy the relation:

Total (col.9c) = Total (col.9a) + Total (col.9b)

The total of col.9c is to be copied on Page 21, against Sr. no 12, in col.3.

Page 21

B. Income from Other Sources

Q 26: As stated earlier, this question seeks to collect information on income received by the household during the 12 months preceding the date of survey from all sources other than wage employment and self-employment.

Cols. 2 - 3: The different sources of income are listed in col.2. The amounts received during the 12 months should be entered in col.3 against each Sr. no. or source.

Sr. no. 1: There should be an entry against this whenever the household owns its dwelling. The estimated annual rent of that dwelling at market rates should be entered in col.3 against Sr. no 1. The entry in col.5 under Q17 (on Page 12) in the Core Questionnaire for Households in the row for the House rent may be copied here.

Sr. no. 2: Enter in col.3 the actual annual rent received for house, garage, shop etc, if any, rented out by the household during the 2 month period. The entries for Q22 in the Core Questionnaire may be consulted for this purpose.

Sr. no. 3: Record here in col.3, against Sr. no 3, the income in cash and kind received from leased out land, tank etc, during the 12 months preceding the survey. Rental income from land can be found in Page 8 – it is the total of col.5b under Q 4 on that page.

Sr. no. 4: Enter here in col.3 the income in cash and kind received for renting out car, machinery and equipment, draft animals etc, during the 12 months.

Sr. nos. 2 - 4: A note of warning must be recorded here so that no income is recorded twice. On Page 18, under Q 22, rental income from land and building (e.g., from storage and warehousing) and rental income from equipment and machinery have been included (see Sr. nos. 13 and 14, respectively) as revenue from non-farming activities of the household. Such incomes should not be included here again.

Sr. nos. 5 – 6 : These cover income on the financial assets of the household, namely, bank accounts and company shares or securities.

Sr. no. 9: This represents assistance and support received from NGO and other institutions during the 12 months, which was not a loan and which is not to be paid back. Enter total amount received through such transfers, cash plus kind, in col.3.

Sr. no. 11: Record interest on loans received by the household during the 12 month period in the first line under col.2, and the amount of interest repaid by the household during the same period in the second line under col.2. The net amount = interest received – interest repaid. This should be entered in col.3, with a + or – sign, as the case may be.

Two situations are given below to explain the procedure:

1st Situation

(2)	(3)
Interest received (Riels) + 100,000	
Interest repaid (Riels) – 70,000	
Net	30,000

2nd Situation

(2)	(3)
Interest received (Riels) + 100,000	
Interest repaid (Riels) + 150,000	
Net	–50,000

Note that receipt or repayment of principal of loan is not to be entered here.

Sr.no.12: Copy here the total amount in the last row under col.9(c), on Page 20, for Q25.

Sr.no.13: It may happen that some persons, who are members of the household according to the definition adopted, are temporarily living elsewhere, for a period less than 12 months, but can not be included as household members in the Core Questionnaire and Module for purposes of data collection. Sr.no.13 will cover assistance and support from such household members. Note that assistance and support from others have been recorded on Page 20, under Q25 and finally against Sr.no.12 here.

Sr.no.14: Enter here in col.3 the imputed value of other gifts received in cash and kind from non – household – members on special occasions or as charity. Take care to avoid double counting of gifts in the three lines Sr.nos.12 – 14.

Sr.no.15: Produce from home garden and some goods obtained by free collection may not have been covered in the Sub – sections on Cultivation and Forestry. The imputed value of all such goods should be entered here in col.3.

Page 22

VII. Summary / Balance Sheet

The interviewer should bring together on this sheet summary information on household income from self – employment, activity by activity (in Part A), income from wage employment (in Part B) and income from other sources (in Part C). Total annual income of the household will then be computed in Part D as the sum of these three incomes.

In Part E the interviewer should record, in lines 1 to 4, summary figures from the Core Questionnaire for the same household in respect of consumption expenditure on different groups of items. These figures will be converted into annual expenditures by multiplying them by appropriate factors (52, 12, 2 or 1). The total of the four products will be the annual consumption expenditure of the household.

The main aim of this Summary/Balance Sheet is to check whether total income and consumption expenditure of the household are in satisfactory agreement. Data would be considered fully satisfactory if income is somewhat higher than consumption expenditure. Quite often, income is found to be appreciably smaller than consumption expenditure. In such cases, the interviewer must check his data and revise them, as far as possible, by putting probing questions to the respondents. He may examine the incomes from household economic activities entered in col.6 of Part A. If this income is small or negative for any of the activities, then the cost and revenue data for that activity need to be carefully checked. It may also be the interviewer has missed out some activity or source of income of the respondent household.

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VIII. Problems of Non – Farming Household Economic Activities

Q 27.

This Section asks some questions about each non – farming activity operated by the household during the 12 months preceding the date of survey to find out what problems were faced in starting and operating the activity. Show one line for each non – farming economic activity listed in Section IB on Page 5.

Col.1: Show here the ECN of the activity as recorded in Section IB on Page 5.

Col.2: Ask the question printed in the column heading and enter code 1 if the answer is "yes" and code 2 if the answer is "no".

Col.3: Enter here the amount spent during the 12 months on a license or for registration fees for the activity.

Cols.4 - 6: These columns will be filled if code 2 has been entered in col.2. Enter code 1 in col.4 if some problems arose during the 12 months from not registering this activity and then enter up to two codes in cols. 5 and 6 to indicate the problems that arose from not registering. (Use the codes listed in the heading of cols. 5 – 6.) Enter code 2 in col. 4 if no problem arose in the 12 months from not registering the activity, and in this case leave cols.5 – 6 blank.

Cols.7 - 8: Ask the question printed in the column heading and record in cols. 7 – 8 up to two codes for problems faced in starting the activity. Use codes provided in the column heading.

Col.9: Ask the question printed in the column heading and enter the total amount of money that the household needed to start the activity.

Col.10: Ask the question printed in the column heading and enter the code for the main source of money using the codes printed at the bottom of the page.

Col.11: Ask the question printed in the column heading and enter code 1 if the answer is "yes" and code 2 if the answer is "no".

Col.12: Ask the question printed in the column heading if code 1 has been entered in col. 11. Enter the appropriate code for <u>main</u> reason using the codes provided in the column heading.

Col.13: Ask the question printed in the column heading and enter code for that source to whom the largest debt is due. Use the codes provided in column heading. This column will be blank if the activity is not currently in debt to any one.

Col.14: Fill up this column if there is some entry in col. 13 . Enter here the monthly rate of interest charged by the creditor to whom the largest debt is due. The entry will be 0 if no interest is charged.