



FEDERAL REPUBLIC OF NIGERIA  
NATIONAL BUREAU OF STATISTICS ABUJA, NIGERIA



## **NIGERIA LIVING STANDARDS SURVEY**

### **INTERVIEWER MANUAL**

**SEPTEMBER 2018**

## Table of Contents

INTRODUCTION.....	3
OBJECTIVES.....	3
COVERAGE.....	3
SAMPLE DESIGN.....	4
TRAINING FOR FIELDWORK .....	4
FIELD WORK ARRANGEMENT .....	5
MAIN SAMPLE TEAM SCHEDULE.....	5
OVERSAMPLE TEAM SCHEDULE.....	8
FIELD PROCEDURES.....	10
FIELD SUPERVISION .....	10
MONITORING OF FIELD WORK.....	11
REMOTE MONITORING OF FIELDWORK.....	11
COORDINATION.....	12
CONDUCTING AN INTERVIEW.....	12
HOW TO READ THE QUESTIONS .....	13
UPPER AND LOWER CASE TEXTS (CAPITAL LETTERS AND SMALL LETTERS).....	13
TIPS ON CONDUCTING THE INTERVIEW .....	15
LANGUAGE OF INTERVIEW.....	16
COMPUTER-ASSISTED PERSONAL INTERVIEW (CAPI): SURVEY SOLUTIONS.....	17
GETTING STARTED IN SURVEY SOLUTIONS INTERVIEWER.....	17
LOGIN/LOGOUT.....	17
SYNCHRONIZATION: RECEIVING NEW INTERVIEWS AND SENDING COMPLETED ONES.....	18
DASHBOARD: MANAGING WORKLOAD.....	18
INSIDE AN INTERVIEW .....	20
THE QUESTIONNAIRE.....	29
DEFINITIONS .....	29
SECTION A: START.....	30
SECTION 1A: HOUSEHOLD FLAP.....	31

SECTION 1B: MEMBER DETAILS .....	34
SECTION 2: EDUCATION.....	37
SECTION 3: HEALTH.....	42
SECTION 4: LABOUR.....	50
SECTION 5: REMITTANCES .....	56
SECTION 19: LAND TENURE .....	58
SECTION 6A: MEALS AWAY FROM HOME.....	60
SECTION 6B1: FOOD EXPENDITURES (PART 1).....	61
SECTION 6B2: FOOD EXPENDITURES (PART 2).....	62
SECTION 6C: AGGREGATE FOOD CONSUMPTION .....	64
SECTION 7: NON-FOOD EXPENDITURES .....	65
SECTION 8: FOOD SECURITY .....	66
SECTION 9: NON-FARM ENTERPRISES .....	66
SECTION 10: HOUSEHOLD ASSETS .....	72
SECTION 11: CREDIT.....	73
SECTION 12A: BETA DON COME .....	74
SECTION 12: SOCIAL SAFETY NETS.....	78
SECTION 13: OTHER INCOME.....	81
SECTION 14: HOUSING.....	82
SECTION 16: ECONOMIC SHOCKS .....	91
SECTION 15: CRIME AND SECURITY .....	91
SECTION 18: AGRICULTURE .....	95
SECTION R: RESULT OF THE INTERVIEW .....	97
COMPLETE.....	98
APPENDIX 1: LIST OF OCCUPATIONS AND CODES .....	100
APPENDIX 2: INTERNATIONAL STANDARD FOR INDUSTRIAL CLASSIFICATION.....	109

## **INTRODUCTION**

Nigeria faces substantial gaps in producing adequate and timely data to inform policy making. The Nigeria Living Standards Survey (NLSS) collects information on multiple topics in a single survey, and covers large number of households across the country. One of its main objectives is to produce poverty rates that are representative at the state level. The National Bureau of Statistics (NBS) of Nigeria is conducting the NLSS 2018/19 over a 12-month period. Previously, NBS conducted similar surveys in 2003/2004 and 2008/2009. These surveys were conducted over a 12-month period to capture seasonality in household consumption expenditure.

The survey questionnaire will include different components of household expenditure and consumption, as well as other socioeconomic and demographic characteristics of the population, such as education, health and labour.

## **OBJECTIVES**

- To measure poverty levels at the state and national levels.
- To determine the consumption contribution to GDP in the country.
- The expenditure data will be used to update the weights and market basket for the Consumer Price Index (CPI).
- To build capacity in the development and implementation of a Computer Assisted Personal Interview (CAPI)
- To build capacity and develop sustainable systems for producing accurate and timely information on the welfare of households in Nigeria.
- To actively and accurately disseminate welfare statistics

## **COVERAGE**

- The survey will cover all the 36 states and the Federal Capital Territory (FCT)
- Both urban and rural enumeration areas (EAs) will be canvassed

## **SAMPLE DESIGN**

The sample EAs for the NLSS were drawn from the National Integrated Household Surveys (NISH) master sample that has state-level domains. Using the NISH master sample, 60 EAs were selected in each of the 36 states and the FCT. A fresh household listing was conducted on a quarterly basis, from which 10 households are selected for each EA to be interviewed over a 12-month period. The first quarter household listing exercise was undertaken in June/July 2018. Given the delays in the fielding the main survey, the second quarter listing is scheduled for December 2018, while the third and fourth quarter listing exercise will occur in March and June 2019 respectively. Compared to a one-time listing at the beginning of the survey, a quarterly listing allows for minimizing attrition of households due to relocation.

The NLSS sample of 22,200 households from the 36 states and FCT, shall be interviewed over a 12 months period, such that each month, 50 households are interviewed in the survey. The fieldwork will be arranged in such a way that households are interviewed every day in each state. The NLSS sample is representative at the State, Zonal and National levels, with urban and rural coverage.

As part of the Federal government's effort of addressing poverty, vulnerability and social exclusion in Nigeria, the National Social Safety Nets Coordinating Office (NASSCO) and National Cash Transfer Office (NCTO) of the federation has implemented a conditional cash transfer program across states in the country. In order to examine the impact of the program on households in the country, there shall be an oversample from the list of beneficiary households in selected states across the country. These oversampled beneficiary households shall equally be interviewed over the course of 12 months. The fieldwork arrangement of the teams interviewing the oversampled households shall be slightly different from that of the main survey, but the same instrument and other protocols shall be the same.

## **TRAINING FOR FIELDWORK**

There shall be two levels of training. The first level training (training of trainers (ToT)) shall occur at NBS headquarters, Abuja, and shall consist of the following participants – 24 senior technical staff of NBS from headquarters, 24 data editors, and 6 coordinators from NBS. The ToT shall focus on equipping participants with detailed technical understanding of the survey instruments, including CAPI and field practice, so that they can train the field personnel in the second level training. At the end of the ToT, the technical staff and the data editors shall be examined on different aspects of the questionnaire and the survey. Selection of the senior technical staff to be trainers in the second level training shall be based on performance in the exam, in-class performance, training and presentation skills, and individual's ability to explain difficult concepts

and manage a class. Overall, 18 senior technical staff shall be selected as trainers. The selection of the 18 data editors, however, shall be based only on performance in the exam. The ToT shall last for 10 days.

The second level training (training of enumerators (ToE)) shall comprise NBS personnel from the states, and shall include the following – zonal controllers, state officers, supervisors, and interviewers. The trainers, data editors, coordinators and other stakeholders shall also participate in this training. The ToE shall last for 15 days and shall focus on providing participants with detailed understanding of the survey and CAPI, elucidation of important concepts and questions in the questionnaire, in-class exercises, field practice and evaluation. At the end of the training, participants shall be evaluated, and the best performers, selected to participate in the main fieldwork that shall last for 12 months.

## **FIELD WORK ARRANGEMENT**

### **MAIN SAMPLE TEAM SCHEDULE**

There shall be one team per state, comprising one supervisor and three enumerators, and they shall work in a roving manner. The team shall all travel to an EA, interview all selected households and conduct the community interview, including the market prices, and then move to the next EA. It is estimated that each team will spend on average 3 days per EA, and that each enumerator shall interview one household per day. With 3 enumerators, each interviewing one household per day, there will be one remaining household, which must be interviewed by the supervisor of the team. Thus, in addition to the community questionnaire, the supervisor shall conduct one household interview per EA. Besides interviewing all selected households fully and accurately, spending 3 days per EA allows the team to also address all errors checks/comments that will be sent to them by the data editor or headquarters.

Given that the survey shall be conducted over a 12-month period and households shall be interviewed each day across the country, the fieldwork arrangement is organized such that teams take breaks at different times. In order to ensure this, teams/states shall be assigned to either of 3 fieldwork schedules, and this schedule shall be duly followed across the different management and technical structures of the project. The Table below shows the number of EAs that an assigned team must complete before taking first long break, assuming a 31-day calendar month. For instance, teams operating with schedule 1 shall take their first long break after they have completed three EAs, while those using schedule 2 and 3 will do so after completing 2 and 4 EAs respectively. After the first long break, all subsequent long breaks will occur after each 3 EAs.

Day	Sched1	Sched2	Sched3
1	EA 1	EA 1	EA 1
2	EA 1	EA 1	EA 1
3	EA 1	EA 1	EA 1
4	EA 1	EA 1	EA 1
5	EA 2	EA 2	EA 2
6	EA 2	EA 2	EA 2
7	Sunday		
8	EA 2	EA 2	EA 2
9	EA 2	EA 2	EA 2
10	Break	Break	Break
11	EA 3	Break	EA 3
12	EA 3	Break	EA 3
13	EA 3	Break	EA 3
14	Sunday		
15	EA 3	Break	EA 3
16	Break	EA 3	EA 4
17	Break	EA 3	EA 4
18	Break	EA 3	EA 4
19	Break	EA 3	EA 4
20	Break	EA 4	Break
21	Sunday		
22	EA 4	EA 4	Break
23	EA 4	EA 4	Break
24	EA 4	EA 4	Break
25	EA 4	Break	Break
26	EA 5	EA 5	EA 5
27	EA 5	EA 5	EA 5
28	Sunday		
29	EA 5	EA 5	EA 5
30	EA 5	EA 5	EA 5
31	Break	Break	Break
1	EA 6	Break	EA 6
2	EA 6	Break	EA 6
3	EA 6	Break	EA 6
4	EA 6	Break	EA 6

## Protocols for Identifying/Locating Households– Main Sample

### Sample Design

The sample selection was carried out in two phases. First, sixty (60) EAs were randomly selected within each state of the federation and the FCT. That is, there are 2,220 EAs selected across the entire country. Subsequently, all households in the selected EAs were listed. That is, a listing of all households in each EA was conducted. At second phase, ten (10) households were randomly chosen from the listing in phase one. Additionally, replacement households were also selected, this households will replace those selected households that are not available at the time of interview. From the listing exercise, information on the names of heads of households, phone numbers of heads of households or household members, GPS location of dwellings, and the physical addresses of the households are provided. With these details provided, the enumerators can easily locate the chosen households in each given EA.

Given the location and identification information are documented and available, the field personnel proceed to conduct the field operations following the interview protocols below.

- State Level:
  - **State Officers** liaise with their respective state administrative offices to obtain an **Introduction Letter** to the LGAs
- LGA Level:
  - **Supervisors** introduce the team/work at the LGA level using **letters** from the state
  - Supervisors also obtain introduction letter from the LGA to the community leader
- Community Level:
  - **Supervisor** introduces the team/work to the community leader.
  - **Supervisor** seeks and obtains approval from the community leader to commence work
- Thereafter, interviewers proceed with interviews at the household level
- Interviewers MUST introduce themselves and discuss the objectives of the survey before proceeding with the interview
- In the event of individual level interviews, consent should be sought from each respondent
- Read out the consent form is as follows:

“Hello, my name is **[name]** from the National Bureau of Statistics (NBS) and I am here to collect data on Nigeria Living Standards Survey (NLSS). your household has been randomly chosen to participate in this survey. **All information** collected in the survey **is strictly confidential** and will be published in aggregated form where **personal information** of the individual such as names and addresses **will not be recognized**. Please note that your participation in this survey is voluntary. If you are not comfortable to respond to a specific question please let me know. Furthermore, if you feel like we need to take a break, please let me know and we can proceed later. Please let me know if I should go ahead with the interview.”

### Replacement of households

If after 3 unsuccessful attempts, the interviewer is not available to find the household and/or if the household refuses to participate on the survey, the interviewer will inform the supervisor of the issue. After the supervisor has been briefed by the interviewer and determines that a replacement is warranted, the supervisor will request a replacement household be made available for the interviewer. The replacement household will be randomly selected from the pool of available replacements.

### OVERSAMPLE TEAM SCHEDULE

The fieldwork schedule for the oversample team shall be different from that of the main sample team. Unlike the main sample team that has 4 team members, the oversample team shall comprise two persons, a team leader and a team mate. Both of them will conduct interviews of the beneficiary households. Unlike the main sample households that are selected from EAs, the oversample households are selected from wards/communities with a wider geographical coverage. Thus, the oversample teams will have to track households within communities or that might have relocated across wards or communities. Further, the oversample field personnel shall be expected to have strong communication and interpersonal skills, as well as ability to operate Survey Solutions CAPI without difficulty.

In order to facilitate the team's effort at reaching beneficiary households, a database of selected households in each state shall be provided to the team. The database shall contain information on the household's address and phone numbers of beneficiary members. Though the addresses and phone numbers of the beneficiary households are provided, it is recommended that the team coordinates with the state NCTO persons for the respective ward, especially when it is difficult to locate the household.

Given the nature of work involved in locating the households, each person in the group shall be given 2 days to interview one household. For instance, if the team has 20 households to be interviewed per month, then for two enumerators, each person shall interview 10 households, with a total of 20 days per enumerator. The number of days per household shall be 2, which mean the enumerator must use 2 days to locate and interview one household. The table below shows the distribution of households per states and the number of households to be interviewed per state per month

No. of States + FCT	No. of EAs/State	Total EAs	No. of HH/EA	Total households	Households/month	Interviews /Enumerator / Day	Days / EA
37	60	2,220	10	22,200	50	1	3

## **TRACING PROTOCOLS FOR CASH TRANSFER BENEFICIARY HOUSEHOLDS**

### **Background**

The Federal Government of Nigeria has prioritized the implementation of social protection interventions as an instrument for the reduction of poverty and socio-economic vulnerabilities in the population. One major intervention towards achieving this is the establishment of the National Social Safety Nets Projects (NASSP), a flagship initiative under the Social Investment Programme. NASSP is currently being implemented in partnership with the World Bank through a counterpart funding of \$500 million loan to the Federal Government. The aim of the project is to support the Government by expanding access for poor households to social safety nets, while also developing systems at the federal level for use by other safety net and public programs.

One of the objectives of NASSP to strengthen and consolidate the building blocks of a safety net system at the national and state level that can deliver targeted support to poor households (HHs) across Nigeria. Under this objective and to ensure sufficient data availability for safety nets targeting and monitoring, NASSP is supporting the National Living Standard Survey (NLSS) - a household survey representative at the national and state levels used by the National Bureau of Statistics (NBS) to monitor poverty in Nigeria.

### **Sample Design**

A deliberate design of the NLSS, is to oversample HHs to capture existing beneficiaries of the NASSP cash transfer (CCT) and allow it to be used as a baseline for future evaluation. The NLSS oversample will be derived in 2 stages: the Wards will serve as the Primary Sampling Unit (PSU) and households as Secondary/Ultimate Sampling Unit. With guidance from the NASSP Coordinating Office (NASSCO), the oversample will be selected from the National Beneficiaries Register of Poor and Vulnerable Households (PVHHs) across eighteen states.

### **Cash Transfer Facilitators (CTFs)**

The State Cash Transfer Unit has local staff who will facilitate the contact of beneficiaries to be interviewed; they are referred to as the *Cash Transfer Facilitators* (CTFs). The CTFs are appointed for each political ward from a pool of LGA staff to support the roll-out of the CT in communities within the LGA.

The CTFs should be contacted through the State Cash Transfer Unit (SCTU) to trace the HHs. A list of CTFs for selected states by communities and their contact information is provided in Appendix I.

### **Protocols for Tracing CCT Households**

The data available in the NSR for those selected households should include information on the name of heads of HHs, phone numbers of heads of HHs or HH members, GPS location of HHs, and the physical addresses of the HHs including community, political ward, Local Government Area, and State. With these details, the survey enumerators should be able to locate the selected HHs in the selected Wards. However, given that even with the above information it may be difficult to locate the HHs, and/or because there are cases where HHs location and identification information are inaccurate or unavailable, the survey team should follow the protocols below:

- i. Tracing of households will be a joint effort between NBS and NCTO staff and will require close coordination between the two teams.
- ii. NBS will receive the contact information of the State Cash Transfer Unit (SCTU).
- iii. NBS interviewers will contact the SCTU and will provide the list of households that should be interviewed (including replacements). The SCTU will then contact the CTFs based on the selected wards.
- iv. Prior to the interview, the CTF should contact the selected households making sure they are informed and cooperate.
- v. NBS interviewers and the CTF will go together to the community and introduce themselves to the household. This will avoid that households are wary about an interviewer just showing up and asking all these questions without some official notice from the SCTU.
- vi. The interview will be conducted **ONLY** by NBS interviewers. Due to privacy rules, it is mandatory that the CTF personnel leave the dwelling while the interview is being conducted. NBS interviewers will not start the interview until they are alone with the respondent and it is ensured that confidentiality has been guaranteed.
- vii. NASSCO will communicate this protocol to all the staff involved in the NLSS, so that there is clarity regarding the confidentiality of the interview and privacy rules are followed.

### **Replacement of households**

If after 3 unsuccessful attempts, the interviewer is not available to find the household and/or if the household refuses to participate on the survey, the interviewer will inform the supervisor of the issue. After the supervisor has been briefed by the interviewer and determines that the household is unavailable and a replacement is warranted, the supervisor will request a replacement household be made available for the interviewer. The replacement household will be randomly selected from the pool of available replacements.

## **FIELD PROCEDURES**

### **FIELD SUPERVISION**

The supervisor will manage all initial interactions with the community, including meetings with the community leaders or chiefs. The supervisor will also assist the interviewers with locating the assigned households and obtaining cooperation and consent from the households. Supervisors will be in touch with the interviewers regularly to observe them while conducting the interviews and ensure that it was properly done while still carrying out data collection on community

questionnaire and one household interview. The supervisor should take note of any issues observed during the course of an interview and discuss them with the team so the issue can be rectified. Any serious issues with an interviewer should be reported to the State Officer and HQ so appropriate action can be taken.

## **MONITORING OF FIELD WORK**

To ensure that good quality data is collected, a monitoring exercise will be mounted. One headquarters monitor will be assigned to 2-3 states and all states and FCT, Abuja will be covered. The monitors shall conduct three separate visits to their assigned state(s), and shall spend 6 days per state per visit, excluding travel days from Abuja. The first visit shall occur immediately following the start of the field work (within the first 2 weeks of field work). The second visit shall occur at the beginning of the second quarter of field work, while the final visit will occur during the third quarter of fieldwork.

The monitors will ensure proper compliance with the laid down procedures as contained in the manual, effect necessary corrections and tackle any problems that may arise. During each of the monitors visit to the states, they shall be given a monitoring questionnaire to complete and upload to the project server. This is a good way of ensuring that the monitors actually visit the teams, spend the required number of days with the teams, and report vividly and accurately, their observations in the field. The monitors shall continue to follow-up with the teams in their respective states during the course of the fieldwork, address any issues or challenges that they might have, and shall filter unsurmountable ones to the management and senior technical persons to address.

During the periods when the monitors are not with the teams, the state officers and zonal controllers shall take monitoring responsibilities, and they shall report directly to headquarters any issues/challenges that could mar the quality of the data collected. In between these two, the technical team will embark on another round of monitoring throughout the country. While the state officers will monitor in their own state, the zonal controller will mount it in at least 2 states (the zonal headquarters state and one other state of the same zone).

Monitoring instruments will be developed and discussed during training of trainers.

## **REMOTE MONITORING OF FIELDWORK**

Besides the in-person monitoring of quality of the data collection by the monitors, there will also be remote monitoring by NBS ICT team and the World Bank. Each day, the World Bank team shall download the data from the server, run error checks on them, and communicate the

results of the error checks to NBS ICT team. NBS ICT team shall in-turn send these communications to the field teams to take the required actions.

## **COORDINATION**

Directorate members of staff of NBS will coordinate the survey. Activities to be coordinated will include zonal Training, fieldwork, remote monitoring, fieldwork monitoring, finance, etc. Coordination shall last throughout the duration of the survey.

The table below shows the different activities and their respective timelines for the project

<b>S/No</b>	<b>Activity</b>	<b>Duration/ Period</b>
1	Training of Trainers	Aug. 28 – Sept. 7, 2018
2	Training of Enumerators	Sept. 10 – 24, 2018
3	Fieldwork	Sept. 27, 2018 – Aug. 26, 2019
4	1st Monitoring – HQs Monitors	Sept. 27 – Oct 3, 2018
5	2 <sup>nd</sup> Monitoring – HQs Monitors	Beginning of 2 <sup>nd</sup> quarter
6	3 <sup>rd</sup> Monitoring – HQs Monitors	End of 3 <sup>rd</sup> quarter
7	Zonal Controllers and State Officers	Between the monitors visits
8	Remote monitoring	Sept. 27, 2018 – Aug. 26, 2019
9	Data Processing and Analysis	After fieldwork

## **CONDUCTING AN INTERVIEW**

Successful interviewing is an art and not a mechanical process and each interview is a new source of information to be made interesting and exciting. Although the art of interviewing develops with practice, there are basic principles e.g. on how to build rapport, conducting interviews etc., which are followed. It is essential for enumerators to develop the correct attitude in carrying out

interviews. Some of the essential and necessary attributes of a good enumerator are: *politeness*, *patience* and *perseverance*. These terms are defined in more detail in subsequent paragraphs.

### **How to Read the Questions**

Each question should be read clearly and exactly as presented in the questionnaire. You should make sure that the way the question is read preserves the sense of the English question, rather than a word by word translation. If you have questions about how to phrase a question, you should ask your supervisor and refer to your notes from the training, where the phrasing of questions in local language will be discussed in detail. After reading the question, time should be allowed for the respondent to answer. If it appears the respondent did not hear the question, it should be read again and time allowed for a response. In cases where there has to be translation, the question should be translated as literally as possible.

### **UPPER AND LOWER CASE TEXTS (CAPITAL LETTERS AND SMALL LETTERS)**

Text written in upper case (capital) letters are instructions to the interviewer and should not be read to the respondent. Other texts that you will see written with upper case letters are lists and codes. These also should NOT be read to the respondent.

**Text written in lower case (small) letters SHOULD be read directly to the respondent.**

For example, in Question 9 (see Figure 2 below), you should read: *“In what year did you get married to your current spouse?”*. You should not read the text below that because it is written with upper case (capital) letters. The text in upper case letters is an instruction to you.

### **ESTABLISHING RAPPORT WITH THE RESPONDENT**

The enumerator and the respondent are strangers to each other and one of the main task is to establish rapport. The first impression a respondent has of you is formed through your appearance. The way you dress, your voice, gender and age may determine whether your interview is successful or not. The enumerator’s demographic characteristics i.e. gender and age play a role, in combination with similar respondent characteristics and the survey topic. Several refusals in a row might affect an enumerator’s ability to approach the next household. So, the respondent and enumerator interaction determines the decision of the respondent to cooperate or refuse. Dress neatly and simply. A positive attitude enhances the chances of gaining cooperation from respondents. The enumerator should assess each situation and tailor his or her approach based on prior information, perhaps obtained at the initial contact.

Always carry your official identification card with you so the respondent knows you are coming from NBS and be comfortable that you are authorized.

## APPROACHING THE DWELLING

Use a direction that appears to be well used as an entrance. Do not straddle fences or any other property boundaries. Ask locals or neighbours your way to the next dwelling unit when in doubt. Try not to arrive at the selected household at an inconvenient time of the day, such as mealtimes, or too late or too early in the morning. Try to arrive when the respondents will not be too busy to answer questions.

### Make a good first impression

Always do your best to make the respondent feel at ease on your first visit. With a few well-chosen words you can put the respondent in the right frame of mind for the interview. Open the interview with a smile and greetings and then proceed with your introduction as specified on your questionnaire. A good introduction of yourself, the organization you are representing, the purpose of your visit and what sort of demands you are going to place on the respondent should all be briefly articulated to the respondent. You must be well versed in the local traditional forms of greetings (especially in rural settings). Avoid mumbling and waffling. By the end of this training session it is hoped that these equally important aspects would have been covered fully.

Make sure that the respondents do not confuse you with others who might be visiting households for other reasons; for instance, malaria campaign.

If the respondents refuse to be interviewed, note the reasons and inform your supervisor who will take an appropriate decision. In such a circumstance, remain calm and polite at all times. Prior to declaring a household a total refusal, the enumerator must have applied the three Ps which stand for *Politeness*, *Patience*, and *Perseverance*.

- *Politeness* is best expressed as the practical application of good manners. The goal of politeness is to make all parties relaxed and comfortable with one another. It is a cultural phenomenon and therefore what is considered polite in one culture can sometimes be quite rude in another culture. Politeness must therefore seek to establish a positive relationship between parties.
- *Patience* is the state of enduring under difficult circumstances which can mean perseverance in the face of delay or provocation without acting on annoyance in a negative way, especially when faced with difficulties.
- *Perseverance* is the maintenance of effort in spite of difficulties encountered, it implies steadfastness, unremitting continuance in spite of problems or challenges faced.

### **Always adopt a positive approach**

Never be apologetic and do not use words like, "Are you too busy?" "Would you spare a few minutes?" or "Would you mind answering some questions?" Such questions obviously invite refusals before you start. "I would like to ask you a few questions" or "I would like to talk to you for a few minutes" Such statements may mislead the respondent to think that your mission is unimportant and invite refusal. You can proceed as follows:

*"Hello, I am (Name) from the National Bureau of Statistics (NBS) and I am here to collect data onNLSS. All the data collected in the Survey is strictly confidential and will be published in aggregated form where personal information of the individual such as names and addresses will not be recognized."*

Note again that, a positive attitude increases the chances of gaining cooperation from respondents.

- It is essential that you stress the confidentiality of all responses. You should never mention other interviews or show completed questionnaires to other enumerators or supervisors in front of a respondent or any other person.
- Avoid the presence of persons other than members of the household during the interview.

The presence of third parties during the interview may prevent you from getting honest and frank responses from the respondent. It also violates the rule of confidentiality. It is necessary that the interview is conducted as privately as is possible. A tactful attempt should be made to excuse third parties.

### **Answer any questions from the respondent frankly**

The respondent may ask a few questions before agreeing to be interviewed. Be direct and pleasant and display your knowledge and understanding of all aspects of the questionnaire and the survey.

### **TIPS ON CONDUCTING THE INTERVIEW**

Be neutral throughout the interview.

People are generally polite and may give answers they think you want to hear. Never allow the respondent to think that s(he) has given a right or wrong answer by an expression on your face

or tone of your voice. Never appear to approve or disapprove any of the respondent's answers. Refer any questions raised by the respondent to the end of the interview. Note that questions are carefully worded to be neutral and do not suggest that one answer is more likely or preferable to another. Failing to read the complete question may destroy that neutrality. If an ambiguous answer is given, try to probe in a neutral way by asking like this: "*Can you explain a little more, I did not quite get you, could you please repeat what you said again?*"

- a) *Never ever suggest answers to the respondents.* For example, "*I suppose you mean that - ----, is that right?*" Rather probe, that is, asking questions in such a manner that the respondent comes up with the relevant answer.
- b) *Do not change the wording or sequence of questions.* The wording and sequence of the questions must be maintained. If the question has been misunderstood, repeat it slowly and clearly. If it is not clear, you may reword the question but without altering the meaning of the original question.
- c) *Handle hesitant respondents tactfully.* A respondent may simply say, "*I don't know*", or may give an irrelevant answer or may act bored or detached or may contradict themselves or may refuse to answer. Try to instill interest of the respondent by spending a few moments talking about things unrelated to the interview. In doing so, please avoid engaging in potentially controversial topics or subjects such as politics, football, religion, etc. Confine your conversation to neutral topics such as the weather, agriculture and livestock, comments on the garden, etc. Do not interrupt the respondent or show any signs of impatience (*remember the 3 Ps*) when the respondent is giving irrelevant or elaborate answers. Listen to what she or he has to say and try to steer her or him back to the original question. Listening is an essential part of a two-way communication.
- d) *Do not form expectations.* You must not form expectations as to what is supposed to be the agricultural activities of the households. Also remember that differences between you and the respondent can influence the interviewee.
- e) *Do not hurry the interview.* Hurrying the interview may lead to errors in recording responses. You may also not get the correct and accurate answers from the respondent as he or she might not have fully understood or digested your question(s).

## **LANGUAGE OF INTERVIEW**

The questionnaire for the NLSS is only available in English. It is therefore imperative, that each team works out translations that fit the local dialects and culture where possible. It is very

important not to change the meaning of the questions when you rephrase or interpret them. These additional translations should be done during the training and before the commencement of field work. State teams should discuss the questionnaire as a group to agree on appropriate translation of each question into the local language.

## **COMPUTER-ASSISTED PERSONAL INTERVIEW (CAPI): SURVEY SOLUTIONS**

CAPI is an interviewing tool or technique in which the interviewer uses a computer—instead of paper and pen—to answer the questions during the interview. Survey Solutions is a CAPI software developed by the World Bank to assist governments, statistical offices and non-governmental organizations in conducting complex surveys with dynamic structures using tablet devices. Survey Solutions has two parts: The Designer and Interviewer. In the Designer, the administrator creates a questionnaire; design skips and specify quality controls. The Interviewer application is where the survey interviews are conducted in the field and completed interviews are sent to the survey server. Multiple communications will take place between the interviewers and their supervisors in the Interviewer. More on this in the Synchronization Section.

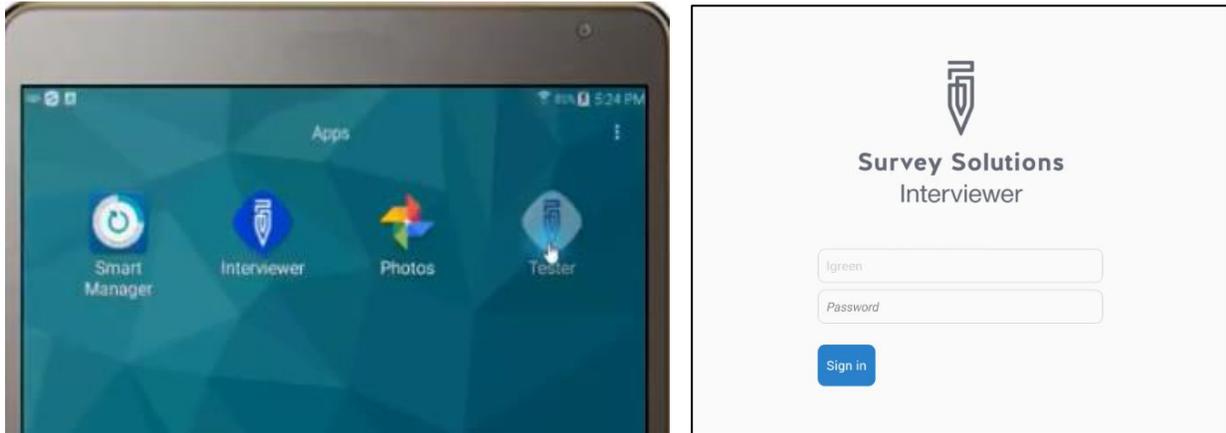
### **GETTING STARTED IN SURVEY SOLUTIONS INTERVIEWER**

Survey Solutions Interviewer has been installed on the tablets for this survey, otherwise, you will need to download and install the application on your device. To get started, simply find the Survey Solutions Interviewer icon on your home screen or in the apps page of the Android device. Tap (equivalent of click on a computer) this icon to start Survey Solutions Interviewer. Once you open the Interviewer application, you will see a login screen.

### **LOGIN/LOGOUT**

On the login page (shown in the figure on the right below), use your unique login and password to log in to see all your interviews. The login and password prevents others, particularly people outside of the survey, from accessing the sensitive data recorded on the device. At the end of the day, or whenever you are not using the tablet for an extended period, you should click on the menu button in the upper left-hand corner of the screen and select Sign out. This will make it so that no one can see the data recorded on the tablet.

To start work again, you should enter your unique Login and Password to continue collecting, editing or submitting data for the assignments on your account.



### SYNCHRONIZATION: RECEIVING NEW INTERVIEWS AND SENDING COMPLETED ONES

The Interviewer application is used for sending and receiving new interviews in Survey Solutions. This process is through Synchronization. Tapping the **Synchronization** button (shown in the figure below) at the upper right of your screen initiates communication between your tablet (device) and the survey server (called **Supervisor**). Synchronizing (“Synching”) will send completed interviews to the survey server and will download new assignments and all rejected interviews. It also removes all assignments that have been assigned to another interviewer off your tablet. Upon completion of synchronization, the number of completed interviews will be uploaded, number of interviews deleted, number of rejected interviews returned, and the number of new assignments downloaded are clearly displayed in a status box.

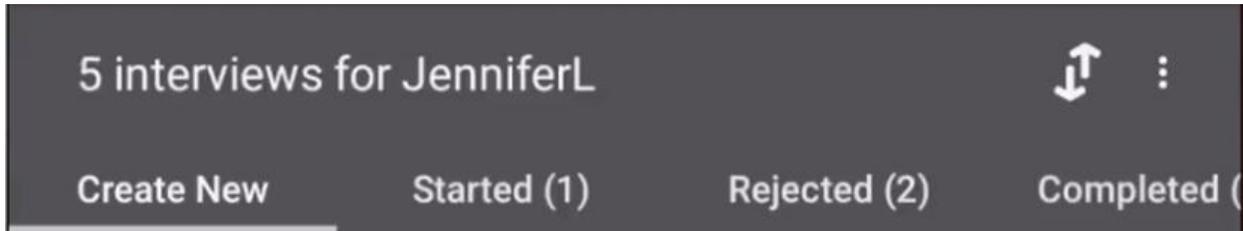


**Note:** Please note that the whole synchronization process requires a form of wireless network access. If you are unable to synchronize or synchronization is unsuccessful, please follow the instructions given in the error message or contact your field supervisor for further assistance.

### DASHBOARD: MANAGING WORKLOAD

The Interviewer dashboard offers a functional overview of the interviewer’s assignments and their status. At the top of the dashboard, you will find four possible statuses: *Create New*, *Started*, *Rejected* and *Completed*. That is, on the dashboard, the interviewer can see how many interviews

assigned to him/her, how many have been started, completed or even rejected (by the supervisor after submitting the interview) to be reviewed by the interviewer (see the figure below).



Each status on the dashboard is called a tab. To navigate between the different tabs, the interviewer can either tap on the tabs on top of the bar or swipe left or right, depending on desired movements. To help differentiate between the tabs, each tab is color coded as in the table below.

<b>Dashboard Tabs:</b>	Create New	Started	Rejected	Completed
<b>Color Coding:</b>	Gray	Blue	Red/Amber	Green

### **CREATE NEW INTERVIEWS (GRAY TAB)**

Lists all assignments that you need to start. Each assignment has a unique number and title of the questionnaire assigned by Supervisor/Headquarters. To open a new interview, simply tap on “START NEW INTERVIEW”, a blue rectangular bubble, to open a new interview for that assignment.

### **STARTED INTERVIEWS (BLUE TAB)**

Contains interviews that you have started, but not marked as completed. To resume an assignment or interview, navigate to the “Started” tab on the dashboard and find the assignment you would like to resume. Tap on this assignment to expand it and tap the blue “OPEN” bubble to open it. All your previous work will appear in the assignment.

**Note:** *Survey Solutions automatically saves all work throughout the interview*

## COMPLETED INTERVIEWS (GREEN TAB)

Contains interviews that you have marked as completed. Each completed interview is listed under the Completed tab until the interviewer synchronizes to upload it. To open a completed assignment, navigate to the “Completed” tab on the dashboard, find the assignment you wish to open. Tap once to expand the assignment card and tap the green “REOPEN” bubble to open it. All your previous work will appear in the assignment.

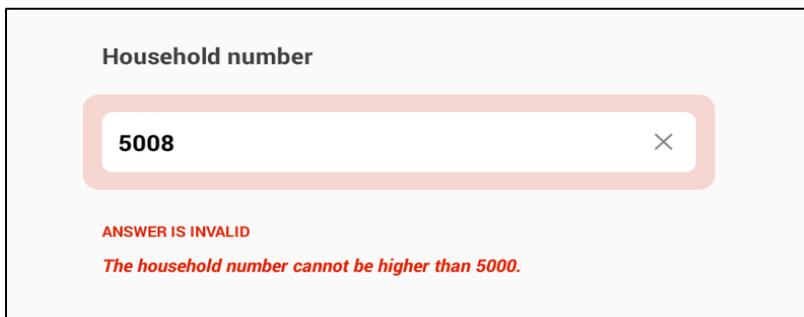
## REJECTED INTERVIEWS (RED/AMBER TAB)

Contains assignments that you have uploaded (through synchronization), and supervisors have reviewed, found issues, and returned to you for corrections or clarifications. To open a rejected assignment, navigate to the “Rejected” tab on the dashboard, find the assignment you would like to open and tap the red/amber “VIEWISSUES” bubble to open it.

## INSIDE AN INTERVIEW

## ERROR AND WARNING MESSAGES

### HOW TO KNOW IF YOU HAVE MADE A MISTAKE



Household number

5008

ANSWER IS INVALID

*The household number cannot be higher than 5000.*

After an answer is recorded, the Interviewer application automatically assesses whether the answer is consistent with other answers in the questionnaire or plausible based on what is known about the survey population. If an answer is inconsistent or implausible, that answer is considered invalid. If an answer is invalid, the tablet will vibrate and the questions will be outlined in red (the tablet will also vibrate if the feature is enabled). An error message will appear to describe the problem (as shown above). **You should try to correct all errors as soon as they arise.**

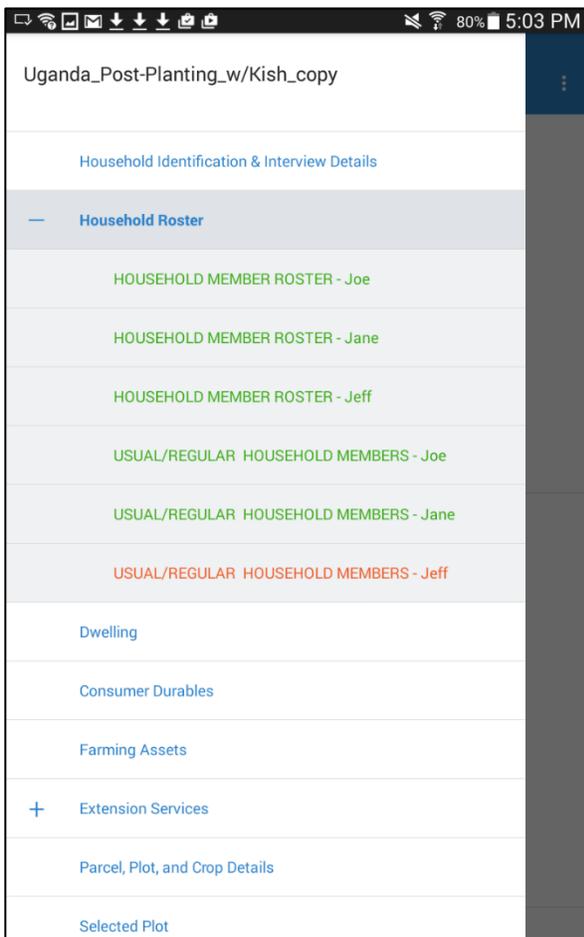
Please note that an invalid answer does not necessarily mean that the answer is incorrect. If an invalid answer is indeed a wrong answer, check your work and correct the issue. Sometimes, you

will need to probe the respondent further to correct the invalid answer. If the invalid answer is the correct answer, then please leave an explanatory comment for your supervisor and headquarter staff. (Please see the Comments section on how to leave comments for your supervisor.

## CHECKING WHETHER ALL QUESTIONS HAVE BEEN ANSWERED

You should always answer all the questions. There are several options on how to check if you have answered all the questions in the questionnaire.

A section will turn **green** when all questions have been answered and none have invalid answers. **Blue** means that there are unanswered questions. **Red** indicates that one or more questions in the answer have an invalid answer. **Ensure that the section is green before you move onto the next section.**



Navigate to the Complete Screen using the navigation pane. Once on that screen, the number of unanswered and invalid questions are displayed. You can identify the unanswered questions by looking for blue sections in the navigation pane.

### **CHECKING THAT ALL ANSWERS ARE VALID**

In addition to showing you the number of questions that are unanswered, the complete screen will also show you the number of questions that have errors. You can navigate to errors flagged by pressing on it in the list. **You should correct as many answers as you can before marking the interview as complete.**

### **LEAVING COMMENTS THE FOR SUPERVISOR/DATA EDITOR**

Comments can be left on any question. They may be useful to explain answers that you have confirmed with the respondent but that may appear strange or wrong to anyone that will be checking the data from your interview. To leave a comment, press for a few seconds on the question you would like to leave a comment for. After a few seconds, a comment field will appear, into which you can type any arbitrary long comment.

Alternatively, your supervisor or data editor can also leave comments on questions for you. These comments will likely be questions about the answers you have recorded. The comments will appear next to commented questions. To find the comments, simply navigate to the question with comments.

Your supervisor/data editor can also leave a comment for the whole questionnaire. Any comment left on the whole questionnaire will appear on the card for that household in the Dashboard.

**B2\_3. How many rooms does your household use for sleeping?**

YOUR COMMENT

---

**B2\_4. What type of material is mainly used for construction of the roof?**



## QUESTION TYPES

The questionnaire will have several different types of questions: numeric, text, single-select, multiple select, list, and date. As an interviewer, you must know how to answer each of them. To help you with that text, each question type is briefly explained below with visual aids.

## NUMERIC QUESTIONS

B05. During the past 12 months, how many months did joe live here?

WRITE 12 IF ALWAYS PRESENT OR IF AWAY LESS THAN A MONTH.

MONTHS

B06. If j  
main re

○ N  
○ N  
d

SYM 0

Questions that take a numeric response have a field for an open numeric answer. When that field is tapped, the numeric keyboard will appear so you can enter the numeric answer. Use the decimal button to enter a decimal number as an answer. For example, 2.5.

## TEXT

A09. NAME OF HOUSEHOLD HEAD:

1 2@ 3# 4/ 5% 6^ 7& 8\* 9( 0) Del  
q w e r t y u i o p  
a s d f g h j k l Done  
↑ z x c v b n m , ! . ? ↑  
Ctrl Sym English(US) ← →

Text questions have a field for an open text response. When that field is tapped, the text keyboard appears so that the interviewer can enter a text answer.

## SINGLE SELECT

**B04. What is the residential status of joe?**

- USUAL MEMBER PRESENT
- USUAL MEMBER ABSENT
- REGULAR MEMBER PRESENT
- REGULAR MEMBER ABSENT
- GUEST
- USUAL MEMBER WHO LEFT HOUSEHOLD MORE THAN 6 MONTHS AGO
- LEFT PERMANENTLY/DIED

Single-select categorical questions have answer options with round buttons. This type of question allows you to select only one option as an answer. To answer this type of question, you should select the button next to the answer that you want to choose.

## MULTIPLE SELECT

**I03. What was the advice from NATIONAL AGRICULTURAL ADVISORY SERVICES (NAADS) about?**

- Agricultural production
- Agricultural prices
- Agro-processing
- Crop Marketing
- Livestock Marketing
- Fishing production
- Livestock production: Meat
- Livestock production: Milk
- Prevention of Livestock diseases

Multi-select questions have answer options with check boxes. This question allows you to select many options as an answer. To answer this type of question, you should select the check box next to the answer that you want to choose. Follow the interviewer instructions to know how many options you can select. If there are no instructions, then select all the options corresponding to what the respondent answers.

**MULTIPLE SELECT, YES/NO QUESTIONS**

Does the enterprise sell [ITEM]?  
Yes / No

<input checked="" type="radio"/> / <input type="radio"/> Cereals	×
<input type="radio"/> / <input checked="" type="radio"/> Roots and Tubers	×
<input checked="" type="radio"/> / <input type="radio"/> Vegetables	×
<input checked="" type="radio"/> / <input type="radio"/> Fruits	×
<input checked="" type="radio"/> / <input type="radio"/> Meat and Fish	×

Multi-select categorical questions in yes/no mode have two radio buttons for each item—the left one that denotes “Yes” and the right one that denotes “No”. To answer this type of question, the interviewer taps the radio button associated with Yes or No for every item to answer the question.

## LIST

Household Roster

IN ORDER TO MAKE A COMPREHENSIVE LIST OF INDIVIDUALS CONNECTED TO THE HOUSEHOLD, USE THE FOLLOWING PROBE QUESTIONS:

Just to make sure that I have a complete listing:

- a) Are there any other persons such as small children or infants that we have not listed?
- b) Are there any other people who may not be members of your family such as domestic servants, lodgers or friends who usually live here?
- c) Are there any guests or temporary visitors staying here, or anyone else who stayed here last night, who have not been listed? IF YES, what are their names?

B01. NAME

MAKE A COMPLETE LIST OF HOUSEHOLD MEMBERS IN THE LAST 12 MONTHS INCLUDING GUESTS WHO SLEPT HERE LAST NIGHT AND THOSE THAT LEFT THE HOUSEHOLD PERMANENTLY

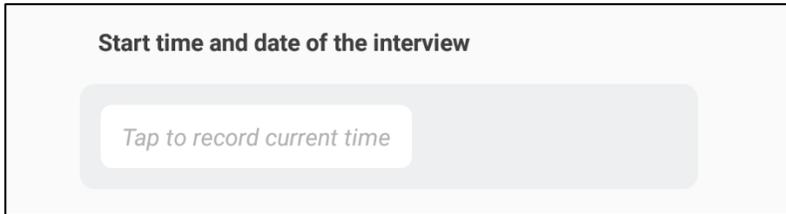
- Joe ×
- Jane ×
- Jeff ×

Tap to enter new item

Tap on the empty text box and use the keyboard to input an answer. Additional elements can be added to the list until the maximum allowable number of items is reached.

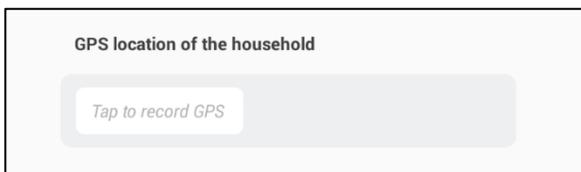
To delete elements from the list, tap on the X mark. **Be careful:** Tapping on the X will delete data if the elements of a list question are linked to a roster (e.g., names of household members, each of which has their own row in the household demographics roster).

## DATE: CURRENT TIME

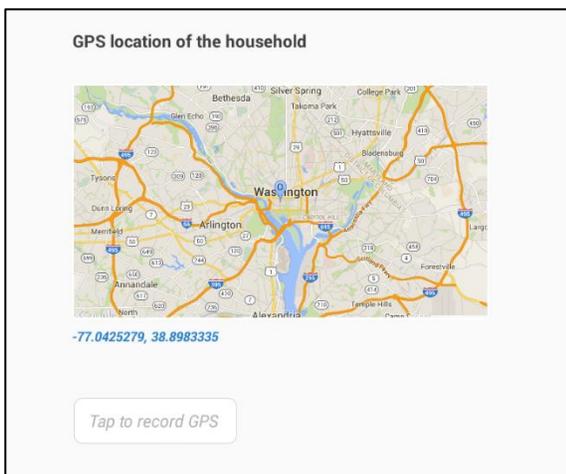


Tap once on the “Tap to record current time” button. Then, the current time on the tablet will automatically be recorded and displayed above the button. If you would like to record the time again, tap on the button again.

## GPS



First, tap on the “record GPS” button. Then, the tablet automatically records the GPS coordinates. The GPS location is displayed immediately below the question text, showing the longitude, latitude, accuracy, and altitude.



If GPS reading is not accurate enough, you may tap on the “record GPS” textbox again. Doing so will replace the old GPS reading with the new GPS reading. You can continue in this fashion until you obtain an adequately precise GPS reading.

## THE QUESTIONNAIRE

### DEFINITIONS

By the **PAST 7 DAYS** we mean the 7 days prior to the day of the interview. For example, if the interview takes place on Wednesday, consider the time between the morning of Wednesday one week earlier until the evening of Tuesday, the day before the interview.

By the **PAST 30 DAYS** we mean the month prior to the day of the interview. For example, if the interview takes place on 20<sup>th</sup> August, consider any item bought or paid for between the morning of 20<sup>th</sup> July until the evening of 19<sup>th</sup> August, the day before the interview.

By the **PAST 3 MONTHS** we mean the period from the same day of the month three months ago until the day before the interview. For example, if the interview takes place on 20<sup>th</sup> August 2018, consider the period between the morning of 20<sup>th</sup> May 2018 until the evening of 19<sup>th</sup> August 2018, the day before the interview.

By the **PAST 6 MONTHS** we mean the period from the same day of the month six months ago until the day before the interview. For example, if the interview takes place on 20<sup>th</sup> August 2018, consider the period between the morning of 20<sup>th</sup> February 2018 until the evening of 19<sup>th</sup> August 2018, the day before the interview.

By the **PAST 12 MONTHS** we mean the period from the same day and month one year ago until the day before the interview. For example, if the interview takes place on 20<sup>th</sup> August 2018, consider the period between the morning of 20<sup>th</sup> August 2017 until the evening of 19<sup>th</sup> August 2018, the day before the interview.

By **HOUSEHOLD** we mean a group of people who USUALLY SLEEP in the same dwelling and take their MEALS TOGETHER, and either have been part of the household for at least 6 of the 12 months preceding the interview or are currently members. It can equally consist of persons that are temporarily absent, but will be returning soon, such as students, etc.

## SECTION A: START

**Description:** The section is composed of interviewer questions about the household identification, consent and questions on GPS coordinates of the dwelling. The Cover is the first “section” in the questionnaire that you will see after creating an interview file for your assignment. It serves as a control step for you to verify that you have selected the correct assignment for the household. You do not have to fill in anything. ONCE you have cross check that you have selected the correct assignment, click START. If you have not selected the correct household, click on the 3 dots on the top right and go back to the dashboard.

<b>LGA</b>	The name of the LGA
<b>EA NAME</b>	The name of the enumeration area
<b>LOCALITY</b>	Name of the village or town
<b>HEAD NAME</b>	The name of the household head recorded during the listing exercise.
<b>HHID</b>	The unique household identifier. It is composed of the state code and the serial number of household in the LGA.
<b>ZONE</b>	The zone where the household is located
<b>STATE</b>	The state where the household is located
<b>Sector</b>	The sector (urban/rural) where the household is located
<b>EA CODE</b>	The code of the enumeration area
<b>STRUCTURE ID</b>	The number of the structure in the EA from the listing.
<b>HOUSEHOLD #</b>	The number of the household within the structure.
<b>ADDRESS</b>	The address or location of the household in the area. This should help you to find the rough area where the household lives. You will have to ask around for using the name of the head.
<b>PHONE</b>	Add one or several phone numbers where the household head or other household members can be reached.

1. Select NO if you have been unable to identify/locate the household, i.e. you could not find the house and nobody in the area has heard of the household name. Before you select it MAKE SURE that you are in the correct area, that you have asked local leaders and knowledgeable persons and that you have tried looking for the household using the name of the head from the household listing. If you are unable to identify the household, complete RESULTS OF INTERVIEW section and inform your supervisor that you were not

able to locate the household. They will communicate with headquarters for replacement.

2. – 4. Read out the consent statement to the respondent, select YES if they have accepted to be interviewed, and record the name of the member that gave consent. If the household refused, try to CONVINCED them. Do NOT FORCE them to participate. Ask your supervisor or state officer to help you talk to the household. It is very important that we interview the selected households. ONLY SELECT AS A LAST RESORT. If you selected NO, complete the RESULTS OF INTERVIEW section. Your supervisor will communicate with headquarters for replacement. Replacement will be monitored.

Select NO if after **at least 5 independent attempts** to visit the household you have never encountered an eligible respondent to be interviewed, despite the household not having moved away. ONLY select once you have tried making appointments using the household's phone number collected from the neighbors, and or have left a note. ONLY SELECT AS A LAST RESORT. Eligible respondent is an adult household member that is knowledgeable about the economic circumstances of the household. If you selected NO, complete the RESULTS OF INTERVIEW section. If your selected YES, proceed to provide the name of the household member that provided CONSENT, and then the name of the CURRENT head of the household.

5. Tap to take the GPS in front of the household's dwelling. You have to be OUTSIDE the dwelling to capture GPS. MAKE SURE that LOCATION is turned ON in the shortcut menu of the tablet. Repeat if the tablet does not record the coordinates. If the tablet continues to not capture GPS, check in Android Settings/Location Services that the Mode is set to USE GPS ONLY, and that Access to my location is ON.

## SECTION 1A: HOUSEHOLD FLAP

**Description:** This section serves to make a full list of all current household members.

**Respondent:** This person should preferably be the head of the household. If the head is absent, then a responsible and knowledgeable adult, preferably the spouse of the household head should be interviewed. This person must be a member of the household and must be capable of providing all the necessary information on each household member. You may have to ask a few questions to be able to identify a suitable respondent. The respondent may be helped by other members for this section.

**Definition:** In this survey, a HOUSEHOLD will be defined as a group of people who USUALLY SLEEP in the same dwelling and take their MEALS TOGETHER, and either have been part of the household for at least 6 of the 12 months preceding the interview.

At the beginning of the interview it is IMPORTANT that the RESPONDENT UNDERSTANDS who we consider a household member and who not. FAMILY and HOUSEHOLD ARE NOT NECESSARILY THE SAME. The household may include NON-RELATIVES such as live-in workers. If you change respondents during the interview, MAKE SURE they understand who you are talking about when you say household. MAKE SURE ALL conditions hold.

#### INCLUDE

- persons that are identified as head but did not spend 6 of the past 12 months in the household
- new-borns, persons that have just married or moved into the household, e.g. adopted children, new live in worker
- Students and seasonal workers who did not spend 6 of the past 12 months in the household and did NOT live as part of another household

#### EXCLUDE

- Guests, even if relatives, who are staying for a few days, weeks, or months (under 6), normally live in another household and are expected to return to a different household after a while
- Family members that maybe stay in the same dwelling or compound, but do not normally eat with the household

*EXAMPLE: In a FAMILY, you come to interview the household of Ajo, who is married to two wives, each with 2 children, who all live in the same compound. The oldest son of the first wife, Bema is already married and him and his wife normally cook and eat separately. Ajo has adopted the children of his brother after he passed away 2 months ago. With the household lives Dayo who works for the household but is not a relative. Include: Ajo, his wives and children, except Bema, the adopted children and Dayo. Exclude Bema and his wife. MAKE SURE AJO UNDERSTANDS WHO YOU ARE TALKING ABOUT WHEN YOU SAY HOUSEHOLD, IT IS DIFFERENT TO HIS FAMILY.*

**Instructions:** The aim of the section is to create a COMPLETE LIST of all CURRENT household members. You must give a UNIQUE name to every household member. Record first name and surname, and if this is not enough to distinguish members also a called name and/or Sr./Jr. to distinguish persons.

ONCE you have listed ALL members, you fill in their details in the MEMBER FLAP sub section.

1. List the names of all the household MEMBERS starting with the head of the household. If necessary, remind the respondent about the definition of the household.
2. Record the gender of MEMBER. Do NOT try to guess the gender of the household member from the name provided to you. This can lead to mistakes. Even in cases where you think that the name would most likely be a male's or a female's name, let the respondent CONFIRM the sex.
3. Record the relationship of MEMBER to the HOUSEHOLD HEAD. If the respondent is not the head of the household, make sure that you record the relationship of MEMBER to the household head, NOT the relationship to the respondent.

HEAD - The member who makes key decisions in the household and whose authority is acknowledged by other members. NOTE the key decision maker may not necessarily be the oldest member.

SPOUSE - formally married or partner by mutual consent

OWN CHILD - biological child of head (can be from another spouse)

STEP CHILD - biological child of spouse from a previous union/marriage

ADOPTED CHILD - children that are not biological children of either head or spouse

BROTHER/SISTER - person with at least one parent shared with the head

BROTHER/SISTER-IN-LAW - formally married or partner by mutual consent of the brother or sister of the spouse

PARENT-IN-LAW - parent of the spouse

DOMESTIC HELP (RESIDENT) - person that works for the household (e.g. servant, guard, cook, baby-sitter, etc.) and eats and lives with the household

4. Record the age of MEMBER in COMPLETED YEARS. Record FIRST what the respondent remembers better. Survey Solutions will calculate the other variable for you that you HAVE TO cross check with the respondent and then record. Age and year of birth must be consistent, but sequence in which you record it does NOT matter. *EXAMPLE: The respondent remembers Tony was born in 2005, enter 2005 in Q7 and check with the respondent if Tony is 12 or 13 years old and record the age in Q6.*

Age in COMPLETED YEARS is the age at the time of the LAST birthday. *EXAMPLE: If MEMBER will turn 30 2 days AFTER the interview, the age at the LAST birthday was 29, so you have to record 29.*

For children under 5 years old, also record months. For infants that are not yet one year old, record 0 for the year, and how many months ago the infant was born. If the respondent does not know, estimate from the time of the year the infant was born.

If the respondent does not know the age of a household member, ESTIMATE with the respondent using key events:

- a. Ask of any historical event (national or local) which occurred around the time of birth or childhood.
- b. Ask how old respondent was when that event occurred or how many years elapsed before his/her birth.
- c. Then use the information obtained to calculate the age. For example, if MEMBER was 15 when Nigeria obtained independence, record  $1960-15=1945$  as year of birth in Q7.
- d. Only if you cannot estimate the age using key events, estimate on physical appearance.

Do NOT record a code for DON'T KNOW.

5. Ask to see the government approved birth certificate. If the certificate is shown to you, use it to verify the year and month of birth of the household member in the next question.
6. If birth certificate is not shown, ask for the MONTH and YEAR when MEMBER was born. If the month is unknown, you can use the code 99. However, for children under 5 you must always add the information of the month of birth.

Month and year must match the recorded age recorded in question 4. Double check with the respondent if they do not match. Record whichever the respondent REMEMBERS BETTER, cross check the calculated value of Survey Solutions with the respondent and fill in the other.

## **SECTION 1B: MEMBER DETAILS**

**Questions 7-10 are only asked for members that are 12 years or older.**

7. Select the PRESENT marital status of MEMBER.

MARRIED (MONOGAMOUS): includes all types of marriages e.g. civil, traditional and common law to only one person.

MARRIED (POLYGAMOUS): includes all types of marriages e.g. civil, traditional and common law to more than one person. A woman whose husband is married to multiple women should have a marital status of MONOGAMOUS.

INFORMAL/LOOSE UNION: refers to a relationship contracted by two adults living together without civil or traditional recognition. Such people may report that they are married, PROBE carefully and sensitively to find out the actual marriage contract.

DIVORCED: if a marriage has been legally dissolved

SEPARATED: if man and woman no longer live together, but either they were never legally married or the marriage has not been legally dissolved.

WIDOWED: spouse has died

NEVER MARRIED: single and has never been married nor lived in an informal union

8. Record the age at which MEMBER got married the first time. If the respondent does not know, calculate based on the age of spouse or MEMBER at marriage. This question is only asked for members that are married.
9. Select whether the MEMBER's spouse lives in the same household.
10. Select ALL spouses of MEMBER who live in the household. The members in the answer list are filtered by relevant age and sex. If person does not appear in the list make sure they are listed and check age and sex for the person.
11. Record the MEMBER's religion.
12. Select YES ONLY if the BIOLOGICAL father of MEMBER is alive.
13. Select YES ONLY if the BIOLOGICAL father of MEMBER lives in the household.
14. Select the father from the displayed list. The answer options are filtered by sex and age. If the person does not appear as an option, ensure that the person is recorded as a member and has the correct age and sex filled in.
15. Only asked if the biological father is not a household member. Select the HIGHEST educational level father COMPLETED. Do NOT consider levels attended that were not completed. *EXAMPLE: Someone who dropped out of school in P6, has only completed P5, so P5 must be recorded.*

NONE: never completed any type of education, Quranic school or adult education.

N1 – N2: Nursery 1 to 2

P1-6 - Primary School 1 to 6

JS1-3 - Junior Secondary School 1 to 3

SS1-3 - Senior Secondary School 1 to 3

LOWER 6 - old education system,

UPPER 6 - old education system,

TEACHER TRAINING: training school for teachers

VOCATIONAL/TECHNICAL - certificate obtained after going through craft training e.g. mechanic, tailoring etc.

MODERN SCHOOL – post-primary school intended for students who could not gain admission to secondary or technical schools.

NCE - National Certificate of Education is a certificate obtained after completion of three years in college of education

POLY/PROF - Polytechnic or professional degree obtained from polytechnic university

1ST DEGREE - Bachelor/undergraduate degree obtained after 3 to 4 years of university

HIGHER DEGREE - master's degree or doctorate (PhD) obtained from university

QUARANIC - only select if the ONLY form of education

INTEGRATED QUARANIC - quaranic school that has been integrated into the formal education system of Nigeria covering the basic curriculum mandated by the government. Select if the ONLY formal education

ADULT EDUCATION - any form of other adult education, only select if the ONLY formal education

**17-20.** See questions 12.-15.

- 21.** How many years has the MEMBER lived in this community. If more than 3 years, then next questions are skipped.
- 22.** Ask whether MEMBER was living in Nigeria or outside of Nigeria before moving to this community.
- 23.** If the MEMBER has lived in Nigeria before moving to this community, type the name of the community where the MEMBER lived before moving.
- 24.** Record the STATE in which member lived before moving to this community.
- 25.** Record the LGA in which member lived before moving to this community.

26. Record the closest answer option to the ones listed. If none of them apply, record OTHER and specify, what was the reason. Note that, for instance moving to study, no matter what the field or level of study would count as SCHOOL.

## SECTION 2: EDUCATION

**All household members 3 years old and older must have a response.**

The objective of this section is to measure the level of education or formal schooling of all household members. The key educational indicators that are of interest are enrolment rates and dropout rates. Dropouts are persons of primary or secondary school age that are not currently attending school. Additional educational indicators include the highest grade completed and the type of school attended (private or public). This section also collects information on literacy levels and education expenditure

**Respondents:** Ideally, all household members should respond for themselves. Proxy answers are allowed as parents/guardians can answer for their children who are under 12 years old. In cases where it is not possible for individual response, the head of household or the spouse of the head of household should respond on behalf of the household members that are not available for the interview.

In this section, the term 'school' includes pre-school, primary, secondary and post-secondary schooling, as well as any other intermediate levels of schooling in the *formal school system*. It also includes technical or vocational training beyond the primary-school level, such as long-term courses in mechanics or secretarial work.

Schools that carry out non-formal education are also included here. Ensure that respondents understand what is meant by 'non-formal education'. A non-formal education includes religious schools, such as Quranic schools, that do not teach a full, standard school curriculum. If a school teaches religious courses but also includes the standard curriculum – such as many Catholic schools – it would be coded as a standard school.

Pre-school is listed for children, who are 3-5 years old, hence not yet at grade 1. Pre-school is also an option for children, who do not attend grade 1 at age 5 but do attend some form of organized learning or early childhood education programme, whether or not such a programme is considered part of the school system. The definition of organized early learning programme **does not** refer to programme offering only babysitting or child-minding.

2. Do NOT read out the question. Select YES if you are interviewing MEMBER him/herself and NO if the information is being provided in proxy.
3. Do NOT read out the question. If response is given by proxy, select the respondent who is answering on behalf of MEMBER. MEMBER is filtered of the list of answer options.
- 4a,b,c. The response to this question is "YES" if the respondent can BOTH read and write in any language. If the respondent can read but cannot write, or write but cannot read, or can neither read nor write, then the correct response is "NO". In Q4c choose which local language the respondent can BOTH read and write.
5. This question is designed to separate the respondents into persons that have attended school and those that have not. Attendance does not mean that any level was completed. It should also be noted that the term "school" includes Quaranic schools. Also note, that pre-schools are included in this definition, as the question is asked for all members 3 years or older.
6. This question is for individual members that have never attended school. We are interested in knowing the main reason why the individual has never been to school. Although this question can have more than one valid response, it is a single response question and only the MAIN reason is required. Responses such as "NONE" and "DON'T KNOW" should be recorded under Other Specify.

**QUESTIONS 7 to 21: These questions are for persons that have ever attended school.**

7. This is the highest level that was SUCCESSFULLY completed by the individual. Refer to the Q21 of the household roster for the description of levels of education in the country.
8. Qualification means certification at the respective level. That is, the respondent has passed all necessary qualifying examinations and coursework at that level.

**Definition of Qualification Codes:**

*NONE*: The respondent has not been certified to have completed any level.

*FSLC*: First School Leaving Certificate is attained after spending six (6) years in primary school.

*MSLC*: Modern School Leaving Certificate is attained after spending six (6) years in the primary school and three years of Modern school.

*JSS*: Junior Secondary School is a certificate obtained after completion of the first three (3) years in secondary school.

*SSS (O' Level):* Senior Secondary School is a certificate obtained after completion of six (6) years in secondary school.

*A Level:* Advance Level is a certificate obtained after two (2) years completion of higher secondary school (HSC).

*VOC/COMM.:* Vocational/Commercial is a diploma obtained after going through artisan/art craft training e.g. Mechanic, Tailoring etc.

*VOC/COMM.:* Vocational/Commercial is a certificate obtained after going through artisan/art craft training e.g. Mechanic, Tailoring etc.

NCE / OND / Nursing consists of:

1. *NCE/OND:* (NCE) National Certificate of Education is a certificate obtained after completion of three (3) years in college of education.
2. (OND) Ordinary National Diploma is the certificate obtained after completion of first two (2) years in the Polytechnic.
3. *Nursing:* This is a certificate obtained after spending three (3) years in the school of nursing.

*BA/BSc./HND:* Bachelor of Arts/Bachelor of Science/Higher National Diploma are obtained after three (3), four (4), five (5) or six (6) years of university or polytechnic education.

*Technical or Professional Diploma:* It refers to a Diploma Certificate obtained from any polytechnic or university.

*Masters:* Refers to any Masters degree. It is the second degree obtained in the university after Bachelors (first degree). Examples include Master of Science (MSc), Masters of Business Administration (MBA).

*Doctorate: Refers to PhD:* Doctor of Philosophy is the third level degree obtainable in the university after Masters.

9. This question asks about the respondent's attendance of school in the REFERENCE SCHOOL YEAR. Select YES, if MEMBER has attended at least one day of school during the school year REFERENCE SCHOOL YEAR.
10. This question is for attendance during the REFERENCE SCHOOL YEAR. Even if the respondent is not presently attending but has been registered in a class at the school, the level in which the person is registered should be selected.

11. This question seeks to know the institution that operates the school that the individual is attending or attended during the REFERENCE SCHOOL YEAR. A school in Nigeria can be run by the federal government, state, local government, or some religious body.
12. Select YES, if MEMBER is currently attending school. If the household is interviewed on a holiday or weekend, select YES, if the MEMBER attended school the last time school was in session.
13. This is a single response question, so only the **main** reason should be given. For persons that are elderly or who do not consider further education necessary, option 1 should be selected, i.e. "HAD ENOUGH/COMPLETED SCHOOLING".
- 14a. This question sought to find out the means by which the individual attends school. Some individuals might mainly walk to school; others might use the bus or some commercial means of transportation. This is a single response question, so the main method is required. The method is considered "main" if that is the method used for most/all of the journey on most days.
- 14b. We want to know how long it takes the individual to reach school using the main means provided in question Q14a. This is the time usually taken on a typical day. Record the minutes it took to go both TO school and BACK from school together. That is, record the time spent on school transportation per day. Do not include the time spent in the school.
15. Select who paid for MOST or ALL of the expenses MEMBER in education. If for example both parents paid something, but the father paid the MOST, select father.
16. The question seeks to determine if the individual had/has a scholarship for the REFERENCE SCHOOL YEAR, i.e. is registered for a scholarship for the REFERENCE SCHOOL YEAR.
17. These questions seek to determine the amount of money of the scholarship that was given any time during the REFERENCE SCHOOL YEAR. The scholarship could cover more than one school year. The interviewer should ask for an official document (if any) and copy out the amount, otherwise ask the respondents for the actual amount. If during the REFERENCE SCHOOL YEAR the person has/had received more than one scholarships, the sum of the amounts received from the different sources must be calculated and entered.

#### **Educational expenses during the LAST COMPLETED SCHOOL YEAR**

18. This set of questions is intended to determine education expenses for each household member that was or is in school at any time during the LAST COMPLETED SCHOOL YEAR,

that is the school year 2017-2018 in most cases. If the interview is conducted during summer 2019, after the school year has ended, and in that case the LAST COMPLETED SCHOOL YEAR is 2018/19. These expenditures may be in cash or kind, and include all amounts for the LAST SCHOOL YEAR. When the individual is unsure of the amount, you should probe and, if possible, ask for an approximate value and enter in the appropriate COLUMN. In most cases, the authorities of the school will send the parent/guardian a fee schedule, so you can ask for it and copy out the expenses under each category. But make sure that this fee schedule is for the whole academic session up to the present time and not for one school term. The amount should be recorded in absolute value.

**Note**

**Categories A-S:** If expenditure for this student can be fully given in A-S and the values are known for all of these categories, then the amounts should be recorded separately for each item. If there was no expenditure in any category, then 0 should be entered in that category.

**Category T:** This category should be used when the respondent cannot individually identify the areas of education expenditure. That is, the respondent only knows the expenditure as a lump sum value. The lump sum value should be placed in category I. A dash should be placed in all the categories (A-S) that makes up the lump sum value placed in category T. If the individual provides expenditure in the individual categories, then the aggregate is not necessary.

**Educational expenses during the CURRENT SCHOOL YEAR**

19. Use instructions for Q18, but ask about the current ongoing school year.
20. Select YES, if any additional expenses whatsoever are likely to incur during the ongoing school year.
21. Ask the respondent to give their best estimate of the additional educational expenses MEMBER expects to incur for the ongoing school year. For recording the expenses, use instructions for Q18.

### **SECTION 3: HEALTH**

A key aspect of household welfare is the ability to seek and have access to medical care when required. This section contains health condition(s), activities of daily living, pre-natal care, immunization and nutrition.

**Respondent:** This part should be administered to each member of the household. Parents or guardians can, however, answer for younger children, while respondent 12 years and older should respond for themselves.

**QUESTIONS 3– 18 REFERENCE PERIOD IS 30 DAYS AND**

**QUESTIONS 19 – 21 REFERENCE PERIOD IS 12 MONTHS.**

**QUESTIONS 31 – 33 REFERENCE PERIOD IS YESTERDAY**

#### **GENERAL HEALTH CONDITION**

- 1.** Do NOT read out the question. Select YES if you are interviewing MEMBER him/herself and NO if the information is being provided in proxy.
- 2.** Do NOT read out the question. If response is given by proxy, select the respondent who is answering on behalf of MEMBER. MEMBER is filtered of the list of answer options.
- 3.** This is a filter to know whether the individual consulted any medical practitioner or dentist, traditional healer, patent medicine vendor or visited a health care centre in the last 30 days. The visit does not have to be because the individual has a health or dental problem.
- 4.** In this question, we are interested in knowing the main reason(s) why the individual consulted a health practitioner listed in Q3. The reasons are for all the visits in the past 30 days. The question allows for up to two reasons. If there are more than two reasons, only the two most important ones should be taken.
- 5.** This question is for all household members, whether or not they consulted any health practitioner, traditional healer or dentist, etc. in the last 30 days. A “Yes” response takes us to the next question, while a “No” answer, skips.
- 6.** If the individual suffered either injury or illness within the reference period, the interviewer should probe to get the most serious one(s) from the individual and select the appropriate response. The question allows up to 2 illnesses/injuries per member.

## DEFINITION OF ILLNESSES

**Cholera** - An infectious disease that causes severe watery diarrhea, which can lead to dehydration and even death if untreated. It is caused by eating food or drinking water contaminated with a bacterium called *Vibrio cholerae*. ([www.webmd.com](http://www.webmd.com))

**Malaria** is a mosquito-borne disease caused by a parasite. People with malaria often experience fever, chills, and flu-like illness. ([www.cdc.gov](http://www.cdc.gov))

**Typhoid** is a bacterial infection that can lead to a high fever, diarrhea, and vomiting. It can be fatal. It is caused by the bacteria *Salmonella typhi*. The infection is often passed on through contaminated food and drinking water, and it is more prevalent in places where handwashing is less frequent. ([www.medicalnewstoday.com](http://www.medicalnewstoday.com))

**High blood pressure**, or hypertension, occurs when blood pressure increases to unhealthy levels. ([www.healthline.com](http://www.healthline.com))

**Common Cold** - also known simply as a cold, is a viral infectious disease of the upper respiratory tract that primarily affects the nose. Signs and symptoms may appear less than two days after exposure to the virus. These may include coughing, sore throat, runny nose, sneezing, headache, and fever. ([www.wikipedia.com](http://www.wikipedia.com))

**Flu (Influenza)** is a contagious respiratory illness caused by influenza viruses. It can cause mild to severe illness. Some symptoms include; fever and muscle aches. ([www.cdc.gov](http://www.cdc.gov))

**Catarrh** is a build-up of mucus in an airway or cavity of the body. It usually affects the back of the nose, the throat or the sinuses (air-filled cavities in the bones of the face). It's often temporary, but some people experience it for months or years. ([www.nhs.uk](http://www.nhs.uk))

A **cough** is a common reflex action that clears the throat of mucus or foreign irritants. Coughing to clear the throat is typically an infrequent action, although a number of conditions can cause more frequent bouts of coughing. In general, a cough that lasts for less than three weeks is an acute cough. ([www.healthline.com](http://www.healthline.com))

**Tuberculosis or TB**, as it's commonly called -- is a contagious infection that usually attacks the lungs. Signs and symptoms include; A cough that lasts more than 3 weeks, chest pain, coughing up blood, feeling tired all the time, night sweats, chills, fever, loss of appetite and weight loss. ([www.webmd.com](http://www.webmd.com))

**Diabetes** is a disease in which your blood glucose, or blood sugar, levels are too high. ([www.medlineplus.gov](http://www.medlineplus.gov))

**Dysentery** is an intestinal infection that causes severe diarrhoea with blood. In some cases, mucus may be found in the stool. This usually lasts for 3 to 7 days. Other symptoms may include: abdominal cramps or pain. ([www.healthline.com](http://www.healthline.com))

**Scabies** is an itchy skin condition caused by a tiny burrowing mite called *Sarcoptes scabiei*. Intense itching occurs in the area where the mite burrows. ([www.mayoclinic.org](http://www.mayoclinic.org))

**Trachoma** is a disease of the eye caused by infection with the bacterium *Chlamydia trachomatis*. Infection spreads through personal contact (via hands, clothes or bedding) and by flies that have been in contact with discharge from the eyes or nose of an infected person. With repeated episodes of infection over many years, the eyelashes may be drawn in so that they rub on the surface of the eye, with pain and discomfort and permanent damage to the cornea. ([www.who.int](http://www.who.int))

**Hepatitis B** is an infection of the liver. It can cause scarring of the organ, liver failure, and cancer. ([www.webmd.com](http://www.webmd.com))

**Onchocerciasis (River blindness)** is an eye and skin disease caused by a worm (filaria) known scientifically as *Onchocerca volvulus*. It is transmitted to humans through the bite of a blackfly (simulium species), which leads to blindness. ([www.who.int](http://www.who.int))

**Pneumonia** is an inflammatory condition of the lung affecting primarily the small air sacs known as alveoli. Typically, symptoms include some combination of productive or dry cough, chest pain, fever, and trouble breathing. ([www.wikipedia.com](http://www.wikipedia.com))

7. In asking this question, the interviewer should probe to get the number of days that the MEMBER suffered from the conditions given in Q6 in the past 30 days. The days do not need to be consecutive.
8. Asks if the ILLNESS/INJURY made MEMBER stop or was unable to undertake his/her usual activities (refer to the injury or illness mentioned in Q6). *NOTE: Usual activities* refer to the activities or activity that the respondent spends most of his/her time doing. This could be work on the job, attending school, doing housework, etc.
9. In asking this question, the interviewer should probe to get the number of work or school (or housework etc.) days missed in the past 30 days because of the ILLNESS/INJURY given in Q6.

**QUESTION 10 – 18:** These questions are for those persons, who suffered an illness or injury in the past 30 days.

10. This question seeks to find out which category of health practitioner was visited, if any, for each ILLNESS/INJURY. The question provides for up to two different categories of health practitioners. If the respondent did not visit a health practitioner, i.e. 'no one', the interviewer should select that answer.

"Consult" in this question means to be examined by a Doctor, Medical Assistant, Nurse, Pharmacist, Midwife, Traditional healer or other health practitioners for diagnosis and/or treatment of the illness or injury. Explanation of some of the categories of health practitioners is given below:

**Traditional Healer** refers to one who uses medicinal herbs and plants to treat patients. In some cases, a traditional healer may also use signs, prayers or folk remedies. Traditional healers are concerned with treating the whole person, focusing on family and social relationships. The traditional healer's approach is a holistic one, with the mind, body and spirit being regarded as special elements in the healing process.

**A doctor** is physician, who examines, diagnoses, and treats patients.

**A dentist** is a doctor dealing only with dental care, who examines, diagnoses, and treats patients.

**A nurse** can be synonymous to a physician assistant, who examines, diagnoses, and treats patients under the supervision of a physician. A person educated and licensed to practice nursing and one, who is concerned with the diagnosis and treatment of human responses to actual or potential health problems.

**Medical assistants** referred here are licensed health care workers, who perform the administrative and clinical tasks that keep the offices of health practitioners running smoothly.

**A midwife** is a person; usually a woman but can be a man, who is trained to assist women in childbirth, i.e. the person serves as an attendant at childbirth but is not a physician.

**A pharmacist** is a person trained to formulate and dispense drugs or medications. The pharmacist has formal training through completion of an accredited university program in pharmacology. Licensure is required upon completion of the program and prior to serving as a pharmacist.

**Junior Community Health Extension Workers (JCHEW)** are health practitioners that are community based. They conduct simple consultations and carry out laboratory investigations such as stool test, urinalysis, widal, etc. They consult, prescribe and make

referrals. They are normally trained for two (2) years in an accredited and recognized college of health technology. They have a registration council in Nigeria.

**Community Health Extension Worker (CHEW)** are upper levels of JCHEW. They have a 3-year training period and need a minimum of 5 credits to be enrolled in a college of health technology. They perform other functions such as post and ante natal care, and also engaged in routine immunization. They are also registered and have a registration council in Nigeria

**A spiritualist** draws on spirits from gods, ancestors, etc. to heal persons. Example of these persons are Babalawo, Malams, etc. Note that there is a thin line between traditional healers and spiritualists, as some spiritualists also uses herbs and other natural products in their healing process.

**A Traditional Birth Attendant (TBA)** is one, who assists the mother during childbirth. She may have acquired skills by delivering babies herself, or through apprenticeship from other TBAs.

**Patent Medicine Vendor (PMV)** supplies a large portion of the drugs used by the public in African countries to treat illnesses. They are similar to pharmacist but with no formal training and are more like sales people selling medicine to people. They are in fact similar to kiosk medicine vendors.

11. If the respondent did not visit a health practitioner, select the closest reason why not.
12. This question asks for the place where the consultation took place. Provision has been made for up to two locations. These should be the most or main locations and should match with the consultation(s) in question 10.

Definitions of some of the locations listed are given below.

**Dispensary, Health Centre or Health Post** is typically the lowest level of care, or first point of entry into the health system.

**Pharmacy** is a retail shop where the predominant product sold is mainly medicine but at times other articles are sold and a pharmacist is in sight. This does not include kiosks where a pharmacist is not available. One may have a prescription or ask the pharmacist to prescribe medication.

**MCH Post** is a Maternal and Child Health post. Main function concerns health status of mother and children.

**Consultant Home** refers to medical practitioner's home.

**Faith Base Home** is a health facility that is being run by religious body e.g Hamadiyah health centre, catholic hospital, etc.

**Other** refers to any other classification not stated above and includes over-the-counter purchases in kiosks through self-prescription.

13. This is the authority under which the location given in question 10 falls. For example, if the person consults a doctor in a hospital, the interviewer will need to determine whether it is a federal, state, or local government hospital, etc. The first and second type of establishment in this question must match with the first and second place of consultation in question 10.

Definitions of some of the types of establishments are given below.

**Federal Govt** is a union comprising a number of partially self-governing states united by a central ("federal") government.

**State Govt** is the self-governing status of the state and is a component of the federal government. It is the second hierarchy of the government in Nigeria.

**Local Govt** is the political administration of the smallest subdivisions of a country's territory and population. It is the third level of the government in Nigeria.

**Community** based run health facility may be public or private as they are managed by the community. However, most community run facilities are public institutions.

**Religious Body** is a facility managed and supported by a religious organisation. The question does not ask denomination or sect so interviewer must be very careful when probing for a response.

**Non-Governmental Organization (NGO)** is said to include a wide range of local organizations that are recipients of both local and foreign assistance. It is a voluntary non-profit grouping of individuals with a purpose of enhancing the legitimate economic, social and/or cultural development of a group of people or an organization e.g. Society for Family Health.

**Private** refers both to Group Partnership (group of people or entities that come together to open and manage a health facility jointly) or Individual (sole) – health facility owned by one person.

14. This question refers to the FIRST consultation fee for any of the ILLNESSES/INJURIES, i.e. the money just to see the doctor which is usually paid in advance and includes payment made for the card. The amount here does not include money for drugs, or any medical supplies.

15. The amount in this question refers to only the FIRST consultation, same as in Q14, and is for transportation costs two-ways, i.e. going for the consultation and returning home.
16. These questions seek to determine how long it takes to travel to, and see the health practitioner, combined.

Examples of how to record travel:

- If time taken is less than 60 minutes e.g. 55 minutes, enter 0 in the HOURS column and 55 in the MINUTE column.
- If 1 hr 20 min, then enter 1 under the HOUR column and 20 under the MINUTE column.

**17/18.** These questions are about medicines and drugs purchased over the counter, from a kiosk or from Patent Medicine Vendors (PMV) in the past 30 days. Q18a asks the total amount spent. Note that these are purchases of ALL medicines and drugs, not just those related to the consultation with the health worker. All amounts should be written as a whole number without commas. In Q18b select who paid for MOST of MEMBER's consultations or over the counter drugs.

**QUESTIONS 19-21:** Reference period is 12 months preceding date of interview.

**19-20.** To be *Admitted (hospitalised)* in a health facility means to stay in a health facility or centre (hospital, clinic, dispensary, or traditional healing center etc.) for at least a period of one night on the recommendation of a consulted health practitioner. This does not include healthy people staying or sleeping in the hospital/premises to attend to sick relatives or a woman who went to deliver a baby. However, a pregnant woman that was admitted due to illness, should be included. If "Yes" in Question 19 then ask Question 20 for how many nights he/she stayed e.g. if five nights, it should be as recorded as "5".

**21.** This amount includes all costs incurred due to the admission, *excluding* consultation fees and cost of medicines. *That is consultation cost and medicines are NOT included in the admission charges.*

### **DISABILITY: Q27 – Q33**

Developmental disabilities are a diverse group of severe chronic conditions that are due to mental and/or physical impairments. These questions include both physical and mental disabilities and are meant to capture conditions, which are permanent. Physical and mental disabilities to be considered here are those which prevent the person from maintaining a

significant activity or schooling. This may be some physical impairment of limbs, a physical disease, or mental illness, which renders the person incapable of pursuing a significant activity.

**Note: Someone, who is temporarily disabled due to a broken leg would not be considered disabled – their impairment is temporary.**

**Respondent:** This part should be administered to each member of the household but parents or guardians can answer for young children.

Some people have difficulty in doing certain activities. The term “difficulty” has broad applicability. This term may cover components of quality, quantity, time required and assistance required performing the tasks or actions mentioned. Persons with very mild limitations are sometimes unsure as to where to draw the line between a “real difficulty” and normal change associated with aging. However, as the severity of the difficulty increases, the uncertainty diminishes.

This asks general questions on daily activities. It asks if household member has difficulty in performing his day to day tasks. Probe and code appropriately.

**22-27.** Ask – does the person have difficulty in doing certain activities – such as, seeing even with glasses. Four options are provided here, and only one should be chosen.

**NOTE: For babies, the response should be taken as no difficulty unless the disability is so glaring.**

**28.** **CAPI:** Follow-up questions, if the MEMBER has had any difficulty in the aforementioned categories in Q22-27.

**29.** Related to the difficulty / difficulties that the MEMBER has, select if there are any additional costs related to the condition. Here exclude any medical expenses that have already been recoded. Select Yes/No.

**30.** Record any additional costs related to the difficulty during the last 12 months. These costs could be glasses, hearing devices etc. Remember to check that these costs are not already recorded as medical expenses.

### **31–33 Treated Bed Nets Module**

It is recognized that consistent use of insecticide-treated mosquito nets (ITN) decreases the incidence of clinical malaria and malaria-related deaths, especially in very young children and pregnant women. Consequently, many countries are now instituting

programmes that promote the use of ITNs. There are various types and brands of mosquito nets. Some require regular treatment with insecticide. Others are factory-treated and do not require re-treatment for 6 to 12 months (pre-treated) or 36 months (permanent type).

The information in Q31 requires the individual net information in the household. This seeks to find out whether the MEMBER slept under an insecticide-treated mosquito net YESTERDAY.

If the response is YES, you should proceed to Q32 and ask how the informant obtained the bed net. In Q33, the interviewer should ask for the cost of the bednet. The price should be written in absolute value. If the household received the mosquito net for free, then record 0. If several household members sleep under the same net, make sure not to record the cost of the same net more than once.

**NOTE: If the respondent is not sure of the types of bed net, the interviewer should probe to get the correct response, try to observe the net, if possible. All bed nets should be considered, including the ones used by the little babies.**

## **SECTION 4: LABOUR**

**Description:** This section asks about INCOME GENERATING activities of all household members that are 5 years or older.

**Respondent:** Household members should answer for themselves. For children under 12, the parents or adult member of the household should answer on their behalf.

**Instructions:** If some household members are absent, proceed with the interview for all those present and make the necessary arrangements to call back and continue the interview with absent members after ascertaining the appropriate time that they would be available. Only if it is not possible to interview a member directly, a proxy response is possible.

### **MEMBERS**

One sub section for all current household members that are 5 years or older.

- 2.** Do NOT read out the question. Select YES if you are interviewing MEMBER him/herself and NO if the information is being provided in proxy.

3. Do NOT read out the question. If response is given by proxy, select the respondent who is answering on behalf of MEMBER. MEMBER is filtered of the list of answer options.
4. Select YES if MEMBER has done any form of paid work in the **PAST 7 DAYS** that was not for a household member, even if only for one hour, paid in cash or in-kind or with deferred payment.
5. Record the TOTAL number of hours the household member worked in ALL paid activities combined in the **PAST 7 DAYS**. EXCLUDE hours worked on the day of the interview. Record the hours MEMBER ACTUALLY worked in the past 7 days, not would have worked normally. EXCLUDE the time GOING TO AND FROM WORK. INCLUDE break times.  
  
ONLY include the time when the work was the member's MAIN ACTIVITY at the time.  
*EXAMPLE 1: Onu sells firewood that he has in front of his house. He normally does other things, but when a customer comes, he sells wood. Transactions typically take 15 minutes, he had around 20 transactions in the past 7 days. Record  $20 * 0.25 = 5$  hrs.*  
*EXAMPLE 2: Dayo has a shop and opens the shop from 9 am to 5 pm. During the time customers come and go, but her main activity is keeping the shop. She works on 5 days, so record  $8 * 5 = 40$  hrs.*  
*EXAMPLE 3: Denis worked on the field Tuesdays and Thursdays. He usually left his house at 7 am and came back at 4pm. It takes him 30 minutes to get to the field and 30 minutes to get back. Record  $2 * 8 = 16$  hrs per week.*
6. Select YES if in the **PAST 7 DAYS** MEMBER has done any AGRICULTURE related work on land rented, owned or cultivated by members of this household, or any LIVESTOCK related work with animals owned by members of the household or gone FISHING or done any fish farming related type of work. Do NOT select YES if MEMBER only worked for payment or free on land cultivated by others (e.g. helping the neighbour harvest) or was looking after other people's animals (e.g. work for payment as a herder).
7. Record the total number of agricultural labour hours of MEMBER for the past 7 days using the same protocol in Q05.
8. Select the answer that applies best.
9. Select YES if in the **PAST 7 DAYS** MEMBER worked in any self-employed activity (e.g. as craftsman, hairdresser, shopkeeper, making and selling of food, medical practice, etc.) or for a business enterprise owned by a member of the household (e.g. working in the family restaurant or shop) independent of MEMBER getting paid or not for this work.

8. Record the total number of hours that MEMBER worked in a household business in the past 7 days
10. Record the total number of hours that MEMBER worked in a household business in the past 7 days using the same protocol in Q05.
11. Asks if MEMBER worked as a trainee or apprentice of any career-oriented skill in the **PAST 7 DAYS**, i.e. worked as part of a scheme where he/she works with experts of a craft or a trade for a set period of time to learn their skills. The activity could be paid or paid-for. Select **FORMAL** if MEMBER is following a structured course or programme in an institution or business, e.g. hotel management course, and **INFORMAL** if MEMBER is working for a craftsman to learn their trade, e.g. carpenter or mechanic.
12. Record the total number of hours that MEMBER worked as a trainee or apprentice in the past 7 days using the same protocol in Q05.
13. Select all that ways in which the training/apprenticeship was financed.
- 14/15 Select either yes or no.

#### **TEMPORARY ABSENCE**

17. Asked only if MEMBER did not do any income generating activity in the past 7 days, i.e. the answers to Q4, Q6, Q9 and Q11 were no. Select **YES** if MEMBER normally or regularly works in a job, as self-employed, for a family business or in agricultural and livestock activities for the household, and is expected to return to the activities in the near future.
18. If the MEMBER is temporarily absent from their normal work, record the **MAIN** reason why.
19. If the MEMBER is temporarily absent from their normal work, record whether the activity they will return to is household farming, livestock or fishing.
20. If the type of work the MEMBER is temporarily absent from is in agriculture, record the main use of the products obtained from that activity.

#### **JOB SEARCH**

21. Only asked if MEMBER has no income generating activity to come back to, i.e. Q17 is **NO**. Select **YES** if MEMBER has taken any **ACTUAL** action **in the past 4 weeks** to find work or start an income generating activity, such as actively asked around for work, applied for jobs, worked towards setting up a business or starting a self-employed activity. Do

NOT select YES if MEMBER only wanted to get work but did not actively do anything towards it or had asked for work prior to 4 weeks ago and was only waiting to hear back.

22. Select the MAIN reason.
23. Select YES if MEMBER was available to work **in the past 7 days**, i.e. would have had the time and capacity to work in any form if any possibility had arisen. Select NO if MEMBER had no time to work (e.g. student, household chores) or was physically or mentally unable to work (e.g. too young or old, long illness, disability) or unable for any other reason.
24. If MEMBER was not available for work in the past 4 weeks, record the MAIN reason why MEMBER was not available.
25. Record whether the MEMBER would **want to start working** if a job or business opportunity became available.
26. Record whether the MEMBER would be **available to start working** if a job or business opportunity became available.

#### **MAIN WAGE JOB**

The sub section opens if MEMBER worked in a paid job in the **PAST 7 DAYS** (Q4 is YES). If MEMBER engaged in more than one wage/salaried job in the past 7 days, the following questions are about the wage/salary activity the respondent considers as the main activity during the past 7 days. Make sure the respondent understands that you are talking about the main activity MEMBER did for pay for anyone or any organization outside the household. Do NOT include activities for self-employment, household enterprises or household agriculture or livestock.

28. Give a detailed description of the activity in MEMBER's main wage job, including the position, and type of industry and workplace, e.g. "cook at a restaurant", "managing a restaurant", "assistant in a pharmacy", etc. Do NOT just write "restaurant".
29. If in doubt, probe to make sure the correct sector type.
30. If in doubt, probe to make sure you select the correct employer type. If the respondent works for the government, check which level of government. Government includes teachers and police force.
31. Select YES if MEMBER's main wage job is an apprenticeship job i.e MEMBER worked as part of a scheme where he/she works with experts of a craft or a trade for a set period of time to learn their skills and was paid for the activity. It does NOT matter if the internship is formal or informal.

- 32.** Ask respondent to estimate if DK.
- 33.** ONLY select YES if MEMBER is enrolled into a pension scheme for the MAIN wage job. NOTE that MEMBER might be enrolled in pension plans for different jobs. PROBE to make sure you get the correct answer. Record NO if MEMBER is not enrolled into a pension plan or is enrolled into a pension plan as part of other jobs.
- 34.** Select YES if MEMBER has any written contract/agreement or letter of appointment for the MAIN wage job. Consider any written document that qualifies MEMBER to be an employee of that entity, including short term contracts. Select NO if MEMBER only has a verbal agreement or has not yet received the contract.
- 35.** Select YES if the employer of the MAIN wage job is PROVIDING health insurance coverage partially or fully to MEMBER. Select YES if MEMBER has a health insurance to which the employer is contributing. Select NO if MEMBER has a health insurance to which the employer is NOT contributing. Note that the question is NOT asking if MEMBER is insured, but if the employer provides for workers insurance.
- 36.** Select YES if a trade union exists in the workplace of the MAIN wage job, even if MEMBER is not a member of the union.
- 37.** Select YES if MEMBER is entitled to take any holiday from the job, during which the MEMBER is paid a salary.
- 38.** Select YES if MEMBER can get paid a salary in the job, during the time when they are caring for a new born child. Also select YES, if the MEMBER is paid a salary during a time of their own illness.
- 39.** Select YES, if the job has other social security benefits other than holidays, maternity/paternity leave or sickness leave. Social benefits are money paid by the employer to take care of some social and personal needs outside of the workplace.
- 40.** Select ALL months ON which MEMBER worked in the MAIN wage job in the last 12 months. MEMBER does NOT have to work the complete month or work full time, CONSIDER months partially worked or worked part time, e.g. if member only works 1 week in a month or only on Tuesdays the month should be selected. The answer options are filtered to display all months in the past 12 months. Select ALL YEAR if MEMBER worked on every month of the year.
- 41.** Record the number of WEEKS on which MEMBER worked in PER MONTH in the MAIN wage job, even if MEMBER worked part time or not the full week. Note that the total number of weeks worked cannot be more than 4.

*EXAMPLE: Denis worked Tuesdays and Thursday as a guard. He worked every month, apart from December. Record  $52-4=48$  weeks. Oke worked from June until August every morning apart from Sunday. Record  $3*4=12$  weeks.*

- 42.** Record the TOTAL number of hours MEMBER normally worked PER WEEK in the MAIN wage job. INCLUDE break time and EXCLUDE the time it takes to get to the work place and back home unless it is a clear part of the working activity. *EXAMPLE: Denis who worked Tuesdays and Thursdays usually left his house at 7 am and came back at 4pm. It takes him 30 minutes to get to work and 30 minutes to get back. Record  $2*8=16$  hrs per week and exclude commute time.*
- 43.** Record the amount MEMBER received in their LAST CASH payment for the MAIN wage job. EXCLUDE any IN-KIND payment, this is recorded in Q45. If MEMBER has not yet been paid, ask how much they expect. Record the full amount in Naira. Do NOT forget to record the 000s for thousands of Naira. Record the corresponding period in 43b.
- 44.** Select up to two household members who decide on the use of the earnings of the MAIN wage job of MEMBER.
- 45.** Select YES if MEMBER received an IN-KIND payment or an allowance beside the normal cash payment/salary/wage, e.g. having been paid with parts of the harvest for working as harvest helper for the neighbour, or a food allowance that is paid beside the salary.
- 46.** Record the amount MEMBER received in their LAST CASH payment for the MAIN wage job. EXCLUDE the payment recorded in Q43. ESTIMATE the EQUIVALENT in Naira for any in-kind payment. If MEMBER has not yet been paid, ask how much they expect. Record the full amount in Naira. Do NOT forget to record the 000s for thousands of Naira. Record the corresponding period in 46b.

#### **Questions 47-55**

- 48.** Select yes if MEMBER has done ANY salaried job during the last 12 months at all. Remind that the previous questions were on the main job the MEMBER had during the last 7 days.

**Instructions on Q28-Q30 apply for Q49-Q51. Instructions on Q40-Q44 apply for Q52-Q55.**

**The following questions deal with TIME USE of MEMBER for activities that are NOT PAID.**

- 56&58.** Check with the respondent if MEMBER did the activity in the **PAST 7 DAYS** for the household WITHOUT pay and record YES or NO. Select NO if the activity was done for

commercial purposes AND make sure the economic activity is correctly recorded in Section 3 LABOUR. E.g. select NO if MEMBER collected firewood to sell.

**57&59.** For each activity, record the TOTAL number of hours MEMBER spent on the activity in the **PAST 7 DAYS**. Add up the hours if the activity was done on several days. Record 0.25 for 15 minutes, 0.5 for half an hour and 0.75 for 3 quarters of an hour. EXCLUDE hours spent on the activity on the day of the interview. If the total number of hours of all activities is unrealistically large, an error message will appear. This means the respondent has worked so much they would not have time to rest. If this is the case cross check with the respondent and probe for the number of hours for ALL activities, not just the last or largest ones. People have a tendency to over report certain types of work. Make sure the respondent gives you the ACTUAL hours for the past 7 days, not how much they normally do, or planned to but then did not get around to do.

## **SECTION 5: REMITTANCES**

This section captures information on income of the household through remittance. A **remittance** is the **transfer of money** by a **foreign worker** to his or her home country. A remittance can also be sent from within the country, in which case it is referred to as domestic remittance. Remittances contribute to economic growth and to the livelihoods of people worldwide. Moreover, remittance transfers can also promote access to **financial services** for the sender and recipient, thereby increasing financial and social inclusion. Remittance should come from a non-household member, either located within or outside Nigeria. It must be emphasized, however, that gifts received for celebrations such as birthday, naming ceremonies, funerals, among others should not be considered as remittances.

**Reference Period:** The reference period for this section is the past 12 months.

**Respondent:** The respondent are all household members 10 years and older currently living in the household, or a knowledgeable adult member of the household.

- 1.** This is a filter question to determine whether or not the individual received any **monetary assistance** from abroad, either from friends, relatives, or organizations in the past 12 months.
- 2.** This question asks for the total monetary gift that the individual received from abroad and the currency unit in the past 12 months. It must be noted that some individuals might have received monetary gifts in Naira as well as in other foreign currencies. The interviewer should help the respondent to convert all into a common currency and the

total value written under AMOUNT and the corresponding unit written under UNIT column. All monetary gifts can, for instance, be converted into Naira, or converted into any of the listed foreign currency and recorded accordingly.

### **POSSIBLE EXCHANGE RATE CONVERSION FACTORS**

The following exchange rates (obtained from the central bank of Nigeria on (11/09/2018) can be used to convert a foreign currency into NAIRA, where applicable. For instance, if the member received 30 US dollars, then the NAIRA equivalent should be  $30 \times 306 = 91,800$ . It must be emphasized, however, that these exchange rates are not fixed and might likely change during the survey period.

<b>Currency</b>	<b>CONVERSION FACTOR</b>
US DOLLAR	306
POUNDS STERLING	398
EURO	354
SWISS FRANC	314
YEN	3
CFA	1
WAUA	426
YUAN/RENMINBI	45
RIYAL	82
SOUTH AFRICAN RAND	20
DANISH KRONA	47
SDR	427

3. This question asks about the mode in which the money was sent. If the money was sent through services, such as Western Union or Money Gram, select that option. Relations, friends, colleagues refer to the fact that the money was received in cash from them. Therefore, notice that this question refers to the MODE of the transfer, not the person sending the remittance.
4. Select the main reason for which the remittance was intended to be used.
5. This question focuses only on any in-kind assistance received by the individual from abroad in the last 12 months. In-kind benefits come in the form of electronics, automobiles, etc. that the individual received from abroad in the last 12 months.
6. This question requires that the respondent identify the in-kind gift that was received. This question could have more than one response but only the gift of greatest value should be recorded.

7. The interviewer will record the total estimated value of the in-kind gift received by the MEMBER in the last 12 months, as well as the appropriate currency unit code. For instance, if the individual received a car at N500,000 and a mobile phone valued at N20,000, then the total value of in-kind gifts received from abroad should be N520,000.
8. This is the sender of the gift. This is not necessarily the person giving the gift.
9. Here, we are interested in the main purpose for which the in-kind assistance was sent. Select the main reason.

**Questions 10-16 deal with monetary and in-kind assistance received from someone who is not a household member living within Nigeria in the last 12 months**

11. This question asks for the total monetary assistance that the individual received from within Nigeria from a non-household member. This must be recorded in Naira.
12. This question asks about the mode in which the money was sent. If the money was sent through service, such as Western Union or Money Gram, select that option. Relations, friends, colleagues refer to the fact that the money was received in cash from them. Therefore, notice that this question refers to the MODE of the transfer, not the person sending the remittance.
13. Select the main reason for which the remittance was intended to be used.
14. This question focuses only on any IN-KIND ASSISTANCE received by the individual from a non-household member living in Nigeria in the last 12 months. In-kind benefits come in the form of electronics, automobiles, etc. that the individual received from abroad in the last 12 months.
15. This question requires that the respondent identify the in-kind gift that was received. This question could have more than one response but only the gift of greatest value should be recorded. Exclude gifts related to special occasions such as birthdays, funerals, weddings etc.
16. The interviewer will record the total estimated value of the in-kind gift received by the individual in the last 12 months in Naira.

## **SECTION 19: LAND TENURE**

Land tenure is the legal regime in which land is owned by an individual, who is said to "hold" the land. It determines who can use land, for how long, and under what conditions. Tenure may be based both on official laws and policies, and on informal customs. This section captures detailed

information about land owned, cultivated, uncultivated, dwelled on, rented in, used free of charge, rented out, etc. by the household. The focus is current ownership or hold use rights for any parcel of land, either alone or jointly with someone else, irrespective of whether the parcel is used by your or another household, and irrespective of the use of the parcel (including dwelling plot, agricultural, pastoral, forest and business/commercial plots). Information in this section is capture at the individual level. Each individual member of the household should respond for themselves, but a knowledgeable adult member can respond for younger members.

2. Under this question record YES or NO for each of the household members if he/she currently own or hold use rights of any agricultural land including pastoral land either by him/herself or jointly with another person. The focus here is Agricultural Land.
3. Of those household who reported YES in question 2, this question asks if there is a document for any agricultural land that each of the household member owns or holds use right issued by or registered at the Land Registry/Cadastral Agency. These can be in a form of title deed, certificate of ownership, certificate of hereditary acquisition, lease or rental contract. Select YES if a document exists and NO otherwise.
4. For those households reporting having documents for the agricultural land, this question asks the type of document(s) they have. This is a multi-select and households may select more than one type of document.
- 4b. This question asks if the document reported above bears a name of the individual who owns or have use rights of the agricultural land.
5. The question asks if the individual who reported owning land or holding use rights has the right to sell it either by him/herself or jointly with someone else?
6. This question is asking if the household member owning land or holding use rights has the right to give away or donate it either by him/herself or jointly with someone else. Select YES or NO as it applicable.
7. The interest here is to investigate the chances or likelihood of involuntarily losing agricultural land or hold use rights in the next five years. This is on a scale of 1 to 5, where 1 implies VERY UNLIKELY and 5 implies VERY LIKELY.
8. The focus here is to find if any household member currently owns or holds use rights for any non-agricultural land used for residential or commercial purposes owned individually or jointly with another individual. Select YES or NO as applicable.
9. This question asks if any of the household member who owns non-agricultural land or holds use rights has document issued or registered at the Land Registry/Cadastral Agency such as title deed, certificate of ownership, certificate of hereditary acquisition, lease or rental contract. Select YES or NO as applicable.

10. Under this question, members who have documents for their non-agricultural land will report the type of documents they have. This is a multi-select question as members may report having several documents for different non-agricultural land.  
10b. This question asks if any of the documents bears the name of the household member who owns or holds use rights of any non-agricultural land.
11. Under this question, report if the household member who owns or holds use rights of non-agricultural land has the right to sell it wither alone or jointly with someone else.
12. The interest here is to report if the household member who owns or holds use rights of any non-agricultural land has the right to give it away or donate it by his/her own decision or by a decision made jointly with another individual. Select YES or NO as applicable.
13. The interest here is to determine the chances or likelihood of involuntarily or unintentionally losing the non-agricultural land or hold use rights in the next five years. This likelihood should be scored on a scale of 1 to 5, where 1 implies VERY UNLIKELY and 5 implies VERY LIKELY. Examples may include non-farm land grabbed by family members of the husband’s family after being widowed or through government policy etc.

## **SECTION 6A: MEALS AWAY FROM HOME**

**Description:** This section asks about the expenditures on all the meals, food stuffs and drinks that were prepared outside the household, bought by household members in the past 7 days, and usually consumed outside or inside the home.

**Respondent:** Most knowledgeable adult member of the household.

1. Read out the question text and the answer options one by one, recording for each option if ANY household member has consumed the meal or drink away from home in the **PAST 7 DAYS**. Answer this question for all items FIRST before answering the details in the MEALS AWAY screen. MAKE SURE to not skip items.

Consider ANY meal or drink that was produced outside the household and bought by a household member or given for free, even if the meal or drink was consumed back home in the household (e.g. take away food). Make sure to INCLUDE meals or drinks consumed in eateries, restaurants, canteens (e.g. Mama put, Bukatarian, Canteen) and meals and drinks to which household members have been invited to. Do NOT consider food that was prepared in the household and then consumed elsewhere outside the household.

The first three answer options refer to FULL MEALS consumed (e.g. rice and stew, pounded yam and egusi, tuwo, garri and draw soup, etc) and depend on the hour of the

day consumed, breakfast in the morning, lunch in the early afternoon and dinner in the evening or at night. If no entire meal was consumed, consider it under the other options.

MAKE SURE the respondent understands it is for ALL household members. There is a tendency for respondents to only think about the items they have consumed.

2. Record the TOTAL amount spent by ALL household members on the meal or drink category in the **PAST 7 DAYS**. If the meal or drink was for free, ask the respondent to estimate how much such a meal or drink would have costs in a normal place.

Do NOT DOUBLE COUNT amounts for meal or drink consumed, e.g. if you are not sure if a few snacks bought constitute a full meal, record the expenses ONCE in the more appropriate meal or drink category.

Give the respondent enough TIME to identify the individual meals and remember or estimate the price. HELP the respondent if need to come up with the total amount, by first identifying which household members consumed the meal how many times in the past 7 days and getting the respective costs. Take notes of the individual cost on your notepad or calculator, sum them up and record the total.

Sense check the answers given to you by the respondent and probe if necessary.

*EXAMPLE: In the past 7 days, Mr. Lawal ate lunch at his office twice which cost ₦550 each time (consider). The rest of the week he brought lunch from home to eat at work (do not consider). Mrs. Lawal ate lunch at her parents place once (consider as not prepared in household, estimated to would have cost her ₦400 in an eatery), and bought Akara and Pap for breakfast for the family which cost her ₦500 and which they ate back home (consider as produced outside the household). The totals are: lunch:  $2 * ₦550 + ₦400 = ₦1,500$ ; breakfast: ₦500*

## **SECTION 6B1: FOOD EXPENDITURES (PART 1)**

**Description:** This section asks about the household's consumption on various food items in the past 7 days. The food items are organized by food categories.

**Respondent:** Adult household member responsible for food preparations or food purchases made by the household in the past 7 days.

**Instructions:** Answer questions from the top to the bottom, making sure that an answer has been recorded for all food items. Proceed to Section 6B2 ONLY ONCE all questions have been answered

and the section turned green. MAKE SURE the respondent does NOT see the screen of the tablet, so they cannot see how many questions are left.

- 1.** For each question, read out the question text and the answer options one by one, recording for each option if ANY household member ate or drank the food item in the **PAST 7 DAYS WITHIN THE HOUSEHOLD**. Answer all question in this section **FIRST** before moving to the next section. **MAKE SURE** to not skip questions or answer options.

Do NOT consider meals or drinks that were consumed by household members **OUTSIDE** the household (they should have been recorded in section 6A Meals Away from home), **UNLESS** they were cooked/prepared inside the household and taken outside to be consumed elsewhere (e.g. lunch/snack brought from the household to work).

## **SECTION 6B2: FOOD EXPENDITURES (PART 2)**

**Description:** This section is a continuation of the previous section 6B1. It asks details about the household's consumption and expenditure on ALL the food items selected in 6B1. The food items are organized by food categories.

**Respondent:** Adult household member responsible for food preparations or food purchases made by the household in the past 7 days.

**Instructions:** ONLY answer once 6B1 has been completed. Answer questions from the top to the bottom. This section is typically very repetitive and tiring to the respondent. **ENGAGE** the respondent.

### **FOOD CATEGORIES**

One sub section for every food items selected in 6B1.

- 2a/2b.** Record the **QUANTITY** of **ITEM** that members of the household **CONSUMED** in the **PAST 7 DAYS**. Record the **QUANTITY** in 2a, and select the corresponding **UNIT** in 2b, e.g. if the household consumed 3 KG of rice, record 3 in 2a, and select KG in 2b. Sense check that the quantity unit combination makes sense and are in the area of the possible food consumption given the household size, probe with the respondent if necessary. E.g. if the respondent in a household of 5 members tells you that they have eaten 30kg of rice (which is very unlikely), double check with them if unit and quantity are correct.

Do NOT consider meals or drinks that were consumed by household members **OUTSIDE** the household (they should have been recorded in section 6A Meals Away from Household), **UNLESS** they were cooked/prepared inside the household and taken

outside to be consumed elsewhere (e.g. lunch/snack brought from the household to work).

The list of units is FILTERED and depends on the ITEM. If the respondent uses a unit that is not listed, select OTHER (SPECIFY) and record the details.

CONVERT milliliters to LITRES or CENTILITRES. 1L=100CL=1000ML. *EXAMPLE: 500ml is 50cl, 710ml is 71cl, 325ml is 32.5cl.*

When recording from SACHETS, TINS, PACKETS etc., use the SAME unit as it appears on the package, e.g. bornvita 450g, butter 250g, etc. Do NOT record sachet, tins, packets as other unit.

Do NOT confuse KILOGRAMS and GRAMS. 1000 GRAMS=1 KILOGRAM. *EXAMPLE 0.900G is different from 0.900KG (900G) and is incorrect.*

**2c.** For some units such as a HEAP or CONGO you will be asked to specify the size of the unit. Show the pictures in the reference booklet to the respondent to find out what size of the unit they have consumed.

**3.-5.** Record how much of the ITEM that the household consumed in the **PAST 7 DAYS** came from purchase, own production and gift. Record the quantity in the SAME unit as the unit selected in 2b. The total quantity of all 3 sources must NOT EXCEED the total quantity consumed. If the total exceeds the quantity consumed, double check with the respondent ALL sources. Do NOT just correct the last or the largest source. Write 0 if ITEM consumed did not come from one of the sources. NOTE, the household may have OBTAINED ITEM EARLIER THAN 7 days ago but only consumed (part of) it in the past 7 days.

3. FROM PURCHASE: Record quantity of ITEM consumed that was purchased for cash or in-kind. The PURCHASE could have taken place IN THE PAST 7 DAYS OR BEFORE.

4. FROM OWN PRODUCTION: The quantity of ITEM consumed that came from plants cultivated on land rented, owned or sharecropped by members of this household, or from animals owned by members of the household.

5. GIFTS AND OTHER SOURCES: The quantity of ITEM consumed that the household received for free or from any other source.

The reference period that is relevant in this question, is that the food was CONSUMED within the last 7 days, regardless of when the ITEM was bought / gifted /harvested etc.

**6.** Record whether the household purchased any of ITEM in the **PAST 30 DAYS**. Note that the recall period is different here from the previous questions in this section.

**7a/7b.** Record the QUANTITY of ITEM that members of the household PURCHASED in the **MOST RECENT PURCHASE** in **THE PAST 30 DAYS**. If the household purchased the ITEM two weeks ago and then also purchased the ITEM yesterday, you will only record information on the purchase made yesterday in this case. Record the QUANTITY in 7a, and select the corresponding UNIT in 7b, e.g. if the household purchased 3 KG of rice, record 3 in 7a, and select KG in 7b. Sense check that the quantity unit combination makes sense and is in the area of the possible, probe with the respondent if necessary.

NOTE that the quantity of ITEM PURCHASED in the past 30 days is INDEPENDENT of the quantity of ITEM CONSUMED in the past 7 days (Q2a.) and the quantity consumed that came from purchase (Q5.). The quantity purchased in the past 30 days may be 0 (e.g. if the household had purchased it before 30 days ago) or may be larger than the quantity consumed (e.g. if the household shopped in bulk).

The list of units is FILTERED and depends on the ITEM. If the respondent uses a unit that is not listed, select OTHER (SPECIFY) and record the details.

- 7c.** For some units such as a heap or a Congo you will be asked to specify the size of the unit. Show the pictures in the reference booklet to the respondent to find out what size of the unit they have consumed.
- 8.** Record the TOTAL amount in NAIRA spent on ITEM purchased in the **MOST RECENT PURCHASE IN THE PAST 30 DAYS** (Q3a/3b).

## **SECTION 6C: AGGREGATE FOOD CONSUMPTION**

This section is divided into two parts:

The first part is on food consumption of household members only, which intends to ask **HOW MANY DAYS IN THE PAST 7 DAYS** the different groups of food items were consumed. This should include consumption both inside and outside the home.

The second part of the module asks about sharing of meals with persons that are not household members. The information is collected by age groups (i.e. children between 0 – 5 years, 6 – 15 years, adults between ages of 16 – 65 years and people over 65 years old) and covers:

- The TOTAL NUMBER OF DAYS in the past 7 days that food was shared with persons that are not household members
- The TOTAL NUMBER OF MEALS that were shared with these non-household members in the past 7 days, by age group.

8. This question captures the number of days the particular food group was consumed both inside and outside the home, by all household members during the past 7 days.  
You are to record zero if none of the food group items was consumed.
9. Is a leading question that seeks to know if over the past 7 days, there were people not listed as household members (READ LIST FROM HH ROSTER) that ate any meals in the household. If the respondent answer is “YES,” proceed to questions 10 and 11.
10. Seek to know the total number of days in which any meal was shared with people not listed as household members in the roster.
11. Seek to know the total number of meals that were shared over the past 7 days within specified age range of people (such as Children 0- 5 years, 6 – 15 years, adults 16 – 65 years and people over 65 years old). The interviewer should mention these age cohorts to the respondent and record the response in the appropriate column.

## SECTION 7: NON-FOOD EXPENDITURES

**Description:** This section asks about the household expenditures on non-food items. The section is divided into three sub sections, each with a different reference period. Items that are purchased very frequently are asked with a 7 days reference period, items that are purchased regularly with 30 days reference period, and items that are more infrequently purchased with a 12 months reference period.

**Respondent:** Adult household member responsible for purchases.

- 1./3./5. For each question, read out the question text and the answer options one by one, recording for each option if ANY household member purchased or pay for ITEM in the respective REFERENCE PERIOD. For each subsection, answer all answer options FIRST before moving to the detail subsections below the question. MAKE SURE to not skip answer options. MAKE SURE the respondent understands the CORRECT reference period for each question, which varies from **PAST 7 DAYS**, **PAST 30 DAYS**, and **PAST 12 MONTHS**.

Consider ITEMS that were bought or paid for during the reference period, even if they were received before the reference period or have not been received yet at the time of the interview.

- 2./4./6. For each ITEM any household member bought or paid for in the reference period, record the TOTAL amount in NAIRA spent on ITEM during the reference period. NO DECIMALS are allowed, round up or down to reach an integer amount in Naira, e.g. if an item cost ₦1,500.40 record ₦1,500.

## SECTION 8: FOOD SECURITY

**Description:** This section asks about the availability of food in the past **12 MONTHS**. More broadly it is meant to capture how well the household is able to fulfil its food needs.

**Instruction:** This section is SUBJECTIVE and therefore you MUST rely on the responses provided by the RESPONDENT. You must never question a response provided by a respondent in this section, even if from the surroundings and other questions you think their response is inconsistent.

**Respondent:** Senior female or member most knowledgeable about food consumption.

**1a.-1j.** Select YES if the statement of the question was true AT LEAST ONCE in the **PAST 12 MONTHS**, for ANY household member. Note that the event did not have to happen regularly, just once is enough, e.g. if a household skipped only one meal in the past 12 months, select YES.

The questions ask if the household reduced/changed their food intake BECAUSE OF LACK OF MONEY OR OTHER RESOURCES. Do NOT consider reduced/changed food intakes because of religious (e.g. fasting), medical, or any other reasons. Having forgotten to bring money e.g. to work and not being able to buy the normal lunch is NOT considered a lack of money.

## SECTION 9: NON-FARM ENTERPRISES

This section obtains information on Non-Farm income generating activities or enterprises of the household.

In the context of this survey, enterprise refers to any trade (in food, clothes or various articles) or professional activity (like that of a private lawyer, doctor, a carpenter, mason, etc.) offering services for payment in cash or in kind. This refers to an economic unit producing goods or providing services. Characteristics of defining a household enterprise are:

*A household enterprise* is a segment of the economy typically comprised of small-scale producers and distributors of goods and services; and consisting largely of independent, self-employed producers. It is an informal-sector business and tends to operate with very little capital; to use a low level of technology and skills; and to provide low incomes and unstable employment.

Household non-agricultural income-generating enterprises include those that produce or trade goods or services, including owning a shop or operating a trading business, no matter how small.

However, post-harvest processing and trading of agricultural crops should not be listed here. Examples of household enterprises are mat making, brick making or working as a carpenter, firewood selling, shoe shining, metalwork, tailoring, repair work, food processing, fish marketing, petty trading and so on.

**RESPONDENT:** The respondent should be the owner or manager of the enterprise.

1. The first question is a filter question for different kinds of household enterprises. The reference period is the LAST 12 MONTHS. Make sure to go through all categories.
- 2a. Give a description of the non-farm income generating activities that individuals in the household have been operating during the last 12 months. Once the new enterprise is listed, the supervisor will input the sector code using the INDUSTRY CODES provided in the Appendix of this manual (Q2b).
3. This question asks to know whether this enterprise is currently operating or it has closed down either permanently, temporarily or seasonally.
4. If answer to Q3 is “closed down permanently” or “closed down temporarily”, this question seeks to find out the main reason why the income generating activity has stopped working. If the enterprise has stopped operating, the interviewer should find out why the enterprise is not operating now. There are 10 options listed from which to pick one.
5. This question seeks to find out the MANAGER of the enterprise. This is so that information about this very enterprise can be obtained from him/her and also to determine if MANAGERS are also the OWNERS of their enterprises. The interviewer should find out who in the household MANAGES the enterprise. There is provision for a maximum of two persons in case more than one person MANAGES the enterprise. Interviewer can only select up to two individuals from the household roster.
6. Unlike question 5, question 6 wants to know who OWNS this very enterprise. The interviewer should find out who OWNS the enterprise because the owner may leave the enterprise to another person to manage it for him or her. Like in Q5, there is a provision for a maximum of two persons.
7. This question seeks to answer, who decides on how the EARNINGS of this income-generating activity are used. This might be a different household member from those

owning or managing the activity. Like in Q5 & Q6, there is a provision for a maximum of two persons.

8. Record the MEMBER who is giving more detailed information on the income generating activity in question. This should be the person most knowledgeable of the activity, such as the MANAGER or the OWNER.
9. In this question, we are interested in knowing whether the enterprise has been operational in the LAST 12 MONTHS, and during which of those. Record the months of operation for all enterprises in the same way: If it's a new enterprise record the months of operation in the last 12 months, if the enterprise is older than 12 months, also record the months in which the enterprise was in operation during the last 12 months. It will help identify those enterprises that stopped operating for some time in the past and came back to business again. It will also be used to estimate yearly income from the enterprise.
10. We want to know WHERE the household operates this income generating activity. Ask about the location of the enterprise from the options provided and record one option.
11. We want to know if the enterprise is registered with any government agency. Government Agency here includes the Internal Revenue Service, Registrar General, or any Union or Association acting on behalf of the government.
12. We want to know the household members, who are engaged in this enterprise. The interviewer should probe to know those who are being paid for engaging in the enterprise and those who do not receive payment on the business. For each listed household member, please indicate:
  - 1) the NUMBER OF MONTHS IN THE LAST 12 MONTHS the individual worked in this enterprise.
  - 2) The numbers of DAYS PER MONTH that the individual worked in this enterprise.
  - 3) The AVERAGE HOURS PER DAY the individual worked on this enterprise. Note the restrictions here that hours worked per day cannot exceed 18.Note the restrictions on this question that the total number of days' work on an enterprise cannot exceed 31 days. Household members can work either as a paid or unpaid employee, but cannot belong to both.
13. We want to know the number of employees, who are NOT HOUSEHOLD MEMBERS engaged in the enterprise, disaggregated by sex (male and female). List the total number of each of male and female employees.

- 14.** We want to know the main source of income used to start the enterprise. If more than one source, mention a maximum of the three main sources from the options listed in order of importance.
- 15.** Seeks to know if the owner of the business had any LOANS from either formal or informal sources such as banks and other financial agencies, money lenders or relatives and friends, which have been used for the enterprise's operation in the last 12 months. Record either YES or NO.
- 16.** Seeks to know the source of credit that was used in operating the enterprise within the LAST 12 MONTHS. Please, select a maximum of two options from the options listed.
- 17.** We want to know how much money was borrowed to finance this enterprise in the last 12 months. For instance, if the individual borrowed N35,000, write 35000 under NAIRA.
- 18.** We want to know if the enterprise has any outstanding loans that are being repaid, either in cash or kind, within the last 12 months. The answer should be YES, if any repayments have been made during the last 12 months. Note that this question is for all enterprises that are currently operating.
- 19.** For those enterprises that have outstanding loans, the interviewer should write down the amount of loan THAT HAS BEEN REPAID (include loans in-kind). For example if the loan repaid for this enterprise is N12,000, write 12000 under NAIRA. Convert in-kind loans into monetary value equivalent and record and add to other cash loans and record appropriately.
- 20.** This question seeks to answer if the household TRIED to get a credit for for the enterprise's operation from either formal or informal sources such as banks, financial agencies, money lenders or relatives during the last 12 months. Record YES, even if the credit got rejected.
- 21.** Seeks to know the source of credit that was APPLIED for operating the enterprise within the LAST 12 MONTHS. Please, select a maximum of two options from the options listed.
- 22.** This question seeks to answer whether the credit that was APPLIED for, was received. If it was received, select YES. If the credit application was rejected, select NO.
- 23.** If the credit that was applied for, was rejected, provide up to 2 most important reasons, why the application was refused.
- 24.** We want to know who the buyers of the products or services of this enterprise are. Please, pick a maximum of two options from the listed options in order of importance.

If option OTHER, SPECIFY is chosen, please ensure to specify the other buyer of the product and/or services of this enterprise.

- 25.** This question seeks to know if the enterprise uses generator, either solely or partially for its operation. Note that if the business is located in the household's dwelling and uses generator for both domestic and business use, this should be considered as a "YES" in this question. Again, if the business requires electricity for its operation, then it is possible to also use generator, especially given the frequent black-outs. If the business doesn't use generator for its operation, please select "NO".
- 26.** We want to know the current value of physical capital stock, including all tools, equipment, buildings, land, vehicles that are used for the business. Note that the emphasis here is using those physical capital stocks for the enterprise's operation. If the asset is owned by the household but is not used for the business, it should not be considered here. Ask the respondent to put value on all these assets used for the business' operation and record the sum total in the column given. For example, if the assets used by the owner for the enterprise are car, tools, equipment and machinery and have the following values: car is N250,000, tools N50,000, equipment and machinery N200,000. Then the total value of physical stock used for the business should be written N500,000, and therefore 500000 should be written here.
- 27.** This question seeks to examine the TOTAL VARIABLE COST of the enterprise, by putting value on ALL INPUTS used for the enterprise's operation. Note that inputs used are NOT the same as the physical capital stocks listed in question 24. For instance, if the enterprise is a tailoring type, then, inputs will include tread, pins, clothes, etc. but does not include the sewing machine. Similarly, for a restaurant type of enterprise, inputs will include the raw food materials, oils, etc. but does not include the cooking pots, cookers, etc. Ask the respondent to give the total value of all the inputs currently available. The correct Naira value should then be written.
- 28.** We are interested in knowing the TOTAL VALUE OF FINISHED GOODS THAT ARE READY FOR SALE. For a tailoring business, this will be sewn clothes. Put value on all those and write the Naira value in the column provided.
- 29.** This question is used to examine the total revenue of the enterprise in the past one month. The interviewer should be careful at asking this question since it is not referring to the profit made in the past one month. For restaurant type enterprises, this is the total sales for the past one month. For tailoring businesses however, this refers to the money from sale or delivery of sewn clothes, including the cost of variable inputs given

in question 25. If an item has been produced but not sold yet, this should be excluded in estimating the total sales.

- 30.** This question is for estimating the net returns of the business in the last one month. This is also the profit of the enterprise in the past one month. Profit is the difference between sales (total revenue) and total variable cost. Record the Naira value in the column provided.
- 31.** Record the BUSINESS COSTS of each category listed during the last month of operation of the enterprise. If there are no costs in a category, then mark it as zero. Give the estimated amount in Naira.

We want to know the business costs last month in terms of wages & salaries, purchase of goods for sale (inventory), transport, fuel for generator, maintenance of generator, insurance, rent, interest payment on loans, raw materials, others. For instance, the amount spent on rent or shop or any other kind of rent in the course of running the business last month, put the total amount together and record under rent. With respect to transport, we want to know the money spent on transport in running the business last month. This may include moving about on business trips; money spent transporting raw materials and finished products to and from market. Put these expenses under transport together and record, e.g. 100000.

- 33.** We want the owner or the manager of the business to mention the three most important constraints to starting a non-farm business. Use the constraint codes to your right on this page of the Questionnaire.
- 34.** We want the owner or the manager of the business to mention the three most important constraints to operate and grow their non-farm business. Use the constraint codes to your right on this page of the Questionnaire.
- 35.** This question should be answered by all households whether or not they operate non-farm enterprises. We want the respondent to indicate three primary constraints preventing HH members from opening a non-farm business. Again, use the constraint codes to your right on this page of the questionnaire. Print the appropriate codes in the spaces provided.

## SECTION 10: HOUSEHOLD ASSETS

**Description:** This section asks about the durable goods currently possessed by the household.

**Respondent:** Most knowledgeable adult member

**Instructions:** The section may feel repetitive for the respondent. Try to ENGAGE the respondent.

### ASSETS

1. Read out the question text and the answer options one by one, recording for each option if the household owns at least one of the items or not. ONLY consider items in good working condition. Answer this question for all items FIRST before answering the details in the ASSET screen. MAKE SURE to not forget items.

2. Record the TOTAL number of FUNCTIONING items owned by the household for this asset category. The items may be owned by individual household members, or jointly by (parts of) the household. Do NOT count items that are not in good working condition. *EXAMPLE: If Babatunde, Dayo and Femi each own one mobile phone, but Femi's is currently not working, record 2.*

*Gas cooker* - is a combination of stove that has both burners and oven i.e. a range with gas rings/burner which can have 4 or 6 burners and an oven for cooking/baking with gas. It is also known as a gas range or gas stove

*Stove gas (table)* - is the stove that has the burners only. It is the table top kind of stove and has no oven.

*Radio* - is the simple small transmitter type as well as just a basic radio

3. Read out the answer options. If there is more than one item and they are owned differently, select what applies for more items or members.

4. If an item is owned by individual household members (i.e., not jointly owned by the household), you may select up to two household members on the list who own the item.

## SECTION 11: CREDIT

**Description:** This section asks about the use of loans and credits in the household overall (not by individual members).

**Respondent:** The household head or a knowledgeable adult member

**1.** Select YES if ANY member of the household has attempted to borrow money or applied for a loan from any source (banks, cooperative societies, savings associations, micro-finance institutions, money lenders, etc.) in the LAST 12 MONTHS, independent of the application outcome, or the pay-out and repayment status. Do NOT consider loans that were applied for PRIOR TO 12 MONTHS ago but were still repaid in the past 12 months. Consider loan applications at formal institutions and businesses, as well as borrowing money from family, friends or other individuals. *EXAMPLE: Select YES if 2 months ago, the spouse of the respondent unsuccessfully asked his family to borrow money.*

**2a.** Make a list of ALL the institutions and persons from whom members of the household applied for or requested a loan, even if not successful. If members applied for/borrowed from the same institution more than once in the past 12 months, list one row for every time they applied. Use loan names that make it clear for the respondent about which loan you are asking questions. LIST all loans FIRST, before continuing with the details of each loan.

*EXAMPLE: If in the last 12 months, Tunde tried to get a loan from a bank but was refused, and then borrowed from a money lender, and Dayo borrowed from the neighbours some 2 years ago but is still repaying, you should list the bank (applied in last 12 months, unsuccessful), the money lender (applied in last 12 months, successful), but not the neighbours (applied before 12 months ago).*

### LOANS

Asked for each LOAN listed in Q2a. Answer one sub section at a time. The questions are phrased for loan applications from banks, etc. If LOAN was borrowed from individuals you should rephrase the question text a bit, e.g. instead of saying “for applying for the loan” say “asked to borrow money”.

**2b.** Double check with respondent to make sure you get the correct type of institution.

**3.** Select the household members who borrowed/applied for the LOAN, i.e. in who’s name the loan application was and who is responsible for repaying it.

4. Select the MAIN reason why the household applied for the loan initially, even if the money was then spent on something else. Record the reason why the HH applied, NOT any reason they mentioned when borrowing/applying for the loan.
5. Select YES, if the household has received the money for this particular loan.
6. Record IN NAIRA the amount that was RECEIVED. Note that this may be different to the amount the HH requested or asked for. This amount is sometimes called principal.
7. Select YES if the loan has been FULLY repaid. This includes the amount borrowed (principal) and normally interests.
8. Give the total cost of the LOAN at completion of repayment. The total cost of the loan is the principal (how much was borrowed) plus the interest (additional charge on the principal by the lender). The interviewer should help the respondent estimate this total cost. The figure should be written in Naira. There might be instances where the respondent will quote the interest in percentages. In this case, the interviewer should calculate the percent value of the interest and add to the principal to give the total repayment amount. For example, if the household borrowed 2000 Naira from NBS cooperative at 20 percent interest, then the total repayment amount is  $2000 + (0.2 * 2000) = 2400$ .
- 9-10. These questions are asked to households that made no borrowing attempt in the last 12 months. First, in *question 9* we establish if the household needed a loan in the last 12 months. Indeed, there should be a need of a loan for someone to make borrowing attempt. If the household had no need of a loan, skip to the next section. For those who had a need of a loan in the last 12 months, we want to know in *question 10* why they did not attempt to borrow. Up to two reasons are allowed and the interviewer should write the codes corresponding to the stated reasons in the space provided.

## **SECTION 12A: BETA DON COME**

The Beta Don Come program is a cash transfer program targeted to the poor and vulnerable populations in Nigeria. Under the program a household receives 5000 Naira monthly cash transfer.

Collecting information on this cash transfer is extremely important, as the NLSS is the dataset that will be used to study the impact of the cash transfer on the wellbeing of the recipient households.

**The respondent** of the module should be ideally the beneficiary of the program (most often the “caretaker” of the household), or the household head.

1. “Federal government's 5000 Naira cash transfer program for the poor” and “Beta Don Come” are the same thing, but people might call them different names. Ask if household has heard of either one.
2. Ask if the household is enrolled in the program. That means that they are a beneficiary of the program. Keep in mind they might be enrolled even if they have not received any money yet.
3. This question is for those who are enrolled. Ask whether they have received a cash transfer from Beta Don Come.
4. If they have NOT received, ask why, and choose the most appropriate category.
5. This concerns the households that have received the transfer at least once. Record month and year of first transfer. **Note that the first transfers of the program started in December 2016.** Hence if the household reports having received the first transfer much before this date, make sure you are speaking of the same program. Beneficiaries are being gradually included in the program, so it’s possible that they have received the first transfer anytime between December 2016 to the date of the interview.
6. Make sure the respondent answers HOW OFTEN THEY ACTUALLY RECEIVE THE TRANSFER. DO NOT RECORD HOW OFTEN THEY ARE SUPPOSED TO RECEIVE THE TRANSFER.

The program is designed so that the beneficiaries are supposed to get their transfer each month. However, sometimes these kind of programs have issues, and people do not always get their monthly transfer as they should. That is why we ask this question: We want to know if the beneficiaries really got the program monthly, or annually, or weekly or some other way than they were supposed to. We hence ask them this question to find out if there are problems in how the money is distributed.

7. Make sure the respondent answers how much they ACTUALLY RECEIVE per transfer. If they have received different amounts at different times, record what they receive ON AVERAGE. DO NOT record how much they are SUPPOSED to receive.
8. RECORD THE INDIVIDUALS WHO IS THE ‘CAREGIVER’, AND A SECOND PERSON, THE ‘ALTERNATE’. The program is designed such that the household has one recipient, who is called the “caretaker”, and one person that the caretaker can designate to pick up the transfer the “alternate”. The “caretaker” is often a mother or another female member

in the household. It is possible that the “caregiver” is also a male. The alternate is often but does not need to be a household member. If it’s not a household member, choose that category.

9. The program gives each caregiver and alternate an ID card. That ID card is used when picking up the transfer. Request to see the ID cards (9a\_1 and 9b\_1), and scan the barcode for each of those cards (9a\_2 and 9b\_2). This information will be extremely useful to the program, as by using this information, they can know who exactly the beneficiary is that we are capturing. If the alternate is not a household member, ask the household if it is still possible to see the card.
10. Ask whether the caregiver or the alternate pick up the transfer more often.
11. Ask how the household uses the money they get from Beta Don Come. What are they able to spend their money on now, compared to the time before they got the transfer. Choose the closest option available.
12. Ask whether the household has paid anything to program facilitators or other people working for Beta Don Come to be enrolled (12a) or to get the transfer (12b). The beneficiaries are NOT SUPPOSED TO PAY TO GET THE TRANSFERS OR TO BE ENROLLED. We ask this to find out, whether there are issues in the program. Make clear that you want to know whether they have paid, NOT whether they are supposed to pay.
13. Ask whether program facilitators or other staff have asked the beneficiary to save. If they have been asked to save, record YES. Otherwise record NO. Record this question irrespective of whether the household has made any savings or not.
14. Ask the respondent whether the household has made any savings since they enrolled in the program. This is also irrespective of whether or not they have been asked by the program facilitators to make any savings.
15. This question applies to those who have made savings since the start of the program, that is, since they enrolled. You can remind them about the month and year when they said they enrolled to clarify that this question deals with savings made since that month. If they have saved and already used their savings, that does not account for savings made.
16. This question deals with testing whether the program is implemented properly. Saving is not mandatory as part of the program. However, don’t tell this to the respondent, but ask what they think. If they think that saving is mandatory, then we know there is an issue with the implementation of the program.

17. The program organizes workshops to beneficiaries as part of their program. Ask how many workshops the household and/or beneficiary have been invited to.
18. This question applies to those who have been invited to workshops. Ask how many workshops organized by the Beta Don Come has anyone in the household (whether beneficiary or other member) attended.
19. The workshops are organized on these specific topics. This question asks for what topics the workshop(s) attended was (were) on. Record the closest option.
20. This is for the households that have not attended any workshops (but might have been invited to). Ask them the reason for not attending, record the closest option available if possible.
21. Some households that receive the cash transfer, can receive A TOP-UP TRANSFER. This is a supplementary transfer given on top of the cash transfer. Ask if the household has received this additional transfer. According to the rules of the program, the top-up transfer should be monthly, just like the cash transfer itself.
22. If they have not received the TOP-UP TRANSFER, ask them if they have heard of the possibility of receiving a top-up.
23. If the household has received the top up transfer, ask the respondent whether they know WHY the household has received the top-up. The top-up transfer is a CONDITIONAL transfer. This means that the household has needed to do something in order to receive it, such as attend a workshop or send their child to school. The conditionalities vary from state to state, hence there is no 'right' answer to this question. You can select all the options that apply.
24. If the household has received the top-up transfer, ask them how many months they have been receiving it. If they struggle with the answer, you can probe by asking when was the first time they received it, and whether it has been received monthly.
25. Ask the respondent whether the household has received LIVELIHOOD SUPPORT. This is given to a productive member of the household inside the Beta Don Come program. The livelihood support is supposed to help in a household enterprise or similar activity.

Note: The livelihood support is the component of the program which takes place the last. Before receiving livelihood support the households are supposed to be receiving the cash transfer for some time.

## SECTION 12: SOCIAL SAFETY NETS

Social Safety Nets or “Socioeconomic Safety Nets” are non-contributory transfer programs that seek to protect the poor or those vulnerable to shocks and poverty from falling below a certain poverty level. Safety net programs can be provided by the public sector (State and aid donors) or by the private sector (NGOs, private firms, charities, and informal household transfers). Safety net transfers include:

**Cash Transfer:** These are defined as the provision of assistance in the form of cash to the poor or to those who face probable risk of falling into poverty in the absence of the transfer. The main objective of these programs is to increase poor and vulnerable households’ real income.

**Food-based** safety net programs support adequate consumption and contribute to improving nutrition and securing livelihoods. They are different from other safety net programs in that they are tied to the provision of food, either directly or through cash-like instruments (food stamps, coupons) that may be used to purchase food.

**In-Kind Transfers** such as school supplies and uniforms: This refers to allowances that are paid to families with children under a certain age. These kinds of transfers can be in form of subsidies on school uniform or school supplies or children’s goods.

**Conditional Cash Transfers (CCT):** programs provide cash payments to poor households that meet certain behavioral requirements, generally related to children’s health care and education.

**Price Subsidies for Food, Electricity, or Public Transport:** Subsidies guarantee access to essential commodities at prices that consumers can afford.

**Public Works:** Public works programs provide unskilled workers with temporary labor-intensive jobs during critical times. Public works can include road construction and maintenance, maintenance of public spaces and buildings, irrigation infrastructure, reforestation and soil conservation. The output of such programs is twofold: jobs of short duration for work to increase income, and creation of public goods in the form of new or improved infrastructure.

**Fee Waivers and Exemptions for Health Care, Schooling and Utilities:** The main objective of fee waivers, exemptions and scholarships is to provide the poor with financial resources to use public services such as education and health facilities. The program enables the poor access to free health services.

Safety nets are part of a broader poverty reduction strategy interacting with and working alongside social insurance; health, education and financial services; the provision of utilities and roads; and other policies aimed at reducing poverty and managing risk.

The safety net as a whole should provide coverage to three rather different groups:-

**The chronic poor:** Even in "good times" these households are poor. They have limited access to income and the instruments to manage risk, and even small reductions in income can have dire consequences for them.

**The Transient Poor:** This group lives near the poverty line, and may fall into poverty when an individual household or the economy as a whole faces hard times

**Those with Special Circumstances:** Sub-groups of the population for whom general stability and prosperity alone will not be sufficient. Their vulnerability may stem from disability, discrimination due to ethnicity, displacement due to conflict, "social pathologies" of drug and alcohol abuse, domestic violence, or crime. These groups may need special programs to help them attain a sufficient standard of well-being.

The main objectives of this section are to identify the various safety net programs available.

Safety nets redistribute income to the poorest and most vulnerable with an immediate impact on poverty and inequality.

To see how safety net programs have been able to impact positively on the future of households that they otherwise may have missed, e.g. education, health, income generating opportunities

To what extent have safety net programs succeeded?

### **Some Definitions:**

**Supplementary Feeding Programs** provide direct transfer of food to target households or individuals. The food may be prepared and eaten on site (e.g., in child feeding centers or at schools), or given as a dry ration to take home. Supplementary feeding is often provided as an incentive for participation in public services such as primary health care (pre and post-natal as well as baby care) and education. The most common forms are maternal and child feeding and school feeding.

**School Feeding Programs** encourage children’s enrolment and improve their ability to pay attention in class. They vary from the provision of breakfast, lunch or a midmorning snack, to a combination of these. School feeding programs are often integrated with health and nutrition education, parasite treatment, health screening, and provision of water and sanitation.

**Food for Work (FFW) Programs** provides food rations in exchange for a given amount of work done. FFW programs have long been used to protect households against the decline in purchasing power that often accompanies seasonal unemployment, drought, and other periodic disruptions.

**Emergency Food Distribution** includes direct provision of food, supplementary feeding for vulnerable groups, and therapeutic feeding during crises, emergencies and situations in which people are displaced. These last-resort programs save lives by preventing malnutrition and morbidity.

**Food Stamps, Vouchers and Coupons** are near-cash paper tokens targeted to poor households that they can be used to purchase food at authorized retail locations. Some instruments restrict households to buying only a few specific foods, while others allow them to purchase any food.

**Respondent:** This person should preferably be the head of the household. If the head is absent, then a responsible and knowledgeable adult, preferably the spouse of the household head in the household should be interviewed. This person should be a member of the household and must be capable of providing all necessary information.

Other members of the household can help by adding information or details in the questions concerning themselves.

- 1.** This question seeks to find out if any member of the household received any assistance from any institution such as the government, international organizations or religious bodies in form of cash, food (including school feeding), other in-kind such as animals and scholarship. Select “yes” or “no” to each listed form of assistance.
- 2.** This question seeks to find out if the household or any member of the household has been part of any programs in the past 12 months. The interviewer should ask this question for all the programs listed before proceeding to ask questions 3-8. The response here is either “yes” or “no”.
- 3.** There are four forms of assistance listed: cash assistance, food assistance, other/in-kind assistance and scholarship. Select the most appropriate.

- 4a. The total value of cash assistance received from the program is what this question seeks to find out.
- 4b. The total value of food assistance received from the program is what this question seeks to find out
- 4c. The total value of in-kind assistance received from the program is what this question seeks to find out
5. Who received this assistance? Is it the entire household or an individual in the household? The response here is either 1 for entire household or 2 for specific household members.
6. This question identifies the household member(s) that received the assistance, if Q4 states, that the assistance was given to specific household members. The roster ID of member is recorded. Provision has been made for up to five household members to be recorded where applicable.
7. Ask the respondent how the money was used. Select the most appropriate of the categories.
8. The respondent is asked the last time the house hold received the assistance. The month and the year are recorded.

### **SECTION 13: OTHER INCOME**

Other household income comes in the form of income from assets/properties owned by the household, including rental of properties, land (excluding lands rented out for agricultural purposes), buildings, interest on savings and other financial assets, dividends, etc.) Interviewer should note that other household incomes DO NOT include regular sources of incomes such as agriculture, wage/salary and non-farm household enterprises. In this section these questions should be asked to the household head (or a knowledgeable adult member of the household) for all individuals from fifteen years and above.

**Respondent:** Household head or other adult with most knowledge about other income sources.

1. This question is restricted to other incomes from financial assets such as savings interest, returns on shares, dividends or investment in other businesses not run by the household. The interviewer will like to know if any member of the household received any regular income from the listed sources in the LAST 12 MONTHS. If 'no', skip to Q3.

2. Of the listed sources in Q1, we want to know how much TOTAL INCOME the household received in the past 12 months. Thus, we want the Naira earned from savings interest, and other investment income in the last 12 months. It is to be entered in absolute value in the column for Naira.
3. We are interested in knowing who in the household decides how the earnings from interest on savings, and other investments should be used. The household member(s) responsible for how to use earnings should be selected from the household roster provided.

## SECTION 14: HOUSING

**Description:** This section asks about the characteristics, cost and ownership of the housing occupied by the household, and the access to infrastructure like water and sanitation.

**Respondent:** head of the household or a knowledgeable adult household member

### 1. DWELLING

2. Interviewer OBSERVATION question, do NOT read out. If you are unsure if other households live in the same dwelling, double check with the respondent. NOTE, relatives living in the same dwelling/compound are considered a separate household if they do not eat from the same pot and share the same resources.

A DWELLING includes all types of structures occupied by members of a household. It may consist of room(s) inside a house, a group of houses, a multi-storeyed house, and a hut or group of huts. A dwelling has a separate, independent entrance to the outside world and often a separate cooking facility.

SEPARATE HOUSE (BUNGALOW) – A standalone house that contains a single household, does not share a wall with any other household, and has a separate entrance.

SEMI-DETACHED HOUSE – A dwelling that occupies part of a single building but has a separate entrance from outside. You cannot pass between households in the building without stepping outside (unlike a flat/apartment).

FLAT/APARTMENT – A dwelling in a building with multiple other dwellings. The dwelling is a flat/apartment if it is self-contained and does not share any facilities (e.g. bathroom, kitchen, etc) with other households in the same building. A flat has a private entrance within the building, but uses a shared entrance into the building.

COMPOUND HOUSE (SEPARATE ROOMS, SHARING FACILITIES) – Similar to a flat/apartment, but where multiple households share facilities (bathroom, kitchen, etc.). For example “face me, I face you”.

HUTS/BUILDINGS (SHARED COMPOUND) – Multiple **SEPARATE HOUSEHOLDS** in different buildings but sharing the same compound.

HUTS/BUILDINGS (PRIVATE COMPOUND) – Multiple buildings in the same compound but **occupied by A SINGLE HOUSEHOLD**.

TENTS – A shelter consisting of sheets of fabric or other material draped over, attached to a frame of poles or attached to a supporting rope.

IMPROVISED HOME (KIOSK, CONTAINER) – This can be a structure or object that is not intended to serve as a dwelling.

LIVING QUARTERS ATTACHED TO OFFICE/SHOP – A dwelling that is attached to or at the back of an office or shop. This does not include flats/apartments that are in the building that also contains shops or offices.

UNCOMPLETED BUILDING – A building where construction was not completed or is in serious disrepair.

- 3.** Select OWNED if the dwelling was built personally or purchased by the household; FREE, AUTHORIZED if the household lives in the dwelling with full permission of the owner of the dwelling without paying rent; FREE, NOT AUTHORIZED if the household lives in the dwelling without the permission of the owner of the dwelling and without paying rent, the owner of the dwelling can eject the household any time without any legal implication; RENTED if the household pays an agreed amount to the owner of the dwelling regularly based on the terms agreed on, either yearly, quarterly, or monthly.
- 4a.** Only asked if the dwelling is USED FOR FREE (either authorised or unauthorised). The question tries to find the current rental market value of the dwelling. The amount may be difficult for the respondent to estimate if houses/flats are rarely rented in the area. Help the respondent by asking how much it would cost them to rent a similar type of dwelling in the area, or how much they would receive per year or month from a good friend or family to rent the place. NOTE, the question does NOT ask how much they WOULD like to rent it for (likely higher), but how much they COULD rent it out for. Record the amount in full Naira. Do NOT forget to record the 000s for thousands of Naira. In 4b. select the time period corresponding to the amount in 4a.

- 5a. Only asked if dwelling is RENTED. Record the monthly or annual rental amount in full Naira. Do NOT forget to record the 000s for thousands of Naira. In 5b. select the time period corresponding to the amount in 5a.
6. Only asked if owned, rented, or used for free and authorized. Select as appropriate CERTIFICATE OF OCCUPANCY, LEASEHOLD, or FREEHOLD if household owns the dwelling; TENANCY AGREEMENT or RECEIPT OF PAYMENT if household rented the dwelling, and OTHER (SPECIFY) if the household has any other documentation to prove the occupancy status. Select NONE if the household has no document to prove the status. The answer options will be filtered based on the response in Q3.
7. Select the household member(s) listed on the document of occupancy status.
8. Record in 4 digits the year the dwelling was built, e.g. 1975. If the dwelling was built in phases, record the year in which the dwelling was COMPLETED.
9. Interviewer OBSERVATION question, do NOT read out. If the dwelling consists of more buildings, record the OUTER WALL material of the MAIN dwelling. If it is unclear what the main dwelling is take the one the household head lives and sleeps in. Record the MAIN material of the OUTER wall. If the outer wall is made of more materials, e.g. mud and wood, select the one the material that predominantly makes up the wall. Select MUD for mud and UNBURNT BRICKS for unburnt bricks; CEMENT OR CONCRETE for walls made out of bricks/blocks made from cement as well as walls made directly out of concrete
- **Mud** includes all materials such as wet clay used for the outer wall of a dwelling.
  - **Unburnt Brick** is the local mud bricks or blocks that is not smoked or fired.
  - **Burnt Bricks** is the block or mud that was smoked or fired.
  - **Concrete** is the block made of cement as well as wall made of pre-fabricated concrete panel.
  - **Wood or bamboo** includes timber, cardboard and plank wall.
  - **Iron sheets** are processed or galvanized iron or steel sheets.
10. Interviewer OBSERVATION question, do NOT read out. If the dwelling consists of more buildings, record the ROOF material of the MAIN dwelling, see Q9. Do NOT consider the material of the structure carrying the roof (e.g. wooden beams) but the material covering the roof, i.e. what protects the dwelling from rain coming in. If the roof material is made up of different material, select the one it is predominantly making up the roof. Select THATCH for grass, straw or any other form of plant-based roofing material; CORRUGATED IRON SHEETS for any type of iron, steel or aluminium sheets, normally galvanized.

- *Clay tiles* are the type of roofing that uses tiles produced by baking molded clay.
  - *Concrete roofing* is roofing done with cement and stone.
  - *Plastic Sheeting* is the type of modern day roofing that is transparent in nature.
  - *Asbestos sheets/tiles* are roofing sheets that are made from cement and other materials. When made into solid sheets, they become good protection or insulation against fire and heat. They are also used for industrial purposes as protection against perishable things.
  - *Other includes cardboard, etc.*
11. Interviewer OBSERVATION question, do NOT read out. If the dwelling consists of more buildings, record the FLOORING material of the MAIN dwelling, see Q9. Select SAND/DIRT/STRAW for the type of floor made of different materials such as straw or palm fronds mixed together with sand to smoothen it, commonly found among nomadic dwellings; SMOOTHED MUD for mud floor smoothened without concrete on top; etc.
  12. Record the TOTAL number of rooms the household occupies in the dwelling, EXCLUDING BATHROOMS, TOILETS, STOREROOMS OR GARAGES. Only record the number of rooms OCCUPIED by the household. If they rent out some of the rooms, do NOT count them. Only consider HABITABLE rooms.

## 2. COOKING

13. Select the MAIN cookstove used by the household. Select 3-STONE/OPEN FIRE STOVE for any open fire with or without 3 stones, independent of the fuel material, SELF-BUILT BIOMASS STOVE (CHARCOAL, WOOD, CROP RESIDUE, ETC.) for any self-built stove burning charcoal, wood, crop residue; MANUFACTURED BIOMASS STOVE (CHARCOAL, WOOD, CROP RESIDUE, ETC.) if the stove was professionally manufactured, LPG/NATURAL GAS STOVE for any gas-fired stove, independent of the number of burners, KEROSENE STOVE for any kerosene-fired stove, independent of the number of burners; ELECTRIC STOVE for electric stoves, independent of the number of burners.
14. Select where members of the household NORMALLY cook. If they cook in several places, select the place where they cook most frequently. If they cook inside, check if the sleeping area of ANY household member is separated by a door and closed during cooking. If yes, select IN DWELLING, NOT A SLEEPING AREA, if it is not separated by a door or if the door is usually open while cooking, select IN DWELLING, IN A SLEEPING AREA. If they cook inside in a separate kitchen building select IN A SEPARATE DWELLING, if they cook outside in a protected area with a roof and at least 2 sides open, select IN A VERANDA (ROOFED PLATFORM WITH AT LEAST TWO OPEN SIDES), if they cook outside without protection select OUTDOORS.

15. Only asked for certain stove types. Select YES if they use any type of system that channels most of the smoke/fumes from the stove to the outside.
16. Record UP TO TWO different types of FUELS used for the primary cookstove. This question will only be asked for certain cookstoves which allow for different fuel types (3-stone/open fire and biomass).
17. For the fuel(s) specified in Q16, record the amount spent on FUEL for the primary cookstove in the **LAST MONTH**. If the household did not use the cookstove in the past month, then ask for the amount spent in a **TYPICAL MONTH WHEN THE STOVE IS USED**.
18. Record whether any MEMBER of the household suffered any harm, injury or health problem, or if any property was damaged in the household as a result of cooking with the cookstove in the last 12 months. That is, select YES, if any damaged was caused to any household member or household property as a result from cooking with this stove.
- 19a. Record what harm or injury specifically happened due to using the cookstove. If several, list the MOST SEVERE. Select the most appropriate category.

### 3. ENERGY

19. Select YES if the household normally has electricity in the dwelling, independent of the source, and even if electricity is not available at all times.
20. Select ALL sources of electricity that the household uses MOST OF THE TIME, i.e. on a regular basis, not just once or twice. Select PHCN/NEPA if the household is connected to the main national grid, independent of whether the connection is official and paid for or unofficially connected; LOCAL MINI GRID for a connection to a local grid that is not connected to the national main grid, e.g. a generator supplying the entire village; GENERATOR if the household uses their own or shared generator; SOLAR HOME SYSTEM if the solar panel has the ability to use/charge other electrical appliances; SOLAR LANTERN/ LIGHTING SYSTEM if the solar panel system is for lighting only and does not allow using/charging of electrical appliances; RECHARGEABLE BATTERY for batteries such as a car battery.

Some households may have MORE THAN ONE source, e.g. connection to the main grid and a generator. Probe to ensure you select all sources.

21. Of the sources selected in Q20., select the MAIN source of electricity, i.e. the one the household uses MOST of the time.
22. Record the AVERAGE number of hours during which electricity was available PER DAY from the MAIN SOURCE selected in Q21 during the **PAST 7 DAYS**. IGNORE any other

sources. Record the hours electricity is AVAILABLE, not the hours of power cuts. Record 0 if there was a total power outage every day in the past 7 days and 24 if electricity was uninterrupted every day during the past 7 days. If the number of hours with electricity available differs from day to day, record the AVERAGE.

You can record two decimal digits. Record 0.25 for 15 minutes, 0.5 for half an hour and 0.75 for 45 minutes. Use the calculator if necessary.

23. The question functions as Q22, only that it focuses on the time FROM 6PM (18.00) TO 10PM (22.00). Record 0 if there was a total power outage every evening in the past 7 days from 6pm to 10pm and 4 if electricity was uninterrupted every evening from 6pm to 10pm during the **PAST 7 DAYS**.
24. Only asked if the main source is a connection to the main grid (PHCN/NEPA) or a local grid (LOCAL MINI GRID). Record the TOTAL number of power outages in the **PAST 7 DAYS**. That is, how many times did power from PHCN/NEPA go out in the past 7 days? Record 1 (one outage) if there was no power in the past 7 days.
25. Record the duration in HOURS of ONE power cut on a normal day in the **PAST 7 DAYS**. If the duration differs, record the AVERAGE. You can record two decimal digits. Record 0.08 for 5 minutes, 0.25 for 15 minutes, 0.5 for half an hour and 0.75 for 45 minutes. Use the calculator if necessary. EXAMPLE: The household experienced 2 power cuts per day, one of 1 hr and a one of half an hour. Record  $(0.5+1)/2=0.75$ . Another example: If there is no power in the past 7 days, then there is only one outage and it lasted for 168 hours (total available hours in 7 days).
26. Select YES if in the **PAST 12 MONTHS** at least one of the household's electrical appliances was damaged or it's usability reduced because of issues in the electricity system, such as the voltage going up and down. EXAMPLE: The battery life of the mobile phone is now very short because of the voltage.

#### 4. WATER

27. Record the MAIN source of DRINKING water for the household during the rainy season. If more than one source is used, **only the main one should be recorded**.
28. Select which organization/entity is responsible for the provision of the water source in Q27. This should be the organization/entity that manages the water source. This question is only asked for piped water, wells, standpipes, and tanker truck.
29. Record the location of the rainy season water source, whether IN OWN DWELLING, IN OWN YARD/PLOT, or ELSEWHERE. Only asked for sources in Q27 that do not already specify a location.

- 30a.** Record how long it will take to walk to the rainy season source of water (**ONE WAY**) from the dwelling. If the respondent had to wait to collect the water, include the wait time. Only asked for water sources that are not in the dwelling or yard/plot. Record the time quantity in 30a and the time unit in 30b.
- 31.** Select whether the household's drinking water source for the dry season is different from the rainy season water source.

**For instructions to 32-35, see instructions to 27-30.**

- 35.** Ask the respondent if there was any time in the PAST 30 DAYS when the household did not have sufficient water.
- 36.** Ask the respondent if the household usually does anything to the water to make it safe to drink. This applies both to the dry and the rainy season. If they take any measures to treat water, select YES.
- 37.** Probe for what the household usually does to make water safe to drink and select all of the applicable options.
- 38.** Record the main source of water that is not used for drinking but for other purposes. The water source options are the same as in Q32.
- 39.** Record the total cost of **drinking water** for the household in the PAST 30 DAYS. The total cost must be estimated and recorded the naira amount recorded in the space provided. The interviewer should **enter '0'** zero if there is none i.e. **if the household did not spend money on drinking water** last month. Be sure to include any and all fees associated with this water source.

## **5. SANITATION**

- 40.** Select the MAIN type of toilet household members use. If the respondent says flush toilet, PROBE where the toilet flushes to.

FLUSH TOILET uses either a cistern or holding tank or water poured by hand for flushing water, and a water seal (a U-shaped pipe below the seat or squatting pan) that prevents the passage of flies and odours.

FLUSH TO PIPED SEWAGE SYSTEM is a system of sewer pipes, that collects human excreta and waste water and remove them from the household environment.

FLUSH TO SEPTIC TANK is an excreta collection device consisting of a water-tight settling tank, which is normally located underground, away from the house or toilet.

FLUSH TO PIT LATRINE refers to a system that flushes excreta to a hole in the ground or leaching pit (protected, covered).

FLUSH TO OPEN DRAIN refers to a system that flushes excreta to an open sewer, ditch, or drainage way.

FLUSH TO SOMEWHERE ELSE refers to excreta being deposited in or nearby the household environment (not into the above). Excreta may be flushed to the street, yard/plot, etc.

VENTILATED IMPROVED LATRINE (VIP) is a dry pit latrine ventilated by a pipe that extends above the latrine roof. The open end of the vent pipe is covered with gauze mesh or fly-proof netting and the inside of the superstructure is kept dark.

PIT LATRINE WITH SLAB is a dry pit latrine that uses a hole in the ground to collect the excreta and a squatting slab or platform that is firmly supported on all sides, easy to clean and raised above the surrounding ground level to prevent surface water from entering the pit. The platform has a squatting hole or is fitted with a seat.

PIT LATRINE W/O SLAB uses a hole in the ground for excreta collection and does not have a squatting slab, platform or seat. An OPEN PIT is a rudimentary hole in the ground where excreta is collected.

COMPOSTING TOILET is a dry toilet into which carbon-rich material (vegetable wastes, straw, grass, sawdust, ash) are added to the excreta and special conditions maintained to produce inoffensive compost.

BUCKET refers to the use of a bucket or other container for the retention of faeces (and sometimes urine and anal cleaning material), which are periodically removed for treatment, disposal, or use as fertilizer.

HANGING TOILET/ HANGING LATRINE is a toilet built over the sea, a river, or other body of water, into which excreta drops directly.

NO FACILITIES, BUSH, OR FIELD includes defecation in the bush or field or ditch; excreta deposited on the ground and covered with a layer of earth (cat method); excreta wrapped and thrown into garbage; and defecation into surface water (drainage channel, beach, river, stream or sea).

- 41.** Only asked if the main toilet facility has a pit or septic tank. Select YES if the pit/tank has EVER been emptied, even if not by members of the household. Also select YES if a new pit was dug and the latrine moved.
- 42.** Select the pit/tank has been emptied to the LAST time it was emptied.

REMOVED USING A TRUCK/TANKER refers to the latrine content being driven away on motorised truck or tanker, independent of the final disposal destination.

REMOVED USING A NON-MOTORIZED VEHICLE refers to the latrine content being driven away on non-motorised, hand or animal-drawn cart.

BURIED IN A COVERED PIT refers to the pit content being either put into another pit and completely covered (earth, cement) or if a new pit is being used for the latrine.

AN UNCOVERED PIT, OPEN GROUND, WATER BODY OR ELSEWHERE if the pit content was emptied into none of the above.

43. Select where the toilet facility is located.
44. Select YES if the toilet facility is normally also being used by people who are not members of this household.
45. Record the number of HOUSEHOLDS with which the toilet facility is shared. Do NOT include the household itself.
46. Record the method in which the household disposes of its refuse, garbage, rubbish. If a household uses more than one methods of disposal, ask for the MOST COMMONLY used method.

COLLECTED BY GOV refers to the refuse being collected from the household dwelling or compound by a service provided by the government i.e. local council for free or against payment.

COLLECTED BY PRIVATE FIRM refers to the refuse being collected from the household dwelling or compound by a service provided by a firm against payment.

GOVT BIN refers to publicly accessible bins provided for and emptied by the government, i.e. local council.

DISPOSAL WITHIN COMPOUND (INCL BURNING) refers to refuse disposal in the compound, such as burning it, treating it chemically or disposing it in a pit.

INFORMAL DISPOSAL (BUSH, STREET, WATER) refers to any other informal method used to dispose the refuse.

47. Asked for formal refuse disposal methods only. Record the amount in Naira the household pays for refusal collection and select the respective time period in 39b. If the household does not pay anything, record 0. FORTHNIGHTLY refers to two weeks, i.e. the amount indicated in 47a. is for two weeks.

## SECTION 16: ECONOMIC SHOCKS

Typically, the word shock is used to describe a surprisingly intense emotional or psychological reaction to information or an occurrence which may take its toll on the individual or household. Shock may be an event or happening or a factor that affect the individual or the entire household negatively, economically. The death of the bread winner in a household may have a negative impact economically on the household. Thus, this section seeks to capture events that may have affected the household over the last three years (since 2016 from the day of interview).

**Respondent:** This person should preferably be the head of the household. If the head is absent, then a responsible and knowledgeable adult, preferably the spouse of the household head in the household should be interviewed. This person should be a member of the household and must be capable of providing all necessary information.

1. This question seeks to capture whether the household has been affected by any of the shocks since three years ago. All the shock options in this question are asked and responses taken before going to answer questions 2– 5 for each “Yes” response. The response here is either “1” for “yes” or “2” for “no”.
2. For the number of shocks that has occurred in the past three years, ask the respondent to rank the three (3) most significant shock the household has experienced in terms of most severe (1), more severe (2) and Severe (3).
3. Over the past three years to date, we want to know how many times the event has happened. For instance, if the household experienced the theft of crops, cash, livestock or other property 2 times in 2016, 3 times in 2017 and 2 times in 2018, then the total to be entered in question 3 of shock code 9 should be “7”.
4. Here we want to know which years the event occurred. For the example given in question 2, the interviewer should select 2016, 2017, and 2018, since the event occurred in all these years.
5. Here we are interested in knowing how the household coped with the most recent shock.

## SECTION 15: CRIME AND SECURITY

In this section, we collect information on any event on crime and violence that members of the household have experienced. Our definition of events of crime and violence include death, injury, attack and physical aggression, sexual violence, being forced to work, kidnapping, displacement

and becoming a refugee, being restricted from going to school or accessing health care services, and robbery. Events that concern the whole household include dwelling, land or assets being robbed, damaged, destroyed or occupied. We also collect information on who was the perpetrator of the violence, that is, who committed the event. We also ask details on where the event occurred and whether households reported the event or received any help or assistance to overcome the consequences of the event.

We are interested in collecting information over a long period of time, starting from January 2016. Since we expect these events to be few, it is extremely important that they are precisely recorded.

Remember that the events recorded are only those where a household member was a victim, or the household was somehow affected. Do NOT record an event that occurred in the same community, but where household members were not affected. The community questionnaire will capture the events that occurred to anyone in the community.

**Respondent:** This person should preferably be the head of the household. If the head is absent, then a responsible and knowledgeable adult, preferably the spouse of the household head in the household should be interviewed. This person should be a member of the household and must be capable of providing all necessary information.

1. This question seeks to capture information on the various types of violent events that the household may have experienced since January 2016. Ask if the household has been affected by any of the listed violent events since January 2016. Go through the list event by event. Record YES next to each event which has occurred since January 2016 to date, and NO next to events for which have not occurred to any member of the household since January 2016.

For each type of event that has occurred, additional questions will be asked in a separate flap.

2. In this question specify in which year or years the type of event in question occurred. You can select several years, if event has occurred more than once.

In the next level, the questions are of the type of event occurred for the year it occurred. **If in one year an event occurred more than once, then ask the respondent to answer the question based on the most severe event of the type specified for the year in question.**

- 3-6. Asks the question who was the perpetrator of the violent event for years 2017 and where applicable through 2019, respectively. The perpetrator refers to the person or

the persons who committed or still committing the act. Let the respondent specify the perpetrator themselves. Record the category that fits the event closest.

For instance, if the family dwelling suffered from robbery, when indicating the perpetrator, ask who do they think the robbers were.

7. Ask for the location of the event. Enter the location that matches closest to the location reported by the respondent.
8. Ask for the sex of the victim or victims affected by the event during that specific year. If both men and women were affected by the event, tick both. This question does not apply to events that affect the entire household, such as where household dwelling suffered from robbery, or household assets were intentionally destroyed.
9. Determine if any household member contacted anyone to report the event (YES/NO).
10. Ask who the event was reported to. Use the appropriate code. "Report" means making any action (official, unofficial, formal or informal) to make others aware of the happening of the event.
11. Ask if the household received any assistance or help following the event in question. By assistance, we refer to any type of help including providing food, money or psychological support.
12. Determine who provided this assistance. Provide up to 2 of the most important sources of this assistance. Record them in order of importance for the household. First, the most important one and second, the second important one. Notice that by assistance/help we mean both formal and informal. Relatives can also be a source of help.

#### **EXAMPLE 1 -WHO IS A REFUGEE / INTERNALLY DISPLACED?**

A REFUGEE HOUSEHOLD MEMBER is

- a) Someone who has moved from abroad due to conflict in the foreign country to become a member of the household. Recall period is since January 2016.
- b) A household member who has moved abroad since January 2016 due to conflict in Nigeria, and is therefore a refugee in a foreign country.

AN INTERNALLY DISPLACED HOUSEHOLD MEMBER is

- a) Someone who has moved to this household from somewhere in Nigeria due to conflict there. This person has become a member of the household. This household member is internally displaced within Nigeria. Recall period is since January 2016.
- b) A household member who has moved away from the household due to conflict in this area, and is now residing elsewhere within Nigeria. This household member is also internally displaced within Nigeria. Recall period is since January 2016.

#### **EXAMPLE 2 -SEVERAL EVENTS IN ONE YEAR**

If the household has had 3 people injured due to an attack: 2 people in 2016 and 1 in 2017. Also the household dwelling has been robbed in 2018.

##### 1. Injuries

- a. 2 people injured in 2016, 1 person injured in 2017:

-If the 2 people got injured IN THE SAME ATTACK, then record responses for that one attack (the place, the gender, reporting and assistance..).

If the 2 people were injured IN 2 SEPARATE ATTACKS IN 2016, then ask the respondent which one of the attacks in 2016 was the most severe. Record the answers to questions on the place, the gender, reporting and assistance for the MOST SEVERE attack only.

- b. Year 2017: 1 person injured in 2017.  
Answer the questions related to this attack.

##### 2. Dwelling robbed

- a. Year 2017

Record information on reporting and assistance. (When the dwelling, land or assets of the household were affected, we do not ask questions on the place and the sex of the affected person.)

#### **EXAMPLE 3 -ESCAPING FROM ARMED GUNMEN**

Armed gunmen force their way into the household dwelling. Everyone inside the household dwelling escapes to the bush. Nothing is stolen or damaged.

How to record? If there was no damage to the household dwelling, it can be recorded as “Member being attacked or suffered physical aggression”. **Forcing someone to escape is physical aggression.**

## SECTION 18: AGRICULTURE

1. This question asks if any member of the household owned or had access to any agricultural land that was used for crop production during the last completed reference agricultural season. Select YES, if the household owned or had access to any land that was used for the cultivated crop, and NO otherwise.
2. For those households that had access to or owned any agricultural land, this question asks whether the household cultivated any crop within the reference period. Select YES if the household cultivated any crop during the reference agricultural season, and NO, otherwise. Note that the cultivation of crops should fall within the last completed reference agricultural season.
3. Select the 3 main crops cultivated by the household during the reference agricultural season. Depending on the objective of the household, the main crops could be the one that generated more income to the household or contributed more to the household’s own consumption or the one that had large plot area.
4. This question focuses on the main crop (only one) cultivated by the household during the last reference agricultural season. This crop will be one of the three main crops reported in the previous question. The total quantity produced/harvested, the unit of measurement, and the condition whether shelled or unshelled should be collected.
5. The question asks is any member of the household consumed the main crop produced by the household during the reference agricultural season. Select YES if any member consumed the main crop and NO otherwise.
6. Under this question, report the amount of food consumed out of the total amount reported in question 4a and using the same unit of measurement as in question 4b. If consumption was by different household members, sum all the amount of food and record it here.
7. Under this question, report if any member of the household or the household sold any of the main crop. Select YES if part or all the main crop was sold and select NO otherwise.
8. Report under this question the amount of the main crop that was sold. If the crop was sold at different intervals during the reference agricultural season, sum the amounts together and record the total amount under this question.

9. This question is in relation to hired labour. The question asks whether the household hired any person(s), whether male or female, whether old or young during the reference agricultural season. YES should be selected if any labour was hired and NO otherwise.
10. The focus here is to determine whether the household used any of the listed items on any of the cultivated plots. Please note that the focus here is on any of the cultivated plots. Select YES or NO on each of the items as it applies.
11. This question asks if crop production was the main activity for the household during the reference agricultural season. Select YES if applicable and NO otherwise.
12. The question seeks to find whether crop production was one of the main income sources for the household during the reference agricultural period. Please note that households largely dependent on from consumption from own production with no other income source should also report crop production as their main income. Select YES or NO as applicable.
13. This question asks if a household owned any livestock over the past 12 months. Livestock include animals and poultry. Select YES for those who owned any livestock and NO for those who did not.
14. This is a multi-select question. Select all livestock owned by the household past 12 months.
15. Of the livestock the household owned past 12 months, report here if the household sold any of the livestock within the past 12 months period.
16. This question asks the value of livestock sold. Report here the actual value that was realized from the sale of livestock not the value that the owner wished he/she could sell the livestock. If several livestock were sold at same time or different times, sum up the total value.
17. This question asks if the household slaughtered any livestock for consumption within the household during the past 12 months. Select YES if slaughtered and consumed and NO otherwise.
18. The focus in this question is the estimated value of the livestock that was slaughtered and consumed by the household over the past 12 months. This value is estimated by the respondent based on his/her intuition of the market value of the slaughtered and consumed livestock. If several animals were slaughtered over the reference period, sum and record the total.
19. If the household gave away any livestock during the past 12 months, record here the estimated total value of the livestock summing all the values if more than one was given away.

20. The focus in this question is to determine if the household was involved in any fishing activity that may include catching or raising fish over the past 12 months. Select YES if the household undertook any fishing activity and NO otherwise.
21. Report under this question the fishing activities that the household was involved in during the past 12 months. The responses are either fishing/capturing fish or aquaculture / fish farming. Select YES or NO on each of the options. Please note that it is possible that a household participates in both the two activities.
22. This question asks if the household sold any of the fish from capture or from own farm over the past 12 months. Select YES or NO as it applies.
23. If a household sold any fish from capture or from own farm, record here the total value that was realized over the past 12 months. Please note that this is the actual amount that was realized.
24. This question seeks to determine whether a household consumed any of the fish it captured or farmed during the past 12 months. Select YES if consumed and NO otherwise.
25. If a household consumed any fish captured or farmed during the reference period, record the estimated value of the total fish consumed.

## **SECTION R: RESULT OF THE INTERVIEW**

**Description:** Needs to be completed for EVERY interview file at the end of the interview or the interview attempt to record the FINAL status. All questions are interviewer options and are NOT to be read out to the respondent.

1. Record the FINAL result of the interview. The list of answer options is filtered based on the answers in Section START. For interviews where you were given consent, select COMPLETE for interviews that were completed normally, i.e. you managed to answer all questions and sections.  
  
PARTIALLY COMPLETE (REFUSED) if started an interview, but the respondent(s) refused during the interview and you could not complete it. The interview will contain unanswered questions.  
  
PARTIALLY COMPLETE (UNAVAILABLE) if started an interview, but in all your revisits no respondent was available to complete it. ONLY SELECT AS A LAST RESORT. The interview will contain unanswered questions.
2. Specify the reasons why the questionnaire is partially completed and your attempts you have made to complete it.
3. If you have not been able to interview the household, specify the reasons and what you have done to interview the household.

- 4./5. If you have not been able to interview the household, provide the phone number and name and relationship/position of a LOCAL reference person that can verify the status and your attempts. Do NOT put yourself or team members. This can be e.g. the respondent themselves if they refused, the neighbors if they have moved away, the local leader who can confirm that such a household does not exist.

## COMPLETE

**Description:** The “section” Complete is a Survey Solutions generated section that allows you to verify and submit the interview. BEFORE submitting the interview, first VERIFY that you have completed all sections and questions that needed to be completed and that there are no errors that can be fixed. Under the header QUESTION STATUS, you find three numbers in different colors that help you do that.

On the left, in blue you find the total number of questions that have been answered in the interview file. You will see that the number differs between interviews, and depends on how many members, consumption items, plots, etc. a household had.

In the MIDDLE, in BLACK you see the number of UNANSWERED questions. At the end of an interview the number should normally be 0, meaning you have answered all questions. There are however circumstances where it is OK to submit interview files with missing questions, for example if the respondent refused half way through the interview. To FIND the unanswered questions, click on the navigation menu on the left and look for sections that are marked in BLUE, they are the sections that have unanswered questions or subsections. After you have answered all questions on one section, the section will turn green and the questions will not be counted as unanswered in the Complete screen.

On the RIGHT, in RED you see the count of questions with outstanding ERROR(s). BEFORE submitting and interview file, MAKE SURE you have **ADDRESSED ALL ERRORS**, by looking at the error message and the answer(s) given, making sure the answer(s) have been recorded correctly, and checking with the respondent that the answer(s) given are correct. If the error still persists after going through the steps, you MUST LEAVE a **COMMENT** to confirm and/or explain more details about the answer. After having addressed all outstanding questions with errors, they should either not display an error message or have a comment.

You can FIND questions with outstanding errors in two ways: First, they are listed under the heading ENTITIES WITH ERRORS. Clicking at each item will take you to the question with an error. Second, you can click on the navigation menu on the left and look for sections that are marked in RED. Whenever a section or subsection contains at least one questions with an error message the section or subsection will turn RED in the navigation menu and in the header.

You can report any irregularities with the interview in the field NOTE FOR SUPERVISOR. This is optional. Report anything that might be of interest to the supervisor and data verifier, e.g. that

the interview was conducted late in the evening, or that the respondent was not very cooperative.

AFTER you have verified that ALL required questions are answered and have addressed all errors you can SUBMIT the interview file by marking it as COMPLETE. You do this by clicking at the COMPLETE button. After having clicked, Survey Solutions will take you back to the dashboard and the file will be listed in the COMPLETE tab. NOTE that this complete button is DIFFERENT to the complete STATUS in the Section Result of Interview. To submit ANY interview file you have to click on the complete button, including interviews that were refused, unable to track, etc.

## APPENDIX 1: LIST OF OCCUPATIONS AND CODES

S/N	International Standard Classification of Occupations	Code
1	Legislators	1110
2	Senior Government Officials	1120
3	Traditional Chiefs & Head of Villages	1130
4	Senior Officials of Political Party Organization	1141
5	Senior Official of Employers, workers and other Economic Interest Organizations	1142
6	Senior Officials of Humanitarian and other Special-Interest Organizations	1143
7	Directors & Chief Executives	1210
8	Production & Operations Managers	1221
9	Finance and Administration Managers	1222
10	Personnel and Industrial Relations Managers	1223
11	Sales and Marketing Managers	1224
12	Advertising and Public Relations Managers	1225
13	Supply and distribution Managers	1226
14	Computing Services Managers	1227
15	Research and Development Managers	1228
16	Other Specialized Managers	1229
17	General Managers in Agriculture	1311
18	General Managers in Manufacturing	1312
19	General Managers in Construction	1313
20	General Managers in Retail & Wholesale Trade	1314
21	General Managers in Restaurants and Hotels	1315
22	General Managers in Transportation	1316
23	General Managers in Business Services Firms	1317
24	General Managers in Personnel Care, Cleaning Repairs and Related Services	1318
25	Physicists and Astronomers	2111
26	Meteorologists	2112
27	Chemists	2113
28	Geologists and Geophysicists	2114
29	Mathematicians and Related Professionals	2121
30	Statisticians	2122
31	System Designers and Analysts	2131
32	Computer Programmers	2133
33	Other Computing Professionals	2139
34	Architects, Town and Traffic Planners	2141
35	Civil Engineers	2142
36	Electrical Engineers	2143
37	Electronic and Telecommunications Engineers	2144
38	Mechanical Engineers	2145
39	Chemical Engineers	2146

<b>S/N</b>	<b>International Standard Classification of Occupations</b>	<b>Code</b>
40	Mining Engineers, Metallurgists and Related Professionals	2147
41	Cartographers and Surveyors	2148
42	Other Architects, Engineers and Related Professionals	2149
43	Biologists, Botanists, Zoologists & Related Professionals	2211
44	Bacteriologists, Pharmacologists & Related Professionals	2212
45	Agronomists and Related Professionals	2213
46	Medical Doctors	2221
47	Dentists	2222
48	Veterinarians	2223
49	Pharmacists	2224
50	Other Health Professionals (Except Nursing)	2229
51	Nursing and Midwifery Professionals	2230
52	Colleges, University & Higher Education Teaching Professional	2310
53	Secondary Education Teaching Professionals	2320
54	Primary Education Teaching Professionals	2331
55	Pre-primary Education Teaching Professionals	2332
56	Special Education Teaching Professionals	2340
57	Education Methods Specialists	2351
58	School Inspectors	2352
59	Other Teaching Professionals not Elsewhere Classified	2359
60	Accountants	2411
61	Personnel and Careers Professionals	2412
62	Other Business Professionals	2419
63	Lawyers	2421
64	Judges	2422
65	Other Legal Professionals	2429
66	Archivists and Curators	2431
67	Librarians and Related Professionals	2432
68	Economists	2441
69	Sociologists, Anthropologist & Related Professionals	2442
70	Psychologist	2445
71	Social Work Professionals	2446
72	Authors, Journalist & Other Writers	2451
73	Sculptors, Painters & Related Artists	2452
74	Composers, Musicians & Singers	2453
75	Choreographers and Dancers	2454
76	Film, Stage and Related Actors and Directors	2455
77	Religion Professionals	2460
78	Chemical & Physical Science Technicians	3111
79	Civil Engineering Technicians	3112
80	Electrical Engineering Technicians	3113

<b>S/N</b>	<b>International Standard Classification of Occupations</b>	<b>Code</b>
81	Mechanical Engineering Technicians	3114
82	Chemical Engineering Technicians	3116
83	Mining and Metallurgical Technicians	3117
84	Other Physical Science & Engineering Technicians	3118
85	Computer Assistants	3121
86	Computer Equipment Controllers	3122
87	Photographers & Image & Sound-Recording Equipment Controllers	3131
88	Broadcasting and Telecommunications-Equipment Controllers	3132
89	Medical Equipment Controllers	3133
90	Other Optical & Electronics Equipment Controllers not elsewhere classified	3139
91	Ships' Engineers	3141
92	Ships' Deck Officers & Pilots	3142
93	Aircraft Pilot & Related Workers	3143
94	Air Traffic Controllers	3144
95	Air Traffic Safety Technicians	3145
96	Building & Fire Inspectors	3151
97	Safety, Health & Quality Inspectors (Vehicles, Processes & Products)	3152
98	Life Science Technicians	3211
99	Agronomy & Forestry Technicians	3212
100	Farming & Forestry Advisers	3213
101	Medical Assistants	3221
102	Sanitarian	3222
103	Dieticians and Nutritionists	3223
104	Optometrists & Opticians	3224
105	Dental Assistants	3225
106	Physiotherapists and Related Workers	3226
107	Veterinary Assistants	3227
108	Pharmaceutical Assistants	3228
109	Other Health Associate Professionals (Except Nursing)	3229
110	Primary Education Teaching Associate Professionals	3310
111	Pre-Primary Education Teaching Associate Professionals	3320
112	Special Education Teaching Associate Professionals	3330
113	Other Teaching Associate Professionals	3340
114	Securities, Finance Dealers & Brokers	3411
115	Insurance Representatives	3412
116	Estate Agents	3413
117	Travel Consultants Organizers	3414
118	Technical & Commercial Sales Representatives	3415
119	Buyers	3416
120	Appraisers & Values	3417
121	Auctioneers	3418

<b>S/N</b>	<b>International Standard Classification of Occupations</b>	<b>Code</b>
122	Other Finance & Sales Associate Professionals	3419
123	Trade Brokers	3421
124	Clearing & Forwarding Agents	3422
125	Labour Contractors & Equipment Agents	3423
126	Other Business Services Agent & Trade Brokers	3429
127	Administrative & Related Associate Professionals	3431
128	Legal & Related Business Associate Professionals	3432
129	Other Administrative Associate Professionals	3439
130	Custom & Border Professionals	3441
131	Government Tax & Excise Officials	3442
132	Government Welfare & Pension Officials	3443
133	Government Licensing Officials	3444
134	Commissioned Police Officers & Detectives	3445
135	Other Government Associate Professionals	3449
136	Social Work Associate Professionals	3450
137	Decorators & Commercial Designers	3461
138	Radio, Television & Other Announcers	3462
139	Street, Night Club & Related Musicians, Singers & Dancers	3463
140	Clowns, Magicians, Acrobats & Related Workers	3464
141	Athletes & Related Workers	3465
142	Non-Ordained Religion Associate Professionnels	3470
143	Statistical & Finance Clerks	4122
144	Stock Clerks	4131
145	Production Clerks	4132
146	Transport Clerks	4133
147	Library & Filing Clerks	4141
148	Mail Carriers & Sorting Clerks	4142
149	Coding, Proof-Reading & Related Clerks	4143
150	Scribes	4144
151	Flight Attendants & Travel Stewards	5111
152	Transport Conductors	5112
153	Travel Guides and Ground Hosts	5113
154	House Stewards and House Keepers	5121
155	Waiters and Bartenders	5122
156	Institution-based Personal Care Workers	5131
157	Home-Based Personal Care Workers	5133
158	Other Personal Care Workers	5139
159	Hairdressers, Barbers, Beauticians & Related Workers	5141
160	Companions and Valets	5142
161	Undertakers and Embalmers	5143
162	Other Personal Services Workers not Elsewhere Classified	5149

<b>S/N</b>	<b>International Standard Classification of Occupations</b>	<b>Code</b>
163	Fashion and Other Models	5210
164	Shop Sales Persons & Demonstrators	5220
165	Stall and Market Salespersons	5230
166	Field Crops & Vegetable Growers	6111
167	Tree Shrub Crop Growers	6112
168	Gardeners, Horticultural; Nursery Growers	6113
169	Mixed Crop Growers	6114
170	Dairy & Livestock Producers	6121
171	Poultry Products	6122
172	Mixed Animal Producers	6123
173	Market Oriented Crop & Animal Producers	6130
174	Forestry Worker and Loggers	6141
175	Charcoal Burners & Related Workers	6142
176	Aquatic Liege Cultivation Workers	6151
177	Inland & Coastal Waters Fishery Workers	6152
178	Deep-Sea Fishery Workers	6153
179	Hunters and Trappers	6154
180	Subsistence Agricultural and Fishery Workers	6210
181	Miners & Quarry Workers	7111
182	Shot Fires and Blasters	7112
183	Stone-Splitters, Cutters and Carvers	7113
184	Builders Traditional Materials	7121
185	Bricklayers, Stonemason & Tile Setters	7122
186	Concrete Placers, Concrete Finishers and Terrazzo-Workers	7123
187	Carpenter and Joiners	7124
188	Other Building Frames and Related Workers	7129
189	Roofers	7131
190	Plasterers	7132
191	Insulators	7133
192	Glaziers	7134
193	Plumbers and Pipe Fitters	7135
194	Building and Related Electricians	7136
195	Painters and Paperhangers	7141
196	Metal Moulds and Core Makers	7211
197	Welders and Flame-Cutters	7212
198	Sheet-Metal Workers	7213
199	Structural Metal Prepares and Erector	7214
200	Riggers and Cable Splices	7215
201	Under-Water Workers	7216
202	Blacksmiths, Hammersmith's, Forging-Press Workers	7221
203	Tool Maker, Metal Patter Makers and Metal Makers	7222

<b>S/N</b>	<b>International Standard Classification of Occupations</b>	<b>Code</b>
204	Machine Tool Setter Operators	7223
205	Metal Grinder, Polishers and Tool Sharpeners	7224
206	Motor Vehicle Mechanics and Filters	7231
207	Air Craft Engine Mechanics and Fitters	7232
208	Electrical Mechanics and Fitters	7241
209	Electronic Fitters and Services	7242
210	Radio and Television Service	7243
211	Telegraph and Telephone Installers	7244
212	Electrical Line Installers Repairs & Cable Jointers	7245
213	Precision Instrument Makers Repairs	7311
214	Acoustical Musical Instrument	7312
215	Jewelry and Precious metal Trade Workers	7313
216	Potters and Related Clay and Abrasive Formers	7321
217	Glass Formers, Cutters Grinder and Finishers	7322
218	Glass Engrave and Etchers	7323
219	Glass and Ceramic Painters and Decorators	7324
220	Handicraft Workers in Wood and Related Materials	7331
221	Handicraft Workers in Textile, Leather and Related Materials	7332
222	Compositors and Type Setters	7341
223	Stereotypes and Electrotypers	7342
224	Bookbinders and Related Workers	7344
225	Silk Screen, Block and Textile Printers	7345
226	Meat and Fish Butchers and Preparers	7411
227	Bakers, Pastry Cooks and Confectionery Makers	7412
228	Food Beverage Testers and Graders	7413
229	Tobacco Preparers and Tobacco Products Markers	7414
230	Wood Treaters	7421
231	Cabinet Makers & Related Workers	7422
232	Wood Working Machine Setter Operators	7423
233	Basketry Weavers, Brush Markers and Related Workers	7424
234	Fibre Preparers	7431
235	Weavers, Knitters and Other Hand Textile Products Makers	7432
236	Tailors, Dress Makers and Hatters	7433
237	Fur Tailor and Related Workers	7434
238	Textile Patternmakers and Cutters	7435
239	Sewers, Embroiderers and Related Workers	7436
240	Upholsterers and Related Workers	7437
241	Pelt Dressers, Tanners and Fell mongers	7441
242	Shoe Makers and Related Good Workers	7442
243	Mining plant Operators	8111
244	Mineral Ore and Stone-Treating Plant Operators	8112

<b>S/N</b>	<b>International Standard Classification of Occupations</b>	<b>Code</b>
245	Well Drillers and Borers and Related Workers	8113
246	Ore Smelting Metal Converting and Refining Furnace Operators	8121
247	Metal Melters, Casters and Rolling-mill Operators	8122
248	Metal Heat - Treating Plant Operators	8123
249	Metal Drawers and Extruders	8124
250	Glass and Ceramic Kiln Operators	8131
251	Other Glass & Ceramic Plant Operators	8132
252	Sawmill, Wood Panel and Related Wood-Processing Plant Operators	8141
253	Paper Pulp Preparation Plant Operators	8142
254	Paper Making Plant Operators	8143
255	Crushing Mixing & Grinding Equipment Operators	8151
256	Cooking, Roasting & Related Heat - Treating Plant Operators	8152
257	Filtering and Separating Equipment Operators	8153
258	Still Reactor Operators	8154
259	Petroleum Refining Plant Operators	8155
260	Other Chemical-Processing Plant Operators	8159
261	Power-Generating Plant Operators	8161
262	Steam Turbine, Boiler & Engine Operators	8162
263	Other Power Generating & Related Operators	8169
264	Automated Assembly-Line Operators	8171
265	Industrial Robot Operators	8172
266	Cement and Other Mineral Processing Machine Operators	812
267	Pharmaceutical & Toiletry Products Machine Operators	8221
268	Ammunition and Explosive Products Machine Operators	8222
269	Metal Finishers, Plasters and Coaters	8223
270	Photographic Products Machine Operators	8224
271	Other Chemical Products Machine Operators	8229
272	Type Making & Vulcanizing Machine Operators	8231
273	Other Rubber and Plastics Machine Operators	8239
274	Wood Products Machine Operators	8240
275	Printing Machine Operators	8251
276	Binding Machine Operators	8252
277	Paper and Paperboard Product Machine Operators	8253
278	Spinning and Winding Machine Operators	8261
279	Weaving and Knitting Machine Operators	8262
280	Sewing and Knitting Machine Operators	8263
281	Textile Bleaching, Dyeing & Cleaning Machine Operators	8264
282	Other Textile Product Machine Operators	8269
283	Meat & Fish Processing Machine Operators	8271
284	Dairy Products Machine Operators	8272
285	Baked Goods Producing & Cereals Processing Machine Operators	8275

<b>S/N</b>	<b>International Standard Classification of Occupations</b>	<b>Code</b>
286	Sugar Processing and Refining Machine Operators	8276
287	Tea Coffee Cocoa & Chocolate Preparing & Producing machine Operators	8277
288	Tobacco Products Processing Machine Operators	8278
289	Brewers, Wine & Other Beverage Machine Operators	8279
290	Electrical Machinery Assemblers	8282
291	Metal, Rubber & Plastic Products Assemblers	8284
292	Wood Related Materials Products Assemblers	8285
293	Other Stationery Machine Operators & Assemblers	8290
294	Railway Engine Driver	8311
295	Railway Barkers, Signalers & Shutters	8312
296	Motorcycle Drivers	8321
297	Cart, Taxi & Light Van Drivers	8322
298	Bus & Train Drivers	8323
299	Heavy Truck Drivers	8324
300	Motorized Farm & Forestry Machinery Operators	8331
301	Earth-Moving & Related Machinery Operators	8332
302	Crane, Hoist & Related Material Moving Equipment Operators	8333
303	Lifting -Truck Operators	8334
304	Ship's Deck Crews & Related recruits	8340
305	Street Foods Vendors	9111
306	Street Vendors, Other Products	9112
307	Door-to-Door & Telephone Sales Persons	9113
308	Shoe Cleaning & Other Street Services	9120
309	Domestic helpers and Cleaners	9131
310	Helpers and Cleaners in Offices & Hotels & Related Workers	9132
311	Hand Launderers and Pressers	9133
312	Building Caretakers	9141
313	Windows Cleaners	9142
314	Messengers Package & Luggage	9151
315	Watchers and Doorkeepers	9152
316	Private Security Guards	9153
317	Vending Machine Money Collectors and Meter Readers	9154
318	Garbage Collectors	9161
319	Sweepers and Related Labourers	9162
320	Farmland & Labourers	9211
321	Forestry Labourers	9212
322	Fishery, Hunting & Tapping Labourers	9213
323	Mining & Related Labourers	9311
324	Construction & Maintenance Labourers Road, Dams & Similar Constructions	9312
325	Building Construction Labourers	313
326	Assembling Labourers	9321

<b>S/N</b>	<b>International Standard Classification of Occupations</b>	<b>Code</b>
327	Hand Packers and Other Manufacturing Labourers	9322
328	Freight Handlers	9331
329	Hand and Pedal Vehicle Drivers	9332
330	Drivers and Operators of Animal-Drawn Vehicles and Machinery	9333

## APPENDIX 2: INTERNATIONAL STANDARD FOR INDUSTRIAL CLASSIFICATION

### INTERNATIONAL STANDARD INDUSTRIAL CLASSIFICATION OF ALL ECONOMIC ACTIVITIES (ISIC)

Notes: This is the International Standard Industrial Classification of Economic Activities (ISIC) Rev. 3.1. This classification becomes final after being approved by the Statistical Commission.

#### **A - Agriculture, forestry and fishing**

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

02 - Forestry and logging

03 - Fishing and aquaculture

#### **B - Mining and quarrying**

05 - Mining of coal and lignite

06 - Extraction of crude petroleum and natural gas

07 - Mining of metal ores

08 - Other mining and quarrying

09 - Mining support service activities

#### **C - Manufacturing**

10 - Manufacture of food products

11 - Manufacture of beverages

12 - Manufacture of tobacco products

13 - Manufacture of textiles

14 - Manufacture of wearing apparel

15 - Manufacture of leather and related products

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

17 - Manufacture of paper and paper products

18 - Printing and reproduction of recorded media

19 - Manufacture of coke and refined petroleum products

20 - Manufacture of chemicals and chemical products

21 - Manufacture of basic pharmaceutical products and pharmaceutical preparations

22 - Manufacture of rubber and plastics products

23 - Manufacture of other non-metallic mineral products

24 - Manufacture of basic metals

25 - Manufacture of fabricated metal products, except machinery and equipment

26 - Manufacture of computer, electronic and optical products

27 - Manufacture of electrical equipment

- 28 - Manufacture of machinery and equipment
- 29 - Manufacture of motor vehicles, trailers and semi-trailers
- 30 - Manufacture of other transport equipment
- 31 - Manufacture of furniture
- 32 - Other manufacturing
- 33 - Repair and installation of machinery and equipment
- D - Electricity, gas, steam and air conditioning supply**
- 35 - Electricity, gas, steam and air conditioning supply
- E - Water supply; sewerage, waste management and remediation activities**
- 36 - Water collection, treatment and supply
- 37 - Sewerage
- 38 - Waste collection, treatment and disposal activities; materials recovery
- 39 - Remediation activities and other waste management services
- F - Construction**
- 41 - Construction of buildings
- 42 - Civil engineering
- 43 - Specialized construction activities
- G - Wholesale and retail trade; repair of motor vehicles and motorcycles**
- 45 - Wholesale and retail trade and repair of motor vehicles and motorcycles
- 46 - Wholesale trade, except of motor vehicles and motorcycles
- 47 - Retail trade, except of motor vehicles and motor cycles
- H - Transportation and storage**
- 49 - Land transport and transport via pipe lines
- 50 - Water transport
- 51 - Air transport
- 52 - Warehousing and support activities for transportation
- 53 - Postal and courier activities
- I - Accommodation and food service activities**
- 55 - Accommodation
- 56 - Food and beverage service activities
- J - Information and communication**
- 58 - Publishing activities
- 59 - Motion picture, video and television programme production, sound recording and music publishing activities
- 60 - Programming and broadcasting activities
- 61 - Telecommunications
- 62 - Computer programming, consultancy and related activities

63 - Information service activities

**K - Financial and insurance activities**

64 - Financial service activities, except insurance and pension funding

65 - Insurance, reinsurance and pension funding, except compulsory social security

66 - Activities auxiliary to financial service and insurance activities

**L - Real estate activities**

68 - Real estate activities

**M - Professional, scientific and technical activities**

69 - Legal and accounting activities

70 - Activities of head offices; management consultancy activities

71 - Architectural and engineering activities; technical testing and analysis

72 - Scientific research and development

73 - Advertising and market research

74 - Other professional, scientific and technical activities

75 - Veterinary activities

**N - Administrative and support service activities**

77 - Rental and leasing activities

78 - Employment activities

79 - Travel agency, tour operator, reservation service and related activities

80 - Security and investigation activities

81 - Services to buildings and landscape activities

82 - Office administrative, office support and other business support activities

**O - Public administration and defense; compulsory social security**

84 - Public administration and defense; compulsory social security

**P - Education**

85 - Education

**Q - Human health and social work activities**

86 - Human health activities

87 - Residential care activities

88 - Social work activities without accommodation

**R - Arts, entertainment and recreation**

90 - Creative, arts and entertainment activities

91 - Libraries, archives, museums and other cultural activities

92 - Gambling and betting activities

93 - Sports activities and amusement and recreation activities

**S - Other service activities**

94 - Activities of membership organizations

95 - Repair of computers and personal and household goods

96 - Other personal service activities

**T - Activities of households as employers; undifferentiated goods and Services – producing activities of household for own use**

97 - Activities of households as employers of domestic personnel

98 - Undifferentiated goods - and services -producing activities of private households for own use

**U - Activities of extraterritorial organizations and bodies**

99 - Activities of extraterritorial organizations and bodies

The Classifications registry keeps updated information on Statistical Classifications maintained by the United Nations Statistics Division (UNSD).