



NHIES
Manual 1

REPUBLIC OF NAMIBIA

CENTRAL BUREAU OF STATISTICS

National Planning Commission Secretariat

Namibia Household Income and Expenditure Survey 2003/04

INTERVIEWERS' MANUAL

NAMIBIA HOUSEHOLD INCOME AND EXPENDITURE SURVEY 2003/04
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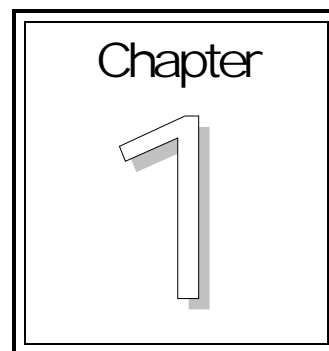
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INTRODUCTION

1.1 Overview

The Namibia Household Income and Expenditure Survey 2003/04 (NHIES 2003/04) is the second to be conducted in independent Namibia. The first was conducted ten years ago in 1993/94. The data collected in the 1993/94 NHIES was useful in evaluation of Government development activities and more importantly in identifying areas which would require to be addressed to improve the welfare of the Namibian people. It is hoped that the NHIES 2003/04 will shed more light on the status of the welfare of the Namibian people.

The survey will cover all the 13 regions and is expected to yield estimates/indices by regions, urban/rural and selected social economic groups. A representative sample of 10,920 households will be selected through a two-stage sampling procedure. To allow for seasonal variations the survey will be conducted over a period of twelve months. Furthermore, to avoid respondent fatigue each household will be interviewed for a period of 4 weeks. This means that there will be one sample divided into 13 sub-samples. Households to be interviewed will be selected prior to commencement of the survey round.

The objective of this manual is to guide the supervisor and interviewer through the different survey operations and procedures. In addition to instructions for completing the questionnaires, the manual includes sections on the purpose and coverage of the survey, definitions and the concepts and classification systems. It also includes instructions on interviewer's behaviour, how to approach the respondent and other issues of importance that the interviewer should know.

It is, therefore, very important that you carefully study this manual with the purpose of collecting accurate data, of reducing difficulties in the field and procedures on how to sort them out.

1.2 Objectives of the survey

The main objectives of the NHIES 2003/04 are to provide data necessary for policy making at national level, regional levels and for different sectors. Secondly the survey will facilitate the determination of how far the objectives and targets of the various plans and programmes have been achieved. The objectives include:

1. To collect data for the evaluation of the performance of NDP1 in the improvements of the welfare of Namibian people.

In order to improve the people's welfare NDP1 was focused on four central areas, namely, reviving and sustaining economic growth, creating employment, reducing inequalities in income distributions and reducing poverty.

2. To collect data for estimation of benchmark indicators for monitoring of development initiatives, e.g. Second Development Plan (NDP2), Vision 2030, Poverty Reduction Strategy for Namibia, and National Human Resources Plan.

The first four objectives of NDP2 are similar to those of NDP1 plus three more, namely,

- 2.1. to reduce regional development inequalities,
- 2.2. to promote gender equality and equity, and
- 2.3. to promote economic empowerment.

Human Resources Development is meant the acquisition of human knowledge, education and the ability to acquire knowledge, as well as the acquisition and improvement of knowledge and skills required to contribute to the social development and economic growth in a sustainable manner.

The mission of Poverty Reduction Plan is to reduce poverty and unequal income distributions through fostering more equitable and efficient delivery of public services for poverty reduction countrywide, accelerate equitable and sustainable agricultural expansion, accelerate options for non-agricultural economic empowerment and provide a safety net for vulnerable groups to prevent them from falling into poverty.

3. To obtain consumption and expenditure patterns and other data for the construction of national consumer price indices.
4. To provide economic data on the household sector, which are needed for national accounts.
5. To provide information for poverty indicators and profiles.
6. To provide data on income distribution and differentials.
7. To constitute a platform in order to specify a set of basic economic and social welfare indicators to be monitored over time.

1.3 Areas to be studied in NHIES 2003/04

1.3.1 Subject matters

The following subject matters will be studied from the data collected in the NHIES 2003/04:

- Household composition
- Demographic characteristics of the population
- Educational characteristics
- Economic activity status of household members aged 8 years and above
- Availability and utilization of physical and social services and facilities
- Housing conditions and amenities
- Household incomes and expenditure patterns
- Household business activities

1.3.2 Indicators

Indicators to be derived from the survey will include the ones listed below and another as may be requested by a user and for which data will have been collected. Consultations with user were held before final content of the questionnaire was made. All indicators will be made for region, rural and urban populations and by sex in order to address gender concerns.

- Average household sizes by sex of head of household
- Type of housing unit by sex of head of household
- Proportion of housing units built of different materials, such as cement, bricks, corrugated iron sheets, brick tiles, etc.
- Proportion of households with access to water for drinking and cooking (i.e. water drawn from piped indoors, piped in yard, piped public, well protected and borehole)
- Proportion of households within 30 minutes to source of water for drinking
- Labour force participation rates by sex region, urban, rural
- Proportion of children under 5 wasted
- Proportion of children under 5 stunted
- Proportion of women 12 - 49 with low Body Mass Index (BMI)
- Mean household income

- Per capita incomes

Income per capita is the value of the national income divided by the mid-year population, i.e. population as at 1st July of the respective year.

- Mean household consumption expenditure
- Distribution of income -percentiles, Lorenz curve and Gini coefficient
Lorenz curve and gini coefficient measure the extent to which actual cash income per household deviates from equal cash income. It varies between "0" and "1". A gini coefficient of "0" denotes equal income distribution among households.
- Proportion of households which spend 80% or more of total consumption on food
- Proportion of households which spend 60% or more of total consumption on food
- Mean household size by mean expenditure
- Mean household size by mean consumption

1.4 Legal provision

The NHIES 2003/04 is conducted under the provisions of the Statistics Act 66 of 1976. The Act empowers the Central Bureau of Statistics to authorize the taking of population censuses, surveys and other data collection activities on the Namibian population and economy.

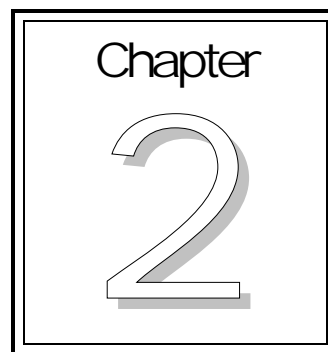
As a survey enumerator the law accords you access to any premises, or house for the purpose of interviewing the people. The law also requires that you conduct yourself with decency and propriety. This particularly requires that you only ask questions as are necessary to complete the NHIES 2003/04 questionnaire.

Penalties are provided if members of the public fail to provide you with the required information or if you fail in your duties. The law particularly stresses on confidentiality of information that you will collect from members of household.

1.5 Confidentiality of information collected

The information you will obtain from members of the household is confidential and will be used only to compile statistics. You are not permitted to discuss it or show your records to anyone who is not an authorized NHIES 2003/04 officer. Do not leave your questionnaires where unauthorized person may have access.

To enforce confidentiality you will take an Oath of Secrecy. The Oath of Secrecy is prescribed by the Statistics Act and is normally administered to all persons engaged in statistical surveys and censuses under the Act. The Oath of Secrecy will be administered to you before the commencement of NHIES 2003/04 fieldwork. You will sign two copies. The original will be kept in the office and you will retain the duplicate, which you will show to any householder who may require to see it.



METHODOLOGY

2.1 Survey concepts

2.1.1 Population

Group of units defined according to the aims of a survey is referred as the population. Aim or the objective of this survey is to collect reliable data on the household income and expenditure of the Namibian people from the Namibian private households.

Here the final unit of enumeration is the private household and the boundary within which the data collection is carried out is whole of Namibia.

Hence the population in this survey is all the Namibian private households and subsequently the people living in those private households.

People who are living in institutions (institutional population) are excluded from this survey.

2.1.2 Sample

A part of a population selected in the belief that it will be representative of the whole population is referred as a sample.

2.1.3 Random Sample

Random sample is a sample drawn in such a manner that each unit in the population has a predetermined chance of selection and the method of selection must be based purely on chance.

Once a sample is selected in this manner, actual data collection should be confined to these units.

Under no circumstances should the units thus selected be changed.

2.2 Sample survey

Basically there are two different approaches in the collection of data from a population.

1. To collect data from all the units of the population

This method is known as a Census and is used in Population and Housing Censuses, Agricultural Censuses and Industrial Censuses. In this approach the scale of operation is large, hence it is expensive, it takes a lot of time, it is difficult to control and, if not controlled properly, it will introduce lot of errors which will lower the quality of data.

2. To collect data from a sample

This method is known as a sample survey and is used more frequently than the Censuses. When the final unit of enumeration is the household then such sample surveys are also called household surveys.

Advantages of a sample survey

- More amenable to control since the operation is much smaller compared to a census
- Results could be achieved
 - in less time
 - at lower costs
 - with better quality
 - on a more detailed level

The above-mentioned advantages can be achieved only if the survey is carried out with very good office procedures and excellent fieldwork.

The quality of the fieldwork depends mainly upon the quality of the interviewers' and the supervisor's work. If the interviewers and supervisors are not well trained and they do not execute their duties to the required standards, then the quality of the fieldwork will be low.

Therefore, it is essential that the interviewers and supervisors should know their duties, what to do and what not to do before they go into the field. During the training sessions it is very important to clarify the concepts, definitions, listing procedures, how to complete the questionnaire and field procedures etc. to the fullest extent to avoid confusion in the field.

2.3 Accuracy of survey data

The objective of a sample survey is to make estimates of certain values for a population using observations obtained from a sample of that population. For this survey the population consists of households and persons.

The accuracy of survey estimates is generally taken to mean the closeness of that estimate to the exact or true value. The true value, which is mostly unknown, is the value that would be obtained, if data could be collected and processed without any errors for all of the units in the population. The error of a particular survey estimate is the difference between that estimate and the true value of the quantity being estimated.

This error can mainly be divided into two groups: Sampling errors and Non-sampling errors.

2.3.1 Sampling errors

Sampling errors arise from the fact that the observations included in the estimate are from a sample of the population instead of the whole population. However, with probability sampling it is possible to calculate the magnitude of the sampling error.

2.3.2 Non-sampling Errors

Non-sampling errors arise from several sources, including survey design and preparation, data collection, data processing and analysis. These errors could also be classified as coverage errors, non-response errors and response errors.

2.3.2.1 Coverage Errors

The coverage error includes all types of under- or over-coverage of the population at different levels. This could happen in two different situations. First situation is when the whole population is represented in the geographic area frame (list). If the area frame units are duplicated or some units are not included in the frame then an error is introduced. This happens in the office when the frame is developed and could be eliminated if proper care is taken at the developing stage.

Second one occurs when the population within the selected geographic area is under or over covered. This happens at the listing stage and can only be controlled by the field staff who needs to take proper care of such situations so that correct population is covered.

2.3.2.2 Non-Response Errors

Non-response errors result from failure to obtain observations on some units due to refusals, failure to find respondents at home, loss of questionnaires, etc. Non-response may be total or partial.

Total non-response refers to the failure to collect any survey data from a sampled unit.

Partial non-response or item non-response occurs when the unit fails or refuses to provide the information on some items.

For example the respondents may not give the information on income. Sometimes items can be omitted because the interviewer fails to ask the question or to record the answer.

2.3.2.2.1 Control of Non-Response Errors

The interviewers should ensure that all the respondents are contacted. In the cases where it is difficult to contact the respondents callbacks should be planned when the respondents are likely to be at home.

The interviewer must cultivate co-operation of the respondents. Co-operation of the respondents depend on several factors. These are, the way the interviewers are dressed, the way the interviewers introduce themselves, the identification card they carry, what they say about the survey and also the courtesy they show to the respondents.

It is also important that you contact the local officials such as Councilors, Headman, and Town clerk, etc. and inform about the survey before you proceed with the fieldwork in their areas although the office may have informed them already.

The interviewers should be well trained to get good responses and accurate data. As such you should follow the instructions properly and have all the points clearly in your mind. Therefore it is vitally important you attend the training fully and participate in all the discussions.

The best way of treating the non-response during the data collection stage is to make a thorough effort to obtain responses for all the units sampled. Therefore you should try your best to complete the questionnaires for all the sampled units.

2.3.2.3 Response Errors

Response errors occur during the data collection phase of the survey. These errors can occur because of the respondents as well as the interviewers.

The sources of response errors are

- Inability of the respondent to provide the required information. This may be from ignorance, memory loss, etc.
- Deliberate falsification by the respondent or uncooperative respondents. Some respondents may decide not to give their correct incomes or expenditures.
- An interviewer may fail to ask questions properly, she/he may influence the respondents to answer incorrectly, respondent bias, etc.

The interview is an interactive process between the respondent and the interviewer and unless rapport is created then the results may be affected. Lack of rapport may even be from the way the interviewer is dressed or the way she/he greets the respondents.

2.3.2.4 Processing errors

Processing errors could arise from

1. Poor data processing plan
2. Poor recordings in the questionnaires, scanning errors
3. Poor editing and coding
4. Keying errors

Poor data processing plan could be avoided by comprehensive and careful development of data processing plans in consultation with questionnaire development.

Poor recordings in the questionnaires are errors which originate from the interviewers and supervision. These errors are of two categories. One category originates from poor writing or inserting figures wrongly on provided spaces in the questionnaire. If the figures are not written clearly the scanners will misinterpret them. Similar errors can also occur during the manual data keying stage, keying errors.

The other category occurs when the interviewers record incorrect responses without checking and probing properly as well as not following the skipping instructions.

To avoid the first type of errors you must make sure that you are writing the answers clearly inside the space provided. The second type of errors can only be avoided by clear understanding of concepts, definitions, how to handle the questionnaires, field procedures, etc.

Poor editing and coding in the field. If the editing and coding staff do not check the questionnaires properly, then it is not possible to rectify errors before data processing. The purpose of editing is to identify interviewer errors and inconsistencies and to rectify, including through revisiting the households, if necessary.

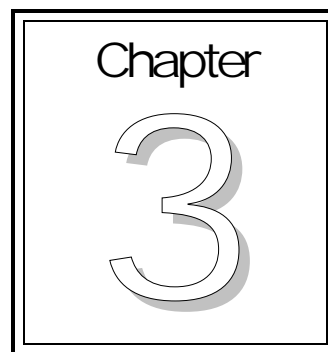
Coding is the process where a numeric code is entered for variables with a given characteristic. In some cases the description may not be clear to code accurately.

Other types of errors, listed above, could be avoided through different checking procedures in the office, but it may not be possible to rectify some of the errors, which occurred during fieldwork without revisiting the households. Therefore the editing and coding staff should identify these errors so that they can be corrected before sending the questionnaires to the head office.

2.3.2.5 Control of Non-sampling errors

In a survey it is very important that errors from every source are minimized to the least extent possible. As you have seen above the various non-sampling errors can affect the data collected in different ways. If all these errors are not controlled and if they creep into the survey data then the results will be quite misleading.

Hence it is the duty of all of us who are involved in the survey to train ourselves in all aspects fully and follow the instructions and guidelines completely so that quality results can be produced.



GENERAL INSTRUCTIONS

3.1 Work conditions

The principal ingredient to the success of the NHIES 2003/04 is the devoted participation, cooperation and interest of the interviewers. Required information, training, equipment, survey materials and all possible support will be provided to the interviewer by the head office to enable you to undertake this exercise efficiently. In order to equitably allocate the workload the following survey regulations have to be observed. The survey supervisor has been instructed to ensure that the regulations are observed.

- Every survey official must understand his/her role, which must be carried in its entirety.
- Absence from duty without permission will not be tolerated and may lead to dismissal.
- Maintaining your position as an interviewer will be based on hard and accurate work. Performance of high standard, during training and fieldwork is a prerequisite to continuing working in the survey.
- You are the CBS's representative in the field. You are, therefore, called upon to conduct yourself properly throughout training and fieldwork. Remember that you need the cooperation of the households to be successful in your interviews. So you should not be aggressive, abrupt, unpresentable or disrespectful to the respondents.
- All survey staff are to work as a team. Any member of the survey team who creates a disruptive influence will be disciplined, including summary dismissal.
- Use of alcohol and drugs during working hours and at interviews will be dealt with stiff disciplinary action, including summary dismissal.

Random checks will be made on completed questionnaires and during interviews to ensure that accurate data are collected and to rectify errors in the field. An interviewer will be called upon to re-interview poorly completed returns.

3.2 The role of the interviewer

The interviewer plays a very important role in the survey, since she/he is the direct link with the respondent and as such has the responsibility to ensure that data collected are accurate.

Always remember that it will in most cases not be possible to correct any mistakes you make in the field, such as omissions, wrong entries, etc.

3.3 Interviewer's responsibilities

You will be responsible to interview 10 sample households every 4 weeks for a period of 12 months according to instructions and guidelines in this Interviewers' Manual. The interview involves completing Form 1 of the NHIES 2003/04 Questionnaire and monitoring, including assisting, the head of households in the daily completion of Form 2, the Daily Record Book.

3.4 Conducting the interview

Successful interviewing is an art and should not be treated lightly or as a mechanical process. Each interview is peculiar and more importantly is a source of survey information. Interviewing expertise develops with practice but there are certain basic principles, which are to be followed by every successful interviewer. Below you will find some general guidelines on how to build rapport with the respondent and conduct a successful interview.

3.4.1 Building rapport with the respondent

At the beginning of the interview you and the respondent are strangers. The respondent's first impression of you will influence her/his willingness to co-operate in the survey. Be sure that your manner is friendly as you introduce yourself and the survey. Publicity will have been conducted before you start to work in an area. You will also be given a letter of introduction and a survey identification card. But on your first visit assume that the household does not know anything about the survey and be ready to fully introduce the survey.

3.4.2 Inter-relationship during interview

The interview is an interactive process between two parties. This process can be divided into three different main phases:

- the introduction phase
- the interviewing phase
- the closing phase

During these phases the interviewer has to act differently. One can say that the interviewer has different roles. There is a **formal role** and an **informal role**.

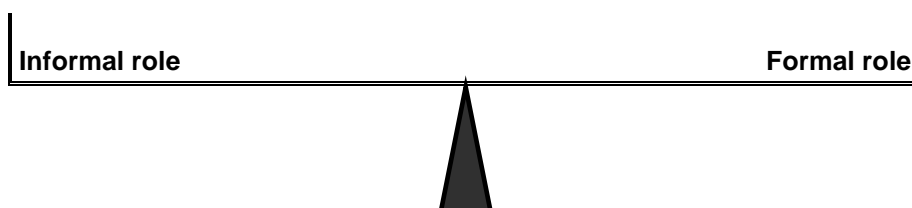
The **informal role** is used when the goal is to make a good atmosphere in the communication with the respondent. This role is mostly used during introduction phase and closing phase.

During the introduction phase it is very important that the interviewer helps the respondent(s) to feel relaxed. To be selected for an interview is mostly a completely new situation for the respondents. They may have expectations that this new situation will be embarrassing or that they will not be able to answer the questions. Therefore, the interviewer has to help the respondents to feel confidence in this new, unknown situation.

During the closing phase, it is also very important that the interviewer use the informal role. It is very common that a respondent tells other people about his/her experiences of the interview.

The formal role is mostly used during the interviewing phase. The interviewer has to, as strictly as possible, follow the instructions and ask the questions as they are phrased. Even during this phase the interviewer uses a mixture of the two roles. Probing should be resulted to in order get all information needed.

It is also possible that the interviewer has to use the informal role, when they see the respondent has lost his concentration. In that case it can be useful to make some small talk and thereafter continue with the interview. All the time the interviewer has to make good balance between the formal and the informal roles. It is like sitting on a seesaw. (*See below*).



A skilled interviewer can help the respondents to provide accurate responses. The non-sampling errors discussed above do occur during the data collection stage. These can be controlled to a considerable extent by having thoroughly trained interviewers and supervisors and thereby accuracy of the final estimates can be improved.

3.4.3 Introducing oneself

- Make a good first impression and stress confidentiality

A simple way of introducing yourself may go like this. After you enter the house or compound greet the people you find in the household. Exchange pleasantries as is normal in that community. Then proceed to introduce yourself.

"My name is _____. I am a representative of the Central Bureau of Statistics. We are conducting a survey about households' incomes and expenditures. A few households have been selected for the interview, which will be conducted over a period of four weeks. A similar survey was conducted in 1993 and 1994 and the results helped the government to plan more efficiently. However, the data are now out of date and that is why we are collecting new data.

Before I ask you any questions I would like to assure you that the information about you and your household I will record on the form is **confidential** and no one, except survey personnel, will have access to it. I am liable to be prosecuted if I reveal any of the information you give to me to anyone else except my supervisor, whom you have already met. I would now like to ask you questions, which I will record in a form."

3.4.4 Language of the interview

- Translation.
Always adopt a positive and non-apologetic attitude. Apologetic attitude The NHIES 2003/04 Questionnaire is in English. However, you will meet households, which you will not be able to interview in English. In such situations you will interview in the language, which the respondent is very familiar with. You will need to translate the question into the language of interview. It is very important that the translation is identical to the English version. This is why you must know the questionnaire and the manual properly and be able to translate all concepts correctly.
- Question wording.
Avoid changing the wording of the questions in the questionnaire. Any use of interpreters will not be tolerated. They have not been trained and do not know anything about the survey.

3.4.5 Points to bear in mind

In your relationship with the respondent the following should be borne in mind:

- Always have a positive approach.
Always adopt a positive and non-apologetic attitude. Apologetic attitude may include such statements as 'I am sorry to take up your time?', 'Would you mind answering a few questions?' The answer could be 'Yes'. Then where do you go from there? Rather tell the respondent 'I would like to ask you some questions' or 'I would like to talk to you'.
- Answer questions from the respondent honestly
If the respondent has any questions answer them frankly. Be direct and pleasant when you answer.

- Do not lead the respondent
Never prompt or suggest answers to the respondent. Such comments as 'I suppose you mean?' are forbidden. Rather probe in such a manner that the respondent supplies the response.
- Do not make assumptions about the respondent
Do not form any expectations as to a particular household's income or expenditure patterns.
- Try to conduct the interview away from distraction from other people
The presence of other people during the interview can cause the respondent to give wrong answers. Ask the respondent the best place you can talk without disturbance.
- Handle hesitant respondents tactfully
Old, hesitating or stammering respondents should be handled with tact. You should not rush the interview or make faces. Rushing the interview will affect the quality of the responses.
- Be neutral throughout the interview
Try to remain neutral during the interview otherwise the respondent will give answers she/he thinks you want to hear. Never show by your face expressions of agreement or disagreement with the answer given. Remember that any differences between you and the respondent are detrimental to the survey.
- Try to create the respondent's interest
A respondent may reply 'I don't know', may give an irrelevant answer, may act bored, may behave detached, may contradict herself/himself or may seem to just not care. Try to create her/his interest. You could digress a bit and talk about other matters unrelated to the survey, such as the weather. But please, do not discuss politics or religion during the interview!
- Do not hurry the interview
Ask questions slowly to make sure that the respondent understands. Pause and give her/him time to think. Hurrying the respondent might cause her/him to give an inaccurate answer.

3.5 Field operations

3.5.1 Introduction

For the smooth running of the survey operations it is necessary for all survey personnel to have a clear picture of the field organisation and how to deal with different forms (survey questionnaires). *See Appendix 1.*

The main field activities of the survey are household listing and sample selection, interviewing the selected households and editing and coding of the completed questionnaires.

- The field staff consists of a Regional supervisor, Team supervisors, Listing/Editing/Coding clerks and Interviewers.
- A team consists of the Team Supervisor and two Interviewers supported by one Listing Clerk.
- The Team Supervisor with one Listing Clerk will be responsible for household listing.
- The Interviewers will interview the 10 selected households.
- The Listing Clerks will support the listing operation and undertake editing and coding of the completed questionnaires at the regional office.
- The survey period is one year (52 weeks).
- The interview period, covering each set of 10 households per interviewer, is four weeks. The week starts from a Monday. Each 4-week period is called a Survey Round and in short a Round. Therefore the one-year period will be divided into 13 rounds. Each selected household will participate in the survey for one Round. The main purpose for the 4-week period is for the household to record on a daily basis the economic transactions of the household.
- Different sample PSUs (Primary Sample Units) and households will be covered for each Round over the year.
- Once the household listing for a PSU in a particular Survey Round is completed, the Regional supervisor will select the 20 sample households for that PSU.
- Each interviewer will interview 10 households in a Round.

The Regional supervisor will prepare two copies of the “Form SH - The sample households for the selected PSU” (*see Appendix 2*) and hand it over to the Team Supervisor, who in turn will hand it over to her/his respective interviewers and show the location of each of the selected households. The Interviewer will interview the ten households shown on the Form SH.

Form SH, which is a copy of the listing form for the selected households, will in most cases contain addresses. During the listing operation some of the households may not have been contacted. In such cases only the address may be written on the listing form assuming that there is only one household. The number of household members column will be blank. If such a household is selected it can be located using the given address, but you will not know the number of households attached to it. In such situations you need to define the households in the dwelling unit according to the given definition of household.

If there is only one household then proceed with the interview. If there is more than one household, you will have to complete the listing form, which is given on the back of Form SH. One household will have to be selected. Since you now know the surnames of the head of each household, you should select the name which comes first alphabetically to be included in the sample. In case the surnames are the same, continue with the first names.

3.5.2 Visits to the household

Households have to record transactions starting from Monday of the first week in the round. For this purpose four Daily Record Books, Form 2, one for each week, has been designed and you will have to hand over each record book to the household before Monday of the week. You will also have to collect the completed record book after the last day of the week.

Your first visit to the households should be before the starting of the Survey Round (before Monday of the first week). Your last visit to the households will be after the last day of Survey Round (after Sunday of the fourth week). The concluding visit should be completed within three days after the fourth recording week.

Towards the end of the interviewing Survey Round the supervisor will introduce you to your next PSU. This process will continue over the 13 Rounds.

You will have to complete Part A and B of Form 1 during the first visit. You may complete up to Part F if possible depending on how much of the household's time you have already taken. Do not overburden the household during any one visit since you have the 4-week period to complete your work.

In the completion of Form 1, weights and heights of household members have to be measured. This should be planned to take place some time during the second and third week of each round. Make an appointment with the household to ensure that all members of the household, or as many as possible, will be available. New additions to the households, including babies, after that occasion should not be weighed.

If the household has no literate person to complete the Daily Record Book, ask if a neighbour can assist, but if not, you will have to make more frequent visits (preferably daily) to avoid the household forgetting some transactions.

Let the supervisor know of your itinerary so that she/he will be able to easily locate you. Do not be embarrassed if the supervisor decides to sit in an interview. She/he has been instructed to do so. The purpose is to ensure that you are performing your interviews well and to correct you where you may be going wrong, with the sole purpose of collecting accurate data.

If no one is at home inquire from the neighbours about the household and when the members are likely to be home so that you can return to complete First visit interview.

Edit the questionnaires (Forms) for blanks, inconsistencies, or other errors before handing them over to the supervisor. Do not make your own entries. If necessary revisit the household.

You will have to make other visits to the households frequently as explained below.

Sequence of household visits by the interviewer and supervisor in each survey round

Visit Number	Time	Purpose	Responsible Person
1	Just before survey round	a To identify the household b To introduce the survey c To complete Form 1 interviews d To explain and deposit the Daily Record Book (DRB) e To schedule future visits f To hand over food portion scales and jugs	Team Supervisor and Interviewers
2	After first survey week (day 7-9)	a To monitor the filling of DRB and answer any questions b To list new members on Form 1 c To collect first week's DRB	Interviewers
3	After second survey week (day 14-16)	a To monitor the filling of DRB and answer any questions b To list new members on Form 1 c To collect second week's DRB	Interviewers
4	After third survey week (day 21-23)	a To monitor the filling of DRB and answer any questions b To list new members on Form 1 c To collect food portion scales and DRB	Interviewers
5	Directly at end of fourth week (day 28-31)	a To monitor the filling of DRB and answer any questions b If necessary, consult on total transactions with the household c To list new members on Form 1 d To collect fourth's weeks DRB	Interviewers

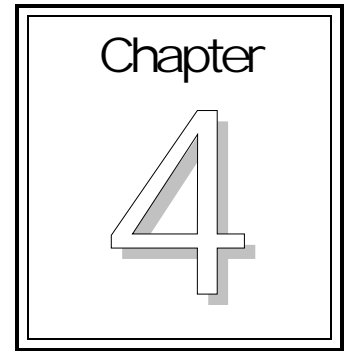
Remember to make impromptu household visits to check on how the households are completing the Daily Record Book. Such visits are a must during the first week to ensure that the householders are familiar with what they are supposed to do.

See appendix for further details on field operations.

3.6 Survey equipment

The following equipment will be issued to you:

1. Survey questionnaires, namely Form 1 and Form 2 (Daily Record Book)
2. Interviewers' manual
3. Letter of introduction
4. Pencil and extra lead
5. Food portion scale
6. Calibrated jug
7. Height scale
8. Roller meter
9. Clipboard
10. Bag
11. PSU map
12. T-shirt
13. Cap
14. Gloves and condoms



KEY CONCEPTS & DEFINITIONS

4.1 Survey round

A **Survey round** is a period of four weeks, during which each interviewer will be expected to interview and administer daily record keeping for 10 households selected from each sample PSU.

4.2 Households

Households occupy dwelling units, which may be a building or a part of a building or a group of buildings regardless of its/their physical condition. Buildings can be classified into dwelling units, living quarters other than dwelling units (institutions) and non-housing units.

4.2.1 Household

Usually consists of one or more persons, related or unrelated, who live together in the same homestead/compound, but not necessarily in the same dwelling unit. They have a community of life with common catering arrangements, and are answerable to the same head of household. It is important to remember that members who belong to the same household need not necessarily be related in blood or marriage.

Determination of households is not easy. However, the following examples should guide in deciding who should form one household.

- i) A household may consist of one or more persons and may occupy a whole building or part of a building or many buildings in the same compound/homestead.
- ii) If two or more groups of people live in the same dwelling unit, but have separate catering/eating arrangements treat them as separate households.
- iii) A domestic worker who shares meals with her/his employer should be included in her/his employer's household. However, if she/he cooks and eats on her/his own or with her/his family, treat her/him as a separate household.
- iv) In a polygamous marriage (a man with more than one wife), if the wives cook and eat separately, treat the wives as separate households. But if the wives and their children share a common kitchen (eating arrangements) treat them as one household.

4.2.2 Head of household

The head of household is a person, either female or male, who is looked upon by other members of household as their leader or main decision-maker. The name of the actual head of household, *whether present or absent*, should be recorded.

4.2.3 Institutions

There are cases where rules used to decide what is a household do not apply. Sometimes groups of people live together but cannot be said to belong to a household as defined in 4.2.1. Examples include hospitals, old age people's homes, nurses' homes, schools/colleges, hotels, army barracks, prisons, etc. These are institutional populations and will not be included in the sample. Do not list institutions!

However, staff who live in the compound as private households should be listed. For example, a matron who has her own private apartment in a nursing home or soldiers in married quarters should be listed.

4.3 Dwelling/Housing Unit

Dwelling unit is a place of residence occupied by one or more households with a private entrance. There may be many dwelling units within one structure/building.

Data on housing/dwelling units will help get information on conditions in which Namibians are living. What are the regional differences? Type of housing refers to a separate and independent living premises occupied by the household. For categories of dwelling houses see Part E: Housing characteristics and amenities.

4.4 Malnutrition

Malnutrition refers to diseases characterised by cellular imbalance between the supply of nutrients and energy on the one hand and on the other body's demand for them to ensure growth, maintenance and specific function. There are various manifestations of malnutrition, e.g. kwashiorkor (wasting) and marasmus (stunting).

Comparing height with age (usually referred to as height for age) results with a stunting indicator, i.e. is the child too short for its age.

Comparing weight with age (usually referred to as weight for age) results with a measure of wasting, i.e. is the child too light for its age.

In adults weight and height are measured in order to calculate Body Mass Index (BMI), which is a measure of body shape. Interpretation of BMI is:

- Over 25 Overweight
- 18.5 - 25 Optimal weight
- 17 - 18 Mild underweight
- 16 - 17 Moderate underweight
- Under 16 Severe underweight

4.5 Employment

Employment is a basic source of both income and output for an individual, household or nation. Employment encompasses both 'paid employment' and 'unpaid employment'. It includes working without pay in a household's business or farm, working in your own business, farm or professional practice, alone or in partnership, working for wages, salary, tips or commissions, but excludes volunteer work, housework or unpaid domestic services by the household members (cooking, washing and cleaning, child and care of the elderly in the household).

4.6 Work

People are engaged in many kinds of work. They may be paid employees, employers, own account workers or paid family workers, either working full-time or part-time, etc. To encompass the various kinds of work for the measurement of employment the concept of work is broadly defined. In the NHIES working in an economic activity for as little as **one hour in a seven day reference period** is considered work.

4.7 Homemaker

This category includes all persons, male or female, aged 8 years or above, and who, during most of the last 7 days were engaged in household duties. These persons should not be reported on in D3 to D7.

4.8 Domestic worker

A domestic worker is a person who is employed by a private household to carry out tasks related to the household, e.g. household chores, guarding the premises, do gardening, child minding, etc. Note that the tasks must not be connected to a business of any kind. The domestic worker is an employee and the private household is the employer.

If the domestic worker lives in the same dwelling unit as the main household and shares its meals, she/he can be regarded as a household member, even if she/he does not pool her/his income and does not share the expenditures with the main household. The wages or salaries paid by the main household for the domestic worker's services should appear as consumption expenditure for the main household and as income for the domestic worker.

If the domestic worker lives somewhere else and do not share the catering arrangements with the main household, then she/he belongs to another household.

4.9 Boarder/lodger

A boarder who lives with the main household and who shares the meals with it can be regarded as a household member, although she/he pays for the boarding and lodging and does not pool income and does not share expenditures with it. The amount paid to the main household in return for the accommodation should be recorded as expenditure (for the boarder) and should also appear as income (for the main household).

4.10 Employee

An employee is a person, woman or man, aged 8 years and over, who during the survey or survey period worked for a public or private employer and received remuneration in wages, salaries, tips or piece-rate, either in cash or in kind.

4.11 Employer

An employer is a person, woman or man, aged 8 years and over, who during the survey or survey period, operated her or his own economic enterprise and used one or more employee.

4.12 Own account worker

Own account worker is a concept which includes all persons who operate her or his own economic enterprise for the market, e.g. commercial farmers, shopkeepers, craft workers, etc. or engages independently in professional services for a fee, or trade, such as doctors, lawyers, architects, beauticians, etc., and hires no employee.

4.13 Owner manager of incorporated companies

Include persons who are usually paid a salary by the enterprise in which they or members of their family own a controlling part of shares. They also receive a part of the profits through the shares they own. They act as managers of their enterprise and thus exercise functions similar to those of employers. Because they receive wages as remuneration for work and not for capital investment they are regarded here as employees for national accounts purposes.

4.14 Household income

Household income refers to the sum of money income and income in kind and consists of all receipts, which, as a rule, are of a recurring nature and accrue to the household or any of its members regularly at an annual, or more frequent interval. Additional receipts other than income, e.g. from sale of possessions, withdrawals from savings, lottery prizes, loans obtained, loan repayments received, windfall gains, lump sum inheritance, maturity payment on life insurance policies, lump sum compensation on injuries, legal damages received, etc. are collected for use of SNA and other purposes.

Salaries or wages paid by the employer, head of household or any other member of the household to a live-in domestic worker, who is recorded as a member of the household in Part B, should be treated as household income.

4.15 Household consumption expenditure

Household consumption expenditure refers to all money expenditure by the household and individual members on goods intended for consumption and expenditure on services plus value of goods and services received as income in kind and consumed by the household and individual members. Thus the value of goods and services produced by the household and utilized for its own consumption, the net rental value of owner-occupied house and the gross rental value of free housing occupied by the household are covered within the scope of household consumption expenditure. It also includes VAT on goods and services. It excludes direct taxes, social security contributions, savings bank deposits, contributions to saving clubs or building societies, life insurance premiums, cash transfers to and disbursements on behalf of persons outside the household and repayment of loans. Disbursements in the nature of gambling losses, cash grants and donations (except small recurring contributions to churches and charitable organisations) are also excluded.

4.16 Household expenditure

Household expenditure is broader and includes consumption expenditure as well as non-consumption expenditure. The non-consumption expenditure includes income taxes and other direct taxes, pension and other social security contributions, remittances, gifts and similar transfers made by the household or its individual members. Additions to savings, amounts loaned, repayment of loans and outlays for other financial transactions are excluded.

4.17 Transactions

Transactions include all payments made and gifts out and all payments and gifts received by the household. Receipts are treated as incomes and payments made or gifts given as expenditures.

4.18 Subsidies

Subsidies are benefits received by the household from the employer, a member of the family, a friend, any other person or an organisation, such as an NGO. Subsidies include housing, whether free or at a subsidised rent, car, clothing, school fees, etc. For example, if the market rent of a house is N\$ 2000 and the employer pays N\$1500, the subsidy is N\$1500 and the household pays N\$500. The employer could also subsidise the total rent.

Subsidies could be in kind or cash.

4.19 Cash

Payment or subsidy in cash is where the household is given either cash, or cheque or is paid through a bank transfer. The household could be given a house allowance paid together with the salary cheque or paid by order to the household's bank account.

4.20 In kind

In kind transaction is where no cash or cheque or bank transfer into or from the household's account is involved. If the employer provides housing to the employee, whether subsidised or not, and no money is given the employee either in cash, cheque or through a bank transfer, then this should be considered as in-kind.

4.21 Net profit

Profit is the excess of sales revenue over the cost of production. Cost of production includes wages, materials, rent, licenses, defectives and other costs. Net profit includes deduction and makes allowance for debts or loans.

4.22 Net loss

Net loss is the opposite of net profit. It is when in business total sales or revenue is less than total expenditures or inputs.

4.23 Investment

Investments are funds set aside for production of additional future income. Investment could be in the form of fixed deposit account, purchase of shares in a company, purchase of bonds or any other package. A bond is an investment instrument where the investor puts in funds expecting to get a higher income at a future date, say three years, than the amount paid today.

Usually investment involves risk. When one buys shares in a company one takes a risk since the company could collapse and one loses all the money invested. In this case investment does not include savings.

4.24 Monthly installment

These are the total payment towards the repayment of the mortgage or bond account in the last month. After giving the total payment, the interviewer must ask the respondent to break the amount into two components, namely capital repayment and interest charged.

4.25 Capital

Capital is the repayment towards the principal amount owed. Sometimes households borrow money to acquire immediately needed consumption goods or take consumption goods on credit. In the case of a house the amount borrowed is defined as mortgage. The amount borrowed is usually paid in installments.

4.26 Interest

4.26.1 Interest as expenditure

Interest is the finance charge incurred as the result of the mortgage or bond loan. It is the additional amount that a household is willing to pay or is charged in order to obtain a good or resource now rather than later. Hence the interest is the price of loanable funds.

4.26.2 Interest as income

Interest is also a receipt by the household from investments, savings account or money loaned to other persons.

Example: A household borrows N\$24,000 to buy a car. The amount is to be repaid in 12 months equal installments. The household is charged interest rate of 12% p.a. on the whole amount borrowed, i.e. not on declining balance. Total amount for the 12 months to be paid is

Amount borrowed (capital)	24.000
Interest (24000 x 12/100)	<u>2.880</u>
Total	26.880

Monthly installments are N\$2,240 made up of N\$2,000 capital repayment (24.000/12) and N\$240 interest (2.880/12).

4.27 Accrue

To accrue is to increase or accumulate. This may include interest on savings, etc.

4.28 Gifts and Remittances

These include all maintenance payments received or given out. In itemized entries, if a gift or remittance belongs to more than one item, record the gift or remittance only once. Gifts received, other than cash, should be regarded as both income and household consumption expenditure.

4.29 Wages and Salaries

Wages and salaries cover all payments which employees receive in exchange of their labour (skill, and knowledge), whether in cash or in kind, and before deductions for their contributions to social security, taxes (other than VAT) and the like. Included are payments of commission, tips, bonuses, overtime, vacation allowance and other allowances paid directly to the employee. Reimbursements for travel on business are excluded.

Gross wages, salaries and allowances, including tax

Gross means including deductions (tax, medical aid, insurance, social security), income from member's cooperatives, gratuities, fees and bonuses.

Allowance is payment for, e.g., accommodation and food while travelling on duty. If it is a compensation for expenses it is not to be recorded. An allowance, which is a benefit should be recorded as an income.

4.30 National Accounts

The System of National Accounts is an all inclusive framework for accounting of revenues, expenditures and financial data concerning all the economic sectors that together constitute the national economy. One of them is the household sector, which covers all household units belonging to the national economy. Other sectors are enterprise, government and the rest of the world. As a result major aggregates of the national economy, such as gross domestic product (GDP), private consumption, savings and capital formation are derived.

4.31 Consumer Price Index (CPI)

The purpose of consumer price index is to measure changes over time in the general level of prices of goods and services that a reference population use, acquire or purchase for consumption.

The CPI measures the comparative cost at current prices of the same basket of goods and services as in the base (or reference) period in relation to its cost at base (or reference) prices or, in other words changes in consumer prices over time. The CPI is used for derivation of the rate of inflation.

In order for the construction of representative indices it is necessary to identify items (with related specifications) of major importance within groups or subgroups and estimate related expenditures. The household income and expenditure survey is a major source of the basket of goods and services and weights for the system of the CPI. To be able to make comparisons over time it is important for the basket to contain similar items this year as last year or year before. It is therefore important to collect accurate descriptions of all transactions during the NHIES.

4.32 COICOP

This is the acronym for Classification of Individual Consumption by Purpose. It is the system of classification of individual consumption expenditure by households which is used by Price Statistics for collection of prices to be used in the construction of price indices. Main groupings of COICOP are Food and non-alcoholic beverages; Alcoholic Beverages, tobacco and narcotics; Clothing and footwear; Housing, water, electricity, gas and other fuels; Furnishings, household equipment and routine maintenance of the house; Health; Transport; Communications; Recreation and Culture; Education; Restaurants and hotels; and Miscellaneous goods and services.

4.33 Recreation

Anything mental, social, physical and/or emotional that is usually pleasure seeking, self-rejuvenating, free of compulsion, fuelled by personal contentment/personal satisfaction. Things that could be considered recreation include going to a movie, watching theatre production, playing sport, exercising such as jogging, visiting a museum, bird watching, fishing for leisure, writing a journal, going on vacation, pursuit of a hobby and usually any outdoor activities.

4.34 Hobby

Hobbies are generally regarded as recreation activities not aimed at generating a profit. They are of different kinds, such as collecting things, e.g. stamps, old coins, or creating things, such as knitwear, handicraft, or repairing things, such as veteran cars or doing physical activities, such as climbing mountains, etc. However, even if there is seldom an economic interest involved when pursuing a hobby most often profits or losses may accrue through buying, selling or exchanging items, materials and equipment.

4.35 Levy

Levy has different but related meanings. Used as a verb it means to assess or collect as with tax, but as a noun it is tax collected. A levy can also mean a financial contribution by households relating to the costs associated with a common good (see G2.3 and G4.2.1.4).

4.36 Holiday

Holiday is a period when off from regular activity, e.g. from work, most often for recreation. In case of NHIES, holiday is taken to include a weekend or longer time at a resort or another place than the place of residence. Transactions to, from and during stay at the holiday place are to be included in the questionnaire.

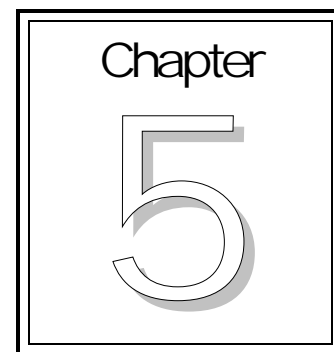
4.37 Last month – last 12 months

In part G-U the households are asked about their transactions in the last month or in the last 12 months. These concepts refer to time prior to the month in which the household is to start recording the daily transactions in Form 2. See imagined examples below:

Start of survey round	Last month (The calendar month)	Last 12 months (Last 12 calendar months)
20 Oct 2003	1-30 Sep 2003	1 Oct 2002 – 30 Sep 2003
5 April 2004	1-31 March 2004	1 April 2003 – 31 March 2004
2 June 2004	1-31 May 2004	1 June 2003 – 31 May 2004
30 June 2004	1-31 May 2004	1 June 2003 – 31 May 2004

Guide o the last (past) 12 months based on the start of the Daily Record Book keeping (first day of survey round)

Date of start of the Daily Record Book keeping	The past 12 months are	
	From	To
2003 September	2002 September 1 st	2003 August 31 st
2003 October	2002 October 1 st	2003 September 30 th t
2003 November	2002 November 1 st	2003 October 31 st
2003 December	2002December 1 st	2003 November 30 th t
2004 January	2003 January 1 st	2003 December 31 st
2004 February	2003 February 1 st	2004 January 31 st
2004 March	2003 March 1 st	2004 February 29 th t
2004 April	2003 April 1 st	2004 March 31 st
2004 May	2003 May 1 st	2004 April 30 th
2004 June	2003 June 1 st	2004 May 31 st
2004 July	2003 July 1 st	2004 June 30 th
2004 August	2003 August 1 st	2004 July 31 st



INSTRUCTION FOR COMPLETING FORM 1

- The household questionnaire

5.1 Introduction

You are required to complete Form 1 on the first visit. If this is not possible, because no one is at home or there is no responsible adult, make an appointment to go back later.

The Daily Record Book (Form 2) should also be explained during this visit and the book for Week 1 given to the respondent so that she/he can start recording receipts and expenditures for the household effective from the scheduled starting date for that Survey Round.

5.2 How to handle the questionnaires

5.2.1 How to ask the questions

Ask every question in exactly the way it appears in the questionnaire. Do not add or skip any words or sentences. In some cases the interviewer must probe to clarify the meaning of the question, which must be done without leading or affecting the respondent to give a particular answer. The order of the questions is important and must be followed strictly. Ask all the questions of one section/part before starting with the next section/part.

5.2.2 Go to-instructions

Some responses to a question may lead to more detailed questions, while for other responses, e.g. a "No", it is not relevant. Therefore, after some response categories, (or sometimes after a question) you will find a "Go to" instruction guiding you where to continue. If there is no "Go to" instruction, you must always continue with the next question.

Some parts of the questionnaire are aimed for certain categories, e.g. people above a certain age, and should hence only be asked for them. For other age groups you skip such questions, i.e. you do not mark any of the response boxes.

5.2.3 If no answer

Do not leave any question blank unless there is an instruction to skip it. If you are supposed to get an answer, but the respondent cannot provide it, mark "Don't know", if there is such a response category. If there is none, you must write an explanatory note somewhere next to the question, or at the back of the questionnaire. Give references both (1) next to the question and (2) at the place reserved for comments, to avoid uncertainties during editing of the questionnaire.

In Part G-U: If there was no income or expenditure for an item supposed to be asked about, write a **'0'**.

Do not mark or record a response for any question, which is not supposed to be asked. Should you record a response in error, erase it out.

5.2.4 Rounding off in Form 1

All income and expenditure recorded on Form 1 should be rounded off to the nearest N\$, i.e. do never record any cents. Amounts less than ONE N\$ should always be rounded up to ONE N\$.

Examples:

N\$0,05	Round up to	1
N\$0,45	Round up to	1
N\$0,95	Round up to	1
N\$1,45	Round down to	1
N\$1,50	Round up to	2
N\$199,45	Round down to	199

In the Daily Record Book (Form 2) the respondent is supposed to record the exact value of income and expenditures, i.e. no rounding off.

5.2.5 Typographical conventions

In order not to overload the questionnaire with instructions to the interviewer some typographical conventions have been used in the NHIES 2003/04 Questionnaire. Every typographical style has its specific meaning and purpose. Some styles mean that the text should be read out to the respondent, but others not. The following are the principles that have been used and it is very important for you to know them.

Text to be read out

Normal print

Text written in normal print is to be read out (one exception, see below). Response categories, which are to be read out, are written in this style.

Bold lower case

Core questions are written in bold lower case letters and are to be read out.

Text not to be read out

Italics

Everything written in Italics, lower case, or bold lower case, is an instruction to you, the interviewer, and should not be read out.

SMALL CAPITAL LETTERS

This style is used for such response categories, which are not to be read out.

Bold headings

Bold headings at the beginning of each Part (B, C, D, etc.) of the questionnaire should not be read out (this is the exception).

5.2.6 Marking techniques and coding of answers

To speed up the processing and to increase the data quality the completed Form 1 questionnaires will be processed using the most advanced automatic data capture software available. Simply expressed, the questionnaires will go through a scanner for optical recognition of the responses. The questionnaire has therefore both been designed to suit this method and to be as user-friendly as possible for data collection.



In order to get a high interpretation level and to minimize the amount of manual corrections there are some principles that you must follow very carefully when recording the answers and handling the questionnaires.

Pencil

Use the pencil, which has been issued to you. The pencil should neither be very soft nor very hard. Your marks/recordings should be distinct but still possible to erase, if necessary.

To mark a response

Instead of writing codes, boxes to mark the responses are used when possible. This leaves very little space for misinterpretation. However, the recording of answers must still be carefully done:

- The mark must be within the box. If it crosses the borders of the box and touches an adjacent box, it will not be possible for the scanner to interpret it correctly
- The mark could be of any kind, but we have chosen a cross in the box like this , to avoid any confusion
- If you have to correct a marked response, erase the wrong mark very carefully, or fill the box completely using your pencil, like this: 
- If you have to correct a value written in a box and cannot erase it, draw to lines diagonally over the box and write the correct value outside, but near to the box.

Writing figures and digit numbers

A lot of answers in Parts F-U of Form 1 will be monetary amounts. They will also be scanned and it is essential for the quality of the survey to get the figures correctly interpreted. The scanner can never resolve from a badly written figure what the actual value is supposed to be.

If the figures are not good enough for the scanner, two situations can occur. The figures can either not be interpreted at all (i.e. a reject) and an operator must try to solve the problem or, the scanner interprets the figure incorrectly, e.g. a '0' not closed can be interpreted as a 6, i.e. the scanner gives a substitution. In the first case manual attempts to solve the problem is needed, in the second case the mistake will probably not be discovered and incorrect information will be processed.

The following is recommended way of writing figures:

0	1	2	3	4	5	6	7	8	9
---	---	---	---	---	---	---	---	---	---

Note

- 0 must be closed on top - or else it can be misinterpreted for a 6
- 1 should not have hooks put to it - or else it can be misinterpreted for a 7. It is better if it is just a line.
- 2 should not be too artistically written
- 4 must not look like a 9, it is actually better not to close it on top
- 6 should have the circle closed
- 7 should not have any cross
- 8 should have both circles closed
- 9 should have the circle closed

Other rules

- Write the figures within the box without them touching or crossing the borders
- When multiple digits, write them separate from each other

- Do not write the figures sideways or diagonally
- Never add any text, commas, dots, apostrophes, dollar signs or anything else. The format must always be a whole number

For office use

There are code boxes in the questionnaire to be used by head office staff to code some of the answers. Do not write anything in such boxes.

Information needed for the scanning

The completed questionnaire will be cut to get separate sheets for the scanning. To avoid mixing sheets from different questionnaires, each sheet needs an ID. The boxes on top of every second page must be completed to guard against such mix-ups and misallocation of data.

+ Region no PSU no Hh. no Questionnaire no +

The “+”-es in each corner of every page are so called adjustment fields. The scanner needs the crosses to help identify and align (*desken*) the page to match it against its programmed format. Nothing must be written on or close to a +.

To avoid processing problems, the questionnaires should be handled carefully. They should not be torn, wrinkled, stained or smeared. **Unintentional pencil lines/marks** must be rubbed/erased out, especially if they touch or go into a space that is supposed to contain data/information.

5.3 How to complete Form 1

5.3.1 Introduction

Form 1 of the NHIES Questionnaire is arranged into different parts, with each part collecting specific data, either on each person or type of expenditure or income.

Part A: Identification on the Cover page

Part B - Part D is on household composition, demographic characteristics, education, employment and nutrition of individual household members

Part E and Part F aims to collect data on housing characteristics, amenities, ownership, access to various services and main language spoken in the household

Part G - Part R aims to collect data on household expenditures on various items in the last 12 months or on other periods as is indicated on the questionnaire

Part S aims to collect data on the household's production and sales of home grown products, livestock and poultry

Part T aims to collect data on household debts

Part U aims to collect data on household income, both cash and in-kind

5.4 Part A

Identification

It is very important to safeguard against transfer of information from one region, one PSU or household to another. The safeguard is made by ensuring the households' identifications are correctly entered on Part A of Form 1 (in this case the cover page) and on cover page of the Daily Record Book. These instructions deal with completion of the cover page of Form 1.

Before you begin to interview any household you must record the identification particulars of the household in the space provided. Name and code number for the region, constituency, rural/urban, the PSU and the sample household should be extracted from the Form SH - The Sample households for the selected PSU. *See Appendix 2.*

- Region

Record from the Sample Household Sheet the full name of the region and the code in the space provided.

- Constituency code

Record the constituency code from the code given on the Sample Household Sheet.

- Rural/Urban

Record the rural/urban code as given on the Sample Household Sheet.

- Sample household number

You will be given a list of household numbers to interview for each survey round. Record the household number in two digits on your first visit. This will help you in your future visits to collect information on the Daily Record Book.

Carefully extract the sample household numbers from the Sample Household Sheet and enter it in the space provided. The number recorded on Form 1 and on the Daily Record Book must be exactly the same for the same household. Failure to do so may result with mixing information from two different households.

- Survey round

The NHIES 2003/04 fieldwork will be divided into 13 Survey Rounds, each of 4 weeks (*see operational scheme on page 19*). During the 4 weeks each interviewer will be required to interview 10 households in a specific PSU, after which the interviewer and the supervisor will move to another PSU. Interviewing and keeping of the Daily Record Book has been designed to start on a Monday. When the different survey rounds start and end is shown in *Appendix 1*.

For the 1st Survey round, for example, record in the space provided 01 as given on the Sample Household Sheet for Survey round, 0901 against 'Fr' (From) and 0928 against 'To'. Do not enter the year.

Survey round	<table border="1"><tr><td>0</td><td>1</td></tr></table>	0	1	Fr	<table border="1"><tr><td>0</td><td>1</td></tr></table>	0	1	<table border="1"><tr><td>0</td><td>9</td></tr></table>	0	9	To	<table border="1"><tr><td>2</td><td>8</td></tr></table>	2	8	<table border="1"><tr><td>0</td><td>9</td></tr></table>	0	9
0	1																
0	1																
0	9																
2	8																
0	9																
			Day	Month		Day	Month										

- **Particulars of the household**

Supervision is important to ensure that the selected households are the ones being interviewed. It may be necessary to check on some entries, which are found lacking or inconsistent during editing.

In the spaces provided enter location particulars of the household, which would help other persons to identify that particular household and confirm required details.

Give the telephone or cell-phone number of a member of the household, preferably the principal respondent, in case it would be found more efficient to confirm details by telephone.

- **Questionnaire number**

You will use 1 questionnaire for households with 10 or less household members, 2 questionnaires for households with 11-20 household members, etc. It is important to keep track of all questionnaires and to ensure that no questionnaires are lost during transfer from the field to the headquarters or during processing. In case the household has 22 household members you will use 3 questionnaires. Write the questionnaire number in the space provided. On questionnaire number 1 in which household members 01 - 10 are listed write '1', on questionnaire number 2 in which household members 11 - 20 are listed write '2', and so on.

Note

If more than one questionnaire for a household:

- In questionnaire number 1 record answers on household questions covering all household members
- For household members with person numbers above 10 record in questionnaire number 2, 3, etc. only the individual information, i.e. answers on questions and items in Part A, B, C, D and, if necessary, Part U0.1 – U1.10. Leave all other parts blank, since they have already been covered in questionnaire number 1.

- **Total number of questionnaires**

If the household had 10 or less members and you used one questionnaire, that total number of questionnaires is 1. But if the household has 31 to 40 members total number of questionnaires is 4. This number '4' should appear on questionnaire 1, 2, 3 and 4 in the space provided.

- Name of the Head of household

In the space provided write the name of the owner or the head of household. This name need not necessarily be the official name but it should be the name, *including nickname*, by which the person is well known by the people in the village or locality

- Primary respondent

The primary respondent is the household member responsible for the Daily Record keeping. Her/his name should be recorded in the space provided. Remember that the head of the household and the primary respondent could be one and the same person. In such cases the name of the primary respondent and the head of household would be the same.

- Final results

Record in the space provided code of the final result of Form 1 and for each week of the Daily Record Book keeping. For instructions on how to complete the final result of the interview, see Chapter 7.

Note

All non-response, i.e. for final result codes 2-5, must be commented on in the space provided.

- Field Staff

Each member of the NHIES field staff will be given a Personal survey number. Record your name and survey number in the spaces provided. If you record the wrong personal survey number your work will be rejected during processing.

Do not append your signature until you are satisfied that you fully completed and checked your work. Appending of your signature before you are certain is lying and could lead to summary dismissal.

REMEMBER

Write the identification numbers on all odd numbered pages!

5.5 Part B

Household composition and particulars of each person

B1 Person number

In the questionnaire person number is given in the following format: '1' through '0.'

- In a household with less than 11 members, except for the 10th person, leave the person numbers as they are on the questionnaire. In this case, insert a leading '1' before the '0' of the last column.
- For households with 11 to 19 members you will use two questionnaires. Insert 1 in front of each number in the first nine columns, so that the first will read '11', the second '12', etc. However, prefix '2' to the '0' in the last column.
- Repeat this prefixing of leading for larger and larger households.

Note

Record the name of the actual head of household, whether present or absent, in column 01. Record also as many particulars about her/him in Part B-D as can be given by household members present. You will wait to enter all other particulars during your next weekly visit, if she/he is present.

B2 First name and surname

List the names of all persons who spent last night in the household and all visitors, i.e. persons who were in the household before 7.00 a.m. Record the first name and surname of each person to enable identification of the person during subsequent visits. Start with the head of the household, then the spouse, children, brother/sister, father/mother, grandparent, grand children, other relatives and none relatives. Remember that all relationship is to the head of the household. If a newborn child has not been given a name, write Baby as the first name and the surname of the father or the mother.

The best way to complete Part B to D is to take a person at a time and complete the whole part for that person and then go to the next person.

B3 Is a female or a male?

Record the sex as 1 = Female and 2 = Male. Make sure that sex agrees with relationship for every person enumerated. If the head is male the spouse must be female and vice versa.

B4 How old was at his/her last birthday?

Record the age in completed years (i.e. age at last birthday) of every person whose name was recorded in B2.

Do not round ages up to nearest year, i.e. a person aged 18 years and 11 months should be recorded as 18, but not 19, years.

If you have doubts about the age of the respondent, probe further. You should use ages of members of the household to confirm ages of other members. For example, a child should not be older than the parent. The age difference between a mother and her oldest child should not be less than 12 years. Else probe.

Ask the respondent for birth certificates, baptismal certificates or national Identification Cards, which will help you derive the unknown ages.

If age is not known, probe to try and get a good estimate. This is tedious and time consuming, but it is necessary in order to get accurate data. If all else fails record age as **99**, i.e. unknown.

Full ages should be recorded up to 94 years. For persons aged 95 years and over record 95.

Ask B5 of persons under 18 years of age, otherwise go to B6

B5 What is’s date of birth?

Ask respondent “What is the date of birth” of every child reported in B4 having 18 years and below. Record in two digits the year and month the person was born.

Ensure that B4 and B5 correspond. If a respondent reported that her child was 6 years old and from the date of birth you find that the child is 5 years 10 months amend B4 to read 5 years.

B6 What is’s relationship to the head of the household?

Mark relationship from the categories given and note that relationship refers to the head of household, whether present or absent. Note also the broad categories. For example, a child of the son of the head of household (grandson) and the wife of the son of the head of household (daughter-in-law) will both be recorded under category 5, **OTHER RELATIVE**. A live-in domestic worker who share the meals with the household and who has in B1/B2 been recorded as a member of the household, should be recorded under category 6, **DOMESTIC WORKER**.

B7 What is’s marital status?

1 = MARRIED WITH CERTIFICATE

2 = MARRIED TRADITIONALLY/CUSTOMARY

Persons, who live together as man and wife and who so regard themselves as such, should be recorded as married. The response given by the respondent must be accepted. Do not question about the legality or social acceptance of the marriage. For currently married persons ask if the marriage is a *certificate marriage or a traditional / customary marriage or if it is a consensual union*.

3 = CONSENSUAL UNION

is where a woman and a man are living together without having gone through any legal, religious or customary ceremony.

4 = A WIDOW/WIDOWER

is a person whose spouse has died and has not remarried. A person who has remarried should be recorded as married.

5 = DIVORCED/SEPARATED

includes those who have been separated by court or by traditional processes.

6 = NEVER MARRIED

This refers to persons who have never entered into a marital union (legal, religious, customary or consensual) and it includes all persons who have never entered into any union, whether they have or have not born a child.

Note

- Never married does not mean single. Never married but living together as husband and wife, record as '3'.

- In some communities people marry or live together in a consensual union at low age. Check the age (B4) against the answer for this question. If the answer for a person less than 15 years old is something else than "NEVER MARRIED" you must probe to confirm that the answer is correct.

B8 Is 's biological mother still alive?

B9 Is 's biological father still alive?

Responses on survivorship statuses of each biological parent are useful in estimation of levels of mortality. They also help measure the burdens or caring of orphans on old parents, particularly during this period Namibia and other countries are faced with HIV/Aids pandemic. Be sure to record the survival status of the biological parent.

In some cases destitute children are brought up by persons other than their biological parents, such foster parents should not be treated as biological parents. In some cases children are abandoned and are subsequently brought up as adopters, who do not know the survival status of their biological mother or father. In such cases mark "DON'T KNOW".

You must always probe to ensure that you obtain a satisfactory answer. However, do not ask circumstances or causes of deaths.

B10 What is country of citizenship?

The first and foremost commitment of the Government of Namibia is the welfare of Namibians. Data on citizenship is being collected to help study the welfare of Namibians after isolating the effects of non-Namibians. Record citizenship as given to you by the respondent, do not assume otherwise.

Other SADC member countries are

- Democratic Republic of Congo
- Lesotho
- Malawi
- Mauritius
- Mozambique
- Seychelles
- Swaziland
- Tanzania

Ask only of women aged 12 - 49 years

B11 Is pregnant?

Ask this question only for the women aged 12 years and over. Check the age against B4. Since the question in some cases may be sensitive, the interviewer can use her/his discretion and rephrase it, like "Is any woman in this household expecting a child".

Nutrition of all persons in the household

B12 Weight of (in kilogram, with one decimal)

B13 Height of (in centimetre)

Weight and height measurements are to be made for all persons in the household, whether old or young, male or female. Be very empathetic in the case of taking the measurement of very sick and disabled.

Record weight in kg to one decimal and height in centimeters.

Do not weigh or measure at the beginning of the interview. Child's cries may disturb the rest of the interview.

In case there is more than one child in the household, weigh and measure one child at a time. This will avoid recording a child's measurement against another child. For accurate estimation of nutrition levels it is important for every measurement to be recorded for each specific child.

Be firm but yet gentle with children. Do not underestimate the strength of children, otherwise you will be in for a rude shock.

Never leave the equipment unattended, particularly with children. They are inquisitive and can cause accidents in the process.

Since weighing and measuring requires touching and handling children stress levels are higher for this type of survey than question and answer. Explain the weighing and measuring procedures to the mother or the child minder and to the child in order to minimize resistance. If the child appears stressful try to calm her/him and ask the mother to help.

Do not weigh or measure the child if

1. The mother refuses
2. The child is too sick or distressed
3. The child's physical deformity will interfere with or give incorrect measurements. To show kindness/empathy to the child measure him/her. Record it but put an asterisk that the child is deformed.

Points to note

1. Keep objects out of your hands and pencils out of your mouth, hair or breast pocket. This is to avoid accidental injuries to the child or to yourself.

2. Ensure that your pencils are in a safe place when you are not using them. It is advised for you to put them in the equipment pack or with the questionnaire.
3. Make sure you do not have long fingernails. This is to avoid accidental injuries to the child.
4. Remove interfering rings and watches before weighing and measuring.

Equipment and assistance

1. Scale
2. Calibrated measuring board
3. Child's mother or any other person with whom the child is familiar to act as your assistant. This will help you towards controlling the child.

Finally

1. Strive for improvement and follow every step of every procedure in case of each child.
2. Do not take these procedures for granted even though they may seem simple or repetitious.
3. Be careful. It is easy to make errors.
4. Concentrate.

PROCEDURES FOR MEASURING HEIGHT

A. Child's Height

Preferably for children aged two years and over

1. Place the measuring board upright on flat surface, e.g. floor, stoep, etc., preferably against a wall, table or tree. Make sure the board is stable.
2. Ask the mother to remove shoes and braids on the hair.
3. Ask her or the child minder to walk the child to the board and kneel in front of the child.
4. For mobility kneel on one knee in front of the child.
5. Place the child's feet together in the centre of and against the back and base of the board.
6. Place your right hand above the child's ankles on the shins, your left hand on the child's knees and push against the board.
7. Make sure the child's legs are straight and the heels and calves are against the board.
8. Tell the child to look straight and ensure that his/her sight is level with the ground.
9. Place your hand on the child's chin. Make sure the shoulders are level, the hands are at the child's side, the head, the shoulder blades and buttocks are against the board.

10. Lower the headpiece on the child's head. Make sure that you push through the child's hair.
11. When you are satisfied that the child is ready read the measurement to the nearest centimetre.
12. Record the measurement.
13. Remove the headpiece from the child's head and allow the child to walk away.

B Child's length

For children under 2 years

1. Place the measuring board on a hard flat surface, e.g. ground, floor or a steady table.
2. Kneel on the right side of the child so that you can hold the foot piece with your right hand.
3. With the mother's help lay the child on its back flat on the board.
4. Ask the mother to kneel on the opposite side to help keep the child calm.
5. Cup your hands over the child's ears and with your arms comfortably straighten the child's head against the board so the child is looking straight up. Your head should be straight over the child's head.
6. Look directly into the child's eyes.
7. Hold the child's tummy against the board and make sure the child is pressed firmly against the board.
8. Ask mother to hold the feet flat on the board
9. Place the foot piece firmly against the child's heels
10. Read the height to the nearest centimetre.
11. Release the foot piece and remove your hands from the child's chin.

C Child's weight

The digital scale (UNISCALE) is for weighing both adults and children. It is accurate to 0.1 kg, and allows direct reading of weight of the child when held by the mother without requiring any calculations.

It runs on solar cells and, therefore, there are no batteries to be charged.

Preparation

1. Place the scale on the wooden support board or on any other flat surface, such as tiled floor. Check to make sure that the board is flat and steady and that it cannot move at all. Stand on it to ensure that it is steady. Do everything possible to make it steady and flat to avoid accidents.
2. Turn the scale ON by covering the solar cells for less than one second. If too long it will not turn on. When it turns ON it will first display "188.8" and then "0.0"

3. Explain to the mother that you have a scale to weigh the child and more importantly it will be weighed while being held by her. Older children may be weighed standing by themselves on the scale.
4. In children-only households explain to the oldest child the procedure of taking measurement of the small children and get their permission before measuring.
5. For older children: Ask the child to step on the scale. Read its weight after the numbers stop changing.
6. For babies and younger children. Ask the mother to dress in light outdoor clothing. She should not wear thick or heavy clothing.
7. Ask the mother to completely undress the child except for underpants. They should not wear nappies. The child should be covered with something warm until the scale is ready.
8. In case the mother does not want to use a blanket. Ask the mother to give the child to someone else or to you so that she can step on the scale. Record her weight when the numbers stop changing. Then cover the cells for less than a second. The scale will read "0,0". There will be a small picture of a mother holding a baby, meaning that the scale has adjusted itself to ignore the mother's weight. The scale is ready to weigh the child in the mother's hands.
9. Ask her to hold each child in turn until all are measured. Record weights to the nearest 0,1 kg. If whole kgs, record a "0" for the decimal. The decimal comma is preprinted in the questionnaire and must not be repeated.
10. In case the mother wants to use a blanket. Ask her to step off the scale after you have recorded her weight. Give her the blanket and ask her to step back. When the numbers stop changing cover the cells for less than a second. The scale will read "0.0". There will be a small picture of a mother holding a baby, meaning that the scale has adjusted itself to ignore the mother's weight. The scale is ready to weigh the child in the mother's hands.
11. Ask her to hold each child in turn until all are measured. Record weights to the nearest 0.1 kg. Do not write the decimal comma in the questionnaire, since it is being represented by the short line within the box for recording the weight.
12. In case of babies and light children, 2 kg or less: Start the scale while the mother is standing on it as described in (8) above. The mother should then step off the scale, which will then display '---'. Take the baby or the small child, then step right back on the scale. The display will show the weight of the baby.

Caution on use of the scale

1. Too much movement on the scale during measurement will make the display to switch between '1.' and '.1'.
2. Do not weigh loads with a total weight of more than 120-150 kg.
3. The scale may at times not tare (returning to '0.0') after covering the cells when the mother is on the scale either because:

- There is no weight on the scale to tare
 - The solar cell was not covered completely
 - The solar cell was covered for more than one second. Try covering for less.
 - It is too dark, put the scale at a brighter place.
 - The load weighs more than 120 kg. Try with a lighter load.
4. What to do if the scale displays
- If **E01** appears. Get off the scale until it disappears.
 - If **E02** appears and the switches off automatically- Be sure there is no load on the scale and try to restart.
 - If **E03** appears and the switches off automatically the scale is either too hot or too cold. Move to a different area with temperatures between 0C and 45C. Wait for 15 minutes for it to adjust, then start.
 - If **E04** appears after measuring. The load is too heavy. Get off the scale and reduce the load.
 - If **E05** appears for few seconds after trying to start the tare function- The load is too heavy. Get off the scale and reduce the load.
5. Notes on caring for and storing the Uniscale
- The scale will not function properly if it gets too warm. Best use the scale indoors or in the shade so long as there is enough light for the solar cells. (See 4, bullet 2 above.)
 - Allow the scale to adjust to temperature changes. If you move to a different place, with different temperatures, allow 15 minutes for it to adjust.
 - Do not drop or bump the scale.
 - Do not store the scale in direct sunlight or other hot places. Do not leave the scale in car parked in the sun.
 - Protect the scale against excess humidity and wetness.
 - Do not use the scale below 0C or above 45C.
 - To clean the scale, wipe it with a damp cloth. Never let it get into water.

Household composition control

The purpose of B14 and B15 is to measure the regular household composition for estimation of household per capita consumption. Household composition changes over time through migrations, marriages and deaths but also through temporary absences.

A person should, during the duration of the record keeping period, be a member of only one household, i.e. the probability to include the person in a second household somewhere else must be zero. By regularly checking the presence of persons in the household, double counting and failure to include new or returning persons can be prevented.

It is important that you and the respondent fully understand what is meant by B14 and B15. Contrary to what is normally permitted, you can rephrase the two questions to make them clearer to the respondent. They both refer to recording weeks, i.e. in most cases the previous week, from Monday to Sunday. As the questions are phrased in the questionnaire they presuppose that the visits always take place on the Monday after a recording week. Since it is likely that you will not be able to visit all your households during that Monday it will sometimes be necessary to rephrase them.

B14 Did spend at least four nights in this household during the last seven days?

Starting from the second to the last week of your visits to the household you should read out the names of household members and ask, e.g. "Did (name) spend at least four nights in this household last week, from Monday to Sunday?" Mark either "YES" or "NO".

Note

By "**last seven days**" is meant "**the previous recording week**", from Monday to Sunday.

B15 Since my last visit, has any other person stayed in this household?

Some persons may come and go before your next visit to the household. Therefore, you ask in this question if there is any other person (i.e. not listed), who stayed in this household last week, whether currently present or absent, and irrespective of number of nights the person(s) stayed. Record in appropriate box, i.e. in the first empty column, the new person.

Note

By "**since my last visit**" is normally meant "**during the previous recording week**", from Monday to Sunday.

If there are new persons in B15 you must ask about their particulars, i.e. you start with B1 and ask all applicable questions in Part B-D. Do not forget B14.

5.6 Part C

Education for persons aged 6 years and over

The questions on education should be asked only of all persons aged 6 years and over. Refer to B4 to ensure that no one aged 6 years and over is omitted.

C1 Can write and read a message in at least one language with understanding?

This question measures literacy: (i.e. ability to write and read a message in any language with understanding). A person aged 6 years and over who can only write or who can only read but not both is illiterate, i.e. not literate. If a person who once learnt to read and write has become disabled and therefore cannot “physically” read and write, just accept the respondent’s answer, whether “YES” or “NO”.

C2 Has ever been to school?

Ask all persons aged 6 years and over whether they have ever attended school. Record “YES” or “NO” and follow instructions on the questionnaire.

School attendance refers to any regular educational institution (public or private for systematic instruction at any level of education. Examples of educational institutions are primary school, secondary or high school, technical schools, agricultural institutions, teacher training colleges and universities. Attendance shall be taken to mean full time participation. Adult education and pre-primary are not included in school attendance.

If a respondent answers “NO” or “DON’T KNOW” go to Part D.

C3 Is still at school?

Answers to this question will help estimate levels of school enrolment. Attendance shall be taken to mean full time participation.

C4 What is the highest grade/standard/level of education has completed?

The purpose of this question is to establish levels of schooling in Namibia. Note that the responses refer to highest level completed and **not** highest level attended. For example, a person who attended Grade 9 but left after second term, i.e. did not complete Grade 9, will be reported as having completed Grade 8. Similarly a person who is in Grade 9 this year will also be reported as having completed Grade 8.

EDUCATION CODE, see Code list 1

Record both text and code. For persons aged 6 years and over who are unable to respond to this question write “99” for “DON’T KNOW”.

Note

After you have asked the question and before you leave the household check consistency of the answers by comparing them with the age of the person. For example, a person aged 14 years can normally not have graduated from the university, a person aged 7 years cannot have completed grade 5, etc.

5.7 Part D

Labour Force for persons aged 8 years and over

The questions on labour force and employment should be asked only of all persons aged 8 years and over. Refer to B4 to ensure that no one aged 8 years and over is omitted.

The skip instructions in this part must be strictly followed.

D1 In the last seven days, did do any work for pay, profit or family gain for at least one hour?

The aim of this question is to collect information to determine the economically active population in Namibia. This refers to all work performed with agreement to receive remuneration

- in form of cash wages, salaries, tips, commission, bonus, gratitude, etc., or,
- in kind (food, drink, clothes, housing, fuel, transport, etc.), or,

without any remuneration at all, but the family/household will gain from the activity.

The following activities are not considered economic activities, i.e. the answer for them would be “No” to this question: minding baby, cooking, washing dishes and clothing, ironing, cleaning home, making bed, etc. But economic activities for family gain are; fetching water and firewood, taking care of cattle and sheep, painting home, mending fence, etc.

The reference period is 7 days preceding the interview. In other words the reference period is not fixed but moving.

D2 Even though did not do any kind of work in the last seven days, does he/she have a job, business, or other economic or farming activity that he/she will definitely return to?

You ask this question for those who did not work at least for one hour in the last 7 days (“No” on D1). Those who had job to return to include persons who have a job or business or farm but were temporarily not at work due to sickness, on leave or any other specific reason and have a formal attachment to their work. Such persons also include a farmer who did not work due to drought, sickness; a fisherman who did not fish due to slack season or a barber who did not do any hairdressing due to holidays.

Include persons who have already worked in current job but were on maternity leave, annual leave, reduction in economic activity, unpaid leave, shortage of raw materials, or due to mechanical or electrical breakdown.

D3 What kind of work did do in his/her main job during the last seven days **(or usually does, even if he/she was absent in the last seven days)**?

Kind of work refers to work done in the reference period by those who reported that they worked for pay, profit or family gain in the last 7 days before your visit. This question will only be asked of those persons who reported as "YES" in D1 or D2.

Some may have performed multiple types of work over the 7-day reference period. In this case the main occupation (kind of work), i.e. in which the respondent spent most of her/his time, should be recorded. Ensure that the reported type of work clearly describes what the person's occupation really is. For example, if type of work is reported as 'engineer', this is vague since there are many types of engineers. Record either electrical, mechanical or civil engineer. Record diamond miner instead of simply recording 'miner'.

If you need extra space to record occupation use the bottom of the page. But ensure that the person number in B1 is given.

OCCUPATION CODE, see Code list 2

D4 What are the main goods and services produced at 's place of work? What are its main functions?

What kind of activity is undertaken at 's place of work? Activity refers to the type of business or function or work carried out at respondent's work place – the industry. The focus is on the activity carried out by the company, not the actual work the person carries out.

Note

A driver employed in a place where main activity is education, write education and *not* transport. A person who is employed in a hospital, write health services or medical. For a cleaner, employed by a cleaning company, but working in a hospital, write cleaning services.

INDUSTRY CODE, see Code list 3

D5 In 's main job, did he/she work?

All employed persons (code 1 in D1) and all persons who had a job to go back to (code 1 in D2) will be classified under one of the following categories. Main job is defined as the one where the respondent spends most time as opposed to from where he gets most income.

D6 How many hours did work in all his/her work activities during the last seven days?

For any person who reported to have worked during the last 7 days (D1 = 1), you ask the total hours the person worked in the last 7 days. A person who reports as having worked less than 60 minutes should be coded "0". (This will only happen when a person was temporarily absent from work - D2 = 1 'YES'). Note that under D1 the person should have worked for '**at least one hour**'. A week consists of 168 hours. If a person works 14 hours per day for seven days, without any breaks, the total number of hours worked will be 98.

D7 Does want to work longer hours?

This question is asked to determine underemployment or over employment. If a person wanted to work more hours, mark box 1 in the corresponding column.

D8 to D10 should be asked only of those persons who reported that they did not work for at least one hour in D1 and had no job to go back to in D2, i.e. D1 = "NO" and D2 = "NO"

D8 Why did not work during the past seven days?

In this section, for those who in both D1 and D2 were recorded "2 = NO", ask the reason for not working. Select the correct response from the categories given.

1 = INCOME RECIPIENT

Persons not in any paid employment or self-employment, but who received income from rents or other investments.

2 = RETIRED OR TOO OLD TO WORK

Retired or pensioned and not in any paid or self-employment

3 = SCHOLAR OR STUDENT

Persons in fulltime education who were not in any paid employment. For all persons reporting as students ensure consistency with C2 and C3.

4 = HOUSEWIFE/HOMEMAKER

All persons, male or female, who were engaged in household duties and were neither in paid or self-employment nor available or looking for work.

5 = ILLNESS/DISABLED

Persons who were neither working nor available for work because of their illness, disability or handicap. Do not assume that a person with disabilities cannot or is not available for work.

6 = CANNOT FIND SUITABLE WORK/NO JOBS AVAILABLE

These are persons who are unable to find the jobs they want due to professional or personal situations (e.g. single parents who cannot work night shifts because no one else could take care of their children) or they cannot find any jobs at all.

7 = TOO YOUNG TO WORK

Very young children are not strong enough and are not expected to work. They should be prepared to learn and develop as healthy future citizens.

8 = OTHER REASON

Persons you are not able to classify into any of the categories above. Please give a detailed specification.

D9 If offered work, was then available and ready to work during the last seven days?

Some persons would like to work but are discouraged by the non-availability of jobs. You have to probe by asking whether the person was ready to accept a job if it was offered to her/him.

D10 Was looking for work during the last seven days?

One of the definitions of unemployment is called the strict definition. This definition is used in many countries in the world. It only considers those persons who were actively looking for employment during the reference period of the survey. Find out if the respondent was doing anything to get a job.

5.8 Part E

Housing characteristics and amenities

Data on housing and access to various facilities are useful as a measure of differences in regional levels of socio-economic development. It is important, therefore, that the survey collects very accurate data on housing materials, distances, quality of water, accessibility to communication, ownership of and/or accessibility to household goods, etc.

E1 Indicate the type of main dwelling that the household occupies

Type of housing unit refers to a separate and independent living premises occupied by the household. If the household occupies more than one unit, report on the main dwelling unit. Main dwelling unit is where most activities take place or most household members sleep. If these criteria fail, take the main dwelling unit as the one in which the head of the household sleeps. Select your responses from:

01 = DETACHED HOUSE

A house on its own and not attached to another house.

02 = SEMI-DETACHED/TOWN HOUSE

A self-contained house attached to another, but with its own facilities and separate entrance.

03 = APARTMENT

Self-contained living premise in a building with more than one floor. Apartments in a building will have separate entrances.

04 = GUEST FLAT

Self-contained separate living premises in the same compound as a detached house. Usually guest flat is an outhouse of a detached house.

05 = PART COMMERCIAL/INDUSTRIAL BUILDING

These are premises which are used both for living and for commercial or business purposes. A housing unit, which is partly used as a bottle store or a supermarket or workshop, will fall under this category. An apartment or flat on top of a commercial building should be recorded under 'apartment/flat'. But a detached house that is partly used as a cuca-shop should be reported under this category.

06 = MOBILE HOME (CARAVAN/ TENT)

Living premises, which are shifted, transplantable or transported, such as tents, caravans, etc.

07 = SINGLE QUARTERS

Consist of either a room or a set of rooms with shared toilet and kitchen.

08 = TRADITIONAL DWELLING

A hut or group of huts, walled or not walled with sticks or poles, with or without thatch or grass. Ogandas are included in this group.

09 = IMPROVISED HOUSING UNITS

Dwelling premises built of discarded materials, such as plastic materials, cardboard, etc. (shacks).

Derelict vehicles or tunnels used as housing fall under this category.

E2 Is the dwelling

Tenure or occupancy arrangements of the dwelling unit. Ask the respondent about the occupancy status of the dwelling unit. Select appropriate answer from the list on the questionnaire.

E3 What is the main material used for the roof and the outer walls of the main dwelling?

If more than one material is used to construct the outer walls, e.g. bricks one part and cement blocks in another, mark the most common. Select and mark appropriate response from the materials given on the questionnaire. Give one answer for wall and one for roof.

Note

Slate is a type of stone which is formed in layers and is extracted in slabs, which are used for roofing.

E4 What is the main material used for the floor of the main dwelling?

Select type of floor from the list given on the questionnaire.

E5 What is the main source of energy/fuel for this household?

Energy used in the household for cooking, heating and lighting.

Select and mark appropriate response from the energy sources given on the questionnaire. Some households use more than one type of energy for cooking. Record the main energy used.

Give one answer for cooking, one for heating and one for lighting.

Note

Energy for heating refers to heating the premises during winter (the cold season).

E6 What is the household's main source of drinking water?

Note that the survey is interested in source of drinking water and not for washing, laundering or for cattle. Enter the most usual source all year round.

E7 What type of toilet facility is available for this household?

This information will be used to measure the quality of sanitation accessible to the household since proper disposal of human waste is necessary for disease control and improvement of health. Note that the survey is not interested in ownership but in accessibility. If more than one facility is used by members of the household record the one used by most members of the household.

E8 What is the one way walking distance in kilometres or how long does it take to walk to

The question asks about the one way walking distance or walking time to various amenities/facilities: Answers to question on distances to various facilities, services and/or amenities will provide information on regional differentials of populations' access to these social services. How easy is it to get the sick person to hospital or health facility in case of sickness.

Record distance in whole kilometres to the nearest kilometre. Do not put decimal points. Record 1 km and 500 meters as '2' km and 200 meters as '0' km. If the distance is not known ask the respondent for an estimate or the supervisor to assist. If the place is easily accessible the supervisor can use the vehicle and record the reading from the speedometer.

If the household is not sure of the distance ask "How long does it take to get there?" Record the time in minutes.

Public transport refers to licensed passenger transport. Private vehicles used to transport people, even if they pay for the service, should not be reported as public transport.

In the case of traditional court for localities in which these courts do not operate, e.g. Windhoek, write 'NA', meaning "not applicable".

E9 Does any mobile clinic regularly come to this area or an area nearby?

Ask whether a mobile clinic visits the area or nearby areas. Mobile clinic refers to one which provides all the services. Clinics for polio immunization should not be included.

E10 How frequently is it available?

If there is no suitable response category you must carefully specify the answer in words on the dotted line next to "OTHER".

E11 What is the one way walking distance in kilometres or how long does it take to walk to the mobile clinic?

Follow instructions under E8.

5.9 Part F

Ownership of or access to

Give an answer for each of the items listed in F1 and F2.

F1 Does the household own or have access to any of the following?

The recording of responses to this question is different from other question. For each item record in the spaces provided,

1 = Owns (whether has access or not)

2 = Does not own, but has access, and

3 = Does not own and has no access.

Remember that the survey holds that you could have access without ownership. For example, a household could have access to a neighbour's radio or TV or a public TV.

F2 Does the household own or have access to any of the following?

In the case of live animals and poultry, ask for the number the household owns and/or has access to. In some parts of Namibia relatives or neighbours allow other people to keep their animals or cultivate their land without payment. In some areas this system is known as mafisa. Sometimes the animals are to help the neighbour to get manure. So do not be surprised if the head of household reports that the household has access to, but does not own the cow.

F3 Does any member of this household own a business?

F4 Please, describe the type of business (-es)

Ask if any member of the household owns any business. If anyone member owns a business give the type of business on F4

Note

A household can operate more than one business. Select your responses from those given in Code list 4. In the case of 'OTHER, *specify*' it is important to be as accurate as possible to allow for accurate coding in the office. Room is given to list as many as four household businesses.

Note

Business here refers to informal, unregistered businesses, run by one or more household members, not seldom undertaken as a hobby or on a part-time basis. Household businesses include backyard vegetable garden, carpeting, hairdressing, car repair, etc.

BUSINESS TYPE, see Code list 4

F5 What is the main source of income for this household?

The purpose of this section is to collect information on survival mechanisms of the household, since this aspect is very important for the elimination of hunger and poverty and the improvement of the quality of life of all people. Some households get their incomes from different sources, e.g. salary, interest, rent, sale of own produce, etc. The answer here is the source from which it receives most income.

Some respondents therefore might find it difficult to classify themselves into the categories given and it is important that you know them. Some definitions are given below.

01 = SALARIES AND/OR WAGES

See under concepts.

02 = SUBSISTENCE (OR COMMUNAL) FARMING

A person who obtained her/his income from ones own subsistence or communal farm.

03 = COMMERCIAL FARMING

A household which obtained most of the income in the last 12 months from sales of commercial farm produce.

04 BUSINESS ACTIVITIES, NON-FARMING

Households, which operate their own enterprise, e.g. petty trader or carpenter, basket weavers, traditional beer makers, persons selling fruit or vegetables under trees; wayside barbers and homemakers who in addition to household duties collect and sell firewood, make and sell traditional beer, milk cattle and sell milk etc. and draws most of the household income from such an activity.

05 PENSIONS

Pension is payment made on a monthly basis to persons who have retired from employment because of old age or disability.

06 CASH REMITTANCES

These include payments received by parents, or wives or other family members by persons resident elsewhere.

07 RENTAL INCOME

This is the income received from people who occupy your or for allowing the use of your land, transport or other property.

09 = MAINTENANCE GRANTS

These include child maintenance, alimony paid to ex-wives, etc.

12 = OTHER

Include receipts from charity.

The interviewer must comment if the household reports that it has “**NO INCOME**”.

F6 Which is the main language spoken in the household?

This refers to the language that the members of the household usually use to communicate with each other.

LANGUAGE CODE, see Code list 5

PARTS G – U

EXPENDITURES, OWN PRODUCE, DEBTS AND INCOMES

For all items supposed to be asked, a value must be recorded. If the household does not have anything to record, i.e. no transaction for a particular item did take place during the period, record 0. Items skipped according to an instruction should be left blank.

Totals after a group of items are not to be filled in by the interviewer.

5.10 Part G

Cost of housing

This part includes various items as provided in the questionnaire. Most of them are regular costs usually paid at the end of every month to local authorities (municipalities) and other service providers. You can use bills from these institutions to fill the appropriate spaces but ask if any other services are rendered to the household and include them in the list of costs.

Only expenditure in respect of the dwelling unit occupied by the household, which is being interviewed, must be given.

Note

All items under Part G2 refer to the last month and all items under Part G3 and Part G4 refer to the last 12 months.

G1 Is this dwelling owned, whether fully paid off or not?

Follow skip depending on the response.

If the answer to this question is “1 = YES → **Go to Part G.2.5**” and get the information as required, but if the answer is “2 = NO → **Go to Part G.2.1**” continue in Part G2.

Note

A household, which answered “3 = Occupied free” in Part E2 should be coded “1 = YES” in G1. Then in Part G2 the estimated market value of the free housing should be given under G.2.1.3.

G2 MONTHLY HOUSING COST

G2.1.1 to G 2.4 refer to RENTED or OCCUPIED FREE OF RENT (i.e. if G1 was recorded as “YES”).

G2.1.1 Monthly rent paid by the household for this dwelling unit **(excluding subsidy)**

Record the rent the household paid (for the last month), i.e. the actual amount the household paid itself. In case they did not pay anything, record “0”.

G2.1.2 Cash subsidy or value of subsidy

If someone outside the household subsidises the rent, completely or partly, give the amount or value of this subsidy.

G2.1.3 Estimated market value of rent, if the dwelling unit is occupied free

If the dwelling unit is owned by someone else than the household and the household does not pay any rent, you must try to find out what the household would have had to pay if it was to rent the dwelling unit.

G2.2 Rent paid for garage and/or domestic worker's room, if rented separately

If the household pays separately for extra dwelling space, like for garage and domestic worker's quarters, it should be recorded here. Make sure that you only record the amount once.

G2.3 Levy

A levy is a tax or fee, often a loyalty payment for something which can be used by everybody residing in the area, e.g. in a compound the occupants of all the houses have to contribute to the maintenance of something they all use, e.g. a water pump.

G2.4 Boarding – lodging paid

Means payment for accommodation, etc., by “a paying guest”. If possible, exclude meals.

G2.5 to G 2.6.7 refer to OWNED

G2.5 If you were to rent your dwelling, how much do you estimate a monthly market rent in N\$ would be?

This question aims at getting an estimate of the value of the household's living and is necessary for comparisons of the living standard for different household types. Try to get from the respondent what it would have had to pay per month if it was to rent the dwelling unit.

G2.5.1 Monthly instalment for the last month

This is the total payment towards the repayment of the mortgage or bond account in the last month. After giving the total payment, the interviewer must ask the respondent to break the amount into:

Capital which is the repayment towards the principal amount owed

Interest which is the finance charges, incurred as the result of the mortgage or bond loan

If the respondent does not know the composition of the installment, the interviewer must encourage the respondent to obtain the information from the building society or from the person who granted the loan.

Voluntary additional monthly payments made towards the repayment of the mortgage in the last month must be included too.

G2.5.2 Subsidy

This is a fringe benefit paid monthly by the employer towards the repayment of the bond. Interest subsidies, which are the amount of the reduction on installment if the loan is repaid at a rate, lower than the current interest rate, and other types of housing allowances must also be put here. This amount should also be recorded in U2.4.1 on page 38 of the questionnaire.

G2.5.3 Levy paid in the case of dwelling units under sectional title or share holding/block scheme

In the case where the owned dwelling unit has a sectional title or a shareholding or block scheme, the amount of the levy paid for the last month must be put here.

Payment on insurance must NOT be included in this section (see Part R.4.4, page 30)

SERVICES FOR ALL HOUSEHOLDS

G2.6 Payments for housing services

All households irrespective of type of ownership must complete Part G 2.6, which covers payment on services. These questions may be completed, or otherwise a copy of the household's municipal account can be attached.

G2.6.1 Assessment rates and taxes

Assessment rates and taxes are taxes that the homeowner must pay to the municipality.

G2.6.2 Water

Payment made for water including basic levies and cost for the last month, for water obtained from municipalities must be put here. Amount paid for water bought from tankers, kiosks and/or from neighbours in the last month must also be included here. Payment for water for livestock and irrigation must not be shown here, but under Part S5.

G2.6.3 Electricity **(including basic levies where applicable)**

G2.6.4 Electricity **(pre-payment cards, "Koopkrag", E-cards)**

Payment made for electricity in the form of pre-paid cards, Koopkrag, E-card for the last month must be included. Specify which mode of purchasing electricity was used on the space provided.

G2.6.5 Sanitary service

Payment made for sanitary service such as the disposition of sewage etc. in the last month must be shown here.

G2.6.6 Refuse removal

Payment made for refuse removal such as the disposition of household and garden refuse etc. in the last month must be shown here.

G2.6.7 Value Added Tax

The total of the value added tax (VAT) on each of the above items must be shown here. Indicate the amount if the statement(s) was/were shown to you, otherwise do not write it.

G3 ANNUAL HOUSING COST

Only expenditure in respect of the dwelling unit occupied by the household, which is being interviewed, must be given. All amounts reported relate to 12 months.

G3.1 Additional single amount paid to bank/building society regarding mortgage bond by the household

For example, if a household must pay N\$1 000 per month towards the repayment of the bond, but instead paid N\$1 500 per month for the last 12 months, the N\$1 500 must be shown in Part G2, item 2.5.1. On the other hand, if a household must pay N\$1 000 per month towards the repayment of the bond and pays the exact amount monthly, but paid an additional N\$5 000 as a lump sum in the last 12 months, then, the additional N\$5 000 must be shown in this question, item 3.1.1. This section can either be completed or you can ask the respondent to attach a copy of their loan statement.

G3.1.1 Capital payments

Capital payments must include all the additional payment as explained above.

G3.1.2 Other payments such as transfers due and transfer costs and registrations of mortgage bond

Transfer costs is a payment made to transfer the ownership of the property from the seller to the buyer's name.

Registration of mortgage bond is a payment made to register the bond at the deeds office.

G3.2 Contributions made towards provision of housing services, such as water facilities and electricity supply (**e.g. communal water tap**).

This is payment made for, say, the construction of a communal tap or communal electricity, etc.

G3.3 Payment for right to access a piece of land

This may be an annual fee paid to the tribal chief for the right to access a piece of land used by the household for farming or to build a house/shack, etc. In some cases, this amount is paid only once when the household was given the land. In the case the payment did not take place in the last 12 months, do not include it.

G3.4 Did the household do any repairs and improvements to this dwelling-unit or any other dwelling unit of which payments were not included in the dwelling-unit mortgage bond above **(Part G.2.5)?**

Follow the skip instructions, but if the answer is “No” ensure that this is correct by probing, e.g. by mentioning some of the items in G3.4.1–G3.6. Note the differences between the categories.

G3.4.1 Repair and maintenance of existing buildings, swimming pools, etc. **(plumbers, electricians).**

G3.4.2 Additions and alterations **(including installation of security systems, built-in furniture, solar energy systems, swimming pools, stoeps and garden lay-outs)** of existing buildings, swimming pools, etc.)

G3.4.3 Security structures

G3.4.4 Security systems

G3.4.5 Security services **(including reaction services and neighbourhood watch).**

G3.4.6 Building materials not included in G3.4.1 or G3.4.2 **(e.g. for building houses).**

Materials bought and used by the household for building purposes other than those mentioned above.

G4 ANNUAL HOLIDAY EXPENDITURE

G4.1 Did the household go on holiday during the last 12 months?
If “YES” to this question go to G4.2.1. If “No” go the G4.2.1.3

G4.2 Annual holiday accommodation cost

G4.2.1 Hotel accommodation

G4.2.1.1 Hotel, motel and/or boarding fees **(private capacity)**

Record hotel and motel costs while strictly on holiday but not when on duty.

G4.2.1.2 Rent: Holiday flat or house, caravan, etc. **(including site fees) (private capacity)**

G4.2.1.3 Does the household own any timeshare or holiday accommodation

Timeshare is an arrangement where a holiday accommodation is jointly owned by several people who agree to use it at different times of the year.

G4.2.1.4 Annual payment on timeshare

- **Payment**

- **Levy**

G4.2.2 Net expenses incurred as owner of a holiday home, i.e. after deduction of income received from letting.

5.11 Part H

Domestic workers in the last month

All amounts relate to one month. Ask of all domestic workers, including those recorded as members of the household in Part B.

H1 Did this household make use of domestic or household workers' services?

The interviewer must continue this question by adding "... such as a domestic worker, child minder, cook, chauffeur, clothes washer or ironer, gardener or any other worker". Other includes persons employed to fetch or carry water, wood etc.

If the answer to this question is "YES", all subsequent questions must be answered, otherwise, go to Part J.

H2 COST OF DOMESTIC WORKERS' SERVICES

Each category of employee should be listed separately.

- Number of domestic workers.

In the first column, the total number of each type of worker currently employed by the household must be included.

- Total number of hours usually worked per month

In the second column, the total number of hours usually worked per month by each type of worker currently employed by the household must be included. If, for example, there is more than one gardener, the total number of hours usually worked per month for both must be put in column 2 against garden worker.

Probe if more than 250 hours worked in a month are reported per employee or for any one employee.

- Cash wage including transport allowance
- Contributions to personnel funds
- Estimated value of free food
- Estimated value of free accommodation
- Estimated value of free clothing, health care, etc

5.12 Part I

Clothing and footwear purchases in the last 12 months

Note: Remember to ask about clothing gifts, received by the household, and treat them as household expenditure.

This part of the questionnaire is in three sections. Expenditures refer to annual expenditure.

In order to conform to COICOP it is important to categorize clothing and shoes into for whom bought (for male adults, boys, female adults, girls or for infants), including unisex. A unisex pair of jeans bought for a man should be recorded under **I.1.1**, but if the same was bought for a woman it should be recorded under **I.1.2**.

Include clothing and footwear received as gifts. In cases where the respondent does not know an exact value, an estimated value for each item must be given. Uniform and clothing purchased for domestic workers must also be included here. Sportswear must be included here, but sports equipment and special sports clothing, such as rugby boots, must be shown in Q.1.5.3.

Also include lay-byes and repayments towards credit purchases. For example: take the case of a household, which purchased N\$2 000 worth of clothes on account from a clothes shop and a N\$1500 purchase from another shop.

It is important for the N\$3500 to be broken down into clothing and footwear for men, women, boys, girls and infants. Where breakdowns by type of clothing is impossible to obtain, try to work out backwards by asking the specific attires bought (e.g. skirt, jacket, pants, ladies shoes, boys turkeys, etc.).

Do not forget traditional outfits.

I.1 COST OF CLOTHING

- I.1.1 Men's clothing
- I.1.2 Women's clothing
- I.1.3 Boys' clothing
- I.1.4 Girls' clothing
- I.1.5 Infants' clothing

Do not include napkins and other toiletries (to be covered in the Daily Record Book) and do not include blankets, pillowcases and duvets (covered in Part J).

I.2 COST OF FOOTWEAR

- I.2.1 Men's footwear
- I.2.2 Women's footwear
- I.2.3 Boys' footwear
- I.2.4 Girls' footwear
- I.2.5 Infants' footwear

I.3 COST OF HOME-MADE AND SPECIALLY MADE-UP CLOTHES
(NOT FOR RE-SALE) AND CLOTHING (AND FOOTWEAR)
REPAIRS

I.3.1 Material for clothing

I.3.2 Knitting wool and yarns

I.3.3 Patterns, lace, sewing cotton, etc.

I.3.4 Amount paid for making or repair of clothing and footwear

I.3.5 Cost of hire of clothing

I.3.6 Scissors, needles, pins

Amount paid for alteration of clothes and repairs of shoes must also be included here in **I3.4**.

5.13 Part J

Furniture and equipment purchases and payment in the last 12 months

J1 Cost of furniture, fixtures and floor coverings

Expenditure on musical instruments such as guitars, pianos, synthesizers, etc., sound and vision equipment such as Hi-Fi, TVs, or cameras, etc. and general tools must be included in Part Q.1, page 25.

The payment on hire purchases must be included in such a way that monthly payment towards credit purchases as well as deposits paid in the last 12 months are reflected. You must ask for the actual amount paid in the last 12 months irrespective of the date of purchase. Say for example:

A household purchased a lounge suite at a cost of N\$9,000 and is paying a monthly installment of N\$214 since December 2002. In the last 12 months, ending 31st August 2003, the household made payments for December, January, February, March, April, May, June, July and August. Hence the actual payment during the 12 months is

$$9 \times 214 = \text{N\$}1,926.$$

J1 FURNITURE

J1.1.1 Bed bases and mattresses

Include baby cots.

J1.1.2 Other bedroom furniture

Include headboards, dressing tables, wardrobes, lamps, etc. Exclude built-in wardrobes.

J1.1.3 Dining room furniture

Include dining tables, chairs and other.

J1.1.4 Lounge furniture

Include lounge suites, coffee tables etc.

J1.1.5 Kitchen furniture and units

Exclude built-in cupboards and sink. Also exclude electrical appliances such as stoves, fridge, or other electrical utensils used for cooking (covered in Part J.3)

J1.1.6 Garden and patio furniture

Include long chairs, etc.

J1.1.7 Other loose items of furniture

Include mirrors, etc. You must specify the nature of the item

J1.2 Floor coverings

Exclude permanent floor coverings, like wall-to-wall carpets and tiles. These items must be put under G3.4.2, page 14.

J1.2.1 Loose carpets and rugs

J1.2.2 Other loose floor coverings

J1.1.3 Other, *specify*

Specify ornaments such as paintings, sculptures and other works of art and put them here

J1.4 Upholstering and other repair costs

All expenditures on repairs of the above-mentioned furniture must be included in this item.

J2 COST OF HOUSEHOLD TEXTILES

Read out all the options and record the costs item by item. Note that blinds are a type of curtain.

J3 COST OF APPLIANCES

J3.1 Cost of electrical appliances

Read out all the options and record total expenditures for each item in the last 12 months.

The payment on hire purchases must be included in such a way that monthly payment towards credit purchases, as well as deposits paid in the last 12 months, are reflected. Say for example, (the survey round starts in October 2003, so the period of the last 12 months is October 2002 – September 2003) :

The household bought a freezer in February 2003, with a deposit of N\$200 and monthly installment of N\$93, but started paying only in March 2003, and every month thereafter. The actual amounts paid during the last 12 months is: $N\$200 + (7 \times N\$93) = N\$851$ (March - September).

J3.2 Cost of non-electrical appliances

Read out all the options and record the costs item by item.

J4 COST OF OTHER HOUSEHOLD EQUIPMENT

Read out all the options and record the costs item by item.

5.14 Part K

Health services and medical requisites for the last 12 months

K1 COST OF MEMBERS OF MEDICAL AID/INSURANCE SCHEMES, MEDICAL PROVIDENT SCHEMES

If the respondent does not know the amount paid or s/he pays for medical aid/insurance or medical provident scheme, you can ask them to consult their salary slip as this might help in some instances. If this fails ask the respondent to get the information from the employer and collect the data during your weekly visits.

K1.1 Subscriptions and premiums in connection with medical aid schemes and medical provident schemes

All such payments must be included in item K1.1 and K1.2.

K1.1.1 Paid by the household

or by a member of the household who is a member of the scheme.

K1.1.2 Contribution made by employer

Note that for households where there is more than one member of a medical scheme, total payment by member will comprise the sum of all the individual members' contributions and total contribution by employers will comprise the sum of the different employers' contributions.

K1.2 ACTUAL COST PAID BY THE HOUSEHOLD (**not paid for by scheme**) for

These are costs paid by yourself and not by a medical aid scheme. Record all additional payments made by the member(s) of the household for medical services due to the depletion of the funds or for any other reason that the member was entitled to under this item. These also include the consultation of specialists, therapists, homeopaths, or prolonged hospitalization, which resulted in depletion of the fund, etc.

K1.2.1 Medical services, including healers (**traditional, spiritual**).

K1.2.2 Medicine with a prescription

All extra payments made by the member(s) of the household for levies paid when buying medicine with prescriptions should be recorded in this item.

K1.2.3 Health services and medicine not covered by medical schemes

K1.2.4 Therapeutic appliances and equipment, **such as spectacles, contact lenses, dentures, crutches, etc.** and other medical products, **such as clinical thermometers, bandages, condoms and other mechanical contraceptives** should be included under this item.

K1.3 Medicines purchased without a prescription
Record items purchased over the counter and include cough mixtures, pain killers, bandages, etc.

K2 COST FOR NON-MEMBERS OF MEDICAL/INSURANCE SCHEMES, MEDICAL PROVIDENT SCHEMES

K2.1 Services

K2.1.1 Flat rate in respect of services and medicine obtained at hospital/clinic
such as the amount paid for immunization of babies etc., must be shown here.

K2.1.2 DOCTORS, DENTISTS, PSYCHIATRISTS, SPECIALISTS, OPTICIANS, NURSES, HOMEOPATHS, PAEDIATRICIANS, ETC.

- Private sector

Doctors or specialists are medical practitioners working in hospitals or from their own premises, funded and controlled by private companies or individuals.

- Public sector

Doctors or specialists are medical practitioners working in hospitals funded and controlled by the government for the use of all people.

K2.1.3 Healers

Cost of services provided by traditional healers (eenganga/ sangoma).

K2.1.4 Hospitals, nursing homes, clinics, etc., including ambulance services

by either private or public sector. Record in the appropriate space.

- Private sector

- Public sector

K2.1.5 Therapists

Cost of therapeutical services by specialists (physio-therapists, etc.).

K2.2 Medicines, ointments, disinfectants, bandages, etc.

K2.2.1 Purchased on prescription.

K2.2.2 Purchased without prescription

Record the total expenditures of all medicines purchased over the counter or from a cuca shop without prescription. These medicines are likely to be forgotten and you must probe.

K2.2.3 Therapeutic appliances and equipment, **such as spectacles, contact lenses, dentures, crutches, etc.** and other medical products, **such as clinical thermometers, bandages, condoms and other mechanical contraceptives** should be included under this item.

5.15 Part L

Transport during the last 12 months

L1 PRIVATE TRANSPORT - FOR HOUSEHOLD OWN USE

L1.1 Cost of private vehicles, purchased

In this section, costs of private transport used by the household and cost of vehicles purchased by any member of the household in the last 12 month must be included. Costs related to vehicles purchased and used for business purposes must not be included here.

This section deals with vehicles owned by or registered in the name of any member of the household. Payment on hire purchases must also be included.

- Include the actual amount paid during the last 12 month for *new* vehicles on the first column.
- The second column must be used for actual amount paid during the last 12 month for *used* vehicles.

Note that the value of vehicles traded in or sold by any member of the household during the last 12 months must appear as income in U2.2.1. This means, as an example:

A member of the household trades in her/his old car, valued at N\$10.000, for a new car, valued at N\$100.000, and also pays N\$30.000 cash. Here the total expenditure paid during the period should be recorded, which is the value of the old car (N\$10.000) and the installment (N\$30.000), i.e. N\$40.000. The value of the traded in car, N\$10.000 should be recorded as income in U2.2.1. The amount that remains to be paid is N\$60.000, which should be recorded as a debt in T1.2.

L1.1.1 Motor cars, station wagons and mini-buses

L1.1.2 Bakkies and four-wheel drive vehicles

L1.1.3 Motor cycles and scooters

L1.1.4 Bicycles

L1.1.5 Caravans and trailers including motorised caravans

L1.1.6 Other vehicles, e.g. donkey carts, *Specify:*

L1.2 Running costs during the last 12 months

Expenses incurred (except rent) in connection with vehicles not belonging to the household (such as rented cars or company cars) must be included in this section, unless these expenses were reimbursed by the employer.

L1.2.1 Estimated value of private use of company or similar vehicle

Households using government or company cars for private use, the estimated value of the use of the vehicle must be put here. This is the amount the household would have spent if they had to use their own vehicle.

L1.2.2 Motor car fuel (N\$ per month x 12 =)

Expenditure on motorcar fuel during holiday must also be included under this item. To make estimation easier, ask the respondent to give the expenses by each member of the household on fuel per month, add it, and then convert the amount to an annual cost by multiplying it by 12. If the vehicle was not used during the whole 12 months period, multiply by the number of months it was used.

Remember to show the cost on fuel for rented vehicles.

L1.2.3 Parking fees (N\$ per month x 12 =)

You must ask the respondent to include money given for car watch services in the parking fees. To make estimation easier, ask the respondent to give the expenses by each member of the household on this service per month, add it, and then convert the amount to an annual cost by multiplying it by 12 (or by the number of months the vehicle/s was used).

L1.2.4 Traffic fines

L1.2.5 Oil and grease

L1.2.6 Tyres and tubes

L1.2.6.1 New (and tubes)

L1.2.6.2 Retreaded

These are old tyres, which have been remoulded.

L1.2.7 Batteries

L1.2.8 Spare parts and accessories purchased for private repair and installation

L1.2.9 Lubrication and maintenance services

L1.2.10 Installation of air conditioning

L1.2.11 Installation of security systems

L1.2.12 Panel-beating repairs (including repairs to vehicles belonging to others)

L1.2.12.1 Paid for by you

L1.2.12.2 Paid for by your insurance company or other party

L1.2.13 Other repair work
(including repairs to vehicles belonging to others)

L1.2.13.1 Paid for by you

L1.2.13.2 Paid for by your insurance company or other party

L1.2.14 Licence and registration fees **(including that of motor cycles)**

L1.2.15 Driving lessons

Record the total expenditure of the driving lessons, even if it is partly or fully paid by an employer or someone else. If someone else has contributed, this should also be recorded as income in Part U2.4.4 (by employer) or U2.15 (by someone else, not employer).

L1.2.16 Car wash and valet services

Valet is an attendant who cleans cars. In this item, therefore, what is required are expenditures for cleaning/washing cars.

L1.2.17 Other, *specify*.

L2 Cost of public and hired transport

Read out all the expenditure items listed on the questionnaire and record the costs in corresponding spaces.

L2.1 Bus **(including school bus)**

L2.2 Train

L2.3 Rented vehicle

L2.4 Taxi **(whether metered or not, including minibus taxi)**

L2.5 Value of reduced transport tariffs

L2.6 Furniture removal and transport of goods

We talk of a reduced transport tariff when an employee pays less than the normal transport fare, and the employer or someone else is subsidizing the remaining part.

L2.7 Other **(e.g. lift clubs, neighbourhood arrangements, occasional air-transport, excluding those for business purposes)**, *specify*:

L3 Did this household make use of any public and hired transport for holiday purposes during the last 12 months?

Ask whether any member of the household used public and/or hired transport, even once, during the last 12 months. Record "YES" or "NO" and follow skip instruction on the questionnaire.

L4 COST OF PUBLIC AND HIRED TRANSPORT FOR
TRAVELLING EXPENSES WHILE ON HOLIDAYS AWAY
FROM HOME

Ask only if the answer to L 3 was "YES".

L4.1 Bus

L4.2 Train

L4.3 Boat

L4.4 Aircraft

L4.5 Taxi

L4.6 Rented vehicles (*show fuel in L.1.2.2, page 22*)

L4.7 Supporting services (**e.g. parking services, port operators**)

L4.8 Other (**e.g. cable car**)

5.16 Part M

Computer and tele-communication equipment during the last 12 months

M1 Cost of computer and telecommunication equipment
This Part covers purchase of the specified equipment and not cost of usage.

M1.1 Personal computers and laptops

M1.2 Software

Software are computer application programmes for data processing and analysis and other computer applications, such as preparation of documents, internet, etc. Software include WORD, SPSS, D-BASE, EXCEL, etc.

M1.3 Calculators

M1.4 Diskettes and consumable goods

M1.5 Printers

M1.6 Modems, play-stations, CD-writers and other hardware components accompanying computers

Modems are hardware attached to the computer to enhance the capacity of the computer.

M1.7 Communication equipment

M1.7.1 Cellular telephones and pagers

Pager is a radio devise with a beeper, which is activated to alert the person wearing it. It is usually warn by doctors and persons working in large enterprises, such as airports, etc.

M1.7.2 Telephones, cordless telephones, motor telephones

M1.7.3 Fax machines and telephone answering machines for household purposes

M1.8 Two-way radios

5.17 Part N

Communication for household purposes during the last 12 months

N1 COST OF COMMUNICATION FOR HOUSEHOLD PURPOSES
Do not include expenses on communication incurred by the household for business purposes. In cases where the respondent does not know costs, encourage them to go through their statements.

N1.1 Telephone fees

N1.1.1 Telephone rental and installation

N1.1.2 Telephone calls

Expenditures on telephone calls made by the household must be broken down by:

- private
- from public telephones
- from cellular telephones
- flexicards

N1.1.3 Value Added Tax (VAT) **(only if telephone account is available)**

N1.1.4 Connection to the cellular telephone network

Cellular connection fee is made once at the purchase of the cell phone. This should be recorded if the cellular was purchased in the last 12 months. Ensure that the cost of purchase is recorded on M1.7.1.

N1.1.5 Rent for cellular telephone network

Cellular monthly rental are paid by contract users with MTC, etc.

N1.1.6 Subscription to internet

N1.2 Postage

N1.3 Other (telegrams, courier services, renting of post boxes, fax charges, etc.)

5.18 Part O

Education cost during the last 12 months

O1 COST OF EDUCATION

The household's expenses on education include:

- Expenses that were paid for by the household or by means of loans acquired by members of the household must be reflected in the first column.
- Expenses that were paid for by means of grants, non-refundable bursaries, etc. must be shown in the second column.

Expenditure on the following must not be included in this section.

- School bags must be included in R.2.
 - Traveling expenses must be included in L.2 under the appropriate items.
- Clothing and footwear must be included in I.2 under the appropriate items.

O1.1 Tuition (including correspondence and distance courses) and attendance fees

Tuition and attendance fees include fees for full time, part-time, distance and correspondence courses.

O1.1.1 Day-care mothers, crèches, and playgroups

A day-care mother does *not* refer to a nanny or child minder who has been employed as a domestic worker. It refers to a woman who looks after one or more children from the neighbourhood, in most cases in her own premises.

O1.1.2 Pre-primary schools, after school centres etc.

O1.1.3 Schools (**primary, secondary and combined schools**)

- Public
- Private

O1.1.4 Teachers' training, agricultural and technical colleges and technikons

O1.1.5 Universities

O1.1.6 Private tuition in subjects of an educational nature, (**e.g. extra lessons in school subjects**)

O1.1.7 Field trips

Expenses for other lessons, in connection with recreation, entertainment and sport, see Q.4.4.3, page 28.

O1.2 Boarding fees

O1.2.1 Schools, teachers' training and technical colleges,
 technicons, universities, etc.

O1.3 Schools and other educational institutions **(expenses
 incurred not normally regarded as tuition, e.g. contributions to
 sport grounds)**

O1.4 Textbooks

O1.5 Stationery
Stationery for other uses than education should be included in Part P.

O1.6 Other, *specify* **(e.g. training and adult education)**

5.19 Part P

Reading material and stationery during the last 12 months

P1 COST OF READING MATERIAL AND STATIONERY

All expenses for reading matter that is bought on a daily basis, regularly or irregularly, or for which the household has a weekly, monthly or annual subscription for should be totaled to arrive at the last 12 months expenditure.

P1.1 Reading material

P1.1.1 Newspapers – daily and weekly

P1.1.2 Magazines and periodicals

Periodicals are newspapers or magazines, which are issued at regular intervals, usually weekly or monthly, e.g. Drum, Ebony, Newsweek, etc.

P1.1.3 Books **(excluding those for tuition)**

P1.1.4 Library fees and fines

P1.2 Stationery **(excluding those for education)**

Do *not* include stationery used for tuition purposes, for example at school, college or university.

5.20 Part Q

Recreation, entertainment and sport during the last 12 months

Q1 COST OF INSTRUMENTS, EQUIPMENT AND ACCESSORIES

The cost of items purchased in the last 12 months (whether paid for in full or not) must include finance charges. Finance charges are payments such as interest.

Rental charges for recreation, entertainment and sport items must be included in Q.1.

- Q1.1 Musical instruments: Pianos, organs and other musical instruments
- Q1.2 Sound and video equipment
 - Q1.2.1 Television sets, decoder, video recorder/DVD
 - Q1.2.2 Aerials and satellite dishes
 - Q1.2.3 Radios **(including motor car radios)**, tape recorders, compact disc players, record players and similar equipment
 - Q1.2.4 Magnetic tapes and compact discs
- Q1.3 Photography: Cameras, video cameras, projectors, flashes and films **(expenditure in connection with developing, record in Q.4.4.2 page 28)**
- Q1.4 Aircraft, boats **(including outboard motors)**, go-carts, etc.
- Q1.5 Sports equipment
 - Q1.5.1 Rifles and ammunition
 - Q1.5.2 Tennis rackets and balls, fishing rods, etc.
 - Q1.5.3 Game specific footwear and protection gear **(rugby boots, knee pads, life jackets, etc.)**
- Q1.6 Camping equipment **(tents, etc.)**
- Q1.7 Power driven and other tools **(excluding gardening tools, which must be shown in J.3.2.5 or J.4.5, page 19)**

Q1.8 Repairs and service charges for the above-mentioned equipment

Q2 Did this household buy any other recreation, entertainment and sport goods and any pets and pet requisites during the last 12 months?

If the answer to Q2 is "YES" then go to Q3, otherwise go to Q4.

Q3 COST OF OTHER GOODS

Q3.1 Swimming pool equipment and repairs of equipment

Q3.2 Gardening requirements **(excluding gardening equipment, which must be shown in J4.5, page 19)**

Gardening requirements exclude gardening equipment. Gardening equipment must be put in J4.5.

Q3.3 Seeds, plants, shrubs and trees, fertilizer, plant and pest spray remedies

Q3.4 Pets

Q3.4.1 Purchase of pets, foods/feeds and other requisites

Q3.5 Bouquets and cut flowers for household use

Q3.6 Net expenditure on hobbies, toys and games

Money can also be generated from some hobbies, toys and games. *Net expenditure* on these must be put in Q3.6. For example, if a respondent spends N\$10 playing a game, but wins back N\$8, then the net expenditure is N\$2.

Net income from hobbies must be recorded in U2.1 and from gambling in U2.19.

Q3.7 Other, *specify*

Q4 COST OF LICENSES, RENTAL AND OTHER SERVICE CHARGES

Q4.1 Television

Q4.1.1 Licences

Q4.1.2 Rental

Q4.1.3 Subscription to pay TV channels

Q4.1.4 Rent for decoder, video-equipment and tapes

Q4.2 Admission charges: **cinemas, theatres, concerts, shows, swimming pools, sports events, museums, zoological and botanical gardens, etc .**

Q4.3 Pets

Q4.3.1 Licences

Q4.3.2 Care (**e.g. doggy parlour, kennels and veterinary costs**)

Q4.4 Other

Q4.4.1 Garden and swimming pool maintenance (**excluding wages of persons who maintain pool, but including chemicals**)

Garden and swimming pool maintenance includes expenditure on chemicals used but excludes the wages paid to the persons who maintain the pools. The wages must be put in Part I.

Q4.4.2 Film development and photo-prints

Q4.4.3 Fees for lessons connecting with recreation, entertainment and sport

For lessons in educational subjects, see Part O.1, page 25 and for motor car driving lessons, see L1.2.15, page 22.

Q4.4.4 Holiday tour packages (all inclusive holidays)

Holiday package include a single payment covering travel, hotel, fees to enter game parks and lodges, etc.

Q4.4.5 Other, specify

5.21 Part R

Miscellaneous expenditure over the last 12 months

R1 COST OF MISCELLANEOUS GOODS

R1.1 Watches and personal jewellery

R1.2 Hand bags, travelling bags, school bags, etc.

R1.3 Prams, pushcarts, carrycots, car seats, etc

R1.4 Repair of miscellaneous goods

R1.5 Other (**umbrellas, pocket-knives, sunglasses, etc.**), *specify*

R2 COST OF MEMBERSHIP FEES, REMITTANCE AND MEMBERS' FEES, DONATIONS, GIFTS AND MAINTENANCE

Include amounts paid by means of stop orders and employer deductions.

R2.1 Maintenance of/remittance to family member and dependants living elsewhere (including alimony paid to ex-wife, children)

R2.2 Gifts for persons who are not members of this household (including cash gifts)

R2.3 Tribal levies (not for housing)

Tribal levies exclude levies for housing purposes. Levies for housing purposes must be put in Part G.3.3.

Tribal levies are type of loyalties in cash or kind to the headman or chief.

R2.4 Membership fees, member's fees

R2.4.1 Trade unions and staff associations, professional associations, scientific, art and cultural societies

R2.4.2 Gymnasiums, health, sports and social clubs

R2.5 Pocket money for children

Where it does not include expenditure on cinema fees, etc. which has already been accounted for in Part Q 4.2.

R2.6 Payments and donations to religious institutions

R2.7 Other, including donations to charity and political organisations, street collections, etc.

R3 COST OF INCOME TAX

If the respondent is hesitant in answering questions in this section, remind them that this information will not be given to the Receiver of Revenue, but is needed to balance the income and expenditure information given in this questionnaire.

If they cannot remember the information encourage them to look at their tax assessment certificates.

R3.1 Deductions (PAYE) according to payslip

R3.2 Other payments according to assessment including preliminary tax payments, payments with regard to previous assessments

R3.3 Refunds received **(according to assessment)**

The receiver of revenue sometimes makes refunds after the assessment of a taxpayer's returns. Record the household's total repayments.

R4 COST OF FINANCE, INSURANCE, ETC

Include amounts paid by means of stop orders and debit orders.

R4.1 Finance and bank charges

R4.1.1 Bank charges **(cheque books, service charges, etc)**

R4.1.2 Interest/finance charges not shown elsewhere

R4.1.3 Repayments on personal and overdraft loans, **including credit cards, but excluding instalments shown elsewhere (e.g. housing, furniture, studies, vehicles and recreational equipment)**

Repayments on personal and overdraft loans including credit cards excludes installments on housing (which go in Part G), furniture (which go in Part J), studies (which go in Part O), vehicles (which go in Part L), and recreational equipment (which go in Part Q).

R4.2 Insurance premiums paid by you or your employer

Insurance premium is an amount to be paid once, monthly, quarterly or annually for a contract of insurance.

R4.2.1 Life and endowment policies **(including study policies)**

Endowment policies are payable at the death of the insured or on a specified maturity date if the insured is alive. Endowment policies' premiums generally are payable from the date of the issue until the date of maturity.

R4.2.2 Funeral policies

R4.2.3 Medical insurance

R4.2.4 Legal insurance

R4.3 Insurance paid for holiday purposes **(life, luggage, medical)**

R4.4 Insurance of property

R4.4.1 Insurance of buildings

R4.4.2 Insurance covering mortgage debt

R4.5 Insurance on contents of dwelling/vehicle

R4.5.1 Insurance of contents of dwelling **(excluding package insurance)**

R4.5.2 Insurance of motor vehicle **(excluding package insurance)**

R4.5.3 Package insurance **(comprehensive insurance)**

R4.6 CONTRIBUTIONS TO PENSION, PROVIDENT AND ANNUITY FUNDS

- Provident Fund is a service into which an employee is obligated to join. The employee pays a monthly installment (premium) based on basic salary. At retirement the Fund pays a lump sum to the retiree.
- Annuity fund is an investment of money entitling the investor of equal sums of money over a stated period. Annuity is the sum payable in a particular year.

Contributions to pension, provident and annuity funds must be divided into:

R4.6.1 Paid by you

If there are several household members who have expenditure on this item, the amount paid by you is the sum (total) of contributions paid by the members.

R4.6.2 Paid by your employer

The amount paid by the employer is the sum (total) of contributions by the different employers.

R4.7 Contributions to stokvel **(merry-go-round)**

Some friends come together and agree to contribute a fixed amount of money every month or as often as they may decide and whatever is contributed is given alternatively to a member. Thus each member will get when her/his turn comes. This is a closed shop, which is known in some countries as merry-go-round as it rotates amongst the members. Record the member's contribution.

R4.8 Investment

R4.8.1 Shares and unit trusts

Is a registered company which purchases a fixed income providing securities and then sells shares in trust to shareholders.

R4.8.2 Investment plans

Investment plans include those with banks, building societies, etc. Some examples of invest plans include E-Plan, Cash Plus Fund, etc.

R4.8.3 Offshore

Offshore investment is investment in foreign countries. For Namibia this would also include investment in RSA, Botswana, DRC, etc.

R4.9 Amount paid into savings account

Record all the deposits, irrespective of any withdrawals.

R.5 COST OF OTHER EXPENDITURE

R5.1 Professional fees

R5.1.1 Legal fees, architects' and other professional fees not shown elsewhere

R5.2 Lobola/dowry paid

If lobola/dowry was paid in kind (e.g. cattle, sheep, etc.) ask respondent to give you the value of one animal and multiply by the total animals paid. Do not combine if different animals were paid as the price of a cow may not be the same as that of a lamb.

R5.3 Funeral expenses

Funeral expenses include money paid to buy the grave site, coffin, payment for the grave diggers, morgue costs, hiring of tents/halls, tables, chairs, pots, etc used for this purpose.

R5.4 Gravestones and maintenance of graves **(excluding unveiling)**

R5.5 Religious and traditional ceremonies **(e.g. unveiling, weddings)**

Religious and traditional ceremonies include costs for hiring of tents/halls, tables, chairs, pots, etc. as well as any other monies that the household has to pay in order to hold such a ceremony.

Do not include any other expenses that have already been accounted for in the previous sections, e.g. costs on transport, etc. for the ceremony.

R5.6 Fines, excluding traffic and library fines (**e.g. fines for straying livestock**)
See Part L.1.2.4 page 22 and Part P.1.1, page 26.

R5.7 Gambling (**e.g. Pera, horse racing**)

R5.8 All other expenditure, (**e.g. guns**), *specify*
 All other expenditures not elsewhere asked for should be recorded here, e.g. purchase of guns, sexual services.

R6 COST OF OTHER DWELLING UNITS

R6.1 Did this household in the last 12 months own/occupy any other dwelling unit than this one?

This is a filter question aimed at identifying households, which should be interviewed on Part R6.2. Ensure that you make the question clear to avoid double counting, i.e. repeating what was already recorded on Part G or omitting some household's expenses, i.e. leaving out rents or other expenses incurred in the first months of the 12 month period.

Note

- 1 Do not include expenses already included in Part G 'Cost of Housing' and Part H cost of 'Domestic Workers in the last month'.
- 2 Also, do not include expenses made on or for a parent's or relatives' dwelling unit, which should be treated as remittances. Expenses here refer only to those incurred on behalf of persons listed as household members on Part B.
- 3 If a household owns more than one dwelling unit, record the total expenditure incurred in the case of all dwelling units in the last 12 months.

A household may own or rent two or more dwelling units, which it occupied at different periods in the last twelve months. It is essential that expenses incurred in maintenance of the other dwelling units, other than the one that the household is currently occupying, be recorded to avoid omission of some household transactions. Part R6 aims at the collection of household's expenses on such other dwelling units.

R6.2 Cost of other dwelling units than this one

R6.2.1 Rent and/or instalments
 on other dwelling units. Include rents for dwelling units occupied prior to this one and instalments on mortgage for other dwelling units, which are not rented out. Where a household reports that it paid out instalments ensure to include both capital and interest payments.

R6.2.2 Water

R6.2.3 Electricity

R6.2.4 Repair and maintenance

R6.2.5 Staff costs **(e.g. domestic servants, including support in cash or/and in kind)**

Record the costs of the watchman, gardener or other domestic staff employed for these other dwelling units. Remember that staff costs include wages/salary, value of free accommodation, free food, free clothing and free health care, contributions to social security, medical aid or other insurance for the employee by the household, transport allowance, etc.

R6.2.6 Other expenses related to other dwelling units than this one, **specify**

R7 NET LOSS

R7.1 Net loss on expenditure incurred in obtaining income or additional income by working for your own account, including part-time farming, but excluding dwelling(s).

Net loss happens when a person spends more than the income she/he gets. Net loss is calculated as follows:

Income received/generated *minus* Expenditure incurred = Net loss if the result is negative.

If the result is positive – the income exceeds the expenditures - it is a Net profit, which should be recorded as income in U1.3.1, page 37 and the value in R7.1 should be recorded as '0'.

When you calculate the net loss, exclude amounts spent on dwellings. These amounts are recorded in Part G.3.

Only net loss must be recorded. If income is more than expenditure, you must record the amount in U.2

5.22 Part S

Details of households production and sales of home grown produce during the last 12 months

Note

If in F5 the answer for main income of the household was “02 = Subsistence (or communal) farming” there should **always** be an entry in this part. For other answers in F5 it is still possible to get entries here.

S1 Has this household grown produce for own consumption or sales in the last 12 months?

If the answer to this question is “YES” then go to **S.2**, otherwise go to **S.3**.

S2 PRODUCE

The question should be answered as follows:

- The quantity produced in the last 12 months should be put in Column 1.
- The quantity will either be in kilograms, litres or dozens depending on the product. Maize, other grains, fruit and vegetables are measured in kilograms, milk and sorghum beer in litres and eggs in dozens.
- Quantity sold in the last 12 months should be recorded in the Columns 2.
- The value of the produce sold in the last 12 months should be put in Column 3.
- If all of the homegrown produce was not sold but consumed by the household, do not estimate what it would cost the household if they were to buy the product. The estimation will be done in the office.

S3 Has this household kept any livestock in the last 12 months?

If the answer to this question is “YES” then go to **S.4**, otherwise go to **S.5**.

Compare the response with that given in **F2**

S4 LIVESTOCK

- The number of livestock that the household owned 12 months ago should be put in Column 1.
- Column 2 should be used to put the number of livestock that the household owns on the day of the interview.
- The number *sold live or slaughtered* in the last 12 months must be put in Column 3.
- The value of sales in the last 12 months should be put in Column 4.

S5 INPUT COSTS

Note

This part should be asked if there is any "Yes" in Part S1 or Part S3

- Expenditure on seeds and feed should be put in item 1, services in item 2 and processing costs should be recorded in item 3.
- Any other costs for goods and services used for purposes of own production should be put in item 4.

5.23 Part T

Debts

Outstanding amounts on hire purchase should be recorded in this section as well as all other debts that the household owes. School and other fees owed or outstanding should be recorded in this part.

T1.1 Bond

A bond is simply an “IOU” – i.e. a paper stating that the holder owes someone an amount, one example is a mortgage bond.

T1.2 Car

T1.3 Furniture and household appliances - hire purchase

T1.4 Bank loans/ bank overdraft/ credit card

T1.5 Open accounts at retail stores or lay-byes

T1.6 Loans from friends and family (**cash loans**)

Note: Loans from members of the household should not be included.

T1.7 Other cash loans

T1.8 Other debts, **e.g. unpaid fees**

Note

Debts refer to monies owed as at date of interview including loans from private moneylenders. Interest accrued, not yet paid, should also be included.

5.24 Part U

Particulars of income

All incomes of members of the household must be shown.

Income before deductions must be shown. The cash value of all benefits received, whether from the employer or not, must be shown in U2.4.

U0.1 Give person number of all persons 8 years and above from B 1

Record the person number from B1 for all household members 8 and above, starting with the head of the household.

U0.2 Are there any persons who normally reside in this household, who are temporarily absent and who are expected to return to the household in a near future?

This is a control question to find out if there is a member of the household who is not present in the household during your visits. Give such persons 'person number' starting from 91. (If the person returns to the household after Part U was concluded but before the end of the survey round, and the person has been included in B2, change the person number in Part U to the one that is used in Part B.)

In the case of temporary absent members of household, try to get income details from an adult member present. If none of the household members present has any knowledge of the details ask the date when the absentee member will return. If the return fall within the survey round period return to the household and interview the particular member.

Give the names of household members aged 8 years and over and of new additions (with person numbers 91, 92, etc.) and record incomes for each of them. Include domestic workers who are recorded as household members in B2. Record "0" if a person has not had any income, e.g. for housewives, students and other non-wage and non-salary earners. Do not take anything for granted, though. Remember that even students could be receiving e.g. child maintenance (U1.8.2.4).

U1 REGULAR INCOME

You must record the income of the head of household in the first column.

U1.1 Salaries and wages
See paragraph 4.27.

U1.1.1 Basic monthly wage or salary

Include commission and tips here.

U1.1.2 Bonuses and income from overtime

U1.1.3 Sitting allowances **(commissioners' and directors' fees)**

U1.1.4 Cash allowances **(including checks, transfers, etc.)**

U1.1.4.1 Transport

U1.1.4.2 Housing

U1.1.4.3 Clothing

U1.1.4.4 Other cash allowances, *specify*

U1.2 Deductions by the employer

Record in the appropriate space all deductions by the employer as part of an agreement with the employee. All household members deductions must be recorded. Ask for the pay slip in order to extract the information required.

U1.2.1 Car loan

U1.2.2 Housing loan, mortgage

U1.2.3 House rent

U1.2.4 Income tax

U1.2.5 Medical aid

U1.2.6 Insurance

U1.2.7 Pension

U1.2.8 Social security

U1.2.9 Other deductions, *specify*:

U1.3.1 Net profit from household business or professional practice/ activities conducted on a full-time or regular part-time basis **(excl. profit from farming and excluding interest and dividends) (see also Part U. 2, item 1). If a net loss, show it in Part R.7, page 31)**

U1.3.2 Income from passenger transport (not business)

U1.4 Net income from letting of fixed property **(only if the letting of property is not a bona fide business see U.1.3.1)**

Bona fide business refers to genuine, legal, whether registered or not, but not clandestine, fraudulent or smuggling, such as sale of drugs.

Rental income from letting a house, a garage, business premises, etc., should be recorded here.

U1.4.1 Property for holiday purposes

U1.4.2 Other

U1.5 Royalties

are monies paid to the owner of a copyright or patent, e.g. it may be money paid to an author for each copy of a book sold or to a singer for each CD sold. It may also be the sum paid by a mining or oil-company to the owner of the land being mined.

U1.6 Interest received and/or accrued on deposits, loans, savings certificates, and dividends on shares, and annuities and similar recurring receipts resulting from own investments

This is money paid to somebody who deposits money in a bank, or lends money.

U1.7 Dividends on shares other than building society shares

This means the share of profits paid to shareholders in a building society company or any other company.

U1.8 Regular receipts from pension, social welfare and grants provided and other annuity funds

U1.8.1 Pension from previous employment

is a sum of money paid regularly (weekly or monthly) by an employer to a retired employee, either from old age or disability.

U1.8.2 Social pension(s) or allowances

U1.8.2.1 Old age pension is a sum of money paid regularly by the Government to old people.

U1.8.2.2 War veterans/Ex-combatants' and war orphans' grants

War pension is a sum of money paid regularly by the Government to war veterans.

Ex-combatants and war orphans grants are money received from government by former combatants and children whose parents died during the war of liberation.

U1.8.2.3 Disability grants

is a sum of money paid regularly by the Government to disabled people.

U1.8.2.4 Family and other allowances **(including state maintenance grant and child grants)**

refer to any other governments grant for families in need. Child grant is payment made by the government to caregivers of poor children under seven years of age.

U1.8.3 From the Workmen's Compensation and similar funds

U1.9 Alimony, maintenance and other kinds of allowances received from divorced spouse, family members, etc., living elsewhere

include the following

- regular remittances from people outside the household. It is money allowance paid by a spouse to the former spouse before or after a legal separation – alimony,
- private maintenance money paid usually by an absent parent to the other parent
- regular allowances received from family members living elsewhere include that is regularly sent by people not living in the household at present, for example people living in another town
- maintenance for minors should be recorded against the guardians

U1.10 Other, *specify*:

U2 OTHER HOUSEHOLD INCOME

U2.1 Net income from hobbies, side-lines and part-time activities, **(if net loss, show under Part R.6 page 31)**

Income from hobbies is income generated for example from fishing, farming, gardening, knitting, tailoring, and sports, where these are not the main sources of income nor are they the person's main job.

Side-lines and part- time activities are extra activities to generate extra money and are not a person's main occupation. An example is a teacher whose writing is just a sideline or part-time occupation.

U2.2 Income derived from the sale of vehicles, property, etc.

U2.2.1 Motor vehicles (***including the trade-in value of vehicles, See the "Note" at Part L1.1, page 21***)

is money received after selling a motor vehicle registered in the name of a member of the household. You must also include the value of the trade in, if applicable.

For example:

- Assume that you traded-in your car with a car dealer and bought another car from the same company. If the dealer quoted N\$30,000 and you used the amount as a deposit for another car worth N\$50,000. Even though you did not receive the N\$20,000 this is to be recorded as income in the space provided. It is taken as if you received, then paid back to the car dealer.
- If you sold the car and got a cheque of N\$50,000 and used some to settle household's debts and the other part to buy a cheaper car you still record a receipt of N\$50,000.

U2.2.2 Fixed property (**building, land**)

Income derived from the sale of fixed property is money received from selling a house, flat, farm, plot of land, etc. This includes all properties registered in the name of a member of the household.

U2.2.3 All other personal property and second-hand goods, e.g. clothing and furniture (**including value of traded in articles**)

Income derived from the sale of other personal property and second hand goods (clothing and furniture) includes all earnings from selling items such as used clothing, computers, cellular phones and furniture etc. It also includes the value of traded in articles.

U2.3 Payments received from boarders and other non-members of the household

is money paid as rent by boarders or other non-members of the household.

U2.4 Value of goods and services received by virtue of your occupation and shown as expenditure in the questionnaire

U2.4.1 Housing (**value of subsidies, reduced interest rates and rent, etc.**)

This amount must be the total amount the household would have had to pay if they paid the full amount or the rent they would have paid if the dwelling were not occupied rent-free.

- The *amount reduced in the interest* on a housing loan
- The *amount of the subsidy* on repayment of a housing loan

U2.4.2 Transport (**value of company transport for private use, reduced air and train fares, etc.**) (See L.1.2.1, page 22 and L.2.5, page 23)

Value of transport is the value of free or subsidised transport used by the member(s) of the household to and from work or for holiday purposes. This is the amount that would have been paid by the person(s) if they were not using free or subsidised transport. This includes all kinds of transport: bus, train fares, air-fares, company car, etc. In the case of company car, the cost of fuel that would have been incurred by the household if they were using their own car, and the amount they would have paid in insurance must be added.

U2.4.3 Pension, provident, medical and annuity funds (**value of employer's contribution**). See R4.6, page 30)

Contributions made by the employer towards each of these funds must be included.

U2.4.4 Other, *specify*

Other includes any other income or contribution from the employer that is not elsewhere classified. This category also includes cost of driving lessons paid by the employer.

U2.5 Gratuities and other lump sum payments received from pension, provident and other insurance or from private persons

U2.5.1 Lump sums resulting from your employment before retirement (**including payment for leave not taken during your period of employment**)

U2.5.2 Endowment policies and other similar lump sums (**e.g. annuity**)

U2.5.3 Lump sums received from the Workmen's Compensation and other similar funds

U2.5.4 Life insurance and inheritances received

U2.6 Claims

Sometimes a member of household may make a claim from another person or office for damages arising from accident, defamation, damage to property, etc. Record such lump sums appropriately.

U2.6.1 Funeral funds, including funds' contributions to funeral expenses

U2.6.2 In respect of damage to fixed property

U2.6.3 In respect of road traffic collisions

U2.6.4 Other gratuities, *specify*

Gratuities, in some countries also known as tips, are monies paid in recognition of service. They are usually paid as a proportion of total earnings at the end of contractual (2 or 3 year contract) employment.

U2.7 Stokvel (**merry-go-round**)

Record receipts by members of stokvel less her/his contribution.

U2.8 Net withdrawals from savings (**i.e. total withdrawals minus total deposits**) ***The surrender of insurance policies must be included here***

Ask the household for total withdrawals from and total deposits into savings. Net withdrawals are the difference between withdrawals and deposits. The bankbook will help. If deposits exceed withdrawals, a negative amount can be recorded. Write in such case a distinct minus before the amount. (An exception from the general rule to record only figures)

U2.9 Non-refundable bursaries from all sources -**See Part O, page 25**

If a relative, benefactor, the Government, or any other person pays school fees without demanding for refund in the future record the amount of such bursary in the space provided.

U2.10 Benefits, donations and gifts received from private persons (**excluding from members of the household**), welfare funds, clubs, the government, etc

Include gifts such as wedding presents, etc.

U2.11 Cash (**including bonuses**) from shops

U2.12 Value of food received

U2.13 Value of housing (**including benefits, such as the value of rent deductions allowed by persons and organisations other than the employer**)U2.14 Value of clothing (**not received from employer**)

U2.15 Value of other benefits, donations, gifts, etc.

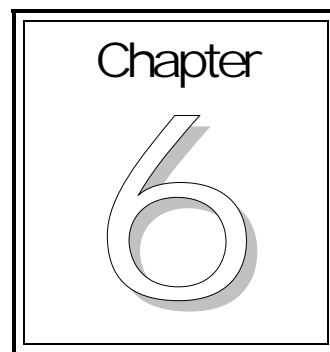
This includes assistance to pay for driving lessons by other person than the employer.

U2.16 Maternity, sick and death benefit

U2.17 Reimbursements from Medical Aid (**which has not been covered in Part K**)U2.18 All other income (**e.g. from gambling, Pera and TV Jackpot winnings**), ***specify:***

Remember to record gambling wins and windfall gains. Windfall gains are unexpected good fortune, e.g. legacy or rapid appreciation of investment or in the case of currency dealers' sudden appreciation of currency in hand. Income from prostitution falls under this category.

U2.19 All other income not elsewhere specified



INSTRUCTION FOR COMPLETING FORM 2

- The Daily Record Book

6.1 Introduction

The purpose of Form 1 is to record transactions over a long period in order to cover transactions which occur more seldom, like purchases of durable goods, e.g. clock, house, car, stove, etc. The purpose of Form 2 of the NHIES questionnaire (herein after referred to as the Daily Record Book), which is a diary to be kept daily, is mainly to get more information on transactions which take place more frequently, like purchases of food, beverages, etc. By using a diary most memory lapses can be eliminated.

6.2 Procedures

1. The household is to record all transactions (income and expenditures) for all household members during a four-week period.
2. The household is to record the transactions each week in a separate record book, i.e. there will be a new record book each week, named Daily Record Book for week 1, Daily Record Book for week 2, etc. The recording weeks start on a Monday.
3. The record book consists of a cover page for the identification of the household, a letter to the respondent, instructions to the household and an example, pages to record the transactions on, and the back cover for recording details about the processing of the forms.
4. You must visit each household as many times as is necessary in order to ensure that the record books are correctly filled in.

Daily recording of all household's expenditures and receipts (income) are to be entered on the Daily Record Book. This means expenditures and receipts of every member of the household of any item, gifts, meals out, salary, pension, etc. The head of household should enter all recordings or, if she/he cannot write or is absent, a responsible member of the household should make the recording. All transactions, whether in cash or in kind, must be recorded.

6.3 Equipment to be given to the household

6.3.1 Daily Record Book

As mentioned, the purpose of the Daily Record Book is to ensure that we obtain a record of all household's daily transactions. Ensure that you impress the head of household on the importance of making entries of transactions as they occur. Experience has proved that asking about last events, even yesterday's, will result with some being forgotten, e.g. purchase of a cool drink, a cigarette stick, etc.

6.3.2 Scales

to measure weight of meat, vegetables, mahangu, etc. of own produce consumed, goods given out or received and also in case of other transactions where the weight is not known, e.g. a bunch of spinach or a heap of tomatoes or a piece of meat or fish. The scales will be picked up from the households before the next survey round starts.

6.3.3 Calibrated jugs

to measure own liquids produced, e.g. milk, oil, oshikundu, etc. Do not record oshikundu if the mahangu flour used in its preparation was measured. The jugs will be given to the households and can be recorded as an income.

Note

Only when the quantities are not known should they be measured, using the equipment provided. Items bought from supermarkets, shops, butcheries and shebeens will usually have a weight, volume or other measurement shown, which should be read off and recorded on the record book. Receipts in kind or own produce, e.g. milk from own cows, meat slaughtered from own animals, mahangu, etc. should be measured before cooking for home consumption or given away, sold or exchanged in barter.

6.4 Definitions of household transactions

6.4.1 Household purchases

6.4.1.1 Bulk purchases

Bulk purchases are usually made at the end of each month. Do not ask the household to transfer into the Daily Record Book but ask the household to give you the receipt so that you can enter them directly. You will need the assistance of the household to disentangle some purchases on the receipt, those shown as vegetables, perishables, etc.

6.4.1.2 Daily purchases

Daily purchases, such as purchase of cigarettes, taxi fare, lunch, etc. should be recorded daily. Although the quantity is important the most important entry is the true cost of the transaction.

6.4.1.3 Barter

Some items are purchased through bartering, i.e. a commodity is exchanged for another and no money or cheque changes hands or through the bank.

6.4.1.4 Consumption of own produce

Some households keep animals or poultry or cultivate gardens or farms in which they plant crops or raise animals. If the household consumes meat of own animal or poultry or food (e.g. mahangu) from own garden or farm this is known as 'consumption of own produce'.

6.4.2 Payments (regular and irregular)

Households usually make payments for services received. Such services include

- Rent
- Telephone
- Electricity
- Water
- School fees
- Pocket money
- Labour
- Tithes and other offerings for religious purposes, including marriages, baptismal
- Charity
- Tax (i.e. separate tax payments)
- Subscriptions
- Licenses, e.g. dog, driving, TV
- Other fees and charges, e.g. legal
- Bank or loan interests
- Insurance premiums
- Funeral
- Levy
- Fines
- Merry-go-round
- Gambling losses
- Remittances
- Lobola

6.4.3 Receipts

Households also receive regular and irregular incomes other than employment earnings. These include

- Rent
- Interest
- Winnings
- Boarding fees
- Insurance claims
- Tax repayments
- Pension
- Remittances
- Grants
- Merry-go-round
- Lobola

6.4.4 Gifts

A gift is a generous and voluntary offer of a good or service from person/household to another without any haggling between the giver and the receiver. The exchange is an expression of an existing social relationship or the establishment of a new one that differs from the impersonal market relationship. A household can give or receive gifts.

6.5 Guidelines

6.5.1 When handing the Daily Record Book to the respondent

- Before handing the Daily Record Book to the household ensure that you complete identification particulars on the cover page. Procedures on how to complete the identification are similar to those given for the cover of Form 1 of the NHIES Questionnaire. Transfer the preprinted id-number from Form 1 (questionnaire no 1 if more than one questionnaire) to the box in the upper right corner.

Before you leave the household with the Daily Record Book check to ensure that the date and identification information are completed.

- Some guidelines for the respondent on how to complete Daily Record Book are given in the Book. Do explain carefully to her/him on your first visit as you deposit the book in the household. It is important to explain to more than one household member.
- The Daily Record Book has seven (7) pages for daily recording of transactions (one for each day of the week) plus extra pages in case any day's entries are more than the lines given for that day. If the extra pages are not sufficient, left over space on any other page can be used or loose extra pages can be given to the household. Ensure to collect extra copies before the household runs completely out of empty pages.
- If in one day a household does not have a single transaction, probe to ensure that this is correct. If it is the case, write "No transactions" in the space for the item description on line 1.
- Ensure that you visit every household before, or on the first day of, the first week. If a household is missed in the first week you will still have to cover it for four weeks, i.e. you must try to get respondent to remember last week's transactions to the best of his/her ability. Remember that in next 4 weeks you will be in another PSU, which may be far from the current PSU and you will not be able to go back to mop up things you did not complete.

Experience has shown that transactions on food, beverage and tobacco form the major portion of households' daily expenditures and receipts (income). Naturally some households purchase food or tobacco or a beverage on a daily basis. To avoid forgetting, it is important that such transactions are recorded as soon as they take place. It is important that when you hand the Daily Record Book to the head of household you impress upon her/him the need to even record a cool drink that was taken at the cuca shop.

Although the paragraph above stresses on food, beverage and tobacco it is also important to record all irregular transactions, such as school fees, gifts in or out, remittances, fees, payment of electricity bills, cost of a telephone call from a public telephone, etc. During your weekly visits try to refresh the memory of the respondent by reading the various sub-headings of the Record Book.

In the case of credit purchases, delivered during the week/month, the total amount should be recorded even though no payment has been made.

6.5.2 On your weekly visits

As a reminder, remember that on your weekly visits you should probe for transactions that are easy to forget, e.g.:

- Meals and beverages taken out, take-away food, sweets, ice cream, beer, cool drink, etc.
- Cigarettes and tobacco
- Gasoline
- Telephone calls
- Cellphone tangos
- Fares on taxi or buses
- Barber, hairdresser, beautician,
- Newspapers
- Contributions and gifts for weddings, funerals, religious activities, alms, donations, etc.
- Collected firewood, berries or vegetables
- Over the counter medicines, such as aspirin

6.5.3 When collecting the Daily Record Book From the Respondent

Before leaving the household with the Daily Record Book you should check all entries in all pages to ensure that:

- no blanks are in any space where there should be an entry and no entry where there should be a blank. For example, there should be no entry in the column to the extreme left or in column 6 except in case of clothes and shoes. Also no source should be entered in column 3 for non-food and non-beverage items.
- the handwriting is legible (readable). In cases where it is not, ask the respondent to read it out for you, erase the illegible entry and write it out clearly and neatly.
- measurement units are indicated for all measurable items. If weight is not given for liquid items ask the respondent to confirm whether the item is correct and if so give a capacity measurement. Some items, such as rent, salary, electricity bill, telephone bill, etc., require no measurement units.
- entries are specific and no items are recorded as nuts or vegetables or flour, etc. Flour should, for example be recorded as maize, wheat or mahangu. If wheat, it should be recorded as white, brown or whole meal.
- expenditures are recorded in column 7 and incomes in column 8. Salary should be recorded in column 8.

Always remember to check and confirm an entry with the respondent before making any changes. Failure to do so would introduce errors.

6.6 Specific instructions on each column

The column to the extreme left is for the COICOP code to be entered by coders. Ask the respondent to leave this column blank.

6.6.1 Column 1 Description of item

Ask the respondent to record in specific terms the description of the item purchased, received or given out. General entries, such as vegetable or meat or sugar or fruit will be difficult to process. Record tomatoes, carrots, spinach, brown sugar, icing sugar, goat meat, beef, mutton, oranges, guava, etc. The respondent must be made to understand that we need very clear and specific description of the commodity. Note: If an item was bought for a household business, this should also be recorded here.

6.6.2 Column 2 Type of transaction

Instruct the respondent to record either cash = C transaction or in kind = K.

6.6.3 Column 3 Source of food and beverage items

It is important to find out the source of items on food and beverages. From where was the item got or bought? Was the item purchased, produced (home grown) by the household or received as a gift? Instruct the head of household to record appropriate code from the codes at the bottom of the page for all food and beverage items.

6.6.4 Column 4 Unit

This refers to the unit of measurement. Common units are

millitres = **ml**, litres = **l**,
 grams = **g**, kilograms = **kg**,
 metres = **m**, dozen = **Doz**,
 number = **No**.

Instruct her/him that purchase of 250 grams of margarine should be recorded as unit = **g** and quantity = **250**.

④ Unit	⑤ Quantity	
g	250	There is no unit called 250!

In case of soap, e.g. lux, record the unit as g and quantity as 100, 150 or 200.

There are other common units, such as loaf, brotchen, in the case of bread.

Ask the head of household not to record units as cans or bottles. In such cases record the unit of measurement as 'ml' and the quantity as the amount written on the can or bottle.

UNITS OF MEASUREMENT, see Code list 6

6.6.5 Column 5 Quantity

Record how many of the units recorded in Column 4 were bought, sold, received as a gift or from own produce. In the case of bartering ask the household what was the quantity and the value of her/his commodity that was used in exchange.

6.6.6 Column 6 For whom

Note that 'for whom bought or gift received' refers to the sex and age group of the household member or the receiver of the gift given. This column should be filled **only** against purchase or gift received or gift given away or repair of **clothing and/or shoes**. Record either

Man = **1**
 Woman = **2**
 Boy (3 – 13 years) = **3**
 Girl (3 – 13 years) = **4**
 Infant (less than 3 years) = **5**

Note

Impress upon the householder to ensure the clothing and footwear are categorized as shown in the codes at the bottom of the page. To know for whom a clothing item was bought is necessary for the calculation of the Consumer Price Index.

6.6.7 Column 7 Expenditure

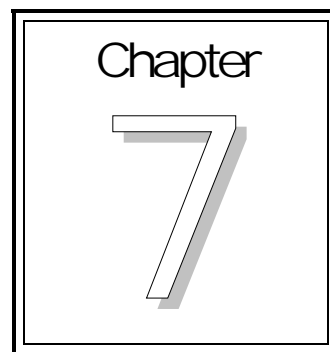
Record the cost to purchase the items as listed on Column 1. Do not leave any blanks! For consumption of own chicken, goat, sheep, fresh fish, pig, cattle, milk, home grown foods, such as maize, mahangu, oshikundu, groundnuts, etc. ask the respondent how much she/he would have sold it for, or alternatively, check on the current market price from the local market and record appropriately.

6.6.8 Column 8 Income

Record the value of goods/gifts as listed on Column 1. **Do not leave any blanks!**

Note: **Use your general knowledge to check that the values given are consistent with local prices.**

DOMESTIC CONSUMPTION EXPENDITURE - Items, see Code list 7



FINAL RESULT OF THE INTERVIEW

7.1 Introduction

Correct reporting of the final result of the interview of each sample household is very essential for many reasons. At the initial phase of the survey it gives an early warning whether changes in survey design, publicity, supervision, support, materials, etc., are necessary to make. Later on it can give information about different difficulties the interviewers may encounter, e.g. in which areas it is most common that people are not willing to participate, and resources can then be reallocated and support given. During processing and analysing the result codes provide the information needed for the estimation of the final statistics. Finally, correct result codes are necessary when planning future surveys.

The instructions below are to guide you in completing the section headed “Field Administrative Information” on the cover page of Form 1.

While the identification should be completed before starting the interview, this part will be completed after different phases of the interviewer’s cooperation with the respective household; after the interview and after completion of each week of the survey round. All result codes must be recorded before handing the questionnaires for the just completed survey round to the team supervisor.

7.2 Definition of the result codes

7.2.1 Completed (Code 1)

This category means full participation by the household, and includes information for all household members in all relevant parts of the questionnaire. In Form 2, the Daily Record Book, it means that the household diligently kept daily record of all household transactions for the particular week.

7.2.2 Partially completed (Code 2)

In Form 1, this result code applies when some parts of the questionnaire are completed, while others are not, despite your best efforts to get responses from the respondent.

In Form 2 the result code 2 should be given for partial completion week by week. For example, Week 1 and 2 could be coded 1, while weeks 3 and 4 could be 2, if for some reasons the household failed to record all transactions for the latter weeks.

7.2.3 Non-contact (Code 3)

Despite your best efforts and help from the Team Supervisor you were not able to contact any responsible adult in the selected household. The household could have moved away or gone on a long holiday. Remember that the survey allows no replacement (substitution).

7.2.4 Refusal (Code 4)

As opposed to Non-contact (Code 3) you have made contact, but the household refuses to be interviewed or participate in the survey. Make sure that all avenues, the supervisors, councilor, headman, etc. to get the household to be interviewed, are completely exhausted before recording 'refusal'.

7.2.5 Other (Code 5)

Non-response, other than the above mentioned, can be recorded here.

Note:

- A blank Form 1 must be returned in case of Final Result 3, 4 and 5. That is, you must return 10 questionnaires for the 10 households allocated to you.
- Many final results 2 to 5 may indicate poor performance.

7.3 Comments

In the space provided comments must be given for every case of final result 2 to 5. If the space is not adequate, continue on the back page.

7.4 Field Staff

Each member of the NHIES field staff will be given a Personal survey number. Record your name and survey number in the spaces provided. If you record the wrong personal survey number your work will be rejected during processing.

Do not append your signature until you are satisfied that you fully completed and checked your work. Appending of your signature before you are certain is lying and could lead to summary dismissal.

OVERVIEW OF THE FIELDWORK

Recording period (Survey round)

- Most important phase of the data collection for this survey, which forms the basis for fieldwork, is the recording of the daily household transactions by a household for a period of 4 weeks (week = 7 days).
- The 4-week period starting from a Monday is defined as the **recording period** and each selected household will be involved in record keeping over this period.
- Recording period is called the **survey round**.
- **Survey round** is a moving period over a complete one-year, which means the survey period of 1 year (52 weeks) consists 13 survey rounds.
- The **survey round** is referred to as **round** in short.
- The first round starts in 2003-09-01

Survey rounds

Round	Week 1		Week 2		Week 3		Week 4	
	Start	End	Start	End	Start	End	Start	End
01	03-09-01	03-09-07	03-09-08	03-09-14	03-09-15	03-09-21	03-09-22	03-09-28
02	03-09-29	03-10-05	03-10-06	03-10-12	03-10-13	03-10-19	03-10-20	03-10-26
03	03-10-27	03-11-02	03-11-03	03-11-09	03-11-10	03-11-16	03-11-17	03-11-23
04	03-11-24	03-11-30	03-12-01	03-12-07	03-12-08	03-12-14	03-12-15	03-12-21
05	03-12-22	03-12-28	03-12-29	04-01-04	04-01-05	04-01-11	04-01-12	04-01-18
06	04-01-19	04-01-25	04-01-26	04-02-01	04-02-02	04-02-08	04-02-09	04-02-15
07	04-02-16	04-02-22	04-02-23	04-02-29	04-03-01	04-02-07	04-03-08	04-03-14
08	04-03-15	04-03-21	04-03-22	04-03-28	04-03-29	04-04-04	04-04-05	04-04-11
09	04-04-12	04-04-18	04-04-19	04-04-25	04-04-26	04-05-02	04-05-03	04-05-09
10	04-05-10	04-05-16	04-05-17	04-05-23	04-05-24	04-05-30	04-05-31	04-06-06
11	04-06-07	04-06-13	04-06-14	04-06-20	04-06-21	04-06-27	04-06-28	04-07-04
12	04-07-05	04-07-11	04-07-12	04-07-18	04-07-19	04-07-25	04-07-26	04-08-01
13	04-08-02	04-08-08	04-08-09	04-08-15	04-08-16	04-08-22	04-08-23	04-08-29

Survey calendar

2003

May	Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	

June							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30						

Tr1
Tr1

Jul		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31			

Tr2
Tr2

August					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31

Tr3
Tr3

Septem:	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30					

W1 R1
W2
W3
W4
W1 R2

October			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31		

W1
W2
W3
W4
W1 R3

Novem:						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30

W1
W2
W3
W4
W1 R4

Decem:	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				

W2
W3
W4
W1 R5
W2

2004

January	Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	

W2
W3
W4
W1 R6
W2

February							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29

W2
W3
W4
W1 R7
W2

March	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				

W3
W4
W1 R8
W2
W3

April				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30		

W3
W4
W1 R9
W2
W3

May						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31						

W3
W4
W1 R10
W2
W3
W4

June		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30				

W4
W1 R11
W2
W3
W4

July				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	

W4
W1 R12
W2
W3
W4

August							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29

W4
W1 R13
W2
W3
W4

Tr1 – Training 1
Tr2 – Training 2
Tr3 – Training 3
R1, R2, R3, ...
W1, W2, W3, W4

Trainers
Listing clerks, Team supervisors, Regional supervisors
Regional supervisors, Interviewers
Round 1, Round 2, Round 3, ...
Week1, Week2, Week3, Week 4

Record Books

- The household does the recording in a record book. There are 4 record books, one for each week, named as Week 1, Week 2, etc.
- The record books have to be handed over to the selected household by the interviewer.
- Since the recording has to start on the Monday beginning of the week it has to be handed over to the households before this date.
- Then it has to be collected after the last day of the recording week.
- Similarly the record book for the week 2 has to be handed over before Monday of the second week.
- This procedure has to continue for the 4 weeks.
- The process would be repeated in the next set of selected households for the next round.

Sample

- Different PSUs are surveyed for each round
- 20 households are selected from a PSU for the interview.

Field staff

- Each team consists of 1 team supervisor and 2 interviewers supported by 1 listing clerk for household listing of PSUs.
- The listing clerks will also edit and code the completed questionnaires.
- A Regional supervisor will be in charge of each region.
- Further supervision will be carried out by another set of regional supervisors.

Field work

- Each team will work in one PSU for a survey round.
- The team supervisor will do the household listing with the listing clerk.
- The PSU for one round will have to be listed in the first two weeks of the previous round
- The Regional Supervisor will select the 20 sample households for the interview from the PSU listing form.
- Each interviewer will interview 10 households in a round.
- The final editing and coding of the completed questionnaires will be done during the last two weeks of a round.

Listing and Editing/Coding phase in a Survey round Round 2 is considered here as an example

Round 1 (R1)							Round 2 (R2)																												Round 3 (R3)																				
Week 4							Week 1							Week 2							Week 3							Week 4							Week 1																				
1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7														
							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28																					
							Round 3 Listing														Checking and sample selection							Sample for R3 is ready for interview																											
														Two Visits to each PSU for checking the validity of the entries in Form 1 & 2																																									
														Completed questionnaires of Round 1 at the Regional Office							Editing and coding of the completed questionnaires of R 1																												Regional supervisor's final check.						
																					Regional supervisors check on editing and coding runs parallel																												Ready to be dispatched to head office by the end of week 2.						

- Each Round consists of 4 recording weeks, Week 1, Week 2, Week 3 and Week 4. Every week starts on a Monday and ends on a Sunday (7 days), so that each Survey Round consists of 28 days.
- Team supervisor will carry out the listing with the support of a listing clerk.
- In addition the listing clerks will carry out editing and coding under the supervision of Regional Supervisor.
- A PSU allocated for a particular Round, should be listed during the first 2 weeks of the previous Round.
- During the third week the Regional Supervisor will check the listing form and select the 20 sample households.
- Regional Supervisor will prepare the 2 copies of Form SH and hand it over to the Team Supervisor. S(he) will hand over the respective Form SH to the interviewers.
- Completed questionnaires of a Round should be in the Regional office by the end of week 1 of the next Round.
- Listing clerks should check the validity of the entries in Form 1 & 2 for each PSU in week 2 and week 3. Regional supervisor will arrange this check.
- Week 2 to Week 4 is the time allocated for editing and coding of these questionnaires.
- Listing clerks should start editing and coding process as soon as the questionnaires are in the office, but only when they are not listing or doing any other work.
- Each listing clerk will edit/code the questionnaires of 1 PSU (20 questionnaires) during this period.
- After final scrutiny and verification by the regional supervisor the questionnaires will be ready to be dispatched to the head office for further processing.

In Round 1 editing and coding will not take place. The process as in Round 2 will continue until the end. In Round 13 listing will not take place. Editing and coding of Round 13 questionnaires will be carried out within the two weeks period after the completion of Round 13.

Interviewing phase in a Survey Round

[illegible]

The following visits are considered as the *Compulsory visits*, which the interviewers will have to make without fail so that activities mentioned below could be completed as scheduled.

- | | |
|-----------------|--|
| Visit 1 | Identify the household and introduce the survey.
Complete the relevant sections of Form 1.
Explain and hand over the daily record book for week 1.
Hand over food portion scales and measuring jugs.
Schedule the future household visits. |
| Visit 2/ | Check the presence status of the household members recorded during the previous week. |
| Visit 3/ | List new members present who were not recorded in previous visits. |
| Visit 4 | Continue the completion of Form 1.
Collect the completed daily record book for the previous week.
Checking and monitoring of the filling of the record book.
Helping the particular households in daily recording.
Inform the household about future visits. |
| Visit 5 | Check the presence status of the household members recorded during the previous week.
List new members present who were not recorded in previous visits 1.
Collect the completed daily record book for the previous week.
Check the filling of the record book.
Closing of the interview with the household. |

These visits could be arranged in collaboration with the household and will play a vital role with regard to the completion of the daily record book per each week.

- Visits A** Checking and monitoring of the filling of the daily record book.
 Helping the households without any literate respondents to record the daily transactions
(This situation will lead to daily visits to such households).
- Visits B** Checking and monitoring of the filling of the record book
 Helping the households without any literate respondents to record the daily transactions
(This situation will lead to daily visits to such households).
 Explain and hand over the daily record book for the next week.

The dates for measuring the heights and the weights of the respondents has to be arranged with the households in advance to fit into one of the scheduled visits probably in week 2 or week 3.

Note

Certain difficulties will arise during the fieldwork due to the nature of the data collection procedures. Few of such difficulties are listed below.

1. Visits B in week 4 of any round will overlap with the Visit 1 of the next Round. The PSUs covered in the two Rounds are different and hence will be at different places within the region. That means the interviewing teams will have to move to the new PSU during this time.

Because of this reason the following problems will be encountered specially in rural areas.

- (1) The interviewers may not be able carry out the visits B in week 4 as scheduled.
- (2) The food portion scales have to be collected from the households during visits A of week 4 for any Round to be distributed to the sample households of the new PSU of the next Round. Hence the households cannot carry out these measurements completely during week 4.

Similarly Visit 5 for the PSU of any Round will overlap with the first Visits A of the next Round PSU. In this situation you need to complete the Visit 1 of the new PSU as scheduled and return back to the previous PSU to complete the Visit 5. This must be concluded as quickly as possible so that you can proceed back to the new PSU to continue with the other visits.

2. During the listing operation the Team Supervisor will move from the PSU where the interviewing is done to the next PSU. During this period the interviewers are without a vehicle and visits to the households may be difficult especially in the rural areas. If the listing is carried out at different times during the two-week period then the Regional Supervisor could help each of the teams with his vehicle.

Field workplan for the first 6 rounds of the survey for 1 team

Main activites				Round 01				Round 02				Round 03				Round 04				Round o5				Round 06			
			03.07.28	03.09.01	03.08.18	03.08.25	03.09.01	03.09.08	0309.15	03.09.22	03.09.29	03.10.16	03.10.13	03.10.20	03.10.27	03.11.03	03.11.10	03.11.17	03.11.24	03.12.01	03.12.08	03.12.15	03.12.22	03.12.29	04.01.05	04.01.12	04.01.19
	W1	W2	W3	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4
Listing & selection	R1																										
Interviewing				R1																							
Listing & selection				R2																							
Interviewing								R2																			
Editing & coding				R1																							
Listing & selection								R3																			
Interviewing												R3															
Editing & coding							R1 & R2																				
Listing & selection												R4															
Interviewing															R4												
Editing & coding											R2 & R3																
Listing & selection															R5												
Interviewing																			R5								
Editing & coding														R3 & R4													
Listing & selection																			R6								
Interviewing																							R6				
Editing & coding																			R4 & R5								

R1, R2,... = Round 1, Round 2,.....

W 1, Week 2,..... = Week 1, Week 2,.....

NAMIBIA HOUSEHOLD INCOME AND EXPENDITURE SURVEY 2003/04

Form SH – Sample households for the selected PSU for one interviewer (To be handed back with the completed questionnaires)

Regional Supervisor should prepare this form in duplicate for the two interviewers after selection of the sample households. One copy is for the Team Supervisor and the other copy is for filing.

Survey round Region Constituency

Rural/Urban PSU no Name of Interviewer

	Sample household number	Location/Address of the household	Name of head of household	No of household members	Comment
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Received

Team Supervisor

Name:.....Signature:.....Date:.....

Received with completed questionnaires

Regional Supervisor

Name:.....Signature:.....Date:..... (PTO)

Special observations

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Multiple households in selected unit

	Sample household number of the first selected household	Location/Address of the household	Household number	Name of head of household	Number of household members	Tick selected household