Tuvalu

Household Income and Expenditure Survey 2010

FIELD WORK INSTRUCTION MANUAL

Central Statistics Division
Ministry of Finance, Economic Planning and Industries
Funafuti, Tuvalu
Telephone: (688) 20107 / 20408

Part 1: GENERAL INFORMATION ABOUT THE SURVEY

1.1 Introduction

This manual has been prepared for supervisors, interviewers and other staff working on the Household Income and Expenditure Survey (HIES). The manual has been prepared to complement formal training sessions for supervisors and interviewers. It describes the aims of the survey, how it is to be conducted and the tasks interviewers and supervisors will need to complete. Supervisors and interviewers should become familiar with the contents of all parts of this manual.

1.2 Background

Household income and expenditure survey are conducted in most countries in the world .The surveys provide the basic statistical instrument used to collect information on the living conditions and expenditure patterns of families and households.

Information from such a survey can be used by a large variety of users for a wide variety of purposes. A usual aim is to obtain detailed information on expenditure patterns in order to construct sets of weights for measuring the consumer price index (CPI). Comparison of the CPI over time is important as it measures changes in the cost of living.

Users of data from the survey will include government departments, aid and research organisations concerned with a wide range of economic and social-well being issues. Knowledge of pattern of expenditure on various goods and services such as foods, fuels, transport and housing and knowledge of household incomes can help in the effective allocation of scarce resources.

1.3 Objectives

The main objectives of the survey are:

- To obtain weights for the revision of the consumer price index for Funafuti and the extension of the CPI to cover the outer islands.
- To provide data for the study of income distribution, food consumption and expenditure patterns.
- To provide information on the income and economic activity of men and women to facilitate studies of gender issues.
- To provide data to estimate the household sector contribution to the national accounts.
- To undertake some poverty analysis

1.4 Overview of survey methods

The survey is to be conducted by obtaining information from a sample of households living on each of the 8 islands making up Tuvalu. Altogether over 600 households will be included in the survey representing about one third of households on Tuvalu. The sample has been designed to provide estimates of living conditions, income and expenditure for all households in Tuvalu

Each household in the sample will be asked to assist in the survey by providing information about their living arrangements, activities, sources of income, and pattern of spending. This information will be collected by interviewers progressively visiting each household and asking the questions set out in the Household and Individual Schedules.

Household members will also be asked to complete a diary of their expenditures and consumption of home produced foods over a two weeks period. A separate diary is to be completed for each week of the two week diary keeping period. To help ensure that these diaries are completed accurately the households will be visited every second day by the interviewers.

1.5 Workloads and workload teams

For Funafuti, each interviewer will be given a workload of 10-12 households, depending on the final number of interviewers which get used. They will be required to complete the enumeration for their workloads in a three week period. There will be six supervisors appointed for Funafuti, who will be responsible for supervising the work of around 4 interviewers each.

For Outer Islands, each interviewer will be given slightly higher workloads of around 15 households, as enumeration in the outer islands is expected to be easier and quicker. There will be only one supervisor on each outer island with the exception of Vaitupu, which will need two supervisors due to its large size.

The supervisors will be responsible for helping interviewers to organise their workloads. They will also assist with any problem that may arise throughout the conduct of the fieldwork. All survey schedules are to be checked by supervisors for completeness and accuracy before they are returned to the Government Statistician (or designate), who will perform the role of Survey Manager.

The manner in which workload teams are to organize their work is described in more detail in the section ‘Workload Organisation’.

1.6 The survey forms

The following briefly describes the main survey forms to be used by the field staff.

<u>Household Schedule</u>
This questionnaire, to be completed by interviewers, is used to collect information about the household composition, living conditions and is also the main form for collecting expenditure on goods and services purchased infrequently.

<u>Individual Schedule</u>
There will be two individual schedules:

1) For persons aged 15 and above: This questionnaire, to be completed by interviewers, for each person aged 15 years of age and over. The schedule is used to collect information about the individual’s health and education status, labour force status and is also the main form for collecting their income from different sources.
2) For persons aged 14 and below: This questionnaire, to be completed by interviewers, for each person aged 14 years of age and less. The schedule is used to collect information about the individual’s health and education status.

<u>Household Diary</u>
Two diaries (each covering one week) are to be completed. The diaries are used to record all household expenditure and consumption over the two week diary keeping period. The diaries are to be filled in by the household members, with the assistance from interviewers when necessary.

NB: Interviewer's will be provided with sufficient questionnaires and diaries to complete their workloads. The forms should be kept dry and clean and stored in a place where other people cannot see the information recorded on them.

1.7 Confidentiality

The information collected in the survey is, by law, to be kept confidential. Any staff member who talks to a non- staff member about the information collected in this survey or otherwise breaks confidentiality is liable to the severe penalties specified in the Statistics Ordinance.

Before commencing duties, every person working on the household income and expenditure survey, will have to undertake the following oath.

" I …………….. do swear (or solemnly affirm) that I will faithfully and honestly fulfill my duties as. ………………… in conformity with the requirement of the statistics ordinance, and that I shall not, without due authority, reveal any information acquired by virtue of my said duties in my relation to the above survey, nor, until such information is made public, directly or indirectly use it for personal gain."

Relevant Sections of the Statistics Ordinance worth noting are:

13 Offences

(1) Any person, being employed in the execution of any duty under this Ordinance, who –
   (a) By virtue of such employment or duty becomes possessed of any information which might influence or affect the market value of any share, interest or other security, product or article, and who, before such information is made public, directly or indirectly uses it for personal gain; or
   (b) Without lawful authority publishes or communicates to any person otherwise than in the ordinary course of his employment any information acquired by him in the course of such employment; or
   (c) Knowingly compiles for issue any false statistics or information,

   Shall be guilty of an offence and shall be liable to imprisonment for 2 years and to a fine of $800

(2) Any person, being in possession of any information which to his knowledge has been disclosed in contravention of this Ordinance, who publishes or communicates such information to any person shall be guilty of an offence and shall be liable to imprisonment for 2 years and to a fine of $800

(3) Any person who-
   (a) Hinders or obstructs an authorized officer in the lawful performance of any duties or in the lawful performance of any duties or in the lawful exercise of any powers imposed or conferred upon him under this Ordinance; or
   (b) Refuses or neglects –
      (i) To complete and supply, within such time as may be specified in that behalf, the particulars required in any return, form or other document left with or sent to him; or
      (ii) To answer any question or inquiries put to or made of him

      under this Ordinance; or
   (c) Knowingly or recklessly makes in any return, form or other document completed by him under this Ordinance, or in any answer to any question or inquiry put to or made of him under this Ordinance, any statement which is untrue in any material particular; or
   (d) Without lawful authority or excuse, destroys, defaces or mutilates any return, form or other document containing particulars collected under this Ordinance; or

(e) Refuses without reasonable cause to grant access to records and documents in accordance with the provisions of section 9,

Shall be guilty of an offence and shall be liable to imprisonment for 1 year and to a fine of $400

1.8 Summary of tasks and duties

Your general task in this survey will be to courteously and accurately collect the information required on the survey forms for each (and every) household assigned to you.

Interviewer's Tasks

1. Locate selected households
2. Introduce yourself and obtain the households cooperation
3. Complete the Household Schedule and Individual Schedules for each person
4. Explain the household diary to the household
5. Check on the progress of the diary by households and ensure that all diaries are collected
6. Maintain a record of work progress on the Interviewer Field Book
7. Progressively return completed survey forms and diaries to supervisors

Supervisor's Tasks

1. Ensure that interviewers understand which household they must interview
2. Ensure that their interviewers collect information from all the households selected in their area
3. Check completed questionnaires, evaluate the progress of work, and deal with any problems that may arise
4. Ensure that completed questionnaires are returned to the Central Statistics Office after being fully satisfied that
   - i) all the entries on the questionnaires are properly completed
   - ii) all the households in the sample and members of the households have been covered
   - iii) any problems on the interview schedules or diaries have been resolved

Part 2: FIELDWORK PROCEDURES

2.1 Workload Organisation

The workloads for each interviewer will last for about 3 weeks.

Funafuti

In Funafuti the workload is scheduled to start on Monday 1st of March, and be completed by Saturday 20th of March. The timetable for the 3 weeks can be seen below:

<table>
<tr><th>Day</th><th>Date</th><th colspan="2">1st Half of sample</th><th colspan="2">2nd Half of sample</th></tr>
<tr><td>Mon</td><td>1 Mar</td><td colspan="4" rowspan="2">Finalise Field Plan and Locate Selected Households</td></tr>
<tr><td>Tue</td><td>2 Mar</td></tr>
<tr><td>Wed</td><td>3 Mar</td><td rowspan="2"></td><td>1st Contact</td><td rowspan="3"></td><td></td></tr>
<tr><td>Thu</td><td>4 Mar</td><td></td><td>1st Contact</td></tr>
<tr><td>Fri</td><td>5 Mar</td><td rowspan="7">DIARY 1</td><td>Diary Visit 1</td><td></td></tr>
<tr><td>Sat</td><td>6 Mar</td><td rowspan="2"></td><td rowspan="7">DIARY 1</td><td>Diary Visit 1</td></tr>
<tr><td>Sun</td><td>7 Mar</td><td rowspan="2"></td></tr>
<tr><td>Mon</td><td>8 Mar</td><td>Diary Visit 2</td></tr>
<tr><td>Tue</td><td>9 Mar</td><td></td><td>Diary Visit 2</td></tr>
<tr><td>Wed</td><td>10 Mar</td><td>Diary Visit 3*</td><td></td></tr>
<tr><td>Thu</td><td>11 Mar</td><td></td><td>Diary Visit 3*</td></tr>
<tr><td>Fri</td><td>12 Mar</td><td rowspan="7">DIARY 2</td><td>Diary Visit 4**</td><td></td></tr>
<tr><td>Sat</td><td>13 Mar</td><td rowspan="2"></td><td rowspan="7">DIARY 2</td><td>Diary Visit 4**</td></tr>
<tr><td>Sun</td><td>14 Mar</td><td rowspan="2"></td></tr>
<tr><td>Mon</td><td>15 Mar</td><td>Diary Visit 5</td></tr>
<tr><td>Tue</td><td>16 Mar</td><td></td><td>Diary Visit 5</td></tr>
<tr><td>Wed</td><td>17 Mar</td><td>Diary Visit 6</td><td></td></tr>
<tr><td>Thu</td><td>18 Mar</td><td></td><td>Diary Visit 6</td></tr>
<tr><td>Fri</td><td>19 Mar</td><td rowspan="3"></td><td>Last Check</td><td></td></tr>
<tr><td>Sat</td><td>20 Mar</td><td rowspan="2"></td><td rowspan="2"></td><td>Last Check</td></tr>
<tr><td>Sun</td><td>21 Mar</td><td></td></tr>
</table>

* Deliver the second Diary to the household

** Collect the first Diary from the household

The approximate timetable and activities for the 3 weeks can be described as follows:

Monday 1 March – Tuesday 2 March

The first two days of field work will involve interviewers and supervisors finalizing their strategy for field procedures and making sure the interviewers are aware of which dwellings they need to visit. If time permits, which it should, the initial visit to households can be made on one of these days. The activities of the initial visit are described below.

Wednesday 3 March – Thursday 4 March

During the 3rd and 4th days of field work, interviewers need to make contact with all households in their workload. It is desirable to cover as many dwellings as possible in the first of these two days, with the remaining dwellings covered on the second day.

Activities which need to take place during these first visits include:

- Introduce yourself and the survey to the household
- Pass over the Primary Approach Letter to the Household Head
- Encourage the household to participate in the survey
- Determine how many households are in the dwelling
- Determine if the household is in scope of the survey
- Fill in Q1 of the Household Schedule on the Household Composition
- Drop of the 1st Diary

Once all households have been visited, interviewers are required to sit down with their supervisors and work out how many individual questionnaires they need for each of the households in their workload

At this stage the workload can be divided into two groups to accommodate visits during the 2 week Diary keeping period. For example, if the interviewer has 12 households to enumerate, then split the workload into two groups of 6.

Friday 5th March – Friday 19th March

This period is for collecting all remaining information in the Household Schedule, as well as the information in the Individual Schedules. There is no set time for when this information should be collected, but it is strongly recommended that as much as possible be collected in the first week so interviewers don't fall behind with their workloads.

The diaries should also be filled in during this period according to the following timeline:

1st half of workload:	Diary 1: Friday 5 March – Thursday 11 March
	Diary 2: Friday 12 March – Thursday 18 March
2nd half of workload:	Diary 1: Saturday 6 March – Friday 12 March
	Diary 2: Saturday 13 March – Friday 19 March

In order to determine which half of the workload a household belongs to, mark this on the household list provided to you in the Field Book for Interviewers.

Each "workload half" should then be visited every second day, to check on how the progress of the diary is going, and assist with any problems the household may be having with filling in the diary.

The times for making these visits can be found above in the timetable. Make sure that before the first diary period is up, a second diary had been delivered to each household ready for the second week of the diary keeping period.

Friday 19th March – Saturday 20th March

The last two days of the field work involve collecting all the 2nd week diaries from each selected household, and making sure all schedules are accounted for. This process firstly involves the interviewer themselves checking all their materials, and then secondly, the supervisor checking all the forms as well to confirm all information is accounted for.

Outer Islands

For the Outer Islands the schedule will be the same for the 3 week period. The main difference is that it is not known when the fieldwork will start so a timetable is provided below which just states day 1, day 2, etc, instead of giving dates.

<table>
<tr><th>Day</th><th colspan="2">1st Half of sample</th><th colspan="2">2nd Half of sample</th></tr>
<tr><td>Day 1</td><td colspan="4" rowspan="2">Finalise Field Plan and Locate Selected Households</td></tr>
<tr><td>Day 2</td></tr>
<tr><td>Day 3</td><td rowspan="2"></td><td>1st Contact</td><td rowspan="3"></td><td></td></tr>
<tr><td>Day 4</td><td></td><td>1st Contact</td></tr>
<tr><td>Day 5</td><td rowspan="7">DIARY 1</td><td>Diary Visit 1</td><td></td></tr>
<tr><td>Day 6</td><td rowspan="2"></td><td rowspan="7">DIARY 1</td><td>Diary Visit 1</td></tr>
<tr><td>Day 7</td><td rowspan="2"></td></tr>
<tr><td>Day 8</td><td>Diary Visit 2</td></tr>
<tr><td>Day 9</td><td></td><td>Diary Visit 2</td></tr>
<tr><td>Day 10</td><td>Diary Visit 3*</td><td></td></tr>
<tr><td>Day 11</td><td></td><td>Diary Visit 3*</td></tr>
<tr><td>Day 12</td><td rowspan="7">DIARY 2</td><td>Diary Visit 4**</td><td></td></tr>
<tr><td>Day 13</td><td rowspan="2"></td><td rowspan="7">DIARY 2</td><td>Diary Visit 4**</td></tr>
<tr><td>Day 14</td><td rowspan="2"></td></tr>
<tr><td>Day 15</td><td>Diary Visit 5</td></tr>
<tr><td>Day 16</td><td></td><td>Diary Visit 5</td></tr>
<tr><td>Day 17</td><td>Diary Visit 6</td><td></td></tr>
<tr><td>Day 18</td><td></td><td>Diary Visit 6</td></tr>
<tr><td>Day 19</td><td rowspan="3"></td><td>Last Check</td><td></td></tr>
<tr><td>Day 20</td><td rowspan="2"></td><td rowspan="2"></td><td>Last Check</td></tr>
<tr><td>Day 21</td><td></td></tr>
</table>

* Deliver the second Diary to the household
** Collect the first Diary from the household

Important message: During the entire 3 week period of fieldwork activities, interviewers are required to report to their supervisors at least every second day to advise on the progress of their activities. It is during this time that interviewers should advise of any problems that they have encountered, so that quick action can be taken to rectify the problem.

The corresponding description for the Outer Islands would then be:

Days 1 and 2

The first two days of field work will involve interviewers and supervisors finalizing their strategy for field procedures and making sure the interviewers are aware of which dwellings they need to visit. If time permits, which it should, the initial visit to households can be made on one of these days. The activities of the initial visit are described below.

Days 3 and 4

During the 3^{rd} and 4^{th} days of field work, interviewers need to make contact with all households in their workload. It is desirable to cover as many dwellings as possible in the first of these two days, with the remaining dwellings covered on the second day.

Activities which need to take place during these first visits include:

- Introduce yourself and the survey to the household
- Pass over the Primary Approach Letter to the Household Head
- Encourage the household to participate in the survey
- Determine how many households are in the dwelling
- Determine if the household is in scope of the survey
- Fill in Q1 of the Household Schedule on the Household Composition
- Drop of the 1^{st} Diary

Once all households have been visited, interviewers are required to sit down with their supervisors and work out how many individual questionnaires they need for each of the households in their workload

At this stage the workload can be divided into two groups to accommodate visits during the 2 week Diary keeping period. For example, if the interviewer has 12 households to enumerate, then split the workload into two groups of 6.

Day 5 - 19

This period is for collecting all remaining information in the Household Schedule, as well as the information in the Individual Schedules. There is no set time for when this information should be collected, but it is strongly recommended that as much as possible be collected in the first week so interviewers don't fall behind with their workloads.

The diaries should also be filled in during this period according to the following timeline:

1^{st} half of workload:	Diary 1: Day 5 – Day 11 Diary 2: Day 12 – Day 18
2^{nd} half of workload:	Diary 1: Day 6 – Day 12 Diary 2: Day 13 – Day 19

In order to determine which half of the workload a household belongs to, mark this on the household list provided to you in the Field Book for Interviewers.

Each "workload half" should then be visited every second day, to check on how the progress of the diary is going, and assist with any problems the household may be having with filling in the diary.

The times for making these visits can be found above in the timetable. Make sure that before the first diary period is up, a second diary had been delivered to each household ready for the second week of the diary keeping period.

Days 19 and 20

The last two days of the field work involve collecting all the 2nd week diaries from each selected household, and making sure all schedules are accounted for. This process firstly involves the interviewer themselves checking all their materials, and then secondly, the supervisor checking all the forms as well to confirm all information is accounted for.

2.2 Locating dwellings

Interviewers will be required to locate the dwellings based on information of the household head, and maps when required. To assist with this process, interviewers will be given households which are located near their own dwellings, so they will be most likely familiar with the area in which they will be working. If interviewers still have any difficulties in identifying the correct dwelling, seek the assistance of your supervisor. The dwelling numbers of the households to be interviewed in each interviewer's work area will be listed in the Field Book for Interviewers. It is important that correct households are interviewed, so interviewers should have a clear understanding of which dwellings have been selected in their workload.

2.3 Definition of a Dwelling and Household

In most cases all the people living in a given dwelling will make up the household for whom you will need to collect information. However, in some cases two or more households might occupy the same dwelling. This can occur where persons or families in the dwelling live in separate rooms and do not share day to day living costs.

At the beginning of each interview you will need to find out if there is more than one household at the dwelling. The simple test used to establish whether or not any persons/ families living in the dwelling have separate eating arrangements. That is, "Do you usually share food from the same kitchen paid from the same budget"?

If individuals or families in the same dwelling do not usually share their eating arrangements (even if they are related to the other household members) they should be identified as a separate household. Each household identified should be treated separately, and a separate set of schedules completed for each.

2.4 Relations with the public

You will be asking the members of the household to provide you with a lot of personal information. They are not familiar with the questionnaires or the procedures of this survey and for this reason some people might be worried or even angry about what you are doing. It is your job to adopt a friendly and helpful approach on all occasion so as to reduce tension to a minimum.

A number of radio announcements will be made about the survey so households should already know that they will have a chance of being selected and what the survey aims to do. Before you commence with the interview you should introduce yourself and explain what you are doing. Take some time to exchange greetings before you start and don't rush through the interview questions. Answer as best as you can any questions you may be asked. Do not talk about other people you have surveyed.

When introducing your self you should say:

1. Hello. My name is …………………. and I am working with the Statistics Office. We are conducting a national survey that asks men and women about their various expenses incurred and income earned. We would very much appreciate your participation in this survey as the information provided will help the government make better plans for the well-being of all Tuvalu citizens.

   At this time, do you want to ask me a question? May I begin the interview now?

2. You should then give them the letter of introduction – the Primary Approach Letter (PAL)

Explain that the survey involves answering questions about the household and especially about money they receive and what they spent it on. Explain that you would like to have all persons aged 15 years and over present for the interview as you will need to ask them these questions.

If all the adult members are not present when you first visit, arrange another time (later in the day or on the next day) for you to conduct the interview. When you have all the adult household members present explain the survey and need to collect information for the household as a whole and for each person. Conduct the interviews then describe how the diary is to be completed. Explain that you are required to visit the household every second day to assist with any problems which may have arisen with the diary.

If you think an answer to an interview question is incorrect, do not write it down at once but also do not say it is wrong. The best way to deal with such a case is to discuss it further until it becomes obvious whether the original statement was wrong.

Remember, when leaving the household, thank the head and other members for their co-operation and assistance.

2.5 Answers to questions from households

Answer any questions about the survey using the suggestions given below.

Q Why should I give this information to the Government?

A The Government needs to understand how the people live so that they can make good decision on how to improve the life of all Tuvaluans. They need to understand the economy to plan for the future and to get aid for particular areas in need.

Q Will this information be used against me?

A No, it will not. It is illegal to give individual information about any household to any other person or departments. The information will be all added together so that it provides a picture of the situation for groups of households

Q Why was my household chosen?

A Your household was selected at random. All households in this Island had the same chance of being selected and by chance (luck!) your house was chosen.

Q Why not go to another house?

A It is important that I stick to the households which have been selected for this area because the selection has been made randomly. If I, and the other interviewers go to household we choose then household like yours may not be included and the results from the survey will no longer be valid. The survey has been designed so that all household types have a chance of being represented.

2.6 Non contacts and refusals

There are various reasons that may prevent you from doing the survey at a particular household when you first arrive. The people may not be home, people may refuse to co-operate, it may be a bad time to conduct a survey due to a death in the family or the dwelling may simply be unoccupied. It is important that you take all reasonable steps to complete the interview.

For example, if you do not find anyone at home ask a neighbour when the best time to visit may be. Take note of the date and time of your first (and following) visits as it will provide a record of the steps you took to interview the household and help you to decide the best time to try again. Try different times on different days. If after a couple of days you still have not been able to contact the household, inform your supervisor.

If any household / person refuse to participate in the survey, attempt to convince them by referring to the usefulness of the survey and that all the information will be confidential. If they still do not want to co-operate do not argue with them - tell your supervisor about the circumstances. Your supervisor may be able to assist with the problem and secure their co-operation. Remember to be courteous at all times.

2.7 Returning complete forms

After each household has been enumerated, interviewers should check through the forms to see if they have been fully completed. The completed forms should then be handed to the supervisor who will also check them. In some cases the supervisor may require you to go back to the household to obtain missing or confusing information. After any necessary call- backs have been made, give the completed forms to your supervisor who will keep them until the entire workload has been completed. Your supervisor will then make arrangement for the forms to be returned to the Central Statistics Office for computer processing.

Part 3: FIELD EDITS AND RETURNING COMPLETED MATERIALS

3.1 Interviewers

Field edits

After completing interviews at each household you must carry out a field edit of the forms to ensure that they have been completed satisfactorily. You can do this task on the morning following the interview. In particular, please check the following items:

a) that the identifying information on the front of the forms has been completed

b) that all questions on the Household and Individual Schedules have been answered and that the answers make sense

c) that any problems with answers are explained in the comment and query spaces provided on the back of each schedule.

Issuing and collecting the diaries

You have immediate responsibility for ensuring that diaries are issued to, and collected from, the households in the survey.

Before giving the household a diary make sure that the necessary identifying information is written on the front page. You should also write the dates on which households are to start filling in the diaries on the front of the diary.

Do not give the household the diary for week 2 on the day when you issue them with the diary for week 1. Deliver that to them the following week. However you should ensure that all diaries for the household have the same identifying information written on the front cover.

Return all field equipment

After you have completed the interviews for all households you should return all used and unused survey forms to your supervisor.

3.2 Supervisors

Checking completed work

An important part of your job will be to ensure that all survey forms have been satisfactorily completed before you return them to the Central Statistics Office. It is best if you check the forms progressively as the work is completed. This will let you know how the interviewers are going. It will also be better to send interviewers back to households, for any missing information or clarification, close to the day of the interview rather that a week or so later.

Each of the survey forms have spaces on them, usually on the back page, to indicate that you have checked the work. This should be signed when you have finished the checking and taken all necessary steps to ensure that the forms have been properly completed. In particular, please check the following items:

Household and Individual Schedules

Check to see if the correct identifying information has been completed on the front page of the forms.

Check to see if all relevant questions have been answered. If you see any questions have been left unanswered or the answer is not clear write down your concern in the comment and query space on the back of the schedules and then discuss it with the interviewer. You may need to send the interviewer back to the household to collect any missing information.

Also check any comments or queries raised by the interviewer on the back of the schedules and see if you can help resolve any queries raised.

Diaries

Check to see that all diaries have been completed and that the diary entries make sense. Again if you can help resolve any queries have them resolved by the interviewer concerned, sending them back to the household if necessary.

Returning Complete Materials

After the survey has been completed you will need to organize for all the survey forms to be returned to Central Statistics Office in Funafuti. Please ensure that all schedules for each household have been placed together in their correct envelope.

All the schedules for a given interviewer’s workload should then be packaged together in dwelling number order.

Supervisors on the outer Islands, will need to arrange for the transportation of the forms. The security of the forms are important as the information contained on them is confidential. Please ensure that the envelopes containing the schedules are well sealed. It is also desirable that the workloads be sent back to the Statistics Office accompanied either by an interviewer (returning to Funafuti) or a Government Officer. If possible contact the Statistics Office and inform them of the date on which the materials are expected to arrive in Funafuti.

Part 4: COMPLETING THE SURVEY MATERIALS

4.1 Envelope Cover

All schedules and forms pertaining to a household should be kept in the household envelope. The household envelope has a front cover which is used to record the following:

- Household Identification information
- Response Status of the Household
- Final Check List for each schedule

<u>Household Identification information</u>
This information should be filled in immediately before any other information for that household is collected. The majority of this information can be located in the Field Book for Interviewers, whereas the Household Number and Household Head name will not to be checked with the household. It is vital this information matches the information in the Field Book for Interviewers.

<u>Response Status of the Household</u>
This information is recorded in the large middle section of the envelope cover. The information should be recorded immediately after field work has been completed. The first stage in the process is to determine if the household has either:

- <u>Fully responded to the survey</u>: The household completed all schedules and diaries required to be filled in
- <u>Partially responded to the survey</u>: The household completed some, but not all schedules and diaries required to be filled in
- <u>Non response</u>: The household did not respond to the survey at all

For households who fully respond, the process is simple – simply tick the box next to "Full response", and no more information for this part of the envelope cover is required.

For households who partially respond to the survey, tick the "Partial response" box, and then mark which forms were completed sufficiently. For the Household Schedule and Diaries, simply tick the box "Yes" if it was completed, and "No" if it wasn't. For the Individual Schedules, write down the number of Individual Schedules which were expected from this household (this can be obtained from Q1 in the Household Schedule), and then write down the number which were completed.

For households who didn't respond, tick the "Non response" box, and then mark tick the box which best describes why the household did not respond. The categories available, and their meaning, are as follows:

- <u>Out of scope</u>: This covers households which didn't meet the criteria provided in question 1 on the household schedule – that is, the household had not been living in Tuvalu for more than 12 months, and didn't intend to stay for more than 12 months.
- <u>Vacant</u>: The selected dwelling was not being lived in at time of interview
- <u>Refused</u>: The household when approached about participating in the survey refused
- <u>Non-Contact</u>: The dwelling was occupied at time of the interview, but despite numerous efforts, no contact could be made with the household
- <u>Other reason</u>: The household did not participate in the survey for other reasons such as a serious illness in the family, or a death, etc

Household Check List

This section of the envelope cover should be filled in as the forms are checked by the supervisor. Once each part has been checked by the supervisor, they should be ticked off in this section, and once all are done, the supervisor should enter a completion date and sign the bottom ride hand side of this box.

4.2 General Guidelines for Household and Individual Questionnaires

Overview of schedule design

Both the Household and Individual Schedules have been specially designed for recording the information needed in the survey. Each interview question has been written on the schedules and response boxes (often in the form of tick boxes) are given next to each question for writing the answers. The general rule, is to read out Tuvaluan translation of all the questions / statements presented in bold print on the form. Answers should then be recorded in the answer spaces given.

Along with many of the questions you will see text written in *italics*. These are instructions to help you get the right information. You need not read out the instructions during the interview but you should become familiar with them to ensure the questionnaires are completed accurately.

You will also see that many of the questions have short instructions telling where to go next depending on the answer that was given to the question. Such instructions are called sequence guides. You should follow all such sequence guides carefully. They have been given so that you do not ask the household any unnecessary questions. If there are no sequence guides next to an answer box simply go on to the next question.

Recording answers

As an interviewer it is essential that you complete all parts of the survey form as required. Do not leave any questions that you should ask unanswered – record a nil in the answer spaces provided. This will make clear that you have asked the question and not left it blank by mistake. If you leave questions blank your supervisor will ask you to go back to the household to get the missing information.

Write neatly and clearly on all the survey forms. The information you provide cannot be used if it cannot be read. You will notice that there are sometimes answer boxes with grey shading surrounding them on the right hand side of the questionnaires. These answer boxes are to be used in the office for coding the answers you give and putting the information into a computer. You should not write in these boxes.

Tick boxes
Many of the questions have answer boxes for you to tick. Always write the tick neatly inside the appropriate answer box. It is important that there be no confusion for those who have to process the survey results.

Other-specify
There are number of questions with an 'Other, specify ____' response category. Please record as much detail as possible in such questions. If you find a response does not fit the categories provided and there is no 'Other, specify ____' make a note next to the question and provide further details on the back of the survey form.

Estimates
If the respondent is unable to provide an exact figure you should accept the respondents estimate. If a respondent cannot, or will not, make an estimate, include details in the spaces provided on the back of the schedule.

Don't Know Responses
You must try to obtain an answer to all questions. If a respondent answers "Don't Know" and is unable to obtain the information from records, stress that an estimate is sufficient. If the respondent still does not know but could find out for you from somewhere else in the next few days, make a note on the back of the survey form, and arrange to go back to collect the information.

In all other cases (i.e. the respondent does not know and is unable to provide you with the information from elsewhere), record 'don't know' next to the question and details of all such cases on the back of the survey form.

Refusals on particular questions
If a respondent refuses to answer a particular question, write the details on the back of the schedule and inform your supervisor at the next opportunity.

Changing Answers
If a respondent gives an answer which contradicts the answer given to an earlier question you are to find out which answer is correct and change the first answer if necessary. If you need to change any answers make sure it is clear to the reader which answer is correct. Also you must take great care that you check whether any of the following questions are affected. This is to be done by following through any sequence guides associated with the questions concerned.

Types of expenditure questions

Various approaches are used to collect details of the amounts spent on different types of goods and services. For services for which payment are made on a regular basis (such as electricity bills) respondents are asked to provide details of the last payment they made and what period that payment covered. However, for irregular expenditures (such as the purchase of motorbikes, cars or holidays) respondents are asked if they have made a purchase in the specified reference period. This means that household members will be asked to remember if they made a purchase in the specified reference period and how much they spent on that item.

You will find that the length of the reference period differ for the different types of goods and services. Some questions ask about purchases made in the last three months while others ask about purchases made over the last year. The reference periods are typically longer for those items that are not likely to be bought very often.

Using longer reference periods for particular items helps make sure that at least some information is collected about expenditure on such items. Thus, for example, households are asked if they purchased a car in the last twelve months. If the question asked whether they purchased a car in the last month, very few households would say yes and the survey would not be able to say much about expenditure on cars. Reference periods for items that a larger number of households might purchase, such as household appliances, are typically shorter.

Interviewing techniques for expenditure questions

Detailed instructions on the completion of the respective questions will be provided during interviewer training. However it is important that you understand some of the problems with collecting information about expenditures and some of the techniques you should use to minimize these problems.

a) Record purchases made by all household members

If all household members are not present at the time of the interview some of the purchases made by those not present might be overlooked. Wherever possible try to arrange the interview so that all potential spenders, usually persons aged 15 years of age and over, are present for the interview.

b) Only include purchases made in the specified reference period.

It is important that you make sure that people only include those purchases made in the specified reference period. If, for example, the household purchased a car 14 months ago they are likely to tell you about it. However as the reference period for cars is only twelve months the expenditure should not be included. To help ensure that such expenditures are not included you should ask the household when they actually purchased the item.

c) Help householders to remember all purchases

A second problem is that people may not tell you about all their purchases within the specified references period. A major reason for this is that people will simply not remember all their expenditures. To overcome this problem you should provide as many prompts as possible and ask people to think carefully about their expenditures over the entire reference period. You should also try to involve all adult members of the household in remembering the purchases made.

To illustrate, Q05.2 asks whether any payments were made for school or tertiary education fees in the previous twelve months. The household head may not recall some of the fees that may have been paid in October of the previous year because the child involved has since left school. Alternatively, it may be his wife who usually makes such payments, so the household head might not know how much, if anything, was spent.

Some techniques to help the household remember their expenditures in such instances include:

1. asking the head, his wife and all other household members what fees had been paid.

2. breaking the reference period into shorter periods (especially if it is a year)

3. asking about expenditures made for each individual who had been studying at any time over the last year.

d) Add up all expenditures of the same type

A third problem is that household may have made several purchases of a particular good within the reference period. For example, if primary school fees were paid at the beginning of the school year for two children it is important that you add the total expenditure together. Similarly if three push-bikes were purchased at different times you should record the purchase price of all three bikes.

e) Get the best estimate of expenditure

Another problem is that people may not remember how much they spent on particular items. Wherever possible you should encourage household members to refer to any paper records (bills, receipts) they may have kept to get the exact price of the item. If this is not possible you should try to obtain an estimate, to the closest dollar, of the amount spent. Again if there appears to be some uncertainty, encourage all household members to think about, discuss, and confirm about the purchase price.

f) Record the cost of the item

Finally, some household may tell you they have purchased an item (e.g. a push-bike) but still have not fully paid for it. In such cases, and unless otherwise specified, you should record the purchase price, that is, the amount that the person was charged for the item, and not simply the amount of down payments that have been made.

g) Do not include expenditures which will be charged to a business

Some households purchase items (specified in the questionnaire) for their business rather than for the use of the household. Since the survey is concerned with household expenditure you should not include any such business related expenditures.

<u>General Instructions for the Individual Schedule</u>

The household's total income will be obtained (in the office) by adding together the income of each person. This information is important as it helps to describe the purchasing power of different types of households.

Some people may feel reluctant to give you information about their income. Stress that the information is confidential and that the information will be used to describe the economic circumstances of households in different parts of the country. It will not be possible to identify any income information for individuals or household from the final survey results. The questionnaires will only be seen by the staff of the Statistics Office who are working on the survey, all of whom have been signed to secrecy. No personal information will be made available to any other government department.

Recall questions on the Individual

As with the expenditure questions various approaches are used to collect information about income. For example, persons with a wage / salary job are asked to give details about their last pay, while those with a business will be asked to recall their income for a convenient reference period (such as income received in the last month).

The use of recall periods, as mentioned previously, creates problem for getting the correct information. People may: tell you about income received before the beginning of the reference period, or not remember exactly how much they earned in the period. As with the expenditure questions your job will be to help get the best estimate possible. This can be done by asking individuals to refer to any records (such as pay slips) stating their income or asking probing questions.

4.3 Household Schedule Instructions

The following section provides more detailed instructions for filling out the Household Schedule. Please utilise this manual if you have problems with any question relating to this schedule. If the manual is unable to provide the answers you need, consult your supervisor, who in turn can consult the survey management team in Funafuti if the problem can't be resolved in the field.

<u>**Front Cover**</u>

The front cover contains four sections to be completed by the following individuals:

- Interviewers
- Supervisors
- Data Entry personnel

It is the responsibility of the interviewer (with assistance of the supervisor) to fill in the first box containing the household identification. In this section the following information needs to be entered:

- Island: Write in the name of the island and enter the island code in the box provided (this will be given to you in your household listing
- Village: Write in the name of the village and enter the village code in the box provided (this will be given to you in your household listing
- Dwelling number: Write in the 3 digit code in the box provided – once again this will be given to you in your household listing
- Household number: If the dwelling contains more than one household then attach the number "1" to the first household, "2" to the second, and so forth
- Household Head Name: Provide the name of the household head

In the second box information about the number of people in the household needs to be recorded. This information can be achieved by filling in question 1 on pages 2 and 3 of this form. The number of people currently residing in the household can be found by counting the number of people listed in the section in this table in lines 01-20. The number who have moved out in the last 12 months can be found by counting the number of people listed in the section in this table in lines 51-55.

The third box records the name of the interviewer and supervisor responsible for enumerating this household. The code should also be entered for each which will be provided by the statistics office. For the interviewer, enter the date the schedule was filled in by the household, whereas for the supervisor, enter the date the schedule was checked.

Finally, the last box records where the schedule is, with respect to data entry. Once coding has been completed for the schedule, this box should be ticked, and the date the coding was completed entered below. The same applies for first entry of data, second entry of data, and finally confirmation that the data entry is all complete.

<u>Q01 – Household Composition</u>

Question 01 records basic demographic information for all members of the household. The information is divided into two groups:

- People currently residing in the household:
    - People who are usual residents and residing in the household at the time of interview
    - People who are usual residents but are currently away short term (eg, on a business trip)
    - People who aren't usual residents but are currently residing at the household at time of interview (eg, visitors)
- People who used to reside in the household, but have moved out in the last 12 months

Make sure every individual who falls under one of these two categories is entered into this table.

Firstly however, it is important to determine if the household is in scope of the survey. This can be achieved by firstly asking the household how long they have lived in Tuvalu. If they answer more than one year, then they are automatically in scope of the survey. If they report less than 1 year, then the household should be asked if they intend to live in Tuvalu for a total of 12 months or more. If they report yes, they are in scope of the survey. If they report no, then they are out of scope of the survey and no more questions are required.

For households in scope of the survey, the table for question 01 should now be filled in. This table contains basic demographic information for each relevant individual, which covers:

- <u>Person number</u>: This is already filled in for each person, and should match the person number recorded in the individual questionnaires.
- <u>Name</u>: This is simply the person's name – feel free to remind household members that this information will not be entered into the computer during data entry

- Relationship to household head: Enter the code listed below the table
- Sex: Once again enter the code listed below the table
- Age: Record the person's age in whole years – if they are a newborn and yet to have a birthday, enter 0
- Birth date: Record the person's birthdate
- Marital Status: Enter the code provided at the bottom of the table
- Ethnicity: Enter the code provided at the bottom of the table
- Residence status: For people currently residing in the household, enter one of the 3 codes which best fits their current status. For people who have moved out in the last 12 months, a code of 4 has already been entered.
- Number of months living in the household: Finally record the number of months in the last 12 months in which each individual resided in the household

Q02 – Dwelling Information

This section of the questionnaire collects basic dwelling information for the household. In the case of Q02 1, you may enter this information yourself based on observation, but all other questions must be asked of the household.

For many of these questions the word "main" and "usually" are used in the question. These questions are followed by the instructions "tick one box only" – in these cases make sure only one response is recorded for these questions. This rule applies to the following questions:

- Q02 1(a): Roof material
- Q02 1(b): Wall material
- Q02 1(c): Floor material
- Q02 2: Type of main house
- Q02 6: Cooking method
- Q02 7: Type of lighting
- Q02 8: Type of drinking water
- Q02 9: Type of cooking water
- Q02 10: Type of wash water
- Q02 12: Type of toilet facility
- Q02 13: Waste disposal method

For Q02 14 – Q02 17, information on livestock and fruit trees is collected. Remember to provide the number of livestock (in Q02 15) and mature trees (in Q02 17) and not just tick these boxes.

For Q02 20, once again the number of items the household has should be recorded, and not just ticked. It is also important to remember that only items in working order should be counted. If a household has a motor vehicle for example, which permanently doesn't work, then do not count this vehicle when recording the counts for this question.

<u>Q03 – Dwelling Expenditure</u>

Question 03 covers all expenditures relating to the dwelling. The main sections in this question cover:

- Electricity
  - Electricity Bills
  - Solar Unit
  - Generator
- Water
- Other Household Fuels
  - Gas and Liquid Fuels
  - Solid Fules
- Island Council Payments
- Communication
  - Telephone
  - Mobile Phone
  - Internet
  - TV Satellite
- Housing Tenure Costs
  - Rented Dwellings
  - Owner-occupied Dwellings
  - Rent free dwelling
  - Lease or Rent Payments for Land

A very important aspect to remember for these questions is that the expenses that get recorded in these questions should cover any payments made by a household member, regardless of which dwelling they refer to. There are three different categories which the payments could be made for:

- A dwelling expenditure made for the dwelling the household is residing in
- A dwelling expenditure made for another dwelling which the household own
- A dwelling expenditure made for another dwelling which the household does not own

All expenses should be recorded for this question regardless of which dwelling the payment was made.

For example, in Q03 1(a) the question asks if a member of the household paid money for an electricity supply from the main power station connected to their household or any other household. It may be possible that the household does not have an electricity connection at the household they live in, but they paid the electricity bill for their parents who stay in another household. In this case, in Q03 1(b), enter the amount they paid for their parent's house and record the period.

<u>Communication</u>

In the communication section, for expenses relating to a land line "A Telephone" or mobile phones "B Mobile Phone" take note that the questions specifically relate to the last 3 months. For land line use, the household is required to provide the amount of money they have spent on phone cards and deposits to Telecom to credit a land line phone. For mobile phones, the household is required to provide the amount of money they have spent on recharging a mobile phone in the last 3 months.

Tenure Costs
For the section on "Tenure Costs", the first question Q03 13 aims to determine the tenure status of the household first. The 4 categories on offer are:

- Renting this house
- Owns the house outright
- Making payments to buy the house
- Lives in the house rent free

Make sure the sequencing is followed for this question as the relevance for the following questions will depend on it.

Q04 – Transport Expenditure

Question 04 relates to expenditures on transport – both motor vehicles and boats. This section is separated into two sections:

- Vehicle Licenses and Major Running Costs
- Vehicles/Boats purchase

For the first section, information on payments for driving licenses is firstly asked, followed by expenses on vehicle registration and then vehicle maintenance. All expenses relate to the last 12 months. Make sure no expenses covered by a business are included as part of the expense covered by the household.

The second section relates to expenses on the purchase of motor vehicles and boats, followed by expenses relating to the insurance of the vehicle. For these questions make sure you record whether the majority of the payment was made in Tuvalu or overseas by providing the relevant code.

Q05 – Education Expenses

Question 05 relates to expenditures on education. The first component of this question covers expenses relating to education fees, followed by any other education related expenses. For the education fees, the expenses are categorised as follows:

- Tuvalu
    - Kindergarten
    - Primary school – govt
    - Primary school – SDA
    - Secondary school – Motufoua
    - Secondary school – Fetuvalu
    - Tertiary/vocational
- Overseas
    - Primary
    - Secondary
    - Tertiary/vocational

The amount paid by a household member in the last 12 months for any member of this household or any other household should be recorded.

The second component covers all other expenses such as:

- Living expenses
- Travel costs
- Board (accommodation)
- Clothing
- Other spending allowances, eg books

For this section in particular, make sure the expenses relate to education specifically.

06 – Health Expenses

Question 06 cover expenses relating to health. The question is split into two sections:

- Health Expenses
- Payments to Traditional Healers

For the first section, the health expenses are further split by those paid for in Tuvalu, and those paid for overseas. Only record the cost of the actual medical treatment, not the costs of travel if the treatment was received overseas, as these will be recorded in Question 11.

For payments to traditional healers, given many payments are often made with food or other gifts in kind, separate out the expenses into one of the following three categories:

- Cash
- Food
- Gifts in kind

07 – Land and Property

Question 07 covers expenses relating to the purchase of land or property, making alterations or additions to a property, as well as the maintenance of a property.

Please note, for the purchase of land and property, as well as any significant alterations and additions, the recall period is 2 years.

The next section covers payments for contractors to carry out repairs, renovations or improvements to a dwelling. Such contractors can include plumbers, electricians, painters, builders, etc.

The last section relates to expenses for purchases of items to maintain a dwelling. For this section make sure the purchase relates to an item which is being used for maintenance of a dwelling and not the construction of a dwelling. If the item is for construction it should be recorded in Q07 1, and not in Q07 6.

08 – Household Furnishings

Question 08 covers expenses relating to the purchase of household furnishing. Note that the recall period for this question is only 6 months, so purchases only in the last 6 months should be recorded.

Once again, it should be recorded if the majority of the purchase was made in Tuvalu or overseas. If more than one item was purchased then record the combined value of the items.

09 – Home Appliances

Question 09 covers expenses relating to the purchase of home appliances. Note that once again the recall period for this question is only 6 months, so purchases only in the last 6 months should be recorded.

As with household furnishings, it should be recorded if the majority of the purchase was made in Tuvalu or overseas. If more than one item was purchased then record the combined value of the items.

Q10 – Cultural and Social Appliances

Question 10 relates to expenditures on cultural and social payments. The question is divided into 4 sections:

- Contributions to the Church
- Contributions to Other Communities
- Contributions to Family Occasions
- Remittance Activities

Contributions to the Church

For contributions to the church, it is expected that household members will make both regular payments as well as larger one-off payments. Regular payments will often cover church donations on a typical Sunday, whereas the larger one-off payments will cover an annual contribution to the church or the pastor.

As a result of this, it is desirable to separate out the two different types of payment; large one-off and regular. This question will be difficult to for households to answer, so as such, the household should be reminded that a best guess response will be sufficient.

Also required is for the household to provide a breakdown as to what contributions were provided in cash throughout the last 12 months and what contributions were provided as gifts in kind.

Contributions to Other Communities

For contributions to other communities, first make sure the church is not regarded as an other community as this should have been covered in the previous question.

Other communities in this questions refer to the island community, village community, youth committee and women's committee to name a few.

Once again households will be in a situation where they can make a contribution to a community on a small regular basis, as well as a larger one-off payment. For this question however, households will be required to provide the total amount of both types they contributed to all communities throughout the last 12 months. A best guess will be sufficient, as with the church contributions question.

For this question, the household is required to provide the breakdown by cash, food and other gifts in kind.

Contributions to Family Occasions

Contributions to family occasions include significant one off payments to major events such as Birthdays, Weddings and Funerals.

The household will be required to estimate the amount they have contributed to all such events in the last 12 months, and provide it in a breakdown by cash, food and other gifts in kind.

Remittance Activities
Firstly it is important to note that remittance activity in this question relates to both remittances paid by the household as well as remittances received by the household.

For remittances paid by the household the recall period is 12 months and the total amount paid by all household members should be recorded. It is also required that the household provide a breakdown for remittances paid outside of Tuvalu, and those paid inside Tuvalu (eg, another island).

For remittances received by the household the recall is also 12 months. Given the importance of seafarers to this question, a separate category has been allocated to remittances received from seafarers overseas. Other remittances received overseas and remittances received from another household inside Tuvalu form the other two categories.

Q11 – Holiday/Travel Costs

Question 11 refers to expenses paid for holidays and travel. It is important to make sure work trips are not included in this question as they are generally paid for by an employer and not the household.

Also make sure payments made by members of this household, for persons outside the household, get included in this question.

The question is separated into 2 sections:

- Expenses for travel inside Tuvalu (ie, from one island to another)
- Expenses for travel outside Tuvalu (ie, to Fiji or any other country)

Q12 – Personal Loans and Savings

Question 12 covers the two topics of loans and savings.

For loans, record information for any loan held by a member of the household for items such as a house, motor vehicle or for any other purchase. Space is provided for the recording of 6 such loans.

Information required for each loan includes:

- Purpose of the loan: that is, for a house, car, etc
- Name of lender: examples include the Bank of Tuvalu or another financial institution
- Amount borrowed: Provide the amount originally borrowed
- Year/month repayments commenced: When the loan was taken out
- Amount of last repayment: This should cover both the capital and interest payment
- Period of last repayment: Generally will refer to the frequency of payments
- Amount of loan outstanding: How much is still owing on the loan at time of interview

For the savings section the first question aims to collect information about whether members of the household have either:

- Lent money to another household
- Lost money or had in stolen
- Invested money in stocks, shares or contributed voluntarily to a TNPF

This question which help gage a better understanding of the overall households financial situation.

The final question asks for information on the household's saving status in the last 3 months. For this question firstly record whether the households saving had increased, decreased or stayed the same, then in part (b) record by how much.

Q13 – Clothing Expenses

Question 13 asks households to provide their expenditure on clothing for the last 3 months. The clothing is separated into 3 sections which covers:

Adult clothes for women (>12 years old)
Adult clothes for men (>12 years old)
Children clothes (< 12 years old)

Once again households are required to record whether the majority of the expenditure was made in Tuvalu or overseas by recording the relevant code for each item under the three categories.

If more than one clothing article was purchased for an item then the household is required to add the total cost of all articles for that item.

In each of the three categories the main items are listed and if that item is not listed then record that item under "other".

Q14 – Other Major Expenditure Items

The last question in this questionnaire is for recording all other major major expenditures relating to household services and items.

The recall period for this question is 3 months and a minimum value of $30 is required. The key categories for Services are:

- Fines/Legal services
- Freight
- Printing
- Catering Expenses
- Hire of Premises
- Photography Fees
- Life Insurance payments
- House Insurance
- Health Insurance

Whereas for Household Items:

- Jewellery
- Suitcase
- Watch
- Musical Instruments
- Fishing Nets
- Camera

Last Page of Schedule

The last page of the questionnaire should be used for recording any queries the interviewer may wish to raise with the supervisor in between visits by the supervisor so issues aren't missed. Space is provided for recording the question number the issue relates to, the query the interviewer has with respect to that question, and finally the advice provided by the supervisor for dealing with the issue.

4.4 Individual Schedule Instructions

The following section provides more detailed instructions for filling out the Individual Schedule. Please utilise this manual if you have problems with any question relating to this schedule. If the manual is unable to provide the answers you need, consult your supervisor, who in turn can consult the survey management team in Funafuti if the problem can't be resolved in the field.

There will be two separate Individual Schedules:

- One for individuals aged 15 and over (ask all questions)
- One for individuals aged less than 15 (only ask health and education questions)

Front Cover

The front cover contains three sections to be completed by the following individuals:

- Interviewers
- Supervisors
- Data Entry personnel

It is the responsibility of the interviewer (with assistance of the supervisor) to fill in the first box containing the household identification. In this section the following information needs to be entered:

- Island: Write in the name of the island and enter the island code in the box provided (this will be given to you in your household listing
- Village: Write in the name of the village and enter the village code in the box provided (this will be given to you in your household listing
- Dwelling number: Write in the 3 digit code in the box provided – once again this will be given to you in your household listing
- Household number: If the dwelling contains more than one household then attach the number "1" to the first household, "2" to the second, and so forth
- Person number: This is the number assigned to this person in question 1 on the household schedule – this is very important
- Person Name: Provide the name of the person (nb: this information will not be entered into the computer)

The second box records the name of the interviewer and supervisor responsible for enumerating this household. The code should also be entered for each which will be provided by the statistics office. For the interviewer, enter the date the schedule was filled in by the household, whereas for the supervisor, enter the date the schedule was checked.

Finally, the last box records where the schedule is, with respect to data entry. Once coding has been completed for the schedule, this box should be ticked, and the date the coding was completed entered below. The same applies for first entry of data, second entry of data, and finally confirmation that the data entry is all complete.

Section 1 – Health, Education and Disability Information

Health Section (Q1.1 – Q1.8)

The first 8 questions of this section relate to health information. Make sure you follow the sequencing carefully so the questions are relevant for each person.

People who have had no health problems in the last 3 months will get sequenced past these questions and straight to the questions on education.

Please make sure for questions 1.4 – 1.6 only the main reason (1.4 and 1.6) and main health problem (1.5) are marked. That is only one response should be provided for these questions if they are relevant.

Education Section (Q1.9 – Q1.18)

The next 10 questions relate specifically to the educational status of the person. There are three categories which have been identified for people to fall into:

- People currently attending school
- People who have never attended school
- People who attended school, but no longer attend

The sequencing to identify which group a person falls into is asked of the first question in this section (Q1.9). Make sure the correct sequencing is followed for this question otherwise following questions will not be relevant.

People who are currently attending school get asked the most number of education questions (Q1.10 – Q1.16). The questions for this section relate to the current level of education the person is studying, access to a school and attendance rates at school.

People who had never attended school only get asked Q1.17, which asks for the main reason they have never attended school. For very young children (0-2) in particular they will be sequenced to this question and will simply respond “too young”.

People who attended school, but no longer attend, will only get asked Q1.18, which asks for the highest level of education achieved.

Disability Section (Q1.19 – 1.21)

Questions 1.19 – 1.21 collect information about a person’s disability. Please read the description of disability before asking this question so it is clear what is meant by the term disability.

The definition of disability is

> *A disabled person is defined in the Disability Discrimination Act as someone with a physical or mental impairment that has a substantial and long-term impact on their ability to carry out day-to-day activities. This excludes situations where sight could be corrected by glasses or contact lenses.*

If the person responds that they believe they meet the definition (in Q 1.19) then ask the nature of their main disability (in Q 1.20). Naturally there will be times when a person has more than one disability, but insist just the main one be recorded.

The last question in this section asks whether this main disability was caused at birth, sickness or injury.

Section 2 – Labour Force Status

This whole section relates to questions to determine a person’s Labour Force Status. These questions should therefore not be asked of individuals aged less than 15 years of age.

There is a lot of sequencing involved in this question which is very important to follow correctly, so time should be taken with these questions the first few times each interviewer asks them.

The first two questions (Q2.1 - Q2.2) try to determine if the person is working at the moment. If they respond they worked in the last week they are sequenced through the main part of this section to determine what sort of work they do (Q2.4 – Q2.9). If they reported that they didn’t work last week then they are asked if they were temporarily away from their job, which brings about two outcomes:

- Yes, they were away from a job ➔ get sequenced through the employment questions (Q2.4 – Q2.9), after asking why they were away from their job (Q2.3)
- No, weren’t away from a job ➔ get sequenced through the questions for people not working (Q2.10 – Q2.15)

For Q2.6 and Q2.7 only the description of the occupation and industry needs to be entered here. Please write these descriptions clearly and provide as much information in the limited space as possible, as these questions will need to be coded in the office later.

Internet and Literacy Questions (Q2.17 – Q2.18)

The first question on internet asked only the place where the individual mostly uses the internet, so only one response is required. Many people will not use the internet so simply mark option 8 “don’t use”.

For the second question on literacy, stress that the qualification for literacy is whether or not the person can read and write a simple sentence.

Section 3 – Employment Activity and Income

The vast majority of this section relates to questions on income for the individual. There are however a few other questions in this form at the end which collect information on Tobacco and Alcohol Use, Disability and Seafarers.

Respondents will find these questions quite difficult at times as the recall periods will be long. Where possible always encourage the individual to refer to records if they possess them in the house, otherwise encourage a best guess response.

Wage and Salary Earners

This component of the questionnaire comprises of 10 questions with numerous parts to some questions.

The first question (Q3.1) asks whether the individual had a job in which they were paid a wage or salary, and if so, for how long they worked in this job. This is then followed by asking the respondent what their take home pay was, and the period it covered (Q3.2). Whenever possible always request that a payslip is referred to for this question, so the most accurate value is recorded. Do not worry about second jobs at this stage as they will be covered in the last few questions of this component. Also remember that what is being asked for here is the “take home” pay – do not include any parts of the salary that get deducted as these will be covered in the next question.

As just mentioned, Q3.3 asks for any deductions that may have occurred to the persons pay before they took it home. Deductions covered here include tax, provident fund, rent and any other deductions the employer might impose. Only provide the amount taken out of the last pay. It is more important to refer to a payslip if possible for this question as people often won’t know some of their deduction, even if they know their take home pay.

The next two questions (Q3.4 and Q3.5) then calculates the total gross pay and checks with the person if it is the usual gross pay. If it isn’t the usual gross pay, the usual gross pay is collected. It is a good idea to check with the respondent that calculations look correct when the take home pay and deductions are added together. If they don’t make sense then go back through the earlier questions and correct the answers.

The next 3 questions (Q3.6 – Q3.8) ask wage and salary details for a second job. The questions are the same as for the first job so follow the same instructions. In the very rare case that a person has three jobs then add the salary for the second and third jobs together.

For Q3.9, make sure the hours for all jobs are added together if more than one job is held by the person. Also take note that the question requests the usual number of hours worked, not the number of hours worked last week.

Finally, the last question of this component asks for information for any goods or services the employer might provide, free of charge or at a reduced price. This question will help complete the picture as to what sort of financial reimbursement the person gets from their respective employer. It is important that a period get entered into this question so a month estimate can be derived back in the office. If the goods and services are provided on an ad-hoc basis, request the person provide an estimate for any given period as to what it's worth (weekly, monthly, annual), and write the period down in the space provided.

Working in Own Business

The next 3 questions relate to business income:

- Q3.11: Money collected from the business
- Q3.12: Profit brought home from the business to the household
- Q3.13: Hours worked in the business

The first part of Q3.11 simply asks if the respondent owned or partly owned a business. If the respondent replies "no" they are skipped past the remaining questions in the component. If they respond "yes" they need to specify if they are a:

- Sole proprietor: Someone who owns the business themselves
- Partner: Someone who owns a business in partnership with another person/persons
- Shareholder: Someone who doesn't necessarily own a business, but has shares in a business operation

In the last part of this question (b), the person is required to provide details on how much money the business collected, not the profits from the business. Profits are derived after expenses are deducted from what is collected.

Q3.12 then collects the total money taken home to the family from the business – this more reflects the profits of the business as it is the amount taken home. For partnerships, only include the amount this household brought home from the business, whilst for people who are shareholders, record the amount they received from the business as an income source.

Finally, Q3.13 records the numbers of hours per week the person usually works in the business. Once again, make sure the usual number of hours is recorded and not the number worked last week. For partners and shareholders, it may be possible no hours are usually worked in a typical week.

Agriculture Activities

Questions 3.14 – 3.20 cover the topic of income from agriculture activities. The information collected from each question is as follows:

- 3.14: Sale of Coconuts
- 3.15: Sale of Taro
- 3.16: Sale of Pulaka
- 3.17: Sale of Cutting Toddy
- 3.18: Number of trees
- 3.19 – 3.20: Other crops (fruit and vegetables)

For each of the first 4 questions (3.14 – 3.18) the question is divided into 3 parts:

(a) Specify whether they collected coconuts, grew taro/pulaka or cut toddy
(b) Specify in what manner they undertook this activity
    a. Subsistence
    b. Part of a business
    c. Unpaid helper in business
(c) Record the amount received from the sales

The main information from this question is naturally the income earned from the sales of each item. This will be difficult for many households as it will be hard to provide a figure for this, given records often aren't kept. The solution is therefore to ask the person to provide a best guess value for the period which is easiest to recall. Naturally both the value and period will need to be recorded.

For question 3.19 additional questions are also requested for cutting toddy which include:

- The number of trees harvested
- How many "taume" per tree is produced
- How many litres per day is produced

Finally 3.20 covers all other agriculture items produced in Tuvalu for which an income can be generated. The table is split into 2 groups covering fruit and vegetables, so if a household produces and sells a fruit or vegetable which is listed in the table, include it under "other fruit" and "other vegetable".

<u>Livestock Activities</u>

Questions 3.21 – 3.22 collects income from livestock activities. The question structure is similar to the agriculture section where the household is firstly asked if they raise any livestock or poultry, then asked what money they generated from the sale of these livestock/poultry and the period covered.

Also included in this section is the expenses incurred for both agriculture and livestock production. The expenses covered include:

- Land
- Labour
- Transport
- Seed/Breeding Stock
- Fertilizer/Fodder
- Feed
- Tools/Equipment
- Other

It will once again be difficult for the person to know the exact amount of the expense, so it will be sufficient to simply ask for the expenses over the time period which is easiest to provide the answer. Naturally it becomes very important the "period" is also entered in the table in the space provided.

The question rounding of this component is simply a recording of the number of hours spent in a typical week on these activities. Make sure both hours spent on agriculture and livestock is recorded.

Fishing Activities

The next 5 questions are asked about fishing activities, which also cover other seafood. The first 3 questions relate to collecting information about income from the sales of fish/seafood caught by the household, whereas the last 2 questions relate more to the types of fishing activities and views on fish stocks.

If a household reported they received income from the sales of fish/seafood (Q 3.26) then they were asked to record the income and expenditure associated with this activity (Q 3.27). These questions relate specifically to the last month, so make sure an estimate for the last month is provided. The gross receipts from the sales of these key seafood products is recorded, and the costs associated with this activity is recorded next to this receipts amount. Common expenses which should be included in the costs of catching the seafood include petrol for a boat and fishing equipment. A rough estimate of these types of costs is also required for the month. The number of hours spent in the last week is then recorded (Q 3.28).

The second last question then determines if the person went fishing in the last 12 months (Q 3.29) in if so, seeks the following information in the next question (Q 3.30):

- Method of fishing
- Main fishing location
- Main reason for fishing
- Types of fish caught
- Frequency of fishing
- Number of people they go fishing with
- Views on change of frequency of size of catch

Income from Handicrafts

Questions 3.31 – 3.33 seek information on the income collected from the sales of handicrafts. As with the previous questions an initial question is asked t determine if the person received money from the sales of such items (Q 3.31), and if so, they then were asked to provide the amount of gross receipts and costs (Q3.34). Costs for handicrafts include purchase of equipment to make the handicrafts as well as materials used in making them.

Finally, the hours spent making handicrafts in the last week was then recorded (Q 3.33)

Income from Gambling

Questions 3.34 – 3.36 collects information on income and expenses from gambling. The main three types of gambling in Tuvalu are covered in the table in Q 3.35 (bingo, cards and raffles) however if another form of gambling is undertaken, record it under “other”.

Record all winnings from gambling for each source over the last month, as well as the costs incurred during gambling. If the winnings were not a cash prize, record the estimated value of the prize.

The final question for this section (Q 3.36) asks the person to record the number of hours they spent on gambling activities.

Small Scale Activities

Questions 3.37 – 3.39 collect income from small scale activities the person might be undertaking to earn money. Note the recall period is only one month for this question, so only receipts and expenditures for this period should be included. Some of the key small scale activities with some examples of costs include:

a. Local cigarettes: Cost of ingredients
b. Home made food: Cost of ingredients
c. Ice Blocks: Cost of ingredients
d. Lollies/snow balls: Cost of ingredients
e. Sewing: Cost of materials
f. Grass cutting: Cost of fuel, maintenance
g. Local garlands: No costs generally
h. Fresh and red toddy: No costs generally
i. Sour toddy: No costs generally
j. Babysitting: No costs generally
k. Other

In the last question (Q 3.39) record the number of hours spent on these activities in the last week

Jobs in last 12 months

Question 3.40 and 3.41 collect information about jobs the person held during the last 12 months, but doesn't hold at the time of the interview. Given the survey aims to collect information on income for the last 12 months, it is important to cover this information as well.

Space is provided for 4 jobs the person may have held in the last 12 months which they don't hold at present. Make sure if a person records information for this question it hasn't been recorded previously. The recording of money received for jobs previously held is split into two parts:

- Gross amount received (include bonuses and commission)
- Other (eg redundancy payment)

It will be difficult for people to provide an accurate answer for this question so make sure you insist a rough guess is sufficient, but make sure it only covers money received in the last 12 months.

Other Income

Questions 3.42 – 3.46 cover any other income the person may have received. Addressed in these questions for completeness are:

- Q3.42: Regular payments for maintenance/alimony, welfare, school scholarships, etc
- Q3.43: Income from renting a house or land
- Q3.44: Income from bank interest, royalties, lease payments and TNPF, etc
- Q3.45 - 3.46: Income from any other source not covered yet

For Q3.42, because these are regular payments, record the amount and period covered by the payment.

This also applies for Q3.43, which seeks income from renting a house or land. Make sure expenses for land taxes, rate payments, maintaining or repairing the house, etc, are deducted from the rental payments received. In order to do this, just deduct an average expense cost for the period covered by the rent received.

Q3.44 more addresses larger one-off payments and hence the recall period is 12 months. Covered in this question is:

- Bank interest
- Royalties
- Lease Payments
- Tuvalu National Provident Fund (TNPF)

For each item above, record whether a payment was received in the last 12 months and then provide the total amount received.

Finally Q 3.45 and Q 3.46 cover any other income source the individual may have received with a recall period of 1 month. Money here could include loan repayments (if the person gave out a personal loan), withdrawals on savings, sales of goods, etc

Children's Income

This question (Q 3.47) is only asked of the household head to avoid double counting, so make sure all other household members get sequenced past this question.

Ask the household head if any member in the household under 15 years of age earns an income. If so, record the amount received, and the period it covers.

This complete the income questions for this schedule

Tobacco and Alcohol Use

Questions 3.48 and 3.49 collect information on the amount of current tobacco and alcohol use by the person. For each section, firstly ask the person if they currently smoke any tobacco products or consume any alcoholic drinks. The next stage record the number of each they would smoke/consume in a typical week.

For tobacco, provide a breakdown by:

- Cigarettes
- Local cigarettes
- Other

For alcohol, provide a breakdown by:

- Beer
- Liquor/Spirits
- Wine
- Sour-Toddy
- Homebrew
- Other

Two problems will be encountered when asking these questions. The first is that people will find it difficult to provide a figure for what they smoke/consume in a typical week, because it will vary significantly from week to week. In this case just ask for a best guess as to the average amount smoked/consumed. The other problem of more significance is that people will not be keen to provide honest answers if they consume in excess of these produce. This can't be avoided, and even if you don't think the person is responding honestly, don't challenge them, simply record the value they provide.

Other Activities

Question 3.50 asks the respondent what they spend most of the time doing outside of the activities discussed in this form thus far. Only tick one box for this question. The questions refer to time awake, so don't record sleep as an answer for this question. The following question (Q3.51) then simply asks if the person spent 15 hours or more on this activity in the last 7 days.

Seafarers

Questions 3.52 – 3.55 collect information about seafarer activities. If the person responds they have been trained to work as a seafarer (in Q3.52) then they are asked how long they have worked as a seafarer for (Q3.53), as well as when their last (Q 3.54) and next (Q3.55) contract are/were.

Last Page of Schedule

The last page of the questionnaire should be used for recording any queries the interviewer may wish to raise with the supervisor in between visits by the supervisor so issues aren't missed. Space is provided for recording the question number the issue relates to, the query the interviewer has with respect to that question, and finally the advice provided by the supervisor for dealing with the issue.

4.3 Household Diary

Completion of the Household Diary

The household diary is divided into three parts.

Part 1 - is to record everything the household buys

Part 2 - is to record the use of food grown or caught by the household, and

Part 3 - is to record goods taken from an own business

Part 4 - is to record monetary gifts given to, or received from outside the household (includes gambling)

Part 5 - is to record non-monetary gifts given to, or received from outside the household (includes gambling)

Role of the interviewer as a diary assistant

As a diary assistant your role is to help ensure that households are actually completing their diaries and that they are completing all parts correctly. It is important that you appear helpful and do not criticize households for any mistakes they make. Also, you must not make any judgments about the things people buy or do.

Timing of visits

You should generally organize your visits when all household members are at home in the evening. If you must visit any households during an afternoon you should check, on the next day, for any purchases they may have made after you left.

Some households may not wish you to visit every second day. Explain to them that the task of completing the diary can be a difficult one and that you are there to help ensure the survey is conducted properly. If the household still objects, do not argue with them. Discuss the situation with your supervisor. They will talk to the householders and possibly arrange for less frequent visits (say every third or fourth day) to take place, however this should be discouraged.

Daily Tasks

The tasks to be completed on your daily visit will depend a little on what the household members have done. First look through the five sections of the diary to see if any entries have been recorded. If entries have been given check them for readability then check that expenditure, and other details, have been recorded for all household members. If there are no entries, go through each section with household members and complete them. You will find it useful to ask about expenditure of all household members including young children. Establish this routine during the first few days and your task for the rest of the period will become easier.

Additional Diaries

In normal circumstances, household members will be happy to reveal details of their daily spending activities. However, there may be some difficulties in this regard for some households, as some individuals may not want others to know about their spending. Discuss the matter with head of the household to ensure that each member’s expenditure is recorded in the household diary.

If a household member does not want to co-operate with recording their expenditures in the household diary then he/she may be allocated a separate diary. That member of the household should have the full responsibilities of recording the diary explained to them.
Interviewers should ensure that all necessary entries, using the same dwelling/household number, are recorded on the front of the diary. During each visit the diary assistant should check the additional diary together with the household diary to ensure that no double entries have been made.

The supervisor must be informed immediately of the additional diary provided to the household. The additional diaries are not to be encouraged, but only used in special circumstances.

Assisting with quantities and prices

Some parts of the diary will require households to make estimates of quantities and prices of foods and goods consumed or given away. It is important that these estimates are reasonably accurate.

Helping with quantities

Unfortunately it is not possible to issue selected households with scales. It will therefore be necessary for households to estimate the weight of each item themselves. To assist with this process on the back page of the diary is a table that provides a rough guide to what sort of weight various items may be. If the weights have already been recorded discuss them with the household (especially any that seem extremely large or small) to see if they are reasonable.

Estimating Prices

As well as measuring the quantities of home produced foods used by the household (Part II of the diary), the household also needs to estimate the dollar value of the foods. This may not always be easy as some food may not be available in a local market so a price for that food may not be well known. The same applies for non-food items which may be received or given away (Part IV and V of the diary). Once again to assist with this process the table on the back page of the diary can be used, which provides rough estimates of what different commodities, of different sizes, should cost. To help ensure that prices are reasonable you should get an idea yourself of the value of different goods so that you can discuss any usual prices with the household.

Using the price list

The price list should be used to check that the prices recorded by households seems reasonable. If the household estimates the price for 2 kilos of sweet potatoes is $1.50 you should accept this price as being correct as it close to the price given on the price list (that is 2 * $0.60 = $1.20). If, on the other hand, they estimate a price of $6.00 you should tell them that this is unlikely to be correct since the price at the market is only $0.60*c* per kilo. If they agree, you should change the price accordingly. If they do not agree find out the reason why – maybe they wrote down the wrong quantity.

Returning diaries and price lists

Returning all diaries to the supervisor as soon as they have been completed.