



KINGDOM OF TONGA

2009

HOUSEHOLD INCOME & EXPENDITURE SURVEY

QUESTIONNAIRE MANUAL FOR SURVEY FIELDWORKERS

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1 INTRODUCTION

1.1) Background

The following manual provides additional information to both interviewers and supervisors to assist with filling out the following survey materials

- 1) Household Envelope
- 2) Individual Questionnaire – Part 1
- 3) Individual Questionnaire – Part 2
- 4) Household Questionnaire

The diary instructions are not included in this manual as the instructions within the diary itself are considered sufficient.

Please use this manual if you have any queries with a particular question during the interview process. If the manual does not help answer your query/concern then please contact your supervisor for assistance immediately. If the issue still can't be resolved then divert the query back to the NSO for assistance from the project management team.

1.2) General Guidelines

In order for the fieldwork to be a success, it is very important that interviewers (and supervisors) adhere to the following guidelines when carrying out the interviews:

- Write neat: This is extremely important – too often when these surveys have been conducted in the past, poor writing from interviewers has led to major errors during data entry. Therefore take the time to write very neatly in all forms. Encourage households to do the same for diaries.
- Record whole dollar amounts: For the Questionnaires (Household and Individual – Part 2) record all amounts in Tongan pa'anga – do not record seneti. For the diary however, values should be recorded in pa'anga and seneti
- Pay close attention to the Period: The reference period is not always the same, (ie, sometimes it may be 12 months, other times 3 months) therefore pay close attention to the reference period and make sure the respondent is clear with respect to the reference period as well
- Follow sequencing: Sequence guides are all throughout the questionnaires. Make every effort to follow these guides as it will make the interview run quicker, and avoid the problem of asking irrelevant questions
- Take note of words/phrase either underlined or in italics: Some words are more important than others in the question and are hence underlined or put in italics to place additional importance on them – stress these words to respondents when asking the questions
- Complete all necessary information: This is especially important for the diary – in both section 1 and 2 in particular, there is numerous columns to fill in for each item - please make sure households are doing this, and assist them when necessary
- Provide best guesses: There will be many times when respondents won't know the exact value for some responses. Do not leave these questions blank – instead encourage a best guess value from the respondent and enter this

2 HOUSEHOLD ENVELOPE

For every selected household in the survey there will be a number of forms used to collect the desired information. The forms include:

- 1) Household Questionnaire (1 per hh)
- 2) Individual Questionnaire – Part 1 (1 per person)
- 3) Individual Questionnaire – Part 2 (1 per person aged 15+)
- 4) Diary (2 per person aged 15+)

It is therefore important to keep these forms together for each household so they don't get lost or mixed up with other households. For this reason an envelope (small folder) is being used to separately store the forms for each household so they can be easily kept together and monitored by field staff (interviewers and supervisors).

All forms associated with that household should be kept in the envelope as much as possible to avoid mix-ups. Obviously this rule will be slackened for the diaries when they are left with the household members aged 15+.

During the collection period, the cover sheet on the folder should be filled in by the interviewer, and checked by the supervisor. Two main bits of information are to be recorded on this sheet:

a) Household Identification Information (right hand side)

This section requires you to enter the following household identification information

- Division Name
- District Name
- Village Name
- CB Number
- Household Number

b) Tracking of Forms Completed

This section requires you to tick off when each particular set of forms have been completed and enter the date this was achieved.

Please make sure all information on this sheet has been filled in correctly before the forms are returned to the statistics office

3 INDIVIDUAL QUESTIONNAIRE – PART 1

3.1 Introduction

This questionnaire needs to be filled in for all members of the household, regardless of age, via a face-to-face interview. In the case of children aged 14 years or less, a guardian within the household can provide the responses on their behalf. If situations arise where it is too difficult to make contact with a member of the household aged 15 or over, due to constant absences from the household during visits, request a responsible adult within the household to provide the necessary information on their behalf.

3.2 Household/Person ID Section

Before commencing the questions for the individual, household and person identification information needs to be entered at the top of the form. The information required for this section is:

- a) Quarter: This relates to the quarter of the calendar year the survey is being conducted. One of four responses is possible 1, 2, 3 and 4
- b) CB: This is the 7-digit identification for the census block – this can be found on top of the maps or on the household listing you have been provided.
- c) Division Name: Either Tongatapu, Ha'apai, Vava'u, 'Eua or the Niua
- d) Village Name: This will be the village the census block is located
- e) Household Number: Should match the household number on the updated list for which the selections were done
- f) Person Number: Should match the person number on the front cover of the household questionnaire
- g) Name of interviewer: Enter your name

3.3 Demographics Section (Q 01 – 09)

Q01) What is the person full name?

This question should be easily answered for all cases. This is asked for identification purposes to ensure that the person is not counted and entered twice.

Q02) What is the person's relationship to head of household?

This question is asked of everyone in the household to show how each is related to the person identified as the Head of Household, who should be identified first – person number 1. Then all other persons in the Household are shown in the way they are related to the Head in the following way.

e.g.	'2'	Spouse	<i>of Head of Household</i>
	'3'	Son/Daughter	<i>of Head of Household</i>
	'4'	Parent	<i>of Head of Household</i>
	'5'	Other Relative	<i>of Head of Household</i>
	'6'	Friend/Visitor	<i>to the household</i>

Persons who are not related but who are living in the household (e.g. friends of the head, housekeepers, and unrelated visitors) should be shown as '6'.

Q03) What is this person's sex?

This question should be answered by all persons by entering '1' for Male and '2' for Female.

Q04) What is this person's date of birth?

Enter day/month/year for the date of birth of the person

Q05) What is this person's age?

Write the age of the person as completed years based on his/her last birthday according to the date of birth given. Try to get the age as accurately as possible. If they are not sure then a best guess estimate will be OK. This answer should match with the answer provided in question 04.

Q06) What is this person's Ethnic Origin?

The ancestry origin of the person hereby in this question is broadly categorized into the 10 categories provided with '1' for Tongans and '2' part Tongan, etc. Whatever ethnicity the person being interviewed considers themselves to be should be recorded for this question.

Q07) What is this person's Marital Status?

Circle the number as applicable and enter the appropriate code below in the box.

- '1' for Never Married applies to a person who is not now and never has been married.
- '2' for Married applies to a person who is presently married or is living together with a partner as a married couple (legally bound) and who normally lives with his/her spouse.
- '3' for a divorced and separated person who has been married, but has been divorced or permanently separated, either legally or by custom, and who no longer thinks of the former partner as spouse.
- '4' for widowed applies for a person male or female who has been married but whose spouse has died and who has not remarried.
- '5' Defacto for a person who is living together with a partner but is not legally married.

Q08) Literacy Status:

This question look at whether the person can read and write in Tongan and English. You should be certain that the respondent can do both or either or none. Circle the correct number that corresponds to the respondent's ability to read and write and write the number in the box.

- '1' Can read and write in both English and Tongan
- '2' Can read and write in English only
- '3' Can read and write in Tongan only
- '4' Cannot read and write in another language
- '5' Cannot read and write in any language

Q09) Internet Usage:

This question looks into using and accessing the internet and the place where mostly using and accessing at. Please note there is no reference time period for the question on using of the internet. The question however focuses on whether the person uses the internet and where they mostly use it:

- | | |
|----------------|-----------------------|
| '1' Home | '5' Café |
| '2' Work | '6' Friends/Relatives |
| '3' School/Uni | '7' Other Place |
| '4' Library | '8' Don't Use |

Circle the correct number that corresponds to the respondent's answer and write the number in the box.

3.4 Health Section (Q 10.1 – 10.8)**Q10.1) Did you have a health problem or sickness in the last 3 months?**

This question refers to any kind of health problem or sickness that the person had over the last 3 months. For those who answered 'no' proceed to question 11.1.

Q10.2) Did you get help or care for the health problem or sickness?

This question requires the person have to indicate whether he/she sought help or care for the sickness or health problem he/she had by answering 'yes' or 'no', For those who answered 'no' proceed to question 10.6.

Q10.3) Where did you go to get help or care for the health problem or sickness?

The question requires WHERE the person who has the health problem or sickness got help from. There are 6 possible categorized answers for the question and three of the categories (1-3) concerned medical health facilities and the remaining three (4-6) refers to others besides health facilities. Please note that for those whose answers fall under categories 1-3, proceed on to question 10.5, and do not ask them the next question.

Q10.4) If you get help but did not use a health facility, what was the main reason?

There are fourteen categories for this question, but only record the MAIN reason why the person did not go to a health facility for help or care over the last 3 months.

Q10.5) What was the diagnosed health problem?

The question records what the MAIN health problem or sickness was (over the last 3 months) as diagnosed by the person they sought help from. Most common sickness and health problems are as categorized from 1-9 and other than those you have to put under category 10.

Please proceed on to question 10.7 when this question is complete.

Q10.6) If you did not seek care for the health problem what was the main reason?

This question is meant for those who answered 'no' on question 10.2 and is looking at the MAIN reason why the person did not seek help or care for his/her sickness. The reasons are already provided and categorized from 1-14, and are the same as those categories under question 10.4.

Q10.7) How long were you sick?

This question refers to the length of time or HOW LONG was the person's sickness or health problem in the last 3 months. The length of time is measured in days and weeks with minimum length as 1 day as on category 1 and maximum length as more than 4 weeks as on category 5. Please assure that the length of time for the illness and record it appropriately.

Q10.8) Did this health condition prevent you from undertaking your usual activities?

This question requires you to get the person's response as to whether the sickness or health problem has put them off his/her doing his/her usual activity. Usual activity here refers to the main activity the person occupies his/her time with everyday IN A WEEK over the last 3 months whether it is studying, working, housekeeping, farming, etc.

3.5 Education Section (Q 11.1 – 11.15)**Q11.1) Is this person now attending a formal education institution?**

This question requires the individual to answer one of three possible options:

- "1" Yes, currently attending
- "2" No, never attended
- "3" No, have now left school

Attending school means that the person is doing a formal course of study whether full or part time in any educational level whether kindergarten, primary, secondary, vocational/technical and university. This question is trying to identify those who are currently attending school from those who are not. For those who answered 'no' please proceed on to question 11.9 if you have never attended, and question 11.10 if you have since left school

Q11.2) What level and grade are you currently in?

The level of education is as listed that the person is in and the grade or year or class or form has to be circle too and write the codes in the box. The first box is for the level and the second is for the grade.

1. Kindergarten – The pre-primary level of education or the initial stage of organized instructions designed primarily to introduce very young children to a school type environment and usually from age 3 to 5 and usually takes about 3 to 4 years.
2. Primary school – The level of education after kindergarten a person attends as a start of his /her systematic studies and usually focus on one main teacher for all rather than on a subject basis (with different teachers for different subjects). A person attends for 6 years of continuous education from ages 6 to 11 usually.

3. Secondary school 1 – the first stage of post primary level of education and is designed to mark the start of subject based teaching, with different teachers for different subjects. As a person advanced through the upper level of secondary schooling the more specialization by subject area the person is. A person usually enters secondary school 1 for 4 years starting at form 1-4
4. Secondary school 2 – the second stage of secondary school and goes for 3 years starting at from 5-7.
5. University – refers to higher level of education with programmes consisting of more advanced courses of studies than that offered in the secondary education and entries to the programmes requires successful completion of form 7 or other requirements for admission. This programme's first stage is on bachelor level and is largely theoretical and geared towards research programme to professions with high skills for masters and doctorate level. This level of education usually takes 3 or more years firstly to obtain a bachelor and then a master degree.
5. Technical or Vocational – refers to type of education programme mainly for acquiring practical skills, know-how and understanding necessary for employing in a particular occupation or trade.

Q11.3) What is the main mode of traveling to school?

This question requires your recording the MAIN mode of transport the person mostly uses to travel to school.

Q11.4) What is the estimated distance to get to school?

There are 6 categories here where you are required to estimate from and to record the distance the person has to travel on a one way trip to get to school. This does not take into account the returning trip the person takes from school.

Q11.5) What is the estimated time it takes to get to school?

Similarly to the previous question this question requires your recording according to the 5 categories provided the time in hours and minutes that it takes the person to travel to school by the main mode of transportation he or she uses.

Q11.6) How many hours each week do you attend school?

You are required to record in this question the total hours the person spends or should attend school in a week. Total hours spend refers to the total time from start of school to finish on each day of attending school in a week. For an example if the school starts at 8:40am and finishes at 3:40pm with one hour lunch, the total hours of attending school in a day is 6 hours (not counting 1 hour taken for lunch). Therefore total hours for a person attending school in a week are 30 hours.

Q11.7) Do you sometimes miss school which you should be attending?

For this question missing school refers to the person not attending or is absent from school. For those who answered 'No' you should proceed to questions 12.1 and for those who answer 'Yes' record the answer as appropriate from the 3 other categories provided.

Q11.8) What is the main reason for missing school?

This question is supposed to be asked for those who answered 'Yes' in the previous question whether missing school is rarely, sometimes or frequently. The question requires your recording the MAIN reason behind missing school according to the 10 categories provided.

Q11.9) Why have you never attended school?

This question is only asked of people who have never attended school. Please provide the main reason of the 6 categories provided.

Q11.10) What is the highest level and grade this person completed?

This question requires you to get 2 things from the person (i) the highest level of education and (ii) the grade in the level completed by the person according to the following. The first box is for the level and the second is for the grade.

1. Kindergarten – The pre-primary level of education or the initial stage of organized instructions designed primarily to introduce very young children to a school type environment and usually from age 3 to 5 and usually takes about 3 to 4 years.
2. Primary school – The level of education after kindergarten a person attends as a start of his /her systematic studies and usually focus on one main teacher for all rather than on a subject basis (with different teachers for different subjects). A person attends for 6 years of continuous education from ages 6 to 11 usually.
3. Secondary school 1 – the first stage of post primary level of education and is designed to mark the start of subject based teaching, with different teachers for different subjects. As a person advanced through the upper level of secondary schooling the more specialization by subject area the person is. A person usually enters secondary school 1 for 4 years starting at form 1-4
4. Secondary school 2 – the second stage of secondary school and goes for 3 years starting at from 5-7.
5. University – refers to higher level of education with programmes consisting of more advanced courses of studies than that offered in the secondary education and entries to the programmes requires successful completion of form 7 or other requirements for admission. This programme's first stage is on bachelor level and is largely theoretical and geared towards research programme to professions with high skills for masters and doctorate level. This level of education usually takes 3 or more years firstly to obtain a bachelor and then a master degree.
5. Technical or Vocational – refers to type of education programme mainly for acquiring practical skills, know-how and understanding necessary for employing in a particular occupation or trade.

Q11.11) What year did you complete formal schooling?

For this question formal schooling referred to the attendance at any type of school whether primary, secondary, technical/vocational or university. The question requires you to write down the year e.g 1980 in the box proved that the person completed formal schooling, whether on full or part-time basis.

Q11.12) Did you get any Technical and Vocational Training after completing schooling?

Please circle appropriately the answer according to the code and write the code number in the box. For those who answered 'no' proceed to question 11.14. Technical and vocational training refers to training programmes for acquiring practical skills, know-how and understanding necessary for employing in a particular occupation or trade

Q11.13) Please give the details of technical and vocational training?

The question requires you to record details on (i) the name of the training the person did (ii) who provides the training e.g 'Unuaki 'o Tonga Royal Institute (iii) the length or duration of the training e.g 6 months and (iv) the year the training took place e.g 2005. Please note the recordings on the trainings as undertake by the person can be more than one if that took place.

Q11.14) After completing schooling or training, how long did it take you to find a job?

The question would like you to get the length of time that the person takes to be employed after completing schooling or training. There are five possible answers. The answer ranges from never find a job, to waiting for less than one month to more than a year (or 12 months). This question requires you to get from the respondent the waiting time it took him/her to find a job.

Q11.15) What type of work was his/her first job?

The question would like you to record what kind of job and who employed the person on his/her first job after completing schooling or training. There are 6 possibilities for you to categorise the person under:

1. Work for pay to government – The person works for pay to the Government of Tonga.
2. Work for pay for quasi government – The person works for pay or profit to a statutory board or company, i.e the Tonga Government is the largest shareholder in that board or company. e.g Tonga Timber Limited, Tonga Print, etc
3. Work for pay for private or operate own business – The person works for pay or profit to a privately owned company or enterprise including household e.g TMFifita Company, etc. Including those who are self employed or own account workers operating their own business or farm or is engaged independently in a trade or profession without having any paid worker to assist him/her in the formal and informal sector. Those who may assist him/her are without pay like unpaid family helpers.
4. Unpaid family business worker – Those who work for an own account worker or a family business on an 'in kind basis' but do not receive any cash/profit/gain.
5. Producing goods mainly for sale – Those who work from home and produces goods mainly for selling whether through Cooking/Farming/Planting/Fishing /Making Handicraft, etc.
6. Producing goods mainly for consumption – Those who produces goods through subsistence Farming/Planting/Fishing mostly for consumption.

3.6 Labour Force Section (Q 12.1 – 12.15)**Q12.1) During last week, did this person do any work?**

This question should be asked to persons of 10 years and above to find out whether in the last week (the reference period) the person did any work or not. Work here means that a person did some work for one hour or more over the reference period for pay, profit or gain, in cash or in kind. Various status of working would include people working for payment whether on full time, casual, temporary or part-time employment. A person is considered as working if over the reference period he/she was working at home as a business owner or self employed or working at home as an employee, for payment/profit/gain or unpaid as an unpaid family worker. Another form of working would include a person working at home and producing goods mainly for sale or consumption.

For this question those who answered ‘no’ please proceed on to the next question and for those who answered ‘yes’ please proceed on to question 12.4.

Q12.2) During the last week, did this person have a job at which he/she did not work?

This question is a follow up of question 12.1 to capture those people who have a job but during the reference week were away from that job for a particular reason. Common reasons for being away from a job include, holidays, sickness, temporary lay-off, attending customs event, etc. If they were temporarily absent for one of these reasons enter “yes” for this question and proceed to question 12.3. If they enter “no” then proceed to question 12.10.

Q12.3) What was the main reason this person did not work in the last week?

There are 7 categories provided for the main reasons a person who has a job but during last week was away from that job. You are to categorise according to the reasons provided why the person was not at his job during last week.

1. Illness/sickness – the person was away from his/her work due to illness
2. Temporary layoff – the person was away from his/her job because the work he/she is doing is temporarily not needed/required but he/she would be back and working when his/her services is required.
3. Seasonal worker – the person is a seasonal worker and during the reference period of the survey undertakings this person is not working as the working season is currently over but would be on at a later date.
4. On holiday – the person is working but during the reference period of the survey this person is on holiday from his work.
5. Bad weather – the person is working and maintain a strong relationship with his/her work but is away from his/her job due to bad weather, or the work he/she is currently doing cannot be operated until weather permits and the work continues or he/she returns to his/her job.
6. Custom event – the person is working and maintain a strong relationship with the working place/job but is away from work due to some customs event such as funeral, church functions such as a conference, etc but will return to his job
7. Other - any other valid reason apart from those provided under 1-6 for temporarily away from work.

12.4 What type of work does this person mainly do?

This question requires you to categorise those who are currently in the labour force and endorse the status of working by the type of work this person mainly do. This is a follow-up question for those who answered ‘yes’ on questions 12.1 or 12.2. Those who should answer this question are those who are currently in the labour force and you have considered ‘as working’. There are 4 broad groups as categorized in this question to classify the working people of Tonga; (i) those that are working for pay (cash & kind), (ii) those who are unpaid family business workers, (iii) those that are producing goods mainly for sale, and (iv) those that are producing goods mainly for consumption. The details are as follows and you must classify the working person appropriately and accordingly:

01. Work for pay (government) – Those who are working for pay in the Government of Tonga
02. Work for pay (quasi government) - Those who are working for pay in the Tonga Government Incorporated Companies or in Statutory Boards

- 03. Work for pay (private) – Those who are working for pay or profit in a privately owned company or business
- 04. Operate own business – Those who are self employed – a person who during the reference week did some work for profit or family gain, in cash or in kind.
- 06. Unpaid family business work - Those who work for a family business on an ‘in kind’ basis and do not receive any gain/cash/profit’.
- 07. Produce goods mainly for sale (farming or gardening) – Those who work at home at their farm or plantation and producing those farming/plantation products mainly for sale
- 08. Produce goods mainly for sale (fishing) – Those who work at home producing fishes/fishery products/similar from the sea mainly for sale
- 09. Produce goods mainly for sale (handicrafts) – Those who work at home producing handicrafts/tapa/mata/similar mainly for sale
- 10. Produce goods mainly for consumption (farming or gardening) – Those who work at home at their farm or plantation and producing those farming/plantation products mainly for consumption
- 11. Produce goods mainly for consumption (fishing) – Those who work at home producing fishes/fishery products/similar from the sea mainly for consumption
- 12. Produce goods mainly for consumption (handicrafts) – Those who work at home producing handicrafts/tapa/mata/similar mainly for consumption
- 13. Produce goods mainly for consumption (other) – Any other type of work that a person mainly does other than those listed above

Q12.5) Do you employ people in this business operation?

This question should only be asked of persons who responded to category 4 in question 12.4 “operate own business”. Simply record whether or not the individual employs people in their business.

Q12.6) What does this person do most of the time as part of his/her work?

This question requires you to get the main occupation of the person at the work he/she does. It requires you to at least word out the person’s job by the main part of the job that clearly describes what the person mainly does. The occupation code will be entered at the Statistics Office.

Q12.7) What is the main activity of the employer?

This question requires you to obtain the main activity of the organization/ department/ business/ entrepreneur/self/etc as the employer that employs the person. The industry code will be entered at the Statistics Office.

Q12.8) On average, how many hours a week does this person work?

The question needs your recording of the total hours in a week a person works as the total time actually spend by the person in producing goods and services. Please note the question requires you to get from the respondent how many hours “on average” in a week they spend in their job.

Q12.9) Would this person be willing and available to work additional hours?

This question requires your addressing to the 'working' person and to record his/her WILLINGNESS and AVAILABILITY to work additional hours. The theory behind 'available to work additional hours' means that the 'working' person is ready within a specified subsequent period to work additional hours, and there is given opportunities for additional work.

Q12.10) Did this person look for paid work last week?

This question should be asked of all persons who either (i) answered "no" to question 12.2, or (ii) answered categories 10-13 for question 12.4. They have to have been actively looking for work to answer "yes" to this question. For those who answered 'No' proceed on to the next question to find out the reason the person did not look for work during last week and for those who answered 'yes' proceed to question 12.12.

Q12.11) Why didn't the person look for paid job last week?

The question will provide valuable information on the different categories of inactive status of the people whom are not economically active and are not in the Tongan Labour Force. You have to record in this question and to be able to get from the respondent the MAIN reason a person does not look for work during the last week. Remember to appropriately follow the sequence guides depending on what category the respondent provided.

Q12.12) During last week, was the person willing and available to start work?

Simply record whether the respondent was willing and available to work last week if a job became available.

Q12.13) How long has this person been unemployed?

This question is for recording how long those who are unemployed have not had a job. Six categories are provided for this question ranging from less than 1 month to more than two years.

Q12.14) During last week, did this person do more than 10 hours unpaid work for the family, church or community, not covered in questions 12.1 to 12.8?

This question is aiming to pick up whether those people who are not unemployed did a significant amount of unpaid work for the family, church or community. Make sure this has not already been covered in questions 12.1 – 12.8.

Q12.15) What was the main type of unpaid work that did person did?

For people who responded "yes" to the previous question, record the MAIN type of unpaid work that person did in the last week.

4 INDIVIDUAL QUESTIONNAIRE – PART 2

4.1 Introduction

This questionnaire needs to be filled in for all members of the household aged 15 years or older, via a face-to-face interview. If situations arise where it is too difficult to make contact with a member of the household aged 15 or over, due to constant absences from the household during visits, request a responsible adult within the household to provide the necessary information on their behalf.

4.2 Household/Person ID Section

Before commencing the questions for the individual, household and person identification information needs to be entered on the front cover of the form. The information required for this section is:

- a) Quarter: This relates to the quarter of the calendar year the survey is being conducted. One of four responses is possible 1, 2, 3 and 4
- b) Division Name: Either Tongatapu, Ha'apai, Vava'u, 'Eua or the Niuaas
- c) Village Name: This will be the village the census block is located
- d) CB: This is the 7-digit identification for the census block – this can be found on top of the maps or on the household listing you have been provided.
- e) Household Number: Should match the household number on the updated list for which the selections were done
- f) Person Number: Should match the person number on the front cover of the household questionnaire
- g) Person Name: The name of the individual being interviewed
- h) Name of interviewer: Enter your name

4.3 Specific Sections Relating to this Questionnaire

Section 1) Wages and Salary

This section is for those who are currently working in a job for a pay.

1.1 Ask the person if she/ he is currently working for pay in a job, business or profession.

1.11 Occupation - record the person's occupation in the space provided in column 2. If the person has more than one job, including part time, record their other job in column 4. **Do not** fill in columns 3 and 5 as this is for office use only.

1.12 Name of employer - the persons Employers name (whom the respondent is working for) must be recorded in the space provided as well.

1.13 Sector - enter the appropriate code indicating which sector of the economy the person works in. 1 – Public Sector, 2 – Private Sector, 3 – Religious Organizations and 4 – Other sectors not mentioned above.

1.14 Main duty/ activity at work place - Give a brief description of the main duty or activity performed by the respondent at the workplace.

1.15 Number of hours worked a week - Record the number of hours worked during a week, including *usual* over time hours. IE: record hours for those who work over time on a regular basis only.

1.16 How long have you been working at this job - Record the number in years and months, how long the person has been working for the job(s) mentioned in 1.11 above.

Write a dash in empty cells if not applicable

1.2 Ask the person how much he/ she earned in the past 12 months from the job(s) mentioned in 1.11 above.

(a) *Gross cash pay* - record the actual pay before everything, such as tax and NPF, has been deducted. *Do not* record the actual net amount that you take home.

(b) *Commission/ bonus* - record the total amount of commission and/ or bonus received from the job(s) mentioned in 1.11 during the reference period. If none, then write a dash.

Payment in kind: *this is where a person does not only receive income but also benefits that comes with the job such as -*

(c) *Rent* – some companies pay rent for the house that the respondent is living in. Need to ask the respondent to provide the value of the rent that the company is paying for, in the last 12 months. If not sure, then ask for an estimated value of the rent during the reference period. *Do not* record the rent amount that the respondent is paying from his pocket. Write a dash if the respondent did not receive any rent from the company.

(d) *Utilities* – some companies pay utility bills such as water, electricity and telephone for some of its employees. If this is the case, ask the respondent to give an estimated value of such bills in the last 12 months otherwise, write a dash.

(e) *Food* – in some cases, some companies provide food or even subsidise food for some of its employees. If this is the case, ask the respondent to give an estimated value of such provision in the last 12 months otherwise, write a dash.

(f) *Others* – other companies opt to pay its employees through other means of payments such as medical insurance and life insurance. Ask the respondent whether the company has provided any other form of payment in kind and record its estimated value otherwise, write a dash.

(g) *Total* - Add up the amounts entered from (a) to (f) for each column and record it in the row heading 'total'.

Write a dash in empty cells if not applicable

Section 2) Self Employed and Other Business Activities

This section is for those who are self-employed and those who run/operate other business activities or performed 'side jobs' apart from their normal paid profession.

2.1 Ask the respondent if he/ she received any income from other commercial activities or side jobs in the past 12 months. ***Do not*** include subsistence activities in this section, as this will be covered in the household questionnaire. Examples are given in the questionnaire such as operating a transport business, a retail store, trade business, etc

Encircle code 1 if yes or code 2 if no, and write it in the box provided

(If 'yes': then fill in table where appropriate. If 'no': then go to 3.1)

1 – Yes

2 – No

IF NO GO TO 3.1

2.2 Record the details of these other commercial activities (up to 3 businesses) as follows:

1. *Nature of Activity* - briefly explain the type of activity the business is engaged in.
2. *Type of Industry* - indicate what industry the business is classified under. If this is mere impossible, then further explain the nature of activity the business is engaged in.
3. *Estimated Value (cash)* - record the estimated value of drawings drawn from the business in the last 12 months, cash only. ***Do not*** include overall sales received by the business on a daily or weekly basis.
4. *Estimated Value (non-cash)* - record the estimated value of drawings drawn from the business in the last 12 months, which covers income-in-kind (ie, goods from the business consumed by the household)
5. *TOTAL* - record the total amount of drawings from the business by adding "3" and "4"

Please Note: Leave (ISIC code) row blank, as this will be coded in the office upon return.

Write a dash in empty cells if not applicable

Section 3) Previous Jobs

This section is for those who have held other jobs in the past 12 months, including part time, other than the job(s) provided in sections 1 and 2 above

3.1 Ask the respondent if he/ she had any other jobs in the past 12 months, other than the job(s) provided in section 1 above.

3.2 Record the income details of this previous job(s) as follows:

Name of Employer – record the respondent’s employers name in the space provided

Number of months worked – record the number of months in the last 12 months the person worked in this job

Gross amount Received – record the total amount received from this job in the past 12 months. This total amount includes all deductions made such as tax, NPF and loan(s) not just the actual pay you take home. Please include bonuses and commission if applicable.

Others – ask the respondent whether he/ she received any other income apart from those recorded above, such as redundancy payment and payment in kind.

Write a dash in empty cells if not applicable

Section 4) Services provided to other private households

This section is for those who have provided adhoc services to other households over the last 12 months, such as lawn mowing, baby sitting, garden assistance, etc

4.1 Ask the respondent if he/ she received any money from casual jobs for other households or non-profit organization in the last 12 months?

4.2 Record the income details of these adhoc job(s) as follows:

Type of job – if the type of job is listed in the table already, simply record the amounts earned in this row, otherwise add these jobs to the bottom of the table where it lists “Other (specify)”

Gross amount (Cash) – record the total amount of cash received for this job over the last 12 months

Gross amount (In Kind) – record the total amount of in-kind payments received for this job over the last 12 months

Write a dash in empty cells if not applicable

Section 5) Pensions/ Welfare Benefits

This section is for those who have received Pension or Welfare Benefits in the past 12 months from the government or other agencies such as old age pension or ACC.

5.1 Ask the respondent if he/she had received any pension or welfare benefits or any other regular benefit payments in the past 12 months.

5.2 Record the gross amount received from these benefit payments as follows:

1. *Type of Benefit* – record in the space provided the type of benefit received by the respondent.
2. *Amount* – record in the space provided the gross amount received from this type of benefit in the past 12 months.

5.3 Ask the respondent if he/ she had received any regular payments from the National Provident Fund in the past 12 months, such as the old pension and retirees funds.

5.4 Record the gross amount received from these regular payments as follows:

1. *Type of Fund* – record in the space provided the type of fund received by the respondent
2. *Amount* – enter the gross amount received from this regular payment in the past 12 months.

5.5 Ask the respondent if he/she had received any lump sum payments from the National Provident Fund in the past 12 months, such as retirees fund.

5.6 Record the gross amount received from these lump sum payments as follows:

1. *Type of Fund* – record in the space provided the type of fund received by the respondent
2. *Amount* – enter the gross amount received from this lump sum payment in the past 12 months.

Section 6) Other Income

This section is for recording other income(s) received by the respondent in the past 12 months. Do not record in this section incomes recorded in the preceding sections.

6.1 Ask the respondent if he/ she had received any income from the following sources -

1. *Interest* – refers to additional money received from financial investments such as fixed/ term deposits, savings or credit club. Record the amount of interest received in the last 12 months under the amount column.
2. *Rent (House)* – refers to income received from renting a house owned by the individual in charge of the other property. Record the amount received in the last 12 months under the amount column. Deduct any expenses associated with this rental property over the last 12 months (eg, dwelling maintenance, electricity connection fees, etc).
3. *Rent (Lease of Land)* – refers to income received from the lease of land owned by the individual in charge of the land. Record the amount received in the last 12 months under the amount column. Deduct any expenses associated with this land (eg, mowing the land, erecting fences, etc)
4. *Income from partnership as a non-working shareholder* – refers to income received by someone who dually/ cooperatively owns a business, but does not engage in the business activities such as an owner of a fishing boat. Record the amount received in the last 12 months under the amount column.
5. *Income as a non-working proprietor* – refers to income received by someone who solely owns a business but does not engage in its business activities. Record the amount received in the last 12 months under the amount column.
6. *Directors fees, remuneration for committees and boards* – refers to income/ allowance received by someone who sits at board or committee meetings. This is sometimes often referred to as sitting allowance. Record the amount received in the last 12 months under the amount column.
7. *Life Insurance* – refers to income received from life insurance companies, through insurance policies. It includes bonuses ‘paid out’ and matured insurance ‘paid out’. Please, do not record loans received from insurance companies. Record the amount received in the last 12 months under the amount column.
8. *Sale of Motor Vehicle* – refers to income received from the sale of a motor vehicle(s) owned by the individual. Record the amount received in the last 12 months under the amount column.
9. *Sale of other assets* – refers to income received by the respondent from the sale of other assets such as land, motorcycle or land and/ or building owned by the individual. Record the amount received in the last 12 months under the amount column.
10. *Inheritance* – refers to income received by the respondent through inheriting something from someone either within or outside the household. Record the amount received in the last 12 months under the amount column.

11. *Matrimonial property settlement* – refers to income received from divorced settlements, which ranges from financial settlements to assets such as land, house or motor vehicle. Record the amount received in the last 12 months under the amount column.
12. *Child support for dependent child* – refers to income received by the respondent, either irregular or regular, for child support. This is sometimes referred to as maintenance in Samoa. Record the amount received in the last 12 months under the amount column.
13. *Royalties* – refers to income received by the respondent through fees paid by others via patent rights. This is very common in the music industry where you pay a certain amount of money (in percentage) to reproduce/ remix a song legally owned by another songwriter. Record the amount received in the last 12 months under the amount column.
14. *Others* – refers to income received from other sources not stated above. Record the income source and amount received in the last 12 months under the appropriate column.

Write a dash in empty cells if not applicable

Section 7) Loan Information

This section is for recording loans pertaining to the individual itself.

7.1 Ask the respondent if he/ she have been paying a loan in the past 12 months for the following purposes -

- loans for the purchase of land and/ or dwelling
- loans for vehicles
- loans for cultural/ religious events
- other loans not covered above.

7.2 Record the details of loan borrowed for the purchase of land and/ or dwelling as follows:

7.21 *Amount originally borrowed* – record the actual amount borrowed in column (2). If have more than 1 mortgage or loan, then record this other amount in column (3). If have more than 2 mortgages or loans, then record this third amount in column (4).

Please note: if have more than 1 mortgage/ loan, do not record their total amount in one single column. Record them separately as mentioned above.

7.22 *Who borrowed from* – ask the respondent where he/ she borrowed the money from, which can be from a local financial institution(s) or from another household.

- 7.23 *Year* – record the year in which the mortgage/ loan was received not when it was applied or proposed.
- 7.24 *Borrowers cash contribution* – ask the respondent if he/ she made a financial contribution to the amount borrowed. Record this amount in the space provided otherwise, write a dash.
- 7.25 *Term of mortgage or loan* – record how long the respondent will have to repay back the loan in years.
- 7.26 *Amount of latest payment* – record the last amount paid by the respondent for the loan
- 7.27 *Period covered by latest payment* – record the period covered by the latest payment as mentioned in 7.26. The period covered can be weekly, fortnightly, monthly or quarterly.
- 7.28 *Interest Rate (current)* – record the interest rate that is currently paid by the respondent. It doesn't necessarily have to be the original interest rate charged in the beginning, as interest rates tend to fluctuate from time to time.

Write a dash in empty cells if not applicable

- 7.3 – 7.5 Record the details of loan borrowed for the purchase of vehicle(s) in the same manner as 7.2 above

Important: If the loan is a top-up to an existing loan, record the responses for the first 5 parts of this question (“amount originally borrowed” → “term of mortgage or loan”) as normal (nb: the amount originally borrowed figure should only be the top-up amount) and for the question asking for the “amount of last repayment, record the value of the additional repayment if more money is now being repaid, or record the question number of the original loan if no additional repayments are being made (eg, “see 7.2” if the top-up was to an existing mortgage)

Section 8) Contributions to Benefit Schemes

This section is for recording contributions made by the respondent to benefit schemes, such as life insurance and credit union, with the intention of having financial rewards in the future. Ensure all contributions in the last 12 months are included, even if the individual is no longer making such payments.

8.1 Ask the respondent if he/ she had made any contribution to any benefit schemes in the past 12 months.

8.11 Credit union – record the latest amount paid by the respondent to a credit union in column (2). If the respondent is/ has contributed to more than one credit union, then record this amount in column (3). If the respondent is/ has contributed to more than two credit unions, then record this amount in column (4). The period covered by the latest amount paid should be recorded in column (5), which can be weekly, fortnightly or monthly. Do the same with other benefit schemes as mentioned below.

8.12 Medical insurance – record the latest amount paid by the respondent for any medical insurance(s) in the past 12 months.

8.13 Life insurance – record the latest amount paid by the respondent for any life insurance(s) in the past 12 months.

8.14 Other schemes – record the latest amount paid by the respondent for any other benefit schemes, other than the ones mentioned above.

Write a dash in empty cells if not applicable

5 HOUSEHOLD QUESTIONNAIRE

5.1 Introduction

This questionnaire needs to be filled in by the household head only, via a face-to-face interview. If a situation arises where it is too difficult to make contact with the household head for the duration of the diary keeping period, due to constant absences from the household during visits, request another responsible adult within the household to provide the necessary information on their behalf.

5.2 Filling in the Front Page

The front page of the household questionnaire should be filled in on the first visit to the household, before the diary keeping period commences. All the information on the front page should be completed during this visit.

At the top of this page you need to provide the household identification details. The information required for this section is:

- a) Quarter: This relates to the quarter of the calendar year the survey is being conducted. One of four responses is possible 1, 2, 3 and 4
- b) Division Name: Either Tongatapu, Ha'apai, Vava'u, 'Eua or the Niuas
- c) Village Name: This will be the village the census block is located
- d) CB: This is the 7-digit identification for the census block – this can be found on top of the maps or on the household listing you have been provided.
- e) Household Number: Should match the household number on the updated list for which the selections were done
- f) Name of interviewer: Enter your name

The next section which must be completed is the roster of household members. With the assistance of the household head, you must record the names, sex and date of birth of all members currently associated with this household. You must include all persons currently living with this household, even if they are temporarily away when the interviewer visits. This information will be crucial in helping determine how many questionnaires and diaries each household will require during enumeration.

The total number of males and females should then be recorded at the bottom of the page.

5.3 Specific Sections Relating to this Questionnaire

Section 1) Dwelling Characteristics

*This section is for recording the characteristics of the **main dwelling** used/ occupied by the household in question. If the household has more than 1 dwelling, then you need to direct all questions in this section to the main dwelling only.*

1.1) What is the main material used for the outside walls of this dwelling?

1. Poured concrete – This refers to walls made of “thrown on cement” and those that are using stucco, the American product called “Sitako” in Tongan.
2. Concrete block – Refers to walls made of bricks which may also be smoothen on the outside with cement.
3. Metal – Walls that are made of products of iron or metal.
4. Wood – Walls that are made of products of wood and similar product thereof
5. Thatch – Walls that are made up of leaf products or any leaf type like coconut leaves, au, etc.
6. Other- Refers to any other material used for outside walls that does not fall between categories 1 to 5.

1.2) What is the main material used for the roof of this dwelling?

Refer to the explanations by categories as above on question 1.1.

1.3) What is the main material used for the floor of this dwelling?

1. Concrete block – Refers to brick or cemented floor.
2. Wood – Roof made of wood and similar products thereof
3. Other- Refers to any other related materials used for the roof and not falling under categories 1&2 above.

1.4) What is the main source of drinking water your household uses?

Since this is a household question, the main source of drinking water refers to the MAIN source of drinking used by most of the members of the household.

1. Piped water supply – refers to treated underground water distributed through corrugated or plastic pipelines to households. In the town areas this water supply is owned by the Tonga Water Board, while in most villages are distributes and managed by water management committees and have similar water distribution methods.

2. Cement / Tank – rain water collected through drainpipes from the roofs of houses and buildings into containers and used for drinking and other use and the container is made of cement, fiber glass or any other.
3. Own well covered/protected
4. Own well opened/unprotected - underground water obtained from wells or underground dugout holes where majority are not treated
5. Bottled water – refers to mineral, spring and purified bottled water purchased from shops and distributors.
6. Boiled water – any kind of water that is firstly boiled and use for drinking.
7. Other-any other category that is not categorized under 1 to 6 as above.

1.5) What is the main source of water apart from drinking water your household uses?

Refer to the explanations by categories as above on question 1.4.

1.6) Do you have to travel for water?

This question is meant for those who have to get out of their house to get water, or from any other place further away from their house and their allotment.

a) How long does it take to get to the water source?

Record the answer in minutes it takes for any person in the household to collect water in one trip.

b) How many trips are usually made per day?

This refers to approximate number of trips any person from the household make in a day in order to collect water from outside the house.

1.7) What is the main type of toilet facility your household usually uses?

1. Flush toilet – refers to a toilet facility that is automatically flushed after use.
2. Manual flush – refers to a toilet facility that is manually poured with water after use.
3. Pit – refers to a toilet facility that is build on a dugout hole underground and water is not used .
- 4 None – refers to non existence of any toilet facilities. This may include using of the bush, the sea, etc. for toilet needs.

1.8) What is the main source of lighting for your household?

This refers to the source of lighting predominantly used by occupants of the household.

1. Electricity supply – the source of lighting for the household is electricity as generated and distributed by the Tonga Power Board
2. Electricity generator – the source of lighting is electricity and is generated by a privately own generator.
3. Kerosene – the main source of lighting
4. Benzene – the main source of lighting
5. Solar – the source of lighting is solar generated power
6. Other – the main source of lighting apart from those categorized 1-5 above

1.9) What is the main type of energy for cooking for your household.

This question refers to the kind of energy used predominantly as fuel by the household for cooking the household's principal meals.

1. Electricity supply – the main source of energy for cooking is electricity.
2. Gas – the main source of cooking is butane gas as distributed by the Homegas Limited
3. Kerosene – the main source of energy for cooking is kerosene
4. Firewood collected – the main source for energy for cooking is firewood
5. Firewood bought – the main source for cooking is firewood and is purchased
6. Other describe – the main source for cooking is other that those categories 1-5

1.10) Does this household have access to the internet?

This question is meant for at least one member of the household who is using and is having access to the internet and to classify according to the categories provided. If there is at least one member of the household is accessing the internet, classify by where mostly use or accessing the internet if the person (s) is using or accessing at more than one place. Category 4 is for those households whom none of its members use the internet.

1.11) How does this household normally dispose of its waste?

This question normally look into the main method the household dispose of its solid wastes. Waste disposal is meant for rubbish and broader solid waste generated by the occupants of the household and looks into the main form of disposing of rubbishes the household use according to the categories provided.

1. Burn – the main form of rubbish disposals is by burning
2. Bury – the main form of disposing waste is by burying
3. Lagoon/ocean – the main form of rubbish disposal is dumping into the lagoon or ocean.

4. Dump area – the situation where occupants of the household carry their solid waste to the local dumping area.
5. Decomposed – the main way of rubbish disposal is by decomposition, where rubbishes (food, plant, other) wastes are left to rot or to decompose.
6. Commercial waste collection – the arrangement made by the household and the authority that collects solid wastes on regular basis e.g. the Waste Authority Ltd.
7. Other describe – Any other form of disposing waste other than categories 1-6

1.12) How many separate rooms does your household occupy, including the kitchen?

A room is defined as a space in a dwelling or other living quarters enclosed by walls reaching from the floor to the ceiling, or the covering of the roof of a height of at least 2 meters and of an area large enough to hold a bed for an adult that is of at least four square meters.

This question looks at how many rooms the dwelling has or how many rooms does the main dwelling have if the household members live in more than one dwelling, counting the kitchen if separate.

Please record the total rooms the household has in numbers. Total number of rooms as defined should include bedrooms, studies, habitable attic, servant's room, kitchens, rooms used for professional or business use, other spaces used for dwelling purpose so long as they meet the criteria concerning walls and floor space. Please note passageways, verandas, lobbies, bathrooms and toilets should not be counted as rooms even if they meet the criteria for a room.

1.13) When was this building constructed?

Please provide the best guess if possible.

Section 2) Household Possessions

Ask the respondent whether the household is in possession of any of the 14 items as illustrated in the table in the questionnaire. If an individual member of the household possesses any item as listed in the table, then this item becomes part of the household possession, not individually

If the household possesses some of the items listed in the table, then please write the total number of each item in its corresponding box. Do not tick its corresponding box. If the household does not possess some of these items, then please write a dash in its corresponding box.

Please record items that are fully operable or currently used by the household only. Do not include items that are malfunctioning or have not been used by the household for 3 months or more.

Section 3) Dwelling Tenure

This section is for recording the occupancy status of the dwelling currently used by the household.

3.1) Ask the respondent what year they moved into the main dwelling that they are living in. Note that the major emphasis in this question refers to the main dwelling that is currently occupied by the household but not other dwellings, that's if the household has more than 1 dwelling.

Record the year in the box provided. If the household had always lived there then enter 9999. If the respondent can't remember when they moved into the main dwelling, then record a best guess response.

3.2) Ask the respondent about the occupancy status of the dwelling that they are living in, as outlined below:

1. *Rent – and pay rent for this dwelling – the household is paying rent to occupy the dwelling they are living in*

If the answer is yes, then circle code 1, and write it in the box provided

2. *Rent – paid by employer – the household is renting the dwelling but the employer pays the rent*

If the answer is yes, then circle code 2, and write it in the box provided

3. *Rent – but occupy free of charge – the household is renting the dwelling but they do not pay any rent for it*

If the answer is yes, then circle code 3, and write it in the box provided

4. *Occupy the dwelling with mortgage/ loan repayments – the household privately owns the dwelling and is currently paying for a mortgage/ loan that was used to finance or refinance the dwelling*

If the answer is yes, then circle code 4, and write it in the box provided

5. *Own the dwelling outright – the household privately owns the dwelling without any mortgage/ loan or rent associated with the dwelling or have completed paying off a loan/ mortgage that was used to finance the dwelling*

If the answer is yes, then circle code 5, and write it in the box provided

Please note that each household should fall into one of the above 5 categories thus, there can only be one number to be entered in the box provided and don't forget the skips as they are important

3.3) This is for those households that have answered “1. Rent only” in 3.2 above!!

Ask the respondent about the latest total amount of rent paid for the dwelling that they are living in. Total amount includes both the rent for the dwelling and land lease, where the rented dwelling is physically located, paid for by the household only. Do not include payments or financial assistance provided by a person outside the household and bond payments, which is usually associated with rent.

Record the latest amount paid for rent under the column heading ‘amount paid’ and enter the period covered by this amount under the column heading ‘period covered’.

EG

Type of payment	Amount Paid	Period Covered (e.g. <i>monthly</i>)
Rent	\$320	Fortnight

Please Note: Go to 3.5 after answering this question. Do not answer 3.4

3.4) This is for those households that have answered “2. Rent – paid by employer” and “3. Rent – but occupy free of charge” in 3.2 above!!

Ask the respondent to give an estimated amount of rent that the employer is paying for the household. If the respondent knows the exact amount, then record this amount. This has been proven in the past to be quite difficult to obtain from respondents due to its uncertainty but try and use probing techniques to extract an estimated amount.

Record the estimated rent per month under the column heading ‘estimated rent per month’.

Please note that the standard unit of measurement is month so the amount recorded should represent the household’s monthly rent

EG:

Type of payment	Estimated Rent Per Month
Rent free dwelling	\$460

3.5) This question is for all households that are renting, regardless of whether they are paying (ie, categories 1, 2 and 3 in section 3.2 above)

Ask the respondent who the landlord is or who they are renting the dwelling from

1. *Private owner* – the dwelling is privately owned by another household member who is not a member of this household
2. *Employer* – the dwelling is owned an employer, whom one of the household members work for

3. *Church* – the dwelling is owned by a church or religious group, regardless whether the household has any connections with the church or not
4. *Relatives* – the dwelling is owned by someone who is not a member of this household but is somehow related to someone within the household in question
5. *Other* – the dwelling is owned by someone who is not listed above

Encircle appropriate code and write it in the box provided

Please Note: Go to 3.8 after answering this question. Do not answer 3.6 & 3.7

3.6) This is for households that have answered “4. Mortgage/ loan” and “5. Outright only” in section 3.2 above!!

Ask the respondent for an appropriate asking price if the household was to sell the main house

If the land is freehold, then record the land and house asking prices separately.

If the land is not freehold/ private, then write a dash in the space allocated for “Lot (Land if private)” and just record the value for the House.

3.7) This question is for households that have answered 3.6 above!!

Ask the respondent for an estimated rent amount if the household was to have rent out the dwelling instead

Record the estimated rent per month under the column heading ‘estimated rent per month’. Please note that the standard unit of measurement is *month* so the amount recorded should represent the household’s estimated monthly rent

3.8) This question is for all households!!

Ask the respondent whether the household made any reconnection or connection payments for the dwelling in the last 12 months (including payments made for other dwellings owned by the household in question) in relation to the following:

1. *Electricity reconnection/ connection fees* – payments made for the reconnection of electricity that has been disconnected and/ or payments made for a new electricity connection, including installing and switching to cash power
2. *Telephone reconnection/ connection fees* – payments made for the reconnection of telephone that has been disconnected and/ or payments made for a new telephone connection
3. *Water reconnection/ connection fees* – payments made for the reconnection of water supply that has been reconnected and/ or payments made for a new water supply connection

Encircle code and write it in the box provided
(If 'yes': then fill in table where appropriate. If 'no': then go to question 3.9)

Record the appropriate amount accordingly. If not applicable, then write a dash in the appropriate space.

3.9) This question is for is for all households!!

Ask the respondent whether the household made any payments for insurance policies on the dwelling or its contents in the last 12 months (including policies on other dwellings owned by the household)

Encircle code 1 if yes or code 2 if no, and write it in the box provided
(If 'yes': then fill in table where appropriate. If 'no': then go to section 4)

Record the amount of the latest premium(s) paid for such policies accordingly under the column heading 'amount of latest premium'. If not applicable, then write a dash in the appropriate space.

Record the amount of claim(s) made against such policies under the column heading 'claims made against policy'. If not applicable, then write a dash in the appropriate space. Only claims made in the last 12 months should be included.

Claim(s) made against policy – occurs when the household receive some sort of financial payment/ reward from an insurance company/ insurer due to accidents or natural disaster(s) affecting the dwelling and/ or its contents. Do not include loans received from these insurance companies.

Record the period covered by the latest premium paid under the column heading 'period covered by this premium'. The period covered can be weekly, fortnightly, monthly, quarterly, biannually or annually. If not applicable, then write a dash in the appropriate space.

Section 4) Construction & Improvement of Dwellings

4.1) Ask the respondent whether any member(s) of the household made any payments to the construction of a new dwelling in the last 12 months, regardless of its geographical location.

Record the appropriate amount accordingly. If not applicable, then write a dash in the appropriate space.

1. *Site preparation* – includes clearing, excavating, flattening and preparing the site/ land for construction (landscaping)
2. *Surveying fees* – this is where you pay a licensed surveyor to confirm the boundaries of the site before construction
3. *Architectural or design fees* – it covers fees paid for the schematic drawing of the plan for the dwelling, which is usually done up by an architect
4. *Building permit fees* – fees paid for issuing a permit, upon approval, for constructing a new dwelling.

5. *Registration fees* – fees paid for the registration of the new dwelling.
6. *Contract payments to builders* – it covers labor cost associated with the construction of the new dwelling. Exclude payments made to household members involved with the construction of the new dwelling, as the money seems to circulate within the household.
7. *Contract payments made to other trades people* – these are payments made to other trades people that were involved with the construction of the dwelling such as plumber, electrician, tile layer, painter and finisher
8. *Materials used in the basic construction (non traditional)* – these are building materials that were used for the construction of the dwelling such as nails, cement, timber and rebar.
9. *Materials used in the basic construction (traditional)* – these are building materials that were used for the construction of the building such as thatched leaves
10. *Transport of materials* – covers the transportation of materials used (both non traditional and traditional) for the construction of the building.
11. *Other costs of construction (specify)* – apart from those mentioned above, specify other constructions costs and record its corresponding amount associated with the construction of the new building

If not applicable, then write a dash in the appropriate space.

Add up the above construction items and enter it in the allocated space, next to 'TOTAL'.

4.2) Ask the respondent whether any member(s) of the household paid someone who is not a member of the household to do *home improvements* to any private dwelling in the last 12 months, regardless of its ownership status. Record the amount spent on labor only not materials purchased by the household for home improvement.

Record the appropriate amount accordingly. If not applicable, then write a dash in the appropriate space.

1. *To carry out repairs, renovations or improvements* – labor costs associated with repairs or renovations done for the existing dwelling
2. *To carry out structural additions or alteration* – labor costs associated with an extension or alterations to the existing dwelling
3. *To build a garage or other building* – labor costs associated with the construction of a garage or minor building to be used by the household
4. *To landscape premise* – labor costs associated with landscaping of the land. Do not include costs associated with the hiring of heavy machines for landscaping
5. *Other payment to contractor (specify)* – apart from those mentioned above, specify other contractors and record its corresponding labor costs associated with home improvements

Record the total dollar amount spent on each corresponding item. If not applicable, then write a dash in the appropriate space.

Add up the above labor costs and enter it in the allocated space, next to 'TOTAL'.

4.3) Ask the respondent whether any member(s) of the household purchase any home improvement item (s) in the last 12 months as portrayed in the table

Record the total dollar amount spent on each corresponding item. If not applicable, then write a dash in the appropriate space.

Add up the amount paid for these home improvement items and enter it in the allocated space next to 'TOTAL'.

4.4) Ask the respondent whether any member(s) of the household hired any plant or equipment for home maintenance in the last 12 months.

Record the total dollar amount spent on each corresponding item. If not applicable, then write a dash in the appropriate space.

Add up the amount paid for these home improvement items and enter it in the allocated space next to 'TOTAL'.

Section 5) Household Bills

This section is for recording household bills paid by the household (for its own household and/ or for another household) and household bills paid by another household for the household in question. Include also part payments made towards any household bills for the household in question or another household during the reference period. Do not record bills associated with a business!!

5.1) Ask the respondent whether any member of the household paid any household bills or whether someone from a different household paid any household bill(s) for the household in question in the last 12 months

Record the amount charged to the household for the last household bills under the column heading 'amount of latest payment (own funds)'. If not applicable, then write a dash in the appropriate space.

Record the amount received by the household for household bills under the column heading 'amount of latest payment (as gifts)'.

Record the period covered by the last household bills under column heading 'period covered' – even if the bill covers an extended period of time (ie, arrears). Period covered can be weekly, fortnightly, monthly, quarterly, biannually or annually except for electricity and cell phones.

Important: Treatment of household bills in arrears - If the household bill covered arrears, only record the amount for the last period

1. *Electricity* – covers both cash power and the normal distribution of electricity
2. *Water*
 - *Treated*: bills paid for tap water that has been treated/ filtered, usually distributed by the government
 - *Untreated*: bills paid for tap water that has not been treated/ filtered, usually distributed by both government and various villages
3. *Phone*
 - *Land line*: bills relating to telephones that are somehow connected to the dwelling including portable home phones as well
 - *Cell phone*: bills relating to mobile phones, including both pre paid and post paid (contract). Record the total amount spent if the household has more than 1 cell phone.
4. *Post office rental* – bills paid relating to post office box rental
5. *Cable TV* – bills paid relating to cable TV used by some households. Exclude installation costs associated with cable TV.
6. *Fax machine* - bills paid by the household relating to the use of a fax machine by the household. Exclude if the fax machine is mainly used for a business and costs associated with it if a household member was to use a fax machine that doesn't belong to the household.
7. *Internet at home* – bills paid for the usage of Internet at home. Exclude costs associated with Internet use if a household member uses an Internet that doesn't belong to the household.

Section 6) Transport expenses

This section is for recording household expenses associated with household transportation. Exclude transportation expenses associated with a business.

6.1) Ask the respondent whether any member of the household acquire any items, as listed in the table, associated with vehicles for household used in the last 12 months

If the household acquired more than 1 of the same type of vehicle, then sum them up together and record it under the column heading 'Total Cost (Pa'anga)'. If not applicable, then write a dash in the appropriate space.

Note: 1 *Bought from own funds* – the household or a member of the household acquires any of the above items from its own funds, regardless of how they get the funds. If not applicable, then write a dash in the appropriate space.

2 *Received as gifts* – the household or a member of the household acquires any of the above items in the form of a gift, regardless of who they received it from. If not applicable, then write a dash in the appropriate space.

6.2) Ask the respondent whether any member of the household or a member of a different household (including business) paid for the repair or maintenance of a vehicle owned by the household, or purchase any parts or vehicle accessories for vehicles owned by the household, as listed in the table in the last 12 months.

Record the amount spent by the household on such repairs/ maintenance or parts/ accessories under the column heading 'amount paid (own funds)'. If not applicable, then write a dash in the appropriate space.

Record the amount received as gifts by the household on such repairs/ maintenance or parts / accessories under the column heading 'received as gift'. If not applicable, then write a dash in the appropriate space.

6.3) Ask the respondent whether any member of the household or a member of a different household (including business) paid for the hire of a motor vehicle in the last 12 months which was used by the household. Exclude the hire of heavy machines such as excavators and loaders.

Record the amount spent by the household on such hire under the column heading 'amount paid'. If not applicable, then write a dash in the appropriate space.

Record the amount received as gift by the household on such repairs/ maintenance or parts / accessories under the column heading 'received as gift'. Record the appropriate amount accordingly. If not applicable, then write a dash in the appropriate space.

6.4) Ask the respondent whether any member of the household paid any registration fee and/ or insurance premiums for any of the household vehicles. Exclude registration fees and insurance premiums for vehicles mainly used for a business.

If a household has more than 1 type of vehicle, then record them separately under the column heading 'type of vehicle'. Record the amount paid for registration under the column heading 'amount paid for registration'. If no insurance premiums paid, then write a dash in the space provided.

Section 7) Acquisition of Major Consumer Durables

This section is for recording major household items acquired by the household in the last 12 months.

7.1) Ask the respondent whether the household or any member of the household acquired any household furniture and fittings in the last 12 months, as portrayed in the table

Please Note: *Bought* – the household uses its own funds to acquire any of the above item(s)
 Gift Recd. – the household didn't use its own funds to acquire any of the above items but received them from a member of a different household
 No. – record the number of corresponding items under this column
 Value – record the value/ estimated value of the corresponding item under this column

EG:

Item	Bought		Gift Recd.		Item	Bought		Gift Recd.	
	No	Value	N	Value		No	Value	No	Value
1. Beds	2	\$590		\$	10. Blankets		\$		\$
2. Mattresses	1	\$125	1	\$55	11. Sheets, bed		\$		\$
3. Lounge Chair		\$		\$	12. Pillow Cases		\$		\$

7.2) Ask the respondent whether the household or any member of the household acquired any household items in the last 12 months, as portrayed in the table

Please Note: Same treatment as with 7.1 above

Section 8) Education & Recreation/ Sport

This section is for recording household expenses associated with education, recreation and sport.

8.1) Ask the respondent whether any member of the household made any payments associated with education and/ or recreation or sports in the last 12 months. Include payments made to members of another household and payments received by a member of the household in question

A. Education Expenses**1. Formal education fees:**

Early childhood – includes mainly kindergarten

Primary school – school fees from class 1 – 6

Secondary school – school fees from form 1 – 7

Tertiary school – school fees associated with higher education

Other educational institution - school fees associated with those schools not mentioned above such as special needs and vocational

2. Boarding/ lodging fees – fees associated with those students staying at a boarding school or hostel**3. Clothing (school, sports uniform etc)** – fees associated with school and sports uniforms only**4. Books & School supplies** – fees associated with the purchase of stationeries (such as school books, pencils and pens) and school textbooks**5. Other educational expenses:**

Teacher's day – include both total monetary gifts and materialistic gifts (estimated value) given to teachers by the students during this day

Sports day – money spent/ donated by students for the school's sports day

Private tuition – money spent by the household for private tutorial classes and paid-subject afternoon classes

PTA – money spent by the household on Parents and Teachers Association

Others – money spent by the household on other educational activities apart from those mentioned above such as mufti

B. Recreation & Sport**1. Fees charged for hobby classes** – total fees paid by household member(s) in relation to hobby classes such as music schools**2. Subscription levied by clubs of leisure groups** – total fees paid by household member(s) in relation to subscription charges for any affiliated club, association, organization or group such as golf, gym, rugby or hash**Section 9) Medical and Health Services**

This section is for recording all household medical expenses and healthcare services.

9.1) Ask the respondent whether any member of the household made any payments (both cash and in kind) for the services or medications from health practitioners and service providers in the last 3 months. Include payments made to members of another household as well.

1. *Private practitioners* – fees paid to see a doctor and/ or specialist who privately run their own clinics
2. *Outpatients* – fees paid to see a doctor/ specialist at a hospital
3. *Hospital charges* – fees paid for admitting someone to a hospital
4. *Medicine, Antibiotics or other prescribed medication* – fees paid for medicine prescribed by a doctor only but not medication where you purchased through walk-ins such as panadol, eno or magnesia
5. *Traditional medicine practices* – fees paid to see a traditional doctor who is usually paid in the form of cash and/ or goods (payment in kind).
6. *Prenatal/ Maternal and Antenatal care outside of hospital* – fees paid to see a traditional mid wife who is usually paid in the form of cash and/ or goods (payment in kind)

Please Note: Enter appropriate person number if the person is a household member otherwise, write 0.

9.2) Ask the respondent whether any member of the household received any payments (both cash and in kind) for the services or medications from health practitioners and service providers in the last 3 months. *IE:* a member from a different household (both local and overseas) pays the medical expenses and healthcare services for someone from the household in question

Please Note: Same concept as with 9.1 above

Section 10) Overseas Travel

This section is for recording all private overseas trips for any household member. Do not include overseas business/ official trips.

10.1) Ask the respondent whether any member of the household paid for any overseas traveling expenses in the last 12 months. Include traveling expenses paid by any member of the household in question for member(s) of another household.

1. *Air fare* – air fare(s) expenses paid by any member of the household for overseas travel
2. *Sea fare* – sea fare(s) expenses paid by any member of the household for overseas travel
3. *Departure* – tax paid at the airport prior to boarding an international flight
4. *Accommodation* – expenses associated with place of stay abroad where you have to pay such as a motel, hotel or lodge.
5. *Meals/ Drinks* – meals/ drinks expenses associated with overseas travel
6. *Clothing* – clothing expenses associated with overseas travel

7. *Household goods* – household goods associated with overseas travel such as electrical appliances and furniture's

Write a dash in empty cells if not applicable

Enter the corresponding person number (from the front of Hhold Q) on top of each column and its relevant details

If a member of the household traveled overseas more than once during the reference period, then record each traveling expenses separately. Do not add them up.

If the traveling expenses paid by any member of the household in question for someone within the household, then write 1 (Household Member) in the space provided

If the traveling expenses paid by any member of the household in question for someone outside the household, then write 2 (Non Household Member) in the space provided. Its corresponding person should always be '99'.

EG

Person No.	1	99	-	-	-
Household Member 1	1	2	-	-	-
Non Household Member 2					
Travel expense	Trip 1	Trip 2	Trip 3	Trip 4	Trip 5
1. Air fare	\$999	\$999	\$-	\$-	\$-
2. Sea fare	\$-	\$-	\$-	\$-	\$-
3. Departure tax	\$40	\$40	\$-	\$-	\$-
4. Accommodation	\$-	\$-	\$-	\$-	\$-
5. Meals/Drinks	\$90	\$75	\$-	\$-	\$-
6. Clothing	\$115	\$76	\$-	\$-	\$-
7. Household Goods	\$225	\$450	\$-	\$-	\$-

10.2) Ask the respondent whether any member of the household received any overseas traveling expenses in the last 12 months. *IE:* traveling expenses paid by someone from another household for a member of the household in question

Please Note: Same concept as with 10.1 above

Section 11) Special Events

This section is for recording all special/ unusual events encountered by the household in the last 12 months such as funeral, wedding or birthday party.

11.1) Ask the respondent whether any member of the household contributed significantly to a special event during the reference period. Special event(s) can be within the household itself or another household where the household had contributed.

EG:

Type of event	Amount paid
1. Funerals	\$1500
2. Weddings	\$-
3. Birthday	\$1500
4. Church Conference	\$-
5. Other Special Events	
	\$-
	\$-

Write a dash in empty cells if not applicable

Include both cash and estimated value of goods use for such a special event

Section 12) Agriculture, Livestock, Fishing and Other sales

This section is for recording all homegrown/ produce items sold by the household in the last 30 days, such as agriculture, livestock, seafood, homemade products and handicraft.

12.1) Ask the respondent whether any member of the household sold any agricultural crop (as indicated in the table) in the last 30 days. These crops can be sold anywhere such as the market, road stall or from own backyard as long as the household receives money from the transaction. Include the resale of any agricultural crop such as the sale of a sack of taro or coconut that was received from a different household and exclude commercial farmers/ producers.

Sales (a) – record the gross amount received from the crops sold

Expenses (b) – record the expenses associated with sales only such as market block, transportation, cargo fare and packaging. Exclude direct expenses such as fertilizer, weed killer, bush knife, labor costs

Net (a – b) – record the net amount or simply deduct expenses from sales

Write a dash in empty cells if not applicable

12.2) Ask the respondent whether any member of the household sold any livestock (as indicated in the table) in the last 30 days. Include the sale of both live and dead livestock. Include the resale of any livestock such as the sale of a whole cow

Expenses (b) – record expenses associated with the sale such as transportation, packaging

Write a dash in empty cells if not applicable

12.3) Ask the respondent whether any member of the household sold any seafood (as indicated in the table) in the last 30 days. Include the sale of both live and dead seafood.

Expenses (b) – record expenses associated with the sale such as transportation, packaging

Write a dash in empty cells if not applicable

12.4) Ask the respondent whether any member of the household sold any homemade produce (as indicated in the table) in the last 30 days.

1. *Process food* – includes any home processed food

2. *Process drink* – includes home processed drinks such as ice pop/ cake and cordial in peps bottles

3. *Chips* – includes homemade chips

4. *Cake* – includes homemade pastries such as pie, scone, etc

5. *Tongan oil* – simply refers to local oil produced by some households for massaging

5. *Coconut cream* – simply refers to locally produced coconut cream

6. *Others* – specify other type(s) of homemade produce apart from those mentioned above.

Expenses (b) – record expenses associated with the sale such as transportation, packaging, market block costs, etc.

Write a dash in empty cells if not applicable

12.5) Ask the respondent whether any member of the household sold any handicrafts (as indicated in the table) in the last 30 days.

Expenses (b) – record expenses associated with the sale such as transportation, packaging, market block costs, etc.

Write a dash in empty cells if not applicable

Section 13) Remittance Activities

This section is for recording all remittance activities (given and receive) pertaining to the household including both cash and in kind in the last 12 months.

13.1) Ask the respondent whether any member of the household had sent any remittances to someone from another household, either local or overseas, in the last 12 months. Include both cash and in kind.

1. *Paid to overseas (cash)* – money sent by a household member to individuals in overseas countries
2. *Paid to overseas (in kind)* – goods sent by a household member to individuals in overseas countries
3. *Paid to Tonga (cash)* – money sent by a household member to a member of a different household in Tonga
4. *Paid to Tonga (in kind)* – goods sent by a household member to a member of a different household in Tonga

Remittances in cash – record the exact amount and the currency revealed by the respondent under the column heading ‘amount given’. Foreign currencies will be converted upon returning to the office.

Remittances in kind – if can’t remember the exact amount spent on these goods, then ask the respondent to give an estimated value and record it under the column heading ‘amount given’

Write a dash in empty cells if not applicable

13.2) Ask the respondent whether any member of the household received any remittances from a member of another household, either local or overseas, in the last 12 months. Include both cash and in kind.

1. *Received from overseas (cash)* – money received by a household member from individuals in overseas countries
2. *Received from overseas (in kind)* – goods received by a household member from individuals in overseas countries
3. *Received from Tonga (cash)* – money received by a household member from a member of a different household in Tonga

4. *Received from Tonga (in kind)* – goods received by a household member from a member of a different household in Tonga

Remittances in cash – record the exact amount and the currency revealed by the respondent under the column heading ‘amount given’. Foreign currencies will be converted upon returning to the office.

Remittances in kind – ask the respondent to give an estimated value of such goods and record it under the column heading ‘amount given’

Write a dash in empty cells if not applicable

Section 14) Contributions to Church, Village and School

This section is for recording all contributions made by the household towards the church, village and/ or school in the past 12 months.

14.1) Ask the respondent whether any member of the household made any contribution to the church, village and/ or school in the last 12 months. Include both cash and in kind contribution.

Church – such as typical church donations

Village – such as penalty (both cash and in kind)

School – such as money for a school project/ loan

14.2) Ask the respondent about the total amount contributed by the household to the church, village and school in the last 12 months. Record them separately as revealed by the table.

Write a dash in empty cells if not applicable