



Household Income and Expenditure Survey 2012/13

QUESTIONNAIRE INSTRUCTION MANUAL

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Introduction

This manual is intended to be used by supervisors, interviewers and other staff working on the 2012/13 Nauru Household Income and Expenditure Survey (HIES). The main purpose of the manual is to assist both supervisors and interviewers in filling out each of the different survey forms used to collect information in the field.

The manual will be divided into 8 parts covering:

- 1) Introduction
- 2) General guidelines for completing survey forms
- 3) Specific guidelines for completing Module 1
- 4) Specific guidelines for completing Module 2
- 5) Specific guidelines for completing Module 3
- 6) Specific guidelines for completing Module 4
- 7) Specific guidelines for completing Module 5
- 8) Specific guidelines for completing the Household Diary

In order to assist the smooth conduct of data collection, all staff involved in the survey are required to read this manual prior to the first round of data collection so they are aware of its contents. These staff are not required to memorise the content in this manual, but merely to be aware of what it contains so that when issues arise in the field with a specific question, they will know where to go in this manual to address the issue.

PART 1: GENERAL GUIDELINES FOR COMPLETING SURVEY FORMS

1.1 Language of completion

All the survey materials are printed in English. Enumerators must fill in the questionnaire in English and adapt their interview to the context of the household. The interview can be conducted in another language (pidgin....), but information has to be reported in ENGLISH (included observations, comments....).

More generally, interviewers have to ask questions as clearly as possible and make them understandable by the household (even if sometimes the question is summarized in 1 word....). The best way to conduct the interview is to choose the language of the household, and ask the questions without reading the questionnaire but looking at your interlocutor.

Moreover, all the amount collected in the questionnaire, modules or diary, are recorded in Solomon Islands dollars. The National currency is the only currency allowed in the questionnaire. If in some cases surveyed household declare some purchase in another currency, please do the conversion and record the amount in Solomon dollars.

1.2 How to write in the questionnaire

(A) Write with a pencil

This is the best way to make the questionnaire readable and comprehensible, allowing field staff to erase and rewrite properly, to facilitate the task of supervision and data entry. Except diary1, all the documents are filled by the enumerators. A pencil is provided to each household member in charge of the diary1 filling.

(B) Neat writing

Enumerators have to write properly, and keep in mind that other staff involved in the survey will read the questionnaire as well.

Two main parties will generally be responsible for completing the information in the survey forms:

Modules 1 – 4:	The interviewer
Module 5 (Price Survey):	The Supervisor
Household Diary:	The household head, and at times other members of the household.

All this information will be entered into the computer after fieldwork has been completed for that round, and for this reason it is absolutely imperative that:

- a) the interviewer fills in the modules with neat writing
- b) the interviewer makes sure the households fill in the diary with neat writing
- c) the supervisor checks the quality of the writing before returning to Bureau of Statistics for processing

Survey forms filled in with poor writing will only lead to errors during the data entry phase and will also slow down the down processing phase.

An example of poor and good writing is as follows:

Q2.4.2 - VEHICLES EXPENDITURE

- ➔ Please provide expenditure detail for every expense identified in Q2.4.1
- ➔ If you did not incur any expenditure on any of these items over the past 12 months then write zero in the "total amount" field

Good writing

Bad writing

Line No	Expense code (2402) 111 to 512	Detailed description	New code 2411	Beneficiary code 2412	Total amount paid in the last 12 months	Provider 2414	Payment	Purpose of the Payment	Obj 2417
					1 month for Fuel AUD 2413		code 2415	code 2416	
2408	2408	2410	2411	2412	2413	2414	2415	2416	2417
01	1111	MOTOR VEHICLE	2	1	\$ 2300.00	NEIGHBOUR	1	1	
02	2411	YAMAHA 50HP	1	2	\$ 3100.00	FR1070	1	1	
03					\$.00				

As can be seen from this example the data entered in Line 01 is very readable, whereas in Line 02 this is not the case. Even if the data entry staff interpret the information correctly for Line 02 during data entry, the poor quality of the writing will slow them down at their task.

1.3 Recording codes and monetary amounts

(A) Recording codes

A common practice when developing questionnaires is to utilize codes as response categories for certain questions. This saves the interviewer from having to write down the whole description, instead just entering a code. It also saves a great deal of time during data entry if the data entry person simply enters a number. In the example below, the question relates to each household members relationship to the household head. The household head will respond with category 01 for this question whereas every other member of the household needs to reply with a code of 02 – 11 to indicate how they are related to the head. Make sure the leading "0" is entered where it exists so that both boxes are filled.

relationship to HH head	code 1101: Relationship head
code 1101	01. Head
	02. Spouse/husband/de facto
	03. Son/daughter (adopted or not)
	04. Son/daughter-in-law
	05. Parent
	06. Parent in law
1101	07. Uncle/aunt
	08. Nephew/niece
	09. Brother/sister
	10. Other relative
	11. Grandchild
	12. Other non relative

Many questions have pre coded answers referring to a code at the bottom of the page with a determined number of digits.

Example: relationship to household head in Q1.2, 12 options are possible, from 01 (head) to 12 (other non relative). In order to complete the form properly, enumerators have to fill in all the cells according to the possible options:

For the head of household, option 01:

<input type="checkbox"/>	<input type="checkbox"/>	} Not possible
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	correct

(B) Recording quantitative information (amount, age...)

Some information collected are quantitative data and to not refer to any pre coded options. They have to be recorded properly in the cells, from right side to left.

Example:

Age, price, number of working hours....

2 household members, 54 and 9 years old, 2 options allow a proper record of their age.

<input type="checkbox"/>	<input type="checkbox"/>	Not possible	<input type="checkbox"/>	<input type="checkbox"/>	} Not possible
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	} Correct	<input type="checkbox"/>	<input type="checkbox"/>	} Correct
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	

Amount in the modules

In the modules, only record amount with Solomon Dollars, do not provide cents. To encourage this, whenever an amount is requested, the cents component has been filled in with a “.00”.

When entering the dollar amount always enter the digits to the right hand side of the boxes provided, not the left.

Example

A price of 60 dollars must be recorded properly as shown in the following example:

\$ ☐ ☐ ☐ ☐ .00^c

\$ ☐ ☐ ☐ 6 ☐ 0 .00^c 👍

\$ ☐ 6 ☐ 0 ☐ ☐ .00^c 🙅

Amount in the diary

For the household diary, always provide the amounts in dollar and cents. To encourage this, a place has been allocated for both dollar and cents amounts, separated by a “.”

Dollars cents

|

Make sure the cents amount is entered, even if the item was a whole dollar amount

Example:

- 2 dollars and 50 cents
- 2 dollars

|
 |

|
 |

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1.4 Sequence guides and skips

When interviewing respondents it is often the case that some questions, based on previous responses, will no longer be relevant for that respondent. When this occurs it is often desirable to have these questions skipped over because:

- a) They are not relevant
- b) It will speed up the interview

The manner in which this takes place in practice is to use what are often referred to as skips, or sequence guides. A skip or sequence guide directs the interviewer past certain questions if it can be determined those questions are no longer relevant. In the example below, sequence guides are present for both question 1200 and 1203. In the case of question 1200, the coded response determines which question to proceed to next (eg, if response 01-08 proceed to 1201, if response 09-12 proceed to 1206, etc). For question 1203, the answer to the question once again determines where next to proceed (eg, if 30+ hours then proceed to 1206, whereas if response <30 hours, proceed to 1204).

Main activity section						
Member ID number [HM]	What is the main type of work/activity of the [HM] during the last week ? (If away from work (e.g. Holidays/illness) what would the [HM] usually be doing?)	What is the [HM] main occupation ?	What is the main industry this [HM] works in ?	How many hours did [HM] work last week in this main activity ?	Would [HM] be willing and available to work more hours in this main activity ?	o b s
	code 1200 if 01 to 10 → follow to 1201 if 11 to 14 → skip to 1206 if 15 → skip to 1212	example: nurse, teacher, secretary, driver, shop keeper, restaurant cook, manager...	example: government, restaurant, transport, education, health, retail, trade ...	30hrs and + → skip to 1206 less than 30hrs → to 1204	1 = Yes 2 = No	
1000	1200	1201	1202	1203	1204	1205
01	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Indicate which question to go based on what respond is provided to the question

code 1200 : Main type of work/activity last week

- 01. Employer
- 02. Employee, working for wages / salary in public sector
- 03. Employee, working for wages / salary in private sector
- 04. Employee, working for wages / salary in NGO
- 05. Employee, working for wages / salary in Church
- 06. Producing goods or services for sale, running a business (self employed)
- 07. Producing goods for own and/or family consumption (self employed)
- 08. Unpaid family worker (family business/plantation)
- 09. Unpaid family worker (helps with basic household/home duties)
- 10. Voluntary work/community work (work for free)

- 11. Student - full time
- 12. Student - part time
- 13. Home maker
- 14. Retired / too old
- 15. None

Do not pursue any activity at all (no work, no gardening....)

1.5 Shaded areas

Some questions will have shaded areas which will generally mean nothing needs to be written in these parts by the interviewer. Examples include question 1106 in module 1 where the shaded area is crossed out for some persons, further suggesting no information is required.

Other examples of shaded areas include the industry code question, 4115, in module 4 which will be entered in the office after field work.

Marital status	
code 1106	
1106	
<div style="background-color: #cccccc; height: 20px;"></div>	<div style="border: 1px solid black; padding: 5px; width: fit-content;"> The shaded cross out area indicates to leave the responses to question 1106 blank for these people </div>
<div style="background-color: #cccccc; height: 20px;"></div>	
<div style="background-color: #cccccc; height: 20px;"></div>	
<div style="background-color: #cccccc; height: 20px;"></div>	
<div style="background-color: #cccccc; height: 20px;"></div>	

1.6 Total boxes

At the bottom of each section, enumerators are required to complete the “total boxes”. After having listed all the information in a section, the total boxes have to be completed (not during the interview but later).

These boxes allow double check during data entry in order to make sure that:

- all the items are entered
- all the amount are properly entered

In this example, 2 total are expected, the total number of items listed, and the total price.

<input type="text" value="11"/>	◀ Number of items	<input type="text" value="\$11111.00"/>	◀ Total amount
<input type="text" value="110"/>	◀ Number of items	<input type="text" value="\$111110.00"/>	◀ Total amount

If there is no items listed in the section, write “0” in the total boxes.

Key rule
Total boxes cannot be blank

1.7 Observation boxes

In each questionnaire in each module a free space called “observations” appears. This space is designed for the enumerators in order to write any comments they have related to this part of the questionnaire, and ideally on the line related to the appropriated individual.

- Enumerator does not remember how to code this member of a certain item, it is highly recommended to write an observation related to this case. Later, with the supervisor, this text will be very useful to codify properly the codes. If any problem occurs, this observation space allows the enumerator to write all the information instead of losing it or not remembering it.
- When an item is coded “other” an observation should be written in order to specify what “other” means.
- If an item for a HH member has to be filled in and is leaving blank, explain the reason why. For example, a household member do not remember his age and birth date, write an observation to explain that, otherwise the supervisor will think that you did not ask him the question.

Each observation enumerator want to add should be referenced by an observation id, for each questionnaire starting from 1.

Example of observation

						Observations
Member ID number [HM]	Cell phone number (optional)	Duration of residence in the HH (in months) in the last 12 months	Residential status in this family if 3 ► 1112 else end of Q1.1	if 1111= 3 Where does [HM] is currently based ?	Obs	
		00 to 12	code 1111	code 1112	1113	
1000	1109	1110	1111	1112	1113	
01	xxx xxx xx	1 2	1			1 individual 02 left temporarily the household to go another island for working purposes, he will come back in a few months, he is still depending on this household, nobody knows exactly where he is - 1112 is empty
02	-----	1 2	3		1	2 individual 03 is a boarder student in Western, he depends on this household but come back for holydays only 3 months each year
03	-----	0 3	3	0 2	2	

The observation Id is a sequential number from 1 to N used for the same household in all the questionnaires (each observation Id is unique).

1.8 Payments related to a period

Some payments recorded are related to a specific period of time, could be weekly, fortnightly, monthly, annually...

- Questionnaire 1.5 (dwelling tenure expenditure) mentions the house /land rent or mortgage, typically these payments are related to a specific period,
- Questionnaire 2.1 (utilities) mentions house bills, electricity, water, telephone, etc which are related to specific period as well,
- Questionnaire 2.8 (loans) periodicity of loan repayments

In order to record the periodicity related to the payment, 2 information are requested:

- Quantity
- Unit

Example:

Period of the payment	1 month	2 weeks
quantity	1	2
unit	month	week

The quantity is a number (number of days, weeks...)

The unit refers to a code: 1. Day / 2. Week / 3. Month / 4. Year / 5. Other casual (not regular, no periodicity). If option 5 is marked, make an observation to specify roughly how many payments was made during the last 12 months.

These 2 columns allow the enumerator to record the periodicity.

Example:

<i>periodicity</i>	<i>Column</i>	
	<i>quantity</i>	<i>unit</i>
<i>Weekly</i>	<i>01</i>	<i>2</i>
<i>Weekly</i>	<i>07</i>	<i>1</i>
<i>Fortnightly</i>	<i>02</i>	<i>2</i>
<i>Fortnightly</i>	<i>14</i>	<i>1</i>
<i>Monthly</i>	<i>01</i>	<i>3</i>
<i>Every 10 days</i>	<i>10</i>	<i>1</i>
<i>1 quarter</i>	<i>03</i>	<i>3</i>
<i>Casually</i>	<i>00</i>	<i>5</i>

In some cases there are several options which lead to the same output, weekly can be 1 week or 7 days.

Fortnight can be 2 weeks or 14 days...

1.9 Dealing with unknown responses

For monetary values in particular, respondents will often say they are not aware of the actual amount they paid or earned for a particular time period. When this situation arises, then follow these two simple steps:

- 1) Refer to records (eg, receipts for expenses or pay slips for income).
- 2) If this is not possible, insist on a best guess answer from the respondent, even if they feel they have no idea.

Key rule

A rough guess is better than no guess at all

1.10 Dealing with question refusals

A survey such as an income and expenditure survey collects information which some respondents will view as sensitive, especially with respect to income. Although the members of the household are willing to participate in the survey, they may therefore just wish to refuse answering a question or two. When this situation arises, then follow the two simple steps:

- 1) Remind the respondent of the confidential nature in which this information is being collected, and responses provided will not be made available to the public.
- 2) Don't push the household members too hard to respond, if they insist on refusing to provide an answer to that question

- 3) Provide details in one of the “observation” boxes provided so appropriate action can take place back in the office

Key rule

Whilst encouraging as best as possible full responses,
don't push respondents too much if they refuse to
provided information for certain questions

1.11 The “other” category

Some questions which have categories requiring a box to be ticked, also have an option after each of the categories listed as “other” (nb: this scenario exists a lot in Q1.4 in module 1). The reason behind this category is because it is not always possible to list every category response for a question, so those not listed can be classified as “other”. When this occurs, there will sometimes be instances when a description is requested to add information to what this “other” category is representing. Please write the description in an observation. This information will assist the development of these questions in future surveys.

1.12 Answering for other people

The majority of information for the survey will be able to be provided by the household head. The interviewers are therefore encouraged to collect as much information from each of the modules from the head initially. Having said that, when conducting the interview for each of the 4 modules, collection of accurate information will be a lot easier if as many members of the household as possible are present. This is especially the case for persons aged 15 and older.

If the household head (or another responsible adult in the household) is responding on behalf of other household members, and they are unsure of an answer, it is best to organize to collect this information on the next visit, when:

- a) that household member is home, or
- b) they household head has had a chance to find out the correct answer for that question

Only when all visits are complete, should you accept guesses from a household member on behalf of other household members. When this occurs document the details in the “observations” section of the questionnaire, so this information can be reviewed back at the Statistics Office.

1.13 Level of detail of the expenditure collected

(A) Information required related to expenditure

In most of the expenditure sections, each expenditure comes with:

- A detailed description of the good or services
- A beneficiary of the expenditure: who will get the benefit of this transaction?
 - o one of the household member of the household in general (if I bought this good for the benefit of myself or my household)
 - o another household, a member of another household, or any organisation (association) = make a gift to give away
- Total amount of the transaction: the price in Solomon dollar (\$SBD), even if the goods was bought by credit, with a loan, it is crucial to record the total price of the transaction
- Provider: the name or the kind of shop (supermarket, Chinese shop, road market, market...), or the name or kind of provider who receives the payment (private person, private company, government...)
- payment: how did you pay ?
 - o cash with money on your own fund: I paid cash with money on my own fund, no need to borrow money
 - o in kind: without any money, trading in exchange for other goods or services rather than for money (barter)
- purpose of payment: the payment can have several objectives:
 - o for the consumption of the household – private consumption (I buy something which will be consumed by
 - o for the operation of a business (I am a taxi driver, I spend a lot of money on fuel to operate my business / fuel is a business expenditure)
 - o Both, the goods bought is consumed by my household and my business (I used my taxi for personal reason as well, to drive the family... / expenses on fuel have both purposes)


(B) How to record expenditure

As much as possible, in module 2 and 3 (expenditure sections) each expenditure have to be collected on separate rows.


Key rule

1 expenditure = 1 row

detailed description	New	beneficiary	total amount paid in the last 12 months	Provider (Name of the provider, shop, kind of shop, location...)	pay-ment	purpose of the payment
	code 2311	code 2312			code 2315	code 2316
2310	2311	2312	SBD \$ 2313	2314	2315	2316
bush knife	1	1	\$ 1 5 0 0.00	hardware honiara	1	1
tool box	1	1	\$ 6 0 0 0.00	hardware honiara	1	1


 2 expenditures on 2 different rows

detailed description	New	beneficiary	total amount paid in the last 12 months	Provider (Name of the provider, shop, kind of shop, location...)	pay-ment	purpose of the payment
	code 2311	code 2312			code 2315	code 2316
2310	2311	2312	SBD \$ 2313	2314	2315	2316
bush knife + tool box	1	1	\$ 7 5 0 0.00	hardware honiara	1	1


 the 2 different expenditures on the same row

In some cases, the household might not remember the price of each good he bought during the past 12 months:


detailed description	New	beneficiary	total amount paid in the last 12 months	Provider (Name of the provider, shop, kind of shop, location...)	pay-ment	purpose of the payment
	code 2311	code 2312			code 2315	code 2316
2310	2311	2312	SBD \$ 2313	2314	2315	2316
TV screen	1	1	\$ 3 0 0 0.00	Honiara video	3	1
Fridge	1	1	\$ 4 5 0 0.00	Fridge shop	3	1
Rice cooker	1	1	\$ 5 0 0 0.00	Chinese shop	1	1
Dvd player	1	1	\$ 1 0 0 0.00	Chinese shop	1	1

 Ideal way to record the 4 expenditures

detailed description	New	beneficiary	total amount paid in the last 12 months	Provider (Name of the provider, shop, kind of shop, location...)	pay-ment	purpose of the payment
	code 2311	code 2312			code 2315	code 2316
2310	2311	2312	SBD \$ 2313	2314	2315	2316
TV screen	1	1	\$.00	Honiara video	3	1
Fridge	1	1	\$.00	Fridge shop	3	1
Rice cooker	1	1	\$.00	Chinese shop	1	1
Dvd player	1	1	\$ 9 0 0 0.00	Chinese shop	1	1

 If the household do not remember the price of each goods purchased, still 4 different rows with the total amount estimated on the last row

detailed description	New	beneficiary	total amount paid in the last 12 months	Provider (Name of the provider, shop, kind of shop, location...)	pay-ment	purpose of the payment
	code 2311	code 2312			code 2315	code 2316
2310	2311	2312	SBD \$ 2313	2314	2315	2316
TV screen, fridge, Rice cook...	1	1	\$ 9 0 0 0.00	shops		1

 In this case we lose a lot of information, all the expenditure on the same row is not the way to record properly.

PART 2: GENERAL GUIDELINES FOR COMPLETING COVER FORM (id)

2.1 Household ID – envelope cover

The questionnaire is made up of 4 modules and 2 diaries, 6 booklets in total, all coming in the same envelope, all the information related to the identification of this household will appear on the cover page of each booklet and on the envelope as well.

This information are:

- 1. The HIES household id** or household number (Household No) is unique, and will appear on each cover page of each booklet. The household id is based on a 5 digits code:
 - First 2 digits: is linked with the province code (01 Choiseul, 02 Western, 03 Isabel, 04 Central, 05 Rennell Bellona, 06 Guadalcanal, 07 Malaita, 08 Makira, 09 Temotu, 10 Honiara)
 - Digit 3 to 5: sequential number from 1 to n per province

- ⇒ Households 01001 to 01384 = HIES id of 384 households selected in Choiseul
- ⇒ Households 02001 to 02576 = HIES id of 576 households selected in Western
- ⇒ Households 03001 to 03384 = HIES id of 384 households selected in Isabel
- ⇒ Households 04001 to 04384 = HIES id of 384 households selected in Central
- ⇒ Households 05001 to 05192 = HIES id of 192 households selected in Rennell Bellona
- ⇒ Households 06001 to 06576 = HIES id of 576 households selected in Guadalcanal
- ⇒ Households 07001 to 07576 = HIES id of 576 households selected in Malaita
- ⇒ Households 08001 to 08384 = HIES id of 384 households selected in Makira
- ⇒ Households 09001 to 09384 = HIES id of 384 households selected in Temotu
- ⇒ Households 10001 to 10576 = HIES id of 576 households selected in Honiara

- 2. Replace:** complete with A, B or C and allows us to know if the household surveyed is
 - A the selected household from listA,
 - B a replacement household from listB,
 - C or another household (if list B was not enough, another household from this EA)

HIES household Id	<input type="text"/>	REPLACE (A, B or C)	<input type="text"/>	ROUND	<input type="text"/>
from 01001 in Choiseul to 10576 in Honiara		A = selected household (listA) B = replacement (listB) C = replacement (out of listB)		From 01 to 16	

- 3. Round:** from 01 to 16

NAME		CODE	
PROVINCE	<input type="text"/>	Ward code, see section A3.4 sample	<input type="text"/>
WARD	<input type="text"/>		<input type="text"/>
VILLAGE / EA	<input type="text"/>	EA	<input type="text"/>
Name of the Household head	<input type="text"/>	Serial number from pre listing	<input type="text"/>

01 - Choiseul
 02. Western
 03. Isabel
 04. Central
 05. Rennell
 06. Guadalcanal
 07. Malaita
 08. Makira
 09. Temotu
 10. Honiara

EA code, 3 digits

Form 1C household listing, column a

4. **Province Name and Code:** see section 2.3 in the field work manual
5. **Ward Name and Code:** see section 2.3 in the field work manual
6. **Village / Ea Name and code:** the EA is located in 1 village in rural area, or name of area in urban. The code is provided in the form 1A of household selection document
7. **Name of the household head** (column b of form 1C household listing / individual 1 in Q1.1)
8. **Serial number from pre listing:** form 1C of household selection document, column a
9. **GPS WAYPOINTS:** GPS coordinates from the GPS unit are part of household id. The coordinate to enter here are the one of the interviewed household.
 - a. Latitude = 7 digits
 - b. Longitude = 8 digits

GPS WAYPOINTS	
LATITUDE	LONGITUDE
<input type="text"/>	<input type="text"/>

From the GPS Unit

10. **Field staff id:** name and code. Each staff (enumerator, supervisor) has in own id code. This id code is unique; it is available on the id card of each field staff.

Key rule

!! Field staff id (name and code) mentioned here must be the real one and not the one of those who were supposed to interview this household. If there are some inconsistencies in this questionnaire, the chief supervisor will refer to the field staff mentioned here.

11. Questionnaire completion

QUESTIONNAIRE COMPLETION					
1 = Fully complete		2 = partially completed / incomplete		3 = empty / not completed at all	
MODULE 1	<input type="text"/>			MODULE 4	<input type="text"/>
MODULE 2	<input type="text"/>			DIARY 1 WEEK 1	<input type="text"/>
MODULE 3	<input type="text"/>			DIARY 2 WEEK 2	<input type="text"/>

For each booklet (diary and module) complete with the correct code:

1. Fully complete = all the questionnaires in this booklet are completed
2. Partially complete / incomplete = some questionnaires in this booklet are not completed (for any reason), or in some questionnaires, some information are missing (one household member was missing ...)
3. Empty / not completed at all = all the questionnaires are empty, for any reason, enumerators have not asked any questions to the household in this booklet, or the booklet was lost...

12. Signature: enumerator and supervisor signatures attest that the completion of the questionnaire was made in the respect of the instructions

2.2 Modules / Diaries cover

Household identification is specified on the envelope cover (section C1.1) and on each modules and diaries cover. Enumerators have to report on all the modules and diaries cover the household id's specification.

In addition to that, extra information specific to the modules / diaries are required:

- Date of interview: date of interview in the household
- Date of data entry: date of modules / diaries entry was completed

If needed, there is an extra room for comments on each cover page of modules and diaries.

Module1

MODULE 1 - DATE		HOUSEHOLD SIZE	
INTERVIEW	<input type="text"/> / <input type="text"/> / <input type="text"/> dd / mm / yy	Number of members listed in list 1 in Q1.1	LIST1 <input type="text"/>
ENTRY	<input type="text"/> / <input type="text"/> / <input type="text"/> dd / mm / yy	Number of members listed in list 1 in Q1.1	LIST2 <input type="text"/>
	Day of Module 1 entry		TOTAL <input type="text"/>
		TOTAL = list1 + list2	

Diary1

DIARY 1 - WEEK 1	DIARY 1 WEEK 1 - COMMENTS
START - DAY 1 <input type="text"/> / <input type="text"/> / <input type="text"/> dd / mm / yy	First day of the diary1 = day1
END - DAY 7 <input type="text"/> / <input type="text"/> / <input type="text"/> dd / mm / yy	Last day of diary1 = day7
DATA ENTRY COMPLETED <input type="text"/> / <input type="text"/> / <input type="text"/> dd / mm / yy	Day of data entry diary1 competed
	If you have any comments on diary 1 completion

PART 3: GENERAL GUIDELINES FOR COMPLETING MODULE1

3.1 - Q1.1 Demographic profile

(A) Overview Q1.1.

In order to complete this questionnaire, you have to refer to the definition of a household as described in part 3 section 3.1 sub section A.

The household is defined around the following concepts:

- ⇒ **Person or group of people living together**
- ⇒ **Common cooking arrangements**
- ⇒ **Share part or all of their resources (expenditures, food..)**
- ⇒ **Are all under the authority of the same household head**

This questionnaire includes

- 13 questions (from 1100 to 1113) to ask to all household members,
- The first column (1000) related to the household member id (01 = household head Id),
- 2 lists, list1 from household id “01” to household id “20” and list2 from hh id “21” to “24”.

The first task of the enumerator is to distinguish between list1 and list2:

- List1 includes all member who depends on this household:
 - Permanent householders living in this household for more than 12 months
 - New households who joined the household during the past 12 months (since a wedding or an union for example)
 - Baby born during the past 12 months or adopted children coming during the past 12 months
 - Visitors only if they stayed or have planned to stay more than 1 month
 - All the member who are not physically here the day of module 1 completion but who still depends on this household:
 - Boarder student
 - Member away for working purposes
 - Hospital ...
- List2 includes all members who used to depends on this household during the last 12 months but not any longer
 - Household members who died during the period
 - People who left the household during the last 12 months

(B) Household member ID – Module 1 Flap

Column 1000 – HH member Id:

- Household members ID are unique in the questionnaire, all the members in list1 are coded from 01 to 20, and from 21 to 24 in list2.
- The head of household is coded 01. The household head is a permanent member who lives in the household
- All members keep the same ID in all the questionnaires in all the modules.

KEY RULE

IT IS NOT POSSIBLE TO CHANGE A HOUSEHOLD MEMBER ID DURING THE INTERVIEW OR IN BETWEEN 2 MODULES

Column 1001 – Name of household member (list1 & list2): for communication reason, we ask the name of the household member, surname, the name is not an important item, just useful during the interview.

3 questions:

Which are the household members who live currently here? (list1)

Which are the household members who are used to live here but currently absent? (list1)

Which are the household members who used to live here in the past 12 months but not any longer? (list2)

Column 1002 – Sex (list1 & list2): is related to the code 1002 at the bottom, 1 for male 2 for female.

⇒ Even if the appearance or the name of the member can guide you to the sex, in case of doubt, you have to ask to the interviewee confirmation.

Column 1003 – Age (list1 & list2): for members listed in list1, the age the day of the interview. If the household member is a baby less than 1 year old, fill 0.

Members listed in list2, if they are dead, age at the time of the death, if they left the household age the day of the interview, if both, age of the death.

The age is confirmed by the date of birth.

⇒ Sex and Age are at this stage crucial information; enumerator should do their best to fill them in.

(C) How to complete Q1.1

First of all, fill the reference period (see section B5)

Column 1100 – Date of birth (list1 & list2): day / month / year – dd/mm/yyyy:

- if the exact date of birth of a respondent is unknown, enter the year of birth. In that case “00” should be entered for day and month of birth.
- If the year of birth is unknown, refer to the calendar of events to help you to estimate it. The Calendar of events is a document year of birth cannot be blank
- household member is not sure about day and month, you can leave them blank, but year must be completed.

Column 1101 – Relationship to hh head (list1 & list2): it refers to the code 1101 at the bottom. Relationship of each member (list1 and list2) with the head of household (HH id 01). Head of household is automatically coded as “01”, for other members check:

- options 2 to 10 for relative,
- 11 for other relative
- 12 if not relative
- 13 if dead (only in list2)

Column 1102 and 1103 – biological parents (list1 & list2): for each household member, ask who his biological parents (mother and father) are. If the parents are in the household (list1 or list2) specify the HH Id (01 to 20 or 21 to 24), otherwise the parents can be:

- In another household (code 97)
- Dead (code 98)
- If the household member does not know or is not sure, 99

Column 1104: - Country of birth (list1 & list2): refers to the code 1104 at the bottom

- Option 1 to 7: list of different countries
- Option 8: other => specify which country in an observation

If the country of birth is 1 – Solomon Islands ask 1105, otherwise, skip to 1106

Column 1105 – Province of birth (list1 & list2): only for people born in Solomon Islands, refers to the code 1105, list of the 10 provinces of Solomon Islands. If the member was born out of Solomon Islands, leave it blank.

Column 1106 – Current marital status (list1 only): it refers to the code 1106. One member can have different matrimonial status, like widowed but living with somebody. In that case, de facto would be more appropriate. De facto means living with somebody in the same household, boyfriend or girlfriend living separately are not “de facto”.

Column 1107 – Ethnicity (list1 & list2): refers to code 1107, the scope of the survey is all resident in Solomon Islands, different ethnicities are possible.

Column 1109- cell phone number (list1): for practical reasons it can be good to have the phone contact of HH member, especially the one you have appointment with.

- If any information are missing after the 2 weeks, instead of going back for an extra visit, you can try to get the information by phone
- If something happens to you the day of a visit, and you will be late, you can just notify to him.

The cell phone number will not be entered

Column 1110– duration of residence in the HH during the last 12 months (list1 & list2): for each HH member, count the number of months they stayed in this house. We expect here a number of months between 1 and 12.

For example:

- *if a baby was born 3 months ago => 3 months in this household during the last 12 months*
- *If the grandmother died 8 months ago => 4 months in this household during the last 12 months*
- *If a household member spent 2 months away during the last 12 months => 10 months.*
- *If the household member is a boarder student and come back in total 3 months a year for holydays => 3 months*
- *If the household member joined the member 4 months ago => 4 months*

Column 1111 – residential status (list1 & list2): it refers to the code 1111:

Household member in list 1, there are 4 options:

- Option1 = permanent member, living in this household permanently
- Option2 = permanent member temporarily away – absent a few days but will be back during the diary period
 - Boarder student absent at school the week and back home the week end
 - At the hospital for a few days (less than 15 days)
 - Absent a few days for working reason (less than 15 days)
 - Absent for any reason less than 2 weeks
- Option3 = permanent member absent for a longer period (more than 2 weeks)
 - Boarder student at school back home just for holydays
 - Absent for any reason for more than 2 weeks (not at home during the diary period)
- Option4 = visitor for more than 1 month

Household member in list 2, 2 options:

- Option5 = HH members who do not belong to this hh any longer
 - The daughter left the household a few months ago to live in her husband family
- Option6 = dead during the last 12 months

Household member list 1 or list 2:

- Option7: other => write an observation and specify

Column 1112 – where does HH is currently based (list 1 only)?: only if the case of 1111=3, for a permanent member absent from home for a long period, where does he stay ? (Provincial code 01 to 10 or 11 if overseas).

If HM lives

(D) Q1.1 Example Q1.1

Assuming that module 1 was completed on Tuesday the 2nd^d of October 2012 in Honiara, this day enumerator learns that:

- The family is made up of the parents (Peter and Mary), their 2 sons (John and Paul), and a cousin (Robert) who has been living here for many years,
- The oldest son (John) lives with his wife (Jessie) in the household. She came early January after the wedding to live with him in his household. Moreover 2 months ago she gave birth to a little girl (Melody),
- The grandfather (Peter's father called Sam) who used to live there died last March,
- The grandmother (Sam's wife, called Sally) is at the hospital since mid July this year,
- Peter and Mary have a daughter as well (called Nester), she left 2 years ago to live with her boyfriend's family (her boyfriend called Edward),
- The parents have a fourth child who has been living with other relatives since he was born (his name is Jonathan),

List1:

- Parents – Peter and Mary: 2 members
 - Their first son family – John, Jessie and Melody: 3 members
 - The youngest son - Paul: 1 member
 - The cousin who has been living here for many years - Robert: 1 person
 - The grandmother - Sally: 1 person who depends on this household
- ⇒ **Total list 1 = 8 persons** (from “id 01” to “id 08”)

List2:

- The grandfather – Sam (died during the period and used to live there)
- ⇒ **Total list2 = 1 person** (“Id 21”)

Not listed:

- Nester, she left the household 2 years ago, neither in list1 nor in list2.
- Jonathan has never been part of this household (neither list 1 nor list 2)

Reference period of Q1.1

Reference period: 12 months	
from:	01 / 10 / 2011
to:	01 / 10 / 2012

Flap of the questionnaire and first page of Q1.1

Flap module 1				Q1.1 Demographic profile first page									
Member ID number [HM]	Name	Sex	Age	Member ID number [HM]	Birthdate	relationship to HH head	mother	father	Country	If Solomon	Marital status	Ethnicity	Obs
		code 1002					97 if in another HH 98 if deceased 99 don't know						
List 1				Household members residing there (inc temporarily away) - list1									
1000	1001	1002	1003	1000	1100	1101	1102	1103	1104	1105	1106	1107	1108
01	Peter	[1]	[45]	01	03/03/1967	[0] [1]	[2] [1]	[0] [6]	[1]	[0] [3]	[2]	[1]	[]
02	Mary	[2]	[46]	02	04/12/1965	[0] [2]	[9] [7]	[9] [7]	[1]	[0] [3]	[2]	[1]	[]
03	John	[1]	[25]	03	12/01/1987	[0] [3]	[0] [1]	[0] [2]	[1]	[1] [0]	[2]	[1]	[]
04	Paul	[1]	[18]	04	27/04/1994	[0] [3]	[0] [1]	[0] [2]	[1]	[1] [0]	[1]	[1]	[]
05	Robert	[1]	[14]	05	23/09/1998	[1] [0]	[9] [7]	[9] [8]	[1]	[0] [3]	[1]	[1]	[]
06	Sally	[2]	[75]	06	02/07/1937	[0] [5]	[9] [8]	[9] [8]	[1]	[0] [3]	[7]	[1]	[]
07	Jessie	[2]	[22]	07	14/10/1989	[0] [4]	[9] [7]	[9] [7]	[1]	[1] [0]	[2]	[1]	[]
08	Melody	[2]	[0]	08	15/08/2012	[1] [1]	[0] [7]	[0] [3]	[1]	[1] [0]	[1]	[1]	[]
09		[]	[]	09	-- / -- / --	[] []	[] []	[] []	[]	[] []	[]	[]	[]
List 2				Household members who used to live in this household during the past 12 months - list2									
21	Sam	[1]	[81]	21	07/11/1930	[0] [5]	[9] [8]	[9] [8]	[1]	[0] [3]		[1]	[]

During the interview of Q1.1, interviewer learns that

- Mary's parents are still alive and live in another household (in Isabel province) – 1102 & 1103
- Robert's father is dead, and his mother lives in another household (in Isabel as well) – 1102 & 1103,
- Jessie's parents live in another household (1102 & 1103)
- All household members birth place, and marital status (1104, 1105, 1106)
- They are all Melanesian (ethnicity - 1107)

Except Sally Jessie Melody and Sam, all the members spent 12 months in the household (1110)

Since October 2011:

- Sally spent 9 months in the household and 3 months at the hospital
- Jessie spent 3 months with her family and 9 months in this household
- Melody was born 2 months ago
- Sam died 7 months ago, he spent 5 months in the household

Except Robert Sally and Sam, they are all permanent members (1111)

- Robert is a boarder student, back in the household every week end,
- Sally is at the hospital for a long term, she will not come back during the diary period, and she is currently based in Honiara hospital (1112 = 10).
- Sam is dead

Q1.1 Second page

Flap module1				Q1.1 Demographic profile second page						
Member ID number [HM]	Name	Sex	Age	Member ID number [HM]	Cell phone number (optional)	Duration of residence in the HH (in months) in the last 12 months	Residential status in this family	if 1111= 3	Obs	
	01 = household head	code 1002						Where does [HM] is currently based ?		
	List 1						00 to 12	if 3 ► 1112 else end of Q1.1		code 1111
	1000	1001	1002			1003	1000	1109		1110
01	Peter	[1]	[45]	01	-----	[1] [2]	[1]	[] []	[]	
02	Mary	[2]	[46]	02	-----	[1] [2]	[1]	[] []	[]	
03	John	[1]	[25]	03	-----	[1] [2]	[1]	[] []	[]	
04	Paul	[1]	[18]	04	-----	[1] [2]	[1]	[] []	[]	
05	Robert	[1]	[14]	05	-----	[1] [2]	[2]	[] []	[]	
06	Sally	[2]	[75]	06	-----	[0] [9]	[3]	[1] [0]	[]	
07	Jessie	[2]	[22]	07	-----	[0] [9]	[1]	[] []	[]	
08	Melody	[2]	[0]	08	-----	[0] [2]	[1]	[] []	[]	
09		[]	[]	09	-----	[] []	[]	[] []	[]	
List 2				List 2						
21	Sam	[1]	[81]	21		[0] [5]	[6]		[]	

3.2 - Q1.2 Occupations during the past week

(A) Overview Q1.2

The objective of Q1.2 is to know for each household member in list 1 aged 10 and more how they spend their time during the last 7 days:

- In main work/activity
- In secondary work/activity, extra work/activity
- In job research

Activity means occupation, job, and work, activity paid in cash, in kind or for free.

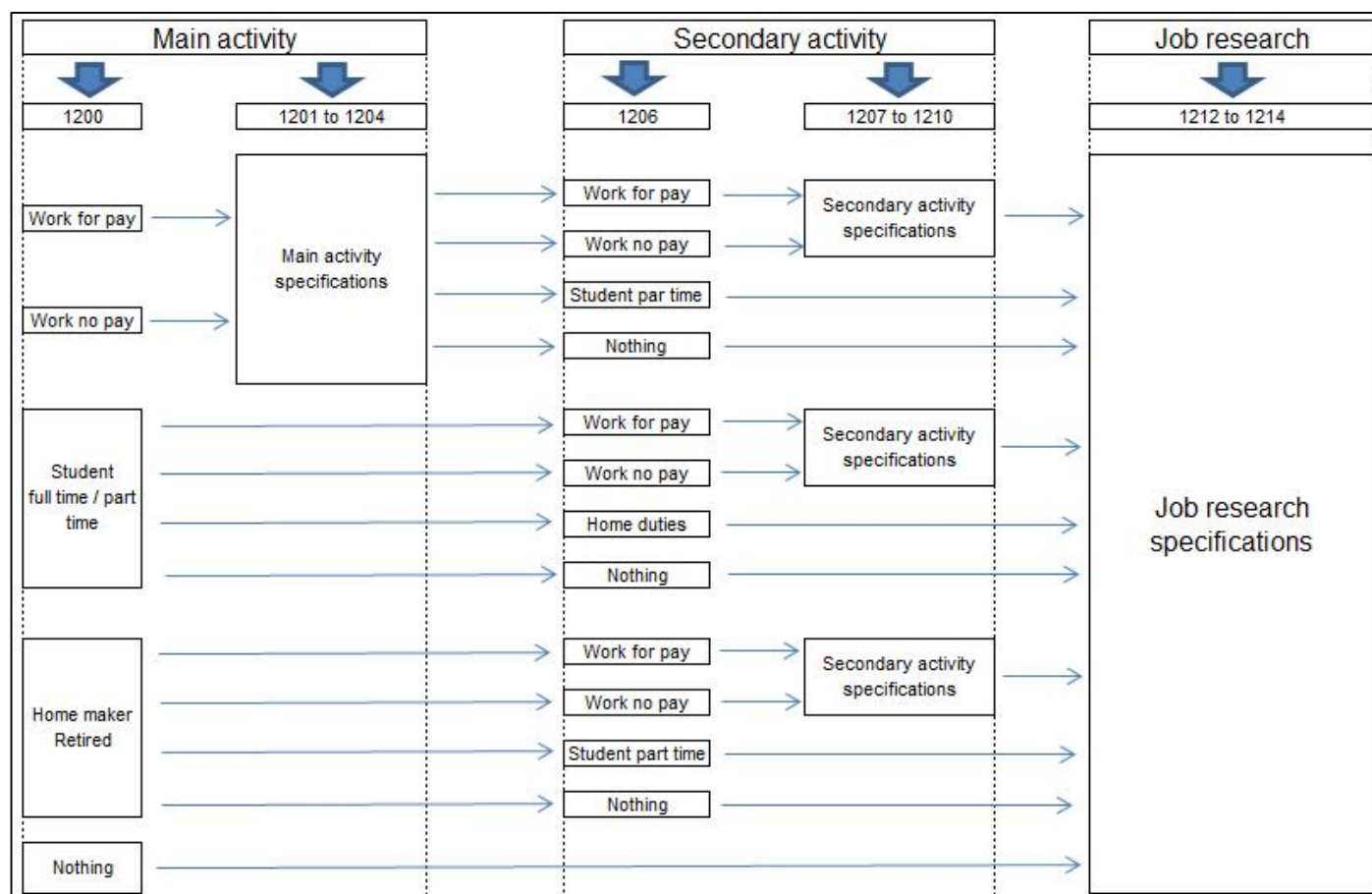
- Run his own business,
- Work in a wage job,
- Manage a business employing staff,
- Garden, fish, grow livestock for subsistence,
- Garden, fish or grow livestock to sell, to make money
- Study at school, university, or at home,
- In charge of home duties at home
- Etc.....

Each household member in list 1 aged more than 10 could have different activities the last week that is why the questionnaire allows maximum 2 activities. In the case of more than 2 activities were undertaken for one household member, select the 2 main ones. The main ones are the ones the household member decides to declare as main one (in terms of time consuming, or in terms of money earning...).

3 sub sections in Q1.2

- Main activity specification
- Secondary activity specification
- Job research involvement

All the household members listed in list1 and aged 10 years and more have to go through all the 3 sub sections following the skip pattern.



(B) How to complete Q1.2

Basic concepts and definitions

Currently working for pay

- **‘Currently’** means at the date of the interview. Records should be for the job that the person is doing now.
- **‘Main Occupation’** is the main job a person is engaged in, such as a *taro grower, poultry farmer, truck driver, dental nurse*, etc.
- **‘Name of Employer’** is the name of the business or the name of the person, a person is working for, such as the *Education Department, Primary School, Solomon Islands Development Bank, Broadcasting Corporation of Solomon Islands, Cables Food Bar*, etc.
- **‘Type of Sector’** is the sector for which a person is working in. The *Public Sector* includes all government departments and bodies; the *Private Sector*; *Religious Organisation*; *Households* (for unpaid family workers) and *Other Organisations*.
- **‘Main Activity at Place of Work’** is the main type of industry for which a person is engaged in, such as *agriculture, fishing, manufacturing, printing, public administration, education services, health services*, etc.
- **‘Hours Worked’** is the number of hours usually spent on the job (including overtime).
- **‘Duration Worked’** is the period in years a person has worked in for his or her current job.

1. Description of the nature of main work/activity and sector (Public, Private, NGO, Church)

Column 1200 – main work/activity during the past week: even if the household member did not work for exceptional reason (sick, funerals, leave...) it refers to his main actual activity. 13 different options are possible; choose the one which suit the best for each household member list1 aged more than 10.

- 01. Employer: manage a private business employing people in
- 02. Employee working for wages in public sector: people working for government of public company, paid on a regular base (weekly, fortnightly, monthly), they received a salary
- 03. Employee working for wages for a private sector: every people working for a private person or a private company, paid with a regular salary (weekly, fortnightly, monthly).
- 04. Employee working for wages for NGO:
- 05. Employee working for Church: any Church
- 06. Producing goods or services for sale, running a business: own business, people working for themselves, without paying any extra staff. It can happen some family member help him to run the business, but for free. If he pays them, he is an employer (option 01).
- 07. Producing goods or services for own/family consumption: a farmer, a fisherman, a livestock farmer who do not sell his production, he just uses it to feed the family.
- 08. Unpaid family worker (family business, plantation): people who work for free in the family business, just to help the family
- 09. Unpaid family worker (helps with basic household duties): a person in the household who is dedicated to home duties.
- 10. Voluntary work / community work (for free): a person involve in church activities or community activities or any unpaid work for association of charity
- 11. Student full time: fully dedicated to his study. If you interview a household member during school holydays who goes fishing = the student status is mentioned as main activity and the fishing activity as a second activity. This status is accepted only as a main activity
- 12. Student part time: this status can be a main activity or a second activity, give opportunity to do something else in parallel.
- 13. Home maker: home maker, the chief of home duties (different from 07), should have at least 1 person per household with this code.
- 14. Retired, too old: too old to be involved in any activities, stays at home doing nothing
- 15. None – do not pursue any activity at all (no work, no gardening...)
 - o Disable people
 - o People not involved in any activity
 - o People who spend their time to look for a job
 - o Etc.....

Example:

- *I work for the ministry of finance = option 02*
- *I run a taxi business, I employ a driver = option 01*
- *I fish to make money selling my catches = option 06*
- *I look after the house, the kids.... = option 13*
- *I look after the housework = option 09*
- *I help my father to run his shop, I am not paid = option 08*
- *I go to secondary school, last week I was on holydays, helping my father to drive his taxi = option 11*
- *I am looking for a job, I spent my last week doing some research and interviews = option 15*
- *I drive a taxi, but the taxi does not belong to me = option 03*

Column 1201 - Type of Occupation: description of the type of job duties (use the observation if not enough space). As mentioned in the questionnaire column 1201, many examples of different jobs: teacher, driver, nurse, secretary, lawyer, government officer....

Note: A statistical reference of Occupations is the standard Occupation code list used in the 2009 Census used by the SINSO.

Column 1202 - Industry: name of the economic activity the occupation belongs to.

Example: Taxi driver = TRANSPORT
Teacher = EDUCATION
Cook = CATERING....

Note: A statistical reference of industries is the standard industry classification (ISIC) used by the SINISO.

Column 1203 - Number of working hours during the last week: total of working hours during the last week in the main occupation mentioned in column 1201. If the household member has other occupations do not take them into account.

⇒ Threshold is 30 hours

- 30 hours and more (30, 31, 32, 33, 34 40 50.... 60 +)
 - Skip to 1206: leave the 1204 blank and skip to 1206
- Less than 30 hours (from 1 to 29 hours)
 - Follow to 1204

Column 1204 Willing and available to work more hours in this main activity: 2 conditions:

- Willing: if the household member wants to work more hours in the main activity mentioned in 1201
- Available: if he can, if he has time to work more in this main activity mentioned in 1201
 - YES Or NO

2. Description of the secondary activity

Column 1206 - Other major work/activity even for 1 hour: Apart from the main activity declared, during the past week were you involved in any other activity? (even for 1 hour). It refers to the code 1206 at the bottom, same option as 1200, except 2 missing options:

- Student full time: not possible as a second activity, student full time can only be a main activity
- Retired, too old: cannot be a second activity

Column 1207 to 1210 – Secondary work/activity specification: same as 1201 to 1204, details related to this secondary activity

3. Job research section

Column 1212 – Actively look for more paid work last week: did the household member wait for a job or made some action to find a job?

Job's research action:

- Apply for a position, send CV to potential employer
- visit some potential employer and try to get contact
- Have interviews

Column 1213 – Reason why household member did not actively look for more paid work: it refers to the code 1211 at the bottom.

- 1. Student: the household member is still at school
- 2. Not interested in working, (happy with what I am doing): for people who do not work at all
- 3. Do not want to work more: for people who works
- 4. Believe no paid work available
- 5. Discouraged: stop looking for more paid work because cannot find anything
- 6. Weather or no transport: bad weather conditions, or no transport available to look for jobs
- 7. Disabled: can be a reason to explain why the member cannot look for more paid work
- 8. Too old to work

- 9. Other: observation to specify

Column 1214 – Was HM available to work more hours last week?: the second condition to be unemployed is to be available to work.

(C) Example Q1.2

In Peter's household, we learn that Peter, the head of household has been working as a custom officer for 15 years now. In addition to that, he is a fisherman, and goes almost every week end to catch fishes, he sells fish very often, making extra money plus he feeds the family with fresh fish.

Mary stays at home, in charge of the dwelling.

John drives his own taxi now, 10 hours a day, from Monday to Saturday included, that is his main and unique activity, rest of the time he stays at home.

Paul spend his time at home, helping his mother, he is in a period of job research, in parallel he tries to get contact in different companies in order to find a job.

Robert spent the last week at school.

Sally spent her last week at the hospital.

Jessie is a mother now, she is looking after her baby, and she quit working 2 months ago.

Q1.2 - Activities during last week							Reference period: Last week	
							from: 25 / 09 / 12	to: 01 / 10 / 12
► For each household member aged 10 and more listed in list1								
From module1 flap			Main activity section					
Member ID	Name	Member ID number [HM]	What is the main type of work/activity of the [HM] during the last week ? (If away from work (e.g. Holidays/illness) what would the [HM] usually be doing?)	What is the [HM] main occupation?	What is the main industry this [HM] works in ?	How many hours did [HM] work last week in this main activity?	Would [HM] be willing and available to work more hours in this main activity?	o b s
number [HM]			code 1200 if 01 to 10 ► follow to 1201 if 11 to 14 ► skip to 1206 if 15 ► skip to 1212	example: nurse, teacher, secretary, driver, shop keeper, restaurant cook, manager...	example: government, restaurant, transport, education, health, retail, trade ...	30hrs and +► skip to 1206 less than 30hrs ► to 1204	1 = Yes 2 = No	
1000	1001	1000	1200	1201	1202	1203	1204	1205
01	Peter	01	[0 2]	custom officer	government	[4 0]	[]	[]
02	Mary	02	[1 3]			[]	[]	[]
03	John	03	[0 6]	taxi driver	transport	[6 0]	[]	[]
04	Paul	04	[0 9]	home duties	home duties	[2 0]	[2]	[]
05	Robert	05	[1 1]			[]	[]	[]
06	Sally	06	[1 5]			[]	[]	[]
07	Jessie	07	[1 3]			[]	[]	[]

Only HH member 01 to 07 listed in Q1.2
 - member 08 is less than 10
 - member 21 is listed in list2

Peter, John and Paul are working (main activities)

Marie and Jessie are home makers, they have home duties responsibilities

Robert is in school full time, Sally is currently at the hospital but in normal time she does not work

from module 1 flap			Secondary activity section				
Member ID number [HM]	Name	Member ID number [HM]	In addition to this main work/activity <u>last week</u> , did [HM] do any <u>other work (secondary)/activity</u> , <u>even</u> if just for 1 hour ? code 1206 if yes 01 to 10 ► follow to 1207 if no 11 to 13 ► skip to 1212	What is the [HM] other secondary Occupation ? example: farmer, fisherman, nurse, teacher, secretary, driver, shop keeper, restaurant cook, manager...	What is the other (secondary) industry this [HM] works in ? example: agriculture, hotel, administration, restaurant, transport, education, health...	How many hours did [HM] work in this other <u>secondary activity last week</u> ? 30hrs and + ► skip to 1212 less than 30hrs ► follow to 1210	Would [HM] be willing and available to work more hours in this other <u>secondary activity</u> ? 1 = Yes 2 = No
1000	1001	1000	1206	1207	1208	1209	1210
01	Peter	01	[0] [7]	fisher man	subsistence	[1] [0]	[2]
02	Mary	02	[1] [3]			[] []	[]
03	John	03	[1] [3]			[] []	[]
04	Paul	04	[1] [3]			[] []	[]
05	Robert	05	[1] [3]			[] []	[]
06	Sally	06	[] []			[] []	[]
07	Jessie	07	[1] [3]			[] []	[]

Only Peter works as secondary activity

Mary, John, Paul, Robert and Jessie do not have any other activities in addition to their main activity

Peter secondary activity specification

We do not ask Sally secondary activity as long as she does have any main activity

from module 1 flap			Looking for work / looking for another job			
Member ID number [HM]	Name	Member ID number [HM]	Did [HM] actively look for work or for another job last week ? 1 = Yes ► skip to 1214 2 = No ► follow to 1213	if 'No' in 1212 why ? code 1213	Was [HM] available to work, or take on another job last week ? 1 = Yes 2 = No ► end of Q1.2	O b s
1000	1001	1000	1212	1213	1214	1215
01	Peter	01	[2]	[0] [3]	[2]	[]
02	Mary	02	[2]	[0] [2]	[2]	[]
03	John	03	[2]	[0] [4]	[2]	[]
04	Paul	04	[1]	[] []	[1]	[]
05	Robert	05	[2]	[0] [1]	[2]	[]
06	Sally	06	[2]	[0] [9]	[2]	[]
07	Jessie	07	[2]	[0] [2]	[2]	[]

Question 1212 is asked to all eligible members of Q1.2 (list1 and aged 10 and more)

- Peter is happy in his job, doesn't want to change or to work more
- Mary is happy at home, in charge of home duties
- John is more than busy with his taxi, cannot work more
- Paul is looking for a job and available to work, he is unemployed
- Robert is still attending school, do not look for job
- Sally is too old and disabled
- Jessie is happy at home looking after her baby

3.3 - Q1.3 History of all occupations of all members aged 10 and more list1 and 2 over the last 12 months

(A) Overview Q1.3

The objective of this questionnaire is to record all the main occupation each household member were involved in during the last 12 months, the time they used to belong to this household.

Eligible population: household members list1 and list2 aged 10 years and older.

The previous questionnaire Q1.2 records current occupations (the last week) of members in list 1. But this questionnaire Q1.2 has limitation:

- For the same member, the current activity can differ from the activity conducted a few months ago
 - o Last week: working for government
 - o 6 months ago: selling fish
 - The occupation status can be different as well:
 - o Last week: unemployed, looking for a job
 - o A few months ago: working for wages
 - Household members in list 2 during the time they belonged to this household, they contributed to the household income
 - o A household member who died 2 months ago, used to work for wages during the 10 previous months. This contribution to the household income cannot be missed.
- ⇒ Reminder: the objective of the survey is to collect income and expenditure the household occurred during the past 12 months, that is why we need to cover all the occupations household members were involved in during the last 12 months.
- ⇒ Q1.3 record all activities conduct by all HM aged 10 years old and over during the last 12 months the time they belong to this household.

(B) How to complete Q1.3

This questionnaire lists all the activities of each household member aged 10 and more (those less than 10 should not appear) during the past 12 months (list 1 and list2). This questionnaire should allow to us to know the situation of the household related to:

- Job / employment, casual and second jobs, for cash
- Home production (fishing activities, farming...), informal activities, even they do not generate cash income,
- How each HM aged 10 and older spend their time during (student, home duties, looking after the kids, just doing nothing, retired, and looking for a job....)

All household member ages 10 and older listed in list 1 and list 2 has to be listed here.

For all HM aged 10 years old and over, at least 1 activity per month has to be specified, could be student, unemployed, housekeeper, retired....

Information captured here:

- All activities household members are involved in currently (people can do multiple jobs, or have multiple activities in the meantime)
 - All activities household members were involved in during the last 12 months
- ⇒ Maximum 4 activities per individual, if more than 4 are mentioned, only the main 4 ones must be listed

Column 1000 – Member Id: this code refers to the HH member Id from the flap (Column 1000). All members aged 10 and more from list1 and list2 must appear in this questionnaire. Obviously the first member listed here in 01, the head of household.

Column 1301 – Occupation Id : this item is already filled in, 4 occupations maximum are possible for each household members.

- The first occupation mentioned is the main last occupation conducted
 - o If the individual is listed in list 1, the information mentioned here should be in line with the questionnaire Q1.2, it is the one HM did during the last 7 days, even if he was sick or on leave.
 - o If the individual is listed in list 2, enumerators have to complete the first line with the last main activity he did before he left or died.
 - o Activity 2, 3 and 4: are the one household member is doing in parallel in addition to the main one or did during the last 12 months.

Column 1302 – Description of the Occupation: What were the main occupation you did during the last 12 months?

- Occupation HM did during the last 12 months.
- Write the occupation as clearly as possible. Here again, we are interested in how people use their time: work, occupation, studies, home duties, look for job, staying at home doing nothing....

Column 1303 – Type of work/activity: it refers to code 1303 at the bottom, related to the activity mentioned in 1302. Each activity mentioned in 1302 has to be coded in 1303 with the most appropriated code:

Option 01 - work for wage/salary: public or private sector, works for an employer

Option 02 - operate in own business, employing people (employer), alone (self employed) or with other household members unpaid. All activities related to farming, livestock or fishing are not mentioned in this option, but refer to specific codes

Option 03 - unpaid family workers: household members involved in home duties or family business for free

Option 04 - farming or gardening: look after the garden, plant and harvest, to make money or for family consumption

Option 05 - fishing: go fishing, collecting shells sea food to make money or for family consumption

Option 06 – livestock: raise animals or hunting activities to make money or for family consumption

Option 07 – handicraft: all activities of carving, weaving, making jewellery, sawing clothes....

Option 08 - voluntary worker, for free: work for free for an organisation, association, community, church....

Option 09 – studies: primary, secondary school, university...

Option 10 – other: activity status not mentioned in the 9 previous options: unemployed, retired, disable.... doing nothing.

Column 1304 to 1315 - months when the job was done: specify ticking with a “X” when HM undertook the occupation, activity mentioned in 1302, even it is only once a month during the last 12 months.

According to the period of the year the interview happens (round01 to round16 = from early October 2012 to late September 2013), interviewers have to come back 12 months before.

Round01: starts early October 2012, and refers to the period: September 2011 to September 2012.

Type of activity	Cross 'X' the months when this job was done (even once a month)											
	January	February	March	April	May	June	July	August	September	October	November	December
code 1303	1304	1305	1306	1307	1308	1309	1310	1311	1312	1313	1314	1315
round01	2012									2011		
round02	2012									2011		
round03	2012									2011		
round04	2012									2011		
round05	2013	2012										
round06	2013	2012										
round07	2013	2012										
round08	2013	2012										
round09	2013	2012										
round10	2013	2012										
round11	2013	2012										
round12	2013	2012										
round13	2013	2012										
round14	2013	2012										
round15	2013	2012										
round16	2013	2012										

This table of months should allow to detect any changes/modification in the HM labour force status.

For each HM, at least 1 tick must appear in one of the fourth activities the time he was part of the household.

In the following case, we go that the household head has been conducting 2 businesses since June, but we do not have any information on what he did before (October 2011 to May 2012).

2 options:

- Between October 2011 and May 2012, he was not part of the household, if that is the case, no inconsistency (=> column 1110 Q1.1 = 04)
- Between October 2011 and May 2012, he was part of this household (Q1.1 column 1110 = 12) and information are missing for October 2011 to May 2012

Q1.3 - History of all occupations of all household members aged 10 and more list 1 and list 2 over the past 12 months													Reference period: 12 months		
► For each individual 10 and older list 1 & list 2, list all the activities they are currently doing and the one conducted during the past 12 months (working activities, subsistence, school, home duties....)													from	01/10/2011	
													to	01/10/2012	
			Type of activity	Cross 'X' the months when this job was done (even once a month)											
► start with the main activity [HM] did last week (list1) or the last activity [HM] did the time s/he was part of this household (list2) ► list all other activities conducted now or in the past during the last 12 months			code	January	February	March	April	May	June	July	August	September	October	November	December
1000	1301	1302	1303	1304	1305	1306	1307	1308	1309	1310	1311	1312	1313	1314	1315
01	1st main occupation 1: shop owner		01						X	X	X	X			
	occupation 2: taxi owner		01						X	X	X	X			
	occupation 3:														
	occupation 4:														
If HM 01 was part of this household during the 12 last months, what was his activities from October 2011 to May 2012 ?????															

Total Occupations: the total number of occupation listed in Q1.3 (1 occupation = 1 row)

(C) Example Q1.3

Mary was used to do some cleaning in expat houses a few hours a week, but since Melody's birth (her granddaughter), she decided to stop.

John bought his own taxi in May 2012, and since May he has been operating in his own business as a driver. Earlier this year, from February to April 2012, he spent 3 months working in a farm in New Zealand he saved his money to buy the car. Before that, he used to work as a security guard in a company for more than 1 year.

Paul left school in May 2012, since this time, he has been staying at home doing home duties with his mother, in parallel we has been looking for job.

Robert during school breaks used to go fishing with Peter.

Sally was admitted at the hospital 3 months ago, before that, she was used to help Mary with home duties and look after her garden.

Before she gave birth, Jessie used to work as a shopkeeper.

Sam, before he died, used to stay at home, he was too old to do any activities, like gardening, fishing....

According to all these information, this is Q1.3 in Peter's household:

Member ID number [HM]	What were ALL the work activities [HM] did during the past 12 months? ▶ start with the main activity [HM] did last week (list1) or the last activity [HM] did the time s/he was part of this household (list2) ▶ list all other activities conducted now or in the past during the last 12 months	Type of activity code 1303	Cross 'X' the months when this job was done (even once a month)											
			January	February	March	April	May	June	July	August	September	October	November	December
1000	1301 1302	1303	1304	1305	1306	1307	1308	1309	1310	1311	1312	1313	1314	1315
I01	list main occupation 1: Custom officer	I011	X	X	X	X	X	X	X	X	X	X	X	X
	occupation 2: Fisher man	I015	X	X	X	X	X	X	X	X	X	X	X	X
	occupation 3:													
	occupation 4:													
I02	list main occupation 1: House maker	I101	X	X	X	X	X	X	X	X	X	X	X	X
	occupation 2: Cleaning lady	I011	X	X	X	X	X	X	X			X	X	X
	occupation 3:													
	occupation 4:													
I03	list main occupation 1: Taxi driver (own taxi)	I012					X	X	X	X	X			
	occupation 2: seasonal worker in NZ	I011		X	X	X								
	occupation 3: Security	I011	X									X	X	X
	occupation 4:													
I04	list main occupation 1: Home duties	I101						X	X	X	X			
	occupation 2: looking for a job	I101						X	X	X	X			
	occupation 3: Student	I019	X	X	X	X	X					X	X	X
	occupation 4:													
I05	list main occupation 1: Student	I019	X	X	X	X	X	X	X	X	X	X	X	X
	occupation 2: Fishing	I015	X					X						X
	occupation 3:													
	occupation 4:													
I06	list main occupation 1: At the hospital	I101							X	X	X			
	occupation 2: Home duties	I101	X	X	X	X	X	X				X	X	X
	occupation 3: Gardening, farming	I014	X	X	X	X	X	X				X	X	X
	occupation 4:													
I07	list main occupation 1: Home duties / child care	I101								X	X			
	occupation 2: Shop keeper	I011	X	X	X	X	X	X	X					
	occupation 3:													
	occupation 4:													
I21	list main occupation 1: lying at home, doing nothing	I101	X	X	X							X	X	X
	occupation 2:													
	occupation 3:													
	occupation 4:													
<div style="border: 1px solid black; padding: 2px; display: inline-block;">I 1 8</div> ▲ Total occupation														

Total occupations = 18

3.4 - Q1.4 Dwelling information

(A) How to complete Q1.4

Questionnaire 1.4 describes the dwelling the household currently occupies. It does not refer to any reference period; enumerators have to take into account the current dwelling description, the day of the interview.

Section 1.4.1 – Status

- Question 1410 - occupation status: only 1 option is possible
 - 1. Rent the house (included subsidised rent): pay a rent to live there, and the house does not belong to any household member. The case of subsidized rent refers to the rents some employees paid which are deducted from the salary.
 - 2. Own this house outright: nobody pays any rent or mortgage, the house belongs to one of the household member
 - 3. Make payments to buy this house: the household made a loan in order to build or to buy this house, it means that the house will belong to him
 - 4. Live here rent free: the house does not belong to any household member, and nobody pays any rent
- Question 1411 - another house: is any of the household member owns another house elsewhere, even out of Solomon Islands. Yes or No. Another house could be a secondary house for vacation, or a house they give for rent to make money.
- Question 1412 – rental income: if the household or one of the household member makes money renting his house to another household

Section 1.4.2 – Description of the dwelling

- Question 1420 – description of roof, wall and floor of the living quarters. For all of them, tick the most appropriate material, only 1 option is possible. If the wall or the floor or the roof is made with different materials, choose the main one. Enumerators have to ask the 3 questions:
 - What material is mainly used for the construction of the outer walls of the living quarters of this household?
 - What material is mainly used for the construction of the floor of the living quarters of this household?
 - What material is mainly used for the construction of the roof of the living quarters of this household?

=> Use your own observation to confirm the answer
=> Apart of the 5 main types of materials that have been pre coded, households may use different type of construction material which is not listed on the form. In such case, specify “other” with an observation.
- Question 1421: what type of living quarters the household live in? This question establishes the type of living quarters this household is living in. The answer categories are provided. You can use your observation to confirm the answer of the respondent.
 - 1. Individual house, separated from other house: dwelling for a single household, it is not joined to any other dwelling by one or more walls and is not in a building.
 - 2. A one family house attached to one or more houses: dwelling which shares a common wall with one or two other dwellings
 - 3. A building with 2 or more apartments: block of flats or apartments building
 - 4. Dwelling attached to a shop or any other non residential building: household sometimes lives in dwelling above their shop or dwelling attached to factories or workshops.
 - 5. Other: if you are not sure, tick other with an observation of the situation
- Question 1422: how many rooms are in the living quarters of this household? The rooms refer to places where people can sleep or eat. It does not include toilets and bathrooms. In order to qualify as a room, the space needs to

be enclosed by walls. A room that has been separated in 2 parts with curtain remains one room. Moreover the room needs to be large enough to contain a bed for an adult.

- Question 1423 – What is the main type of kitchen for this house? Ask the question and use your own observation to confirm the answer.
 - 1. Both inside and outside (bush kitchen): 2 kitchens
 - 2. Kitchen inside the house: only 1 kitchen inside
 - 3. Kitchen outside separated: only 1 kitchen in a different building
 - 4. Place to cook inside: not a kitchen, just cooking stuff in a corner of the room
 - 5. No place to cook: no kitchen and nowhere to cook
 - 6. Others (write an observation)
- Question 1424 – room for professional use:
 - if there is a room in the dwelling dedicated for family/own business,
 - if one of the household member runs his business from the dwelling (shop, workshop...)

Section 1.4.3 – Energy

- Question 1430 - main source of lighting using by the household. The household might use several types of lighting; try to establish the main one they use most of the time. Mark one box for the correct answer:
 - The main source is listed in option 1 to 7:
 - If option 1 is selected “electricity”, follow to 1431 (see below)
 - If option 2 to 7 skip to 1432
 - 2. Gas: the main source of lighting is gas
 - 3. Butterfly / Coleman lamp: using kerosene only
 - 4. Solar lamp: lamp with a solar panel attached
 - 5. Kerosene lamp: lamp to refill with kerosene
 - 6. Candle
 - 7. Wood / coconut shell: the household uses fire to light
 - If the household does not use any type of lighting apart from sunlight, mark the option 8 “other” with an observation and skip to 1432. Lamp with battery can be part of “other”
- Question 1431 – Provider: Where does the electricity come from? Main source of electricity:
 - 1. SIEA: Solomon Islands Electrical Authority (electrical company)
 - 2. Generator household owned: the household uses his own generator
 - 3. Generator community shared: the household uses a generator but does not own it
 - 4. Solar unit household owned: the household owns his private unit
 - 5. Solar unit community shared: the household uses a unit but does not own it
 - 6. Other source of electricity: private wind turbine or water turbine. If you select “other” please make an observation to specify
- Question 1432 – What is the main fuel for cooking? Establish which of the fuel listed is mainly used for cooking in the household at most times. Mark one box only for the correct answer.
 - If the household uses mainly coconut shells or wood/firewood: skip to question 1433 (see below)
 - If the household uses mainly option 2 to 5:
 - Electricity, Gas, Sawdust / charcoal, Kerosene – and skip to 1440
 - If the main source of energy for cooking is not mentioned in the list, mark “other” with an observation and skip to 1440
- Question 1433 – How long does it take to reach the source of firewood/ coconut shells? 1 way, not included the return.
 - Option 1 to 4 : the household get firewood/coconut shells for free walking in the bush to reach the source
 - Option 5: they buy it, from shop/market/road market/ another household...

- Option 6: “other” if the option is not mentioned in the list (for example they receive it for free). Specify it with an observation.

Section 1.4.4 – Water

- Question 1440: what is the main source of drinking water the household uses? It refers to the main source of drinking water only, not washing bathing.
 - 1. SIWA: Solomon Islands Water Authority: the metered water company which provided piped water,
 - 2. Communal standpipe: several households share one standpipe
 - 3. Household tank: household member mainly drink water from the household private tank,
 - 4. Community tank: several household mainly drink water from shared tank,
 - 5. & 6: Well: a well refers to the underground water that is usually dug and water is fetched using a water pump or container. In some areas, holes were dug and cemented to collect rain water
 - Protected well: cemented or closed, which provide clean water
 - Unprotected well: just a hole, nothing else
 - 7. River, stream, spring: household members go to the river, stream or spring to collect drinking water. Or they have set up a harnessing from river, stream, spring, and the water they drink comes from this source.
 - 8. Pay for bottle of water: The household members mainly drink manufactured water which is sold in shops.
 - 9. Other: apart from the seven types that have been pre coded, household may use a different source of drinking water, which is not listed in the questionnaire, in such case mark “other” and specify an observation.
- Question 1441 – Do you usually use the same water for cooking?
 - Tick YES if the main source of cooking water is the same as the main source of drinking water, and skip to 1443.
 - Tick NO if the household uses a different water for cooking and drinking and follow to 1442
- Question 1442 – What is the main source of water do you use for cooking?
 - Exactly the same option as drinking water (Q 1440) including Sea water.
- Question 1443 – Does any member of your household usually have to travel for water?
Regardless of what the water is used for (cooking, washing, drinking).
 - Tick YES if the household is used to pick up water at the river, the sea, the community tank, community well... and follow to 1444, 1445 and 1446
 - Tick No if the water is available from home (private source of water) and skip to 1447.
- Question 1444 – How long does it take to reach the water source?: number of minutes expected (1 hour is not allowed, 60 mn is good)
- Question 1445 – How many trips are usually made per day?: try to establish the number of trips for water the household usually make per day (a typical day)
- Question 1446 – Which hh members normally collect the water?: specify the member id who usually travels to pick up water (3 possible). If all the hh members are used to do this task, tick all members.
- Question 1447 – Where do you normally get your shower? This question is addressed to all the household members, if they all bath in different locations, record the most common one. Only one answer is allowed.
 - Option 1 to 7: different locations (private refers to exclusive used by this household, shared refers to a facility that is shared with other households)
 - Option 8: if the location is not mentioned in the list, specify “other” with an observation.
- Question 1448 – What is the main source of toilet facility used? Mark the correct ox corresponding to the answer, if other, specify an observation.

Section 1.4.5 – Health facilities

- Question 1450 – primary choice of health care? Select the option the household would prefer in case of sickness of one hh member.
 - o 01. Hospital NHR: National Honiara Hospital, only in Honiara.
 - o 02. Provincial center: the main health facility in the provincial center: Auki hospital, Tulagi, Gizo hospital...
 - o 03. HTC clinic: Honiara Town Council clinic
 - o 04. Aid post: health center in rural area, only 1 nurse works there
 - o 05. Rural aid center: aid center in rural area with more than 1 nurse
 - o 06. Dispensary: only in Honiara and provincial center, provide medicine, customer have to pay.
 - o 07. Custom: if they check a custom doctor or if they prepare custom medicine
 - o 08. Prayer: no medical check or custom medicine, only prayer (church or not)
 - o 09. Private clinic – doctor: only available in Honiara, paid service
 - o 10. Other: specify in an observation
- Question 1451 – Average time to reach the health facility mentioned in Q1450?: number of Hours and Minutes expected there.
- Question 1452: What is the mode of transport to this health facility? If they use 2 types of transport, select the main one. (taxi, truck, car... = vehicle).

Section 1.4.6 – Garden

- Question 1460: - do you currently grow vegetable in a garden?: the interviewee or any other hh member. Grow vegetable, could be in the garden, plantation, somewhere else. Any kind of vegetables or crops.
 - o If YES follow to 1461 1462
 - o If NO skip to 1470:
- Question 1461: Where is your garden located? If hh member plant and grow vegetable in several places, select the main one.
- Question 1462: Do you grow? List all the food items from 01 to 13, and complete by “1” or “2” according to the answer. It is not possible to leave this column blank. If the interviewee mentions another kind of vegetable, please specify it in option 14 “other” and in an observation.

Section 1.4.7 - Communication

- Question 1470 – Do you have an internet access from home? Whatever internet access it is, through land line phone, or through a USB dongol modem. We want to establish here if whether or not hh members can access internet from home. This answer has to appear, no blank possible.
- Question 1471 – Is the dwelling connected to the land line phone? This cell cannot be blank.

3.5 – Q1.5 Dwelling tenure expenditure

(A) Q1.5 overview

This questionnaire is the first questionnaire which deals with cash expenditure and more especially with the one generated by land and house. It is made of 4 sections, with some sub sections:

1. The land where you live (only sub section 1.1)
2. The house where you live (main home), 4 sub sections: according to the status specified in question 1410 Q1.4
 - 1.1 For households who rent the house (tenant, they pay rent and maybe deposit)
 - 1.2 For households who own the house with mortgages (they borrowed money in order to buy or build this house)
 - 1.3 For households who own it outright
 - 1.4 For households who do not own the house, but live in for free
3. Another land / house used by any household member: 3 sub sections:

- 3.1 For households who own a secondary/extra house they use on special occasion or to rent out to make money
- 3.2 For households who paid mortgage to buy an extra house during the last 12 months
- 3.3 For households who paid a rent during the last 12 months for another land they use or own for private purposes.
- 4. If they pay the rent of another household (in order to help) during the last 12 months. (only 1 sub section)

This questionnaire must be on the same line as Q1.4 section 1.4.1 question 1410 (occupation status).

Each sub section required several answers:

- Question 1501: currently, what is the situation according to the sub section question:
YES or NO (cannot be blank)
 - o If NO, skip to the next sub section / section
 - o If YES, follow to 1502: last amount paid
- Question 1502: Amount of the last payment you made?
- Question 1503 & 1504: Quantity and unit - What is the periodicity related to the last payment mentioned in question 1502?
- Question 1505: Destination of the payment – Who receives the money?
 - o Employer: the amount is paid to the employer (except if employer is government) which owns the house/land
 - o Government: the amount is paid to the government which owns the house/land
 - o Church: the amount is paid to the Church which owns the house/land
 - o Another household: the amount is paid to a private household who owns the house/land
 - o Other: specify an observation with the destination of the payment
- Question 1506: If you were to rent this house how much would you pay? This question is asked to all hh who do not pay any rent (except tenant household)

(B) How to complete Q1.5

Section 1 - sub section 1.1: - Do you pay to live on this land? (rent, tax....)

Column 1501: YES or NO, cannot be blank

If No skip to the next sub section

If Yes, follow to column 1502

Column 1502: How much was your last payment? Specify the amount of the last payment, if the payment is made every month, specify the last one the household made

Column 1503 & 1504: What is the periodicity of this payment? (see section C3.5.1)

Column 1505: What is the destination of this payment?

Section 2 – sub section 2.1.a – Do you pay a rent to live in this house? (question 1410 = 1, tenant)

Column 1501: YES or NO, cannot be blank

If No skip to the next sub section (the hh owns the house or live in for free)

If Yes, follow to column 1502

Column 1502: How much was your last rent? Specify the amount of the last payment, if the payment is made every month, specify the last one the household made

Column 1503 & 1504: What is the periodicity of this rent? (see section C3.5.1)

Column 1505: What is the destination of this payment?

Key rule

The amount to record here is the total amount paid by this household in order to rent the house. If the household paid 25% of the rent and the employer paid the other 75%, the amount of the rent to record here is the total amount paid by the household (25%) and not the total amount of the rent.

Section 2 – sub section 2.1.b – Did you pay a deposit in the last 12 months?

Column 1501: YES or NO, cannot be blank

If No skip to the next sub section

If Yes, follow to column 1502

Column 1502: How much was the deposit?

Section 2 – sub section 2.2 – Did you pay a mortgage on this house? If the household made a loan in order to buy or to build the house, they have to reimburse this loan (question 1410 = 3)

Column 1501: YES or NO, cannot be blank

If No skip to the next sub section

If Yes, follow to column 1502

Column 1502: How much was the last mortgage you pay?

Column 1503 & 1504: Periodicity of the mortgage

Column 1506: if you were to pay a monthly rent for this house, how much would you pay per month?

Section 2 – sub section 2.3 – Do you own it outright? If the house belongs to the household or to one household member, without paying any rent or mortgage (question 1410 = 2)

Column 1501: YES or NO, cannot be blank

If No skip to the next sub section

If Yes, skip to column 1506

Column 1506: if you were to pay a monthly rent for this house, how much would you pay per month?

Section 2 – sub section 2.4 – Do you live in it for free? If the house does not belong to the household (question 1410 = 4) but they do not pay to live in (provided for free from family, employer, church....).

Column 1501: YES or NO, cannot be blank

If No skip to the next sub section

If Yes, skip to column 1506

Column 1506: if you were to pay a monthly rent for this house, how much would you pay per month?

Key rule

Sections 2.1, 2.2, 2.3 and 2.4 must be relevant with the question 1410 in the previous questionnaire

Section 3 – sub section 3.1 – Did you pay during the past 12 months a rent for another house you use for private? If the household rent another house, for example the kid is student in Australia and the parents pay a rent for him.

Column 1501: YES or NO, cannot be blank

If No skip to the next sub section

If Yes, follow to column 1502

Column 1502: How much was the last rent you pay for this extra house you rent?

Column 1503 & 1504: Periodicity of this rent

Section 3 – sub section 3.2 – Did you pay during the past 12 months a mortgage for another house you bought or built? If the household made a loan to buy or build another house (to rent out or not)

Column 1501: YES or NO, cannot be blank

If No skip to the next sub section

If Yes, follow to column 1502

Column 1502: How much was the last mortgage you pay?

Column 1503 & 1504: Periodicity of this mortgage

Section 3 – sub section 3.3 – Did you pay during the past 12 months a rent for another land you use? For example, the hh rents a land in order to grow vegetable on it.

Column 1501: YES or NO, cannot be blank

If No skip to the next sub section

If Yes, follow to column 1502

Column 1502: How much was the last rent you pay?

Column 1503 & 1504: Periodicity of this rent

(C) Example Q1.5

In the previous example, Peter rents his house, it is a government house, he pays \$3000 monthly, \$2000 deducted from his salary, and \$1000 cash. In addition to that, he owns his own house rented out. For the land where this house is built he only pays a fee to the government, \$100 annually.

And to finish, he pays the rent of his parents in law who rent a house \$500 monthly.

		1 = Yes 2 = No do not leave it blank	Last amount paid during the past 12 months	Periodicity		destination of the payment	Estimated monthly rent SBD\$
			SBD \$	Quantity	1. Day 2. Week 3. Month 4. Year 5. Other casual	code 1504	If you were to rent how much would you pay monthly ?
		1500	1501	1502	1503	1504	1505
1. The land where you live:							
1.1	Do you pay to live on this land?	2	if Yes → \$ [] [] [] [] [] [] .00	[] []	[] []	[] []	
2. The house where you live							
2.1	a Do you rent it ?	1	if Yes → \$ [] [] 3 [] 0 [] 0 [] 0 .00	[] 0 [] 1	[] 3	[] 2	
	b Did you pay a security deposit (bond) in the last 12 months?	2	if Yes → \$ [] [] [] [] [] [] .00				
2.2	Do you own it with mortgages / repayments ?	2	if Yes → \$ [] [] [] [] [] [] .00	[] []	[] []		estimated rent \$ [] [] [] [] [] [] .00
2.3	Do you own it outright (no repayments) ?	2	if Yes →				estimated rent \$ [] [] [] [] [] [] .00
2.4	Do you live in it for free ? (you do not neither own nor rent)	2	if Yes →				estimated rent \$ [] [] [] [] [] [] .00
3. Another house / land used by any household member							
3.1	Did you pay a rent for another house you use for private ?	2	if Yes → \$ [] [] [] [] [] [] .00	[] []	[] []		
3.2	Did you pay a mortgage for another house you own?	2	if Yes → \$ [] [] [] [] [] [] .00	[] []	[] []		
3.3	Did you pay a rent for another land you use/own for private ?	1	if Yes → \$ [] [] [] 1 [] 0 [] 0 .00	[] 0 [] 1	[] 4		
4. Rent for house or land of another household:							
4.1	Did you pay the rent for the land or house of another HH ?	1	if Yes → \$ [] [] 6 [] 0 [] 0 [] 0 .00				

PART 4: GENERAL GUIDELINES FOR COMPLETING MODULE2

Module 2 is an expenditure questionnaire; we collect expenditures at an household level, meaning that all household members can take benefit of all goods and services collected in this questionnaire (electricity, cars, house renovation....).

4.1 – Q2.1 Utilities

Section 2.1 of Module 2 deals with utilities of dwelling, meaning all the expenditure related to the house (electricity, water....). Most of these expenditures are regular, can happen monthly, weekly, daily....

(A) How to complete Q2.1.1

Q2.1.1 deals with utilities, during a period of 12 months; this questionnaire is linked to Q1.4, dwelling characteristics.

1. Use or Access

Column 2100 – housing expenditure in utilities: list of 8 main utilities:

- Accessed the electric network (SIEA)
- Accessed a power generator
- Used Gas or liquid fuel
- Used solid fuels
- Accessed piped water supply
- Used the garbage collection
- Accessed land line phone
- Accessed other source of information (internet from land line phone at home, Paid TV...)

Column 2101 – Do you access or use: for each utilities listed in column 2100, try to establish if the household accessed or at least one of the household member used during the last 12 months.

Key rule

We do not talk here about paying access, whatever if the access or use of utilities is paid or free, we mention here the access or use (paid or for free)

Column 2102 & 2103 – description: for each of the 8 main utilities, different expenditures are related

Example: the connection to electricity network (SIEA) is related to

- The payment of the bill
- The payment of the connection fees
- The payment of reconnection fees

1. Identification of expenditure

Column 2104, 2105 and 2106: for each expenditure code related to a kind of utility, 3 questions to address:

- Did you pay during the last 12 months for your main house (column 2104)
- Did you pay during the last 12 months for another house belongs to you (2105)
- Did you pay during the last 12 months for another household (column 2106)

- “X” if yes

Key rule

For each expenditure listed in column 2103 numbered from 11 to 83, try to establish if the household spent on it during the last 12 months:

- for the house where they live,
- for another house they own,
- or for the house of another household

Ex: code 11, 4 questions to ask:

2104: did you spend during the last 12 months on electricity bill for your main house ?

2105: did you spend during the last 12 months on electricity bill for another house belongs to you? (From Q1.3 in module 1 question 1411 we know if someone in this household owns another house elsewhere)

2106: Did you spend money on electricity bill for the house of another household during the last 12 months? (Could be the case where household pays for relative who do not have money)

2. Specification of each expenditure identified

Then for each “X” identified in column 2104, 2105 and 2106 (meaning for each expenditure identified during the period), enumerators have to specify each of them in the Q2.1.2

NB: can happen that sometimes the household access to a utility but do not pay, meaning that column 2101 is coded 1 without any X in column 2104 to 2106 for this utility.

Example: I work for SIEA, I access the electric company network but I do not pay any bill (electricity provided for free by SIEA)

(B) How to complete Q2.1.2

Q2.1.1 and Q2.1.2 are highly related, each “X” identified in Q2.1.1 has to be specified in Q2.1.2.

Key rule

Each tick ‘X’ in questionnaire Q2.1.1 is related to at least one row in the questionnaire 2.1.2

Column 2109 - exp code: expenditure code. Each expenditure identified in Q2.1.1 column 2102, from code 11 electricity to code 83 paid TV.

Column 2110 - description: description of the good or the services bought. You can add here as much detail as possible.

Column 2111 - beneficiary – the beneficiary is related to the house which takes benefit of this expenditure, refers to the code 2111:

1. the main house of the household,
2. another house of the household or,
3. the house of another household.

This code is related to Q2.1.1, depends on which column was ticked off (2104, 2105 or 2106).

Column 2104 in Q2.1.1 is related to option 1 in code 2111 of Q2.1.2
Column 2105 in Q2.1.2 is related to option 2 in code 2111 of Q2.1.2
Column 2106 in Q2.1.2 is related to option 3 in code 2111 of Q2.1.2

Example of link between Q2.1.1 and Q2.1.2

In this example, the household paid electricity bill during the last 12 months, for the main house, but this household paid as well during the period the electricity bill of another household (2 different lines).

Column 2112 – last amount paid during the period: only the last amount paid. If they pay regularly like daily, monthly, weekly, write the last amount the last time they paid. If the good or service is paid in kind, try to estimate the price of the transaction.

Column 2113 & 2114 – period covered: the payment here is related to a period, see section 1.7 in Part one of this manual to see how to complete it. I pay every day, twice a week, fortnightly.... The period is linked with the amount collected in column 2112.

Column 2113 – Number: quantity

Column 2114 – Unit: refers to 5 different options (day, week, Month, Year, and other)

Column 2115 - Name of the provider: who received the payment, where the household made the payment, origin of the goods or services. Here is expected a place of purchase, or the name of the company who provide the good or service.

Example: electrical company SIEA, wood for cooking can come from the market...

Column 2116 – payment: it refers to code 2116 2 kinds of payments exist:

- in cash (code 2116 = 1): paid with money, on my own fund,
- in kind (code 2116 = 2): paid with something else (food or whatever goods or services),
- from a loan, I borrow money to pay or I pay at the end of the period (week, fortnight, month...).

If payments in kind are made, specify in column 2112 the estimated amount.

Column 2117 – purpose of the payment: refers to the code 2117, payments have 2 main objectives:

- the private consumption of the family
- the operation of a household business

⇒ or in some cases, it can be both, that is why there are 3 different options (private, business and both)

Example:

- i. *I run my own business from home, processing food; I used the bottle of gas of the household kitchen, my expenditure on bottle of gas has 2 purpose:*
 - *cooking for my family*
 - *cooking for my business*

⇒ *option 3, both private and business*
- ii. *I pay my electricity bill to SIEA which is just for my household consumption, nobody uses electricity for business purpose in my household*

⇒ *Option 1, private use*

(C) Example Q2.1

Peter paid \$250 his last electricity monthly bill, and moreover he is used to pay the meter for his parents, \$120 the last payment (for 10 days). For the kerosene of the stove, he pays \$50 for 5 days.

housing expenditures		Do you access or use?	exp code	description	'X' if you paid during the 12 last months for:			obs
		do not leave it blank			your household	another dwelling of the hh	the dwelling of another hh	
		1=Yes / 2=No						
2100		2101	2102	2103	2104	2105	2106	2107
1	Electricity from the electric company	1	11	Electricity bill	X			
			12	Cash power meter			X	
			13	Connection / reconnection fee				
2	Power generator	2	21	Diesel				
			22	Gasoline (petrol)				
			23	Other (obs)				
3	Gas or liquid fuels (for cooking or lighting)	1	31	Gas				
			32	Kerosene	X			
			33	Other (obs)				

Line No.	exp code (2102)	detailed description	beneficiary	Last amount / bill paid during the last 12 months	Period covered		Provider (Name of the provider, shop, kind of shop, location...)	Payment	Purpose of the payment
					nb	Unit			
						1. Day 2. Week 3. Month 4. Year 5. Other casual			
	11 to 83		code 2111	SBD \$				code 2116	code 2117
2108	2109	2110	2111	2112	2113	2114	2115	2116	2117
01	1 1 1	electricity bill	1	\$ 250.00	1	3	SIEA	1	1
02	1 1 2	meter electricity	3	\$ 120.00	1	1	SIEA	1	1
03	3 2	Kerosene for stove	1	\$ 50.00	1	1	shop	1	1

4.2 – Q2.2 Land and housing

Questionnaire 2.2 deals with all expenditures related to the purchase of a land, a house, the construction of a house and the maintenance of the house.

(A) How to complete Q2.2.1

Q2.2.1 allows enumerators to identify:

1. If the household bought a house, a land, construct a house or did some maintenance work in his house during the period
2. All the expenditures related

Column 2200 - from 101 to 113: different kinds of purchase, construction or maintenance are listed. For each of those items listed, ask if the household spend for his benefit or for the benefit of another household during the last 12 months.

- 101. During the last 12 months, did you buy a house or a land in the Solomon Islands or elsewhere? (for you or for another household)
- 102. During the last 12 months, did you construct a house in the Solomon Islands or elsewhere? (for you or for another household)
- 103. During the last 12 months, did you undertake a house extension in the Solomon Islands or elsewhere? (for you or for another household)
- 104. During the last 12 months, did you install or improve a kitchen or bathroom in the Solomon Islands or elsewhere? (for you or for another household)
- Etc....
- 113. During the last 12 months, did you do any other maintenance in a dwelling?

For each of these questions, **Column 2202 & 2203** have to be complete with code 1 or 2 / YES or NO

Key rule

For the line 101 to 113, column 2202 and 2203 cannot be blank, YES or NO

Column 2201 code 01 to 36 – list of all the expenditure related to the items 101 to 113: for each of the 13 mains purchase, construction or maintenance 101 to 113 a list of related expenditures is mentioned

- 101. Buy a house a land :
 - o 01. Acquisition of the house / the land: the price of the house, the land
 - o 02. Taxes: any taxes paid in relation to this purchase of house or land
 - o 03. Other expenditure related to this purchase: solicitor, notary...
- 102. Construct a house: all expenditure related to house construction:
 - o 04. Site preparation
 - o 05. Architectural
 - o 06. Building permit fees
 - o 07. Contract payments to builders, labor cost: I paid a company or workers to build my house
 - o 08. Contract payments to other trades people:
 - o 09. Materials used in basic construction / non traditional: all the main non traditional materials used to construct the house: cement, iron sheet, blocks, pipes....
 - o 10. Materials used to construct the house / traditional: woods, leaves...
 - o Etc....

- From 103 to 113, for all the maintenance works listed, 2 expenditures are mentioned
 - o Contractor: I paid somebody or a company to do the job
 - o Any materials or tools for this work: all the material bought in order to complete this task

Key rule

For each purchase, construction or maintenance the household did during the past 12 months, go through the list of expenditure related and try to establish ticking 'X' for each expenditure made during the past 12 months

⇒ In some cases, the household undertook a maintenance in the house but did not occur any expenditure related to the work (labor force and materials for free = nothing is ticked off)

All the expenditure identified in column 2201 from line 01 to line 36 must be specified in the next section Q2.2.2

(B) How to complete Q2.2.2

Q2.2.2 allows us to specify all the expenditure identified in Q2.2.1

Each 'X' identified in Q2.2.1 is related to at least one row in Q2.2.2

Column 2205 – Purchase or Work code: refers to Q2.2.1 column 2200, from 101 for purchase of house or land, to 113 for any other maintenance work in the house.

Column 2206 – expenditure code: refers to Q2.2.1 column 2201, from 01 to 36, depends on the kind of purchase/work and the kind of expenditure.

Expenditure 01 to 03 are related to purchase/work code 101

Expenditure 04 to 14 are related to purchase/work code 102

Expenditure 15 and 16 are related to purchase/work code 103

Etc.... Expenditure 35 and 36 are related to purchase/work code 113

Line No.	code work or purchase (2200)	exp code (2201)	detailed description
	101 to 113	01 to 36	
2204	2205	2206	2207
01	1 1 0 2	1 1 6	wood board
02	1 1 0 2	1 1 6	blocks
03	1 1 0 7	2 2 4	painting pots

Correct

The category 107 "paint" is related to 2 expenditure codes:

- 23. contractor paid to paint
- 24. painting materials (pots, paintbrush or any materials related to painting work)

not correct, the category 102 "construct a house" is related to expenditure codes 04 to 14. Expenditure code 16 belongs to the category 103 "house extension"

Column 2207 – description: description of the expenditure, add as much detailed as possible

Column 2208 – beneficiary: refers to the code 2208 at the bottom. It is linked with Q2.2.1 depending on the work / purchase was done for the benefit of this household or other household (column 2202 or 2203 in Q2.2.1)

Column 2209 – total amount paid: specify here the total amount of the expenditure which occurred during the period. If the payment was made in kind, try to establish an estimated amount.

Column 2210 – provider: Name of the shop, or kind of shop (Chinese shop, hardware shop, supermarket...) where the materials was bought, name of the company, or just specify if it is a contractor.

Column 2211 – payment: refers to the code 2211

1. in cash on own fund: I paid with money without any loan
2. in kind: I paid without money (exchange with something else), estimate the amount in column 2210.
3. Cash from a loan: I paid with money I borrowed, or I use the shop account (I pay later)

Column 2212 – purpose of the payment: refers to the code 2212, payments have 2 main objectives:

- the private consumption of the family, if I spent money on renovation of the dwelling
 - the operation of a household business, if I spent money on renovation of the business building
- ⇒ or in some cases, it can be both (if dwelling and business are in the same building), that is why there are 3 different options (private, business and both)

(C) Example Q2.2

Early 2012 Peter made some renovations in his other house, before he rented it out. He paid a contractor to do some work on the roof (he charged him \$8000, and he spread the payment in 4 months, \$2000 a month) and he painted the wall buying painting pots in a hardware shop in Honiara (\$1500), plus brush for \$200. Finally, by himself he did some renovation on the fence using old pieces of wood he got for free.

Moreover he paid a new bathroom in his parent's house, he spent approximately \$4000 dollars on plumbing materials, and \$5500 dollars the labor (he contracted 2 workers for that).

The following Q2.2 shows how to complete the section Q2.2 according to Peter work and expenditures in land and housing.

Peter undertook 4 kinds of work:

- 104. Installation of a new bathroom in the house of another household (his parents)
 - Code expenditure 17; he paid 2 workers to do the job
 - Code expenditure 18: he paid materials (pipes, tap, washer...)
- 107. Painting: in a house which belongs to him (= for his own benefit)
 - Code expenditure 24: materials for painting (painting pots, brush...)
- 110. Repair his fence: nothing is ticked off, he did not spend anything for this work, he did it by himself and found the materials for free
- 113. Repair his roof:
 - Code expenditure 35: he paid a contractor to do the job

Q2.2.1 - Land and housing (Acquisition, construction, improvement and maintenance)						Reference period: 12 months from : 01 /10 /11 to : 01 /10 /12	
► List all the different purchases/works from 101 to 113 in column 2200 - specify Yes or No (2202 & 2203) ► Each purchase/work identified specify the expenditure listed in column 2201(if yes tick "X" in 2202 2203)						For you	Benefit of another hh
Code Work	2200	2201	Expenditure specification ("X" if yes)		2202	2203	
Buy a house or land	101	Buy a house / a land	1=Yes / 2=No		2	2	
		If you buy a house or a land during the last 12 month, did you pay for					
	exp code	01	The acquisition of the land or the house	"X" if yes	<input type="checkbox"/>	<input type="checkbox"/>	
		02	Any taxes	"X" if yes	<input type="checkbox"/>	<input type="checkbox"/>	
		03	Other expenditure related to this acquisition	"X" if yes	<input type="checkbox"/>	<input type="checkbox"/>	
Build a house	102	Construct a house	1=Yes / 2=No		2	2	
		if you construct a house for you or another household did you pay for:					
	exp code	04	Site preparation / surveying fees	"X" if yes	<input type="checkbox"/>	<input type="checkbox"/>	
		05	Architectural or draughting fees	"X" if yes	<input type="checkbox"/>	<input type="checkbox"/>	
		06	Building permit fees / registration fees	"X" if yes	<input type="checkbox"/>	<input type="checkbox"/>	
		07	Contract payments to builders, labor cost	"X" if yes	<input type="checkbox"/>	<input type="checkbox"/>	
		08	Contract payments to other trades people	"X" if yes	<input type="checkbox"/>	<input type="checkbox"/>	
		09	Materials used in basic construction /non traditional	"X" if yes	<input type="checkbox"/>	<input type="checkbox"/>	
		10	Materials used in basic construction - traditional	"X" if yes	<input type="checkbox"/>	<input type="checkbox"/>	
		11	Transport of Materials	"X" if yes	<input type="checkbox"/>	<input type="checkbox"/>	
		12	Other costs of construction (specify)	"X" if yes	<input type="checkbox"/>	<input type="checkbox"/>	
		13	Global price of the construction, no specification	"X" if yes	<input type="checkbox"/>	<input type="checkbox"/>	
		14	Other expenditure to construct a house	"X" if yes	<input type="checkbox"/>	<input type="checkbox"/>	
		Improve or maintain a house	103	Undertake house extension	1=Yes / 2=No		2
			If yes, did you pay for:				
	15		Contractor or labor to do the job (private guy, company)	"X" if yes	<input type="checkbox"/>	<input type="checkbox"/>	
	16		Any materials or tools for this work	"X" if yes	<input type="checkbox"/>	<input type="checkbox"/>	
104	Install / improve kitchen or bathroom		1=Yes / 2=No		2	1	
	If yes, did you pay for:						
	17		Contractor or labor to do the job (private guy, company)	"X" if yes	<input type="checkbox"/>	X	
	18		Any materials or tools for this work	"X" if yes	<input type="checkbox"/>	X	
105	Install a water tank		1=Yes / 2=No		2	2	
	If yes, did you pay for:						
	19		Contractor or labor to do the job (private guy, company)	"X" if yes	<input type="checkbox"/>	<input type="checkbox"/>	
	20		Any materials or tools for this work	"X" if yes	<input type="checkbox"/>	<input type="checkbox"/>	
106	Do other major modification (ex: new roof...►obs)		1=Yes / 2=No		2	2	
	If yes, did you pay for:						
	21		Contractor or labor to do the job (private guy, company)	"X" if yes	<input type="checkbox"/>	<input type="checkbox"/>	
	22		Any materials or tools for this work	"X" if yes	<input type="checkbox"/>	<input type="checkbox"/>	
107	Paint		1=Yes / 2=No		1	2	
	If yes, did you pay for:						
	23		Contractor or labor to do the job (private guy, company)	"X" if yes	<input type="checkbox"/>	<input type="checkbox"/>	
	24		Any materials or tools for this work	"X" if yes	X	<input type="checkbox"/>	
108	Do any electrical or plumbing maintenance	1=Yes / 2=No		2	2		
	If yes, did you pay for:						
	25	Contractor or labor to do the job (private guy, company)	"X" if yes	<input type="checkbox"/>	<input type="checkbox"/>		
	26	Any materials or tools for this work	"X" if yes	<input type="checkbox"/>	<input type="checkbox"/>		
109	Insecticide, pest control (e.g. rat baiting)	1=Yes / 2=No		2	2		
	If yes, did you pay for:						
	27	Contractor or labor to do the job (private guy, company)	"X" if yes	<input type="checkbox"/>	<input type="checkbox"/>		
	28	Any materials or tools for this work	"X" if yes	<input type="checkbox"/>	<input type="checkbox"/>		
110	Build /repair a fence	1=Yes / 2=No		1	2		
	If yes, did you pay for:						
	29	Contractor or labor to do the job (private guy, company)	"X" if yes	<input type="checkbox"/>	<input type="checkbox"/>		
	30	Any materials or tools for this work	"X" if yes	<input type="checkbox"/>	<input type="checkbox"/>		
111	Woodwork (door, cupboard....)	1=Yes / 2=No		2	2		
	If yes, did you pay for:						
	31	Contractor or labor to do the job (private guy, company)	"X" if yes	<input type="checkbox"/>	<input type="checkbox"/>		
	32	Any materials or tools for this work	"X" if yes	<input type="checkbox"/>	<input type="checkbox"/>		
112	Install/repair mosquito nets in windows	1=Yes / 2=No		2	2		
	If yes, did you pay for:						
	33	Contractor or labor to do the job (private guy, company)	"X" if yes	<input type="checkbox"/>	<input type="checkbox"/>		
	34	Any materials or tools for this work	"X" if yes	<input type="checkbox"/>	<input type="checkbox"/>		
113	Other maintenance on house ►obs	1=Yes / 2=No		1	2		
	If yes, did you pay for:						
	35	Contractor or labor to do the job (private guy, company)	"X" if yes	X	<input type="checkbox"/>		
	36	Any materials or tools for this work	"X" if yes	<input type="checkbox"/>	<input type="checkbox"/>		

According to the information collected in Peter's household, 5 expenditures are collected in Q2.2.2 as shown in the following example:

Q2.2.2 - LAND AND HOUSING EXPENDITURE									
<p>► Provide expenditure details for every expense identified in the Q2.2.1</p> <p>► If you did not incur any expenditure on any of these items over the past 12 months write zero in the "total amount" field</p>									
Line No.	code work or purchase (2200)	exp code (2201)	detailed description	beneficiary	total amount paid in the last 12 months	Provider (Name of provider, shop, kind of shop, location...)	pay-ment	purpose of the payment	obs
	101 to 113	01 to 36		code 2208			code 2211		
2204	2205	2206	2207	2208	2209	2210	2211	2212	2213
01	1 1 0 4	1 1 7	labor force-2 workers	2	\$ 5 5 0 0 0.00	labor force	1	1	
02	1 1 0 4	1 1 8	plumbing materials	2	\$ 4 0 0 0 0.00	hardware honiara	1	1	
03	1 1 0 7	2 4	painting pots	1	\$ 1 5 0 0 0.00	hardware honiara	1	1	
04	1 1 0 7	2 4	brush	1	\$ 2 0 0 0 0.00	hardware honiara	1	1	
05	1 1 1 3	3 5	contractor for the roof	1	\$ 8 0 0 0 0.00	labor force	3	1	
<p>For the benefit of his parents</p> <p>The same tick 'X' in Q2.2.1 on exp code 24 can be related to 2 different rows in Q2.2.2</p>					<p>For his own benefit, another house he owns</p> <p>\$ 1 9 2 0 0.00 ◀ Total amount</p> <p>He made this payment by credit \$2000 a month</p>				

Link between Q2.2.1 and Q2.2.2

Code Work ▼ During the last 12 months did you :				Expenditure specification ("X" if yes)		For you	Benefit of another hh
2200		2201				2202	2203
Improve or maintain a house	104	Install / improve kitchen or bathroom		1=Yes / 2=No		2	1
	If yes, did you pay for:		17	Contractor or labor to do the job (private guy, company)		X	
			18	Any materials or tools for this work		X	
	107	Paint		1=Yes / 2=No		1	2
	If yes, did you pay for:		23	Contractor or labor to do the job (private guy, company)		X	
			24	Any materials or tools for this work		X	
	113	Other maintenance on house ► obs		1=Yes / 2=No		1	2
	If yes, did you pay for:		35	Contractor or labor to do the job (private guy, company)		X	
			36	Any materials or tools for this work		X	

Line No.	code work or purchase (2200)	exp code (2201)	detailed description	beneficiary	total amount paid in the last 12 months	Provider (Name of provider, shop, kind of shop, location...)	pay-ment	purpose of the payment
	101 to 113	01 to 36		code 2208			code 2211	
2204	2205	2206	2207	2208	2209	2210	2211	2212
01	1 1 0 4	1 1 7	labor force-2 workers	2	\$ 5 5 0 0 0.00	labor force	1	1
02	1 1 0 4	1 1 8	plumbing materials	2	\$ 4 0 0 0 0.00	hardware honiara	1	1
03	1 1 0 7	2 4	painting pots	1	\$ 1 5 0 0 0.00	hardware honiara	1	1
04	1 1 0 7	2 4	brush	1	\$ 2 0 0 0 0.00	hardware honiara	1	1
05	1 1 1 3	3 5	contractor for the roof	1	\$ 8 0 0 0 0.00	labor force	3	1

4.3 – Q2.3 Household assets

Questionnaire 2.3 deals with:

- all the equipment the households have in their dwelling, whether or not they own it
- all the equipment they bought during the past 12 months.
- all the related services they might pay during the past 12 months (hire of equipment, maintenance)

(A) How to complete Q2.3.1

Q2.3.1 allows enumerators to identify if the household:

- 1 currently access in the dwelling all the equipments
- 2 bought any equipment during the past 12 months
- 3 paid for maintenance or hire equipment

Column 2300 & 2301: 8 categories of different equipments: furniture, household textiles, appliances, tools...:

- Categories 1 to 7 refer to specific items,
- Category 8 refers to any items as long as the household cannot remember in details

Column 2302 – Is there in your house in working order? YES or NO – CANNOT BE BLANK

- In working order: if the fridge does not work, there is no fridge - NO
- Access to equipment and not ownership: the fridge in the dwelling belongs to another household (the owner of the house or borrowed from a friend), there is a fridge - YES

Enumerators have to go through this list of items and for each item ask if YES or NO the household have this item in the dwelling (in working order).

Column 2303 & 2304 – Did you buy? Tick off 'X' if during the past 12 months you bought for you or for another household one of the equipment listed.

- You bought it for you : tick off 'X' column 2303
- You bought it for the benefit of another household (gift): tick off

Column 2305 & 2306 – Did you hire or repair? Tick off 'X' if during the past 12 months you hired or paid for maintenance for any equipments.

- You hired one of the equipment: tick off 'X' column 2305
- You paid maintenance on the equipment: tick off 'X' column 2306

All the 'X' identified in Q2.3.1 have to be specified in Q2.3.2. Each 'X' means at least 1 row.

(B) How to complete Q2.3.2

Q2.3.2 allows enumerators to specify all the expenditures identified in Q2.3.1

All the expenditures are listed with:

Column 2309 – Expense code: refers to column 2301 of Q2.3.1, option 111 to 714.

Column 2310 – Description of the item: add as much detail as possible

- IF the stove is electric or kerosene
- The kind of smaller electric appliances (specify if it is a rice cooker, a blender...)

Column 2311 – New: refers to the code 2311 at the bottom.

- New asset: I bought it new
- Second hand asset: I bought it second hand
- Hire asset: I hired this asset
- Repair asset: I repaired this asset

According to the kind of expenditure identified in Q2.3.1:

- Expenditure on a good: column 2303 or 2304 ticked off = code2311 = 1 or 2
- Expenditure on a service: column 2305 or 2306 ticked off = code2311=3 or 4

Column 2312 – beneficiary: refers to the code 2313 at the bottom. If the purchase of equipment is for the household dwelling, the beneficiary is 1. If the equipment is bought for a gift, the beneficiary is 2. Beneficiary is related to destination of the transaction.

Column 2313 – Total amount: Total price of the equipment, even if the equipment is not paid already or not totally paid (credit), record here the total price.

Column 2314 – Provider: name or kind of shop, place where you bought, hired or repaired the equipment

Column 2315 – Payment: How did you pay?

Column 2316 – Purpose of the payment: this expenditure is for private use for the household, or for business use, or both

(C) Example Q2.3

After having established whether YES or NO Peter's dwelling is furnished with all the items listed in Q2.3.1, Peter tells to the enumerator that he bought a new dining table (\$600) and a small coffee table (\$300) last December 2011. Moreover, he bought a new sofa early last year February 2011 (\$2500).

The fridge broke down 2 months ago, he spent \$250 to fix it, but broke down again, and finally he bought a new one last month (\$5000).

Q2.3.1 - HOUSEHOLD ASSETS

Reference period:
12 months

from 01 / 10 / 2011
to 01 / 10 / 2012

► Column 2302 indicate yes or no if you have in your house the listed items (in working order)

► Column 2303 to 2306 indicate with a X if the hh spent in order to: buy (2303 & 2304), hire (2305) or repair (2306)

Buy (2303 & 2304), Hire (2305) or Repair (2306)			for you		for another HH	Hire	Repair	○
2300	▼ Expenditure code	2301	2302	'X' if Yes		'X' if Yes		2307
				1 = Yes 2 = No				
				2303	2304	2305	2306	
1 - Furniture, furnishing and floor covering	111 Beds & mattresses		1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	112 Sofa, lounge chairs & dining chairs		1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	113 Table (dining, dressing, coffee, etc)		1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	114 Light fittings and lamps		1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	115 Other significant indoor furniture (eg bookshelf)		1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	116 Outdoor furniture		2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	117 Carpets		1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	118 Mats		1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	119 Other significant floor coverings		2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	311 Water tanks		2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
312 Septic tanks		2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
313 Refridgerator or freezer		1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
314 Stove (Electric, Gas or Kerosene)		1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Q2.3.2 - HOUSEHOLD ASSETS EXPENDITURE

► Provide expenditure detail for every expense identified earlier (Q2.3.1)

► If you did not incur any expenditure on any of these items over the past 12 months write zero in the "total amount" field

Line No.	expense code (2301)	detailed description	New code 2311	beneficiary code 2312	total amount paid in the last 12 months	Provider (Name of the provider, shop, kind of shop, location...)	pay-ment code 2315	purpose of the payment code 2316
2308	2309	2310	2311	2312	2313	2314	2315	2316
01	1 1 3	dining table	1	1	\$ 6 0 0 0.00	honiara furniture	1	1
02	1 1 3	coffe table	1	1	\$ 3 0 0 0.00	honiara furniture	1	1
03	3 1 3	repair the fridge	1	1	\$ 2 5 0 0.00	Electrician	1	1
04	3 1 3	new fridge	1	1	\$ 5 0 0 0.00	Honiara cold	1	1

4.4 – Q2.4 Vehicles

Questionnaire 2.4 deals with:

- all the vehicles the households own in working order (12 months period)
- all the expenditure related to vehicles: purchase, hire, maintenance of vehicle (12 months period)
- all the expenditures related to the fuel (1 week period)

(A) How to complete Q2.4.1

Q2.4.1 allows enumerators to identify:

- 1 the vehicles the household currently owns
- 2 the purchase of vehicle during the last 12 months
- 3 the expenditure on vehicle maintenance
- 4 the expenditure on fuel

Column 2400 & 2401: 5 categories of different items:

- Category 1: information related to vehicles
- Category 2: information related to vehicles accessories
- Category 3: information related to maintenance of vehicles
- Category 4: information related to additional expenditure related to vehicle
- Category 5: information related to fuel

Insurance on vehicle are not collected in the vehicle questionnaire but in the insurance section module 2 Q2.9

Column 2402 – How many do you have? This question applies only to category 1 (vehicles).

0, 1, 2.... CANNOT BE BLANK, if the household do not have any vehicle write 0.

Column 2403 & 2404 – Did you buy?

Categories 1 to 4:

Tick off 'X' if during the past 12 months one of the household members bought or spent on:

- Any vehicle
- Any accessories
- Any maintenance of vehicle
- Any other expenditure related to vehicle

Tick off 'X' if during the past week one of the household members spent on:

- Fuel

⇒ For the benefit of the household ('X' column 2403) or the benefit of another household ('X' column 2404)

Column 2405– Did you hire ?: Tick off 'X' if during the past 12 months one of the household members hired a vehicle (category 1) or a trailer (category 2)

All the 'X' identified in Q2.4.1 have to be specified in Q2.4.2. Each 'X' means at least 1 row.

(B) How to complete Q2.4.2

Q2.4.2 allows enumerators to specify all the expenditures identified in Q2.3.1

All the expenditures are listed with:

Column 2408 – Expense code: refers to column 2401 of Q2.4.1, option 111 to 513 (in category 1 to 5).

Column 2409 – Description of the item: add as much detail as possible

- What car of car the household bought....
- The kind of major accessories they bought (light, stereo...)

Column 2410 – New: refers to the code 2410 at the bottom.

- New vehicle - related to column 2403 or 2404 category 1
- Second hand vehicle - related to column 2403 or 2404 category 1
- Hire of vehicle – related to column 2405 category 1 (or 2 for trailer)
- Maintenance of vehicle – related to category 3
- Other service related to vehicle – related to categories 4 and 5

Column 2411 – beneficiary: refers to the code 2411 at the bottom. Destination of the expenditure/purchase:

This household
Another household

Column 2412 – Total amount: Total price of the transaction recorded over the past 12 months for categories 1 to 4 and last week for category 5.

Column 2413 – Provider: name or kind of shop, place where household bought vehicle, accessories, repaired vehicle and buy the fuel.

Column 2414 – Payment: How did you pay?

Column 2415 – Purpose of the payment: this expenditure is for private use for the household, or for business use, or both

- ⇒ If the one of the household members runs a taxi, all expenditure related to the taxi car are for business purpose or both business and private, but cannot be recorded under private.

(C) Example Q2.4

There are 2 cars in working order in this household, Peter's car, and John's taxi. John bought early this year his car \$35000 with the money he saved, and now he uses it as a taxi during the week and for private purposes as well during the week end. When he bought it he spent \$3000 to fix a few problems and \$2000 on accessories (radio taxi). He refills every other day with \$100.

Peter owns his car, he bought it 2 years ago, 2 months ago he just change the tires, with 4 new wheels (\$700 each). He usually spent \$150 a week on fuel

Peter owns his boat, the only payment he incurred within the last 12 months was the new engine \$11000. The fuel for the boat costs each week around \$500.

But he paid the cleaning of the hull of his father's boat when the boat was dry docked (\$4000).

Q2.4.1 - VEHICLES

		How many do you have (0,1,...) (working vehicles)	During the past 12 months		
		do not leave it blank	Did you purchase?		Did you hire?
			for you	for other HH	
			'X' if Yes	'X' if Yes	
▼ Expenditure code		2402	2403	2404	2405
1. Vehicle / transport on land and sea	2401				
	111	Car / Station Wagon	X		
	112	Utility / Pick-up			
	113	Truck / Bus / Van			
	114	Motor cycle			
	115	Bicycle			
	116	Boat with motor			
	117	Boat without motor (eg, canoe, traditional canoe)			
2 - Accessories	118	Any other vehicle			
	211	Outboard Motor	X		
	212	Trailer			
3 - Vehicle Maintenance & Repair	213	Other major accessories (eg, car stereo, tow bar)	X		
	311	Standard vehicle service			
	312	Vehicle repair (include parts & labour)	X	X	
4 - Other Vehicle Related Expenses	313	Purchase of vehicles parts (eg, tyre, spark plug)	X		
	411	Vehicle Registration			
	412	Drivers License fee			
	413	Other vehicle expenses (eg, car tow)			

		During the past 7 days
		Did you spend on?
		for you for other HH
		'X' if Yes
▼ Expenditure code		2412
2410	2411	
5 - Fuel	511	Fuel for car / motorbike
	512	Fuel for boat
	513	Fuel for other purpose (eg chainsaw) out of generator already covered in Q2.1

Q2.4.2 - VEHICLE EXPENDITURE

Line No.	expense code (2401)	detailed description	new code 2410	beneficiary code 2411	total amount paid in the last 12 months (111 to 413) Total amount on fuel paid the last 7 days (511 to 513) SBD \$	Provider (Name of the provider, shop, kind of shop, location...)	payment code 2414	purpose of the payment code 2415
##	2408	2409	2410	2411	2412	2413	2414	2415
01	111	toyota calidina (john)	2	1	\$ 1 3 5 0 0 0.00	private	1	3
02	311	maintenance of the toyota	4	1	\$ 1 3 0 0 0 0.00	honiara garage	1	3
03	211	radio taxi	1	1	\$ 1 2 0 0 0 0.00	shop honiara	1	2
04	511	John's car fuel	5	1	\$ 1 3 5 0 0 0.00	petrol station	1	3
05	311	tyres * 4 (Peter's car)	1	1	\$ 1 2 8 0 0 0.00	honiara garage	1	1
06	511	Peter's car fuel	5	1	\$ 1 1 5 0 0 0.00	petrol station	1	1
07	211	Engine Peter's boat	1	1	\$ 1 1 0 0 0 0.00	Boat shop	1	1
08	311	cleaning father's hull	4	2	\$ 1 4 0 0 0 0.00	private	1	1
09	511	fuel for boat	5	1	\$ 1 5 0 0 0 0.00	petrol station	1	1

Total items: 09

Total amount: \$ 58800.00

Each 'X' in Q2.4.1 is specified at least in 1 row in Q2.4.2 but can be specified in 2 rows (see expenditure code 511)

4.5 – Q2.5 Household services expenditure

This question aims to determine all expenditures a household member has had with respect to household services. The question has been divided into three sections for ease of collection:

- 1) Dwelling related service expenditure
- 2) Household related service expenditure
- 3) Other service expenditure

Q2.5 is not divided in 2 sections as the previous ones in module2, in this questionnaire, expenditure on services are identified and specified in the meantime.

(A) How to complete Q2.5

Column 2500 & 2501 – services: list of all the main services the household might paid during the last 12 months, from 01 to 19 different services. The main services are divided into 3 categories:

- Services related to the dwelling :
 - o Security: did you pay somebody to watch over the dwelling?
 - o Gardening: did you pay somebody to look after the garden?
 - o Other services related to the dwelling (write an observation)
- Services related to the household:
 - o Assistance with housework: did you pay somebody to help for housework?
 - o Looking after the children: did you pay somebody to look after the children?
 - o Looking after elderly: did you pay somebody to look after the elderly?
 - o Other services related to the household
- Other services:
 - o Did you pay for laundry in a laundry shop?
 - o Did you pay for passport?
 - o

Column 2502 – During the past 12 months did you pay?: YES or NO, CANNOT BE BLANK.

Go through the list of 19 services and ask the respondent if YES or NO they paid such a service during the period. It might happen that the respondent answer with others services which are not listed from 01 to 19, in this case, use the extra rows 20, 21 and 22 and write an observation.

Column 2503 – Beneficiary: even if one of the household members paid for another household, record the expenditure and specify beneficiary “another household” (ex: I paid the freight for my parents’ cargo)

Column 2504 – How much?: total amount paid for the specific service mentioned. If the service is used and paid on a regular base (ex: I use every week laundry service) try to estimate the total amount spent on this service during the past 12 months.

In this questionnaire, all the services paid in cash or credit have to be recorded, any payment in kind are excluded.

Column 2505 – Provider: who provides the service? - name of the company, or just ‘private person’.

Column 2506 – Purpose of the payment: refers to the code 2506. If the item will be used for private use only then category “1” should be marked for this question. However, if the item is purchased for use in a business, then this expenditure is not considered a household expense, and should thus be recorded as “2” for business use. Some

items will naturally be purchased for both private and business use, so category “3” should be entered in these situations.

(B) Example Q2.5

Peter employs 4 times per year on average his nephew to look after the garden, he gives him \$100 each time. Mary uses the laundry service every month; on average she pays \$400 each time. Every 2 months, Peter sends to his family in the islands some food, and he pays on average \$250 for freight in the boat.

In terms of casino expenditure, Jessie is used to gamble every month. She spends each time \$500.

services		During the last 12 months			Provider (Name of the provider, shop, kind of shop, location...)	purpose of the payment code 2506	obs
		Did you pay? do not leave it blank	Beneficiary code 2503	If Yes, how much ? SBD \$			
▼ Service code		1=Yes 2=No	code 2503	SBD \$		code 2506	
2500	2501	2502	2503	2504	2505	2506	2507
Dwelling related service expenses							
01	Security services, security men	2		\$.00c			
02	Assistance with gardening	1	1	\$ 4 0 0 .00c	private person	1	
03	Other service related to dwelling	2		\$.00c			
Household related service expenditures							
04	Assistance with housework (cook, washing...)	2		\$100 on gardening 4 times a year = \$400 for the total period			
05	Child minding, baby sitting	2					
06	Looking after elderly relatives	2		\$.00c			
07	Other assistance related to HH	2		\$.00c			
Other services							
08	Laundry shop (or laundry arrangment)	1	1	\$ 4 8 0 0 .00c	wash and go	1	
09	Payment for passport	2		\$.00c			
10	Photos services	2		Every month \$400 for laundry shop = \$4800 a year			
11	Payment for legal services	2		\$.00c			
12	Payment for freight	1	2	\$ 1 5 0 0 .00c	360 boat	1	
13	Payment for printing	2		Every 2 months (\$250) = 6 times a year, freight is paid (in total \$1500) for the benefit of the family in the island (beneficiary=2)			
14	Sport club / yacht club	2					
15	Cultural activity (music, theatre....)	2					
16	Association (trade union, social club...)	2		\$.00c			
17	Fire arm license fees	2		\$.00c			
18	Hair dresser charge	2		\$.00c			
19	Payment for gambling (casino, bingo...)	1	1	\$ 4 5 0 0 .00c	Pacific casino hotel	1	
20	Other (obs)	2		\$.00c			
21				\$500 every month = \$4500 a year spent in casino			
22				\$.00c			
code 2503		Total amount▶		\$ 1 1 2 0 0 .00c	code 2506: purpose of the payment		
1. This household					1. private use		
2. Another household					2. business use		
					3. both		

4.6– Q2.6 Provision of financial support

This question aims to determine all expenditures a household member has had with respect to provisions of financial support. There are 6 categories for this question which cover:

(A) How to complete Q2.6

Column 2600 & 2601 – financial support: list of all different kind of financial support one household can contribute to. There are 5 categories of financial support:

- Donation to another household (code exp 01 to 04): Also known as “remittances”, the first category for this question covers donations to other households. The payments can cover financial transactions to other households based in the Solomon Islands, as well as other households based overseas. A typical example of an expenditure here would be if the household had a family member living overseas and sent them regular money to help get by throughout the year, then record the total amount paid in the last 12 months sent to this individual.
Donation to other household can occur for special occasion as weeding, funerals, birthday...
- Donation to Church (code exp 05 to 07)
 - o Weekly (code exp 05): This category covers expenses household members make to the church on a regular basis when they attend their weekly church service. If for example, a household member donates \$20 a week every week to a church collection on Sundays, then add the total amount for the year together and record that amount in this questions (in this case $\$20 \times 52 = \1040).
 - o Casual one off donation: (code exp 06) this category also covers contributions to the church, but on an ad-hoc basis. For example, if the church is trying to raise money to make an extension to their chapel, and a household member makes a one-off donation of \$300 to the project, it should be recorded here. All contributions from all household members throughout the last 12 months should be added together and recorded here.
 - o Donation to Church can be made for special occasion as well, on 1 payment, or through the tithes.
- Donation to Community (code exp 08): any financial contribution to the village, if the community is trying to raise money for any purpose.
- Donation to any fundraising (code exp 09): any fundraising the household contributed for during the past 12 month (association, organisation...)
- Any other donations: if any other financial contribution the household made during the past 12 months (charitable organisation...)

Column 2602 – Did you pay? did one of the household member pay during the past 12 months. Cannot be blank – YES or NO. List all the different kind of donation and specify whether YES or NO one of the household member contribute.

Column 2603 – Is the beneficiary part of the household? All these donations recorded are sent out of the household (to another household, Church, organisation...). Especially for the donation to another household, this question allows us to make sure that the money is intended to another household and not this household (it means all the beneficiary “1” will be excluded from the analysis, as long as the money stays in the household, it is not considered as “household expenditure”)

Column 2604 – total amount given: This question simply records the amount paid in total for that expense item in the last 12 months. If three payments were made for the one item then simply add the three values together and record the total.

Column 2605 – Where beneficiary is located?: This question simply asks as to whether or not the beneficiary of the financial support was located in the Solomon Islands (and which province) or overseas. For most cases when donations are made to the church, schools and community, the beneficiary will be located in the Solomon, but when donations to other households takes place (category 1), then the beneficiary will often be overseas.

(B) Example Q2.6

Peter supports his family in Isabel, sending money, around \$1000 a year. Then he gave \$500 to his son for his wedding. Moreover, he sent \$500 for the family in Isabel for an uncle's funerals a few months ago.

About donation to Church, Peter and Mary go to Church every Sunday, giving \$20 each at each service. In terms of fundraising donation, they support sometimes different project, an estimated amount of these different donations they did during the past 12 months, \$500.

Q2.6 - PROVISION OF FINANCIAL SUPPORT						Reference period : 12 months
						from : 01 / 10 / 2011 to : 01 / 10 / 2012
Financial support		Did you pay ? Do not leave it blank 1 = Yes 2 = No	Is the beneficiary part of the hh in list1 ? 1 = Yes 2 = No	total amount given during the past 12 months	Where beneficiary is located ? code 2605	obs
Support for a wedding: donation to his son which is part of hh listing (list1)						
\$20 each each Sunday during the past 12 months = 20*2*52 = \$2040						
▼ Financial support code				SBD \$		
2600	2601	2602	2603	2604	2605	2606
01	Financial donations to another HH (regular payments)	1	2	\$ 1 0 0 0 0.00	0 3	
02	Financial donations to another HH for wedding (ad hoc payment)	1	1	\$ 5 0 0 0 0.00	0 1	
03	Financial donations to another HH for funerals (ad hoc payment)	1	2	\$ 5 0 0 0 0.00	0 3	
04	Any other ad hoc financial payment made to another HH	2		\$.00		
05	Financial donations to Church (based on the weekly donation)	1	2	\$ 2 0 4 0 0.00	1 0	
06	Financial donations to Church (based on casual one off donations)	2	2	\$.00		
07	Financial donation to Church based on tithes	2	2	\$.00		
08	Financial donations to Community	2	2	\$.00		
09	Financial donation for fundraising (eg school....)	1	2	\$ 5 0 0 0 0.00	1 0	
09	Other financial donation (charitable...)	2		\$.00		
Total				\$ 4 5 4 0 0.00		

4.7– Q2.7 Contributions to ceremonies

This question aims to determine all the main expenditures a household member has had with respect to contributions to ceremonies. Ceremonies are related to family, religious, civil, custom event.

In the previous questionnaire, donations related to ceremonies were collected (wedding, funerals...). In this questionnaire enumerators have to collect all the expenditures incurred by ceremonies (purchases related to funerals, wedding...).

- ⇒ This questionnaire deals with food, gift, or any goods or services paid in order to celebrate a ceremony. Each ceremony is related to specific expenditures (food & drinks, clothes, fireworks, flowers....)
- ⇒ In this questionnaire the format is the same as Q2.1 to Q2.4, 2 sub sections:
 - Identification of expenditure related to any ceremony – Q2.7.1
 - Specification of expenditure – Q2.7.2

(A) How to complete Q2.7.1

Q2.7.1 aims to establish which ceremony the household celebrated during the past 3 months.

Column 2702 to 2714 – code a to m – all different kind of ceremonies they might celebrate during the past 3 months. Depends on which period of the year the interview happen, but in some cases certain ceremonies can be excluded from the list.

1. **Fixed date Ceremonies:** Christmas – New Year – Easter – Provincial day – Independence Day: all these ceremonies happen once a year at a specific date.

Except for Provincial day which happen in each province at a different date, Christmas, New Year Day, Easter, and Independence Day all happen the same date.

⇒ According to the round enumerator are working, some ceremonies might occur.

The next chart shows for each round whether or not some ceremonies fall into the period (according to the period of the year covered)

Solomon Island National Day 2012:

Covered only in round 1

- ⇒ Round 1 all the enumerators have to ask if the household incurred any expenses related to the National Day 2012

Christmas 2012:

Covered in round 5, 6, 7 and 8

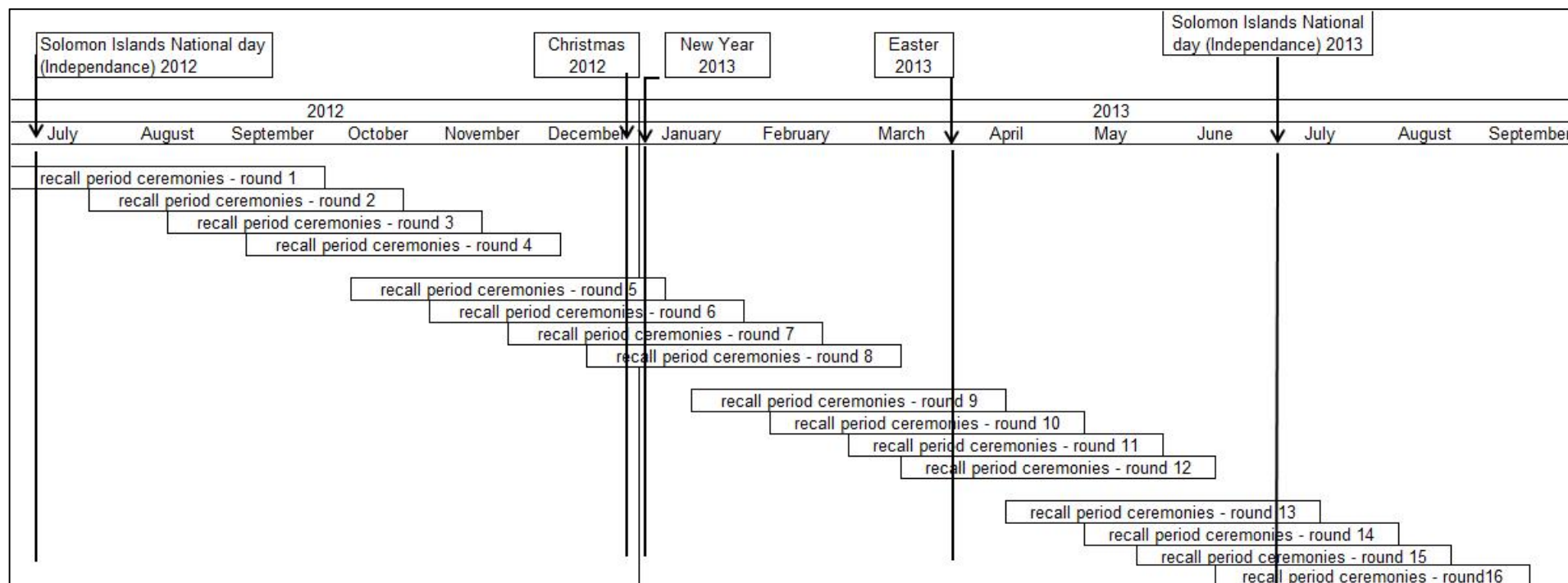
- ⇒ During rounds 5, 6, 7 and 8 enumerators have to ask all the expenditure occurred by the household for Christmas

Solomon Island National Day 2013:

- Covered only in round 13, 14, 15, 16

- ⇒ Round 13, 14, 15 & 16 all the enumerators have to ask if the household incurred any expenses related to the National Day 2013

Q2.7 Contribution to ceremonies – 3 months of recall period



New Year 2013:

- Covered in round 5, 6, 7 and 8
- ⇒ During rounds 5, 6, 7 and 8 enumerators have to ask all the expenditure occurred by the household for New Year Day

Easter 2013:

- Covered in round 9, 10, 11 and 12
- ⇒ During rounds 9, 10, 11 and 12 enumerators have to ask all the expenditure occurred by the household for Easter

2. Other fixed date ceremonies:

According to the religion of the household, they might celebrate other ceremonies related to their Church (Ascension day,

3. All other ceremonies that can incur anytime (birth, funerals, wedding, birthday...)

Key rule

After having identified all the ceremonies the household celebrated during the last 12 months, try to identify which expenditures they incurred in relation with these ceremonies.

Row 01 to 13 – all different goods or services the household might pay for in order to celebrate a ceremony. Enumerators have to go through the list of expenditure and tick ‘X’ for each expenses the household incurred in relation to the ceremony (in column).

(B) How to complete Q2.7.2

All the expenditures related to specific ceremonies the household incurred during the past 3 months have to be specified in Q2.7.2.

Column 2717 – ceremony code: from a to m –

- Christmas = code a,
- New Year = code b etc Other religious event = code m

Column 2718 – expenditure code: from 01 to 13

- 01. Red money, shell money
- 02. Food, drinks
- 03. Catering etc 13. Other expenditure

Column 2719 – description of the good or service paid: add as much detail as possible (kind of food, kind of gift...)

Column 2720 – beneficiary: refers to the code 2720, if the good or service related to the ceremony is paid for the benefit of:

- 1. this household
- 2. another household
- 3. the community

Column 2721 – total amount paid: price of the good or services related to the ceremony the household paid

Column 2722 – Provider: name of the shop, or kind of provider

Column 2723 – Payment: How did you pay? Refers to the code 2723

Column 2724 – already collected?: YES or NO – in some cases, you will collect in this section expenditures on goods which are already collected in previous section.

Example: I bought a TV screen for my wife’s birthday, this expenditure can be recorded in Q2.3 as an household asset or in Q2.7 as a gift for a ceremony the household celebrated (the mother’s birthday)

- All the expenditure already collected (code 1 = YES) will be deleted in order to avoid double account.
- Otherwise, is the expenditure is not collected in previous questionnaire, specify the code 2 (NO)

(C) Example Q2.7

During the past 3 months, Peter's household celebrated 3 ceremonies:

- For the last National Day, Peter bought beers and barbecue to enjoy this day off.
- For the birth of Melody, Mary bought nappies and baby clothes
- For Robert Birthday in August, they ordered a cake for him.

The main ceremony they celebrated this year was the wedding of John and Jessie in January, but this is not within the period.

Q2.7.1 - CONTRIBUTION TO CEREMONIES														Reference period 3 months from : 01 / 07 / 2012 to : 01 / 10 / 2012	
<p>► Identify all ceremonies celebrated during the past 3 months (2702 to 2714)</p> <p>► For each ceremony celebrated, identify from column 2701 all the expenditures related (mark 'X')</p>															
		Christmas	New year	Easter	Provincial second appointed day	Independence (7th July)	Birthday	Birth	Funeralles	Wedding	Fundraising	Other events			obs
											Family event	Custom event	Religious event		
Ceremony code		a	b	c	d	e	f	g	h	i	j	k	l	m	
Expenditure code		'X' if Yes										'X' if Yes			
2700	2701	2702	2703	2704	2705	2706	2707	2708	2709	2710	2711	2712	2713	2714	2715
01	Red money, shell money	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02	Food, drinks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03	Catering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04	Clothes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05	Hire of premises	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Q2.7.2 - CEREMONIES EXPENDITURE									
<p>► Provide expenditure detail for every expense identified earlier (Q2.7.1)</p> <p>► If you did not incur any expenditure on any of these items over the past 3 months write zero in the "total amount" field</p>									
Line No.	ceremony code a to m	exp code 01 to 13	expense detailed description	beneficiary code 2720	total amount paid in the last 3 months SBD \$	Provider (Name of the provider, shop, kind of shop, location...)	payment code 2723	already collected ? 1=Yes 2=No	obs
2716	2717	2718	2719	2720	2721	2722	2723	2724	2725
01	e	02	Solomon Brew	1	\$ 8 00 00.00	chinese shop	1	2	
02	e	02	Barbecue	1	\$ 5 00 00.00	road market	1	2	
03	g	04	nappies	1	\$ 2 00 00.00	chinese shop	1	2	
04	g	04	Baby clothes	1	\$ 5 00 00.00	chinese shop	1	2	
05	k	03	Robert Birthday cake	1	\$ 5 00 00.00	Bakery Honiara	1	2	

4.8– Q2.8 Loans

(A) Loan definition

A loan is an amount of money you borrow that you have to repay, to refund, later. You can refund the money in one payment or in many payments. In some case you refund more money than you have borrowed, or you refund the same amount.

Different source of income can land you money:

- You can borrow money from relatives or friends; it means you will refund them. If you do not plan to refund them, it is not a loan, but a support they gave you (income in module4 q4.7 irregular cash gift or remittance Q4.8)
- You can ask money to a shop: if you buy a good in a shop and you pay in different payment over 3 or 4 months (instead of having paid my fridge \$4000 I did 4 payments of \$1000 each over the next 4 months. This kind of loan can be free of interests.
- You can ask money to a bank or a credit institute, in which you will pay interests.

A loan is defined by:

- A month and a year of starts, when the first repayment was done
- A month and a year of end, when the last repayment is done
- An amount borrowed
- A periodicity and an amount or repayment
- A reason: justify the reason to borrow money

Key rule

A loan has to be recorded in Q2.8 when the household did at least one payment to reimburse.
As long as the household did at least 1 repayment during the period, all the information about the full loan has to be recorded.

Key rule – link between “payment” in previous questionnaire and Q2.8

All the payments in previous questionnaire made with loan (assets in Q2.3, cars in Q2.4, renovation of house or dwelling / land purchase Q2.1, payment of dwelling Q1.5) have to be identified and related loans have to be reported in Q2.8

- ⇒ There is a link between previous questionnaires and Q2.8 Loans. If the household bought a car within the period in Q2.4 and the payment is codified as “3” (they bought a car during the past 12 months with a loan) this loan has to be recorded in Q2.8 with all his characteristics (starting date, ending date, amount borrowed...)
- ⇒ If a mortgage is recorded in Q1.5 for the house, the related loan has to be specified in Q2.8

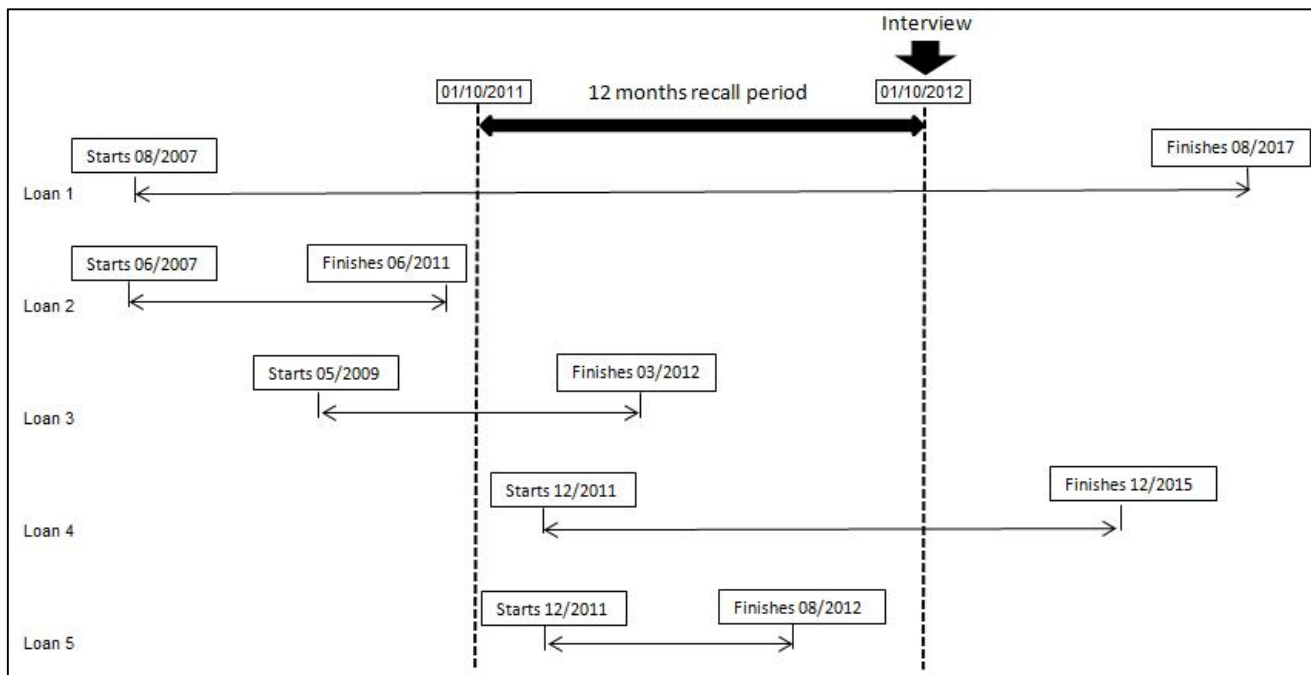
(B) Which loans have to be recorded?

A loan has to be recorded if the household incurred at least 1 payment within the last 12 months.

- ⇒ Between the “starting date of recall period” and the “ending date of the recall period” did one of the household members repay a loan (at least 1 repayment)?

The following graph shows a recall period of the first round starting the 02/10/2012 (1st day of the dairy). It means every single loan which has generated at least 1 payment between 01/10/2011 and 01/10/2012 (recall period) has to be recorded.

In this example all the different kinds of loan are presented:



Loan1: starts before the period and finishes after the period (in the future)

⇒ During the period the household incurred plenty repayments related to this loan

This loan has to be recorded

Loan2: starts before the period and finishes before the period as well

⇒ During the period the household did not incur any repayment related to this loan

This loan has not to be recorded

Loan3: starts before the period and finishes during the period

⇒ During the period the household incurred a few payments related to this loan

This loan has to be recorded

Loan4: starts during the period and finishes after the period

⇒ During the period the household incurred a few payments related to this loan

This loan has to be recorded

Loan5: starts during the period and finishes during the period (short loan)

⇒ During the period, all the repayments are done

This loan has to be recorded

(C) How to complete Q2.8

Each loan identified as “eligible loan” (to be recorded) has to be specified on one row in Q2.8

Column 2801 – Description of the loan (purpose of the loan): the first question simply asks for a brief description as to what the loan was for. In order to answer this question simply state what the money was used for. If the loan was to help pay for a car, simply write “car”. If the loan was to help pay for a contribution for a wedding ceremony, write “wedding”, and so forth.

Column 2802 – Loan code: This question somewhat duplicates the previous question and requests a code to describe the purpose for why the money was borrowed. It refers to the code 2802. According to the purpose of the loan:

- From 1 to 6: private loan, for household or individual consumption (needs)
- From 7 to 9: business loan, for business consumption (need)

Column 2803 - date of start: month and year of the first payment, the loan starts when the first payment is done. This date cannot be in the future, if the round starts the 1st of October 2012, starting date is before 10/2012.

Column 2804 – amount borrowed: total amount borrowed, if the household bought a car \$100 000 and made a loan to buy it, the amount to record is \$100 000.

If the household borrowed half of the price (paid the other half on his own fund), the amount borrowed is \$50 000.

Column 2805 – date of end: month and year of the last payment, this date can be in the future (later 2012, 2013, 2014....) or in the reference period, but not before the reference period.

In many cases, the household will know the duration of the loan (6 months, 1 year, 5 years....), according to this duration, find the correct ending date.

Column 2806 – lender: it refers to the code 2806, who lend the money?

1. Bank: ANZ, BSP, WestPac
2. Loan institute: credit union....
3. Store: if I bought good I pay in several payments
4. Private person: I borrow money to my brother, I am refunding him
5. SIPEU: Solomon Islands Public Employer Union – facility for government officer to borrow money asking advance on salary
6. Other: if the money was borrowed from another lender, please write an observation to inform where the money comes from

Column 2807 – last amount paid - repayment: amount of the last repayment, last time you did a payment, how much was it? This amount is closely linked to the next column, periodicity.

Column 2808 & 2809 – periodicity of payment: see section 1.7 of the manual. Periodicity is recorded in 2 columns:

Quantity: 1, 2, 3....

Unit: day, week, month....

- Repayments happen every month: Code2808=01 / Code 2809=3
- Repayments happen every week: Code2808=01 / Code 2809=2
- Repayments happen sometimes, when I have money code 2809=00 / code2809=5 (specify that in an observation an estimated amount of the total amount refund within the period)
- Repayments happen fortnightly: code2808=02 / code 2809=5

(D) Example Q2.8

Peter bought his car 2 years ago, at this time, in order to buy it he borrowed money from the bank. BSP lend him \$125 000 to reimburse monthly \$2600 over a period of 5 years.

Q2.8 - LOANS										Reference period: 12 months	
<p>► Review different loans you are currently paying or the last payment happened during the last 12 months</p> <p>► If you did not incur any expenditure on any of these items over the past 12 months write zero in the "total amount" field</p>										from : 01 / 10 / 11	
										to : 01 / 10 / 12	
								periodicity of payment			
description of the loan		loan code	Date of start	amount borrowed	date of end	lender	Last amount paid	quantity	unit	Obs	
									1. Day 2. Week 3. Month 4. Year 5. Other (casual-obs)		
▼ Loan code		code 2802		SBD \$	mm/yy	code 2806	SBD \$				
2800	2801	2802	2803	2804	2805	2806	2807	2808	2809	2810	
1	Car loan	2	06 / 10	\$ 1 2 5 0 0 0 0.00	06 / 15	1	\$ 2 6 0 0 0.00	1	3		

4.9– Q2.9 Insurance, Tax

All the insurances and taxes are grouped together in Q2.9.

Column 2903 – Did you pay?: cannot be blank, 1=Yes 2=No. During the last 12 months did you pay any insurance or tax? Go through the list of insurances and taxes and write if YES or NO the household incurred such expenditure during the past 12 months.

Column 2904 – Beneficiary: refers to the code 2904, in the case of insurance paid to the benefit of another household

Column 2905 - Total amount: if many payments during the last 12 months for the same item, add them all together to get the total paid during the last 12 months.

Column 2906 – Provider: the company, organization which receives the money. If Taxes are paid, the provider is the Government.

Column 2907 – Purpose of the payment: refers to the code 2907. Insurances or taxes can be paid for professional purpose (if the car is used as a taxi for example).

PART 5: GENERAL GUIDELINES FOR COMPLETING MODULE3

5.1 - Module 3 Introduction

Module 3 will be focusing on collecting data on expenditures which are best collected at the individual level. The main sections addressed in this module cover the following topics:

- Education
- Health
- Private Travel
- Clothing
- Alcohol Kava and betel nuts
- Communication

Information related to these 6 topics can be collected at individual level for more accuracy. For example, if clothes are bought for the benefit of the children, it means the clothes are “children clothes” and not baby or adults clothes.

Key rule

The boxes in the table apply to the recipient of the expenditure, not the person who paid for it.

EG: If the spouse of the household head bought a pair of jeans for their son, the expenditure will go against the son's name. So if he is [HM] number 05, put a cross under men's clothes next to person number 05.

5.2 - Instructions for the Household Roster

The household roster attached to the front cover sheet should be filled in identically the same as the household roster from module 1. Every single person recorded in:

- a) Columns 01-20, “households members currently residing in the household”, and
- b) Columns 21-24 “household members who used to live in the household in the last 12 months but don't now,

All the information in the household roster of module 1, must be included in the household roster for module 3.

The information can simply be copied across from module 1 and does not need to be re-asked of the household.

The one noticeable difference in the household flap for module 1 is the inclusion of one new lines:

90) Other household

The reason for the inclusion of this new category is as follows:

Category 90 - other household

In this module we are recording expenses incurred by any member of the household, regardless of whether or not the beneficiary was a household member. For that reason, when we fill in the tables with the different expense categories for each section, we are asking if any household member paid anything within the relevant recall period, regardless of who the recipient was. In the case of the beneficiary being someone outside the household, tick the boxes in the rows relating to “category 90” for this expense.

5.3 – Q3.1 Education

Section 3.1 for education aims:

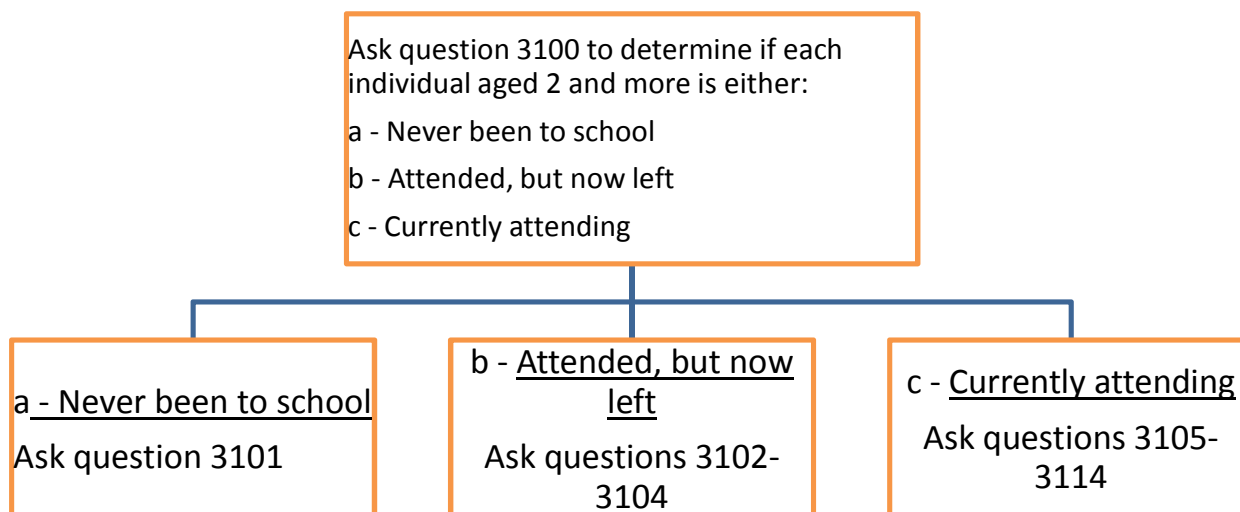
- to identify the education status of every individual aged 2 years and older in the household, which were recorded in list 1 (household members currently residing in the household) of the household listing.
- to identify all the education expenditure the household incurred during the last 12 months
- to specify all these education expenditures

(A) How to complete Q3.1.1

Q3.1.1 aims to establish the educational status of all members listed in list 1 aged 2 and over. They can fall in to 1 of 3 categories:

- 1) Never attended school
- 2) Attended school, but left
- 3) Currently attending school

It is very important the sequence guides are followed properly here to ensure the right questions are asked for each individual. The procedure for addressing this section is as follows:



Column 3100 – Has [HM] ever attended a formal education institution?: It refers to the code 3100. The key aspect of this question is that the educational institution needs to be formal. In most cases this will be obvious if the person has attended any form of education at a recognised school (primary, secondary, etc), but in some case it might not be so obvious. The best way to guide people on what constitutes a formal education is to provide example of what is included and excluded. Such are examples are as follows:

- Inclusions: Formally recognized schools (primary, secondary, etc)
- Exclusions: Home tutoring

Column 3101 – Why has [HM] never attended school?: It refers to the code 3101. This question is only asked of persons who reported they have never attended any formal schooling. The part in brackets is also important as there may be numerous reasons a person has reported never attending school, but we are seeking only the main reason, so be sure to enter one code only.

For persons of a young age (2-3 in particular), the main category should be “1.Too young”, whereas for older age groups the categories 2 to 8 should mostly apply.

In the case that option 9 is ticked, please mark the “obs” column in 3108 for that person with a number identifier, and record the details in the “observations” box at the bottom of the page.

Column 3102 & 3103 – Highest level & grade of education completed?: These two questions aim to determine what the highest level and grade of education has been achieved (successfully completed). The way this question is addressed will be different depending on the type of education they finally completed. The best way to tackle answering this question is to split the types of response into three groups:

- Group1 : Infant/kindergarten : if the individual attended only kindergarten, simply report the level 1 and skip the grade
- Group2: Primary – Secondary - College: for individual who completed primary (code level 2) junior secondary (code level 3), senior secondary (code level 4), or college (code level 5) level, specify how many years they have completed.
- Group3: University, USP, vocational: for individual who completed University degree (level code 6) or vocational degree (level code 7) skip the grade.

Column 3104 – Why did [HM] leave school? Refers to the code 3104. This question is the last remaining question for persons who have attended school and have now left. It simply asks the questions as to why the person has left school. For the high proportion of respondents to this question, the answer will be “1.Completed desirable schooling”. Once again some people may have left for numerous reasons but you must only fill in the main reason, so enter only one code as a response for this question.

Column 3105 & 3106 - level & grade of education currently attending: This question is very similar in design to questions 3102 – 3103, with the difference being:

- a) We are asking it of persons still in school
- b) We are asking what level and grade they are currently attending (not completed)

Same skip if the level the respondent is currently in is:

- Kindergarten

- University
 - Vocational
- ⇒ Skip the grade

Column 3107 – Name of the school: This question is self explanatory and simply requests the name of the school the student is currently attending. Although the question just stipulates “school”, it also refers to universities or technical institutions as well.

Column 3109 – Where the school is located?: relative to the dwelling. It refers to the code 3109. If the kid is at boarding school, specify code 4 on priority. Otherwise, choose one of options 1, 2, 3, 5 or 6.

Column 3110 – Where does [HM] get his lunch on school days? This question simply asks where the student generally get their lunch on school days. As expected, for many students it will differ from day to day, so simply provide the answer which is most common for that student. If the answer is unknown (especially for an overseas student), simply provide a best guess. Make sure the code is entered for this question.

Column 3111 – Where does [HM] live during school days?: it refers to the code 3111, the answer here has to be on line with column 3109 if the student is a boarder student.

Column 3112 – Pocket money?: pocket money given to children is an expenses very difficult to catch, in the diary most of the time it is reported. That is why this question is included straightforward in the module, just to have an idea on a typical school day, how much the parent give to the kids? This question is not addressed to boarder student. In this box, record (\$) dollars and (c) cents

Column 3113 – Main mean of transportation to school: This question is straight forward and only requests the main method of transport if a student travels by more than one method sometimes. For students overseas, if the answer is unknown then a best guess will be sufficient. For the category “6.Other”, remember to mark the “obs” box in 3115 and record the details in the “Observations” box at the bottom of the page.
If the student is at boarding school, he might use boat or plane to go to school, few times a year.

Column 3114 – How many hours of classes does [HM] generally attend per week? The number of hours of classes can differ at times but for most primary and secondary school students it will be the same each week. Base the answer on a typical week which involves no Public Holidays. And remember, use the codes associated with the ranges, **do not** enter the number of hours. For overseas students where it may be difficult to provide an answer, a best guess will be sufficient.

(B) How to complete Q3.1.2

This question aims to identify all expenditures a household has paid for with respect to education in the last 12 months. The most common education expenditure are:

Column 3116 to 3122: Code expenditure 01 to 07: all the fees related to school : tuitions, development, registration, transfer, examination, boarding fees, parents’ contribution

Column 3123 to 3126: Code expenditure 08 to 11: all the accessories required for students: uniform, bag, stationeries, curriculum materials (text books...)

Column 3127: Code expenditure 12: pocket money given to boarding student: in the previous section Q3.1.1 column 3112 collects money given daily to day pupil, here it deals with boarder student.

Column 3128: Code expenditure 13: private lesson: in addition to school, extra fees for extra courses.

Column 3129: Code expenditure 14: other expenses related to education

Reminder Key rule

All the expenditures have to be identified on the recipient row, and not on the row of the individual who paid

- ⇒ Q3.1.2 identify if the household incurred during the last 12 months any expenditures mentioned in column 3116 to 3129 ticking 'X' on the recipient's box.
- ⇒ During the past 12 months, did your household made any payments for one of the household member listed in list1 (row 01 to 20), list2 (row 21 to 24), or for the benefit of another household (row 90).
- ⇒ These questions have to be asked to all the household members currently attending school, and to others as well, maybe they attended school during the period but not longer.

All the expenditures identified in Q3.1.2 for each recipient have to be specified in Q3.1.3.

(C) How to complete Q3.1.3

Q3.1.3 specifies all the details related to each expenditure identified in Q3.1.2, it means each tick 'X' in Q3.1.2 is related to at least 1 row in Q3.1.3.

Reminder Key Rule

Each expenditure has to be recorded on at least one specific row, do not group together different expenditure on the same row

Each expenditure has to be specified with:

Column 3132 – beneficiary: the recipient of the expenditure, in relation with the row of the 'X' in Q3.1.2.

If the expenditure was made for the benefit of another household, write 90.

Column 3133 – expense code: from 01 to 14 according to the type of expenses (01 for school fees, 02 for development fees....)

Column 3134 – detailed expenditure: write here as much detail as possible to specify the exact expenditure

Column 3135 – total amount paid during the past 12 months: each payments has to be recorded with the total amount.

Column 3136 – Provider: for school fees, name of the school, for stationeries, uniform, name of the shop...

Column 3137 – Payment: How did you pay? In cash on own fund (no credit or loan), in kind, or with a loan, credit

(D) Example Q3.1

In Peter's household only Robert is still attending school.

Peter completed a university degree, he was happy with it.

Mary stopped early, she only completed the first level of junior secondary, she had a bad result that's why she stopped.

John completed senior secondary year 4 and then, found a job.

Paul completed the second year of senior secondary, and left because of bad results... He prefers working.

Robert is still at school, attending the first year of senior secondary at King George School.

Sally never been to school, at her time there was no school where she lived.

Jessie left school after having completed her first year of junior secondary, because of bad results she stopped.

Household roster				Q3.1.1 - EDUCATIONAL STATUS (2 years and older)											
→ Copy the name, sex and age of all household members from Module 1 Q1.1 list1 and list2				→ Report the educational status of each household member on list 1 aged 2 years and older											
HH Member [HM]	Name	Sex	Age	HH Member [HM]	All members >= 2			3100=1 never attended		3100=2 already left school		3100=3 currently attending school		Name of the school	Obs
		code 1002			Has [HM] ever attended a formal education institution?	Why has [HM] never attended school (main reason)?	What was the highest level and grade [HM] completed?	Why did [HM] leave school (main reason)?	What level & grade are [HM] currently attending?						
					code 3100	code 3101	code 3102	code 3103	code 3104	code 3105	code 3106	code 3107	code 3108		
1000	1001	1002	1003	1000	3100	3101	3102	3103	3104	3105	3106	3107	3108		
01	Peter	1	45	01	2		6		0	1					
02	Mary	2	46	02	2		3	1	0	2					
03	John	1	25	03	2		4	3	0	6					
04	Paul	1	18	04	2		4	2	0	2					
05	Robert	1	14	05	3						4	1		Kg George shcool	
06	Sally	2	75	06	1	7									
07	Jessie	2	22	07	2		3	1	0	2					
08	Melody	2	0	08											
21	Sam	1	81		Melody less than 2 years old = no information Sam is listed in list2, no information										

Robert uses public bus to go to school, the school is not that closed from home, if he was walking he should take more than 30 mn. Every day his mother gave him \$25.00 to pay the bus fare and food for lunch, and the rest, pocket money.

Household roster				Q3.1.1 - EDUCATIONAL STATUS (2 years and older)							
→ Copy the name, sex and age of all household members from Module 1 Q1.1 list1 and list2				→ Report the educational status of each household member on list 1 aged 2 years and older							
HH Member [HM]	Name	Sex	Age	HH Member [HM]	3100=3 currently attending school						
		Where is the school located (relative to this dwelling)?			Where does [HM] generally get your lunch on school days?	Where does [HM] live during the school weeks?	If [HM] generally goes to school with pocket money, how much do you usually give him for 1 typical day (transport fare, lunch...)?	What is [HM] main mean of transportation to school ?	How many hours of classes does [HM] generally attend per week?		
					code 3109	code 3110	code 3111	SBD \$	code 3113	code 3114	
					3109	3110	3111	3112	3113	3114	
01	Peter	1	45	01				\$			
02	Mary	2	46	02							
03	John	1	25	03							
04	Paul	1	18	04				\$			
05	Robert	1	14	05	3	1	2	\$ 25.00	2	3	
06	Sally	2	75	06				\$			
07	Jessie	2	22	07				\$			
08	Melody	2	0	08				\$			

In terms of expenditure during the last 12 months, Peter paid school fees for Robert (3 terms, 1 in 2011 and 2 in 2012 in total \$2000). At the beginning of each year, he paid for his uniform (\$200) and stationeries (\$500). Paul left school in the middle of the year, but his father paid earlier this year for him, school fees, parent contribution, uniform and stationeries, same amount than Robert. Peter gave \$250 as contribution to King George School for his 2 sons.

Moreover, Mary paid school fees for her nephew, \$1000 the year.

Household roster				Q3.1.2 - EDUCATION EXPENDITURE																	Reference period: 12 months	
➔ Copy the name, sex and age of all household members from Module 1 Q1.1 list1 and list2				➔ For each expenditure listed 3116 to 3129 ask if the household paid during the past 12 months ➔ For each expenditure identified 3116 to 3129 tick X for the [HM] beneficiary																	from : 01 / 10 / 2011 to : 01 / 10 / 2012	
				Tick "X" for the beneficiary of the expenditure during the past 12 months:																		
HH Member [HM]	Name	Sex	Age	HH Member [HM]	school fees	development fees	registration fees	transfer fees	examination fees	boarding fees	parents contribution to school	school uniform	school bag	stationeries	curriculum materials	Pocket money for boarding student	private lessons	other education exp	Obs			
	01 = household head	code 1002	1003		01	02	03	04	05	06	07	08	09	10	11	12	13	14				
1000	1001	1002	1003	1000	3116	3117	3118	3119	3120	3121	3122	3123	3124	3125	3126	3127	3128	3129	3130			
01	Peter	1	45	01	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
02	Mary	2	46	02	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
03	John	1	25	03	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
04	Paul	1	18	04	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	X	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
05	Robert	1	14	05	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	X	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
06	Sally	2	75	06	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
07	Jessie	2	22	07	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
08	Melody	2	0	08	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
				Paul, Robert & another household are the recipients of education expenditure paid by Peter's household.																		
21	Sam	1	81	21	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
22				22	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
23				23	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
24				24	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
90	Other household			90	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Q3.1.3 - EDUCATION EXPENDITURE (continued)							
Line N°	beneficiary [HM]	expense code	detailed description	total amount paid in the past 12 months	provider	payment	obs
		01 to 14		SBD \$		code 3137	
3131	3132	3133	3134	3135	3136	3137	3138
01	01 4	01 1	Secondary school fees	\$ 2 0 0 0.00c	King George school	1 1	
02	01 5	01 7	Secondary school fees	\$ 2 0 0 0.00c	King George school	1 1	
03	01 4	01 8	parents contribution to Kg George School.	\$ 2 5 0 0.00c	King George school	1 1	
04	01 5	01 0	parents contribution to Kg George School.	\$ 2 5 0 0.00c	King George school	1 1	
05	01 4	01 8	school uniform	\$ 2 0 0 0.00c	clothes shop	1 1	
06	01 5	01 8	school uniform	\$ 2 0 0 0.00c	clothes shop	1 1	
07	01 4	1 1 0	stationeries	\$ 5 0 0 0.00c	chinese shop	1 1	
08	01 5	1 1 0	stationeries	\$ 5 0 0 0.00c	chinese shop	1 1	
09	91 0	01 1	school fees primary school	\$ 1 0 0 0.00c	St John school	1 1	
10							

01 9	◀ Number of items	\$ 6 6 5 0.00c	◀ Total amount
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5.4 – Q3.2 Health

Section 3.2 for health aims:

- To record the height and the weight of all household members – section Q3.2.1
- to identify all the payments related to health the household made for household members or for other household (members of another household) – section Q3.2.1
- to specify all these expenditures with additional details – section Q3.2.2

(A) How to complete Q3.2.1

1. Anthropometrics information

Column 3200 – height: use the tape measure to measure in cm the height of each household member listed in list 1

Column 3201 – weight: use the scale to record the weight in kg of each household member listed in list 1

In order to weight babies less than 1 year old, you can weight an adult holding the baby (all together) then weight only the same adult, and by difference, record the weight of the baby.

Key rule

If you cannot get the height and weight of one household member, do not estimate, leave it blank and make an observation

2. Identification of health expenditure

2 types of medical acts are distinguished in this section, related to 2 different recall periods:

- a. Major medical act: any payment made within the past 12 months related to:

Column 3202 - Admission to the hospital – code medical act 1: at least one night spent in the hospital

Column 3203 Consultation with Specialist – code medical act 2: consultation with any specialist doctor like gynecologist, heart specialist...

Column 3204 – analysis – code medical act 3: Any analysis, Xray or ultrasound, scanner, eyes checks...

- b. Minor medical act: any payment made within the past 3 months related to:

Column 3205 - Consultation with doctor/nurse – code medical act 4: any medical check at the dispensary, aid post, medical center...

Column 3206 – Dental – code medical act 5: consultation with dentist / teeth care

Column 3207 - Pre/Post natal check – code medical act 6: consultation for pregnant women or women who gave birth recently, baby check

Column 3208 - Custom medicine – code medical act 7: any payments made for traditional healer or traditional medicine

Column 3209 – Medication – code medical act 8: any payments made to get medication, tablets

Column 3210 – Other – code medical act 9: if another medical act, with observation

Key rule

All expenditures identified in relation to major medical acts during the past 12 months have to be ticked off in Q3.2.1 according to his beneficiary (household member Id who consulted).

All expenditures identified in relation to minor medical acts during the past 3 months have to be ticked off in Q3.2.2 according to his beneficiary (household member Id who consulted)

(B) How to complete Q3.2.2

Q3.2.2 aim to specify all the expenditure on health identified in the previous section. Each expenditure should come with the following details:

Column 3213 – beneficiary: the member id of the individual who took benefit of the medical act identified in the previous section. ‘90’ if the household paid medical act for another household

Column 3214 – medical act code: from 1 to 9, according to the column ticked off in the previous section

Column 3215 – detailed description of the act: do not mention here any illness of health problem, but specification of the medical act (kind of doctor...)

Column 3216 – total paid: total price of the medical act. If the medical act is free, do not record it.

Column 3217 – Which month: write here the month the medical act happened, from January to December. This item helps to check if the medical act is properly recorded and in line with the recall period.

Example: during round 1, starting the 2nd of October, enumerator cannot record any expenditures made for minor payments which occurred early 2012 (out of the recall period).

Column 3218 – Name of the provider: name of the hospital or the health center.

Column 3219 – Payments: refers to the code 3219, the way the medical act was paid.

(C) Example Q3.2

The only individual who was dealing with health services during the 12 past months was Jessie. She gave birth in August, she was admitted at the hospital, 3 days, (\$50 a day) in July, she did her last baby check with the midwife (\$100). Then in September, she did one post natal check (\$100)

Sally is currently at the hospital but they still have not paid any fees.

Last March 2012, Sam, Peter's father was admitted at the hospital, he died 3 days later. Peter paid \$300 for that.

Last month Mary bought some panadol from the shop, \$50.

Q3.2.1 - HEALTH										Reference period:			
										12 months	3 months		
										from : 01 / 10 / 2011 to : 01 / 10 / 2012	from : 01 / 07 / 2012 to : 01 / 10 / 2012		
HH Member [HM]	Name	Sex	Age	'X' if paid during the last 12 months			'X' if paid during the last 3 months					obs	
				Admitted in hospital	Specialist services	analysis, Xray, ultrasound	consultation				Medication s		other medical treatment
							Doctor / nurse	Dentist	pre/post natal care	Custom			
	01 = household head	code 1002		1	2	3	4	5	6	7	8	9	
1000	1001	1002	1003	3202	3203	3204	3205	3206	3207	3208	3209	3210	3211
01	Peter	1	45	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02	Mary	2	46	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
03	John	1	25	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04	Paul	1	18	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05	Robert	1	14	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06	Sally	2	75	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07	Jessie	2	22	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08	Melody	2	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21	Sam	1	81	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Q3.2.2 - HEALTH EXPENDITURE									
Line N°	beneficiary [HM]	medical code	detailed description	total amount paid:		Which month ?	name of the provider (hospital, dispensary, health center...)	pay-ment	obs
				last 12 months (1 to 3)	last 3 months (4 to 9)				
				SBD \$	write the month				
3212	3213	3214	3215	3216	3217	3218	3219	3220	
01	07	1	delivery	\$ 1 5 0.00	August	Honiara hospital	1		
02	07	6	pre natal check	\$ 1 5 0.00	July	Honiara hospital	1		
03	07	6	post natal check	\$ 1 5 0.00	Septem	Honiara hospital	1		
04	02	8	Panadol	\$ 5 0.00	Septem	Shop	1		
05	21	1	hospital admission	\$ 3 0 0.00	March	Honiara hospital	1		
06				\$.00					
07				\$.00					
08				\$.00					

05	Number of items	\$ 8 0 0.00
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5.5 – Q3.3 Private travel

A travel is a trip with at least 1 night out of the main house.

A private travel is a travel for personal purposes, and not professional or business purposes.

Examples of private travels:

- Holydays,
- Family reasons (funerals, wedding...)
- Visit relatives or friends for other personal reasons
- Trip for medical reasons...

All the trips related to business or professional purposes are not included.

Key rule

A key objective of a HIES is to only collect expenditures which the household pays for. For this reason please do not include travel overseas which was business related (eg, people attending a conference on behalf of the Government). These travel expenses are not paid for by the household.

(A) How to complete Q3.3.1

Q3.4.1 aims :

1. To establish the number of private trips made by each member listed in list1 & 2

Q3.3.1 the distinction according to the destination of the private trip, 3 types of trips related to a recall period:

- Trip overseas: 12 months of recall period
- Trip in Solomon Islands, another island / province: 3 months of recall period
- Trip in your island: 1 month

3 questions to ask:

Question1: during the last 12 months, how many trips you or another household member or all members did overseas for personal purposes?

Question2: during the last 3 months, how many trips you or another household member or all members did in another island of Solomon Islands for personal purposes?

Question3: during the last month, how many trips you or another household member or all members did in this island for private purposes?

Column 3300 to 3302 – How many private trips: According to the destination, record the number of private trips each household member list1 and list2 did during the related period. CANNOT BE BLANK, SPECIFY HERE THE NUMBER OF TRIPS, if no trip, write 0

2. To identify all the expenditure generated by each trips

Column 3303 to 3305 – transport fare: code 1, 2 & 3 - any fees related to transport, plane, other transport (truck, taxi, bus)

Column 3306 – accommodation: code 4 - Accommodation covers costs associated with hotels/motels etc while away on the private trip. If the [HM] stays with family or friends whilst overseas and thus incurs no

accommodation costs, leave this as blank. Make sure accommodation costs associated with any transits on the way to/from the final destination are also included in this section.

Column 3307 – restaurant: code 5 - try to establish the total amount of money spent in restaurant.

Column 3308 – food and drinks: code 6 - if the trips is related to purchase of food and drinks for the family in the islands.

Column 3309 – activities: code 7 - covers any costs associated with recreational type activities whilst overseas on the trip. Some goo(D) Examples would be:

- | | |
|----------------------|-------------------------------|
| a) going to movies | d) visiting a sea world park |
| b) going to the zoo | e) hiring a jet ski |
| c) visiting a museum | f) going to an amusement park |

Feel free to mention this list to respondents to jog there memory of what entertainment activities they paid for whilst on their trip.

Column 3309 – other: code 8 - mention here any other expenditure related to a trip.

All expenditures identified related to a private trip have to be specified in Q3.4.2

(B) How to complete Q3.3.2

Specification of all expenditures identified in the Q3.4.1

Column 3313 – beneficiary HM: the recipient of the expenditure, household member id,

Column 3314 – destination: according to the type of private travel (overseas, in Solomon another island, the same island), it refers to the code 3314

Column 3315 – exp code: refers to column 3303 to 3310 in the Q3.4.1, code 1 to 8.

Column 3316 – detail of the expenditure: add detail in this column, like for instance boat fares, air fares,

Column 3317 – total amount: the total price paid

Column 3318 – which month: the month of the trip, this column is related to the recall period of each type of travel. It means if the household spend 1 week in the same island 2 months ago, it is out of the period for this kind of trip.

Column 3319 – provider: the name of the shop or the supplier of the good or services

Column 3320 – payment: refers to the code 3320, depending on how the transaction was paid.

(C) Example Q3.4

Last year December, Peter and Mary went to Australia to visit the family there, they spent on air fare (\$6000 each), plus restaurant (4300 in total) and food&drinks mainly (\$2000).

In July they went to Malaita in Mary's family, for a family visit (just paid the boat and some shopping for the family)

Last month, John took his wife and baby to Isabel, by boat, John paid \$600 in total.

HH Member [HM]	Name	Sex	Age	HH Member [HM]	No. of private trips each members did:			During the travel did [HM] spend on ('X' if yes)							
					Overseas (12 months)	In Solomon different island (3 months)	In Solomon on the same island (1 week)	Air fare	Sea fare	other transport	accommodation	restaurant	food, drinks	activities	Other
								1	2	3	4	5	6	7	8
1000	01 = household head	code 1002	1003	1000	3300	3301	3302	3303	3304	3305	3306	3307	3308	3309	3310
01	Peter	1	45	01	01	01	01	X	X			X	X		
02	Mary	2	46	02	01	01	01	X	X			X	X		
03	John	1	25	03	01	01	01		X						
04	Paul	1	18	04	01	01	01								
05	Robert	1	14	05	01	01	01								
06	Sally	2	75	06	01	01	01								
07	Jessie	2	22	07	01	01	01		X						
08	Melody	2	0	08	01	01	01		X						
21	Sam	1	81	21	01	01	01								

Line N°	beneficiary [HM]	destination code 3314	exp code 1 to 8	Expense detailed description	total amount paid		Which month ? write the month	Name of the provider	payment code 3320
					Trip overseas -12 months	Trip in Solomon 3 months			
					Trip in the island-7 days	SPD \$			
3312	3313	3314	3315	3316		3317	3318	3319	3320
01	01	01	01	1	air fare	\$ 6 000.00	Jan	fly solomon	1
02	02	01	01	1	air fare	\$ 6 000.00	Jan	fly solomon	1
03	01	01	01	5	restaurant	\$ 4 300.00	Jan	Brisbane	1
04	02	01	01	5	restaurant	\$ 4 300.00	Jan	Brisbane	1
05	01	01	01	6	food drinks	\$ 2 000.00	Jan	Brisbane	1
06	02	01	01	6	food drinks	\$ 2 000.00	Jan	Brisbane	1
07	01	01	07	2	sea fare Malaita	\$ 360.00	July	360 boat	1
08	02	01	07	2	sea fare Malaita	\$ 360.00	July	360 boat	1
09	01	01	03	2	boat fare isabel	\$ 600.00	Sep	santa Isabela	1
10	01	01	03	2	boat fare isabel	\$ 600.00	Sep	santa Isabela	1
11	01	01	03	2	boat fare isabel	\$ 600.00	Sep	santa Isabela	1

11	Number of items	\$18 100.00	Total amount
----	-----------------	-------------	--------------

5.6 – Q3.4 Clothing and accessories

This question aims to determine all expenditures a household has had with respect to clothing in the last 3 months. The main issue to consider for this question is to exclude school clothing from this question as it will be collected in the education question in this module.

All clothing expenditures are identified in Q3.4.1 and specified in Q3.4.2. All clothing expenditures are collected at individual level, according to the beneficiary. The beneficiary will allow us to make the difference between baby/children/man/woman clothes. This questionnaire includes:

- Any kind of clothes
- shoes
- Material and tailor, sewer,
- Related accessories (belt, cap, sunglasses...)
- Perfume and jewellery, watch

(A) How to complete Q3.4.1

Q3.4.1 aims to identify all the payments the household made with respect to clothing during the past 3 months. Following the same schedule as previous questionnaires in this module³, interviewers have to identify expenditures first, according to:

1. The beneficiary, household member id: the HM who will wear the clothes
2. The kind of clothes: expense code, from 01 to 12 (column 3400 to 3411)

Question: over the last 3 months, did you spend money on clothes, sewer or material, accessories for any of the household members or for another household (list all the kind of clothes column 3400 to 3411)?

- **Column 3400 - baby clothes**: code expenditure 01 - a baby is considered less than 1 year old.
- **Column 3401 to 3405 - type of clothes**: code expenditure 02 to 06 - according to the kind of clothes
- **Column 3406 – shoes**: code expenditure 07 - slippers, running shoes, any kind of shoes and socks
- **Column 3407 – sport clothes**: code expenditure 08 - any kind of sport and specific related clothes
- **Column 3408 – other clothes**: code expenditure 09 - any other clothes which does not fit in the previous categories
- **Column 3409 – materials/tailor**: code expenditure 10 - any sewing and related materials paid
- **Column 3410 – accessories**: code expenditure 11 – caps, belt...
- **Column 3411 – jewellery watch**: code expenditure 12 – other accessories

Each expenditure identified in Q3.4.1 has to be specified in Q3.4.2

(B) How to complete Q3.4.2

Q3.4.2 aims to specify each clothing and accessories expenditure identified in Q3.4.1

Column 3414 – beneficiary: HM id of the person who will wear the clothes. 90 if the clothes were bought for another household

Column 3415 - exp code: refers to column 3400 to 3411 in the Q3.4.1, code 01 to 12.

Column 3416 – detail of the expenditure: detailed description of the expenditure like for instance running shoes, or sandals for shoes... Add here as much detail as possible related to the kind of clothes or accessories bought.

Column 3417 – total amount: the price of this transaction, if it is a payment in kind, estimate the amount

Column 3418 – provider: the name of the shop or the supplier

Column 3419 – payment: how did you pay? Refers to the code 3419.

Column 3420 – purpose of the payment: refers to the code 3420/ if the respondent is a sewer, or a clothes reseller, most of the expenditure will be for professional purpose, and not private. If the household bought some clothes to go to work, it is not a professional expenditure, but a private one.

(C) Example Q3.4

When John's daughter (Melody) was born, Mary and Peter bought some baby clothes for her, some lavalava and nappies.

Mary bought for Robert some running shoes and sport clothes for soccer. She paid material and the sewer for a new dress for her as well.

Q3.4.1 - CLOTHING AND ACCESSORIES																		Reference period : 3 months from : 01 / 07 / 2012 to : 01 / 10 / 2012	
▶ Do not include in this section school uniforms (Q3.1.2) ▶ For each member identify if s/he purchased or paid to repair clothes, or bought perfumes																			
During the last 3 month did [HM] spend on (X if yes)																			
HH Member [HM]	Name	Sex	Age	HH Member [HM]	expense code ▶	baby clothes	trousers, jean, short	shirt t-shirt	dress, skirt	under-wear / night clothes	lavalava	shoes, slippers, socks	Sport clothes	other clothes overall, jacket...	Materials / tailor	accessory (cap, belt, glass...)	jewellery, watch and perfume	obs	
	01 = household head	code 1002				01	02	03	04	05	06	07	08	09	10	11	12		
1000	1001	1002	1003	1000		3400	3401	3402	3403	3404	3405	3406	3407	3408	3409	3410	3411	3412	
01	Peter	1	45	01		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
02	Mary	2	46	02		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
03	John	1	25	03		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
04	Paul	1	18	04		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
05	Robert	1	14	05		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
06	Sally	2	75	06		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
07	Jessie	2	22	07		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
08	Melody	2	0	08		X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21	Sam	1	81	21		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22				22		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
23				23		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
24				24		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
90	Other household			90		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Q3.4.2 - CLOTHING EXPENDITURE									
Line N°	beneficiary [HM]	expense code	expense detailed description	total amount paid during the last 3 months	name of the provider	payment code	purpose of the payment	obs	
		01 to 12		SBD \$		3419	code 3420		
				3417		3419	3420	3421	
01	01 8	01 1	sleepsuit	\$ 1 1 0 0 0 0.00	chinese shop	1	1		
02	01 8	01 1	nappies	\$ 1 2 0 0 0 0.00	chinese shop	1	1		
03	01 8	01 6	lavalava	\$ 1 5 0 0 0 0.00	chinese shop	1	1		
04	01 5	01 7	soccer shoes	\$ 1 4 5 0 0 0.00	sport shop	1	1		
05	01 5	01 8	soccer shirt	\$ 1 2 0 0 0 0.00	sport shop	1	1		
06	01 5	01 8	soccer short	\$ 1 2 0 0 0 0.00	sport shop	1	1		
07	01 2	11 0	materials	\$ 1 2 5 0 0 0.00	island clothing	1	1		
08	01 2	11 0	sewer	\$ 1 3 0 0 0 0.00	sewer shop	1	1		
09				\$ 0 0 0 0 0 0.00					
	01 8		◀ Number of items	\$ 1 3 1 0 0 0.00					

5.7 – Q3.5 Alcohol, Kava, Betel nut and tobacco

Q3.5 collects at a personal level for HH member aged 10 and over:

1. Habits in terms of consumption of alcohol, kava, betel nut and tobacco
2. Expenditure on alcohol, kava, betel nut and tobacco the past week
3. Details on these expenditures

(A) How to complete Q3.5.1

1. Habits in terms of consumption

Column 3500 to 3503 - consumption: during the past week (recall period 1 week):

- Did you drink alcohol YES or NO?
- Did you chew betel nut YES or NO?
- Did you drink kava YES or NO
- Did you smoke cigarettes YES or NO,

⇒ 3500 to 3503 CANNOT BE BLANK FOR HM AGED 10 AND MORE

Column 3504 – How many cigarettes? if the HM answered YES column 3503, try to estimate the number of cigarettes, rolls smoked (roughly) during the past week (5 cigarettes a day = around 35 a week).

2. Identification of expenditure

Column 3505 to 3508 - Alcohol: expenditure code 01 to 04 - during the past month, did you buy any: beer, wine, spirit (whisky, liquors, gin..), or other (kwaso or any locally made alcohol)

Column 3509 - Kava: expenditure code 05 - during the past month did you pay for kava? Any kind of kava, shell of kava in the nakamal, roots of kava, power kava, dry kava....

Column 3510 – Betel Nuts: expenditure code 06 - during the past month did you pay for betel nuts?

Column 3511 to 3514 – tobacco: expenditure code 07 to 10 - during the past month did you buy any: rolled cigarettes, packet of cigarettes, imported tobacco to roll, paper or exercise book to roll cigarettes, local tobacco.

Tick off 'X' if Yes for each HM aged 10 and more (do not ask the question to HM less than 10)

(B) How to complete Q3.5.2

Q3.5.2 aims to specify each expenditure identified in Q3.5.1.

Column 3517 – beneficiary: the person who received the alcohol, cigarettes kava, or betel nut HH member id

Column 3518 – expense code: refers to code 01 to 10, column 3505 to 3514 in Q3.5.1.

Column 3519 - detailed description: add detail, for instance the difference between kava roots and liquid, or the kind of alcohol. Expenditure on alcohol in bar of restaurants have to be collected in this section as well.

Column 3520 – total amount: make the total amount spend on the item specified. If the HM goes every day to the nakamal ask him how much on average he spends per day, then calculate for a month the budget on kava shell.

Column 3521 – name of the provider: nakamal, shop for alcohol or cigarettes...

Column 3522 – Payment: refers to the code 3522, how did you pay?

Column 3523 – purpose of the payment: refers to the code 3523, if one household member buys betel nuts and re sells them, it is not a private expenditure, but a professional one.

(C) Example Q3.5

In Peter's household, they all have their own habits in terms of alcohol, kava, betel nuts and tobacco. Peter drinks beer every week; he is used to buy them from the supermarket, on average \$200 a week. He smokes 2 packets of cigarettes a week, and he is used to chew betel nut as well.

Same for Mary, she drinks alcohol, chew betel nut and smokes, every week. During the past 7 days, during the period, she bought betel nuts (she buys some every day) and 1 pack of cigarettes.

John goes to the nakamal to drink beers and kava, every other day. He is used to chew betel nut every day and he is a great smoker as well. His brother Paul, chew betel nut, but did not buy any during the past week, same for Robert.

Q3.5.1 - ALCOHOL, KAVA, BETEL NUT & TOBACCO (10 years and older)											Reference period Last 7 days from : 25 / 09 / 12 to : 01 / 10 / 12									
HH Member [HM]	Name	Sex	Age	HH Member [HM]	During the last 7 days				How many rolls, cigarettes, savusavu did [HM] smoke?	During the last 7 days did [HM] buy ("X" if yes)										
					Did [HM]:					Alcohol				Kava B Nut		Tobacco				
					drink alcohol ?	chew beetle nut?	drink kava ?	smoke ?		Beer	Wine	Spirits	Other (eg kvaso...)	Kava	betel nut	Cigarette stick or packet	Imported tobacco to roll	Paper to roll stick (exercise books)	Savusavu home grown	
01 = household head				code 1002	1=Yes / 2=No	3500	3501	3502	3503	3504	3505	3506	3507	3508	3509	3510	3511	3512	3513	3514
01	Peter	1	45	01	1	1	2	1	7	0	X					X	X			
02	Mary	2	46	02	1	1	2	1	5	0						X	X			
03	John	1	25	03	1	1	1	1	1	4	X					X	X			
04	Paul	1	18	04	2	1	2	2												
05	Robert	1	14	05	2	1	2	2							X					
06	Sally	2	75	06	2	2	2	2												
07	Jessie	2	22	07	2	2	2	2												
08	Melody	2	0	08																
21	Sam	1	81																	
22																				
23																				
24																				
90	Other household																			

For all eligible members (list1) and aged 10 years old and more, column 3500 to 3503 cannot be blank

Melody (less than 10 years old) and Sam (list2) are not eligible members for Q3.5.1

Q3.5.2 - ALCOHOL, KAVA, BETEL NUT & TOBACCO EXPENDITURE							
Line N°	beneficiary [HM]	expense code	detailed description	total amount paid during the last 7 days	name of the provider	pay-ment	purpose of the payment
		01 to 10				code 3522	
3516	3517	3518	3519	SBD \$ 3520	3521	3522	3523
01	0 1	0 1	SB beers	\$ 2 0 0 . 0 0 c	Supermarket Honiara	1	1
02	0 1	0 6	Betel nuts	\$ 1 0 0 . 0 0 c	Road market honiara	1	1
03	0 1	0 7	packt of roll cigarettes	\$ 1 5 0 . 0 0 c	chinese shop	1	1
04	0 2	0 6	Betel nuts	\$ 1 5 0 . 0 0 c	Road market honiara	1	1
05	0 2	0 7	packt of roll cigarettes	\$ 7 5 . 0 0 c	chinese shop	1	1
06	0 3	0 1	Sol Brew beers	\$ 5 0 0 . 0 0 c	coconut cafe	1	1
07	0 3	0 5	shell of kava	\$ 1 0 0 . 0 0 c	coconut cafe	1	1
08	0 3	0 5	shell of kava	\$ 1 0 0 . 0 0 c	car wash nakamal	1	1
09	0 3	0 6	Betel nuts	\$ 5 0 0 . 0 0 c	Road market honiara	1	1
10	0 3	0 7	cigarettes rolled	\$ 3 0 0 . 0 0 c	coconut cafe	1	1
11	0 5	0 6	Betel nuts	\$ 2 0 0 . 0 0 c	honiara central market	1	1
12				\$. c			
<div style="display: flex; justify-content: space-between; align-items: center;"> <div> <div style="border: 1px solid black; padding: 2px;"> 1 1 </div> ◀ Number of items </div> <div> <div style="border: 1px solid black; padding: 2px;">\$ 2 3 7 5 . 0 0 c</div> ▲ Total amount ▲ </div> </div>							

5.8 - Q3.6 Communication

Communication is related to personal habits. Internet access, cell phone belongs to individual and not to household. Q3.6 aims to:

- 1. Collect information on communication
- 2. Identify the expenditure on communication
- 3. Specify each communication expenditures with details

(A) How to complete Q3.6.1

1. Collection of communication indicators:

Column 1001 – use of internet: during the last month did you use internet: YES or NO – whatever the place and the kind of connection. CANNOT BE BLANK. This question collects information on whether each individual in the household used the internet in the last month. The location of where the internet was used is not relevant to this question. If the household head is responding on behalf of other household members in this question it will be useful if they do confirm with each household member when responding to this question as well as the next 3-4 questions.

If the [HM] replies they used the internet, then proceed to the next question, otherwise skip to question 1005. Remember to enter a code for this question, 1 for yes, and 2 for no.

Column 1002 to 1004 – sources of internet access: The next three questions collect information on what sources of internet each individual used. If the [HM] only used one source for accessing the internet in the last month, only the first question (1002) needs to be filled in. If two sources for accessing the internet were used then both column 1003 and 1004 should be filled in, whereas if three sources for accessing the internet were used then all three questions (1002, 1003 & 1004) should be filled in. The codes provided at the bottom of this table should be used to fill in these three questions. If more than one source was used to access the internet then list the source most commonly used first, followed by the second most frequently used, and finally, the third most frequently used.

Column 1005 – use of mobile phone: This question simply asks each [HM] whether or not they used a mobile phone in the last month, for communication purposes (receive or send calls) regardless of whether or not they were the owner of the mobile phone. Please enter the code for this question which is 1 for yes, and 2 for no.

Column 1006 – ownership of cell phone: This questions seeks information from each individual as to whether they own their own mobile phone. Only a response of yes should be provided if the phone is solely owned by that individual. For example, if the son of the household head sometimes borrows the mobile phone of the household head, then the answer should be no, if the phone is not their own. Please enter the code for this question which is 1 for yes, and 2 for no.

2. Identification of communication expenditure

Column 1007 – cell phone top up: code expenditure 1 - This question is the first of three questions which aims to identify expenditures a [HM] may have incurred with respect to communication. The recall period for this question is the **last month**, so each [HM] is asked to tick this box if they have had any expenditure during this period for purchasing a phone top-up card.

Column 1008 – subscription: code expenditure 2 - did you pay any cell phone bill during the last month?

Column 1009 – pay for internet access in internet cafe or dongol top up: For this question each [HM] is asked whether they incurred any expenses on internet access away from their usual residence in the **last month**. The expense will usually refer to the cost of accessing an internet service at an internet café, but if other venues exist away from the usual residence which has cost the individual money in the last month, it should also be recorded here.

Column 1010 – stamps / postage fees: code expenditure 4 - did you pay postage fees during the past month in order to send post mail?

Column 1011 – purchase of mobile phone: code expenditure 5 - during the last **12 months**, did you buy a mobile phone?

Tick off 'X' in column 1007 to 1011 for any expenditure incurred by any household members during the related period.

Every expenditure identified in Q3.6.1 have to be specified in Q3.6.2

(B) How to complete Q3.6.2

Column 1014 – beneficiary: HM id - who takes benefit of the expenditure (if the father pays the cell phone refill for the kids, the expenditure is related to the kids, they are the beneficiaries.

Column 1015 – expense code: it refers to column 1007 to 1011 in Q3.6.1, code 1 to 5:

Column 1016 – detailed of the expenditure: add detail in this column

Column 1017 - Total amount: paid during the related period

Column 1018 – name of the provider: Telekom, post office...

Column 1019 – payment: refers to code 1019

Column 1020 – purpose of the payment: if the cell phone is used for professional purposes, or private....

(C) Example Q3.6

Peter access internet from his office, Paul and Jessie used to go to internet cafe, they pay their connection, Robert can connect from his school. In terms of mobile phone use, except Sally and Melody, they all use mobile phone daily, same for cell phone ownership.

In terms of payment, they all paid top up to refill their cell phone the last month, they paid different amount. Peter spends on average \$100 a week, equivalent \$400 a month.... John pays \$1000 a month, but he used his phone for business and private use (column 1020 = 3). During their trip to Australia Peter and Mary bought a cell phone for Jessie and for Mary's sister (another household).

Q3.6.1 - COMMUNICATION											Reference period 1 month		Reference period 12 months						
											from : 01 / 09 / 12 to : 01 / 10 / 12		from : 01 / 10 / 11 to : 01 / 10 / 12						
HH Mem- ber [HM]	Name	Sex	Age	HH Mem- ber [HM]	During the past month :				Do [HM] have your own cellphone?	During the past month did [HM] pay for				During the past 12 months did [HM] buy a mobile phone?	obs				
					Did [HM] use internet? 1=Yes / 2=No if 2 ▶ 1005	Where were the sources of [HM] internet access? code 1002				Did [HM] use a mobile phone to give or receive call? 1 = Yes / 2 = No	cell phone topup 1	cell phone bill - subscription 2	internet cafe or dongol top up 3			postage rate / stamps 4			
						1001	1002	1003									1004	1005	1006
1000	01 = household head	code 1002	1003	1000	1001	1002	1003	1004	1005	1006	1007	1008	1009	1010	1011	1012			
01	Peter	1	45	01	1	2			1	1	X								
02	Mary	2	46	02	2				1	1	X								
03	John	1	25	03	2				1	1	X								
04	Paul	1	18	04	1	3	5		1	1	X		X						
05	Robert	1	14	05	1	4			1	1	X								
06	Sally	2	75	06	2				2	2									
07	Jessie	2	22	07	1	3			1	1	X		X		X				
08	Melody	2	0	08	2				2	2									
21	Sam	1	81	21	Cannot be blank For all member list1						Identification of expenditures for the benefit of hh members and of another household								
22				22															
23				23															
24				24															
90	Other household			90											X				

Q3.6.2 - COMMUNICATION EXPENDITURE

Line N°	bene- ficiary [HM]	expense code	expense detailed description	total amount paid	name of the provider	pay- ment	purpose of the payment
		1 to 5		the last month (exp code 1 to 4)		code 1019	code 1020
				the last 12 months (exp code 5)			
				SBD \$			
1013	1014	1015	1016	1017	1018	1019	1020
01	[0 1	[1	top up refill	\$[][] [4 0 0 .00	telekom	[1	[1
02	[0 2	[1	top up refill	\$[][] [2 0 0 .00	telekom	[1	[1
03	[0 3	[1	top up refill	\$[][] [1 0 0 .00	telekom	[1	[3
04	[0 4	[1	top up refill	\$[][] [1 5 0 .00	telekom	[1	[1
05	[0 5	[1	top up refill	\$[][] [1 3 0 .00	telekom	[1	[1
06	[0 7	[1	top up refill	\$[][] [4 0 0 .00	telekom	[1	[1
07	[0 4	[3	internet cafe connection	\$[][] [2 5 0 .00	cafe honiara	[1	[1
08	[0 7	[3	internet cafe connection	\$[][] [4 0 0 .00	cafe honiara	[1	[1
09	[0 7	[5	cell phone	\$[][] [8 0 0 .00	Australia	[1	[1
10	[9 0	[5	cell phone	\$[][] [8 0 0 .00	Australia	[1	[1
11	[][]	[][]		\$[][][][][][].00		[][]	[][]

[1 | 0 |

◀ Number of items

\$[][] [4 | 5 | 3 | 0 |.00

▲ Total amount ▲

PART 6: GENERAL GUIDELINES FOR COMPLETING MODULE4

Module 4 is an income questionnaire should not be asked to the household the first visit, but the last one (day15). This questionnaire deals with sensitive information on income, and requires the confidence between interviewer and enumerator.

Obviously there is a strong link between module1 sections Q1.2 and Q1.3, activities and income. When interviewers start to fill in this questionnaire they already know all the work activities conducted by all household members during the past 12 months from module1. The information in these 2 modules have to match, that is really important.

6.1 - Q4.1 Income from wages and salaries

This questionnaire is divided in 2 parts:

- Q4.1.1: first lists all the different wages jobs all HM (list1 and list2) did during the last 12 months. Each wage job listed has to be described (characteristics of the job, the employer...) then all the income related to this job has to be ticked
- Q4.1.2: all incomes related to the wage jobs described in Q4.1.1 has to be specified

⇒ A wage job can generate different income, first a salary, of course, but bonus as well, or income in kind like food, transport, housing (provided for free by the employer)

(A) How to complete Q4.1.1

Q4.1.1 lists all the wages job done by all household members list1 and 2 during the past 12 months, one line is one wage job identify with a letter (a, b, c, ... j)

All the wage jobs done during the past 12 months by all the household members are already known from the module1 Q1.2 and Q1.3. In Q1.3 all work activities coded in column 1303 "01" (work for wage or salary) have to be listed in this section.

Column 4110 – line (work for wages): each work for wage is recorded one a row coded with a letter from a to j.

Column 4111 – job description: describe what the job consists in?

Column 4112 – HM: household member id who was involved in this wage job (match which module1 Q1.3)

Column 4113 – job number: it refers to the work activity code (from 1 to 4) in Q1.3 module1 (column 1301).

Column 4114 – employer: name of the company or the shop or the public department or government.

Column 4115 – industry code: do not fill it in, leave it blank

Column 4116 – sector: refers to the code 4116, private or public sector

Column 4117 kind of contract: wage workers are supposed to sign a contract between them and their employer, if it is not the case code = 3. If it is the case, which can of contract code=1 permanent / code=2 temporarily (fixed term contract)

Column 4118 to 4125: all the type of income related to this job

- Income code 1 = salary: obviously every wage job generate a salary
- Income code 2 = bonus/tips: extra, could be in cash or in kind,
- Income code 3 = housing – if the employer provides a house or a housing allowance
- Income code 4 = electricity – if the employer provides electricity for free
- Income code 5 = telephone – if the employer provides telephone credit or pays the bill
- Income code 6 = transport – if the employer provides a car a free pick up to go to work and come back
- Income code 7 = clothes – if the employer provides clothes, or uniform
- Income code 8 = other – if any other kind of income is not mentioned (observation)
-

⇒ Tick all income related to this wage job

Key rule

A wage job is at least related to a wage income (salary code 1 has to be ticked), but other income can be generated as well (in cash or in kind)

Income can be paid in cash (money) or in kind (food, items, clothing...)... Each wage job generate at least 1 income (salary), if not, it is not a wage job but a voluntary work.

Each income identified in the Q4.1.1 in column 4118 to 4125 has to be specified in Q4.1.2

(B) How to complete Q4.1.2

Q4.1.2 lists all the income identified in the Q4.1.1 (ticked in column 4118 to 4125). Each income is specified on a line.

Column 4127 – income: one row = one income – income code

Column 4128 – work for wage line (a to j): which job does this income refer to in Q4.1.1 column 4110 (wage jobs are listed in Q4.1.1 with letter, a, b, c, d....).

Column 4129 – income code: it refers to the income code mentioned in Q4.1.1 column 4118 to 4125 (code 1 to 8).

Column 4130 – last payment received in cash: amount of last payment received

Column 4131 – code group: refers to the code 4131 choose the corresponding group.

2 purposes:

- It can help interviewers in case of the household member who did the job does not want to mention the amount he received.
- It confirms the correct amount mentioned in the previous column

Column 4132 – last payment received in kind: if the payment of the income is in kind give an estimated amount.

Column 4133 – code group: refers to the previous amount, code group listed in code 4133 (same code as 4131)

Key rule

For each income, column 4130 or 4132 has to be filled in, both is not possible, because the income is received in cash or in kind.

Column 4134 – number of payments over the last 12 months: how many times this income was paid.

- Fortnight income: 26 times during the last 12 months
- Monthly income: 12 times during the last 12 months...

- ⇒ The number of payments received depends on the time this HM spent in this wage job during the past 12 months. If the HM started this wage job 2 months ago, the number of payments will be:
- 4 if it is fortnightly paid
 - 2 if it is monthly paid

Column 4135 – Total amount during the past 12 months: total of this income received in the past 12 months. If we mentioned a regular fixed salary fortnightly received of \$2000, the total received in the past 12 months = $12 \times 2000 = \$24000$.

Column 4136 – code group: refers to the previous amount, code group listed in code 4136 (same code as 4131 and 4133)

(C) Example Q4.1

As a custom officer Peter earns \$3000 fortnightly, and then related to his position, the Government provides a house with a total monthly rent of \$4000, but they charge Peter \$3000 and \$1000 is providing as a housing allowance. Moreover, he received 1 new uniform every year estimated \$500.

At the time she worked as a cleaning lady, Mary used to earn \$800 fortnightly.

When he was in New Zealand, John used to work in a farm as a seasonal worker during 3 months. He was paid \$9000 per month. His employer paid him the air fare to come to NZ (\$7000), and during the time he was there, they provide him accommodation (estimated \$5000 per month) and food (\$2000).

Before that, when he worked for the company “Honiara Security” he was paid \$1500 fortnightly and the uniform was provided (\$500)

From January to July, Jessie as a shopkeeper at “Fong store” was paid \$900 fortnightly.

Q1.3 - History of all occupations of all household members aged 10 and more
list 1 and list 2 over the past 12 months

Member ID number [HM]	What were ALL the work activities [HM] did during the past 12 months? ▶ start with the main activity [HM] did last week (list1) or the last activity [HM] did the time s/he was part of this household (list2) ▶ list all other activities conducted now or in the past during the last 12 months		Type of activity	Cross 'X' the months when this job was done (even once a month)												
				code 1303	January	February	March	April	May	June	July	August	September	October	November	December
			1000	1301	1302	1303	1304	1305	1306	1307	1308	1309	1310	1311	1312	1313
Q1	Last main activity:	Custom officer	1.01.1	X	X	X	X	X	X	X	X	X	X	X	X	X
	Activity 2:	Fisher man	1.01.5	X	X	X	X	X	X	X	X	X	X	X	X	X
	Activity 3:															
	Activity 4:															
Q2	Last main activity:	House maker	1.1.01	X	X	X	X	X	X	X	X	X	X	X	X	X
	Activity 2:	Cleaning lady	1.01.1	X	X	X	X	X	X	X			X	X	X	
	Activity 3:															
	Activity 4:															
Q3	Last main activity:	Taxi driver (own taxi)	1.01.2					X	X	X	X	X				
	Activity 2:	seasonal worker in NZ	1.01.1		X	X	X									
	Activity 3:	Security	1.01.1	X										X	X	X
	Activity 4:															
Q7	Last main activity:	Home duties / child care	1.1.01								X	X				
	Activity 2:	Shop keeper	1.01.1	X	X	X	X	X	X	X						
	Activity 3:															
	Activity 4:															

Q1.3 in module 1 describes all the activities all the hh members did during the last 12 months.

Q4.1.1 in parallel lists all the wage jobs hh members were involved during the last 12 months

These 2 questionnaires are closely related

Q4.1.1 - INCOME / Work for wages or salaries

- Provide the details of each wage job identified in questionnaire Q1.3 (module 1 - 1304 = 1)
 ► Copy the job description, the code of the household member and the job number (1 to 4)

cross 'X' for every type of income you received during the past 12 months															
line (work for wages)	Identification of the job			Characteristics of the job			Base salary	Bonus or tips	Housing	Electricity	Telephone	Transport	clothes	other (food...)	
	job description	Member ID	Activity code from module 1 Q1.3 (1301)	employer	indus- try code	sector	What kind of contract did you sign?	1	2	3	4	5	6	7	8
			code 4116			code 4117	code income								
4110	4111	4112	1 to 4 4113	4114	4115	4116	4117	4118	4119	4120	4121	4122	4123	4124	4125
a	custom officer	1.01.1	1	Gouvernement		1	1	X		X				X	
b	cleaning lady	1.01.2	2	private households		2	3	X							
c	Farmer	1.01.3	2	Private farm in NZ		2	2	X		X			X		X
d	Security Guard	1.01.3	3	Honiara Security		2	2	X						X	
e	Shop keeper	1.01.7	2	Fong Store		2	2	X							

Q4.1.1 - INCOME / Work for wages or salaries

line (work for wages)	Identification of the job			Characteristics of the job			cross 'X' for every type of income you received during the past 12 month								
	job description	Member ID	Activity code from module 1 Q1.3 (1301)	employer	industry code	sector	What kind of contract did you sign?	Base salary	Bonus or tips	Housing	Electricity	Telephone	Transport	clothes	other (food..)
			1 to 4			code 4116	code 4117								
4110	4111	4112	4113	4114	4115	4116	4117	4118	4119	4120	4121	4122	4123	4124	4125
a	custom officer	01	1	Government		1	1	X		X				X	
b	cleaning lady	02	2	private households		2	3	X							
c	Farmer	03	2	Private farm in NZ		2	2	X		X			X		X
	Security Guard	03	3	Honiara Security		2	2	X						X	
e	Shop keeper	07	2	Fong Store		2	2	X							

Q4.1.2 - INCOME / Wages or salaries detailed

→ For each wages work identified in Q4.1.1, specify the details of each wages received

Identification of the income		amount of last payment received				number of payments in the past 12 months	Total amount during the past 12 months		code group 4136
Income	Work for wage line (a to j)	Income code (1 to 8)	cash	Code Group 4131	in kind	Code Group 4133	SBD \$		
			SBD \$		SBD \$ (estimation)				
4127	4128	4129	4130	4131	4132	4133	4134	4135	4136
01	a	1	\$ 3 00 00.00c	04	\$ 2 60 00.00c	2	6	\$ 1 7 8 0 0 0.00c	1 7
02	a	3	\$ 1 00 00.00c		\$ 1 00 00.00c	02	2	\$ 1 1 2 0 0 0.00c	1 1
03	a	7	\$ 1 00 00.00c		\$ 5 00 00.00c	01	1	\$ 1 5 0 0 0.00c	01
04	b	1	\$ 8 00 00.00c	01	\$ 1 00 00.00c		2	\$ 1 7 6 0 0 0.00c	1 2
05	c	1	\$ 9 00 00.00c	11	\$ 1 00 00.00c		03	\$ 2 7 0 0 0.00c	1 4
06	c	3	\$ 1 00 00.00c		\$ 7 00 00.00c	08	1	\$ 1 7 0 0 0.00c	08
07	c	6	\$ 1 00 00.00c		\$ 5 00 00.00c	06	3	\$ 1 1 5 0 0 0.00c	1 2
08	c	8	\$ 1 00 00.00c		\$ 2 00 00.00c	03	3	\$ 1 6 0 0 0.00c	07
09	d	1	\$ 1 5 00 00.00c	02	\$ 1 00 00.00c		8	\$ 1 1 2 0 0 0.00c	1 1
10	d	7	\$ 1 00 00.00c		\$ 5 00 00.00c	01	1	\$ 1 5 0 0 0.00c	01
11	e	1	\$ 9 00 00.00c	01	\$ 1 00 00.00c		5	\$ 1 1 3 5 0 0.00c	1 1
12			\$ 1 00 00.00c		\$ 1 00 00.00c			\$ 1 00 00.00c	

01. less than 1 000 SBD 11. 10 000 - 14 999
02. 1 000 - 1 999 SBD 12. 15 000 - 19 999
03. 2 000 - 2 999 SBD 13. 20 000 - 24 999
04. 3 000 - 3 999 SBD 14. 25 000 - 29 999
05. 4 000 - 4 999 SBD 15. 30 000 - 49 999
06. 5 000 - 5 999 SBD 16. 50 000 - 74 999
07. 6 000 - 6 999 SBD 17. 75 000 - 99 999
08. 7 000 - 7 999 SBD 18. 100 000 - 149 999
09. 8 000 - 8 999 SBD 19. 150 000 - 199 999
10. 9 000 - 9 999 SBD 20. more than 200 000
99. not applicable

6.2 - Q4.2 Income from own business (out of agriculture and fish)

Module1 Q1.3 column 1303 code 02 mentions “operate in own business or household business” which means that the HM owns his own business, alone, with his family or employing extra staff.

- ⇒ These businesses are not related to agriculture, fishery or livestock; they will be covered straight after.
- ⇒ All other kind of business should appear in this section

Examples: my wife sews from home, my soon repairs car in the garden, I run a shop, my other soon runs his own taxi (if he drives the taxi of somebody else, he is an employee for a private company and received a wage, not listed in this section but in the previous one).

This questionnaire is not divided in 2 sections, it is a straightforward questionnaire. From module1 Q1.3 you know already the kind of business they ran during the last 12 months for all HM. Each single business is specified in one row from column 4202 to 4230. 10 businesses maximum can be specified in this section.

The only objective of this questionnaire is to establish the income received by the household from each business operated by household members.

(A) How to complete Q4.2

Column 4202 – description of the business: what is the activity, put detail, and describe the business.

Column 4203 – industry code: leave it blank

Column 4204 – goods or services produced: another opportunity to add detail on the type of business

Example: Code 4202 = plumber / code4204 = fixed toilet, piped water sinks....
Code 4202 = taxi service / code 4204 = transport people

Column 4205 to 4208: all HM involve in this business (maximum 4 but at least 1 should appear)

Column 4209 – location of the business: refers to the code 4209. Location of the business:

- My wife does her sewing from home (code1)
- The plumber works in different places where he fixed piped (code3)
- My mother runs a process food business, she processes food at home and she sells take away (code1)
- I run my garage in town (code2)

Column 4210 – 4211 - for how long the business has been operating?:

Column 4210: number of years

Column 4211: number of months

Example: this business has been operating for 5 years and a half:

Column 4210: 05

Column 4211: 06

Column 4212 – who owns the business? It refers to the code 4212. Is the household the only owner of the business or they are with somebody else from another household (partnership). If there is a partnership, the benefits are shared.

Column 4213 – share of the profit: What percentage of the benefit do you keep?

This question is related to the previous one 4212:

- If there is a partnership, the benefit is shared and the household receives a part of it
- If there is no partnership, the household keep the entire benefit (100% is required)

Establish in this question the percentage of the benefit the household received from this business.

Column 4214 - how many workers are employed in this business?: out of household members, a typical month of operation, how many people work in this business (write here the number of staff recruited, if only household member, write 0).

Column 4215 & 4216:– total cash received: Gross turnover = all the money the business made during:

- Column 4215: the last month
- Column 4216: the last year

Key rule !!!

We do not ask the profit but the gross revenue generated by the business

Profit: excess of revenues over business expenses during a period of time

Gross revenue (turnover): entire amount of money generated by the business during a period of time

Column 4217 to 4230 - all business expenditures during the last 12 months:

During the last 12 months, in order to run your business, how much did you pay for?

- Salaries and wages to staff (if extra staff is employed or if household members were paid to work in this business the past 12 months)
- Raw material: all the materials required by the business to operate, these materials are processed and transformed before selling.
- Goods for resale (if the business is a shop or betel nut resale...)
- Water / Electricity (if the business requires the payment of water or electricity to operate)
- Communication (your any professional reason you use internet or the telephone, cell phone)
- Fuel and oil: if the business requires the use of motor, engine (generator, vehicle...) for example taxi service
- Repair and maintenance (repair and maintenance of motor, engine, vehicle, building...)
- Rental building, rental equipment
- Transport: it can be a business expenses transport of materials, freight costs
- Registration, license, insurances: can be paid annually in order to operate
- Purchase of equipment: vehicle, tools crucial to operate the business
- Taxes: any taxes you have to pay to run the business
- Other: any other expenditure related to the operation of the business, if it is not mentioned earlier

Key rule

In order to estimate the turnover and the expenditures related to one business might be very hard to estimate sometimes over one month even 12 months, that is why it can be easier to start with small period typical amounts, and then extend to larger period with estimation (i e : starting with one day, then one week, one month, one year)

From module 1 section Q1.3 we know that John is running his own business. He has been driving his own taxi since May 2012. He works 6 days a week and makes between \$500 and \$700 a day (\$600 on average). He bought his taxi 6 months ago \$40 000, and then paid \$2000 for few works on it. Then he paid \$500 the license to operate. Moreover, he paid \$1000 for insurance of the car. On average, he spends \$400 per week on fuel.

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6.3 - Q4.3 Agriculture activities

(A) Overview on Q4.3

Q4.3 deals with all kind of agriculture activities household members were involved in during the past 3 months. Whatever the purpose of the agriculture activity:

- To make money selling products (run a plantation)
- To feed the family / own consumption
- To make gifts

They all have to be recorded in this section.

Previous information on farming in the questionnaire:

- module 1 Q1.2, main and secondary activities the last week
- module 1 Q1.3, mains activities undertook the last 12 months
- module 1 Q1.4 section 1.4.6, gardening

All these 3 sections have to provide consistent information

Key rule

As long as some household members were involved in farming, gathering/growing vegetables crops or fruits they were involved in agricultural activity.

As long as at least 1 household member is involved in farming activities, the entire household is treated as a farmer household.

In one household, several household members can run their own garden in different places, it means different agricultural activity. The HIES questionnaire is designed to record all the exploitation under the same record.

(B) How to complete Q4.3.1

Q4.3.1 establishes whether YES or NO one of the household members undertook some agricultural work during the past 3 months (plants, harvested, looking after the garden or plantation, any activities linked with farming).

Key rule

When you go through this questionnaire, (4310=1) all the questions should have one answer, no blank allowed

Key question 4310 - during the past 3 months did anyone in this household was involved in any agricultural activities?

⇒ Follow the skip

Question 4311 - which were the HM involved in any agricultural activities (HM id) during the past 3 months, 5 household members maximum (if more, select the 5 most involved)

Question 4312 – Have you paid anyone to work in this farm during the past 3 months? if any extra staff the household paid during the past 3 months in order to work in the garden / plantation

Question 4313 – land arrangement: Arrangement about the land you use for gardening. Do you run your plantation/garden on:

- your own land (custom land),
- is it an arrangement (another household let you use his own land without any payment), sharecropping,
- At home, around the house
- do you pay a rent (cash) to use a land

Question 4314 – Equipment: ownership of gardening equipment, tools for farming:

- Tractor
- Motor tools: chainsaw, motorized cultivator...
- hand tool: bush knife, shovel...

Question 4315 - how many visits of agriculture extension agent did you receive during the past 3 months? Agriculture extension agent are part of ministry of agriculture staff and are supposed to visit farmers to advise them. If they never saw any, write 0.

Question 4316 – producer organisation: Do you work with a cooperative (group of farmers) or alone? Association of farmer called cooperative, and sometimes in order to negotiate price of crops or freight, farmer prefer to work together...

Question 4317 – planning: have you planned to sell some crops, veg or fruits in the future 12 next months? We want to know here whether the household members who were involved in agricultural activities have planned to make money or not?

Question 4318 – how much money they have planned to make? Only if 4317 = 1 then asked this question, otherwise skip it and leave it blank.

Question 4319 - use of microcredit – financial support provided to farmers in order to develop their agricultural activities.

Key rule

- Question 4316: refers to the current situation
- Question 4317 & 4318: refer to the next 12 months – agricultural planning
- Question 4319: no reference period (have you ever use microcredit?)

Question 4320 – Agricultural expenditures: during the past 3 months, list of expenses related to the agricultural activities:

- transport: to transport crops, veg by car, bus, air fares...or to transport staff to the plantation...
- labour: related to question 4312.
- Rent the land: related to question 4312
- Purchase of equipment: tools, hand or motor, fence....
- Rental of equipment: rent tools, car...

- Other (seeds...): any other expenditure related to the plantation/garden

⇒ Provide total amount spent for each items during the past 3 months, if nothing is spent, just write 0 and follow to the next section Q4.3.2

(C) How to complete Q4.3.2

Q4.3.2 lists 32 main products the households in the Solomon Islands can harvest for different purposes:

- Sell them to make money
- Feed the family, subsistence, home production, or gift for special occasions.

⇒ DURING THE PAST 3 MONTHS

Go through the list of items (crops, fruits vegetables and other) and try to establish whether YES or NO the household harvested or collected and sold some of them.

Column 4332 – did you harvest?: during the past 3 months did you harvest? Go through the list item by item and try to establish whether YES or NO one of the household member harvested one of those crops/fruits/veg during the past 3 months.

Column 4324 – did you sell?: during the past 3 months did you sell one of those in order to make money? Go through the list item by item and try to establish whether YES or NO one of the household member sold one of those crops/fruits/veg during the past 3 months.

This question deals only with cash sale, and not with exchange.

Key rule

Columns 4323 and 4324 cannot be blank
(As long as the household was involved in agricultural activities)

Column 4325 – How much money did you earn selling the item?: try to establish here the total amount of money the household earned during the past 3 months selling food items they produced (market, road market, shops...). If the household is used to sell food items very often, try to estimate the total amount of money they make during the past 3 months.

If the households harvested or sold other food items which are not listed, use the line 32 “other” writing in the observation box which items are mentioned and estimate the total amount of money they made from the sale of all these other items.

Key rule

As long as column 4324 mentioned YES = food items were sold = column 4325 has to be completed

- ⇒ **Food items can be sold during the period but not harvested**
 - *Example: I harvested 4 months ago and sold 2 months ago*
- ⇒ **Food items can be harvested but not sold during the period**

6.4 - Q4.4 Fishing activities

(A) Overview on Q4.4

Fishing activities are related to all activities around catching fishes and any kind of sea food (shells, sea weeds...). As long as at least one of the household member was involved in any kind of fishing activities you have to complete Q4.4, otherwise you can skip to the next questionnaire.

Key rule

Household can go fishing to make money or just for home consumption, whatever the purpose of the fishing activities are, it has to be reported in this questionnaire.

Information on fishing activities is collected on a similar schedule as the agricultural activities. It means that if different household members run different fishing activities in parallel (the mother is used to collect shells and the father used to go fishing for instance) they all work in the same “fishing exploitation”.

(B) How to complete Q4.4.1

Q4.4 describes the kind of fishing activity the household did during the past 3 months.

Key question 4410 - during the past 3 months did anyone in this household was involved in any fishing activities?

⇒ Follow the skip

Question 4411 - Which were the HM involved in any fishing activities (HM id) during the past 3 months?: establish here all the household member involved in fishing activities (do not forget collecting shells or sea food) writing their HH member ID, 5 household members maximum (if more, select the 5 more involved)

Question 4412 – did you pay extra staff during the past 3 months to help you fishing? Apart of the household members mentioned in the previous question:

- Did you pay somebody to fish?
- Did you pay somebody to help you in any fishing activities?

⇒ Only if the household have to pay this person – YES or NO (cannot be blank)

Question 44213 - how many visits of fisheries officer did you receive during the past 3 months? If they never saw any, write 0.

Question 4414 – Do you plan to sell your catch or part of your catch in the future 12 next months? Try to establish if YES or NO this household plan to sell fish or seafood in the future 12 months. If the respondent has no idea, try to know what he is most likely to do.

Question 4415 – Do you participate in fisherman cooperative? : Fisherman cooperative, group of fishermen who works together. YES or NO (cannot be blank). This question refers to the current situation of the fisherman.

Question 4416 – Did you use microcredit to develop your fishing activities? : Use of microcredit – financial support provided to fishermen in order to develop their fishing activities. No recall period for this question, from the time you have started until now.

Question 4417 – Did you use a powered boat for fishing during the past 3 months?

- YES or NO, cannot be blank

Question 4418 – Did you use a non powered boat / canoe for fishing during the past 3 months?

- YES or NO, cannot be blank

It does not matter if the household owns the powered boat / non powered boat / canoe, questions 4417 & 4418 refers to the use and not the ownership.

Key rule

Question 4415: refers to the current situation of the fisherman

Question 4416: no reference period = from the beginning of the fishing activity

Questions 4417 & 4418: refers to the past 3 months

Question 4419 - During the past 3 months, what was your main expenditure related to fishing activities?:

- 1. Fuel for the boat- for fishing purpose ONLY
- 2. Purchase of boat or canoe or engine - if the boat is used for fishing, mention it
- 3. Maintenance of boat or canoe or engine.
- 4. Purchase of fishing equipment (lines, net...)
- 5. Maintenance of fishing equipment / net
- 6. Transport of fish: if the household sells the fish in town and have to pay the freight to ship it or to transport it there.
- 7. Labour: related to question 4412, if the household answered YES question 4412, enumerators have to specify the amount of money the household paid the staff they have recruited for fishing purposes.
- 8. Ice expenditure over the past 3 months
- 9. Any other expenditure related to fishing expenditures which occurred during the past 3 months.

⇒ Provide total amount spent for each items during the past 3 months, if no money spent, write 0.

(C) How to complete 4.4.2

After having described the fishing activities, this section deals with the kind of fish / seafood caught and sold during the past 3 months.

Q4.4.2 lists 17 main products the households in the Solomon Islands can catch related to their fishing activities during the past 3 months for different purposes:

- Sell them to make money
- Feed the family, subsistence, home production, or gift for special occasions.

⇒ DURING THE PAST 3 MONTHS

Go through the list of items (fish and seafood) and try to establish whether YES or NO the household caught or collected and sold some of them.

Column 4422 - did you catch?: during the past 3 months did you catch? Go through the list item by item and try to establish whether YES or NO one of the household member caught one of those type of fish
4 main families of fishes are mentioned, if you do not know or not too sure of which family a certain fish belongs to, use raw 5 “other” and specify the name in the observation.
Sea foods are listed from 6 to 16, and 17 for other sea food.

Column 4423 – did you sell?: during the past 3 months did you sell one of those in order to make money? Go through the list item by item and try to establish whether YES or NO one of the household member sold one of those fishes or sea foods during the past 3 months.
This question deals only with cash sale, and not with exchange.

Key rule

Columns 4422 and 4423 cannot be blank
(As long as the household was involved in fishing activities)

Column 4424 – How much money did you earn selling fish/seafood? : for each fishes or sea food sold, try to establish here the total amount of money the household earned during the past 3. If the household is used to sell food fish or sea foods very often, try to estimate the total amount of money they made during the past 3 months.

Column 4425 – How much money did you earn from the last sale? : for each fishes or sea food sold, try to establish here the total amount of money they made from the last time they sold it.

Key rule

As long as column 4423 mentioned YES = fish or sea food were sold = column 4424 & 4425 have to be completed

(D) Example Q4.4

Peter has his own boat and goes fishing during the week end, Paul and Robert sometimes join him otherwise, he goes by himself. Depends on the catch, but each time he knows that he can make money selling fresh fish to fish sellers, restaurant... He has an engine and buys fuel each time he goes fishing, once a week at least. Each time he spent \$500 on fuel, \$20 on ice. 2 months ago he bought a line, he paid \$1500. This year January he bought a new engine, \$11 000.

Q4.4.1 - Description of the fishing activities				Reference period: 3 months	
				from: 01 / 07 / 12	to: 01 / 10 / 12
▶ 4410 - During the past 3 months, did anyone in this household was involved in any fishing activities?					
'X' the correct answer ▶ Yes <input checked="" type="checkbox"/> If Yes, go to 4411 No <input type="checkbox"/> If No, skip to Q4.5.1					
Characteristics of the fishing activities					Obs
4411	HM involved in fishing activities during the past 3 months <div style="border: 1px solid black; padding: 5px; display: inline-block; margin: 10px 0;"> Peter ID01, Paul ID04 and Robert ID05 were involved in fishing activities during the past 3 months </div>				
	[HM] No	0	1	1	1
	[HM] No	0	4	4	1
	[HM] No	0	5	5	1
	[HM] No				1
4412	Apart from the hh members, have you paid anyone to work with you in your fishing activities during the past 3 months?				1 = Yes / 2 = No
	2				1
4413	How many visits from a fisheries officer did you receive during the past 3 months?				
	0				1
4414	Do you plan to sell your catch or a part of your catch during the next 12 months?				1 = Yes / 2 = No
	1				1
4415	Do you currently participate in any "fisherman cooperative"?				1 = Yes / 2 = No
	2				1
4416	Did you use microcredit to developp your fishing activities? (no recall period)				1 = Yes / 2 = No
	2				1
4417	During the past 3 months did you use powered boat for fishing?				1 = Yes / 2 = No
	1				1
4418	During the past 3 months did you use non powered boat / canoe for fishing?				1 = Yes / 2 = No
	2				1
<div style="border: 1px solid black; padding: 2px; display: inline-block;"> \$500 each times he goes, he goes every week total 3 months = 500*4*3 = \$6000 </div>					
Expenditure on fishing activities					1
4419	Over the past 3 months, did you spend money on the following items?				
	1. Fuel	SBD \$	6	0	0
	2. Purchase a boat or a canoe	SBD \$			0
	3. Maintenance of the boat / canoe	SBD \$			0
	4. Purchase of fishing equipment (net, line...)	SBD \$	1	5	0
	5. Maintenance of the fishing net	SBD \$			0
	6. Transport of fish	SBD \$			0
	7. Labor (if you pay somebody to fish)	SBD \$			0
	8. Ice	SBD \$	3	2	0
	9. Other	SBD \$			0
	Total Amount		SBD \$	7	8
				2	0

Peter goes fishing in the deep sea, he is used to catch tuna and king fish. On average each times he goes, he makes \$2000 selling fresh fish. Last sale he did, last week, he sold 3 tunas \$500 each, and 1 king fish \$500 as well. More over at least once a month Mary goes and pick coconut crab, just to prepare them and eat them.

Q4.4.2 - INCOME / Fishing activities

Reference period:
3 months

01 / 07 / 12

01 / 10 / 12

► For all this list of fish, shellfish and seafood specify if you had collected and sold them during the past 3 months (4422 & 4423)

► If you sold some of them during the past 3 months, specify how much money did you earn from these sales over the period, and from the last sale (4424 & 4425)

			past 3 months			The last sale		obs
			did you catch?	did you sell?	If you sold your catches or a part of it how much did you earn?	How much did you earn the last sale or the last day of sale?		
Fish			1 = Yes / 2 = No		SBD \$	SBD \$		
4420	4421		4422	4423	4424	4425	4426	
01	Tuna	skipjack, yellow fin...	1	2	1 2 0 0 0	1 5 0 0		
02	Deep sea fish	red snapper, bream, emperor, mamula, coral trout, barracuda, rainbow, king fish, mackerel....	1	2	1 2 0 0 0	5 0 0		
03	Reef fish	Parrot fish, Topa, mullet, Buma, Katukatu, Roma ...	2	2				
04	Other fish		2	2				
05	River fish	Tilafia, eel fish...	2	2				
Shellfish and other seafood								
06	Coconut crab		1	2				
07	Mud crab		2	2				
08	Crayfish		2	2				
09	Prawns		2	2				
10	Clam shell meat		2	2				
11	Trochus		2	2				
12	Octopus		2	2				
13	Sea weed		2	2				
14	Ornamental shells		2	2				
15	Traditionnal shell money		2	2				
16	Turtle meat		2	2				
17	Other shellfish / sea food		2	2				
Total amount ►					2 4 0 0 0	2 0 0 0		

6.5 - Q4.5 Livestock activities

(A) How to complete Q4.5.1

Livestock activities are related to all animal the household rise in order to:

- Make money selling them or their meat
- Feed the family with their meat or what they produce (milk, eggs...)
- Use them for any reason (for example horses for transport)

Key question 4510 - During the past 3 months did anyone in this household was involved in any livestock activities?

⇒ Follow the skip

Question 4511 - Which were the HM involved in any livestock activities (HM id) during the past 3 months?: establish here all the household member involved in any livestock writing their HH member ID, 5 household members maximum (if more, select the 5 most involved)

Question 4512 – Did you pay extra staff during the past 3 months to help you in livestock activities? Apart of the household members mentioned in the previous question:

- Did you pay somebody to look after the livestock, to feed the livestock?

⇒ Only if the household have to pay this person – YES or NO (cannot be blank)

Question 4513 – Do you plan to sell livestock during the next 12 months ? Try to establish if YES or NO this household plan to:

- Livestock, animal or meat
- Derived products as eggs, honey....

If the respondent has no idea, try to know what he is most likely to do.

Question 4514 – Do you participate in livestock cooperative? : Livestock cooperative, group of people who works together. YES or NO (cannot be blank). This question refers to the current situation.

Question 4515 – Did you use microcredit to develop your livestock activities? : Use of microcredit – financial support provided to the farmer in order to develop his activity. No recall period for this question, from the time you have started until now.

Question 4516 – Currently do you have? : 2 questions in 1:

- Do you have?
- If YES, how many you have?

Question 4517 – Livestock expenditure: go through the list of expenditures related to livestock and establish how much money the household spent in each of them. If they did not spend money, write 0.

- 1. Food for animal, fodder: any kind of food bought in order to feed the animals. Can be manufactured food or local products, as long as they were bought (and not getting for free).

- 2. Fencing and enclosure: I spent money to buy material in order to build a fence, a chicken pen, a coop, a barn... Or I paid somebody to build it for me.
- 3. Transport: freight or any transport fees for livestock
- 4. Purchase of animal
- 5. Labor: linked with question 4512, salary paid to extra staff recruited in order to look after the livestock.
- 6. Animal doctor, veterinary: if needed, consultation fees charged by veterinary
- 7. Other: any kind of expenditure related to the rise of livestock

(B) How to complete Q4.5.2

After having described the livestock activities, this section specifies the money the household made during the past 3 months thanks to the livestock activity.

Q4.5.2 lists 6 main livestock household can rise, and 3 derived products. We are just interested here in the money they made selling one of these listed items:

- Livestock, animal, or meat
- Derived products

⇒ During the past 3 months

Go through these 2 lists of items (livestock and products) and try to establish whether YES or NO the household sold some of them during the past 3 months.

Column 4520 - did you sell? During the past 3 months did you sell? Go through the list item by item and try to establish whether YES or NO one of the household member sold those types of animal, meat or products. If needed, use the raw “other” to mention items not listed with an observation.
This question deals only with cash sale, and not with exchange.

Key rule

Columns 4520 cannot be blank

(As long as the household was involved in livestock activities, if they do not sell any livestock or products, just write NO)

Column 4521 – How much money did you earn selling animal, meat or products? : for each items sold, try to establish the total amount of money the household earned during the past 3. If the household is used to sell beef meat or eggs very often, try to estimate the total amount of money they made during the past 3 months.

Key rule

As long as column 4520 mentioned YES = livestock items were sold = column 4521 has to be completed

(C) Example Q4.5

In Peter’s yard there are around 30 chickens. All family members look after them, feeding them and collecting eggs. Eggs are used for own consumption or given away in the neighbourhood. They feed them with coconut and leftovers of food.

Q4.5.1 - Description of the livestock activities

Reference period:
3 months

from: 1/07/12
to: 1/10/12

► 4510 - During the past 3 months, did anyone in this household was involved in any livestock activities?

'X' the correct

answer ►

Yes



If Yes, go to 4511

No



If No, skip to Q4.6.1

Characteristics of the livestock activity					Obs
4511	HM involved in livestock activities (ex: feeding animals, looking after them....)				<input type="checkbox"/>
	They only have chicken for home consumption, not for business		All family members look after the chicken, the main ones are: Mary, Peter, John, Paul and Robert		
	[HM] No	0 2			<input type="checkbox"/>
	[HM] No	0 1			<input type="checkbox"/>
	[HM] No	0 3			<input type="checkbox"/>
	[HM] No	0 4			<input type="checkbox"/>
	[HM] No	0 5			<input type="checkbox"/>
4512	Apart from the hh members, have you paid anyone to work with you in your livestock activities?				<input type="checkbox"/>
	1 = Yes / 2 = No	2			<input type="checkbox"/>
4513	Do you plan to sell livestock during the next 12 months				<input type="checkbox"/>
	1 = Yes / 2 = No	2			<input type="checkbox"/>
4514	Do you participate in any "livestock cooperative"?				<input type="checkbox"/>
	1 = Yes / 2 = No	2			<input type="checkbox"/>
4515	Did you use microcredit to developp your livestock activities?				<input type="checkbox"/>
	1 = Yes / 2 = No	2			<input type="checkbox"/>
4516	Currently, do you have? (if yes how many)				<input type="checkbox"/>
	if yes ► How many ?				
	1. Cattle	1 = Yes / 2 = No	2		<input type="checkbox"/>
	2. Pig	1 = Yes / 2 = No	2		<input type="checkbox"/>
	3. Goat	1 = Yes / 2 = No	2		<input type="checkbox"/>
	4. Horse	1 = Yes / 2 = No	2		<input type="checkbox"/>
	5. Ducks	1 = Yes / 2 = No	2		<input type="checkbox"/>
	6. Chicken	1 = Yes / 2 = No	1	0 3 0	<input type="checkbox"/>
	7. Others	1 = Yes / 2 = No	2		<input type="checkbox"/>
Expenditure on livestock activities					<input type="checkbox"/>
4517	Over the past 3 months, did you spend money on the following items?				<input type="checkbox"/>
	1. Fodder / food for animals	SBD \$	\$	0 00c	<input type="checkbox"/>
	2. Fencing and enclosure	SBD \$	\$	0 00c	<input type="checkbox"/>
	3. Transport	SBD \$	\$	0 00c	<input type="checkbox"/>
	4. Purchase of animals	SBD \$	\$	0 00c	<input type="checkbox"/>
	5. Labor	SBD \$	\$	0 00c	<input type="checkbox"/>
	6. Animal doctor	SBD \$	\$	0 00c	<input type="checkbox"/>
	7. Other	SBD \$	\$	0 00c	<input type="checkbox"/>
	Total Amount		SBD \$	\$	0 00c

They do not collect any income from their chicken

Q4.5.2 - INCOME / Livestock activities

Reference period:
3 months

from : 1/07/2012
to : 1/10/2012

► For all this list of livestock, specify if you had sold them during the past 3 months (4520)

► If you sold some of them during the past 3 months, specify how much money did you earn from these sales over the period (4521)

		During the past 3 months		obs
		did you sell?	If you sold livestock how much did you earn?	
Livestock		1=Yes / 2=No	SBD \$	
4518	4519	4520	4521	4522
01	Cattle	2		
02	Pig	2		
03	Goat	2		
04	Horse	2		
05	Ducks	2		
06	Chicken	2		
07	Others	2		

Livestock by product				obs
		did you sell?	If you sold livestock how much did you earn?	
		1=Yes / 2=No	SBD \$	
4518	4519	4520	4521	4522
08	Honey	2		
09	Milk	2		
10	Eggs	2		
11	Other	2		

Total amount ► | | | | | 0 |

They do not make money with their livestock, just for home consumption and gift

6.6 - Q4.6 Handicraft and food processed at home activities

(A) How to complete Q4.6.1

Q4.6.1 deals with 2 activities:

- Handicraft: carving, painting, jewellery, weaving...
- Food processed from home and sold: take away plate, cake....

Key question 4610 - During the past 3 months did anyone in this household was involved in any handicraft or food processed at home activities?

⇒ Follow the skip

Question 4611 - Which were the HM involved in during the past 3 months?: establish here all the household member involved in any of these activities.

Question 4612 – Did you pay extra staff during the past 3 months to help you in these activities? Apart of the household members mentioned in the previous question:

⇒ Only if the household have to pay this person – YES or NO (cannot be blank)

Question 4517 – Handicraft / food processed from home expenditure: go through the list of expenditures related to handicraft and food processed from home and establish how much money the household spent in each of them. If they did not spend money, write 0.

- 1. Ingredients for making food produces: any kind of food bought in order to be processed, sum the total amount spent on food during the last 3 months.
- 2. Material for making handicraft: any kind of material bought in order to produce handicraft (wood, leaves, seeds, pearl....)
- 3. Transport: any transport fees related to this activity
- 4. Labor: linked with question 4612, salary paid to extra staff recruited in order to work in these activities
- 5. Other: any other kind of expenditure related to handicraft or food processed from home

(B) How to complete Q4.6.2

After having described these activities, this section specifies the money the household made during the past 3 months operating in handicraft and food processed from home.

Q4.6.2 lists 20 items household can sell as food processed from home or handicraft. We are just interested here in the money they made selling one of these listed items during the past 3 months.

Go through these 2 lists of items (food processed from home and resale and handicraft) and try to establish whether YES or NO the household sold some of them during the past 3 months.

Column 4616 - did you sell? During the past 3 months did you sell? Go through the list item by item and try to establish whether YES or NO one of the household member sold those types of products. If needed, use the raw “other” to mention items not listed with an observation.

This question deals only with cash sale, and not with exchange.

Key rule

Columns 4616 cannot be blank

(As long as the household was involved in food processed at home and resale or handicraft activities)

Column 4617 – How much money did you earn selling food processed at home or handicraft? : for each items sold, try to establish the total amount of money the household earned during the past 3. If the household is used to sell food items processed very often, try to estimate the total amount of money they made during the past 3 months.

Key rule

As long as column 4616 mentioned YES = items were sold = column 4617 has to be completed

6.7 - Q4.7 Income from property, transfer and other casual income

(A) How to complete Q4.7

From Q4.1 to Q4.6 in this module, we have mentioned only income from work. But household income can come from other sources, house rented out, a car sold.... This questionnaire aims at collecting all these other income.

Column 4700 & 4701 – list of all the other sources of income: 3 main families of other income

- From property:
 - o Home rental: I own a house, I rent it out for monthly rental income,
 - o Royalties: percentage of the revenue from the use of a land paid to the proprietor,
 - o Other
- Transfer income:
 - o National Provident Fund: pension received by a beneficiary who contributed during his working life,
 - o Disability pension: social transfer, pension received due to an accident at work, or money received from the government for disability assistance, or from a private health insurance
 - o Alimony: after a separation or divorce,
- Other casual income:
 - o Irregular cash gift: any money received for special occasion, casually, as a gift (not on a regular base / different from remittance).
 - o Birth / funeral allowance: money received after a birth
 - o Sale of Motor vehicle / any asset: I sold my car, my motorbike, my TV screen, I receive money
 - o Inheritance: money that may legally be transmitted to an heir,
 - o Compensation: money received as reparation of loss, injury etc... indemnity

- Bride price: money transferred by a man to his bride or her parents,
- Income from gambling: any kind of gambling, bingo, casino....

Column 4702 – Did any of the HM receive during the last 12 months? : YES or NO, cannot be blank. List all the different incomes and for each of them write if YES or NO any of the HM received it during the last 12 months. Even if the income was received only once during the period, specify it.

Key rule

Column 4702 cannot be blank – YES or NO (1 or 2)

Column 4703 – Last amount received:

- if the income was received only once, write the amount,
- if the income was received several time, write the last amount.

Column 4704 – How many payments did you receive? : try to establish how many times the household member received this income during the last 12 months.

Example:

- *I rent out my a house, I received a monthly rent as an income from the tenant => 12 times*
- *I sold my car last month => 1 time*

Column 4705 – total amount received during the last 12 months:

- If the income was received only once, write the amount
- If the income was received several times, sum all the amount received within the last 12 months

(B) Example Q4.7

Peter owns another house, he has been renting it out for 6 months, \$3500 monthly.

Sally used to work for the government before, she was a nurse in Honiara Hospital, she received a pension from NPF, \$500 fortnightly.

Jessie goes gambling once a month, last time she was there, she won \$400 but she spent \$600. The month before she can back with \$1000, and she spent \$200. During the last 12 months she approximately won \$2000 (net income).

John sold his old car early January 2012, \$3000.

Q4.7 - INCOME / Property, transfer and other casual income						Reference period : 12 months
						from : 01 / 10 / 2011 to : 01 / 10 / 2012
<p>►List all sources of property, transfer and other casual income from list 4700 / 4701 and for each source of income complete 4702 with yes if it was received by any hh member during the last 12 months and no if it was not</p> <p>►If any hh member received one of these sources of income during the last 12 months, specify the last amount paid (4703), the number of payments received (4704) and the total received (4705)</p>						
Property / Transfer / other casual income		Did any of the [HM] receive during the last 12 months ? Do not leave it blank 1 = Yes / 2 = No	If yes ask 4703, 4704 and 4705			o b s
			last amount received Last amount received in the last 12 months SBD \$	number of payments How many payments from this source of income did [HM] receive during the last 12 months ?	total last 12 months total amount received during the past 12 months SBD \$	
4700	4701	4702	4703	4704	4705	4706
1. Property income	11 Home rental	1	3 5 0 0	0 6	2 1 0 0 0	
	12 Royalties	2	rental income = \$3500 per month during 6 months = \$21000 during the last 12 months			
	13 Other property income	2				
2. Transfer income	21 National Provident Fund	1	5 0 0	2 6	1 3 0 0 0	
	22 Disability pension	2	Pension received by Sally fortnightly \$500 (26 times during the last 12 months) total = \$500*26=\$13000			
	23 Alimony	2				
	24 Other transfer income	2				
3. Other casual income	31 Irregular Cash Gifts	2	Car sold by John, \$3000 once a year			
	32 Birth Allowance	2				
	33 Funeral Allowance	2				
	34 Sale of Motor Vehicle	1	3 0 0 0	0 1	3 0 0 0	
	35 Sale of Other Assets	2				
	36 Inheritance	2	Last time she won at casino, Jessie won \$1000 and spent \$200 = \$800 in her pocket			
	37 Compensation	2	she goes every month = 12 time a year approximately			
	38 Bride price	2	During the last 12 months she approximately won \$2000			
	39 Income from gambling	1	8 0 0	1 2	2 0 0 0	
40 Other casual income	2					
			7 8 0 0	total amount	3 9 0 0 0	

6.8 – Q4.8 Remittances

Last questionnaire of module4 lists all the remittances received by all household members. The information collected here is remittance (1 line = 1 single remittance).

We focus in this questionnaire only on monetary support, we do not collect support in kind (food, clothes, or any goods or equipment received).

A remittance is a financial support received from another household, relative, friend... The remittance can be regular or casual.

In Q4.8, interviewers have to report all support this household received during the last 12 months.

(A) How to complete Q4.8

Column 4801 – name of the sender: the person who sent the remittance.

Column 4802 – the relationship between the sender and the head of this household (related to code 4802): Do you receive money from your parent, your children or relative / non relative?

Column 4803 – sender part of this household: the person who sends the remittance is part of this household YES or NO (code 1 or code 2). Normally the sender is part of another household, but in some cases, the sender can be part of the household but away for working reason and sending money to his own family.

Column 4804 – residence of the sender: where the sender used to live the time he sent the money. It refers to the code 4804 with all the difference provinces of the Solomon Islands including overseas.

Column 4805 – description of the remittance: cash money, transferred money.... related to the column 4806

Column 4806 – remittance code: refers to the code 4806, the way the money was transferred.

Column 4807 – last amount received: amount of the last remittance received.

Column 4808 – how many times did you receive? Number of remittances received during the past 12 months, the remittance can be regular, fortnightly (26 times a year), monthly (12 times a year) or casual, (once a year, twice a year....).

Column 4809 – how much does this remittance represent? : Total amount received over the past 12 months for this particular remittance.

(B) Example Q4.8

Since she has been living with her husband John in Peter's household, Jessie receives a monthly support from her parents, they send her \$800 monthly (for her and her kid).

Moreover, the time he worked in New Zealand, John sent monthly to his wife some money as well, \$1000 monthly.

Q4.8 - INCOME / Remittances										Reference period 12 months
▶ List the money your household received from another household during the past 12 months										from : 01 / 10 / 2011 to : 01 / 10 / 2012
▶ If you did not incur any remittance over the past 12 months write zero in the "total amount" field										
remittance code	Name of the sender	relation- ship to the head of the hh	Sender parts of this household (list 1 or 2)	resi- dence of the sender	description of the remittance	remit- tance code	Last amount received	How many times did [HM] receive this remittance during the past 12 months?	How much represent this remittance over the past 12 months?	obs
		code 4802	1=Yes / 2=No	code 4804		code 4806				
4800	4801	4802	4803	4804	4805	4806	4807	4808	4809	4810
01	Jessie's parents	1 0	2	10	Bk account transf	1	8 00 00	9	7 20 00	
02	John	0 2	1	11	Western union	2	1 00 00	3	3 00 00	
03	Jessie receives every month \$800 from her parents, since January 2012 when she joined the household (= 9 amount received) - her parents are not related to Peter the head of this household (4802 = 10) and they are not part of this household (4803 = 2)									
04										
05	John during the time he was in NZ sent \$1000 to his wife, he is the son of the hh head (4802=02) and he is part of this household (4803=1), he sent 3 times \$1000 because he spent 3 months in NZ - total of this remittance = \$3000									
06										
07										
08										
0 2		◀ Number of remittances				Total amount ▶		1 8 00 00		
								1 0 20 00		

PART 7: GENERAL GUIDELINES FOR COMPLETING DIARY1&2

(A) Diary overview

In addition to the 4 modules, the diary is dropped in the household the first day (day 2 of the round) and checked every 2 days, and picked on day 15 (the day after the last day of collection – day 14).

Putting together diary 1 and diary 2 aims to:

- List all the food items the household have in stock on day 1 - dairy1
- Collect all the goods purchased by all household members during the period day1 to day 14 (food and non food) – diary 1 & 2
- Collect all the payments for services the household made and all other money transferred during the period day 1 to day 14 – diary 1&2
- Collect all the food items the household get for free, from subsistence activities (gardening, fishing...) or received as a gift diary1 & 2
- List all the food items the household have in stock on day 14 – diary2

Diary1 covers:

- The list of food items the household have in stock at the beginning of day 1
- Any goods all household members bought during the period day1 to day 7
- Any services or money transferred during the period day1 to day7
- Any food items the household get from subsistence activities during the period day1 to day7
- Any food items the household received for free during the period day1 to day7

⇒ In the diary1, day 1 includes the questionnaire on food items on stocks

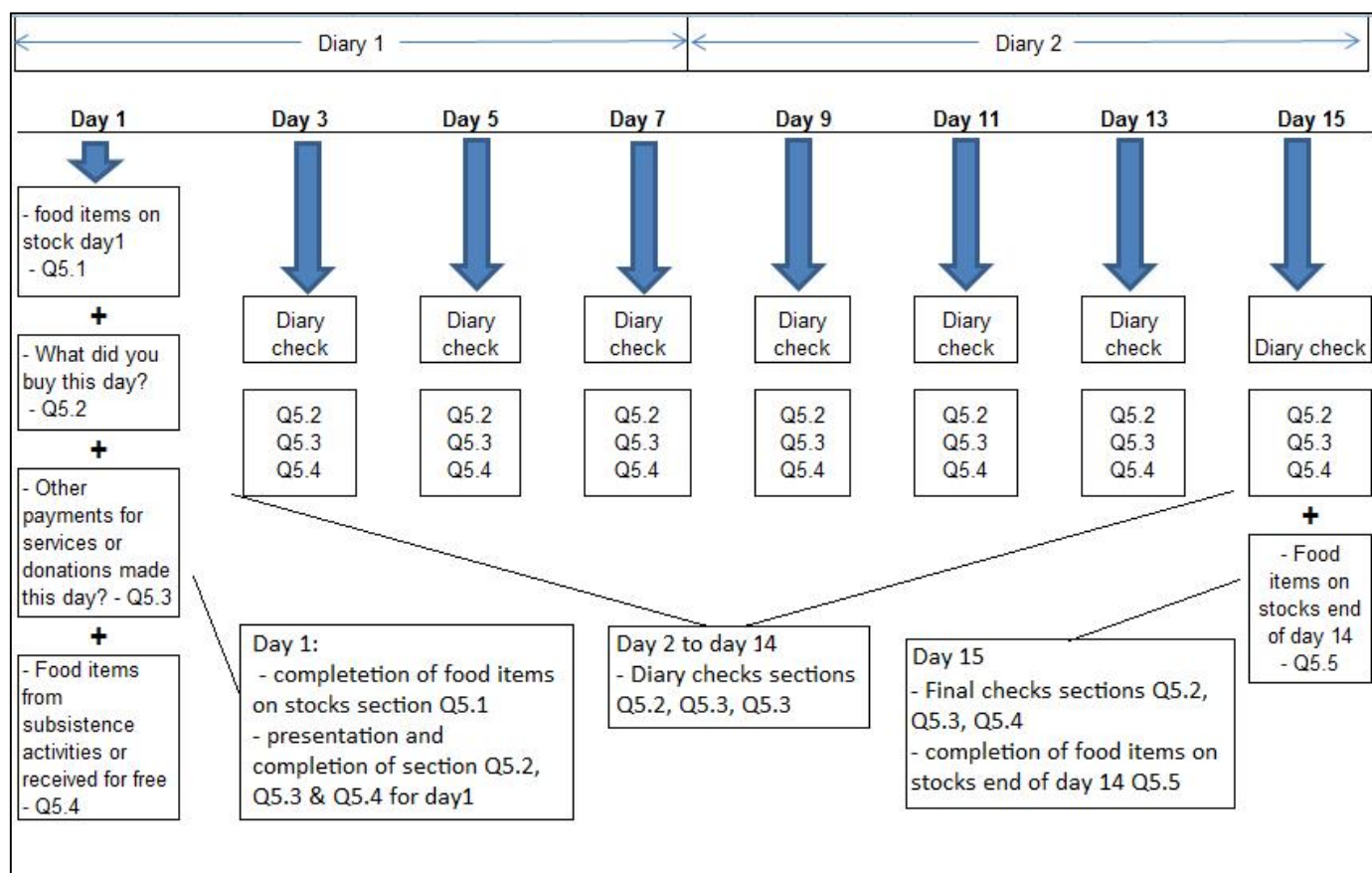
⇒ Day 2 to day 7 are the same

Dairy 2 covers:

- Any goods all household members bought during the period day8 to day14
- Any services or money transferred during the period day8 to day14
- Any food items the household get from subsistence activities during the period day8 to day14
- Any food items the household received for free during the period day8 to day14
- The list of food items the household have in stock at the end of day 14

⇒ In the diary2, day 8 to day 13 are the same

⇒ Day 14 includes the questionnaire on food items on stocks



(B) Date and day in the diary

Key rule

Enumerators have to complete date and day of interview before they drop the diary in the household

DAY 1	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Date	0	2	1	0	1	2
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		day	month	year			

Tick the appropriated day of the week

Complete the date

Pre fill the day of the week and the date before dropping the diary in the household
DAY AND DATE HAVE TO BE COMPLETED BY THE ENUMERATOR PRIOR THE INTERVIEW

(C) Who is responsible of the diary?

The diary is a household questionnaire, which collects information at an individual level. The record of the daily expenditure of all household members leads to the total daily expenditure of the household. As we do not give one diary to each household member, enumerators have to agree with the household on who will be in charge of the diary? The person in charge of the diary has to be an adult, and ideally, the adult who knows best what other household member daily spend.

Key rule

The expenditure of all household members have to be reported in the diary on a daily base

(D) Which section of the diary the person in charge has to complete?

The person in charge of the diary in the household has to complete section Q5.2, Q5.3 and Q5.4 **on a daily base.** Sections on stocks Q5.1 and Q5.2 have to be completed by the enumerator asking questions to the respondent on what food items he has in the kitchen:

- At the beginning of the period (Q5.1)
- At the end of the period (Q5.5)

In many case, the person in charge of the diary in the household will not complete the diary, for many reasons:

- Forget / too busy
- Does not know how to read and write
- Have not understand properly how to complete it...

Key rule

Enumerators have to visit the household every other day in order to check the diary, if the diary is not properly completed, enumerator have to complete it

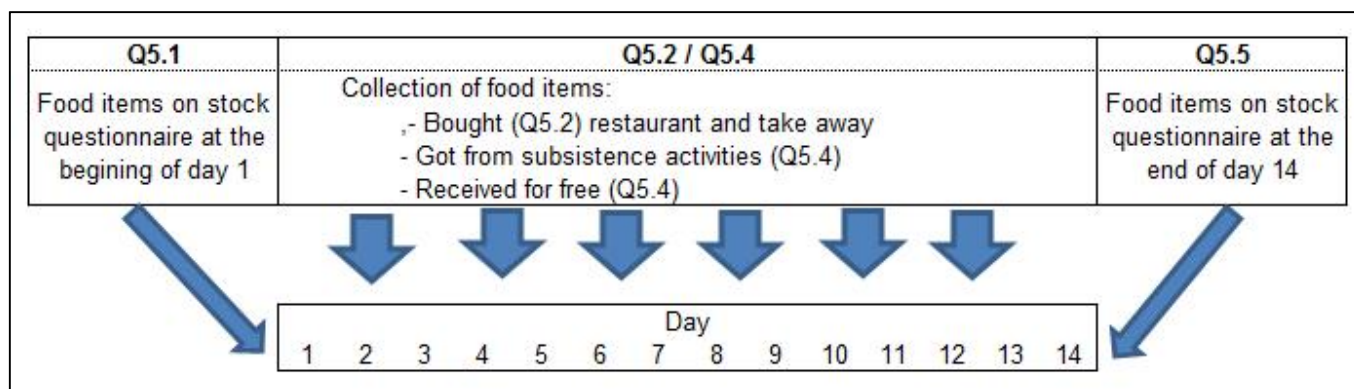
(E) How to check a dairy

Check the diary means to ask the respondent to see the diary, to go through it starting from day of your last visit, each day enumerator have to:

- Go through all the section and check if all the items are properly recorded (nothing is missing)
- Each section check if they did not forget anything??? It is the role of enumerator to help the household to refresh their mind asking questions.
- If one day, section is empty, try to make sure the household did not miss something
- Insure that all the expenditure of all household members are reported this day.

(F) How to complete Q5.1 / Q5.5

Q5.1 aims to list all the main food items and the betel nuts the household has in stocks at the beginning of dairy day 1. This questionnaire will be completed by exactly the same questionnaire at the end of the period (Q5.5). By difference, and according to the food items the household bought during the 14 days (Q5.2) or got for free (subsistence activities or gift received in Q5.4)), we can have a rough idea of what they ate during the period (nutrition analysis).



Column 5101 – description of the food items available in stocks: 1 row per food item in stocks, in this column specify as much detail as possible on the kind of food items

Column 5102 – the way the food item is kept/stored: fresh, frozen, tinned, dried..... if the information is not in column 5101, specify it in 5102.

Column 5103 – quantity: the quantity of food items available in stock

Column 5104 – unit: tin, kg, pieces,...

Column 5105 - estimated amount: of the food items in stocks

Example:

List of the food items in stock this day

DAY 1		Mon <input type="checkbox"/> Tues <input checked="" type="checkbox"/> Wed <input type="checkbox"/> Thur <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun <input type="checkbox"/>	Date <input type="text" value="0"/> <input type="text" value="2"/> <input type="text" value="1"/> <input type="text" value="0"/> <input type="text" value="1"/> <input type="text" value="2"/>		
Q5.1		Food items in stock on day 1			
Record each food item found in the household during the first interview in this form					
List of food items / betel nuts		Type / brand	Quantity	Unit	Estimated price of the food item in stock
List all Food items (Kumara, Casava, take away food etc) and Betel nut available at the beginning of today from previous day.		(fresh, tinned, frozen, cooked, dried...)		kilo, grams, litre, millilitre, piece, heap...	SBD \$
5100	5101	5102	5103	5104	5105
01	bag of rice		10	kg	8 3 . 0 0
02	1 tins of taiyo	tinned	180	grammes	6 . 0 0
03	2 tins of taiyo 250g each	tinned	500	grammes	1 9 . 0 0
04	navy biscuit		2	packets	4 . 0 0
05	bread	cooked	1	piece	1 0 . 0 0
06	Pana	fresh	5	pieces	1 0 . 0 0
07	cucumber fruits	fresh	1	piece	5 . 0 0
08	pineapple	fresh	1	piece	2 5 . 0 0
09					.
0 8		If more than 19 food items in stocks, add extra rows in section Q5.6 page 18		Total estimated on food items in stock	
Number of food items in stock				1 6 2 . 0 0	

(G) How to complete Q5.2

Q5.2 aims to list all the goods bought this day by all the household members. All the goods, any type of goods, food, non food.... Q5.2 groups all the good purchased by all household member, each purchase has to be detailed with:

Column 5201 – description of the items: write as much detail as possible, all the details added will help supervisor for the codification

Column 5202 – type/brand: for food items, please specify if it is fresh, cooked, dried, tinned... For any other items, specify the brand when it is possible, or any additional information which can help to detail the item.

Column 5203 – quantity: this information is highly related to the next one (column 5204 – unit)

Column 5204 – Unit: write the most appropriate unit to mention the good (bunch for bananas, loaf for bread, pieces for fish....), but enumerators have to make sure that the selected unit makes sense with the item (a loaf of coconut does not exist)

Column 5205 – total price: even if the good purchased is not paid right now (shop account, credit) you have to record the total price in dollars and cents. All the goods purchased here are paid in cash, credit, or using a loan, but no in kind. The price in this section are not estimated, there are real price paid.

Key rule

Goods paid in kind are not reported in this section

(H) How to complete Q5.3

Q5.2 aims to record all the goods bought by the household, in Q5.2, the households have to record all other payments they made this day:

- Payments for services: cell phone top up, bus taxi fare, school fees, any taxes...
- Donation: money given to Church, money given to the family, remittances sent, contributions to fundraising, pocket money given to kids...

Column 5301 – description of the services or the donation: give as much detail as possible to describe the expenditure. What service did you pay? What donation did you make? What did you buy? Etc...

Column 5302 – Total amount paid: the price of the service paid, the amount of money given away as a donation, the amount of money given as a contribution to a fundraising... As in Q5.2, do not record in this questionnaire the payments in kind.

Column 5303 – Provider: the provider of the service or the recipient of the money (for a donation or contribution). It can be relatives, Church, association, or a phone company, transport company (fly Solomon if we talk about air fare), transport like bus, taxi....

Column 5304 – Purpose of the payment: this payment is it for private, professional or both purposes. Any donations to Church or family are made for private purpose.

Key rule

Some payments are made daily by some household members, and can be omitted in the diary. Enumerators have to establish what these payments are and check if they are properly reported in the diary on a daily base (daily bus fare, daily lunch...)

(I) How to complete Q5.4

Q5.4 focus on food received for free this day. Food can be consumed without having being paid. It depends on the kind of food, but they are several sources:

- Vegetables, crops can be harvested from the garden
- Fruits can be harvested from the garden or gathered from the bush
- Meat can come from the livestock they raised or the animals they hunted
- Fish can comes from fishing activities
- Seafood and shell can be gathered from sea side
- Any kind of food can be received as a gift from another household or from a ceremony (received as a gift)

According to the origin of the food, section Q5.4 is divided into 3 sub sections:

1. All food comes from the garden, the bush: vegetables, crops, fruits harvested or gathered
2. All livestock killed, fishes catches, animal hunted or sea food collected (in addition to that, include in this section all the derived products from livestock like eggs)
3. All food items received as a gift from another household

Column 5401 – description of the food items: specify here the kind of crops, vegetables or fruits, even betel nuts you have harvested this day. Add as much detail as possible in this description (example “Fruits” is not enough, we need to know what kind of fruits...). Even for the specific fruits, if they are many kinds of this fruit (difference between bananas and cooking bananas)

Column 5402 – origin: where does this food item come from? The garden, my plantation, the bush....

Column 5403 & 5404 - quantity & unit: use unit which makes sense according to the kind of item (basket of kumara, bunch of banana,,)

Column 5405 – estimated price: if you were to sell it at the closest market, how much would you charge it? The household has to try to establish an estimated amount for this item harvested or collected according to the quantity.

Column 5406 – purpose: purpose of this harvest, picking. Is it for:

- Household consumption – to feed my family
- Selling – to make money
- Giving away for a custom / family ceremony or for a gift (My daughter is getting married soon, I have to prepare the ceremony)

Key rule

If the household head have harvested 10kg of kumara, half to sell half to keep in food stock for family consumption, 2 rows have to be specified

- 5kg of kumara to sell on one row (5406 = 2)
- 5kg of kumara for household consumption (5406 = 1)

Key rule

Record in Q5.4 the food received for free this day, and not only the food received for free and consumed
Example: I have harvested 5kg of Paga from the garden, I have consumed only 1 kg, I have to record the entire harvest of 5 kg.

(J) How to complete extra section of diary Q5.6 / Q5.7 / Q5.8 / Q5.9

Q5.1, Q5.2, Q5.3, Q5.4, and Q5.5 have a limited No of rows:

- Q5.1 allows only a list of 19 food items in stock, if the household mentions more than 19 food items in stock, enumerators need extra space. Q5.6 allows another list of 14 extra rows in case of more than 19 items in stocks
- Q5.2/Q5.3 allows only a limited number of items, if it is not sufficient for one day, add extra expenditures in Q5.8 , just specifying which day of the week it is. Q5.8 collects all extra expenditures made whatever the day (goods bought, donation made, services paid...)
- Q5.4 allows only a limited number of items in each of the 3 sub sections, if you need more space in one of these section for one day, you have an extra list available at the end of the diary Q5.9

(K) Level of detail in the diary

In the record of item, the level of detail in the diary is crucial, especially in section Q5.2/ Q5.4 when we deal with food. When the household bought or home produced or received for free as a gift some food items, it is very important to have specification on the type of food:

Q5.2 What did your household buy today ? Food or non food items							
List of items		Type / brand	Quantity	Unit eg heap, basket, bag, pack, litre, pieces..	Total amount total price	Provider	Purpose
Food items, drinks, betel nuts, tobacco rolls, cigarettes, matches, soap, kerosene, take away food.... List here all the items you bought this day		(fresh, tinned, frozen, cooked, dried...)			SBD \$	Name of the supplier (name of the market, the shop...)	1. private use 2. gift to other household 3. business 4. for resale
5200	5201	5202	5203	5204	5205	5206	5207
01	food shopping				1 0 0 0 0	supermarket	1
02					.		
03	Fish	fresh	2	pieces	1 5 0 0 0	market	1
04					.		
05	Vegetables	fresh			1 1 0 0 0	market	1
06					.		
07	Fruit	fresh			5 5 0	market	1
08					.		
09	Tin	tinned	1	tin	1 7 0 0	chinese	1

The level of details is not correct, we need more specification on the food items they bought

This is the correct way to record the items in the diary:

Q5.2 What did your household buy today ? Food or non food items							
List of items		Type / brand	Quantity	Unit eg heap, basket, bag, pack, litre, pieces..	Total amount total price	Provider	Purpose
Food items, drinks, betel nuts, tobacco rolls, cigarettes, matches, soap, kerosene, take away food.... List here all the items you bought this day		(fresh, tinned, frozen, cooked, dried...)			SBD \$	Name of the supplier (name of the market, the shop...)	1. private use 2. gift to other household 3. business 4. for resale
5200	5201	5202	5203	5204	5205	5206	5207
01	butter	fresh	100	gr	5 0 0 0 0	supermarket	1
02	cooking oil		1	liter	2 0 0 0 0	supermarket	1
03	bread	fresh	2	loaf	3 0 0 0 0	supermarket	1
04					.		
05	Red Snapper-- Fish	fresh	2	pieces	1 5 0 0 0	market	1
06					.		
07	kasume-- Vegetables		1	bundle	5 0 0 0	market	1
08	cucumber			pieces	1 0 0 0	market	1
09	tomatoes			heaps	5 0 0 0	market	1
10					.		
11	pineapple		0	fruit	5 0 0 0	market	1
12	mango		1	fruit	0 5 0 0	market	1
13					.		
14	Tayo second grade	2nd grade	180	gram	7 0 0 0	market	1
15	Tayo first grade	1st grade	180	gram	1 0 0 0	market	1

Food shopping, Fish, Vegetables, Fruits and tins have to be specified with more detail

PART 8: GENERAL GUIDELINES FOR COMPLETING MODULE5

Module 5 is a supplementary community price (store and market) survey conducted separately but treated as part of the HIES modules. This questionnaire aims to capture prices of goods sold within a main store (supermarket) or outlet, and prices of common vegetables and fruits at the main markets. The information will be used to analyse variations in prices across different geographical areas and provide vital background information in analysing the types of products that would be selected to form the updated CPI basket.

The Supervisor is responsible for Module5 and can be assisted by a Enumerator if necessary. The field plan is listed in the field manual.

Field Plan

During HIES Field Household Listing – List/Identify Store/Market.

During household listing and household sample selection, also identify and list (A) 2 main stores (that most people go to – you can find that out easily from customers, crowding etc); and (B) identify the main market area (and usual market day(s)).

Day 1 to Day 7 (Week 1): From any suitable time during Day 1 to Day 7, the Supervisor must visit the First Store/Supermarket and collect prices from the list of store items. During the same week, the Supervisor must visit the main market and collect prices from only 3 different sellers in the market. Where necessary, sellers can also be chosen from other markets available in the EA.

Day 8 to Day 14 (Week 2): From any suitable time during Day 8 to Day 14, the Supervisor must visit the Second Store/Supermarket and collect prices from the list of store items. During the same week, the Supervisor must visit the main market and collect prices from the other 3 different sellers in the market. Where necessary, sellers can also be chosen from other markets available in the EA.

Supervisor must also familiarize him/her self about the description of the store items and market items from the picture file of various products and items listed. The Supervisor should find a copy of the electronic file in the notebook. After a few actual surveys, the Supervisor should be experience and familiar with the descriptions of the items in the store and market.

Weights: all weights are to be recorded in kilograms (or grams) as per the scale (standard) provided. The Supervisor must use the scale provided to record all items properly.

Store/Supermarket

The instructions are stated on the form. Please read the instructions before data collection. As stated: (1) please record prices (as shown in form below) for the listed items in any two main stores (supermarket) or outlets used mainly by people in this EA; (2) write down the name of the stores; (3) when specified items are not available, record what is available (brand, quantity specifications) in space given (as shown for the ‘ox & palm’ tinned meat in place of imperial brand); (4) where both stores do not sell certain types of goods, record the prices from another store that does and take note of this in comments section in cover page.

(1) Please record prices for the listed items in any two main stores (supermarket) or outlets used mainly by people in this EA; (2) Write down the name of the stores; (3) When specified items are not available, record what is available (brand, quality specifications) in space given; (4) Where both stores do not sell certain types of goods, record the prices from another store that does and take note of this in comments section in cover page.

ITEM/Description		Store 1	Store 2
		Name: JOE'S STORE	Name: KMART
	<i>other Brand/Qty</i>	Price \$	Price \$
Rice(Solrais: 20kg Bag)		180.00	185.5
Rice(Solrais: 1kg pkt)		10.5	8.45
Flour (plain white flour: 25kg bag)		195.1	199.1
Cabin Biscuit (De-lite: price/kg)		2.00	1.88
Sugar (white) (Chelsea,500gm pkt)		8.5	9.1
Corned Beef (Imperial with cereal:340g, Can)	OX & Palm (340g,can)	34.92	45.2
.....			

Market

The instructions are also stated on the form. Please read the instructions before data collection. As stated: (1) Please record the price and weight of six different heaps, piles or lots of each of the items specified; (2) try to choose each piles, heaps from as many different sellers as possible; (3) try to choose the piles, heaps that show different corresponding prices available at the market; (4) when recording betel nut, try to choose those particular type of nuts (softer nut, (not hard, not very soft (watery)), green skin and medium size nut). If items listed here are not available, choose other similar items/variety and take note in comments section of cover page.

(1) Please record the price and weight of six different heaps, piles or lots of each of the items specified. (2) Try to choose each piles, heaps from as many different sellers as possible; (3) try to choose the piles, heaps that show different corresponding prices available at the market; (4) When recording betelnut, try to choose those particular type of nuts (softer nut, (not hard, not very soft (watery)), green skin and medium size nut). If items listed here are not available, choose other similar items/variety and take note in comments section of cover page.

Items		Piles/heaps From Different Sellers					
		No:1	No:2	No:3	No:4	No:5	No:6
Kumara	Price	10.00	10.00	5.00	5.00	5.00	10.00
	Weight	8.00	5.00	8.00	6.00	6.00	10.00
Coconut (Dry)	Price	10.00	5.00	10.00	5.00	15.00	10.00
	Weight	8.00	8.00	10.00	6.00	10.00	5.00
Coconut (Green)	Price	10.00	5.00	10.00	5.00	15.00	10.00
	Weight	9.00	8.50	6.00	6.00	8.00	5.00
.....							