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M1

GHANA LIVING STANDARDS SURVEY

INTERVIEWER'S INSTRUCTION MANUAL

SAMPLE SURVEYS SECTION
ANALYTICAL STUDIES AND DEVELOPMENT DIVISION
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This information is confidential
and should be kept as such.

PART I. FIELD OPERATIONS

1. INTRODUCTION

THE GHANA HOUSEHOLD SURVEY PROGRAMME

As a result of a series of discussions with representatives of the United Nations Economic Commission for Africa and the World Bank, the Statistical Service set up the Ghana Household Survey Programme, whose long-term objectives are:

1. To provide the Government of Ghana with the ability to monitor the effects of the Economic Recovery Programme on household living standards; and
2. To establish a stock of household and community data capable of supporting in-depth research in a variety of important policy areas.

The Ghana Household Survey Programme is an initial five-year programme, the first component of which is the Ghana Living Standards Survey (GLSS). The GLSS takes a holistic view of the living conditions of households living in Ghana, in the sense that it looks at the whole spectrum of elements that affect living conditions in one and the same survey. The other component of the Ghana Household Survey Programme will consist of a series of detailed in-depth survey on key elements of living standards one year after another.

OBJECTIVES OF THE GHANA LIVING STANDARDS SURVEY

The principal objective of the Ghana Living Standards Survey (G.L.S.S.) is to make available basic data on the living standards of households on a continuous basis as well as changes in such living standards over time.

The key elements of living standards measured by the survey are:

- * household income and expenditure,
- * health and education,
- * employment and other productive activities,
- * demographic characteristics and migration,
- * housing,
- * nutritional status

The information gathered is expected to improve planning of economic and social policies in Ghana and to assist in evaluating the impact of policies. It should enable decision-makers to:

- * identify target groups for government assistance;

- * construct models to simulate the impact, both overall and on individual groups, of the various policy options; and

- * analyse the impact of decisions already made and of the current economic situation on living conditions of households.

The Survey will thus meet the urgent needs of a number of users, including the Ministry of Finance and Economic Planning and other agencies.

METHODOLOGY OF THE SURVEY

To meet the objectives of the survey, it is proposed to survey 3,200 households every year. The households were so selected as to provide a self-representative sample of all non-diplomatic households living in Ghana by means of a two-stage design with an in-built procedure for replacement of non-responding households.

First, the country was divided into three Ecological Zones, namely Coastal, Forest and Savannah. The 13,000 enumeration areas (E.As) in these

were stratified into urban, semi-urban and rural. Two hundred (200) of these enumeration areas of varying size (1,000 to 3,000) were selected with probability proportional to household size. During the second stage, a cluster of 10 households was chosen from each PSU by a random design to serve as the survey sample.

In order to follow changes in the living standards of the same households while ensuring that the data collected would be kept permanently up-to-date, half of the sample will be retained each year, while the other half will be replaced with an equal number of households.

1. In the 1984 Ghana Population Census an urban area was defined as a locality with a population size of 5,000 or more inhabitants, whilst a semi-urban area was classified as any locality with a population size of 1,500 or more but less than 5,000 and a rural area as any locality with a population size of less than 1,500.

Four types of questionnaires have been developed, namely,

- * a household questionnaire addressed to household members, to be completed in two rounds, with a two-week interval between;
- * a community questionnaire dealing with the locality itself, aimed at identifying the economic infrastructure, education and health facilities existing in the villages;
- * a price questionnaire for collecting prices of commodities in the local market;
- * an anthropometric questionnaire for collecting information on ^{the} weight and height of all members of the household.

The following precautions have been taken to ensure that the data are of consistent quality and are processed without delay:

- * The questionnaires are pre-coded to eliminate the very slow and tedious coding process, which often is liable to various types of error.
- * Micro-computers will be installed in all data collection centres located in eight regional offices of the Statistical Service namely, Accra, Kumasi, Sekondi-Takoradi, Koforidua, Sunyani, Ho, Cane Coast and Tamale to enter the data close to the place where they are collected.
- * A software programme has been designed to check the data automatically, to detect inconsistencies, so that any errors can be corrected when the interviewer visits the household for Round Two of the survey.
- * Supervision will be close, with one supervisor for one anthropometrist, two interviewers and one data entry operator.

ORGANIZATION OF THE SURVEY

The Ghana Living Standards Survey will be conducted by a Project Directorate assisted by a staff of technical officers and ten data collection and entry teams based in eight regional offices of the Statistical Service. A micro-computer will be installed at each of the eight regional branch offices for immediate entry of data from all the questionnaires completed by each team. Two teams will be based in Accra and Kumasi, one urban team and one rural team. The decentralization of the data entry operation, which is the first time in the country's survey history, will thus mean increased efficiency in the data collection and data processing aspects of the survey.

The PROJECT DIRECTORATE is composed of six members, namely,

- * The Deputy Government Statistician, who is the Project Director, and therefore responsible for the administration of the survey and the setting of its broad guidelines; he directs the work of the Directorate, authorizes expenditures and makes the necessary contacts for the smooth running of the project. He is responsible for the conduct of the survey.
- * The Deputy Project Director, who assists the Project Director in the conduct of the survey in the field. He keeps in touch with the survey teams, and sees to it by frequent visits to the field that the instructions for completing the questionnaires are followed. If technical or other problems arise, he must be ready with prompt and appropriate solutions.
- * Two Project Computer Specialists who are concerned with the design of the data entry software and the data processing programs. They are responsible for ensuring that the supervisors and data entry operators follow the instructions for running the programs and for the efficient use of the micro-computers.
- * The Statisticians, whose task is to assist the Deputy Project Director. The Project Directorate is assisted by a staff of two technical officers (Statisticians) and a typist at the Head Office, and the collection and entry teams at the regional level.

Each of the ten DATA COLLECTION AND ENTRY TEAMS consists of six members:

- * A Supervisor, who is the team leader and responsible for overseeing, monitoring and where necessary correcting the work of the two interviewers, the data entry operator and the anthropometrist.
- * In addition, he is responsible for managing the team's equipment, vehicle and funds. He acts as the representative of the Project Directorate at the regional office.
- * Two Interviewers, who must each conduct interviews with 160 households in the course of the year, while keeping to the set timetable.
- * A Data Entry Operator, responsible for entering the collected data in the micro-computer.
- * An Anthropometrist, responsible for taking the weights and heights of all members of the household.
- * A Driver whose duties are to drive the members of the team from the regional office to the place where the survey is being carried out.

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2. THE INTERVIEWER'S TASKS

The interviewer's role is central to the survey. The quality of the data and of the whole survey will be determined by the quality of your work. You must follow exactly all the instructions contained in this manual. You must also keep constantly in touch with your supervisor and inform him of any problems you encounter in your work in the field. The supervisor, for his part, will provide you with all the necessary materials and instructions, and will also collect and check your work and help you solve any problems that may arise.

INTERVIEWS OF HOUSEHOLDS

Your principal task is to conduct interviews with your assigned rate of eight per week during the survey period. Depending on the size of the household, you may be able to conduct one, two or even three interviews in a day. Interviews may require one or several visits to complete, depending on whether or not all the respondents are available at the time of the first visit. But you must absolutely arrange to finish the interviews with eight households by the end of each week of the survey.

In conducting the interviews, you must follow scrupulously the instructions contained in the two parts of this Manual, the most important of which is to read the questions exactly as they appear in the questionnaire.

You will be provided with the following materials for use in carrying out the interviews:

- * a calculator
- * a briefcase/satchel
- * an instruction manual
- * a writing pad
- * lead pencils and erasers
- * a tape measure
- * an identity card and a badge identifying you as an employee of the Statistical Service.

You are solely responsible for keeping these working materials in order.

CHECKING THE COMPLETED QUESTIONNAIRES

After finishing each interview, you must verify that all the sections have been filled out correctly and legibly. You must make sure that you have recorded the required information for all the household members indicated in each section. This must be done immediately after the interview, before you hand in the questionnaire to your supervisor, and - most important - before leaving the enumeration area.

Although you may correct minor errors due to your having written down the answers badly, you must never make any other changes in the completed questionnaire without asking the respondent the questions again. Nor shall you copy the information you have collected onto a new questionnaire.

RELATIONS WITH THE SUPERVISOR

You should always follow the advice given by your supervisor, who is the representative of the Project Directorate at the regional office level. He will assign your work at the start of each week of the survey. In order to satisfy himself that your work is up to standard, the supervisor will carry out the following checks in the field:

1. He will examine in detail all the questionnaires filled out by you, to verify that each interview has been carried out correctly and in full.
2. He will make visits at random to some of the households that you have already interviewed, to make sure that you went to the correct addresses. He will reask certain questions of these households in order to check that the answers recorded on the questionnaire are correct.
3. He will observe one or more of your interviews each week, to evaluate your method of asking the questions. You will not be informed in advance.
4. Each day he will discuss your work with you, and he will make regular reports to the Project Directorate on your performance in the field.

Your supervisor is the link between yourself and the survey organizers. Just as you will receive instructions from him, you must inform him of any difficulties or problems that you encounter. For instance, if you do not understand a procedure or the meaning of a question in the questionnaire, you should ask your supervisor for advice.

REPEATING FIRST ROUND QUESTIONS REJECTED BY THE DATA ENTRY PROGRAMME

Your work will also be reviewed by the data entry operator, who will carry out checks on the answers to various questions, parts and sections of the questionnaire. These checks will be carried out both in Round One and in Round Two.

The data entry operator will enter Round One data between Round One and Round Two. She will make a printout of all the answers that are not consistent, whether the fault is that of the interviewer or of the respondent.

After reviewing the data entry printouts, your supervisor will circle in red ink all of the answers in round one of the questionnaire that were rejected by the data entry program. You must reask these questions at the beginning of Round Two. YOU MUST NEVER CHANGE DATA FROM ROUND ONE WITHOUT REASKING THE QUESTION.

3. INTERVIEWING PROCEDURES

ARRIVAL IN THE COMMUNITY

The team will arrive in the community the day before the start of the survey. Accompanied by the interviewers, the supervisor will visit the chief or regent, members of the Committee for the Defence of the Revolution (CDR) and the Town Development Committee (TDC), and other prominent individuals to explain the purpose of the survey, introduce the members of the team and discuss the survey program for the week.

INTERVIEW PROCEDURES

You should frequently remind the respondent of the purpose of the survey, that the data obtained will be kept confidential; this is particularly important at the beginning of each round. As several people are interviewed in each round, these reminders must be given to each of them in turn. You must also ensure that the interpreters understand the confidential nature of the interviews. If you are accompanied by a supervisor or a member of the Project Directorate, you should introduce them at the beginning of the interview. Explanations play a great part in the willingness of people to reply to questions.

CONTACTING THE RESPONDENTS

In rural areas, the day before the interview you should contact each of the heads of household to be interviewed the following day. The purpose of the visit is to introduce yourself, explain the purposes of the survey, and confirm that the interview will take place the next day. At the same time you will be able to see whether an interpreter will be necessary and make the necessary arrangements.

In urban areas, you will have to make your first contacts one or two weeks before the interview. At the time, you should introduce yourself, explain the purposes of the survey, deliver a letter addressed to each household, and ensure that the necessary people will be present on the date set for Round One. The week of the survey, you need only turn up on the day and at the time agreed upon.

Finding the Address

First, you should look for the address written on the first page of the questionnaire, and make sure that it is the household of the head indicated on the sheet. Sometimes you will have difficulties in finding a household:

- * You may be unable to find either the dwelling or the household;
- * The dwelling at the address may be abandoned, the household having moved without being replaced by another;
- * The household of the head whose name is on the sheet may have left, and another household may be living in the dwelling;

If any of these things happens, you should stop and ask for advice from your supervisor.

Explanation of the Survey

When you enter a household, the first thing you should do is to greet everyone, introduce yourself and say that you are working for the Statistical Service. Always wear your badge; only show your interviewer's card if you are asked to do so. Then you should explain that:

- * You are making a survey of Ghanaian and non-diplomatic households living in Ghana, and that the purpose is to find out about present living conditions in the country. The survey is thus very important for planners to know how to improve the people's living standards.
- * The communities and the families who will be interviewed have been selected at random. Other neighbouring communities and households have been selected in the same way.
- * The survey is not concerned in any way with taxes, and all the information recorded will be regarded as confidential and covered by the obligation of statistical secrecy.
- * The survey will take the form of two rounds of interviews, the second taking place two weeks after the first.

Selection of Interpreters

When you first enter a household, you must decide whether it will need an interpreter. If no one in the household speaks English well enough to interpret and no one in the team speaks the language of the household, you must ask the household to choose someone (for instance, a friend, neighbour or relative) to interpret for the interview. This person should be someone whose English is well and is trusted by the household, since the questions are confidential.

It is always best to use an interpreter chosen by the household as this will help to ensure the confidentiality of the interview. If the household does not know anyone suitable, you must inform your supervisor, who will ask the chief to designate someone.

If you do the interpretation yourself, you must be very careful to stick to the sense and meaning of the questions as they are written on the questionnaire.

You should be aware that in either case certain problems can arise from the use of interpreters:

1. It is difficult to know how good the translation is. It is possible that the respondent's friend who speaks English does not speak it well enough to translate everything said during the interview, and he will not want to admit it.

If you find that the replies often do not correspond to the question, try tactfully to help the interpreter or to replace him. You could, for instance, suggest that interpreting is a very tiring job, and that the interpreter should take a rest while someone else carries on. Or you might say that you have already taken up too much of the interpreter's time, and that the job should be shared between a number of people.

2. Another difficulty often encountered is that the interpreter is so familiar with the household that he starts to answer for the respondent without asking the questions. In that case, you must politely remind the interpreter that it is the respondent that has been chosen for the interview, and that it is only his/her answers that you can write in the questionnaire.

FILLING OUT THE SURVEY INFORMATION SHEET

The SURVEY INFORMATION SHEET is the first page of the questionnaire. There are a number of different parts, which must be filled out by different members of the team. Some information will already have been written by your supervisor, e.g. the name and number of the cluster, the household number, the name of the head of household, and the address.

Round One

When you arrive at the household, you must complete the box entitled FIRST ROUND OF SURVEY. Write your name and, in the space to the right, your code number and the date of the interview. If the household is the same but the head of household is different, you must write the name of the new head. Also code in the ethnic language of the head of household, the language of the interview, and indicate whether an interpreter was used.

Round Two

For Round Two you must fill out the box entitled SECOND ROUND OF SURVEY. The date should be the date you agreed on with the household at the end of the Round One interview.

Continuation Questionnaires

The household questionnaires have enough space for only 20 people. If your household consists of more than 20 people, you will need A CONTINUATION QUESTIONNAIRE. These questionnaires, containing the Roster (Section 1) plus Sections 3, 4, 5 and 6, are thinner than the main questionnaire. Each of them has identification codes beginning with 01 and ending with 20. You must change these codes manually, to read 21 through 40, when using a continuation questionnaire.

The fact that you have used continuation questionnaire is shown both on the Survey Information Sheet in the space called ROSTER following the Household Number, and on the continuation questionnaire itself. If you use a continuation questionnaire, you must write "1/2" (meaning "the first of two rosters") on the questionnaire, and "2/2" (meaning "the second of two rosters") on the continuation questionnaire.

THE INTERVIEW

You must be careful to follow all the instructions set out in this Manual, the most important of which is to ask the questions exactly in the form in which they appear on the questionnaire. The questionnaire should be filled in during the interview. You must not record the answers on scraps of paper and transfer them to the questionnaire later, nor should you count on your memory for filling in the answers once you have left the household.

Tempo of the Interview

You must maintain the tempo of the interview; in particular, avoid long discussions of the questions with the respondents. If you are receiving irrelevant or complicated answers, do not break in too suddenly, but listen to what the respondent is saying and then lead him back to the original question. Remember that it is you who are running the interview and that you must be on top of the situation at all times.

Objectivity of the interviewer

It is extremely important that you should remain absolutely ~~NEUTRAL~~ about the subject of the interview. Most people are naturally polite, particularly with visitors, and they tend to give answers and adopt attitudes that they think will please the visitor. You must not show any surprise, approval or disapproval about the answers given by the respondent, and you must not tell him what you think about these things yourself. If he asks you for your opinion, wait until the end of the interview to discuss the matter with him.

You must also avoid any preconceived idea about the respondent's ability to answer certain questions or about the kind of answer he is likely to give. The most important task of the interviewer is to read the questions exactly as they are written in the questionnaire.

Private nature of the interview

All the data collected are strictly confidential. Any breach of the confidentiality of information is forbidden by law. This rule is all the more important in that it is the foundation of all statistical work. In principle, all the questions should be asked of the respondent in complete privacy to ensure that his answers remain confidential. The presence of other people during the interview may cause him embarrassment and influence some of his answers.

There are a number of sections of the questionnaire that can hardly be considered as "sensitive" for most households, for instance, the Household Roster, the sections on housing, education, health and migration. Most households will probably also have no difficulty about the sections on household expenses and home consumption of food (Round Two). The most sensitive sections come at the end of the questionnaire:

- * Economic activities (Section 5, where the respondent is asked to declare income from his work);
- * Agro-pastoral activities (Section 9, where he must declare income from farming and stockraising);
- * Non-farm self-employment (Section 10, where he must declare his income from self-employed activities);
- * Fertility (Section 13, where the respondent is asked to give information on all her pregnancies, on all the children she has had, and on her knowledge and use of birth control methods);
- * Other income (Section 14) and
- * Loans and savings (Section 15).

When you get to these sections you should explain to the respondent that some questions are confidential and ask him what the best place in the house is where he is least likely to be disturbed. If another adult "does not understand" and does not leave you alone with the respondent, you must use tact and imagination to try to get rid of him:

* Ask the respondent to persuade the other person to leave.

* Explain as politely as possible that the interview must be conducted in private.

* Try to satisfy the person's curiosity by reading the first few questions, and then say something like "You have heard some of the questions. Will you now excuse us for a little while?"

You can also ask the respondent to write the amount on a piece of paper and then copy it onto the questionnaire.

In Sections 3, 4, 5, and 6 of the questionnaire, each household member concerned must answer for him/herself. Parents or other adults may answer for children (under 15) who are not present. If an adult is not available at the first visit, you must return for an interview another day. Only if someone will not be available at all during the two weeks that the team will be in the community is it permissible to accept answers from someone else in their place. These cases, which should be very few, must be mentioned in your notes.

If an interview lasts too long for a respondent (more than two hours) and he/she is tired, you should reschedule the rest of the interview for another day or time. When respondents are tired the quality of their answers declines.

Date of Round Two

Before leaving, you must thank all the members of the household who took part in the interview and fix a date for the Round Two interview in two weeks' time. You should start by proposing a date in exactly two weeks. If this is not acceptable, suggest a date during the week set for the Round Two interviews for the cluster. When a date has been agreed upon, you should write it on the Survey Information Sheet, in the box called "Second Round of Survey", PROPOSED DATE.

AFTER THE INTERVIEW

After each visit to the household, you must fill out the SUMMARY OF SURVEY RESULTS on the second page of the questionnaire. For each visit and each section of Rounds One and Two, you should show the date on which you asked the questions and the result. COMPLETE means that all the questions were asked of all the persons concerned.

PARTIAL means that certain questions were not asked, or that the questions were not asked of all the appropriate persons, for instance, if some persons were not available.

NOT APPLICABLE means that the household should not be surveyed for that section. This can happen in only three sections: Section 9 (if the household is not engaged in any agro-pastoral activities); Section 10 (if the household members do not engage in any non-farm self-employment); and Section 13 (if there is no woman aged 15 - 50 in the household). Do not write in the columns reserved for the supervisor and the data entry operator.

You must also fill out the OBSERVATIONS sheet on the third page of the questionnaire. You should indicate on this page how far the respondents were willing to cooperate, the problems they had in answering any of the questions, any unfavourable circumstances, and any other comments you may wish to make for the benefit of the supervisor. You should write down these comments immediately after the interview, but never in the presence of the respondents.

CONDUCT OF THE INTERVIEWER

The interviewer must scrupulously observe the following rules:

- * He must be courteous towards everyone (the respondent and his family and friends, the supervisor, the other members of the team and anyone else involved). His behaviour can have an enormous influence on the opinions of people in the localities covered by the survey as to the value of the whole operation.
- * He must avoid disturbing or upsetting anyone by his behaviour.
- * He must be properly dressed, so that the respondent will be inclined to trust him, as a reliable and responsible person.
- * He must arrive at the stated time, and never keep the respondent waiting.
- * He must exercise patience and tact in conducting the interview, to avoid antagonizing the respondent or leading him to give answers that are not in conformity with the facts.

PART II. THE QUESTIONNAIRE

SUMMARY OF SECTIONS AND RESPONDENTS

The questionnaire on households consists of 16 sections, each with a number of sub-sections or "parts". Sections 1 - 8 are to be filled out during Round One and sections 9 - 15 during Round Two.^{1/} The persons who are supposed to answer the questions may not be the same for each section. The following sections are asked during Round One:

1. Household composition identifies those persons considered as household members and collects demographic data about all these persons and about all visitors to the household. The questions in this section are to be asked of the head of household or to some other person who can supply the necessary information. Data are also collected on children or household members who do not live at home.
2. Housing: This section is designed to identify all the buildings occupied by the household and estimate the household's housing costs. The respondent should be the same as the respondent for Section 1.
3. Education: This section contains questions about the years of formal schooling and education expenses for all household members aged 5 years and over. Each person should respond for himself; parents may respond for young children.
4. Health: This section contains questions on the use of health services during the past four weeks by all members of the household. Each member must reply for himself, except the children, for whom the parent may reply.
5. Occupations: This section assembles information on the main and secondary jobs of all members of the household aged 7 or more during two periods - the past 7 days and the past 12 months. Each person should answer for himself.
6. Migration: This section contains questions about moves to be asked of each member of the household aged 7 or more.
7. Respondents for Round Two: Here are identified the people who are to be interviewed in Round Two. The respondent is the person best informed of the occupations of members of the household.
8. Characteristics of housing: For this last section of the questionnaire for Round One, you will measure the dimension of the dwelling with a measuring tape.

^{1/}Section 16 is completed by the anthropometrist during both rounds of the survey.

Round Two which takes place two weeks later, contains the following sections:

9. Agro-pastoral Activities: Here information is requested regarding production and expenditures relating to the household's agricultural activities, already identified in Section 7 of Round One.

10. Non-farm Self-employment: This section covers data on as many as three non-farm activities run by members of the household. The respondents should be the persons best informed on each of the businesses (trades, industries, professions, or other non-farm activities). These persons will already have been identified in Round One, Section 7.

11. Expenditures and Inventory of Durable Goods: This section contains questions on daily and annual outlays on non-food goods, as well as the durable goods owned by members of the household. The respondent will be the person best informed about these outlays; he will have been identified in Round One.

12. Food Expenses and Consumption of Home Production: This section, for which the questions will be asked of the best informed member of the household, covers expenditures on food and the value of food items produced and consumed by the household. The respondent was identified in Section 7 of Round 1.

13. Fertility: This section contains questions on all the children that the respondent has produced throughout her life. The respondent will be someone aged 15 - 50 who was chosen at random in Round One, Section 7.

14. Other Income: Here you are collecting information on all the income accruing to members of the household other than from paid employment, agro-pastoral activities, or non-farm self-employment, as they have already been covered. The respondent will be the best informed person, who will have been identified in Round One, Section 7.

15. Credit and Savings: The purpose of this last section is to gather information on the loans made or contracted by the household and not yet repaid, as well as on the savings accumulated by each of the members of the household. The respondent will be the same person as for Section 14.

GENERAL INSTRUCTIONS FOR FILLING OUT THE QUESTIONNAIRE

There are a number of basic principles that the interviewer should observe throughout the questionnaire.

1. You must always read the questions just as they are written in the questionnaire. After reading a question once in a clear and comprehensible manner, you should await the reply. If the respondent does not answer in a reasonable time, he has probably 1) not heard the question; or 2) not understood the question; or 3) does not know the answer. In any case, if there is no answer, you must repeat the question. If there is still no reply, you must ask whether the question has been understood. If the answer is "No", you may reword the questions. If the difficulty lies in finding the right answer, you should help the respondent to consider his reply.

2. Anything written in capital letters is an instruction to the interviewer and not a question to be put to the respondent. Everything in lower case should be read out in full to the respondent.
For example:

- a) "LIST ALL THE CHILDREN UNDER 30 YEARS OF AGE WHO DO NOT LIVE IN THIS HOUSEHOLD."

This is an instruction not to be read out.

IS THE HOUSE PART OF A COMPOUND?"

YES.....1

NO.....2

This question is not to be read to the respondent; it requires an observation by the interviewer.

- c) "What is your household's main source of water for laundry and bathing?"

INDOOR PLUMBING.....1
INSIDE STANDPIPE.....2
WATER VENDOR.....3
WATER TRUCK/TANKER SERVICE.....4
NEIGHBOURING HOUSEHOLD.....5
PRIVATE OUTSIDE STANDPIPE/TAP.....6
PUBLIC STANDPIPE.....7
WELL WITH PUMP.....8
WELL WITHOUT PUMP.....9
RIVER, LAKE, SPRING, POND.....10
RAINWATER.....11
OTHER (SPECIFY:.....).....12



This question must be read to the respondent, and the interviewer will note the answer. He will not read out the answers because they are in capitals.

d) "Was the place where you lived before coming here.....

A city.....	1
A large town.....	2
A medium town.....	3
A small town.....	4
A large village.....	5
A small village.....	6
Other.....	7

In this case, the interviewer would read out both the question and answers because everything is written in lower case letters.

3. The questionnaire is precoded throughout except for a dozen or so questions that will be coded in the office by the supervisors. You must write the code corresponding to the answer given by the respondent in the appropriate box. If the answer is an amount or a figure, write the amount in the box. Here are two examples:

a) Question: "How did you obtain the fertilizer?"

PRIVATE SOURCE.....	1
AGRIC MINISTRY DEPOT.....	4
URADEP.....	5

VORADEP.....	6
GAFA COOP.....	7
FASCOM.....	8
OTHER PUBLIC AGENCY.....	9

Reply: "From the AGRIC. MINISTRY DEPOT"

You will write the figure "4" in the appropriate column.

b) Question: "How many acres of fallow land are available for use by the members of your household?"

ACRES:

14

Reply: "Fourteen acres." Write this figure in the box on the right.

c) In the following example, the answer will be coded in the office. You have only to write down the answer.

"What different trades, businesses, industries, services, or professions were owned or managed by the members of your household during the past 12 months?"

1. CARPENTRY

OFFICE
USE:

2. BAKERY

OFFICE
USE:

4. The skill patterns for moving from one question to the next are shown in three different ways:

- a) If there are no instructions, go on to the next question.
"8. Is this a public or private establishment?"

PUBLIC1
PRIVATE.....2

Whatever the answer, go on to Question 9, the next question.

- b) An arrow () after a reply shows the next question to be asked.
"9. Have you received or will you receive money for this work?"

YES.....1

NO.....2 (► 11)

If the respondent says "Yes", write 1 in the box and go to Question 10, the next question. If the respondent says "No", write 2 in the box and go to Question 11.

- c) An arrow followed by an instruction in a rectangle means that, whatever the reply, you must go on to the question or person shown.

"How many children have you given birth to, including any children who died?"

► SECTION 5

In this example, whatever the answer to the question, you must go on to Section 5.

5. You will often have to insert the name of a person, thing, or animal into a question. This is indicated by the sign:..[].....

a) Question: "What is the source of drinking water for your household?"

INDOOR PLUMBING.....1	
INSIDE STANDPIPE.....2	
WATER VENDOR.....3	
WATER TRUCK/TANKER SERVICE.....4	
NEIGHBOURING HOUSEHOLD.....5	
PRIVATE OUTSIDE STANDPIPE/TAP.....6	
PUBLIC STANDPIPE.....7	(▶ 23)
WELL WITH PUMP.....8	(▶ 23)
WELL WITHOUT PUMP.....9	(▶ 23)
RIVER, LAKE, SPRING, POND.....10	(▶ 24)
RAINWATER.....11	(▶ 25)
OTHER (SPECIFY:) 12	(▶ 24)

[6]

Reply: "Private outside standpipe/tap"

Later question: "Is this [SOURCE OF DRINKING WATER]...used only by your household, or shared with others?" You must replace the words in the square brackets by the words "private outside standpipe/tap" so that the question reads "Is this private outside standpipe/tap used only by your household or by other households as well?"

b) In the section on agro-pastoral activities there is a list of the types of animals kept by members of the household including cattle, sheep, goats, etc. For each type of animal the following question must be asked:

"How many.....[]do the members of your household own altogether?"

You must ask this question several times, each time using a different animal name.

"How many cattle do the members of your household own altogether?"

"How many sheep do the members of your household own altogether?" etc.....

6. If the reply by the respondent does not fit in the list of replies with prepared code numbers, you must use the code number for OTHER. In that case, you will often be asked to give details.

a) Question: "Who was consulted first?"

DOCTOR.....1
NURSE.....2
MEDICAL ASSISTANT.....3
MIDWIFE.....4
TRADITIONAL BIRTH ATTENDANT....5
PHARMACIST.....6
HEALER.....7
SPIRITUALIST.....8
OTHER.....9
(Specify: P.H.C. ATTENDANT)

2

Reply: "PRIMARY HEALTH CARE (P.H.C.) ATTENDANT"

You must put 9 in the box and write P.H.C. ATTENDANT on the line.

b) Question: "What was the main reason you left?"

FOLLOW/JOIN FAMILY.....1
WORK RELATED.....2
MARRIAGE.....3
SCHOOL.....4
ADVENTURE/BRIGHT LIGHTS.....5
ESCAPE FAMILY PROBLEMS.....6
OTHER.....7

7

Reply: "There was a flood and the whole village was destroyed"

In this case, all you need do is to write 7 in the box because there is no instruction to specify.

7. When you need to write the name of a person, place or thing, always write very legibly in capital letters.

a) This instruction is particularly important for the household roster, because the names have to be put into the computer.

b) It is also important to write clearly in capitals when the coding will be done in the office. If the reply is not legible, the supervisor cannot code it.

SECTION 1. PART A. HOUSEHOLD		SECTION 5. PART C. SECONDARY JOB DURING THE PAST 7 DAYS			
NAME	1 Please describe the work to which you devoted most time, after your main job during the last 7 days. What did the work consist of?	2 What kind of trade, industry or business is it connected with?	3 For how many days during the past 7 days did you do this work?	4 On these days about how many hours did you do this work?	HOURS PER DAY
KOFI MENSAH	001	BUSINESSMAN		ELECTICALS	
AMMA NSIAH	002	TRADE R		FOODSTUFFS	
OSEI KWADWO	003				
YAW MENSAH	004				
AKUA MENSAH	005	TYPIST		CIVIL SERVICE	
MERCY NSIAH	006	HOUSEHOLD		PERSONAL SERVICE	

MAKE A COMPLETE LIST OF ALL CONCERNED BEFORE GOING TO 4-14

1	1
---	---

X	47
X	40

X	4
X	29
X	15

8. When dealing with distances, if there is no other instruction, round off the reply. Thus,

0.00 to 0.49 miles = 0 miles
 0.50 to 1.49 miles = 1 miles
 1.50 to 2.49 miles = 2 miles, etc.

IMPERIAL-METRIC CONVERSIONS

IMPERIAL	METRIC
1 lb.	0.453 kg.
1 ft.	0.3048 metres (m)
1 sq.ft.	0.093 sq.m.
1 gal	4.545 litres (l)
1 ton	1.016 tonne
1 cu.ft.	0.028 cu.m.

METRIC-IMPERIAL CONVERSIONS

METRIC	IMPERIAL
1 kg.	2.207 lbs.
1 metre	3.281 ft.
1 sq.m.	10.753 sq.ft.
1 litre	0.220 gal
1 tonne	0.934 tons
1 cu. m.	35.714 cu.ft.

9. You must do your best to avoid the reply "I don't know" by helping the respondent to consider his answer. In this manual there are many examples of questions that can be asked to help the respondent estimate the area of fields, income, the quantity of crops sold, etc. Nevertheless, it does happen that, even with the help of the interviewer, the respondent cannot give an answer. In that case, write "DK" in capital letters in the box reserved for the answer. There should be few such cases. All DKs will be reviewed by the supervisor.

DATA ENTRY CONSIDERATIONS

Data will be entered directly from the questionnaire. Everything that you write on the questionnaire will be entered in the computer. You must therefore write only information that is to be entered. In particular, you may not use the sheets for writing notes or computations unless a space is specially provided.

1. Write legibly in pencil without crossing out or overwriting. If you make a mistake, erase it completely and write the correct reply.
2. Write in capital letters and use arabic numerals. For instance, you should write "1", not "I" and "4", not "IV". Accra must be written "ACCRA" Kofi as "KOFI" and the word farmer as "FARMER".
3. Never go beyond the space allotted for a question, even when the rest of the space is not used.
4. In writing amounts and other figures, always separate each group of three figures with a comma, starting from the right. For instance, one hundred thousand must be written as 100,000; not as 100000 or as 100 000.
5. For questions to which the reply is a quantity, write only the number in the appropriate box, without the unit of measurement. For instance:

a)	Question:	What is the value of these goods and service
	Answer:	"Twenty thousand cedis."
	Write:	"20,000", not "220,000."
b)	Question:	"How old is ...[NAME]...now?" YEARS
	Reply:	"Three Years."
	Write:	"3", not "3 YR".

If a reply to a question specifically calls for a unit of measurement, the code for the unit will be shown in the appropriate box.

R O U N D O N E

1. HOUSEHOLD COMPOSITION

PURPOSE

This section has two main purposes:

1. It identifies every person who will be considered as a member of the household;
- 2) It provides basic demographic data, such as age, sex, and marital status of everyone having spent the night preceding the interview under the same roof, regardless of age or occupation.

The Household Roster must be completed with the very greatest attention to detail; if it is filled out carelessly, the survey is bound to be a failure.

RESPONDENT

For the Household Roster, the respondent should preferably be the head of the household. If he/she is away or will be away, a 'principal respondent' may answer for him/her. The person selected must be a member of the household and capable of giving all the necessary information on all household members. You must ask questions to discover who this person is. Other members of the household can help to answer questions by adding information or details especially when the questions are about them.

DEFINITIONS

For the purpose of the survey, a household has been defined as a group of people who have usually slept in the same dwelling and taken their meals together during at least three (3) of the twelve (12) months preceding the interview. There are three special cases:

- (1) people who have died during the past twelve (12) months are not counted as members of the household, even if they lived with it for more than three (3) months;
- (2) newborn infants aged less than three (3) months are always part of the household;
- (3) the person identified as the head of household is to be considered a member of the household, even if he has not lived with it for three (3) months or more.

There are different types of households:

- * a household consisting of a head, his wives and children, his father, nephew, and other persons, whether blood relations or not, who have slept in the same dwelling and taken their meals together for three of the twelve months preceding the interview;
- * a household consisting of a single adult;
- * a household consisting of a couple or several couples, with or without children.

The HEAD OF HOUSEHOLD will be identified by the household members themselves. He is the person who is named in reply to the question "Who is the head of this household?" Most often, but not always, it will be the person who is the main provider and who is familiar with all the activities and occupations of household members. The head of household can be male or female.

The DWELLING is the whole group of structures (rooms or buildings), separate or contiguous, occupied by the members of the household. It can be:

- * a single - family home;
- * a flat (self-contained);
- * rooms (not self-contained);
- * several huts/buildings (same compound);
- * several huts/buildings (different compound).

A TENANT is someone who pays for board and lodging. If a tenant lives with the household being interviewed, he or she is not part of that household; he or she is considered as a separate household of a single person.

INSTRUCTIONS

PART A. Household Roster

The roster must be filled out with the greatest care. There are three steps in this operation:

First Step: Question 1-10-3

The respondent is asked to give you the names of all the people who normally sleep in the dwelling and take their meals together. The order in which people are to be recorded is laid down in the instructions above the table:

- * The first person must be the head of household, even if he or she is not the respondent and even if he or she is absent;

- * Next come the members of his or her immediate family (wives/husband/and children) who sleep in the dwelling and take their meals together;
- * Where the respondent has more than one wife record the name of the first wife followed by her children then the second wife followed by her children in that order.
- * Other persons related to the head of household and his/her husband/wife who sleep in the dwelling and take their meals together;
- * Unrelated persons who sleep in the dwelling and take their meals with the household;
- * Last are those people who have slept under the same roof during the night preceding the interview, even if they do not normally live with the household.

Against each name you must show the sex of the person and his/her relationship to the head of household.

Second Step: Questions 4 to 14

Now ask questions 4 to 14 about each of the people on the list from the first question. You must get to question 14 each time before going on to the next person on the list. People who are not household members are identified in Questions 14 by code 2; do not delete the lines referring to them.

QUESTIONS 4 TO 6. Age and exact date of birth are among the most important pieces of information for the survey. If the exact date of birth can be determined from official documents, such as a birth certificate, affidavit of birth, national identity card or passport (Question 4), it is this date that must go in the answer to Question 5. You must then calculate the respondent's age and get confirmation from him/her before writing it in Question 6.

If the respondent has none of the papers mentioned in Question 4, ask his/her age and put the reply as the answer to Question 6.

AGE is to be recorded in years only for persons aged five (5) or more, and in years and months for those under five (Question 6). The age is that on the last birthday. If, for instance, the respondent's eighteenth birthday falls on the following day, you must enter 17 as the answer. If the respondent does not know his age, you must make an estimate by reference to the events that have taken place in his life or that of the community, (village, town country) or the world, such as the independence of Ghana, world wars, or the last earthquake.

Question 7. PRESENT MARITAL STATUS applies to the day of the interview. You must read out each category to the respondent; otherwise, he will reply for example, that he is a bachelor instead of divorced or separated. MARRIED includes all types of marriages, e.g. civil, traditional, or common law (a couple living together, several wives) but not loose unions. A Loose Union is a sort of sexual relationship contracted by two consenting adults without civil or traditional recognition.

Question 8. If the name of the husband or wife is listed in Question 1, enter their identification code in Question 9. These codes are located to the right of the list of names, between Questions 1 and 2. Each person on the list has a unique two-digit code number that will apply to him throughout the questionnaire. If a man has several wives, record the code number for the first one.

Question 10. Enter the Region of birth if the respondent was born in Ghana, the country if born abroad.

Question 11. If the respondent has changed nationality, PRESENT NATIONALITY refers to the current one.

Question 12. Be careful to obtain the exact number of months; it is from this answer that the members of the household are identified for the entire survey.

According to the definition of household membership, children of household members aged under 3 months are considered to be household members.

Consider these three examples:

*In the first household you come across a child aged one month who has lived and taken his meals with the household since he was born. In Question 12 the answer is 11 months, because before he/she was born he/she neither lived nor took his/her meals with the household. Nevertheless, the child is considered to be a member of the household because he/she is under three months old and is the child of a household member.

*In the second household you find that the wife of the head of household has given birth to a child in her parents' village. The child is two months old, and the mother and child are still staying with the child's grandparents. The wife is a household member because she has been absent for only three months during the past twelve months. The child, who was absent for twelve months out of twelve, is nevertheless a member of the household because he/she is under 3 months old and child of a household member.

* In the third household you discover that the wife of the head of household has given birth in her parents' village five months ago and that neither she nor her child have returned to the household. The mother is a household member because she has only been absent for five months out the past twelve. The child is not a household member because he/she is more than three months old and has neither lived nor taken his/her meals with the household during any of the past twelve months.

Question 14. Each person should be classified before going on to the next person. To classify each person, refer to the answer to Question 13;

* Anyone with codes 0-9 in question 13 is a household member.

* Among those who receive codes 10, 11, or 12, the only persons who are members of the household are the head of household and infants less than 3 months old (see Question 6);

* Anyone else whose code number in reply to Question 13 is 10, 11, or 12 is not a member of the household.

PUT 1 FOR MEMBERS OF THE HOUSEHOLD, 2 FOR NON-MEMBERS. Then go to the next person on your list, and ask Questions 4 to 14.

Third Step: Columns A and B on the Household Card

When you have completed Questions 4 to 14 for everyone on the list, in Column A (on the left of the sheet) place a cross against the name of each person who received code 1 in Question 14, that is, for all household members.

Then, in Column B, copy the age in completed years of each person for whom you have placed a cross in Column A, that is, for all household members. If someone is 4 years 6 months old, write 4 years. If a child is less than one year old, write 0.

Leave Columns A and B blank for everyone who is not a member of the household in answer to Question 14. Read out the names to the respondent and explain that for the rest of the survey it is these persons only for whom information is required when you ask about members of his household.

SECTION I. PART A. HOUSEHOLD ROSTER

FOR EACH PERSON LISTED IN QUESTION 1, ASK QUESTIONS 4-14

1	2	3	4	5	6	7	8	9	10	11	12	13	14
NAME	SEX M F C A T I O N	RELATIONSHIP TO HEAD HEAD WIFE OR HUSBAND SON/DAUGHTER GRANDCHILD FATHER OR MOTHER SISTER OR BROTHER NIECE OR NEPHEW BROTHER/SISTER-IN-LAW FATHER/MOTHER-IN-LAW OTHER RELATIVE OF HEAD OR OF HIS/HER SPOUSE SERVANT OR SERVANT'S RELATIVE TENANT OR TENANT'S OTHERS NOT RELATED TO HEAD OR HEAD'S SPOUSE	Can you tell me the date of birth of (NAME)? PROBE FOR BIRTH CERTIFICATE YES...1 NO...2	COPY THE PERSON'S AGE, ASK THE RESPONDENT TO CONFIRM IT IN QUES. 6-7 DAY MTH YR YRS MOS.	How old is (NAME)? YEARS IF 5 YEARS OR OVER YEARS AND MONTHS IF < 5 YEARS IF 412 YRS 410 YRS 410 MOS.	What is the present marital status of (NAME)? (or she) currently... READ TO RESPONDENT: married...1 those union...2 divorced...3 (410) separated...4 (410) widow/widower...5 (410) never married...6 (410)	Does (NAME) live in this household? YES...1 NO...2 (410)	COPY THE IDENTIFICATION CODE OF THE WIFE (OR HUSBAND) (IF MORE THAN ONE WIFE, THE ID CODE OF THE FIRST)	In what Region was (NAME) born? WESTERN CENTRAL EASTERN VOLTA ASHANTI BONO BONO-ASHANTI NORTHERN UPPER WEST UPPER EAST FOREIGN COUNTRY (SPECIFY)	What is his/her nationality? GHANA BURKINA FASO MALI NIGERIA IVORY COAST TOGO OTHER AFRICA OTHER	Did (NAME) lodge here yesterday? YES...1 NO...2	For how many months during the past 12 months has he or she been away from this household (SI/98)? MONTHS	CHECK THE CRITERIA ABOVE YES...1 NO...2 NEXT PERSON
JOHN MENSAN	01	1	1	58	4	1	1	02	3	1	1	1	1
MARY MENSAN	02	2	1	32		1	1	01	6	1	1	0	1
YAW MENSAN	03	3	1	17	6	7	9		3	1	2	3	1
DEBORAH MENSAN	04	3	1	23	9	8	3	10	3	1	1	9	1
KOFI OFORI	05	7	1	2	11	7	15		8	1	1	10	2
EFFI ANSU	06	12	2	1	15	6			11 (Togo)	6	1	2	1
	07												
	08												
	09												
	10												
	11												
	12												
	13												
	14												
	15												
	16												
	17												
	18												
	19												
	20												

MAKE A COMPLETE LIST OF ALL CONCERNED BEFORE NOTING TO 4-14

NAME

Part B. Information on Parents of Household Members

The questions in Part B are asked only about household members, meaning those with a cross against their names in Column A. Complete Questions 1 to 16 for each person before going to the next person.

Questions 2 and 10. The IDENTIFICATION CODE is in the column to the right of the person's name.

Questions 5 and 13. The HIGHEST GRADE COMPLETED means the last grade actually completed, not the last grade attended. These codes are defined below where Section 3 is discussed.

Question 2. The NATURAL MOTHER is the woman who gave birth to the person in question.

Part C. Children Residing Elsewhere

Make a list of all children under 30 years of age who are not living in the household before asking questions 4-11. The same respondent should answer this part of the Section. The questions are to be asked about the non-resident children of all members of the household.

2. HOUSING

PURPOSE

The purpose of the section on housing is two fold: (1) to characterise the type of dwelling occupied by the household, and (2) to find out what the household spends on housing, including rent, water, electricity and other expenses.

RESPONDENT

The respondent for this section is the head of household or, if he is absent, the principal respondent.

DEFINITIONS

By DWELLING we mean here all the buildings in which the household lives. The dwelling may be a hut, a group of huts, a single house, a group of houses, a villa, a flat, several UNITS in a courtyard, or any other type of dwelling.

A Flat is a dwelling consisting of one or more rooms either in a multi-story building ("vertical" flats) or in a single storey building in a courtyard, joined to other flats ("horizontal" flats).

A COMPOUND is composed of a number of huts or houses, sometimes surrounded by a fence or wall, occupied by one household or several households. Compounds found in urban areas generally consist of side-by-side units occupied by one or more households round a central COURTYARD. Households living in a courtyard often share one main entrance to the street.

Example:

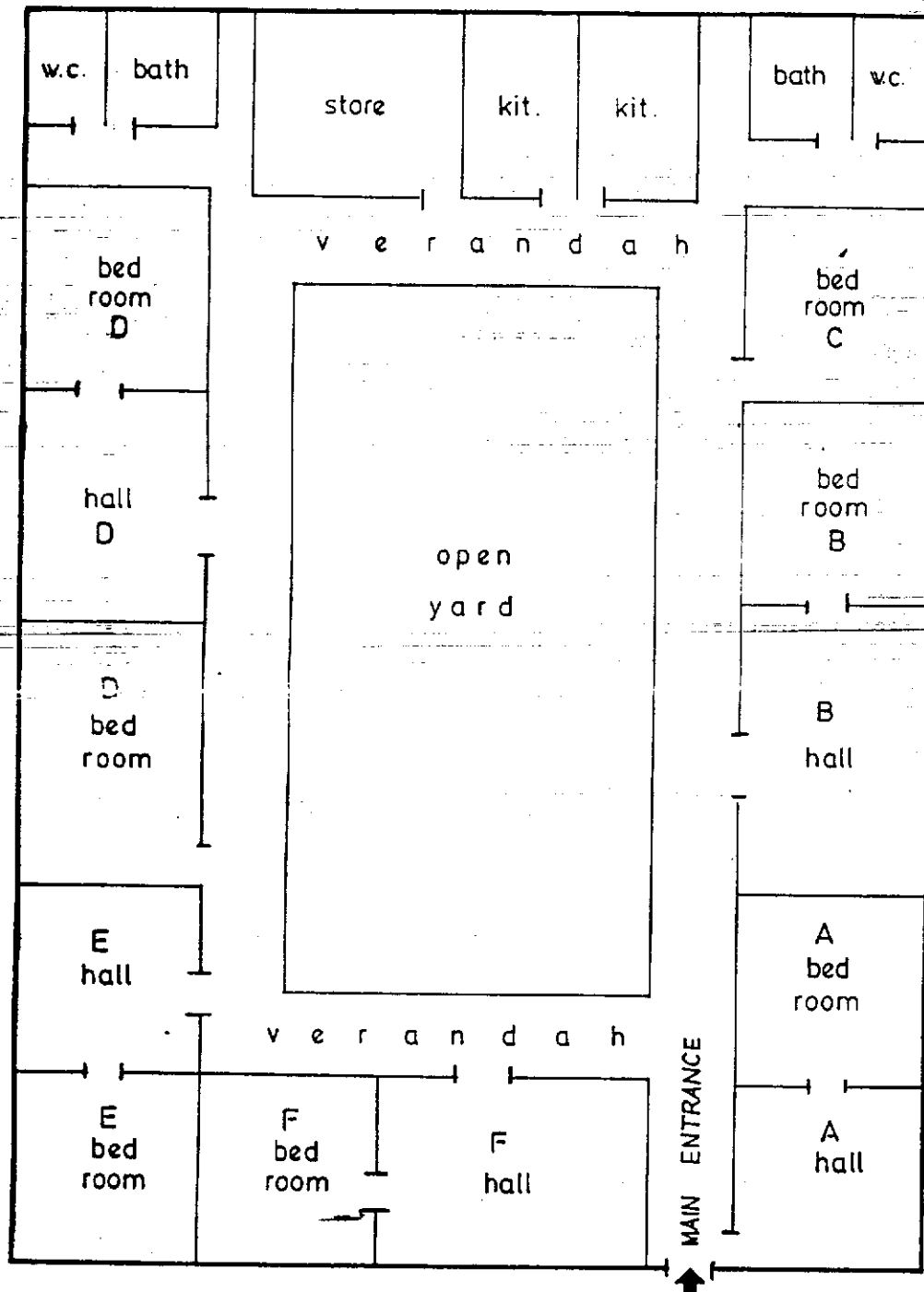
The sketch on the following page shows a typical courtyard of horizontal dwelling units in an urban area. Household A occupies two rooms, a hall and a bedroom, popularly known as 'chamber and hall', with an outside door.

Household B also occupies two rooms with an outside door. Household C lives in a one-room unit, with an outside door opening into the main courtyard. At the other side of the courtyard, household D occupies three rooms, a one-room unit and a 'chamber and hall'. Households E and F each has a 'chamber and hall'.

bathrooms are not counted as rooms.

The kitchen, store, WCs and

SKETCH OF A TYPICAL GHANAIAN COMPOUND



S T R E E T

INSTRUCTIONS

To avoid interruptions during the interview, ask respondents who have electricity and running water in their dwellings for their most recent electricity and water bills before starting the section.

Part A. Type of DwellingHousing

The questions in this Section on the type of housing, the number of rooms, etc., refer to the dwelling occupied by the household at the time of the interview. Do not count dwellings belonging to the household that have been rented out, or second homes.

Questions 1-5. These questions written in upper case are to be filled out by the interviewer while the respondent is showing him the different rooms and buildings occupied by the household. The questions are not to be asked of the respondent.

Question 6. Bathrooms, WCs, shower rooms, hallways, balconies, patios, and kitchens are not to be counted as rooms.

Question 7. USED FOR A FAMILY BUSINESS OR TRADE means any part of the dwelling occupied by the household that is set up as a workshop for work done by a household member.

Question 8. If a room is used for a family business or trade as well as a sleeping or lodging place then whichever of the two that takes up the greater part of the room should be classified as such. For example, a room used as a sleeping place and also for petty trading: if the petty trading takes more than half of the room then it should be classified as a business premise.

Part B. Housing Expenses

Question 2. Sometimes, you may find a household that rents its dwelling not in money but in goods or services to the owner. Some tenants, for instance, receive housing in exchange for unpaid work performed for the owner or for a share of their crops.

Question 13. A MORTGAGE is a loan of money to be repaid within a fixed time and secured by the pledging of property or goods belonging to the borrower. If the loan is not repaid when due, the lender can take possession of the pledged property or goods. Mortgages are often contracted to finance the purchase of a house or a car or some other large piece of equipment.

Question 16. If the respondent does not know how much the dwelling would sell for today, then ask how much it would cost to build it today.

Question 18/25. A WATER VENDOR is someone who has running water in his/her home and sells water to other people for private use.

INSIDE-STANDPIPE Refers to a main standpipe within the walls of a compound/courtyard. This may be the main source of water for occupants of the compound.

PRIVATE-OUTSIDE-STANDPIPE Refers to standpipe outside the walls of a compound or on the premises of a house which is used by occupants of the compound as well as outsiders who may pay for the water.

Question 19. If the household shares a water meter with other households, you should ask how much the household being surveyed paid as its share.

Questions 23 and 26. "Used by your household only" means that the source or supply is normally used only by that household.

Question 27. "Collected by a garbage truck" includes the dumping of trash in a common bin that is emptied periodically.

Questions 29. A FLUSH TOILET is one equipped with a water tank to flush away waste. The tank may be placed above and worked with a cord that is pulled or at the same level and worked by pulling a handle. A PIT-LATRINE is a hole dug in the ground for use as a toilet.

3. EDUCATION

PURPOSE

The aim of this section is to measure the level of schooling of all household members aged five years and over. It also measures how much was spent on education of household members during the past twelve months.

RESPONDENT

Each person should respond for himself in this section. Parents may respond for small children. The questions cover all household members aged five years and over. These persons are identified on the household roster by a cross in Column A and by their age (five years and over) in Column B.

DEFINITIONS

SCHOOLING includes attendance at a primary or secondary school, technical or professional training or an apprenticeship. Attendance at a Koranic school, for no matter how many years, is to be included only if the person attended no other school.

INSTRUCTIONS

Ask all the questions for all household members aged five years and over.

Question 7 The HIGHEST GRADE COMPLETED is the last full grade completed, not the one attended during the current school year. For instance, if the person is now in M2, the last grade completed will be M1.

The codes for the answers are as follows:

P1	Primary Class 1
P2	Primary Class 2
M1	Middle Form 1 or Junior Secondary Form 1
M2	Middle Form 2
S1	Secondary Form 1
S2	Secondary Form 2
A1	"A" Level First Year
PS1	Other Post Secondary First Year
II	Teacher Training First Year
U1	University, First year
U2	University, Second year
K	Koranic (used only if no other formal schooling)

Question 8. TECHNICAL AND PROFESSIONAL TRAINING includes, for example, courses in accounting, secretarial courses, training in the POLYTECHNICS, I.S.S.F.R., School of Journalism, and so on. This does not include on-the-job training.

Question 10. A TECHNICAL OR PROFESSIONAL DIPLOMA refers to a diploma received for the above types of training, for example, a diploma in statistics, etc. All these kinds of diploma not included in the list. No explanation need be added for Code 13.

A TECHNICAL OR PROFESSIONAL CERTIFICATE refers to a certificate received from such types of training institutes like technical and advanced/specialist colleges. Certificates awarded by such training institutes include the following: an advanced/diploma, a state registered nurse's certificate and others.

Question 11. LAST SCHOOL ATTENDED may be the school currently attended or the school most recently attended by the person, even if the year was not completed.

Question 15 and 18. IN THIS HOUSEHOLD means in the dwelling of the household being surveyed.

Question 16. This question is intended to find out for how many hours the person was actually in class, not the official timetable of classes.

Question 19. This question is intended to cover all the expenditures made by the household members for children living in the household and attending school during the past 12 months. These expenditures may include those for the current school year and also for the previous school year, provided they fall within the past 12 months. For instance, if the interview takes place in September 1987, the school expenses for the first term of the current school year will be included, together with those for the last six months of the previous school year.

Sometimes the respondents have difficulty in remembering expenditure made 12 months before. In that case, ask the respondent to give you approximate figures. For example, you can ask him whether the amount was between 25,000 and 210,000, or between 23,000 and 25,000, and so on. If nothing has been spent, write "0". If the respondent only knows the total, enter it under the heading "Other" 19. Put "0" under the headings where nothing has been spent and "DK" under the headings for which the respondent does not know the exact amount.

Here is an example. The household spent \$500 for the parent association, \$2,000 for transportation to school, and nothing for board or lodging. For the remainder (uniforms, books, school supplies, fees, and other expenses) the outlay was \$5,000 but the respondent does not know how to break down the amount among the various headings. Here is what you should write:

Parent association fee	500
Uniforms and sports clothes	DK
Books and school supplies	DK
Transportation	2,000
Cafeteria, board and lodging	0
Tuition and registration fees	DK
Other	5,000

Never include under "Other" anything that has already been covered under another heading.

Question 21. The value of scholarships during the past 12 months may include part of one or of two school years. If during the last school year, the student in question received a scholarship but is not receiving one for the current school year, ask how much the monthly scholarship payments were and the number of months in the past 12 months that the scholarship was received and calculate the total.

If during the past 12 months the person had two scholarships for different amounts, the total amount received from each must be calculated, taking into account the number of months in each case. For instance, you may be asking the questions in September 1987 about a student who is enrolled in the first year of university. You want to know the value of all the scholarships he received since September 1986. In this case, you need information regarding scholarships he enjoyed in the first term of the University and in the last two terms in the sixth form.

Question 23. This refers to the distance between the household's dwelling and the school attended by the student in question.

Question 6. The purpose of this question is to identify the person first consulted for the illness or injury, even if several persons were consulted altogether and the first was not the one who cured the condition. Healer includes the traditional herbalist.

Question 7. Primary Health Care (PHC) Centre comes under clinic.

Questions 12, 15 and 17. Question 12 covers only the cost of the consultations; the cost of medicines and any payment for hospitalization must not be included. Question 15 is concerned only with hospitalization costs; the cost of consultations and medicines is not to be included. Question 17 covers only the cost of medicines; the amount paid for consultations and that for hospitalization must not be included. Occasionally the hospital bill includes the cost of consultations and medicines, or medicines are included in the bill for a consultation, and the respondents are unable to distinguish between the different costs. In that case, the interviewer may write down the total amount in answer to one of the questions. He must not write down the same amount for all three questions, since this would have the effect of doubling or even tripling the expenses actually incurred.

Question 18. If the respondent is a man, leave "maternal health care(MHC)" out of the question.

5. ECONOMIC ACTIVITIES

PURPOSE

This section is of prime importance since it includes a key element in the survey: household income. The questions reveal the various incomes of the household members actually contributing to household expenses. It is necessary to emphasize that all answers will be treated as confidential. The interviewer can also ask the respondent to write down the amount on a piece of paper if he does not want to say it aloud.

Apart from income, the section is designed to find out about the respondents' employment and working conditions, and also how the respondents spend their time.

RESPONDENT

This section is concerned with all household members aged 7 years and over, that is, all those with a cross against their names in Column A of the household roster and whose age as shown in Column B is 7 years or more. The interviewer must find each person so that he or she can answer the questions personally. If the children are not present, someone else can answer in their place (e.g., the parents). If any adult household members (15 years old and over) are absent, the interviewer must proceed with the interview for all those who are present and come back, after asking when they will be there, to interview the others.

DEFINITIONS

MAIN JOB is the work on which most time is spent, when the person concerned has several tasks to perform. For instance, the main job during the past 12 months of a farmer who often goes fishing during the rainy season is farming. **SECONDARY JOB** is the work to which most time is devoted after the main job. In the example above, fishing would be the secondary job of the farmer during the past 12 months.

INDEPENDENT WORK (Self-employment) is the work done for the person's own account: he/she pays all the expenses and controls all the income. Examples are a planter, a trader or a fisherman.

REMUNERATION means the payment in money, goods or services for a service rendered.

A **FAMILY WORKER** is a person who helps in a family-run enterprise, farming or non-farm. He/she may or may not receive remuneration for this work.

A **BUSINESS** may be some kind of trade (selling bananas, garri or various types of goods), or a profession (doctor, lawyer), or an industrial activity (fishing, manufacturing).

The PAST 12 MONTHS refers to the period of 12 consecutive months just before the interview. During the interview, however, the interviewer should be specific; for example, if the interview takes place on December 5, 1987, we are speaking of the time since December 5, 1986.

THE PAST 7 DAYS refers to the seven days immediately preceding the interview, and not the previous week: for example, if the interview takes place on Monday, August 31, the interviewer must specify that it is the period from Monday, August 24 to Monday, August 31 with which he is concerned.

INSTRUCTIONS

It is very important to be sure that you are following the same line from one page to the next, since there are a lot of pages. To make it easier, the sets of three lines are alternately blank and dotted in black. The identification codes are also repeated from one page to the next. Special care must be taken to follow the skip pattern correctly; a mistake will lead to asking unnecessary and irrelevant questions, and will make the interviewer's task harder.

Part A. Time Use and Job Search

Question 1. This question must be filled by the interviewer. It shows whether the answers were in fact given by the person concerned (Code 1) or not (Code 2).

Question 2-7. These questions refer to any kind of work performed for a person who is not a household member (questions 2 and 3), an agricultural activity carried on by the household (questions 4 and 5) or a non-farm independent activity carried on by the household (questions 6 and 7).

Question 8. The interviewer must look at the answers to questions 2, 4 and 6:

- If one or more of the answers is "Yes" (Code 1), he writes down "1" and goes to Part B on the next page.
- If all the answers are negative (Code 2), he writes down "2" and goes to question 9.

Question 12. This question is concerned with different ways of looking for employment during the past 7 days. FAMILY CONNECTIONS refer to contacts initiated by members of the family (uncle, cousin, father, etc.).

INTERMEDIARIES means other persons contacted outside the family, (an acquaintance in a business, etc.), APPLIED IN PERSON means that the person involved went to see the head of personnel, the managing director or some other person in charge of recruitment. WRITTEN APPLICATION refers to written requests for employment addressed to recruitment officers. OTHER METHODS means any method of seeking employment other than the above.

Question 13. It is not necessary to specify "Other reasons" (Code 13).

Question 15. The interviewer should look at the answers to questions 3, 5, and 7.

- If one of the answers is "Yes" (Code 1) or a blank, he should write "1" and go to Part E.

- If all the answers are negative (Code 2), he should write "2" and go to Part H.

Part B. Main Job During the Past 7 Days

Questions 1 and 2. The interviewer must write down what the respondent tells him. Question 1 asks for a precise description of the work done, while question 2 is concerned with the type or kind of work. For example, for a person who was helping his brother work his field, the answer to question 1 would be "farmer" and the answer to question 2 "agriculture". The columns for codes are to be filled out by the supervisor only.

Question 4, 5 and 6. These refer to the number of days (question 4), hours (question 5) or weeks (question 6), during which the respondent actually worked, but not his regular work timetable. If the respondent is a salaried or wage earner and enjoys a number of weeks paid leave for the year then you must count only the weeks actually worked and exclude the weeks of paid leave. The same applies to paid sick leave and unpaid sick leave.

Question 8. If the period is long (5 years or more), write the number of years only. If the person worked at this job at different periods in his life include only the time he spent on this job.

Questions 9 and 10; are designed to ascertain the earnings of the respondent from primary job for the past seven days. The purpose is to discover what he normally earns for his work, not what he was actually paid during the past 7 days.

For instance, one of the household members worked mainly as a farmer during the past seven days. He did not receive anything during that time, but in the past twelve months he made £100,000.00. The answer to Question 10 in Section 58 is £100,000 per year. Another household member has been working for most of the time during the past 7 days as a training officer for G.I.M.P.A. He earns £15,000 per month, and this is the answer that should be put down as the reply to Question 10 for him.

Question 15. The LEGAL MINIMUM WAGE is the lowest wage that can legally be paid to employees in certain enterprises.

Question 18. The aim is to find out the exact number of people working at the respondent's place of work, including himself. If he cannot say exactly, he can be helped in making an estimate: e.g. between 50 and 100, nearly 100 and so on.

Questions 23, 24 and 25. BONUSES AND COMMISSIONS are sums of money paid to a wage-earner in addition to his regular wage to compensate him for certain expenses (travel allowance) or to give him an incentive to increase the production, output or profitability of the enterprise. A GRATUITY is a sum paid to someone in addition to his/her regular remuneration. ALLOWANCES (BENEFITS) are payments stipulated by law: social security benefits, workmen's compensation. Bonuses, commissions and allowances or gratuities are to be regarded as additional benefits. Currently all such allowances like bonuses and commissions are added to basic pay and taxed. A reward is a favour or gift bestowed in recognition of a service or act of kindness.

Questions 28 and 32. A SUBSIDY is a sum paid or a service provided either free or at a reduced price by the state (government housing, for example) or by a state enterprise (lunch meals, transport).

Question 36. Signing 'a contract' also includes a letter of appointment in which the respondent's PAY has been specified. Otherwise no contract has been signed. That is if the letter of appointment does not specify PAY.

Question 39. A RETIREMENT PENSION is the sum of money paid at regular intervals to the beneficiaries of retirement pension or disability insurance schemes: e.g. service pension (government employees), veteran's pension (paid to a disabled veteran or to widows of war victims).

Question 41. SOCIAL SECURITY BENEFITS means payments stipulated by law, for example superannuation benefits paid by the Social Security and National Insurance Trust (S.S.N.I.T.).

Part C. Secondary job during the past 7 days

For an explanation of most of these questions, refer to the same questions in Part B.

Part D. Search for additional employment

Question 1. This refers to any extra work sought in addition to the work already being done.

Questions 2 and 3. To be classified as looking for a job one must actually be actively searching for a job, not just have the intention to look for one.

Question 4. The interviewer should read out the answers shown in lower case. If the respondent says that he is looking for both kinds of work, check code 3.

Part E. Main job during the past 12 months

Question 1 and 2. The interviewer must ask these questions even if the work done is the same as during the past 7 days.

Question 3. If the interviewer has any doubts about the answer, he should check by referring to parts B and C. If the person did not work in the past seven days the code should be 3 (DIFFERENT WORK)

For the other questions, refer to Part B.

Part F. Employment history

Questions 1-3. The aim is to find out what the respondent did most of the time immediately before beginning his main job of the past 12 months. For instance, the respondent may have worked as a joiner before being a farm worker, or a farm worker before becoming a trader.

Part G. Secondary job during the past 12 months

Refer to the instructions for Part B. For question 3, refer to question 3 Part E.

Part H. Other activities

Question 1. The interviewer must read out the whole list of activities, even if the respondent is a man.

Question 2 and 3. The questions refer to the number of days and hours during which the respondent was actually engaged in these tasks during the past 7 days, not his regular work timetable.

Question 8. The PERIODS are the intervals of varying lengths of time during which the respondent was without paid work. For instance, the respondent might have been without paid work from June to July and again during the month of November, only starting employment in an enterprise in December. He would thus have had two periods without work.

RESPONDENT

6. MIGRATION

This section is addressed to all household members 7 years of age and over. If the person in question is not available, another household member who is well-informed can give the information in his/her place.

INSTRUCTIONS

Question 3.

	Population
A City	100,000 and above
A Large town	50 - 100,000
A Medium town	10 - 49,999
A Small town	5 - 9,999
A Large village	2 - 4,999
A Small village	Below 2,000

Question 4. If the respondent does not know at what age he left his place of birth, the interviewer must help him to think about it, for instance, by reference to other household members who have birth certificates or to national or regional events.

Question 5. If the household member is not currently with the household -- if he/she is in school in Cape Coast at the time of the interview, for example -- the answer to the question should indicate where he/she is living at the moment.

Question 10. An individual who was born in Kumasi, moved to Tamale at the age of 5, back to Kumasi at age 12 and to Accra at age 20 (present place of residence) has changed his/her residence three times in his/her lifetime: Kumasi to Tamale (once); Tamale to Kumasi (twice); Kumasi to Accra (three times).

7. RESPONDENTIS FOR ROUND TWO

PURPOSE

The purpose of this section is to identify the members of the household to be interviewed during Round Two.

RESPONDENT

This should be the person best informed of the activities of the household members.

DEFINITIONS

AGRO-PASTORAL ACTIVITIES are activities relating to both agriculture and stockraising.

BUSINESS here means a non-farming business carried on by the household: a shop or industrial activity (including fishing) or a profession. Individuals selling their agricultural products (processed or unprocessed) should not be included. A woman who buys milk to make yogurt should be considered as the owner of an enterprise. The same applies to a woman who sells garri made from cassava that she purchases. But the woman that sells garri made from cassava that she grows herself should be excluded.

INSTRUCTIONS

The IDENTIFICATION CODES can be found in all cases on the Household Roster.

Question 4. All non-farm businesses will be coded in the office. If there are more than five enterprises, ask the respondent which are the five most important, that is, those that bring in the most money for the household.

Question 7. If there are more than 3 enterprises, ask the respondent which are the 3 most important, that is, those that bring in most money for the household.

Question 8. The person selected to answer Section 12 should be the person who actually does the shopping, not the person who merely provides the money. In most cases this person will be a household member, but sometimes a maid will be the best informed. In this case, you should use the maid as the respondent, even if she is not a household member.

3. During the past 12 months, has any member of your household worked for himself other than on a farm or raising animals? For example, has anyone operated his/her own business, trade or industry, engaged in an independent profession, or worked as an independent fisherman or artisan?

VERIFY WITH SECTION 5.

YES.....1

NO.....2 (p 8 NEXT PAGE)

☐

ORDER	4 What different trades, businesses, industries, services or professions, were owned or managed by members of your family during the past 12 months (since....)? MAKE A COMPLETE LIST BEFORE GOING TO 5.	OFFICE USE	5 Who is the person who knows most about the expenses and income of ...[NAME OF BUSINESS, ENTERPRISE, ETC....]? NAME	ID CODE
	1			
2				
3				
4				
5				

6. ARE THERE MORE THAN 3 BUSINESSES, ENTERPRISES, ETC?

YES.....1 (p 7 NEXT PAGE)

NO.....2 (p 8 NEXT PAGE)

☐

7. Among these trades, industries, and businesses, which are the most important for the household?
WRITE THE ORDER NUMBER OF THE THREE MOST IMPORTANT.

☐
☐
☐

Question 10. To select the woman (15-50 years of age) to answer the questions on fertility in Round Two, you should use the label which is stuck on below question 10 to make a random choice. Read the first line of the label until you come to the ID code of a female member of the household, aged 15-50 years of age, on the household roster. Cross out each code number on the label that does not apply. If you do not find an appropriate identification code in the first line, go on to the second line on the label. When you find a valid number, circle it and copy the name and identification code of the woman.

10. TO CHOOSE A WOMAN AT RANDOM TO ANSWER THE QUESTIONS ON FERTILITY IN THE SECOND ROUND OF THE SURVEY:

READ THE FIRST LINE OF THE STICKER BELOW UNTIL YOU COME TO THE ID CODE OF A WOMAN BELONGING TO THE HOUSEHOLD AND AGED 15 TO 50 IN THE HOUSEHOLD ROSTER. CROSS OUT EACH REJECTED ID CODE ON THE STICKER. IF THERE IS NO VALID ID CODE IN THE FIRST LINE, GO TO THE SECOND. WHEN A VALID ID CODE IS FOUND, CIRCLE IT.

~~01~~ ~~02~~ ~~03~~ ~~04~~ 10 11 18 12 02 08
15 20 13 19 03 07 06 01 04 05

08971

WRITE THE NAME AND ID CODE OF THE WOMAN SELECTED:

NAME: VICTORIA MENSAH

ID CODE:

10

SECTION 8

Addition to the interviewer manual, Section 8

THE SKETCH

A detailed sketch must be drawn of all the separate structures or apartments occupied by household members, showing the dimensions of each.

These dimensions may be the length and breadth if the building is rectangular or square or the circumference (periphery) or diameter if it is round. It may also be a polygon (with more than four sides). In that case, all the sides must be measured.

The sketch should correspond to the information you recorded in Section 2A of the questionnaire, on housing. That is, if the household lives in a compound of three buildings, the sketch should be of a compound of three buildings. If, during the measurement of the housing, you discover that the household occupies more or less space than they declared in section 2A, reask the questions in section 2A after completing the measures.

HOW TO MEASURE THE DWELLING

You will need help from someone, preferably a member of the household that is being surveyed. This person should hold the end of the tape measure from which the numbers start and go to one end of the building, taking care to place the zero mark of the tape exactly on the end of the building.

The measurements can be taken either inside or outside the building. Experience has shown that if the measuring is done outside, there will be no objections on the part of the respondents. An attempt to measure the inside is more likely to meet with a refusal. Measurements should only be taken inside, therefore, when it is impossible to do it on the outside.

If you have to make measurements inside, to avoid upsetting the household you can ask the person who is helping you to go to the far end of the wall inside while you yourself stay at the outside end.

You should also explain to the household that these measurements are very important since they make it possible to calculate the size of the living space occupied by the household. This is also a measure of the standard of living. Let them know also that you are bound by the secrecy governing statistical surveys and that all the information collected will remain strictly confidential.

B. CHARACTERISTICS OF HOUSING

DEFINITIONS

The dwelling includes the various separate structures or living spaces occupied by the members of a household. These may consist of a room inside a house, a house, a group of houses, a multi-storey house, a hut or group of huts.

Question 3, 4, 5 and 6. If the exterior walls are composed of a number of different materials, for instance, part of a wall is of bamboo and another part is made of earth, choose the predominant material to record.

ROUND TWO

SECTION 9. AGRO-PASTORAL ACTIVITIES

PURPOSE

The purpose of this section is to collect data on the household's expenses and income arising from farming and stockraising activities. At the same time it seeks to obtain information on agricultural production and technology.

RESPONDENT

The respondent is the person best-informed about the agricultural activities of the household; this person was selected in section 7 during Round One. His or her name will already have been written on the questionnaire by the supervisor. If the person in question is not present during your first visit to the household, you must arrange to return at a time when he/she will be there.

DEFINITIONS

AGRO-PASTORAL ACTIVITIES include agricultural production, stockraising and the processing of agricultural and animal products cultivated/raised by the household.

INSTRUCTIONS

This section is divided into 11 parts. You must complete each part before going on to the next.

The respondent is frequently asked to estimate crop area and the quantity of the harvested crop sold. If he has difficulty in estimating these figures, you can help him in the following ways:

- * If he says that he has no idea of the total area planted to all crops, ask him whether he knows the area of his export crops, such as coffee and cocoa, and then ask him whether the remainder of the planted area is as large, larger or smaller. In this way you can lead him to make an estimate of the total area.
- * You can help him to estimate the size of his cassava fields in the same way, by reference to the area of his coffee or cotton fields.
- * If the respondent only knows the size of his fields in the local units of measurement, ask him how many of these units equal one acre and convert the figures into acres yourself.

- * If he has no idea of the amount of his crops that he has sold (this may easily be the case, for instance, for small quantities of cassava sold from time to time), you can ask him about how much was sold each time and then how often he sold cassava during the past 12 months (once a week? during which months? and so on). You will thus be able to calculate the number of baskets (or similar measures) sold in the past 12 months.

Part A. Land

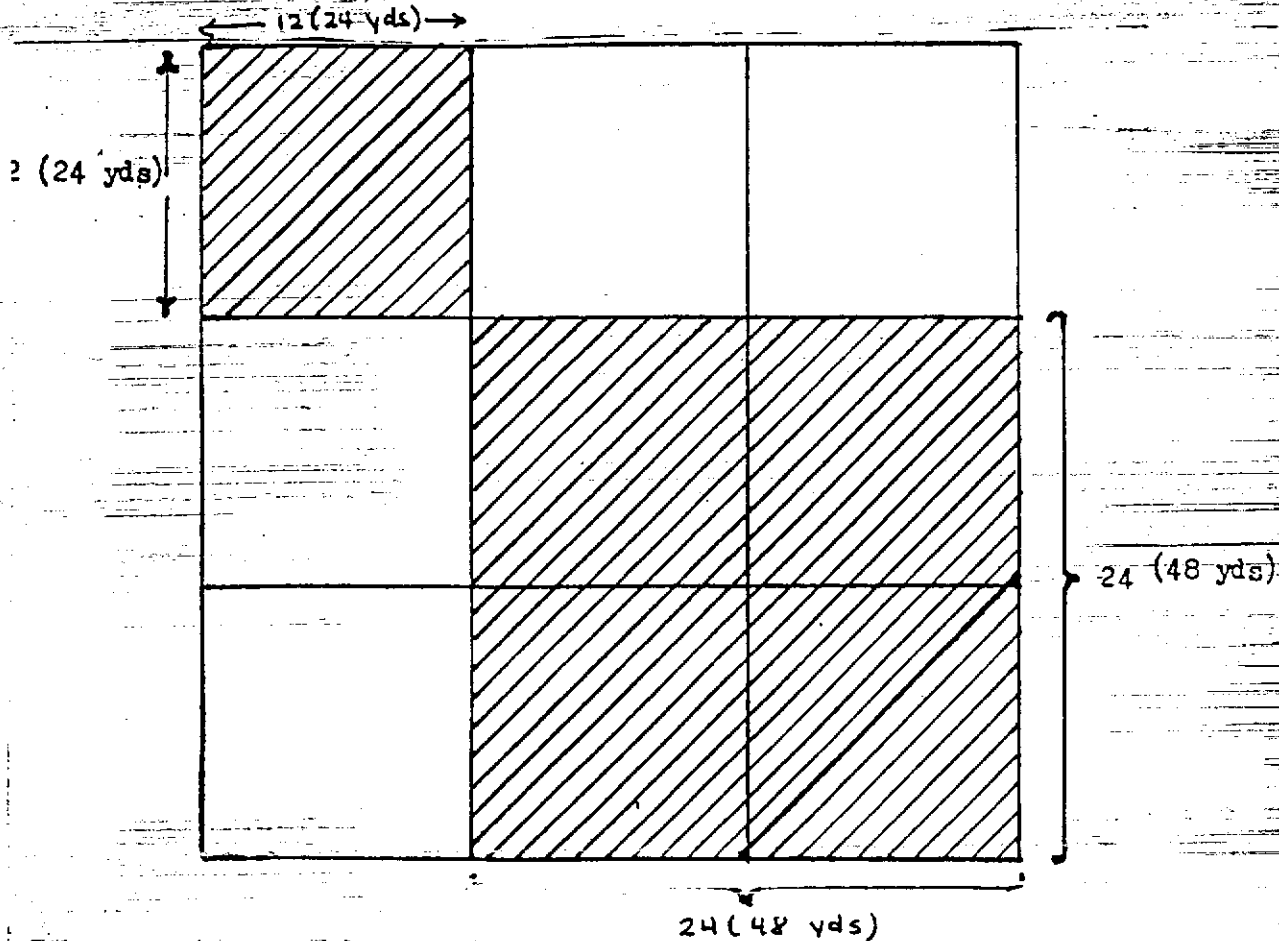
Question 3. The area of crops not yet in production should also be included.

RELATIONSHIP BETWEEN POLES, ACRES AND ROPES

1. A pole is equivalent to 210 feet by 210 feet or 70 yds by 70 yards which is equivalent to one standard acre.
2. Nine (9) ropes are equivalent to an actual acre, i.e. A rope is equivalent to one-ninth ($1/9$) of an acre. A rope measures 24 yards by 24 yards or 72 feet by 72 feet.

Local farmers refer to a rope as "12 by 12", i.e. 12 times 12 stretches of the two arms length (double arms). A double arm's length of the average person measures about 6 feet or 2 yards.

3. SKETCH OF AN ACRE (POLE) DIVIDED INTO ROPES



12 x 12 means 1/9 of an acre which is 1 rope
 12 x 24 means 2/9 of an acre which is 2 ropes
 24 x 24 means about half an acre which is 4 ropes

4. ABOUT 2.5 ACRES IS EQUIVALENT TO ONE HECTARE

Question 4. FALLOW LAND is land that is left unplanted for several years to allow it to regain its fertility.

Question 5. Land taken on for a government scheme includes, for example, land set aside as a reserve, forest reserves, land owned by the state or a state enterprise for the purpose of reforestation or planting of rubber trees.

Question 10. Land can be conveyed or transferred for a period of time only (lease) while a sale of land is final.

Questions 15 - 18 and 20 - 27. Sharecropping is a system of sharing the produce of a farm or a piece of cultivated land between the landlord - farmer and the tenant-farmer for a period of time. The period can be one year or more or a season. In Ghana, especially, in the southern part, there are two main forms of sharecropping known in the local vernacular (akan) as 'abunu' and 'abusa'. With the abunu the produce of the land is shared equally into 2 parts between the landlord-farmer and the tenant-farmer. With the abusa however, the produce of the land is divided into three equal parts. The tenant-farmer is entitled to one part and the landlord-farmer two part. Another variation of the abusa involves both the tenant-farmer and the landlord-farmer each taking one part of the produce (in money value generally) and the third part is used in maintaining or developing the land or the farm.

Part 3. Crops

Question 1 should be asked for all the crops listed on both pages before going on to questions 2-14. After that, questions 2-14 should be put for each crop to which the answer to question 1 was affirmative, completing all these questions for each crop before going on to the next.

In Question 1 "Have members of your household grown.....during the past 12 months?" means any crop or tree crop that was growing or harvested or worked upon during the past twelve months.

A tree crop is any plant that takes 2 or more years to yield fruit and has a long life span, for example 3 or more years.

Examples of tree crops include cocoa, coffee, kola nuts, sheanut tree, palm tree, oranges, mangoes and others.

The codes for the units of quantity and crops will be found on the bottom of each page. Box is used here to describe a large quantity of tomatoes in wooden crates for sale. As much as possible try to get the quantities in units which have stars (asterisks) beside them, as those are standardized units.

Question 2. If a crop has been harvested twice during the year, the acreage should be counted only once. For example, if 2 acres of rice was harvested twice during the year, the answer is still 2 acres. If area is less than an acre record the answer in decimals.

Question 3. NOT YET IN PRODUCTION means never having produced a harvest of this crop. The arrows in some boxes indicate that this question should be skipped for these crops and that the interviewer should go directly to question 4.

Question 4. For instance, if the person sold 10 mini bags of cocoa, write 10 in the QUANTITY column and in the UNIT column. For 6 maxi bags of coffee, write 6 in the QUANTITY column and 5 in the UNIT column.

Question 6. To continue with the same examples, if the cocoa was sold for 28,750 per mini bag, write "28,750" in the AMOUNT column and "4" in the UNIT column. If all six maxi bags of coffee were sold for 255,347, put "55,347" in the AMOUNT column and "22" (TOTAL) in the UNIT column.

Do not suggest any prices to the respondent. Even if you know that the official price for maize is 22,300 per mini-bag of 50 kilogram, for example, and the respondent says that he sold it for 22,000, you must write down his answer without question or comment.

Question 14. The order in which the two crops are recorded under question 14 does not matter; in the example above, on the line for cocoa the code for coffee could be marked in the FIRST CROP or the SECOND CROP column, and the same for the code for fruit trees. What is important is that both crops should be shown under question 11.

If only one other crop is grown intermixed with the crop about which the question is asked, only the FIRST CROP column should be filled in. If more than two crops are being grown in the same fields at the same time, the two most important should be shown in these columns.

Part C. Age of tree crops

Use Part B to answer questions 1 and 2 yourself: they are instructions addressed to you. The codes for tree crops are shown at the right of the page. Only these crops are to be mentioned in this Part C. You may add more lines if there are more than four tree crops. Copy all the tree crops grown by the household under question 2 before going on to questions 3 - 6.

If the respondent does not understand the idea of "proportion" of his plantings, you can help him to think about it in at least these two ways:

- * If he knows the total number of trees or plants and the number to be put down under each of the questions (3, 4 and 5), you can write the proportion, using these figures. For instance, if he has 432 cocoa trees, of which 103 are too young to produce, write "103/432" as the answer to question 3.
- * You can also ask him, if one was to divide his field into a number of parts (3, 4, 5 and so on), how many parts would be occupied by plants too young to produce, how many by plants in full production and how many by plants that are near the end of their productive life. Write the number indicated by the respondent above the total number of parts.

PART B. CROPS

Part D. Farm inputs

FARM-INPUTS means all the products, materials and labor that go into cultivation of a crop, in order to increase production. For instance, supplementary labor, fertilizers and insecticides.

The different tables in this section should only be filled out if the answer to questions 1, 7, 14, 20, 27, 31, 37, 41, 43, 47, 51, 55, and 59 is affirmative. Then make a list of all the crops mentioned by the respondent before going on to the following questions. Each crop must be given its code (see the table of crop codes at the right of the page).

Questions 5, 12, 19, 25, 30, 35 and 40. PRIVATE means an individual who does not work for the government or for an agency which is not managed or owned by the state. For instance, a trader, a household member or a neighbour who is not a government sales agent.

(a)

(b)

(c)

CROP CODES	
COCOA.....	01
COFFEE.....	02
RUBBER.....	03
COCONUT PALM.....	04
OIL PALM.....	05
PLANTAINS.....	06
BANANAS.....	07
ORANGES.....	08
OTHER FRUIT TREES.....	09
WOOD.....	10
COLA NUT.....	11
GENE.....	12
COTTON.....	13
GROUND NUT/PEANUT.....	14
TOBACCO.....	15
RYE.....	16
SUGARCANE.....	17
CASSAVA.....	18
YAM.....	19
COCOTAN.....	20
SWEET POTATO/POTATO.....	21
MAIZE.....	22
RICE.....	23
SOYABEAN/GUINEA CORN.....	24
TOMATO.....	25
OKRO.....	26
GARDEN EGG.....	27
BEANS AND PEAS.....	28
PEPPER.....	29
LEAFY VEGETABLES.....	30
OTHER VEGETABLES.....	31
OTHER CROPS.....	32

UNIT CODES	
POUNDS.....	01
KILOGRAM.....	02
TON.....	03
MINIBAG.....	04
MAXIBAG.....	05
SHEET.....	06
BASKET.....	07
BOWL.....	08
AMERICAN.....	09
TIN.....	10
TREE.....	11
STICK.....	12
BUNDLE.....	13
BARREL.....	14
LITTER.....	15
GALLON.....	16
8FFB.....	17
BOTTLE.....	18
BUNCH.....	19
FRUIT.....	20
LOG.....	21
BOX.....	22
ALL.....	23

TRY TO USE UNIT
CODE SHOWN BY
1) WHENEVER
POSSIBLE

Household bought seeds or young plants during the past 12 months?

YES...1 (17)
NO.....2 (17)

3	4	5	6
How much was spent for seeds or young plants for... in the past 12 months?	Have you already harvested the fields for which you bought these seeds/plants?	How did you obtain the seeds or plants?	Did you obtain the seeds or plants on credit?
CODE	YES...1 NO.....2	PRIVATE INDIVIDUAL...1 PRIVATE AGENCY...2 COMPANY...3 GRASS SEED COMPANY...4 GRASS DEVELOPMENT PROJECT...5	YES...1 NO.....2
AMOUNT			
01			
02			
03			
04			

9 NEXT CROP

Household used fertilizer during the past 12 months?

YES...1 (14)
NO.....2 (14)

9	10	11	12	13
How much fertilizer was used for... in the past 12 months?	How much was spent for fertilizer for... in the past 12 months?	Have you already harvested the fields on which you used fertilizer?	How did you obtain the fertilizer?	Did you get the fertilizer on credit?
CODE	IF NOTHING, WRITE ZERO	YES...1 NO.....2	PRIVATE SOURCE...1 AGRIC MINISTRY...2 DEPT...3 URADEP...4 OTHER PUBLIC...5 AGENCY...6	YES...1 NO.....2
NUMBER	AMOUNT			
UNIT CODE				
01				
02				
03				
04				

Household used organic manure during the past 12 months?

YES...1 (20)
NO.....2 (20)

16	17	18	19
How much manure was used for... in the past 12 months?	How much was spent for organic manure for... during the past 12 months?	Have you already harvested the fields on which you used the manure?	Where did you obtain the manure?
CODE	IF NOTHING, WRITE ZERO	YES...1 NO.....2	PRIVATELY...1 AGRIC MINISTRY...2 DEPT...3 URADEP...4 OTHER PUBLIC...5 AGENCY...6
NUMBER	AMOUNT		
UNIT CODE			
01			
02			
03			

9 NEXT CROP

GAFAOOPS - COOPS - Ghana Agricultural Farmers' Co-operatives.
 FASCOM - Farm Services Company
 URADEP - Upper Regional Agricultural Development Programme.
 VORADEP - Volta Regional Agricultural Development Programme.

A COOPERATIVE is an association of persons with common interests who work their fields or sell their agricultural products together, and who all have an equal say in management. The profits are divided proportionately among the members of the association.

Question 14. ORGANIC MANURE may be manure, that is, animal droppings collected and used as fertilizer for the crops, or dead leaves or grasses dug into the soil to increase its fertility.

Question 42. Since wages differ by sex and age it is the amount of wages paid for labour that is to be stated under the appropriate column. The interest here is only in expenses on hand labour (i.e. use of hand tools only).

Question 43. The expenses refer to either production expenses like renting ploughs, tractors, harvesters and such equipment or hiring of people who work using such equipment.

Question 45. "Exchange of unpaid labour" in the local vernacular (akan) is known as 'nnoboa'. Nnoboa is a form of mutual arrangement that enables people in a community to help one another by way of assistance such as in clearing land, planting, harvesting, building without any direct monetary payment.

Question 46. A MAN-DAY is the work that can be done by one person in one day. The number of man-days is found by multiplying the number of days by the number of persons. For example, if four people work for three days, they have done $4 \times 3 = 12$ man days. If two people work for three days and then another person works for two days, they will have done $2 \times 3 = 6$, plus $1 \times 2 = 2$, or 8 man-days altogether.

Question 47. SHARE-CROPPING refers to a type of rural lease under which the farmer cultivates land belonging to a landowner and, in return for the right to cultivate it, gives part of his harvest to the owner. The farmer who has this type of lease is called a SHARE-CROPPER. Refer to the 'ABUSA' and 'ABUNU' explained earlier on (Part A, Question 15 - 18, 27 - 29).

Question 58. AN AGRICULTURAL EXTENSION WORKER is someone with agricultural training whose duty is to show the farmer how to improve their yields, for instance by using fertilizer or insecticides, or by other methods.

Part E. Sale of food products made from homegrown crops

The purpose of this part is to measure the income and expenses of the household arising from the processing of their own crops for sale. Processing of crops other than those grown by the household should not be taken into account here. For example, making garri for sale from cassava grown by the household should be included but not processing of cassava bought in the market for later sale. As in the other parts of the section, question 2 must be asked for all the items on the list before going on to questions 3 - 8. All the questions must be asked for one crop before going on to another.

Part F. Livestock

Question 2 must be asked for all the animals listed and a cross marked in the box for the answer before going on to questions 3 - 14.

Question 5. The 'animal' referred to must be a typical or average animal, that is, an animal that is neither very big nor very small but of the ordinary.

In this section Questions 9-11 refer to animals bought for raising, not to those bought for eating at the evening meal. Question 13 refers to animals raised by the household and then consumed.

Part G. Animal Products

The purpose of this part is to measure income derived from the sale or processing of animal products. As in Part E, only income from the sale of products derived from livestock raised by the household should be taken into account. For example, the sale of yogurt prepared from milk from the household cows is to be included, but not the sale of yogurt prepared from milk bought in the market. Eggs sold should be from the household's own poultry farm.

Question 2 must be asked for all the products listed before going on to question 3. TANNED HIDES means natural raw animal hides and skins made into leather through the action of tanning or other processes.

Part I. Livestock expenditures

Question 1 must be asked for all the types of expenditure on the list before going on to questions 2 and 3.

Question 1. FEED means grass, straw, hay etc., used to feed and care for the animals.

COMPENSATION FOR DAMAGE CAUSED BY ANIMALS refers to compensation in the form of money or goods to a person whose plantings have been destroyed by animals belonging to the household.

Part J. Hand tools

Write down the number of tools of each type owned by the household in the box beside each type.

Part K. Farming equipment

Ask question 1 for all the types of equipment listed and put a cross in the appropriate box for each answer before going on to question 2. Ask questions 2 - 11 for each type of equipment for which the answer was affirmative.

A SPRAYER is an apparatus that sends out a jet of liquid in small drops.
A DRAFT BULLOCK is a bullock used for pulling a plough or other farm equipment.

SECTION 10. NON-EARLY SELF-EMPLOYMENT

PURPOSE

This section is designed to obtain information (expenditures, capital and durable goods) on the various businesses, industries, enterprises, and professional and other activities in which the members of the household are engaged for their own account.

DEFINITIONS

A BUSINESS may be some kind of trade (in food, cloths, or various articles), or a professional activity (such as a private doctor or lawyer), or a store, a carpenter's or cabinet maker's shop, etc.

SELF-EMPLOYMENT means an activity carried on independently, in which the person engaged in it assumes all the responsibilities involved.

RESPONDENT

The respondent should be the person best-informed about each business. These persons were identified in the course of Round One and their names and the names of their businesses should already have been written in by the supervisor. The interviewer should begin with the business listed first. If the appropriate respondent is not available, he should ask for the respondent for the second and then for the third business. The interviewer should make another appointment to see any of the respondents who are not available.

INSTRUCTIONS

All the questions in the section (Parts A, B and C) should be completed for each business before going on to the next one.

Part A. Working Conditions

Questions 1 and 2. These columns are to be filled out by the supervisor only. The interviewer will therefore find that they are already completed. He should start with question 3.

Question 6. If the respondent cannot give an answer in percent but can state that half (or one-third) belongs to him, the interviewer should translate the answer into percentages (50 per cent for half, 33 per cent for one third, and so on).

Question 7. This covers all persons who work or help in the business, whether as paid employees or as family helpers.

Questions 10 and 11. The aim is to find out how many people were actually paid for working or helping in the business.

Question 15. RETIREMENT PENSION means the allowance paid by the state or a business to a person with a certain number of years service, in accordance with the law (See Section 5, Part 8).

Question 16. The LEGAL MINIMUM WAGE RATE is the lowest wage paid to a wage earner (See Section 5, Part 3). The answer is YES (Code 1) if that wage or a higher wage is paid. It is NO (Code 2) if the wage paid is lower than the minimum wage.

Part B. Expenditures

Question 1. The interviewer must ask this question for each type of expenditure listed before going on the questions 2 - 4.

ARTICLES FOR RESALE means good purchased by the enterprise that have been or will be sold again.

Question 3. This refers to the frequency with which the expenditures are made. For example, if wages are paid at the end of every month, you put "1" in the column headed TIMES and "5" (the code for month) in the column headed TIME UNIT.

Part C. Revenues

Revenues refers to earnings made by business in the course of its operations.

Part D. Business Assets

Question 1. BUILDINGS can refer, for example, to a workshop, a shed, a store or any other kind of building. TOOLS can be saws, hammers, pliers, pincers, etc. EQUIPMENT can be boats, sprayers, cameras, flat irons, fishing nets, traps, etc. MACHINES can be sewing, calculating, washing, copying machines, etc. If the vehicles or boats, autos, trucks, bicycles and others are used mainly for business, then the appropriate response is 'YES'. If used mainly for personal use then the answer is 'NO'.

SECTION 11. EXPENDITURES AND INVENTORY OF DURABLE GOODS

PURPOSE

The purpose of this section is to collect data on all expenditures by the household, other than on food. It covers all expenditures since the interviewer's previous visit and during the past 12 months. The expenditures for the last 12 months include the period since the previous visit. This section also compiles a list of durable goods owned by the household.

RESPONDENT

The respondent for this section should be the person identified in Section 7 of Round One. If this person is not there at the time of your interview with the household, you must arrange to go back to see him/her.

DEFINITIONS

SUSU refers to an agreement between two or more persons to contribute equally to make up an agreed sum (for instance, each participant gives £2,000 each month), the total amount being handed over to each participant in turn, for example, at the end of each month. Expenditure for the SUSU therefore means the sum of money paid by a participant.

EXPENSES FOR REMITTANCES refers to assistance in the form of money or goods sent by household members to children, relatives or other persons living elsewhere who are not household members. For example, a member of the household maybe sending money to a brother living somewhere else to help pay for his education. Sometimes, you may find households in the villages who are sending sacks of rice or other harvested crops to relatives living in town. The person sending this assistance must be a household member and the person receiving it must be someone who does not belong to the household being surveyed.

INSTRUCTIONS

Part A. Daily expenses

Ask the first question for all the goods listed before going on to question 2. Put a cross in the appropriate box for the answer given. Ask question 2 for every item with an affirmative answer. The blank space at the right of the page is to be used for the calculations for parts A and B.

The LAST VISIT means the visit you made to the household during Round One. This should be roughly two weeks. If it is not (e.g. greater than 3 weeks or less than one week) the question should be asked in terms of last two weeks.

Part B. Annual expenses

Ask Question 1 for all the goods listed before going on to Questions 2-4. (The list is continued on the right hand side of the page). Ask last the question about any money losses by household members during the past 12 months.

Note: In Question 1, the intention in items 129, 131 and 132 is to find out whether the household members have purchased KITCHEN APPLIANCES, FURNITURE and LINEN. Respondents tend to forget the questions and to answer "Yes" if they own these things. To avoid this confusion, you should repeat the question frequently, emphasizing that all you are asking is whether the household made expenditure for these goods during the past 12 months. The last 12 months also include expenditures made since the last visit (last two weeks). Again, if period since the last visit is not roughly two weeks, question 2 should be asked in terms of last 2 weeks.

To avoid double counting always write the expenditure against the line for the item purchased. For instance, a piece of cloth bought as a gift should be shown against "clothes" and not against "gift". Similarly, drinks bought for a wedding should be shown against "drinks" in Section 12A, not against "wedding" in Section 11B.

Part C. Inventory of durable goods

First ask the respondent whether a household member has each of the items mentioned in the list to the left. If the answer is 'Yes', ask Question 2 for each item before going on to Questions 3-5. If the household has 2 or 3 items of the same make then record them as if they are 2 or 3 different items. For example, 2 radios, a small one and a large one. Record them as 2 different items. Endeavour to enter all the items on the list in the possession of the household, even if they are somewhere else. Do not enter items (e.g. videos) that are not on the list.

Question 3. Write the last two figures of the year given by the respondent. For example, if the item has been owned since 1975, write "75".

Question 4. If the item was received as a gift or in exchange for something, show the value when it was acquired.

Part D. Expenses for celebrations

Make a list of all the persons named in Question 2 before going on to Questions 3-7. If the respondent refuses to give names, number the people (first person, second person, etc.). Then ask Questions 3-7 for each person on the list before going on to the next person.

Question 4. These are defined above under Section 6: Migration.

SECTION 12.

FOOD EXPENSES AND HOME PRODUCTION

PURPOSE

The aim of this section is to determine the amount spent for food and to estimate the value of home production consumed by the household.

RESPONDENT

The respondent is the person identified in Section 7 of Round One as the one best informed about food expenditures.

DEFINITIONS

SINCE MY LAST VISIT means since the last visit of the interviewer to the household during Round One. In theory this period is two weeks; but, as this is not always the case, you must emphasize the time that has elapsed since Round One. NOTE: If you make several visits or if the time since the last visit is less than one week or greater than 3 weeks, you must ask for information on food expenditure and consumption in the past two weeks.

INSTRUCTIONS

Part A. Food Expenses

Ask Question 1 for the whole list of food items (even if this runs on to the next page) before going on to the next questions. The following questions are asked only for the food items for which the answer was "YES" in reply to Question 1.

Home-made non-alcoholic beverages. Tea and coffee are examples of non-alcoholic beverages (item 342).

Other Leafy Vegetables (item 353) include cassava and okro leaves and all such vegetables whose leaves are used for food preparation but which leaves are not the primary (food) product of the vegetable.

Question 3. This question refers to the total amount spent on a given food item since the Round One visit. So, if the item has been bought several times in the interval, you must add up the individual amounts.

Question 4. It may happen that some food items are not bought in each month throughout the year: the household may have its own crop that it eats during part of the year, or the item may not be available in the market at certain times. In Question 4 you need to ascertain the number of months out of the past twelve in which the item was bought. For instance, if a household bought maize in January, February, March, April, and May, you should write "5" as the answer.

Part B. Consumption of Home Production

Question 2. Ask the question for all food items on the page and put a cross in the appropriate box before going on to Question 3. Ask Questions 3-5 for all items with affirmative answer to Question 2.

Question 4. The codes for the time periods are shown at the bottom of the page. If the respondent says that the household eats something twice a week, write "2" in the first column of Questions 4 and "4" (the code number for week) in the second column.

SECTION 13. FERTILITY

PURPOSE

The purpose of this section is to ascertain the number of pregnancies and children that the selected woman has had during her lifetime, and to determine the mortality rate. It also asks whether the woman used public maternity services for her last childbirth. Information on use of birth control methods is also collected.

RESPONDENT

The respondent is the female selected at random in Section 7. Her name and identification code will have been written on the questionnaire by the supervisor. This woman, and only this woman, is always the subject of this section. She must never be replaced by another woman. If after several visits to the household, this person is still not available, you may ask another woman who is well informed about the pregnancies and children of the selected woman to respond for her.

Part A. Fertility History

DEFINITIONS

A LIVE BIRTH is one in which the newborn infant showed signs of life (by crying or breathing) even if it died shortly afterwards.

A STILLBORN INFANT is one that showed no signs of life. It neither breathed nor cried.

A MISCARRIAGE is a spontaneous abortion between the first and sixth months of pregnancy.

INSTRUCTIONS

Question 2. The object of this question is to find out whether the woman has ever had a live birth. Stillborn children are not to be counted.

Questions 3 to 11. This time you should not get answers to Question 3 for all the children concerned before going on to the next question; on the contrary, you must ask Questions 3-10 for each child before going to the next. Make it quite clear to the respondent that she should only talk about her own children. You must also make sure that the respondent understands that her replies will be kept confidential, a woman who has an adopted child may wish to conceal it so that the child will not know. This only underlines how important it is for you to try to have a conversation with the identified female without any one else being present.

Question 3. If a child died before being given a name, write "NO NAME". If there were twins write the details for each of them on separate lines. That is twins are to be recorded as if they are 2 separate births.