

INTEGRATED HOUSEHOLD SURVEY, BULGARIA
April/May 2001
INSTRUCTIONS FOR THE INTERVIEWER

INSTRUCTIONS ON THE SAMPLE

You will receive a list of addresses of randomly selected households. The first column in the statistical sector stands for the number of the region, the third is number of the cluster, the fourth is for number of household in the cluster. For each cluster households are ranked from 1 to 6. Please be careful when you record all these numbers on the title page (questions 1 through 3).

- For each household you should look for the household head to take the interview from, or the housewife. In case they refuse, the interview may be taken from any person in the household who is above 18 years of age.

- It is possible to fill different sections of the questionnaire by interviewing several members of the household at a time.

- With longer interviews, it is quite admissible to make a second visit to complete the interview.

At the very beginning the interviewers are to explain that the information supplied by the household members will not be made public in any way. Make clear that household members will not be identified by name in any of the reports that are planned to be written on the basis of this survey.

Start the interview only after you have obtained the express agreement to do so by the member of the selected household.

-List the exact dates/year, month, time/ of visits at a given address even in those cases where it was not possible to find any member of the household registered at that address. You may visit the same address not more than 3 times.

-In case of a refusal or when the household is not found you can use a replacement household with the reason for replacement being listed/Question 6 of the title-page/. In case you have to use address 6, you need to record it in Question 6 as "main sample replacement". Replacements of households, which are not found, have to be made only after such households have been visited 3 times. If after the third attempt you fail to interview the household, you should refer to Gallup and present the reasons for not taking the interview (the "ineffective" interview column). In case you have more than one failed interview in the cluster, you can make a replacement following the procedure on the selection of a new address, hereunder specified:

- 1) go to the address, which has failed;
- 2) if the address is in an apartment building the replacing address should be from the same building. You will find the new household by going in one direction (either left or right), counting the numbers in an ascending order and stop at the third number in the row. In case you fail again to take an interview you should search for another household following the same procedure and so on. Replacing households you have chosen should occupy a dwelling of the same size like the failing household. That is why with apartment cases you should look for a new apartment of an identical location /on a vertical basis/.

- in case the failing address is of a house you should set out in one direction (either right or left) and, in an ascending order of the numbers, look for the third house in the row away from the failing one;

3) In case you have a couple of failing attempts to find a replacement, you need to come back to the point of the original failing address of the main sample and apply the procedure in the alternate direction /i.e. if you first chose to set out on the right side, now you should go on the left/. All attempts to find a replacement must be done within the area of the original 6 sample addresses.

A replacing household should be recorded in Question 6 as "replacement under a new address selection procedure". The number of the household /question 3/ must be recorded by adding figure 1 in front of the number of the original address you started from. *For example: you have started from the fourth address in the cluster, counted 3 apartments forward and you have taken an interview. The number of the household will be recorded as 14.*

-Particular attention should be paid to "time began" and "time ended" boxes where appropriate times of the interview have to be listed.

ADDITIONAL INTERVIEWS WITH ROMA HOUSEHOLDS

In addition to the main sample there is yet another group of households we need to interview. Upon completion of each interview where your main respondent is of Roma origin, you need to take an EXTRA interview from another Roma household outside the main sample. The procedure to find such a household is the same like the replacement selection - count three numbers in the row, etc...In case you find yourself in a residential area where Roma inhabitants are scarce, and there are other communities around as well, you need to search for another household in the area (in the boundaries of the same settlement). You certainly need to record this household in the report, **its number will be 9.**

I. CODING AND FILLING IN THE ANSWERS

1. All codes in the questionnaire have to be filled in.
2. Usually codes are to be found in the space underneath the question to which they refer. In case that the code box is excessively long and refers to more than one question then there are special code tables either on the same page with the question to which they refer, or on the next few pages. Only in the case with codes of the professions the same code table has been provided on the last page of the questionnaire, too.
3. Make sure you know what answer has to be listed for each particular question, and also the way in which it has to be listed.

-With regard to questions from the title-page relating to the main respondent as well as with the majority of questions under Section 4 on Housing the answers first have to be circled and then listed in the place indicated next to the question itself.

-Most questions require usage of numeric codes which, as already mentioned, can be found in the space underneath the questions or in the so called code tables nearby the questions to which they refer.

-It is obligatory to observe the requirement that, if necessary, a particular question should be listed in full detail.

-Take care that you know the **type of measurement and time units** relating to properly listing the answer to a question. For example, in BGL, in kilometers, in years, in months, in years+months, in days, in hours, in square meters, etc.

-As most sections in the questionnaire contain more than one page when listing data about household members it is necessary to observe the following procedure: list answers provided by a given household member to all questions of the respective section and only after completing this you can proceed with the next household member.

II. FILTER QUESTIONS (SKIPS)

Be very careful with filter questions. Make sure you know which exactly is the next question you have to ask because each new question comes as a result of the answers provided so far.

-In cases where according to the conditions of the filter questions it is necessary to skip asking a certain question the respective box has to be left blank/no coding/.

With a number of questions codes there is an arrow symbol (→) followed by a number. This means that after filling in the question answer the interviewer should skip to the question with the number that the arrow points to. Make sure you find the respective next question.

-In cases where a question is asked but the answer of the respondent is "No quantity purchased/No quantity received from other sources", etc. (for example, Section 5.1 on Food Expenditure and Consumption, Section 5.2 on Purchase of Non-Food Commodities, etc.) or the answer "No such expenditure" (for example, Section 5.1, Section 5.2, Section 6.9, etc.) Or the answer is "Do not use..." (for example, Section 6.5 on Agricultural Land) or the answer is "Do not own..." (Section 6.8 on Agricultural Labor Allocation: Livestock, Section 9.1 on Household Furniture and Durables, etc.) the code used should be "0".

-In cases where the respondent **refuses** to provide an answer then the code used should be "97". Where respondents **do not know** the answer use code "98".

Whenever you have doubts as to how to code an answer you may write it as it was reported by the respondent /it will be processed at the Gallup Headquarters/.

III. Read out all questions as they are written in order to avoid danger of being misunderstood by the respondent.

INSTRUCTIONS ON SOME SPECIFIC POINTS IN DIFFERENT SECTIONS

ETHNICITY

Please make sure that you ask **the main** respondent of the ethnic group he/she belongs to. After reporting the respondent's answer, please fill in the shaded area (Questions 21-24) by making your own assessment of the respondent's ethnicity, and report how confident you feel about your assessment and the criteria applied. Also, ask about the language primarily spoken in the respondent's home, as well as the language primarily spoken at his/her parents' home while he/she was growing up.

SECTION 1: HOUSEHOLD ROSTER

-Question 1: MAKE INITIAL LIST OF ALL PERSONS IN THE HOUSEHOLD. This is the so called "**extended household**" which includes:

1. Renters.
2. Guests
3. Household members that have been absent for a considerable length of time (more than 3 months during the last year). List reason for absence, for example work in another part of the country or work outside Bulgaria.

To keep the confidential nature of the survey list only first names. For the purposes of this survey you need to determine who of the individuals listed in Question 1 are members of the household **in the narrower sense** of the notion.

-To all individuals listed ask Questions 2-10 in order to find out whether they are household members and also to be able to define the **household** in terms of "**household proper**".

-With regard to Question 11 you have to determine whether the initial listed individuals are HOUSEHOLD MEMBERS, i.e. whether they meet the following requirements:

1. HAVE A COMMON DWELLING AND LIVE PERMANENTLY THERE
2. HAVE A COMMON HOUSEHOLD BUDGET
3. HAVE NOT BEEN ABSENT FROM THIS DWELLING FOR MORE THAN 3 MONTHS DURING THE LAST YEAR.

Note: There is only one exception to requirement 3 in respect of the household head. In case the head has been absent from the household for more than 3 months (over the last 12 months), but has been coming back home regularly, belongs to the family and shares in its budget, and the household think of him/her as of a head, then you can determine him/her as a household proper member.

-In cases where two or more families occupy a given dwelling who share budgets at least with regard to expenditures for food and current costs to cover electricity, water supply and heating, such families have to be defined as one household.

-Renters, guests as well as **household members** who **do not meet** the above requirements are not to be listed under Question 11 and in the flap.

-After you have determined precisely the household members under Question 11 remember to list their names, numeric codes and age in the flap "Household Roster" on the last page List household head first.

For the Household Roster on the flap you should record the code numbers of individuals, the codes are to be found **right before Question 1, section 1, p.6**, ranging from 01 to 15 /or more for households of a larger size/.

-In cases of households with students who study in another part of the country and have been absent for more than 3 months during the last year, such students have to be included in the initial list of persons occupying this dwelling, but later when coming to Question 11 they will be excluded from the list and also from the flap – HOUSEHOLD ROSTER. However, as such students are in fact supported by their

households, they have to be listed in Section 7.2 on Absent Household Members and Other Persons Who Receive Contributions from the Household.

Note that with the next sections of the questionnaire, whenever the matter refers to MEMBERS OF THE HOUSEHOLD we mean individuals determined in **Question 11 as members of the household proper**, who have been listed on the flap on the last page too, and not the ones described in Question 1, p.6 /unless indicated otherwise/.

SECTION 2: MIGRATION

Migration has to be understood as movements of household members from one center of population to another, not in terms of changing dwellings within one and the same center of population. Pay particular attention to the way you have to fill in answers to Question 1 and Question 4 of this section. List the name of the center of population and its code from the relevant code table. FOR EXAMPLE, the name of the center of population is SOZOPOL. List NAME and CODE OF SOZOPOL, which in this case is 304/small town within Bourgas region.

If you are not sure what code you must put to the center of population reported by the respondent, make sure that you write down the name and information that the respondent gave in a most comprehensive way, so that it could be later identified and coded at the Gallup office.

SECTION 3: EDUCATION

This section refers to all household members aged **6 months and up**.

-Determine precisely the exact educational level of each household member who qualifies for the purposes of this particular Section/Question 3/. Use the respective detailed code table.

-With regard to Question 6 in case that a given respondent besides school has also attended a university then you have to arrive at the total number of years spent in school and university.

Questions 8 through 14 refer to household members who have **already finished** their education (incl those that have **quit** schooling) but have attended some training courses. With regard to "Post-graduate qualification" this has to be indicated as a vocational training course within the range of questions 8 through 14.

In cases where a member of the household is currently taking a postgraduate qualification the answer to question 4 of Section 3 on Education ("Does"... "still go to school/higher education/university?) has to be listed as "No".

- Questions 25-29 refer to out-of-pocket/informal expenditures on education. Please report any cash amount and/or estimated value of any in-kind contribution/gift made to the school/teachers/school staff in the past 12 months in addition to regular fees and expenditures reported in columns 23 and 24. In case the contribution was in the form of labour - you need to estimate the leva equivalent based on a 10 leva daily wage.

-Questions 30 to 32 of this Section refer to cases of more specific educational training like extra-curricular activities or private tuition which are additional to formal school/University education.

-Be careful with **filter/skip questions**.

SECTION 4: HOUSING

With regard to Question 7 whether the household lives in own dwelling including own courtyard the estimated value of the dwelling to be listed has to reflect both value of dwelling **and courtyard** (if any).

Particular attention is to paid to Question 36 of this Section: "How much did you pay last month for.." In cases where payments or fees for certain kinds of heating are done on an annual basis, such lump sums have to be divided by 12 in order to arrive at the figure to be recorded. For example, the waste disposal fee is paid only once in a year, therefore you will divide the sum indicated by the respondent by 12 and put the result in the respective box.

Coal, firewood and other heating sources could be purchased a couple of times in a year. Then you take the sum total for the year spent on buying the respective energy source, divide it by 12 and record the result.

SECTION 5.1: FOOD EXPENDITURE AND CONSUMPTION

-The purpose of this Section is to determine the pattern of food consumption for each household member. This includes all the food that members of the household have bought and eaten.

-For each different kind of food for which the answer to Question 1 has been "Yes", proceed to ask Questions 3, 4, and 5.

-Note that it is the respondent who will choose the reference period- week or month. For each kind of food there has to be applied THE SAME REFERENCE PERIOD, either in terms of weeks or months to which Question 3 and 5 are asked. For example, if for "Maize flour" under Question 3 the interviewer settles for answers in terms of months, the answers to Question 5 should also refer to the same period.

Note that for question 3 you have to report quantity consumed (whether bought, or from other sources, or from own production). Question 5 records only products purchased.

-With regard to Question 3.a what has to be listed is the total quantity consumed during the reference period.

-With regard to Question 3.c you have to list the quantity consumed that has been received from other sources.

Whatever food the household receives in kind, like for example flour, sugar, vegetable oil, etc. from cooperatives (after it has contributed its land, either in part or in whole, for use in a cooperative) has to be listed under Question 3.c (received from other sources). Remember, however, to list here only those products received which are intended for self-consumption. Do not list quantities intended for commercial purposes or products to be supplied to relatives and other persons, etc.

-With regard to Question 3.d list how much was eaten from own production.

-With regard to Question 4, "Current price" shall be understood to mean "market price at the moment."

-It is not necessary to attempt at balancing between the quantities of food received by the household (whether bought or coming from own production or from other sources) and the food consumed. It may so happen that the food currently consumed by the household has in fact been acquired long before the

period under survey or, alternatively, the food has been purchased (produced) within the above period but with a view to be consumed during the next few months.

Food products bought by the household as pet food (for dogs, cats, birds, etc.) or to be used by livestock or fowl are **not to be** included in this Section. Pet food bought by households has to be listed under Section 5.2, while livestock food is listed under Section 6.9.

Pay particular attention to quantities of bread consumed by household members. For Question 2 the measurement unit for bread is indicated to be in kg. However, as usually the size of bread loaves sold is 0.800 kg., not by 1 kg. For example, if the respondent says that his/her household has consumed 12 loaves for the last week you can arrive at the exact figure to be listed by multiplying the number of loaves by their weight, i.e. $12 \times 0.800 = 9.6$ kg.

You should expressly ask about the weight of bread purchased and put down the kilos consumed.

The same procedure has to be applied when listing quantities of canned foods, fruits, vegetables and meals. Quantities reported should be calculated based on specifying jars capacity used by the household.

Some of the smallest quantities, as for instance the spices, should be reported in format 0.00X kg., i.e. a quantity of 5 grams is to be put as 0.005kg.

With regard to "Other prepared food purchased outside and consumed either at or outside home, " list sandwiches and food consumed by household members at lunchrooms, restaurants, snackbars, etc. as well as food bought for home consumption from culinary shops and other such places. For such meal items only the quantity and value should be reported, but not unit price.

SECTION 5.2: PURCHASE OF NON-FOOD COMMODITIES

With regard to certain commodities and services in this Section the boxes for measurement units, quantity and unit price are shaded which means that they have to be left blank.

"Mail service" is to be understood as sending letters and parcels.

-In cases where there is a telephone in the dwelling occupied by the household, telephone expenses are listed under Section 4 on Housing, Question 43.

- Alternately, if there is no telephone in the dwelling and the household is using the post office for this particular service, then telephone expenses should be listed under "Mail service" within Section 5.2.

If the respondent is not able to indicate the unit price of the goods and services purchased, leave the respective answer box /price/ blank.

SECTION 6.1: STATUS AND HISTORY OF EMPLOYMENT

-In this section ask all household member 16 years and older.

-Remember to list all cases of employment in the household: pensioners currently working/non-working; unemployed currently looking/not looking for an additional job.

-With regard to questions about type of job/profession and industry list codes which are to be found in the tables for this Section and at the end of the questionnaire.

Make sure that you distinguish between **employed mothers of young children** (kids up to the age of 3), entitled to childcare benefits, receiving these benefits from the employer, and **unemployed mothers** of the same group who claim their childcare benefits under the so-called "maternity and childcare social assistance program".

-Income received by mothers of young children (kids up to the age of 3), entitled to maternity and childcare leave, or by mothers who were employed under an employment contract at the time of delivery is listed here as salary.

SECTION 6.2: MAIN JOB-DEPENDENT ACTIVITY

In this section interviews are taken from persons who work for a salary or commission for somebody else and from unemployed who have been working for pay during the past **7 days**. In cases where a given person besides working for somebody else is also running a business of his/her own (self-employment included) ask this person to indicate which kind of work is **considered by him/her to be the main job**, and which is the secondary one /criteria may include the job that the respondent is mostly busy with, the job that pays better, or the job the respondent is more loyal to/.

Question 9 registers gross pay - before deductions.

Question 10 reflects taxes and compulsory social security contributions (incl. public insurance, health insurance and contributions to the Retraining and Unemployment Fund).

Question 11 will have to reflect deductions like self-taxation, municipality taxes and the like. Here you should not include loan repayment deductions, hire-purchase payments, remittances deductions, etc. In cases where a member of the household has to repay a loan by means of salary deductions, such monthly deductions have to be listed under Section 8.10 Other Forms of Revenue/Debts.

SECTION 6.3: SECOND JOB-DEPENDENT ACTIVITY

(Working for a salary or commission for somebody else)

Question 9 registers gross pay - before deductions.

Question 10 reflects taxes and compulsory social security contributions (incl. public insurance, health insurance and contributions to the Retraining and Unemployment Fund).

Question 11 will have to reflect deductions like self-taxation, municipality taxes and the like. Here you should not include loan repayment deductions, hire-purchase payments, remittances deductions, etc. In cases where a member of the household has to repay a loan by means of salary deductions, such monthly deductions have to be listed under Section 8.10 Other Forms of Revenue/Debts.

SECTION 6.4: SELF-EMPLOYMENT – INDEPENDENT ACTIVITY

This section includes household members with a business of their own (entrepreneurs) or working freelance. **Do not** include here agricultural producers.

In cases where a household member indicates that he/she is involved in some sort of own private business (entrepreneurship) it is necessary to go into more detail and ask whether this person has managerial functions or participates in decision making processes, individually or not, concerning

business activities, etc. If such a person meets these requirements go to questions on page 32 (INDEPENDENT ACTIVITY: Working for self, Entrepreneurship). In this case the individual is still considered as having an independent activity, even if he/she owns part of the business discussed.

Note:

In cases where a household member is a shareholder who is not involved in the decision making processes concerning business activities of the company, then REVENUES which this person receives in his/her share holding capacity have to be listed under Section 8.10."Other forms of revenue/debt".

In cases where a household member indicates that on the one hand he/she is self-employed, but on the other hand the same person admits to be also working for somebody else for salary or commission, then it is necessary to list to which of the two forms of employment this person attaches greater importance (in terms of higher income, better image, etc.).

Where it is indicated that self-employment is more important for such a person, then work for somebody else for a salary or commission should be listed as Second Job-Dependent Activity: Working for a salary or commission for somebody else, while own business is listed under Section 6.4: SELF-EMPLOYMENT. Alternately, if such a person attaches greater importance to working for somebody else against salary, then it should be listed as MAIN JOB - DEPENDENT ACTIVITY.

SECTION 6.5: AGRICULTURAL LAND

Here you have to describe all land, which is **used and farmed by the household**, whether own or leased or rented, etc., no matter whether products are used for commercial purposes or for self-consumption.

If a household is cultivating (and/or using) a piece of land (as helpers or hired labour) and neither if its members take part in the decision-making on what and when is to be cropped there, this piece of land then should not be recorded in Section 6.5. - Agricultural Land.

-Land contributed by the household to cooperatives whose usage is not directly managed and controlled by the household members themselves has to be listed under Section 9.2 on Real Estate Assets. **The main principle to be applied here in order to determine whether to list the agricultural land of the household in this section or not has to be whether the household is directly involved in management and planning of activities related to usage of such land.**

-With regard to Question 6 of this section, "Areas owned by Coop" shall be understood to mean several households joining efforts in a cooperative with household members themselves who work the land and who determine what crops have to be produced, etc.

When revenues received by the household as a result of working on such land come under the form of support, such revenues have to be listed in Section 7.1 on Remittances: Income Received from Other Persons.

In cases where such revenues are received as salary, they have to be listed under the Employment Sections (Main or Second).

Where the responding household is helping with the work on agricultural land and is also involved in decision making processes with regard to relevant agricultural activities to be performed, then this land has to be listed under Section 6.5: Agricultural Land.

SECTION 6.6: CROP PRODUCTION - OUTPUT

-With regard to Question 2 list all crops used by the household, and then put codes for crops from the code table to the question.

-In case that the same crop is grown both in summer/i.e. in the open/and in winter/i.e. in green house/it has to be listed as two separate items.

-Do not write in the shaded area of Questions 12 and 13. You need to put only the total quantity. What is meant by "Other inputs" of Question 14 is pallets, crates, sacks and the like. You need to record their market price equivalent in Leva.

SECTION 7.1: REMITTANCES-INCOME RECEIVED FROM ABSENT MEMBERS OF THE HOUSEHOLD OR FROM ANY OTHER PERSON

In this section you are to list the names of all persons who send money or food to the household, or make any other kind of contribution to this household.

With regard to Question 4 you need to find out how this person /sending money or contributing/ is related to the head of the household. Use the Code table for Question 4.

SECTION 7.2: REMITTANCES-ABSENT HOUSEHOLD MEMBERS AND OTHER PERSONS WHO RECEIVE CONTRIBUTIONS FROM THE HOUSEHOLD

In this section you have to list names of all persons from the "extended household" who receive money or food or some other assistance from the household. In cases of the entire family being supported (like in the case of migrant workers) write FAMILY and put the respective code. If the names of persons receiving such a support are not on the extended list, you should enter 99.

With regard to Question 7 you need to find out how this person /supported by the household/ is related to the head of the household. Use the Code table for Question 7.

SECTIONS 8.1 AND 8.2

Note: What determines the type of pension is its source - it could be a state pension fund (state social security - Section 8.1), or a private pension fund (Section 8.2). It is not the type of enterprise (private/public) that employed the beneficiary prior to retirement.

In cases where beneficiaries receive pensions from both types of funds, then you should fill in both sections.

SECTION 8.3

Survivor pensions include those pensions, which are received after the death of spouse or parent.

In cases where an individual receives a pension from a state fund plus a % of the pension of their deceased spouse, then you are to record the amount of the personal pension as such paid by a state pension fund, whereas the % amount of the deceased spouse's pension is to be entered in the Survivor pension section.

Remember that child allowances must always be listed on a separate basis and not included into pension amounts (when grandmother is receiving maternity and childcare benefits), separate from unemployment benefits, stipend grants and maternity and childcare benefits. Be careful not to repeat child allowances received for the same child. They are paid to one of the parents only.

Birth Grants should be included in "Occasional Cash benefits" in 8.9. These are different from "maternity benefits".

Benefits for rehabilitation of disabled persons (e.g. to cover spa expenses) and for partial payments of phone bills should be reported as "other benefits" in table 8.7

Pay attention to include energy benefits under separate heading in table 8.9

Make sure that "Monthly cash allowances" for the household includes only benefits in cash. If those rare cases where part of the allowance is granted in-kind, please report in the same row the overall estimated monetary value of the monthly benefit received (do NOT report it as Food or Clothing benefits). Also, in the event that the household is receiving any other monthly cash income, please report in last row of table 8.9 (Other benefits) and make sure to specify source.

SECTION 8.6 - MATERNITY AND CHILDCARE BENEFITS UNDER THE SYSTEM OF SOCIAL ASSISTANCE

Questions 1 through 4: these reflect regular maternity and childcare benefits paid by municipalities to mothers (of kids aged below 2), who did not have an employment contract at the initial moment of their maternity leave.

Questions 5 through 9: these will record stipends granted to studying mothers, under the social assistance system.

SECTION 8.9 CASH AND IN-KIND HOUSEHOLD SOCIAL BENEFITS

In "Other regular monthly payments" you are to include both cash assistance and cash equivalents of in-kind assistance, which is part of the regular monthly household benefits. For example, if the household has received part of their monthly benefit in the shape of food, these shall not be recorded as "Food", but as "Other regular monthly payments".

The option "Food" includes one-off household assistance (like aid from the Red Cross, etc.).

SECTION 8.10: OTHER FORMS OF REVENUE/DEBTS

Here income from shares has to be listed as "Income from financial assets". Pay particular attention to the change made in this section: Revenues received by the responding household member or by any other member of the household during the last month or year have codes from 1 through 7. Debt codes are from 11 through 14.

SECTION 9.2: REAL ESTATE ASSETS

This section **does not include** real estate assets, which have already been recorded in the previous sections: Section 4 on Housing; Section 6.5 on Agricultural Land; Section 6.4 on Self-Employment - Business Fixed Assets.

SECTION 10: HEALTH

Make sure to report in column 23 any out-of-pocket/informal payment/gifts made to medical staff in addition to all other regular costs reported in columns 20-22, whether in cash or in-kind.