

SURVEY REPORT

HOUSEHOLD REGISTRATION SURVEY 2015



Prepared by



Mekong Development Research Institute
Power of Knowledge

July 2015

2

Table of Contents

1.	Introduction	4
2.	Survey Instrument.....	4
2.1	Questionnaire Design.....	4
2.2	Piloting and Finalization of the Questionnaire	5
3.	Sampling Methodologies	6
3.1	Sample Design.....	6
3.2	Protocol for Replacements	7
4.	Enumerator Recruitment and Training.....	8
4.1	Enumerator Recruitment	8
4.2	Enumerator Training	9
5.	Fieldwork Implementation.....	10
5.1	Composition of Survey Teams	10
5.2	Logistics Arrangements and Fieldwork Procedures.....	10
5.3	Reporting Protocol	11
6.	Monitoring and Quality Control.....	11
6.1	Hotlines	11
6.2	Field Supervision	12
6.3	Distance Monitoring Using Tablet Technologies	14
6.4	Issues during Fieldwork.....	15
7.	Data Management and Cleaning	16
7.1	Managing and Cleaning the Data	16
7.2	Data Structure	17
8.	Summary of the Survey Result.....	17
9.	Annexes.....	19
9.1	Annex 1: Training Agenda	19
9.2	Annex 2: Questionnaire	22
9.3	Annex 3: Work plan (sample).....	54
9.4	Annex 4: Field Supervision Form.....	55
9.5	Annex 5: Field Supervision Results.....	57
9.6	Annex 6: Summary of Errors Detected during Cleaning	64
10.	Reference	66

1. Introduction

The household registration system (Ho khau) in Vietnam, despite its initial objectives of population control and migrant restriction into cities, has long been criticized for creating unnecessary barriers for citizens to access basic and specialized government services (Cameron, 2012; UN, 2010). Nevertheless, there has not been any empirical evidence based on complete and up-to-date data to assess this issue rigorously. The Project “Survey on Household Registration System” funded by the World Bank and executed by Mekong Development Research Institute (MDRI) attempts to fill up this research gap.

To gather data for this project, a survey of 5000 respondents in five provinces was done in June-July 2015. The samples are representative of the population in 5 provinces – Ho Chi Minh City, Ha Noi, Da Nang, Binh Duong and Dak Nong. Those five provinces/cities are among the provinces with the highest rate of migration as estimated using data from Population Census 2009.

This report provides an overview of the execution of this survey. Section 2 describes process to develop and finalize the survey instrument followed by strategy to select enumeration area and respondents (Section 3). Section 4 details the process of recruitment and training for enumerators. In Section 4, the fieldwork implementation process will be presented. Section 5 outlines the data management procedure. Finally, the last section summarizes the report and provides recommendations for future surveys.

2. Survey Instrument

2.1 Questionnaire Design

The questionnaire was mostly adapted from the Vietnam Household Living Standard Survey (VHLSS), and the Urban Poverty Survey (UPS) with appropriate adjustment and supplement of a number of questions to follow closely the objectives of this survey. The household questionnaire consists of a set of questions on the following contents:

- Demographic characteristics of household members with emphasis on their residence status in terms of both administrative management (permanent/temporary residence book) and real residential situation.
- Education of household members. Beside information on education level, the respondents are asked whether a household member attend school as “traï-tuyen”¹, how much “traï-tuyen” fee/enrolment fee, and difficulty in attending schools without permanent residence status.
- Health and health care, collecting information on medical status and health insurance card of household members.
- Labour and employment, asking household member’s employment status in the last 30 days; their most and second-most time-consuming employment during the last 30 days; and whether they had been asked about residence status when looking for job.

¹ “traï-tuyen” is defined as using services (education, health care...) in a different area from that of the household registered address.

- Assets and housing conditions. This section collects information on household’s living conditions such as assets, housing types and areas, electricity, water and energy.
- Income and expenditure of households.
- Social inclusion and protection. The respondents are asked whether their household members participate in social organizations, activities, services, contribution; whether they benefit from any social project/policy; do they have any loans within the last 12 months; and to provide information about five of their friends at their residential area.
- Knowledge on the Law of Residence, current regulations on conditions for obtaining permanent residence, experience dealing with residence issues, and opinion on current household registration system of the respondents.

2.2 Piloting and Finalization of the Questionnaire

The draft questionnaire was consulted with the researchers and experts before piloting in the field. The main objective of the pilot is to test and check every question in the questionnaire and to see whether the questionnaire covers all of the cases in the practice. In addition, the pilot also helps to assess the field organization and test the program on tablet. The pilot took place in Hanoi and Dak Nong province in the first week of June. This provincial selection allowed the team to check the applicability and appropriateness of the questionnaires for both urban and rural areas. Regarding household characteristics, the households participating in the pilot possess the diversity of the actual subjects of the survey: Kinh/Chinese and ethnic minorities; male and female household heads; and different residence status. In details, MDRI staff visited two communes in Hanoi (Duc Thuong commune, Hoai Duc district; Nghia Tan ward, Cau Giay district) and one commune in Dak Nong (Dak Ha commune, Dak Glong district). In each commune, nine interviews were conducted, including six temporary residence households and three permanent residence households.

Table 1: Information on the Pilot Sites

Date	Commune	Characteristics	Respondents
28/5/2015	Cuu Quan village, Duc Thuong commune	Fluctuating residential communities on the suburbs	- 6 temporary residence households - 3 permanent residence households
1/6/2015	Nghia Tan ward	Stable residential communities in the city center	- 6 temporary residence households - 3 permanent residence households
4/6/2015	Kon Hao village, Dak Ha commune	- Indigenous ethnic minority groups (Giarai, Ede, Mnong) - Migrant ethnic groups (Tay, Nung, Kinh)	- 2 households of Mnong ethnicity with permanent residence (1 household can speak Vietnamese, the other cannot do) - 7 households of migrant ethnic groups with different residence status

Source: MDRI, 2015

The most important observations drawn from the interviews and the associated adjustments are as below:

- Survey questionnaire
 - The definition of household member should be revised and generally defined as people who live and eat together in this house and have the tendency to live in the household in long term.
 - Unnecessary questions should be omitted to shorten the interview time such as questions on land use right certificate, wage and water disposal in section 6, questions on frequency and expense of each household member for out and in- health service separately.
 - Some questions were in an illogical order. We reviewed these questions to decide which order they would fit the most.
 - Some questions lacked suitable answer codes, especially code for “Do not remember/Do not know” answers.
- Tablet questionnaire
 - Some skips among questions needed revising carefully to avoid missing information, especially those related to types of residence.
 - Ranges of value for filled-in questions, logical checks among questions verified during the pilot should be considered to add in the actual questionnaire.
- Survey work plan
 - Tentative survey work plan was suitable. Specifically, a team of three enumerators will carry out the interviews in one EA in two full days.

After the pilot, adjustments were made to the questionnaire for use at the enumerators training. During the training, any additional errors (in spelling, wording, etc.) raised by the enumerators were also taken into account and changed in the finalized version of the questionnaires. The final version of the questionnaire used for data collection can be found in section 9.1 Annex 2.

3. Sampling Methodologies

3.1 Sample Design

The survey targets to get 1000 respondents in 50 enumeration areas (EAs) each province, yielding a numbers of total 5000 respondents in 250 enumeration areas from the 5 provinces. The sampling is done in two stages: selection of of EAs and then selection of households in each sampled EA. The EAs are selected using Probability Proportional to Size (PPS) method based on the number of migrants. The second stage is the selection of 20 households in each EA, yielding surveyed 5,000 households in total. In order to ensure 50% of the sample is migrant, 10 migrant households were selected in each EA for interview

Selection of Enumeration Areas (EA)

The sample frame for the selection of EA is based on the Population Census 2009. In the Population Census 2009, there was one question to ask “5 year ago, where is your permanent registration?”. We used this question to estimate the number of permanent and non- permanent (migrant)registration people in each EA in 5 provinces.. To ensure every EA will have chance to be selected in the sample, one dummy migrant person is added to the EA that does not have any migrant person. To make sure that we can have enough migrant people in our sample, we used square of the total number of migrants in each EA as the size when using PPS method to select 50 EAs in each province.

The list of 250 selected EAs was distributed to the provinces for updating the list of households and registration status before selecting the households for conducting the fieldwork.

Listing of Households in Sampled Villages

A new listing of households is carried out in the sampled EAs. Information is collected on name of head of household, address, age of household's head, residence registration status of household head (whether household head has ho khau in the province or not) and place of their registration in 5 years ago. For the EA that has less than 12 migrant households, we will select all of these migrant households to interview and the rest of the sample in these EA will belong to non-migrant household group.

Section of Households

For each selected EA, we asked the EA leader to come to every household in his EA to update the list and the registration status (permanent and temporary). After the completion of the updating, we randomly selected 12 households with temporary registration status and 8 households with permanent registration status. There are EAs that the number of temporary registration households are less than 12 then we select all of the temporary registration households for our sample and reallocate the rest to the permanent registration households to ensure that each EA has 20 survey households. The allocation of 60% of our sample (12 households) to migrant households and the remaining 40% of sample (8 households) is assigned to non-migrant households in each EA in order to make sure that we will have 50% of migrant households in our total sample.

A set of 20 reserve households are identified by randomly select 12 migrant households and 8 non-migrant households. The reserve households will be used as substitute households in cases where the sampled household cannot be interviewed.

3.2 Protocol for Replacements

Rules to Replace Non-Response Households

The interviewer must make every effort to conduct the interview with the respondent in the selected household (The respondent can be male head/female head). Nevertheless, in some cases, it is difficult to locate or contact the household and respondent that has been selected to the sample. Sometimes the respondent might not be available at the time of the first visit. For example, in Dak Nong, most of the households go to hillside fields during cultivating season and do not return until the weekend. In Binh Duong, most of the temporary residents are those working in industrial zones; thus, it is challenging to approach them during the day. In Ho Chi Minh City and Hanoi, the sample includes students who return to their hometown during summer and weekend. The interviewers may need to make several visits when trying to obtain an individual interview. If needed, up to two more attempts should be made to locate the respondent and enumerators should try to make each visit at a different time of day. Additionally, there are households that refuse to participate in the project. With this situation, enumerators have to try their best to convince them. If unsuccessful, further assistance from village/commune leader or even MDRI staff should be made. However, in some situations, it will be necessary to replace the sampled household with a substitute household. This should always be the last option, to be employed only when all other efforts have failed. Below there are descriptions of several problem situations and the rules for handling the situation.

- The village leader or the neighbours confirm that the household has relocated permanently.
- The house is closed and the neighbours say that the household is absent (on travel or at hillside field, etc.) and will not return within the next 5-6 days.
- The household is contacted but the selected respondent is absent (on travel or at hillside field, etc.) and will not return within the next 5-6 days.
- The household is contacted but the selected respondent refuses to participate in the interview after all efforts to communicate.

Selecting a Substitute Household

Substitution should take place when the supervisor or MDRI's support team has confirmed that it is not possible to get an interview from a sampled household. The enumerators were then required to select a substitute household from the list of 20 reserve households that has been selected in the enumeration area. The general rule is to select a replacement household that has the same registration status as the non-response household.

4. Enumerator Recruitment and Training

This part describes enumerator recruitment and training activities, which determines the quality of enumerators and this data collection exercise.

4.1 Enumerator Recruitment

As the data quality could be attributed to the work quality of enumerators, MDRI put a great emphasis on the process of recruiting the human resources for the survey. The recruitment notice was posted on our official website and affiliated social pages one month prior to the training date, including MDRI's facebook page and nation-wide enumerators' network. Candidates could fill in their applications through our online registration portal, providing background information as well as describing their relevant experience for this project. The selection criteria then included relevant experience, background, and residential convenience/local familiarity to the surveyed provinces. Using this method, the team was able to mobilize a significant number of applications. In fact, by the deadline of the notice, we have received over 2300 applications, including experienced enumerators with great enthusiasm and relevant knowledge.

From the pool of applicants, MDRI screened those applications to generate a list of training candidates. Aside from the final enumerator quantity needed for the field survey, MDRI team buffered a certain number of candidates to attend the training course, which helped us to select the most capable candidates for field implementation using our evaluation tests. After the screening round, we recruited 46 candidates in the North and 98 candidates in the South for the training courses in Hanoi and Ho Chi Minh City, respectively. A thorough assessment of the course participants including test results and interview skill capability found the basis for our selection of the official enumerator list in this survey. In summary, to become an official enumerator of this survey, applicants had to go through three selection rounds:

Round 1: Application screening (Applicants' qualifications and experience provided on their CV)

Round 2: Three tests in the training classes (Extracting information from a household case study)

Round 3: Assessing applicant's hands-on performance through their participation in the training course and the actual field interview

4.2 Enumerator Training

Training Objectives and Method

The training course equips interviewers an understanding of the idea and implication underlying each question; emphasizes the interviewing skills; and prepares interviewers with essential skills to handle situations happening at field. At the end of the training course, the participants should be able to conduct field interview, and be familiar with fieldwork procedure.

The training primarily comprised of lectures, discussion and an actual field interview, delivered by experts from the World Bank and experienced trainers from MDRI. During our training days, the enumerators will be guided through the questionnaires, and practiced using tablets at the same time. Furthermore, they are required to conduct mock interview exercises in class and a real interview in the field. That means our enumerators are comprehensively equipped with technical knowledge and soft skills to be ready for the project implementation

Training Organization

As the survey covers 5 provinces across the country and the recruited enumerators reside in various provinces, the training was held in both Hanoi and Ho Chi Minh City. Due to the gap in field execution in the North and the South, the enumerator training was conducted adjusting to this schedule, i.e. 23 June – 26 June 2015 in Hanoi and 30 June – 3 July 2015 in Ho Chi Minh City. Each course took place in four consecutive days with similar training agenda (Annex 3).

Training Contents

The training course covered three main topics: (i) Background knowledge on the Law on Residence, and main finding of the qualitative research; (ii) interview and field work skills; and (iii) detailed contents of questionnaires. Other contents, such as field work principles and procedures, field work plan and team allocation, quality control during the survey, logistics and financial issues, were also mentioned.

In the first two days of the training course, the background of the project was delivered by the World Bank experts with a view to enhancing the overall understanding for enumerators who implemented the field work later. After that, the enumerators were guided through the questionnaire in parallel with tablet practising. In each section, after the completion of lecture, a demonstration interview will be conducted and by turn, each pair of interviewers will interview each other and give crossed-assessment and recommendations for improvement. After being trained on the contents of the questionnaires, the interviewers practiced the questions on the data collection software. With this method, our enumerators would become proficient in using the technology and our software developers could detect and correct any errors that occurred.

In the third day, the interviewers were required to participate in the actual field interview. In Hanoi, the field practice was conducted in Nghia Tan Communes, Cau Giay District on a conveniently picked sample of 25 households. In Ho Chi Minh City, the field practice took place in Linh Trung Ward, Thu Duc District, interviewing around 45 households. Even though this commune is included in the sample list, the area for practice was selected that it is not overlap with the main sample.

The last day of the training course covered logistic arrangement. The final selected candidates will be given of official documents for fieldwork (including detail fieldwork plan, sampling list, local contact list, etc).

Candidate Selection

During the training course, MDRI's trainers monitored closely the candidates to select outstanding enumerators based on the following:

- The results of the three tests based on the content of each day at the training course. The enumerators took the test on the tablet so they could get more familiar with tablet and the results could be marked automatically, ensuring accuracy.
- Performance of interview skills during the course and the actual field survey
- Positive attitude toward learning and working

Candidates who had the best results and high performances were enlisted as official enumerators. Through all assessment tests and pilot interviews, we selected 111 enumerators divided into 37 teams. As the team leader plays an important role in managing teamwork, keeping schedule and ensuring high quality, 37 team leaders were nominated based on their good results in assessment tests, and experiences in large-scale surveys.

5. Fieldwork Implementation

5.1 Composition of Survey Teams

Based on the sample size in each province, 6-9 teams of 3 members were dispatched to the field. The trainers strived to comprise teams in such a way that each team is a good mix of experienced enumerators with fresh enumerators; male members with female ones; and local enumerators who are used to the geography of the survey sites and those who are not so familiar with the provinces.

The reported survey team organization has proven its advantages. Firstly, while each enumerator in a team conducted their work independently, they could support each other in various aspects, including travelling to sites, exchanging experience at the end of the day. Secondly, the peer feedback mechanism was especially effective as the more experienced and agile team member would help coach the other one and motivate him/her to perform better in the next day.

5.2 Logistics Arrangements and Fieldwork Procedures

Prior to departure, each team is equipped with adequate information and fieldwork documents, including:

- Fieldwork plan (with detailed schedule) – Refer to 9.3 Annex 2 for a sample of fieldwork plan.
- Contact information of local authorities (Provincial and Commune Statistics officers)
- List of households used for interview, including both official households (12 temporary residents and 8 permanent residents) and replacements
- Instruction on working with local authorities
- Printed illustration of quality-of-life assessment scale and categorization of sectors and professions

- Letter of introduction and authorization of survey implementation (from Mekong Development Research Institute to the Provincial Departments of Statistics and from the provincial authorities to district and communes)
- Tablet, Paper questionnaire (in case of tablet's failures), training manual with contact information of relevant personnel in case of assistance

Immediately after the training, the enumerators were requested to communicate with the contact persons in each enumeration area as soon as possible to re-inform them of the fieldwork plan and raise any necessary issue (e.g. re-checking of the list of temporary residents if the received lists had too few of them; change in the fieldwork plan due to the local conditions), and request them to announce to concerned parties, including the interviewed households and local guides/interpreters if necessary, about the fieldwork.

5.3 Reporting Protocol

Each enumerator team was requested to submit a report after they finish each enumeration area. The report is in the form of tablet's e-questionnaire and includes information on:

- The covered enumeration areas
- The number of successful interviews with temporary residents and permanent residents
- The issues encountered during fieldwork

If for some reasons the team could not submit their report on time (Internet failure, change in work plan, distant areas, etc.), they must provide oral reporting to MDRI team via phone calls or send an email and submit their reports later as soon as they could. MDRI team would match the number of received questionnaire forms and the reports to identify any missing data and inform the enumerators to recheck these cases.

6. Monitoring and Quality Control

6.1 Hotlines

We provided the enumerators with phone numbers of MDRI trainers and data analysts so that the enumerators could consult us upon any situations they were not able to judge themselves, or inform us of any noticeable incidents in the field.

There are separate hotlines for (i) the technical details of the questionnaire; (ii) use of tablets and softwares; (iii) fieldwork plan and human resources; (iv) samples and (v) administrative and financial procedures. The questions directed to the hotlines from all these domains will be discussed, answered and shared among all the enumerators through daily emails.

Some of the most common questions and matters directed to the hotlines are listed below. Many of them will be discussed further in section 7 of this report.

- *Identification of the sampled households, respondents and household members:* The training emphasized the need to correctly identify the respondent to the questionnaire, especially regarding their residence status. The enumerators were also instructed how to recognize the economic household head and determine the household size. During the fieldwork, the hotlines still received questions on which family member to interview (e.g. it is not clear cut whether the

husband or the wife is the head), whether someone should be counted as a household member (e.g. he does not live in the house but always eats in the house and contributes to the family's profit) and whether to continue with the interview (e.g. the tenant listed has moved and been replaced by a new tenant).

- *Technical details of the questionnaires:* The enumerators might encounter practical situations that were not discussed during the training course (e.g. professions that could be ambiguously categorized into sectors; incomes and expenditures that were difficult to calculate; the household members did not know about each other's spending; etc.) and needed a standardized solution disseminated among all the enumerators. The researchers on the hotlines would take note of these cases and included them in the daily emails to all the survey team.
- *Tablet skip patterns and constraints:* The enumerators might encounter warnings or error messages as they had inputted unreasonable/abnormal answers to some of the questions. The programmers were there to advise them where their inputs went wrong and what should be corrected to get on with the rest of the questionnaire. Any found error in the program was also reported and corrected immediately by the programmers (to the survey program) and the enumerators (to the unfinished forms) within the first day of fieldwork.
- *Replacements, fieldwork plans and associated logistics matters:* Due to the certain replacement rate and attrition rate, especially among temporary residents (who have changed their status to permanent residence), the enumerators called the hotlines frequently to inform about the status of sample distribution (between permanent and temporary residents), the rescheduling of interviews in each enumeration area as well as the needs to use replacements. The enumerator team leader also sought help to contact new wards/residential neighborhoods and ask about related administrative procedures.

6.2 Field Supervision

In all survey sites, MDRI researchers directly supervised the teams at field. The supervisors attended interviews with the enumerators, evaluating their interviewing skills and providing feedback immediately after the interviews with the enumerator under supervision as well as his/her team members. The supervisors in fact played a great role in enhancing the quality of the interviews by advising enumerators, reporting back to MDRI team to circulate lessons and experience at the end of each day among the enumerators.

MDRI analysts conducted direct supervision trips in all the 5 provinces for the first 3 days of the survey (from 29 June – 1 July in Hanoi and Da Nang, and from 6 July – 8 July in Dak Nong, Ho Chi Minh City and Binh Duong). The supervisors in charge had attended the enumerator training, grasp the supervision locations and dates are summarized in Table 2.

Table 2: Supervision Location and Dates

Province	District	Commune	Date	Supervisors in charge
Hanoi	Me Linh	Chi Dong	29/6	Nguyen Quynh Chi Le Thi Tham
	Soc Son	Phu Cuong	30/6	Nguyen Quynh Chi Le Thi Tham
	Bac TuLiem	Minh Khai	39/6 – 1/7	Nguyen Quynh Chi Le Thi Tham
	Dong Anh	Kim Chung	39/6 – 1/7	Nguyen Quynh Chi Le Thi Tham
Da Nang	Hoa Khanh	Hoa Khanh Nam, Hoa Khanh Bac	29/6	Pham Hoang Anh
	Cam Le	Khue Trung	29/6	Nguyen Mai Trang
	Hai Chau	Thanh Binh	29/6 -30/6	Pham Hoang Anh
	Ngu Hanh Son	My An	30/6	Pham Hoang Anh
	HoaPhuoc	Mieu Bong	1/7	Pham Hoang Anh
Dak Nong	Tuy Duc	Dak Ngo, Quang Truc	6/7	Nguyen Mai Trang
	Dak Glong	Quang Son, Quang Khe, Quang Hop	7/7	Nguyen Mai Trang
	Dak Mil	Dak N'Drot	8/7	Nguyen Mai Trang
Binh Duong	Thuan An	Thuan Giao, Binh Chuan, An Phu, Binh Hoa	6/7 – 8/7	Ho Van Bao
	Di An	Tan Hiep Dong, Di An	6/7	Pham Hoang Anh
	Tan Uyen	Hoi Nghia, Uyen Hung	7/7	Pham Hoang Anh
	Thu Dau Mot	Dinh Hoa	7/7	Ho Van Bao
	Ben Cat	My Phuoc 2	7/7	Ho Van Bao
Ho Chi Minh	Cu Chi	Trung An	6/7	Pham Hoang Anh
	Thu Duc	Linh Trung, Binh Chieu, Linh Xuan	6/7 – 7/7	Tran Anh Vu Pham Hoang Anh
	Tan Binh	Ward 13	8/7	Tran Anh Vu
	Binh Tan	Tan Tao A, Binh Hung Hoa	7/7	Tran Anh Vu
	Binh Chanh	Vinh Thanh A	7/7	Tran Anh Vu
	District 10	Binh Hung Hoa, Ward 15	6/7 – 7/7	Tran Anh Vu

These supervision trips all had to abide by the following protocols:

- The supervisor must attend the interviews of all enumerators, ensuring covering at least 2 interviews per enumerator. The first interview was to initially assess the quality of the interviews. After the supervisors' comments, the second interview was to assess the ability of the enumerator to work on the feedbacks and improve on his/her performance.
- The supervisor must have a meeting with all the members of the enumerator team to provide overall feedback and facilitate experience-sharing among the team members. If there is any feedback and suggestion coming from the enumerator team, the supervisor should also take notes and circulate among the researchers and all enumerators, as relevant.
- The supervisor must collect the details of the issues encountered at the field, write notes and disseminate the solutions to the issues to all the enumerator teams through daily notification

emails as soon as their monitoring work is completed. Of course, if there is any urgent matter, the supervisors should report immediately.

- For each enumerator, the supervisor must complete an assessment form (included in Annex ... of this report). This form evaluates the working capacity of the enumerators, as well as provides information on any technical issues and obstacles encountered during fieldwork. The enumerators were assessed both in terms of their interviewing skills and communications. The forms (available in both hard copies and electronic fill-out format) must be submitted 1 day after the observed interviews at the latest.
- If there is any serious issue concerning the enumerator, e.g. he/she needs to be replaced due to bad quality of work/irresponsibility or must withdraw from the survey due to personal reasons; the supervisor must report and propose solutions so that the survey can go on smoothly.

Overall, the enumerators displayed good working ethics, especially in the most remote mountainous areas in Dak Nong or the most sensitive neighborhoods with high refusal rates in Ho Chi Minh/Hanoi. As the teams of enumerators exhibit a good mix of experienced surveyors and fresh enthusiastic newbies, they were able to support each other and facilitate learning among the groups. The supervisors could provide feedbacks on site and reported to the central management the identified problems on the early days of the survey (e.g. tablet forms, ambiguous choices). The most frequent errors made by the enumerators and the corresponding solutions are discussed in Section 7 of this report. Besides reminding the enumerators of the technical details of the questionnaire, the supervisors also advised the enumerators on the use of visual aid (i.e. quality of life score card), reporting procedures, teamwork, logistics arrangements and communication with authorities as appropriate.

Annex 5: Field Supervision Results displays the overall assessments of the enumerators, and the associated remarks to improve their performances. The detailed scores for different aspects in the supervision forms are included in a separate file attached with this report.

6.3 Distance Monitoring Using Tablet Technologies

In this survey, advanced tablet technology allows MDRI to randomly record part of the interviews so that the data team at our office can listen to enumerators conducting interviews at field. The technology helps improve the disciplines of the enumerators and also provided them with necessary corrections and feedbacks in communicating the questions with the respondents.

In details, we sent email feedback to each enumerator after listening to several recordings during the day. Along with direct supervision at field, this mechanism provides a holistic monitoring system so that any cases with mistakes and shortfalls in the interviews will be identified. Enumerators also had chance to improve their performance through case-by-case comments and suggestions.

MDRI supervisors who conducted the field supervision and 3 additional staff were assigned to listen to the recordings. Every day, they would cover all the enumerators, ensuring that the team listened to at least 30 minutes of interview per each enumerator. Whenever there was any issue that affected the quality of the interview, the respondents would be contacted by phone calls to work on their drawbacks.

For example, it was quite common that the interviews conducted at the home of the respondents have presence of their families and the local guides. Cases in which the data team heard a third person

interrupting and answering questions for the respondent will immediately be noticed to the enumerator to prevent it from happening again. The recordings also revealed the similar mistakes encountered during the supervision trips. As the enumerators tended to be more absent-minded towards the end of the survey due to fatigue, listening to the recordings was a useful way to monitor the enumerators at a distance by continually reminding the enumerators that they were constantly monitored despite the presence of the supervisors.

6.4 Issues during Fieldwork

Technical Details of the Questionnaire

As the questionnaire has been prepared and piloted carefully, there were not many issues related to the content of the questionnaire during the fieldwork. However, several issues regarding the questionnaire understanding by enumerators revealed in the first three days. Thanks to the monitoring and quality control activities from the first day of the fieldwork, we were able to identify problems and provide direct comments and revisions to each enumerator. In each section of the questionnaire, we found enumerators make common mistakes, including:

- **Introduction part:** Some enumerators did not follow the introduction completely and skipped several parts of the introduction. As a result, some respondents did not understand the purpose of the project and refused to participate at the middle of the conversation.
- **Section 2:** Enumerators in the South were not familiar with the education system in the North before 1981. Thus, they did not ask further question to confirm whether a member completing grade 10 according to the Northern system before 1981 is equivalent to grade 12 in the current system (question no.2). Additionally, few enumerators miscounted education costs in question no.11 including private tutoring for subjects required in school, semi-catering fee, etc.
- **Section 4:** The lists of occupations and industries are quite complicated and confusing. In some cases, enumerators found it hard to determine right codes for respondent's occupation and industry.
- **Section 5:** Some enumerators forgot to emphasize that internet connection including 3G or mobile connecting.
- **Section 6:** Enumerators were slightly confused between the space for use and the floor space of a multi-storey house (should be equal to the floor space multiplied with the number of storeys).
- **Section 8:** The daily meal outside home (question no.1, part A) sometimes confuses with other non-essential foods (tea, coffee, etc.) in question no.4 part A and meals to treat friends/acquaintances in question no.16. Enumerators must be sure whether the expenditure for tea, coffee is home-treat or outside treat. Furthermore, the expenditure on water bottle was often miscounted in question no.5, part B for households that drink water bottle.
- **Section 9:** Question 7: instead of asking "Does your household have a bank account?" which might be misunderstood by respondents, enumerators were requested to ask "Does your household have an ATM card?". In addition, for Question 11 and 12 on quality of life, some respondents who are illiterate or ethnic minority found it hard to understand the meaning of "0-10 ladder", and were not able to answer these questions. Therefore, a hard copy of the

ladder was distributed to enumerators to show respondents when they are unable to understand the questions.

- **Section 10:** Some enumerators did not make it clear to the respondents that part A does not ask about their opinion with regulations but whether the statement is true or false according to the current regulations.

Sample Distribution and Replacements

As discussed in previous section, due to the complexity of the survey that involves households and individuals who are difficult to approach. They include a majority of temporary residents who switch their place of resident frequently or return hometown during summer, city citizen who hardly agree to participate or rural households going to hillside field for weeks. Therefore, given the tight schedule, it is unavoidable to use substitute households in this survey. We have to select 19.7% of households out of our original sample distributed to enumerators. This is an acceptable rate as compared to the Vietnam Household Living Standard Survey whose replacement rate was 12% for urban areas.

7. Data Management and Cleaning

7.1 Managing and Cleaning the Data

Data were managed and cleaned each day immediately upon being received, which occurred at the same time as the fieldwork surveys. At the end of each workday, the survey teams were required to review all of the interviews conducted and transfer collected data to the server. The data received by the main server were downloaded and monitored by MDRI staff.

At this stage, MDRI assigned a technical team to work on the data. First, the team listened to interview records and used an application to detect enumerators' errors. In this way, MDRI quickly identified and corrected the mistakes of the interviewers. Then the technical team proceeded with data cleaning by questionnaire, based on the following quantity and quality checking criteria.

- **Quantity checking criteria:** The number of questionnaires must be matched with the completed interviews and the questionnaires assigned to each individual in the field. According to the plan, each survey team conducted 20 household questionnaires in each village. All questionnaires were checked to ensure that they contained all essential information, and duplicated entries were eliminated.
- **Quality checking criteria:** Our staff performed a thorough examination of the practicality and logic of the data. If there was any suspicious or inconsistent information, the data management team re – listened to the records or contacted the respondents and survey teams for clarification via phone call. Necessary revisions would then be made.

Data cleaning was implemented by the following stages:

1. Identification of illogical values;
2. Software – based detection of errors for clarification and revision;
3. Information re-checking with respondents and/or enumerators via phone or through looking at the records;
4. Development and implementation of errors correction algorithms;

The list of detected and adjusted errors is attached in Annex 6.

Outlier detection methods

The data team applied a popular non - parametric method for outlier detection, which can be done with the following procedure:

1. Identify the first quartile Q1 (the 25th percentile data point)
2. Identify the third quartile Q3 (the 75th percentile data point)
3. Identify the inter-quartile range(IQR): $IQR=Q3-Q1$
4. Calculate lower limits (L) and upper limits (U) by the following formulas:
 - $L=Q1-1.5*IQR$
 - $U=Q3+1.5*IQR$
5. Detect outliers by the rule: An observation is an outlier if it lies below the lower bound or beyond the upper bound (i.e. less than L or greater than U)

7.2 Data Structure

The completed dataset for the “Household registration survey 2015” includes 9 files in STATA format (.dta):

- hrs_maindata: Information on the households, including: assets, housing, income, expenditures, social inclusion and social protection issues, household registration procedures
- hrs_muc1: Basic information on the household members
- hrs_muc2: Education of the household members
- hrs_muc3: Healthcare status of the household members
- hrs_muc4: Employment situation of the household members
- hrs_muc7cc2: Pension and unemployment benefits or severance payment situation of the household members
- hrs_muc7cc4: Regular social allowance/benefit of household members
- hrs_muc9: Households’ financial obligation
- hrs_muc9c19: Social network of households

Data format in Stata has the following structure:

- Each column represents one variable. The variables in the dataset are named by the location of the question within the questionnaire (for example, m1c2 in the data file captures the answer to question 2, section 1 in the questionnaire). There are three types of variables: (i) discrete choice; (ii) continuous and (iii) text (or string) variable. Discrete variables have value labels and variable labels, while continuous and text variables have variable labels only.
- Each row represents one observation. For instance, each row captures information on a household, a household member or a loan.

8. Summary of the Survey Result

Our survey teams have completed the survey according to the assigned schedule. The enumerators have worked dedicatedly and with greatest efforts to collect high quality data and ensure embracing most consistently the assigned sample list. The following table summarizes main statistics of the survey. In brief, as expected, the replacement rate was highest in Hanoi (30.1%) and Hochiminh city (23.6%) and lowest in Binh Duong. Of all households in the sample, 55.5% are permanent residents, 30.6% are long-

term residents and 9.5% are short-term residents. The percentage of households having ho khau is highest in Dak Nong due to the opened ho khau policy to attract migrants to this province.

Table 3: Main Summary Statistics of the Survey

	Hanoi	Danang	Daknong	Binhduong	Hochiminh	Total
Number of households	1000	1000	1000	1000	1000	5000
Replacement rate	30.1	18	19.2	7.9	23.6	19.8
Number of observations	3296	3573	3898	3021	3528	17316
By registration status						
<i>% of permanent resident</i>	55.1	63.1	76.9	31.9	50.5	55.5
<i>% of long term residents</i>	29.9	29.5	16.5	52.8	24.5	30.6
<i>% of short term residents</i>	10.9	3.1	2	12.1	19.5	9.5
<i>Others</i>	4.1	4.3	4.6	3.2	5.5	4.3
By gender						
<i>% female</i>	49.7	48.1	52.7	48.2	49.1	49.7
<i>% male</i>	50.3	51.9	47.3	51.8	50.9	50.3
By ethnicity						
<i>% Kinh</i>	98.6	99.7	70	93.5	95.9	91
<i>% ethnicity</i>	1.4	0.3	30	6.5	4.1	9
By age group						
<i>% below 3 years old</i>	5.6	4.5	6.2	4.7	3.8	5
<i>% 3-5 years old</i>	5.5	4.9	7.5	5.1	4.6	5.6
<i>% 6-10 years old</i>	7.2	8.8	11.2	6.3	8	8.4
<i>% 11-14 years old</i>	4	5	7.6	4.4	4.8	5.3
<i>% 15-17 years old</i>	2.6	3.5	5	3.4	3.1	3.6
<i>% 18-22 years old</i>	12.3	12	6.9	10.6	10.3	10.3
<i>% over 22 years old</i>	62.7	61.3	55.6	65.4	65.4	61.8

In general, the survey has been implemented with significantly high quality. First, we have very well-organized enumerator selection and training procedures which generated a capable cohort of interviewers. Second, the training courses with innovative delivery prepared the enumerators with well-rounded understanding of the project and particularly, with the lessons gained from pilots and field practice. Finally, with the advanced supervision technology and mechanism, we were able to better monitor our data quality to deliver the most reliable data set for the research.

9. Annexes

9.1 Annex 1: Training Agenda



TRAINING AGENDA

“SURVEY ON HOUSEHOLD REGISTRATION SYSTEM 2015”

*Time: 23.6.2015 – 26.6.2015 in Ha Noi
30.6.2015 – 3.7.2015 in Ho Chi Minh City*

TIME	CONTENT	PERSON IN CHARGE
DAY 1		
8h00 – 8h30	Registration ²	MDRI
8h30 – 8h40	Opening	Phung Duc Tung
8h40 – 8h55	Introduction of the research Terminologies used in the questionnaire	Vu Hoang Linh (World Bank)
8h55 – 9h	Some basic information about the Law on Residence Some key notes from qualitative research	Nguyen Tam Giang (World Bank)
9h10 – 9h45	Interview Principals	Ho Van Bao
9h45 – 10h15	<ul style="list-style-type: none"> • Guide on using tablets for interview and data entry • Tablets practice 	Le Hai Chau Tran Anh Vu
10h15 – 10h30	Tea break	
10h30 – 12h00	Training on sections 1 and 2 of the questionnaire <ul style="list-style-type: none"> • Detailed guideline • Q&A • Section practice using tablet 	Vu Hoang Linh
12h00 – 13h30	Lunch break	
13h30 – 15h15	Training on sections 3 to 5 of the questionnaire <ul style="list-style-type: none"> • Detailed guideline • Q&A • Section practice using tablet 	Nguyen Thi Nhung Ho Van Bao

² All trainees present a certified copy of their ID card and a copy accompanied by the original version of their highest qualification.

TIME	CONTENT	PERSON IN CHARGE
15h15 – 15h30	Tea break	
15h30 – 16h00	Test 1	
16h00 – 17h00	Test 1 solutions – Q&A Day 1 summary	Nguyen Thi Nhung
DAY 2		
8h15 – 8h30	Registration	
8h30 – 10h00	Training on sections 6 and 7 of the questionnaire <ul style="list-style-type: none"> Detailed guideline Q&A Section practice using tablet 	Nguyen Mai Trang
10h00 – 10h15	Tea break	
10h15 – 12h00	Training on sections 8 and 9 of the questionnaire <ul style="list-style-type: none"> Detailed guideline Q&A Section practice using tablet 	Nguyen Thi Nhung
12h00 – 13h30	Lunch break	
13h30 – 15h15	Training on sections 9 (continued) and 10 of the questionnaire <ul style="list-style-type: none"> Detailed guideline Q&A Section practice using tablet 	Vu Hoang Linh
15h15 – 15h30	Tea break	
15h30 – 16h00	Test 2	
16h00 – 17h00	Test 2 solutions – Q&A Day 2 summary	Nguyen Thi Nhung
Day 3		
8h15 – 8h30	Registration. Travel to the pilot area	MDRI
9h10 – 11h00	Conduct pilot survey in the area (2 enumerators per household)	
12h00 – 13h30	Lunch break	
13h30 – 14h30	Final test	
14h30 – 15h00	Notes from the pilot survey, Q&A	Nguyen Thu Nga
15h00 – 15h15	Tea break	
15h15 – 16h00	Final test solutions - Q&A	Nguyen Mai Trang
16h00 – 17h00	Official enumerators announcement Day 3 summary	Nguyen Thu Nga

TIME	CONTENT	PERSON IN CHARGE
Day 4		
8h30 – 8h40	Registration	
8h40 – 8h55	Guide on selection of respondents Quality control procedure	Nguyen Thi Nhung
8h55 – 9h	Tea break	
9h10 – 9h45	Team allocation	Nguyen Thu Nga
9h45 – 10h15	Financial and logistical procedures. Q&A	Pham Thanh Van
10h15 – 10h30	Lunch break	
10h30 – 12h00	Final notes on survey teams Summary of the survey procedure	Nguyen Mai Trang
12h00 – 13h30	Tea break	
13h30 – 15h15	Delivery of survey tools for enumerators Closing	Tran Anh Vu

9.2 Annex 2: Questionnaire

INFORMATION
 ON THE FORM
 WILL BE KEPT SECRET

HOUSEHOLD REGISTRATION SYSTEM SURVEY 2015

Quest. No

--	--

PROVINCE/ CITY : _____
 DISTRICT/TOWN : _____
 WARD/COMMUNE: _____
 ENUMERATION AREA: _____
 AREA (URBAN:.....1; RURAL:.....2)
 INDIVIDUAL NAME : _____
 ADDRESS : _____
 GPS LOCATION: _____
 USE OF INTERPRETER (Yes:.....1; No.....2)

Individual number

	Starting time for interview	Finishing time for interview
First time		
Second time		
Third time		

Interviewer's fullname: _____
 Teamleader's fullname: _____

Does individual agree to participate in the interview?

Agree..... 1
 Decline..... 2
 Individual cannot be relocated ... 3

Code
Code

Date.....month..... 2015
 Team leader
 (signature)

Date.....month..... 2015
 Interviewer
 (signature)

ENUMERATORS MUST INTRODUCE THEMSELVES AND THE HOUSEHOLD REGISTRATION SURVEY 2015 WHEN VISITING HOUSEHOLDS

I AM... A STAFF MEMBER OF THE MEKONG DEVELOPMENT RESEARCH INSTITUTE. CURRENTLY, THE MEKONG DEVELOPMENT RESEARCH INSTITUTE IS CONDUCTING A SURVEY ON HOUSEHOLD REGISTRATION IN 5 PROVINCES INCLUDING HANOI, HO CHI MINH CITY, BINH DUONG, DAK NONG AND DA NANG WITH A TOTAL NUMBER OF 5,000 HOUSEHOLDS. THIS SURVEY AIMS TO PROVIDE INFORMATION TO THE VIETNAMESE GOVERNMENT IN ORDER TO MAKE CHANGES TO THE LAW ON RESIDENCE. YOU ARE RANDOMLY SELECTED TO PARTICIPATE IN THIS SURVEY. THE SURVEY WILL LAST APPROXIMATELY 1 HOUR. YOUR PARTICIPATION IS COMPLETELY VOLUNTARY. WHEN ANSWERING SURVEY QUESTIONS, YOU ARE FREE TO DECLINE ANY QUESTIONS THAT YOU ARE NOT WILLING TO ANSWER. THE INFORMATION YOU PROVIDE WILL BE SECURED ACCORDING TO THE STATISTICAL LAW. PERSONALLY IDENTIFIABLE INFORMATION WILL BE REMOVED BEFORE THE STATISTICS ARE USED FOR RESEARCH PURPOSES. BEFORE STARTING THE INTERVIEW, DO YOU HAVE ANY QUESTIONS?

ETHNICITY CODES

KINH	01	KHƠ MÚ	29
TÀY	02	CO	30
THÁI	03	TÀ - ÔI	31
HOA (Hán)	04	CHƠ - RO	32
KHƠ ME	05	KHÁNG	33
MƯỜNG	06	XINH - MUN	34
NÙNG	07	HÀ NHÌ	35
H' MÔNG (Mèo)	08	CHU - RU	36
DAO	09	LÀO	37
GIA-RAI	10	LA CHÍ	38
NGÁI	11	LA HA	39
Ê-ĐÊ	12	PHÙ LÁ	40
BA-NA	13	LA HỦ	41
XƠ-ĐĂNG	14	LỰ	42
SÁN CHAY (Cao lan - Sán chỉ)	15	LÔ LÔ	43
CƠ HO	16	CHỨT	44
CHĂM (Chàm - Hà Roi)	17	MẮNG	45
SÁN DÌU	18	PÀ THÈN	46
HRÊ	19	CƠ LAO	47
MNÔNG	20	CỔNG	48
RA-GLAI	21	BỐ Y	49
XTIÊNG	22	SI LA	50
BRU - Vân Kiều	23	PU PÉO	51
THỔ	24	BRẬU	52
GIÁY	25	Ơ ĐU	53
CƠ TU	26	RƠ - MẮM	54
GIÊ - TRIÊNG	27	NƯỚC NGOÀI	55
MẠ	28	KHÔNG XÁC ĐỊNH	56

CONVERSION OF LUNAR AND SOLAR CALENDARS

Tý (Chuột)	1900	1912	1924	1936	1948	1960	1972	1984	1996	2008
Sửu (Trâu)	1901	1913	1925	1937	1949	1961	1973	1985	1997	2009
Dần (Hổ)	1902	1914	1926	1938	1950	1962	1974	1986	1998	2010
Mão (Mèo)	1903	1915	1927	1939	1951	1963	1975	1987	1999	2011
Thìn (Rồng)	1904	1916	1928	1940	1952	1964	1976	1988	2000	2012
Tỵ (Rắn)	1905	1917	1929	1941	1953	1965	1977	1989	2001	2013
Ngọ (Ngựa)	1906	1918	1930	1942	1954	1966	1978	1990	2002	2014
Mùi (Dê)	1907	1919	1931	1943	1955	1967	1979	1991	2003	2015
Thân (Khỉ)	1908	1920	1932	1944	1956	1968	1980	1992	2004	
Dậu (Gà)	1909	1921	1933	1945	1957	1969	1981	1993	2005	
Tuất (Chó)	1910	1922	1934	1946	1958	1970	1982	1994	2006	
Hợi (Lợn)	1911	1923	1935	1947	1959	1971	1983	1995	2007	

Các năm có tận cùng là	0	thuộc can	Canh
- # -	1	- # -	Tân
- # -	2	- # -	Nhâm
- # -	3	- # -	Quý
- # -	4	- # -	Giáp
- # -	5	- # -	Ất
- # -	6	- # -	Bính
- # -	7	- # -	Đinh
- # -	8	- # -	Mậu
- # -	9	- # -	Kỷ

CENTRALLY ADMINISTERED PROVINCES/CITIES

Seq	Code	Names of administrative units
I	1	Red River Delta
1	01	Hà Nội City
2	26	Vĩnh Phúc Province
3	27	Bắc Ninh Province
4	22	Quảng Ninh Province
5	30	Hải Dương Province
6	31	Hải Phòng City
7	33	Hưng Yên Province
8	34	Thái Bình Province
9	35	Hà Nam Province
10	36	Nam Định Province
11	37	Ninh Bình Province
II	2	Midlands and Northern Mountainous Areas
12	02	Hà Giang Province
13	04	Cao Bằng Province
14	06	Bắc Kạn Province
15	08	Tuyên Quang Province
16	10	Lào Cai Province
17	15	Yên Bái Province
18	19	Thái Nguyên Province
19	20	Lạng Sơn Province
20	24	Bắc Giang Province
21	25	Phú Thọ Province
22	11	Điện Biên Province
23	12	Lai Châu Province
24	14	Sơn La Province
25	17	Hòa Bình Province

Seq	Code	Names of administrative units
III	3	Northern and Coastal Central Region
26	38	Thanh Hóa Province
27	40	Nghệ An Province
28	42	Hà Tĩnh Province
29	44	Quảng Bình Province
30	45	Quảng Trị Province
31	46	Thừa Thiên - Huế Province
32	48	Đà Nẵng City
33	49	Quảng Nam Province
34	51	Quảng Ngãi Province
35	52	Bình Định Province
36	54	Phú Yên Province
37	56	Khánh Hòa Province
38	58	Ninh Thuận Province
39	60	Bình Thuận Province
IV	4	Tây Nguyên (Central Highlands)
40	62	Kon Tum Province
41	64	Gia Lai Province
42	66	Đắk Lắk Province
43	67	Đắk Nông Province
44	68	Lâm Đồng Province
V	5	Southeastern Area
45	70	Bình Phước Province
46	72	Tây Ninh Province
47	74	Bình Dương Province
48	75	Đồng Nai Province
49	77	Bà Rịa - Vũng Tàu Province
50	79	Hồ Chí Minh City

Seq	Code	Names of administrative units
VI	6	Mekong Delta
51	80	Long An Province
52	82	Tiền Giang Province
53	83	Bến Tre Province
54	84	Trà Vinh Province
55	86	Vĩnh Long Province
56	87	Đồng Tháp Province
57	89	An Giang Province
58	91	Kiên Giang Province
59	92	Cần Thơ Province
60	93	Hậu Giang Province
61	94	Sóc Trăng Province
62	95	Bạc Liêu Province
63	96	Cà Mau Province

999 Foreign countries

SECTION 1. HOUSEHOLD MEMBERS AND PEOPLE LIVING TOGETHER

ID	1 Full name? (CAPITALIZED)	2 Sex? MALE..... 1 FEMALE..... 2	3 Ethnicity?	4 Month and year of birth? (SOLAR CALENDER)		5 Relationship of [NAME] with the (economic) household head? HEAD..... 1 WIFE/HUSBAND..... 2 CHILDREN..... 3 GRANDCHILD..... 4 FATHER/MOTHER..... 5 SON/DAUGHTER IN LAW..... 6 FATHER/MOTHER IN LAW... 7 OTHER RELATIVES..... 8 OTHER RELATIONSHIP..... 9	6 What's [NAME]'s marital status? ASK FOR PEOPLE >=13 YRS OLD SINGLE..... 1 MARRIED REGISTERED..... 2 MARRIED UNREGISTERED..... 3 SEPARATED..... 4 DIVORCED..... 5 WIDOWED..... 6	7 In which province was [NAME] born? (write province code)	8 At present, does [NAME] live in the household/dwelling? YES..... 1 NO..... 2	9 How many months over the last 12 months did [NAME] live in this household/dwelling? MONTHS
				MONTH (2 DIGITS)	YEAR (4 DIGITS)					
01										
02										
03										
04										
05										
06										
07										
08										
09										
10										

SECTION 1.

HOUSEHOLD MEMBERS AND PEOPLE LIVING TOGETHER

ID	10	11	12	13	14
	Do you know what type of residence does [NAME] have?	When did [NAME] have permanent residence status in this province/city?	Where's [NAME]'s permanent residence status?	Relationship of [NAME] with the head in the ho khau book?	What kind of paper does [NAME] have at this address?
	Permanent (KT1/KT2) 1			HEAD..... 1	
	Long-term temporary (KT3) 2 (>>12)		At this dwelling 1	WIFE/HUSBAND..... 2	Separate permanent residence book 1 (>> next individual)
	Short-term temporary (KT4) 3 (>>12)		In this ward/commune 2	CHILDREN..... 3	Shared permanent residence book with other household 2 (>> next individual)
	Other 4 (>>12)		Different ward/commune 3	GRANDCHILD..... 4	Separate temporary residence book 3
	Don't know 5 (>>12)		Different district 4	FATHER/MOTHER.. 5	Shared temp. residence book 4
			Different provinces 5	SON/DAUGHTER IN LAW..... 6	Expired temp. residence book 5
			Other countries 6	FATHER/MOTHER IN LAW..... 7	No paper 6 (>>18)
				OTHER RELATIVES..... 8	Registration made but residence book not assigned 7 (>>18)
				TENANT..... 9	Don't know 8 (>>18)
		YEAR (4 DIGITS)		FRIEND..... 10	
				OTHER RELATIONSHIP..... 11	
01					
02					
03					
04					
05					
06					
07					
08					
09					
10					
11					
12					

SECTION 1. HOUSEHOLD MEMBERS AND PEOPLE LIVING TOGETHER

ASK PEOPLE WITHOUT HOKHAU IN

ID	15	16	17		18	19		20
	Does the temporary residence book have duration?	What is the duration of the temporary residence book?	When was the last time the temp. residence book was renewed?		When did [NAME] first moved to this city?	When did [NAME] most recently moved to this city?		In the last 12 months, how many months did [NAME] live in this city?
	Yes 1 No 2 (>>18) Don't know 99 (>>18)	Don't know -99 Number of months (<=24)	Write 99 for don't remember Write 0 if never renew					
			MONTH (2 digits)	YEAR (4 digits)	YEAR (4 digits)	MONTH (2 digits)	YEAR (4 digits)	Number of months (<=12)
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								

Grade conversion of general education systems

GENERAL EDUCATION SYSTEM FOR CONVERSION		CORRESPONDING LEVELS OF GENERAL EDUCATION (SE)			SUPPLEMENTARY EDUCATION (SE) SYSTEM	THE EDUCATION SYSTEM IN THE NORTH			CURRENT EDUCATION SYSTEM	
		FROM 1945 TO 1954				TEMPORARILY OCCUPIED ZONE	BEFORE 1981	FROM QUANG BINH NORTHWARDS		
		THE SYSTEM UNDER THE FRENCH RULE		FREE ZONE				1981-1986		1986-1989
LEVEL	GRADE		1945-1950	1950-1954						
PRIMARY	1	LỚP 5 ĐỒNG ẤU (COURS ENFANTIN)			LỚP NĂM TIỂU HỌC		VỖ LÔNG	GRADE 1 (GE)	GRADE 1 (GE)	GRADE 1 (GE)
	2	LỚP 4 (COURS PRÉPARATOIRE)	LỚP TƯ	GRADE 1	LỚP TƯ TIỂU HỌC	GRADE 1 (SE)	GRADE 1 (GE)	GRADE 2 (GE)	GRADE 2 (GE)	GRADE 2 (GE)
	3	LỚP 3 (COURS ÉLÉMENTAIRE) ĐẬU SƠ HỌC YẾU LỰC	LỚP BA	GRADE 2	LỚP BA TIỂU HỌC	GRADE 2 (SE)	GRADE 2 (GE)	GRADE 3 (GE)	GRADE 3 (GE)	GRADE 3 (GE)
	4	LỚP NHÌ NĂM THỨ NHẤT (MOYEN1) LỚP NHÌ NĂM THỨ HAI (MOYEN2)	LỚP NHÌ	GRADE 3	LỚP NHÌ TIỂU HỌC	GRADE 3 (SE)	GRADE 3 (GE)	GRADE 4 (GE)	GRADE 4 (GE)	GRADE 4 (GE)
	5	LỚP NHẤT (SUPÉRIEUR) ĐẬU TIỂU HỌC (CERTIFICAT)	LỚP NHẤT	GRADE 4	LỚP NHẤT TIỂU HỌC	GRADE 4 (SE)	GRADE 4 (GE)	GRADE 5 (GE)	GRADE 5 (GE)	GRADE 5 (GE)
LOWER SECONDARY	6	ĐỆ NHẤT NIÊN TRUNG HỌC (PREMIÈRE ANNÉE)	ĐỆ NHẤT NIÊN		ĐỆ THẤT TRUNG HỌC	GRADE 5 (SE)			GRADE 6 (GE)	GRADE 6 (GE)
	7	ĐỆ NHỊ NIÊN TRUNG HỌC (DEUXIÈME ANNÉE)	ĐỆ NHỊ NIÊN	GRADE 5	ĐỆ LỤC TRUNG HỌC	GRADE 6 (SE)	GRADE 5 (GE)	GRADE 6 (GE)	GRADE 7 (GE)	GRADE 7 (GE)
	8	ĐỆ TAM NIÊN TRUNG HỌC (TROISIÈME ANNÉE)	ĐỆ TAM NIÊN	GRADE 6	ĐỆ NGŨ TRUNG HỌC	GRADE 7 (SE)	GRADE 6 (GE)	GRADE 7 (GE)	GRADE 8 (GE)	GRADE 8 (GE)
	9	ĐỆ TƯ NIÊN TRUNG HỌC (QUATRIÈME ANNÉE - DIPLOME)	ĐỆ TƯ NIÊN	GRADE 7	ĐỆ TƯ TRUNG HỌC	GRADE 7B (SE)	GRADE 7 (GE)			GRADE 9 (GE)
HIGHER SECONDARY	10	ĐỆ NHẤT NIÊN	ĐỆ NHẤT NIÊN CHUYÊN KHOA	GRADE 8 (GE)	ĐỆ TAM	GRADE 8B (SE)	GRADE 8 (GE)	GRADE 10 (GE)	GRADE 10 (GE)	GRADE 10 (GE)
	11	ĐỆ NHỊ NIÊN, TỬ TÀI PHẦN THỨ NHẤT (BACCALAURÉAT PREMIÈRE PARTIE)	ĐỆ NHỊ NIÊN CHUYÊN KHOA	GRADE 9 (GE)	ĐỆ NHỊ TỬ TÀI I	GRADE 9 (SE) GRADE 10A (SE)	GRADE 9(GE)	GRADE 11 (GE)	GRADE 11 (GE)	GRADE 11 (GE)
	12	ĐỆ TAM NIÊN, THI TỬ TÀI TOÀN PHẦN (BACCALAURÉAT DEUXIÈME PARTIE)	ĐỆ TAM NIÊN CHUYÊN KHOA		ĐỆ NHẤT TỬ TÀI II	GRADE 10B (SE)	GRADE 10(GE)	GRADE 12 (GE)	GRADE 12 (GE)	GRADE 12 (GE)

SECTION 2. EDUCATION

Please tell some information on education of household members.
 Questions apply to all people living in this household

MEMBER CODE	1	2	3	4	5	6	7	8
	The highest qualification has [name] obtained?	Which grade has [name] completed?	Does [name] go to school now?	Has [name] attended school over the past 12 months?	At which level of education is [name]?	Which grade is [name] attending?	Does [name] attend the school as "trai tuyen"? (unregular)	Which type of school has [name] attended?
	No qualification..... 0 Primary..... 1 Lower secondary..... 2 Higher secondary..... 3 Elementary vocational school..... 4 Middle-level vocational/ Professional school..... 5 3-year college..... 6 (>>3) University..... 7 (>>3) MA/MSc..... 8 (>>3) PhD..... 9 (>>3) Others (specify _____)..... 10 (>>3)	Grade conversion into the 12-grade system. In case of not yet completing grade 1, write 0. In case of never going to school, write -99 and >> Next person	Yes..... 1 (>>5) On summer vacation..... 2 (>>5) No..... 3	Yes..... 1 No..... 2 (>>Next person)	Nursery, kindergarten..... 0 (>>7) Primary..... 1 Lower secondary..... 2 Higher secondary..... 3 Elementary vocational school..... 4 (>>8) Middle-level vocational school/ Professional school..... 5 (>>8) 3-year college..... 6 (>>8) University..... 7 (>>8) MA/MSc..... 8 (>>8) PhD..... 9 (>>8) Others (specify)..... 10 (>>8)	Write the number of grade that he/she is attending	Yes..... 1 No..... 2 Not sure 99	Public..... 1 Private/Community based. (Dân lập/tr tự thực)..... 2 Semi-public..... 3 Others (Specify)..... 4
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								

SECTION 2. EDUCATION

MEMBER CODE	9	10	11			
	Has [name] enjoyed reduction of or exemption from tuition fees or contributions to education?	Reasons for reduction/exemption?	Expenditures on [name]'s education over the past 12 months for compulsory subjects in school?			
	Yes..... 1 No..... 2 (>>11)	Poor households..... 1 Ethnic minorities..... 2 Households of fallen combatants, 3 war invalids, sick soldiers, or with revolutionary merits 4 Deep, remote, especially difficult areas..... 5 Households in difficult circumstances (specify...) 6 Primary school students..... 7 School doesn't collect tuition fees..... 8 Others (specify _____)..... 9	1000 VND <i>Try to illicit breakdown information; in case of no expenditures, write 0; if unknown or not remembered clearly, write -99; if a total and some details are remembered only, write the total and fill in relevant breakdown columns; Write -99 in columns for which information is not remembered.</i>			
			a	b	c	d
			Tuition fees?	Charge for not following a relevant reference system? (trái tuyển)	Other education expenditures?	Total (a + b + c)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						

SECTION 2. EDUCATION

				FOR PEOPLE WITHOUT HOKHAU AT RESIDENTIAL AREA
MEMBER CODE	12	13	14	15
		Do you need to make use of social networks to get [NAME] into school? Yes...1 No....2	How much do you have to pay to enrol [Name] in school (thousand VND)? If none, write 0 Write -99 for Don't know	Value of scholarship, award, education aid received over the last 12 months (amount per month) If none, write 0 <i>thousand VND</i>
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				

SECTION 3. HEALTH CARE

3.A. Medical Situation

MEMBER CODE	1	2	3	4		5
	During the last 12 months has [Name] suffered from any illness or injuries? Yes....1 No.....2	Did [name] consult a health professional or go to a medical clinic in the last 12 months? Yes..... 1 No, just buy medicine from pharmacy..... 2 >> 6 No, do nothing..... 3 >> 6 No, self medication..... 4>>6 Other (specify...)..... 5>>6	In your latest visit, where was the facility In the ward/commune of residence 1 In the district of residence 2 Other districts 3 Other province 4 Abroad 5	Which medical establishments has [name] visited? (including inviting physicians home but excluding pharmacy) Village/hamlet clinics..... 1 Commune/ward clinics..... 2 Regional general clinics..... 3 Urban/rural district hospitals..... 4 Provincial/city hospitals..... 5 Central hospitals..... 6 Other state-run hospitals..... 7 Private hospitals..... 8 Other hospitals..... 9 Private practice 10 Traditional herbal physicians..... 11 Individual medical services 12 Other medical establishments..... 13		Reasons for [name] to visit medical establishments? Vaccination..... 1 Pregnancy checks, abortion, birth delivery..... 2 Health checks and consultancy 3 Medical treatment..... 4 Others..... 5
				Number of visits	Code of medical establishment	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						

SECTION 3. HEALTH CARE

3.B. Information on Health Insurance Card

Please tell some information on health insurance cards or free healthcare booklets/cards/certificates of household members.

Questions apply to all household members

Member Code	6	7	8		9	10	11		12
	Over the past 12 months, has [name] had a health insurance card or a free healthcare booklet/card/certificate?	What are the main reasons for not having health insurance?	Which one does [name] have?		How much has [name] spent on purchasing health insurance over the past 12 months?	In your latest visit, where was the facility located?	Has [name] used these health insurance cards or free healthcare booklets/cards/certificates during visits for check-ups and treatment over the past 12 months?	In the last time [name] visit a medical establishment, how much percentage of the total cost did health insurance cover? (%)	
	Yes..... 1 (>8) No..... 2 Don't know 3	Don't need..... 1 Lack of money..... 2 Low quality services..... 3 Unable to buy due to ho khai status..... 4 Don't know where to buy..... 5 Don't buy due to policy requiring insurance purchase for the entire household..... 6 Others (please specify)..... 7	Booklet/ card for children aged below 6 1 Health insurance card for the poor 2 Health insurance card for the near-poor 3 Free healthcare booklet/card/certificate..... 4 Health insurance card for policy beneficiaries..... 5 Health insurance card for pensioners..... 6 Other compulsory state-run health insurance card..... 7 Other compulsory non-state health insurance card 8 Voluntary health insurance card for students 9 Other voluntary health insurance card 10 Others..... 11	(if none, write 0)	1000 VND	In the commune of residence 1 In the district of residence 2 Other district 3 Other province 4	Yes..... 1 No..... 2	Out-service	In-service
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									

OCCUPATION LIST

(1) Leaders/managers from the following sectors and organisations, at different levels

- 11 Agencies of the Communist Party of Vietnam at central and local levels (full-time posts)
- 12 The National Assembly and Office of the State President
- 13 The Government
- 14 People's courts and people's procuratorates
- 15 Local people's councils and people's committees (including locally run specialized divisions, excluding legal affairs divisions and mass organizations)
- 16 Mass organizations; Vietnam Fatherland Front; Labour Confederation; Women's Union; Farmers' Union; Youth Union; Veterans' Association;
- 17 Private organisations; humanitarian organizations; organizations for other particular benefits;
- 18 Major organisations (groups, general corporations and the like)
- 19 Small organisations (companies, businesses, and enterprises, small schools)

(2) High-level experts in the following areas:

- 21 Natural sciences and technology
- 22 Healthcare
- 23 Education and training
- 24 Business and management
- 25 IT and communication
- 26 Legal, cultural and social affairs

(3) Middle-level experts in the following areas

- 31 Technicians in science and technology
- 32 Technicians in healthcare
- 33 Business and management
- 34 Legal, cultural and social affairs
- 35 Technicians in IT and communication
- 36 Middle-level teachers

(4) Office staff

- 41 General officers and desk-based officers
- 42 Customer service staff
- 43 Data and input enumerators
- 44 Other office assistants

(5) Service and sales staff

- 51 Personal service staff
- 52 Sales staff
- 53 Personal care staff
- 54 Security service staff

(6) Skilled labourers in agriculture, forestry, and fisheries

- 61 Labourers with market-demanded skills in agriculture
- 62 Labourers with market-demanded skills in forestry, fisheries and hunting
- 63 Labourers in agriculture, fisheries, hunting and collection of farm produce for self-subsidy

(7) Manual labourers and related occupations

- 71 Construction-related workers (except electricians)
- 72 Metal smiths, mechanics and other workers related
- 73 Handcrafters, and printing-related workers
- 74 Electricians and electronics workers
- 75 Workers in food-processing, woodwork, garment making, and other handicrafts, and other workers related

(8) Workers assembling and operating machines

- 81 Operators of fixed machines and equipment
- 82 Machine-assembling workers
- 83 Vehicle drivers and operators of moving equipment

(9) Low-skilled labourers

- 91 Cleaners and domestic helps
- 92 Low-skilled labourers in agriculture, forestry and fisheries
- 93 Workers in mining, construction, industry, and transport
- 94 Assistants in food preparation
- 95 Street-based and sales-related labourers
- 96 Waste collectors and other low-skilled labourers

(0) Members of the Army

- 01 Officers
- 02 Non-officers
- 03 Members of other Army forces

INDUSTRY LIST

- 01 AGRICULTURE, FORESTRY AND AQUACULTURE
- 02 MINING AND QUARRYING
- 03 PROCESSING AND MANUFACTURING INDUSTRIES
- 04 PRODUCTION AND DISTRIBUTION OF ELECTRICITY, GAS, HOT WATER, STEAM AND AIR-CONDITIONERS
- 05 WATER SUPPLY; MANAGEMENT AND TREATMENT OF SEWERAGE
- 06 CONSTRUCTION
- 07 WHOLESALE, RETAIL, AND REPAIR OF AUTOMOBILES, MOTORBIKES, SCOOTERS AND OTHER MOTORIZED VEHICLES
- 08 TRANSPORT, WAREHOUSE
- 09 SERVICES OF ACCOMMODATION, FOOD AND BEVERAGES
- 10 INFORMATION AND COMMUNICATION
- 11 FINANCE, BANKING, AND INSURANCE
- 12 BUSINESS IN REAL ESTATES
- 13 PROFESSIONALISM, SCIENCE AND TECHNOLOGY
- 14 ADMINISTRATION AND SUPPORTING SERVICES
- 15 ACTIVITIES OF THE COMMUNIST PARTY AND SOCIO-POLITICAL ORGANIZATIONS, STATE MANAGEMENT, PUBLIC SECURITY AND DEFENSE; COMPULSORY SOCIAL ASSURANCE
- 16 EDUCATION AND TRAINING
- 17 HEALTHCARE AND SOCIAL ASSISTANCE
- 18 ARTS, RECREATION AND ENTERTAINMENT
- 19 OTHER SERVICES
- 20 HOUSEHOLD EMPLOYMENT GENERATED BY HOUSEHOLDS;
- 21 ACTIVITIES OF INTERNATIONAL ORGANIZATIONS AND AGENCIES

SECTION 4. EMPLOYMENT AND WAGE INCOME

MEMBER CODE	12	13	14		15
	In the past 12 months, did [NAME] look for work? Yes..... 1 No..... 2 (>>Next person) Don't know.... -99 (>>Next person)	Has [NAME] been asked about ho khau status when applying for jobs in the past 12 months? Yes..... 1 No..... 2 (>>Next person) Don't know.... -99 (>>Next person)	When was the last time [NAME] searched for job?	MONTH (2 digits)	YEAR (4 digits)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					

SECTION 5. ASSETS

CODE	1. Name of asset TICK X HERE IF HAVING THE ASSET				
1	Motorbikes		12	Washing machine and dryers	
2	Bicycles		13	Vacuum cleaner, dehumidifier, water purifier	
3	Tractors		14	Water heater	
4	Video player, DVD Player, Cable TV		15	Gas cooker, induction cooker	
5	T.V set		16	Electric cooker, rice cooker, pressure cooker	
6	Cable TV, satellite antenna, set-top box		17	Microwave oven, Baking Oven	
7	Multi-tier stereo		18	Fruit juicing/pressing machine	
8	Computer, laptop		19	Fixed line telephone	
9	Camera, Video camera		20	Mobile phone	
10	Refrigerator, Freezer		21	Internet connection (including connection via phone or any other instruments)	
11	Air-conditioner				

SECTION 6. HOUSING

1. How many houses/apartments does your household own?

Write 0 if None

In the following questions, I would like to ask you about the house/apartment where your household is currently residing (including rented/borrowed house/apartment)

2. What is the total area in m2 of this land type?

(write number)

3. What type of your hh's main dwelling?

(combine with the interviewer's observations)

- DETACHED UNIT OCCUPIED BY ONE HOUSEHOLD..... 1
- DETACHED UNIT OCCUPIED BY SEVERAL HOUSEHOLDS 2
- SEPARATE APARTMENT..... 3
- APARTMENT SHARED WITH SEVERAL HOUSEHOLDS..... 4
- ROOM IN A LARGER UNIT 5
- SHARED ROOM OR DORMITORY 6
- IMPROVISED/LEU LAN 7
- OTHERS (SPECIFY _____)..... 8

4 How many people are sharing the living area with you/your household?

NO. OF PEOPLE

5. What is the major material of the roof?

REINFORCED CONCRETE..... 1

TILE (BAKED CLAY)..... 2

SHEETS (ASBESTOS/METAL)..... 3

LEAVES/THATCH/OIL-PAPER..... 4

OTHERS (SPECIFY _____)..... 5

6. What is the major construction material of the external walls?

REINFORCED CONCRETE..... 1

BRICKS/ROCKS..... 2

WOOD, METAL..... 3

DIRT/LIME/THATCH..... 4

BAMBOO WATTLE/BAMBBO SCREEN/PLYWOOD..... 5

OTHERS (SPECIFY _____)..... 6

7. What is the primary material of the floor?

CONCRETE..... 1

WOOD..... 2

TILE 3

LINO..... 4

CLAY/EARTHEN 5

OTHERS (SPECIFY _____)..... 6

8. What is the ownership of this dwelling?

OWNED BY HOUSEHOLD MEMBER(S)..... 1 (>>10)

JOINTLY OWNED WITH FAMILY MEMBER(S)

NOT IN THE HOUSEHOLD..... 2 (>>10)

RENTED..... 3

BORROWED..... 4

OTHERS (SPECIFY _____)..... 5

14. How much do you pay for using the house per month (thousand VND)?

SECTION 6. HOUSING

10. What is the main source of your drinking water?

- INDIVIDUAL TAP..... 1 (>>12)
- PUBLIC TAP..... 2 (>>12)
- BOUGHT WATER (IN TANK, BOLLTED OR IN A JAR).. 3 (>>12)
- DEEP DRILL WELL WITH PUMP..... 4
- DEEP WELL, CONSTRUCTED WELL..... 5
- FILTERED SPRING WATER..... 6
- HAND DUG WELL..... 7
- RAIN WATER..... 8
- RIVER, LAKE, POND..... 9
- OTHER (SPECIFY: _____)..... 10

11. Does your household use purifying tank or chemical to purify this drinking water?

- YES..... 1
- NO..... 2

12. Do you have to pay for using water?

- YES..... 1
- NO..... 2

13. Do you pay for water by flat rate?

- YES..... 1
- NO..... 2 (>>15)

14. How much do you pay per person per month on average? (thousand VND)

15. What type of toilet does your household have?

- SEPTIC TANK/SEMI-SEPTIC TANK 1
- SUILABH..... 2
- DOUBLE VAULT COMPOST LATRINE 3
- TOILET DIRECTLY OVER THE WATER 4
- OTHER..... 5
- NO TOILET..... 6 (>>17)

16. Is this own-use toilet or shared toilet?

- OWN USE TOILET 1
- SHARED TOILET IN A MULTIPLE OCCUPANCY UNIT..... 2
- COMMUNAL TOILET SERVING A LOCALITY..... 3

17. What type of fuel does your household use for cooking?

- GAS..... 1
- ELECTRICITY..... 2
- OIL, KEROSENE 3
- WOOD..... 4
- COAL..... 5
- OTHER (SPECIFY: _____)..... 6

18. What is your main source of lighting?

- NATIONAL GRID-LINE ELECTRICITY 1
- GENERATOR..... 2
- BATTERY, DIESEL ENGINE..... 3
- GAS, OIL, KEROSENE LAMPS 4
- OTHER (SPECIFY: _____)..... 5

19. How is your household connected to electricity system?

- DIRECTLY, WITH SEPARATE METER..... 1
- DIRECTLY, WITH SHARED METER WITH OTHER HOUSEH 2
- INDIRECTLY, THROUGH OTHER HOUSEHOLDS..... 3
- NATIONAL ELECTRICITY SYSTEM NOT AVAILABLE 4 (>>22)

20. Who do you pay electricity bill to?

- DIRECTLY TO ELECTRICITY COMPANY..... 1 (>>22)
- OWNER OF RENTED HOUSE..... 2
- OTHER HOUSEHOLD LIVING TOGETHER..... 3
- OTHER 4

21. How much does you pay per kwh? (thousand VND)

22. How far is your household from the nearest health facility?

(meters)

SECTION 7. INCOME

1. Is there any one in your household receiving income from pension unemployment benefit, or severance payment in the last 30 days?

YES..... 1

NO..... 2 (>>3)

2. Who and how much for the last 30 days?

2A. MEMBER ID

2B. AMOUNT (1000VND)

3. Is there any one in your household receiving income from regular social allowance/benefit (invalid, martyr, dead gratuity, etc.) in the last 30 days excluding education allowance, allowance for the poor?

YES..... 1

NO..... 2 (>>5)

4. Who and how much for the last 30 days?

4A. MEMBER ID

4B. AMOUNT PER MONTH (1000VND)

5. How much did your household get from following activities over the last 30 days?

No.	MARK X IF RELEVANT	AMOUNT (1000VND) (net income)	
		Past 30 days	Past 12 months
1	Household's business such as non-agriculture, forestry and fishery (Specify name of business_____)		
2	House, asset leasing		
3	Household's agricultural services (ploughing, soil preparation, irrigation, pest and disease control, rice plucking, semi-processing, other services such as artificial insemination, etc.)		
4	Cultivation (Specify _____)		
5	Husbandry (Specify _____)		
6	Fishery (fish raising, catching) (Specify _____)		
7	Forestry (forest tree harvesting/collecting, hunting, etc.)		
8	Emergency aid/relief (natural disaster, epidemic disease, etc.)		
9	Remittances (domestic, international)		
10	Loan interest, capital contribution.		
11	Other income(scholarship, insurance payment,...)		

SECTION 8. EXPENDITURE

Could you please tell us your household's expenditure on different items in one month?

No.	Types of expenditure	In one month 1000 VND
A. HOUSEHOLD FOOD EXPENDITURE		
1	Daily meals inside home (food essentials: rice, meat, vegetables, etc.)	
2	Daily meals outside home (breakfast, lunch, dinner, etc.)	
3	Milk, other dairy products, and nutritious foods	
4	Other non-essential foods (tea, coffee, beer, tobacco, etc.)	
B. HOUSING EXPENDITURE		
5	Water	
6	Electricity	
7	Gas	
8	Other fuels (oil, coal, wood, etc.)	
9	Communication (telephone, internet, cable, digital TV, etc.)	
10	Garbage disposal fee	

No.	Types of expenditure	In the last 12 months 1000 VND
C. HOUSEHOLD NON-FOOD EXPENDITURE		
11	Health care (doctor visits, medicines, etc.)	
12	Transportation (fare, fuel, repairs, etc.)	
13	Holiday travel (domestic and international)	
14	Entertainment (movies, magazines, music, etc.)	
15	Clothing, shoes, blankets, etc.	
16	Wedding, funeral, meals to treat friends/acquaintances, etc.	
17	Sending money home (In case of migrants)	
18	Giving money to others (remittances, lixi, etc, excluding money sent home)	
19	Others (please specify) _____	

2. How many times in the last 12 months has your household bought lottery?

3. On average, how much did your household spend each time on lottery (thousand VND per purchase)

4. How many times in the last 12 months has your household won lottery?

5. How much in total has your household won in the last 12 months?

SECTION 9. SOCIAL INCLUSION AND SOCIAL PROTECTION

Could you please tell us about your household participation in social organizations, activities, services, contribution and relation?

No.	1 Social groups, organizations, activities, services, contributions and relations.	2 Do you and your household members participate/access to in the dwelling's location [.....]? YES..... 1 (>> NEXT LINE) NO..... 2
A. SOCIAL/POLITICAL GROUPS OR ORGANIZATIONS		
1	Youth Union	
2	Woman's Association	
3	Farmers' Association	
4	Trade Union	
5	Veterans' Association	
6	Elders' Association	
B. SOCIAL ACTIVITIES IN RESIDENTIAL AREA		
7	Population unit's meeting	
8	Voting at the local level (population unit/village, ward/commune)	
9	Voting at the district, city and central level	
10	Meeting for comments on policies/regulations at residential area	
11	Contributions to social funds or donations	
C. SOCIAL SERVICES IN RESIDENTIAL AREA		
12	Provision of information regarding policies	
13	Provision of information regarding health care	
14	Immunization	
15	Disease control campaigns	
D. SOCIAL RELATION IN RESIDENTIAL AREA		
16	Events in neighborhoods (wedding, funeral, etc.)	
17	Communication with neighbors (visiting, talking, ect.)	

SECTION 9. SOCIAL INCLUSION AND SOCIAL PROTECTION

3. Have the local authorities classified your household as 'poor' in the commune/ward in the following years?

- Yes..... 1
 No..... 2
 NOT IN CLASSIFICATION DUE TO NO HO KHAU..... 3
 NOT IN CLASSIFICATION DUE TO MISSING..... 4

4. During the last 12 months, how many months didn't you household have enough two meals per day?

	months
--	--------

5. In 2014, has your household benefitted from the project/policy [....]?

- Yes..... 1
 No..... 2
 Don't know 3

- a. Support in purchasing health insurance cards.....
 b. Reduction of and exemption from costs of medical checks/treatment for the poor/ethnic minorities...
 c. Reduction of and exemption from tuition fees for the poor/ethnic minorities.....
 d. Food subsidy.....
 e. Direct supports to poor households/ethnic minorities.....
 f. Preferential credit for the poor/ethnic minorities.....
 g. Others (kerosene,...).....

2014

6. During the last 12 months, did your household receive cash or in-kind subsidy?

If yes, what is the amount including in-kind?

- | | | |
|---|--|--------------|
| a. Electricity subsidy | | thousand vnd |
| b. Emergency food subsidy | | thousand vnd |
| c. Subsidy to low-income government employees | | thousand vnd |
| d. Preferable subsidies to people with merits | | thousand vnd |
| e. Subsidies to poor households | | thousand vnd |
| f. Other subsidies | | thousand vnd |

SECTION 9. SOCIAL INCLUSION AND SOCIAL PROTECTION

7. Currently, has your household got saving account or passbook opened at banks?

Yes..... 1

No..... 2

a Bank account

b Saving passbook

8. Did your household borrow any loan from a bank, government agency, business, or individuals over the last 12 months while living in this city?

Yes..... 1

No..... 2 (>>11)

9. What were the main reasons for a loan?

(Tick in to box- UP TO 3 REASONS)

Code

HOUSEHOLD PRODUCTION/BUSINESS.....

1

HOUSE BUILDING/REPAIRING.....

2

FOOD EXPENSES.....

3

EDUCATION.....

4

HEALTH CARE.....

5

OTHER NON-FOOD EXPENSES.....

6

SUPPORT FOR FAMILY.....

7

FIXED ASSETS

8

OTHER: _____

10. How much money did you borrow within the last 12 months? (thousand VND)

10b. Currently, do you owe any loans that have not been paid off?

Yes..... 1

No..... 2 (>>17)

SECTION 9. SOCIAL INCLUSION AND SOCIAL PROTECTION

	11 Please tell the most important loans from the following sources? (Enumerator asks and records by loan value, the largest loan is put in Line 1) Social Policy Bank 1 Bank of Agricultural and Rural Development..... 2 Local government 3 Private bank 4 Farmer's Association 5 Veteran's Association 6 Women's Association 7 People's credit funds..... 8 Other credit institutions..... 9 Businessmen 10 Friends/Relatives 11 Informal credit (including tontine, debt with high interest rate, pawn loan)..... 12 Others (Please specify _____)..... 13	12 Which date did the household receive the loan? (Write 2 digits of month and 4 digits of year)		13 How much is the loan? Thousand VND	14 How much was paid to receive the loan? (If none, write 0) Thousand VND	15 How much is the interest rate? Daily..... 1 Weekly..... 2 Monthly..... 3 Quarterly..... 4 Bi-annual..... 5 Annual..... 6		16 Currently, how much has your household owed with this loan, including both interest and principal? (if none, write 0) Thousand VND
		Month	Year	Interest rate	Code of Time			
1								
2								
3								
4								
5								
6								

SECTION 9. SOCIAL INCLUSION AND SOCIAL PROTECTION

17. Please imagine a ladder, with steps numbered from 0 at the bottom to 10 at the top. The top of the ladder represents the best possible life for you and the bottom of the ladder represents the worst possible life for you. On which step of the ladder would you say you personally feel you stand **at this time**?

(-99 if cannot answer)

18. Please imagine a ladder, with steps numbered from 0 at the bottom to 10 at the top. The top of the ladder represents the best possible life for you and the bottom of the ladder represents the worst possible life for you. Just your best guess, on which step do you think you will stand in **five** years from now?

(-99 if cannot answer)

19. Please fill in information about 5 of your friends at your residential area
Excluding relatives or spouse

a Code of your friend	b Name/ Nickname	c Where do you know him/her from? From village.....1 Currently living in the same area.....2 Colleague from the city.....3 Friend from the city.....4 Other, specify.....5 No answer.....98 Not applicable.....99	d For how long do you know him/her? Less than 1 year.....1 From 1 to 3 years.....2 From more than 3 to 5 years.....3 From more than 5 to 10 years.....4 More than 10 years.....5 No answer.....98 Not applicable.....99
1			
2			
3			
4			
5			

SECTION 10: HO KHAU PROCEDURES

A. Knowledge of the Law on Residence

1. Do you think the following statements are correct?
(write 1 if Yes, 2 if No; -99 if Don't know)

- a. A person is allowed to registered his/her residence status in one place only
- b. As many households share a legal accommodation, each of the household is granted a residence booklet;
- c. The maximum period of a residence booklet is months (write number, 99 if don't know)
(write 0 if the answer is no expiry)

B. Knowledge of the current regulations on conditions for obtaining permanent residence

2. Do you think the following conditions are required as necessary to obtain permanent residence in a centrally-level city? (write 1 if Yes, 2 if No; 99 if Don't know)

- a. The applicant must legally own a house in the city in order to apply for permanent residence. (i.e if you don't own a house, you cannot obtain it)
- b. The applicant must have a stable job in the city in order to apply for permanent residence.
- c. The applicant must have obtained temporary residence for at least months
(write number, -99 if don't know)

Check residency status of the interviewee (q12 section 1)

Questions from 3 to 5 are for temporary residence (short or long term)

3. What do you think about the attitude of the local people toward migrants?

- | | |
|-----------------|---|
| Very friendly | 1 |
| Friendly | 2 |
| Normal | 3 |
| Not so friendly | 4 |
| Very unfriendly | 5 |

--

4. What do you think about the attitude of the local authority toward migrants?

- | | |
|-----------------|---|
| Very friendly | 1 |
| Friendly | 2 |
| Normal | 3 |
| Not so friendly | 4 |
| Very unfriendly | 5 |

--

5. Do you plan to stay in this city permanently or for a long period?

- | | |
|------------|---|
| Yes | 1 |
| No | 2 |
| Don't know | 3 |

--

6. Would you like to change your ho khau status to permanent residence?
- | | | |
|------------|---|----------------------|
| Yes | 1 | <input type="text"/> |
| No | 2 | |
| Don't know | 3 | |
7. Have you ever had been fined by the policeman due to issues related to ho khau?
- | | | |
|-------------------------------------|---|----------------------|
| Yes, many times (more than 2 times) | 1 | <input type="text"/> |
| One or two time | 2 | |
| No >> 10 | 3 | |
8. When was the last time it happened?
(4 digit year)
-
9. How much were you fined then? (thousand VND)
(KB if don't remember)
-
10. Have you ever had to bribed the the policeman due to issues related to ho khau?
- | | | |
|-----|----------|----------------------|
| Yes | 1 | <input type="text"/> |
| No | 2 (>>13) | |
11. When was the last time it happened?
(4 digit year)
-
12. How much did you pay then? (thousand VND)
(KB if don't remember)
-
- Q13 to 16 are for long-term temporary residence (with duration > 6 months)**
13. Did you register as short-term (<= 6 month) temporary residence before changing to long-term temporary residence
- | | | |
|-----|----------|----------------------|
| Yes | 1 | <input type="text"/> |
| No | 2 (>>16) | |
14. When did you change from short-term to long-term temporary residence?
(4 digit year)
-
15. How much did you pay to become long-term temporary residence? (thousand VND)
(write KB if don't remember)
-
- Q16 is for short-term temporary residence with duration <= 6 months)**
16. Would you like to change your ho khau status to long-term temporary residence?
- | | | |
|-----|---|----------------------|
| Yes | 1 | <input type="text"/> |
| No | 2 | |

Q17 to 19 are for people with permanent residence

17. Did you change your status from temporary to permanent residence?

- Yes 1
- No 2 (>>21)

18. At the most recent time, when did you change your status? (4-digit year)

19. How much did you pay to change your status (thousand VND)?
(write 0 if no, KB if don't remember)

20. Do you agree or disagree with the following statements on the ho khau system?
(on the level of 1 to 5 in which 5 is strongly agree and 1 is strongly disagree)

- a. It is necessary to limit migration
- b. It is necessary to ensure public safety
- c. It limits the right of people without ho khau
- d. It discriminates the people without ho khau
- e. It should be relaxed more
- f. It induces corruption
- g. It should be abolished
- h. It should be used as a precondition for school enrolment
- i. Temporary residence should be able to buy health insurance
- k. It should be used as a precondition for (city) Government jobs

21. Could you please give us your telephone number in order that we can contact you if necessary to clarify relevant information? This phone number will be kept confidential.

MOBILE PHONE NUMBER (IF NOT APPLICABLE, PLEASE NOTE DOWN LANDLINE NUMBER INSTEAD AND INCLUDE AREA CODE)

THIS IS THE END OF THE HOUSEHOLD REGISTRATION SURVEY 2015, THANK YOU FOR YOUR COOPERATION.

9.3 Annex 3: Work plan (sample)

WORKPLAN – TEAM 8 – DA NANG											
TT	Ngày	Quận Liên Chiểu							Ngày làm việc	Ngày di chuyển	Tổng số
		Phường Hòa Khánh Bắc									
		57A, 57B, 57C, 58A, 58B, 58D	51B, 51C	20A, 20B, 20C, 21B	45A1, 45A2, 45A3, 45A4, 45A5	29A, 29B, 29C, 29D, 30A, 30B, 30C	24, 22A, 22B	8A, 8B, 9A, 9B			
									14	0	14
1	29/6/2015										
2	30/6/2015										
3	1/7/15										
4	2/7/2015										
5	3/7/2015										
6	4/7/2015										
7	5/7/2015										
8	6/7/2015										
9	7/7/2015										
10	8/7/2015										
11	9/7/2015										
12	10/7/2015										
13	11/7/2015										
14	12/7/2015										
15	13/7/2015	Kết thúc thực địa									

9.4 Annex 4: Field Supervision Form

**SUPERVISION EVALUATION FORM
SURVEY ON HOUSEHOLD REGISTRATION SYSTEM 2015**

A. GENERAL INFORMATION

Name of enumerator		Code	
Name of supervisor		Code	
Date of supervision			

B. SUPERVISION INFORMATION

	1	2	3
Respondent's code			
Address			
Time beginning			
Time finishing			

No	Criteria	Yes	No	Not applicable	Additional comment
1	Working attitude				
1.1	Dress up/Behave appropriately				
1.2	Follow workplan				
1.3	Actively stay in touch with guidance				
1.4	Effort to meet the right respondent				
1.5	Follow procedure to replace respondent				
1.6	Behave/Communicate appropriately with respondent				
1.7	Do personal task while interviewing				
1.8	Positively respond to supervisor's comment				
1.9	Proficient group work				

No	Criteria	Yes	No	Not applicable	Additional comment
1.10	Send completed form on time				
1.11	Send daily report on time				
2	Interviewing Skill				
2.1	Follow the protocol while interviewing				
2.2	Ask question correctly (according to the tab form)				
2.3	Correctly explain the questions when needed				
2.4	Exploit information and induce respondent to give accurate answers				
2.5	Recognize and correct the confusions in respondent's answers				
2.6	Keep appropriate interview speed				
2.7	Usually give hints to respondents				
2.8	Comment or express personal opinion about respondent's answers				
Overall evaluation and mark (out of 10)					

9.5 Annex 5: Field Supervision Results

No.	Name of enumerators	Score	Notes
11	Nguyễn Trường Giang	10	Enumerator asks good questions. Responsible as captain, operating in difficult areas. Contact the local area and distributed to teammates reasonably
12	Bùi Ngọc Diệp	8	Actively find the area. Still many questions didn't obtain clear information as the part on education, children's schooling. The part on tuition fees should ask clearly, because respondents don't hold all information on household members. Should try to remind people around not participate interjected. Note the logic questions, need more of questionnaires. Some respondents held information not clear, they must ask the other members as the son in the house
13	Đỗ Thu Trang	6	But many do not understand the nature of the question. Many questions misunderstood. Sometimes cannot control the interview leads to prolonging the interview. Enumerators has the spirit to learn. Do not know how to identify household members therefore included tenants to the group of the landlords while they eat separately. Enthusiastic for the job. Excluding the cost of education in the past 12 months. Fail to distinguish between jobs.
21	Trịnh Thị Trà My	7	Enumerator interviewed a little too fast. Enumerator exploited information relatively thoroughly however speed was a little too fast , sometimes interrupting the interviewee. Enumerator should determine the number of members in the household before the start of the questionnaire.
22	Trương Minh Đến	8	Need more attention to information that is not reasonable. Ask clear enough
23	Trịnh Thị Huyền	6	Uncooperative attitude and not receptive to the suggestions of supervisors, do not have the spirit of learning. Does not understand the situation of the team such as geographical unawareness of how many households this team has to . Exploiting information shallowly and ignored many revenues and expenditures, as well as some other questions. Dont know and understand the questionnaire. Enumerator asked only to finish tasks. Some of the questions read the answers in the absence of reading guidance. Spirit of working is not good, there is no effort to improve the quality of information, does not understand the questionnaire, gathering information superficially omitted information, not listening to suggestions of supervisors
31	NguyễnThị Liên	8	Respondents were busy keeping the shop. Enumerator asked too much, it's tiring. Enumerator asks very fast and a lot of questions haven't determined the answers. Enumerator reads questions out like a machine. Did not care if the respondent can hear or understand the question. Enumerator cannot control the interview, too fast, interview households in peak sales time. Did not know how to turn an interview into a conversation thus makes respondents tired. Income and expenditure parts asked too fast, did not fully exploited information
32	LêThị Hòa	7	Inflexible. Unconfident, being rejected by the respondent. Acceptable asking skills. However enumerator is a new joiner, need improvement and confident in the job
33	Lê Mạnh Tuấn	6	Asks still slowly. Enumerator did not comprehend the questionnaire, leading to being slow, makes respondent waited for a long time after each question. Did not ask the right questions in the questionnaire. Did

No.	Name of enumerators	Score	Notes
			not know how to determine areas of the house (landlord households). Enumerator is confused between income from agriculture and (?)
41	Hà Thị Loan	9	Is the captain, works efficiently. Team work are organized reasonably. Good kills, comprehend the questionnaire
42	Lê Thị Thùy Chi	7	Is still slow. Did not clearly state the objective of the questionnaire at the start. The way of asking is not persuasive.
43	Nguyễn Thị Vân	7	Need to improve the way to approach respondent and create a comforting atmosphere for the interview
51	Phạm Thị Tú	9	Takes time finding the households. Flexible in changing working method as the first day faces difficulty approaching respondents in daytime. Good exploitation of information. Knows to asks for extra information and call other members of the household. Can control the interview with adequate pace. Missing info is noted in the notebook to put into tablet later. Good communication in the areas, asks thoroughly, understands the questionnaire, friendly, and creates an open atmosphere for the interviewee. However notes should be taken in an organized manner to avoid confusion when typing into tablet later.
52	Trịnh Văn Anh	7	Some questions the enumerator asks in their own way of interpreting the question, a lot of questions did not ask thoroughly, did not exploit information. Confused in many questions. Enumerator did not comprehend the questionnaire thus did not evaluate information to determine. A lot of questions did not understand thus asked slowly. Enumerator has the will to learn and tries to collect information. Unclear info is noted to ask supervisor. Enumerator has a lot of question unclear, did not exploit info fully.
53	Đình Y Ly	7	Enumerator did not work in the morning and afternoon. Did not cooperate well with the captain. Good skills, need to cooperate and comply with the team's schedule
81	Trần Thị Thu Hiền	9	Team works in evening as well to meet respondents. Enumerator has experience, communicate in the area and conduct questionnaire well
82	Phạm QuangHải	8	Works pretty fast. Enumerator is new, need to improve in gestures and interview skills
83	Trần Vĩnh Hòa	8	Has experience, hardworking
91	Nguyễn Thị Cẩm Tú	8	The time of supervision is the 5 th interview in the day. Too fast, need to alter. Was too insensitive, should be more friendly. The process was quick, enumerator knows to ask the right person, avoid interference of other people into the interview
92	Phùng Đức Vượng	6	Poor explaining, hard to understand, didn't stick with the question. Interviews that I attend have been so slow. A few questions are given hints. Enumerator needs to comprehend the questionnaire
93	Dương Thị Bảo Uyên	10	Very good
111	Nguyễn Thị Thu Sang	9	Team works in evening as well to meet respondents. Enumerator has experience, communicate in the area and conduct questionnaire well
112	Hồ Thị Thu Hường	7	Shy, mostly the captain works. Still awkward, I have commented. Good attitude. Can improve after a few moments. First interview was too slow, a lot of silent gap. Applies questions inflexibly, makes respondents takes a lot of time thinking. Limited skills but not serious, can improve with experience
113	Hoàng Ích Hữu	8	Need to pay more attention to details to identify inconsistency in answers. New enumerator, asks too fast, need to slow down and ask

No.	Name of enumerators	Score	Notes
			more thoroughly
121	NguyễnThịNhung	10	Very good
122	HoàngThịHường	8	Need to create a more comforting atmosphere for the interview
123	LêVănSơn	8	Conduct questionnaire seriously and stick to the question. Need to create a more comforting atmosphere
131	NguyNguyễnNhuPhú	9	Captain, communicate well, comprehend questionnaire
132	PhùngKhánhChủ	6	Phu is the captain. Respondents are easily approached (enthusiastic guider). Does listen and improve after comments. Didn't know and is new to the area. Respondent hesitated. Did not explain more when they didn't understand. No introduction for parts in the beginning. So so, not very comprehensive. General – mostly to have an answer. Commune is Cam Le, name of hospital is HoaVang but didn't ask if it's really in the district. Do some parts well (for example knows to ask thoroughly about why they have free medical insurance to know more about the policy) but overall didn't ask thoroughly, assume often
133	Cao ThịThanhPhương	8	Asks well, make effort to exploit information. However the speed was fast, need to slow down
141	TrầnVũ	9	Captain, responsible, clearly assign tasks with details
142	NguyễnThịHuế	9	Asks well and efficiently
143	NguyễnThịThi	9	Has experience, need to create a more comforting atmosphere
151	TrươngThếĐông	7	Should have gone to each household to interview but due to travelling difficulty (supervisor confirmed) and households go to the field thus commune cadres invite households (25km ride on motorbike) to the cultural house. Dong confirmed name and age of household member with cadres. He has explained a few hard questions, such as about close members, understanding about residential regulation, not reading the questions only. One time he had the wrong input of the household member in the tablet thus skipped many questions about other members of the household but he did not realize that until supervisor told him. Friendly, enthusiastic, polite and coherent. However has to be careful with tablet. I feel that Dong has no understood the questionnaire thus was dependent on the tablet.
152	NguyễnThị Minh Ca	6	Only team member, did not have to communicate. Slow, not enthusiastic in explaining the objective of questionnaire to respondents. Did not ask deeply, only ask on the questionnaire. Did not dig in to the conversation for respondents to answer more. Having seen the registration book but Ca still didn't spot that respondents mistook the date of issuance. Did not exploit information thoroughly on other members. Ca is new thus still slow, waste time. Enthusiastic, improve after comment, however lack of experience and shy in approach.
153	DươngThịHạnhThư	9	Actively asks the 3 rd person (not a household member) to get out of the interview zone. Takes note carefully, identify members well. Good introduction, well noted, comply with the procedure, good pace and knows to explain to respondents
161	HuỳnhThịBíchDiễm	8	When there is no cooperation from the area and require permission from the commune committee, Diem has the attitude to delegate responsibility to Dong (team 15 has the responsibility to contact with the communal statistics office) while she could actively contact and explain

No.	Name of enumerators	Score	Notes
			to the communal cadre. Full of experience, good skills and info exploitation but need to be more supportive and active
162	HoàngThịDiễm	8	Knows to talk and create a comfortable atmosphere for respondent. Some questions used shortcuts about health status however not frequently. Explains carefully questions in 10D. Asked clearly, sometimes too fast, but knows to slow down to suit the respondent, knows to explain and clarify answers.
163	TrầnThịMỹLinh	8	Did not ask about 10 year and 12 year education system. Nice voice, asks gently, knows to acquire more info, however need to be more polite and dig deeper into some parts (education, healthcare)
171	NguyễnThịDuyên	9	Respondents are from ethnic minority thus poor Vietnamese, have wife sitting together to help explain. Duyen has a sore throat but tried to speak loudly and clearly to help respondents understand the questions, especially in part 10. Enthusiastic captain, careful, asks clearly and fully, knows to explain to respondents, identified mistakes in the questionnaire
172	ĐìnhThịĐào Mai	9	Mai has motorbike, followed the guide to find the household. Nice voice, easy to listen, asked coherently, took notes carefully on expenditure and income to calculate and correctly identify members in the household. Asked clearly to distinguish major and minor jobs, good cooperation with supervisor
173	NguyễnHuyThành	9	Good
181	TrầnPhươngThảo	8	Captain, very sociable with team mates, assigns tasks reasonable. Asks relatively well, however some parts (10) need to ask more deeply as suggested by supervisor
182	TrầnViếtKhoa	7	Supervisor came when enumerator continued to conduct the pending questionnaire since morning. Male enumerator tends to help his female counterparts to travel. Khoa forgot to bring the colour printed version of life quality chart as well as showing the chart on tablet thus it took time for respondents to understand after support from supervisor. At first Khoa didn't know to request respondents to exchange goods to market price, after my comments he comprehend the task. Careful but slow, time wasting. Khoa also improved the way to ask about income/expenditure to not miss any transaction.
183	NguyễnThịHuyềnVinh	7	Vinh had to return for the 3 rd time in the day to conduct the questionnaire since household were busy shop-keeping. Vinh needs to be more carefully about hard questions (income and expenditure) and help the respondents. Vinh has the effort to report common situations to supervisor
191	NguyễnThịHồng	8	Working area is difficult, heavy rain, dark roads, very dangerous but Hong and team mates try very hard to complete the questionnaire. Asked income part thoroughly and fully. Her voice sounds inexperienced, still hesitate, but understand the questionnaire, make it comfortable for respondents, do get confirmation on questions from respondents.
192	LêThị Kim Ly	8	When supervisor came, enumerator has already begun. Eager to overcome obstacles, asked well on income and expenditure. Know to consider family situation (poor, has infants, etc.) to clarify expenditures
193	LêThịThảoNguyên	8	Face some difficulties, hard area
201	PhạmThịHằng	8	Very difficult area

No.	Name of enumerators	Score	Notes
202	NguyễnThị Dung	9	Enumerator explained clearly about their notes to supervisor. Dung asks carefully and fluently, and knows how to ask deeper from respondents' response. Dung takes notes carefully and took the time to ask questions multiple times when respondents have incoherent responses.
203	BùiThịNguyễnNữ	8	Enumerator arrived while the interview is being conducted. Enumerator called team captain to verify the remuneration paid in advance for the area. Respondent was fairly quick-witted and understood the questions so the enumerator didn't have to explain much. Nữ asked clearly and articulately, however the respondent had good understanding so the supervisor hasn't been able to evaluate much-will need to listen to recordings of other interviews for further evaluation
261	NguyễnVănLinh	7	Met with workers while they were working overtime. Interviewing pace is a bit fast. Needs to speak clearly with reasonable speed, especially with Northern workers because if enumerator speaks too quickly, the workers might misunderstand the questions' content
262	PhạmThị Thu Hà	7	A little bit fast. Needs to speak more slowly, and avoid asking too many questions too quickly
263	VõThịHằng	7	Needs to pick up interviewing pace
271	NguyễnThịMỹHạnh	9	Guide didn't give their best but tried to reach out to the households. Active, fast, did very well on assigned tasks.
272	Cao ThịPhương Mai	9	Needs to pay more attention to respondents' attitude, ask slower when respondents feel tired
273	NguyễnHồngTâm	8	Tâm knows how to give hints about expenditures, reminded respondents to exclude expenses when calculating profit from raising cattle. The respondent insisted on having no money but Tâm still asked thoroughly about loans and family money, etc. to include in income. Tâm asks carefully, slowly, with explanations, and thoroughly to acquire info. Was a bit confused when asking about loans (didn't think of summing small loans into one) but improved quickly after hearing supervisor's instructions
281	LêNhật Long	7	He needs to improve on his phrasing of the questions to be more concise
282	NguyễnLê Minh Anh	8	Enumerator has little experience, but very willing to learn and actively acquires for more info
283	HoàngThịBíchHiền	7	Hasn't created a comfortable atmosphere for the respondent and the interview
291	NguyễnNgọc Mai	9	Captain, communicate well in the area, comprehend questionnaire
292	Lê Minh Sơn	6	Was allowed to watch team captain conduct 1 questionnaire to learn how to explain questions to respondents, as suggested by supervisor. Haven't fully comprehend some parts of the questionnaire.
293	VũThịVân	8	Efficient, created comfortable atmosphere
301	Jang Thúy My	9	Good effort
302	Trương Văn Công	8	Fair interview skills
303	Hoàng Thị Huyền	8	Needs to try more
311	Nguyễn Thị Nhung	9	Good
312	Phan Thanh Hùng	8	Didn't remember some of the questions from the questionnaire. Needs to read questionnaire content thoroughly

No.	Name of enumerators	Score	Notes
313	Đỗ Thị Liên	7	Slow. Didn't clearly explain the purpose of the interview at the beginning, the way of asking not persuasive
321	Huỳnh Phú Tân	7	Captain, communicate well in the area but asked slow and ambiguous at some parts, needs improvement
322	Nguyễn Thị Linh	8	Worked responsibly and efficiently
323	Lê Phương Thảo	8	Asked well, exploit many information from respondents
331	Lê Văn Vương	9	Delivered tasks well
332	Đặng Đan Ly	7	Asked some incorrect questions in sections 3 & 4 . Didn't explain clearly the questions in sections 3 & 10. Needs more effort, pay more attention to respondents
333	Lê Thị Quỳnh Nhã	8	Needs to pay attention in identifying household's respondent; household has employees and people living and eating with household
341	Lê Quốc Đại	9	Actively assisted team mates. Has good working method
342	Phạm Thị Vân Anh	9	Asked clearly, reasonable pace
343	Nguyễn Khánh Toàn	9	Interviewed thoroughly, clearly, easy to understand
351	Phạm Minh Âu	10	Enumerator asked well. Captain, hard area, communicate well and assigned tasks reasonably
352	Nguyễn Thị Chung	9	Responsible, arranged work appropriately. Asked clearly
353	Đỗ Thị Hà Uyên	9	Comprehend questionnaire, asked clearly, exploit many info
361	Ung Thái Lê Anh	10	Captain, assigned area reasonable, worked efficiently
362	Nguyễn Thị Mai	8	Still made some small mistakes when working with difficult households. Tried to acquire info.
363	Nguyễn Thị Thu	9	Created comfortable atmosphere for the interview, acquired correct info from household
371	Trần Đình Sơn	8	Captain asked well, communicate in area well, hard working and enthusiastic
372	Nguyễn Thái Bình	6	Not active enough, rely a lot on captain. Haven't comprehend questionnaire, mistook questions. Slow, not focus, speaks too soft, asked many repetitive questions. Needs more training
373	Nguyễn Thị Thanh Trị	7	Ask correctly and thoroughly. Still made mistakes when entering information into tablet
381	Hoàng Dý Ly	8	Enumerator has good interviewing skills. Captain communicate well.
382	Phạm Thị Phương Nhung	8	Has experience, asks well. Mistook pension for subsidize for credited people
383	Trần Thị Thảo	7	Haven't exploit for info. Enumerator noted down house area only according to respondent's answer and without observing. Enumerator is flexible, asks well, pays attention to info about daily meals, house area and evaluating living standards by questionnaire's scale
391	Nguyễn Thị Trà My	9	Captain, worked efficiently. The team was assigned reasonable tasks thus had time to rest and maintain good health
392	Nguyễn Thị Ngọc Mai	9	Ask well, acquired many info
393	Châu Thị Kim Phụng	9	Friendly, gentle, created comfortable atmosphere for the interview
401	Trần Đại Hòa Minh	8	Good interviewing skills. Communicate area well
402	Phí Thị Hà Phương	10	Has experience, flexible, acquired many info. Not team captain but

No.	Name of enumerators	Score	Notes
			contributed a lot in arranging areas and tasks for the entire team.
403	Phạm Thu Thủy	8	Ask well, tried to exploit info
412	Nguyễn Đăng Bình	8	Ask thoroughly, clearly, take notes carefully
413	Huỳnh Thị Thúy Quyên	7	Asked too quickly, haven't memorize questionnaire. Didn't clearly explain the survey's purpose. Carefully take notes and calculate
421	Hoàng Quốc Huy	8	Captain, responsible, communicate well in the area. Asked clearly and thoroughly. Insensitive about unreasonable info
422	Cao Thị Linh	7	Didn't explain questions well to respondents. Asked thoroughly but didn't make effort to take notes so had to verify a lot of info
423	Lê Thị Khánh Phương	8	Actively acquired info, comprehend questionnaire. Didn't have calculator to calculate quickly
431	Lê Nguyễn Vương Trung	8	Good interviewing skills. Communicate well in the area. Misunderstood some questions and had been reminded by supervisor.
432	Hoàng Thị Châm	8	Communicate well in the area, kept good interviewing pace although respondents were busy. Remembered to bring calculator and take notes.
433	Nguyễn Thị Lâm Oanh	7	Inflexible, not confident, shy, rejected/overwhelmed by respondents. Interviewing skills fine.
441	Lê Thị Thắm	10	Captain, hard area, asked well
442	Nguyễn Công Thịnh	7	Interviewed fairly, needs to cooperate better with team captain and team
443	Trần Thị Phúc Yên	6	Lack cooperation with team captain. Tends to over-explain thus confusing respondents. Needs to improve interviewing skills.

9.6 Annex 6: Summary of Errors Detected during Cleaning

No.	Error	Explanation
Main data		
1	recode hhcode	Replace wrong/duplicate household code with the right one on sample list
2	recode hhstype	Replace wrong/duplicate household type with the right one on sample list
3	replace hhregis	Replace wrong household registration status with the right one on reality.
4	drop duplicates	Check and drop duplicate observations.
5	recode interviewer_name, team_code	Replace wrong interviewer code/team_code with the right one.
6	recode vill_code/com_code/dist_code, pro_code	Replace wrong EAs codes with the right one.
Section 6		
1	m6c1 too big	Check and fix (if any) when total number of houses/apartments the household own is too big (>3 houses/household)
2	m6c2 too large/too small	Total usable in house area is too large or too small (>1000 or <5 squared meters)
3	m6c4>30	Total people are sharing the living area with is too big
Section 7		
1	logic m7c5	Check and fix errors (if any)when the household income from different activities are unreasonable (too big/too small)
Section 8		
1	m8c19	Erase inappropriate other non-food expenditure.
Section 9		
1	Logic m9c6-m9c3e	Household which is not poor/near poor but still receive cash or in-kind subsidy
2	m9c15,	Check and fix if the interest rate is too high or too low
3	m9c16	Check and fix if the loan is too big or too small
Section 1		
1	m1c9	Fix total months over the last 12 months member live in this household) based on interviewers' notes
2	m1c20	Fix total months over the last 12 months member live in this province) based on interviewers' notes
3	m1c4a	Fix member's birth month based on interviewers' notes
Section 2		

1	Logic m2c1, m2c3, m2c4	Check and fix errors if any based on logic between age and “go to school now”.
2	m2c11	Expenditures on education is too big or too small
3	m2c13, m2c14	Enrollment fee/scholarship is too big or too small
Section 3		
1	m3c8	Correct kind of health insurance according to interviewer’s note
2	m3c9	Check and correct if the amount of money member spent on purchasing health insurance is too big or too small
Section 4		
1	m4c1a, m4c1b, m4c1c	Check and correct if the household does not have any member who is currently working for money.
2	Logic m4c7 & m4c8 / m4c7a & m4c8a	Check and correct if member work for state agencies but receive no salary.
3	m4c9	Check and correct if cash and kind has member received from this job over the past 30 days is too big or too small
4	m4c11/ m4c11a	Check and correct when member is male but he still has maternal leaves.
5	Logic m4c1 & m4c7	Check and correct if member has taken waged/salaried employment but his economic type is Farming, forestry, aquaculture households/individuals or Independent production and business households

10. Reference

Cameron, S. (2012). *Education, urban poverty and migration: Evidence from Bangladesh and Vietnam* (No. inwopa679). UNICEF Innocenti Research Centre.

UN (2010). *Internal Migration and Socio-economic Development in Viet Nam: A Call to Action*. United Nation Vietnam