

DEFINITIONS AND INSTRUCTIONS TO ADD TO THE INTERVIEWER MANUAL

Section 2: Children living elsewhere

After completing question 1 on the opposite page, make a complete list of all children residing elsewhere of all household members. These "children" may range in age from infants to fully grown adults. Grandchildren living elsewhere are not to be reported.

Section 3: Information on parents

Questions 5 and 13. SAME PLACE AS HOUSEHOLD means in the same town or village as the household being interviewed. An URBAN AREA is a city or a town. Examples of towns in Kagera are: Bukoba, Muleba town, Biharamulo town, etc. Examples of urban areas in Tanzania other than Dar es Salaam are: Arusha, Morogoro, Mwanza, etc.

Questions 7 and 15. The HIGHEST GRADE COMPLETED is the last grade actually finished, not the last grade attended. See the description of schooling codes in Section 5, below.

Question 9. The NATURAL MOTHER is the woman who gave birth to the person in question.

Section 5: Education

Several questions in this section collect information on educational expenditures during the last 12 months by different individuals, including household members, persons outside the household, and sponsoring organizations. The expenditures should be recorded separately, by source. There should be no double-counting of expenditures within this section.

For example, if an uncle living elsewhere sent money to pay for a child's school fees, then it should be reported in question 25, on expenditures by persons outside the household. It should not appear as an expenditure by household members in question 18.

Question 5. The HIGHEST GRADE COMPLETED is the last full grade completed, not the one in which the respondent is currently enrolled. For instance, if the respondent is currently enrolled in the third year of primary school, the highest grade completed is P2. The codes for the grades are as follows:

NONE No schooling completed. Also to be used for children who have only completed kindergarten.

ADULTED Adult education classes only; no other formal schooling completed.

KORANICKoranic schooling only. If both Koranic and formal schooling, then use codes for formal schooling.

P1 - P8First through eighth year of primary school. The current system has only [?] years. However, in the past primary school continued for 8 years.
S1 - S4First through fourth year of secondary school.

A1, A2 [A Level?]

U1 - U8First through eighth year of university. If the respondent attended graduate school, these years should also be counted. A bachelor's degree is

normally a four-year course of study, a master's degree can be one or two years, and a doctorate is generally four years.

Question 6. TECHNICAL AND PROFESSIONAL TRAINING includes, for example, courses in accounting, secretarial courses, teacher training, etc. Training in professional schools, such as medical school or law school are also included.

Question 10. This question requests the actual number of hours spent in school in the last 7 days, not the usual number. The answers should reflect absences from school for holidays, illness, vacations, funerals, tardiness, vagrancy or any other reason.

Question 18. This question collects information on all of the expenditures made by members of the household in the past 12 months for children living in the household who attended school during the past 12 months. The expenditures may include those for the current school year and also for the previous school year, provided that they fall within the past 12 months. For example, if the interview takes place in November of 1991, the school expenses for the first term of the current school year will be included, along with those for the second half of the last school year.

Only expenditures made by household members should be recorded in question 18. Do not include contributions made by non-household members.

If nothing was spent on one of the items, write 0 for the answer.

Sometimes the respondents have difficulty in remembering expenditure made 12 months before. In that case, ask the respondent to give you approximate figures. For example, you can ask him whether the amount was between 1,000 and 2,000 Tshs, 4,000 and 5,000 Tshs, etc. However, if the respondent cannot remember the amounts under each category, but only a total amount, note the total only in column 18H. It is not necessary for you to add together the responses to questions A-G to come up with a total; use the total column only if it is not possible to disaggregate the expenditures. Otherwise, leave the total column blank. [KODA -- DOES THE DATA ENTRY PROGRAM UNDERSTAND THIS? SHOULD I ASK BEATRIZ?]

Question 22. The value of a sponsorship in the last 12 months may include part of one or two school years. If during the last school year, the student in question received a sponsorship but is not receiving one for the current year, ask how much the monthly scholarship payments were and the number of months in the past 12 months that the sponsorship was received and calculate the total.

If during the past 12 months the person had two sponsorships of different amounts, the total amount received from each must be calculated, taking into account the number of months in each case.

Question 25. This question records all of the expenditures made in the past 12 months by persons outside the household for the educational expenses of children who are household members and who were attending school in the past 12 months. As with question 18 (above), use the TOTAL column 25 H only if the respondent cannot itemize his/her expenditures. Write zero for all items for which nothing was spent.

Section 6: Health

Part A: Acute Illness in the past 4 weeks.

REFERENCE PERIOD: Part A collects detailed information on an illness or injury that occurred in the 4 weeks before the interview. The following illnesses or injuries would be included:

- (a) An illness or injury that began and ended within the past 4 weeks (e.g., one that began 3 weeks ago and ended 2 weeks ago).
- (b) An illness or injury that began within the past 4 weeks and is still afflicting the respondent on the day of the interview.
- (c) An illness or injury that began earlier than 4 weeks before the interview, but ended within the past 4 weeks.
- (d) An illness or injury that began earlier than 4 weeks before the interview and is still afflicting the respondent on the day of the interview.

For examples (c) and (d), if the illness began a very long time ago -- six months or more -- then Part A will not be completed for that illness episode. Illnesses that began 6 months ago or more are considered CHRONIC ILLNESSES. Information is collected on chronic illnesses in Part B. Questions 2-6, at the beginning of Part A, will help you to decide automatically whether the respondent should complete Part A or proceed directly to Part B.

EXPENDITURES. There are many questions on expenditures on health care in this section. Questions are asked separately for expenditure on hospitalization (questions 22, 34, 46, 53), outpatient consultations (questions 23, 35, 47, 50), transportation to health facilities (question 56), and medicine (question 57). There should be no double counting across these categories. An expenditure should only be counted once. For example, expenditures on consultations, medicine or transportation should not be included in the costs of hospitalization, since they are recorded elsewhere.

The expenditures reported in questions 1-57 should be all expenditures on the illness or injury of the respondent, even if payment was made by someone outside of the household. Questions 58-62 collect information on the amount of the expenditure on the respondent's health care that was spent by persons outside the household. All expenditures by outsiders should be reported in questions 58-62, even if some of the expenditures have already been reported in questions 1-57.

For example, suppose that the household members spent 3000 Tshs on medicines for the respondent, and a relative who lives in another town sent 5000 Tshs more that was used to pay for medicines. Then the total expenditure on medicine in question 57 would be 8000 Tshs. If this was the only outside support received by the respondent, then the answer to question 59 would be YES and the answer to question 60 would be 5000.

Question 1. If the respondent has had more than one illness in the past 4 weeks, use code 1, ILLNESS, and ask questions 2-68 of Part A about the most recent illness in the past 4 weeks. You should record information about all other illnesses and injuries in the past 4 weeks in questions 69-71.

If the respondent has had both an illness and an injury in the past 4 weeks, use code 1, ILLNESS, and answer questions 2-68 with respect to the illness.

If the respondent has had no illnesses but more than one injury in the past 4 weeks, use code 2, INJURY, and ask questions 2-68 of Part A about the most recent injury.

Questions 2 and 5. These questions ask how long ago the illness or injury began. In examples (a) and (b) above, the illness/injury began within the past 4 weeks, while in examples (c) and (d) it began even earlier. Note the difference between these questions and question 7, which asks for how long the respondent suffered from the illness. The answers to questions 2 or 5 and 7 will be the same only if the respondent is still suffering from the illness or injury, as in examples (b) and (d). Otherwise, the illness or injury will have ended and the answer to questions 2 or 5 will be greater than the answer to question 7.

Question 8. Record the first five symptoms named by the respondent. If there are fewer than five symptoms named, leave the remaining columns blank. Although you should probe for additional symptoms, please do not suggest any specific symptoms to the respondent.

Question 9. USUAL ACTIVITIES means the work or duties that are performed regularly, including housework and schooling.

Questions 12-53. These questions collect information on three or more consultations at health facilities, beginning with the first facility or place consulted. You should begin with the first place visited for the illness or injury EVEN IF THE CONSULTATION OCCURRED MORE THAN 4 WEEKS AGO. Questions 12-47 collect detailed information on the first three places visited. If more than three places were visited, the information is summarized for all other visits in questions 48-53.

Questions 15, 27, 39. If the respondent saw more than one type of practitioner at the place visited, write the code for the person with the most training.

Questions 17, 29, 41. If the respondent used more than one mode of transport, write the code for the mode used over the greatest distance.

Questions 22, 34, 46. These questions ask about all expenses connected with an overnight stay at a health establishment. You should INCLUDE in this category: admission fees, room fees, the cost of food, laboratory exams, medical procedures. DO NOT INCLUDE: the cost of outpatient consultations, medicines or transportation.

Questions 23, 35, 47. These questions are about expenditures on outpatient visits. OUTPATIENT VISITS are visits that do not result in the patient spending the night in the establishment. You should INCLUDE in this category: outpatient consultation fees and any fees connected with medical treatment. You should include both payments in cash and the value of payments in kind. However, DO NOT INCLUDE: the cost of hospitalization (if it also occurred), medicines or transportation.

Question 56. This question asks about all expenditures on transportation to medical care connected with the respondent's illness or injury. Include all trips connected with the single episode of illness or the injury being discussed. DO NOT INCLUDE transportation connected with other illnesses or injuries that occurred in the past 4 weeks.

Question 57. This question asks about all expenditures on medicines connected with the respondent's illness or injury. Include all payments, in cash or in kind, for all modern and traditional medicines used to treat the single episode of illness or the injury being discussed. DO NOT INCLUDE medicines for other illnesses or for other persons.

Questions 65 and 66. These questions ask the respondent about the diagnosis of the health practitioner (question 65) and the respondent's own opinion about his/her illness (question 66). THE INTERVIEWER SHOULD NOT ATTEMPT TO HELP THE RESPONDENT TO DIAGNOSE HIS/HER ILLNESS. You should ask the respondent what illness he was suffering from and faithfully record the answer, even if you do not agree.

Question 71. The expenditure questions in all of the rest of part A ask about expenditures that were made at any time for an illness that occurred in the past 4 weeks. If an illness began more than 4 weeks before the interview, some of the expenditures occurred more than 4 weeks ago and some occurred within the last 4 weeks, but all were recorded. Question 71 is different. It asks about all of the expenditures in the past 4 weeks for all other illnesses and injuries of the respondent. You should include all expenditure for other illnesses, provided that the expenditure occurred within the past 4 weeks. You should include expenditure on medicines, hospitalizations, outpatient visits, transportation in the past 4 weeks for other illnesses of the respondent.

Part B: Chronic Conditions

This part is about health conditions that began more than 6 months ago. We have called them CHRONIC CONDITIONS.

Question 6. Like question 71 of Part A, this question asks for all of the expenditure in the past 4 weeks for all long-term, chronic conditions. All types of expenditure are included -- medicines, transportation, etc. However, DO NOT INCLUDE expenditures that were made jointly with any of the illnesses reported in Part A of Section 6.

Section 7: Activities and non-labor income

The respondents for this section are all household members aged 7 and older. Since this section collects information on income, it is very important that you interview the respondent him or herself, and not a proxy. Except in extreme circumstances, proxy respondents are not acceptable in Section 7 for adults (persons aged 15 and older). If an adult respondent is not available during the first round but will return during round two, you should complete section 7 for that person during round two.

REFERENCE PERIODS: Section 7 has eight parts, labeled Part A through Part H. They include different reference periods.

Part A (Time Use) asks about the respondent's main activities during the past 7 days and the past 12 months. The answers help to decide which parts of Section 7 will be completed.

Parts B, C, D, and E collect information on the respondent's activities in the past 7 days: as an employee (Part B); as a self-employed farmer (Part C); as a self-employed businessman or professional (Part D); or in performing household chores or seeking medical care (Part E).

Parts F and G collect information on the respondent's main job and secondary job in the past 12 months. The MAIN JOB is the work on which the most time has been spent. The SECONDARY JOB is the work on which the most time is spent after the main job. Often, these will be the same as the activities for the past 7 days, already described in Parts B - D. However, this section will be completed if the main activity in the past week was not the same as that in the past 12 months.

Part H collects information on other sources of income (not tied to the respondent's work) in the past 12 months. Young children below the age of 15 do not complete this section.

The PAST 7 DAYS are the 7 days preceding the interview. If the interview is taking place on a Tuesday, then the past 7 days begin on Tuesday a week ago and extend until Monday the day before the interview.

The PAST 12 MONTHS are the 12 months preceding the interview. The interviewer must be specific by referring to the same date one year ago. If the interview is on December 14, 1991, then the interviewer should ask about activities since December 14, 1990.

A SELF-EMPLOYED person is someone who has no boss and works for his/her own account. He/she pays all the expenses of the activity and controls all of the income.

A FAMILY WORKER is a person who helps in a business, trade or profession owned by the household. He/she may or may not receive compensation for his/her work.

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

Part B: Employment during the past 7 days.

Question 1. Write down the exact description of the job of the respondent in block letters. Then find the code for the type of job that most closely fits the description, from among the 13 codes listed. Write the code number in the column labeled CODE.

For example, suppose that the respondent is a mason. A mason is in the CONSTRUCTION industry, which is code 5. You should write the following:

DESCRIPTION: MASON CODE: 5

DO NOT write the code label CONSTRUCTION as the description.

Question 2. This question asks about the actual hours worked, not the usual hours. Do not include time lost from illness, holidays, or authorized absences.

Questions 12 and 13. EXCUSED DUTY is ... (someone help here!)

Question 24. ALLOWANCES are... (see draft manual and other note). A BONUS is a sum of money paid to an employee in addition to his/her regular wage as a reward for good performance or as an incentive to work harder. A GRATUITY

is a tip, or an extra amount paid by a client for good service. (am I right?)

Question 26. OVERTIME is time worked beyond normal working hours, for which the respondent is compensated.

Question 30. SUBSIDIZED HOUSING is a dwelling for which the respondent does not pay the full value of the rent. For example, if the respondent receives housing free of charge from his/her employer, then his/her housing is subsidized. The value of the subsidy is the amount that the owner could have gotten in rental payments for it.

Part C: Self-Employed Farmers in the Past 7 Days

Question 3. Write the crop codes for as many as eight crops. They should all be crops that the respondent worked on in the past 7 days. If the respondent worked on fewer than 8 crops, leave the remaining columns blank; if he/she worked on more than 8 crops, copy the crop codes for the 8 crops at which he/she spent the most time.

Question 12. Next to each activity code, copy the code of the crop on which it is performed. It is possible to have the same activity listed twice, with different crops. It is also possible to have two different activities listed for the same crop. For example, in the past 7 days, the respondent might have engaged in sifting bulrush millet, pounding bulrush millet and shelling groundnuts. The answer to question 12 would be:

ACTIVITY #1: 4 CROP CODE: 21

ACTIVITY #2: 9 CROP CODE: 21

ACTIVITY #3: 10 CROP CODE: 29

If the respondent performed fewer than five activities, leave the columns blank.

Part D: Self-employed businessmen in the last 7 days.

Questions 1 and 21. As discussed in Question 1, Part B, please write an exact description of the respondent's job. Then select the code that is closest to that job. Do not copy the name of the code in the description column.

Part E: Other Activities in the last 7 days

Questions 7-11 ask about the number of days that the respondent's work was restricted due to illness (question 8), the number of days that the respondent was too sick to perform any work (question 9), and the amount of time spent seeking medical care (question 11) in the past 7 days. They are different from the questions in the health section (Section 6), which ask about an illness in the past 4 weeks or on health expenditures on all other illnesses in the past 4 weeks. Please note all of the time lost to illness in the past 7 days and the time spent seeking medical care in the past 7 days, even if it has already been counted in Section 6.

Questions 12 and 13 ask about the time spent caring for or visiting a sick household member. This includes time spent caring for a sick household

member at home and also the time spent caring for a sick household member in a health establishment.

Part F: Main job in the last 12 months

Question 1. See the instructions for question 1, part B.

Question 2. This question asks the interviewer whether the activity just described is the same as one of the activities described in Parts B, C or D, in the past 7 days. You must compare the description in question 1 with the descriptions in questions 1 of Parts B and D. If part C was completed, then the respondent was also a farmer in the past 12 months.

IF THE RESPONDENT DID NOT WORK AT A JOB IN THE PAST 7 DAYS (PARTS B, C, AND D ARE NOT COMPLETED), OR IF THE JOB LAST WEEK WAS DIFFERENT FROM THE MAIN JOB LAST YEAR, THEN THE ANSWER TO QUESTION 2 IS NO, DIFFERENT WORK, AND YOU MUST COMPLETE THE REST OF PART F. (note to the researchers -- we will probably be able to drop parts F and G in the next wave!!!)

Part H: Non-labor income

Question 2. A PENSION OR RETIREMENT FUND is money paid at regular intervals to the beneficiaries of a retirement pension.

Question 4. This question asks about income from the INTEREST on bank accounts, not the amount of money in the account.

Question 9. Income from other sources includes all other income received in the past 12 months, including gifts in cash or in kind, transfers received from outside the household that will not be repaid, and remittances. All of the remittances received by this individual in the past 12 months should be included. Since the remittance section collects information on only 3 transfers received in the past 12 months, the answer to question 9 must be greater than or equal to the responses given to section 19.

Section 9: Fertility

A LIVE BIRTH is one in which the newborn infant showed signs of life, like crying or breathing.

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

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

Question 2. The objective of this question is to determine whether the respondent has ever had a live birth. Stillborn children are not to be counted. Children who died shortly after birth, but who showed signs of life before they died should be counted. Since mothers often forget to mention children who died shortly after birth, it is important in this section to probe for them in question 2 and also in establishing the list of children born in question 3.

Questions 3-5. Make a list of all of the children born alive to the respondent, beginning with the first birth and ending with the most recent. Include all live births, even if the child died shortly afterward. If the

child was not named, simply list it as BABY or NO NAME. Record twins and other multiple births on separate lines. Make a complete list of all children, then ask questions 6-15 about each child on the list.

Question 4. If the child is a member of the household and its birth date is shown on the household roster, copy the date. There is no need to ask the question again.

If the mother does not remember the date of birth of the child, ask her the current age of the child, or alternatively ask how old she herself was when she had the child, then subtract that age from the respondent's present age and calculate the date of birth. You can also help the woman to remember by discussing local, regional or national events that occurred during the pregnancy or at the time of birth.

Question 10. Try to obtain the age of the child at death, expressed in years and months if the child was younger than 5 years, or in years alone if the child was older. If a child lived for a very short time, so that its life was measured in days or weeks, convert the period into months before writing the answer in the questionnaire. If the child lived less than one month (30 days), then write 0 in the spaces for months and years. If a child died before reaching the age of one, write the number of months in the month column and 0 in the year column.

Question 26. A CONTRACEPTIVE METHOD is one of several devices or behaviors that are used with the objective of preventing conception and pregnancy.

ABSTINENCE is the decision not to engage in sexual relations for a specified period for the purpose of avoiding pregnancy.

RHYTHM is a method of contraception in which the partners do not have sexual relations during certain times of the month when the female partner is most likely to conceive.

WITHDRAWAL (You guys can handle this one!)

DOUCHE is the rinsing of the vagina with water or some other formula after sexual intercourse to prevent pregnancy. (It is highly ineffective at preventing pregnancy.)

CONDOMS ... (Once again, I yield to the co-investigators!)

SPERMICIDES are formulas that kill the male sperm, preventing conception.

The DIAPHRAGM is a molded cap of thin rubber fitted over the female's cervix (the opening to the uterus) to prevent entry of the male's sperm during intercourse.

The contraceptive PILL, also known as ORAL CONTRACEPTIVES is a synthetic hormone that prevents pregnancy by preventing ovulation in the female. It is taken daily, swallowed.

The IUD, or INTRAUTERINE DEVICE, is a device inserted into the woman's uterus (womb) that prevents pregnancy by preventing the fertilized egg from sticking to the wall of the womb.

The contraceptive INJECTION, also known as DEPO-PROVERA, is a an injection of synthetic hormone into the female that is effective in preventing pregnancy for several months. Like the PILL, this method prevents pregnancy by preventing ovulation.

FEMALE STERILIZATION prevents conception and pregnancy through surgical procedures that block or sever the fallopian tubes. (SEMALI -- is this correct?)

MALE STERILIZATION, or VASECTOMY is a surgical procedure that severs the vas deferens (a sperm duct) of the male, resulting in sterility.

(SEMALI?)

Section 15: Housing

A DWELLING is all of the buildings in which the household lives. The dwelling may be a hut, a group of huts, a single house, a group of houses, a flat, several adjacent rooms, or any other type of dwelling.

A FLAT is a dwelling consisting of one or more rooms either in a multi-story building or in a single story building with many units.

A COMPOUND is a number of huts or houses, sometimes surrounded by a fence or wall, occupied by one or several households. Compounds found in urban areas sometimes consist of side-by-side flats around a central courtyard.

A FLUSH TOILET is one equipped with a water tank to flush away waste. A PIT LATRINE is a hole in the ground with a platform on top for use as a toilet.

A WATER VENDOR is someone who sells water to other people.

BIOGAS (can someone shed light on this? what does it look like? does it come in a can?)

Question 27 asks about the expenditure on fuel since the interviewer's last visit. If the household purchased firewood since the last visit, record the amount of the expenditure. If they used firewood from their own production (that is, from their own fields), then record the value of the firewood used since your last visit.

Section 11: Farming

Part A: Land

Question 2. Record the area to the nearest half-unit. If the area is less than a quarter of a hectare or acre, then write 0 for the answer.

Part B: Crops

Question 2. In this question, for each crop grown, you must write down the PLOT NUMBER from Question 1, Part A, of all of the shambas or gardens on which a crop is grown. For example, suppose that the household has three shambas in Part A:

PLOT NO.	DESCRIPTION
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- 01 Bananas
 02 Bananas, coffee and cassava
 03 Cassava and beans

Then for the answer to Part B, Question 2 we have:

CROP	1st (Code) NUMBER	2nd NUMBER	3rd NUMBER	4th NUMBER	5th NUMBER
Coffee	01	02			
Cooking bananas	08	01	02		
Cassava	11	02	03		
Beans	28	03			

If the crop is grown on fewer than five shambas, then leave the remaining columns blank. If the crop is grown on more than five shambas, list the five shambas with the most of the crop.

Questions 4 and 5. If the respondent has no idea of the amount of his crops that he has sold (as may be the case, for example, if he/she sold small quantities of cassava), you can ask him/her about how much was sold each time, and how often did he sell cassava during the past 12 months. (Once a week? During which months? and so on). You will thus be able to calculate the number of sacks (or other measure) sold in the last 12 months.

The QUANTITY CODES are to be used in the columns marked UNIT. They include the following: [ADD DEFINITIONS OF THE CODES IN SWAHILI]. If the respondent has difficulty citing the unit price of any of these crops that were sold, but if he/she can estimate the total amount received, you can use quantity code 15, TOTAL. If the respondent sold his entire crop of bananas for 25000 Tshs, then you would write as the answer to question 5:

AMOUNT	UNIT 25000	15
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However, the code for TOTAL cannot be used in the answers to question 4.

Questions 6 and 7. Arrows have been drawn across these questions for crops that do not normally require seed. Please skip to the next question.

Section 14

A BUSINESS may be some kind of trade (in food, clothes or various articles) or a professional activity (like a private lawyer, for instance), or a store, a carpenter or cabinet maker's shop, etc.

Part A

Questions 1 and 2. These columns are to be filled out by the supervisor only. You will find them already completed. Begin with question 3. Ask all questions of all Parts of Section 14 about one business before asking about the next one.

If you find that a business has started between round one and round two, do not be concerned. It is not necessary to add any businesses to questions 1

or 2, or to Section 4, since the questionnaire will collect information on them during the next wave in Section 4, if they are still in operation.

Part B

Question 1. Ask question 1 about all of the expenditure items on the list. Then ask questions 2-6 about each item marked YES in question 1.

Please do not use the answer DON'T KNOW (DK) for any of the expenditure items. If the respondent is having difficulty, help him or her to estimate the amount by giving him/her a range of expenses (e.g., is it more than...? less than....?)

ARTICLES FOR RESALE are goods purchased by the business that will be sold again.

Part C: Income

Please do not use the answer DON'T KNOW (DK) for any of the amounts in this part. Help the respondent to estimate the amounts.

Part D: Assets

Question 1. This question asks whether the respondent has owned any business assets in the past 12 months. In some cases you will find that the respondent owned a building within the past 12 months, but sold it also. These cases should also be recorded in Part D.

Section 16: Durable goods, Household annual expenditures and assistance**Part A: Durable goods**

Questions 1 and 2. First ask the respondent whether anyone in the household owns each of the items on the list of items in question 1. Then complete question 2 for all of the items mentioned in question 1. If there is more than one of an item owned (for example, two radios), write them on separate lines in question 2. After the list has been completed in question 2, ask questions 3 - 7 about each item. There are lines to record as many as 42 items. If you need more space, please use continuation questionnaire.

[NOTE TO RESEARCHERS: Wasn't there some rule that was made about POTS and PANS? Not to record more than X number? or only big ones? Does anyone remember?]

Part B: Household Annual Expenditures

Ask question 1 about all of the items on the list. Then ask question 2 about all items with a YES in question 1. Do not use the answer DK for any of these items; you must help the respondent to estimate his/her expenditures.

Part C: Receipt of Assistance

This part collects information on the amount of assistance that the household received from community organizations. Do not include any assistance received from private individuals, as this is collected in Section 19.

Item 35. If the household received assistance from organizations that are not on the list, write the name of the organization in item 35 "Other voluntary groups" and record the amount received in question 2. If there is more than one group from which the household received assistance that is not on the list, write down the names of all of them in question 35 and write the total amount received from all of the other organizations in question 2.

Questions 1 and 2. Ask question 1 about all of the items on the list. Then ask question 2 about all items with a YES in question 1. Do not use the answer DK for any of these items; you must help the respondent to estimate his/her expenditures.

Section 17: Food Consumption

This section collects information on food expenditures and on the value of food that was produced and consumed by the household. It has three parts:

Part A: The seasons of the past 12 months

Part B: Consumption of Home Production

Part C1: Food expenditures, seasonal foods

Part C2: Food expenditures, non-seasonal foods

Like the other sections on expenditures, it is essential that you obtain an estimate of all expenditures from the respondents. Do not write DK for any of the answers in this section.

The respondent for this section is the person who is responsible for going to the market and preparing food. This person was named in Section 4 and his/her name will already be written at the top of the questionnaire by the supervisor.

Part A: The seasons of the past 12 months

Question 1 collects information on the timing of the seasons in the household's community.

There are 12 answers to question 1. For each month of the year in the past 12 months, the respondent must indicate whether the month fell in the masika rains, the vuli rains or the kiangazi dry season. You must ask about the actual seasons in the past 12 months, not the usual seasons. You must obtain this information from the respondent. It is the respondent's opinions about the rainy and dry seasons that will be relevant to the answers for the rest of Section 17. Do not obtain the season information from any other source than the respondent.

Question 2. This question allows you to skip over Part B and go directly to Part C if the household did not consume any of its own farm production. If the respondent says that the household has not consumed any of its own farm production, you should refer back to Section 11B. If the household grew food crops, probe to see if the household consumed any of them.

Part B: Consumption of Home Production

The reference period for Part B is the past 12 months.

Question 1. Part B is spread over 4 pages. You should ask question 1 about all of the items on all four pages. Then go back to the first page and ask questions 2-7 for every food item that was marked YES in question 1.

Question 3. The respondent is asked to cite the months in the past 12 months during which the household consumed food that was produced by the household. There should be 12 answers to question 3; all 12 columns should have either code 1 (YES) or code 2 (NO). Do not leave any columns blank. Only write YES for food items consumed and produced by the household; food items that were purchased will be recorded in Part C.

Questions 4 and 6. Question 4 asks how often the members of the household usually consume their own production of each crop during the rainy season. The RAINY SEASON includes both the masika and vuli rains, and it is defined as the months with codes 1 or 2 in question 1, Part A.

Question 6 asks how often the members of the household usually consume their own production of each crop during the dry season. The DRY SEASON includes all months with code 3 in question 1, Part A.

You should record the number of times and the time unit. For example, if a household consumes its own cassava 1 time per week during the rainy season and 3 times per week during the dry season, then the answers to questions 4 and 6 will be:

Question 4: TIMES: 1 TIME UNIT: 4

Question 6: TIMES: 3 TIME UNIT: 4

Questions 5 and 7 ask how much it would have cost to buy the amount that the household ate each time during the rainy season (question 5) and the dry season (question 7). EACH TIME should correspond to each of the times noted in the TIMES column of questions 4 and 6. (It does not correspond to the time unit.)

Because most crops are more available during some times of the year than other times, the price of crops is different in the rainy season and dry season. This means that even if the household consumes the same amount of cassava each time in the rainy and dry seasons, the value of that amount may not be the same in the rainy season and the dry season. Thus, in our example above, the value of the cassava eaten each time in the rainy season might be 250 Tshs and in the dry season 200 Tshs each time.

[RESEARCHERS -- DID I GUESS THE SEASONS RIGHT ON CASSAVA? MORE EXPENSIVE IN THE RAINY THAN IN THE DRY SEASON? IF NOT, PLEASE REVERSE THE EXAMPLE]

Item 37: Mangoes. The price of mangoes changes during different seasons, but they are not the rainy and the dry seasons. When you ask questions 4-5 about mangoes, ask about the mango season (instead of the rainy season). When you ask questions 6-7 about mangoes, ask about all other seasons (instead of the dry season).

The last page of Part B asks about consumption of animal products that were produced by the household, and consumption of fish and game that was caught by the household. The questions for these items are basically the same as

for the earlier items, except that there is no need to ask question 2. For all items on the list page marked with a YES in question 1, write code 1 for question 2 and ask questions 3-7 for each item.

Part C: Food expenditures

Part C collects information on all food expenditures. The items are organized into two groups: the first group (part C1) includes foods whose consumption and prices change, depending on the season; the second group (C2) includes non-seasonal foods.

Ask question 1 of all items in Parts C1 and C2 (6 pages), marking YES if they were purchased in the past 12 months and NO otherwise. Then return to the beginning of part C1, and ask questions 2-8 about all items marked YES in question 1. Finally, ask questions 2-6 about all items in Part C2 marked with a YES in question 1.

Part C1. Questions 2-6 are similar to the same questions in Part B, except that you must ask how often the household bought each food item. Questions 7 and 8 collect information on household purchases of the food since your last visit, during round one.

SINCE MY LAST VISIT means since the last visit of the interviewer to the household during Round One. In theory, this period is two weeks. But since this is not always the case, you must emphasize that you mean the amount of time that has passed since your Round One visit. Note that if you make several visits to the household during Round Two, you must make it clear that you are asking for information on food expenditure since the Round One visit, not since the previous Round Two visit.

Part C2. The questions in Part C2 are the same as for Part C1, except that questions 3 and 4 ask how often the food item was bought in the past 12 months (instead of during the rainy and dry seasons).

RESEARCHERS NOTE: IT SEEMS THAT QUESTION 3 IN BOTH THE ENGLISH AND SWAHILI VERSIONS ASKS ABOUT THE RAINY SEASON. IT SHOULD BE ABOUT THE LAST 12 MONTHS! LET'S MAKE SURE TO TELL TOM ABOUT THIS. I'LL TRY A TELEX OR FAX TODAY.

Section 18: Expenditures by household members

Section 18 collects information on items purchased or acquired by individual household members. Part A is completed for all household members and Part B for all household members 15 or older. You will need to place the household roster card behind the questionnaire so that it extends to the left, in order to complete this section.

Since Sections 18 and 19 are both sections for individual respondents, you should complete both sections for each person before interviewing the next person.

Part A: Acquisitions and expenditures in the past 12 months

The reference period for Part A is the past 12 months. An item that was ACQUIRED by the respondent is an item that was bought by the respondent or given to the respondent by someone else.

There should be no double-counting of expenditure in this section across individuals. If one person in the household bought an item for another member, such as a parent who bought an item for a child, then the expenditure should be recorded on the line for the person receiving the item (the child).

For example, suppose that the head of the household bought 3 kitenges in the last 12 months -- two for his wife and one for his eldest daughter. Then the expenditure for two kitenges should be recorded in question 1A on the line for the wife and the expenditure for one kitenge should be recorded in question 1A on the line for the eldest daughter.

This means that the value of all of the clothing purchased or given to each member of the household in the past 12 months will be recorded on his/her line for question 3B.

Ask question A about each item and record the answer. Then return to all items with Code 1 (YES) in question A and ask question B.

Questions 9 and 10 ask about expenditure on medicines and on other medical services in the past 12 months. This should include the expenditure on these services by household members in the past 12 months and also the value of medicines and medical services paid for by others for that person. The amount should include any expenditures noted for that individual in Sections 6A and 6B, plus any other medical expenditures in the past 12 months for other illnesses. (This means that the answer to questions 9 and 10 combined must be greater than the answers to Section 6.)

Part B: Expenditures since round one.

This part is asked only of household members 15 and older, and the reference period is since your visit for Round One. Ask question A for all items before returning to items purchased to ask question B.

Unlike Part A, you should record all expenditures for the person who made the expenditure, even if it was for someone else.