

**TAJIKISTAN
2007 LIVING STANDARDS SURVEY**

MANUAL FOR SUPERVISORS

2007

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1 - INTRODUCTION

1.1 Survey objectives

You have been selected as one of the supervisors for the implementation of the 2007 Tajikistan Living Standards Survey (TLSS07).

The principal focus of the survey is an issue of interest to us all – the welfare level of Tajik individuals and households. The survey data will be used in analyses to determine what proportion of Tajiks are unable to meet their basic needs to enjoy an adequate standard of living and are living in poverty. These studies will also consider what accounts for some households being able to attain and sustain such a standard of living and what might be done to assist those households and individuals now living in poverty to escape poverty. The information collected in the TLSS07 also will be used in a range of other studies, including examining employment, health, nutritional status, agriculture, as well as better understanding how households respond to changes in the macroeconomic environment. As you will learn, the data collected using the TLSS07 is particularly rich because it integrates such a wide range of aspects of household and individual characteristics.

The enumeration of households in the TLSS07 will be done in a short period of time. Information will be collected from approximately 5,000 households throughout the country. It will be your responsibility to make sure that all of the interviews are done as professionally as possible.

It is extremely important that you recognize that the survey is being conducted under the auspices of the Tajik government that empowers you to collect information from selected households. However the information collected remains confidential to Goskomstat and must therefore not be divulged to any unauthorized person.

1.2. Survey methods

The TLSS07 is being carried out by the Goskomstat, in coordination with UNICEF and the World Bank. The TLSS07 is designed to be nationally representative. That is, the information collected from the survey households will be used to estimate the characteristics of all households resident in Tajikistan. This is made possible through the use of random selection procedures to select households for interviewing.

The survey results will also be used to make district-level estimates of household characteristics. The TLSS07 sample design is based census clusters located through out the country. A sample of 270 clusters have been chosen in all regions. Approximately the same number of clusters have been selected in all of the regions which will allow analyses of the data at the national and regional levels.

The total planned sample size is 4,860 households. You are one of the supervisors employed across the country to assist in successfully carrying out this task. You will supervise the work of the enumerators who will collect the data directly from the households. In turn, you will be supervised by the central Goskomstat staff.

The survey uses three questionnaires:

- 1) A household questionnaire to collect detailed information on all aspects of the selected households in order to analyze the living standards of the population of

Tajikistan. The enumerators will administer this questionnaire under your supervision.

2) A female questionnaire that will be administered by the interviewers to all females between 15 and 49 years of age in the household. As a supervisor, you may need to assign female interviewers to some of the households if the women in the household are unwilling to talk about these questions with male interviewers.

3) With the view that household living standards also depend on community conditions, a community questionnaire is also to be administered in each cluster in which the TLSS07 is to be administered. This questionnaire collects information from local administration on demographics, infrastructure, economy, education, health, agriculture, institutions and prices. You will be responsible for administering this questionnaire. The price portion of the questionnaire that will collect information on prices on commonly used food and non-food items. This information will allow the analysts to make adjustments to the regional data from the differences of prices found in each cluster.

The household survey uses a direct interview method to collect information. Different reference periods are required for people to recall different information, from the last one month and the past 12 months, etc. depending on the frequency of occurrence of the items or issues being examined.

Because of the complexity of the household survey, several technical methods are used to guarantee the completeness and the quality of the survey data including:

- 1) The questionnaire is designed with pre-coded questions so that coding is done during the data collection to save time and to reduce errors.
- 2) The work of the enumerators and data entry operators will be supervised and checked very carefully. There is one supervisor for every three or four enumerators.

1.3. Survey organization

The TLSS07 is a complex survey. The household questionnaire is quite detailed and long, the sample size is large, and the short enumeration period may make it difficult to maintain the required level of professionalism among the survey staff because of the pressure to finish within the time limit. You, as one of the supervisors, are critical to the collection of a quality data set for use in important analyses for decision-making.

The supervisors have the listing of households selected for the survey for each cluster. The HH listing of each cluster consists of main HH list selected for the survey (18 households) and reserve list (of up to 4 household) for substitution .Interviewers will carry out the interviews in the pre-selected Households only. The work load distribution of 18 Households' interviews in the cluster between interviewers will be implemented by supervisor.

If for some reason the interview cannot be carried out (HH refuses to answer, no one live in the dwelling, the dwelling is rented out to foreign citizens ...) than the interviewer should ask supervisor which Household should be interviewed from the reserve list. The substitution should be done only in if no other options to implement the interview in the

selected Household from the main list. All the substitutions should be documented indicating the reason of substitution.

The survey will be administered in the field by the *enumerator*. Enumerators will be in teams of three enumerators. Teams will be assigned to one supervisor who will be accompanied by a data editor. Each team will consist of one supervisor, one data editor, six enumerators and two drivers.

As a supervisor you are responsible for up to 6 enumerators. In order for the enumerator to do a good job, he/she needs to have adequate supervision and to be able to easily request rapid assistance if required. You are responsible for making sure that the enumerator is able to do his/her work properly – that he/she has the correct information and tools needed for the job. Nationally, there will be 30 supervisors in total.

You and the data editor will be responsible for reviewing all questionnaires that have been completed to make sure that they contain no errors. You will regularly sit in on interview sessions with the TLSS07 sample household members conducted by the enumerators under your supervision to assess their work. After the household questionnaires have been submitted to you and the data editor, you will return to the enumerators those questionnaires that are incomplete or that contain errors. In most cases, the enumerators will have to go back to the survey households to make the corrections. As Goskomstat will assess your own performance primarily on the basis of the quality of the data that comes from the enumerators under your supervision, it should be expected that you will subject the questionnaires to rigorous examination.

You will be responsible for the completion of the community questionnaire. One questionnaire will be completed for each cluster in which the household survey is administered – 270 community questionnaires in total across Tajikistan.

The Goskomstat central staff is responsible for the quality of the data which your enumerators and you provide. They are also responsible for logistical arrangements of your enumerators and you. The Goskomstat central staff are expected to make frequent visits to both you and to your enumerators. During visits to the enumerator, the Goskomstat central staff will review completed questionnaires and make direct observation of interviews. If any questionnaires are incomplete or erroneous, the Goskomstat central staff will discuss with the enumerator, and the questionnaire will be corrected with a revisit. At the end of each month, the Goskomstat central staff will receive the completed questionnaires from you and then subject them to additional thorough review. If any questionnaires are incomplete or erroneous, these will be returned to you and you must go to the enumerator to have the questionnaire corrected.

The Goskomstat central staff is also responsible for any work related issues that the enumerators or supervisors encounter as they do their work.

In addition to Goskomstat central staff, there will be monitors from international organizations including UNICEF and the World Bank.

1.4. Organization of the Interview process

The enumerators will interview 18 households in each cluster. The questionnaire is designed so that two households can be interviewed each day that the enumerators are in the cluster. The supervisor and enumerators must communicate with the local authorities to advise them about the purpose of the survey and to obtain their cooperation for the study.

Each household is interviewed once:

- 1) Within the household all members are interviewed individually with the exception of young children under 10 years of age and others who are unable to respond for themselves. Individuals may be unable to respond for themselves because of a disability or because they are not available for interviews. Other knowledgeable household members will respond for the young children and others unable to respond for themselves.
- 2) Because all members are interviewed individually, more than one visit may be required for many survey households in order to find times in which the members are present.

After finishing the questionnaire in each household, the enumerator must check the completed questionnaire before delivering it to you to check. When missing information, discrepancies or suspicious entries are noticed in the household questionnaire, the enumerator should re-interview the household to correct the information.

After the enumerator is sure that the household questionnaires have been completed, you will check the completed questionnaire either during a monitoring visit or at the end of the month. At the end of the time in the cluster, the enumerators will give 18 completed household questionnaires to you. You will review any that have not already been inspected. Once all 18 are inspected, you will deliver the completed household questionnaires, one community questionnaire, and all forms to the Goskomstat central staff.

2 - ROLE AND RESPONSIBILITIES OF THE SUPERVISOR

2.1 Role of the supervisor

The supervisor organizes and directs data collection at the cluster level. You will be responsible for any technical or other issues encountered by the enumerators at the cluster level, including the following main tasks:

- 1) Coordinate and supervise all enumeration activities in the cluster during the data collection process with survey households.
- 2) Monitor, check, and assess the quality of the work of the enumerators, particularly the quality of the data recorded in completed questionnaires.
- 3) Report on the activities of the enumerators to the Goskomstat central staff.
- 4) Collect information from the local authority using the community questionnaire.
- 5) Collect information on prices.

2.2 Specific tasks of the supervisor

- 1) Explain clearly to the enumerators the objectives and requirements of their work. Ensure that each enumerator has enough supplies for completing 18 household interviews in the cluster. Each questionnaire allows the enumerator to record

information for up to 15 members of a household. If households have more than 15 members, the enumerators will need more than one questionnaire for the household. Supervisors are responsible for making sure that when more questionnaires are needed, the enumerators have them.

- 2) Re-confirm the 18 household selected. Confirm need for any replacements requested by enumerators.
- 3) Supervise and follow the work being done by the enumerators, including:
 - Review all completed Household Questionnaires
 - Re-interview some households to ensure data quality and reliability.
 - Make direct observations of interviews.
- 4) Code the occupation and industry questions in the Sections 6, 7 and 10.
- 5) Arrange meetings with local authorities to collect data for the community questionnaire. Completing the community questionnaire may take several days because of difficulties in locating the correct respondents and setting times for appointments. The process should be started immediately upon entry to the cluster.
- 6) Write reports and send them to the Goskomstat central staff upon completion of work in an TLSS07 survey cluster,.
- 7) When needed, organize team meetings with the enumerators. During these meetings you will discuss progress being made in the interview process, problems encountered, provide feedback from your observation of the enumerator's work, and report any notes or clarifications from headquarters staff in Dushanbe.

2.3 Relations with the Goskomstat central staff

The Goskomstat central staff will be responsible for training and improving the professional skills of both the supervisors and enumerators through regular contacts with the supervisor and occasional visits with the enumerators. They will monitor survey progress and solve common problems that arise during the enumeration process through providing technical guidance in the field. Therefore, you must report any problems encountered to the Goskomstat central staff.

Each week, the Goskomstat central staff will check on the clusters under their supervision. The checks will focus on the following aspects:

- 1) Operations of the enumerators.
- 2) Visit some survey households to randomly ask some questions from the questionnaire. This is done to assess the quality of data collected by the enumerators.
- 3) Resolve technical and professional problems that have arisen.

Through these activities, the work of both the supervisor and the enumerators can be assessed, and the quality of data collected maintained.

If needed, the Goskomstat central staff will meet with all of the supervisors under his/her supervision. The dates of these meetings will be determined in advance. During these meetings the team will discuss progress being made in the interview process, problems encountered, receive feedback based on the Goskomstat central staff's observation of the your work and your enumerators' work, and report any notes or clarifications from headquarters staff in Dushanbe.

At the end of each week, the Goskomstat central staff is responsible for picking up all the necessary documents from you. Enumerators will not be permitted to leave the cluster until all interviews have been completed as assigned and the necessary documents have been transferred to you.

3 – PREPARATIONS FOR THE SURVEY

3.1 Meetings with the local authorities

3.1.1 Communicating the importance of the survey

On arrival at the cluster, the first thing you should do is arrange a meeting with the local authorities to clarify the purpose and importance of the survey. The contents of the meeting include:

- 1) Introduction of the enumerators to the local authorities.
- 2) Explanation of the following specific issues:
 - a) The Goskomstat is conducting a Living Standards Survey. This survey aims to produce an in-depth assessment of the actual status of living conditions of all segments of the population. It is of great significance to provide the information needed to form the basis of policy development in order to improve and upgrade the living conditions of all Tajiks across all sectors.
 - b) The data collected from the survey will be used for the analysis of current important socio-economic issues of the nation such as: living standard disparities, poverty rates, social services for people's daily needs, labor and employment, lack of employment among youth, and so on.
 - c) All information and data collected from the households is absolutely confidential, and is to be used for research purposes only. It will not be used for tax imposition or for other purposes.

3.1.2 Requests for assistance from the local authorities

You must request assistance from the local authorities in order to create the conditions that will enable the enumerator to complete his or her work efficiently.

- 1) Discuss with community leaders any changes in households since the household listing was done.

2) Ask the village leaders to encourage the survey households in their area to cooperate with the enumerators as they provide information to them.

3.2 Replacement households

The Goskomstat central staff will provide your enumerators with a listing of the households selected for interview in each of the clusters that have been chosen for inclusion in the survey process. A complete listing of the districts and clusters in which clusters have been selected for the TLSS07 is included in the Enumerator Manual.

In the event that a household among the selected households cannot be interviewed (such as refusal, dwelling was destroyed, etc), you must provide permission for the enumerator to use a replacement household. You will then give the information on the replacement household to be used to the enumerator. The listing form has information on the replacement households for all clusters. Before you provide a replacement household, you must investigate the conditions as reported by the enumerator and make every attempt to avoid needing to replace any of the original 18 selected households:

- In the event of a refusal, you should go to the household and try to explain the reason for the survey and make another request for interview.
- In the event that a dwelling could not be located, you must go and attempt to locate the dwelling.
- In the event that the dwelling is reported to be destroyed, you must go and confirm the report.

You must be able to report in detail the conditions for needing the replacement household.

3.3 Preparation of questionnaire for enumerators

You are responsible for obtaining blank household questionnaires for each cluster and providing them to enumerators. Enumerators should have sufficient blank questionnaires so that if any households have more than 15 members they will be able to interview all members on additional questionnaire forms.

3.4 Time management

Your monitoring visits to the enumerators should be **unannounced**. However, you will need to coordinate with the enumerator to plan for assisting them for anthropometric measurements.

4 – PROBLEMS FREQUENTLY ENCOUNTERED IN THE FIELD

During the fieldwork, several common problems may arise:

- 1) The respondent needed is not present during the interview.

- 2) The household members refuse to respond or only give simple, superficial, perfunctory answers.

4.1 Respondents unavailable

Each part in the questionnaire is directly linked to specific household members. If during the interview, the required respondent is absent, the enumerator should try to arrange a time to return to the household when the respondent can be present. The enumerator must not collect information from other household members or neighbors for this absent respondent unless it is absolutely necessary. Because of the short amount of time available for implementing this survey, enumerators may be tempted to do interviews with whoever is present. You should discourage the enumerators from doing this. It is important that all members of the household respond for themselves in order to have the most accurate information.

4.2 Refusal from household

Enumerators may face some cases of complete refusal to participate:

- 1) Household refuses to answer a particular part of the questionnaire.
- 2) Household refuses to answer the entire questionnaire.

In order to avoid refusal, the enumerator must be good at presentation, clearly stating the purposes and demands of the survey before putting specific questions to the household.

The following are the main reasons leading to refusal :

1) The respondent thinks that information on the income and income sources of his or her household is to be used as the basis for tax collection or income regulation. In order to avoid this problem, during the interview, the enumerator should pay attention to:

- a) Explain to the household that the statistical information and data collected through the Goskomstat central staff are to be kept confidential. The data collected and aggregated from the household will be used primarily for research, and to prepare national economic development policies. The individual data from each household will not be utilized separately and will not be made available to other government departments or to any other organization.
- b) These data are used to assess the current status of people's living standards. Analyses of the data will help the government have a clear basis for developing programs and projects to improve and raise people's living standards.

2) Often, households do not want to waste time answering the survey. In order to avoid taking up too much time or making multiple visits, the enumerator should develop good interview plans, producing specific timetables for each household. If necessary, they can contact and work with the household at any time at the convenience of the survey household members (including noon, evening and Sunday). In the case that the interviewer

has tried to explain and convince the household, but they remain hesitant and worried, you should further attempt to persuade the household to participate, probing as to the reasons why the household will not participate. Households should be replaced only after all methods to convince them to participate have been used.

5 - CHECK QUESTIONNAIRE AND CODING

5.1 Check household questionnaire

You and the data editor have to check each household questionnaire upon completion by the enumerator to ensure that the questionnaire has been completed comprehensively. You should review each section and the data from each member in the section, looking for any inconsistencies, omissions, irrational responses, or other errors.

The checking work must be done just after the completion of the questionnaire by the enumerator and before handing the questionnaire over to the Goskomstat central staff.

During the checking process, if any errors, inconsistencies, or irrationalities in the data are found, you are to meet directly with the enumerator to point out the shortcomings and to instruct that the enumerator fix the problems before moving to another cluster.

5.2 Coding

Almost all answers in the household questionnaire are pre-coded. Only some questions require coding after completing the interview. The supervisor is responsible for coding the responses to these questions prior to giving the completed questionnaires to the data entry operators. Questions in the household questionnaire to be coded by the supervisor are listed below:

Module 2, Part B, International Migration

- Q 11 Occupation Code

Module 5, Part B, Overview of Last 14 Days

- Q 1 Occupation Code
- Q 2 Economic Activity

Module 5, Part C, Main and Secondary Jobs in the Last 14 Days

- Q 1 Occupation Code
- Q 35 Occupation Code

Module 5, Part D, Main Job in the Last 12 Months

- Q 5 Occupation Code

5.2.1 Coding Occupation

The codes to be used for occupation are provided in Annex 1. Read carefully the description that has been written in the question on the questionnaire asking for occupation. Some of the codes are very similar. For example, occupation code 40 is for Managers in wholesale and retail trade and occupation code 50 is for Managers in food and lodging service. Make sure that the enumerator has provided sufficient detail in order to be able to select the correct code.

Write the code in the corresponding cell on the questionnaire. If the code begins with a “0” write the “0” as part of the code

(1) What is your occupation? (list each different job if you have worked in more than one job in the last 14 days) LIST ALL JOBS BEFORE GOING ON TO QUESTIONS 2 THROUGH 7 USE ONE LINE PER JOB/ACTIVITY, REPEAT THE ID ON ALL LINES FOR DIFFERENT ACTIVITIES PERFORMED BY THE SAME PERSON CODE WILL BE ENTERED BY THE SUPERVISOR		
JOB ID	WRITTEN DESCRIPTION	CODE

1	PRIMARY SCHOOL TEACHER	13
2		
3		
4		

5.2.1 Coding Economic Activity

The codes to be used for economic activity are provided in Annex 2. Read carefully the description that has been written in the questionnaire. It is important that the correct coding be used. For example, there are multiple industry codes for the education sector depending on the level (primary, secondary, tertiary) and the type of school (general, professional, technical). Code 912 is for individuals employed in elementary and secondary schools and code 913 is for individuals employed in colleges, universities and professional schools. Code 914 is used for individuals employed in business schools, computer and management training, and code 915 is used for individuals employed in technical and trade schools. Make sure that the enumerator has provided sufficient detail in order to be able to select the correct code. For the example above, the following industry codes would be used:

(2) Where do you work, i.e. what is the main economic activity of the enterprise you're working on or of our own business? CODE WILL BE ENTERED BY SUPERVISOR	
WRITTEN DESCRIPTION	CODE
PRIMARY SCHOOL No. 1	912

6 - SUPERVISION OF INTERVIEW

6.1 Monitor and assist enumerator during interview

You should make visits to households with each enumerator. Those enumerators who you believe are in need of the most supervision should be accompanied more often. Any problems that you encounter with the enumerators or the administration of the questionnaires should be reported immediately to the Goskomstat central staff.

6.2 Direct observation of interviews

In the time spent in each cluster, you should go with each enumerator to at least 1 household to evaluate the enumerator's interviewing method. The main purpose of these evaluations is to help the enumerator to do a better job. You should provide comments to the enumerator that will help the enumerator improve his or her interviewing method.

When attending a household interview, you should introduce yourself to the household and explain your responsibility to visit the family and collect data. You should not participate in the interview or suggest things to the enumerator during the interview, but rather let the enumerator complete the interview with the household. You should not comment on the enumerator's performance in the presence of household members. You should instruct the enumerator in advance that if there are any difficulties in the upcoming interview, the enumerator may only ask for clarification after the interview is completed.

You should pay attention to difficult questions or concepts that the enumerators have difficulty in presenting clearly or household members have difficulty in understanding. You should also make note of those modules that the enumerator administers well.

Immediately upon completion of the interview, you should meet and discuss the interview with the enumerator. This is done in order to draw lessons from the experience

together, and to address weaknesses and shortcomings in data collection in order to guarantee good quality.

During the interview, you must also pay attention to the respondents. By observing and assessing the process of how survey household members respond to the questions, you will be able to help in the assessment of the questions. It is possible that some of the questions are not clearly understood by some respondents and so their responses may not be appropriate. You should focus on the following factors:

- 1) Was the wording used in the questionnaire appropriate?
- 2) Were any concepts posed to the respondent ambiguous?
- 3) Were there any questions left unanswered or to which evasive answers were given because they dealt with private matters or sensitive issues?

Attention should be paid to these aspects and any other problems that arise during the interview so that you will be in a position to (a) help enumerators resolve the problems, and (b) bring them to the attention of the zone supervisor for general synthesis and guidance for all interview teams.

7 – COMPLETION OF THE COMMUNITY QUESTIONNAIRE

7.1 Interactions with the community

In order to obtain information for the community questionnaire, it is vital that you establish a good working relationship with community leaders. The behavior of the enumerators in the cluster will also be key in maintaining a good relationship with community leaders.

When you first enter a cluster, you must first present yourself to the local authority in the cluster to explain why you and the enumerators are going to be working in the area.

Do not be secretive about the work being done. Explain what it is you are doing to all community members who ask about your activities. You should be respectful, courteous, and patient with all community members. The quality of the work you and the enumerator are to do is, to a large degree, dependent on the level of cooperation you receive from the members of the communities in which you will be working. If the general community attitude towards your work is negative, you likely will experience problems as you attempt to conduct your work. Do all you can to cultivate a courteous relationship with the community as a whole.

While you should not be secretive about the work being done, you must respect the confidentiality and privacy of the respondents when administering the questionnaire.

7.2 Questionnaire formatting

The community questionnaire is designed to enable you to administer it with as little difficulty as possible. The questions and the codes for responses are located on the questionnaire so that there is no possibility for confusion.

7.3 How to complete the community questionnaire

The community questionnaire should be administered to the local authority. In order to administer the questionnaire, try to arrange a time when it is convenient for the local authority, but bear in mind the short amount of time that will be spent in the cluster.

7.4 Individual Modules of the Community Questionnaire

Cover Sheet

The cover sheet must be filled in carefully. The codes that appear on the cover sheet of the community questionnaire will allow us to match the information from the community questionnaire to the household questionnaires collected in the same cluster.

Section 1: Demographics

This section is used to record identification information on the demographics of the community. The questions regarding demographics are a comparison of the situation in the area between now and times ten years ago and three years ago.

Section 2: Infrastructure

The questions in this section are designed to determine the general characteristics of the community in terms of economic activities, local infrastructure, and the working population. Ask the questions exactly as written in the questionnaire.

Question 22. This question does not include the various satellite television carriers. If only satellite television carriers are available, record 0 as the number of channels and write a note in the questionnaire.

Section 3: Economy

This section is designed to ask questions about the economic life in the cluster. It collects information about the businesses that operate in the area and whether or not the economic situation in the area has improved or deteriorated.

Section 4: Education

This section is designed to ask questions concerning the availability of education services in the cluster. Read the questions exactly as written in the questionnaire.

Section 5: Health

This section is designed to ask questions regarding the availability of health services in the area. Ask the respondents to come to a consensus on the answers that they provide.

Section 6: Agriculture

This module is designed to collect information on agricultural activities common in the area. Ask the questions exactly as written in the questionnaire.

Section 7: Institutions

This section is designed to ask questions about the institutions that are found in the area. There is a list of 42 institutions. For those institutions that occur in the area, you should ask Questions 2 and 3 about the number of institutions and whether or not they are staffed. For those institutions not found in the area, you should ask Questions 4 and 5 about how far it is to the nearest institution and how long it takes to go there.

Section 8: Prices

You should visit three local markets to ask the prices of each of the items on the list. If there are not three markets, go to as many as you can find. At each market, ask the unit price for the items included on the list. For the non-food items, it may be necessary to go to specialty shops to find the information. For example, for the price of gasoline, it may be necessary to go to local gas stations for the prices.

9 – SUPERVISOR RESPONSIBILITIES SUMMARY

General responsibilities

- Supervisor should always update the Goskomstat central staff if he/she has any problems which do not permit him/her to perform his/her job.
- Coding of the household questionnaire for occupation and industry.

Additional responsibilities

- Complete Community Questionnaire for all clusters
- Get replacement household(s) from Goskomstat central staff if needed

Start of visit to the cluster

- Make sure enumerators have
 - Sufficient blank household questionnaires
 - Enough stationary and supplies for the month

Visits with each enumerator at least once per cluster

- Review completed questionnaires. Identify if any corrections are needed.
- Assist with refusals

- Verify reason for replacement households
- Update Form B

End of visit to the cluster

- Deliver all necessary documents to your zone supervisor:
 - 1) Completed household questionnaires (18 per cluster)
 - 2) Community questionnaire (1 per cluster)
- When you are finally satisfied that the enumeration has been completed properly, you should hand over the above listed materials for each enumerator to the Goskomstat central staff

ANNEX 1 – OCCUPATION CODES

Professional, technical, and related workers

- 01 Physical scientists and related technicians
- 02 Architects
- 03 Engineers and related technicians
- 04 Aircraft and ships' officers
- 05 Life scientists and related technicians
- 06 Medical, dental, and related workers
- 07 Veterinary related workers
- 08 Statisticians, mathematicians, and related technicians
- 09 Economists
- 11 Accountants
- 12 Jurists, legal professionals
- 13 Teachers
- 14 Workers in religion
- 15 Authors, journalists and related writers
- 16 Sculptors, painters, photographers, and related creative artists
- 17 Composers and performing artists
- 18 Athletes, sportsmen, and related workers
- 19 Professional, technical, and related workers not elsewhere classified

Administrative and managerial workers

- 20 Legislative officials and government administrators
- 21 Managers

Clerical and related workers

- 30 Clerical supervisors
- 31 Government executive officials
- 32 Typists, secretaries
- 33 Bookkeepers, cashiers and related workers
- 34 Computer operators
- 35 Transport and communications supervisors
- 36 Transport conductors
- 37 Mail distribution clerks
- 38 Telephone and telegraph operators
- 39 Clerical related workers not elsewhere classified

Sales workers

- 40 Managers (wholesale and retail trade)
- 41 Working proprietors (wholesale and retail trade)
- 42 Sales supervisors and buyers
- 43 Technical sales agents and manufacturers' agents
- 44 Insurance, real estate, securities and business services sales agents
- 45 Sales agents, shop assistants, and related workers
- 49 Sales workers not elsewhere classified

Service workers

- 50 Managers (food and lodging services)
- 51 Working proprietors (food and lodging services)
- 52 Housekeeping and related service supervisors
- 53 Cooks, waiters, bartenders, and related workers
- 54 Maids and related housekeeping service workers not elsewhere classified
- 55 Building caretakers, cleaners, and related workers
- 56 Launderers, drycleaners and pressers
- 57 Hairdressers, barbers, beauticians and related workers
- 58 Security, protective service workers
- 59 Service workers not elsewhere classified

Agriculture, animal husbandry, and forestry workers, fishermen, and hunters

- 60 Farm managers and supervisors
- 61 Farmers
- 62 Agriculture and animal husbandry workers
- 63 Forestry workers
- 64 Fishermen, hunters and related workers

Production and related workers, transport equipment operators, and labourers

- 70 Production supervisors and general supervisors

- 71 Miners, quarrymen, well drillers and related workers
- 72 Metal processors
- 73 Wood preparation workers
- 74 Chemical processors and related workers
- 75 Spinners, weavers, knitters, dyers, and related workers
- 76 Tanners, leather workers
- 77 Food and beverage processors
- 78 Tobacco preparers and tobacco product makers
- 79 Tailors, dressmakers, sewers, upholsterers, and related workers
- 80 Shoemakers and leather goods makers
- 81 Cabinetmakers and related woodworkers
- 82 Stone cutters and carvers
- 83 Blacksmiths, toolmakers and machine tool operators
- 84 Machinery workers, machine assemblers, and precision instrument makers (except electrical)
- 85 Electrical workers and related electrical and electronics workers
- 86 Broadcasting station and sound equipment operators and cinema projectionists
- 87 Plumbers, welders, sheet metal and structural metal preparers and erectors
- 88 Jewelers and precious metal workers
- 89 Glass formers, potters and related workers
- 90 Rubber and plastics product makers
- 91 Paper and paper board products makers
- 92 Printers and related workers
- 93 Painters
- 94 Production and related workers not elsewhere classified
- 95 Bricklayers, carpenters and other construction workers
- 96 Stationary engine and related equipment operators
- 97 Material handling and related equipment operators, dockers and freight handlers
- 98 Transport equipment operators
- 99 Labourers not elsewhere classified

ANNEX 2 – INDUSTRY CODES

Agriculture, Forestry & Fishing

- 111 Farming
- 112 Animal production
- 113 Forestry, logging
- 114 Fishing
- 115 Hunting & trapping

Mining & Quarrying

- 211 Stone quarrying
- 220 Other mining

Manufacturing

- 311 Butcher, meat processor
- 312 Dairy products
- 313 Fruit & vegetable processing
- 314 Fish processing and preservation
- 315 Grain milling
- 316 Baking
- 317 Other food processing and preservation
- 321 Distilling
- 322 Beer brewing
- 323 Soft drink manufacture
- 331 Tobacco processing
- 332 Textile manufacture
- 333 Cord/rope manufacture
- 334 Clothing manufacture
- 335 Leather goods manufacture
- 336 Footwear manufacture
- 337 Saw milling, timber manufacture
- 338 Handicraft manufacture
- 339 Furniture manufacture
- 340 Printing, publishing
- 341 Chemical manufacture - agrochemicals, drugs, etc.
- 342 Soaps/cosmetics manufacture
- 343 Rubber or plastic product manufacture
- 344 Brick manufacture
- 345 Concrete product manufacture
- 346 Fabricated and structural metal manufacture
- 347 Other manufacture

Electricity, Water, & Other Utilities

- 411 Electricity supply
- 412 Water supply
- 413 Sanitary services - sewage, rubbish
- 414 Other utility provision

Construction

- 511 Building - residential, non-residential
- 512 Civil engineering - roads, bridges, etc.
- 513 Other construction

Wholesale & Retail Marketing

- 611 Wholesale fuel
- 612 Wholesale agricultural produce
- 613 Wholesale other
- 621 Motor vehicles & parts retail
- 622 Furniture and home furnishings retail
- 623 Electronics and appliance retail
- 624 Building material dealers
- 625 Food and beverage retail
- 626 Health, personal care, pharmacy
- 627 Filling station (fuel)
- 628 Clothing retail
- 629 Shoe retail
- 630 Office supplies and stationery retail
- 631 Used merchandise retail
- 632 Other retail
- 641 Bar & restaurant
- 642 Hotel, rest house
- 643 Street food sales

Transport & Communication

- 711 Rail transport
- 712 Urban bus/minibus transport
- 713 Inter-urban and rural bus/minibus transport
- 714 Taxi operation
- 715 Freight by road
- 716 Motor vehicle rental
- 717 Inland water transportation
- 718 Air transportation
- 719 Other transportation
- 721 Packing, forwarding, delivery services
- 722 Storage, warehousing
- 731 Communications

Finance & Business

- 811 Banks
- 812 Saving banks, lending institutions
- 813 Insurance
- 814 Real estate
- 815 Legal services
- 816 Accounting services
- 817 Engineer, architect
- 818 Advertising services
- 819 Other business services

Social & Community Services

- 911 Administrator
- 912 Elementary and secondary schools
- 913 Colleges, universities, and professional schools
- 914 Business schools, computer, and management training
- 915 Technical and trade schools
- 916 Other schools and instruction
- 917 Outpatient health care services, e.g., doctors & dentist offices
- 918 Medical and diagnostic laboratories
- 919 General medical and surgical hospitals
- 920 Research, scientific institution
- 921 Animal care, veterinary
- 922 Other professional, scientific, and technical services
- 931 Welfare institution
- 932 Business association
- 933 Religious organization
- 934 Political organization
- 935 Other civic organization
- 941 Radio/TV broadcasting
- 942 Artist
- 943 Library/museum
- 944 Amusement club
- 951 Electrical repair
- 952 Motor vehicle repair
- 953 Bicycle repair
- 954 Electronic equipment repair and maintenance
- 955 Machinery repair and maintenance
- 956 Watch, clock repair
- 957 Personal and household goods repair and maintenance
- 958 Laundry
- 959 Domestic servant, private household
- 960 Security services, guard
- 961 Barber & beauty salon
- 962 Photographic studio
- 963 Funeral services
- 964 Other personal services
- 971 General government
- 972 Justice, police activitie