Questionnaire for District Educational Officer(II)
Expenditure and Service Delivery Survey
ZAMBIA: Educational Sector
The World Bank

District Code:

		Put in the names here	**Put comments here**
1	Name of supervisor		
2	Name of enumerator		
3	Location: Province		
4	Location: District		
5	Interview Date		
6	Interview Time		
7	Name of Respondent		
8	Respondent's job		1=DEO 2=Building Officer 3=Accounts Officer 4=Other Officer 5=Other
9	If the respondent is not the DEO, please record why the DEO is not available		1=DEO is sick 2=Family Member is Sick 3=DEO is on Leave 4=DEO gone on official work 5=Other

District Code:

Section I: Characteristics of Office and District

Question Number	Question	Please record your answer here	Codes/Instructions
1	How many schools are there in this district?	☐☐☐ Number of Schools	Please fill in the number of schools in your district
2	How long does it take to reach the closest school to this office?	☐ Hours ☐☐ Minutes	Please record the time for the *usual* way in which you travel
3	How long does it take to reach the furthest school to this office?	☐ Hours ☐☐ Minutes	Please record the time for the *usual* way in which you travel
4	How long does it take to reach the average school to this office?	☐ Hours ☐☐ Minutes	Please record the time for the *usual* way in which you travel
5	How many staff members does this office have?	☐☐	
6	Is this the same as the number of staff assigned to this office?	☐	1=Yes 2=No
7	How many members of staff reported for duty *today*?	☐☐	
8	Does this office have an accounting unit?	☐	1=Yes 2=No
9	Does this office have a working telephone?	☐	1=Yes 2=No
10	What is the drinking water source?	☐	1=Piped Water 2=Bore-hole 3=Tank/Pond/River/Stream 4=Other
11	Does this office have electricity?	☐	1=Yes 2=No
12	How many cars does this office have at *present*?	☐☐	
13	How many of these cars are in	☐☐	Please record the number of

For Q 2,3 and 4 please record the time taken for the *usual* which in which the DEO travels (by car, by taxi etc.).

Some of the questions relate to the stock of transport vehicles at *present*, in August 2001, and in August 2000. Please keep in mind that these dates change across different questions.

District Code:

Question Number	Question	Please record your answer here	Codes/Instructions
	working condition *today*?		cars that can be driven today
14	How many motorcycles does this office have at *present*?	☐☐	
15	How many of these motorcycles are in working condition *today*?	☐☐	Please record the number of motorcycles that can be driven today
14	How many cars did this office have in August 2001?	☐☐	
15	How many motorcycles did this office have in August 2001?	☐☐	
16	How many cars did this office have in August 2000?	☐☐	
17	How many motorcycles did this office have in August 2000?	☐☐	
18	Is availability of fuel a problem at *present*?	☐	1=Yes 2=No
19	Was availability of fuel a problem in August 2001?	☐	1=Yes 2=No
20	Was availability of fuel a problem in August 2000?	☐	1=Yes 2=No

For Q 2,3 and 4 please record the time taken for the *usual* which in which the DEO travels (by car, by taxi etc.).

Some of the questions relate to the stock of transport vehicles at *present*, in August 2001, and in August 2000. Please keep in mind that these dates change across different questions.

District Code:

Section II: School Visits

School Number	School Code Put in codes of schools that have sampled in this district over here	How many times has someone from this office visited the school since January 2002? 1=No visits 2=One visit 3=Two Visits 4=Three Visits 5=More than three visits	Which officer last visited _____ school? 1=DEO 2=Standards Officer 3=Buildings Officer 4=Sports Coordinator 5=Examination Officer 6=Chief Education Officer 7=Other	How many visits by standards officers have been made to _____ school since January 2002? Please record the number of visits	When did the DEO last visit this school?	When was the last time the DEO met the PTA executive of _____ school?	What was the main topic of discussion? 1=School Funds 2=School Performance 3=School Infrastructure 4=Teacher Performance 5=Teacher's Housing 6=Teacher Shortages 7=Cannot Remember 8=Other
1	1234	☐	☐	☐ ☐	____/____ Month/Year	____/____ Month/Year	☐
2	6543	☐	☐	☐ ☐	____/____ Month/Year	____/____ Month/Year	☐
3	1344	☐	☐	☐ ☐	____/____ Month/Year	____/____ Month/Year	☐
4	65443	☐	☐	☐ ☐	____/____ Month/Year	____/____ Month/Year	☐
5	5655	☐	☐	☐ ☐	____/____ Month/Year	____/____ Month/Year	☐
6	3433	☐	☐	☐ ☐	____/____ Month/Year	____/____ Month/Year	☐
7	123334	☐	☐	☐ ☐	____/____ Month/Year	____/____ Month/Year	☐

District Code:

Section IIb: Requests and Complaints

School Number	School Code Put in codes of schools that have sampled in this district over here	Have you received any complaints from the head-teacher of _____ school since January 2002? 1 = Yes 2 = No	Have you received any requests from the head-teacher of _____ school since January 2002? 1 = Yes 2 = No	Have you received any complaints from the PTA of _____ school since January 2002? 1 = Yes 2 = No	Have you received any complaints from the teachers of _____ school since January 2002? 1 = Yes 2 = No	In this office's opinion are there a large number of school age children who are not going to school in the villages/ Neighborhoods around school _____? 1 = Yes 2 = No	Does any officer of this office have any children or relatives in _____ school? 1 = Yes 2 = No
1	1234	☐	☐	☐ ☐	____/____ Month/Year	☐	☐
2	6543	☐	☐	☐ ☐	____/____ Month/Year	☐	☐
3	1344	☐	☐	☐ ☐	____/____ Month/Year	☐	☐
4	65443	☐	☐	☐ ☐	____/____ Month/Year	☐	☐
5	5655	☐	☐	☐ ☐	____/____ Month/Year	☐	☐
6	3433	☐	☐	☐ ☐	____/____ Month/Year	☐	☐
7	123334	☐	☐	☐ ☐	____/____ Month/Year	☐	☐

District Code:

District Code:

Section III: Meetings with PEO/Ministry

Question Number			
1	How many meetings did you have with the PEO since **January 2002?**	☐	
2	When was the last time you had a meeting with the PEO	_____/_____ Month/Year	
3	What was the reason for this meeting?	☐	1=Discuss national policy 2=Educational Event 3=Collect district allocation 4=Other
4	Have you sent any complaints/requests to the PEO's office since **January 2002?**	☐	1=Yes 2=No
5	How many meetings did you have at the ministry since **January 2002?**	☐	
6	When was the last time you had a meeting at the ministry?	_____/_____ Month/Year	
7	What was the reason for this meeting?	☐	1=Discuss national policy 2=Educational Event 3=Collect district allocation 4=Other
8	Have you sent any complaints/requests to the ministry since **January 2002?**	☐	1=Yes 2=No

District Code:

Section IV: Funding:

Please specify the funding that this office received from each of the sources mentioned below in each of the months.

Question Number	Month and Year	BESSIP	GRZ	HIPC	PAGE	Other Donors	Other
1	June 2001	K_____	K_____	K_____	K_____	K_____	K_____
2	July 2001	K_____	K_____	K_____	K_____	K_____	K_____
3	August 2001	K_____	K_____	K_____	K_____	K_____	K_____
4	September 2001	K_____	K_____	K_____	K_____	K_____	K_____
5	October 2001	K_____	K_____	K_____	K_____	K_____	K_____
6	November 2001	K_____	K_____	K_____	K_____	K_____	K_____
7	December 2001	K_____	K_____	K_____	K_____	K_____	K_____
8	January 2002	K_____	K_____	K_____	K_____	K_____	K_____
9	February 2002	K_____	K_____	K_____	K_____	K_____	K_____
10	March 2002	K_____	K_____	K_____	K_____	K_____	K_____
11	April 2002	K_____	K_____	K_____	K_____	K_____	K_____
12	May 2002	K_____	K_____	K_____	K_____	K_____	K_____
13	Annual Expenditure	K_____	K_____	K_____	K_____	K_____	K_____

Please enter the amount your office has received from each of the sources heading the columns from June 2001 to May 2002. In this question we are referring to cash/cheques received from these sources.

District Code:

Section V: Expenditures in the last month

Question Number	Question	BESSIP	GRZ	HIPC	PAGE	Other
1	In **May 2002**, how much was spent on transport (including fuel)?	K_____	K_____	K_____	K_____	K_____
2	In **May 2002**, how much was spent on vehicle maintenance?	K_____	K_____	K_____	K_____	K_____
3	In **May 2002**, how much was spent on office expenditure?	K_____	K_____	K_____	K_____	K_____
4	In **May 2002**, how much was spent on disbursements to schools?	K_____	K_____	K_____	K_____	K_____
5	In **May 2002**, how much was spent on emergencies?	K_____	K_____	K_____	K_____	K_____
6	In **May 2002**, how much was spent on telephone and electricity bills?	K_____	K_____	K_____	K_____	K_____
7	In **May 2002**, how much was spent on other items (specify)?	K_____	K_____	K_____	K_____	K_____

We would like to get a better sense of your annual expenditure. All information pertains to May 2002. Please tell us the amount of money spent from all the various sources (at the top of the columns) on the items mentioned in the rows.

District Code:

Section VI: Receipts by schools

School Number	School Code **Put in codes of schools that have sampled in this district over here**	How much has _____ school received in cash/cheque from this office since **January 2002?**	How many textbooks has _____ school received from this office since **January 2002?**	How much has school received for capital expenditures (such as rehabilitation) since **January 2002?**	How many desks has _____ school received from this office since **January 2002?**	How many cartons of chalk has _____ school received from this office since **January 2002?**	Has _____ school received special assistance from this office since **January 2002?** 1=Yes 2=No
1	1234	K_____	☐☐☐	K_____	☐☐☐	☐☐☐	☐
2	6543	K_____	☐☐☐	K_____	☐☐☐	☐☐☐	☐
3	1344	K_____	☐☐☐	K_____	☐☐☐	☐☐☐	☐
4	65443	K_____	☐☐☐	K_____	☐☐☐	☐☐☐	☐
5	5655	K_____	☐☐☐	K_____	☐☐☐	☐☐☐	☐
6	3433	K_____	☐☐☐	K_____	☐☐☐	☐☐☐	☐
7	123334	K_____	☐☐☐	K_____	☐☐☐	☐☐☐	☐

District Code:

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District Code:

School Code and Name

District Code: