Questionnaire for Provincial Educational Officer(II)
Expenditure and Service Delivery Survey
ZAMBIA: Educational Sector
Republic of Zambia & The World Bank

Province Code

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

Province Code

Section I: Characteristics of Office and Province

Question Number	Question	Please record your answer here	Codes/Instructions
1	How many schools are there in this province?	☐☐☐ 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 long does it take to reach the closest DEO's office from this office?	☐☐ Hours ☐☐ Minutes	Please record the time for the *usual* way in which you travel
6	How long does it take to reach the furthest DEO's office from this office?	☐☐ Hours ☐☐ Minutes	Please record the time for the *usual* way in which you travel
7	How many staff members does this office have?	☐☐	
8	Is this the same as the number of staff assigned to this office?	☐	1=Yes 2=No
9	How many members of staff reported for duty *today*?	☐☐	
10	Does this office have an accounting unit?	☐	1=Yes 2=No
11	Does this office have a working telephone?	☐	1=Yes 2=No

For Q 2,3 and 4 please record the time taken for the *usual* which in which the PEO 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.

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Question Number	Question	Please record your answer here	Codes/Instructions
12	What is the drinking water source?		1=Piped Water 2=Bore-hole 3=Tank/Pond/River/Stream/Open Well 4=Other
13	Does this office have electricity?		1=Yes 2=No
14	How many cars does this office have at *present*?		
15	How many of these cars are in working condition *today*?		Please record the number of cars that can be driven today
16	How many motorcycles does this office have at *present*?		
17	How many of these motorcycles are in working condition *today*?		Please record the number of motorcycles that can be driven today
18	How many cars did this office have in August 2001?		
19	How many motorcycles did this office have in August 2001?		
20	How many cars did this office have in August 2000?		
21	How many motorcycles did this office have in August 2000?		
22	Is availability of fuel a problem at *present*?		1=Yes 2=No
23	Was availability of fuel a problem in August 2001?		1=Yes 2=No
24	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 PEO 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.

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Section II: District and School Visits

District Number	District Code	How many times has someone from this office visited the DEO's office in _____ district since **January 2002**? 1=No visits 2=One visit 3=Two Visits 4=Three Visits 5=More than three visits	Which officer **last** visited the DEO's office in _____ district? 1=PEO 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 *any* school in _____ district since **January 2002**? Please record the *number* of visits	When did the PEO last visit the DEO's office in _____ district?	When was the last time the PEO visited any school in _____ district?	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		☐	☐	☐☐	_____/_____ Month/Year	_____/_____ Month/Year	☐
2		☐	☐	☐☐	_____/_____ Month/Year	_____/_____ Month/Year	☐
3		☐	☐	☐☐	_____/_____ Month/Year	_____/_____ Month/Year	☐

There are some questions in this section that relate to the district (DEO's office) and some to schools. Please note that for the questions related to schools, we are interested in visits made to *any* school in the relevant district.

Province Code

Section IIb: Requests and Complaints

District Number	District Code !	Have you received any complaints *directly* (not through the DEO's office) from a school in _____ district since **January 2002**? 1 = Yes 2 = No	Have you received any requests *directly* (not through the DEO's office) from the head-teacher of a school in _____ district since **January 2002**? 1 = Yes 2 = No	Have you received any complaints *directly* (not through the DEO's office) from the PTA of a school in _____ district since **January 2002**? 1 = Yes 2 = No	Have you received any complaints *directly* from the teachers of any school in _____ district since **January 2002**? 1 = Yes 2 = No	Have you received any complaints from the DEO's office in _____ district since **January 2002**? 1 = Yes 2 = No	Have you received any requests from the DEO's office in _____ district since **January 2002**? 1 = Yes 2 = No
1		☐	☐	☐☐	_____/_____ Month/Year	☐	☐
2		☐	☐	☐☐	_____/_____ Month/Year	☐	☐
3		☐	☐	☐☐	_____/_____ Month/Year	☐	☐

There are some questions in this section that relate to the district (DEO's office) and some to schools. Please note that for the questions related to schools, we are interested in complaints/requests that come directly to this office, without going through the DEO's office.

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Section III: Meetings with Ministry

Question Number			
1	How many meetings did you have with the MOE since **January 2002?**	☐	
2	When was the last time you had a meeting with the MOE?	_____/_____ 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 MOE since **January 2002?**	☐	1=Yes 2=No

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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.

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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.

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Section VI: Receipts by district

District Number	District Code	How much has _____ district received in cash/cheque from **this** office since **January 2002**?	How many textbooks has _____ district received from **this** office since **January 2002**?	How much has _____ district received for capital expenditures (such as rehabilitation) from **this** office since **January 2002**?	How many desks has _____ district received from **this** office since **January 2002**?	How many cartons of chalk has _____ district received from **this** office since **January 2002**?	Has _____ district received special assistance from **this** office since **January 2002**? 1=Yes 2=No
1		K_____	☐☐☐	K_____	☐☐☐	☐☐☐	☐
2		K_____	☐☐☐	K_____	☐☐☐	☐☐☐	☐
3		K_____	☐☐☐	K_____	☐☐☐	☐☐☐	☐

In this question, we would like to know whether *this office* has distributed any monies or materials to the districts above. We realize that a lot of materials go directly from the Ministry of Education to the districts: please **do not enter** these amounts. Only enter the materials and money that has been sent from **this office** to the relevant district since **January 2002**.

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Section VII: Direct Receipts by Schools

Question Number	Question	Please record your answer here	Codes/Instructions
1	Does this office **directly** provide textbooks to schools in this province?	☐	1=Yes 2=No Please record yes *only* if textbooks are given **directly** to schools
2	Does this office **directly** provide desks to schools in this province?	☐	1=Yes 2=No Please record yes *only* if desks are given **directly** to schools
3	Does this office **directly** provide funds for capital rehabilitation to schools in this province?	☐	1=Yes 2=No Please record yes *only* if funds for capital rehabilitation are given **directly** to schools
4	Does this office **directly** provide chalk to schools in this province?	☐	1=Yes 2=No Please record yes *only* if chalk is given **directly** to schools
5	Does this office **directly** provide money in the form of cash/cheques to schools in this province?	☐	1=Yes 2=No Please record yes *only* if cacsh/cheques are given **directly** to schools

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Section VI: Receipts by schools

School Number	Please list the schools in this province that have **directly** received cash/cheque's from **this** office since **January 2002**.	Please list the schools in this province that have **directly** received textbooks from **this** office since **January 2002**.	Please list the schools in this province that have **directly** received money for capital expenditure from **this** office since **January 2002**.	Please list the schools in this province that have **directly** received challk from **this** office since **January 2002**.	Please list the schools in this province that have **directly** received any special assistance from **this** office since **January 2002**.
1	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____
4	_____	_____	_____	_____	_____
5	_____	_____	_____	_____	_____
6	_____	_____	_____	_____	_____
7	_____	_____	_____	_____	_____
8	_____	_____	_____	_____	_____
9	_____	_____	_____	_____	_____
10	_____	_____			

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