

HOUSEHOLD SURVEY FOR THE AFRICAN MIGRANT PROJECT: KENYA

Manual for Interviewers and Supervisors

October 2009

1. BACKGROUND AND OBJECTIVES

This is a field work guide for the household survey. The goal of this survey is to gather the best possible information on migration and remittances in Kenya. For this reason, the manual provides information to field workers who will be administering the survey on how to interact with survey households. The manual also describes and explains the various questions contained in the survey questionnaire, and how these questions relate to one another.

The main objective of this survey is to help improve the impact of migration and remittances on the economic and social situation in Kenya. At present, our knowledge base on migration and remittances in Kenya is quite limited. By providing rich and detailed information on the impact of migration and remittances at the household level, this survey will greatly increase our ability to maximize the socio-economic impact of migration and remittances in Kenya. To these ends, the survey will collect nationally-representative information in various African countries on three types of households: non-migrant households, internal migrant households and international migrant households. Comparisons between these three types of households will help policymakers identify the socio-economic impact of migration and remittances in Kenya.

2. METHODOLOGICAL APPROACH

The migration survey will be conducted on a total of 2000 households: 1000 non-migrant households, 500 internal migrant households and 500 international migrant households, distributed on the basis of the proportion of the population living in urban and rural areas. The 2000 households are selected from 20 districts across seven provinces.

In each region, the sample will be selected in two stages:

- Stage I The district and clusters in the district will be selected.
- Stage II A quick census of households in each census unit will be done to classify the households into three groups: non migrants, internal migrants and international migrants. A total of 20 households will be selected from each of the 100 census units. Within each census unit 10 non migrant households, 5 internal migrant households and 5 international migrant households will be selected.

3. DEFINITIONS FOR HOUSEHOLD SURVEY

Household

A household is a person or group of persons who reside in the same homestead/compound but not necessary in the same dwelling unit, have same cooking and eating arrangements and are answerable to the same household head. It is important to remember that the members are not necessary related by blood or marriage. For example, a domestic worker who lives and eats with the household should be included in the household. If the domestic worker cooks and

eats separately, he/she should be enumerated as a separate household. The members are those who normally live in the household and not necessary spent the night in the household.

Head of household

This is the most responsible/respectable member of the household who makes key decisions of the household on day to day basis and whose authority is recognized by all members of the household. It could be the father, mother or a child or any other responsible member of the household depending on the status of the household.

Household members

Persons who are currently living in the household and have common cooking and eating arrangements.

Respondent

This is the person who answers the questions during enumeration. This maybe the head of household or any other member of the household who can provide most if not all the information about the household members at the time of the interview as per the questionnaire requirements.

Non-household member

This includes the relatives who are currently not members of the household. For example, a brother who has migrated and is not part of the sister's household.

Current migrants

Current migrants include those households members who used to live in the household but are currently living outside the household either within the country in a different district (internal migrant) or outside the country (external migrant). These are members who have been away for more than six months without returning.

Return migrants

Return migrants include those household members who used to live outside the household either within the country or outside the country BUT have now returned to live in the household.

Remittances

Remittances include the value of money (cash) and food and non food goods received by the household either from a current migrant, a non household member or a return migrant.

4. ROLE OF THE INTERVIEWER

The interviewer will:

- be patient and tactful when interviewing household members in order to win their cooperation and trust;
- avoid anticipating or suggesting answers from interviewed household members;
- collect the best quality data and be able to correct completed questionnaires, if necessary;
- ensure interviewed households of the complete confidentiality of all collected data and the non taxation purpose of the study;
- follow the instructions established during interviewer training;
- know the content of the survey manual;
- follow the instructions given by the team supervisor;

The interviewer will review each completed questionnaire before leaving the household. This verification will help ensure that each question has been asked and responded to, and that each answer is clear and readable. The questionnaire will be completed with a ballpoint pen and not in pencil

The questionnaire is not to be revised. Rewriting answers on a new questionnaire would be a source of errors. Answers will be written directly in the questionnaire so to be clear and readable. The interviewer can use the margin of the questionnaire sheet for calculation and computation.

In addition, all remarkable or extraordinary information should be recorded in the sheet margin near the appropriate question or section. This information will help the team supervisor verify completed questionnaires

5. ROLE OF THE SUPERVISOR

The supervisor will

- Ensure that the logistics are done appropriately to facilitate the movement of the interviewers
- The training of enumerators on the ground
- Ensure the questionnaire has been filled appropriately

6. FIELD PREPARATION FOR HOUSEHOLD INTERVIEW

a) Preparation of the team to local area

Field preparation for the survey consists of presenting the survey team to the district statistics officers, village elders and provincial administration before the actual household survey begins. It is very important that the supervisor introduce his survey team to the traditional authorities in the census unit, village or administrative unit. The supervisor should clearly explain to the traditional authorities the objectives of the survey, the way that the survey will be conducted, and the estimated time needed to complete the survey. Here, it is VERY important to reassure the population that the survey is not concerned with taxation. It should be stressed that household cooperation

with the survey team is essential to gathering the best quality data and that households are not required to participate in the survey. It is also important to emphasize that all collected data will remain confidential and anonymous.

b) Quick census of households in clusters

Before administering the actual survey questionnaire, a quick census of households should be taken in each census unit (or enumeration unit). The purpose of this quick census is to classify households into one of three categories: households with no migrants, households with internal migrants and households with international migrants.

The quick census will provide a list of all the private dwellings in the census unit. Non-private dwellings, such as prisons and hospitals, will not be listed, although private dwellings associated with institutions (e.g., caretakers' residences at a hospital) should be listed. No buildings that are not currently inhabited should be included on the list. The list will include a unique dwelling unit number for each dwelling found in the census unit, together with some identifying characteristics of the dwelling so that it can readily be identified. Households residing in each dwelling will then be listed. When using the list, you should bear in mind that it is possible for a single household to be resident in several dwellings or, vice versa, for several households to be resident in a single dwelling.

In the quick census it is important to interview household member or a person like the village elder who is capable of providing information on the migration status of the household. The person interviewed should be able to tell if the household has no migrant, an internal migrant or an international migrant. The purpose of the quick census is to classify the migration status of the household.

c) Household selection for actual household interviewing

After the quick census is completed in a census unit, the interviewing of households using the survey questionnaire will begin. The supervisor will select 25 households from each clusters distributed among the three categories of households: non migrant, internal migrant and international migrant. The process of selection for interviewing will be as follows:

In each census unit, the supervisor will enumerate sequentially the households in each of the three categories. The supervisor will determine the households to be selected in each census unit by dividing the total number of households in each category in the census unit by the number of households to be interviewed in each category in the census unit. For each category of households, the supervisor will determine the first household to be selected for interviewing by randomly selecting a number between 1 and the previously determined selection step.

For the interviewing process, each interviewer will be given a household listing form that will identify the actual household for interviewing in that census unit. The interviewer will locate these households within the census unit and begin interviewing them as soon as possible.

If the interviewer is unable to interview one of the selected households, he must contact the field supervisor as soon as possible. The field supervisor will investigate the problem and if necessary instruct the interviewer on the replacement household to be interviewed. However, it is expected that there will be very few cases where the interviewer will need to replace one of the originally selected households.

7. RECOMMENDED TYPES OF INTERVIEWER BEHAVIOR

In administering the survey questionnaire, interviewers should be able to explain the definition of household to be used in the survey: “**A household consists of a person or groups of persons, irrespective of whether related or not, who normally live together in the same housing units or group of housing units and have common cooking and eating arrangements. The head of household is a person who is responsible for generating and managing the largest part of the household income.** This definition means that the household head could be different from the oldest member of the household. **Household members include only those persons who are currently living in the household.**” The census will be done from household to household. The interviewer will firstly present himself to the compound or household head who indicates him the appropriate respondent.

In administering the survey questionnaire, it is important that the interviewer record responses to questions on the actual survey questionnaire. This means that survey questionnaires need to be printed up and distributed to field interviewers BEFORE the actual household survey begins.

In administering the survey questionnaire, it is also important to interview either the head of the household or the person most knowledgeable about household behavior. It is possible that the person interviewed may vary from section to section of the survey. For example, in section 1 (Household roster) it will probably be best to interview the head of the household. However, in section 3 (Household assets and expenditures) it might be best to interview the person most responsible for making household purchases. Finally, in section 7 (Return migrants) it might be best to interview the return migrant himself, if the household has a return migrant.

Interviewers should be kind, considerate and patient with the people whom they are interviewing. They should avoid frustrating interviewed households and they should NEVER adopt a superior air towards interviewed households. During the interview it is very important that interviewers NOT anticipate or suggest answers to respondents. It is also important that the interviewer listens keenly to the responses and is able to relate very quickly with the questionnaire so that the respondent does not feel like the interviewer is repeating things he/she has already tackled. At the end of each household survey, interviewers should thank the members of the household. At the end of surveying in the census unit, village or administrative unit, interviewers should thank the traditional authorities. Interviewers should also return all things they may have borrowed from anyone in the area.

8. UNDERSTANDING THE SURVEY QUESTIONNAIRE

The survey questionnaire has 7 sections. Every question is important, and should be completed as fully and accurately as possible. The goal is to collect the BEST possible information from household respondents on each and every question. All answers are to be recorded on the actual survey questionnaire. Each household member is assigned an ID and this ID remains the same throughout the questionnaire. In other words, the ID of a household member does NOT change from one section of the questionnaire to another. When interviewing household members, try to interview them one at a time. Do not interview several household members together.

In administering the survey questionnaire, begin with the cover sheet and section 1 (Household roster). It is very important to complete section 1 before going on to any other section of the questionnaire. For each page of the questionnaire, first fill in the heading.

COVER SHEET

The cover sheet asks for basic information on the household, such as location of household, name of household head, village/town and enumeration area. It is very important to fill this cover sheet out correctly, so that – if some information is incorrect -- the household can be located again. Be sure to record any comments or remarks at the bottom on the page.

SECTION 1: HOUSEHOLD ROSTER

This section collects basic demographic data on each and every member of the household. It is VERY important that this section be completed accurately and completely. Be sure to record the information on a SEPARATE line for each person. In other words, line (1) is for information on the household head, line (2) is for the spouse, etc.

List all members **currently** living in the household in column (Q) 1.1. In Q1.2 to 1.8 information is collected on the relationship of each member to the household head, his/her sex and age, marital status, birth place, religion and ethnicity. Note that the household head is not necessary the “*father*” or the “*mother*”. The birth place is important in identifying the place of origin and it is in this case the district of born. The age of the person should be considered at the last birthday.

Q1.9-Q1.12 collect information on the educational status of each member of the household. The total number of years of schooling completed refer to the highest level indicated in Q 1.9. for example, primary school, 10 years. The last two questions in section 1 are about the current work situation and occupation of each member of the household.

Note that question 1.3 is implied by the response in 1.2 and you do not have to ask the question. For question 1.13 ask what occupation and then categorize appropriately.

SECTION 2: HOUSEHOLD CONDITIONS

Section 2 collects information on household conditions and characteristics. Please interview the main person responsible for each dwelling. In this section there is only one response for each household. The Q2.1 asks for the tenure status of the dwelling whereas Q2.2 and Q2.3 ask about its construction and the material of its exterior walls. Information on cooking room and the total number of rooms are in Q2.4 and Q2.5. The last questions in this section ask about the presence of electricity and the source of drinking water for the household.

Question 2.3 need not be asked the interviewer can observe this from far. For question 2.6 note that we have various sources of electricity including hydroelectric, solar energy and wind energy. Probe to get a clear picture.

SECTION 3: HOUSEHOLD ASSETS AND EXPENDITURE

Section 3 is VERY important because it collects information on the assets and expenditures of the household. The goal of this section is to understand the current welfare status of the household, that is, is the household rich or poor. Please note that in this section there is only one response for each household.

Q3.1 asks a series of questions on the type of assets owned by the household. Assets included here include both immovable assets (land, house) and movable assets (bed, radio, bicycle, cart, and car). Please note that all assets here are about assets owned by the household **at present**, that is, **on the day of the interview**.

Q3.2 asks a series of questions on household expenditures. Please note that this expenditure section is divided into two different periods of recall: the past one week AND the past 6 months. For household expenditures which are frequent (like expenditures on food, meat and transportation), the expenditure period is **the past one week**. For household expenditures which are less frequent (like expenditures on clothing, furniture, housing, education and health), the expenditure period is **the past six months**. Please make sure to record ALL household expenditures in a particular category. For example, the expenditure category “food” includes expenditures on ALL types of food: grains, cassava, plantain, pulses, fruits, vegetables, etc.

Be careful not to ask whether a household has bought e.g. a computer in the past six months yet they indicate in question 3.1 they do not own one.

SECTION 4: USE OF FINANCIAL SERVICES

Section 4 collects information on the household use of financial services. The purpose of this section is to see if households with migrants and remittances tend to use banks more often than households without migrants. Probe to see whether the action to open the account was triggered by the receipt of remittances.

Q4.1 asks whether anyone in the household has a bank account. It is important here to copy the ID (identification of the member from the listing of household members) of each and every person in the household who has a bank account. Q4.2 collects

information on how long each person has had a bank account and Q4.3 asks why each person decided to open a bank account. The last two questions in this section ask about whether the person has an ATM card or uses a mobile phone to make bank transactions.

Question 4.5 it must be clear to the respondent that we are not dealing with the mobile money transfer but management of bank account using the mobile phone. So it is knowing whether they can withdrawal and/or deposit money to their account using the mobile phone.

SECTION 5: MIGRATION AND REMITTANCES FROM FORMER HOUSEHOLD MEMBERS

Section 5 collects information on internal and international migration and remittances from former household members who are currently living outside of the household. “Former household members” here means any person who used to live in the household, but is CURRENTLY living away from the household in another place within the country OR in another country. The person who is CURRENTLY living outside the household may have moved away for the purposes of work, marriage, education, or other reason. It is very important in this section to only list those members of the household who are CURRENTLY living outside of the household.

Q5.1 asks if the household has any former member who is currently living outside of the household. If the reply is “yes,” then it is important to list each and every former household member who is currently living outside of the household. That person may be currently living outside of the household for the purposes of work, marriage, education or other reason.

Q5.2 to Q5.4 ask about the sex, age and relationship to the head of household of each former member of the household who is currently living outside of the household. Q5.5 asks the name of the country where this person was born. Please remember to specify the country.

Q5.6 collects information on the PRIMARY reason why each former household member is currently living outside of the household. In this question list only ONE reason why each person is currently living outside of the household.

Q5.7 asks about the “work status” of each former household member who is currently living outside of the household.

Q5.8 to 5.14 ask various questions about each former household person who is currently living outside of the household: where they live, their marital and living status, and their level of completed schooling or education. It is important that these questions are asked about each and every person currently living outside of the household. Again remember to indicate the country they live currently. The choices given are the major destinations of migrants. If it is another country indicate.

Q5.15 to Q5.17 ask questions about the current work situation and occupation about each and every person currently living outside of the household.

Q5.18 to Q5.21 ask about remittances -- in money or cash -- sent to the household from each former household member currently living outside of the household. It is important here to record remittances sent by each and every person currently living outside of the household. All monetary amounts are recorded in local currency.

Q5.22 collects information on how the household spent the cash remittances sent by all former household members who are currently working outside of the household. The reference period is the last 12 months. This question collects information on ALL cash remittances sent by all former household members who are currently migrants. The question asks for the amount of remittances spent by the household on various categories, such as food, education, health, rent, housing, and business. Please record all expenditures in local currency.

Q5.23 to Q5.24 ask about remittances – in food and/or goods – sent to the household from each former household member currently living outside of the household. It is important here to record remittances sent in food and/or goods by each and every person currently living outside of the household. Please value all food and goods in local currency.

Q5.25 asks about the type of goods sent to the household by former household members who are currently working outside of the household. The reference period is the last 12 months. There may be multiple responses for this question.

Q5.26 to Q5.28 ask about how household behavior might have changed with the receipt of remittances from former household members currently living outside of the household. Information is collected here about whether the household opened a bank account or built a dwelling after the receipt of remittances from former household members who are currently working outside of the household.

Please note that these questions are linked to questions answered before. When asking the question kick-off from the response given before. For example you do not want to ask 5.26 if previously the answer given was that the household has no member with a bank account.

SECTION 6: MIGRATION AND REMITTANCES FROM NON-HOUSEHOLD HOUSEHOLD MEMBERS

Section 6 collects information on internal and international remittances received from non-household members. In other words, households without migrants may well receive remittances from friends, relatives and other people who are not members of their households. Households without migrants can also receive remittances from people for the repayment of loans or debts.

Q6.1 asks if the household received any money or goods from any non-household migrant person during the last 12 months. If the reply to this question is “Yes,” then it is important to list each and every non-household migrant person who sent money or goods to the household.

Q6.2 to 6.11 are identical in wording to questions asked in the previous section (section 5). For each question, it is important to record the responses for each and every non-household person.

SECTION 7: RETURN MIGRANTS

Section 7 collects information on household members who used to live in another part of the country OR in another country, and have since returned to the household to live. For the purposes of this survey, these people are defined as “return migrants.” “Return migrants” here include all members of the household who used to live outside of the household for at least 3 months during the last 5 years, and have since returned to the household to live.

Q7.1 asks if the household has any person who used to live outside of the household in another part of the country OR in another country, and has since returned to the household. The reference period here is the last 5 years; in other words, any person who used to live outside of the household at any point during the last 5 years should be recorded. Please list each and every “return migrant” in this question.

Q7.2 to 7.14 are identical in wording to questions asked in Section 5. For each question, it is important to record the responses for each and every “return migrant.”