Schooling, Income and Health Risk
Household Survey, Round 4
Field Manual

2012

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1. Introduction

The "Schooling, Income and Health Risk" (SIHR) project entails collecting a rich, multi-dimensional, longitudinal data set of young adult women in Malawi. As part of this project, the SIHR will field a household questionnaire to a sample of young women to collect socioeconomic information about these individuals. The SIHR household questionnaire covers a range of topics. The survey has 19 sections, divided into two parts (Part I and Part II). If the core respondent is married, an additional survey has been developed (Part III: Husband) for him.

PART I: Household characteristics	*PART II: Core respondent*	*PART III: Husband*
1. Household Roster 2. Dwelling Characteristics 3. Durable Goods 4. Consumption of Food 5. Expenditures 6. Microenterprise	7. Family & Education 8. Labour & Time Use 9. Health 10. Consumption 11. A. Empowerment (All) B. Education—Competencies 12. Sexual Behaviours 13. Widowed & Divorced 14. Marriage 15. Empowerment (Married CRs) 16. Empowerment (Married CRs) 17. Empowerment (Unmarried CRs) 18. Fertility 19. Enumerator Observations Child Information Questionnaire: 20. Pregnancy & Birth 21. Child Immunizations 22. Parental Practices	Husband Questionnaire: 25. Education 26. Labour & Time Use 27. Consumption 28. Education—Cognitive 29. Health 30. Empowerment 31. Relationships 32. Sexual Behaviours 33. Enumerator Observations

The information in the SIHR household questionnaire will be obtained by approaching households and collecting detailed information from respondents. Part I questions pertain to the general characteristics of the household and should be answered by the head of household. Given the expected ages of core respondents in Round 4, this will most likely be her spouse, parent, or other knowledgeable adult household member. Part II will be administered to only core respondents in private. These sections are very personal and private and pertain specifically to the core respondent. Part III, if applicable, will be administered to the core respondent's spouse – these questions are also very personal and private and pertain specifically to the core respondent's spouse.

The fourth round of the SIHR household survey is designed to be conducted over several months starting in April 2012. The questionnaire is quite detailed and long, and as previously mentioned, involves asking people some very personal questions. It requires a high level of professionalism among the survey staff at every stage in the process.

The purpose of this manual is to give an overview of the survey organization, survey sample, completion of the questionnaire, detailed instructions on specific sections, and final submission of the questionnaire for the fourth round of survey collection. The over-arching objective of this manual is to provide the field staff with key information on how to conduct the survey, the intent of many of the questions and, consequently, how field staff should handle any problems that might arise in administering the questions to respondents. Much of this information is similar to the first three rounds of data collection, but there is a significant portion of distinct and new information pertinent to Round 4 as we are now including the husbands of core respondents and doing ECD testing on the children of core respondents. A great deal of tracking is expected to take place during this round of fieldwork as well; detailed instructions on this process are included in later sections of the manual.

2. Survey organization

The field staff for the SIHR household survey consists of *interviewers*, *supervisors* and one *field operations manager. Data entry* staff in Zomba will support the field staff. The staff are the critical foundation upon which a quality data set for use in analysis for decision-making can be built. Each interviewer is assigned a unique supervisor. Supervisors supervise a total of five interviewers. There will be six supervisors in total.

The interviewers are responsible for completing the household questionnaires assigned to them by their supervisor. In order for interviewers to do a good job, they need to have adequate supervision and to be able to easily request rapid assistance if required. The supervisor is responsible for making sure that interviewers are able to do their work properly – that they have the correct information and tools needed for the job. The supervisor will review all questionnaires that interviewers have completed to make sure that there are no errors. He/she will regularly sit in on interview sessions with the households to assess interviewer work. After the interviewer submits the household questionnaires to his/her supervisor upon completing the interviews, the supervisor will return to the interviewer any questionnaires that are incomplete or that contain errors. In most cases, the interviewer will have to go back to the survey households to make the corrections. Interviewers should expect their supervisors to subject their completed household questionnaires to rigorous examination. The SIHR management team will assess the performance of the interviewers and supervisors primarily on the basis of the quality of the data that comes from interviewers and the proper reporting on any problems or issues in the field.

The field operations manager will oversee all field work and report back to the management team frequently. This individual will be responsible for such tasks as coordinating the tracking effort, ensuring that the market modules are being conducted in a timely fashion, and acting as a liaison between the field team and the team in the office.

To facilitate the various activities of the field work, the SIHR survey includes several forms. Annex 1 is a list of the most important forms and documents of the survey effort. While the core respondent questionnaire (Parts I and II) is the main instrument, the other forms are nonetheless important for monitoring the field work and ensuring the quality of the survey effort.

3. SURVEY SAMPLE

The fourth round of the SIHR project will be a re-interview of core respondents (CRs) selected in Round 1 of the household survey in the Zomba district. Additionally, R4 will also include the husbands of any CRs that are now married.

3.1 SAMPLE SELECTION

The process of selecting households in SIHR Round 1 (October 2007-February 2008) involved the following steps:

1. <u>Select enumeration areas</u> in Zomba, done by the management team.[1]
2. <u>List all households</u> in the enumeration areas selected to identify households with an eligible respondent (see below), done by the field staff.
3. <u>Randomly select households</u> with eligible respondents, done by the management team/supervisors.
4. <u>Survey selected households</u>, done by the field staff.

A detailed description of the steps involved in selecting the cohort for the first household survey is included in the first round fieldwork manual and therefore is not repeated here.

During Round 4 SIHR will continue to follow this same group of women, excluding any who are now deceased or who requested to be removed from the study during Round 3. Not that only a subset of CRs that refused to be interviewed during Round 3 also requested to be removed from the study.

3.2 SIHR HOUSEHOLDS

While the CR is the main until of the SIHR survey, SIHR will also collect information on households where the CRs currently live.

A *household* may be either a person living alone or a group of people, either related or unrelated, who live together as a single unit in the sense that they have common housekeeping arrangements (that is, share or are supported by a common budget). A standard definition of a household is “a group of people who live together, pool their money, and eat at least one meal together each day”. It is possible that individuals who are not members of the household may be residing with the household at the time of the survey. In most cases, but not all, someone who does not live with the household during the

[1] An enumeration area (EA) is a relatively small, contiguous area established by the enumeration agency (the National Statistical Office in Malawi) as a data gathering area. In Malawi, approximately 250 households reside in an average EA. In rural areas the EAs will consist of several small villages or one large village. In urban areas, EAs will cover parts of urban locations or neighbourhoods.

survey period is not a current member of the household. The primary exception is that children who are away at boarding school are still considered members of the household.

It is important to recognize that members of a household need not necessarily be related by blood or by marriage. On the other hand, not all those who are related and are living in the same compound or dwelling are necessarily members of the same household. Two brothers who live in the same dwelling with their own wives and children may or may not form a common housekeeping arrangement. If they do not, they should be considered separate households.

One should make a distinction between *family* and *household*. The first reflects social relationships, blood descent, and marriage. The second is used here to identify an economic unit. While families and households are often the same, this is not necessarily the case.

In the case of polygamous men and extended family systems, some household members are distributed over two or more dwellings. If these dwelling units are in the same compound or nearby (but necessarily within the same enumeration area) and they have a common housekeeping arrangement with a common household budget, the residents of these separate dwelling units should be treated as one household.

The *head of household* is the person commonly regarded by the household members as their head. The head is often, but not always, the main income earner and decision maker for the household, but interviewers should accept the decision of the household members as to who is their head. There must be one and only one head in the household. If more than one individual in a potential household claims headship or if individuals within a potential household give conflicting statements as to who is the head of household, it is very likely that the interviewer is dealing with two or more households, rather than one. In such cases, it is extremely important that the interviewer apply the criteria provided to delimit membership in the survey household. For students who are away at boarding school, their head of household is the head of the household they most clearly belong to when they are not away at boarding school.

Note that it is possible that the household head may not be residing in the dwelling at the time of the interview. He or she may be living and working, temporarily or permanently, in another part of Malawi or in another country. This is permitted. However, other individuals who do not reside in the household at the time of the survey and are actually residing elsewhere should in most cases not be listed on the SIHR Household Roster (Part I, Section 1).

3.3 SIHR CORE RESPONDENT

The core respondent for the SIHR household survey is someone who at baseline (Round 1) was a never married female aged 13-22. For individuals that were in school at baseline, they were also required to have completed Standard 6, but not yet finished Form 4.

Of the 3,805 core respondents interviewed in the Household Survey Round 1, the status of core respondents in Round 4 can be one of five categories:

- **Living in same location as in (same village, community) as a previous round of SIHR data collection:** If the core respondent lives in or near the same place where they lived in Round 3, they should be interviewed and a completed Round 4 questionnaire should be obtained. The only exceptions would be if the core respondent refuses or is temporarily away from their community (e.g. visiting relatives in another community not nearby). In both of these cases, the interviewer should consult their supervisor for input. If the core respondent will *not be* back in town during the time period that the field team is in the location, a Tracking From should be completed.
- **Moved permanently to a new location that is still in the same village or community as her last known residence:** If the core respondent lives near the same place where she lived in any previous round, she should be interviewed and a completed Round 4 questionnaire should be obtained. The only exceptions would be if the core respondent refuses or is temporarily away from her community (e.g. visiting relatives in another community not nearby). In both of these cases, the interviewer should consult their supervisor for input. If the core respondent will *not be* back in town during the time period that the field team is in the location, a Tracking From should be filled in.
- **Moved permanently to a new location:** Some core respondents may have permanently moved to a new location, which is not near their previous location. For example, she may have moved to another district or even to another community in Zomba but more than approximately 15 kilometres away. In these cases, the interviewer needs to complete a Tracking Form and collect detailed information on the new location of the core respondent.
- **Deceased:** In rare cases, a core respondent may have passed away since the interviews in Round 3. For these rare cases, a Mortality Form must be completed by interviewing preferably other family members or, in cases this is not possible, neighbours.

If the core respondent has moved to a location within the survey sample (for example a different EA) the respondent should be added to a list that is kept by the field operations manager and surveyed at a later date when the field team visits the corresponding EA. Although this will take prior coordination, it will cut down on time and costs to revisit EAs for tracking which can be done at the same time as primary visits.

4. INSTRUCTIONS ON COMPLETION OF THE HOUSEHOLD QUESTIONNAIRE

This section will give a general overview of how the Part I household questionnaire interview is to take place, and how the questionnaire is to be completed. The section that follows will examine the SIHR household questionnaire sequentially in order to address possible problematic issues relating to each section. These notes here should be the first reference if field staff encounters any problems in administering any sections or questions in the household questionnaire.

The questionnaire is produced in Chichewa. Do not assume that skills in Chichewa will allow an interviewer to conduct interviews throughout Zomba. Although Chichewa is the national language of Malawi, many rural residents are not fluent in the language. It is possible that a small number of the households to whom interviewers administer this questionnaire will not be able to respond to the questions if they are asked in Chichewa.[2] Consequently, interviewers might have to translate the questions into a language in which the survey household members are fluent. The questionnaire should be administered in a language that the survey household members understand fluently. If an interviewer finds that he/she has been assigned to conduct SIHR interviews in households which are only fluent in a language in which the interviewer is not fluent, the interviewer must immediately inform his/her supervisor.

One point to bear in mind in this regard is the following. There are several key terms that reappear throughout sections or throughout the questionnaire as a whole such as 'household'. Terms should always be translated into local languages using the exact same words. The questions have been carefully worded to ensure that the desired concept is being asked. Study the questions so that the interviewer can ask them in a consistent and natural manner. If this is not done, the responses to the same question across households may not be comparable. During interviewer training, attention will be paid to the translations that should be used for these terms in the various languages and alternative terms.

Locating the core respondent and beginning the interviews should not be delayed. Prudently, the interviewer should plan their interview schedule within an EA. Likely the interviewer will have to make two or three separate visits over different days to each SIHR household to complete Parts I, II and III. It is permissible to assign different parts to different interviewers. This is up to the discretion of the field team, under the leadership of the supervisors.

4.1 IDENTIFICATION CODES

In order to keep track of respondents and then re-interview them in the future, every enumeration area, household, and core respondent is assigned an identification code. The identification codes are as follows:

- <u>Enumeration area</u> (EA) ID code is three (3) digits.
- <u>Core respondent ID</u> code is seven (7) digits, and is the same as previous rounds. **It never changes.**

HOUSEHOLD IDs:

- ***HHR4 2012*: In Round 4 (2012), the Household ID will be eight (8) digits: "H" + lowest ID number of the core respondents living in the household.**
- For example, Johanna, Mary and Jill are three core respondents who lived together Round 3 (sisters).
    - Johanna's ID 1150303
    - Mary's ID 1150304
    - Jill's ID 1150305

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[2] At baseline, all but two of the Core Respondents reported being able to speak Chichewa.

- In 2012, Johanna and Mary live together. Jill lives elsewhere in a new house.
    - Johanna and Mary's HH ID: H1150303
    - Jill's HH ID: H1150305
- Johanna, Mary and Jill’s names will be pre-printed on household rosters (Section 1) for Johanna, Mary and Jill. For each person the enumerator will mark s1q03=1 next to the name of each person if they are living in the current household being interviewed. The same pre-printed PI will be used for Johanna and Mary’s household as will be used for Jill’s household; in each case, you will indicate the household members still living in each core respondent household.
- If Jill with ID 1150305 moves to EA 150 to live in the same household as Natalia, ID 1500102, then the new Household ID will be H1150305 because Jill’s ID is lower, even though they live in EA 150.
- If there is only one core respondent in the household, the Household ID is always the same as the core respondent ID (plus the prefix “H”).

<u>**NOTE: ID codes are critically important.**</u> They are the only way we can link individuals across parts of the questionnaire. Moreover, since the SIHR is a longitudinal survey, we need to ensure that IDs are <u>consistent and correct</u> to link respondents to the previous rounds of data. Enumerators, supervisors and data entry should all take extreme care to ensure accurate ID codes are used throughout Round 4.

In addition, all field staff and data entry staff are assigned ID codes which should be remembered and consistently used at all times.

4.2 QUESTIONNAIRE ADMINISTRATION

The SIHR questionnaire is divided into three Parts. The main difference between the first two parts is that Part I focuses on broader household-level information, whereas Part II asks personal, private information about the core respondent. This is the first time SIHR will administer a Part III, which is a Husband Questionnaire.

- **Starting the SIHR interview.** Before the interviewer goes to a selected household, the interviewer should ensure that s/he is ready to begin the interview – that is, s/he is presentable, that s/he knows how s/he is going to begin the interview, that s/he has at least two ball point pens and has the household questionnaire forms and consent forms with her/him for every household that they plan to interview, s/he has the location and ID code numbers of the survey households with them *(including the household contact form and the photo sheet of the CR)* and s/he has an ID tag for identification. S/he should also have Tracking Forms and Mortality Forms in case the core respondent has moved or is temporarily away and is not expected to return while the team is working in the area or if she has died.
- **Problem cases.** As a general point, if the interviewer encounters a different or unusual case in a particular section or sections for a survey household and are not sure what to do, write all of the details down on the questionnaire. There is space to do so in the margins or the backside of each page of the questionnaire. For these problem issues, after the interviewer leaves the

survey household, check this manual for guidance. If the solution cannot be found in this manual, the interviewer should consult their supervisor at the earliest opportunity.

- **Privacy and confidentiality.** The field staff should assure all interviewed households and respondents that all information collected will be kept confidential and will be used for research purposes only. In order to assure this, no person except SIHR supervisors or people from the SIHR management team should come with the interviewer when they interview. If an SIHR member does accompany the interviewer to an interview, the interviewer should always be sure to introduce the staff member to the respondent, making clear to the respondent the purpose of the presence of the SIHR staff member. In most cases, the SIHR staff will be present to monitor the quality of the interviewer's work and to support and assist the interviewer in effectively carrying out the interviewer's assigned tasks. The supervisors are instructed to not interfere with the interviewer's administration of the questionnaire to the survey respondents, but will discuss any issues related to the interviewer's administration of the questionnaire later with the interviewer in private.
- **Consent Forms.** The interviewers should make sure to begin the interview with the consent forms. There are three distinct consent forms for Parts I and II. One form is for "adults", or those core respondents who are at least 18 years of age and older or married and at least 15 years old. There are separate forms for unmarried "minors" (those under 18 years), and for the parents of unmarried minors. Be sure to get a signature, or, for those who are unable to write, a thumb print from each person. A separate Husband consent form must be completed before Part III is administered, and a separate Guardian consent form must be completed before administering the Guardian Questionnaire in cases where the core respondent's child is living with someone else.
    - **The core respondent's consent form will ask for her consent to interview her husband and to complete ECD testing on her children, if applicable.** If she refuses to let either her husband or children participate, the interviewer may not attempt to contact or track them.
- **Gifts.** After each interview component is finished, the interviewer should leave a small gift (e.g. soap) with the core respondent, her husband, and the respondent of Part I (if it is someone other than the CR or her husband).

4.3 PART I QUESTIONNAIRE ADMINISTRATION

The setting for administering Part I of the questionnaire should be relatively private. Some of the questions being asked are of a personal and private nature. The interviewer should respect the desire of the respondents for privacy.

Any persons not connected to the SIHR project or to the household should not be present when the interviewer is administering Part I of the questionnaire. If any such individuals are present when the interview begins, the interviewer must politely request them to leave in order to respect the privacy of the survey household. If they cannot leave at that time, the interviewer should schedule the interview for a later time or move to a more appropriate place, when or where greater privacy can be assured.

If the core respondent is not married and is still a minor, the enumerator should first try first to talk to the individual they talked to in Round 3. If this person is not available or no longer lives in the household, the current head of household should then be sought. A household head is the person that other household members designate as their head. The household head is being targeted for Part I as we are trying to relieve the burden and time requests of the core respondent, who will be asked to complete all of Part II.

If the core respondent is married, the enumerator should still request that the head of household complete Part I. For these cases, the household head will most likely be the core respondent's husband, although there are cases in which an elder family member may be still residing with the core respondent. For these cases, whoever is regarded as household head should complete Part I, though if the respondent from Round 3 is available it is okay if they complete it as well. It is also okay if the core respondent and her husband complete Part I together.

4.4 PART II QUESTIONNAIRE ADMINISTRATION

Part II of the SIHR questionnaire contains the most sensitive and personal questions in the survey asked of the core respondent. The setting for administering Part II of the questionnaire should be very private. It is essential that the enumerator try and ensure that the core respondent is the only one present for the interview. If other people insist that they stay and the core respondent agrees to this, make sure to note it in the survey.

It may also be difficult to meet with the core respondent. Interviewers should make every effort to speak with the core respondent at her convenience. Part II cannot be completed by anyone other than the core respondent. Supervisors will re-visit core respondents to monitor the quality of the data and confirm that interviews were conducted in full.

Part II also contains a supplementary set of sections called the 'Child Information Questionnaire' (Section 21 – 24). These will only be asked of the core respondent if she reports having any children. The children do not need to be present at the time of the interview. If the respondent's children are 36-59 months of age, they will need to complete the ECD (SDQ and MDAT) testing components, which are a separate assessment than Part II.

4.4 FIELD STAFF INTERACTIONS WITH THE COMMUNITY

The field staff will be working intensively for some time with community members in carrying out the survey, so it is vital that the field staff establish a good working relationship with community leaders and, for that matter, with all community members. When the field staff first arrives in an EA, the field staff must immediately present themselves to the local group village headman and to the headmen of the villages in the EA to explain why the field staff are going to be working in the area. The field staff will be provided with an official letter of explanation and an ID badge to show them. In some trading center locations, identifying a local leader may be more problematic. Make inquiries as to who might be considered local leaders when the field staff first come to a trading center location.

These may be local business, religious, community policing, or political leaders. In meeting with the local authorities for the first time, the field staff must include the supervisor.

The SIHR is not to be a secretive survey, but all information collected is extremely confidential and secretive. Please explain what it is the SIHR field staff are doing to all community members who ask about SIHR activities. SIHR field staff should be respectful, courteous, and patient with all community members. The quality of field staff work is to a large degree dependent on the level of cooperation field staff receive from the members of the communities in which the survey households reside. If the general community attitude towards field staff work is negative, field staff likely will experience problems as field staff conduct interviews with the survey households in that community.
While field staff work should not be secretive, it is imperative that all staff respect the confidentiality and privacy of the survey household respondents when administering the questionnaire. Community residents who are not members of the survey household should not be present while the interviewer is conducting SIHR interviews.

4.5 FIELD STAFF INTERACTIONS WITH THE RESPONDENTS

Field staff should always be courteous and tactful in dealings with households and core respondents. Above all, field staff attitudes towards the respondents in the survey households must be one of respect. Field staff must always be patient towards survey household members. Be business-like in conduct – never bullying, demanding, or rude. Always act in a way that warrants respect and cooperation from the respondent. During interviews, field staff should work efficiently and relatively quickly, but should not rush the respondents or make mistakes. After each interview field staff should thank each interviewee for their help and time. This is vital if the survey is to be carried out successfully. Field staff will find work more pleasant if the interviewer remains polite and friendly to everyone at all times. Field staff should be willing to answer any questions the respondents ask field staff about the survey and its particular contents. In most cases, the information contained in the Consent Form will provide a sufficient response.

The survey interview may be long, especially for core respondents. This will be trying on respondents' patience as well as field staff. Nevertheless, the rules of courtesy and politeness must still apply. If necessary, interviewers may break the interviews of household members into shorter interviews. However, interview components for each core respondent should be completed within a span of two or three days at most.

At the start of the interview, the interviewer should always determine if the Part I respondent has any appointments in the next hour or two. If sufficient time is available to complete several sections of Part I of the questionnaire before the any such appointments, proceed and complete as much of the interview as possible. When the Part I respondent must leave, arrange for another meeting in the next day or two at which the interview with the Part I sections can be completed. **All efforts should be made to complete Part I on the same visit.**

Interviewers should seek to develop a smooth-flowing interviewing style so that the interviewer can obtain all of the information required from an individual in the shortest possible time. The interviewer does not want to unnecessarily test the respondent's patience by delaying the interview in any way, particularly through excessive probing on questions that the respondent feels that they have already answered to the best of their ability and recollection. The interviewer's interview technique for completing the questionnaire will improve dramatically as the interviewer gains experience. The guidelines in this manual should help field staff.

Field staff need to attempt a compromise between:

- maintaining a smooth-flowing, continuous dialogue that allows the interviewer to obtain all of the information required in the shortest possible time – that is, without testing the patience of the respondents by delaying the interview in any way – and,
- Allowing the respondents to ask any questions that they have about the survey so that they are convinced of its value and are cooperative. Doing so, however, will take time and will reduce the efficiency with which the interviews are completed.

In conducting an interview, if it is clear that the respondent has understood the question they have been asked, the interviewer must accept whatever response the respondent provides. Probing questions can be used to make sure the respondent understands the key elements of the question being asked. *However, the interviewer must never second-guess the respondent or make the assumption that the interviewer has a better understanding of the condition of the individual or household than the respondent does. The function of the interviewer is not to verify that the information provided is correct.* The analysts of the SIHR survey data are interested in what the respondent actually says. It is always possible that the respondent will lie or provide inaccurate information, but the interviewer should not make any judgements on the information provided.

There are exceptions, of course. At all stages of the interviews with members of a survey household, field staff should be alert to errors. These can be accidental or deliberate. The interviewer can never force people to give answers that they do not want to give, but the interviewer can approach the true facts by diplomatic and intelligent interviewing. For example, if the respondent says that the household has no radio but the interviewer sees a radio on the table inside the dwelling, the interviewer should inquire about it. However, the interviewer should not probe excessively after seeking initial clarification from the respondent. In any case, the interviewer should never go outside of the household (to community leaders or neighbours) to get information. This is beyond the scope of the interviewer's work. Also important, interviewers should never second guess or question any respondents response to questions that are subject, such as questions that ask for a respondent's opinions, feelings, or beliefs.

Ultimately, assessing whether the answers provided are 'wrong' or 'right' should not apply to the interviewer in administering the household questionnaire. The questionnaire is being administered to the survey household members because we rightly expect that they will be able to provide the best information about their own living conditions.

Treating respondents with condescension and a lack of respect or re-interpreting the answers provided by the respondents will not be tolerated. All field staff must treat all respondents equally irrespective of their ethnic group, political influence, and social and economic status.

4.6 QUESTIONNAIRE FORMATTING

The SIHR household questionnaire has been designed to enable the interviewer to administer it with as little difficulty as possible. In spite of these design efforts, nevertheless, it is still a complex questionnaire. To build interviewer familiarity with it, as the interviewer prepares for fieldwork with the survey households, they should make an effort to learn how the questionnaire is put together and how a typical administration to a survey respondent would proceed. However, given the numerous and wide range of skip codes used in the questionnaire, the interviewer should not expect that any two administrations will be alike.

In Part I, the majority of the questionnaire is laid out in landscape (horizontal) format, and most of these sections should be approached by asking the questions going across. In Section 1, for example, information on a particular individual within the household is to be recorded on the same row across pages. In other sections in Part I, however, the questions should be recorded going down, in columns, such as in Section 5. In Section 3 and Section 4 however, 'Yes/No' should first be asked of each item (going down the column), and the subsequent questions should be asked for only each 'Yes' item going across the row. This avoids gathering information about unnecessary items.

4.7 GENERAL INSTRUCTIONS FOR COMPLETING THE QUESTIONNAIRE

- **Reading questions.** Read the questions exactly as they are written in the questionnaire, following the established order.
- **Instructions.** Closely follow all instructions on the questionnaire when asking the questions.
- **Use pen.** The responses received from the respondents should be written on the questionnaire in black ink pen. Responses written in pencil can easily become smudged and difficult for the coders and key entry personnel to read and interpret.
- **Upper-case.** Responses should be written clearly in upper-case letters. This instruction is especially important for those questions that will be coded later, such as "other" responses.
- **Mistakes.** If a mistake is made in the recording of a response, do not erase or write over the incorrect response. As the interviewer should be using a pen, the interviewer will be unable to erase. Rather, strike out the error by neatly marking it through with a line, and then write the correct response where it can be easily read:

6. How old is [NAME]?

YEARS

~~27~~ 72

- **Filling in "other" cases:** In order to include all possible responses that may be provided, many questions include a response option of "other" to record responses that are not covered by any of the pre-coded responses. In many cases when an option of "other" is given, the enumerator is asked to specify. When the interviewer uses this code, also provide a brief explanation/text of the answer:

4.
The roof of the main dwelling is predominantly made of what material?

1= Grass
2= Iron sheets
3= Clay tiles
4= Concrete
5= Plastic sheeting
6= Other, specify

6(CEMENT TILES)

- **Not asked questions.** All questions that are not answered because of the skip pattern or general flow of the questionnaire should be left blank – no information should be recorded, not even a dash line.
- **Unanswered questions which are asked.** There are cases where respondents will not answer an individual question, either because they do not know the answer or because they refuse to

answer the question. If after asking the question several times, the interviewer still cannot get a response, the following codes should be recorded:

Refuse to answer .... NR
Do not know...................... DK

However, <u>these codes should be used very rarely</u>. Supervisors will warn interviewers if they feel that the interviewer is unnecessarily or too frequently using these codes, as their excessive use may indicate a lack of effort on the interviewer's part to collect the required information from the respondents. Be cautious, only using these codes when absolutely necessary.

- **Skips.** In order to have a logical order to filling in the questionnaire, it has been designed with a system of skips that allows the interviewer to follow the logical sequence of questions based on responses to questions already provided. If there are no additional instructions, the interviewer will pass directly to the next question.
    - The double arrow symbol ">>" indicates that the interview should continue with the question indicated. In the following example, if the respondent says 'Yes', the interviewer continues with question 4. If the response is 'No', the interviewer will skip to question 5A. Question 4 is skipped because the question is not relevant to those who answer 'No' to question 3.

3.	A. Were you attending school anytime during Term 1 2009?	Yes... 1	
		No.. 2	**>> 5A**

The double arrow symbol can also indicate that the interviewer should skip the next question regardless of the response to the current question. In the following example from the education section the respondent has left school since we visited them at baseline, after getting the reasons why the respondent left school, the interviewer skips all the way to question 13, no matter how she answers this question.

10.	Why did you leave school since our last visit? (RECORD UP TO 2 REASONS):	1st 2nd [__] [__]
	1 = Acquired all education wanted	**>> 13**
	2 = No money for fees or uniform	11 = Poor/crowded school facilities
	3 = Too old to continue	12 = Poor quality instruction
	4 = Married	13 = Teachers often absent
	5 = Became pregnant	14 = School too dangerous for girls
	6 = Illness or disability	15 = School too far from home
	7 = Found work	16 = School conflict w/beliefs
	8 = Not interested, lazy	17 = Failed promotion exam
	9 = Parents told me to stop	18 = Dismissed / Expelled
	10 = Had to work or help at home	19 = Other, specify

- **Pre-coded answers.** Where the question responses are pre-coded, the interviewer should simply record the code for the category that matches the respondent's response most closely.
- **In the past 12 months versus 12 months ago.** It is important to make sure that both the interviewer and the respondent understand very well the difference between reference periods such as 'in the past 12 months' and '12 months ago.' If the interview is happening in late March of 2012, for example, questions about '12 months ago' refer to the time around late

March 2011. Another way of thinking about it is 'about this time last year'. The interviewer may have to explain this to the respondent in a few different ways until the respondent understands. Similarly, 'one month ago' would refer to the time around late February 2012. On the other hand, 'in/over the past year' refers to all the time that started one year ago through the present. Similarly, 'over the past 7 days' means that we are considering the entire period from 7 days ago until the present, excluding today (since today is not yet completed).

- **Kwacha responses.** When the response to be recorded is a monetary amount or a figure, write the correct response in the corresponding cell. Record monetary amounts in Kwacha with no decimal point. Do not include tambala. For any tambala amounts, round to the nearest Kwacha. For any amounts at or above MK 1,000, include a comma. For example, from the Labour and Time Use section**:**

8	Think about all of the work that you have done in the past year in which you have been paid cash or kind. How much do you estimate that you have earned in the past year?	*10,000* Kwacha

5. Sections of the SIHR Household Questionnaire

The rest of this chapter is made up of comments related to the individual sections of the SIHR household questionnaire and specific questions in those sections. Please note that not all questions are considered here. Many of the questions asked are quite simple and it is self-evident how the interviewer should administer them.

Note that each questionnaire contains sufficient space to enumerate a household of 10 members (since the number of rows in Section 1 is 10). If the survey household has more than 10 members, the interviewer will need to use an additional Household roster page to have additional Section 1 rows. Please note this by checking the box at the bottom of the original Household roster. Additional rosters are available as well if a household has more than 5 plots (Part I, Section 3) or if a core respondent has more than 4 children (Part II, Section 21).

COVER SHEET PART I: HOUSEHOLD IDENTIFICATION, SURVEY STAFF DETAILS

This section is used to collect information on the survey household in order to link it to previous rounds of the SIHR, for re-interview and data analysis purposes. Information is also collected on who among the SIHR staff members processed the questionnaire at various stages of the data collection and entry.

- It is critical that the entire set of information on the household and visits is completed in full by the interviewer. The information about the household (village, compound, core respondent name, and ID codes) should all be accurate and clearly written.
- HH ID. The supervisor will provide the interviewer with the HH ID. More information on the creation of the HH ID is included above in section 4.1 Identification Codes in this manual. *This*

number should be filled in at the top of every page of Part I, as it is the only identifying information in the case that the pages of the questionnaire are separated.

- Q1a. The HHID should be determined using the guidelines above in section 4.1 of this manual.
- Q1b, Q1c. The respondent's name and respondent's ID should be taken from the Section 1 Household Roster. The respondents will always have an ID, since they must be members of the household.
- Q1d. This information can be obtained from the pre-filled section of the HH roster.
- Q2. Core respondent(s) information. There is room for up to four core respondents. If there is more than one core respondent in a household, list them in the order that they are listed on the household roster. For each core respondent, the interviewer should record their core respondent ID, name, and nickname/other name, from their photo pages. The interviewer should confirm that spelling of names and nicknames are correct for the core respondent and note any corrections. Only include core respondents that still live in the household.

- Core Respondent ID Number. The core respondent is the part of the original cohort selected in Round 1 of the household survey. The core respondent should be pre-identified when the interviewer visits the household and may be pre-printed on the roster or on the top of the cover sheet. Note that if more than one core respondent resides in the household, Q2 <u>must</u> be filled out for each core respondent.

  For this question we also ask the interviewer to give an initial rating of the core respondent's attractiveness level using a scale of 1 (most unattractive) to 11 (most attractive). Remember to use the attractiveness standardization activity from re-training when making your assessment. If the core respondent is not present at the time of the Part I interview, the interviewer should make a note to complete this question when they begin Part II with the core respondent or as soon as they meet her.

- Q3. Every interview will require at least one visit and probably two visits. After three visits, the supervisor should be consulted. Note that even in cases of refusal, the cover sheet should be completed. Codes to answer Q3d, Q3g and Q3h are at the bottom right of the page.
- Q3e, Q3f. Interviewers should use a 24-hour time clock to record the time.
- Q5-Q7. These questions are to record the other individuals who will be involved in processing the questionnaire through data entry and cleaning. These questions are NOT completed by the interviewer.
- Q8. Interviewers should use the comments space at the bottom of the page to note any unusual outcomes of the interview, for example notes if there have been any problems in completing the interview. In cases of refusal, the interviewer should note the reasons and circumstances of the refusal.

SECTION 1: HOUSEHOLD ROSTER (PART I)

In the case that two or more core respondents live in the same household, the Household Roster and the rest of Part 1 should be filled only <u>once</u>.

Completing the roster:

- Begin with the pre-printed household members that were on the household roster from Round 3. Ask if the person still resides in the household (Q3).
- Then, add to the roster any new people who now live with the core respondent. The ID numbers of new members should start with 50 (i.e. then 51 then 52 etc.). Complete Q3 for <u>all</u> members. Then, complete Q4-Q17, as appropriate, for each person who still resides with the core respondent.
- Q2. In writing the names of any new household members, be sure that the individuals are uniquely identified. If two individuals in the household have the same name, ask about any nicknames or middle names or other ways in which the two persons can easily be distinguished from each other. Names should be written in the following order: first name and then last name (surname). *If the respondent insists that there are household members who should have been on the rosters last year, please include them on the roster using code 5 (lived in HH but wasn't on roster) for Q3.* Do not forget to also write the names and ID codes of household members at the start of the second page of the household roster.

  Household members include:
  - People who normally eat and live together. This refers to eating/living together in the recent past (last month), excluding vacations or trips.
  - Example of a person who IS NOT a household member: Dalitso used to live in the household and moved to Lilongwe four months ago for a new job. He comes back to visit sometimes for a few days. He happened to be back visiting on day of the interview.
  - Example of a person who IS a household member: Wilson 'normally' lives in the household (sleeps and eats there) but he has been in Blantyre for last six days on a trip to sell tobacco. He is returning next week but is not at the residence when the household is visited.
  - ***Boarding School:*** A child has left for boarding school for three months but will return for the vacation. The child should still be counted as part of the family because the move is temporary and it's likely they still depend on the household for their financial support.

- Q3. For those individuals that were in the household at Round 3 this question distinguishes between those that left the household to move elsewhere (Q3=3) and those that passed away (Q3=2). For new individuals that moved to the household, this question distinguishes between those that are new to the household (Q3=4), those that were in the household last round but were not on the roster (Q3=5), and those rare cases when a core respondent from a different Round 2 household has moved in with another core respondent from a different SIHR household (Q3=6).
- Q4. The interviewer must ask about the sex of the new members. Do not use the name of the individual to assume the sex of that individual.
- Q5. If the respondent knows the month and year of birth for new members, the interviewer should complete Q5 and then skip to Q6d for that individual. If the respondent does not know the month and year, the interviewer should leave Q5 blank for that individual, ask the age of the person in years/months/days (as appropriate) for Q6a – Q6c, and then proceed to Q6d.

- Q6a – Q6c. This question should be answered depending on the age of the person. If the age of the person is greater than 5, it should be answered in years only. If the age is less than 5 but greater than 2 months, fill in years and months only. Lastly, if the age is less than 2 months, fill in days only.
    - Ex 1: If age = 25 years, 4 months, fill in 25 in the years column and leave the months and days columns blank.
    - Ex 2: If age = 0 years, 7 months, fill in 0 in the years column and 7 in the months column (leave the days column blank).
    - Ex 3: If age = 1 month, 10 days, fill in 40 in the days column and leave the months and years columns blank.
- Q6d. This should be filled out for everyone currently living in the household.
- Q7. It is possible that there is a new household head even if the previous household head still resides there. So this question *must be re-asked of everyone.* Make sure that the code refers to the relationship of the member to the household head, and not the opposite. The question sentence "[NAME] is the head's _____" should make sense with the information given.
    - A lodger (option 14) makes some sort of payment to the household for living there (in cash rent payment or in-kind).
    - Other non-relative (option 15) is living in the dwelling but not paying any rent. They are living there for free.
- Q8, Q9. These questions concern the relationship of the household member to the core respondent(s). First, fill in the roster IDs in Q8 for every core respondent in the household. The core respondent numbers listed here should match the order on the Cover Sheet. Then, fill in the code for the correct relationship of the household member to the core respondent.
    - For example, if the core respondent is the grandchild of the household member whose information is being recorded, you should fill in Code 10, i.e. [NAME] is the core respondent's <u>Grandfather/mother</u>. Make sure that the question sentence "[NAME] is the core respondent's _______" makes sense with the given information.
- Q10, Q11. These questions refer to the parents of the underage household member. If the natural parents of the household member are no longer alive (Q7=4) or their state is unknown (Q7=5), proceed to Q12. For question 11, it is not necessary to specify which particular parent is currently living in the household.
- Q12. This question refers to highest level of education attended at the time of being interviewed. The left column records the highest category of education that the person is or was attending at the time of being interviewed, and it should be filled in with the codes provided. A person may have attended a class level, but not completed it. Record the highest class level attended regardless of whether or not the individual completed that level.
    - For example, if someone attended secondary school but did not graduate, record secondary school as highest level. Or, if, for example, the person attended the second year of primary school for just a few weeks and then dropped out, record "2" for level, and "2" for years in level. The right column records the highest class they attended. Note that this is only relevant if the highest level of education they attended is primary or secondary. In the case of primary, the class will be the highest standard they reached (from standard 1-8) and in the case of secondary, this will be the highest

form they reached (from form 1-4). Leave the right hand column blank if the highest level of education is either none, preschool, university, or training college.

- For example, if you are interviewing someone in May 2012 and they are currently attending Form 1 and it is their first year doing Form 1, then you would record "3" for level, and "1" for class in this level.
- Older individuals may have attended school when the Malawi educational system was different from what it is now. The current system was instituted in the 1970s. Please use the following table to determine the current equivalent class level attained by older individuals who completed their education in the 1960s or earlier. The interviewer should use the current equivalent class level when completing Q12 for such individuals:

Current	**1960's**	**1950's**	**1940's**
Standard 1	Standard 1	Sub A	Sub A
Standard 2	Standard 2	Sub B	Sub B
Standard 3	Standard 3	Standard 1	Sub C
Standard 4	Standard 4	Standard 2	Standard 1
Standard 5	Standard 5	Standard 3	Standard 2
Standard 6	Standard 6	Standard 4	Standard 3
Standard 7	Standard 7	Standard 5	Standard 4
Standard 8	Form 1	Standard 6	Standard 5
Form 1	Form 2	Form 1	Standard 6
Form 2	Form 3	Form 2	Skills Training
Form 3	Form 4	Form 3	
Form 4	Form 5	Form 4	

- If the highest level of education is 'none' (Q12=0) and the household member is older than 13, the interviewer should skip to question 15, as 13 and 14 refer to additional education questions. If the highest level of education is none' (Q12=0) and the household member is younger than 13, the interviewer should move on to the next person in the household, as neither education, marital status nor occupation need be addressed.
- Q13. This question should record the highest educational qualification achieved by the household member at the time of the survey. If the member is currently studying towards a qualification but has not yet achieved it, the previous qualification achieved should be recorded. Please make sure to confirm that this qualification corresponds with what they say as highest level attended.
- Q15. Marital status.
    - The 'married' marital status does not require that the relationship between man and woman be an official marriage. It can be a non-formal union that began without public ceremony of any sort.
    - Both men with multiple wives and women who are married to a man with more than one spouse should use code 2 ("polygamous") to describe their marital status. It is considered okay to use code 2 for women who are married to men with more than one wife.

SECTION 2: DWELLING CHARACTERISTICS (PART I)

Information in this section is collected on housing tenure, quality of housing, and the energy, water, and sanitation condition of the household.

A *dwelling* is a house intended to be occupied as a residence, in distinction to a store, office, or other building. A *household* usually will reside in a single dwelling unit, but it is possible for a single household to reside in several dwelling units or for several households to reside in a single dwelling unit.

- Q1. Dwelling ownership status.
    - If the household is living in their house without authorization, ownership, or paying any rent (that is, if they are squatters) use 'Free, not authorized' (code 5).
    - However, if the household is living in the house for free and is authorized to do so, the interviewer should use 'Free, authorized' (code 4). For example, the household may be staying in a house provided for free by a relative.
- Q2-Q5 can be filled in by interviewer observation. They do not need to be asked of the respondent if they can be directly observed by the interviewer. If the interviewer is unsure, s/he should not hesitate to ask.
- Q2. Types of dwelling unit.
    - Dwellings made up of 'several separate structures' are most commonly found in rural areas, where separate sleeping huts are constructed for various members of a household.
    - A 'flat' is a self-contained dwelling unit within a larger building. As such it will contain its own private kitchen and toilet facilities. This type of dwelling is most commonly found in urban areas.
    - In contrast, a 'room in a larger dwelling' will not have self-contained kitchen and toilet facilities. These facilities will be shared with other residents in the larger dwelling. This type of dwelling is most commonly found in urban areas, also.
- Q3, Q4, Q5. If two or more different types of materials are used for the walls, roof, or floor, report the material that is used in the majority.
- Q3. If the outer wall is plaster, record "9" for other and indicate the type of outer wall material. For example, enter: 9 plaster, mud brick
- Q6. Number of rooms. Count all rooms used for cooking, eating, or sleeping regardless if that is their only use.
    - A room used for both eating and sleeping counts as 1 room.
    - If a room is divided by fabric, folding screens, cartons, plastic or other temporary material, the room is considered as 1 room.
    - Minor rooms in the dwelling should be excluded from the room count. These include bathrooms and toilets, storerooms, carport/garage, khondes, and so on.
    - However, include all other rooms, including rooms that are usually unoccupied, such as those that are reserved for guests.
    - Note that many houses in rural areas will consist of a single room. These should be included in the room count.

    - For example, all of the qualifying rooms in the separate houses of dwellings made up of several separate structures should be counted.
- Q8. This question asks whether the dwelling unit is connected to a source of electricity, regardless of whether they actually authorized to be connected or whether they actually use it.
- Q9, Q10. These questions get at ***ACCESS*** to utilities, *not ownership.*
- Q9. This is meant to measure access to a landline phone, not necessarily a phone located within the household. For example, if the household has access to a neighbour's phone or a community phone, the response should be yes.
- Q10. A mobile phone is a cell phone. This is meant to measure access to a mobile phone, not necessarily ownership by the household head or anyone in the household. Be alert to ownership of mobile phones by household members other than the head of household. If the household head reports no access to mobile phones, probe to be sure they are not omitting mobile phones owned by other household members or mobile phones available for public use.
- Q11. Drinking water source.
    - A standpipe is a public tap for the supply of piped water.
    - An unprotected well is a well from which to draw water, the surroundings of which and whose well shaft is not lined in concrete or other impermeable material. In consequence, polluted water can easily drain into the well, potentially posing a health hazard.
- Q12. Toilet facilities.
    - VIP latrine is the acronym for 'Ventilated Improved Pit latrine'.
    - The primary features of VIP latrines consist of an enclosed structure (roof and walls) with a large diameter (110mm), PVC vertical ventilation pipe running outside the structure from the pit of the latrine to vent above the roof. They often will have concrete slabs containing the latrine hole.
    - Traditional pit latrine is a hole dug and covered with a platform made of wood poles and mud with an opening in the centre for use as a toilet. It will be walled using grass or mud brick. It may or may not have a roof. It may also be used as a bathing area.

SECTION 3: DURABLE GOODS

The focus of this section is on the material household and agricultural assets that are owned by anyone in the household on the day of the interview. Be sure to probe the household head or core respondent to include items owned by others in the household even if not owned by the household head him/herself. This may include items that are broken, as long as they are still owned by the household.
The interviewer should become familiar with the list of items in this section and understand distinctions between the items – such as between a 'table (dining)' and a 'coffee table (for sitting room)' and between a 'radio (wireless)' and a 'Tape or CD player, HiFi' and between a 'chair (un-upholstered)' and an 'upholstered chair'. An 'upholstered chair' is often referred to as an armchair, and both the frame and seat will typically be cushioned.

- Q2. The interviewer should ask this question of every item (moving down the column for Q2). Then, items Q3 – Q6 should be asked across each row, only for items that the respondent owns.

- Q4. For each item listed, the interviewer should enter in the amount of time (1, 2, 3, etc) in the left column, and the unit of time (the code for months = 1, years = 2) in the right column. The amount of time should be rounded to the nearest whole number.

    - If the item was acquired less than one month ago, enter '0 months' by writing a 0 in the left column and a 1 (for months) in the right column. **Do not ever leave the units column blank, even if the item was only bought one day ago.**
    - If the item was acquired between one month and one year ago, enter months only.
    - If the item was acquired more than one year ago, enter years only.

- Q5. If the item was a gift or inherited from someone/somewhere else and the respondent does not know it's initial value, enter a '0' for Q5.

There are also a number of questions in this section regarding land assets. These are designed to learn more about the ownership, use and sales of land. Space is provided for up to five different plots, but the enumerator should answer *all* questions for one plot before moving on to the next. If the number of total plots is greater than 5, the interviewer may use the 'Additional Plot Roster Form'. If they family has more than 10 plots, indicate the total number of plots owned but only collect information on the largest 10. If the household has only one plot, continue to Q18 after completing Q8-Q17 for Plot 1. Note that space is provided to record the plot's name – this may be helpful to the respondent when the interviewer is referring to plots.

- Q7. Land. This question refers to the land *owned, rented or farmed* by the household.
    - It <u>does</u> include land which is rented by the household for farming.
    - It <u>does</u> include land that is owned by the household but is fallow (not being farmed).
    - It <u>does</u> include small amounts of owned land surrounding the house.
    - It <u>does</u> include land this is owned by the household but is rented out to another household for farming.
    - Be sure to probe to collect the total land, across all individual plots owned by any member of the household.

- Q10. If the plot is being rented to another person, or rented by the household, this question asks for the amount received or paid (using the units provided). If the plot is not being rented, enter a '0' for the amount.

- Q12. Use the roster ID codes from Section 1, Q1 to record the primary decision-maker for plot use. This person should be the one who has the final word in deciding what to grow on the land.
    - It may be necessary to probe in order to clarify who makes the primary decisions regarding usage and sales, If 'Joint choice' is selected, probe further to determine if the husband or wife holds slightly more power in the decision-making.
    - If it is a 'non HH relative' (Q12=72) or 'non HH non-relative' (Q12=73), there is no need to specify the relationship.
    - If no crops were grown on the land (Q11 = 2), Q12 should still be asked in order to determine *who* made the decision to not grow crops.
- Q13. The main crop should be whichever crop is most prevalent on the plot. This can be a 'food crop' or a 'cash crop'. If the answer is 'Other' (Q13=6), the enumerator should record the

main crop being grown in the space provided. If the family owns more than one plot, it is possible that different main crops are grown on each.

- Q14-Q17. These questions refer to the main crop as well as all other crops grown on the plot. Clarify that the crops being sold were from the 2011 harvest and not the current harvest.
- Q15. This includes sales from the main crop as well as all other crops.
- Q17. Distinguish between revenue and profit. This question is asking the total *revenue* from all of the land that was farmed, that is, the total amount of money that was made from the land, disregarding the cost of any inputs. This differs from profits in that a profit is 'positive' money that was made *after* input costs are accounted for.

These next questions refer to livestock and/or poultry that are owned by the household, not livestock that is shared with others.

- Q22, Q26. Use the roster ID codes from Section 1, Q1 to record who is responsible for deciding to sell livestock and who is in charge of the revenue from the livestock. If 'Joint choice' is selected, the enumerator may need to probe further to determine if the husband or wife holds slightly more power in the decision-making.

SECTION 4: CONSUMPTION OF FOOD OVER THE PAST ONE WEEK (PART I)

This section should be asked of the core respondent if possible. However, the core respondent may ask for help from the person primarily responsible for food preparation for the household, with the assistance of other food preparers, her parents or her spouse, if applicable.

The list of food items in Section 4 reflects the most commonly consumed foods among the population of Malawi. The items on this list were specifically selected from the most common food items as reported from over 110 food items in the national Integrated Household Survey 2004/05 (conducted by the NSO). The list in Section 4 is *not* meant to be a complete list of all foods eaten by people in Malawi, but rather it is a short list designed to reflect the most common foods.

Note that it is possible; indeed it is likely, that individual household members will have consumed some food over the past one week *independently* of the other household members. If the respondent(s) are aware of the food that individual household members consumed elsewhere, they should include this food in their responses to these questions. While administering Section 4, prompt the respondents from time to time to remind them to consider such individual consumption as they are answering these questions.

QUANTITIES AND UNIT CODES

There is a large volume/weight unit coding scheme used in Section 4. This scheme used here refers to quantities usually found in retail markets and other commercial setting. The coding scheme, while extensive, cannot hope to be comprehensive to cover all non-standard units used by households throughout Malawi. The following set of rules is given to assist the interviewer in using these unit-coding schemes:

- Whenever possible, report the quantity in standard, metric units, i.e. always try to convert the quantity the respondent reports to kilograms or litres.
- However, we recognize that reporting quantities in standard units will often be difficult to do for some respondents. Consequently we have provided in the coding list more than 20 alternative non-standard units that might be employed when it is difficult to convert the amount reported to a standard unit.
- If the respondent reports a quantity in a unit other than those listed in the coding scheme, see if he or she can:
    - First convert the quantity to some standard equivalents – kg, grams, litres, millilitres, and so on.
    - If unable to convert to standard units, convert the quantity to one of the non-standard units listed in the coding scheme.
    - Only in extremely unlikely cases should code 25 (other, specify) be used. In these cases, you should obtain a clear description of the unit the respondent is referring to in terms of volume or dimensions (height, width, depth).
- Inform the supervisor of this non-standard unit.
    - If this is a commonly used new non-standard unit in the area, an investigation will be done to compute conversion factors to standard units for most of the major food items for which the non-standard unit is used.
- Q2 should be asked of all items (moving down the column) before moving on to Q3-Q7. If Q2 for the item =2 (no), then Q3-Q7 should be left blank. Also verify that if Q2 = 1, Q3 should never be zero, since they say they have consumed the item.

The reported quantities will be estimates. Consequently, be reasonable in the requests made to the respondent for additional precision in the quantities he/she reports. Do not unnecessarily irritate the respondent for additional information when he or she has already given all the information that they seem able to provide.

Also recognize that different terms are used for the same units. 'Heap/hand' or 'bunch' refer to a collection of smaller items sold in retail markets, such as a heap of brown beans or *nkhwani*. The Food Codes Sheet, discussed later, is a helpful tool for determining units and measurements.

DECIMALS

Note that if the interviewer needs to report portions of a unit, the interviewer should use decimals, making sure that the interviewer writes the decimal point in the questionnaire cell very prominently, e.g., 3.5. Do not use fractions, e.g., 3½, as experience has shown that data entry clerks frequently misinterpret fractions when they process the questionnaires later. However, try to avoid using decimal points, whenever possible. For example, rather than noting a quantity as '0.5 of a 50 kg bag', the interviewer should note '25 kg'.

CONSUMPTION

- Eggs. Units for eggs will always be Piece. 5 eggs = 5 pieces.

- Cooking oil. The list of units has been expanded to include 'small tube' and 'large tube'. A small tube is approximately the size of a standard Freeze-its. The large tube is maybe 1.5 times larger than a small tube. Do not record the unit as 9 (piece). A 50 ML sachet has also been added to the list (code 17).
- Unit code 'Leaves'. This should only be allowed for Nkhwani and Thanaposi.
- Sugar cane. Units for sugar cane should always be Stalk. Often, sugar cane stalks are cut into pieces and sold as pieces. If a respondent provides the quantity in pieces of stalk, please ask them to estimate the equivalent number of stalks consumed. 5 sugar canes stalks (not 5 small pieces) = 5 stalks.
- ***Q1, items 25 and 26:*** These items are only to be filled in if the respondent does not report eating any other items in the sub-section. If the respondent does not consume items 1-5 then item 25 should be answered. Similarly, if the respondent does not consume items 7-9 than item 26 should be answered.
- Q2. Please note that the focus in this section is on <u>consumption</u> of food and <u>not</u> on food expenditures. This question is asking about how much of each item the household members consumed, that is, how much did they eat.
  - Consequently, if in the past week the household purchased, for example, a large amount of maize or dried fish from a wholesaler, the entire value of that purchase should <u>not</u> be recorded here. Only the value of the maize or fish that was consumed by the household in the past week should be reported in this case.
  - If any of the items were given to animals as feed, do not count that as part of household consumption.
    - Q3 records total amount of food consumed. This total amount is then broken down into quantity from purchases in Q4.
- **Q3, Q4, Q6: If the quantity is zero then the unit should be left blank.**
- Q3, Q4, Q6: If unit code is "other", interviewer must write a description of the "other" unit in order to facilitate the supervisor converting this into a standard unit. Please note that "other" should be used very sparingly, as the unit codes should suffice for most situations.

SECTION 5: TOTAL EXPENDITURES OVER THE PAST MONTH (PART I)

This section collects information on some basic expenditures of the *household* over the past month (the total for all the days starting one month ago through the day before the interview). Unlike the previous section, this section is focused on expenditures, not consumption or ownership. The majority of these goods are non-food items. If no one in the household purchased the item, record a zero to indicate that the question has not be missed. **The interviewer should be clear that these questions are asking about the total expenditures of the household and not the individual.**

- Q1. This question asks about the total expenditures of the household on food consumed at home in the past month. So, for example, if a household bought 1kg of rice but only consumed a ½ kg of rice, we would want to include the expenditures on the entire 1kg of rice. This question excludes food consumed outside the home, such as at a restaurant or bar.
- Q2. This question asks about all expenditures on food consumed outside the home, including at restaurants, from street carts, etc. Do not include expenditures on beverages.
- Q23, Q3. These questions refer to *non-alcoholic beverages only.*

- Q11, Q12. Make sure to clarify the difference between beer and other alcohol for the respondent if necessary. ‘Beer’ includes drinks like ‘Special’, ‘Green’, ‘Kuche Kuche’, ‘Stout’, etc. These should all be included in Q11. ‘Other alcohol (excluding beer)’ should include the purchase of drinks such as gin, rum, vodka, whiskey, etc.

Be sure to probe so that expenditures by everyone in the household are included, not only those by the household head or other respondent of Part I. The interviewer should become familiar with the list of items in this section and understand distinctions between the items.

SECTION 6: MICROENTREPRISE

There may be business activities that the household is involved in. We are interested in those businesses household members are *operating*, not employed in. These include operating a shop (kiosk, tailor, barber), working as a carpenter, operating a taxi service, selling crops (those you *did not* grow) and other related activities as long as it is their own business and someone else does not employ them. The enumerator should ask about ALL business activities the household has been involved in during the last 12 months. Ask Q2-Q11 for Activity A first, and if the household is involved with another activity move on to Activity B, and then Activity C if needed. If there are no business activities the household is involved in (Q1 = 2), move on to the next section.

A distinction must be made between crops you are have bought somewhere else and are now selling and the selling of crops that you have grown. The latter <u>*should not* be included in this section.</u>

- Q2a, Q2b. Use the IHS codes that are provided to record which type of business the household is involved in. In Q3, have the respondent further describe each business activity in the space provided.
- Q5. This question asks where the resources for the start-up of each business came from. The enumerator should circle as many options as apply to the respondent.
    - A merry-go-round or ROSCA (‘chipereganyo’) refers to an informal way of collecting money through member contributions.
    - If initial resources did not come from any of the options provided, the enumerator should select ‘Other’ (Q11 = 12) and have the head of household specify where the resources came from.
    - If the savings came from a household member (may include the core respondent, her husband, etc.) the appropriate HH Roster ID code should be recorded)
- Q6. Use the ID codes from the Household Roster in Section 1 to record up to 3 people who are working in each business activity. These can include people who do different types of work within the business. **There should always be at least one person recorded here.**
- Q7. This question asks how many *non*-household workers are employed by the business. Those employees included in Q6 and Q7 should not be counted in this question because we are only focusing on non-household workers.
- Q8 – Q10. Many businesses in Malawi do not operate every day. These questions ask first about the typical daily sales (when open), and then about how many days the business is open

in a month. For Q10, the respondent should reply with whichever unit of time (week, month, year) is most appropriate to the business.

  - For example, even if the business only operates 2 days a week, the amount recorded in Q10 can be the profit from these 2 days per week. This is because we have already captured how many days per month the business is open and know that these profits are only coming from 2 days.

- Q11. Use the same ID codes from the Household Roster (Q1) in Section 1 for these responses. This question is focusing on who is controlling the use of business profits, rather than who is simply working in the business. Make sure to distinguish between the two when asking the question.

HOUSEHOLD CONTACT FORM (PART I, LAST PAGE)

The last page of Part I is where detailed location information on the household is recorded.

- Q1. This question confirms the current location of the household. If it is in an SIHR EA, you should skip to Q1e after filling out Q1a *and* Q1b. Otherwise, other location information (Q1c – Q1h) must be filled out so that we can find the household in the future.

  The most recent information for the village name, household head and compound head name will be printed on the core respondent's photo page. When this information is still correct, the interviewer should try to use the same spellings or note any appropriate corrections. If any of the information has changed since the past round, Q1f-Q1h should reflect the current information instead of what is printed on the photo page.

- Q2. Write down the 7-digit Core Respondent ID numbers for each core respondent that lives in this household.
- Q3. If any of the core respondents are expected to move in 4 weeks, a tracking form must be filled out so that we know where to find the core respondent(s) in the future. In this case, the enumerator should write 'FUTURE' at the top of the tracking form submitted.
- Q4. GPS coordinates: longitude and latitude readings for the household (the location of the dwelling). This information needs to be re-collected for each household, regardless of if they are in the same location. The reading should be taken at the most convenient time so to not disrupt this interview, usually after the survey is completed.
- Q5-6. These questions determine if a new map/instructions are needed. The skips will direct you to fill out the missing or incomplete information. These questions are very important, as it contains the information necessary to return to the household.
- Q7. This question describes the exact location of the household, using two components:
  - Detailed instructions on the location of the households, including how to reach the community from Zomba town, as well as approximate distances, important landmarks, and potential informants who could indicate the location of the respondent. Relevant phone numbers can also be included on this sheet, as it may be the only page used to find the household in the following rounds. Enumerators are asked to write instructions keeping in mind future teams who may never have visited the area before.

- A sketch map of the household's location. Any symbols should be accompanied by an appropriate key. Roads and central landmarks should be indicated, and the house should be very clearly marked. Note that the map should not replace written instructions on how to reach the household.

Any questionnaire submitted to the Data Entry team without the requisite information will be returned to the Supervisor, as this information is critical for any follow up surveys with the respondent.

6. PART II: CORE RESPONDENT

COVER SHEET PART II: CR AND HH IDENTIFICATION

As with Part I, this section is used to collect information on the survey household in order to identify the household and link it to Round 1, Round 2 and Round 3 of SIHR, for re-interview and data analysis purposes. Information is also collected on who among the SIHR staff members processed the questionnaire at various stages of the data collection and entry. **The coversheet should always be completed in full, even if the respondent has passed away or cannot be found.**

- It is critical that the entire set of information on the core respondent and their visits are completed in full by the interviewer. The information should all be accurate and clearly written. Note that even if there are more than one core respondents residing in the household, the entire PII, including Coversheet <u>must</u> be filled out completely for <u>each</u> core respondent separately.
- Note that in this section we refer to the last HH survey interview. For the majority of core respondents this refers to a Round 3 interview which took place in 2010. For the remaining core respondents who were not found at Round 3, the last HH survey interview information may refer to Round 2 (2008).
- Q1a. Core Respondent ID Number. Obtain this information from the photo sheet. The core respondent is part of the original cohort selected in Round 1 of the household survey. The core respondent should be pre-identified when the interviewer visits the household and may be pre-printed on the roster and on the top of the cover sheet. *This number should be filled in at the top of every page of Part II, as it is the only identifying information in the case that the pages of the questionnaire are separated.*
- Q1b. The supervisor will provide the interviewer with the HH ID. It is important to remember that HHIDs and Core Respondent IDs will NOT always be the same.
- Q2a – Q2f. Pre-filled information (left-hand side). Note that only the information on the left-hand side should be prefilled from the photo sheet.
- Q2a, Q2b (right-hand side). The interviewer should confirm that the pre-filled spelling of name and nicknames are correct for the core respondent. If the name is incorrect, the correct name should be recorded on the right-hand side and used for all future references to the core respondent.
- Q2c. Current age (right-hand side). The interviewer should ask the core respondent her age at the time of interview and record the answer in years. The interviewer must <u>always</u> ask this

question of the respondent. Do not guess their current age based on the respondent's age at last interview.

- Q2e. Use the codes listed below the question to record the core respondent's current marital status.
- Q2g. A randomized virtual coin toss will be completed before the enumerator receives the questionnaire and outcome will be indicated on the photo sheet. Copy this information to the CS, as it will be used in later sections of the survey.
- Q3a, Q3b. The interviewer should ask for the core respondent's phone number. This could be her phone or any other phone she has access to or can be reached on. If it is her number, for Q3b write "CR" If it belongs to someone else, write the name of the owner and relationship to the core respondent. If she cannot give any phone number, write "NO PHONE" in Q3a. Do not leave Q3a blank.
- Q4. This section is used to record the outcome of visits. Every interview will require at least one visit and possibly two or three visits. The interviewer must fill out these questions. Note that even in cases of refusal, the cover sheet should be completed. Note the skips for Q4e and make sure to proceed to the appropriate question or form. If Q4e = 4, fill out the time and date for the appointment in the appropriate spaces in the questionnaire.
- Q5, Q6. Interviewers should use a 24-hour time clock to record the time.
- Q8-Q10. These questions are to record the information of other individuals who will be involved in processing the questionnaire through data entry and cleaning. These questions are NOT completed by the interviewer.
- Q11. Interviewers should use the comments space at the bottom of the page to note any unusual outcomes of the interview. For example, if there have been any problems in completing the interview. In cases of refusal, the interviewer should note the reasons and circumstances of the refusal. Do not repeat any information in this section that is already gathered in other questions. **If there are no comments, the interviewer should write 'Good' to acknowledge that they have completed the coversheet with no problems.**

SECTION 7: FAMILY & EDUCATION

- Q1. This question indicates whether the core respondent still lives in the same dwelling or has moved since we last saw her for a household survey (Round 1, Round 2 or Round 3). It is possible that the CR lived in one location at HHS Round 3, and then moved by the time we arrived for VCT and now still lives in that location. In this example, since the CR has moved since HHS Round 3, we should indicate that she has moved. Note that the question refers to a permanent living situation, not a temporary move.
- Q2 and Q3. These questions on migration are meant to capture movements in households or dwellings, which may be within the same village or EA. For example, the whole family may have moved because they could not pay rent. In this case the response to Q3 would be "followed parents/family." Alternatively, the respondent may have moved to be closer to work opportunities. In this case the response would be coded "to work or look for work." If the move date is before 2010 then the enumerator should double check with the core respondent that this is correct and make a note in the margin of the questionnaire.

- Q4. School status at last interview. Copy this directly from Coversheet question Q2f. The interviewer should not ask this question of the respondent again.
- Q5. This question asks about the *current* school status of the core respondent.
- Q6. This question should only be asked if the core respondent has left school since the last interview. Up to two reasons for leaving school can be given. Do not read the options aloud. Put the most important reason (as defined by the core respondent) first. The interviewer may probe for a 2^{nd} reason, but does not need to insist that two reasons are provided.
  - If there is no 2^{nd} reason, use the code '0' for 'no second reason'.
- Q7. This question refers to highest level of education *completed*. For example, if the respondent has attended one year of secondary school and then dropped out, record primary school as highest level. Even if the respondent is currently attending a level, only record the highest level already completed. For primary school and secondary school, years in level should be recorded.
- Q8, Q9. If the respondent attempted one of the education qualifications listed but did not pass, this test may still be recorded in Q8. For Q9, only record the highest educational qualification the respondent has successfully *obtained,* not simply attempted.

SECTION 7: EDUCATION HISTORY

The purpose of these questions is to get detailed information on the schooling the core respondent has attended during the last three school years.

- Q10. The enumerator should not read these answers aloud; they should simply circle the first answer given by the core respondent. The enumerator may probe once if 'no benefit' is the answer given.
- Q11. The enumerator should record whether or not the core respondent was attending school in the school years asked (begin with 2011/2012). If the answer to Q11a=1 ('Yes'), the interviewer should then fill *down*, answering Q11a-Q15a, completing all questions for the same school year. If the respondent was not attending school during that school year, the interviewer should move to the next year Q11.
- Q12. If the respondent was attending post-secondary school (Q12 = 3) in any specified year, the interviewer should move to the next school year as the following questions do not apply.
- Q14. Most primary schools may not fall under the categories provided. In this case, record 'None.'

Enumerator Checks:

- Q16. This question determines whether the CR was in school at any time between 2010 and the present. If she was not in school at any time during those years (i.e. Q11a-Q11c are all 2), then skip to the next page of the questionnaire. Otherwise, proceed to Q17.
- Q17. This question determines whether the CR repeated a class between 2010 and the present school year. The enumerator should look carefully at the answers to Q12a-Q12c to see if any of the columns have the same numbers.
- Q18a. If the CR did not indicate repeating a class the enumerator comes to this check. The interviewer should confirm with the CR that she did not repeat a class by reading this question aloud. If this information is correct, the enumerator proceeds to Q20a. If the information is not correct, the enumerator should correct the table (Q12 and Q13) and then return to Q17 and start the Enumerator Checks again.

- Q19a-c. If the CR did repeat a class, the enumerator indicates the class repeated in the table. If this information is correct, the enumerator goes onto 20a. If the information is incorrect, the enumerator goes back to Q12 and Q13 to fix the information and then again returns to Q17 to start the Enumerator Checks again.
- Q20a. Check the respondent's answer for Q12 and Q13, and then ask the respondent again what her highest class level attended was in order to confirm the two answers are the same. Again, if the information in the table is incorrect (Q20b = No), the interviewer should fix Q12 and Q13 until they are correct.

SECTION 8: LABOR & TIME USE

- Q1. This question refers to a 'typical' 24-hour period in the CR's life. Use the SIHR Activity Code sheet provided to record these answers. If the respondent cannot provide three activities, enter '00' for each activity left blank.
- Q2-6. This section aims to assess how the core respondent spent her time during the seven days prior to the day she is being interviewed. Do not include the day of the interview, as the day is not yet over.

For activity 'f' (microenterprise or self-employment) and 'g' (another microenterprise or self-employment), the interviewer should check Part I, Section 5 and record if it was Activity A, B, or C.

Complete Q3-6, as appropriate, for each category of activities listed in Q2a –Q2k before moving on to the next category. In other words, fill *across* for 'Domestic Activity' (Q3, Q4, Q5) and then *across* again for 'Schooling/studying', and so on.

- Q3. This question asks if the core respondent spent any time in the past 7 days doing the general category of activities listed under Q2a-Q2k. If the answer is 'No' (Q3=2), skip to the next activity and repeat Q3-6 as appropriate.
- Q5. Use the separate SIHR Activity Code sheet provided to indicate which specific activity the core respondent spent most of the time indicated in Q3 doing. Be sure that you are only using codes that correspond with the primary activity listed in Q2a-Q2k. If none of the codes are appropriate, the interviewer may write the activity in the space provided.
    - Some of the response areas may be blocked out for certain questions that cannot or should not be answered.
        - For example: Q5i cannot be answered, because there are no main activities under the general category of 'Sleeping'.
        - Q5c is blocked out because there is an activity code provided that includes all 'own farm agriculture'. Indicate that this should not be for agricultural wage labor.
- Q6. This question asks about the profits made from each general activity during the past seven days. Make sure the respondent provides an amount in MK as well as a unit (Daily = 1, Weekly = 2, Monthly = 3). Even though the question asked about the previous seven days, the interviewer should use whichever units (days, weeks, months) the respondent can report *for that job they worked the previous seven days.*

    - If the respondent is being paid bi-weekly and she works equal amounts each week work, it is okay to divide that amount by two and record using 'Weekly' units.

The next set of questions refers to work the respondent did in 2011 and the beginning of 2012.

- Q7, Q8. The interviewer should ask the respondent to estimate the amount they were paid (in MK) for all of the work they completed in each season listed in Q7a-Q7e. Have the respondent complete Q8 for each season before moving on to the next season. These questions are asking about the core respondent only. The examples provided are just examples of activities that may be occurring during each season and are used only to prompt the respondent if she needs help. The respondent should consider all of the activities she did in addition to any of these examples she is involved in.
- Q10. Asks for the wage typically earned for any work the CR did in the past 3 months.
- Q11, 12. Ask the respondent if they have any savings of their own. Make sure the respondent understands that these are her personal savings and does not include savings of other household members. The core respondent estimates the value of savings under their control for the first category. If the respondent has any cattle, goats or poultry, record the quantity of each livestock group (not the value of that livestock) under their control.

The next portion of questions (Q13 – Q25) present hypothetical situations to the respondent in order to determine under which conditions they would work. The enumerator should refer back to the coversheet, Q2g, and copy the coin flip outcome to this Enumerator Check. If '1' is written, begin the series of questions with Q13 and proceed in the normal order, following skips as appropriate. If '2' is written, the enumerator will follow the question order that is on the right-most side of the page, under the 'REVERSE' column.

- Q13, Q14, Q15 (normal order). Each of these questions are hypothetical situations based on employment in the respondent's current home village (where they live now). If at any time during these questions the respondent says they would be willing to accept an amount, the enumerator should skip to Q19 to begin the next series.
- Q15, Q14, Q13 (reverse order). If at any time the core respondent says they would be willing to accept an amount, the enumerator is prompted to move to the next smallest Kwacha amount.
- Q18. We are interested in the reasons why a core respondent would *not* accept work in this question. The enumerator should simply ask 'Why not?' and allow the interviewee to respond. Circle each answer that they give and continue to ask for reasons until they are finished. If a response is not listed in the options provided, use option 'g' (other, specify) to record additional reasons.
- Q19, Q20, Q21, Q22. These questions are formatted and asked similar to the above set of questions, but are hypothetical situations based on employment in Zomba town and will be presented in normal order or reverse order depending on which code is indicated on the coin flip. Make sure the respondent understands that these jobs are no longer taking place in their home village. **It is important that Zomba town be used as the reference for these questions, even if the core respondent has moved away to a larger city.**
    - The 'NS' abbreviation stands for 'Next Section'.

SECTION 9: HEALTH

This section collects information from the core respondent about her health. Many of the questions are self-reported health indicators. The interviewer should accept the answer reported and not try to diagnose or assess the respondent's health. If the answer seems highly unlikely, the interviewer can re-ask the question to confirm the answer but should not question the core respondent.

Note that the recall period varies across questions in this section – some are inclusive of the past week, past two weeks, past 12 months, etc. Other questions ask the respondent to compare the way things are in the present to the way they were 12 months (one year) ago. This requires the interviewer to have the respondent think about 12 months ago, think about the present, and then relate the two. Make sure that the core respondent is clear about the recall period.

Just a reminder: If the interview is happening in late April of 2012, for example, questions about '12 months ago' refer to the time around late April 2011. Another way of thinking about it is 'about this time last year'. Similarly, 'one month ago' would refer to the time around late March 2012. 'In/over the past year' refers to all the time that started one year ago through the present. Similarly, 'over the past 7 days' means that we are considering all 7 days prior to the day of the interview.

This section is long – please be sure to ask every question and check that none have been missed.

- Q1. It is important for the interviewer not to assign a health status to the respondent but let the respondent identify her own health status.
- Q3. This question refers to any bed nets owned by the *household*, not only the core respondent.
- Q3 – Q5. Even if the core respondent reports not owning or usually sleeping under a bed net, it is possible that she slept under one the previous night. Therefore, the interviewer should always ask Q5, regardless of what the respondent reported in Q3 or Q4.
- Q6 – Q8. These questions differ from those asked in Part I as they are now interested only in what the core respondent is consuming, rather than the household. This includes anything consumed while in the company of others or at any place (home, restaurant, friend's house, etc).
- Q9-20. This series of questions asks about different aspects of the core respondent's health over the past two weeks. Read all five of the responses for every question. Many of these questions are very similar. For these questions, the enumerator may repeat the statement if necessary, but should <u>not</u> provide further explanation if the respondent does not understand. The questions are written as they need to be read in order to gather specific information.
- Q21 – Q23. A picture of the scale (0 – 10) will be provided.
- Q24. If they report having no illness in the last two weeks but look visibly ill, the interviewer should record them as having no illness, but may want to write an observation note in the margin.
    - Moreover, even if they report, "I have not been ill, but I have had a fever." the interviewer should record them as having no illness.
- Q25. Ask the respondent to name her illnesses over the past two weeks and record the two most important (according to the core respondent) illnesses in order of importance using the code list provided. The enumerator only needs to write the name of the illness when the code is "Other, specify." The second illness does not need to be filled in if the core respondent only has one illness to report. Leave the second space blank for these cases.

- Q25. Minor cuts count as wounds (codes 23 for Q25).
- Q26. Select only ***one*** code for each health problem. If more than one individual diagnosed the medical problem, report the one who has the most formal medical education or training. For example, medical workers have more formal medical education or training than traditional healers. If both a medical worker at a health facility and a traditional healer diagnosed the illness, the interviewer should report the medical worker as having diagnosed the illness.
- Q27. Select only ***one*** code for each single health problem. If multiple actions were taken, record the most important one (according to the core respondent).

SECTION 10: CONSUMPTION

Section 10 asks the core respondent about her own consumption. This section differs from Section 6 in Part I in that instead of focusing on the consumption of the household as a whole, this section is focused on the core respondent only.

- Q2-4: The enumerator should ask Q2 for each item before proceeding to the rest of the questions. Then, if the answer to Q2 for that item is "Yes," complete Q3 & Q4.   For Q3 &Q4, if no money was spent, mark a zero in the space. However, if the response to Q2 is 'No', then Q3 & Q4 in that row should be left blank. Note that the reference period for this section is the past 30 days, that is, including all of the time from 30 days ago through the day before the interview (not including the interview day, since the interview days is not yet finished).
- Q3. This question asks about how much the CR has spent on herself and what others have spent on her. This includes spending money that was given to her by someone else. For example, if John gives Maria 100MK and she spends that on soap, then that should be included in Q3.
- Q6-8. This set of question should be filled out in the same way as Q2-Q4. Ask Q6 for all items. Then, fill in Q7 & Q8 as necessary. If no money was spent on the item mark a zero in the space. Note that the reference period for this section is the past 12 months.

SECTION 11 (A): EMPOWERMENT

We are interested in learning more about women's feelings, opinions and participation in various areas of her life. For this section, the interviewer should never question the respondent's answer as we are interested in their initial feelings and opinions.

For Q1-10 and Q17-25, the codes listed above the questions (1 = Strongly Agree, 2 = Agree, 3 =Disagree, 4 = Strongly Disagree) should be used to record the respondent's feelings about each of the statements. As these questions are asking about the respondent's feelings and opinions, the interviewer may not question or probe further but should simply record the first answer given. **The interviewer should repeat these four response options after each question.**

- Q1-Q10. These questions refer to the general feelings the core respondent has about herself. Record whether the respondent agrees or disagrees with each statement in the space provided.

- Q16. We are interested in the social activities of the respondent. Record the number of times IN THE PAST 30 DAYS the core respondent has gotten together with friend(s) for food or drinks in their own home, their friend's home, or in a public place.

The next section asks questions about HIV/AIDS. Make sure the respondent understands that HIV and AIDS refer to the same disease, and that HIV refers to the early stages while AIDS refers to later stages. This may be a sensitive subject for the core respondent and the questions can sometimes be difficult for someone to answer. If the core respondent responds "don't know", the interviewer should ask again and emphasize that they are asking for an estimate or best guess by the core respondent. If the respondent refuses to answer the question, the interviewer should move on to the next question.

- Q26. This questions asks the core respondent how likely she is to be infected with HIV/AIDS at this <u>present moment</u>. Read each response option to the core respondent.
    - If the respondent self-discloses that she is already infected with HIV/AIDS, the enumerator should circle '4' for 'High' and skip to the next section.
- Q27. This question asks the core respondent how likely she is to *become* infected with HIV/AIDS <u>in the future</u>. Read each of the response options to the core respondent.

SECTION 11 (B) : EDUCATION/COMPETENCIES

The purpose of these questions is to get detailed information on the cognitive abilities of the core respondent. These include her ability to follow directions, as well as math skills, reading and listening comprehension. This section includes a series of activities and scenarios the core respondent must complete and give answers for. The enumerator must record the time (in minutes and seconds) that each activity takes to complete.

Let the core respondent know that unlike last year, there will be no follow-up or additional testing done by an Education Team. This section will be the only section of testing. If the respondent seems concerned about the length of this section, let them know that this portion is significantly shorter than the assessment tests from last round – it should take less than 30 minutes for her to complete Section 11B.

Secure an acceptable spot to administer the assessments if you have not done so already. Be sure to explain to the core respondent and, if necessary to other household members, that the core respondent will be taking a timed test and that cooperation in allowing her to work uninterrupted and without distractions nearby would be appreciated. ***Note: you must be present and watching the respondent at all times while she is taking the test.***

- Q23-26. These questions determine the respondent's verbal comprehension and ability to follow instructions. The enumerator should set out the following materials for the activity: 1 tablespoon, 1 teaspoon, container with 23:21, container with Can, 1 ruler, and a bowl. **The enumerator should read the instructions to the core respondent only once**. After reading the instructions, the enumerator starts the timer. The enumerator may <u>not</u> repeat the instructions. If the CR asks any follow up questions, the enumerator should limit responses to simply encouraging the CR to try and complete the exercise. Give a maximum time of 5 minutes to complete this activity.

  - Q26. This enumerator should confirm whether the mixture was placed *within* 1 cm of the correct distance (i.e., between 4cm and 6cm of the root), and on both sides of the "plant".

- Q27-34. Three scenarios (A, B, & C) will then be presented for the respondent. These test the respondent's math skills as well as verbal comprehension and ability to read in both Chichewa and English. At this time, the questionnaire sheet may be given to the core respondent face down to use as scratch paper. The enumerator should allow only 4 minutes for each scenario and should begin the timer when either they or the respondent begins reading.
  - Scenario A will be read aloud by the enumerator in Chichewa.
    - The enumerator may repeat the scenario as requested, but the timer must keep running.
  - Scenario B will be read by the core respondent in Chichewa.
    - **After you have made it clear to the core respondent that they should read it on their own, do not help the respondent read the story and do not answer any questions related to the story.**
    - If necessary, the enumerator may point to Scenario C to indicate where the respondent should begin reading.
  - Scenario C will be read by the core respondent in English.
    - If necessary, the enumerator may point to Scenario C to indicate where the respondent should begin reading.
    - **Do not help the core respondent read the story and do not answer any questions related to the story.**
- Q35-39. A mobile phone will be provided for this activity. This phone should be programmed in English. The respondent sees the spelling of the word 'hello' on the instruction sheet before they begin the activity. This is okay. The question is simply interested in seeing if they know how to use the mobile phone.

  Note: this cell phone is only for use as part of this assessment. Enumerators may not use them to make or receive any personal calls, and any violation of this will not be tolerated.
- Q35 and Q38. A maximum of 4 minutes is given for each task. This timer should begin after the instructions have been read once. The enumerator may repeat the instructions as much as needed for both tasks, but must keep the time running.
- Q40-42. This question tests the ability of the respondent to do basic math and make business decisions based on her answers. The 4 minutes should start when the enumerator begins to read the question aloud in Chichewa. The core respondent can also read along on their paper, and can continue to use it as scratch paper (either side is ok). The enumerator may reread the question, if requested, and should keep the timer running.

SECTION 12: SEXUAL BEHAVIOURS

Section 12 contains the most sensitive and personal set of questions in the SIHR questionnaire. Because these questions are very personal, it is important that this section be administered carefully, so as to collect accurate information from respondents. There are many skip patterns in this section so it is important that the interviewer pay attention to sequencing during the questioning.

- *Enumerator Check A & B:* These check the CR's previous and current marital status. Write down the information from the cover sheet using the codes given in both parts of Q2e. The interviewer does not need to re-ask this question of the respondent.

- Q1. If the core respondent was married at last round, this question determines if she is still married to the same person. Regardless of her answer, the interviewer should skip to Q4, because we are assuming that if she is married she has already had sex.

ALWAYS READ NOTE before asking Q2 or Q4. Regardless of the answers to the Enumerator Checks and Q1, the enumerator must ALWAYS read the note to the respondent.

The next part of the section asks about the respondent's sexual history. Many respondents will feel shy about admitting to having sex, so the interviewer needs to make them feel as comfortable as possible and assure the confidentiality of their responses.

- Q2 & Q3. If the CR is not married, these questions ask if the CR has had sex and then includes a probe if she says no (skipped if she answers 'Yes' the first time). If after Q3 she still says she has not had sex or if she refuses to answer, skip to the next section. In some cases, the interviewer may judge that this section would be better revisited later in the interview once the CR is more comfortable.
- Q4. If a married CR insists that she has never had sex, make a note of this and then skip to the next section. The interviewer may probe and clarify the definition of 'sex' if the age the respondent gives seems to be young (for example, 8 or 9).
- Q4-Q7 ask her age when she first had sex, the total number of sexual partners she has had, and then the total number of sexual partners, and the total number of sexual partners in the last 12 months. If in Q2 or Q3 she has responded that yes she has had sex, Q5 should never be zero, but Q7 can be zero if she has not had sex in the last 12 months. If Q7 is zero, the enumerator then skips to the next section.
- Q6. This question is asking the core respondent to recall how many <u>NEW</u> sexual partners she has had at every *age* year for the past 7 years. Prepare for this question by entering the core respondent's current age (from coversheet Q2c) on line 'g'. Then subtract one year from her age and enter that number on line 'f'. Subtract one year again and enter it on line 'e'. Keep subtracting until all spaces 'g'-'a' are filled. Then ask Q6 starting with the age on line 'a' and fill in the number of <u>NEW</u> partners for each age. <u>Do not count repeated partners at any age</u>. If there are no new partners for a certain age, the interviewer should record a zero for that age year.
    - For example, if the respondent had the same partner when she was 15 and 16, and that was the only partner, there should be a '1' recorded for age 15 and a '0' recorded for age 16, since there were no *new* partners at age 16.
    - Use years of age as the time periods (how many partners did she have when she was 14 years old, 15, 16, and so on), not calendar years.

- o Q5 (total number of sexual partners) and Q6 do not need to be compared and will not always match.

Enumerator Checks C: These checks ensure that the number of sexual partners reported is consistent with those from the tally by age. The interviewer should ask the core respondent how many partners she had *before* the earliest age reported in Q4 and then add this to those tallied over the 7 years.

Enumerator Check D: The number reported in Enumerator Check C and Q5 should be equal and should include all sexual partners the core respondent has ever had. If they are not equal, probe and resolve the discrepancy.

After completing Q2-Q7, the interviewer will ask Q8 to get the core respondent's consent to discuss their most recent sexual partners in further detail. Q9 is built in as a second chance to give consent and is skipped if the respondent agrees after Q8. If she fails to give consent, skip to the next section, though it is left to the enumerator's best judgement whether to return to the section. If the core respondent gives consent in Q8 or Q9, proceed to the 'Enumerator Read' and then ask Q10-Q41 about each sexual partner of the core respondent in the *past 12 months*. Answer Q10 – Q41 for up to three of the respondent's *most recent* sexual partners.

- Write the name of the partner on top of each column. This will help the core respondent remember the partner you are referring too. If the core respondent is not comfortable giving the real name of the partner, you can use a made-up name. If the name is made-up, please write it in parentheses.
- Q10-Q41. For partner 1, there are three columns. If the respondent is not currently married, the first column should be filled in (No Spouse). If the respondent is currently married and it is a new spouse compared to their last household survey, column 2 should be filled in (New Spouse). If the respondent is currently married and it is the same spouse as the last time we visited them for the HH survey, fill in column 3 (Existing Spouse). Note that the interviewer should fill only ONE column (1, 2 or 3) and not all three columns under Partner #1.
- Q10-Q41. Note that if the respondent is married, these questions will be asked about the existing spouse first, regardless of whether or not he is actually the most recent sexual partner. Since many of these answers have been collected in the past about the existing spouse, many questions will be blocked out for the existing spouse (Partner #1, column 3). Some questions about the length and type of relationship will also be blocked out for the new spouse (Partner #1, column 2).
- Q10. Record the type of relationship/partnership for each sexual partner named.
  - o A one-night-stand is the same as a hit-and-run. A one night stand/hit and run is a case where the respondent has sex with someone once, but the respondent is not a bar girl or prostitute herself.
  - o Code 7 should be used if the respondent is herself a bar girl or a prostitute and her named sexual partners are clients.
  - o A sexual partner who is an acquaintance differs from a *chibwenzi* or a one-night stand. An acquaintance is a sexual partner with whom the respondent has sex with

occasionally or regularly, yet the respondent does not consider that partner to be a girlfriend or boyfriend. An acquaintance may or may not also be considered a friend.
    - **If the respondent reports being raped, record under 'Other, specify'. The interviewer should specify that the case is rape and make a note if necessary, then move on to the next partner as we do not want to ask her questions about this traumatic event.**
- Q11. Record the age of the respondent when she first had sex with each partner named. If she does not remember, ask her for an approximate age.
- Q12. Record the partner's *current* age, not the age when the sexual relationship began.
- Q13. Record how long it has been since the sexual relationship began. If the partner was a hit-and-run or a client (Q10=6 or 7), this is how long ago the first or only sexual contact occurred, and then the interviewer should skip to Q20.
    - If the relationship started less than one month ago record only weeks. Record months if the relationship is more than one month old and record years only if the relationship is exactly 'x' number of years old. These same instructions apply to Q19.
- Q22-23. If the core respondent answers 5 ('Every time') for Q22, the interviewer should still ask Q23. Even if she answers "No" to Q23 you should record this as her answer, and not correct the response to either question.
- Q25. This question asks about all types of birth control ever used with the partner. Read of all the possible options aloud and circle each option that applies. Explanations of methods are as follows:
    - Female condom- similar to a male condom, but larger and is inserted into the vagina before intercourse.
    - Female sterilization- a surgical procedure that cuts/ties the fallopian tubes
    - Pill- a pack of pills that are taken once daily
    - Intrauterine Device (IUD)- a small t-shaped rod that is put in place by a medical professional
    - Injectable- an injection in the arm that is effective for three months
    - Implant- a small rod(s) placed in the arm that is effective for 3 to 5 years
    - Periodic abstinence- keeping track of the women's fertile days and abstaining from sex for those days
    - Withdrawal- removing the penis from the vagina before ejaculation
- Q26. This question asks how long the respondent was using any type of birth control during the relationship. Write response in months. If birth control was used for less than one month write 0.
- Q27. The question asked for the primary method of birth control used, meaning which method was used the most often. For example, if a woman is taking birth control pills every day and her and her husband use condoms sometimes, the primary method is pills.
- Q28. Follow the same instructions as for Q26. This question asks how long the respondent was using any type of birth control during the relationship. Write response in months. If birth control was used for less than one month write 0.
- Q32-36. These questions are meant to capture transfers and gifts between two partners during the past 12 months. For married partners, we are asking about the 12 months before they got married.

- Q32. Examples of **non-monetary gifts** include (but are not limited to) soap, lotion, clothing including underwear or shoes, jewellery, make-up, biscuits or other food items, Coke or Fanta, top-up cards, etc. If the respondent did not receive any gifts, skip to Q34.
- Q33. If the relationship lasted at least one month's time, record the average amount of kwacha of all gifts received in any given month (=30 days) in the relationship during the past 12 months. For example, if James was Mariah's boyfriend for three months, and James gave Mariah one bar of soap one time per week for the entire three months, then on average, she received 4 bars of soap in one month's time during that partnership. The total amount in kwacha of gifts received then, is 4 (for 4 weeks) multiplied by the cost of one bar of soap. If the type and amount of gifts varies over the months, then you can ask the respondent what she *typically* receives.
    - It is okay if the relationship was a one-night stand or one that lasted less than one month's time. Still record the average amount in Kwacha of all the gifts received for however long the sexual partnership lasted.
- Q34. Record whether the respondent ever received any money from this partner. The money given can be anytime, and does not have to be only when the respondent and her partner met just for sex. Follow the skips carefully. If the answer is 2 (No) and Q32 was also 2, then skip to Q37. If the answer is 2 (No) and Q32 was 1, skip to Q36. No matter what the answer to Q32 is, do not skip Q35 if the answer to Q34 is 1 (Yes).
- Q35. The amount of money received or given in an average month EXCLUDES the amount given in gifts. For example, let's use the case of Mariah and James again. If in addition to the weekly bar of soap James gives to Mariah, he also gives her 50MK each week, then the amount to be recorded in Q35 is 200MK. (4 weeks * 50MK = 200MK).
    - Again, it is okay if the relationship was a one-night stand or one that lasted less than one month's time. Still record the average amount in Kwacha of all the money received for however long the sexual partnership lasted.
- Q36. This question asks if the total (both gifts + money) increased, decreased or stayed the same over time. This question must be answered if either the answer to Q32 or Q34 is yes.
- Q37. This question refers broadly to the assets, income or wealth of the family of the respondent compared to the family of the partner.
- Q38. This question differs from Q37 as it refers only to the <u>land</u> ownership of the family of the respondent compared to the family of the partner.
- Q39. Use the SIHR Activity Code list provided to answer this question.
- Q41. After this question, do not forget (if necessary) to return to Q10 and start over again for the other partners named by the respondent, before moving to the enumerator check.

Enumerator Check C: The interviewer should check the number of partners in the table, and make sure that this matches the number that the CR answered in Q6**. It is very important that these numbers match.** If not, explain why it does not match in the space provided.

SECTION 13: WIDOW/DIVORCE

Enumerator Check A: This checks the CR's current marital status. Write down the codes given in Q2e of the Coversheet. The interviewer does not need to re-ask this question of the respondent. **This**

section will ONLY be completed if the respondent is currently or has ever been separated, divorced or widowed.

- Q1, Q2. These questions will be asked of those respondent's who are currently married in order to determine if they have ever previously been divorced or widowed.

Enumerator Check B: If the core respondent has been both divorced and widowed, the interviewer confirms which event was most recent, and proceeds with the appropriate questions.

Q3-Q16 should only be answered by those core respondents that are or have ever been separated or divorced.

Enumerator Check C: Use the information provided by the pre-filled Q2e of the Coversheet to determine if this respondent was married in Round 3. If they were not (Enumerator Check B = No), skip to Q6.

- Q5. If the core respondent was married at Round 3 (Enumerator Check B= Yes), the interviewer should then ask if this man was the same man that she was married to at the time of the last interview. This lets us determine at what point in time the separation/divorce occurred or if multiple changes in marital status occurred.
  - If the respondent is divorced (rather than separated), skip Q6 and move on to Q7.
- **Q6 should only be asked if the core respondent is/was separated, not divorced.**
- Q7-Q11. Use the codes provided in the questionnaire to identify how much the respondent's life has changed since her separation/divorce. The interviewer should read all response options with every question.
- Q13. If the respondent does not think they will get remarried or live with someone ever again (Q12 = 'No'), the interviewer will be prompted to ask Q13. The interviewer should not read these answer options aloud. Instead, let the core respondent provide her reason. If none of the options listed are applicable, select 'Other' and specify in the space provided.
- Q15. During a separation/divorce, assets that a couple has often become split between the two. This question asks how much the core respondent kept from the household. The interviewer should read each of the five answer options with every item 'a'-'d'. If the core respondent and her husband did not own one of the items listed, enter a zero in the space provided and move to the next item.
- Q16. The interviewer should make sure that the respondent is reporting the total value of each item, not just the value of the portion the wife received.

Once the core respondent completes Q16, proceed to Section 14 (married CRs) or 17 (unmarried CRs). Do not ask Q17 – Q21 as these as should only be asked of those respondents who are widowed.

If the respondent reported being currently or ever widowed (Coversheet Q2e = 5), the interviewer should skip Q3-Q16 and ask only Q17 – Q21.

- Q17. This question asks what the cause of death was for the core respondent's husband.

- Injuries/Accidents include car accidents, murders, falls, fires, war, poisonings and drowning, suicide, work-related accident.
- Natural causes – these deaths should only be the result of old age, not a specific illness.

Enumerator Check D: Use the information provided by the pre-filled Q2e of the coversheet to determine if this respondent was married in Round 3.

- Q19. If the core respondent was married at Round 3 (Enumerator Check = Yes), the interviewer should then ask if this man was the same man that she was married to at the time of the last interview. This lets us determine at what point in time she lost her husband.

After completing Q19, if the respondent is currently married (Enumerator Check A = 1 or 2), the interviewer should proceed to Section 14 (Marriage). Q20 and Q21 will only be asked of core respondents who are currently widowed (never remarried).

- Q20, Q21. This question asks the respondent if they believe they will ever remarry or live with someone else again in the future. If the answer to this question is 'Yes', the interviewer should move on to Section 17 (Empowerment Unmarried). If the answer to this question is 'No', ask Q21 to the respondent and then move on to the designated section.

SECTION 14: MARRIAGE

This section should only be administered to core respondents who are currently married. This does not include CRs that are currently separated or divorced. Be sure to complete Enumerator Check A to determine the correct set of questions to administer.

- Q2. This question refers to the beginning of the general relationship, not the sexual relationship.
- Q6, Q7. These would have been done with a blood test.
- Q14. This question asks for the spouse's name in the event that PI is not yet completed. This way, once PI is completed, the name can be used to obtain the spouse's ID code from the Part I, Section 1 household roster. **Note: if the husband lives with the CR, Q13 must always be completed before you submit the questionnaire.**

SECTION 15: EMPOWERMENT (MARRIED CR'S)

In this section we are interested in learning more about the decision-making power of the core respondent as well as her satisfaction levels in marriage. **This section should only be completed by those core respondents who are currently married.**

- Q1-2, 4-8, 20. These questions ask who the primary decision maker is for a number of events/daily occurrences. The response options should be read after each question. Each question should be asked to the core respondent, and the interviewer should only record '6'

(N/A) if the question if the respondent says it is not relevant. Be aware that code 6 is different than code 5 (refuses to answer).
    - For example, if the core respondent does not have children the answer to Q6, Q7 and Q8 will be recorded as '6' (N/A).
- Q20. As this question is asking for the core respondent's opinion on her marriage, the interviewer should not doubt the respondent's answer and should record her first response. Read all options with the question.
- Q21-Q29. These questions ask the respondent how happy she is with different aspects of her marriage. The response options for these questions should be read after each question.
- Q30-32 (items a-e), make sure to distinguish between 'loans', 'gifts' and 'cash income'. A gift is something that does not have to be re-paid, while a loan eventually has to be repaid. Each of these may be formal or informal. These questions refer only to what the core respondent herself has received.
- Q33 & Q34. Any loans, gifts or cash income that the husband has received should be recorded in these questions. These again may be formal or informal.

- Q48. Read each of the five answer options for each item 'a'-'d'. If the core respondent and her husband did not own one of the items listed, enter a zero in the space provided and move to the next item (Q48 = 0). Note that this differs from the husband keeping it all during the separation/divorce (Q48= 5)
    - 'Jewellery' includes earrings, bracelets, necklaces, rings and watches.
- Q49.The interviewer should make sure that the respondent is reporting the <u>total</u> value of each item. For this question, the value recorded should not be just the value of the portion the wife received.

SECTION 16: EMPOWERMENT CONT'D (MARRIED CR)

This section begins by asking about the family planning practices of the respondent. It also asks questions about the respondent's safety at home as well as her perception of freedom. As many of these questions are personal, the interviewer should try their best to make sure the respondent is comfortable. **This section should only be completed by those core respondents who are currently married.**

- Q2, Q3. <u>Only</u> fill in months or years. If the respondent insists that they want to wait 1.5 years, the interviewer should round up to the nearest whole year.
- Q4, Q5. The interviewer should make sure the respondent understands that Q4 is asking about how many children she wants, while Q5 is asking how many children her husband wants. These questions include the child she is currently pregnant with and any she already has.
- Q6, Q7. Since the respondent is currently pregnant, we are interested in learning about the birth control she *typically* uses when not pregnant.
- Q8, Q9. <u>Only</u> fill in months or years. If the respondent insists that they want to wait 1.5 years, the interviewer should round up to the nearest whole year.

- Q13. The enumerator should circle each type of the birth control that the core respondent is using. Definitions of each type of female birth control are listed in Section 12 of this manual (Sexual Behaviours).
- Q15. This question asks about only the type of birth control the core respondent's husband is currently using. Explanations of methods are as follows:

    - Male sterilization – a surgical procedure that makes a man infertile
    - Periodic abstinence - keeping track of the women's fertile days and abstaining from sex during those days
    - Withdrawal - removing the penis from the vagina before ejaculation

- Since the respondent is not pregnant, we are interested in learning about the degree of family planning methods she is *currently* using.
- Q30-Q33. If the respondent cannot give an exact number of phone calls and messages both sent and received by herself and her husband, have her give her best estimate.
- Q34, 35. This question asks the respondent to rate her own physical attractiveness on a scale of 1 to 11. No other household members should answer this question or give their input. Only one answer may be circled. Q35 asks her to do the same for her husband. The respondent should answer as quickly and spontaneously as possible.

At the end of this section, the interviewer should move on to Section 18 (Fertility), since Section 17 addresses those women who are not married.

SECTION 18: EMPOWERMENT (UNMARRIED)

This section collects information on the freedom and independence the core respondent has as well as her decision-making and control regarding money. Some of the questions in this section are sensitive and ask about personal issues. The interviewer should make sure the respondent is as comfortable as possible. If the respondent replies that she 'doesn't know' an answer, the interviewer may probe as necessary but should never force the respondent to answer. **This section should only be completed by those core respondents who are not currently married.**

- Q3. The interviewer should use the codes listed to the right of the question to record who the respondent requires permission from in order to do each (if any) of the activities listed (a-d).
- Q7, Q8. If the respondent cannot give an exact number of phone calls and messages both sent and received, have her give her best estimate.
- Q9. This question asks the respondent to rate her own physical attractiveness on a scale of 1 to 11. No other household members should answer this question or give their input. Only one answer may be circled.
- Q12, Q14. This includes being beaten or physically mistreated by a boyfriend/chitomelo/PTM, household member, neighbour, friend, family member or any other non-family community member.

- Q16. The interviewer should make sure the respondent understands that ‘against your will’ means that she did not want to have sex with that person, but was still forced to have sex.
- Q10. The interviewer should distinguish between loans, gifts and cash income for items ‘a’-‘d’. A gift is something that does not have to be re-paid, while a loan eventually has to be repaid. Each of these may be formal or informal.
- Q17. This question may be sensitive for some core respondents. The enumerator may probe gently, but should accept the core respondent’s answers.

SECTION 18: FERTILITY

- Q1-Q5. These questions are meant to determine whether the core respondent has ever been pregnant (including currently) or given birth to a live child. If the core respondent looks currently pregnant, but denies that she is pregnant than the enumerator can probe once, but then must simply circle no and leave a note that the CR appeared pregnant, but denied she was pregnant.
- Q2. Sometimes a pregnancy may only last a few weeks or months. The interviewer should explain to the core respondent that it is important she report this type of pregnancy as well.
- Q8. This question asks about the type of birth control was using when she got pregnant. The interviewer should circle only one answer. Explanations of methods are as follows:
    - Female condom - similar to a male condom, but larger and is inserted into the vagina before intercourse.
    - Female sterilization - a surgical procedure that cuts/ties the fallopian tubes
    - Pill - a pack of pills that are taken once daily
    - Injectable - an injection in the arm that is effective for three months
    - Intrauterine Device (IUD) - a small t-shaped rod that is put in place by a medical professional
    - Implant - a small rod(s) placed in the arm that is effective for 3 to 5 years
    - Periodic abstinence - keeping track of the women’s fertile days and abstaining from sex for those days
    - Withdrawal - removing the penis from the vagina before ejaculation
- Q9. This question asks for the father’s relationship to the respondent *at the time of pregnancy,* even though this relationship may have changed since then.
    - A one-night-stand is the same as a hit-and-run. A one night stand/hit and run is a case where the respondent has sex with someone once, but the respondent is not a bar girl or prostitute herself.
    - A sexual partner who is an acquaintance differs from a *chibwenzi* or a one-night stand. An acquaintance type is a sexual partner with whom the respondent has sex with occasionally or regularly, yet the respondent does not consider that partner to be a boyfriend.
- Q13. This question is asking about ideal fertility. For example, if the core respondent already has one child it is okay for her to answer zero to Q13. Also, if the CR already has one child and wants to have two in total, then the answer to this question is two. If ideally she would have no children, indicate 0 for this question then proceed to Q15.

- Q14. This question asks how far into the future the core respondent wants to wait to become pregnant with another (or a first) child. This refers to the number of months and/or years between now and when she would like to become pregnant, *not the age she would like to be when she has the child.* Note that if the core respondent is currently pregnant this question is referring to the next pregnancy, not the current one. The interviewer should only fill out 'months' or 'years', do not complete both.

Follow the Enumerator Check (Q15) at the bottom of the page carefully. If the respondent has never given birth to a child (Q3 = 2) or had any child that showed signs of life (Q4 = 2), the interviewer should skip to Q32 as the next questions are confirming the total number of births and total number of children that are still alive for the core respondent.

- Q16-Q20 (pre-filled names). These questions contain the pre-filled names of all the children the respondent had given birth to at the time of interview in Round 3. Q19 should be asked of each child to determine if they are still alive or deceased. Do not add names of any new children in Child ID numbers 1-4. If this section is not already pre-filled, you will receive additional information from your supervisor with the names and status of any children the CR reported during Round 3.
- Q21 (Enumerator Check). The interviewer should assign a Life Code for each child based on the options available.
- Q16-Q21 (second set - newly reported children). These questions ask about any additional children the respondent has given birth to since the time of interview in Round 3, or that were not reported during Round 3. Note that Q19 and Q20 will not be asked for these children as this is the first time we are asking about them. If the children the core respondent reports are all currently alive, the interviewer should be sure to probe about any children that may have passed away as we want to include these in this question.
    - **If there are no new children, write 'NO CHILD' for ID code 5.**
- Q21 (Enumerator Check). The code options for this question are different than in the previous Enumerator Check as these are new children and the only options are 'alive' or 'deceased'.

Enumerator Check A: The interviewer should count ALL the children listed in Q17 (pre-filled and second-set) and record the total number of children ever given birth to by the respondent.

Enumerator Check B: The interviewer should count ALL the children still living. These are children with life codes (Q21) A & D.

- Q24. Use the two previous enumerator checks to confirm Q24 with the respondent. The respondent should have given birth to [Q22] children, [Q23] of which are still alive. If the enumerator checks align with the respondent's answer, the interviewer may move on to the next question. If the do not, review all entries for Q16-21 with the CR until everything is reconciled.
- Q30. Do not read the answer aloud. Circle each option the respondent reports.

At the end of Section 18, the interviewer will be prompted to report if the respondent has had children or not. If children were reported in Q17-Q21, the Child Information Questionnaire will need to be completed.

SECTION 19: ENUMERATOR OBSERVATIONS

If the respondent has children, the Child Information Questionnaire should be completed before beginning this section**. Note that this section is only for the enumerator. The questions should not be read aloud or shared with the core respondent at any time.**

- Q5. If the enumerator was only ‘somewhat confident’ or ‘not very confident’ (Q4), they should use this question to describe why they felt that way. For example, they may have noticed very different answers for similar questions or there may have been a number of questions the respondent refused to answer. Enumerators should not simply write “was not telling the truth” - they should explain what lead them to think this.
- Q6. The enumerator should now rate how attractive they believe the CR is on a scale of 1 to 11. This is best done as spontaneously as possible, where the enumerator records the first rating that comes to their mind. The enumerator should not think too long about this, and should definitely not review their response from the coversheet; we do not expect them to always match.

7. CHILD INFORMATION QUESTIONNAIRE (SECTION 21 – 23)

Before beginning Section 21, the interviewer should fill in the ID codes, names and life codes using answers from Section 18 on the previous page. **Keep the same order for all sections**. **Only children with life codes A, C, D and E should be recorded in these sections.** If the respondent has more than 4 children, an additional child roster page will need to be used to record these children.

SECTION 21: PREGNANCY AND BIRTH

These questions ask about the initial period after birth of the core respondent’s children. The enumerator should start by listing all here all of the children with Life Codes A, C, D, and E. Then, interviewers should ask all questions (Q1 – Q26) for one child before moving on to the next child. **Only children with life codes A, C, D and E should be included in this section.**

Make sure the ID codes (Q1), name (Q2) and life code (Q3) are filled in for each child.

- Q6. This question asks for the birth date of each of the respondent’s child. If they do not know the exact birth date, the interviewer will be prompted to move on to Q8, which asks for the child’s age instead. If the CR knows part of the birthday but not all (for example, knows year and month but not date), then enumerators should fill in everything the CR is able to report. However, if the CR does not know the exact date of birth, the enumerator should still complete Q8.

- Q17. This question asks for the father's relationship to the respondent *at the time of each pregnancy*. Keep in mind it is possible for the relationship of the father(s) to be different for different children, and for the relationship at the time of pregnancy to be different that the current relationship.
  - A one-night-stand is the same as a hit-and-run. A one night stand/hit and run is a case where the respondent has sex with someone once, but the respondent is not a bar girl or prostitute herself.
  - A sexual partner who is an acquaintance differs from a *chibwenzi* or a one-night stand. An acquaintance type is a sexual partner with whom the respondent has sex with occasionally or regularly, yet the respondent does not consider that partner to be a boyfriend
- Q20. If the respondent has the child's health passport, copy this number directly from there. If no health passport is available, ask the core respondent. The interviewer should round this number to the nearest whole kg.
- Q23. This question refers to exclusive breastfeeding, meaning when a child is only breastfeeding and not consuming anything else, including water. Skip to next child if still exclusively breastfeeding or exclusively breastfed until death.
- Q26. List all the codes that apply to each child in the space provided. Make sure the respondent knows that these are foods the child started eating AFTER exclusive breastfeeding was stopped (but not necessarily all breastfeeding stopped).

SECTION 22: CHILD IMMUNIZATION AND HEALTH

This section records detailed information on the core respondent's children's immunization status, as well on the child's recent health status. The questions in this section allow the enumerator to distinguish whether or not the immunization is recorded in the health passport, or simply reported by the core respondent. **Again, this section is only asked of those children with life codes A, C, D and E.** If the life code indicates the child is deceased (C or E) the enumerator will be prompted to check Q10 of Section 21 to determine if the chid lived at least 30 days. This rest of this section is skipped for children that are deceased and lived less than 30 days. Note: If the child is still alive but is less than 30 days old, this section is still administered. Ask all questions for each child before moving on to the next child.

- Q4. If the passport the respondent provides is up to date, the interviewer can use this to complete Q5 – Q12. The vaccinations are recorded on the inside cover of the health passport. Otherwise, each question regarding supplements and vaccinations must be asked of the core respondent.
- Q5, Q6. Vitamin A supplements can be given multiple times. In Q6, record how many times the child has received a Vitamin A supplement. Note that if the child has received a supplement, the enumerator must select either 'yes, (pass)' or 'yes, (no pass)', depending on whether there is a health passport available or not. In a similar way, complete the questions for other immunizations and shots.
- Q12. After completing Q12, the interviewer must check the life code for the child. If the child is deceased (C or E), the interviewer moves on to the next child.

- Q15, Q16, Q17. These questions use the codes listed on the right side of the questionnaire. For Q15, only <u>one</u> illness/injury should be recorded. If the code is 'Other' (Q15 = 22), then the interviewer may specify which illness/injury has occurred. Do not write anything additional in the space provided unless the code chosen is '22'.

SECTION 23: PARENTAL PRACTICES

If the life code indicates the child is deceased (C or E) the enumerator will be prompted to move to the next child. For each child with life code A or D, the enumerator will complete three checks (Check A, Check B and Check C). Ask all questions (from Check A – Q31 & Check H, as appropriate) for each child before moving on to the next child.

Enumerator Check A – If the child lives in the same household as the CR, then the interviewer should skip to Check D. If the child does <u>not</u> live in the same household as the core respondent, the interviewer is prompted to continue with the checks only (Q3 and on will not be asked).

Enumerator Check C - If the child is 0-59 months old and doesn't live with the CR, the enumerator must fill out a child tracking form. The enumerator may continue with the rest of this section for other children, but should be very certain to complete the child tracking form before concluding the interview.

Enumerator Check D –If the child is less than 24 months of age (as per S21) and lives with the CR, the interviewer should skip to Q10. **The note above the check should always be read before starting Q3, but not if the interviewer is prompted to skip to Q10.**

- Q3 – Q7. These questions describe various ways to discipline children. The interviewer should ask the respondent if <u>anyone</u> in the household has used any of these methods with each child.
- Q15. This question asks if the CR has both paper *and* one of the writing instruments listed available in the house.
- Q19, Q20. The CR may have either *received* a visit from someone or they may have had a scheduled meeting with someone at another time and place. The interviewer should record the total number of visits and meetings that the respondent has had in the last *one year.* Note that it is possible for CRs to have such meetings about children of any age, even if they are not in school yet; meetings/visits could be with teachers, caregivers from community-based child care programs, or any other program/representatives working with early childhood development.
- Q21, Q24, Q27. These questions ask about different activities that can be done with each child. If any of these activities are being done with a child, the interviewer will be prompted to ask further questions on frequency as well as who in the household is engaging in the activity with the child.

Enumerator Check H: If the child is 3 or 4 years of age, ECD assessments must be done after the interview is complete. **Important: a child is considered to be 3-4 years old if it's 3rd birthday has already passed, but not yet it's 5th. This includes children that turn 3 on the day of the interview,**

children turning 5 the day after the interview, and everyone in between. If the child is not 3 or 4 years, the interviewer moves on to the next child.

After completing Section 23, the interviewer must return to Section 19 and complete the Enumerator Observations questions.

8. PART III: HUSBAND QUESTIONNAIRE

COVER SHEET: HUSBAND AND HH IDENTIFICATION

These next sections collect information on the husband of the core respondent. For the cover sheet, information is also collected on who among the SIHR staff members processed the questionnaire at various stages of the data collection and entry. Note that many of the questions asked to the CR in Part II are now asked to the Husband in Part III. If additional clarification is needed, the interviewer should check the manual instructions for Part II for a more in-depth explanation of a question.

- It is critical that the entire set of information on the husband is completed in full by the interviewer. The information should all be accurate and clearly written.
- Unlike the core respondent's Part II of the survey, we will not refer to any previous HH surveys for the husband, as a questionnaire has never before been available for the husband. There will be times however when answers must be copied from Part I (HH Round 4).
- Q1. Core Respondent ID Number. This number can be obtained from the coversheet or household roster of Part I. **This number should be filled in at the top of every page of Part III, as it is the only identifying information linking the husband with the core respondent.**
- Q2a – Q2g. Basic information about the husband. If the husband lives with the core respondent, his HHID code from the S1 HH roster must be recorded in Q2g.
    - Q2e asks the enumerator to give an attractiveness rating of the husband using the same 1-11 scale as for CRs. Remember to use the attractiveness standardization activity from re-training when making your assessment.
- Q10. Interviewers should use the comments space at the bottom of the page to note any unusual outcomes of the interview. For example if there have been any problems in completing the interview. In cases of refusal, the interviewer should note the reasons and circumstances of the refusal if possible. Do not repeat any information in this section that is gathered elsewhere in the questionnaire. **If there are no comments, the interviewer should write 'Good' to acknowledge that they have completed the interview with no problems.**

A husband should never be forced to complete Part III. In cases where the husband refuses to complete Part III, details surrounding his refusal should be recorded in the comments section of the coversheet. Before PI & Part II are completed with the core respondent, the interviewer is required to obtain the CR's consent for her own participation, as well as her consent to contact her husband. If she refuses on his behalf, this should be clearly recorded on the coversheet of Part III as a refusal, even though we are never directly speaking with the husband.

The husband should be made aware that we also administered a survey to his wife, and that some of the questions are similar while some are different. Remind him that her answers are confidential, and that his will be kept confidential as well. This is especially important for the more sensitive sections, such as sexual behaviours, relationships, and empowerment.

EDUCATION AND LABOR (PART III – SECTION 25)

The purpose of these questions is to gather more information on the schooling the husband has obtained. Each question has been asked to the core respondent in Part II; further explanations of the questions can be found in that section of this manual.

LABOR AND TIME USE (PART III – SECTION 26)

These next questions ask about the husband's typical activities and labour and wages.

- Q1. This question refers to a 'typical' 24 hour period in the husband's life. Emphasize that this should refer to a day that is normal (i.e. not a wedding, a weekend day he is visiting home, holiday, test day, etc.). Use the SIHR Activity Code sheet provided to record these answers.
- Q10, 11. Ask the husband if he has any savings of his own. Make sure he understands that these are his personal savings and does not include savings of his wife or any other household members. The husband should estimate the value of savings under his control for the first category (a). If the husband has any cattle, goats or poultry, record the *number* of these (and not their estimated value) under their control. In the final category (e), a MK value should be recorded.

CONSUMPTION (PART III – SECTION 27)

Section 27 asks the husband about his own consumption. This section differs from Section 4 in Part I, and from Section 10 in Part II in that instead of focusing on the consumption of the household as a whole or the core respondent's consumption, this section is focused on the husband's consumption <u>only</u>. However, the interviewer should again recognize the format of each of these questions from previous sections.

- Q2-4: The enumerator should ask Q2 for each item before proceeding to the rest of the questions. Then, if the answer to Q2 for that item is "Yes," complete Q3 & Q4. For Q3 & Q4, if no money was spent, write zero in the space. However, if the response to Q2 is 'No', then Q3 & Q4 in that row should be left blank. Note that the reference period for this section is the <u>past 30 days</u>, that is, including all of the time from 30 days ago through the day before the interview (not including the interview day, since the interview days is not yet finished).
- Q3. This question asks about how much the husband has spent on himself. This includes spending money that was given to him by someone else. For example, if Maria gives John 100MK and he spends that on beer, then that should be included in Q3.
- Q6, Q7. This set of questions should be filled out in the same way as Q2-Q4. Ask Q6 for all items. Then, fill in Q7 & Q8 as necessary. If no money was spent on the item mark a zero in the space. Note that the reference period for this section is now the <u>past 12 months</u>.

- Q7. This question asks about how much the husband has spent on himself. This includes spending money that was given to her by someone else. For example, if Maria gives John 100MK and he spends that on shoes, then that should be included in Q6.

COGNITIVE (PART III – SECTION 28)

The husband will be the only person given the cognitive assessment during R4 as the core respondent completed this in the previous round. The interviewer should read the instructions to the husband and then give him the instruction page for review, if necessary. He will then have 10 minutes to complete the assessment.

The following are instructions for the cognitive assessment that enumerators should go over with the respondent:

- Identify the missing segment required to complete the pattern.
- Choose the correct answer among the options given below the letters a, b, c, d, e, or f.
- <u>Circle</u> the letter above the correct option.
- You will have to answer questions such as the ones we are going to do together now.

Respondents may use only a pencil and may erase answers and mark a new answer, if necessary. Empty space on the test page may be used as scratch paper. There is only one correct answer for each question. Respondents will receive no mark for a question if you circle more than one answer. If a respondent cannot answer a question – he may continue with the next question. He may return to the questions skipped if there is time left at the end. Respondents should continue until they reach the words: **End of Question Paper**.

HEALTH (PART III – SECTION 29)

This section collects information from the husband about his health. Many of these questions are self-reported health indicators. The interviewer should accept the answer reported and not try to diagnose or assess the husband's health. If the answer seems highly unlikely, the interviewer can re-ask the question one time to confirm the answer but should not doubt or change the answer given. Again, these questions are very similar to those asked of the core respondent in Part II.

Note that the recall period varies across questions in this section – some are inclusive of the past week, past two weeks, past 12 months, etc. Other questions ask the husband to compare the way things are in the present to the way they were 12 months (one year) ago. This requires the interviewer to have the husband think about 12 months ago, think about the present, and then relate the two. Make sure that the husband is clear about the recall period.

- Q5 – Q7. These questions differ from those asked in Part I and Part II as they are now interested only in what the husband is consuming, rather than the household or the wife. This includes anything consumed while in the company of anyone or at any place (home, restaurant, friend's house, etc).

- Q8-19. This series of questions asks about different aspects of the husband's health over the past two weeks. Read all five of the responses with every question. Many of these questions are very similar. **For these questions, the enumerator may repeat the statement if necessary, but should <u>not</u> provide further explanation if the husband does not understand**. The questions are written as they need to be read in order to gather specific information.
- Q20-22. The interviewer may use the scale sheet they have been provided with to help the respondent provide their most accurate answer.

EMPOWERMENT (PART III – SECTION 30)

We are interested in learning more about men's feelings, opinions and participation in various areas of his life. For this section, the interviewer should never question the husband's answer as we are interested in his initial feelings and opinions.

For Q1-9, use the codes listed above the questions (1 = Strongly Agree, 2 = Agree, 3 =Disagree, 4 = Strongly Disagree) to record the husband's feelings about each of the statements. As these questions are asking about the husband's feelings and opinions, the interviewer may not question or probe further but should simply record the first answer given. **The interviewer should repeat the four response options with each question.**

- Q29, 30. Make sure the husband understands that these questions do not refer to his specific relationship. Also, note that the question is asking about <u>unprotected</u> sex, and that the hypothetical relationship is between a husband and wife.
- Q31. If the husband self discloses being HIV positive, circle 4 and go to Q31. Note this in the comments section.
- Q36-Q43. These questions ask the husband how happy he is with different aspects of his marriage. The response options for these questions should be read with each question. The interviewer may use the scale (with numbers 1-7) provided as a visual aide.
- Q44, 45. This question asks the husband to rate his own physical attractiveness on a scale of 1 to 11. No other household members should answer this question or give their input. Only one answer may be circled. Q43 asks him to do the same for his wife. The husband should answer as quickly and spontaneously as possible for both.
- Q49, 51. The interviewer should make sure the husband understands that Q49 is asking about how many children he wants, while Q51 is asking how many children his wife wants. These questions also including the child his wife is currently pregnant with as well as any they may already have.
- Q49 & 50. Q49 asks the husband for how many children he wants to have with his wife while Q50 asks about the total number of children the husband has ever fathered (with his wife and any other women). This distinction also applies to Q56 and 57.
- Q60. For each of the types of birth control listed, there is a code that the enumerator will circle if it is the type that the core respondent is using. These codes are numbered as they should be and it is okay that some numbers are missing. Definitions of each type of female birth control are listed in Section 12 of the manual (Sexual Behaviours).

- Q62. This question asks about only the type of birth control the *husband* himself is currently using. Explanations of methods are as described in Section 16 (Empowerment Married).

RELATIONSHIPS (PART III – SECTION 31)

This section asks about the interactions a husband has with his wife in various aspects of life, including money exchange, divorce options and ownership.

- Q15. For this question, we are interested in knowing what the **husband** would keep from the household. The interviewer should read all of the five answer options with each item.
    - If the husband and his wife (core respondent) did not own one of the items listed, enter a zero in the space provided and move to the next item (Q15 = 0). Note that this differs from the wife keeping it all during the separation/divorce (Q15 = 5)
    - 'Jewellery' includes earrings, bracelets, necklaces, rings and watches.
- Q16.The interviewer should make sure that the husband is reporting the <u>total</u> value of each item. For this question, the value recorded should not be just the value of the portion that he would keep.

SEXUAL BEHAVIOURS (PART III – SECTION 32)

Section 32 contains the most sensitive and personal set of questions in the SIHR Husband Questionnaire. Because these questions are very personal, it is important that this section be administered carefully, so as to collect accurate information from respondents. There are many skip patterns in this section so it is important that the interviewer pay attention to sequencing during the questioning.

The first part of the section asks about the husband's sexual history. Some husbands may feel uncomfortable discussing their sexual history, so the interviewer needs to assure the confidentiality of their responses. In some cases, the interviewer may judge that this section would be better revisited later in the interview once the husband is more comfortable.

- Q1 – Q3. These questions ask the age when the husband first had sex, the total number of sexual partners he has had, and then the number of sexual partners in the last 12 months. Q2 should never be zero, but Q3 can be zero if he has not had sex in the last 12 months.
- Q4. This question is asking the husband to recall how many <u>NEW</u> sexual partners he had every *age* year for the past 7 years. Prepare for this question by entering the husband's current age (from coversheet Q2c) on line 'g'. Then subtract one year from her age and enter that number on line 'f'. Subtract one year again and enter it on line 'e'. Keep subtracting until all spaces 'g'-'a' are filled. Then ask Q4 starting with the age on line 'a' and fill in the number of <u>NEW</u> partners for each age. Do not count repeated partners at any age. If there are no new partners for a certain age, the interviewer should record a zero.
    - For example, if the husband had the same partner when he was 15 and 16, and that was the only partner, there should be a '1' recorded for age 15 and a '0' recorded for age 16, since there were no new partners.

- Use years of age as the time periods (how many partners did he have when she was 14, 15, 16, and so on), not calendar years.

The same enumerator checks as were completed in Part II will then be done to confirm that the total number of sexual partners matches those reported per year plus those before the earliest age recorded. The interviewer may refer back to Part II, Section 12 of the manual for clarification.

The interviewer will then ask Q5 to get the respondent's consent to discuss his most recent sexual partners in further detail. Q6 is built in as a second chance to give consent and is skipped if the he agrees after Q5. If he fails to give consent, skip to the next section, though it is left to the interviewer's best judgement whether to return to the section. If the husband gives consent in Q5 or Q6, proceed to the 'Enumerator Read' and then ask Q7 – Q20 about each sexual partner of the husband in the *past 12 months*. Answer Q7 – Q20 for up to three of the husband's *most recent* sexual partners.

- Write the name of the partner on top of each column. This will help the husband remember the partner you are referring too. If he is not comfortable giving the real name of the partner, he can use a made-up name. If the name is made-up, please write it in parentheses.
- Q7-20. Since the respondent is currently married and we have never asked these questions of him before, Column 1 (Partner #1) will always be 'SPOUSE'. Note that even if his spouse (the CR) is not the partner with whom he's most recently had sex, she will still always be listed as Partner #1.

Note that some questions will be blocked out as they ask about length and type of relationship.

- Q7. Record the type of relationship/partnership for the two sexual partners prior to his wife. Descriptions for each of these can be found under Section 12 (Sexual Behaviours).
- Q10. Record how long it has been since the sexual relationship began. If the partner was a hit-and-run or a client, this is how long ago the first or only sexual contact occurred, and then the interviewer should skip to Q23 after this question.
  - If the relationship started less than one week ago record one week. Record weeks if the relationship is less than two months old, record months if the relationship is less than two years old and record years for any relationships that have lasted for longer than two years, rounding to the nearest year.
- Q12. Follow the same instructions as for Q10. Record weeks if the relationship ended less than two months ago, record months if the relationship ended less than two years old and record years for any relationships that ended more than two years ago, rounding to the nearest year.

ENUMERATOR OBSERVATIONS (PART III)

Note that this section is only for the enumerator. The questions should not be read aloud or shared with the respondent at any time.

- Q5. If the enumerator was only 'somewhat confident' or 'not very confident' (Q4), they should use this question to describe why they felt that way. For example, they may have noticed very different answers for similar questions or there may have been a number of questions the respondent refused to answer.

- Q6. *Enumerator Check:* If the husband reports living in the same household as his wife (core respondent), the interview is complete. **There is no need to fill out a HHCF as his wife has already done one.**

HOUSEHOLD CONTACT FORM (PART III)

The last page of the Husband Questionnaire contains detailed information on the location of the husband if he is not living in the same household as the CR. This may be used if we ever need to return to the husband's home. **This should only be completed if the husband is living in a different household than his wife.**

- Q2. Write the 7-digit Core Respondent ID number for the husband's wife (core respondent), even though she is not residing in this household.
- Q3. If the husband is expected to move in 4 weeks, a husband tracking form must be filled out so that we know where to find him in the future. Enumerator should clearly write "FUTURE TRACKING" at the top of the form.
- Q4. GPS coordinates: longitude and latitude readings for the household (the location of the dwelling). The reading should be taken at the most convenient time so to not disrupt this interview, usually after the survey is completed.
    - Q4b. The enumerator will be prompted to record the code of their GPS unit here.
- Q7. This question describes the exact location of the household, using two components:
    - Detailed instructions on the location of the household, including how to reach the community from Zomba town, as well as approximate distances, important landmarks, and potential informants who could indicate the location of the respondent. Relevant phone numbers can also be included on this sheet, as it may be the only page used to find the household in the future. Enumerators are asked to write instructions keeping in mind future teams who may never have visited the area before.
    - A sketch map of the household's location. Any symbols should be accompanied by an appropriate key. Roads and central landmarks should be indicated, and the house should be very clearly marked. Note that the map should not replace written instructions on how to reach the household.

Any husband questionnaire submitted to the data entry team without the requisite information will be returned to the team supervisor, as this information is critical for follow up surveys.

9. PHOTOGRAPHY

During this round of fieldwork, a new photo will be taken of all core respondents. These photos will be helpful when searching for the core respondent and will be given to her once fieldwork (both household surveys and VCT) are complete. In addition, these photos will be used with a software program measuring facial attractiveness, so it is important to the enumerator follow these next tips.

Content:
The photograph should be taken horizontally and should ONLY be of the CR's head and her core respondent ID. The core respondent ID should be written (in black ink) on a folded piece of paper

and you should instruct the core respondent to hold it under her chin. This paper should not be covering her chin, but should be directly under it. Make sure that nothing but her core respondent ID is written on her paper (i.e. no name, no other identifying information).

Lighting:

- If possible (i.e. if the interview is during daylight hours) take the photo outside and do not use the flash. Make sure that the core respondent is not standing with her back to the sun, as then the picture will appear very dark. The core respondent's face should be very clearly lit.
- If the interview occurs at night, or if there is not enough light outside to take a clear picture, take the photograph inside, and use the flash. If the enumerator knows the interview cannot be completed before it becomes dark, the picture may be taken before the interview.
- Position the core respondent against a contrasting background (e.g. a light-coloured wall, green trees, blue sky etc).

Facial Features:

- Facing forward – the enumerator should draw an imaginary horizontal and vertical line through the respondent's face to ensure they are looking straight into the camera.
- Neutral expression – the respondent should not be smiling or frowning. The enumerator may ask them to give a neutral facial expression but should not take multiple pictures trying to achieve this.
- Lighting (described above) – the lighting should be good enough that the respondent's eyebrows, eyes, pupils, hairline and other facial features are all clearly visible

Final Check:

After you take the photo, check to make sure that 1) the core respondent's face can be easily seen and recognized, 2) the photo is not blurry, and 3) the ID number is clearly legible. If not, take another photo of the core respondent. If there is a problem with the camera, your supervisor should be informed of the problem immediately so the issue can be resolved.

10. Electronics

Each team of five enumerators will be provided with electronics, including GPS units, mobile phones, cameras and stopwatches. These will be used when identifying the household on the HHCF, for updating the photograph of the respondent and for completing the competencies test section. These supplies will be specifically assigned to teams and/or individual enumerators.

Enumerators should keep the following in mind:

- These items are <u>not</u> for personal use.
- The batteries in the units are meant to last through the majority of fieldwork. **Remove the batteries from the cameras and GPS units each night.**
- Supervisors will periodically take inventory of all items the team is using. Enumerators and/or supervisors should immediately report if something breaks or goes missing. Each piece of electronic equipment will be numbered. Using broken equipment reduces the effectiveness of the information we are collecting!

GPS

Each team will have 2-3 GPS units to be coordinated amongst 5 enumerators. Enumerators must ensure that they know how to use the devises and how to turn them to the correct settings. Please talk to your supervisor if further instructions are needed on their use. Each GPS unit will have an assigned number that will be recorded on the HHCF of the survey.

PHONE

Phones will be used for Part II, Section 7 (Competencies). These phones will be numbered and specifically assigned to an enumerator. **These phones are not for personal use.**

CAMERA

There will be 3-4 cameras per team that will be used to take photos of the core respondent at the completion of the survey. Each camera can hold 10-15 photos without a memory card, though some cameras may be equipped with memory cards. The pictures should be given to supervisors each night so that there is always free space on the camera. **The batteries must be taken out of these at night.**

11. TRACKING FORM

When an enumerator arrives at the core respondent's expected household to complete Part I and they find that she is not there, the Part II coversheet should be filled out for 'Visit One'. A tracking form will then be completed for the core respondent. Once found, this updated location will be provided for callbacks and future VCT visits. If the core respondent has not been found by the end of tracking, there should be only a Part II coversheet completed (not Part I). The enumerator should attempt as many visits as necessary in order to contact the core respondent. However, after three visits they should discuss alternate strategies with their supervisor.

Core respondents who moved to a new dwelling in the same village, very close to their previous dwelling, and are around at the time the field team is assigned to this EA do not need a Tracking Form. Some core respondents will live in a new community, maybe with all, some or none of the people they lived with when they were interviewed the last time. For every core respondent whom we cannot find at her expected household, we must have a completed Tracking Form regardless of:

- Who they moved with or who they still live with;
- Why they moved;
- When they moved; and
- How far they moved (to the other side of Zomba District, to Blantyre, Kasungu, Chitipa, or Tanzania).

The Tracking Form should be administered to a household member who still resides in the same area or to a very knowledgeable neighbour. It should be administered to someone who knows where the core respondent currently resides. The Tracking Form collects information that would enable an enumerator to track down the core respondent. It also collects details about the person providing the information.

There are three items that will be used to keep track of cases that require a tracking form.

- At the top, there are check boxes for the completion of Part I and Part II. Each part should be checked off when either the interview has been completed or refused. These boxes will make it clear which cases are pending and which have been finished.
- For the third item, check "Track" if the cases are definitely tracking cases, that is, if the respondents have permanently moved outside of the same village or are only expected to return to the EA after the end of the survey round. "Revisit/Track" should be checked if a revisit is possible. If "Revisit/Track" is marked, the enumerator should record the expected date of return, and a second date if the respondent is only expected to return for a limited period.
- Q1e-h. Phone numbers for the core respondent. Q1e should be used for the core respondent's phone (or a phone at which it would be perfectly acceptable to ask directly for the core respondent by name). Q1f should be used for any other number that could be used to contact the core respondent, such a neighbour, friend, relative, or employer. If Q1f is filled, Q1g and Q1h should also be filled, indicating the name of the phone's owner and relationship to the core respondent. Enumerators are encouraged to collect as many phone numbers as are available. Additional numbers can be included in the comments or at the margins.
- Q2a-c. Enumerators should fill this section in when the information becomes available.
- Q3a-f. These questions collect information on the person who answers this questionnaire. This person might not necessarily be a relative of the respondent, although in most cases it should be.
- Q4a-z2. This is the main part of the form, where the information necessary for tracking is collected. Try to get as detailed of information as possible.
    - Q4n. This question asks for a landmark which will facilitate locating the general area of the core respondent. The landmark could be anything the local residents should be able to identify and direct the field team during tracking. If the informant doesn't provide such a landmark, probe by giving some examples (for example: a school, a junction, a bridge, a shop)
    - Q4y. This asks for an influential or well-known person who lives nearby the core respondent and can lead the team to her. Try to fill in as much information as you can. This should be somebody who is well known in the community to which the core respondent has moved.
    - Q4z1 and 4z2 pertain to the CR's children. If children are found between the ages of 3 and 4, enumerators should try to obtain permission to administer the MDAT/SDQ.
- Q5. This question is addressed at the interviewer. If you feel that the information provided is sufficient to track the core respondent, skip to Q7 and thank the person interviewed for his/her assistance. Otherwise, ask the person Q6.
- Q6. If the person interviewed provides a name of a more informed person, another Tracking Form should be filled out by interviewing that person.
- Q7. The interviewer writes her/his name, initials, ID code and the date of interview.
- Interviewer Observations/Notes. Especially when information has been difficult to find, enumerators are encouraged to use the notes section to describe what they have done to try to locate the respondent or find more information. In other cases, the questions on the Tracking

Form may not capture some details that will be particularly useful for finding the respondent, and again the notes section can be used to document these.

- Sketch Map of Location of Informant. Note that this should be a map to help find the informant in the future, not the core respondent. The same suggestions for the maps in Part I contact sheets apply here. Enumerators are encouraged to use text descriptions and clearly-explained drawings that could be used to guide someone else to find the informant. Make sure to draw the map in such a way that anyone could easily find their way to the described location (i.e. include landmarks, etc.).

  Sketch Map of core respondent's New Location. This should be a map to help find the core respondent. The same suggestions for the maps in Part I contact sheets apply here. Enumerators are encouraged to use text descriptions and clearly-explained drawings that could be used to guide someone else to find the core respondent. Make sure to draw the map in such a way that anyone could easily find their way to the described location (i.e. include landmarks, etc.).

The Core Respondent Tracking Form is intended to capture those children residing with a guardian in the *core respondent's* expected household. If this is the case, the interviewer will be prompted to obtain the respondent's verbal consent (via mobile phone) to complete the Guardian Information Questionnaire and supplementary tests (MDAT, if applicable) at this visit. Child Tracking Forms should not be completed for those children, as they should be discovered in the initial household as the Core Respondent Tracking Form is completed. This will significantly reduce travel as the child's information can be collected without having to return to the same location a second time.

Future Tracking Forms

In the scenario that a respondent (or her husband) has completed a PI and PII (or PIII) but will not be living in the same dwelling in 4 weeks (as stated on the HHCF), a 'Future Tracking Form' will be completed. As follow-up visits will take place for the VCT portion of SIHR, this form will indicate where the respondent (or her husband) can be found at a later point in time.

Husband Tracking Form

Husband tracking forms will be completed when the husband is residing away from the core respondent's home. These contain detailed information (most likely gathered from the core respondent) on the husband's whereabouts. Whenever possible, revisits should be scheduled with husbands (possibly if they return home at the end of each month) in order to avoid excessive tracking. However, if multiple attempts are made to meet the husband as he returns to the core respondent's home and none are successful, it may be best to coordinate a visit to the husband's home.

If the husband is currently living/working outside of the country, a tracking form will still be completed although these cases will more than likely not be followed up on. If it is known that the husband is returning to Malawi during the course of fieldwork, an attempt at a revisit should be made (recorded on either the husband coversheet or the husband tracking form).

Child Tracking Forms

There may be cases where we find that the core respondent's biological children live elsewhere. If we find this to be the case, the interviewer will be prompted to fill out a tracking form for them (as per enumerator checks in S23). This form gathers information about the child's whereabouts as well as general information about the guardian with whom they are residing. Once the child is found, the Guardian Information Questionnaire will be completed, and if necessary, ECD tests will be conducted.

12. Mortality Form

The Mortality form collects information about core respondents who have died since the last visit of the SIHR project. The questionnaire should be administered by (interviewer or supervisor), interviewing a knowledgeable household member. Ideally, it should be the caretaker of the respondent in case the respondent died from a disease.

The interviewer will need to be extremely sensitive to the emotional state of the respondent as the interviewer asks for information concerning household members who have recently died. Be courteous and sympathetic. If the respondent is unwilling to continue with the section at some point, please excuse him or her. If there is another household member who can complete the section in place of the household and is willing to do so, the interviewer should work with this replacement respondent. Otherwise, the interviewer will have to return on another day to complete the section with the original respondent. If according to the enumerator's best judgment it is appropriate, the administrative information can be removed from the core respondent's photo, and the photo can be given to the family of the deceased.

Once the cover sheet of Part II and Mortality Form have been filled out, the case is then considered complete. Needless to say, interviewers are reminded to treat mortality cases with appropriate sensitivity.

- Q1. The information for this section should be taken from the photo sheet.
- Q2. This question collects information on the person who answers this questionnaire. This person might not necessarily be a relative of the respondent, although in most cases it should be.
- Q3. The date of death should be sometime *after* the last interview.
- Q4. This question separates illnesses from other causes of death. If the cause was not illness, the interviewer proceeds to Q5 to specify the cause of death, and then skips to Q25 for the interviewer ID and interview date. If the cause of death was illness, the interviewer proceeds with the questionnaire.

13. SHORT QUESTIONNAIRE

Enumerators administer a short questionnaire to CRs with this indicated on their photo sheet. The coversheet and 1-page questionnaire are the only items administered to this group. Enumerators should *not* complete a tracking form, Part I, II, or III to this group.

14. SUBMISSION OF THE COMPLETED QUESTIONNAIRE

After the interviewer has completed Part I and Part II (and Part III when applicable), the interviewer should review the entire questionnaire to be certain that all questions have been asked and/or completed as appropriate. If the interviewer finds any questions that were not asked that should have been, the interviewer will need to visit the household/respondent once again to complete these questions.

After again reviewing the questionnaire and being confident that all questions have been asked, the interviewer should submit the completed questionnaire to the supervisor. It is not necessary to wait until both Part I & Part II have been completed. If one part is completed, it should be turned in to the supervisor for review. Note: Whenever possible Part II should not be completed until Section 1 Household Roster in Part I is completed. This is because there are several sections in PII that ask for the roster ID code of various people (the core respondent's siblings, children, spouse, etc).

Within one or two days, the supervisor will also review the questionnaire for completeness, consistency, and accuracy. By consistency, what is meant is that how some questions are answered should determine the range of possible answers that would be valid for another question. There needs to be logic to the responses that the interviewer is provided by the respondents. For example, from the Education sections in PII and PIII the interviewer should not expect that an individual would respond that the highest class level that they completed was Standard 7, yet they reply that they have a JCE qualification.

If the supervisor observes this sort of inconsistent pattern of responses in the interviewer completed questionnaires, it indicates that there is a problem in the way in which the questionnaire was administered. The supervisor will return the questionnaire to the interviewer to be corrected, discussing with the interviewer the inconsistent responses he or she found in the questionnaire. The interviewer will then be responsible for again returning to the survey household to resolve these errors. It is expected that such errors will be relatively uncommon.

Once the supervisor is satisfied that any errors that he or she found have been corrected, the supervisor will submit the completed and corrected questionnaire to the office. As soon as possible, the office will also review the questionnaire for completeness, consistency, and accuracy. Again, if errors are found, the questionnaire will be returned to the supervisor who will contact the interviewer for additional corrections.

After all of the errors found have been addressed, the questionnaire will be processed by data entry in the office.

Short Questionnaire

Enumerators will complete a short questionnaire for CRs with short Qx indicated on their photo sheet. Enumerators should not complete a tracking form, Part I, Part II or Part III for these CRs. The coversheet and 1-page short questionnaire are the only items administered to this group. There are 500 CRs who will receive this questionnaire format.

15. COMPLETING THE MARKET QUESTIONNAIRE

Both supervisors and enumerators will be responsible for completing the market questionnaires. The SIHR market questionnaire is designed to:

1) Assess the prices of goods that are commonly consumed in Malawi. The price information will be used along with the consumption section of the household survey to assess household expenditures and to look at variation in prices across Zomba district.

2) Collect information about the availability of condoms (in terms of being in stock, brands, prices, sources) from shops.

It is essential that a market questionnaire is completed for EACH core respondent and that the survey for each core respondent is completed within ten days of the household survey.

There is only one version of the market questionnaire, regardless of if they are new markets, previously visited markets or markets/shops outside of SIHR EAs. The market survey should indicate if the market has been visited in a previous round.

Interviewers will need to complete all of the information (with the help of their supervisor) on the Market Survey, and will also need to indicate which EAs have/are being visited with one week of the Market Survey (this includes all EAs visited up to one week before the Market survey and one week afterwards). The supervisor of each team and the field operations manager should try to coordinate all interviews to be within this twenty day span.

For a markets/shops outside of the SIHR EAs - If a core respondent has moved permanently to Blantyre, the team that finds her will be responsible for finding the market/shop that serves her area and complete a Market Questionnaire by visiting that market/shop.

Section 1: Food prices

- Section 1 of the market questionnaire should be administrated to the markets and shops that serve EAs included in the SIHR household survey.

- If possible, one of the markets should be the main market/shop in the EA (if it exists), and another at a smaller market/shop outside the main area. For these and any other markets that are commonly used, the EA should be listed on the market questionnaire.

- Some markets/shops are relevant for more than one EA. If the market or shop has already been surveyed for another SIHR EA, *do not* re-survey the market or shop, but add the new EA number to the market questionnaire which was completed. However, if the market or shop that serves the core respondents in a particular EA was interviewed over one week prior, you will need to re-interview that market/shop for that particular EA.

- The questionnaire allows two prices to be recorded for each of the 19 goods on the list. This is to allow for different possible units to be purchased and at different prices. For example, if the most common unit of maize *ufa mgaiwa* sold at the market is 1 kg then the first price should be for 1 kg of maize *ufa mgaiwa*. But maybe some customers buy a cup of maize *ufa mgaiwa*, and then the second price should be for a cup of maize *ufa mgaiwa*.

- Not every shop/market will sell all 24 goods. If the item is not available in the shops/markets, the price/unit should be left blank.

- If only one unit is used for the good (for example: it is always sold in kg), then record one price and leave the second price column blank.

Section 2: Condom availability

This section collects information about the availability of condoms for retail shops in the market area from which prices are collected. These questions refer to providers in the market that are not health care facilities (These can include retail shops, bottle shops, private pharmacies etc).

Annex 1: List of forms and questionnaires for SIHR Survey Round IV

Document	***Note***
Consent Forms	Core respondent (adult), core respondent (minor), parent of minor core respondent, husband, and guardian consent forms
Household Questionnaire Part I	Sections 1-6, completed by the household head or CR (administered in Chichewa)
Household Questionnaire Part II	Sections 7-19, completed by core respondent (administered in Chichewa)
Household Questionnaire Part II Supplementary Child Information	Sections 21-24, completed by the core respondent (administered in Chichewa)
Household Questionnaire Part III	Sections 25-33, completed by the husband of the core respondent (administered in Chichewa)
Supplementary Guardian Questionnaire	Sections 22-24, completed by the guardian of the core respondent's child (administered in Chichewa)
Short Questionnaire	Photo sheets will indicate who receives these.
Mortality Forms	Used if the core respondent is deceased
Market Questionnaire	Completed by supervisors and enumerators.
Additional Rosters	Additional household, plot and child rosters
Core Respondent Tracking Form	Completed for all core respondents who have moved temporarily or permanently
Husband Tracking Form	Completed for all husbands who have moved temporarily or permanently.
Child Tracking Form	Completed for all children who are not living with the core respondent.
Food Codes	Part I, Section 4 – Units of food measurement
IHS Codes Sheet	
SIHR Activity Codes Sheet	
Scales	Used for displaying scales (1-11, 0-10, 1-7)

ANNEX 2: DISTRICT CODES

These district codes can be used on the Household Contact Form and for the Tracking Forms.

District	District Code
Chitipa	101
Karonga	102
Nkhata Bay	103
Rumphi	104
Mzimba	105
Mzuzu City	105
Kasungu	201
Nkhotakota	202
Ntchisi	203
Dowa	204
Chiradzulu	205
Lilongwe	206
Lilongwe City	206
Mchinji	207
Dedza	208
Ntcheu	209
Mangochi	301
Machinga	302
Zomba	303
Zomba Municipality	303
Chiradzulu	304
Blantyre	305
Blantyre City	305
Mwanza	306
Thyolo	307
Mulanje	308
Phalombe	309
Chikwawa	310
Nsanje	311
Balaka	312