

Questionnaire for PEO (Part I)
Expenditure and Service Delivery Survey
ZAMBIA: Educational Sector
The World Bank

Province Code

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

Province Code

Section I: Demographics of PEO

Number	Question	Answer	Codes/Instructions
1	Gender	☐	1=Male 2=Female
2	What is your age?		Fill in <i>age</i> of the PEO and not the year that he/she was born
3	What is your place of birth?	----- Province District	
4	What ethnic group do you belong to?	_____	
5	Are you currently married?	☐	1=Single 2=Married 3=Widowed 4=Separated/Divorced <i>If 1 skip to 7</i>
6	What is your spouse's level of education?	☐	1=Primary or less than primary 2=Junior Secondary 3=Senior Secondary 4= College level 5=University
7	How many children do you have living with you?	☐	Record 0 for no children
8	What type of housing do you live in?	☐	1= Own house 2=Accommodation provided by GRZ 3=Accommodation provided by community 4=Rented House/Apartment 5=Other (specify)
9	How long does it take for you to get to the office from home?	☐	1=Less than 15 minutes 2=15 minute to 30 minutes 3=30 to 1 hour 5=More than 1 hour
10	Does the community provide any land for your use?	☐	1=Yes 2=No
11	Sometimes we or our families are struck by emergencies. Were you obliged to take any time off during the {last month} as a result of an emergency?	☐	1=Yes 2=No <i>If NO skip to 16</i>
12	How many working days off did you have to take off as a result?	 Days	

Province Code

Number	Question	Answer	Codes/Instructions
13	What kind of emergency was it?		1= Own Illness 2=Illness of Others 3=School Emergency 4=Funeral 5=Other (specify) <i>If 2,3,4 or 5 skip to 16</i>
14	If it was own illness, where were you treated for the illness		1=Treatment at home/No treatment 2=Local Health Centre 3=Health Centre in Nearby Town 4=Health Centre Elsewhere 5=Other
15	Were you obliged to take time off during the {last month} as a result of any official work (such as workshops)?		1=Yes 2=No <i>If NO skip to Section II</i>
16	How many working days did you take off as a result?	 Days	Add all working days taken off
17	What kind of work was required?		1=Meeting 2=Workshop 3=File Request/Complaint 4=Obtain school/office provisions 5=Collecting Salary 6=Other
18	How many years were you employed by the MoE before becoming a PEO?	Years Months	
19	Where was your last post before coming here?	----- Province District	
20	What was your last post before becoming the PEO?		1= Teacher in School 2= Head-Teacher in School 3= Officer in DEO's Office 4= DEO 5= Officer in PEO's Office 6= Education Officer in Lusaka 7=PEO in other province 7=Other
21	How long have you been the PEO of this district?	Years Months	

Province Code

Section II: Characteristics of PEO

Number	Question	Answer	Codes/Instructions
1	What is the highest level of education you have attained?		1=Primary, 2=Junior Secondary, 3=Senior Secondary, 4= College level 5=University
2	How many years of pre-service training have you had?	 Years	
3	Did you receive a primary certificate as part of your training?		1=Yes 2=No
4	Did you receive any other certificate as part of your training?		1=Yes 2=No <i>If NO skip to 6</i>
5	What other certificate did you obtain as part of your training?	,	1=Advanced Primary Certificate 2=Primary Teacher's Degree 3=Secondary Teacher's Diploma 4=Secondary Teacher's Degree 5=Special Education Certificate 6=Student Trainee 7=Other
6	Have you had any Education management training?		1=Yes 2=No <i>If NO skip to 6</i>
7	When did you have this training?	 Year	Record the year that the training ended (not began)
8	What time do you normally start the day?	 Time	
9	What time do you normally knock off?	 Time	

Province Code

Section III: Decision Section

We are going to ask some questions about problems that arise during the running of the school. For each topic, we will ask you to tell us the important people who make decisions and provide money. For instance, we may ask you about what happens when a window is broken- who makes the decision that the window be repaired, and who finally provides money for fixing the window. For each question, please provide the body/individual most important and the 2nd most important body/individual for the decision/action.

Number	Topic	Which of the following have to make the decision to		Which of the following have to provide money for		History
		1=Ministry of Education 2=PEO 3=DEO 4=Head-teacher 5=Teachers 6=PTA Executive 7=Churches/Donors 8=NGO's 9=Parents 10=Community 11=Other		1=Ministry of Education 2=PEO 3=DEO 4=Head-teacher 5=Teachers 6=PTA Executive 7=Churches/Donors 8=NGO's 9=Parents 10=Community 11=Other		Have You had to deal with a case like this in this school?
		Most important	2nd Most Important	Most important	2nd Most Important	1=Yes 2=No
1	Decide PTA/Community fees	☐	☐			☐
2	Exempt a child from PTA fees	☐	☐			☐
3	Provide financial support to a child who is particularly needy	☐	☐	☐	☐	☐
4	Provide housing for teachers	☐	☐	☐	☐	☐
5	Provide more permanent classrooms for students in a school	☐	☐	☐	☐	☐
6	Repair something that has broken in the school such as the borehole or a window	☐	☐	☐	☐	☐
7	Provide textbooks that are in short supply after the allotment from the MOE	☐	☐	☐	☐	☐
8	Provide chalk if it is in short supply in a school	☐	☐	☐	☐	☐
9	Rehabilitation of classrooms/offices	☐	☐	☐	☐	☐
10	Hire an extra teacher to supplement shortage of teachers in a school	☐	☐	☐	☐	☐
11	Transfer/Suspend a teacher in a school	☐	☐			☐

Province Code

Section IV: Shortages and Requests

Finally, we would like to ask you some questions about shortages and problems that you have faced in the last year, and how they were dealt with.

Number	Use this column to fill in the blank in the next column	Did you experience a shortage/problem since January 2002 with _____? 1=Yes 2=No <i>If NO fill in 2 & skip to next row</i>	Did you make a request ? 1= Yes 2=No <i>If YES skip next column</i>	If you made a request, when did you make that request? <i>Please write in month, e.g April should be entered as APR</i>	If not why not 1= Requests never successful 2=Problem was not serious 3=Other (Specify) <i>Skip to next shortage number</i>	If yes to whom 1=MOE 2=NGO's 3=Other Up to 2 officials	Was your request successful? 1=Fully Successful 2=Partially Successful 3=Not Successful 4=Request is Pending
1	Shortage of vehicles	☐	☐	 month	☐	,	☐
2	Shortage of fuel	☐	☐	 month	☐	,	☐
3	Shortage of office supplies	☐	☐	 month	☐	,	☐
4	Shortage of staff	☐	☐	 month	☐	,	☐
5	Late payment of Staff	☐	☐	 month	☐	,	☐
6	Problem with building maintenance	☐	☐	 month	☐	,	☐

Interviewer Checkpoint:

1. Have you filled in the district code on all pages?
2. Have you filled up all **required (*)** questions
3. Have you completed *all* columns on the cover page (except the `supervisor')?

Province Code