



Malawi Government
National Statistical Office

SECOND INTEGRATED HOUSEHOLD SURVEY, 2004

ZONE SUPERVISOR MANUAL

JANUARY 2004

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1 - INTRODUCTION

1.1 Survey objectives

The National Statistical Office (NSO) of Malawi is implementing the second Malawi Integrated Household Survey (IHS). The NSO carries out the IHS approximately every five to six years. The first IHS was conducted between October 1997 and September 1998.

The principal focus of the survey is an issue of interest to us all – the welfare level of Malawian individuals and households. The survey data will be used in analyses to determine what proportion of Malawians are unable to meet their basic needs to enjoy an adequate standard of living and are living in poverty. These studies will also consider what accounts for some households being able to attain and sustain such a standard of living and what might be done to assist those households and individuals now living in poverty to escape poverty. The information collected in the IHS also will be used in a range of other studies, including examining employment, health, nutritional status, agriculture, as well as better understanding how households respond to changes in the macroeconomic environment.

The enumeration of households in the IHS is spread over a year. This is done so that analysts are able to take into account the different conditions that households experience, particularly farming households, in both the rainy season and in the dry season. The lengthy enumeration period is also necessary in view of the size of the questionnaire and the fact that it may well take a day to properly administer a questionnaire to a household. Each enumerator will be responsible for the complete administration of the household survey questionnaire to 20 households in each of the twelve months the survey is being implemented across Malawi.

It is extremely important that you recognize that the survey is being conducted under the Statistics Act of 1967 that empowers you to collect information from selected households. However the information collected remains confidential to National Statistical Office (NSO) and must therefore not be divulged to any unauthorized person.

1.2. Survey methods

The second Malawi Integrated Household Survey is being carried out by the National Statistical Office. The IHS is designed to be nationally representative. That is, the information collected from the survey households will be used to estimate the characteristics of all households resident in Malawi. This is made possible through the use of random selection procedures to select households for interviewing.

The survey results will also be used to make district-level estimates of household characteristics. The IHS is based on 30 strata – that is, populations for which the survey data should allow us to make reliable estimates of the characteristics of households and individuals in that population. The 30 strata are made up of 26 districts of Malawi (all districts, except Likoma), plus the four urban centres of Lilongwe, Blantyre, Mzuzu, and Zomba. A minimum of 240 households are to be interviewed in each district, with larger numbers of IHS survey households in the more populous strata, such as Lilongwe rural, Mangochi, Blantyre city, and some others.

The total planned sample size is 11,280 households – nationally, 940 households will be interviewed each month over twelve months. You are one of the zone supervisors employed across the country to carry out this task. You will supervise the work of the field supervisors and the enumerators who will collect the data directly from the households. In turn, you will be supervised by the national IHS staff.

The survey uses two questionnaires:

1. Household questionnaire which collects detailed information on all aspects of the selected households in order to analyze the living standards of the population of Malawi.
2. With the view that household living standards also depend on community conditions a community questionnaire is also being implemented. This questionnaire collects information on economic infrastructure, education and health services, etc. and prices of goods in the community where the households are living.

The survey uses a direct interview method to collect information. Different reference periods are required for people to recall different information, from 7 days to 2 weeks to 4 weeks to the past 12 months, etc. depending on the frequency of occurrence of the research phenomena.

Because of the complexity of the survey, some technical methods are used to guarantee the quality of the survey data including:

-Questionnaire is designed with pre-coded questions so that coding is done during the data collection to save time and to reduce errors.

-The work of the enumerators and data entry operators will be supervised and checked very carefully. There is one field supervisor for every three or four enumerators and one zone supervisor for every two or three field supervisors.

1.3. Survey organization

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The IHS is a complex survey. The household questionnaire is quite detailed and long, the sample size is large, and the year-long enumeration period may make it difficult to maintain the required level of professionalism among the survey staff over the months of the survey. You, as one of the zone supervisors, are critical to the collection of a quality data set for use in analysis for decision-making can be built.

The survey will be administered in the field by the *enumerator*. Their responsibility entails completing the household questionnaires in your area of assignment. Most enumerators will be provided with bicycles to facilitate movement from household to household within an EA and to travel to the EAs from their place of residence. We expect that enumerators working in rural strata will need to change their place of residence within the stratum every two to three months. The EAs selected for enumeration in the rural strata are scattered across the rural areas. In order to be able to quickly get to the particular EA in which they are working every day, they need to reside in a location within the EA or very close to the EA. Consequently, enumerators

must be willing and able to move their place of residence regularly so that the quality of their work will not suffer.

The immediate supervisor for the enumerators is the **IHS field supervisor**. In order for the enumerator to do a good job, s/he needs to have adequate supervision and to be able to easily request rapid assistance if required. The field supervisor is responsible for making sure that the enumerator is able to do his/her work properly – that s/he has the correct information and tools needed for the job. There will be fourteen field supervisors in total. Each field supervisor will be responsible for three or four enumerators. The field supervisor will reside in a convenient location relative to the enumerators that he or she must supervise. They will be provided with a motorcycle for transportation purposes so that they are able to visit all of the enumerators under their supervision once a week, at a minimum.

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The field supervisors will review all questionnaires that have been completed to make sure that there are no errors. The field supervisors will regularly sit in on interview sessions with the IHS sample household members to assess the work of the enumerator. After the household questionnaires have been submitted to the field supervisor, they will return those questionnaires that are incomplete or that contain errors to the enumerators. In most cases, the enumerators will have to go back to the survey households to make the corrections. As NSO will assess the performance of the field supervisors primarily on the basis of the quality of the data that comes from the enumerators under their supervision, it should be expected that the supervisors will subject the questionnaires to rigorous examination.

The field supervisors will be responsible for the completion of the community questionnaire. One questionnaire will be completed for each EA in which the household survey is administered – 564 community questionnaires in total. Although the community questionnaire completion is the responsibility of the field supervisors, the enumerator should assist the field supervisor in this task, particularly given the enumerator's more detailed knowledge of the enumeration area.

For enumerators in rural districts, the field supervisors will be responsible for making arrangements with you (the zone supervisor) for transport to enable the enumerator to change his/her dwelling from time to time as the survey year progresses. They should be alerted to any problems the enumerator might encounter, whether concerning the administration of the survey itself or concerning living and transport arrangements.

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The IHS field supervisors will themselves be under the supervision of **IHS zone supervisors**. These individuals are permanent NSO staff assigned to oversee the administration of the IHS. There will be eight such supervisors responsible for two or three field supervisors and five to twelve enumerators each. The zone supervisors will be resident in zonal centers. You have been chosen as one of the zone supervisors.

You are responsible both for the quality of the data which the enumerators and field supervisors provide and for the logistical arrangements of these staff. You will have a vehicle at your disposal. You are expected to make frequent visits to both the enumerators and the field supervisors for whom you are responsible. You will receive the completed household and community questionnaires from the field supervisors and subject them to an additional review. Those questionnaires that are incomplete or contain errors will be returned to the enumerator for

correction. You will be responsible for making sure that all satisfactory questionnaires are transported to Zomba for data entry without delay.

The vehicle assigned to you is to be made available to facilitate the relocation of the enumerators as they move their residence from time to time as the survey year progresses. Enumerators are to inform their field supervisors of their need for transport. The field supervisors will then inform you so that the necessary logistical arrangements are made.

You are also responsible for any work related issues that the enumerators or field supervisors encounter as they do their work.

Finally, at NSO headquarters in Zomba, the national IHS-2 unit will operate under the direct oversight of the Commissioner of Statistics. Administratively, the IHS-2 unit is located within the Economics section of the NSO. Data entry will take place in the IHS-2 unit offices. Analysis of the data collected will also be the responsibility of the IHS-2 unit.

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1.4. Organization of the Interview process

The enumerators will interview 11,280 households over the course of a 12 month period. Each enumerator will be located in the EA where s/he is interviewing households for the month in which the interviews are being conducted. The field supervisor and enumerators must communicate regularly with the local authorities to advise them about the purpose of the survey and to obtain their cooperation for the study.

Each household is interviewed once:

1) Within the household all members are interviewed individually with the exception of young children under 10 years of age and others who are unable to respond for themselves. Individuals may be unable to respond for themselves because of a disability or because they are not available for interviews. Other knowledgeable household members will respond for the young children and others unable to respond for themselves.

2) Because all members are interviewed individually, more than one visit may be required for many survey households in order to find times in which the members are present.

Timetable for activities in an EA is as follows:

1) In the first 3 days after arrival in an EA, the enumerator should have completed identifying the EA boundary and the 20 selected households as indicated on Form IHS 1-A (see Annex 2). These 20 households were randomly selected by the IHS-2 management team based on the complete listing of all households in the EA as recorded on Form IHS-1 (see Annex 1).

2) After identifying the EA boundary and the 20 selected households, the enumerator will complete 20 household questionnaires for the EA in the remaining days in the month.

After finishing the questionnaire in each household, the enumerator must check the completed questionnaire. When missing information, discrepancies or suspicious things are

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 -Because all members are interviewed individually, more than one visit may be required for many households in order to find times in which the members are present.¶
Time table for activities in an EA is as follows:¶

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 -After identifying the EA boundary and the 20 selected households, the enumerator will complete 20 household questionnaires for the EA in the remaining days in the month.¶
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noticed, the enumerator should re-interview the household to correct the information in the questionnaire.

After the enumerator is sure that the household questionnaires have been completed, the field supervisor will check the completed questionnaire either during a monitoring visit or at the end of the month. At the end of 4 weeks in the EA, the enumerator will give 20 completed household questionnaires to the field supervisor. The field supervisor will review any that have not already been inspected. Once all 20 are inspected, the field supervisor will deliver 20 completed household questionnaires, one community questionnaire, and all forms to you.

2 - ROLE AND RESPONSIBILITIES,

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2.1 Your Role

You are a critical link between the IHS-2 management team and the field personnel. Your central role is to monitor the implementation of the IHS. The central objective of monitoring is to guarantee the correct use of the methodology, procedures and techniques that have been established for the administration of the IHS, as well as confirming the quality and coverage of the survey.

You are the person whose responsibility is to assure that the methodology of the IHS is applied uniformly and correctly in the field and to guarantee that the field supervisors and enumerators comply with the procedures, norms and instructions provided in the manuals being used by the field workers and any additional documents sent during the course of the field work. In addition, you are the person in charge of resolving the questions and technical problems that present themselves during the data collection process.

In addition, you are responsible for preparing written monthly reports detailing the progress made in the field work, problems encountered, and resolutions to the problems.

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It is crucial that you be well versed in the technical and administrative aspects of the IHS in order to be able to complete accurately the functions required.

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2.2 Specific Tasks

1) Explain clearly to the field supervisors the objectives and requirements of their work. Ensure that each field supervisor has enough supplies for completing tasks. Ensure that there are no problems with lodging for field supervisors and all enumerators on your team.

2) Confirm need for replacement households as requested by field supervisor.

3) Supervise and follow the work being done by the enumerators, including:

- Review sample of completed Household Questionnaires using Forms F and H (see Annexes 6 and 8).
- Re-interview some households to ensure data quality and reliability.
- Make direct Observations of interviews.

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4) Write reports and send them to the IHS-2 management team each month, using Form M (see Annex 9).

5) When needed, organize team meetings with the field supervisors. Attend any team meetings organized by your field supervisors. During these meetings you will discuss progress being made in the interview process, problems encountered, provide feedback from your observation of the team's work, and report any notes or clarifications from headquarters staff in Zomba.

2.3 Relations with your field supervisors and enumerators

You will be responsible for training and improving the professional skills of both the field supervisors and enumerators through regular contacts with the field supervisor and occasional visits with the enumerators. You will be responsible for addressing problems reported to you by the field supervisors or enumerators.

Each week, you will check on the EAs under your supervision. The checks will focus on the following aspects:

1) Operations of the enumerators and field supervisors.

2) Visit some survey households to randomly ask some questions from the questionnaire. This is done to assess the quality of data collected by the enumerators.

3) Resolve technical and professional problems that have arisen.

Through these activities, the work of both the field supervisor and the enumerators can be assessed, and the quality of data collected maintained.

If needed, you will meet with all of the field supervisors under your supervision. The dates of these meetings will be determined in advance so that IHS-2 management team personnel may attend. During these meetings the team will discuss progress being made in the interview process, problems encountered, give feedback to your field supervisors based on your observation of the field supervisors' work and your enumerators' work, and report any notes or clarifications from headquarters staff in Zomba.

At the end of each month, you will personally pick up all the necessary documents from your field supervisor. You will sign Form R (see Annex 12) for the transfer of documents.

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including the number of each received. Enumerators will not be permitted to leave the EA until all interviews have been completed as assigned and the necessary documents have been transferred to you.

3. MONITORING DURING FIELD WORK

3.1 Monitoring activities during the month

You will be responsible for monitoring the activities of both the field supervisors and enumerators under your supervision. You will make some unannounced visits to the field and other visits that are planned in advance. The unannounced visits will be for the purpose of evaluating the work of the field supervisors and enumerators. The planned visits will be for the purpose of assessing team performance and passing along information from IHS-2 headquarters staff in Zomba.

- Progress of work Verify that the field supervisors and enumerators are completing their work according to the norms and procedures established for the IHS2.

- Meetings Have meetings with the field supervisors and the enumerators to review the progress being made, discuss problems encountered, provide solutions to the problems, listen to doubts and worries on the part of the enumerators and field supervisors. Consult with the national IHS staff when necessary to resolve the problems where there is insufficient clarity in the written instructions and established procedures, and communicate proposed solutions and recommendations to the national IHS staff in order to make sure that all teams are provided with the information

- Documentation and Reporting Return all necessary documents to headquarters in Zomba. Prepare a report on the coverage and progress made in each of the EAs under supervision. In this report provide the number of interviews done, the number in the process of being completed, those still to be done, the refusals, the unoccupied dwellings, those dwellings with individuals temporarily absent, and other situations encountered in the field.

3.2 Monitoring visits to field supervisors

- Community questionnaire Review the contents and quality of the completed community questionnaire. Pay particular to the price information collected in the community questionnaire. Make sure that all information is collected. If the field supervisor is still in the process of collecting the community questionnaire, determine how long it will take to complete the process.

- Verify the information collected in the price module of the community questionnaire by returning to the store to check the quality of the data collected by the field supervisor. Determine if there are discrepancies and why those discrepancies exist.

- Monitoring of forms Review all Forms A and B, Direct Observation of Household Interview and Re-interview Forms (see Annexes 4 and 5) completed by the field

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<#>Make sure that the enumerators and field supervisors have collected all of the information necessary to convert the units of measure to standard units.¶

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supervisor. Make sure the forms have been completed correctly and that the information is complete.

- Reporting Review Form D, Monthly Report by field supervisor on Completed EAs to make sure that the information provided is correct and complete.

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- Replacement households Provide replacement households from Form IHS-1B (see Annex 3) where needed.

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- Monthly Evaluation Each month complete Form P, the Field Supervisor Evaluation Form (see Annex 11).

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3.3 Monitoring visits to enumerators

- Selected household Verify that the interviews done in the field correspond to the dwellings listed on Form IHS 1-A (see Annex 2). Be aware of households that are temporarily unavailable for interview (all members absent during the interview month).

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- Progress of work Establish, during monitoring visits, how many interviews have been completed, how many are pending, and how many have not been done and the reasons why they have not been done.

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- When there are households that refuse to participate, visit each refusing household in order to try to obtain their cooperation and motivate them to respond to the questionnaire. Many household react positively to higher authorities than the enumerators or field supervisors . This work is very important to maintain the integrity of the sample.

- Verify that all households reported as unoccupied, temporarily absent, or as buildings used as something other than a family dwelling are reported correctly. This is especially important for the selection of households to be interviewed.

Review the completed household questionnaires for internal consistency and identify errors. Use Form F, the Checklist for the Review of Household Questionnaires (see Annex 6) as guidance. Check each household member to be sure that the correct modules, according to the age and sex of the respondent, have been applied. Verify the presence of a household enterprise and production units for agriculture. Review the anthropometric data using Form H, the Checklist for Anthropometric Measures (see Annex 8).

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- Direct observation Directly observe interviews with some of the households. Pay particular attention to the work of enumerators identified as weak by the field supervisors. Complete Form A, the Direct Observation of Household Interview (see Annex 4).

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- Direct observation of anthropometric measurements In the case that you are able to observe anthropometric measurements done by the enumerator and field supervisor, use Form G (see Annex 7) to guide you in assessing the procedures used by the enumerator and field supervisor.
- Verify reinterview In a sub-sample of households, verify completed Form B (see Annex 5) to confirm that the field supervisors have re-interviewed the households according to the norms set up for the field work.

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Check the household questionnaires for internal consistency and identify errors.¶
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<#>In a sub-sample of households, verify that the field supervisors have re-interviewed the households according to the norms set up for the field work.¶
¶
Review the anthropometric data using Form G, Checklist for Anthropometric Measures in Annex 7.¶
¶
Directly observe interviews with some of the households. Pay particular attention to the work of enumerators identified as weak by the field supervisors. Complete Form A, Direct Observation of Household Interview found in Annex 4.

3.4 Field supervisor meetings

When needed, meet with all of the field supervisors under your supervision. The dates of these meetings should be determined in advance so that IHS-2 management team personnel may attend. During these meetings you will discuss progress being made in the interview process, problems encountered, provide feedback from your observation of the field supervisor's work and your enumerators' work, and report any notes or clarifications from headquarters staff in Zomba.

3.5 Attend field meetings

The field supervisors will occasionally hold team meetings with their enumerators. These meetings should be organized during mid-month. The field supervisors should notify you about the dates when the meetings will be held so that you can attend them as well. You will notify IHS-2 team staff about the team meetings so that they may also attend. During these meetings you will discuss progress being made in the interview process, problems encountered, provide feedback from your observation of the enumerator's work, and report any notes or clarifications from headquarters staff in Zomba.

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3.6 Collection and Dispatch of Completed Work

At the end of each month, completed questionnaires for each EA should be placed serially in each a plastic pouch provided. You should ensure that all incomplete or unused questionnaires are accounted for and should be kept separately at the zone supervisor office.

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Upon receipt of these Forms for all the EAs in the zone, you should check and review all paperwork before sending to the NSO - IHS-2 team in Zomba.

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For every EA one your team, each month the documents which must be included in the plastic pouch include:

- 1) Completed household questionnaires (Form IHS-2) (20 per EA)
- 2) Community questionnaire (Form IHS-3) (1 per EA)
- 3) Form IHS 1-A (1 per EA)
- 4) Form IHS 1-B (1 per EA)
- 5) Form A Direct Observation of Household Interview (3-4 per EA)

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- 6) Form B Reinterview Form (3-6 per EA)
- 7) Form C Tally Sheet for Field Supervisor (one per month per EA)
- 8) Form D Monthly Report on EA by Field Supervisor (1 per EA)
- 9) Form E Field Supervisor Calendar (1 per field supervisor)

For every field supervisor, each month the set of documents should also include:

- 10) Form O Monthly Enumerator Evaluation

For every zone supervisor, each month the set of documents should also include:

- 11) Form M Monthly Report by Zone Supervisor
- 12) Form N Daily Record of Zone Supervisor
- 13) Form P Monthly Field Supervisor Evaluation
- 14) Form R Inventory of Forms (1 per EA)

Form R must be filled out and signed in duplicate so there is proper tracking of all delivered documents.

4 - VEHICLES

4.1 Allocation And Control Of Vehicles

At the end of training a vehicle will be allocated to you. These vehicles will be used for distributing materials, supervision and collecting materials after census enumeration.

You have a great responsibility to ensure that his vehicle is used **FOR IHS WORK ONLY**. Furthermore you should not allow anybody else to use it except for NSO headquarters staff. The government is very strict about the use of its vehicle fleet and anybody found to be misusing the vehicles will be dealt with as stipulated by government. **THIS IS VERY IMPORTANT.**

The cost of operating these vehicles is very high and this means that the smooth running of the whole survey operation depends on careful planning of trips so that you can achieve maximum mobility at minimum cost. You and your field supervisors should therefore ensure that before setting off for a supervision trip, you have a proper schedule of visits.

4.2 Completion of the Vehicle Log Book

Each vehicle is provided with a vehicle logbook, which must be properly completed for every trip made, and in addition, there will be need to fill the daily record of zone supervision that should also be completed for every trip made.

Fuel coupons will be issued to you to use for your vehicle. Great care should be taken for your fuel coupons that are as good as cash and will be audited. You should ensure that at the time of completing the coupons and when refueling, the logbooks are completed in every respect and

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<#>1 community questionnaire¶
<#>Form IHS-1 List of Households in the EA (one per EA)¶
<#>Form A Direct Observation of Household Interview (at least 2 per EA)¶
<#>Form B Reinterview Form (at least 4 to 6 per EA)¶
<#>Form C Monthly Tally Sheet for each Field Supervisor (one per EA)¶
<#>Form D Monthly Report on EA by Field Supervisor (one per EA)¶

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know the VOTE number. Make sure you don't lose the fuel coupons' stubs and receipts because at the end of the survey these will be needed for accounting purposes.

You should accompany your driver when going for refueling. And also make sure that you are purchasing the right amount of fuel for your tank. Any misuse, when discovered will be deducted from your wages.

5 -MONTHLY REPORT BY ZONE SUPERVISOR

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You will prepare a monthly monitoring report, Form M, (see Annex 9) that contains information on the situation as observed by you in the field. This report will cover the households interviewed; incidence of using replacement households; problems or difficulties encountered; solutions for those problems or difficulties; and other information that would be interesting to the national IHS-2 staff. The IHS-2 staff will expect to see this report during their unannounced visits to the field.

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- Data collection

In this part of the report will be a summary of the completed household and community questionnaires and refusals encountered during the month.

- Supervision

You will provide information on the performance of the field supervisors and enumerators under supervision. This will include information on the application of questionnaires, the methods used by the enumerators and field supervisors, the relationships between the field supervisors and the enumerators, etc.

- Coding of the questionnaire

The report will contain an evaluation of the work of the enumerators and field supervisors in regards to variable for coding the occupation and industry questions of the household questionnaire. You will verify that the enumerator is recording the information in the correct fashion and that the field supervisor is accurately coding the information that has been recorded. The report will highlight the principal difficulties encountered and will propose solutions.

- Height and weight

The report will describe the collection of the anthropometric data and any difficulties encountered. The report will detail any equipment that must be repaired or replaced.

- Transportation

The report will include information on any difficulties encountered by enumerators and field supervisors in (a) traveling between EAs; or (b) traveling within the EA. The report will also make note of any damage to the bicycles supplied to the enumerators or the motorcycles supplied to the field supervisors.

- Personnel

The report will make note of the behavior of the enumerators and field supervisors: (a) do they keep their appointments; (b) do they treat the respondents with respect; (c) do they coordinate with the local authorities; etc. The report will indicate if there are conflicts between the enumerators and the field supervisors, how the field supervisors manage the enumerators, is information being passed to the enumerators by the field supervisors, etc. The report will also note the quality of the work being done by the enumerators and field supervisors. For any personnel mentioned, the name and ID code must be written in the report. Note any problems or concerns regarding the welfare/well-being of personnel (illness, anxiety). You can suggest action on the part of the IHS-2 management team in this regard.

- Logistics

The report will provide information on any problems in the flow of questionnaires and materials either from the field to headquarters or from headquarters to the field. Any questionnaires or materials that are not being received in the field should be highlighted in the report.

- Cartography

Any difficulties in the listing operation for the EAs that is being done on a periodic basis should be noted in the report. In addition, errors found in the listings that have been completed need to be brought to the attention of the national IHS staff.

- Schedule

You will provide information on the compliance of the field work with the established schedule: (a) is the work being completed on time; (b) is there sufficient time allowed for travel between EAs; etc. Provide explanations of any delays, tasks that are incomplete and solutions adopted.

- Conclusions and recommendations

Provide a summary of the conclusions drawn from the information in the report and make recommendations as needed.

- Observations

Describe any aspects not previously covered.

6 – ZONE SUPERVISOR RESPONSIBILITIES SUMMARY

General responsibilities

- Every month, contact any TA and Chief of Police who has not been contacted previously
- Every third month, organize a meeting with Field Supervisors to discuss progress, general observations
- Check stock of blank questionnaires and forms in the Zone Supervisor Office

Week 1

- Relocate enumerators
- Collect all questionnaires and forms for completed EA of previous month
- Complete Forms M and N for previous month

Weeks 2, 3 and 4 Visits to Field Supervisors

- Visit each Field Supervisor at least twice a week
- Review all completed community questionnaires
- Review all completed Forms A and B
- Review Form C
- Review Form E
- If necessary, provide replacement households to be interviewed

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Weeks 2, 3 and 4 Visits to Enumerator

- Visit each enumerator at least once a week
- Review all completed questionnaires using Forms F-H and sign off (Section A1 of Household questionnaire).
- Review partially completed questionnaires using Forms F-H as applicable
- Assist with refusals
- Verify reason for replacement households
- Form A Direct Observation (at least 1 per enumerator per month)
- Form B Reinterview (at least 1 per enumerator per month)

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End of Month

- Collect all necessary documents from field supervisor (See Section 3.6)

Deleted: 20 household questionnaires¶
<#>Community questionnaire¶
<#>Form IHS-1A List of Selected Households in the EA (one per EA)¶
<#>Form IHS-1B List of 5 Replacement Households in the EA (one per EA)¶
<#>Form A Direct Observation of Household Interview (at least 2 per EA)¶
<#>Form B Reinterview Form (at least 4 to 6 per EA)¶
<#>Form C Monthly Tally Sheet for each Field Supervisor (one per EA)¶
<#>Form D Monthly Report on EA by Field Supervisor (one per EA)¶
<#>Have field supervisors sign Form ?, Delivery Receipt¶
<#>Deliver to IHS-2 Management¶
<#>All materials including report¶
<#>Sign Form ? to confirm delivery¶

ANNEX 1 – FORM IHS-1 LIST OF HOUSEHOLDS IN THE EA**Form IHS-1****LISTING FORM****Page 1 ofpages****IDENTIFICATION**

WRITE NAME AND CODES FOR DISTRICT, TA, STA, OR TOWN,VILLAGE/PLACE

	NAME	CODE		
DISTRICT				
TA,STA or TOWN				
VILLAGE/PLACE				
ENUMERATION AREA				

DESCRIPTION OF EA:

.....

.....

.....

NAME OF ENUMERATOR:.....ID CODE:..... DATE:.....**NAME OF SUPERVISOR :.....ID CODE:..... DATE:.....**

DWG No.	Dwelling Description	Hsld No.	Name of Hsld Head	Selected Hsld

CONTINUATION FORM IHS-1

Page.....ofPages

IDENTIFICATION

WRITE CODES FOR DISTRICT, TA, STA, OR TOWN, EA AND NAME OF THE VILLAGE/PLACE

DISTRICT:TA/STA/TOWN:.....VILLAGE/PLACE.....EA:.....

DWG No.	Dwelling Description	Hsld No.	Name of Hsld Head	Selected Hsld

ANNEX 2 – FORM IHS-1A SELECTED HOUSEHOLDS

Form IHS-1A SELECTED HOUSEHOLDS

	NAME	CODE		
DISTRICT				
TA,STA or TOWN				
VILLAGE/PLACE		X	X	X
ENUMERATION AREA				

	DWG No.	Dwelling Description	Name of Hsld Head	Hsld No.
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

ANNEX 3 – FORM HIS-1B REPLACEMENT HOUSEHOLDS IN EA

Form IHS-1B REPLACEMENT HOUSEHOLDS

	NAME	CODE		
DISTRICT				
TA,STA or TOWN				
VILLAGE/PLACE		X	X	X
ENUMERATION AREA				

	DWG No.	Dwelling Description	Name of Hsld Head	Hsld No.
1				
2				
3				
4				
5				

ANNEX 4 – FORM A DIRECT OBSERVATION OF HOUSEHOLD INTERVIEW

DATE: ____ / ____ / ____

DISTRICT NAME: _____ ID: _____

TA, STA OR URBAN WARD NAME: _____ ID: _____

ENUMERATION AREA NAME: _____ ID: _____

ENUMERATOR NAME: _____ ID: _____

OBSERVED BY (*SELECT ONE*):

FIELD SUPERVISOR NAME: _____ ID: _____

ZONE SUPERVISOR NAME: _____ ID: _____

IHS-2 MANAGEMENT NAME: _____ ID: _____

INDICATORS	COMMENTS
A. Interviewer behavior	
1. Did the interviewer greet people before interviewing ?	
2. Did the interviewer introduce him/herself and that s/he is working for the Second Integrated Household Survey under the guidance of the National Statistical Office?	
3. Did the interviewer explain to the household the purpose of the survey, how households were selected, and that documents of this survey are kept confidential?	
4. During the interview, Did the interviewer appear polite and patient ?	
5. Did the interviewer thank the household when the interview was completed?	
B. Interview	
1. Did the interviewer ask the contents of the question as printed in the questionnaire ?	
2. Did the interviewers try to ask the appropriate person for specific parts of the questionnaire ?	
3. For the “I don’t know” response, did the interviewer accept the answer without probing?	

C. Length of interview	
1. Overall, during the interview, did the interviewer avoid long discussions with the respondent about some questions but appear polite and patient?	
2. For specific questions when the respondent gave long and inappropriate answers, did interviewers interrupt them abruptly?	
3. Did the interviewer appear impatient to finish the interview by urging the respondent to answer quickly ?	
D. Impartiality	
1. Did the interviewer hold an impartial attitude to questions and answers during the interview ?	
2. During the interview, did interviewer put out her/his own opinions?	
3. Did the interviewer express surprise, astonishment or disappointment with any answer?	
4. When posing questions, did the interviewer make suggestions for answers in place of the respondent ?	

ANNEX 5 – FORM B REINTERVIEW FORM

EA :				EA CODE	
NAME OF HH HEAD:				HH CODE	
NAME OF ENUMERATOR:				ENUMERATOR CODE	
NAME OF FIELD SUPERVISOR:				SUPERVISOR CODE	
INTERVIEW DATE					
	DAY	MONTH	YEAR		
RE-INTERVIEW DATE					
	DAY	MONTH	YEAR		

Module	Question	Result		Comments
		Satis- factory	Unsatis- factory	
B	How many people are living in the household?			
B	How many of the people living in the household are members?			
C	What is the highest class level that the household head attended?			
D	Has any member of the household suffered from an illness or injury during the past 2 weeks?			
E	How many household members were “employed” during the last 7 days? (Worked at least one hour for a wage, in a household enterprise, or an as unpaid apprentice or trainee)			
N	Do any members of the household engage in agricultural activities or own agricultural land of any sort?			
V	Over the past month has anyone in the household operated any non-agricultural income generating enterprise which produces goods or services or has anyone in the household owned a shop or operated a trading business?			

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ANNEX 6 – FORM F CHECKLIST FOR REVIEW OF HOUSEHOLD QUESTIONNAIRES

MODULE	QUESTION	ISSUES TO FOCUS ON IN CHECKING
ALL		Make sure that the information has been recorded legibly, that is, it can be easily read
A-1 A-2		Have all of the household identification variables been filled in completely and correctly? Is the name and code number of the enumerator filled in? Is the initial date of the interview recorded?
B		Make sure the skip patterns have been followed correctly
B	3	Record the sex of every individual on the list
B	4	Record the relationship to the household head.
B	5	Record the age of all individuals on the list in terms of completed years. If the individual is less than 6 years old, make sure the age is recorded in years and months
B	6	Record the date of birth for all individual where possible. Make special efforts to record the birthdate for those less than 6 years old.
B	7	Make sure the number of months away from household is recorded.
B	8	Make sure all individuals are identified as either household members or not
B	13, 16	Check the parents ID codes against their reported children
B	21	Only household members 10 and older should respond
B	22 through 28	Only household members 12 and older should respond
C		All household members 5 and above should respond
C		Make sure the skip patterns have been followed correctly
C	12	Compare the age of the individual from the roster to make sure that the education level has been recorded correctly (see conversion chart in the interviewer manual)
C	13	Make sure that the highest educational qualification is consistent with the highest class attended in C12
D		All household members should respond
D		Make sure skip patterns have been followed correctly
D	3	If information is not self-reported (D2=2) make sure the ID code of the respondent is listed
E		All household members 5 and above should respond
E		Make sure the skip patterns have been followed correctly
E		Verify that all entries are rounded to the nearest hour with the exception of those that may be 0.5 hours
E	2	Make sure the individuals who should have been interviewed have been correctly identified
E	4	Verify that a public holiday was correctly identified
E	8 through 12	Make sure that the total number of hours recorded for questions 8 through 12 do not come to more than 56 (8 hours per day for each question times 7 days a week)
E	19	Check that there is sufficient specification in the description

		of the occupation to allow coding
E	20	Check that there is sufficient specification in the description of the industry to allow coding
E	19 & 20	Make sure that the occupation and industry make sense together
E	29	The answer must be yes if there is a number of hours recorded in question 11
F		All household members 10 and above should respond
F		Make sure the skip patterns have been followed correctly
F	2	Make sure the individuals who should have been interviewed have been correctly identified
F	15	Verify the household head
F	16 through 23	If the household responded to question 15, questions 16 through 23 should have responses
G		Make sure the skip patterns have been followed correctly
G	41	Verify that all households with members aged less than 5 years old have responded
H		Make sure the skip patterns have been followed correctly
H		Where “other” is used for the unit code, make sure that the enumerator has written what the “other” unit is on the questionnaire
H		Make sure the unit codes that have been entered are the correct ones for the item. For example, milk should be recorded as litre, cup, or millilitre, not as bale.
J		Make sure the skip patterns have been followed correctly
J		Make sure that an amount has been entered for every item which is recorded as a purchase (yes in J01)
K		Make sure the skip patterns have been followed correctly
K		Make sure that an amount has been entered for every item which is recorded as a purchase (yes in K01)
L		Make sure the skip patterns have been followed correctly
L		Make sure that an amount has been entered for every item which is recorded as a purchase (yes in L01)
M		Make sure the skip patterns have been followed correctly
M		Make sure that questions 3 through 7 have responses wherever question 1 is yes
N		Make sure the skip patterns have been followed correctly
N	10	If there is a number recorded, make sure there is at least one “yes” response to questions 11, 13, 15, 17, 19, 21, 23, 25, 27, or 29
O		Make sure the skip patterns have been followed correctly
P		Make sure the skip patterns have been followed correctly
P		Make sure there are responses for all crops listed in Module O, question 8
P		Make sure the unit codes that have been entered are the correct ones for the crop
P	1	If “other” crop is selected, make sure that the name of the crop is recorded

Q		Make sure the skip patterns have been followed correctly
R		Make sure the skip patterns have been followed correctly
S		Make sure the skip patterns have been followed correctly
S		Make sure there are responses for all crops listed in Module R, question 7
S		Make sure the unit codes that have been entered are the correct ones for the crop
S	1	If “other” crop is selected, make sure that the name of the crop is recorded
T		Make sure the skip patterns have been followed correctly
U		Make sure the skip patterns have been followed correctly
V		Make sure the skip patterns have been followed correctly
V	3	Make sure the description is sufficiently detailed in order to allow for coding
V	6	Verify that the ID codes listed in question 6 are those of household members
V	11	Verify that the number of household members engaged in the enterprise is not larger than the total number of members in the household
W		Make sure the skip patterns have been followed correctly
X		Make sure the skip patterns have been followed correctly
Y		Make sure the skip patterns have been followed correctly
Y		Make sure that questions 3 through 5 have responses wherever question 1 is yes
Y		If “other education bursaries” is selected, make sure that the name of the bursary is recorded
Z		Make sure the skip patterns have been followed correctly
Z	8	Make sure that the date in which the loan was obtained is prior to or the same as the month in which the interview is done
Z	10	Make sure that the date on which the loan should be paid back is after the date of the loan (question 8)
AA		Make sure the skip patterns have been followed correctly
AB		Make sure the skip patterns have been followed correctly
AB	1	If “other ” shock is selected, make sure that the name of the shock is recorded
AB	4 through 7	Responses should only be recorded for the three most severe shocks as noted in question 3
AC		Make sure the skip patterns have been followed correctly
AD		See Form G

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ANNEX 7 FORM G CHECKLIST FOR ANTHROPOMETRIC MEASURES

PREPARATION
Make sure the enumerator check instruments, equipment (e.g., : measuring board, scale, etc..) before going to the household ?
The enumerator should assess the age of the child before doing the work
SETTING UP EQUIPMENT FOR MEASURING AND WEIGHING
The enumerator put the board on the ground or floor to ensure stability and space to work
The enumerator took off the strap and put it into the bag
The enumerator put the sliding bar in the appropriate place before measuring the length and put it down on the floor before measuring height
The enumerator was careful in setting up the measuring board
WEIGHING
The enumerator hung the scale from a secure place
The enumerator hung the trouser pack from the scale, adjusted to scale to zero, then removed the trouser pack
The enumerator supported the child in the trouser pack and did not suspect the child from the trouser pack
The enumerator made sure the child was hanging freely
The enumerator waited until the needle of the scale stopped moving prior to recording the weight
The enumerator recorded the measurement to one decimal place
GENERAL PROCEDURES
The enumerator obtained the assistance of adults when necessary for measuring weight
The enumerator measured the length or height before weighing that child
The enumerator completed one child before moving on to others
The enumerator put his/her pencil in the appropriate place when he/she was not using it
The enumerator made arrangements to return (that is to revisit the household) to finish those who were absent in the first visit
MEASURING TECHNIQUES
Measuring length in the lying position
Were children's lengths measured (that is in lying position) because they are under 2 years of age or they can't stand up straight ?
Before measuring did the enumerator have the child take off his/her sandals or socks ?
Were hat, cap or hairpin taken off before measuring ?
Did the assistant hold the head of the child ?
Did the enumerator push down to make the child's knee a straight line lying in the middle of the board ?
Were the feet of the child in the right place (that is two feet lying straight, two heels placed against the sliding bar.)
Did the enumerator stand in the right place ? (that is he/she standing just before the sliding bar at the base)
Did the enumerator and assistant follow the reading and data recording system ?(that is read aloud the measured figures and record to the questionnaire at once).
Measuring height in a standing position
Were those > 2 years of age allowed to measure height in standing position ?
Were sandals, shoes, socks taken off before measuring ?
Were hat, caps, chignon taken off before measuring ?

When measuring the child, did the assistant hold the child's feet and knees appropriately ? (that is two feet straight, two heels and two knees put against the board?)
When measuring children, did the enumerator hold the child's head in an appropriate position?
Did the enumerator bring the sliding bar to the top of the head and push the hair down ?
Did the enumerator stand in the right position? (that is on the child's left)
Was the back part of the measured person against the board?
Were the shoulders and head of the measured person lying straight?
Were knees and feet of such person touching ?
Was the measured person standing at a right angle with the floor of the board ?
Is the person looking ahead parallel with the ground ?
Did the enumerator and assistant follow the reading and data recording system ?(that is read aloud the measured figures and record to the questionnaire at once).
WEIGHTS OF CHILDREN
Did the enumerator propose the measured person take off heavy clothes ?
Did the enumerator help the measured up onto the scale if necessary?
Did the enumerator follow the reading and data recording system ?(that is read aloud the measured figures and record to the questionnaire at once).
COMPLETION OF MEASURING SECTION
Did the enumerator put away the measuring board, scale and other tools in an appropriate manner ?
Did the enumerator check the recorded figures in the questionnaire before leaving the household ?
Did the enumerator thank the household members for their cooperation?

ANNEX 8 – FORM H ANTHROPOMETRIC MEASURES TABLE

Age		Male weight				Female weight		
year	month	3%	50%	97%		3%	50%	97%
0	6	6.0	7.8	9.7		5.6	7.2	8.9
0	7	6.5	8.3	10.2		6.0	7.7	9.5
0	8	7.0	8.8	10.7		6.4	8.2	10.0
0	9	7.4	9.2	11.1		6.7	8.6	10.4
0	10	7.7	9.5	11.5		7.0	8.9	10.8
0	11	8.0	9.9	11.9		7.3	9.2	11.2
1	0	8.2	10.2	12.2		7.6	9.5	11.5
1	1	8.5	10.4	12.5		7.8	9.8	11.8
1	2	8.7	10.7	12.8		8.0	10.0	12.0
1	3	8.8	10.9	13.1		8.1	10.2	12.3
1	4	9.0	11.1	13.3		8.3	10.4	12.5
1	5	9.1	11.3	13.6		8.5	10.6	12.7
1	6	9.3	11.5	13.8		8.6	10.8	13.0
1	7	9.4	11.7	14.0		8.8	11.0	13.2
1	8	9.5	11.8	14.2		8.9	11.2	13.4
1	9	9.7	12.0	14.4		9.1	11.4	13.6
1	10	9.8	12.2	14.6		9.3	11.5	13.9
1	11	9.9	12.4	14.8		9.4	11.7	14.1
2	0	10.2	12.3	15.5		9.6	11.8	14.4
2	1	10.3	12.5	15.7		9.7	12.0	14.8
2	2	10.4	12.7	15.9		9.9	12.2	15.1
2	3	10.6	12.9	16.1		10.1	12.4	15.4
2	4	10.7	13.1	16.4		10.2	12.6	15.7
2	5	10.8	13.3	16.6		10.4	12.8	16.0
2	6	10.9	13.5	16.8		10.5	13.0	16.2
2	7	11.0	13.7	17.0		10.6	13.2	16.5
2	8	11.1	13.9	17.2		10.8	13.4	16.8
2	9	11.3	14.1	17.4		10.9	13.6	17.0
2	10	11.4	14.3	17.6		11.1	13.8	17.3
2	11	11.5	14.4	17.8		11.2	13.9	17.5
3	0	11.6	14.6	18.0		11.3	14.1	17.8
3	1	11.7	14.8	18.2		11.5	14.3	18.0
3	2	11.9	15.0	18.5		11.6	14.4	18.3
3	3	12.0	15.2	18.7		11.7	14.6	18.5
3	4	12.1	15.3	18.9		11.8	14.8	18.7
3	5	12.2	15.5	19.1		12.0	14.9	18.9
3	6	12.4	15.7	19.3		12.1	15.1	19.1
3	7	12.5	15.8	19.5		12.2	15.2	19.4
3	8	12.6	16.0	19.7		12.3	15.4	19.6
3	9	12.7	16.2	19.9		12.4	15.5	19.8
3	10	12.9	16.4	20.1		12.5	15.7	20.0
3	11	13.0	16.5	20.3		12.6	15.8	20.2
4	0	13.1	16.7	20.5		12.8	16.0	20.4
4	1	13.2	16.9	20.8		12.9	16.1	20.6
4	2	13.4	17.0	21.0		13.0	16.2	20.8
4	3	13.5	17.2	21.2		13.1	16.4	21.0
4	4	13.6	17.4	21.4		13.2	16.5	21.2
4	5	13.8	17.5	21.6		13.3	16.7	21.4
4	6	13.9	17.7	21.8		13.4	16.8	21.6
4	7	14.0	17.9	22.1		13.5	17.0	21.8
4	8	14.2	18.0	22.3		13.6	17.1	22.1
4	9	14.3	18.2	22.5		13.7	17.2	22.3
4	10	14.4	18.3	22.7		13.8	17.4	22.5
4	11	14.6	18.5	23.0		13.9	17.5	22.7
5	0	14.7	18.7	23.2		14.0	17.7	22.9

Age		Male height/length				Female height/length		
year	month	3%	50%	97%		3%	50%	97%
0	6	62.8	67.8	72.9		61.0	65.9	70.9
0	7	64.5	69.5	74.5		62.5	67.6	72.6
0	8	66.0	71.0	76.0		64.0	69.1	74.2
0	9	67.4	72.3	77.3		65.3	70.4	75.6
0	10	68.7	73.6	78.6		66.6	71.8	77.0
0	11	69.9	74.9	79.9		67.8	73.1	78.3
1	0	71.0	76.1	81.2		69.0	74.3	79.6
1	1	72.1	77.2	82.4		70.1	75.6	80.9
1	2	73.1	78.3	83.6		71.2	76.7	82.1
1	3	74.1	79.4	84.8		72.2	77.8	83.3
1	4	75.0	80.4	85.9		73.2	78.9	84.5
1	5	75.9	81.4	87.0		74.2	79.9	85.6
1	6	76.7	82.4	88.1		75.1	80.9	86.7
1	7	77.5	83.3	89.2		76.1	81.9	87.8
1	8	78.3	84.2	90.2		77.0	82.9	88.8
1	9	79.1	85.1	91.2		77.8	83.8	89.8
1	10	79.8	86.0	92.2		78.7	84.7	90.8
1	11	80.6	86.8	93.1		79.5	85.6	91.7
2	0	79.6	85.6	91.6		78.5	86.5	92.6
2	1	80.3	86.4	92.5		79.2	85.4	91.5
2	2	81.0	87.2	93.5		80.0	86.2	92.4
2	3	81.7	88.1	94.4		80.7	87.0	93.4
2	4	82.4	88.9	95.3		81.4	87.9	94.3
2	5	83.1	89.7	96.2		82.2	88.7	95.2
2	6	83.8	90.4	97.1		82.9	89.5	96.0
2	7	84.5	91.2	97.9		83.6	90.2	96.9
2	8	85.2	92.0	98.8		84.3	91.0	97.7
2	9	85.8	92.7	99.6		84.9	91.7	98.6
2	10	86.5	93.5	100.5		85.6	92.5	99.4
2	11	87.1	94.2	101.3		86.3	93.2	100.1
3	0	87.8	94.9	102.1		86.9	93.9	100.9
3	1	88.4	95.6	102.9		87.6	94.6	101.7
3	2	89.0	96.3	103.7		88.2	95.3	102.4
3	3	89.6	97.0	104.4		88.8	96.0	103.1
3	4	90.2	97.7	105.2		89.4	96.6	103.9
3	5	90.9	98.4	106.0		90.0	97.3	104.6
3	6	91.5	99.1	106.7		90.6	97.9	105.3
3	7	92.0	99.7	107.4		91.2	98.6	105.9
3	8	92.6	100.4	108.2		91.8	99.2	106.6
3	9	93.2	101.0	108.9		92.3	99.8	107.3
3	10	93.8	101.7	109.6		92.9	100.4	107.9
3	11	94.4	102.3	110.3		93.5	101.0	108.6
4	0	94.9	102.9	111.0		94.0	101.6	109.2
4	1	95.5	103.6	111.6		94.6	102.2	109.9
4	2	96.0	104.2	112.3		95.1	102.8	110.5
4	3	96.6	104.8	113.0		95.6	103.4	111.1
4	4	97.1	105.4	113.6		96.1	104.0	111.8
4	5	97.7	106.0	114.3		96.6	104.5	112.4
4	6	98.2	106.6	114.9		97.2	105.1	113.0
4	7	98.7	107.1	115.5		97.7	105.6	113.6
4	8	99.2	107.7	116.2		98.1	106.2	114.2
4	9	99.8	108.3	116.8		98.6	106.7	114.9
4	10	100.3	108.8	117.4		99.1	107.3	115.5
4	11	100.8	109.4	118.0		99.6	107.8	116.1
5	0	101.3	109.9	118.6		100.1	108.4	116.7

ANNEX 9 – FORM M MONTHLY REPORT BY ZONE SUPERVISOR

DISTRICT	NAME: _____	ID: _____
TA, STA OR URBAN WARD	NAME: _____	ID: _____
ENUMERATION AREA	NAME: _____	ID: _____
ENUMERATOR	NAME: _____	ID: _____
ZONE SUPERVISOR	NAME: _____	ID: _____

TOPICS TO COVER IN REPORT:

- DATA COLLECTION
- SUPERVISION
- CODING OF THE QUESTIONNAIRE
- HEIGHT AND WEIGHT
- TRANSPORTATION
- PERSONNEL
- LOGISTICS
- CARTOGRAPHY
- SCHEDULE
- CONCLUSIONS AND RECOMMENDATIONS
- OBSERVATIONS

COMPLETE RECORD OF VISITS IN THE MONTH

nb: If an additional page is needed, use additional pages. Write name and ID code on all pages.

MONTH:

Note: This is a summary of the Field Supervisor every time you visit them in the field, take note of their performance and complete this summary at end of month.

ANNEX 12 – FORM R INVENTORY OF FORMS

Deleted: 1

DISTRICT _____ NAME: _____ ID: _____

TA, STA OR URBAN WARD _____ NAME: _____ ID: _____

ENUMERATION AREA _____ NAME: _____ ID: _____

ENUMERATOR _____ NAME: _____ ID: _____

NUMBER OF FORMS

<u>IHS-1A</u>	<u>IHS-1B</u>	<u>IHS-2</u>	<u>IHS-3</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
					<u>M</u>	<u>N</u>	<u>O</u>	<u>P</u>

NAME, CODES, SIGNATURE

Deleted: ¶
IHS-1A

... [4]

FIELD SUPERVISOR _____ NAME: _____ ID: _____

SIGNATURE: _____

ZONE SUPERVISOR _____ NAME: _____ ID: _____

SIGNATURE: _____

IHS-2 MANAGEMENT _____ NAME: _____ ID: _____

SIGNATURE: _____

Deleted: ¶

FIELD SUPERVISOR . NAME:

ID:

. SIGNATURE:

ZONE SUPERVISOR . NAME:

ID:

. SIGNATURE:

IHS-2 MANAGEMENT . NAME:

ID:

. SIGNATURE:

nb: To be completed in duplicate. One copy to be retained by the Zone Supervisor. One copy to stay with the complete set of forms for the EA.

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RECORD OF VISITS IN THE MONTH

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