

Tajikistan Survey of Living Standards 2003

INSTRUCTIONS FOR SUPERVISORS AND INTERVIEWERS

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Dushanbe

Table of Contents

1. INTRODUCTION	3
1.1 Objectives of the Tajikistan Survey of Living Standards	3
1.2 Methodology.....	3
1.3 Organisation of the Survey	4
2. JOB DESCRIPTION AND RESPONSIBILITIES OF SUPERVISORS AND INTERVIEWERS	4
2.1 Supervisor's Tasks.....	4
2.2 Interviewer's Tasks	5
3. PREPARING THE INTERVIEW	7
3.1. Supervisors - Identifying and Selecting the Household.....	7
3.2 Locating the Household	7
3.3 Explain the purpose of the survey.....	8
3.4 Fill in the survey information (cover) sheet	8
4. CONDUCTING THE INTERVIEW	9
4.1 General Rules for Conducting the Interview	9
4.2 Establishing Contact and Securing Consent from Households.....	10
4.3 After the interview.....	11
4.4 Field Pre-test	11
5. GENERAL INSTRUCTIONS FOR FILLING OUT THE QUESTIONNAIRE.....	11
6. SPECIFIC INSTRUCTIONS AND CLARIFICATIONS FOR THE HOUSEHOLD QUESTIONNAIRE	14
Introductory Statement.....	14
Instructions for Completing Module 1	14
Module 1	14
Module 2	15
Module 3, Part A	16
Module 3, Part B.....	16
Module 3, Part V	16
Module 4, Part A	16
Module 4, Part B.....	16
Module 5: Part A	17
Module 5: Part B	17
Module 5, Part V	17
Module 5: Part G.....	17
Module 6: Part A	17
Module 6: Part B	18
Module 6, Part V	18
Module 6, Part G	19
Module 7, Part A	19
Module 7, Part B.....	19
Module 7, Part V	19
Module 8, Part A	20
Module 9.....	20
Module 10.....	20
Module 11, Part A1	20
Module 12, Part A	20
Module 12, Part B.....	20
Codes to Be Filled by Supervisors.....	20

1. INTRODUCTION

1.1 Objectives of the Tajikistan Survey of Living Standards

Since independence Tajikistan has gone through some difficult times. In order for the government and the international community to assist people in coping with the difficulties presented by economic transition, it is important that we obtain as true a picture of life in Tajikistan as possible.

The principal objective of this survey is to collect basic data reflecting the actual living conditions of the population in Tajikistan. These data will then be used for evaluating socio-economic development and formulating policies to improve living conditions.

The first assessment of living standards in Tajikistan was conducted in 1999. This assessment is bringing about data in order to update the 1999 assessment.

The survey collects information on education, health, employment and other productive activities, demographic characteristics, migration, housing conditions, expenditures and assets.

The information gathered is intended to improve economic and social policy in Tajikistan. It should enable decision-makers to 1) identify target groups for government assistance, 2) inform programs of socio-economic development, and 3) analyse the impact of decisions already made and the current economic conditions on households.

1.2 Methodology

The study is designed as a *national* survey. The survey will cover a sample of 4,160 households. These households will be selected from all of the regions of Tajikistan. There will be a total of 208 population points selected for the survey.

Three types of questionnaires are used in the survey: 1) a household questionnaire that contains 13 modules, 2) a community questionnaire; and 3) a female questionnaire.

This is a complicated multi-purpose survey, and some technical methods have been applied in order to get high quality data. These include: 1) almost all answers are coded in order to shorten time and reduce mistakes in writing the answers, 2) all questions are written exactly as they are meant to be read so that the information provided will be the same for each household, 3) the questionnaires have screening questions so that the skip pattern is automatic, requiring virtually no decision making by the interviewer, 4) there is one supervisor for every 5 interviewers so the work can be properly observed and controlled to guarantee uniform procedures and therefore accurate information.

Measuring living conditions and assessing poverty is a complicated task. All different aspects of the household's life must be considered. For this reason the household questionnaire is long and complex. The complexity will demand extra effort from you, the interviewers and the supervisors. It will take some time to become completely familiar and comfortable with the questionnaire. The length will be a burden for respondents. However, our previous experience

indicates that most households cooperate well with the interviewers and provide the required information. For example, in the 1999 poverty assessment, almost all respondents were willing to spend one and a half hours with the interviewers, and of 3,600 households surveyed only 3 households refused to co-operate!

1.3 Organisation of the Survey

The Tajikistan Survey of Living Standards is conducted with the technical and financial assistance the World Bank and DFID.

Each survey team consists of 1 supervisor and 5 interviewers. In total there will be 16 teams. Each team will cover one population point two days, and each interviewer will interview two households per day. Each team will cover 12-13 population points in approximately thirty days.

The interviewers will complete the Household and Female Questionnaires.

The supervisors will complete the Community questionnaires. For the Community Questionnaire, the supervisors will need to identify the head/member of the local administration (e.g.,) who is knowledgeable about the given population point and can provide the required information.

2. JOB DESCRIPTION AND RESPONSIBILITIES OF SUPERVISORS AND INTERVIEWERS

2.1 Supervisor's Tasks

The supervisor is responsible for controlling the activities of the interviewers and helping them in every way to do their job correctly. The supervisor will manage the list of households in each population point, assign households to interviewers, observe interviews, verify that questionnaires have been completed properly, and deliver the questionnaires to the Survey Manager (a designated person from Goskomstat).

Supervisors will also have the important responsibility of establishing contact with the local administrative centre and selecting the households to be interviewed. They will also be responsible for filling out the Community questionnaire.

In order to guarantee the quality of the work, the supervisor will carry out the following checks in the field:

- the supervisor will examine, in detail, each of the questionnaires filled in by the interviewers to verify that each interview has been carried out correctly and fully.
- the supervisor will make visits to some households that have already been interviewed, to re-ask certain questions of these households in order to check whether answers recorded on the questionnaires are correct.
- the supervisor will observe one or more interviews for each interviewer each week to evaluate the interviewer's method of asking questions. The interviewer will not be informed

- in advance
- each day the supervisor will discuss the work with interviewers and report regularly to the Survey Manager regarding the team's performance.

The following are the specific tasks that the Supervisors will be expected to perform:

- Pick up questionnaires from Survey Manager
- Arrange team transportation to the region/population point
- Contact local administration
- Select households
- Assign interviews to the interviewers
- Conduct interviews to fill out the community questionnaire
- Observe one interview per day, and record observations in the Supervisor's Report
- Check the questionnaires are filled out completely and legibly
- Safeguard the questionnaires and deliver them to Goskomstat at the end of the day/week
- Complete Supervisor's Report

2.2 Interviewer's Tasks

The interviewer's role is central to the survey. The usefulness of all of the preparation work and all of the analysis depend completely on the quality and accuracy of the work of the interviewers. Thus the quality of the data and of the whole survey will be determined by the quality of the Interviewer's work.

The interviewers are responsible for locating the correct households and conducting two interviews per day.

The interviewer has to follow exactly all of the instructions given to them by these instructions and by their supervisors. The interviewer must also keep constantly in touch with the supervisor and inform him/her of any problems that interviewer encounters in his or her work in the field.

It is the job of the supervisor and the Survey Manager at Goskomstat to provide the interviewers with all possible assistance. The supervisor, for his or her part, will collect and check the interviewer's work and help the interviewer resolve any problems that may arise during the survey process.

The interviewer should always follow the advice given by the supervisor. The supervisor will assign the work for each interviewer each day.

The supervisor is the link between the interviewer and the survey organisers, the interviewer will receive instructions from him, must inform him/her of any problem or difficulty encountered. For instance, if the interviewer does not understand a procedure or the meaning of a question in the questionnaire, he or she should ask the supervisor as soon as possible.

3. PREPARING THE INTERVIEW

3.1. Supervisors - Identifying and Selecting the Household

This task will be done by the supervisors. Upon arrival of the survey team to the selected population point, the supervisors should make a contact with the local administration. Here, they will have to explain the purpose of their visit. They will need to explain that the survey is being carried out by the Government of Tajikistan and that it has a national significance (a standardised introductory statement will be given to all interviewers).

The supervisors should then obtain a list of all households in each selected population point.

From these lists they will have to select a total of 22 households to be interviewed (2 of which will serve as a replacement in case of refusal or non-availability of the first 20 selected households).

In order to select households, first count the total number of households (dwellings) in each population point. For example, assume there are 86 households in a population point.

Second, divide the total number of households by the number of households to be selected (SI) and keep the first decimal place. In this example, if the number of households to be selected is 22, SI would be 4 (86 / 22).

Third, select a once decimal random number less than the sampling interval. This would be a number from 0.0 to 4. Add 1 to random number. The result is called Random Start (RS). Assume that RS turns out to be 2.8. Write the number of 22 households obtained by starting with RS and repeatedly adding SI.

2.8
2.8 + 4 = 6.8
6.8 + 4 = 10.8
10.8 + 4 = 14.8
... ..

Finally, take the integer part of each number. The 22 numbers obtained in this way would be 2, 6, 10, 14, etc. The 22 numbers obtained in this way are the sequence numbers of households to be visited in the survey.

After 22 households are selected, make a list of the selected households, with their names and addresses. Then assign the interviewers when and which households to visit during the 2 days in the given population point.

3.2 Locating the Household

The address of the household to be interviewed will be given by the supervisor to the interviewer. The interviewer should look for that address and make sure it is the household belonging to the household head named.

The person interviewed should preferably be the head of household. If the head is not available, the interviewer must find a principal respondent to answer the questions in his/her place. The person selected must be a member of the household who is able to give information on the other household members.

By “household” we mean people who live in the given quarters, share income and expenditures, and conduct housekeeping together.

If the interviewer is unable to locate the household, unable to find anyone at home, or if the household refuses to participate in the interview, the interviewer must contact the supervisor (in this case, the next household in the list of the selected households in the given population point should be interviewed).

In case the identified household/household members may not live at the given address, but somebody from close relatives continues to live there, or the place is rented out to other people. In these cases, the interview is conducted with the family that actually lives there.

3.3 Explain the purpose of the survey

When the interviewer enters a household, the first thing he or she should do is to greet everyone and introduce himself or herself as representative of the Tajikistan Survey of Living Standards Team. The interviewer must display the identification card. The interviewer should read an introductory statement at the beginning of the questionnaires explaining the purpose of the survey.

3.4 Fill in the survey information (cover) sheet

The supervisors will fill out the first (cover) page of the questionnaire. They will complete the boxes with the name/code of the interviewer, the name/code of the supervisor; the name of the region, the name of the population point; and the name of the head of the household. They will also fill in the codes for the population points from the lists presented by Goskomstat, as well as the numbers of the households from the lists that they composed at the population point.

The supervisors are also responsible for identifying the GPS code (longitude and latitude) for the given population point and entering it on the cover page (instructions on how to determine GPS codes will be provided additionally).

4. CONDUCTING THE INTERVIEW

4.1 General Rules for Conducting the Interview

The interviewer must be careful to follow all the instructions about procedures contained in the questionnaire.

MOST IMPORTANT – the interviewer must ask the questions exactly in the form in which they appear in the questionnaire. He/she cannot change wording, omit questions or words. Even if the interviewer thinks that the question is not relevant to the particular household, he/she must read the question and ask the respondent to answer it.

Ask all questions which are in the questionnaire in the order in which they are listed.

The questionnaire must be filled in during the interview, not afterwards. Only the interviewer can fill in the questionnaire, not the respondents.

Answers should be recorded without interviewer discretion; the answers recorded should only reflect what the respondent says.

Do not hand the questionnaire to the respondent.

It is important that the interviewer reads the questions in a slow manner. Interviewers who read questions slowly indicate to respondents, in a non-verbal way, their willingness to take the time to obtain thoughtful, accurate answers.

The interviewer must avoid long discussions of questions with participants. NOTE that this is very different from the type of work of the interviewers when conducting focus group discussions. However, it is also important that the interviewer not interrupt the respondent too soon even if the respondent begins with irrelevant answers. Listen to what the respondent is saying and then lead back to the original question. Remember that it is the interviewer who is conducting the interview and must be in control of the situation.

At all times the interviewer must remain objective -- absolutely NEUTRAL and non-judgemental -- about the subject of the interview. The respondent must feel comfortable to tell the truth. Most people are naturally polite and they try to adopt an attitude that they think will please the visitor. The interviewer should never show, in any way, any reactions, including surprise, approval or disapproval of an answer. The validity of the survey results will be harmed if respondents try to provide the answers that they think the interviewer would approve of.

Furthermore, the interviewer must not tell the respondent what he or she thinks about these things during the interview. If the respondent asks for the interviewer's opinion, it can be given only at the end of the interview.

The interviewer must avoid making any suggestion regarding the respondent's ability to answer a question or the kind of answer he or she might give.

The interviewer should not provide any personal information that might imply any particular values or preferences with respect to topics to be covered in the interview.

Be uniformly courteous toward respondents, other household members, and members of the survey team.

Avoid upsetting or disturbing respondents by his/her behaviour.

Dress properly so that respondents will be inclined to trust the interviewer as a reliable, responsible person.

Exercise patience and tact in conducting the interview and avoid antagonising the respondent or cause him to give inaccurate answers.

All data are strictly confidential. This confidentiality is the foundation of all statistical work. Interviewers and supervisors must strictly respect the confidentiality of the answers provided.

Before leaving the interviewer must thank the respondent and the rest of the household.

4.2 Establishing Contact and Securing Consent from Households

The relationship between the interviewer and respondent should be positive enough so that the respondent wants to give the interview and be co-operative. On the other hand, it is important that the rules of the interview be set by the interviewer. The interviewer must establish warm professional relationship in which he/she is trusted and respected, and where at the same time he/she is in control of the situation.

The interview must be conducted in such a way that the respondent feels comfortable providing truthful answers. If the presence of other people makes the respondent unable to provide some answers, the interviewer should request the other persons to leave or ask the respondent to ask them to leave.

In order to co-operate, the respondents will need to understand the purpose and the process of the interview. Thus the respondents must have some reason for contributing their time for an interview, and there must be some sense of what will be accomplished by so doing. The respondents should be informed about what it is that they are volunteering for. One way of informing is to have a standardised introduction before the interview (to be read before starting the interview). If the respondent is not co-operative during the interview, the interviewer may want to explain again the importance of the information provided by the respondent.

Respondents have a general idea about interviews, but they do not have a clear understanding about how a specific standardised interview should work. Thus they may not be choosing answers from the provided options, or tempted to go into long discussions. Telling them that the rules are different, and then briefing them on the details of the rules as they become relevant in the course of the interview is very important. Explain that in standardised interviews, the interviewers ask questions as worded, give only limited explanations about what is expected beyond the initial question, and write down answers exactly as they are given by the respondents.

In conflict situations (such as family conflicts, intoxication of the respondent or another family member, etc.) you need not conduct the interview. In this case, please notify the supervisor who will assign the interviewer to interview the next household in the list of the selected households.

4.3 After the interview

The interviewer must fill in the time of start and completion on the cover page of the questionnaire and the name of the head of the household (after the completion of the interview).

The interviewer must also fill in the Remarks and Observations of the Interviewer section at the end of the questionnaire. The interviewer should indicate on this page if respondents were cooperative, any problems that arose, any unfavourable circumstances and any other comments for the benefit of the supervisor. If the interview is conducted in extraordinary emotional and psychological conditions, it is necessary to inform us, by making a note in the Remarks and Observations section.

After finishing each interview, the interviewer has to verify that all sections have been filled out correctly and legibly. He or she must ensure that the required information for all of the household members indicated in each section is recorded. This must be done immediately after the interview, before handing in the questionnaire to the supervisor, and -most important- before leaving the population point.

The interviewer may correct minor errors made by his/her bad writing. However, the interviewer must never make any other changes in the completed questionnaire without asking the respondent the questions again.

4.4 Field Pre-test

The researchers will be asked to fill out a brief Rating Form on each question in addition to reporting back in a group session. The form may ask them to evaluate each question with respect to whether or not 1) it is easy to read as worded, 2) respondents understand the question in a consistent way, and 3) respondents can answer the question accurately. The interviewers can pay special attention to whether or not respondents asks for clarification, and whether or not the respondent initially gives an inadequate answer that requires interviewer probing.

5. GENERAL INSTRUCTIONS FOR FILLING OUT THE QUESTIONNAIRE

All questions must be read exactly as they are written.

Write legibly in blank or blue ink using a ball point pen.

Use capital letters and Arabic numerals.

Write only within the space provided. Do not make additional marks on the questionnaire.

Write only quantities, not units.

Throughout the questionnaire, questions should be asked of each item in order unless a skip is indicated. Skips are indicated with arrows >>.

Everything that is written in capital letters is for the interviewer only and is not to be read aloud. Everything in small letters is to be read to the respondent exactly as it is written. The only exception is that the interviewer must replace [name] or [item] with the appropriate name or item when reading the question.

For every question a set of responses is provided with codes for each response. The interviewer should write only the codes on the questionnaire. The only exception is when there is a line to specify another answer and even then, the code for other must be entered.

CODES:

YES...1

NO...2

I DO NOT KNOW... -8

REFUSED TO ANSWER... -9

These codes are included so that it is easier for the respondents to answer questions on expenditures. For example, in section 8 we ask about expenditures for the last month but if it is easier for the respondent to say "I spend 20 Somoni every week" then the interviewer should write 20 and then 4, the code for week, in the box for unit of time.

There are no codes for "not applicable". The indicated skips are designed to ensure that questions that are not applicable are not asked. The blanks for any skipped question must be left empty.

If a respondent refuses to answer, the interviewer should remind him or her of the importance and confidentiality of the survey. It is very important that all answers are collected for each question.

Sometimes the respondents do not understand and misinterprets the meaning of questions. In this case, the interviewer's response is to reread the question in its entirety, emphasising the words or part of the question that the respondent missed the first time. If the question contains a term or concept that is not clear to the respondent, the interviewer cannot use his/her discretion, and the respondent should answer the way he seems to understand the term.

Sometimes the interviewers have to stimulate respondents to amplify, clarify, or in some other way modify original answer to be complete and meet question objectives. The respondents tasks can be categorised in three categories: choosing one of a set of alternative answers provided as part of the question, providing numerical answer, and providing an answer in the respondent's own words.

When a question calls for a respondent to choose an answer from a list, and the respondent has not done so, the interviewer's job is to explain to the respondent that choosing one answer from the list is the way to answer the question (respondent training) and to read the list of responses again. One of the mistakes here that the interviewer can pick the answer themselves instead of having the respondent to do so (e.g., the answer "not very good" maybe classified by the interviewer to match "fair" in the questionnaire). Another mistake is not to repeat all alternatives need to be repeated.

In case when an answer calls for a numerical response, and the answer is not complete, the best

probe is to repeat the question. It is easy to slip to directive probes in these cases, i.e., suggest questions that would require yes and no answers as well as suggesting answers and excluding possible answers. The interviewer should try to engage in respondent training and explain the value of the respondent choosing the right answer, and then reread the question.

When the respondent says “I don’t know”, the interviewer’s first task is to attempt to diagnose the origin of the problem.

- If I don’t know is considered to be an accurate, thoughtful answer to an information question, the interviewer writes down the answer and goes to the next question.
- If it is a delaying response style, the interviewer gives the respondent time to think about the answer. The interviewer may want to repeat the question to help the respondent think it through.
- If the respondent has not thought about the question, the interviewer would encourage the respondent to think about the question, emphasising that the respondent is uniquely qualified to provide information on the topic. Then repeat the question.
- If the respondent is not sure about the quality or precision of the answer, the interviewer should be reassuring. There are no right or wrong answers; the questions are designed to get people’s own perceptions and opinions. The respondent’s own best estimate will be better than not having any information at all. Then the interviewer would repeat the question.
- Alternatively, the interviewer should ask to speak to someone who does know.

6. SPECIFIC INSTRUCTIONS AND CLARIFICATIONS FOR THE HOUSEHOLD QUESTIONNAIRE

Introductory Statement

Read this statement as it is written in the questionnaire. It is important that you read it to each household exactly in the same way.

Hello! My name is [...], and I represent the team of the National Committee of Statistics. The Committee now is conducting a survey of living standards of all of the population in Tajikistan. The aim of this survey is to evaluate present living conditions in Tajikistan in order to enable our government to effectively address important social issues in the Republic. I would be grateful if you could spare some of your time to answer the questions for the survey.

I would like to assure you that:

- Your town/village and your household were selected at random.
- There is no connection between this survey and taxes.
- All information you provide is strictly confidential, and will only be used for statistical purposes.
- Your co-operation is voluntary and no negative consequences will result if you decide not to participate.

Instructions for Completing Module 1

The interviewer must identify the *head of the household*. It is the head of the household who should be the main respondent for the survey.

A *household* includes all the members of a family, who normally live, eat their meals together and share expenses in this dwelling. Members of a family who do not live in the same house/flat, and do not share their expenses are not considered as members of a household.

If you cannot identify the head of the household, or he/she is absent or not available, you must identify another member of this household who can possibly provide as much information as possible about the household.

The name of the head of the household must be **filled by the interviewer** in line 1 of Module 1 Question 1.

The name of the main respondent (household head or his/her replacement) should be entered on the instructions page **by the interviewer**. The code of the main respondent should be **filled in the box by the supervisor** after the interview on the instructions page, by looking up Module 1, Question 1.

Module 1

Question 1. Make a complete list of all the people who normally live, eat their meals together and share expenses in this dwelling.

- Include the head of the household, his wife (or her husband) and his or her children in order of age.
- Include any other persons related to the head of the household or to his/her wife/husband, together with their families who normally live, eat their meals together and share expenses here.
- Include any other persons NOT related to the head of household or to his/her wife/husband but who normally live, eat their meals and share expenses here. For example, tenants, lodgers, servants or other persons who are not relatives.
- Include any other persons not now present but who normally live, eat their meals here and share expenses. For example, any person studying somewhere else or who is on vacation or who is visiting other people.
- Include the head of the household if he/she was absent from the household for up to 11 months.
- Include infants born less than 6 months ago.
- Include new members of the household (i.e., those who have just joined it, e.g., newly married).
- Include guests who came on a long visit for 6 and more months.
- *Do not* include deceased members; tenants who do not eat their meals and share expenses here; and workmen and house aids, who do not normally live, eat their meals and share expenses here.

ALWAYS WRITE DOWN THE HEAD OF THE HOUSEHOLD FIRST, FOLLOWED BY HIS/HER SPOUSE AND THEIR CHILDREN IN ORDER OF AGE.

Questions 2-3. Write down sex and relationship to the head of the household for each person listed in Question 1.

Questions 4-10. For each person listed in Question 1, ask Questions 4-10. Complete the entire line before going on to the next person.

Question 6 (4). Live together – implies that they are not formally married but live together as partners.

Question 8. Write down the ID code of the spouse/partner of the household member on this line. [To be filled by interviewer.]

AFTER COMPLETING MODULE 1, COMPLETE **CONTROL SHEET: Form 1.** [To be filled by interviewer.] Copy the list of household members (Module 1, Q1), their sex (Q2) and age (Q 5).

Module 2

6. You need to refer to the codes of countries and districts specified at the beginning of the questionnaire. [To be filled by supervisor].

7. “Living abroad” is defined as living in any country outside Tajikistan.

9. Complete the question for all of the household members, using codes of countries at the beginning of the questionnaire. [To be filled by interviewer.] If the respondent spent time in more than 1 country, indicate only the country where the respondent spent most of his/her time.

Questions 10-12 are completed only for the household members above 15.

10. Whether the respondent seriously considered in the past or considering now to move abroad, even temporarily?

12. Has the respondent ever made any *concrete steps or plans* to move abroad?

Module 3, Part A

6. Complete in numbers how long the household lived in the accommodation. If the household lived less than 1 year, write 0.

8. Numbers of rooms occupied by the household only.

9. “Komnaty ispolzuemie dlya comercheskikh tzeley” – can be any rooms in the accommodation that are used for income generating activities – e.g., a production workshop (tsekh), shop, etc.

11. Complete all that apply.

12. Find out how long it takes (in minutes) to walk to the mentioned facilities from the accommodation.

13 (5). Complete “zhivy besplatno” if the respondent lives in an accommodation not owned by him/her, but he/she was allowed to stay there by a friend/relative, etc.

15. Ask for a very approximate estimate by the respondent.

16. Interviewer’s opinion only, DO NOT ask the respondent!

Module 3, Part B

5. “Drugikh tseley” means washing, cooking, bath/shower, etc.

6. “Voda iz butulok” means bottled Stolovaya or Mineralnaya.

8. Implies paying any bills for water as well as purchase water.

13. Central heating only.

16. Please tick all that apply. [zapolnite vse punkty kotorie syuda otnoisyatsa]

34. Write 0 for the items that the household did not use. If one/some of the items were used, write the amount of money spent on the item/s during last summer and winter.

Module 3, Part V

2. If you have more than 1 of the listed items, you need to describe (nazovite) each of them on a separate line.

4. “Plata za Uslugi” means that a member of the household was given the item in return for providing a service (i.e., performing work).

Module 4, Part A

1. “Doshkolnoe zavedenie” means detski sad ili yasli.

3. Who established it? What’s the affiliation of the detski sad ili yasli?

Module 4, Part B

1-2. Find out whether the respondent the respondent is literate?

4. You need to determine the level (uroven) depending on the grade (klass).

- 8. Applies to all household members. Academic year is from September to May.
- 13-14. Need to determine both the level (uroven) and the grade (klass).
- 17. Ask whether they lived/stayed overnight elsewhere (not at the home of your household) during the period of their study?
- 21. Average monthly expenses on transportation to reach and come back from then school.
- 22. Fees/tuition for school.
- 26. Food and accommodation – if resides in a different area during the term time.
- 27. Any expenses the respondent has been asked to make to contribute to the operation and maintenance of the school.
- 28. The interviewer should calculate the total expenses by adding all of the amounts in 22-27.
- 29. Received any help in preparation for classes from relatives/friends/acquaintances, both paid and unpaid.

Module 5: Part A

- 1. “Inavildnost” means inability to perform work due to physical or mental disability.
- 6. “Obychnie obyassnosti” mean kazhdodnevnuy raboty (vkluchaya, po domy)

Module 5: Part B

- 1. To refer to medical help – means to refer to medical institutions, professional doctors as well as non-professional healers.
- 7. Expenses for all of the return trips to the medical institution/doctor/healer in the last 4 weeks.
- 8. Indicate the total expenses for medical help (including informal payments), but not including the cost of medicine/drugs.
- 14. Any other medicine without prescription in the last 4 weeks.

Module 5, Part V

- 10. Also includes any informal payments.

Module 5: Part G

- 2. Tick all that apply. Option 3 implies any produce generated by the household.
- 5. Whether anyone was supposed to be hospitalised, but he/she refused.

Module 6: Part A

- 1. “NPO” – non-governmental organisation.
- 2. Any type of employment outside the household.
- 3. Any type of farming activity.
- 4. Any type of non-farm employment (land cultivation, breeding animals).
- 7. Whether the respondent is on a permanent/long time employment, even if the respondent did not work for the last 14 days for some reason.
- 10. Tick only the most important reason for the respondent not looking for a job.

11. Ask how the respondent looked for a job? Which means did he/she used?
13. Ask the question even if you know that there is no an employment centre in the region/village.

Module 6: Part B

1. Any/all kinds of activities performed by the respondent in the last 14 days. This applies to all household members that are above 14. Write in 1-2 words the type of activity (vid raboty/deyatelnosti) performed by the household member (e.g., driver; worker, etc.). The codes for activities are given by Goskomstat. [**To be filled by supervisors**].
2. Types of enterprises that the respondent worked on. Write in 1-2 words the type of enterprise (tip predpriyatiya) (e.g., food processing, shoe making, etc.). The codes for enterprises are given by Goskomstat. [**To be filled by supervisors**].
3. Ask whether the work was carried out a) at an agricultural enterprise or farm either owned or rented by a member of the household; b) at a non-farm productive enterprise owned by a member of the household or as an individual entrepreneur; or c) any type of work for someone else, who is not a member of the household.
7. Any other type of work, besides the one/s mentioned, that the resident performed or was employed at, but did not attend in the last 14 days.
8. For interviewers only. If the respondent indicated 2 or more jobs, compare how many hours he/she spent on both of them (question 5) and answer sub-questions in question 8. Write down the activity for which he/she worked the greatest amount of time first, and the second greatest as second. If the person performed only one type of activity, write 1.

Module 6, Part V

1. Write down the jobs listed under the Code 1, Question 8, Part B for all of the household members. The codes for these jobs in Q1, Part V are to be entered by **the supervisors** after completion of the interview, using the list of codes at the beginning.
7. Ask in which sector did the respondent have his/her employment? (1) Government, including government and budgetary institutions (schools, health, etc.) and the army; 2) private or commercial company/enterprise; 3) public works, 4) governmental enterprise, such factory or a production workshop; 5) worked by himself as a private individual.
8. Ask whether the respondent receives any work related benefits (paid holiday, sick leave, etc.).
9. Any form of material compensation.
11. Ask whether they receive any other material compensation, besides their salary (includes bonuses, compensation for extra work, etc.)?
14. Other non-monetary means of payment (such as food, clothes, transport, tips, etc.).
15. Ask what would be the cumulative approximate cost of those non-monetary payments if they try to convert them into monetary terms?
16. Check whether the respondent informed about several types of jobs (more than one) in Section B, Question 8.
17. If the respondent has more than 1 job, write down jobs under code 2 in this section. [**The job codes are to be filled by the supervisors**].
18. Find out the nature of that job: seasonal (only during specific seasons, say during autumn harvest; accidental (just as a one-off job); temporary (for a short period of time, with no prospects of continuing in the long run); permanent/long-term.

20. Ask in which sector the respondent is employed in: 1) Government, including government and budgetary institutions (schools, health, etc.) and the army; 2) private or commercial company/enterprise; 3) public works, 4) governmental enterprise, such factory or a production workshop; 5) worked by himself as a private individual.
21. Whether received any form of material compensation.
23. Whether received other, non-monetary means of payment (such as food, clothes, transport, tips).
24. What would be the approximate total cost of those payments if you try to convert them into monetary terms?

Module 6, Part G

1. Whether the respondent work for at least one hour in the last 12 months?
2. “Sluchayanaya rabota” implies any type of activity that the respondent performed on a non-permanent basis, mostly taking advantage of the existing opportunities.
5. [Codes are to be completed by supervisors].

Module 7, Part A

1. Involves any types of monetary and non-monetary assistance provided to any members of the household by people not from this household, relatives, neighbours and organisations (humanitarian organisations, mosque, church, etc.)?
2. First complete the names of the persons/organisations that made donations to the household first and only then proceed with question 3.
10. Find out the one main reason for the donation.
- 10 (4). Tovary dlya doma, elektronika, mebel, etc.

Module 7, Part B

1. Involves any types of monetary and non-monetary assistance provided by any of the members of the household to people who do not live in this household, relatives, neighbours and organisations (humanitarian organisations, mosque, church, etc.).
2. Complete the names of the persons/organisations that the households made donations to first and only then proceed with question 3.
5. Find out the one main reason for the donation.

Module 7, Part V

1. Ask whether the household was *supposed to* (or have the right to) be receiving payment for old age pension (pension they receive after reaching certain age); disability pension, loss of provider (if the breadwinner died, for example, at war), for special achievements (za trudovie saslugi, geroi voini, etc.), social pension (???), etc.

Module 8, Part A

2. Indicate approximate amounts.
4. Indicate all that apply.
9. Indicate the amount in Somoni that the respondent thinks is sufficient in order to cover expenses for food, housing and other basic necessities for the whole household.
10. Indicate monthly total income for the whole household.
12. Find out whether in the households opinion the existing level of the household expenditures is sufficient to provide satisfactory amounts of food and other necessities such as clothing and others.

Module 9

3. How did the household obtain the products, from where?

Module 10

2. Has the household bought any of the listed items/services? Exclude items that were meant for processing and recycling at the household enterprise.

Module 11, Part A1

2. Describe the land in one word using the description of the respondent.
6. Also include any expenses made in-kind (non-cash). Applies to questions 8, 9, and 10 as well.

Module 12, Part A

2. Write in 1-2 words the type of income-generating activity using the description of the respondent (e.g., commercial shop, milk farm, workshop, etc.). [**Codes are to be filled by supervisors.**]
3. Identify a member of the household who is aware of the productive enterprise. Interviewers must complete the ID code of the given household member.

Module 12, Part B

Questions 3 and 4 require separate answers.

Codes To Be Filled In by Supervisors:

Cover Sheet – name/code of the interviewer, the name/code of the supervisor; name of the region, name/code of the population point; and the name of the head of the household and the household number.

- Instructions for Module 1 – Fill in the code for the main respondent in the box.
- Module 2, Question 6
- Module 6, Part B, Questions 1 and 2
- Module 6, Part V, Question 1 and 17
- Module 6, Part G, Question 5
- Module 12, Part A, Question 2