



INTEGRATED HOUSEHOLD SURVEY ON CONSUMPTION EXPENDITURE AND POVERTY LEVEL ASSESSMENT **2015/16**

April 2015 to March 2016

ENUMERATOR'S MANUAL

PART A

HOUSEHOLD ROSTER AND CHARACTERISTICS

Gambia Bureau of Statistics
Banjul

March 2015

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PART A: HOUSEHOLD ROSTER AND CHARACTERISTICS

INTRODUCTION

The international discussion on the need for more and better data for policymaking has reached an almost unprecedented level. International agreements on the Millennium Development Goals (MDGs) and country-level Poverty Reduction Strategies such as the current Programme for Accelerated Growth and Employment (PAGE) have focused attention on the statistical systems that must produce the data to measure progress on the MDGs and National Development Plans. To this end, the role and importance of household surveys in the Statistical System cannot be overemphasized. Household surveys are not only the source of specific types of data required for effective policy making but also they offer the most reliable information for targeted interventions. The proposed project encompasses, among other features: the design and implementation of a household survey focusing on household income and expenditure which feeds into poverty analysis, CPI construction, and update of household expenditures section within National Accounts. The project is also expected to provide a detailed agricultural productivity analysis and serve as baseline data for the successor of “PAGE” and data to assess the progress thus far. Other components of this project include capacity building and cross-country knowledge sharing, alongside efforts to improve survey methodologies in The Gambia.

Background

The Programme for Accelerated Growth and Employment (PAGE) is the medium term development strategy (2012 – 2015), that serves as a guide to development activities in The Gambia. This medium term plan is linked to the long term national vision, vision 2020 whose overarching goal is “to transform The Gambia into a financial centre, a tourist paradise, a trading export-oriented agricultural and manufacturing nation, thriving on free market policies and a vibrant private sector, sustained by a well-educated, skilled, healthy, self-reliant and enterprising population, guaranteeing a well-balanced ecosystem and a decent standard of living for all, under a system of Government based on the consent of the citizenry”. The main goal of the PAGE is to significantly increase the welfare of The Gambia’s population through accelerated and sustained economic growth and employment through implementing various activities under five pillars. These pillars are:

- (i) Accelerating and sustaining economic growth,
- (ii) Improving and modernizing infrastructure,
- (iii) Strengthening human capital stock to enhance employment opportunities,
- (iv) Improving governance and fighting corruption, and
- (v) Reinforcing social cohesion.

The PAGE has been put in action since 2012 for the period of five years. The PAGE uses the IHS 2010 results as a baseline survey while a follow up survey in 2015/16 using similar survey

techniques (or ideally the same sample) would provide end line results for the PAGE. A comparison of households using the baseline and end line survey will provide key information on interventions that worked and did not work and the reasons for the same, particularly if an impact evaluation methodology is adopted. The design of the IHS will not only allow for household level analysis but also aggregate information at the county level and disaggregate results by gender, locality, social and age groups.

The IHS data will provide an insight into the extent and nature of poverty and inequality in terms of education, and health services and other issues. Furthermore, the data generated will be used to provide weights to rebase the Consumer Price Index (CPI) and to provide the necessary data to update the System of National Accounts (SNA) if required. Also, the IHS will go a long way to address the increasing demand for data on gender and specific population groups and age cohorts (e.g. women, children and youth). Data disaggregated by locality and socio-economic characteristics such as educational attainment, employment status, occupation, skills, access to health and sanitary facilities are invaluable information for targeting the most vulnerable socio-economic groups in The Gambian society.

The conduct of 2015/16 Integrated Household Survey is essential in providing up-to-date information on household consumption expenditure for the preparation of regular annual series of national accounts using the expenditure approach. This will help in reducing the large Statistical Discrepancy that is observed when producing the national accounts using the production approach.

Households' final consumption expenditure is the largest component of final uses on Gross Domestic Product (GDP) in the national accounts as it includes purchases of goods and services used by households to meet their everyday needs.

The 2015/16 Integrated Household Survey will provide data for the measurement of the economic well-being of the population. The data will be valuable input in the CPI and National Accounts and will be valuable in the proper construct CPI. Data from the IHS will constitute one of the two basic types of data needed to update the weighting pattern of the Consumer Price Index (CPI) to ensure it adequately reflects the spending habits of the Gambian population which is reflective of the seasonal nature of household expenditure. The IHS is the ideal large-sample Household Expenditure survey, which is more appropriate to provide regional breakdown compared to the weaker outlet-type breakdowns

Furthermore, the weight of housing costs in the CPI can also be derived from IHS, in line with the guidance presented in the ILO manual. But it is the most appropriate measure to use its estimation in the CPI.

Objectives of the Household Survey

A socioeconomic survey is one of the most important sources of statistical data on household expenditure and income as well as for other data on housing status, individual and household characteristics, and living conditions. Not only do they provide indicators to measure specific economic and social issues, but they also provide information that makes it possible to know and explain the determinant or causal factors behind the behaviour of such issues.

The 2015/16 Integrated Household Survey (IHS) will be the third conducted in The Gambia. The first IHS was conducted in 2003 and the second was in 2010. In the 2003 IHS the daily diary, which was intended to record current expenditure for one full month was actually administered to half of the sample of the 4,800 households and for more than half of this sub-sample the diaries were administered during a shorter period. This was due to many problems met in the collection such as the low literacy levels in the households and weaknesses during the data collection. This was the reason why the 2010 IHS used recall where the enumerator recorded purchases during the interview. The 2015/16 IHS will use a similar approach as in 2010. This survey is important because it will provide The Gambia Government with comprehensive information on the socio-economic status of the population and to enable government to monitor the determinants of poverty and its dynamics. Thus, information from the IHS can be used to assess the current levels of differentials among population and to evaluate basic household needs in key sectors such as drinking water, energy, schooling, health facilities, sanitation, employment and other sectors.

The specific objectives of the 2015/16 IHS includes:

- To provide a database that allows for end time analysis of national level government policies embedded within the PAGE.
- To understand the poverty dynamics across the country and factors influencing them.
- To obtain in-depth understanding on the living standards of households to livelihood strategies and measures of income diversification.
- To get information on household expenditure patterns in order to update the National Accounts.
- To obtain a new set of weights for the basket of goods and services that allow for upgrading the Consumer Price Index (CPI).
- To build capacity and development of sustainable systems for the production of accurate and timely information on households in The Gambia. A number of training activities are envisaged under this project such as a STATA workshop, household survey design and management, and study tours for poverty analysis.

SAMPLING DESIGN

Coverage

The whole country was covered concurrently during the entire survey period, spreading over twelve months and divided into four sub-samples representing seasonal/ quarterly variation.

Sampling plan

A two-stage probability proportional to size (PPS) stratified random sampling (size being number of households per EA) without replacement was adopted. At each stage, sub-samples of equal size were independently drawn without replacement. Sampling units were selected for each sub-sample with simple random sampling without replacement. Each survey period (a quarter – 3 months) was allocated one sub-sample.

Local Government Area and District corresponds to the survey Stratum. Enumeration Areas (EAs) were taken as the first stage units whilst 20 households within EAs were selected as the second stage units.

Sampling Frame

For the first stage selection, the 2013 Census EA list was used as the frame. The available information about the EAs are the EA boundaries with the number of household size. In the second stage, all the EAs selected were combed by a listing of households exercise by an individual enumerator for subsequent household selection.

First Stage Stratification

Except for Kanifing LGA which does not have district connotation per se, EAs were stratified according to districts for the other seven LGAs.

The actual sample size was 600 EAs (12,000 households) but due to rounding up the sample increase to 605 EAs. 10 districts have less than 4 EAs and to be able to capture the sessional variation in them they are adjusted to 4 EAs. A total of 22 EAs were added to the sample. The final sample is about 622 EAs (12,440 households). A total of 44 (district) first stage strata including Kanifing were determined.

First Stage Sample

Taking into consideration the available resources and manpower, 622 EAs consisting of four sub-samples of 155.5 EAs each was covered during the entire survey period of twelve months. Thus, each phase (a quarter – 3 months) of the survey was allocated 155.5 EAs.

Second Stage Sample

Again, the available resources dictated a sample size of 12,440 households. It required twelve teams constituting twelve (12) supervisors and seventy (70) enumerators each were assigned to different geographical locations, taking into account social and cultural considerations amongst others. Each enumerator covered a total of 259. Seventeen (17) households in each phase of a three-month period corresponding to 12.96EAs. Each team will be allocated about 4.32 EAs or 86.38 households per month. Twenty (20) households per EA were selected with simple random sampling without replacement - all of which part one and part two questionnaires were administered.

Table 1: Census Population by Country, LGA, Stratum, and District

	Census number of households	Selected households in LGA		Census number of households	Selected households in LGA
THE GAMBIA	217,400	12,000			
<i>Urban</i>		6,887			
<i>Rural</i>		5,113			
Banjul City	6,641	367	Janjanbureh	11,735	648
Banjul South	1,801	99	Niamina Dankunku	639	35
Banjul Central	2,523	139	Niamina West	752	42
Banjul North	2,317	128	Niamina East	2,391	132
Kanifing Municipal	60,104	3,318	Lower Fuladu West	3,254	180
Urban	60,104	3,318	Upper Fuladu West	4,270	236
Brikama	81,988	4,526	Janjanbureh	429	24
Kombo North	43,663	2,410	Basse	15,802	872
Kombo South	11,815	652	Jimara	2,591	143
Kombo Central	15,873	876	Basse	5,215	288
Kombo East	4,367	241	Tumana	2,105	116
Foni Brefect	1,509	83	Kantora	1,828	101
Foni Bintang	1,788	99	Wuli West	1,364	75
Foni Kansalla	1,562	86	Wuli East	1,300	72
Foni Bundali	721	40	Sandu	1,399	77
Foni Jarrol	690	38			
Mansakonko	9,668	534			
Kiang West	1,784	98			
Kiang Cental	1,056	58			
Kiang East	750	41			
Jarra West	3,527	195			
Jarra Central	919	51			
Jarra East	1,632	90			
Kerewan	22,600	1,247			
Lower Niumi	6,386	352			
Upper Niumi	2,763	153			
Jokadu	2,010	111			
Lower Badibu	1,884	104			
Central Badibu	2,019	111			
(Illiasa)	5,514	304			
Sabackh Sanjal	2,024	112			
Kuntaur	8,862	489			
Lower Saloum	1,614	89			
Upper Saloum	1,689	93			
Niani Ja	941	52			
Niani	2,613	144			
Sami	2,005	111			

SURVEY INSTRUMENTS

The survey instruments to be used are:

- Household questionnaire
- Consumption
- Price questionnaire
- Instruction Manual
- EA line Maps and selected HH lists
- GPS

Part 1: Household Questionnaire

SECTION 0: HOUSEHOLD PARTICULARS

SECTION 1: HOUSEHOLD ROSTER

SECTION 2A: HEALTH - GENERAL

SECTION 2B: EBOLA AWARENESS

SECTION 2C: HEALTH - DISABILITY

SECTION 2D: HEALTH - SMOKING

SECTION 2E: HEALTH - CHILD HEALTH

SECTION 2F: HEALTH - FERTILITY

SECTION 3A: EDUCATION - GENERAL

SECTION 3B: EDUCATION - EXPENDITURE

SECTION 3C: EDUCATION - LITERACY

SECTION 3D: EDUCATION - TRAINING

SECTION 4A: LABOUR FORCE PARTICIPATION

SECTION 4B: UNEMPLOYMENT SCREENING

SECTION 4C: LABOUR - OVERVIEW LAST 7 DAYS

SECTION 4D: MAIN JOB

SECTION 4E: SECONDARY JOB

SECTION 4F: JOB LAST 12 MONTHS IF DIFFERENT FROM EITHER PRIMARY OR SECONDARY JOB

SECTION 5: MIGRATION

SECTION 6: DECISION-MAKING

SECTION 7A: CREDIT RECEIVED

SECTION 7B: CREDIT DENIED

SECTION 7C: SAVINGS

SECTION 8A: HOUSING

SECTION 8B: HOUSING EXPENSES

SECTION 9: OWNERSHIP OF DURABLE ASSETS

SECTION 10: ENVIRONMENT

SECTION 11: GOVERNANCE

SECTION 12A: TRANSFERS RECEIVED
SECTION 12B: TRANSFERS GIVEN OUT
SECTION 13: SUBJECTIVE POVERTY
SECTION 14: ACCESS TO THE NEAREST SOCIAL AMENITY
SECTION 15A: CRIME AND SECURITY - HOUSEHOLD MEMBERS
SECTION 15B: CRIME AND SECURITY - COMMUNITY
SECTION 16: IDENTIFICATION OF RESPONDENTS FOR PART 2

Part 2: Household Consumption and Expenditure

SECTION 1A: FOOD CONSUMPTION EXPENDITURE
SECTION 1B: FOOD CONSUMPTION EXPENDITURE
SECTION 2A: NON-FOOD LAST SEVEN DAYS
SECTION 2B: NON-FOOD LAST 1 MONTH
SECTION 2C: NON-FOOD LAST 3 MONTHS
SECTION 2D: NON-FOOD LAST 12 MONTHS
SECTION 3A: AGRICULTURE HOLDING
SECTION 3B: CROP PRODUCTION
SECTION 3C: TRANSFORMATION (PROCESSING) OF AGRICULTURAL PRODUCTS
SECTION 3D: CROP COSTS AND EXPENSES
SECTION 3E: LIVESTOCK
SECTION 3F: LIVESTOCK AND FISHING COSTS AND EXPENSES
SECTION 4A: HOUSEHOLD INCOME
SECTION 4B: MISCELLANEOUS INCOME
SECTION 4C: MISCELLANEOUS EXPENDITURES
SECTION 5: NON-AGRICULTURAL HOUSEHOLD ENTERPRISES

Part 3: Price questionnaire

Focus of price collection on food items.

CONCEPTS AND DEFINITIONS

The importance of clear understanding of all terminologies used in the survey cannot be overemphasized. Concepts and definitions relevant to the subject matter under measurement are fundamental for the production of meaningful statistics. Users of statistical data must be able to evaluate the data both in relation to statistics of other surveys in the country and to statistics in other countries. It is important therefore, that every significant term must be clearly and precisely defined to enable respondents supply accurate data.

Current activity

Regarding current activity, a person is regarded as working if he/she did any work for profit or pay any time during the preceding week for a period equal to at least one hour per day.

Hours of Work

Hours of work should time spent during normal period of work, hours worked beyond the normal working day (overtime) and any other time spent at place of work such as tea/coffee breaks and machine breakdown. Exclude: Paid and sick leave, meal breaks, time spent on travel to and from place of work.

Earnings (paid employees)

The concept of “earnings”, as applied in wage statistics, relates to remuneration of time worked or work done together with remuneration of time not worked such as for annual vacation, other paid leave or holidays.

Employment status

Employment status means that a person is: Either self-employed, employs others (employer), is employed by someone or works in the family farm or in the family business with or without pay.

The employment status of a person will be determined according to his/her status during the reference period, which in Section 4 of the questionnaire is “last week”. If a person works on more than one job during the reference period, then the employment status of that person is determined according to the job on which he/she spent more time or worked longest hours.

Employers

These are persons who are working in their *own business or farm and also employ other persons* to assist them; and pay them wages or salaries in cash or in kind. The following are examples:

- A farmer who employs a tractor driver, a farm hand etc.
- A carpenter who runs his own workshop and employs others as carpenters, helpers etc.
- A garage owner who employs mechanics in his workshop.
- A storekeeper who employs shop assistants, salesmen, truck driver, cashier etc.
- A taxi owner who employs drivers to run taxis.
- A factory owner who employs factory workers, a foreman, an accountant etc.

NOTE: A person who is assisted by his/her own family members to whom he/she does not pay any wages or salaries is not an employer as his/her family members are unpaid family workers. He/she is regarded as self-employed. On the other hand, if he/she pays wages to for example, his/her own son who runs his/her business, then he/she is an employer and his/her son will be classified as an employee.

Full time students

Students who manage to find work during the reference week will be regarded currently working. Employees on paid study leave will also be regarded as working. In-service and on-the-job trainees who do some kind of work will be regarded as working.

Household

A household consists of a person, or a group of persons who live together in the same house or compound, share the same house-keeping arrangements and are catered for as one for at least 6+ months preceding the interview. The following are examples of a household: -

- A household consisting of a man and his wife/wives and children, father/mother, nephew and other relatives or non-relatives;
- A household consisting of a single person;
- A household consisting of a couple or several couples with or without their children.

It is important to remember that members of a household are not necessarily related (by blood or marriage) as, for instance, maid-servants may form part of a household. On the other hand, not all those related in the same house or compound are necessarily members of the same household. Two brothers who live in the same house with their wives and children may or may not form separate households depending on their catering arrangements. The same can be said of a father and his married children. Thus in many cases a house or compound may be broken into separate households.

Dividing a house or compound into households may not be easy. However, the following examples should guide you in deciding what a household is.

- ✓ In general a household consists of a man, his wife, children and some other relatives or a maid-servant who may be living with them.
- ✓ In large family houses or compounds where you have more than two generations of people living in the same house, you must not automatically treat the grandfather, his married children and their families as forming one household. First, find out which members of his house have a common catering arrangement and regard each such unit as a household. He may, for example, have four sons, each of whom has a separate arrangement for the preparation of food for his own "Family". Each of these units must be treated as a household. If the father shares meals with one of his married children he should be classified as part of that household.

From time to time you may come across a situation where in a house or compound, a man has several wives, with each wife and her children occupying their own set of rooms and the man eats successively with each of his wives each of whom prepares separately daily food from money provided by the man. In such a case, the man, his wives, their children, etc., may be treated as one household or each wife may form a separate household with her children depending on what the man or temporary head says.

- ✓ You may also come across a married man who does not live in the same house or compound as his wife or wives. The children may take their meals in their respective mother's houses. But if the children sleep in their father's house they should be considered as forming one household with the father (not the mother).

NOTE: You may have a situation where a man is married to more than one wife with the wives living in separate compounds. During enumeration care should be taken to avoid enumerating this man more than once.

- ✓ A servant, steward or watchman who sleeps and eats at least one meal a day with the household should be considered as a member of that household.
- ✓ A servant or steward and his family who live in a house or in an outhouse in the same compound as the employer but prepare their own food and eat separately should not be considered as members of the employer's household. They should be considered as forming a separate household. However, a maid-servant or servant who eats and sleeps with the family of the employer should be considered as a member of the employer's household.

- ✓ If two or more unrelated persons live together in one flat or in one room, they may or may not be regarded as one household, depending on whether or not they have a common catering arrangement.
- ✓ It will be seen from the example (f) above that one person may constitute a household if a person lives alone in a house or part of a house, or even if the person lives with others in one room but prepares and eats his meal separately.

Head of the household

Is a person defined as such for the purpose of the survey, irrespective of reason (such as oldest by age, decision maker in the household, a person who earns the most income, based on tradition, etc.).

Industry

“Industry” refers to the type of activity, that is, the production or service rendered at the place of work e.g. manufacturing of furniture, crop farming, and transportation of passengers. List of industry classification by ISIC See Annex IV.

Occupation

“Occupation” means the type of work done by a person usually represented by job title e.g. motor mechanic, medical assistant, tailor etc. List of occupation classification by ISCO See Annex III.

On paid or unpaid vacation or study leave

Were temporarily prevented from working by illness, bad weather, industrial disputes such as strike or lockout, lack of business, lack of raw materials, and lack of finance and machinery breakdown. All persons who have a new job but have not yet reported for work are to be classified as “working”.

Own Account Workers or Self-employed

These are persons who are *not working for others for wage or salary* but run their own business, workshops, farms, etc. and do not employ others in their enterprises. Such persons will normally have their own place of business and determine their own hours of work program.

Not Economically Active

Population not economically active comprises all persons who are not employed during the reference period.

Not Working and Not Seeking Work

These are persons who did not take any specific steps to seek work in the specified reference period because:

- They believe that work was not available.
- They lack knowledge about where to find work.
- Illness.
- Other similar reasons.

Paid Employees

These are persons who work for others for wage or salary, which may be paid to them in cash or in kind or partly in cash and partly in kind.

Reference period

Period about which the respondent is asked questions. The survey uses different reference periods depending on type of required information. For example, if one visits the household on a Wednesday and reference period is 7 days, then the day before is the start day to count 7 days backwards – thus the reference period is Monday the previous week to Tuesday.

							Day of Visit						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
←							X						
	←							X					
		←							X				
			←							X			
				←							X		
					←							X	
						←							X

Subsistence Farmer

This refers to a farmer who grows crops or rears poultry or livestock mainly for own consumption.

Unpaid Family Worker

These are persons who normally assist in the family business but do not receive any pay or profit for the work done.

Urban

According to the 2013 Population and Housing Census, a settlement is considered urban if it satisfies most of the following:

- Has commercial importance
- Has institutional importance
- Majority of the population should be non-agricultural in occupation
- Population should be 5,000 and above
- Density should be high
- Some degree of infrastructure should be available

Note: All settlements are already classified as urban or rural and each team is provided an EA map.

Working

A person is considered working if he or she performed some work for pay or profit. Payment may *either be in cash, in the form of goods or in terms of services or in any combination of these*. For example, unpaid family worker, farmer, agricultural worker, marketer, a part time worker, a government employee etc.

THE INTERVIEWER'S TASK

Specific Responsibilities

- To participate actively in and to complete training course.
- To study this Manual and other instructions carefully in order to understand them fully.
- To comply with instructions and recommendations contained in the Manual and any instruction given by persons responsible for the survey, including the supervisor and Survey Management Team.
- To carry out interviews through personal visits to households to interview each individual as it is specified in certain modules, and that way to collect the information directly. Do not forget that interviewer's task cannot be delegated or transferred to anybody else.
- To complete interview with all household members.
- To visit household as many times as necessary, in order to find direct respondent, to correct inaccurate information or to complete incomplete information. **Remember:** the interviewer is obliged to make him/herself fully available for work in the survey, thus he/she must be available for carrying out the survey tasks at any time the respondent specifies as the most convenient for him/her: weekend, holidays, evenings, etc.
- During the interview to behave professionally and formally in accordance with the important work he/she performs.
- To visit households in decent and professional outfit, bearing in mind that this is an important aspect of ensuring cooperation from the household and good quality data.
- To come to work on time according to the supervisor's instructions.
- To make him/herself available at the times he/she is needed during the survey implementation.
- To complete given assignment on a daily basis and to hand over to the supervisor all filled questionnaires with information obtained properly recorded, every day.
- To perform all scheduled interviews at the time they are planned. Where it is not possible to interview any of the selected households, the interviewer should inform his/her supervisor, who will take the decision on necessary changes in accordance with appropriate procedures.

Remember that the interviewer is not allowed to select the replacement household for interview.

Activities that are NOT Allowed

- The work of the interviewer cannot be transferred to anybody else. In other words, no one else can do the interviewer's work.

- No one involved in the survey (interviewer, supervisor, data entry operator) can be engaged in any other job during the survey. Work on the survey is a full-time job throughout the duration of the survey.
- The interviewer is not allowed to amend any information obtained from the respondent.
- The interviewer must not disclose, repeat or comment on any information obtained from the respondent, nor show complete questionnaire to any other person but his/her supervisor or other project staff. Remember that information given by the respondent is ***confidential***.
- Do not bring anybody who is not a work team member to any interviews with respondents.
- Do not pressure respondents nor entice them to answer by making false promises or offers.
- All collected information must be handed over to the supervisor without any amendments such as changing, adding (except in the case of occupation and other codes) or erasing information.

Material for the Interviews

Documents and material, which the interviewer needs for his/work, is given to him/her by the supervisor at the beginning of the field work. It includes:

- ID card provided by the Gambia Bureau of Statistics (GBoS)
- A map of the area where interviews will take place.
- List and addresses of households to be interviewed.
- IHS Survey questionnaires
- Interviewer Instruction Manual
- Auxiliary forms
- Stationary needed for work.

Maps

Before starting household interviews, the interviewer should, together with his/her supervisor, familiarize him/herself with selected enumeration areas and exact location of the selected households. To that end, the interviewer should study maps of all enumeration areas together with the list of households.

The interviewer should understand the distribution of the sample (selected households), how they are located in relation to each other and the roads and paths that will have to be used in order to be able to plan his/her work.

Interview Workload

Overall four parameters were considered to optimize the data collection work in the field:-

- The seasonal effect (4 quarters)

- The size of the sample [about 12,000 households corresponding to 20 households per enumeration area (EAs)]
- The duration of the survey (12 months)
- The number of teams (12).

With these considerations, a team should do 50 EAs corresponding to an average of 1,000 households during the 12 months - about 4 EAs per month and about 1 EA per week. The scheduling is (see example figure): -

- Day 1 and 2: The team will do the listing of EA to select 20 HH for the interview. The supervisor will do the household selection from the listing using probability random sampling.
- Day 3: Each enumerator will interview Part A of the questionnaire during the morning and the afternoon respectively for 2 separated households. This means that during the day 3 each enumerator will do about half the questionnaire for 2 households.
- Day 4: Each enumerator will be back to the same previous both of HHs to apply the Part B of the questionnaire.
- Day 5 and 6: The same thing will be done during days 5 and 6 for the remaining two households given to each enumerator.

							DAYS		1	2	3	4	5	6
SRN	EA NO.	DISTRICT	SETTLEMENT NAMES	TEAM NO.	ENUMERATOR NO.	HH NO.	M	A	M	A	M	A	M	A
1	10105	Banjul South	Banjul	1	1	1								
1	10105	Banjul South	Banjul	1	2	2								
1	10105	Banjul South	Banjul	1	3	3								
1	10105	Banjul South	Banjul	1	4	4								
1	10105	Banjul South	Banjul	1	5	5								
1	10105	Banjul South	Banjul	1	1	6								
1	10105	Banjul South	Banjul	1	2	7								
1	10105	Banjul South	Banjul	1	3	8								
1	10105	Banjul South	Banjul	1	4	9								
1	10105	Banjul South	Banjul	1	5	10								
1	10105	Banjul South	Banjul	1	1	11								
1	10105	Banjul South	Banjul	1	2	12								
1	10105	Banjul South	Banjul	1	3	13								
1	10105	Banjul South	Banjul	1	4	14								
1	10105	Banjul South	Banjul	1	5	15								
1	10105	Banjul South	Banjul	1	1	16								
1	10105	Banjul South	Banjul	1	2	17								
1	10105	Banjul South	Banjul	1	3	18								
1	10105	Banjul South	Banjul	1	4	19								
1	10105	Banjul South	Banjul	1	5	20								

Finally during by the end of any week 20 households will be visited and interviewed on the overall questionnaire. During a month about 80 households will be visited by each team corresponding to around 1,000 households for all teams. After each month of work about five days of no field work will be given to each team to systematize the work (doing corrections, finalizing remained interview, etc.) before sending completed questionnaire to Headquarters for data entry. By replicating the same approach for each month the entire sampling will be concluded during 12 months of work including the off-periods.

IDENTIFICATION PANEL

The identification panel is the most important component of the questionnaire. It enables the easy location of households and settlements and therefore enables tracking of both individuals and households whenever the need arises. It also enables the linking of individuals to households as well as merging data files. It also serves as a check for both the field and the office.

Identification particulars

Part A of this cover page should be filled before going to any household to commence interview. Interviewers must not wait until they are seated with the respondent and start filling this as it both delays you and may lead the respondent to be impatient.

- **Interviewer:** The interviewer should write his/her full name in the space provided and also the code assigned to him/her on the space provided on the right.
- **Local Government Area (LGA):** Record in the space provided, the code of the LGA as provided in which the interview is taking place. This and any other necessary information will be provided before you leave for the field and your supervisor will make sure all these are available to you.
- **Quarter:** There are twelve months in the calendar year and these are divided into four groups. These groups are referred to as “Quarters”. January, February and March form Quarter 1; April, May and June form Quarter 2; July, August and September form Quarter 3 and October, November and December form Quarter 4. These quarters are of great significance to this survey as the seasonal dynamics of socio-economic variables are captured through this. It is therefore important that interviewers pay special attention to details in filling this. Always reflect on the date of interview and fill in this appropriately.
- **District name and code:** write the name of the district and the district code in the spaces provided.
- **Area:** Indicate whether the settlement is urban or rural
- **Enumeration Area (EA):** Record the enumeration area in which the particular household belongs.
- **Selected Household:** In every EA, 20 households are expected to be selected and these will be numbered serially. Ensure consistent numbering of your households for each EA by sticking to the households that are assigned to you by your supervisor after the sample selection.
- **GPS:** The GPS coordinates should also be inserted correctly as provided to you by your supervisor.

NB: All the above information will be provided to you before you leave for the field and they must be recorded before entering the household.

- **Name of Household Head:** Every household must have a head. The head of the household is not determined by the interviewer; instead this is done by the household members. Write down the full name of the head of the household.
- **Address:** An appropriate address that enables the easy location of the household should be inserted in this space. This could be the name of the compound, street, ward/"Kabilo" etc. that uniquely identifies the household.
- **Telephone number:** Telephone numbers have played an extensive role in our data collection in recent years. Call backs and other verification have been made easy due to the collection and use of telephone numbers. Although it is not compulsory that respondents should have a telephone number, it is strongly recommended that a certain number is provided that can be used to easily reach the household when the need arises. This number could belong to someone within the household, another household in the compound or another compound. Politely request for such number and record it.
- **Time of interview:** When you get the consent of the respondent to begin interview, record the time that the interview starts.

Part B: This part must not be filled by the interviewer. The space for the supervisor and code are meant to indicate that the supervisor has reviewed the form and that he/she is satisfied with the content to be correct and consistent.

The spaces for coder and operator are to be left blank and will be filled during coding and data entry.

- **Survey Form Number for this HH:** Record the number of questionnaires used for enumerating the household in the space provided. For example if one survey form is used, write in the space provided for "Survey Form Number for this HH" [1] of [1]. If more than one form is used, write [1] of [2], [1] of [3] etc.

SECTION 0: HOUSEHOLD PARTICULARS

This section includes questions that collect the general particulars of the household to be interviewed.

QUESTION 1: Has the household been identified and accepted to be interviewed?

If the household has been identified during the listing process and the respondent agrees to be interviewed when the household is visited, then select code “1” and skip to Question 3. It is also possible however that, one of the following could be result of this question: No, different household, No, dwelling not found, No, illness, death, No, refusal. For any of these responses, record the corresponding code and refer to your supervisor for possible replacement from the remaining households on the list. If the result is either: No, dwelling empty or, No, other, Record the code and end the interview.

QUESTION 2-6 DETAILED INFORMATION OF THE HOUSEHOLD HEAD

This section collects the details of the household head as identified by the household.

QUESTION 2: Household to be interviewed

A new household will be selected to replace the previous if Q1 is between 2 and 5. Here again, record the name of the household head, the address of the household and the telephone number that can be used to reach the household.

QUESTION 3: Sex of the household head

Record the code that corresponds to the sex of the head of household. Record 1 if male or 2 if female

QUESTION 4: Is the head of household present?

Ask if the household head is present; that is if he/she is not the very one you are talking to. Record 1 if present and skip to Question 7 otherwise record 2 and continue to Question 5.

QUESTION 5: How long has he/she been absent?

If the result of Question 4 is “1”, then you need to establish how long the person has been absent from the household. Record the code that corresponds to the answer replied to you by the respondent.

QUESTION 6: In this person's absence, who is responsible for the main decisions?

This question seeks to establish the temporary head of household or decision maker. Write the full name of the person who is identified to be responsible for main decision making in the absence of

the household head. Insert the ID number of this person (temporal head) from roster (Q4) after filling the roster.

QUESTION 7: Respondent's line number

From the list of household members, look for the line number that corresponds to the name of the person responding to your interview and record it in the space provided. This person could be the household head or any other person within the household who is the most knowledgeable about the household and its members.

QUESTION 8: Did the household used and interpreter?

If the interviewer and the respondent do not speak a common language, an interpreter is necessary to interpret for both of them in order for the interview to continue. If such a case exists during any interview, record “1”, otherwise record “2”.

QUESTION 9: Language used by respondent at interview?

Record the code that corresponds to the language used by the respondent during the interview.

Note:

This questionnaire in some sections is coded similar to the census 2013 to allow the production of poverty maps.

SECTION 1: HOUSEHOLD ROSTER

This section collects the basic demographic characteristics of every member of the household. This set of information **cannot be left blank for any household member**. The purpose of this section is to: -

- Identify every person who could be classified as a member of the household.
- Provide basic demographic data such as age, sex and marital status of household member, regardless of his or her occupation.

Respondent: The respondent for the household roster should preferably be the head of the household. If he/she is absent the next person who is acting as head of household or a responsible adult in the household should be interviewed. This person should be a member of the household and must be capable of providing all the necessary information on each household member. The interviewer has to ask a few questions to be able to identify who the head of the household is with the help of the respondent. Other members can help by adding information or details in the questions concerning them.

Household: In this survey, a household will be defined as a group of people who have usually slept in the same dwelling and taken their meals together for at least 6+ months preceding the interview. The following are examples of a household: -

- A household consisting of a man and his wife/wives and children, father/mother, nephew and other relatives or non-relatives;
- A household consisting of a single person;
- A household consisting of a couple or several couples with or without their children.

Household member: All listed persons who have been away from the household for more than three months are not considered to be household members. See below for criterion.

MEMBERS	NON-MEMBERS
Household head: Person identified as the head of household even if he has not been with the household for 9 months or more	Individuals who died during the past 12 months
Relatives of household head not absent for 6 months or more months in last 12 months and who are not permanent residents of other households	People who have not lived in the household 6+ months but left due to marriage etc.
Newly born children Infants less than 6 months old	Hired workers, servants or lodgers
New permanent residents of the household, less than 6 months because they were newly demobilized, married,	Guests and all other people not listed in the definition of

or had a job transfer	household members
Students living outside the household, but still supported by their family only.	People who have joined the army but planned to return to the household
Relatives of household head whose work requires them to be outside the household for more than 6 months of the year, but who are consider in the this household budget	
Guests living with the household 6 or more months	

Head of household: Usually the head of the household is the person who provides most of the needs of the household and is familiar with all the activities and occupations of the household members. He will be the person named when you ask the question "Who is the head of this household?"

Dwelling unit: This is the structure or group of structures (rooms or buildings), separate or contiguous, occupied by members of the household. It can be: -

- a single family house/hut
- a flat/apartment (self-contained)
- rooms (compound house)
- several huts/buildings (same compound)
- Several huts/buildings (different compound).

Tenant: A tenant is someone who pays for board and/or lodging. If a tenant lives in the dwelling being interviewed but does not eat with the rest of the household, then he/she is not a member of that household being interviewed and should therefore be considered as a separate single person household together with his/her spouse(s) and children if any. However, if the tenant eats with the family, then by definition (above) he/she is part of the household and should be included in the household roster.

QUESTION 1: Each row of the household schedule is assigned a unique number. This number is referred to as the 'Identification Number' (ID NUMBER.). It is used to identify the person listed on that row and to link all information collected later in the household to that individual. Column 1 and 2 numbers should be maintained throughout the questionnaire. The first column (column 1) has been left blank so that enumerator can enter "0" if there are less than 10 persons in the household. If more than "1" is entered in the first column and "2" if more than twenty and so on.

QUESTION 2: Name of the household members

List only the names of all the household members in the household who are qualified as household members. **WRITE AT LEAST TWO NAMES.**

“Write down the name of the head of the household and all persons who normally live and eat together in this household (during the last 6 months)”

Start with the head of the household, then to his/her spouse, the children, and then to the other relatives. If the household head has more than one wife, start with him and then the first wife. Record the names of the children of the first wife until you exhaust them before writing the name of the second wife and her children. This way, you are limiting the chances of omitting household members. The first column in this section is for numbering and all household members should be assigned a unique number.

For all household members

1	2	3				4				5	6				7				8											
	Name of household member	What is [NAME]'s date of birth?				How old is [NAME]?				Sex	What is [NAME]'s relationship to the household head?				What is [NAME]'s nationality (citizenship)?				What is [NAME]'s ethnicity?											
I D N U M B E R	MAKE A COMPLETE LIST OF ALL INDIVIDUALS WHO NORMALLY LIVE AND EAT THEIR MEALS TOGETHER IN THIS HOUSEHOLD, STARTING WITH THE HEAD OF HOUSEHOLD. CONFIRM THAT HOUSEHOLD HEAD HERE IS SAME AS HOUSEHOLD HEAD LISTED ON COVER.	IF MONTH OR YEAR ARE UNKNOWN, RECORD "DK"				RECORD BOTH YEARS AND MONTHS IF LESS/EQUAL THAN 5 YEARS COMPLETE YEARS FOR PERSONS OVER 5 YEARS				Male 1 Female 2	1 Head 2 Wife/husband 3 Co-wife 4 Son or daughter by birth 5 Adopted/foster/stepchild 6 Sister/Brother 7 Son/daughter-in-law 8 Grandchild 9 Parent 10 Parents-in-law 11 Other relatives 12 Not related				1 Gambian 2 Senegalese 3 Guinea 4 Guinea (Bissau) 5 Mauritanian 6 Malian 7 Sierra Leonean 8 Nigerian 9 Ghanaian 10 Other West Africa 11 Other African 12 Non Africans 99 Other (specify)				1 Mandinka/Jahanka 2 Fula/Tukulur/Lorobo 3 Wolof 4 Jola/Karoninka 5 Sarahulleh 6 Serrer 7 Creole/Aku Marabout 8 Manjago 9 Bambara 10 Other (specify)											
																							A		B		A		B	
																							MONTH		YEAR		YEARS		MONTHS	
0 1	Alagie Mohammed	D	K	1	9	2	2	9	3	0	0	1	1	1	3															
0 2	Sofia Mohammed	1	2	1	9	6	0	5	5	0	0	2	2	2																
0 3	Yassin Mohammed	1	2	1	9	6	7	4	8	0	0	2	4	1	3															
0 4	Abdoullahi Mohammed	0	5	1	9	8	0	3	5	0	0	1	4	1	3															
0 5	Ceesay Mohammed	1	0	1	9	8	5	3	0	0	0	2	4	1	3															
0 6	Absa Mohammed	0	2	2	0	0	5	1	0	0	0		4	1	3															
0 7	Lola Mohammed	0	6	2	0	1	1	0	3	0	9		4	1	3															
0 8	Mariama Ba	1	2	2	0	1	3	0	2	0	3		8	1	3															
9																														
0																														

QUESTION 3: What is [NAME]'s date of birth?

Ask household members for the month and year of their birth. The month and year the respondent was born is very necessary to derive the correct age of the person. For YEAR, record the complete 4 digits. Record it when given to you or request for any appropriate document that clearly enables you to get the correct date of birth of a particular household member. 2 digits are expected for month and 4 digits are expected for year (see above figure on format). If month unknown record DK to ascertain question was asked.

QUESTION 4: How old is [NAME]?

The age of each household member must be recorded. Calculate the age of every person who is regarded as a household member from the date of birth to the date of the interview. The age of every person must be stated in completed years only if they are more than six years but for those less than six years both years and month must be entered. Note also that for children aged 5 years and less, the age is very important in interpreting child malnutrition.

Age is an important variable for most socio-economic analysis and must be established as accurately as possible. This refers to age as at last birthday. The age of each person will be recorded in completed years. This is the age of the person at their last birthday. If someone will be 25 years old in two weeks after the date of interview, the recorded age would be 24.

AGE IN COMPLETED for persons over 6 years means that all the ages must be recorded in full years discarding fractions of years and months. For instance, 15 years 11 months should be written down as 15. Do not write anything in the month column. For older individuals who may have problem determining their exact age, the interviewer will probe to obtain an estimate. Try to make the best possible estimate. If 6-9 years, record age with a leading zero, for example '06', '07', '08, or '09'.

If age is less or equal to 6 years, enter both completed years and months. The age of infants who are less than one year old (0-11 months) should be recorded as "00" in the year (Q4A) and age in completed month column (Q4B). For example, if child is 11 months, record '00' in Q4A and '11' in Q4B; if child is 3 years 1 months, record '03' in Q4A and '01' in Q4B.

What To Do When a Person Does Not Know His\Her Age or date of birth?

Please make use of the national calendar of events to assist in determining the ages of individuals whose age is unknown. The Field Supervisor should also be of great help in determining the age of the elderly.

For such persons use the following method sequentially to obtain or estimate his\her age:-

Method 1:

Ask for documentation – birth certificates, passport, ID, etc.

Ask him\her to name any historical event (preferably a local one) which he\she has been told as having occurred around the time of his\her birth. Please see the calendar of events Annex I. Ask him\her to give you an indication of how old he\she was when that event occurred or how many years elapsed before his\her birth.

Then use this information to work out his\her age. For example, if a respondent tells you that he\she was about 20 years old when Gambia attained her Independence this person would be about $20 + 50$ (18th February 1965 to April 15th 2015) = 70 years old.

Method 2:

1. Simply estimate how old he\she may be.
2. Then select from your list of local, district or national historical events some events which occurred about the time when according to your estimate, he\she must have been born.
3. Ask whether he/she has heard about any of these events.
4. If he\she has, ask him\her to give you an indication of how old he\she was when this event occurred or how many years elapsed before he or she was born.

Method 3:

If this second approach also does not elicit the required information then base your estimate on biological relationships. For instance, a woman who does not know her age but who has two or three children of her own is unlikely to be less than 15 years old however small she may look. You may try to work out her age by the following method:

1. Determine the age of her oldest child.
2. Then assume that the average woman in The Gambia gives birth to her first child at about 16. However, without further probing you should not base your assumption on the oldest child who is at present living. There is the likelihood that in certain cases the first child died later on or that the woman had a miscarriage or still-birth before the oldest living child was born. Therefore if the woman tells you that she had one miscarriage or still-birth before the oldest living child was born, you should make your estimation taking this into account.

Note also that some women do not have children early in life whilst others have children earlier than what generally occurs in the community. Therefore in every case you must find out whether she had her first child, miscarriage or still-birth at the usual age before you assume she was 16 years at her first pregnancy.

1. Then use the information obtained by means of (1) and (2) above to estimate her age.
2. Sometimes the age can be ascertained with reference to the age of another person of a known age, who may be living in the same household or in the neighbouring household or that of a well-known person of the settlement such as the Alkalo.
3. Only as a last resort should you estimate a person's age from his\her physical features. If you are obtaining information about an absent person from a third person then obviously you have to rely on the information supplied by the third person in estimating

the age in respect of the person who is absent. Under no circumstances must you leave this column blank.

QUESTION 5: Sex

Record the code that corresponds to the sex of the each household member. Record 1 if male or 2 if female. For very young children it is difficult to determine the sex of the child. Do not assume gender known by the name but be very sensitive while asking the sex of child.

QUESTION 6: What is [NAME]'s relationship to the household head?

This question is administered in relation to the household head. Care must be taken not to confuse this question. The relationship of every member of the household must be traced to the head of the household and not to any other person. Record the code that best describes the relationship of any household member to the head of the household.

Most relationships are established either by blood (descent) or by marriage. This means that your brother's and sister's sons are your blood relatives whilst your wife's mother and wife's sister are your relatives by marriage. Make sure that the blood relationships specified are true biological relationships. A son must mean the head's own true son and not his brother's son etc. However, half-brothers (i.e. persons having one mother but different fathers, or one father but different mothers) should be recorded as brothers. Similarly half-sisters should be recorded as sisters.

QUESTION 7: Nationality (Citizenship)

Record the code that best describe the nationality of the household member. Nationality of any person is that of the country that the person claims citizenship for.

For persons reporting "Gambian" record code 1 in the blank space and proceed to fill QUESTION 8 on Ethnicity. If not Gambian, insert the code of his\her country in the space provided and skip to QUESTION 9 leaving QUESTION 8 blank as no information on ethnicity is to be collected in respect of non-Gambians. This information has to be carefully collected. You must specifically put this question without yourself determining the nationality of a person by his\her appearance. Please also remember that there can be different nationals in the same household. You may make it clear that this information is collected only for statistical purposes and one can freely and truthfully give his\her nationality.

A Gambian national is any person who falls into any of the following categories:-

- ✓ A person born in The Gambia, one of whose parents or grandparents was born in The Gambia.

- ✓ A person born in The Gambia before 17th February, 1965 and who within the meaning of the law in force in The Gambia on that date was a citizen of the United Kingdom and colonies or British protected person (such a person has to register to become a Gambian citizen).
- ✓ A person born outside The Gambia with at least one Gambian parent or grandparent who acquired The Gambian citizenship by birth or where both parents acquired The Gambian citizenship otherwise than by birth under the British Nationality Act 1948 or before that Act came into force.
- ✓ A person who acquired The Gambian citizenship by registration.
- ✓ A person who acquired The Gambian citizenship by naturalization.
- ✓ Any woman who is or was married to a Gambian citizen and who applied to be registered as a citizen of The Gambia.

QUESTION 8: What is [NAME]'s ethnicity?

Question 8 is for Gambians only and should not be asked for other nationalities. Record the code the ethnicity of each person in the roster, if he or she is Mandinka, Wolof, Fula etc. If the person has another ethnicity, code 99 and specify in the space provided.

QUESTION 9: What is [NAME]'s religion?

Record the appropriate code number for the religion professed by the respondent. There is no need to probe to establish the authenticity of the religion claim. You must accept the answer given by the respondent. "Traditional" refers to the traditional African religion and is indigenous to the respondent. For those claiming to belong to religions that fall under other categories, record code 4 for other religions and specify, e.g. Hindu.

QUESTION 10: What is [NAME]'s marital status?

This question is asked about all household members who are 10 years and above irrespective of gender. Refer to the Q4 to establish whether the particular household member is qualified for this question. Record the appropriate code that best describes the marital status of any eligible household member. If the household member, is never married, divorced, separated or widowed skipped to Q12.

Married (monogamy) includes all types of marriages e.g. civil, traditional and common law to only one woman. It is also a state of having only one sexual partner at any one time. The

word monogamy comes from the Greek word called 'Mono' which means one or alone and the Greek word 'Gamos' which means marriage or union.

Married (polygamy) includes all types of marriages e.g. civil, traditional and common law to more than one woman. It is also defined as having more than one wife or husband at the same time, usually a man with several wives.

Cohabit/Live together: Also referred as informal/loose union refers to a relationship contracted by two adults living together without civil or traditional recognition.

Divorced: When a marriage is legally dissolved

Separated: Living apart without legal backing

Widowed: A situation where one of the couple is dead.

Never married: A situation where the respondent is single and has never been married before. If one is divorced, they should be coded as divorced and not "single".

QUESTION 11: What is [NAME]'s type of union?

Q11 should only be administered to household members who are 10 years old and are either married or co-habit/live together. The question establishes the number of spouses a household member had. If a woman is in a polygamous marriage, the union is polygamous.

Individuals with one spouse are classified as monogamous union while those with two or more spouse are classified as polygamous union.

Some cohabit/live together unions are polygamous and it is important to establish if these unions are monogamous or polygamous.

QUESTIONS 12-23 PARENTS INFORMATION

This assesses intergenerational mobility of household members, that is do parents education or employment influence members.

Please make absolutely sure that the parent referred to is the "real biological" parent of the person concerned. Foster parent or other relatives should in no circumstances be recorded as the parent of the person concerned. It is well known that many people in The Gambia regard their uncles or aunts as fathers or mothers. You should make sure that the person is not referring to any of these relationships.

For example, if the person is a Mandinka you can ascertain this by asking if the person claimed as father and mother, is his "Wulu Fa" and "Wulu Ba", if he is Wollof, the corresponding phrase is "Bai Bi La Jur" and "Ndey Bi La Jur". Similarly for Fula it is "Baba Ma Gibindo Ma" and "Nene Ma Gibindo Ma". For Jola, "Ampaya A Bajim" and "Nya Ya Bajim". For Serahuli, "Andang Ke Habe Ai Miandang Anchara" and "Andang Nkeroma Ai Miandang Anchara".

If for some reason the respondent does not know the survival status of his/her parents, record code NO. One may think that it is impossible for one not to know the survival status of his/her parents but this is particularly possible if details about an individual are being provided by proxy.

QUESTION 12-17 enquires about the biological father. For each person ask father's information.

QUESTION 12: Ask if the respondent's father alive while QUESTION 13: If lives in the household. This information is useful for determining whether the child (natural) father is alive and to measure the prevalence of orphan hood and child fostering in the population. If YES, locate his name on the list and copy his person ID in QUESTION 14. Father here means biological father. Biological or birth parents or natural parents, is the man and woman who conceive a child; also known as genetic parents. If father not alive, skip to QUESTION 15 and 16 asks for the father information on education¹ and QUESTION 17 industry of employment (Record description of industry)².

QUESTION 18-23 enquires about the mother. For each person ask mother's information.

QUESTION 18 asks if the respondent's mother is alive while QUESTION 19 if mother lives in the household. This information is useful for determining whether the child (natural) mother is alive and to measure the prevalence of orphan hood and child fostering in the population. If YES, locate her name on the list and copy her person ID in QUESTION 20. Mother here means biological mother. Biological or birth parents or natural parents, is the man and woman who conceive a child; also known as genetic parents. If mother not alive, skip to QUESTION 21 and 22 asks for the mother information one education and QUESTION 23 industry of employment (record description)³.

¹ See Annex II for education classification and grades

² See Section 4D Q4 in manual how to write description of industry

³ See Section 4D Q4 in manual how to write description of industry

SECTION 2: HEALTH

A key aspect of household welfare is the ability to seek and access to medical care when required. This section contains (a) general health condition (b) Ebola awareness (c) disability (d) smoking (e) preventative health and vaccination for children less than 5 years and (f) fertility.

Section 2A: Health - General

This section is important to capture the past medical history of the respondent which includes all the symptoms that the respondent may have suffered from in the past two weeks

Respondent: This part should be administered to each member of the household but parents or guardians can answer for young children.

QUESTION 1: Each row of the household schedule is assigned a unique number. This number is referred to as the 'Identification Number' (ID NUMBER.). It is used to identify the person listed on that row and to link all information collected later in the household to that individual. Column 1 and 2 numbers should be maintained throughout the questionnaire. The first column (column 1) has been left blank so that enumerator can enter "0" if there are less than 10 persons in the household. If more than "1" is entered in the first column and "2" if more than twenty and so on.

Several filter questions are introduced and Interviewer should read carefully.

QUESTION 2: For the past two weeks has [NAME] been sick/injured?

In this question, we are interested whether the respondent has been sick in the past two weeks. Record "1" for YES and "2" for NO for each member of the household listed. If "1" is recorded, continue to the next question. If "2" is recorded, skip to question 8. It could be helpful to ask all the health questions about one person before moving to the next.

QUESTION 3: During the past two weeks, what symptoms has [NAME] suffered from?

These questions ask about the symptoms suffered by those who were reported to be sick. Write down the codes of all the symptoms for MAIN or SECOND in the space provided separated by commas.

Diarrhoea: This occurs when there is a change in one's bowel movements and passes unusually loose stools. People with diarrhoea often have frequent bowel movements and may pass more than a quart of watery stool a day. Other symptoms include: cramp pain in the abdomen, swelling in the abdomen, an uncomfortable feeling around the anus, an urgent need to have a bowel movement, an inability to control their bowels (faecal incontinence), chills and fever.

Skin infection: Dermatitis is a general term used to describe inflammation of the skin. Infection symptoms may include itching, scaling, swelling, and sometimes blistering among others.

Eye infection: Is an infection of the eyes and symptoms include mild itching and irritation and a discharge from the eye containing mucus or pus, marked light sensitivity (photophobia), blurred vision and eye pain.

QUESTION 4: Did [NAME] consult a health provider for this illness/injury last 2 weeks for MAIN illness?

This question is asked to determine where the respondent sought treatment for the health problem mentioned in QUESTION 3. Here we want to capture the health seeking behaviour of respondent. For example, if respondent say he/she sought treatment from a herbalist, Marabout, or health facility record accordingly. Multiple responses are possible but emphasis must be made on health consultations and not visiting for any other reason.

QUESTION 5: What was the main reason that [NAME] did not visit a health practitioner during his/her illness?

This question is asked of all household members who did seek health care services when sick. Several reasons are possible but only the main reason is required. The interviewer should not read the options but mark the main reason mentioned by the respondent. Probe to get a definite response.

QUESTION 6: During the last 2 weeks who diagnosed [NAME]'s sickness/injury?

This question asks who diagnosed member's illness. Only 2 responses allowed depending on priority - main or second response for the disease referred in QUESTION 3.

Traditional healer refers to one who uses medicinal herbs and plants to treat patients. Even defined further a traditional healer may also use signs, prayer or folk remedies. Traditional healers are concerned with treating the whole person, focusing on family and social relationships. The traditional healer's approach is a holistic one, with the mind, body and spirit being regarded as special elements in the healing process. This is in keeping with the World Health Organization's definition of health, which states that: "health is a state of complete physical, mental and social well-being and not merely the absence of disease or infirmity. It is handed down verbally from generation to generation.

QUESTION 7: For how many days during the last 2 weeks was [NAME] too ill not to do his/her usual activities?

This seeks to find out the total number of days [NAME] was unable to undertake his usual activities from the most recent illness in QUESTION 3. All household members who responded YES to Q2 should be asked about the number of days they suspended their normal activities, for example, work, attending school, playing or any other routine activity such as domestic work, etc. This indirectly has an impact on labour productivity. Probe to get accurate responses. The interviewer should record the number of days in the designated space. If the number of days is less than one day, record 00.

QUESTION 8: Did [NAME] visit a health provider for any other health related reason (preventive services) in the last 2 weeks?

The reason for visiting a health practitioner is asked for those who responded QUESTION 2=2 (not ill/injured).

If response is Q8=2 skip to next person.

QUESTION 9: What was the reason for [NAME]'s visit for (MAIN) and Q8=1?

Probe and code appropriately, for the most recent visit. For every health consultation, there must be a reason. Please ask for this reason and record accordingly. A range of reasons have been provided at Q9. Interviewer will enter the codes that correspond to the responses given by the respondent or on his/her behalf. Only one response (MAIN) is possible for the respondent to mention.

Check-up refers to a visit made to a health institution for physical or laboratory checks to find out about possible ailments one might be suffering from. The person may not be necessarily sick. This is also referred to as medical examination.

QUESTION 10: What type of facility did [NAME] visit?

Type of health practitioner visited is asked in this question and this differentiates between the public and private. This question is to be asked to all households who had health consultations in the reference period. The type of health facility should be recorded based on the categories given according to possibilities stated in the questionnaire. If you cannot determine the type, please record the name of the facility visited and your supervisor will determine the type of facility by the name given.

Public refers to the Government of Gambia, which is main government organ.

Health centre or health clinic is typically the lowest level of care, or first point of entry into the health system.

Pharmacy is a retail shop where the predominant product sold is mainly medicine but at times other articles are sold and a trained medical person who can provide a prescription is available. This does not include kiosks where a pharmacist is not available. One may have a prescription or ask the pharmacist to prescribe medication.

QUESTION 11: Where is the location of facility visited by [NAME]?

Ask each household about the location of the health service facility used by household member. Seven options have been provided. Note that if the facility is “Outside The Gambia” **skip to Q17**.

QUESTION 12: What is the distance from [NAME]’s house to health care facility visited?

This question does not ask about the nearest facility but the facility visited when sick.

Ask each household about the distance, from their dwelling to the health care facility used by household member that had consultation. Write down the figure in kilometers. The interviewer should help the household make the estimation if needed if the respondent cannot estimate, please make effort to ask anyone around the distance from the particular settlement to the name of the health facility given.

QUESTION 13: How long did [NAME] take to travel for the consultation?

Based on QUESTION 12, ask about how many minutes it takes to reach the health facility. Here we want to capture the time it took the sick to get to the health facility he/she visited. This is the time from departure from his/her dwelling to arrival at the health facility. It should be recorded in hours and minutes. For example, if the answer was 1, Foot, write down the time the respondent takes to go on foot from home to health facility. If 2, by vehicle, write down the in the time it takes by vehicle to and from the health facility and so on.

QUESTION 14: What was the main mode of transport to the facility used by [NAME]?

All household members who had health consultations are to be asked about the main means they use to reach the health care provider. If different means used, record the most frequently used. Record codes as appropriate; mark 1 for foot, 2 for vehicle, 3 for cart, 4 for bicycle/motorcycle, and so on according to the list provided.

QUESTION 15: How much did [NAME] pay to travel to the health care facility?

All household members who had health consultations should be asked how much they paid in total to travel to and from the health facility where they sought health care. The amount is to be written in the designated space in whole numbers in local Gambia Dalasis.

QUESTION 16: How long did [NAME] wait for the services to be rendered?

This question does not ask about the nearest facility but the facility visited.

This is the time it takes to wait to get the health services after arrival at the health facility until when the sick sees and is taken care of by a health care provider.
Record the time in minutes.

QUESTION 17: Was [NAME] satisfied with the service offered?

Record “1” if services were satisfactory and “2” if it not. If option “1” is recorded, skip to Q19.

QUESTION 18: Why was [NAME] not satisfied with the health provider services?

Reasons for dissatisfaction is asked. If more than 3 reasons, ask for the main three. ALLOW FOR A MAXIMUM OF THREE REASONS by priority.

QUESTION 19: Did [NAME] pay for the health care services provided?

Ask if the respondent has paid in order to see a health care provider.

If NO is recorded, skip to Q25.

QUESTION 20: How much was spent on by [NAME]?

Questions 20A-20K seeks to collect information on the cost of medical services provided by the health care provider.

20A. Consultation cost - This question intends to capture only the cost of consultation spent on the household member during that visit. Care should be taken not include cost that relate to other aspects of the health care services. Record the total amount paid in Dalasi to be able to see a health care provider (consultation fees) when name visited a health facility.

20B: Cost of dental fees - This refers to only the cost associated with care for the teeth. Please record what is given in Dalasi. Record 00 if nothing was spent in this area.

20C: Cost of Injection - This total amount paid to have injection. The amounts should be recorded in Dalasi.

20D: Cost of lab fees - This total amount paid to have, tests to be done (laboratory fees). The amounts should be recorded in Dalasi.

20E: Cost of X-ray - This total amount paid to have (X – ray) done. The amounts should be recorded in Dalasi.

20F: Cost of scanning - This total amount paid to have scanning. The amounts should be recorded in Dalasi.

20G: Ambulance Service - Sometimes a patient may need to be referred to a higher health facility for further management of the sickness he/she presented. Ambulances are used to transport the sick from one facility to the other. If such had happened, ask how much was paid for this service.

20H: Child birth/delivery costs - Even though maternal services are declared free in public health facilities for Gambians, still there could be fees paid for this service. Ask if any fee was paid during childbirth.

20I: Immunisation costs - Record the amount paid for the immunisation of children that are less than five years of age.

20J: Medicines (prescriptions and over the counter) - Record the amount paid for medicines. This include the cost of medicine and medical supplies that may have been purchased during the admission

20K: Other charges not listed elsewhere - This includes all other charges and cost of services that are not mention in the above (Q20A – Q20J)

20L. Total expenditure - Sum the total cost spent by the patient during the last visit to the health care provider. You are required to add the amounts Q20A to Q20K and record the figure in this column.

TWO EXCEPTIONS TO NOTE:

- **IF RESPONDENT IS UNABLE TO PROVIDE A BREAKDOWN OF COSTS AS REQUIRED BY THE QUESTION, RECORD TOTAL AMOUNT SPENT IN Q20L AND RECORD IN Q20A-Q20K AS “DK”.**
- **IF RESPONDENT CAN REMEMBER THE TOTAL AND ONLY REMEMBER SOME CATEGORIES RECORD THE CATEGORIES THEY REMEMBER AND PUT THE TOTAL IN Q20L. FOR THE OTHER CATEGORIES, MAKE SURE TO RECORD “DK”. FOR THESE HOUSEHOLDS Q20A-Q20K DO NOT ADD UP TO THE TOTAL IN Q20L.**

QUESTION 21: What was [NAME]’s main mode of payment for Q20?

Please record ONLY the main mode of payment used based on the categories listed. If what is mentioned is different from the options given, record “10” and specify the mode of payment used to settle the make the payment.

QUESTION 22: Who paid most of the cost of treatment including transport, medication etc.?

Record the relationship to the person who paid the cost of treatment based on the categories provided in the questionnaire.

QUESTION 23: Is this the nearest health facility to your home?

Ask if the facility visited is the nearest facility to name's home. Record "1" if the answer is YES or "2" if the answer is NO. If code "1" is recorded, skip to Q25 on hospitalisation.

QUESTION 24: What were the main reasons for by-passing the facility nearest to your home? Multiple answers acceptable? Ask for the two main reasons.

Ask for the main reason why name did not use the nearest facility. Probe for more reason if only one reason is given because there might be more than one reason.

QUESTION 25-27 ASKS ABOUT HOSPITALISATION

QUESTION 25: During the last 12 months, was [NAME] hospitalised or had an overnight stay(s) in a medical facility?

Record "1" if answer is YES and "2" if it NO.

QUESTION 26: During the last 12 months, did [NAME] stay overnight(s) at a traditional healer's herbalist or faith healer's dwelling?

Record "1" if answer is YES and 2 if NO.

Skip to NEXT SECTION if Q25=2 and Q26=2.

QUESTION 27: How much was spent on hospitalisation by [NAME] last 12 months in medical facility and traditional healer?

Record the amount spent on hospitalisation in medical facility and traditional healer last 12 months in Dalasis, respectively.

Section 2B: Health - Ebola awareness

The section seeks to get general awareness on Ebola. Ebola also known as Ebola haemorrhagic fever which is a severe and often fatal illness in humans. The virus is transmitted to people from wild animals and spreads in the human population by human-to-human transmission.

Respondent: This part should be administered to each member of the household aged 15 and above.

QUESTION 1: Each row of the household schedule is assigned a unique number. This number is referred to as the 'Identification Number' (ID No.). It is used to identify the person listed on that row and to link all information collected later in the household to that individual. Column 1 and 2

numbers should be maintained throughout the questionnaire. The first column (column 1) has been left blank so that enumerator can enter “0” if there are less than 10 persons in the household. If more than “1” is entered in the first column and “2” if more than twenty and so on.

QUESTION 2: Mark X if name is 15 years and above. This helps to make sure that household members are not missed. Use Section 1 Roster (Q4) to identify eligible members.

QUESTION 3: Has [NAME] ever heard of Ebola or an illness called Ebola?

An affirmative YES or NO or DON’T KNOW is required. However if “DON’T KNOW” is provided as a response try and probe to ascertain respondent does not know. For example, if a person relates Ebola to a country then the response should be YES.

QUESTION 4: Is [NAME] aware of the symptoms of a person infected with Ebola?

Ask for each option provided on general symptoms of an infected Ebola person. Do not lead the respondent but listen to their responses and code accordingly. Otherwise, one can ask for each option.

QUESTION 5: Does [NAME] know how Ebola is transmitted?

Ask for each option provided and an affirmative YES or NO or DON’T KNOW is required. However if “DON’T KNOW” is provided as an option try and probe to ascertain respondent does not know. If response “other” is provided, specify what that means.

Direct contact (through broken skin or mucous membranes) with the blood, secretions, organs or other bodily fluids of infected people,

Contact with surfaces and materials (e.g. bedding, clothing): Do not handle items that may have come in contact with an infected person’s blood or body fluids (such as clothes, bedding, needles, and medical equipment).

Bush meat is wild animals hunted for food.

QUESTION 6: Does [NAME] know how one can avoid getting Ebola?

Ask for each option provided and an affirmative YES or NO.

QUESTION 7: How can [NAME] prevent from getting Ebola?

Ask for each option provided and an affirmative YES or NO or DON’T KNOW is required. However if “Don’t know” is provided as a response try and probe to ascertain respondent does not know. If response “other” is provided, specify what that means.

Practice careful hygiene includes washing hands, etc. with soap and water or an alcohol-based hand sanitizer and avoid contact with blood and body fluids.

QUESTION 8: How did [NAME] know about Ebola?

Ask for each option provided and an affirmative YES or NO or DON'T KNOW is required. However if "DON'T KNOW" is provided as a response try and probe to ascertain respondent does not know. If response "other" is provided, specify what that means.

Village Support Group (VSG) are mostly persons who are part of the Village Development Committee and consist of 6 women and men. They are a highly respected group that villagers depend on.

Section 2C: Health - Disability

The people affected by any form of disability have the right to special care, education and training that will help them to enjoy a full and decent life with the greatest degree of self-reliance and social integration possible. Disabled persons shall be protected against exploitation and discrimination in particular as regards to health services education and employment.

Developmental disabilities are a diverse group of severe chronic conditions that are due to mental and/or physical impairments. This question includes both physical and mental disabilities and is meant to capture conditions, which are permanent. For example, someone who is temporarily disabled due to a broken leg would not be considered disabled their impairment is temporary. Physical and mental disabilities to be considered here are those which prevent the person from maintaining a significant activity or schooling. This may be some physical impairment of limbs, a physical disease, or mental illness, which renders the person incapable of pursuing a significant activity. Note that this question will be asked of all household members.

Respondent: This part should be administered to each member of the household aged 2 and above but parents or guardians can answer for young children. Since it is difficult to identify disability at an early age this question should be administered to persons aged 2 years and over only.

A disabled person is someone who is limited in the kind or amount of activities that he or she can do because of on-going difficulties due to long-term physical condition, mental condition, sensory impairment or health problem. It must however, be noted that short-term disabilities due to temporary conditions such as a broken leg and illness are excluded.

QUESTION 1: Each row of the household schedule is assigned a unique number. This number is referred to as the 'Identification Number' (ID No.). It is used to identify the person listed on that row and to link all information collected later in the household to that individual. Column 1 and 2 numbers should be maintained throughout the questionnaire. The first column (column 1) has been left blank so that enumerator can enter "0" if there are less than 10 persons in the household. If more than "1" is entered in the first column and "2" if more than twenty and so on.

QUESTION 2: Mark X if name is 2 years and above. This helps to make sure that household members are not missed. Use Section 1 Roster (Q4) to identify eligible members.

All household members 2 years and above

		Disability				
1	2	3	4			
I D N U M B E R	MARK X IF [NAME] IS 2 YEARS AND ABOVE Use SECTION 1 Roster (Q4) to identify eligible members	Does [NAME] have any form of disability?	What type of disability does [NAME] mainly have?			
			MAX OF 3 OPTIONS			
		Yes 1	Visual	1		
		No 2	Hearing/speaking	2		
		>>NEXT SECTION IF Q3=2	Physical (moving)	3		
		Physical (hand/feet)	4			
		Mentally ill	5			
		Epilepsy	6			
		Learning difficulty	7			
		Others (specify)	8			
			1 (MAIN)	2	3	
0 1	X					
0 2	X					
0 3	X					
0 4	X					
0 5	X					
0 6	X					
0 7	X					
0 8	X					
9						
0						

QUESTION 3: Does name have any form of disability?

This question will provide some indication of the prevalence of disability in the population. Care needs to be taken in administering this section of the questionnaire to avoid either missing some of the disabled population or wrongly classifying people as being disabled. The interviewer in marking should know that it is all about mental or physical disability. If the answer is YES record (1) and move to the next question; if the answer is "NO, record (2) and move to NEXT SECTION.

QUESTION 4: What type of disability does [NAME] mainly have? (MAX of 3)

Record the code referring to the answer given as categorized in the column. All household members who have answered YES to QUESTION 3 are to be asked the nature of their disability. From the list of disabilities write down the code that corresponds to the type the individual is suffering from. Some people may have more than one disability in which case you should indicate a maximum of 3

Section 2D: Health - Smoking

Respondent: This part should be administered to each member of the household aged 2 and above but parents or guardians can answer for young children. Since it is difficult to identify disability at an early age this question should be administered to persons aged 2 years and over only.

QUESTION 1: Each row of the household schedule is assigned a unique number. This number is referred to as the 'Identification Number' (ID No.). It is used to identify the person listed on that row and to link all information collected later in the household to that individual. Column 1 and 2 numbers should be maintained throughout the questionnaire. The first column (column 1) has been left blank so that enumerator can enter "0" if there are less than 10 persons in the household. If more than "1" is entered in the first column and "2" if more than twenty and so on.

QUESTION 2: Mark X if name is 10 years and above. Use Section 1 Roster (Q4) to identify eligible members.

QUESTION 4: Does [NAME] smoke?

This question is designed to determine tobacco use in the the population. All household members aged 10 years and over, regardless of the sex, should be asked whether they smoke any form of tobacco – cigarettes, cigars, tobacco leaves or any other substance.

Record YES if true

If NO is recorded skip to next section (Section 2E)

QUESTION 5: For how long has [NAME] been smoking?

This question capture the duration [NAME] has been smoking. The duration will be the time started smoking to the interview date. Record the responses in months and years. Each household member who smokes any type of tobacco should be asked about the number of years/months he/she has been smoking. Write down the duration in years/months. For example if [NAME] has smoked for 5 years and 2 months record "05" under the column years and "02" under the column months.

QUESTION 6: Does [NAME] smoke every day?

Record YES if true

If NO is recorded skip to next section (Section 2E)

QUESTION 7: How many cigarettes does [NAME] smoke per day?

Record the number of cigarettes smoked per day on average.

Section 2E: Health - Child Health

The purpose of this part is to collect information on vaccinations, the effects of vaccination programmes, and vaccination services offered through health centres, clinics and hospitals.

Respondent: This part covers all children who are 5 years and under and information may be provided by the child's mother or adult household member in-charge.

QUESTION 1: Each row of the household schedule is assigned a unique number. This number is referred to as the 'Identification Number' (ID No.). It is used to identify the person listed on that row and to link all information collected later in the household to that individual. Column 1 and 2 numbers should be maintained throughout the questionnaire. The first column (column 1) has been left blank so that enumerator can enter "0" if there are less than 10 persons in the household. If more than "1" is entered in the first column and "2" if more than twenty and so on.

QUESTION 2: Mark X if name is 5 years and below. Use Section 1 Roster (Q4) to identify eligible members.

QUESTION 3: Mother ID

All children less than or equal to 5 years of age should be carefully identified. To the right of each child identified, the child's mother should be identified and her household member number (person ID) printed from Section 1 Roster (Q4). If the child's mother is not a member of the household, or is deceased, the interviewer will enter '00' for the mother ID of that child.

QUESTION 4: Date of birth

The day, month and year of each child's birth is recorded here. Months are converted to numbers, from January (01) to December (12). The year is recorded by entering only the last 4 digits of the year; for example, 1999 would be recorded '1999'. If part of the day is unknown, the interviewer will record 'DK' for the unknown day of birth, although the interviewer must determine that the child is less than or equal to 60 months of age. Try as much as possible to get month and year of birth.

Month and year of birth of child should not be missing. Missing month and year must be explained at the bottom of page.

Compare with Section 1 Q3 information for date of birth. These must match.

QUESTION 5: Where was [NAME] delivered?

This question will distinguish between babies born at home and babies born at a health facility. For babies born neither at a home nor health facility, there is room to record other places. Please, specify for “other” places.

QUESTION 6: What type of facility [NAME] go to for this delivery?

The intent of this question is to identify births delivered in a health facility. If the woman gave birth in a hospital, health centre or clinic, write the code of the place in the space provided on the questionnaire. Ask whether the place is in public (run by the government) or private sector. If you cannot determine the type, please record the name of the facility visited and your supervisor will determine the type of facility with the name given.

QUESTION 7: Who assisted in birth of [NAME]?

Write the code for the person assisted with the delivery. Probe the option “other” and write the codes for any other persons assisting with the delivery of this child. Although a number of persons may have been in attendance at birth, this question is aimed at determining the most qualified person in attendance and code appropriately.

A doctor, nurse, or midwife would have received formal training at a medical institution.

Midwife/nurse is a professional health worker at the community.

A Traditional Birth Attendant (TBA) is one who assists the mother during childbirth. She may have acquired skills by delivering babies herself, or through apprenticeship from other TBAs.

A Trained Traditional Birth Attendant (TTBA) is one who has undergone a training course conducted by the modern healthcare sector.

If the mother did not receive any assistance and mother says delivered self, then interviewer will record *self*. This is rare and enumerator should probe further to get an accurate response.

If family members or friends were the only persons attending the birth, the interviewer will record 'Other'.

QUESTION 8: Has [NAME] ever breastfed?

Breastfeeding is important for a child's health and because it prevents pregnancy during the period when the mother is breastfeeding. For this question, it does not matter how long the respondent breastfed the child, only whether or not she ever gave the child the breast, even if the baby died very young.

If the response is NO "never breastfed the child", go to Q12.

Breastfeeding implies either exclusively breastfed or currently breastfeeding while providing other liquids.

QUESTION 9: Is [NAME] currently breast feeding?

Write the code corresponding to the response. Currently breastfeeding refers at the time of interview if child is breastfeeding.

QUESTION 10: For how long has [NAME] breast feeding?

Refers to the length of breastfeeding, that is, total number of months child breastfed. So long as mother introduced breast (even if for an hour) that child was breastfed and length of breastfeeding will be 0 months.

Probe the length of breastfeeding provided if long and do not take given number. Length of breast feeding cannot be greater than age in child months. If child is still breast feeding then age in month will be length of breastfeeding.

If unknown record "DK".

QUESTION 11: For how many months was [NAME] exclusively breastfed?

Refers to the number of months child is exclusively breastfed. Exclusive breastfeeding is generally for six (6) months without water or any other fluid. Probe and do not take any given number. Exclusive breastfeeding must be equal or less than the age of the child.

Exclusive breast-feeding is the period of time when the child received only breast milk, with no additional liquids or solid foods not even water.

Be very careful when a mother states that she breastfed exclusively for six months and over. Probe to get the correct response. Example, ask if she ever gave water when child was young. If so, then this disqualifies the exclusive length of breastfeeding if she gave water and ask her when she introduced water to the child.

If the respondent said she does not know, write “DK” on the space provided.

QUESTION 12: Has [NAME] ever participated in any community nutrition programs?

If the answer is YES, write 1 and if NO write 2.

QUESTION 13: Has [NAME] ever participated in Severe Acute Malnutrition (SAM) + Moderate Acute malnutrition (MAM) nutrition programs?

If the answer is YES, write 1 and if NO write 2.

Severe Acute Malnutrition (SAM) is defined as a weight-for-height measurement of 70% or less below the median, or three SD or more below the mean National Centre for Health Statistics reference values, the presence of bilateral pitting oedema of nutritional origin, or a mid-upper-arm circumference of less than 110 mm in children age 1-5 years

Moderate Acute malnutrition (MAM) is defined as a weight-for-height between -3 and -2 Z-scores of the of the WHO Child Growth Standards median, without oedema

QUESTION 14: Has [NAME] ever participated in deworming programs?

Mass deworming campaigns of children have been used both as a preventive as well as a treatment method for worms which includes soil transmitted helminthiasis in children. Children can be treated by administering for example mebendazole and albendazole which cost is relatively low.

If the answer is YES, write 1 and if NO write 2.

Deworming programs is the giving of a drug (a wormer, dewormer, or drench) to a human to rid them of helminths parasites, such as roundworm, flukes and tapeworm.

QUESTION 15: Has [NAME] ever participated in anaemia programs?

If the answer is YES, write 1 and if NO write 2.

Anaemia is a condition marked by a deficiency of red blood cells or of haemoglobin in the blood, resulting in weariness.

QUESTION 16: Has [NAME] ever participated in the Growth Monitoring clinic?

Record the code corresponding to the response. If the answer is YES, Record 1 and if NO Record 2.

If the answer is YES, write 1 and if NO write 2.

QUESTION 17: Does [NAME] have a vaccination card/paper where vaccinations are written down?

"Vaccination book or card" refers to any official document (usually a small booklet or folded card) which indicates among others the child's name, age and the type of vaccinations he or she has ever received. Inside this booklet or card you will see the number of times the child has been vaccinated against the illness or disease listed with the dates he received the vaccinations. Sometimes a child needs more than one vaccination to acquire full immunity. For every disease indicate with one of the codes: all columns must be filled in for each disease or illness.

IF any of the 3 options in Q17, continue interview.

QUESTION 18-QUESTION 25 illicit information of vaccines given to child.

The information can be copied from the vaccination card or from guardian memory or any responsible household member. Be careful to probe, as respondent may not be familiar with the different types of vaccines. Copy vaccine information from vaccination book or card provided and code accordingly. Table below gives an approximate knowledge of when these vaccines are given, and how. This may vary slightly per age of child.

If there is no vaccination card, the Mother or responsible person can record the information from memory.

Only in exceptionally cases will this diverge, such as when immunizations campaigns occur and vaccines administered even if the child is not of the correct age. If dates are given, use the below table as a rough guide.

Approximate times when to immunize	What is given	How is it given?	Where vaccine is undertaken
At birth	BCG	One injection	Left arm and leaves a scar
At birth	Polio-B also known as Polio-0	By mouth	
Two, three and four months old	Polio 1-2-3	By mouth each time	
	DPT 1-2-3	One injection per dose	
Around 9-15 months	Measles	One injection	Thigh
Three to five years	Polio	By mouth	
	DPT	One injection	

	Measles, mumps and rubella (MMR)	One injection	
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BCG: Offers partial protection against some forms of tuberculosis and leprosy. BCG vaccine is also given to the child only once in the first week after birth. Therefore code 3 should be recorded for all children who have not yet received this vaccination. Interviewers must keep in mind the age of the child when choosing a response. Easy way to detect if BCG has been administered is a scar on the arm or shoulder.

DPT (DIPHTHERIA PERTUSSIS & TETANUS) and POLIO: DPT vaccination is an injection given in the thigh or buttocks, sometimes at the same time as polio drops. The first dose of DPT and POLIO vaccination is given at 6 weeks, the second dose at 10 weeks and the third dose at 14 weeks. This means that those aged between 6 and 9 weeks should have received one DPT/Polio vaccination while those between the ages of 10 to 13 weeks should have received two such vaccinations. A child who is 14 weeks and above should have had 3 doses of DPT/Polio to complete this vaccine set. (Note that in some cases the first dose of this vaccination is given at birth).

If a child is 12 weeks old and has received only one dose of DPT/Polio, code 2 will be entered for him in the appropriate columns. On the other hand, NA will be recorded for a 4 week old child who has no vaccination card and whose mother answered NO to the DPT/Polio vaccination.

MEASLES: The vaccination against measles is given only once at the about 9 months although some children receive it at the age of 7 months. It comes as a dried powder which needs to be mixed before being given either just under the skin or into a muscle. In areas where the disease is very uncommon giving it at twelve months is reasonable.

QUESTION 18: Has [NAME] ever been given BCG vaccine against tuberculosis?

This is an injection given on the left hand and leaves a scar? If Mother/responsible does not know check whether [NAME] has a BCG scar on the left arm.

Skip to Q20 if Q18=1

QUESTION 19: Ask/Check whether [NAME] has a BCG scar on the left arm

If in Q18=2 and has scar, return to Q18 and code YES.

QUESTION 20: Has [NAME] ever been given any vaccination drops in the mouth to protect one from getting POLIO?

If answer is YES, continue to the next question.

If the answer is NO, skip to Q23.

QUESTION 21: How old was [NAME] when the first POLIO dose was given?

Record in completed months when the first POLIO dose was given from the card or recall from parents/guardians. For example if age was 5.5 months, record as 5 months.

QUESTION 22: How many times was [NAME] given POLIO drops since the first dose?

Fill in the number in the space provided. If unknown enter "DK".

QUESTION 23: Has [NAME] ever been given any vaccination on the thigh to prevent from getting Tetanus, Whooping cough and Diphtheria (DPT)?

If answer is YES, continue to the next question.

If the answer is NO, skip to Q25.

QUESTION 24: How many times was [NAME] given DPT doses?

Fill in the number in the space provided. If unknown enter "00".

In most cases, the Polio vaccines are administered at the same time as the DPT. That is Polio 1 and DPT 1: Polio 2 and DPT 2 and lastly Polio 3 with DPT 3.

QUESTION 25: Has [NAME] ever been given any vaccination into the muscle of the thigh or upper arms at the age of 9 months or later to prevent from measles?

If answer is YES, continue to the next child.

If the answer is NO, or 'DK', skip to next section.

NOTE: REVISIT THE VACCINES INFORMATION TO MAKE SURE THE INFORMATION IS CORRECT.

Section 2F: Health - Fertility

The purpose of this section is to ascertain the number of pregnancies and children the respondent has had during her lifetime, and to determine the mortality rates. It also asks whether the respondent uses maternity services for her child birth. Information on the use of birth control methods is also collected.

Respondent: The respondents are all the household members who are aged 12 and above aimed to collect information about all births the woman has ever had. This portion could be used to measure infant mortality rate and also determines fertility rates. The second part is for females

aged 15-49 years for last birth. Due to the sensitive nature of these questions the interviewer must try as much as possible not to offend respondents.

These questions have been designed in such a way as to elicit the vital information we require without embarrassing the respondents. We have to find out the number of children born, living and dead. You should remember that most people are very sensitive to questions regarding death. Hence most data on death are very defective. Nevertheless, you should try as much as possible to gather accurate and reliable data on deaths.

It is important that the respondent understands which events to include in these reports. We want to know about all of the woman's births, even if the child no longer lives with her and even if the child is no longer alive.

We want to know about children who were born alive – ever breathed or cried or showed other signs of life – even if they lived only a few minutes or hours. Do not record any stillbirths (babies who were born dead), or miscarriages.

In all the questions "children" refers to the woman's own biological offspring of whatever age and sex and not to the children of a brother, sister or husband or other relative or non-relative or adopted ones who may be living with her.

QUESTION 1: Each row of the household schedule is assigned a unique number. This number is referred to as the 'Identification Number' (ID No.). It is used to identify the person listed on that row and to link all information collected later in the household to that individual. Column 1 and 2 numbers should be maintained throughout the questionnaire. The first column (column 1) has been left blank so that enumerator can enter "0" if there are less than 10 persons in the household. If more than "1" is entered in the first column and "2" if more than twenty and so on.

QUESTION 2: Mark X if name is 12 years and above. Use Section 1 Roster (Q4) to identify eligible members.

QUESTION 3: Has name ever been pregnant?

This is an extremely sensitive question and Interviewer should try as much as possible not to upset the respondent. The interviewer as start interview a "Now I would like to ask about all the births you have had during your life. By reading this to the respondent you are preparing her for the questions that you will be asking later."

Pregnant: A woman is said to be pregnant if fertilization has taken place after sexual intercourse, that is, if she has ceased to have her monthly 'period', though she is not yet in her menopause.

If NO skip to next section.

QUESTION 4: Has [NAME] ever given birth to any child?

This refers to child born alive at birth.

Skip to NEXT SECTION if Q4=2

Live birth: It is one in which the new born baby or infant showed signs of life, by crying or breathing even if it died shortly afterwards.

QUESTIONS 5-QUESTION 8: These ask the total number of live births by gender. QUESTION 5 should be the total of QUESTION 6, QUESTION 7 and QUESTION 8.

QUESTION 5: How many children has [NAME] ever given birth?

This asks for the total number of births even if the child died thereafter by gender.

Q5A=Q6A+Q7A+Q8A for male child.

Q5B=Q6B+Q7B+Q8B for female child.

QUESTIONS 6: How many of [NAME]'s children are living in this household?

These ask the total number of children living in the household. This is a simpler question for the women to respond than asking the number of deaths in the family. Make sure the number living does not exceed the total born by gender.

Ask separately for male children in Q6A and female children in Q6B

NOTE: To be sure that no child is counted more than once or omitted, the number of children born alive to a respondent should be equal to the total of the number of these children living with her in the same household, the number living elsewhere and the number dead.

QUESTION 7: How many of [NAME]'s children are living elsewhere?

This question collects information on the respondents own children by sex living elsewhere (i.e. living either with another household in the same compound or living outside the respondent's compound). Care should be taken to avoid having to list dead children in this column. Explain to the respondent that children to be listed in this column must include only living children born to the respondent who are living outside their households.

Ask separately for male children in Q7A and female children in Q7B

Record the total number of male and female children born to that woman living elsewhere (away from that particular household) in two digits separately. If none, record “00”

QUESTION 8: How many [NAME]’s children have died?

This means the baby was born alive but later died even if he/she lived for only few minutes or hours.

Ask separately for male children in Q8A and female children in Q8B

This question is extremely important, but it is often very difficult to obtain accurate information about children who have died. Some respondents may fail to mention children who died very young, so if she answers NO, it is important to probe by asking: *Any baby who cried or showed signs of life but survived only a few hours or days (or only a short time)?* Some respondents may be reluctant to talk about this subject and may become sad or upset that you are asking such questions. Be sympathetic and tactful in such situations. Say that you know the subject is painful, but the information is important. As usual, record in the space provided the number of the woman’s own children by sex who are dead and “00” for none.

Note: that some women may not easily remember the number of their children who have died. Therefore you should help them find the correct number by counting your fingers as she mentions their names.

QUESTION 9: Have [NAME] given birth in the last twelve months?

Record 1 for YES and continue or 2 for NO.

If NO, skip to next section (Section 3D)

QUESTION 10: Mark X if name is 15-49 years. Use Section 1 Roster (Q4) to identify eligible members.

QUESTION 11: How many live births has [NAME] delivered in the last 12 months?

In the last 12 months how many live births has {NAME} had. A maximum of 2 is allowed as a woman can have given birth twice.

Number of live births last 12 months	Number of children	
1	One child	
	Multiple births (2+ kids)	
2	First birth	One child
		Multiple births (2+)
	Second birth	One child
		Multiple births (2+)

QUESTION 12: How many children has [NAME] given birth (live birth) in the last 12 months?
For the births had last 12 months, how many children by gender (male or female) were born? If respondent say they had 1 live birth but had twins, then record appropriately. See below the different possible scenarios.

11		12
How many live births has [NAME] had in the last 12 months?		How many children has [NAME] given birth (live birth) in the last 12 months?
Number of live births	Number of children	Condition
1	1	Only coding for one child allowed
	2	Coding for both or either gender allowed
2	1	Coding for both or either gender allowed
	2 (multiple births)	Coding for both or either gender allowed

QUESTION 13: Enter date of birth of the last delivery?

Record date of birth of last child born or most recent births if [NAME] had two births last 12 months.

The day, month and year of each child's birth is recorded here. Months are converted to numbers, from January (01) to December (12). The year is recorded by entering only the last 4 digits of the year; for example, 1999 would be recorded '1999'. If part of the day is unknown, the interviewer will record 'DK' for the unknown day of birth, although the interviewer must determine that the child is less than or equal to 60 months of age. Try as much as possible to get month and year of birth. Month and year of birth of child should not be missing. Missing month and year must be explained at the bottom of page.

QUESTION 14-18 ASKS FOR THE LAST BIRTH EVEN IF MOTHER HAD MULTIPLE BIRTHS. THE CHILD WHO ARRIVED LAST IS THE REFERENCE FOR MULTIPLE BIRTHS.

QUESTION 14: Was [NAME]'s child male or female? (FOR LAST CHILD)

If more than one child, ENTER INFORMATION FOR LAST CHILD BORN.

QUESTION 15: Where did [NAME] delivery occur? (FOR LAST CHILD)

The intent of this question is to identify births delivered in a health facility. If the woman gave birth in a hospital, health centre or clinic, write the name of the place in the space provided on the

questionnaire. If the respondent answers that she delivered in another place not listed (e.g. at home or bus stand, road side, etc.), write the description of the place in the space provided for 'Other' and **skip to Q17**.

QUESTION 16: What type of facility did [NAME] go to for this delivery? (FOR LAST CHILD)

The intent of this question is to identify whether place of delivery was a public (government run facility) or private. Probe and if cannot determine the type; please record the name of the facility visited and your supervisor will determine the type of facility with the name given.

QUESTION 17: What was the birth-weight of child born LAST? (FOR LAST CHILD)

For child, the interviewer will ask the weight at birth. Note that the decimal point is already printed in the cells for I.5. Weights of less than 10 kilograms will be recorded with a leading zero; for example, 3.5 kilograms will be recorded as "03.5". Be watchful on the weight at birth given. Weight at birth can be copied from card or from recall (memory of mother or father). If unknown leave it as missing. Do not lead respondent to give a weight at birth. Just probe to make sure weight at birth is unknown.

For example, where birth is at home and immediately after child is taken to hospital, then this is assumed to be birth weight. If mother takes child to hospital one day or week later, this is not weight at birth.

Birth weight is defined as the weight taken immediately after birth or within the first 24 hours of life.

QUESTION 18: Is that child still alive? (FOR LAST CHILD)

This refers to the last child and probe to get accurate response.

Record 1 for YES and 2 for NO.

SECTION 3: EDUCATION

The objective of this section is to measure the level of education or formal schooling of all household members. The key educational indicators that are of interest are enrolment rates and dropout rates. Dropouts are persons not currently attending school, were attending school the previous year, and have not completed their studies. Additional educational indicators include the highest grade completed, and the type of school attended (private or public), of persons who have never attended school.

Instructions: Information should be collected horizontally for each person.

Section 3A: Education - General

Respondent: This part should be administered to each member of the household but parents or guardians can answer for young children.

QUESTION 1: Each row of the household schedule is assigned a unique number. This number is referred to as the 'Identification Number' (ID No.). It is used to identify the person listed on that row and to link all information collected later in the household to that individual. Column 1 and 2 numbers should be maintained throughout the questionnaire. The first column (column 1) has been left blank so that enumerator can enter "0" if there are less than 10 persons in the household. If more than "1" is entered in the first column and "2" if more than twenty and so on.

QUESTION 2: Has [NAME] the household member in question ever attended any formal school at any time during his/her life? A positive response is expected regardless of whether or not any grades were completed. If the answer is NO, the interviewer will proceed with education questions for the Q5.

Ever attended school is defined as attending formal school for a minimum of one term (3 months). School attendance for one day or week is recorded as never attended school.

It refers to full-time education in a formal educational institution that has a given curriculum. In this type of education programme or system students are regularly tested for their understanding of subjects taught and, test or examination results are often available. Note that formal education excludes Daara or Karanta therefore probe to make sure it is formal education/madrassa.

Formal schooling: This refers to attendance of nursery, primary, secondary school, vocational/technical or professional school or training or an apprenticeship polytechnic or

university course. Attendance of Qur'anic School are not formal schools and are excluded as this is not formal schooling. However, if a Qur'anic school offers formal schooling (i.e. Madrassah) then proceed with interview.

Schools that carry out non-standard curriculum (non-formal education) are not included. Ensure respondents understand what is meant by “non-standard curriculum. A non-standard curriculum includes religious schools such as Koranic schools that do not teach a full, standard school curriculum. If a school teaches religious courses but also includes the standard curriculum – such as many Catholic schools or Madrassah – it would be coded as a standard (formal) school.

The definition of organized early learning programmes does not refer to programmes offering only baby sitting or child minding activities.

QUESTION 3: Did [NAME] attend conventional or Madrassah?

Record code “1” for ‘Formal’, and skip to Q6. If code is recorded “2”, for ‘Madrassah’ continue to Q4.

QUESTION 4: Why did [NAME] attend Madrassah?

If the selected code in Question 3 is code 2, then ask for the reason why [NAME] attended Madrassah and select the code that fits the answer.

Record code “1” for ‘Economic, “2” for Religious, and “3” for Nearness etc. If any responds is recorded skip to Q6.

QUESTION 5: What was the main reason [NAME] never attended school?

Record code “1” for ‘Work, “2” for Too expensive, and “3” for Too far etc. If any responds is recorded skip to Next Person.

Any reasons could prevent someone from ever attending school. However, we are interested in the main or most important reason why [NAME] has never attended school. Record the appropriate code and go to the next eligible person for this module. Once this question is answered for any person, all the remaining questions in this module cannot be answered again.

QUESTION 6 and 7: What was the highest level attained and highest grade completed by [NAME]?

The different levels of education under consideration in this survey are many. Examples of education level are early childhood, Primary, Lower Sec, Upper Sec, etc. The highest level attained here refers to that level that [NAME] has successfully reached. If somebody is at grade 9 then the

highest level attained is Junior secondary. Select the code that describes the highest level that [NAME] reached.⁴

QUESTION 8: Is [NAME] currently attending school?

If [NAME] is currently attending school, record code “1”, otherwise record code “2” and skip to QUESTION 11.

If the school is on vacation, the children IS CURRENTLY IN SCHOOL?

QUESTION 9: What grade level is [NAME] currently attending?

The levels of schooling are for the new education system. Choose the code of the right answer.

QUESTION 10: What type of school does [NAME] attend?

Four main kinds of school exist and these are Government, Private, Grant-aided, and Madrassah. Based on the classification, record the code of the school that best describes the kind of school that [NAME] attended.

QUESTION 11: Was [NAME] attending school last year?

Record code “1” if [NAME] was attending school last year, or code “2” and **skip to Q19**.

QUESTION 12: What level was [NAME] attending last year?

The level of school is the same as in QUESTION 8. Be very careful to the response in Q12 and compare to Q9.

QUESTION 13: What is distance from [NAME]’s home to school currently attending?

Record the distance from home to the school that [NAME] is currently attending in kilometres.

Note: when the distance is given to you in meters, divide the value by 1000 in order to get the distance in Km.

QUESTION 14: How much time does [NAME] usually spend going to school daily?

Record the code of the amount of time that name takes to go to the school he/she is currently attending. This is asking about the time taken to go straight to school (one way). Care must be taken not to include time spent playing around.

QUESTION 15: What is [NAME]’s usual mode of transport to the school?

Record the code of the mode of transport to school accordingly. Even if several modes are used, record the one used frequently.

⁴ See Annex II for education category classifications.

QUESTION 16: Did [NAME] have an interruption for a month or more in the last 12 months?

An interruption in schooling refers to those uncontrollable circumstances that forced someone to stay away from school against the person's wish. Note that someone who intentionally stopped going to school without being forced by circumstances has not got any interruption. Record code "1" if name has had an interruption, otherwise record code "2" and skip to Next Section

QUESTION 17: For how long did [NAME] stay away from school in the last 12 months?

Record the duration in month(s) that [NAME] has stayed away from school for.

QUESTION 18: What was the MAIN reason for the interruption last 12 months?

The possible circumstances that interrupted (Name's) schooling are listed below the question; select the right option and record the code that corresponds to that option.

QUESTION 19 AND 21: FOR THOSE EQUAL TO OR LESS THAN 24 YEARS.

QUESTION 19: Mark X if name is equal to and less than 24 years. This helps to make sure that household members are not missed. Use Section 1 Roster (Q4) to identify eligible members.

QUESTION 20: Why is [NAME] not presently attending school?

Record the code of the main reason why [NAME] is not currently attending school. Record only the main reason even if the reasons are varied.

QUESTION 21: Given the opportunity now, would [NAME] go back to school?

Record code "1" for YES, or code "2" for NO.

Section 3B: Education - Expenditure

Respondent: This part should be administered to each member have attended school (Q1=1 and Q7=1 in Section 3A and attended school last 12 months) but parents or guardians can answer for young children.

QUESTION 1: Each row of the household schedule is assigned a unique number. This number is referred to as the 'Identification Number' (ID No.). It is used to identify the person listed on that row and to link all information collected later in the household to that individual. Column 1 and 2 numbers should be maintained throughout the questionnaire. The first column (column 1) has been left blank so that enumerator can enter "0" if there are less than 10 persons in the household. If more than "1" is entered in the first column and "2" if more than twenty and so on.

From the household listing, copy their identification number in the space provided and fill in the required information.

QUESTION 3-14: How much was spent on for [NAME]'s education in the last 12 months by household members?

These questions are intended to cover all the expenses incurred by each household member who attended school at any time during the last 12 months. These expenditures may include those for the current academic year, and those of the previous academic year, provided they fall within the reference period, i.e. within the last 12 months. If the household is interviewed in June 2015, then the reference period (last twelve months) for the education costs will be July 2014 to June 2015.

For all the questions between QUESTION 3-14, and Q17 the enumerator is only required to record down the amount of money in Gambian Dalasi that was spent on household member.

QUESTION 3-12 specifies the education category expenditure. Ask for each and record appropriately.

When the respondent is unsure of the amount, you should probe and, if possible, ask for an approximate value and enter here. In most cases, the authorities of the school will send the parent/guardian a fee schedule, so you can ask for it and copy out the expenses under each category. But make sure that this fee schedule is for the whole year and not one school term.

QUESTION 3: School and registration fees

QUESTION 4: Contributions to parents association

QUESTION 5: Uniforms and sports clothes

QUESTION 6: Text books

QUESTION 7: School supplies (exercise books, set-box, badges etc.)

QUESTION 8: Transport to and from school

QUESTION 9: Lunch and pocket money

QUESTION 10: Examination fees

QUESTION 11: Extra classes

QUESTION 12: Other expenses (excluding educational insurance) cash and in kind

QUESTION 13: If education cost cannot be classified by the categories enter total costs here. IF AN AMOUNT ENTERED HERE Q2-Q11 MUST BE “DK”.

QUESTION 14: Total expenses.

This is the summation of Q3-Q13.

EXCEPTION NOTE:

- **IF RESPONDENT CAN REMEMBER THE TOTAL AND ONLY REMEMBER SOME CATEGORIES RECORD THE CATEGORIES THEY REMEMBER AND PUT THE TOTAL IN Q14. FOR THE OTHER CATEGORIES, MAKE SURE TO RECORD “DK”. FOR THESE HOUSEHOLDS Q3-Q12 DO NOT ADD UP TO THE TOTAL IN Q14.**

QUESTION 15: Who is mainly responsible for paying these education expenses for [NAME] last academic year?

Record the code of the person who is responsible for paying the expenses of each of the items for every household member in this section where applicable.

QUESTION 16: Did anyone provide assistance for [NAME]’s education expenses last academic year?

Record code “1” for YES if anyone provide assistance for [NAME]’s education expenses last academic year and code “2”, for NO, and skip to Next Person.

QUESTION 17: How much was this assistance valued?

Total value of the assistance should be recorded here.

Section 3C: Education - Literacy

In this section, interviewer will need to accept responses without extensive probing, the respondent's responses on whether they can read, write or do math calculations. Literacy is the ability to both read and write every day short sentences and commonly available text in any language. On the other hand, functionally literate is a person who can engage in all those activities in which literacy is required for effective functioning of his/her group and community and also for enabling him/her to continue to use reading, writing and calculation for his own and the

community's development. Literacy can have a sustained impact on livelihood as well as numeracy.

Respondent: This part should be administered to each member of the household aged 7 years and above but parents or guardians can answer for young children.

QUESTION 1: Each row of the household schedule is assigned a unique number. This number is referred to as the 'Identification Number' (ID No.). It is used to identify the person listed on that row and to link all information collected later in the household to that individual. Column 1 and 2 numbers should be maintained throughout the questionnaire. The first column (column 1) has been left blank so that enumerator can enter "0" if there are less than 10 persons in the household. If more than "1" is entered in the first column and "2" if more than twenty and so on.

QUESTION 2: Mark X for the eligible members aged 7 years above. Complete this column before proceeding with interview. Use Section 1 Q4 (Roster) to mark the valid members.

QUESTION 7-QUESTION 7 IS FOR PERSONS 7 YEARS AND ABOVE

QUESTION 3: Can [NAME] write a letter in any language?

Ask to know whether [NAME] can write in any language.

QUESTION 4: In what language can [NAME] write a letter?

Ask for the language the respondent is able to write a letter in and select the code that corresponds with it. It should be noted that a person may be literate in more than one language.

QUESTION 5: In what language can [NAME] read a letter?

[NAME] can be write in many languages but ask to know in what language [NAME] is most proficient in.

QUESTION 6: In what language can [NAME] read a letter?

Ask for the language the respondent is able to read a letter in and select the code that corresponds with it. It should be noted that a person may be literate in more than one language.

QUESTION 7: Can [NAME] do simple calculations in Roman or Arabic numbers?

Ask to know whether [NAME] can do simple calculations in Roman or Arabic numbers. Written calculation refers to simple arithmetic calculations like addition, multiplication, subtraction and division. Interviewer will have to explain this definition to the respondents.

QUESTION 8-QUESTION 11 IS FOR PERSONS 15 YEARS AND ABOVE

QUESTION 8: Mark X for the eligible members aged 15 years above. Complete this column before proceeding with interview. Use Section 1 Q4 (Roster) to mark the valid members.

QUESTIONS 8-11 SHOULD BE ANSWERED BY PERSONS 15 YEARS AND OVER

QUESTION 9: Has [NAME] ever attended adult literacy course?

Adult literacy course refers to any course (other than formal schooling course) which takes one through simple reading and writing. Such courses are normally organized for older persons and for children who do not have access to the formal school system.

QUESTION 10: When did [NAME] attend adult literacy course?

Asks when last was the adult literacy course attended. Code appropriately and only records the most recent.

QUESTION 11: For how long has [NAME] attended this course?

This asks the duration of the course both in years and months. The response here is dependent on the response to QUESTION 10.

For example, if QUESTION 10 was 6 months ago, QUESTION 11 cannot have a response in years whatsoever. If less than twelve months enter the month column only. Example, if 2.5 years enter "02" under the year column and "06" under the month column.

Section 3D: Education - Training

Respondent: This part should be administered to each member of the household aged 15 and above.

QUESTION 1: Each row of the household schedule is assigned a unique number. This number is referred to as the 'Identification Number' (ID No.). It is used to identify the person listed on that row and to link all information collected later in the household to that individual. Column 1 and 2 numbers should be maintained throughout the questionnaire. The first column (column 1) has been left blank so that enumerator can enter "0" if there are less than 10 persons in the household. If more than "1" is entered in the first column and "2" if more than twenty and so on.

QUESTION 2: Mark X for the eligible members aged 15 years above. Complete this column before proceeding with interview. Use Section 1 Q4 (Roster) to mark the valid members.

QUESTION 3: Has [NAME] ever attended a training course?

This question just asks ever and does not establish a reference period. Record code "1" for YES.

If not code '2', and skip to Next person.

QUESTION 4: Has [NAME] ever attended a training course in the last 12 months?

This question just asks ever and does not establish a reference period. Record code "1" for YES.

If not code '2', and skip to Next person.

QUESTION 5: Did [NAME] attend Formal or Madrassah?

Record code "1" for 'Formal'. If code "2", is recorded for 'Madrassah' ***continue to Q4.***

Formal schooling: This refers to attendance of Nursery, Primary, Secondary school, Vocational/Technical or Professional school or Training or an Apprenticeship Polytechnic or University course.

Attendance of Qur'anic School are not formal schools and are excluded as this is not formal schooling. However, if a Qur'anic school offers formal schooling (i.e. Madrassah) then proceed with interview.

Non-formal education is any organized education targeting a person or group of persons but does not follow a curriculum; usually to yield some specific purpose such as the ability to read and/or write.

QUESTION 5-QUESTION 10 REFERENCE PERIOD IS LAST 12 MONTHS

QUESTION 5: How much did [NAME] pay as registration fee for the course?

When the respondent is unsure of the amount, you should probe and, if possible, ask for an approximate value and enter in COLUMN provided.

QUESTION 6: How much did [NAME] spend on books and supplies during the course?

Make sure that this fee (books and supplies) schedule is for the duration of the course and record the amount in the Column provided.

QUESTION 9: What was [NAME]'s total expenses?

If, however, the respondent is unable to a breakdown of the costs as required by the question then you should ask for the total amount spent and record it here.

This part only IF CANNOT CATEGORIZE EXPENSES BY Q6, Q7, Q8
If any amount is entered Q6, Q7, Q8 MUST BE RECORDED AS "DK".

QUESTION 10: What was [NAME]'s total expenses on this training course?

Write the amount of other expenses spent on this training course in the space provided.

You are required to add the amounts from Q5-Q8 and record the figure in this column (COL. 9).

QUESTION 11: What skills did [NAME] learn? (Multiple answers 3 MAX)

Record appropriately the 3 most important.

If respondent gives more than 3 responses, the three most should be recorded in the columns provided mark A to C.

SECTION 4: EMPLOYMENT AND TIME USE

This section is designed to gather information on employment for household members. Respondents must be assured that their responses will be treated with utmost confidentiality. Where a respondent, for some reasons is reluctant to disclose his/her income in the presence of other household members, the interviewer should ask other members of the household to excuse them.

Note to enumerators: This module is extremely important and also the most challenging for enumerators. One has to be very thoughtful and very careful, so that people understand it clearly.

Questions in this section ask about the economic activities of all individuals aged five years and over during a specified reference period before the date of interview. In some households, even very young members perform some kind of work such as livestock tending, water fetching or food selling.

The answers to these questions have to be properly ascertained and recorded because they are very important for economic planning. You should carefully read the instructions and thoroughly understand the concepts before you start enumeration.

Carefully complete the sections based on the responses given in each section. There should be no individuals that respond to all the sections. After the enumerator finishes all the required parts for each person, he/she will continue with the next person by returning to part A and completing all the sections that applies to that person.

Some definitions of importance include:

Main occupation: This is the activity that the respondent spends the most time doing. This is especially important if a respondent has several jobs. For instance, the main occupation for the past 12 months of a respondent who farms mostly but often goes fishing during the dry season is farming.

Secondary occupation: This is the activity that the respondent spends most time doing after the main occupation. In the example given above, fishing would be the secondary occupation of the respondent in the past 12 months.

Self-employment: This is the work done by the respondent on his own account; that is she/he pays all expenses and controls all income she/he generates. Examples are a trader, fisherman, carpenter, etc. The business may include contributing family workers.

Family worker: A person who helps in a family enterprise (farm or non-farm). She/he may or may not receive payment for this work.

Business: This may be some kind of trade (selling gari, bananas, or other types of goods) or a profession (doctor, lawyer, accountant, etc.) or an industrial activity (mining & quarrying, construction, manufacturing, etc.).

Last 7 days: This refers to the period of 7 consecutive days just before and including the interview day. During the interview, the enumerator should be specific about which days are included in the last seven days. For example, if the interview takes place on Friday, April 10, 2015 then we are referring to all days from Saturday, April 4, 2015 to the day of the interview.

Last 12 months: This refers to the period of 12 consecutive months just before and including the interview day. During the interview, the enumerator should be specific about what time period is included in the last 12 months. For example, if the interview takes place on September 10, 2015 then we are referring to all the time in the period from September 11, 2014 to the date of the interview.

Section 4A: Participation in the labour force

Respondent: This section concerns all household members aged 5 and above. You should endeavour to find each household member to respond to questions personally. If the children are not present, however, someone else such as a parent or responsible adult/guardian could answer on their behalf.

Where some household members are absent, proceed with the interview for all those present but make the necessary arrangements to come back and continue the interview with absentee members after ascertaining the appropriate time that they could be found at home.

QUESTION 1: Each row of the household schedule is assigned a unique number. This number is referred to as the 'Identification Number' (ID No.). It is used to identify the person listed on that row and to link all information collected later in the household to that individual. Column 1 and 2 numbers should be maintained throughout the questionnaire. The first column (column 1) has been left blank so that enumerator can enter "0" if there are less than 10 persons in the household. If more than "1" is entered in the first column and "2" if more than twenty and so on. Make sure the order of household members corresponds to Section 1 Roster (Q4).

QUESTION 1A: For the household members that did not respond to the questions directly for himself/herself, record the Person ID of the household member that was responding from Section 1 Roster (Q4).

QUESTION 2: Mark X for the eligible members aged 5 years above. Complete this column before proceeding with interview. Use Section 1 Q4 (Roster) to mark the valid members.

QUESTIONS 3-8: These questions ask about the type of work that an individual did.

Questions 3, 5, and 7 ask about the last 7 days while questions 4, 6, and 8 ask about the last 12 months.

QUESTION 3: In the last 7 days, did [NAME] work (at least one hour) as an employee for wage, salary, commission or any payment in kind; including doing paid domestic work or farm work or apprentices? Asks if member had any job where he/she was paid with a wage in the last 7 days. This question has to do with the work done outside of the home or family business, whether in the private (NGO, company, individual firm, etc.) or state/public sector. This type of work includes domestic work, farm work, or apprenticeships where the individual was paid with a wage.

If the answer is YES, code 1 and skip to question 3.

If the answer is NO, code 2 and continue with question 2.

QUESTION 4: In the last 12 months, did [NAME] work (at least one hour) as an employee for wage, salary, commission or any payment in kind; including doing paid domestic work or farm work or apprentices?

Asks if member had any job where he/she was paid with a wage in the last 12 months. This question has to do with the work done outside of the home or family business, whether in the private (NGO, company, individual firm, etc.) or state/public sector. This type of work includes domestic work, farm work, or apprenticeships where the individual was paid with a wage.

If the answer is YES, code 1.

If the answer is NO, code 2.

QUESTION 5: In the last 7 days, did [NAME] work (at least one hour) on your own account on a farm owned or rented by you or a member of your household, whether in cultivating crops or in other farm maintenance tasks, or have you cared for livestock belonging to you or a member of your household? Asks about work on a farm or field that is owned and rented by the household in the last 7 days. The respondent may or may not have been paid for the time they spent working. This includes duties such as farm maintenance tasks or caring for livestock belonging to the respondent or another household member. This question has to do with engagement in agriculture or livestock farm owned by the respondent or by a member of his household.

If the answer is YES, code 1 and skip to question 7.

If the answer is NO, code 2 and continue with question 6.

QUESTION 6: In the last 12 months, did [NAME] work (at least one hour) on your own account on a farm owned or rented by you or a member of your household, whether in cultivating crops or in other farm maintenance tasks, or have you cared for livestock belonging to you or a member of your household?

Asks about work on a farm or field that is owned and rented by the household in the last 12 months. The respondent may or may not have been paid for the time they spent working. This includes duties such as farm maintenance tasks or caring for livestock belonging to the respondent or another household member. This question has to do with engagement in agriculture or livestock farm owned by the respondent or by a member of his household.

If the answer is YES, code 1.

If the answer is NO, code 2.

QUESTION 7: In the last 7 days, did [NAME] work (at least one hour) on your own account or in a business enterprise belonging to you or someone in your household, for example, as a trader, shopkeeper, barber, dressmaker, carpenter, taxi driver, car wash, etc.?

Asks about work on business enterprise that belongs to the respondent or someone else in the household in the last 7 days. Examples of this type of work include: a merchant, shop owner, barber, tailor, carpenter, taxi driver, etc. This question has to do with the work done on behalf of the respondent, or the work done by him/her in a business run by another household member.

If the answer is YES, code 1 and skip to question 9.

If the answer is NO, code 2 and continue with question 8.

QUESTION 8: In the last 12 months, did [NAME] work (at least one hour) on your own account or in a business enterprise belonging to you or someone in your household, for example, as a trader, shopkeeper, barber, dressmaker, carpenter, taxi driver, car wash, etc.?

Asks about work on business enterprise that belongs to the respondent or someone else in the household in the last 12 months. Examples of this type of work include: a merchant, shop owner, barber, tailor, carpenter, taxi driver, etc. This question has to do with the work done on behalf of the respondent, or the work done by him/her in a business run by another household member.

If the answer is YES, code 1.

If the answer is NO, code 2.

QUESTION 9 CHECK THE ANSWERS TO QUESTIONS 3, 5 AND 7 (WORK IN 7 LAST DAYS)

If the respondent answered YES to any of the three questions (REFERENCE LAST 7 DAYS), the enumerator should record code 1 and skip to Section 4C for this individual.

If the answer to all three questions are no, then the enumerator should code 2 and continue with question 10 for the individual.

QUESTION 10: Does [NAME] have a permanent/ long term job (even though you did not work in the last 7 days) from which you were temporarily absent?

This question asks if the respondent has a job or some kind of work that he/she is expecting to return to even if he/she did not work in the last 7 days. Examples of this include: a person is on holiday, maternity leave, or is a seasonal worker. Probe to make an appropriate assessment BUT DO NOT LEAD THE RESPONDENT.

If absent from work permanently (Q10=2), skip to Section 4B.

If absent from work temporarily for some reason (Q10=1), continue with Q11 for that person.

QUESTION 11: What is the main reason that [NAME] did not work in the last 7 days although you have a permanent job?

Ask only for the main reason even if the respondent has several reasons. Probe but do not lead the respondent by reading out the options provided. The reasons for absence may be: illness or injury, holiday, strikes, leaving to go to school or training, maternity leave, reduction of economic activity for any reason, suspension of work due to bad weather, interruptions of electricity, lack of raw materials and fuel, an agreement with the employer to return back to work on a certain date for any reason, etc. Then skip to Section 4C.

Section 4B: Unemployment Screening

Respondent: This section concerns all household members aged 5 years and above that did NOT engage in any activities during the last 7 days. You should endeavour to find each household member to respond to questions personally. If the children are not present, however, someone else such as parents or responsible adult/guardian could answer on their behalf.

QUESTION 2: Mark X for the eligible members aged 5 years above. Complete this column before proceeding with interview. Use Section 1 Q4 (Roster) to mark the valid members.

QUESTION 3: MARK X IF SECTION 4A Q10=2

Transfer the responses in Section 4A Q10=2 into this column. This is just to make the enumerator work easier than flipping back and forth to select the unemployed.

QUESTION 4: During the last 4 weeks, has [NAME] tried in any way to find a job or start your own business?

This question asks individuals that did not work at all in the last 7 days if they spent any time looking for work. This question asks about the last 4 weeks. If the respondent did anything to try to look for any type of work (e.g. ask a friend or relative for work), then code 1 for this question and skip to Question 6.

QUESTION 5: What is the main reason [NAME] did not look for a job in the last 4 weeks?

This question asks about the main reason why the respondent did not try to look for a job in the last 4 weeks.

- *Pupil/student*: Include persons who are currently in school or dedicate most of their time to studying (students over 15 years of high school and students in higher education)
- *Housewife*: Include persons mainly dedicated to family care and housework.
- *In retirement*: Include persons who have finished his/her working life due to old age and no longer work at their previous occupation, business, or office. The retirees depend entirely on their pension for their upkeep. If a person is retired from their previous job but is still actively working (self-employed, business person, etc.), then his/her occupation status is employed and not retired.

This category does not include those persons who receive family pension (e.g. a housewife who received an inheritance from the deceased spouse).

- *Handicap*: Include persons who are not working due to physical or mental disability
- *Waiting for busy season*: Includes seasonal workers who are waiting to work again

QUESTION 6: What kind of efforts did [NAME]'s put into finding a job?

This question asks what kind of actions did the respondent take to try to find a job. If the respondent did several things to try to find work, probe for the main action and code appropriately.

QUESTION 7: Is [NAME] available to start a job?

This question asks about when the respondent would be able to start working if he/she were to get a job. Code 1 means that the respondent could not work even if they got a job. This could be for any reason, such as injury, the respondent has to take care of a sick relative, etc.

QUESTION 8: How long has [NAME] looked for a job in the last 12 months?

Record the number of months that the respondent has been looking for work. If the amount of time is less than a month, record '0' for this question.

QUESTION 9: How long has [NAME] been without a job in the last 12 months?

Record the number of months that the respondent has not had any type of work. If the amount of time is less than a month, record '0' for this question.

Section 4C: Summary of Labour Last 7 Days

Respondent: Household members that are 5 years and over that have done any sort of work in the last 7 days. You should endeavour to find each household member to respond to questions personally. If the children are not present, however, someone else such as parents or responsible adult/guardian could answer on their behalf.

If the interviewer visits the household on a Monday, the reference period will be the last 7 days starting from that Monday. If the visit is on a Wednesday, the reference period will be the last 7 days starting from that Wednesday. Each row constitutes one job for an individual. If an individual did more than one type of work, then each activity would be listed in a separate row. If an individual is temporarily absent from their job in the last 7 days, record the job in this section.

Job is defined a set of tasks and duties performed, or meant to be performed, by one person, including for an employer or in self-employment. Jobs are classified by occupation with respect to the type of work performed, or to be performed. The basic criteria used to define the system of major, sub-major, minor and unit groups are the “skill level” and “skill specialization” required to competently perform the tasks and duties of the occupations.

QUESTION 1: List the person ID from the Roster (Section 1 QUESTION 4).

QUESTION 2 and QUESTION 3: If the household member has several jobs, list all of the member’s occupations (QUESTION 3) before continuing with the interview for that person.

After listing all jobs for each person, code QUESTION 2 sequentially for that person. This lists the number of jobs that are held by the person. See example below.

1	2	3				
ID CODE	ACTIVITY ID	WRITTEN DESCRIPTION	FOR OFFICE CODING			
1	1	Electrician				
1	2	Shop keeper				
2	1	Housewife				
2	2	Selling fruits and nuts				
2	3	Water seller				
2	4	Bread making				
5	1	Pupil/student				

For example, a person worked in two jobs in the last 7 days: sold the goods at a shop and worked as electrician. Record the description of each profession in a separate row: shop keeper and

electrician. In the description of the work, avoid the use of general terms such as worker or employee. The following are examples of good descriptions: paediatrician, attorney, chemical engineer, agronomist, hotel receptionist, painter, welder, tailor, bricklayer, electrician, plumber, carpenter, taxi driver, barber, maid, janitor, economist, cashier, programmer, librarian, etc.

Information for the profession should be as detailed as possible and in clearly written words in full in the relevant box. For example, for teachers, also write the subject taught and the type of school: teacher of mathematics in elementary school, teacher of mathematics in high school, etc.

The part “FOR OFFICE CODING” should not be completed by the enumerator. The supervisor or designated person shall fill in the relevant code (ISCO occupation codes) based on the written description. Refer to Annex II for the ISCO occupation codes.

QUESTION 4: For how many days in the last 7 days did [NAME] do this work?

Asks the number of days worked in the occupation in the last 7 days from the day of the interview. This number recorded for this question cannot exceed 7.

QUESTION 5: For how many hours in the last 7 days did [NAME] do this work?

Asks the number of hours worked in the occupation during the last 7 days. The interviewer should be very mindful on the response and probe. For example, a respondent cannot say they worked 168 hours in the last 7 days. This means that respondent worked 24 hours a day for every day of the last 7 days which is very unlikely. If the respondent does not remember how many hours they worked in the last 7 days, the interviewer can start probing by how many hours he/she worked each day and then sum them up for the last 7 days using the number of days he/she said they worked in QUESTION 4.

QUESTION 6: How many weeks in the last 12 months did [NAME] do this activity?

Asks number of weeks in the last 12 months that the respondent did the job. The response cannot exceed 52 weeks.

Before proceeding to QUESTION 7, ASK RESPONDENT IF THEY DID ANY OTHER WORK LAST 7 DAYS THAT IS NOT LISTED SUCH AS A JOB TEMPORARILY ABSENT (DUE TO LEAVE, SICKNESS, ETC.). IF RESPONDENT HAS ANOTHER JOB, GO BACK TO Q1 AND RECORD Q1-Q6 FOR THE MISSING JOB.

QUESTION 7: This question ranks the number of hours worked per person from the highest to the lowest. Refer to the answers to Q5 for all the jobs for each individual. Code 1 for the job that the individual spent the most of time doing. Code 2 for the job that the individual has spent the second

most amount of time doing. And continue ranking each job based the number of hours they spent in the past 7 days doing the job.

- If this individual has provided information for only ONE activity, note that the code 1 regardless of the number the hours worked
- If an individual has worked in 3 jobs during the last 7 days and claimed to have worked respectively 40, 5 and 19 hours a week. The column Q8 will be marked: 1, 3 and 2.

If two jobs have the same number of hours, ask respondent which is a priority and rank this one as CODE=1. See example below.

1	2	3	4	5	6	8
ID CODE	ACTIVITY ID	WRITTEN DESCRIPTION	DAYS PER WEEK	HOURS PER WEEK	NUM-BER OF WEEKS	
1	1	Electrician	5	40	52	2
1	2	Shop keeper	7	84	52	1
2	1	Housewife	7	100	52	1
2	2	Selling fruits	6	68	48	3
2	3	Water seller	7	100	30	2
2	4	Bread making	3	40	22	4
5	1	Pupil/student	5	40	36	1

QUESTION 8-QUESTSION 9 REFERENCE PERIOD IS LAST 12 MONTHS

QUESTION 8: This question asks the respondent to identify the job they consider their main job in the last 12 months out of the jobs that they spent the most amount of time doing in the last 7 days. The interviewer should refer to Q8 to determine which two jobs the respondent spent the most amount of time doing in the last 7 days (Q8=1 and Q8=2). If the person only had one job in the last 7 days, then that job will also be considered the main job in the last 12 months. The main job in the last 12 months may not be the job that the person has spent the most amount of time on in the last 7 days.

Code 1 for the job that the respondent considered their main job in the last 12 months. Code 2 for the secondary job. Code 3 if the job was neither the main job nor the secondary job. Code 4 if the person did not work in that job in the last 12 months. Skip to part D if the job was the main job or the secondary job. See example below.

In the example, household member #1 spent more time working as a shopkeeper in the last 7 days. However, in the last 12 months, he has spent more time working as an electrician so he

considers that his main job in the last 12 months. Household member #2 has four jobs total in the last 7 days. In the last 12 months, she considers shoe repairing her main job and selling water her secondary job. For her other two jobs, selling fruits and bread maker, notice that Q9=3 because they are neither the main job nor the secondary job.

1	2	3	4	5	6	8	9
ID CODE	ACTIVITY ID	WRITTEN DESCRIPTION	DAYS PER WEEK	HOURS PER WEEK	NUMBER OF WEEKS		
1	1	Electrician	5	40	52	2	1
1	2	Shop keeper	7	84	52	1	2
2	1	Shoe repair	7	100	52	1	1
2	2	Selling fruits	6	68	48	3	3
2	3	Water seller	7	100	30	2	2
2	4	Bread making	3	40	22	4	3

QUESTION 9: Record the number of months that the respondent did the job in the last 12 months. Record '00' if the number of months worked is less than 1 month. This question should only be answered for jobs that were not the main or secondary job for the respondent (Q9=3).

Section 4D: Main job

The main job in this section is based upon the job with the most number of hours worked last 7 days (Section 4C QUESTION 8 =1). Each individual should only have one row for this section since every household member should only have one main job. If an individual only has one job, then that job should be listed in this section.

QUESTION 2: Mark X for the eligible members aged 5 years above. Complete this column before proceeding with interview. Use Section 1 Q4 (Roster) to mark the valid members.

QUESTION 3: For every eligible household member, copy the written description recorded for SECTION 4C Q3 for the individual's main job. See Annex II for the occupation codes.

The part "FOR OFFICE CODING" should never be completed by the interviewer. The supervisor or designated person shall complete the relevant code based on the written description (ISCO occupation codes). This code should match the code listed for Q3 in Section 4C.

QUESTION 4: This question records the International Standard Industrial Classification of Economic Activities⁵ (ISIC) Revision 3.1 for the individual's main job. See Annex III for the industry codes. The written description will describe what kind of industry that the individual's job is in.

Industry refers to the activity of the establishment in which an individual works at his or her occupation. An industry is usually identified on the basis of the nature of the goods and services produced.

Example:

- A secretary may work in a construction company or in Transportation Company depending on who employs her as a secretary. Therefore if working for the former, she will be under construction while transportation will be her work industry in the second case.
- A doctor may work for a mining company or in a public hospital. In the first case, the industry will be the mining industry. In the second case, the doctor working for the public hospital will fall under health and social work.

Record a clear written description of the type of industry that the person works for (i.e. type of company). Do NOT write the exact name of the company or institution that the individual works for, unless it is a government ministry or official/public organization. Do NOT write a generic description, such as "workshop," "factory," "company," etc. It should provide enough descriptive information so that the appropriate ISIC code can be filled out.

Examples:

Proper explanation	Unsatisfactory Explanation
Clothing factory	Factory
Ministry of Agriculture	Government
Coal Mining	Mining

The part "FOR OFFICE CODING" should never be completed by the enumerator. The supervisor or designated person shall complete the relevant ISIC code for the industry based on the written description.

QUESTION 5: This question asks about where the individual usually does their work. For example, a fruit seller that sells fruit from a cart that he pushes around in the street should be coded as 7.

⁵ <http://esa.un.org/unsd/cr/registry/regcst.asp?Cl=17&Lg=1>

Another example is if the individual is a taxi driver, then most of their work would be carried out in a vehicle (code 5).

QUESTION 6: This question asks about the type of position the individual worked as. The interviewer should read the answer options to the respondent.

Important things to note:

- ***Option 1 and in 2 are different in that option 1, the individual works for someone who is not a household member while the individual works for a household member in option 2.***
- ***Employer*** - Includes persons working on their own behalf or with one or more partners and employs one or more non-household persons. An example of an employer is a person who owns a shop that sells mobile phones and he has three employees that work in the shop.
- ***A worker on own account*** – Includes persons working on their own behalf, but they do not employ any other person. Not having any employees makes this option different from employer (option 3).
- A person who works on a family farm, an agricultural household business, or a non-farm household business will be either option 2 or 5. If the person is paid for their work, then code 2. If the person is NOT paid for their work, then code 5. This does not include helping on housework, such as cooking, cleaning, caring for other household members, etc.

Skip rule for this question:

- ***Code 1: Continue on to question 7***
- ***Code 2: Skip to question 8***
- ***Code 3/4: Skip to question 16***
- ***Code 5: Skip to question 21***

QUESTION 7: Is [NAME] employer for this job READ ALL RESPONSES

Asks about the type of employer that the individual works for. Use the codes on the questionnaire to record the type of employer.

QUESTION 8: How much was [NAME] last NET payment or earning? (IF RESPONDENT HAS NOT YET BEEN PAID, ASK: What payment would you expect?) What period of time does this payment/earning cover?

Asks about the amount the individual was paid when they were paid last. If the respondent has not been paid yet, ask about how much they expect to be paid. Record that was amount received and

indicate the time unit that the payment covers. For example, if the respondent is paid 500 Dalasis every week, then record 500 in the first column and code 3 for weekly in the second column.

QUESTION 9 AND QUESTION 10 ASKS ABOUT IBONUSES

QUESTION 9 and QUESTION 10: Asks about any bonuses received and the amount respectively. An affirmative response YES or NO is required. Probe to get a correct response.

Bonus is extra sums of money paid to a worker in addition to his/her regular earnings/wage and are usually made to serve as an incentive to increase output or profitability of the enterprise. Bonuses can be a NEW YEAR bonus, etc.

QUESTION 11: How many months usually pass between bonuses payments in this job?
Asks about how often the individual gets a bonus in this job. Record the number of months that usually pass between when the individual receives a bonus. Record '0' if the individual receives a bonus every month.

QUESTION 12 AND QUESTION 13 ASKS ABOUT IN KIND PAYMENTS

QUESTION 12: Did [NAME] receive any payment/ earning from this work in any other form during the last 12 months (meals, tips, transport, clothes)?

Asks if the respondent received any payment in kind for their work in the last 12 months. In-kind payment would include meals, transport, clothing, etc. Code 1 if the answer is YES. Code 2 if the answer is NO and skip to QUESTION 13.

QUESTION 13: What is the value of those in-kind payments/ earnings in the last 12 months?
Record the total value of all the in-kind payments in the last 12 months. Ask the respondent to estimate the value of all the in-kind payments in Dalasis.

QUESTION 14: When did [NAME] start this job?
Asks the respondent month and year when [NAME] started job.

QUESTION 15: Are you protected against unlawful termination of service?
All household members employed in a wage job are to be asked whether they are protected against unlawful termination of service. Record 1 if the answer to this question is YES, and if the answer NO, record 2.

QUESTION 16: Is [NAME] entitled to a pension or social security with this job?
All individuals with wage employment are to be asked whether the job or activities they perform is covered by a pension or social security. Indicate 1 if the establishment in which they work covers its employees by pension and social security; 2 if the establishment does not.

Pension is the sum of money paid at regular intervals to retired or disabled workers e.g. Service pension (normally paid to government employees). It is a payment, not wages, made regularly to a person (or to his family) who has fulfilled certain conditions of service, reached a certain age, etc.

QUESTION 17: Is [NAME] entitled to paid leave with this job?

All household members should be asked if they were entitled to paid leave with this job. Write down the appropriate response code: if he/she is entitled to paid leave with this job record 1, record 2 for no.

QUESTION 18: Is [NAME] entitled to injury compensation?

All household members should be asked if the job will compensate the individual if he/she is injured while on the job. Write down the appropriate response code: if he/she is entitled to an injury compensation record 1, mark 2 for no.

QUESTION 19: Did [NAME] seek to increase his/her earnings during the last 30 days?

This question asks about other activities different from person's main activity or extra hours of work in the main activity that the person has done within the last 30 days from which he /she could earn some income.

Skip to QUESTION 22 if answer is NO.

QUESTION 20: How did [NAME] seek to increase his/her income in the last 30 days?

This questions asks about what the respondent did to increase his/her income in the 30 days. This includes trying to find an additional job, asking his/her employer for more hours, etc.

QUESTION 21: Is [NAME] ready to take additional work in the next 4 weeks?

This captures the ability and/or willingness of person to take on extra work in addition to the current work in the next 4 weeks.

QUESTION 22: Was [NAME] looking for a job in the past 30 days?

This question asks if the individual spent any time looking for a job in the last 30 days. Code 1 if YES. Code 2 if NO.

Section 4E: Secondary job

This section asks about the secondary job of the respondent. The secondary job is the job that the respondent spent the second most number of hours working on in the last 7 days (Section 4C, QUESTION 8=2). Each individual should only have one row for this section since every household

member should only have one secondary job. Any individuals that had only one job in the last 7 days should skip this section.

Respondent: This section concerns all household members aged 5 and above that had more than one job. You should endeavour to find each household member to respond to questions personally. If the children are not present, however, someone else such as parents or responsible adult/guardian could answer on their behalf.

All the questions in this section are also present in Section 4D. Refer to Section 4D for more information on a question.

QUESTION 2: Mark X for the eligible members aged 5 years above. Complete this column before proceeding with interview. Use Section 1 Q4 (Roster) to mark the valid members.

Important Exception:

QUESTION 5: Asks about the type of job of the secondary job. The interviewer must read out the answer options to the respondent.

Seasonal work is a job (with or without a contract) in which the duration of the job is dependent on seasonal factors such as climate, holidays, public harvesting period in agriculture etc.

Casual/occasional labour is a job (with or without a contract) with short duration – such as a week every month or a few hours a week.

Temporary work is a job that is performed with a contract or agreement that explicitly states the terms and conditions of termination. For example, an individual is hired to work on a project that last 6 months and will be terminated once the project finishes.

Permanent/long-term is a job that has a contract or agreement which that has no time limit

Section 4F: Job last 12 months if different from Primary or Secondary

This section asks about the main job performed in the last 12 months listed in Section 4C that was different from the primary or secondary job in the last 7 days. Specifically, this would be the job where Section 4C, Question 9 was coded as 3.

QUESTION 2: Mark X for the eligible members aged 5 years above. Complete this column before proceeding with interview. Use Section 1 Q4 (Roster) to mark the valid members.

QUESTION 3: Refer to SECTION 4C Q8.
Copy the responses in Section 4C Q8 here.

QUESTION 4: Mark the eligible persons here and continue interview.
Code 1 if Q3=3.

The interview should NOT ask this question to the respondent if Q3=1 or Q3=2 or Q3=4.

QUESTION 5: For every eligible household member, copy the written description. See Annex II for the occupation codes.

The part “FOR OFFICE CODING” should never be completed by the interviewer. The supervisor or designated person shall complete the relevant code based on the written description (ISCO occupation codes).

QUESTION 6: This question records the International Standard Industrial Classification of Economic Activities⁶ (ISIC) Revision 3.1 for the individual’s main job. See Annex III for the industry codes. The written description will describe what kind of industry that the individual’s job is in.

Industry refers to the activity of the establishment in which an individual works at his or her occupation. An industry is usually identified on the basis of the nature of the goods and services produced.

Example:

- A secretary may work in a construction company or in Transportation Company depending on who employs her as a secretary. Therefore if working for the former, she will be under construction while transportation will be her work industry in the second case.
- A doctor may work for a mining company or in a public hospital. In the first case, the industry will be the mining industry. In the second case, the doctor working for the public hospital will fall under health and social work.

Record a clear written description of the type of industry that the person works for (i.e. type of company). Do NOT write the exact name of the company or institution that the individual works for, unless it is a government ministry or official/public organization. Do NOT write a generic description, such as “workshop,” “factory,” “company,” etc. It should provide enough descriptive information so that the appropriate ISIC code can be filled out.

⁶ <http://esa.un.org/unsd/cr/registry/regcst.asp?Cl=17&Lg=1>

Further Examples:**Proper explanation**

Clothing factory

Ministry of Agriculture

Coal Mining

Unsatisfactory Explanation

Factory

Government

Mining

The part “FOR OFFICE CODING” should never be completed by the enumerator. The supervisor or designated person shall complete the relevant ISIC code for the industry based on the written description.

QUESTION 7: This question asks about where the individual usually does their work. For example, a fruit seller that sells fruit from a cart that he pushes around in the street should be coded as 7. Another example is if the individual is a taxi driver, then most of their work would be carried out in a vehicle (code 5).

QUESTION 8: This question asks about the type of position the individual worked as. The interviewer should read the answer options to the respondent.

Important things to note:

- ***Option 1 and in 2 are different in that option 1, the individual works for someone who is not a household member while the individual works for a household member in option 2.***
- ***Employer*** - Includes persons working on their own behalf or with one or more partners and employs one or more non-household persons. An example of an employer is a person who owns a shop that sells mobile phones and he has three employees that work in the shop.
- ***A worker on own account*** – Includes persons working on their own behalf, but they do not employ any other person. Not having any employees makes this option different from employer (option 3).
- A person who works on a family farm, an agricultural household business, or a non-farm household business will be either option 2 or 5. If the person is paid for their work, then code 2. If the person is NOT paid for their work, then code 5. This does not include helping on housework, such as cooking, cleaning, caring for other household members, etc.

QUESTION 9: Is [NAME] employer for this job READ ALL RESPONSES

Asks about the type of employer that the individual works for. Use the codes on the questionnaire to record the type of employer.

QUESTION 10: How much was [NAME] last NET payment or earning? (IF RESPONDENT HAS NOT YET BEEN PAID, ASK: What payment would you expect?) What period of time does this payment/earning cover?

Asks about the amount the individual was paid when they were paid last. If the respondent has not been paid yet, ask about how much they expect to be paid. Record that was amount received and indicate the time unit that the payment covers. For example, if the respondent is paid 500 Dalasis every week, then record 500 in the first column and code 3 for weekly in the second column.

QUESTION 11 and QUESTION 12: Asks about any bonuses received and the amount respectively. An affirmative response YES or NO is required. Probe to get a correct response.

Bonus is extra sums of money paid to a worker in addition to his/her regular earnings/wage and are usually made to serve as an incentive to increase output or profitability of the enterprise. Bonuses can be a NEW YEAR bonus, etc.

QUESTION 13: How many months usually pass between bonuses payments in this job?

Asks about how often the individual gets a bonus in this job. Record the number of months that usually pass between when the individual receives a bonus. Record '0' if the individual receives a bonus every month.

QUESTION 14: Did [NAME] receive any payment/earning from this work in any other form during the last 12 months? (meals, tips, transport, clothes?)

Asks about the type of employer that the individual works for. Use the codes on the questionnaire to record the type of employer.

QUESTION 15: What is the value of [NAME]'s in-kind payments/ earnings in the last 12 months?

Asks about the amount the individual was paid when they were paid last. If the respondent has not been paid yet, ask about how much they expect to be paid. Record that was amount received and indicate the time unit that the payment covers. For example, if the respondent is paid 500 Dalasis every week, then record 500 in the first column and code 3 for weekly in the second column.

QUESTION 16: Are you protected against unlawful termination of service?

All household members employed in a wage job are to be asked whether they are protected against unlawful termination of service. Record 1 if the answer to this question is YES, and if the answer NO, record 2.

QUESTION 17: Is [NAME] entitled to a pension or social security with this job?

All individuals with wage employment are to be asked whether the job or activities they perform is covered by a pension or social security. Indicate 1 if the establishment in which they work covers its employees by pension and social security; 2 if the establishment does not.

Pension is the sum of money paid at regular intervals to retired or disabled workers e.g. Service pension (normally paid to government employees). It is a payment, not wages, made regularly to a person (or to his family) who has fulfilled certain conditions of service, reached a certain age, etc.

QUESTION 18: Is [NAME] entitled to paid leave with this job?

All household members should be asked if they were entitled to paid leave with this job. Write down the appropriate response code: if he/she is entitled to paid leave with this job record 1, record 2 for no.

QUESTION 19: Is [NAME] entitled to injury compensation?

All household members should be asked if the job will compensate the individual if he/she is injured while on the job. Write down the appropriate response code: if he/she is entitled to an injury compensation record 1, mark 2 for no.

SECTION 5: MIGRATION

The purpose of this section is to gather data on the geographic mobility of household members. The section focuses on the most recent migration and elicits information on previous place of residence; distance moved and travel time, employment and length of stay at previous place of residence, and reasons for moving among the various aspects of migration characteristics.

Respondent: This part should be administered to each member of the household but parents or guardians can answer for young children. If a respondent is not available, another household member who is well informed may answer in his/her place.

Migration refers to a change in usual residence which involves the crossing of an administrative boundary. For the purpose of this survey, a migrant must have lived at the present place of residence continuously for a period of time or intends to do so.

QUESTION 1: Each row of the household schedule is assigned a unique number. This number is referred to as the 'Identification Number' (ID No.). It is used to identify the person listed on that row and to link all information collected later in the household to that individual. Column 1 and 2 numbers should be maintained throughout the questionnaire. The first column (column 1) has been left blank so that enumerator can enter "0" if there are less than 10 persons in the household. If more than "1" is entered in the first column and "2" if more than twenty and so on.

QUESTION 2: Was [NAME] born in this Settlement/Town/Village?

An affirmative YES or NO response is allowed.

Skip to Q5 if YES (born in this village).

If birth takes place within the territory of the Gambia, birth place may be defined as the place of usual residence of mother at the time of birth. If a person says he was born in this settlement, record code YES in the blank space (not in shaded sub-column). Persons reporting to have been born in this settlement are those born in the same settlement in which you are conducting your enumeration. If for example you are conducting your enumeration in Barra and the respondent was born in Barra you will record YES.

In this survey like the census the birth place of a person is the place of usual residence of the person's mother at the time of birth. For example, for a person born in (a) a hospital or maternity home outside the usual place of residence of the mother or (b) the hometown of the mother or (c) some other Locality where the mother had gone for a short visit, the birthplace of this person will be the Locality in which the mother usually lives and not the Locality of the hospital, residence of the mother's mother or place of visit. If however, the mother's length of stay outside her Locality

of usual residence is six months or more or the mother has the intention of staying in the new place for six months or more the "actual place of physical birth" will be considered as the birthplace of the person in question. For example, Adama who normally resides with her husband at Serrekunda went to Banjul to deliver her child in her mother's house and returned to Serrekunda before six months. In such a case the birthplace of the child will be Serrekunda and not Banjul.

If however, she stays in Banjul for six months or more then the birthplace of her child will be Banjul and not Serrekunda.

For those persons reporting to have been born outside the settlement in which you are conducting your enumeration, record name of settlement or village or town that the respondent gives and the name of the district in which the settlement falls.

If birth took place outside the Gambia, then you have to specify the country.

QUESTION 3: In what Settlement/Town/Village was [NAME] born?

Record the name of the Settlement/Town/Village. **DO NOT WRITE ANYTHING ON THE SHADED AREA.**

QUESTION 4 AND QUESTION 5 WILL DETERMINE MIGRANT RETURNEES

QUESTION 4: Has [NAME] ever lived away from this Settlement/Town/ Village for a year or more?

Ask respondent if they ever lived in another place for a year or more. This question illicit a movement that was done with the intention of returning to the settlement/town/village.

Skip to Q6 if Q4=1

Skip to NEXT SECTION if Q5=2

QUESTION 5: Has [NAME] ever moved away from this village/town for more than a year?

Ask respondent if they ever moved to another place for more than a year. This question illicit a movement that was done to another settlement/town/village but due to some occurrence the respondent returned. **This question should only be asked to household members only if Q2=1.**

Skip NEXT SECTION if Q5=2

QUESTION 6: How long has [NAME] lived in this Settlement/ Town/Village since his/her last move?

Refers to the last movement to the current place of residence, even if more than one migratory movement is involved.

Duration of stay in current location since the last move to this location should be recorded in the space provided in completed years. If a person is reported to have resided in the district for less

than a year, record “00”, if from 1 year to less than 2 years record 1, if 2 to less than 3 years record 2 and so on.

QUESTION 7: How long did [NAME] live in the previous location prior to arriving in this place?

Here we are interested to know how long the person lived in the previous location before moving to the current one. The duration should be recorded in completed years. Like in Question 3, if a person is reported to have resided in the district for less than a year, record 0, if from 1 year to less than 2 years record 1, if 2 to less than 3 years record 2 and so on.

QUESTION 8: What was the primary reason for [NAME]'s departure from previous location?

Refers to anyone whose Q2=2 or Q4=1 or Q5=1

This seeks to find out the main reason a person moved from his previous residence to his place of enumeration. If the main reason was employment then record 1; or if the main reason was Loss of employment record 2, etc.

QUESTION 9: On the last move did [NAME] move alone or with other members of your household?

This question aims to capture whether the respondent moved alone or was accompanied by part or all of his family. Record code 1; if the response is Alone, code 2 if the response is Part of the household and Code 3 if the response is all of household.

SECTION 6: DECISION-MAKING

Note to enumerators: This module is important and but it is also the most challenging for enumerators. One has to be very thoughtful and very careful, so that people understand it clearly. When they do, even illiterate respondents feel quite pleased – it helps them to express their situation fully. Try to think through each question, and understand it from your own experience.

Respondent: This part should be administered to each member of the household aged 15 years and above.

QUESTION 1: Each row of the household schedule is assigned a unique number. This number is referred to as the 'Identification Number' (ID No.). It is used to identify the person listed on that row and to link all information collected later in the household to that individual. Column 1 and 2 numbers should be maintained throughout the questionnaire. The first column (column 1) has been left blank so that enumerator can enter "0" if there are less than 10 persons in the household. If more than "1" is entered in the first column and "2" if more than twenty and so on.

QUESTION 2: Mark X for the eligible members aged 15 years above. Complete this column before proceeding with interview. Use Section 1 Q4 (Roster) to mark the valid members.

QUESTION 3: In the last 12 months has [NAME] made a major household purchase (or several) that implies a large amount of money that is not included in your normal budget?

These types of purchases include large amount of money which is not included in your regular budget, such as buying a house, important house repairs, buying a new appliance or buying new livestock. This question is asked to the household member.

QUESTION 4: What type of major household item did [NAME] purchased?

Ask for each option and code YES or NO.

QUESTION 5: Does [NAME] participate in the decision-making of major household purchases?

Probe carefully to get correct response.

Skip to Q8 if Q5=1

QUESTION 6: Would [NAME] be able to participate in these decisions if [NAME] wanted?

This question seeks to find out if [NAME] would be able to participate in the decision making for large household purchase. This is very intuitive and respondent should be very careful to the responses. Be very respectful of cultures when asking the question.

Skip to Q8 if Q6=1

QUESTION 7: What are the reasons why [NAME] may NOT participate in the decisions about major household expenditures?

Only the main reason should be recorded even if there could be many reasons. Do not read the options to the respondent.

QUESTION 8: Who usually makes decisions about making major household purchases?

Probe carefully to get correct response and record the Person ID number (Section 1 Q1)

QUESTION 9: Did you vote in the last local or regional election?

An affirmative YES or NO required.

If member not aware of any regional elections, code NO.

SECTION 7: CREDIT AND SAVINGS

This part obtains information on loans contracted or negotiated by the household in terms of money or goods.

Section 7A: Loans received

Respondent: The head of household is the main respondent. However, information for all household members should be recorded; every household member with an account is asked the questions. Read instructions at the top of the page carefully.

QUESTIONS 1: Did any household member borrow money and/or goods from another person, institution or business last 5 years?

Deal with any loans contracted by any member of the household over the past 5 years.

A credit is an arrangement between lender and borrower in which a lender gives money or property to a borrower, and the borrower agrees to return the property or repay the money, along with interest if applicable, at some future time. There is usually a predetermined time for repaying a loan, and generally the lender has to bear the risk that the borrower may not repay a loan (though modern capital markets have developed many ways of managing this risk).

Money borrowed for subsistence (daily use) is excluded.

NOTE:

IF ANSWER TO Q1=2 SKIP TO Q11.

QUESTION 2: LOAN NUMBER

This is just a sequential listing of loans per person. For example, if ID NUMBER=1 has 3 loans, then his loans will be listed as 1, 2 and 3. IDNUMBER=2 has 1 loan, the loan number=1, etc.

QUESTION 3: The questions should be asked for every member of the household who obtained credit. The ID of each member that owes should be recorded respectively. If the members has more than one loan, record all the information of loans for that person.

QUESTION 4: What was the total amount of the original [LOAN]?

This question asks the original total amount of the loan borrowed last 5 years. This does not include any interest.

QUESTION 5: What was the source of this loan acquired?

A Bank is an organization, usually a corporation, owned by a central or local government or private, which does most or all of the following: receives demand deposits and time deposits, honours bank instruments drawn on them, and pays interest on them; discounts notes, makes loans, and invests in securities; collects checks, drafts, and notes; certifies depositor's checks; and issues drafts and cashier's checks.

Microfinance refers to the provision of financial services to the poor and low-income clients, including consumers and the self-employed. This includes VISACA (Village Savings and Credit Association), GAWFA (Gambia Women's Finance Association), Reliance Finance, etc.

QUESTIONS 6: What was the main purpose of the [LOAN] contracted?

The loan acquired may have been for several uses but record only the main purpose of the loan.

QUESTION 7: What year did [NAME] borrow the money and/or goods?

Record the year when loan was contracted. Reference period is last 5 years, therefore years should be any period from 2010 onwards.

QUESTION 9: What kind of guarantee was required by the lender for the [LOAN]?

The security demanded by the lending individual or institution should be given as answer to this question.

QUESTION 10: Did [NAME] pay any interest on the loan?

Asks if interest is paid on the loan? An affirmative YES or NO is allowed.

QUESTION 11: What was the main reason for household not borrowing?

For those households that Q1=1, this question asks the reason for not borrowing last 5 years. Only one response is allowed.

Section 7B: Loans denied

This section asks about any loans denied to the household member.

Respondent: The head of household is the main respondent. However, information for all household members should be recorded; every household member with an account is asked the questions. Read instructions at the top of the page carefully.

QUESTION 1: Enquires if any household member was denied a loan. If any member denied a loan continue with interview and record all household members who were denied a loan.

If NO skip to NEXT SECTION 7C Savings.

QUESTION 2: LOAN NUMBER

This is just a sequential listing of loans denied per person. For example, if ID NUMBER=1 has 3 loans denied, then his loans denied will be listed as 1, 2 and 3. IDNUMBER=2 has 1 loan, the loan number=1, etc.

QUESTION 3: Enter the Person ID who was denied the loan.

QUESTION 4: Why was [NAME] refused/denied loan?

Asks why loan was denied. Ask the main reason and probe to get correct response.

Section 7C: Savings

Respondent: The head of household is the main respondent. However, information for all household members should be recorded; every household member with an account is asked the questions. Read instructions at the top of the page carefully.

Note: people who save/keep monies with other individuals are not captured here.

QUESTION 1: Does any member of the household have a Savings account or participated in Osusu in the last 12 months?

If the answer is NO (code 2), ***skip to NEXT SECTION***. However, interview should continue if answer is YES (code 1).

QUESTION 3: In whose name (HOUSEHOLD MEMBER) is the Account (osusu and/or savings)?

[NAME] CAN HAVE BOTH AN OSUSU AND SAVINGS ACCOUNT.

ASK INFORMATION FOR EACH ACCOUNT OWNED BY [NAME] AND RECORD ACCORDINGLY.

QUESTION 4: What type of account does [NAME] hold?

For each account (savings and/or osusu) ask if it is a savings account or osusu.

Skip to NEXT ACCOUNT if Q4=2

QUESTION 5: How much does [NAME] contribute towards osusu?

This determines the osusu accounts operated and the amount contribute by the time reference recorded.

SECTION 8: HOUSING

This section has two parts; A and B. Part A looks at the background of the dwelling, the services and installations as well as the occupancy status of the dwelling and physical characteristics of housing structure. Part B looks at the expenses on the dwelling. These are very important things that are used to measure very many things such as access to water and electricity, wealth quintiles etc. It also will enable authorities to have a clear idea about compounds, occupancy status and a clear idea about housing rentals.

Respondent: The main respondent is the head of household and/or a responsible adult household member living in the household.

Dwelling: A complete building or part of one that has walls and a ceiling that is occupied by one or more households, irrespective of the nature of occupation and even if it is vacant, locked, or under construction at the time of the survey. A dwelling contains one or more rooms with their accessories and has an independent door from other dwellings, leading directly (or by a corridor or stairway) to a public road without passing through other dwellings. Abandoned buildings unfit for human habitation do not qualify as dwellings.

Room: A dwelling or part of it, surrounded by walls and a ceiling and used for sleeping, sitting, dining, or studying. A kitchen is considered a room if it is used for sitting or sleeping as well as cooking. The bathroom, toilet room, corridors, verandas, and balconies are not considered rooms. Rooms used for work (e.g., as a doctor's clinic or for commercial tailoring) or a hall are not considered to be one of the dwelling's rooms unless they are used or are set up to be used for sleeping, dining, sitting, studying, or recreation. A bedroom denotes any room used or prepared to be used for sleeping.

Section 8A: Housing

QUESTION 1: What is the main type of dwelling?

There are various types of dwelling. The dwelling where the whole household membership or most of it lives in is where you will consider in this. Depending on the option that best describes the dwelling type, select the code as appropriate. This question distinguishes between dwellings in apartment building: 'flat, duplex' and dwellings in houses: 'whole building'. Some households will rent just a room in a flat or a house: 'single room'. Specify if the type is different from those listed.

Single house in compound: This is a stand-alone structure that is not shared any other households.

Group of enclosed dwellings in a compound occupied by multiple HHs: Also known as “one-flat”. A ‘flat’ is a self-contained or not dwelling unit within a larger building. As such it will contain its own private kitchen and/or toilet facilities. This type of dwelling is most commonly found in urban areas. It is a housing structure that has a set of rooms and its accessories in a permanent building

Group of enclosed dwellings in a compound occupied by a single HH: Also called “adjoining” dwelling houses. This is usually a housing structure that is split into two or more housing units and shares the perimeter wall/fence.

Other: Other is a residual category of living quarters or informal settlements and includes boats, tents, etc. These informal settlements have developed spontaneously at very unfavourable sites for low-income housing development in many urban centres. The settlements are not squatter settlements as land tenure and housing development can be both legal and illegal.

QUESTION 2: What is your current main occupancy status?

The interviewer is to indicate whether the household owns the dwelling in which it resides, pays rent in cash or kind, or else pays no rent for its use. If a mortgage is paid, the dwelling will be considered owned. If the household does not reside in a permanent dwelling, is nomadic, or living in temporary shelter code ‘other’ and specify.

Owner occupier for households living in regular housing conditions – permanent structures.

Tenancy - Renting includes where company withholds house allowance or where one rents from private individuals.

Dwelling provided for free: Household uses without paying rent: Refers if the household is living in the house for free and is authorized to do so. For example, the household may be staying in a house provided for free by a relative.

QUESTION 3: Does the household have a compound certificate of occupancy?

This question tries to assess the security of tenure of the house living in for owner-occupier housing.

QUESTION 4: How many rooms does your household have for sleeping in?

This is the total number of rooms available to the household (the dwelling may consist of more than one structure), that is, habitable rooms are rooms in the dwelling unit used mainly for living. If a room is used for functions beyond those conventionally accepted then they may be included as habitable rooms e.g. if a garage or store is as well used for sleeping, then it will be included among the habitable rooms. A room that is divided by a curtain or some cartons should just be considered as one room.

Remember to include all rooms that are habitable even though they may currently be underutilized such as is the case with guest rooms. Enter the number of rooms for the main dwelling separately in the space provided and then the total number of rooms in the other dwellings in the space provided.

This excludes toilets, bathrooms, storerooms, and garage. The question asks for the main building and other buildings. Please note: -

- A room may have several functions. If room used for both eating and sleeping counts as 1 room.
- If fabric, folding screens, cartons, plastic or other temporary material divides a room, then this is considered as 1 room.
- However, you should include all other rooms, including rooms that are usually unoccupied, such as those that are reserved for guests.
- Note that many houses in rural areas will consist of a single room. These should be included in the room count.
- For example, all of the qualifying rooms in the separate houses of dwellings made up of several separate structures should be counted.

QUESTION 5: Where is main cooking place of household located?

The location of the kitchen may be used to determine level of pollution as well as hygiene matters among other issues.

Care must be taken here not to confuse respondent. This question is meant to capture the place where the cooking for the household is done. Ask the respondent to tell you or even show you where possible the place where the cooking for the household takes place and then choose the answer that best fits the response.

QUESTION 6: What is the main source of your drinking water to your dwelling?

There are many sources of water that the household could be using for various purposes. The specific purpose of water usage measured by this question is exclusively for drinking. Ask for the source of the water that the household uses for drinking and record the code of the answer as reported to you. Follow the skip rules appropriately.

Piped water into dwelling, also known as house connection: a water service pipe connected with in-house plumbing to one or more taps (e.g. connection to kitchen, bathroom etc.).

Piped water into compound, also called yard connection: a piped water connection to a tap placed in the yard or plot outside the house.

Public tap or standpipe: public water point from which people can collect water. A standpipe is also known as public fountain or public tap. Public standpipes can have one or more taps and are typically made of brickwork, masonry or concrete.

Protected dug well: dug well that is protected from runoff water by a well lining or casing that is raised above ground level and a platform that diverts spilled water away from the well. A protected dug well is also covered, so that bird droppings and animals cannot fall into the well.

Unprotected dug well: dug well for which one of the following conditions is true: 1) the well is not protected from runoff water; or 2) the well is not protected from bird droppings and animals. If at least one of these conditions is true, the well is unprotected.

Rainwater collection: rain that is collected or harvested from surfaces (by roof or ground catchment) and stored in a container, tank or cistern until used.

Bottled water: water produced by reliable companies acting under the quality control of national authority.

Sachet water: produced by companies acting under the quality control of national authority, though the quality cannot be guaranteed due to multiplicity of such companies and lack of adequate monitoring and control mechanism.

Tanker-truck: the water is trucked into community, and sold from the water truck. The actual source of water is unknown and interviewer should not seek to find out. Includes water sold by a provider who transports water into or within a community. The types of transportation used include donkey carts, motorized vehicles and other means. The actual source of water is unknown and interviewer should not seek to find out.

Surface water: water located above ground and includes rivers, dams, lakes, streams, canals, and irrigation channels.

QUESTION 7: What is the distance in meters between your dwelling and this water source (ONE WAY)?

Record the distance in meters between the dwelling and the source of water used by household for drinking.

QUESTION 8: What is household main source of cooking fuel?

There may be different cooking fuels within the household that are used to cook. However, the fuel used to cook the main meals of the household is what is being asked herein. For instance of the household uses firewood for cooking the main meals of the household and a gas bottle with stove is used to do minor cooking such as preparing food for infants then the primary source or cooking fuel is Firewood and therefore option “1” should be chosen.

Record only the main source even if the household uses more than one source for lighting. All responses except household that use gas skip to QUESTION 10.

QUESTION 9: How much did household spend on gas last one month?

What was the total cost of gas last one month? This question asks both the number of gas bottles and total costs. These two questions will assist getting correct estimates for costs of gas.

QUESTION 10: What is the main type of cooking stove used?

Various types of cooking stove exist. Ask for the type that is used to cook the main meals of the household using the fuel type in QUESTION 8. In case a stove type is given by the respondent which does allow for the use of the fuel type above, probe further to clarify either the response given to you for this question or that of QUESTION 8.

Question 11: Where does this household obtain its main cooking fuel?

This question asks the source of the cooking fuel. Code appropriately. Question related to QUESTION 8. Probe further to clarify either the response given to you for this question or that of QUESTION 8 and QUESTION 9.

QUESTION 12: What is the main source of lighting fuel?

The main source of lighting for the dwelling is what most of the household uses to provide lighting to enable seeing in the dark.

QUESTION 13: Does household pay or share a regular bill from the lighting company?

Is the electricity bill shared or not shared (for instance with neighbours)? Probe to get correct response especially in buildings shared by several households.

Yes, not shared bill for households who pay entire bill by self.

Yes, shared bill for households who split up one big bill among the households. This is especially so where one lives in a room or a block of flats and water bill is shared among households.

Yes, no bill this applies for households who pay for water and do not have a regular bill. This applies for households that use truckers, carts who supply them with water.

QUESTION 14: How much was household last lighting costs?

The cost of electricity refers to recurrent costs and not initial installation costs. When given the amount ask for the time unit or reference for that bill. The bill does not usually coincide with an exact calendar month, but cover a span of approximately a month. To "share" the bill means that households decide to divide the bill from the common allocation grid that the household uses. Households can share bill equally or by some form of criterion.

QUESTION 15: How does this household dispose of its rubbish/garbage?

Ask the respondent to tell you how the rubbish or garbage that the household produces is disposed of – main method even if several ways are applicable. Record the code of the response given to you by the respondent.

QUESTION 16: How much did household pay for last disposal of rubbish/garbage?

The cost refers to costs accrued by household to dispose of garbage. When given the amount ask for the time unit or reference for that bill. The bill does not usually coincide with an exact calendar month, but cover a span of approximately a month. If the bill is shared divide the bill from the common allocation that the household uses. Households can share bill equally or by some form of criterion.

QUESTION 17: How does household dispose off liquid waste?

Ask the respondent to tell you how the liquid waste that the household produces is disposed of. Record the code of the response given to you by the respondent.

QUESTION 18: What is the main type of toilet used by household?

Ask for the toilet type used by the household and record the code of the appropriate response as reported to you by the respondent.

Flush toilet: A flush toilet or Water Closet (WC) is a toilet that disposes of human waste by using water to flush it through a drainpipe to another location. It uses a cistern or holding tank for flushing water. The concept of FLUSHING is the criteria and the forms are: -

- A *sewer system* is an artificial conduit (or pipe) or system of conduits used to remove

sewage (human liquid waste) and to provide drainage.

- A *septic tank* is a single-storey, watertight, on-site treatment system for domestic sewage, consisting of one or more compartments, in which sanitary flow is detained. Septic tanks have limited use in urban areas where sewers and municipal treatment plants exist.
- *Flush to pit latrine* is where sewer is flushed straight to a pit latrine via pipe connection.
- *Flush to somewhere* else exists where sewer is flushed to a river, hanging toilet or some place.

Ventilated Improved Pit latrine (VIP): The primary features of VIP latrines consist of an enclosed structure (roof and walls) with a large diameter (110mm), PVC vertical ventilation pipe running outside the structure from the pit of the latrine to vent above the roof. They often will have concrete slabs containing the latrine hole.

Pit latrine with slab (covered latrine): This is a pit dug on the ground but covered or protected, i.e. traditional latrine with or without a roof. It has a protective cover so that waste is not exposed.

Pit latrine without slab (uncovered latrine): This is a pit dug on the ground but not covered or protected, i.e. traditional latrine with or without a roof. It is an open pit and encourages diseases due to its health-hazard conditions.

Bucket: This is a bucket in a residential area and is emptied or drained by pouring water to flush out contents or by disposing the contents somewhere else.

If the respondent answers that they use the bush, the fields, or a cleared corner of the compound, the interviewer will record 'No facility'.

QUESTION 19 and 20: The shared status of a sanitation facility is important because shared facilities can be less hygienic than facilities used by a single household. Unhygienic conditions (faeces on the floor, seat or wall and flies) may discourage the use of the facility.

QUESTION 19 seeks to find out if household shares the facility while QUESTION 20 asks how many household shares the facility.

QUESTIONS 21: What is the main construction material of exterior wall of the main dwelling?

Exterior wall refers to the "outside wall" of the building and not the "outside of the wall". Various materials could be used for the construction of the building; for instance the inner separation of

the building could be wood and the outside be blocks. Try to ask of the main material for the predominant material.

Mud includes all building technique that relies on earth or mud put over a frame or mixed with other materials for strength.

Wood includes timber and wood planks

Burnt bricks include both clay and mud bricks. This refers to the

Thatch includes grass or any form of natural vegetation for roofing.

Tarpaulin is a kind of material, such as waterproofed canvas or polythene/plastic, used to cover and protect things from weather vagaries.

Other includes tin from cans, cardboard among others.

QUESTION 22: What is the main material used for roofing of the main dwelling?

If there is more than one type of material used for walls, the interviewer will record the main one.

Roofing tile refers to ceramic, stone, marble tiles and not the plastic/rubber floor covering (vinyl)

Other includes tin from cans, cardboard among others.

QUESTION 23: What is the main material used for the floor of the main dwelling?

If there is more than one type of roofing material, the interviewer will record the main one.

Section 8B: Housing Expenses

QUESTION 1-2 OWNER-OCCUPIED HOUSING

ONLY IF SECTION 8A Q2=1.

QUESTION 1: In which year did you build, inherit or purchase this house?

This question asks precisely for the year in which the house was built, inherited or purchased. Respondents may find it difficult to remember the year their houses were built or inherited; however, try to devise a way to recall their memory such as linking with events, births of certain household members, etc.

QUESTION 2: What is the current value of your dwelling if you were to sell it?

What this question seeks to establish is the valuation of the. You may need to look for someone within the household who knows the approximate value of the house if it was to be sold. Where such person is not available, comparison could be made to other similar houses that may have been bought or sold.

QUESTION: 3: How much would you estimate that your household would have to pay in rent for this dwelling, if you didn't own it or have it provided for you?

The rent value of dwelling is self-imputed by owner. Indicate the estimated. Probe to get an accurate estimate

QUESTION 4-10 RENTERS ONLY

ONLY IF SECTION 8A Q2=1 OR Q2=3 OR Q2=9

QUESTION 4: Does the household have a tenant certificate/agreement of occupancy?

The right of an individual or group to occupy a particular property is one of the indicators of secure tenure. In practice, one way to achieve security of tenure may be through: -

Written agreement also referred as a tenancy agreement. It refers to a written contract between tenant and lessor for a specific length of time.

Receipt for payment is a receipt issued for renting the property and shows the right to live in the house.

QUESTION 5: Is the house you rent fully furnished?

For the house to be regarded as fully furnished, it is expected to have basic materials necessary for use.

Fully furnished means that household moves in with clothes, toiletries, TV, and other personal things in and be ready to live without needing to bring in any outside furniture.

QUESTION 6: How much is the actual amount of rent paid in cash?

Indicate the amount that your household pays for rent and the frequency of payment. In a fully furnished apartment, the rent includes the furniture.

QUESTION 7: Does the household provide any services/payments in kind to the owner in place of rent?

It is a possibility that instead of paying the rent in financial terms, some of the cost of rent or all of it is paid in kind or through other services. Ask respondents whether this is the case. If the answer to this question is “2” then skip to Question 8.

QUESTION 8: What is the value of these services/ payments in kind?

If the answer to QUESTION=1, ask respondent to estimate the monetary value of such services/payments and the frequency of payment.

QUESTION 9: Who pays the rent for household?

Probe and code appropriately. A maximum of 3 responses are allowed by order of importance.

QUESTION 10: How much rent is paid for you?

Indicate the amount of the rent that is paid for the household.

QUESTION 11: Have you built or extended a house in the last 12 months?

This is a simple YES or NO. If the answer is “2” then ***skip to Part C.***

QUESTION 12: During the last 12 months, how much have you spent on house construction?

This refers to both minor and major construction (building a new house or an extension to the existing one).

SECTION 9: OWNERSHIP OF DURABLE ASSETS

This section is about recording the current household assets owned by household. The possession of assets, such as stove and land are important components of household welfare and are also significant indicators of changing economic conditions and living standards. The item may be owned by any member of the household and must be in working condition.

Respondent: The main respondent is the head of household and/or a responsible adult household member living in the household.

QUESTION 1: Item code

A list of durable consumer goods is provided in the first column with their corresponding codes. The respondent is expected to answer for each item listed. The asset must be one that is in working order. Please note a small child's bicycle is considered a toy and will not be included here.

Furniture (3/4 piece sofa set) is the three or four piece settee with/or coffee tables. This has the long arm chair and two sets and/or a love seat.

Furniture (chairs) is just regular chairs not the sofa type.

Electric/gas cooker is a combination stove that has both burners and oven, i.e. a range with gas rings (4 or 6) and an oven for cooking with gas. It is also known as a gas range or gas stove.

Stove gas (table) is the stove that has the burners only. It's the table top kind of stove and has no oven.

Radio is the simple small transistor type as well as just a basic radio.

Hi-Fi is the radio with a combination of cassette and/or CD that possesses high fidelity.

QUESTION 2: Does any member of the household own [ITEM]?

This question is asking whether this household owns the durable asset. The answer should either YES or NO. Complete asking about all assets owned before proceeding with QUESTION 2.

ASK THIS QUESTION FOR ALL ITEMS, BEFORE MOVING ON TO THE NEXT QUESTIONS FOR ITEMS WITH YES.

For asset item code=37-41, the age, purchase price and sale price is not required. The presence of the asset is what is important.

QUESTION 3: What is the total number of [ITEM]s owned?

This question enquires how many of the assets are owned in total. Otherwise you should refer the respondent to the previous question which asks whether the house owns the item.

QUESTIONS 4-6 ASKS ABOUT ONLY TWO ASSETS IRRESPECTIVE OF HOW MANY ARE OWNED. THE MOST RECENT 2 PURCHASED ITEMS SHOULD BE RECORDED HERE.

QUESTION 4: How long ago was [ITEM] obtained?

This deals with the exact point in time that the item was acquired. If item bought less than 12 months enter "00". However probe to make sure when item was purchased.

QUESTION 5: What was the purchase price of [ITEM]?

The purchase price of the item is asked. Put "00" only if the item was given as gift. Otherwise non-zero is not allowed.

Record "DK" if purchase price is unknown (for example the HH cannot remember what the purchase price was).

QUESTION 6: For how much could you sell the [ITEM] now?

This questions asks the estimated current value of the item if the household would sell it.

"00" is not allowed in this question.

Record "DK" if purchase price is unknown (for example the HH cannot remember what the purchase price was).

SECTION 10: ENVIRONMENT

Respondent: The main respondent is the head of household and/or a responsible adult household member living in the household.

Note: Where there is a box for a question, record response in box.

☐

Where there is no box for question, this means asking the question for each option.

QUESTION 1: Have you or any member of your household received any environmental messages in the last twelve months?

Each household is to be asked whether the head or any other member of the household received any environmental messages in the last twelve months. Write 1 in the space if the YES (1) or NO (2) if the household did not receive any messages about the environment and skip to Q4.

Environmental messages include but not limited to air and water pollution, water conservation, soil conservation, use of plastic bags, deforestation, harvest rain water, water shed protection, etc.

QUESTION 2: What is/are the source(s) of this/these message(s)?

Ask for each option. A list of sources of information is provided in the question. You should read them one after the other and ask whether the household received and environmental information from that source. Write YES (1) and NO (2) or DON'T KNOW (3) depending on the response. Only one response is allowed per option.

Do not easily accept DON'T KNOW (3). Probe further until one cannot get a different response.

QUESTION 3: What is your main environmental concern?

The aim of this section is to collect information on the most pressing environmental challenge(s) facing the household. Ask the respondent what the main environmental concern of the household is. In case of multiple responses, the interviewer is expected to record only the main concern.

QUESTION 4: Are the authorities doing enough to arrest this environmental concern?

The purpose of this question is to determine what (if anything) is being done and at what level in addressing the stated environmental concern. The household ranks his opinion based on the 5 categories.

As such, the term *Authorities* here refers to mainly local government and area council like KMC, Brikama area council etc.

QUESTION 5: Has any member of this household taken part in any of the following activities in the past twelve months?

Ask for each option.

Write YES if the household has ever taken in any of the activities stated or NO if they are not engaged in the listed activities. The main concern here is to determine if household members have participated in the listed activities in the last 12 months. Ask for each option.

Do not easily accept code 3. Probe further until one cannot get a response.

QUESTION 6: In your opinion, who should be responsible for sanitation and waste management?

The aim of this question is to ask the respondent who he/she thought should be responsible for solid waste disposal stated in question 5 above.

QUESTION 7: How can we stop destruction of our forest?

Ask for each option.

All the questions from A to H must read aloud to the respondent and the responses should also be recorded beside the question numbers (A to H) in the box.

Do not easily accept code 3. Probe further until one cannot get a response.

QUESTION 8: How do you find the quality of air within your residential area?

Record the response of the respondent only and if code 1 is recorded skip to question 12.

QUESTION 9: What is polluting the air?

Ask for each option.

This question is capturing the opinion of the respondent, regarding the cause of air pollution. Find out from the respondents about the activities and practices within the household and community that lead to the pollution of the air. Air pollution means the contamination of air with hazardous (poisonous) or foreign materials there by rendering it unfit for breathing. This is not a multiple response question, only the main cause of air pollution should be recorded.

Do not easily accept code 3. Probe further until one cannot get a response.

QUESTION 10: How do you find the quality of your drinking water?

Record the response of the respondent only and if code 1 is recorded skip to question 14.

QUESTION 11: What is polluting the water?

Ask for each option.

This question is capturing the opinion of the respondent, regarding the cause of water pollution. Find out from the respondents about the activities and practices within the household and community that lead to the pollution of drinking water. Water pollution means the contamination of water with hazardous (poisonous) or foreign materials there by rendering it unfit for drinking or use of other household activities. This is not a multiple response question, only the main cause of water pollution should be recorded.

Do not easily accept code 3. Probe further until one cannot get a response.

QUESTION 12: Now I would like you to tell me to what extent you agree or disagree about the following statements made by some people.

Ask for each option.

QUESTION 13: Was this household affected by any disaster in the last 12 months?

Find out from the respondent if the household has been affected by any disaster incident in the last 12 months. Record YES if the household was affected by disaster in the last 12 months before the present date of interview and if otherwise, record NO and skip to the next section.

A *disaster* can be described as any event, natural or manmade, which results in great harm or serious difficulty such as loss of property or human life. Disasters include fire outbreaks, wind storms, floods, drought, crop failure etc.

QUESTION 14: What was the cause of the disaster?

Ask for each option.

Ask the respondent what caused the reported incident and record it.

Do not easily accept code 3. Probe further until one cannot get a better response.

QUESTION 15: What was the effect of the disaster on you and your household?

This question aims to measure the degree of the effect on the household.

Record 1 if the effect was very severe, 2 if it was severe and 3 if the effect was mild or moderate.

QUESTION 16: What coping mechanisms do you have in place?

Ask for each option.

All the households should be asked about the strategies they applied after the disaster, means to recover from the disaster. Choose the codes that corresponds to the responses given by the respondent

Do not easily accept code 3. Probe further until one cannot get a response.

SECTION 11: GOVERNANCE

Respondent: The main respondent is the head of household and/or a responsible adult household member living in the household.

Note: Where there is a box for a question, record response in box.

☐

Where there is no box for question, this means asking the question for each option.

QUESTION 1: Has [HOUSEHOLD] heard of the National Council for Civic Education (NCCE)?

The National Council for Civic Education (NCCE) was established by the Gambia Government. The functions of the NCCE include the following:

- Creating awareness on the principles and objectives of the constitution as the fundamental law of The Gambia;
- Formulate programmes at national, regional and district levels aimed at realizing the objectives of the constitution;
- Educate the citizens about international, regional and sub-regional matters relevant to The Gambia;
- Formulate, implement and oversee programmes aimed at inculcating in the citizens of the Gambia awareness of their Civic and Fundamental rights, duties and responsibilities.

QUESTION 2: Have [HOUSEHOLD] ever heard or seen a message developed by NCCE?

If the respondents say no skip to question 6. The range of messages delivered by the NCCE include the list of activities listed above in question 1.

QUESTION 3: What main message do they deliver?

Record the main messages received by the respondents and record it as he/she has stated it.

QUESTION 4: What media does [HOUSEHOLD] get NCCE messages?

Record through which medium the message recorded in question 3 was received by the respondent.

QUESTION 5: Has [HOUSEHOLD] found the content of the NCCE messages useful to [HOUSEHOLD]?

Find out from the respondent, the extent to which the NCCE messages received are useful to him/her or his/her household.

QUESTION 6: Has [HOUSEHOLD] ever heard of the Office of the Ombudsman?

If the respondent answered no, then skip to question 11.

The office of the *Ombudsman* was established in 1999. It is responsible for investigating complaints, injustices and unfair treatment in government and public institutions. During the interview, ask the respondents if they are aware of the existence of the Office.

QUESTION 7: What is the main function of the Office of the Ombudsman?

During the interview, ask the respondents if they knew the main functions of the Office of the Ombudsman if the respondent answered YES in QUESTION 6. Record the main messages received by the respondents and record it as he/she has stated it.

QUESTION 8: Does [HOUSEHOLD] think that the office is independent in the execution of its duties?

This is a public opinion of what the household thinks of the office of the Ombudsman.

QUESTION 9: If NO in Q8, what is the main reason?

The purpose of this question is to find out why the respondent said the Office of the Ombudsman is not independent in carrying out its duties (that is, NO is recorded in QUESTION 8). This is a multiple response question meaning more than one response can be recorded depending on the response given by the respondent.

QUESTION 10: Does [HOUSEHOLD] think you are adequately informed about the office of the Ombudsman?

The purpose of this question is to know how well inform or not well inform are the respondents about the office of the Ombudsman.

QUESTION 11: Are [HOUSEHOLD] aware of the Alternative Dispute Resolution Secretariat (ADRS)?

Ask the respondent if he/she is aware of the existence of the ADRS and its main function and if he/she said NO then skip to question 13.

The *Alternative Dispute Resolution Secretariat* (ADRS) was established to help in resolving disputes without recourse to courts. Essentially, it can be referred to as an alternative to a formal court system.

QUESTION 12: What is their main function (ADRS)?

The purpose of this question is to know whether respondents are aware of the main functions of the office of the ADRS. Record the main functions of the ADRS as stated by the respondents.

QUESTION 13: Is [HOUSEHOLD]'s Village Development Committee (VDC)/Ward Development Committee (WDC) providing services satisfactorily?

Affirmative YES or NO or DON'T KNOW allowed.

According to the Local Government Act of 2002, "There shall be established a village development committee for each village or cluster of villages, as the council shall determine. It further prescribes that "a Village Development Committee shall be responsible for all development planning at village level and shall serve as the local entry point for all development assistance to the village". The purpose of this question therefore is to determine the extent to which the respondent is satisfied with the services/activities of the different community.

QUESTION 14: Is [HOUSEHOLD] Ward Development Committee (WDC) providing services satisfactorily?

Affirmative YES or NO or DON'T KNOW allowed.

The establishment of Ward Development Committees is also provided for in the Local Government Act (2002) as follows: "There shall be established a Ward Development Committee for each ward".

The act further states that "a WDC shall be responsible for coordinating and prioritizing all development planning at ward level, for preparing ward development plans for approval by the council and coordinating development assistance to the ward. The purpose of this question is to determine the extent to which the respondent is aware and satisfied with the services/activities of the WDC.

QUESTION 15: Is [HOUSEHOLD] area council providing services satisfactorily?

Affirmative YES or NO or DON'T KNOW allowed.

Area Councils are decentralized local government structures (e.g. KMC, BCC etc.) which are expected to provide a range of basic social services to meet the needs of the people in their respective areas or regions. The purpose of this question is to determine the extent to which the respondent is satisfied with the services provided by their area council.

QUESTION 16: Does [HOUSEHOLD] participate in development projects/programmes of the village?

The purpose of this question is to know if the community or respondents are involved or are participating in development projects of the village like building community wells, local bridges.

QUESTION 17: Does [HOUSEHOLD] participate in development projects/programmes of the ward?
The purpose of this question is to know if the community or respondents are involved or are participating in development projects of the ward like building community wells, local bridges.

QUESTION 18: Does [HOUSEHOLD] think women have voice in the development of your village?
The purpose of this question is to determine the extent to which women participate in the development process or decision making of the village.

QUESTION 19: Does [HOUSEHOLD] think women have voice in the development of your ward?
The purpose of this question is to determine the extent to which women participate in the development process or decision making of the ward.

QUESTION 20: Does [HOUSEHOLD] know who the Ward Councillor is?
Affirmative YES or NO or DON'T KNOW allowed.

QUESTION 21: What is the sex of [HOUSEHOLD] Ward Councillor?
Record the code that corresponds to the sex of ward councillor. Record 1 if male or 2 if female.

QUESTION 22: How active is [HOUSEHOLD] Ward Councillor in developing Village?
The purpose of this question is to determine the extent to which the village councillor participates in the development of the village.

QUESTION 23: How active is [HOUSEHOLD] Ward Councillor in developing Ward?
The purpose of this question is to determine the extent to which the ward councillor participates in the development of the ward.

QUESTION 24: Does [HOUSEHOLD] benefit from development in the Village?
All households should be asked if they benefit from development in their village. Record the answer YES or NO

QUESTION 25: Does [HOUSEHOLD] benefit from development in your Ward?
All households should be asked if they benefit from development in their ward Record the answer YES or NO.

QUESTION 26: Name THREE things [NAME]'s village/ward needs most?
Ask for each option.
Please list in order of priority e.g. electricity, water, roads, health facility, farm implements, market etc. This question seeks to explore those challenges that are not only peculiar to the respondent

and his/her household, but also common to other communities within the ward. The interviewer is expected to record the 4 most important needs in order of priority.

QUESTION 27: Has any of [HOUSEHOLD] members ever been selected for a Village Development Committee (VDC) position?

The elected Councilors are appointed to the VDC.

QUESTION 28: Has any of [HOUSEHOLD] members ever contested the listed positions?

Ask for each option.

The purpose of this question is to know whether any member of the respondents ever contested for the following position: VDC WDC Area Council National Assembly.

QUESTION 29: Was [HOUSEHOLD] member elected?

Ask for each option.

Who in household got selected by gender? Compare response to Q28. For example, a male member contested for WDC in Q28 and yet enumerator records female won for WDC. Responses must be consistent.

QUESTION 30: What is [HOUSEHOLD] perception of the election process?

Ask opinion and record accordingly.

The election process in the Gambia occurs at three different levels:

- Area Council/Ward
- National Assembly/Constituency and
- Presidential/national

The interviewer is therefore expected to find out the respondents perception of the fairness of the election process at each of the levels stated above.

QUESTION 31: Is [HOUSEHOLD] aware of the following government policy documents?

Ask for each option.

The purpose of this question is to assess the awareness or to know how well inform are the respondents on these government policies: Local Government Act (2002), Education Policy, Health Policy, PAGE

SECTION 12: TRANSFERS RECEIVED AND MADE OUT

This section obtains information on income transfers that is all incomes of members of the household other than that from paid employment. This section specifically deals with absent household members or non-household members who sent any moneys, goods or food items to the household. Transfers received include cash, in-kind, food aid, etc.

Respondent: The respondent for this section is either the head of household or main respondent identified by the household.

Section 12A: Transfers received

QUESTION 1: During the last 12 months has household received or collected any money or goods from any absent household member?

Specifically deals with absent household members who sent any moneys, goods or food items to the household.

QUESTION 2: During the last 12 months has this household received or collected any money or goods from any other individual (non-household member)?

Specifically deals with all non-household members who have remitted to the household any moneys, goods or food items.

If QUESTION 1=2 and QUESTION 2=2 skip to Section 11B otherwise continue with the section.

List the name of each person who sent money to the household.

In the first column the interviewer will ask for the names of all the persons who sent money and/or regardless of their relationship with the household head. There are a number of possibilities where a non-household member is supporting the household on friendly relationship basis which needs to be capture.

QUESTION 3: Where does this person who sent transfer live?

The residence of the person who sent the remittance is required here. The categories provided in the questions should be used as the residence. If you are not sure where to categorize a village make a note of it and seek clarification from your supervisor later.

QUESTION 5: Were these monies or goods received regularly?

This question aims to capture the frequency or regularity of the remittances that the household received. Choose the period reported by the respondent from the list provided in the question if the remittance is regular. If the remittance is not regular you should record No (5)

QUESTION 6: Will they be repaid at some future time?

Find out from the respondent whether the amount received will be repaid in the future. This is important to know because in the final analysis such amounts will not be considered as income for the household.

QUESTION 7: What was the total value of cash received from this person last 12 months?

Only the total value of CASH received in Dalasi should be recorded captured.

If household cannot remember record “DK”.

QUESTION 8: What was the total value of food received from this person last 12 months?

Here the value of the remittance received in the form of food. Do not include cash received but later used to purchase food. Remember to write “00” if no food remittance was received.

If household cannot remember record “DK”.

QUESTION 9: What was the value of other goods received from this person last 12 months?

The question seeks to know the total value of goods. This should not include amounts in food. If no remittance was received in the form of goods write “00” in the space.

If household cannot remember record “DK”.

Bear in mind all Q7, Q8 and Q9 can never be zero. Either one of them can be “00” if type of remittance was not received.

Section 12B: Transfers given out

This section deals with absent household members or non-household members who sent any moneys, goods or food items to the household.

Respondent: The respondent for this section is either the head of household or main respondent identified by the household.

QUESTION 1: Is there any member of the household who lives away from the household?

This question finds out whether any member(s) of the household live (s) elsewhere. Example, students attending school in another town.

QUESTION 2: During the last 12 months has this household sent absent household member any money and/or goods?

This deals with any remittances made by the household to any individual member of the household living elsewhere (outside the home or dwelling) within the reference period of 12 months.

QUESTION 3: During the last 12 months, is there anyone else who is not a household member to whom this household sent money and/or goods?

Question 3 is about non-household member(s) who receive remittances from the household.

**NOTE: if answers to QUESTION 1 and QUESTION 3 are both NO Skip to NEXT SECTION
Skip to NEXT SECTION if answers to QUESTION 2 and QUESTION 3 are both NO.**

List the names of all persons who have received remittances from the household.

Once again, note the instructions carefully before proceeding.

In the first column the interviewer will ask for the names of all the persons from whom money or goods was made out regardless of their relationship with the household head. There are a number of possibilities where a non-household member is supporting the household on friendly relationship basis which needs to be capture.

QUESTION 4: Where does this person who received transfer live?

The residence of the person who sent the remittance is required here. The categories provided in the questions should be used as the residence. If you are not sure where to categorize a village make a note of it and seek clarification from your supervisor later.

QUESTION 5: What is the relationship and Sex of person who received cash and/or goods?

This seeks to find out the relationship of the person (who is sent remittances to household member) to the household member.

QUESTION 6: Were these monies or goods given/sent out regularly?

This question aims to capture the frequency or regularity of the remittances that the household made out. Choose the period reported by the respondent from the list provided in the question if the remittance is regular. If the remittance is not regular you should record No (5)

QUESTION 7: Will they be repaid at some future time?

Find out from the respondent whether the amount received will be repaid in the future. This is important to know because in the final analysis such amounts will not be considered as income for the household.

QUESTION 8: What were the THREE MAIN uses of the cash sent?

Three main reasons for sending the money and/or goods to someone. More than 3 reasons may be given by respondent but ask household to rank the 3 most important.

QUESTION 9: What was the total value of cash made out from this person last 12 months?

Only the total value of CASH made out in dalasi should be recorded captured. Remember to write “DK” if value of cash remittance was made out is unknown (cannot remember).

QUESTION 10: What was the total value of food made out from this person last 12 months?

Here the value of the remittance made out in the form of food. Do not include cash made out but later used to purchase food. Remember to write “DK” if value of food remittance was made out is unknown (cannot remember).

QUESTION 11: What was the value of other goods made out from this person last 12 months?

The question seeks to know the total value of goods. This should not include amounts in food. Remember to write “DK” if value of other good remittance was made out is unknown (cannot remember).

Bear in mind all Q7, Q8 and Q9 can never be zero. Either one of them can be “00” if type of remittance was not received.

SECTION 13: SUBJECTIVE POVERTY

The purpose of this section is to measure subjective poverty based on the perceptions of the household head. The subjective, or self-rated, approach makes use of bottom-up, or community, or citizens' values. Not only does the poverty self-rating depend on any predetermined poverty line, but it is done prior to, and even without need for, the self-rating of the poverty line.

Note: Where there is a box for a question, record response in box.

Where there is no box for question, this means asking the question for each option.

Respondent: The main respondent is the head of household and/or a responsible adult household member living in the household.

QUESTION 1: How do you feel about your livelihood based on your income?

Asks the current level of livelihood based on the household's income. For this question, please not read out the options; let the respondents give their own view, regardless of your opinion.

QUESTION 2: What is your household income situation?

For this question, please let the respondents give his/her own view, regardless of his/her household's actual situation. This objective (measured) poverty will be analyzed against this subjective poverty.

QUESTION 3: What is your household's financial situation?

This question requires the respondent to make an overall assessment of the current financial situation of the household, and compare it to the overall economic situation existing. This is not simply a monetary measure, but rather, an assessment of the household's resources and the ability to meet subsistence needs. Various answers are coded 1, 2, 3, 4 and 5 from very poor to rich.

QUESTION 4: What is the minimum amount per month needed to satisfy your household's basic needs?

Provide the monthly amount in Dalasis to the nearest whole number that the household thinks it can satisfy its needs. Household basic needs include food, clothing, shelter (rent), health, transport, education, etc. Do not lead respondent but allow them to state what they think is a reasonable amount for basic living.

QUESTION 5: During the last 12 months, has your household living standards changed?

This question requires the respondent to make an overall assessment of the current economic situation of the household, and compare it to the overall economic situation existing 12 months prior to the interview. This is not simply a monetary measure, but rather, an assessment of the household's living standards in terms of resources and the ability to meet subsistence needs.

QUESTION 6: How often in the last 12 months did your household have problems satisfying the following needs?

ASK FOR EACH OPTION.

An affirmative response is allowed. Probe to get an accurate response.

QUESTION 7: How would you rate your standard of living in relation to other households in your community?

This is a comparison of the household's standard of living with that of other households in the community. The answers are coded 1, 2, 3, 4 and 5 from the poorest to the rich. You are required to mark the bubble corresponding to the code matching with the response given by the respondent.

QUESTION 8: During the last 12 months, has your community living standards changed?

This is to find out if there are changes in the community's standard of living within the last 12 months in which the household is living. The answers are coded 1, 2 and 3 from increased to decrease. You are required to mark the bubble corresponding to the code matching with the response given by the respondent.

QUESTION 9: How often, if at all do members of your household read a daily newspaper or have one read to them or listen to the radio?

ASK FOR EACH OPTION.

The question seeks to measure the access of information through radio and Newspaper. Ask for each option.

QUESTION 10: Is any person in your household a member of any of the following associations?

ASK FOR EACH OPTION.

The associations have been defined as Community, religious, NGOs/donors, Political, Family or other (to be specified). Mark the appropriate response for each association by a YES or NO. You may mark more than one association membership as applicable. In the "Other (specify)" response, applies for any other association not listed on the questionnaire.

QUESTION 11: Who can your household depend on to provide assistance during difficult periods?
ASK FOR EACH OPTION.

Asks who provides support, aid or assistance to the household in case of need. Ask for each option.

QUESTION 12: Do you think poverty reduction is a priority of the Government?
The respondent is asked if in his/her opinion Government's priority is to reduce poverty.

QUESTION 13: What do you think are the TWO most important measures that the Government should take to improve households' living standards?
The household is asked to rank the two most important measures that the Government should undertake to improve the household's living standards. Do probe to get accurate responses and do not read options to respondent

SECTION 14: ACCESS TO THE NEAREST SOCIAL AMENITY

This module asks to record the distance and time to the nearest facility, even if the household uses one that is further away. For example, the interviewer is to record the time to the nearest food market, even if the household normally goes to one that is further away.

Respondent: The main respondent is the head of household and/or a responsible adult household member living in the household.

QUESTION 2: What is the distance to the nearest [SOCIAL AMENITY] by the most frequent means? You should ask for the distance from the dwelling to the nearest facility. Record the distance in kilometers in the space provided.

A list of social amenities has been provided in the question. You should read them to the respondent one after the other and ask how long in minutes does it take to reach the nearest [SOCIAL AMENITY]. Respondents may not be able to give the exact distance but it is important to be able to establish an approximation.

The *food market* could be a periodic market or a daily market.

QUESTION 3: How long in minutes does it take to reach the nearest [SOCIAL AMENITY] by the most frequent means?

QUESTION 4: By what means does your household reach the nearest [SOCIAL AMENITY] by the most frequent means?

Ask about the main means the household uses to reach the [SOCIAL AMENITY].

QUESTION 2, 3 and 4 are inter-related and enumerator should be very vigilant on the responses. For QUESTION 2 and 3, must be connected to the main means of transport to get to the nearest amenity.

SECTION 15: CRIME AND SECURITY

The purpose of this section is to gather information on crime and security on individuals (household members) and neighbourhood. This will be used to measure the rate of crime and level of security in the neighbourhood.

Respondent: The main respondent is the head of household and/or a responsible adult household member living in the household.

Section 15A: Household members

QUESTION 1-6 REFER TO LAST 5 YEARS

QUESTION 1: Do not read the list of options on QUESTION 1 to the household respondent as this will bias the survey outcome. Record for all responses and code appropriately.

QUESTION 2: Over the last 5 years has any household member experienced any crime in the following?

This enquires if over the last 5 years any of the household members experienced any form of crime with reference to the list of options in question 1. If the answer is YES record 1 and proceed with interview up to QUESTION 6, but if the answer is NO record 2. If all the options are **NO skip to Section 13B**. Crime is defined as any action against the statutory law of the land, that is, an action or an instance of negligence that is deemed injurious to the public welfare or morals or to the interests of the state and that is legally prohibited

Vandalism: Cause deliberate damage within the neighbourhood

Burglary: Illegal (unsanctioned by owner) entry into premises to steal or try to steal something

Theft: Stealing of valuable items belonging to members of household

Robbery: Stealing of valuable things within the neighbourhood/community by using force and/or threatening people

Assault: Personal attack or threat to life.

QUESTION 3: How many household members experienced the attack/crime?

This asks to establish the number of members in the household who experienced any attack/crime. Record the appropriate number from the list of options.

QUESTION 4: When was the last attack/crime?

Ask the respondent when the last attack/crime was experienced in this particular household with reference to the options listed.

QUESTION 5: How many times did this attack/crime occur?

This question requires you to ask the respondent the number of attack/crime that happened in the household.

QUESTION 6: Compared to 5 years ago, what is the level of this kind of attack/crime in your neighbourhood?

This requires the household to the level of the incidences of attack/crimes at time of survey in comparison to the last 5 years.

Section 15B: Community

The aim of this section is to gather information on crime and security within the community.

QUESTION 1: What would you say is the level of crime in your community?

This question seeks information on the level of violence within the community of the respondent. This question requires the respondent to indicate based on their experience in living in the area to say whether the crime rate has increased, is the same, much better now, etc. compared to 5 years ago.

QUESTION 2: Do household members feel safe walking down the street at night?

Ask the respondent whether the members of the household are at ease walking in the streets at night.

QUESTION 3: How much confidence does the household have that the State authorities can protect household and property from crime?

This requires you to ask the respondent if they entrust their security with the State security.

QUESTION 4: Is there a police or neighbourhood watch system in your community?

Enquire from the respondent if there is a police or a system in place where by neighbourhoods within the community watch over each other.

QUESTION 5: Is there any conflict in your community?

This asks the respondent if conflicts are experienced.

If the answer is YES and continue to question 6. If the answer is NO skip to QUESTION 7.

QUESTION 6: What is the major cause of conflict in your community?

Ask the respondent the major cause of conflict in his/her community even if there could be many reasons.

QUESTION 7: In the past 12 months have you requested assistance from the police?

Enquire from the respondent if he/she asked for any form of help from the police with regards to attack/crime. If answer is YES record 1 and continue to QUESTION 8. However, if the answer is NO, record 2 then continue to QUESTION 10, **don't ask questions 8 and 9.**

QUESTION 8: How easy or difficult was it to obtain the assistance you needed?

Requires you to ask the respondent how easy or difficult was it for him/her to get the help he/she needed.

QUESTION 9: And how often, if ever, did you have to pay a bribe, give a gift, or do a favour for a police officer in order to get the assistance you needed, or to avoid a problem like passing a checkpoint or avoiding a fine or arrest?

Ask him/her how frequent, if ever, was it for him/her to have to pay a bribe, give a gift, or do a favour for a police officer in order to get the help he/she needed, or to avoid a problem like passing a checkpoint or avoiding a fine or arrest.

QUESTION 10: In the past 12 months have you had contact with the courts?

Ask the respondent if he/she had contact with the courts within the past 12 months. If the answer is YES record 1, if NO 2 then continue to question 13, don't ask questions 11 and 12.

QUESTION 11: How easy or difficult was it to obtain the assistance you needed from the courts?

Ask the respondent how easy was it for him/her to get the help he/she needed from the courts.

QUESTION 12: And how often, if ever, did you have to pay a bribe, give a gift, or do a favour for a judge or court official in order to get the assistance you needed from the courts?

Ask him/her how frequent, if ever, was it for him/her to have to pay a bribe, give a gift, or do a favour for a judge or court official in order to get the help he/she needed.

QUESTION 13: How much do you trust THE POLICE, or haven't you heard enough about them to say?

Ask the respondent how much trust he/she has for the police or if he/she hasn't heard enough of about them to say.

QUESTION 14: How much do you trust THE COURTS OF LAW, or haven't you heard enough about them to say?

Ask the respondent how much trust he/she has for the COURTS OF LAW or if he/she hasn't heard enough of about them to say.

SECTION 16: IDENTIFICATION OF RESPONDENTS FOR PART 2

The purpose of this section is to identify the most suitable members of the household to be interviewed during the second visit (Part B). Different suitable persons will be identified for the agriculture, food processing, and expenditure and non-farm enterprise.

Respondent: The main respondent is the head of household and/or a responsible adult household member living in the household.

For each of the below questions, record the name and Roster ID (Section 1 Q1).

QUESTION 1: Which household members are mainly responsible for preparing food in the household?

QUESTION 2: Which household members are mainly responsible for making the household purchase?

QUESTION 3: Which household members are responsible for a farm and/ or livestock?

QUESTION 4: Which household members are mainly responsible for this processing?

BACK COVER

The back cover displays the number of visits that the enumerator go to the household to complete the interview. Record: -

- day, month, year
- start time and end time for each visit
- Section completed
- Length of interview

At the conclusion of the interview the interview should go through the questionnaire to make sure all responses are completed. Edit the questionnaire thoroughly before giving the Supervisor who will also review the questionnaire before handing it over to the Data Editor. Note the skip rules in all the questions.

Annex I: Calendar of Events

National

Number of years	Year	Event
113	1900	Arrival of Governor Denton
102	1911	Departure of Governor Denton
99	1914	Start of First World War
95	1918	End of First World War
94	1919	Influenza Epidemic
92	1921	Arrival of Governor Armitage
88	1925	Visit of Prince of Wales
80	1933	Arrival of Governor Richards
74	1939	Coronation of King George VI
74	1939	Start of Second World War
68	1945	End of Second World War
68	1945	Return of Army from Burma
66	1947	Governor Andrew Wright Appointed
64	1949	G.P.M.B. Established
61	1952	United Party formed by P.S. N'jie
60	1953	New Royal Victoria Hospital Opened
60	1953	Coronation of Queen Elizabeth II
60	1953	Ilmenite Discovered
54	1959	Ilmenite Mining Project Closed
53	1960	Introduction of marbles on the polling system.
52	1961	Mr P.S. N'jie Appointed Chief Minister
52	1961	Visit of Queen Elizabeth II
51	1962	General Elections - D.K. Jawara Appointed Premier
50	1963	President Senghore's First Visit to The Gambia
48	1965	Independence
47	1966	Sir Farimang Singhateh Appointed Governor General
46	1967	President Senghore's Second visit
45	1968	Death of Hon. Amang Kanyi
43	1970	Republican Status Attained
42	1971	General Gowon Visits The Gambia
41	1972	Hon. S. M. Dibba resigns as Vice President
40	1973	President Tolbert Visits The Gambia
40	1973	Bathurst Renamed Banjul
35	1978	General Obasanjo Visits The Gambia
35	1978	President Saikou Touray Visits The Gambia
35	1978	First Steel Ferry Commissioned Banjul/Barra
34	1979	Second Steel Ferry Commissioned Banjul/Barra
32	1981	Rebellion
31	1982	Senegambian confederation
29	1984	The M.V. Lady Chilel Jawara sunk
29	1984	PPP Silver Jubilee
28	1985	State of emergency lifted

27	1986	Albert Market destroyed by fire
25	1987	First National conference on Education
25	1987	Seyfo Mama Tamba Jammeh died
22	1991	PPP Congress at Mansakonko
21	1992	G.P.T.C. bus accident at Sankuleh Kunda Ferry Crossing

Banjul

Number of years	Year	Event
103	1900	Governor Denton Appointed
112	1901	Methodist Boys High School Established
108	1905	Fencing of MacCarthy Square
98	1915	Old Denton Bridge Completed
97	1916	Pipe Borne Water Supply in Banjul
93	1920	Mile two Prison Opened
85	1928	The New Street Clinic Opened
79	1935	Outbreak of Yellow Fever in Banjul
76	1937	Death of Imam Omar Sowe
74	1939	Mohammedan, St Mary's and St. Joseph's School Opened
65	1948	Banjul Floods
61	1952	P.S. N'jie forms the United Party
61	1952	Banjul Bund Road and Pump House Completed
60	1953	New Royal Victoria Hospital Opened
56	1957	Duke of Edinburgh Visits The Gambia
55	1958	Crab Island School Opened
54	1959	Bread and Butter Demonstration
54	1959	New Denton Bridge Opened
40	1973	Bathurst Renamed Banjul
30	1983	Imam Alhagie Lamin Bah Died
27	1986	Albert Market destroyed by fire

Kanifing (K.M.C.)

Number of years	Year	Event
74	1939	Old Jeswang Air crash
71	1942	Police Post Opened at Cape St. Mary's (Bakau)
66	1947	Seyfou Kombo St. Mary's Removed
62	1951	New Abuko Veterinary Station Opened
41	1972	Sunwing Hotel Opened
36	1977	Banjul Breweries opened
35	1978	Death of Hon. Bakary Camara, Bakau
29	1984	Sir Dawda opened the Independence Stadium
28	1985	New Serrekunda Health centre opened
22	1991	Fire destroys Serrekunda Market

Brikama (W.D.)

Number of years	Year	Event
75	1938	Bwiam Hospital Opened
68	1954	First Chiefs' Conference in Brikama
66	1947	Brikama School Opened
63	1950	Chiefs' Conference Held in Sukuta
59	1954	Second Chiefs' Conference in Brikama
55	1958	Busumbala Floods
50	1963	Brikama Mansakonko Road Completed
45	1968	Kitty Village Devastated by Fire
29	1984	Gunjur, Kombo South fisheries complex opened
28	1985	Chiefs conference at Brikama

Kerewan (N.B.D.)

Number of years	Year	Event
66	1947	Chiefs Conference Held in Barra
56	1957	Barra Ferry Disaster
43	1972	Dodou Sonko Appointed Head Chief of Upper-Niumi
36	1977	Death of Alasan N'Dure UP/NLP Candidate in Car Accident
28	1985	Fire break out at Farafenni Market
28	1985	Seyfo Abu Khan died
26	1987	Seyfo Mama Tamba Jammeh died

Mansakondo (L.R.D.)

Number of years	Year	Event
140	1873	Foday Kabba Appointed War General for Muslims
121	1892	British Force Attacked Foday Kabba, Toniataba Destroyed
113	1900	Batteling and Sankandi Quarrel over rice fields, two British Commissioners, Alkalo of Batteling and six Policemen murdered at Sankandi.
112	1901	Dumbutu Destroyed by a British Force
64	1949	Chiefs' Conference in Mansankonko
60	1953	Chiefs' Conference in Pakalinding
45	1968	Death of Hon. Amang Kanyi
34	1979	Dumbutu Day Nursery opened
26	1987	Rainstorm renders several people, homeless in Kiangs and Jarras
22	1991	PPP congress at Mansankonko

Janjabureh/Georgetown (M.I.D.)

Number of years	Year	Event
90	1923	Musa Mollo Returns from Exile in Sierra Leone
86	1927	Armitage High School Opened
75	1938	Bansang Hospital Opened
69	1944	First Chiefs' Conference in Georgetown
66	1947	Kaur School Opened
58	1955	Second Chiefs' Conference in Georgetown
56	1957	Death of Seyfou Chernon Baldeh
53	1960	Death of Kande Kassi Jawara
52	1961	Death of Chief Matar Ceesay
49	1964	Third Chiefs' Conference
45	1968	Bansang Power Station Opened
45	1968	G.P.M.B. Mills Opened in Kaur
41	1972	Appointment of Jalamang Danso as Chief of Niamina East
36	1977	Armitage School Closed due to Student Strike
29	1984	Omar Ceesay elected as a chief of Upper Saloum
26	1987	Rainstorm course damages in Fulladu West district
24	1989	Mr. Ngain Nai Bah elected as chief of Niamina West
21	1992	G.P.T.C. bus accident at Sankuleh Kunda Ferry Crossing

Basse (U.R.D.)

Number of years	Year	Event
90	1923	Musa Mollo Returns from Exile in Sierra Leone
74	1939	Kristi Kunda School Opened
69	1944	Basse Health Centre Established
67	1946	First Chiefs' Conference Held in Basse
62	1951	Basse Floods
57	1956	Second Chiefs' Conference Held in Basse
52	1961	Petrol Store Fire, Basse
45	1968	Standard Bank Opened in Basse
41	1972	Death of Head Chief Yaya Sagnia, Kantora
30	1983	Ahmadiyya Muslim High School at Basse opened
21	1992	Alh. Yorro Bah elected as chief of Sandu district

Annex II – Level and grades for Education programmes

Level description	Reference Year (approximate reference years)	Level code	Number of years completed at the stated level						
			1	2	3	4	5	6	7+
			Corresponding grade that should be recorded						
Early childhood									
		0	1	2	3	4	-	-	-
Primary									
• Lower basic	1995 to date	1	1	2	3	4	5	6	-
• Primary	1966-1994	1	1	2	3	4	5	6	-
• Class 1	1950-1965	1	1	-	-	-	-	-	-
• Class 2		1	-	2	-	-	-	-	-
• Class 3		1	-	-	3	-	-	-	-
• Standard 1	1950 -1965	1	1	-	-	-	-	-	-
• Standard 2	"	1	-	2	-	-	-	-	-
• Standard 3	"	1	-	-	3	-	-	-	-
• Standard 4	"	1	-	-	-	4	-	-	-
Lower secondary									
• Upper basic	1995 to date	2	1	2	3	-	-	-	-
• Middle basic	2000-2010	2	1	2	3	-	-	-	-
• Secondary technical	1966 - 1994	2	1	2	3	-	-	-	-
• Junior secondary	"	2	1	2	3	-	-	-	-
• Form 1	"	2	1	-	-	-	-	-	-
• Form 2	"	2	-	2	-	-	-	-	-
• Form 3	"	2	-	-	3	-	-	-	-
• Form 4	"	2	-	-	3	-	-	-	-
• Standard 5	1950 -1965	2	1	-	-	-	-	-	-
• Standard 6	"	2	-	2	-	-	-	-	-
• Standard 7	"	2	-	--	3	-	-	-	-
Upper Secondary									
• High school	1950 - 1999	3	1	2	3	-	-	-	-
• Senior secondary	1995 to date	3	1	2	3	-	-	-	-
• Form 4	1966 - 1994	3	1	-	-	-	-	-	-
• Form 5	"	3	-	2	-	-	-	-	-
• Form 6	"	3	-	-	3	-	-	-	-

Non-Tertiary									
• Undergraduate diploma, teachers certificates, health certificates		4	1	2	3	4	-	-	-
• Tertiary/Diploma		6	1	2	3	4	5	6	7+
• Bachelors		7	1	2	3	4	5	6	7+
• Masters		8	1	2	3				
• Doctorate		9	1	2	3	4	5	6	7+

If a person reported that s(he) completed or stopped schooling at form 1 or form 2 or form 3 the level code is 2 and the grade will be 7 for form 1; 8 for form 2; and 9 for form 3 even if the person was in the upper secondary or lower secondary.

If a person reported that s(he) completed or stopped schooling at form 4, you should further probe for the level.

- If the level is lower secondary use code 2 for level and 9 for grade.
- If the level is upper secondary use code 3 for level and 10 for grade.

For Form 5 to Form 6 always use code 3 for level and grade 11 for Form 5 and grade 12 for Form 6.

NB: If the respondent is not familiar with the names of level used, ask for the complete name of the school. The level is sometimes implied in the name of the school.

QUESTION 6: What was the highest level and highest grade completed by [NAME]?

Education refers to full-time education in a formal educational institution A formal education has a given curriculum. In this type of education programme or system students are regularly tested for their understanding of subjects taught and, test or examination results are often available. Note that formal education excludes Daara or Karanta therefore probe to make sure it is formal education/madrassa

Some of the levels, each has a range of numbers which shows the number of years one may take to complete the given level or the number of years one has spent or is spending within the given level. Each of the numbers in a given range is referred to as a grade in this survey for the purpose of collecting information on number of years one has spent or one is spending in each level of education without repetition.

Ask for the highest level and grade completed. For example if a person left school during first term in grade 6, then the highest grade completed by this person is grade 5.

For persons who are currently attending school, the current grade in which they are, should be recorded. For example if a person says that I am in grade 6, then the highest grade attained is 06.

The term level, when used outside pre-school environment, refers to the level attained or attended when a grade is completed (by respondents who are not presently students), or when a grade is attained (reached) by those currently attending school.

For persons who are not currently attending and who moved from one level to another level and did not complete the first year of the grades in this level. Then his grade will be '0'. For example if a person stopped at grade 10 without completing this grade record 3 for the person's level and 0 for the person's grade.

At pre-school level of education, the range of numbers is 1 – 4. The use of the term level corresponds to year of education. Hence, if a person says that I stopped at or I am at level 2, then under level record 0 and under Grade record 2. For pre-school, level 1 is the first year, level 2 the second year, level 3 the third year and level 4 the fourth year of pre-schooling.

Under the current education system the use of the term Grade gives an idea of both the levels (primary or secondary) and the number of years one has spent or one is spending on the given level without repetition.

Levels and Grades

Early childhood education

Also referred as Pre-primary education is defined as the initial stage of organised instruction, designed primarily to introduce very young children aged 3 years and not more than 6 years old to a school-type environment, that is, to provide a bridge between the home and a school-based atmosphere.

The code for this level is '0'. The range of years, that is, the grades for this level is 01-04. This shows the minimum and maximum number of years one can officially spend at this level.

Example: For a person who is 4 years old who is attending second year of early-childhood education record 0 for level and 02 for grade.

Primary

Primary education usually begins at age 6, 7, or 8 and generally lasts for 6 years. Hence, the range of years for this level corresponds to the grades 01-06.

Example: For a person who is 15 years old who reported that his schooling stopped at the second year in a primary school, record code 1 for level and code '02' for grade.

Example: For a person who is 18 years old who reported that his schooling stopped before completing the first year in a primary school record code 1 for level and code 01 for grade attended? Note that the highest grade attained or attended but not completed is 01.

In the Gambia names of programmes corresponding to primary level are: lower basic; primary; class 1 to 3; and standard 1 to 4. Use code 1 for any of these levels. Then ask for the number of years spent at this level. Note that the number of years that is grade should not be more than 06.

Lower Secondary

Lower secondary education may either be “terminal” (i.e. preparing the students for entry directly into working life) and/or “preparatory” (i.e. preparing students for upper secondary education). This level can range from 3 to 4 years in The Gambia.

The educational system of the Gambia shows that entry into this level happens at the age of 12, 13 or 14, that is when someone has spent 6 years in schooling from primary 1 or grade 01 primary level, the person would have been at grade 07 that is the first grade of Lower Secondary Level at age 12, 13 or 14. All Grades from 7 to 9 belong to the lower secondary level.

Example: A person aged 16 years who reported that the highest grade completed is grade 9. You should record 2 for level and 09 for grade.

Names of programmes corresponding to Lower Secondary Level are: upper basic; middle basic; secondary technical; secondary four; form 1 to 4; and standard 5-7.

Example: If a person reported to have completed the level - upper basic, then record code 2 *for Lower Secondary Level and ask for the number of years spent at this level. If the person responded 4 years, note that the maximum number of years one can spend at this level is 3 years, then $7 + 2 = 9$. You should therefore record grade 09.

Example: If a person reported to have completed the level - form four or secondary four, then record code 2 for Lower Secondary Level and ask for the number of years spent on

this level, if the person responded 4 years, then $7 + 2 = 09$. You should therefore record grade 09.

Upper Secondary

Programmes corresponding to Upper Secondary Level are: high school; senior secondary; and form 1 to 6. You should use code 3 for this level and then proceed as explained above for recording the grade. All Grades from 10 to 12 belong to the upper secondary level and the maximum number of years one can spend on this level is 3 years

Example: If a person completed and spent 5 years in high school, record 03 for level, and find the grade as follows; $10+2 = 12$. The maximum number of years one can spend at this level is 3 years. Hence, record grade 12.

Note it is only for secondary levels that you have to reduce the maximum number of years by one when finding the grade of a person. For other levels the grade is simply the number of years spent at the given level.

Non-Tertiary

After completing secondary school (lower or upper) a course conducted by an NTA approved training institute or an internationally recognized institute for 6 to 16 months leading to a specialized certificate such as certificate in word processing, computer hardware maintenance, accounting, plumbing, and so on. It also includes ordinary diploma, teacher's certificates, and health certificates such as – SEN, SRN and CHN. It however, excludes higher diploma, bachelor's, master's and doctorate degrees. The range of grades here can however be 01 to 04 and the level takes on code 4.

Tertiary/Diploma

This level includes mainly higher diploma holders who successfully completed upper secondary. Duration of the course may be between 1 to 3 years. Use code 5 for this level and the maximum grade is 03.

Degree

Bachelor, Master's and doctorate level a person must have completed upper secondary in the case of doctorate level a bachelor or master's level must have been completed by the person. The codes for levels are Bachelors 5; Masters 7 and Doctorates 8.

Annex III – Occupations codes

Major groups, sub-major groups, minor groups and unit groups⁷

1 MANAGERS

11 *Chief executives, senior officials and legislators*

- 111 Legislators and senior officials
 - 1111 Legislators
 - 1112 Senior government officials
 - 1113 Traditional chiefs and heads of village
 - 1114 Senior officials of special-interest organizations
- 112 Managing directors and chief executives
 - 1120 Managing directors and chief executives

12 *Administrative and commercial managers*

- 121 Business services and administration managers
 - 1211 Finance managers
 - 1212 Human resource managers
 - 1213 Policy and planning managers
 - 1219 Business services and administration managers not elsewhere classified
- 122 Sales, marketing and development managers
 - 1221 Sales and marketing managers
 - 1222 Advertising and public relations managers
 - 1223 Research and development managers

13 *Production and specialized services managers*

- 131 Production managers in agriculture, forestry and fisheries
 - 1311 Agricultural and forestry production managers
 - 1312 Aquaculture and fisheries production managers
- 132 Manufacturing, mining, construction, and distribution managers
 - 1321 Manufacturing managers
 - 1322 Mining managers
 - 1323 Construction managers
 - 1324 Supply, distribution and related managers
- 133 Information and communications technology service managers
 - 1330 Information and communications technology service managers
- 134 Professional services managers
 - 1341 Child care services managers

⁷ <http://www.ilo.org/public/english/bureau/stat/isco/isco08/>

- 1342 Health services managers
- 1343 Aged care services managers
- 1344 Social welfare managers
- 1345 Education managers
- 1346 Financial and insurance services branch managers
- 1349 Professional services managers not elsewhere classified

14 *Hospitality, retail and other services managers*

- 141 Hotel and restaurant managers
 - 1411 Hotel managers
 - 1412 Restaurant managers
- 142 Retail and wholesale trade managers
 - 1420 Retail and wholesale trade managers
- 143 Other services managers
 - 1431 Sports, recreation and cultural centre managers
 - 1439 Services managers not elsewhere classified

2 PROFESSIONALS

21 *Science and engineering professionals*

- 211 Physical and earth science professionals
 - 2111 Physicists and astronomers
 - 2112 Meteorologists
 - 2113 Chemists
 - 2114 Geologists and geophysicists
- 212 Mathematicians, actuaries and statisticians
 - 2120 Mathematicians, actuaries and statisticians
- 213 Life science professionals
 - 2131 Biologists, botanists, zoologists and related professionals
 - 2132 Farming, forestry and fisheries advisers
 - 2133 Environmental protection professionals
- 214 Engineering professionals (excluding electrotechnology)
 - 2141 Industrial and production engineers
 - 2142 Civil engineers
 - 2143 Environmental engineers
 - 2144 Mechanical engineers
 - 2145 Chemical engineers
 - 2146 Mining engineers, metallurgists and related professionals
 - 2149 Engineering professionals not elsewhere classified
- 215 Electrotechnology engineers

- 2151 Electrical engineers
- 2152 Electronics engineers
- 2153 Telecommunications engineers

- 216 Architects, planners, surveyors and designers
 - 2161 Building architects
 - 2162 Landscape architects
 - 2163 Product and garment designers
 - 2164 Town and traffic planners
 - 2165 Cartographers and surveyors
 - 2166 Graphic and multimedia designers

22 Health professionals

- 221 Medical doctors
 - 2211 Generalist medical practitioners
 - 2212 Specialist medical practitioners
- 222 Nursing and midwifery professionals
 - 2221 Nursing professionals
 - 2222 Midwifery professionals
- 223 Traditional and complementary medicine professionals
 - 2230 Traditional and complementary medicine professionals
- 224 Paramedical practitioners
 - 2240 Paramedical practitioners
- 225 Veterinarians
 - 2250 Veterinarians
- 226 Other health professionals
 - 2261 Dentists
 - 2262 Pharmacists
 - 2263 Environmental and occupational health and hygiene professionals
 - 2264 Physiotherapists
 - 2265 Dieticians and nutritionists
 - 2266 Audiologists and speech therapists
 - 2267 Optometrists and ophthalmic opticians
 - 2269 Health professionals not elsewhere classified

23 Teaching professionals

- 231 University and higher education teachers
 - 2310 University and higher education teachers
- 232 Vocational education teachers

- 2320 Vocational education teachers
- 233 Secondary education teachers
 - 2330 Secondary education teachers
- 234 Primary school and early childhood teachers
 - 2341 Primary school teachers
 - 2342 Early childhood educators
- 235 Other teaching professionals
 - 2351 Education methods specialists
 - 2352 Special needs teachers
 - 2353 Other language teachers
 - 2354 Other music teachers
 - 2355 Other arts teachers
 - 2356 Information technology trainers
 - 2359 Teaching professionals not elsewhere classified

24 Business and administration professionals

- 241 Finance professionals
 - 2411 Accountants
 - 2412 Financial and investment advisers
 - 2413 Financial analysts
- 242 Administration professionals
 - 2421 Management and organization analysts
 - 2422 Policy administration professionals
 - 2423 Personnel and careers professionals
 - 2424 Training and staff development professionals
- 243 Sales, marketing and public relations professionals
 - 2431 Advertising and marketing professionals
 - 2432 Public relations professionals
 - 2433 Technical and medical sales professionals (excluding ICT)
 - 2434 Information and communications technology sales professionals

25 Information and communications technology professionals

- 251 Software and applications developers and analysts
 - 2511 Systems analysts
 - 2512 Software developers
 - 2513 Web and multimedia developers
 - 2514 Applications programmers
 - 2519 Software and applications developers and analysts not elsewhere classified
- 252 Database and network professionals

- 2521 Database designers and administrators
- 2522 Systems administrators
- 2523 Computer network professionals
- 2529 Database and network professionals not elsewhere classified

26 *Legal, social and cultural professionals*

- 261 Legal professionals
 - 2611 Lawyers
 - 2612 Judges
 - 2619 Legal professionals not elsewhere classified
- 262 Librarians, archivists and curators
 - 2621 Archivists and curators
 - 2622 Librarians and related information professionals
- 263 Social and religious professionals
 - 2631 Economists
 - 2632 Sociologists, anthropologists and related professionals
 - 2633 Philosophers, historians and political scientists
 - 2634 Psychologists
 - 2635 Social work and counselling professionals
 - 2636 Religious professionals
- 264 Authors, journalists and linguists
 - 2641 Authors and related writers
 - 2642 Journalists
 - 2643 Translators, interpreters and other linguists
- 265 Creative and performing artists
 - 2651 Visual artists
 - 2652 Musicians, singers and composers
 - 2653 Dancers and choreographers
 - 2654 Film, stage and related directors and producers
 - 2655 Actors
 - 2656 Announcers on radio, television and other media
 - 2659 Creative and performing artists not elsewhere classified

3 TECHNICIANS AND ASSOCIAT PROFESSIONALS

31 *Science and engineering associate professionals*

- 311 Physical and engineering science technicians
 - 3111 Chemical and physical science technicians
 - 3112 Civil engineering technicians
 - 3113 Electrical engineering technicians
 - 3114 Electronics engineering technicians
 - 3115 Mechanical engineering technicians

- 3116 Chemical engineering technicians
- 3117 Mining and metallurgical technicians
- 3118 Draughtspersons
- 3119 Physical and engineering science technicians not elsewhere classified

- 312 Mining, manufacturing and construction supervisors
 - 3121 Mining supervisors
 - 3122 Manufacturing supervisors
 - 3123 Construction supervisors

- 313 Process control technicians
 - 3131 Power production plant operators
 - 3132 Incinerator and water treatment plant operators
 - 3133 Chemical processing plant controllers
 - 3134 Petroleum and natural gas refining plant operators
 - 3135 Metal production process controllers
 - 3139 Process control technicians not elsewhere classified

- 314 Life science technicians and related associate professionals
 - 3141 Life science technicians (excluding medical)
 - 3142 Agricultural technicians
 - 3143 Forestry technicians

- 315 Ship and aircraft controllers and technicians
 - 3151 Ships' engineers
 - 3152 Ships' deck officers and pilots
 - 3153 Aircraft pilots and related associate professionals
 - 3154 Air traffic controllers
 - 3155 Air traffic safety electronics technicians

32 Health associate professionals

- 321 Medical and pharmaceutical technicians
 - 3211 Medical imaging and therapeutic equipment technicians
 - 3212 Medical and pathology laboratory technicians
 - 3213 Pharmaceutical technicians and assistants
 - 3214 Medical and dental prosthetic technicians

- 322 Nursing and midwifery associate professionals
 - 3221 Nursing associate professionals
 - 3222 Midwifery associate professionals

- 323 Traditional and complementary medicine associate professionals
 - 3230 Traditional and complementary medicine associate professionals

- 324 Veterinary technicians and assistants

- 3240 Veterinary technicians and assistants
- 325 Other health associate professionals
 - 3251 Dental assistants and therapists
 - 3252 Medical records and health information technicians
 - 3253 Community health workers
 - 3254 Dispensing opticians
 - 3255 Physiotherapy technicians and assistants
 - 3256 Medical assistants
 - 3257 Environmental and occupational health inspectors and associates
 - 3258 Ambulance workers
 - 3259 Health associate professionals not elsewhere classified

33 *Business and administration associate professionals*

- 331 Financial and mathematical associate professionals
 - 3311 Securities and finance dealers and brokers
 - 3312 Credit and loans officers
 - 3313 Accounting associate professionals
 - 3314 Statistical, mathematical and related associate professionals
 - 3315 Valuers and loss assessors
- 332 Sales and purchasing agents and brokers
 - 3321 Insurance representatives
 - 3322 Commercial sales representatives
 - 3323 Buyers
 - 3324 Trade brokers
- 333 Business services agents
 - 3331 Clearing and forwarding agents
 - 3332 Conference and event planners
 - 3333 Employment agents and contractors
 - 3334 Real estate agents and property managers
 - 3339 Business services agents not elsewhere classified
- 334 Administrative and specialized secretaries
 - 3341 Office supervisors
 - 3342 Legal secretaries
 - 3343 Administrative and executive secretaries
 - 3344 Medical secretaries
- 335 Regulatory government associate professionals
 - 3351 Customs and border inspectors
 - 3352 Government tax and excise officials
 - 3353 Government social benefits officials
 - 3354 Government licensing officials

- 3355 Police inspectors and detectives
- 3359 Regulatory government associate professionals not elsewhere classified

34 Legal, social, cultural and related associate professionals

- 341 Legal, social and religious associate professionals
 - 3411 Legal and related associate professionals
 - 3412 Social work associate professionals
 - 3413 Religious associate professionals
- 342 Sports and fitness workers
 - 3421 Athletes and sports players
 - 3422 Sports coaches, instructors and officials
 - 3423 Fitness and recreation instructors and program leaders
- 343 Artistic, cultural and culinary associate professionals
 - 3431 Photographers
 - 3432 Interior designers and decorators
 - 3433 Gallery, museum and library technicians
 - 3434 Chefs
 - 3435 Other artistic and cultural associate professionals

35 Information and communications technicians

- 351 Information and communications technology operations and user support technicians
 - 3511 Information and communications technology operations technicians
 - 3512 Information and communications technology user support technicians
 - 3513 Computer network and systems technicians
 - 3514 Web technicians
- 352 Telecommunications and broadcasting technicians
 - 3521 Broadcasting and audio-visual technicians
 - 3522 Telecommunications engineering technicians

4 CLERICAL AND SUPPORT WORKERS

41 General and keyboard clerks

- 411 General office clerks
 - 4110 General office clerks
- 412 Secretaries (general)
 - 4120 Secretaries (general)
- 413 Keyboard operators
 - 4131 Typists and word processing operators
 - 4132 Data entry clerks

42 Customer services clerks

- 421 Tellers, money collectors and related clerks
 - 4211 Bank tellers and related clerks
 - 4212 Bookmakers, croupiers and related gaming workers
 - 4213 Pawnbrokers and money-lenders
 - 4214 Debt-collectors and related workers
- 422 Client information workers
 - 4221 Travel consultants and clerks
 - 4222 Contact centre information clerks
 - 4223 Telephone switchboard operators
 - 4224 Hotel receptionists
 - 4225 Enquiry clerks
 - 4226 Receptionists (general)
 - 4227 Survey and market research interviewers
 - 4229 Client information workers not elsewhere classified

43 Numerical and material recording clerks

- 431 Numerical clerks
 - 4311 Accounting and bookkeeping clerks
 - 4312 Statistical, finance and insurance clerks
 - 4313 Payroll clerks
- 432 Material-recording and transport clerks
 - 4321 Stock clerks
 - 4322 Production clerks
 - 4323 Transport clerks

44 Other clerical support workers

- 441 Other clerical support workers
 - 4411 Library clerks
 - 4412 Mail carriers and sorting clerks
 - 4413 Coding, proof-reading and related clerks
 - 4414 Scribes and related workers
 - 4415 Filing and copying clerks
 - 4416 Personnel clerks
 - 4419 Clerical support workers not elsewhere classified

5 SERVICE AND SALES WORKERS

51 Personal service workers

- 511 Travel attendants, conductors and guides
 - 5111 Travel attendants and travel stewards
 - 5112 Transport conductors
 - 5113 Travel guides

512 Cooks

5120 Cooks

513 Waiters and bartenders

5131 Waiters

5132 Bartenders

514 Hairdressers, beauticians and related workers

5141 Hairdressers

5142 Beauticians and related workers

515 Building and housekeeping supervisors

5151 Cleaning and housekeeping supervisors in offices, hotels and other establishments

5152 Domestic housekeepers

5153 Building caretakers

516 Other personal services workers

5161 Astrologers, fortune-tellers and related workers

5162 Companions and valets

5163 Undertakers and embalmers

5164 Pet groomers and animal care workers

5165 Driving instructors

5169 Personal services workers not elsewhere classified

52 Sales workers

521 Street and market salespersons

5211 Stall and market salespersons

5212 Street food salespersons

522 Shop salespersons

5221 Shop keepers

5222 Shop supervisors

5223 Shop sales assistants

523 Cashiers and ticket clerks

5230 Cashiers and ticket clerks

524 Other sales workers

5241 Fashion and other models

5242 Sales demonstrators

5243 Door to door salespersons

5244 Contact centre salespersons

5245 Service station attendants

- 5246 Food service counter attendants
- 5249 Sales workers not elsewhere classified

53 Personal care workers

- 531 Child care workers and teachers' aides
 - 5311 Child care workers
 - 5312 Teachers' aides
- 532 Personal care workers in health services
 - 5321 Health care assistants
 - 5322 Home-based personal care workers
 - 5329 Personal care workers in health services not elsewhere classified

54 Protective services workers

- 541 Protective services workers
 - 5411 Fire-fighters
 - 5412 Police officers
 - 5413 Prison guards
 - 5414 Security guards
 - 5419 Protective services workers not elsewhere classified

6 SKILLED AGRICULTURAL, FORESTRY AND FISHERY WORKERS

61 Market-oriented skilled agricultural workers

- 611 Market gardeners and crop growers
 - 6111 Field crop and vegetable growers
 - 6112 Tree and shrub crop growers
 - 6113 Gardeners, horticultural and nursery growers
 - 6114 Mixed crop growers
- 612 Animal producers
 - 6121 Livestock and dairy producers
 - 6122 Poultry producers
 - 6123 Apiarists and sericulturists
 - 6129 Animal producers not elsewhere classified
- 613 Mixed crop and animal producers
 - 6130 Mixed crop and animal producers

62 Market-oriented skilled forestry, fishery and hunting workers

- 621 Forestry and related workers
 - 6210 Forestry and related workers
- 622 Fishery workers, hunters and trappers
 - 6221 Aquaculture workers
 - 6222 Inland and coastal waters fishery workers

- 6223 Deep-sea fishery workers
- 6224 Hunters and trappers

63 *Subsistence farmers, fishers, hunters and gatherers*

- 631 Subsistence crop farmers
 - 6310 Subsistence crop farmers
- 632 Subsistence livestock farmers
 - 6320 Subsistence livestock farmers
- 633 Subsistence mixed crop and livestock farmers
 - 6330 Subsistence mixed crop and livestock farmers
- 634 Subsistence fishers, hunters, trappers and gatherers
 - 6340 Subsistence fishers, hunters, trappers and gatherers

7 CRAFT AND RELATED TRADES WORKERS

71 *Building and related trades workers, excluding electricians*

- 711 Building frame and related trades workers
 - 7111 House builders
 - 7112 Bricklayers and related workers
 - 7113 Stonemasons, stone cutters, splitters and carvers
 - 7114 Concrete placers, concrete finishers and related workers
 - 7115 Carpenters and joiners
 - 7119 Building frame and related trades workers not elsewhere classified
- 712 Building finishers and related trades workers
 - 7121 Roofers
 - 7122 Floor layers and tile setters
 - 7123 Plasterers
 - 7124 Insulation workers
 - 7125 Glaziers
 - 7126 Plumbers and pipe fitters
 - 7127 Air conditioning and refrigeration mechanics
- 713 Painters, building structure cleaners and related trades workers
 - 7131 Painters and related workers
 - 7132 Spray painters and varnishers
 - 7133 Building structure cleaners

72 *Metal, machinery and related trades workers*

- 721 Sheet and structural metal workers, moulders and welders, and related workers
 - 7211 Metal moulders and coremakers
 - 7212 Welders and flamecutters
 - 7213 Sheet-metal workers

- 7214 Structural-metal preparers and erectors
- 7215 Riggers and cable splicers

- 722 Blacksmiths, toolmakers and related trades workers
 - 7221 Blacksmiths, hammersmiths and forging press workers
 - 7222 Toolmakers and related workers
 - 7223 Metal working machine tool setters and operators
 - 7224 Metal polishers, wheel grinders and tool sharpeners

- 723 Machinery mechanics and repairers
 - 7231 Motor vehicle mechanics and repairers
 - 7232 Aircraft engine mechanics and repairers
 - 7233 Agricultural and industrial machinery mechanics and repairers
 - 7234 Bicycle and related repairers

73 *Handicraft and printing workers*

- 731 Handicraft workers
 - 7311 Precision-instrument makers and repairers
 - 7312 Musical instrument makers and tuners
 - 7313 Jewellery and precious-metal workers
 - 7314 Potters and related workers
 - 7315 Glass makers, cutters, grinders and finishers
 - 7316 Sign writers, decorative painters, engravers and etchers
 - 7317 Handicraft workers in wood, basketry and related materials
 - 7318 Handicraft workers in textile, leather and related materials
 - 7319 Handicraft workers not elsewhere classified

- 732 Printing trades workers
 - 7321 Pre-press technicians
 - 7322 Printers
 - 7323 Print finishing and binding workers

74 *Electrical and electronic trades workers*

- 741 Electrical equipment installers and repairers
 - 7411 Building and related electricians
 - 7412 Electrical mechanics and fitters
 - 7413 Electrical line installers and repairers

- 742 Electronics and telecommunications installers and repairers
 - 7421 Electronics mechanics and servicers
 - 7422 Information and communications technology installers and servicers

75 *Food processing, wood working, garment and other craft and related trades workers*

- 751 Food processing and related trades workers

- 7511 Butchers, fishmongers and related food preparers
- 7512 Bakers, pastry-cooks and confectionery makers
- 7513 Dairy-products makers
- 7514 Fruit, vegetable and related preservers
- 7515 Food and beverage tasters and graders
- 7516 Tobacco preparers and tobacco products makers

- 752 Wood treaters, cabinet-makers and related trades workers
 - 7521 Wood treaters
 - 7522 Cabinet-makers and related workers
 - 7523 Woodworking-machine tool setters and operators

- 753 Garment and related trades workers
 - 7531 Tailors, dressmakers, furriers and hatters
 - 7532 Garment and related pattern-makers and cutters
 - 7533 Sewing, embroidery and related workers
 - 7534 Upholsterers and related workers
 - 7535 Pelt dressers, tanners and fellmongers
 - 7536 Shoemakers and related workers

- 754 Other craft and related workers
 - 7541 Underwater divers
 - 7542 Shotfirers and blasters
 - 7543 Product graders and testers (excluding foods and beverages)
 - 7544 Fumigators and other pest and weed controllers
 - 7549 Craft and related workers not elsewhere classified

8 PLANT AND MACHINE OPERATORS, AND ASSEMBLERS

81 Stationary plant and machine operators

- 811 Mining and mineral processing plant operators
 - 8111 Miners and quarriers
 - 8112 Mineral and stone processing plant operators
 - 8113 Well drillers and borers and related workers
 - 8114 Cement, stone and other mineral products machine operators

- 812 Metal processing and finishing plant operators
 - 8121 Metal processing plant operators
 - 8122 Metal finishing, plating and coating machine operators

- 813 Chemical and photographic products plant and machine operators
 - 8131 Chemical products plant and machine operators
 - 8132 Photographic products machine operators

- 814 Rubber, plastic and paper products machine operators
 - 8141 Rubber products machine operators

- 8142 Plastic products machine operators
- 8143 Paper products machine operators
- 815 Textile, fur and leather products machine operators
 - 8151 Fibre preparing, spinning and winding machine operators
 - 8152 Weaving and knitting machine operators
 - 8153 Sewing machine operators
 - 8154 Bleaching, dyeing and fabric cleaning machine operators
 - 8155 Fur and leather preparing machine operators
 - 8156 Shoemaking and related machine operators
 - 8157 Laundry machine operators
 - 8159 Textile, fur and leather products machine operators not elsewhere classified
- 816 Food and related products machine operators
 - 8160 Food and related products machine operators
- 817 Wood processing and papermaking plant operators
 - 8171 Pulp and papermaking plant operators
 - 8172 Wood processing plant operators
- 818 Other stationary plant and machine operators
 - 8181 Glass and ceramics plant operators
 - 8182 Steam engine and boiler operators
 - 8183 Packing, bottling and labelling machine operators
 - 8189 Stationary plant and machine operators not elsewhere classified

82 Assemblers

- 821 Assemblers
 - 8211 Mechanical machinery assemblers
 - 8212 Electrical and electronic equipment assemblers
 - 8219 Assemblers not elsewhere classified

83 Drivers and mobile plant operators

- 831 Locomotive engine drivers and related workers
 - 8311 Locomotive engine drivers
 - 8312 Railway brake, signal and switch operators
- 832 Car, van and motorcycle drivers
 - 8321 Motorcycle drivers
 - 8322 Car, taxi and van drivers
- 833 Heavy truck and bus drivers
 - 8331 Bus and tram drivers
 - 8332 Heavy truck and lorry drivers

- 834 Mobile plant operators
 - 8341 Mobile farm and forestry plant operators
 - 8342 Earthmoving and related plant operators
 - 8343 Crane, hoist and related plant operators
 - 8344 Lifting truck operators
- 835 Ships' deck crews and related workers
 - 8350 Ships' deck crews and related workers

9 ELEMENTARY OCCUPATIONS

91 *Cleaners and helpers*

- 911 Domestic, hotel and office cleaners and helpers
 - 9111 Domestic cleaners and helpers
 - 9112 Cleaners and helpers in offices, hotels and other establishments
- 912 Vehicle, window, laundry and other hand cleaning workers
 - 9121 Hand launderers and pressers
 - 9122 Vehicle cleaners
 - 9123 Window cleaners
 - 9129 Other cleaning workers

92 *Agricultural, forestry and fishery labourers*

- 921 Agricultural, forestry and fishery labourers
 - 9211 Crop farm labourers
 - 9212 Livestock farm labourers
 - 9213 Mixed crop and livestock farm labourers
 - 9214 Garden and horticultural labourers
 - 9215 Forestry labourers
 - 9216 Fishery and aquaculture labourers

93 *Labourers in mining, construction, manufacturing and transport*

- 931 Mining and construction labourers
 - 9311 Mining and quarrying labourers
 - 9312 Civil engineering labourers
 - 9313 Building construction labourers
- 932 Manufacturing labourers
 - 9321 Hand packers
 - 9329 Manufacturing labourers not elsewhere classified
- 933 Transport and storage labourers
 - 9331 Hand and pedal vehicle drivers
 - 9332 Drivers of animal-drawn vehicles and machinery
 - 9333 Freight handlers
 - 9334 Shelf fillers

94 Food preparation assistants

- 941 Food preparation assistants
 - 9411 Fast food preparers
 - 9412 Kitchen helpers

95 Street and related sales and service workers

- 951 Street and related service workers
 - 9510 Street and related service workers
- 952 Street vendors (excluding food)
 - 9520 Street vendors (excluding food)

96 Refuse workers and other elementary workers

- 961 Refuse workers
 - 9611 Garbage and recycling collectors
 - 9612 Refuse sorters
 - 9613 Sweepers and related labourers
- 962 Other elementary workers
 - 9621 Messengers, package deliverers and luggage porters
 - 9622 Odd job persons
 - 9623 Meter readers and vending-machine collectors
 - 9624 Water and firewood collectors
 - 9629 Elementary workers not elsewhere classified

0 ARMED FORCES OCCUPATIONS

01 Commissioned armed forces officers

- 011 Commissioned armed forces officers
 - 0110 Commissioned armed forces officers

02 Non-commissioned armed forces officers

- 021 Non-commissioned armed forces officers
 - 0210 Non-commissioned armed forces officers

03 Armed forces occupations, other ranks

- 031 Armed forces occupations, other ranks
 - 0310 Armed forces occupations, other ranks

Annex IV – Industry codes

Major groups, sub-major groups, minor groups and unit groups⁸

A AGRICULTURE, FORESTRY AND FISHING

01 Crop and animal production, hunting and related service activities

- 011 Growing of non-perennial crops
 - 0111 Growing of cereals (except rice), leguminous crops and oil seeds
 - 0112 Growing of rice
 - 0113 Growing of vegetables and melons, roots and tubers
 - 0114 Growing of sugar cane
 - 0115 Growing of tobacco
 - 0116 Growing of fibre crops
 - 0119 Growing of other non-perennial crops
- 012 Growing of perennial crops
 - 0121 Growing of grapes
 - 0122 Growing of tropical and subtropical fruits
 - 0123 Growing of citrus fruits
 - 0124 Growing of pome fruits and stone fruits
 - 0125 Growing of other tree and bush fruits and nuts
 - 0126 Growing of oleaginous fruits
 - 0127 Growing of beverage crops
 - 0128 Growing of spices, aromatic, drug and pharmaceutical crops
 - 0129 Growing of other perennial crops
- 013 Plant propagation
 - 0130 Plant propagation
- 014 Animal production
 - 0141 Raising of cattle and buffaloes
 - 0142 Raising of horses and other equines
 - 0143 Raising of camels and camelids
 - 0144 Raising of sheep and goats
 - 0145 Raising of swine/pigs
 - 0146 Raising of poultry
 - 0149 Raising of other animals
- 015 Mixed farming
 - 0150 Mixed farming
- 016 Support activities to agriculture and post-harvest crop activities
 - 0161 Support activities for crop production

⁸ <http://unstats.un.org/unsd/cr/registry/regcst.asp?Cl=27&Lg=1>

- 0162 Support activities for animal production
- 0163 Post-harvest crop activities
- 0164 Seed processing for propagation

- 017 Hunting, trapping and related service activities
- 0170 Hunting, trapping and related service activities

02 Forestry and logging

- 021 Silviculture and other forestry activities
 - 0210 Silviculture and other forestry activities
- 022 Logging
 - 0220 Logging
- 023 Gathering of non-wood forest products
 - 0230 Gathering of non-wood forest products
- 024 Support services to forestry
 - 0240 Support services to forestry

03 Fishing and aquaculture

- 031 Fishing
 - 0311 Marine fishing
 - 0312 Freshwater fishing

- 032 Aquaculture
 - 0321 Marine aquaculture
 - 0322 Freshwater aquaculture

B MINING AND QUARRYING

05 Mining of coal and lignite

- 051 Mining of hard coal
 - 0510 Mining of hard coal
- 052 Mining of lignite
 - 0520 Mining of lignite

06 Extraction of crude petroleum and natural gas

- 061 Extraction of crude petroleum
 - 0610 Extraction of crude petroleum
- 062 Extraction of natural gas
 - 0620 Extraction of natural gas

07 Mining of metal ores

- 071 Mining of iron ores
 - 0710 Mining of iron ores
- 072 Mining of non-ferrous metal ores
 - 0721 Mining of uranium and thorium ores
 - 0729 Mining of other non-ferrous metal ores

08 Other mining and quarrying

- 081 Quarrying of stone, sand and clay
 - 0810 Quarrying of stone, sand and clay
- 089 Mining and quarrying n.e.c.
 - 0891 Mining of chemical and fertilizer minerals
 - 0892 Extraction of peat
 - 0893 Extraction of salt
 - 0899 Other mining and quarrying n.e.c.

09 Mining support service activities

- 091 Support activities for petroleum and natural gas extraction
 - 0910 Support activities for petroleum and natural gas extraction
- 099 Support activities for other mining and quarrying
 - 0990 Support activities for other mining and quarrying

C MANUFACTURING**10 Manufacture of food products**

- 101 Processing and preserving of meat
 - 1010 Processing and preserving of meat
- 102 Processing and preserving of fish, crustaceans and molluscs
 - 1020 Processing and preserving of fish, crustaceans and molluscs
- 103 Processing and preserving of fruit and vegetables
 - 1030 Processing and preserving of fruit and vegetables
- 104 Manufacture of vegetable and animal oils and fats
 - 1040 Manufacture of vegetable and animal oils and fats
- 105 Manufacture of dairy products
 - 1050 Manufacture of dairy products
- 106 Manufacture of grain mill products, starches and starch products
 - 1061 Manufacture of grain mill products

- 1062 Manufacture of starches and starch products
- 107 Manufacture of other food products
 - 1071 Manufacture of bakery products
 - 1072 Manufacture of sugar
 - 1073 Manufacture of cocoa, chocolate and sugar confectionery
 - 1074 Manufacture of macaroni, noodles, couscous and similar farinaceous products
 - 1075 Manufacture of prepared meals and dishes
 - 1079 Manufacture of other food products n.e.c.
- 108 Manufacture of prepared animal feeds
 - 1080 Manufacture of prepared animal feeds

11 Manufacture of beverages

- 110 Manufacture of beverages
 - 1101 Distilling, rectifying and blending of spirits
 - 1102 Manufacture of wines
 - 1103 Manufacture of malt liquors and malt
 - 1104 Manufacture of soft drinks; production of mineral waters and other bottled waters

12 Manufacture of tobacco products

- 120 Manufacture of tobacco products
 - 1200 Manufacture of tobacco products

13 Manufacture of textiles

- 131 Spinning, weaving and finishing of textiles
 - 1311 Preparation and spinning of textile fibres
 - 1312 Weaving of textiles
 - 1313 Finishing of textiles
- 139 Manufacture of other textiles
 - 1391 Manufacture of knitted and crocheted fabrics
 - 1392 Manufacture of made-up textile articles, except apparel
 - 1393 Manufacture of carpets and rugs
 - 1394 Manufacture of cordage, rope, twine and netting
 - 1399 Manufacture of other textiles n.e.c.

14 Manufacture of wearing apparel

- 141 Manufacture of wearing apparel, except fur apparel
 - 1410 Manufacture of wearing apparel, except fur apparel
- 142 Manufacture of articles of fur
 - 1420 Manufacture of articles of fur

- 143 Manufacture of knitted and crocheted apparel
- 1430 Manufacture of knitted and crocheted apparel

15 *Manufacture of leather and related products*

- 151 Tanning and dressing of leather; manufacture of luggage, handbags, saddlery and harness; dressing and dyeing of fur
 - 1511 Tanning and dressing of leather; dressing and dyeing of fur
 - 1512 Manufacture of luggage, handbags and the like, saddlery and harness
- 152 Manufacture of footwear
 - 1520 Manufacture of footwear

16 *Manufacture of wood and of products of wood and cork, except furniture; manufacture of articles of straw and plaiting materials*

- 161 Sawmilling and planing of wood
 - 1610 Sawmilling and planing of wood
- 162 Manufacture of products of wood, cork, straw and plaiting materials
 - 1621 Manufacture of veneer sheets and wood-based panels
 - 1622 Manufacture of builders' carpentry and joinery
 - 1623 Manufacture of wooden containers
 - 1629 Manufacture of other products of wood; manufacture of articles of cork, straw and plaiting materials

17 *Manufacture of paper and paper products*

- 170 Manufacture of paper and paper products
 - 1701 Manufacture of pulp, paper and paperboard
 - 1702 Manufacture of corrugated paper and paperboard and of containers of paper and paperboard
 - 1709 Manufacture of other articles of paper and paperboard

18 *Printing and reproduction of recorded media*

- 181 Printing and service activities related to printing
 - 1811 Printing
 - 1812 Service activities related to printing
- 182 Reproduction of recorded media
 - 1820 Reproduction of recorded media

19 *Manufacture of coke and refined petroleum products*

- 191 Manufacture of coke oven products
 - 1910 Manufacture of coke oven products
- 192 Manufacture of refined petroleum products

1920 Manufacture of refined petroleum products

20 Manufacture of chemicals and chemical products

- 201 Manufacture of basic chemicals, fertilizers and nitrogen compounds, plastics and synthetic rubber in primary forms
 - 2011 Manufacture of basic chemicals
 - 2012 Manufacture of fertilizers and nitrogen compounds
 - 2013 Manufacture of plastics and synthetic rubber in primary forms
- 202 Manufacture of other chemical products
 - 2021 Manufacture of pesticides and other agrochemical products
 - 2022 Manufacture of paints, varnishes and similar coatings, printing ink and mastics
 - 2023 Manufacture of soap and detergents, cleaning and polishing preparations, perfumes and toilet preparations
 - 2029 Manufacture of other chemical products n.e.c.
- 203 Manufacture of man-made fibres
 - 2030 Manufacture of man-made fibres

21 Manufacture of basic pharmaceutical products and pharmaceutical preparations

- 210 Manufacture of pharmaceuticals, medicinal chemical and botanical products
 - 2100 Manufacture of pharmaceuticals, medicinal chemical and botanical products

22 Manufacture of rubber and plastics products

- 221 Manufacture of rubber products
 - 2211 Manufacture of rubber tyres and tubes; retreading and rebuilding of rubber tyres
 - 2219 Manufacture of other rubber products
- 222 Manufacture of plastics products
 - 2220 Manufacture of plastics products

23 Manufacture of other non-metallic mineral products

- 231 Manufacture of glass and glass products
 - 2310 Manufacture of glass and glass products
- 239 Manufacture of non-metallic mineral products n.e.c.
 - 2391 Manufacture of refractory products
 - 2392 Manufacture of clay building materials
 - 2393 Manufacture of other porcelain and ceramic products
 - 2394 Manufacture of cement, lime and plaster
 - 2395 Manufacture of articles of concrete, cement and plaster
 - 2396 Cutting, shaping and finishing of stone

2399 Manufacture of other non-metallic mineral products n.e.c.

24 Manufacture of basic metals

- 241 Manufacture of basic iron and steel
 - 2410 Manufacture of basic iron and steel
- 242 Manufacture of basic precious and other non-ferrous metals
 - 2420 Manufacture of basic precious and other non-ferrous metals
- 243 Casting of metals
 - 2431 Casting of iron and steel
 - 2432 Casting of non-ferrous metals

25 Manufacture of fabricated metal products, except machinery and equipment

- 251 Manufacture of structural metal products, tanks, reservoirs and steam generators
 - 2511 Manufacture of structural metal products
 - 2512 Manufacture of tanks, reservoirs and containers of metal
 - 2513 Manufacture of steam generators, except central heating hot water boilers
- 252 Manufacture of weapons and ammunition
 - 2520 Manufacture of weapons and ammunition
- 259 Manufacture of other fabricated metal products; metalworking service activities
 - 2591 Forging, pressing, stamping and roll-forming of metal; powder metallurgy
 - 2592 Treatment and coating of metals; machining
 - 2593 Manufacture of cutlery, hand tools and general hardware
 - 2599 Manufacture of other fabricated metal products n.e.c.

26 Manufacture of computer, electronic and optical products

- 261 Manufacture of electronic components and boards
 - 2610 Manufacture of electronic components and boards
- 262 Manufacture of computers and peripheral equipment
 - 2620 Manufacture of computers and peripheral equipment
- 263 Manufacture of communication equipment
 - 2630 Manufacture of communication equipment
- 264 Manufacture of consumer electronics
 - 2640 Manufacture of consumer electronics

- 265 Manufacture of measuring, testing, navigating and control equipment;
watches and clocks
 - 2651 Manufacture of measuring, testing, navigating and control
equipment
 - 2652 Manufacture of watches and clocks
- 266 Manufacture of irradiation, electromedical and electrotherapeutic
equipment
 - 2660 Manufacture of irradiation, electromedical and electrotherapeutic
equipment
- 267 Manufacture of optical instruments and photographic equipment
 - 2670 Manufacture of optical instruments and photographic equipment
- 268 Manufacture of magnetic and optical media
 - 2680 Manufacture of magnetic and optical media

27 Manufacture of electrical equipment

- 271 Manufacture of electric motors, generators, transformers and electricity
distribution and control apparatus
 - 2710 Manufacture of electric motors, generators, transformers and
electricity distribution and control apparatus
- 272 Manufacture of batteries and accumulators
 - 2720 Manufacture of batteries and accumulators
- 273 Manufacture of wiring and wiring devices
 - 2731 Manufacture of fibre optic cables
 - 2732 Manufacture of other electronic and electric wires and cables
 - 2733 Manufacture of wiring devices
- 274 Manufacture of electric lighting equipment
 - 2740 Manufacture of electric lighting equipment
- 275 Manufacture of domestic appliances
 - 2750 Manufacture of domestic appliances
- 279 Manufacture of other electrical equipment
 - 2790 Manufacture of other electrical equipment

28 Manufacture of machinery and equipment n.e.c.

- 281 Manufacture of general-purpose machinery
 - 2811 Manufacture of engines and turbines, except aircraft, vehicle and
cycle engines
 - 2812 Manufacture of fluid power equipment

- 2813 Manufacture of other pumps, compressors, taps and valves
- 2814 Manufacture of bearings, gears, gearing and driving elements
- 2815 Manufacture of ovens, furnaces and furnace burners
- 2816 Manufacture of lifting and handling equipment
- 2817 Manufacture of office machinery and equipment (except computers and peripheral equipment)
- 2818 Manufacture of power-driven hand tools
- 2819 Manufacture of other general-purpose machinery

- 282 Manufacture of special-purpose machinery
 - 2821 Manufacture of agricultural and forestry machinery
 - 2822 Manufacture of metal-forming machinery and machine tools
 - 2823 Manufacture of machinery for metallurgy
 - 2824 Manufacture of machinery for mining, quarrying and construction
 - 2825 Manufacture of machinery for food, beverage and tobacco processing
 - 2826 Manufacture of machinery for textile, apparel and leather production
 - 2829 Manufacture of other special-purpose machinery

29 Manufacture of motor vehicles, trailers and semi-trailers

- 291 Manufacture of motor vehicles
 - 2910 Manufacture of motor vehicles

- 292 Manufacture of bodies (coachwork) for motor vehicles; manufacture of trailers and semi-trailers
 - 2920 Manufacture of bodies (coachwork) for motor vehicles; manufacture of trailers and semi-trailers

- 293 Manufacture of parts and accessories for motor vehicles
 - 2930 Manufacture of parts and accessories for motor vehicles

30 Manufacture of other transport equipment

- 301 Building of ships and boats
 - 3011 Building of ships and floating structures
 - 3012 Building of pleasure and sporting boats

- 302 Manufacture of railway locomotives and rolling stock
 - 3020 Manufacture of railway locomotives and rolling stock

- 303 Manufacture of air and spacecraft and related machinery
 - 3030 Manufacture of air and spacecraft and related machinery

- 304 Manufacture of military fighting vehicles
 - 3040 Manufacture of military fighting vehicles

- 309 Manufacture of transport equipment n.e.c.
- 3091 Manufacture of motorcycles
- 3092 Manufacture of bicycles and invalid carriages
- 3099 Manufacture of other transport equipment n.e.c.

31 Manufacture of furniture

- 310 Manufacture of furniture
- 3100 Manufacture of furniture

32 Other manufacturing

- 321 Manufacture of jewellery, bijouterie and related articles
 - 3211 Manufacture of jewellery and related articles
 - 3212 Manufacture of imitation jewellery and related articles
- 322 Manufacture of musical instruments
 - 3220 Manufacture of musical instruments
- 323 Manufacture of sports goods
 - 3230 Manufacture of sports goods
- 324 Manufacture of games and toys
 - 3240 Manufacture of games and toys
- 325 Manufacture of medical and dental instruments and supplies
 - 3250 Manufacture of medical and dental instruments and supplies
- 329 Other manufacturing n.e.c.
 - 3290 Other manufacturing n.e.c.

33 Repair and installation of machinery and equipment

- 331 Repair of fabricated metal products, machinery and equipment
 - 3311 Repair of fabricated metal products
 - 3312 Repair of machinery
 - 3313 Repair of electronic and optical equipment
 - 3314 Repair of electrical equipment
 - 3315 Repair of transport equipment, except motor vehicles
 - 3319 Repair of other equipment
- 332 Installation of industrial machinery and equipment
 - 3320 Installation of industrial machinery and equipment

D ELECTRICITY, GAS, STEAM AND AIR CONDITIONING SUPPLY

35 Electricity, gas, steam and air conditioning supply

- 351 Electric power generation, transmission and distribution
 - 3510 Electric power generation, transmission and distribution

- 352 Manufacture of gas; distribution of gaseous fuels through mains
 - 3520 Manufacture of gas; distribution of gaseous fuels through mains
- 353 Steam and air conditioning supply
 - 3530 Steam and air conditioning supply

E Water supply; sewerage, waste management and remediation activities

36 Water collection, treatment and supply

- 360 Water collection, treatment and supply
 - 3600 Water collection, treatment and supply

37 Sewerage

- 370 Sewerage
 - 3700 Sewerage

38 Waste collection, treatment and disposal activities; materials recovery

- 381 Waste collection
 - 3811 Collection of non-hazardous waste
 - 3812 Collection of hazardous waste
- 382 Waste treatment and disposal
 - 3821 Treatment and disposal of non-hazardous waste
 - 3822 Treatment and disposal of hazardous waste
- 383 Materials recovery
 - 3830 Materials recovery

39 Remediation activities and other waste management services

- 390 Remediation activities and other waste management services
 - 3900 Remediation activities and other waste management services

F CONSTRUCTION

41 Construction of buildings

- 410 Construction of buildings
 - 4100 Construction of buildings

42 Civil engineering

- 421 Construction of roads and railways
 - 4210 Construction of roads and railways
- 422 Construction of utility projects
 - 4220 Construction of utility projects
- 429 Construction of other civil engineering projects

4290 Construction of other civil engineering projects

43 Specialized construction activities

431 Demolition and site preparation

4311 Demolition

4312 Site preparation

432 Electrical, plumbing and other construction installation activities

4321 Electrical installation

4322 Plumbing, heat and air-conditioning installation

4329 Other construction installation

433 Building completion and finishing

4330 Building completion and finishing

439 Other specialized construction activities

4390 Other specialized construction activities

G WHOLESALE AND RETAIL TRADE, REPAIR OF MOTOR VEHICLES AND MOTORCYCLES

45 Wholesale and retail trade and repair of motor vehicles and motorcycles

451 Sale of motor vehicles

4510 Sale of motor vehicles

452 Maintenance and repair of motor vehicles

4520 Maintenance and repair of motor vehicles

453 Sale of motor vehicle parts and accessories

4530 Sale of motor vehicle parts and accessories

454 Sale, maintenance and repair of motorcycles and related parts and accessories

4540 Sale, maintenance and repair of motorcycles and related parts and accessories

46 Wholesale trade, except of motor vehicles and motorcycles

461 Wholesale on a fee or contract basis

4610 Wholesale on a fee or contract basis

462 Wholesale of agricultural raw materials and live animals

4620 Wholesale of agricultural raw materials and live animals

463 Wholesale of food, beverages and tobacco

4630 Wholesale of food, beverages and tobacco

464 Wholesale of household goods

- 4641 Wholesale of textiles, clothing and footwear
- 4649 Wholesale of other household goods
- 465 Wholesale of machinery, equipment and supplies
 - 4651 Wholesale of computers, computer peripheral equipment and software
 - 4652 Wholesale of electronic and telecommunications equipment and parts
 - 4653 Wholesale of agricultural machinery, equipment and supplies
 - 4659 Wholesale of other machinery and equipment
- 466 Other specialized wholesale
 - 4661 Wholesale of solid, liquid and gaseous fuels and related products
 - 4662 Wholesale of metals and metal ores
 - 4663 Wholesale of construction materials, hardware, plumbing and heating equipment and supplies
 - 4669 Wholesale of waste and scrap and other products n.e.c.
- 469 Non-specialized wholesale trade
 - 4690 Non-specialized wholesale trade

47 Retail trade, except of motor vehicles and motorcycles

- 471 Retail sale in non-specialized stores
 - 4711 Retail sale in non-specialized stores with food, beverages or tobacco predominating
 - 4719 Other retail sale in non-specialized stores
- 472 Retail sale of food, beverages and tobacco in specialized stores
 - 4721 Retail sale of food in specialized stores
 - 4722 Retail sale of beverages in specialized stores
 - 4723 Retail sale of tobacco products in specialized stores
- 473 Retail sale of automotive fuel in specialized stores
 - 4730 Retail sale of automotive fuel in specialized stores
- 474 Retail sale of information and communications equipment in specialized stores
 - 4741 Retail sale of computers, peripheral units, software and telecommunications equipment in specialized stores
 - 4742 Retail sale of audio and video equipment in specialized stores
- 475 Retail sale of other household equipment in specialized stores
 - 4751 Retail sale of textiles in specialized stores
 - 4752 Retail sale of hardware, paints and glass in specialized stores

- 4753 Retail sale of carpets, rugs, wall and floor coverings in specialized stores
- 4759 Retail sale of electrical household appliances, furniture, lighting equipment and other household articles in specialized stores
- 476 Retail sale of cultural and recreation goods in specialized stores
 - 4761 Retail sale of books, newspapers and stationary in specialized stores
 - 4762 Retail sale of music and video recordings in specialized stores
 - 4763 Retail sale of sporting equipment in specialized stores
 - 4764 Retail sale of games and toys in specialized stores
- 477 Retail sale of other goods in specialized stores
 - 4771 Retail sale of clothing, footwear and leather articles in specialized stores
 - 4772 Retail sale of pharmaceutical and medical goods, cosmetic and toilet articles in specialized stores
 - 4773 Other retail sale of new goods in specialized stores
 - 4774 Retail sale of second-hand goods
- 478 Retail sale via stalls and markets
 - 4781 Retail sale via stalls and markets of food, beverages and tobacco products
 - 4782 Retail sale via stalls and markets of textiles, clothing and footwear
 - 4789 Retail sale via stalls and markets of other goods
- 479 Retail trade not in stores, stalls or markets
 - 4791 Retail sale via mail order houses or via Internet
 - 4799 Other retail sale not in stores, stalls or markets

H TRANSPORTATION AND STORAGE

49 Land transport and transport via pipelines

- 491 Transport via railways
 - 4911 Passenger rail transport, interurban
 - 4912 Freight rail transport
- 492 Other land transport
 - 4921 Urban and suburban passenger land transport
 - 4922 Other passenger land transport
 - 4923 Freight transport by road
- 493 Transport via pipeline
 - 4930 Transport via pipeline

50 Water transport

- 501 Sea and coastal water transport
 - 5011 Sea and coastal passenger water transport
 - 5012 Sea and coastal freight water transport
- 502 Inland water transport
 - 5021 Inland passenger water transport
 - 5022 Inland freight water transport

51 Air transport

- 511 Passenger air transport
 - 5110 Passenger air transport
- 512 Freight air transport
 - 5120 Freight air transport

52 Warehousing and support activities for transportation

- 521 Warehousing and storage
 - 5210 Warehousing and storage
- 522 Support activities for transportation
 - 5221 Service activities incidental to land transportation
 - 5222 Service activities incidental to water transportation
 - 5223 Service activities incidental to air transportation
 - 5224 Cargo handling
 - 5229 Other transportation support activities

53 Postal and courier activities

- 531 Postal activities
 - 5310 Postal activities
- 532 Courier activities
 - 5320 Courier activities

I ACCOMODATION AND FOOD SERVICE ACTIVITIES**55 Accommodation**

- 551 Short term accommodation activities
 - 5510 Short term accommodation activities
- 552 Camping grounds, recreational vehicle parks and trailer parks
 - 5520 Camping grounds, recreational vehicle parks and trailer parks
- 559 Other accommodation
 - 5590 Other accommodation

56 Food and beverage service activities

- 561 Restaurants and mobile food service activities
 - 5610 Restaurants and mobile food service activities
- 562 Event catering and other food service activities
 - 5621 Event catering
- 5629 Other food service activities
- 563 Beverage serving activities
 - 5630 Beverage serving activities

J INFORMATION AND COMMUNICATION

58 Publishing activities

- 581 Publishing of books, periodicals and other publishing activities
 - 5811 Book publishing
 - 5812 Publishing of directories and mailing lists
 - 5813 Publishing of newspapers, journals and periodicals
 - 5819 Other publishing activities
- 582 Software publishing
 - 5820 Software publishing

59 Motion picture, video and television programme production, sound recording and music publishing activities

- 591 Motion picture, video and television programme activities
 - 5911 Motion picture, video and television programme production activities
 - 5912 Motion picture, video and television programme post-production activities
 - 5913 Motion picture, video and television programme distribution activities
 - 5914 Motion picture projection activities
- 592 Sound recording and music publishing activities
 - 5920 Sound recording and music publishing activities

60 Programming and broadcasting activities

- 601 Radio broadcasting
 - 6010 Radio broadcasting
- 602 Television programming and broadcasting activities
 - 6020 Television programming and broadcasting activities

61 Telecommunications

- 611 Wired telecommunications activities
 - 6110 Wired telecommunications activities
- 612 Wireless telecommunications activities
 - 6120 Wireless telecommunications activities
- 613 Satellite telecommunications activities
 - 6130 Satellite telecommunications activities
- 619 Other telecommunications activities
 - 6190 Other telecommunications activities

62 Computer programming, consultancy and related activities

- 620 Computer programming, consultancy and related activities
 - 6201 Computer programming activities
 - 6202 Computer consultancy and computer facilities management activities
 - 6209 Other information technology and computer service activities

63 Information service activities

- 631 Data processing, hosting and related activities; web portals
 - 6311 Data processing, hosting and related activities
 - 6312 Web portals
- 639 Other information service activities
 - 6391 News agency activities
 - 6399 Other information service activities n.e.c.

K FINANCIAL AND INSURANCE ACTIVITIES

64 Financial service activities, except insurance and pension funding

- 641 Monetary intermediation
 - 6411 Central banking
 - 6419 Other monetary intermediation
- 642 Activities of holding companies
 - 6420 Activities of holding companies
- 643 Trusts, funds and similar financial entities
 - 6430 Trusts, funds and similar financial entities
- 649 Other financial service activities, except insurance and pension funding activities
 - 6491 Financial leasing
 - 6492 Other credit granting

6499 Other financial service activities, except insurance and pension funding activities, n.e.c.

65 Insurance, reinsurance and pension funding, except compulsory social security

- 651 Insurance
 - 6511 Life insurance
 - 6512 Non-life insurance
- 652 Reinsurance
 - 6520 Reinsurance
- 653 Pension funding
 - 6530 Pension funding

66 Activities auxiliary to financial service and insurance activities

- 661 Activities auxiliary to financial service activities, except insurance and pension funding
 - 6611 Administration of financial markets
 - 6612 Security and commodity contracts brokerage
 - 6619 Other activities auxiliary to financial service activities
- 662 Activities auxiliary to insurance and pension funding
 - 6621 Risk and damage evaluation
 - 6622 Activities of insurance agents and brokers
 - 6629 Other activities auxiliary to insurance and pension funding
- 663 Fund management activities
 - 6630 Fund management activities

L REAL ESTATE ACTIVITIES

68 Real estate activities

- 681 Real estate activities with own or leased property
 - 6810 Real estate activities with own or leased property
- 682 Real estate activities on a fee or contract basis
 - 6820 Real estate activities on a fee or contract basis

M PROFESSIONAL, SCIENTIFIC AND TECHNICAL ACTIVITIES

69 Legal and accounting activities

- 691 Legal activities
 - 6910 Legal activities
- 692 Accounting, bookkeeping and auditing activities; tax consultancy
 - 6920 Accounting, bookkeeping and auditing activities; tax consultancy

70 Activities of head offices; management consultancy activities

- 701 Activities of head offices
 - 7010 Activities of head offices
- 702 Management consultancy activities
 - 7020 Management consultancy activities

71 Architectural and engineering activities; technical testing and analysis

- 711 Architectural and engineering activities and related technical consultancy
 - 7110 Architectural and engineering activities and related technical consultancy
- 712 Technical testing and analysis
 - 7120 Technical testing and analysis

72 Scientific research and development

- 721 Research and experimental development on natural sciences and engineering
 - 7210 Research and experimental development on natural sciences and engineering
- 722 Research and experimental development on social sciences and humanities
 - 7220 Research and experimental development on social sciences and humanities

73 Advertising and market research

- 731 Advertising
 - 7310 Advertising
- 732 Market research and public opinion polling
 - 7320 Market research and public opinion polling

74 Other professional, scientific and technical activities

- 741 Specialized design activities
 - 7410 Specialized design activities
- 742 Photographic activities
 - 7420 Photographic activities
- 749 Other professional, scientific and technical activities n.e.c.
 - 7490 Other professional, scientific and technical activities n.e.c.

- 75 *Veterinary activities***
 - 750 Veterinary activities
 - 7500 Veterinary activities

N ADMINISTRATIVE AND SUPPORT SERVICE ACTIVITIES

77 Rental and leasing activities

- 771 Renting and leasing of motor vehicles
 - 7710 Renting and leasing of motor vehicles
- 772 Renting and leasing of personal and household goods
 - 7721 Renting and leasing of recreational and sports goods
 - 7722 Renting of video tapes and disks
 - 7729 Renting and leasing of other personal and household goods
- 773 Renting and leasing of other machinery, equipment and tangible goods
 - 7730 Renting and leasing of other machinery, equipment and tangible goods
- 774 Leasing of intellectual property and similar products, except copyrighted works
 - 7740 Leasing of intellectual property and similar products, except copyrighted works

78 Employment activities

- 781 Activities of employment placement agencies
 - 7810 Activities of employment placement agencies
- 782 Temporary employment agency activities
 - 7820 Temporary employment agency activities
- 783 Other human resources provision
 - 7830 Other human resources provision

79 Travel agency, tour operator, reservation service and related activities

- 791 Travel agency and tour operator activities
 - 7911 Travel agency activities
 - 7912 Tour operator activities
- 799 Other reservation service and related activities
 - 7990 Other reservation service and related activities

80 Security and investigation activities

- 801 Private security activities
 - 8010 Private security activities

- 802 Security systems service activities
 - 8020 Security systems service activities
- 803 Investigation activities
 - 8030 Investigation activities

81 Services to buildings and landscape activities

- 811 Combined facilities support activities
 - 8110 Combined facilities support activities
- 812 Cleaning activities
 - 8121 General cleaning of buildings
 - 8129 Other building and industrial cleaning activities
- 813 Landscape care and maintenance service activities
 - 8130 Landscape care and maintenance service activities

82 Office administrative, office support and other business support activities

- 821 Office administrative and support activities
 - 8211 Combined office administrative service activities
 - 8219 Photocopying, document preparation and other specialized office support activities
- 822 Activities of call centres
 - 8220 Activities of call centres
- 823 Organization of conventions and trade shows
 - 8230 Organization of conventions and trade shows
- 829 Business support service activities n.e.c.
 - 8291 Activities of collection agencies and credit bureaus
 - 8292 Packaging activities
 - 8299 Other business support service activities n.e.c.

O PUBLIC ADMINISTRATION AND DEFENCE; COMPULSORY SOCIAL SECURITY

84 Public administration and defence; compulsory social security

- 841 Administration of the State and the economic and social policy of the community
 - 8411 General public administration activities
 - 8412 Regulation of the activities of providing health care, education, cultural services and other social services, excluding social security
 - 8413 Regulation of and contribution to more efficient operation of businesses
- 842 Provision of services to the community as a whole

- 8421 Foreign affairs
- 8422 Defence activities
- 8423 Public order and safety activities
- 843 Compulsory social security activities
- 8430 Compulsory social security activities

P EDUCATION

85 Education

- 851 Pre-primary and primary education
 - 8510 Pre-primary and primary education
- 852 Secondary education
 - 8521 General secondary education
 - 8522 Technical and vocational secondary education
- 853 Higher education
 - 8530 Higher education
- 854 Other education
 - 8541 Sports and recreation education
 - 8542 Cultural education
 - 8549 Other education n.e.c.
- 855 Educational support activities
 - 8550 Educational support activities

Q HUMAN HEALTH AND SOCIAL WORK ACTIVITIES

86 Human health activities

- 861 Hospital activities
 - 8610 Hospital activities
- 862 Medical and dental practice activities
 - 8620 Medical and dental practice activities
- 869 Other human health activities
 - 8690 Other human health activities

87 Residential care activities

- 871 Residential nursing care facilities
 - 8710 Residential nursing care facilities
- 872 Residential care activities for mental retardation, mental health and substance abuse

8720 Residential care activities for mental retardation, mental health and substance abuse

873 Residential care activities for the elderly and disabled

8730 Residential care activities for the elderly and disabled

879 Other residential care activities

8790 Other residential care activities

88 Social work activities without accommodation

881 Social work activities without accommodation for the elderly and disabled

8810 Social work activities without accommodation for the elderly and disabled

889 Other social work activities without accommodation

8890 Other social work activities without accommodation

R ARTS, ENTERTAINMENT AND RECREATION

90 Creative, arts and entertainment activities

900 Creative, arts and entertainment activities

9000 Creative, arts and entertainment activities

91 Libraries, archives, museums and other cultural activities

910 Libraries, archives, museums and other cultural activities

9101 Library and archives activities

9102 Museums activities and operation of historical sites and buildings

9103 Botanical and zoological gardens and nature reserves activities

92 Gambling and betting activities

920 Gambling and betting activities

9200 Gambling and betting activities

93 Sports activities and amusement and recreation activities

931 Sports activities

9311 Operation of sports facilities

9312 Activities of sports clubs

9319 Other sports activities

932 Other amusement and recreation activities

9321 Activities of amusement parks and theme parks

9329 Other amusement and recreation activities n.e.c.

S OTHER SERVICE ACTIVITIES

94 Activities of membership organizations

- 941 Activities of business, employers and professional membership organizations
 - 9411 Activities of business and employers membership organizations
 - 9412 Activities of professional membership organizations
- 942 Activities of trade unions
 - 9420 Activities of trade unions
- 949 Activities of other membership organizations
 - 9491 Activities of religious organizations
 - 9492 Activities of political organizations
 - 9499 Activities of other membership organizations n.e.c.

95 Repair of computers and personal and household goods

- 951 Repair of computers and communication equipment
 - 9511 Repair of computers and peripheral equipment
 - 9512 Repair of communication equipment
- 952 Repair of personal and household goods
 - 9521 Repair of consumer electronics
 - 9522 Repair of household appliances and home and garden equipment
 - 9523 Repair of footwear and leather goods
 - 9524 Repair of furniture and home furnishings
 - 9529 Repair of other personal and household goods

96 Other personal service activities

- 960 Other personal service activities
 - 9601 Washing and (dry-) cleaning of textile and fur products
 - 9602 Hairdressing and other beauty treatment
 - 9603 Funeral and related activities
 - 9609 Other personal service activities n.e.c.

T ACTIVITIES OF HOUSEHOLDS AS EMPLOYERS; UNDIFFERENTIATED GOODS- AND SERVICES-PRODUCING ACTIVITIES OF HOUSEHOLDS FOR OWN USE

97 Activities of households as employers of domestic personnel

- 970 Activities of households as employers of domestic personnel
 - 9700 Activities of households as employers of domestic personnel

98 Undifferentiated goods- and services-producing activities of private households for own use

- 981 Undifferentiated goods-producing activities of private households for own use
 - 9810 Undifferentiated goods-producing activities of private households for own use

- 982 Undifferentiated service-producing activities of private households for own use
- 9820 Undifferentiated service-producing activities of private households for own use

U ACTIVITIES OF EXTRATERRITORIAL ORGANIZATIONS AND BODIES

99 Activities of extraterritorial organizations and bodies

- 990 Activities of extraterritorial organizations and bodies
- 9900 Activities of extraterritorial organizations and bodies

