Myanmar Poverty and Living Conditions Survey

2014/2015

MANUAL

Household and Community Questionnaires

World Bank, Myanmar's Ministry of National Planning and Economic Development, and Myanmar Survey Research

December 2014

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CHAPTER 1. INTRODUCTION

The Myanmar Poverty and Living Conditions Survey (MPLCS) is part of a collaboration between the World Bank and Myanmar's Ministry of National Planning and Economic Development, and is being implemented by Myanmar Survey Research (MSR) on behalf of the World Bank. The survey consists of two questionnaires: a Household Questionnaire and a Community Questionnaire. This manual provides instructions for both questionnaires.

The enumerator should interview all 12 selected households in the enumeration area (EA) using the Household Questionnaire and the supervisor should field one Community Questionnaire in each EA.

The selected households for interviewing will be provided by the supervisor.

The MPLCS is a complex survey. The length and detail of the Household Questionnaire may present a number of difficulties that the field staff is expected to handle. You, as one of the enumerators, are the critical foundation upon which a quality data set for use in analysis for decision-making can be built. Consequently, MSR has put in place a supervisory system to enable you to get the support that you require to effectively carry out the survey with the survey households.

The enumerator's responsibility is to ensure that the Household Questionnaire is completed by the selected households in the EA to which he or she is assigned. In order for the enumerator to do a good job, he or she needs to have adequate supervision and be able to easily request prompt assistance if required. The field supervisor is responsible for ensuring that the enumerator is able to carry out the household interview properly, and that the enumerator has the correct information and tools needed for the job.

As the MPLCS management team (composed of both World Bank and MSR staff) will assess the performance of the field supervisor primarily on the basis of the quality of the data that come from the enumerators under his or her supervision, the enumerator should expect the field supervisors to subject his or her questionnaires to rigorous examination. Field supervisors should be alerted to any problems that the enumerator might encounter concerning the administration of the survey itself or logistical arrangements.

The field supervisors will be responsible for the completion of the Community Questionnaire. One questionnaire will be completed for each EA selected for the MPLCS. Although completion of the Community Questionnaire is the responsibility of the field supervisors, the enumerator in the EA should assist the field supervisor in this task, if specifically asked by the field supervisor.

Finally, at MSR Headquarters in Yangon, the MPLCS management team will operate under the oversight of the World Bank partners, along with participation from Myanmar's Ministry of National Planning and Economic Development. Within MSR, the MPLCS Survey Coordinator will be responsible for day-to-day activities related to the survey. Other MPLCS managers and World Bank partners will assist the MPLCS Survey Coordinator. Data entry will take place at headquarters.

CHAPTER 2. THE SURVEY SAMPLE

2.1 INCLUSION IN THE SURVEY

The main objective of the MPLCS is to produce reliable estimates of socioeconomic characteristics of the households and population by agro-ecological zone, as well as for the urban and rural domains at the national level. Given that a similar level of precision is required for each zone, an equal sample of 60 sample EAs was allocated to each zone except for Yangon, where a slightly larger sample of 64 EAs was allocated, given the greater variability of socioeconomic characteristics in the urban stratum of Yangon. This results in a total sample of 304 EAs. For the MPLCS a sample of 12 households will be selected in each sample EA, for a total sample size of 3,648 households. For more information on the sample, see Annex 1.

Our ability to use the MPLCS to estimate characteristics for the population of Myanmar as a whole depends on a random selection of survey households from a list of all eligible households in a survey EA. As noted above, 12 households will be interviewed in each EA.

Please do not replace a household. Always try to interview the original households by exhausting all your means to locate or convince each household to participate without jeopardizing the quality of the data.

Within the selected households, information should be collected on all members in those sections where you are instructed to do so. Note, however, that in most sections of the Household Questionnaire, the respondents are restricted to certain categories of individuals based on age and/or sex. Moreover, the head of the household, assisted by other household members if necessary, should be asked questions that concern the household as a whole.

2.2 EXCLUSION FROM THE SURVEY

Members of the following households are not eligible for inclusion in the survey:

- All people who live outside the selected EA.
- All residents of dwellings other than private dwellings, such as prisons, hospitals, and army barracks.
- Members of the Maynmar armed forces who reside within a military base. (If such individuals reside in private dwellings off the base, however, they should be included among the households eligible for random selection for the survey.)
- Non-Myanmar diplomats, diplomatic staff, and members of their households. (However, note that non-Myanmar residents who are not diplomats or diplomatic staff and are residents in private dwellings are eligible for inclusion in the survey. The survey is not restricted to Myanmar citizens.)
- Non-Myanmar tourists and others on vacation in Myanmar.

2.3 COVERAGE RULES

The coverage rules are largely related to the definition of a household.

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

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

One should make a distinction between family and household. The first reflects social relationships, blood descent, and marriage. The second is used here to identify an economic unit. While families and households are often the same, this is not always the case. You must be cautious and use the criteria provided on household membership to determine which individuals make up a particular household.

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

CHAPTER 3. COMPLETION OF THE QUESTIONNAIRES

This chapter gives you (the enumerator and the field supervisor) important information on completing the questionnaires, and reviews the formatting conventions in the questionnaires, how to administer the questionnaires in your interviews, how to deal with the community and the respondents, and other matters.

3.1 QUESTIONNAIRE TRANSLATION

The questionnaires are produced in Burmese. But some of the households to whom you will administer the Household Questionnaire may not be able to respond to the questions if they are asked in Burmese. Consequently, you must translate the questions into a language in which the survey household members are fluent. There are two points to bear in mind.

First, there are several key terms that reappear throughout sections or throughout the questionnaire as a whole. These terms include “household,” “head of household,” “activity,” “occupation,” “business,” a wide range of consumption items, and a number of other terms.

These terms should always be translated into local languages using the exact same words. The questions have been carefully worded to ensure that the desired concept is being asked. Study the questions so that you can ask them in a consistent and natural manner. If this is not done, the responses to the same question across households may not be comparable. During enumerator training, attention was paid to the translations that should be used for these terms in the various languages.

Second, the questionnaire should be administered in a language that the survey household members understand fluently. If you find that you have been assigned to conduct MPLCS interviews in an area in which most survey households are only fluent in a language in which you are not fluent, you must immediately inform your field supervisor. The field supervisor will immediately transfer you to another area or household, and an enumerator fluent in the language of that area will be assigned to conduct the interviews in your original area or household.

3.2 QUESTIONNAIRE FORMATTING

The questionnaires have been designed to enable you to administer them with as little difficulty as possible.

Layout: For the most part, the questionnaire is laid out in landscape (horizontal) format. Many of the questionnaire sections are grids in which the columns contain questions and the rows apply to different units. For example, in Sections 1-5a, each row is a different member of the household. In Section 8a1, each row is a different type of food. In Section 9b, each row is a non-farm enterprise.

For Sections 1-5a, information on a particular individual within the household is to be recorded consistently on the same row of each section in which information on individual household members is to be collected. This is an extremely important instruction for you to follow in completing the questionnaire. An individual ID code is assigned to each person in the household in Section 1, depending on which row is used to record the presence of the individual in the household. This same individual ID code and row should be used for that same individual in Sections 2, 3, and 4.

Instructions: Enumerator instructions appear in some places in the questionnaire, following a question. These instructions will be in **UPPER CASE** and are not to be read aloud to the respondent. For example:

Section 1: Roster, Question 4
How old is [NAME]? RECORD IN COMPLETED YEARS. RECORD "0" IF LESS THAN 1 YEAR.

Brackets: You will see the notation [...] in the questions, which requires you to insert text into the question as appropriate. For example, for Section 1 (Roster) question 9, you will say, "What is Min's religion?" if you are asking about Min:

Section 1: Roster, Question 9
What is [NAME]'s religion?

Another example is from Section 8a1 about food. Here you will ask about each food listed, starting with *Rice (Ngasein)*. So the fifth question will be:

"During the past 7 days, did you or other members of your household consume *Rice (Ngasein)*?"

Section 8a1: Food, Question 5
During the past 7 days, did you or other members of your household consume [ITEM]?

3.3 HOW TO ADMINISTER THE QUESTIONNAIRE

Before you go to a selected household, you should ensure that you are ready to begin the interview - that is, you are presentable, you know how you are going to begin the interview, you have at least two ball point pens and at least two questionnaires with you for every household that you plan to interview (since some households have more than 12 members), and you have the location and code numbers of the survey households.

You will first complete the cover sheet and Section 1 (Roster). When you start asking individual questions in Sections 2, 3, and 4, you should plan to complete each of these sections in full before moving to the next one. This means that you should complete Section 2 for all members and then go to Section 3. For example, suppose the household has two members: Nai and Mi. You should ask Nai all questions in Section 2 and then ask Mi all questions in Section 2, before moving to Section 3. Then you should ask Nai Section 3, followed by asking Mi Section 3, etc. You should not ask a question to all respondents before moving to the next question. For example, DO NOT ask Nai Section 2, Question 1 and then ask Mi this same question before moving on to Question 2. Rather, ask Nai all of the questions in Section 2 and then do the same for Mi.

The setting of the questionnaire administration should be relatively private. Some of the questions being asked are of a personal and private nature. You should respect the desire of the respondents for privacy. This is important particularly when talking about health and income matters.

No person except your field supervisor or people from the MPLCS management team in Yangon should come with you when you interview. If an MPLCS staff member does accompany you to an interview, you should always be sure to introduce the staff member to the respondent, making clear to the respondent the purpose of the presence of the MPLCS staff member. In most cases, the MPLCS staff will be present to monitor the quality of your work and support and assist you in effectively carrying out your assigned tasks. The field supervisors are instructed not to interfere with your administration of the questionnaire to the survey household respondents, but will later discuss with you in private any issues related to your administration of the questionnaire. If you have a technical problem or any other problem on which the field supervisor can be helpful, you are free to ask him/her before leaving the household, but not in the presence of any household members.

Any other persons unrelated to the MPLCS or to the household should not accompany you while you are introducing yourself to the household, nor should they be present during the interview. If any such individuals are present when you begin an interview, you must politely request them to leave in order to respect the privacy of the survey household. If they cannot leave at that time, you should schedule the interview for a later time or move to a more appropriate place, when or where greater privacy can be assured. In the event that the respondent requests you that he/she wants to be joined by a non-household member, you must honor their request.

Questions should be asked directly to those age 12 years and older. If you need to collect information on younger children, you must interview their mother or guardian on their behalf. Administer the questionnaire only to those identified on the Household Roster as household members.

It is also possible that a household member will be absent from the household for the entire period during which you are undertaking the MPLCS administration in the EA. Collecting information on absent individuals will be problematic, as they will not be able to respond to questions themselves. For these individuals, you will have to rely on the household head or another adult member of the household.

In general, if you encounter a different or unusual case in a particular section or sections for a survey household and are not sure what to do, write all the details down on the questionnaire. Obtain as much information as possible to enable you to complete the questionnaire efficiently when you leave the household. There is plenty of space on each page of the questionnaire to do so. Additionally, you should always bring a notebook to interviews so that you may take such notes. After you leave the survey household, check this manual for guidance. If the solution cannot be found in this manual, you should consult your field supervisor.

3.4 ENUMERATOR INTERACTIONS WITH THE COMMUNITY

As you will be working intensively for a couple months with community members in carrying out the survey, it is vital that you establish a good working relationship with community leaders and, for that matter, with all community members.

Your work is not to be secretive. Please explain what it is you are doing to all community members who ask about your activities. You should be respectful, courteous, and patient with all community members. The quality of your work is to a large degree dependent on the level of cooperation you receive from the members of the communities in which the survey households reside.

While your work should not be secretive, you must, however, respect the confidentiality and privacy of the survey household respondents when administering the questionnaire. Non-household members should not be present while you are conducting your interviews, unless specifically requested by the household. If you want to have a good reception from the community, they should be clear on what exactly you are doing.

3.5 ENUMERATOR INTERACTIONS WITH THE RESPONDENTS

Above all, your attitude toward the respondents in the survey households must be one of respect. You must always be patient toward survey household members. Be business-like in your conduct - never bullying, demanding, or rude. Always act in a way that warrants respect and cooperation from the respondent. During your interviews, you should work efficiently and relatively quickly, but should not rush the respondents or make unnecessary mistakes. After each interview, you should always quickly go through your questionnaire and thank each interviewee for their help and time. This is vital if the survey is to be carried out successfully.

Be willing to answer any questions the respondents ask you about the survey and its particular contents.

The survey interview will be long. This will be trying on your respondents' patience as well as your own. Nevertheless, the rules of courtesy and politeness must apply. If necessary, you may break the interviews of household members into shorter interviews.

At the start of each interview, you should always determine whether the respondent has any appointments in the next hour or two. If there is sufficient time available to complete several sections of the questionnaire before the respondent's appointment elsewhere, you must proceed and complete as much of the interview as possible. When the respondent must leave, arrange for another meeting later the same day or the next day during which the interview can be completed.

In general, you must not unnecessarily test the respondent's patience by delaying the interview in any way, particularly through excessive probing on questions that the respondent feels that they have already answered to the best of their ability and recollection. You should attempt a compromise between:

- maintaining a smooth-flowing, continuous dialogue that allows you to obtain all the information required in the shortest possible time - that is, without testing the patience of the respondent by delaying the interview in any way - and

- allowing the respondent to ask any questions that they have about the survey so that they are convinced of its value and are cooperative. Doing so, however, will take time and will reduce the efficiency with which the interviews are completed. Do not encourage any questions from the respondents on issues unrelated to the MPLCS, such as religion, sports, etc.

In conducting an interview, if it is clear that the respondent has understood the question you have asked, you must accept whatever response the respondent provides you. Probe questions can be used to make sure the respondent understands the key element of the question being asked. There are several questions across the questionnaires for which you are allowed to list more than one response. In these cases, please probe the respondent further so as to collect more information, if applicable.

You must never second-guess the respondent or make the assumption that you have a better understanding of the condition of the individual or household than the respondent does. The function of the enumerator is not to verify that the information provided is correct. The analysts of the MPLCS are interested in what the respondent actually says. It is always possible that the respondent will lie to you or provide inaccurate information, but you, as the enumerator, should not make any judgments on the information provided. This is a problem for the analyst to take care of and not the enumerator.

There are exceptions, of course. At all stages of the interview with members of a survey household, you should be alert to errors. These can be accidental or deliberate. You can never force people to give answers that they do not want to give, but you can approach the true facts by diplomatic and intelligent interviewing. For example, if the respondent says that the household has no livestock and there are chickens pecking at your feet or goats tied up nearby, you should inquire about these animals. However, you should not probe excessively after seeking initial clarification from the respondent. In any case, you should never go outside the household to get information. This is beyond the scope of your work. Instead, you should always instill trust among the household members.

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

Disciplinary action will be taken against any enumerators who consistently treat their respondents with condescension and lack of respect, or who show a pattern of re-interpreting the answers provided by the respondents. Do not make up your own answers for a question asked to a respondent. You are required to be objective in recording the responses.

3.6 GENERAL INSTRUCTIONS FOR COMPLETING THE QUESTIONNAIRES

In this sub-section, basic instructions are provided on how you are to complete the questionnaire. For many of the points raised, the section will restate what has already been said. However, the section provides a useful, condensed set of general instructions for you to use as you carry out your work.

3.7 HOW TO READ THE QUESTIONS

Read the questions exactly as they are written in the questionnaire, following the established order.

You should refer to the fold-out list (flap) of household members in order to verify the age of the individuals for sections that only apply to individuals within a certain age range. Closely follow the instructions for each section when asking the questions.

3.8 FORMAT OF THE QUESTIONS

The questions are divided into three parts as described and shown in the figure below.

Question text area: This is the area where the text of the question is found. All the questions are written as they are to be read to the respondents. Enumerators should not ask the questions according to their own criteria, except in situations where the respondent does not understand the question. In such situations, you must explain the content without changing the sense of the question. This is important to ensure that all respondents are answering the same questions.

Some question text areas will also contain instructions for the enumerator. These instructions will be written in upper-case letters, as to distinguish them from the question itself, and should not be read aloud to the respondent. For example, in Question 20 of Section 6 (below), you will read the question aloud to the respondent- "*Who is mainly responsible for fetching water in the household?"*. The upper-case text following the question is an instruction for you to internalize; you do not read this instruction aloud. If the respondent says that no one in the household fetches water, the instruction indicates that you should write '99'.

Section 6: Housing, Question 20
Who is mainly responsible for fetching water in the household? IF NO ONE FETCHES WATER, WRITE '99'.
ROSTER ID

Response categories and codes area: This is the part of the question where the text of the response categories and their corresponding codes appear, or in the case of questions about kyats or days, it indicates the response type.

Response area: The responses received to the questions are recorded in this area. The responses should be recorded in the correct row corresponding to the respondent.

	Section 3a: Health Status, Question 7
Question →	During the past 30 days, for how many days did [NAME] have to stop normal activities because of (these) illness(es)? IF NONE, RECORD ZERO.
Response type →	DAYS
Response area for person 1→	
Response area for person 2→	
Response area for person 3→	
Etc.	

3.9 QUESTIONS NOT TO BE READ ALOUD TO RESPONDENTS

There are some questions that the enumerator does not read to the respondent. Rather, the enumerator records the response to the question. These questions are in UPPER-CASE letters. For example:

Section 2: Education, Question 1
IS THIS MEMBER 3 YEARS OR OLDER? REFER TO FLAP. YES….1 NO…….2 >>NEXT PERSON

3.10 HOW TO RECORD RESPONSES

Responses should be written as clearly as possible clearly. This instruction is especially important for those questions that will be coded later, such as descriptions of occupation.

3.11 HOW TO CORRECT MISTAKES

When you make a correction, you must be sure that the change on the questionnaire is clear and neat. If you are using a pen, cancel out the error by neatly marking it through with a line and then write the correct response where it can be easily read. For example:

Section 5a: International Migration (Current HH Members), Question 8	
How many years and months did this most recent work abroad last?	
Years	Months
5	~~*6*~~ *3*

3.12 THE "OTHER" CATEGORY

In order to include all possible responses that may be provided, many questions include a response option of OTHER (SPECIFY) for you to be able to record responses that are not covered by any of the pre-coded responses. When you use this code, you must provide a brief explanation of the category. For example:

Section 3a: Health Status, Question 4
What was the illness/injury? BACK PAIN........1 DIARRHEA.........2 STOMACHACHE......3 HEADACHE.........4 COUGH/CHEST PROBLEM..........5 FLU..............6 INJURY...........7 DIABETES.........8 HEART PROBLEM....9 JOINT PROBLEM...10 FEVER...........11 MALARIA.........12 DENGUE FEVER....13 TOOTHACHE.......14 OTHER (SPECIFY).15
15- *Kidney disease*

3.13 HISTORICAL EVENTS AND AGES

Several of the questions in the questionnaire require information on the age of respondents, assets, or other items, as well as some dates. Many respondents will find it difficult to remember such ages and dates. One way to overcome this problem is to have the respondent remember a commonly known event that occurred at about the same time as the individual was born (in the case of the age of a person), an item was acquired, or whatever the age-related question may be.

3.14 NON-RESPONSE OR INABILITY TO PROVIDE A RESPONSE

All questions that are not answered because of the skip pattern or general flow of the questionnaire should be left **BLANK**. Do not write anything! No information should be recorded.

There may be cases where respondents will not answer an individual question, either because they do not know the answer or because they refuse to answer the question. In these cases, if you cannot get a response even after asking the question several times, the following codes should be recorded:

Refuse to answer. . . NR

Do not know. . . . . . . DK

However, you should use these codes ***very rarely***. Be cautious by using these codes only when it is absolutely necessary.

3.15 FLOWS AND SKIPS

In order to have a logical order to filling in the questionnaire, it has been designed with a system of skips that allows you to follow the logical sequence of questions based on responses to questions already provided.

If there are no additional instructions, you pass directly to the next question.

The arrow symbol ► indicates that the interview should be continued with the question indicated. In the following example, if the respondent says Yes, you do not continue with Question 6, but, rather, skip (move to) to Question 7. Question 6 is skipped because the question is not relevant to those who answer Yes to question 5.

Section 2: Education, Question 5
Has [NAME] ever attended any school? YES..1 ► Q7 NO...2

The arrow symbol can also indicate that you should **SKIP** the remaining questions in the section and go on to the next row or the next section. For example, if the response to Question 1 is No, then you go to the next item (the next asset/durable).

Section 7: Household Assets/Durables, Question 1
Does any member of your household own (including ones rented to others) or have access to [ITEM]? YES..1 NO...2 ► NEXT ITEM

Most of the questionnaire sections are grids: columns of questions and rows of observations. The manner in which you ask these questions (across vs. down) will depend on the section**.** For some sections, such as sections 1, 2, 3a, 3b, and 4 (collected at level of household member), you will fill in information one row at a time before moving to the next row. For other sections, such as sections 7, you will first ask **Q1** for all items listed before moving to **Q2-Q6,** one row at a time.

Detailed instructions about how you should flow through the questions will be provided for each section, below.

If a section is more than one page, continue with questions *across* pages before moving to the next row. For example, if the household has two enterprises, ask Questions 1-15 for Enterprise #1, <u>then</u> ask Questions 1-15 for Enterprise #2. DO NOT ask Question 2 for Enterprise #1 and then Question 2 for Enterprise #2, then Question 3 for Enterprise #1 and Question 3 for Enterprise #2, etc.

<u>3.16 CODING</u>

Where the question responses are pre-coded, you simply record the code for the category that matches the respondent's response. For example, if the respondent is married, then you will record the following:

Section 1: Roster, Question 8
What is [NAME]'s marital status? SINGLE....1 MARRIED...2 WIDOWED...3 DIVORCED..4 SEPARATED.5
2

When the response to be recorded is a monetary amount or a figure, write the correct response in the corresponding cell.

- Record monetary amounts in kyats with no decimal point. **<u>DO NOT INCLUDE pyas</u>**. For any amounts in pyas, round to the nearest kyat.
- For any amounts greater than 1,000 kyats, include a comma. For example:

Section 8a1: Food Question 11
How much did you spend in total this last time?
KYAT

1,020

When the response is to an open-ended question that will be coded later, be sure to write the response clearly and in UPPER-CASE letters. For example:

Section 4: Labor Question, 11	
What is [NAME]'s main occupation in the last 7 days?	
	(Supervisor to put in occupation code after interview.)
WRITTEN DESCRIPTION	OCC. CODE
LEATHER SHOE FACTORY REPAIRMAN	

3.17 REFERENCE PERIODS

Past One Week (Last 7 days)	The 7 days prior to the interview. If the interview is done on a Wednesday, the last 7 days are the days since the previous Wednesday.
Past One Month (Last 30 days)	The 30 days prior to the interview. If the interview is done on the 10th of the month, the last 30 days are the days between the 10th of the previous month and the day of the interview.

3.18 RESPONDENTS

Different sections will have different respondents:

- For some sections, all individuals in the household will provide responses (Sections 1 and 3).
- In some sections, only individuals above a specific age will provide responses to the section (for example, Section 2: Education and Section 4: Labor).

- Sometimes the household head or the most knowledgeable person will respond (for example, Section 8a1: Food Consumption).

As far as possible, information should be collected from the respondents individually. Having direct informants provides the most accurate and reliable information. Each member of the household should be permitted to respond for him or herself. There are some exceptions, however. Children younger than 12 years of age will not be able to understand all the questions and respond for themselves. For children, the best-informed member of the household should provide the responses. In addition, there may be individuals in the household who are unable to respond for themselves, either because of a disability or because of age. In these cases, again, the best-informed member of the household should provide responses for them. In the manual, the sections describing the individual sections have notations on who the respondents are and who the direct informants are.

There will be occasions where the respondent is listed as the household head, but it is impossible to speak with the household head. The household head may not necessarily be in the village at that time. In these cases, you should seek the person best able to respond for the household head, depending on the section being administered. If there is a spouse in the household, he/she will be the most likely respondent.

It may also be difficult to meet with the household head because, while he or she is a resident in the household, he or she is too busy working to speak with you. You should make every effort to speak with the household head at his or her convenience. However, if you repeatedly find it impossible to speak with the household head, you should seek the person best able to respond for the household head, depending on the section being administered. Sometimes you will need to make an appointment for an appropriate time to meet him/her, which may be at an awkward hour. Some respondents may only be available early in the morning, late in the evening, or during weekends. It is the responsibility of both enumerators and field supervisors to arrange for appropriate times for the interviews.

3.19 GENERAL NOTES

• Make sure your entries are clear. If you make a change to something you wrote on the questionnaire, make sure the response is clear. Either neatly erase the old response, or cross out the wrong answer with one line and write the corrected answer beside it. Crossing out errors must be done in a clear and consistent manner.

• Write numbers clearly. Some numbers can be confused with one another if not written clearly, e.g. 0 and 6, 1 and 7, 2 and 0, 4 and 6, 5 and 8, etc.

• Remember to take two Household Questionnaires to every interview, in case the household has more than ten members and you need two questionnaires for the interview. (Remember in such cases to write “1 of 2” and “2 of 2” on the cover sheets of the Household Questionnaire.)

• We do not expect to see a lot of DK (don’t know). It is your responsibility to probe and help the respondent to determine the answer, and ONLY accept DK (don’t know) as a last resort.

• If a quantity is 0, then the unit should be blank, e.g. Question 6 in Section 8a1:

Section 8a1: Food Consumption, Question 6	
What was the quantity of [ITEM] consumed in the last 7 days?	
QUANTITY	**UNIT**
0	

←Leave Unit blank

• Enumerators should be very careful in completing questionnaires where the Household Roster flap may not line up with questionnaire rows.

• Continue to write comments to specify or describe any unusual situation. These comments will help us at headquarters to understand, and make it easier for you because we will not have to send the questionnaire back to ask for explanations.

CHAPTER 4. SECTION BY SECTION DESCRIPTION OF THE HOUSEHOLD QUESTIONNAIRE

This chapter examines each section of the Household Questionnaire in turn in order to address possible problematic issues relating to each section. These notes should be your first reference if you encounter any problems in administering the sections or questions.

The sections in the Household Questionnaire are organized as follows:

- **Cover Pages**
- **Sections 1 – 5a:** Information about each individual household member
- **Sections 5b - 13:** Household information.

COVER PAGES

Q1-Q6. Enter/record the name and the code of the state/division, district, township, ward/village tract, urban/rural status, and ward segment/village for the enumeration area of the household.

Q7. Household serial number: Enter/record the household serial number in the space provided.

Q8. Household head's name: Ask for the name of the head of the household. Enter the full name in the space provided.

Q9. Name of household head's father: Ask for the name of the household head's father. Enter the full name in the space provided.

Q10/11. Latitude and Longitude of the household, using GPS.

Q12a-Q14b. Staff details: In this part of the questionnaire, spaces are provided for the staff directly involved in the survey field work to write their names and ID codes. Therefore, you (the enumerator) should take as much time as may be needed to check the completed questionnaire for accuracy and internal consistency before putting your name and code in the space provided.

Q15-25. Interview information: Record the date, start time, and end time of the interview. Since household interviews will not take place at one sitting, there is space to record up to three dates/times for each interview.

Q26. Record the language used for the interview. Use the codes presented for Section 1, Question 10.

Q27. You may need to use more than one questionnaire for a household. For example, the household may have more than twelve members, in which case you will use a second questionnaire to record information about these additional members. For households only requiring one questionnaire, you will write "1" of "1" for this question.

SECTION 1: HOUSEHOLD ROSTER

The purpose of Section 1 is to collect basic demographic information, such as relationship to the household head, sex, age, absence from the household, religion, marital status, spouse information, birth place, and biological parents and their education and occupation.

You should follow the instructions listed on page 2 of the questionnaire for completing questions 1 - 4. Fill in Q1-Q4 for all household members before continuing with the rest of the section, *one person at a time.*

The following are some important notes to keep in mind when listing household members:

In order for an individual to be considered a household member, he/she must meet two requirements:

1. Eat and live with the other household members for at least 6 months in the past 12 months.
    a. EXCEPTION for household member, who may be gone from the household for up to 12 months and still be considered the head.
2. Share a collective fund with others. This means that all income of the member must be contributed to the fund and all expenditure of the member is paid from that fund.

However, there are some exceptions to this rule that you should keep in mind when identifying whether a person is a household member or not:

1. Person identified as the household head is considered a member even if this person has not eaten and lived with other members in the house for more than 6 months of the past 12 months, *as long as he/she has not been away from the household for more than 12 months*. If the person identified as the household head has been away for more than 12 months, you must ask the household do identify a new head. The household head is the person who manages and administers the family, plays a leading role and decides in the household.
2. Children less than 6 months old are still considered household members.
3. People who intend to stay in the household, even if they have recently joined, are considered household members. For example: brides moving to live in their husbands' homes, grooms moving to live in their brides' homes, people that were working or learning abroad or working in domestic enterprises but have now returned to once again live with the household, or people returning from the military. However, those who are currently living elsewhere and serving the military are not part of the household.
4. Students learning and studying in other areas of the country are still considered household members if they are supported by their family.
5. Visiting guests and relatives living with the household for at least 6 months and sharing the collective fund are considered household members.
6. Tenants, employees, servants, and relatives that have their own families who live far away are NOT considered household members if they do not share the collective fund.
7. Children who are living with other relatives (such as an aunt/uncle) should not be considered household members (they would instead be a member of the aunt's or uncle's household).

8. Anyone who is deceased, even if in the past 12 months, is not a household member.

Before starting this section, it is critical that you develop a rapport with the respondent. You can start by explaining the definition of a household member using the criteria outlined above. Again, ask general questions to gather information such as: the number of household members, who they are, who plays the head role in the family, who lives and eats in the household regularly, who is temporarily away, who has been away for more than 6 months of the last 12 months, who is a visiting guest, who is a servant that eats with the household. Asking these types of questions will help you have a solid understanding of who makes up the household. This will help you begin filling in the Roster section.

Q1-Q4. You MUST complete **Q1** to **Q4** before continuing with other questions in this section. Q1 can be found on the Flap. Complete **Q1** to **Q4** for all members of the household before moving on to **Q5** and the rest of the Roster section. You will use the Flap to help you write information for Sections 1-5a on the correct lines.

Household Head: List the head of the household on LINE 1 (ID Code 1). The spouse(s) of the head and children should be listed next. Then list other household members who are relatives, ending with household members who may not be related to the head.

- ***Once again, the head of the household*** is the person commonly regarded by the household members as their head. The head would usually be the main income earner and decision-maker for the household, but you should accept the decision of the household members as to who is their head. **There must be only one head in the household**. If more than one individual in a potential household claims headship or if individuals within a potential household give conflicting statements as to who is the head of the household, it is possible that you are dealing with two or more households, rather than one. You will need to discuss this with your field supervisor.

- It is possible that the household head may not be residing in the dwelling at the time of the interview. He or she may be living and working, temporarily or permanently, in another part of Maynmar or in another country.

- Make sure the person you list as the head of household in Section 1 (ID code 1) is the same person who is noted in **Q8** on the cover page of the questionnaire.

The initial respondent to Section 1 should be the household head, if available. If he or she is not available, the most senior member of the household present should respond to **Q1** to **Q4**. The questions that follow should be asked of the individuals concerned or, in the case of young children, their mother or guardian.

Q1. In writing the names of the household members, be sure that you uniquely identify the individuals. If two individuals in the household have the same name, ask about any nicknames or each individual's full name or other ways in which the two persons can easily be distinguished from each other.

Q2. Relationship to head. Other non-relatives (code 24) are non-relatives who live in the dwelling but do not pay. This could be a friend of the household head.

Q3. You must ask about the sex of the individual. Do not use the name of the individual to assume the sex of that individual. (Ask the sex of each individual household member (1…….. Male 2…….. Female.)

Q4. Age of respondent. Write age in years, rounded to the nearest year. If age is less than one year, put "0".

After completing Q4, copy the response to the Flap. This will help you in later sections, where some questions are only to be asked of individuals of certain ages.

Q5. Year and month of birth. Use provided codes for month. Year should be recorded with 4-digits. If the respondent only knows the Burmese calendar, you will record the Burmese month and year under those columns. Leave the columns for the western month and year blank, during the interview- you will do the conversion upon returning from the field as to avoid any hurried miscalculations.

Q6. IS RESPONDENT 10 YEARS OR OLDER? (See the response to **Q2.**) If he or she is 10 years or older, write Yes, use code1, and ask the next question. If not, use code 2 and skip to **Q10**.

Q7. Type of identity card. If the respondent says he/she does not have an identity card, ask why not. There are four possible choices for respondents that do not have their ID cards (choices 9-12); prompt the respondent to determine which option is appropriate.

If the respondent lost his/her ID card, you should ask for the type of ID card he/she had before losing it and record this response.

Q8. Marital status. Separated refers to a marital state concerning a man and woman who no longer live together as husband and wife, without being legally divorced. In this case, use code 5.

Q9. Religion**.** Do not assume that the religion of the head of the household is the religion of all others in the household. **Ask the individual's religious status.**

Q10. Mother tongue. Do not assume that all household members have the same native language. **Ask the individual's mother tongue.**

Q11. The response for this question can range from 0-7 days. Include any day in which the respondent had at least one meal at the household.

Q12a. Ask if the biological mother of each household member lives in the household. Use code 1 if Yes; if No, use code 2 and then move to **Q12c**.

Q12b. List the ID code of the individual household member's biological mother. Use the Individual ID code from the Flap/Roster. Then move to **Q13a.**

Q12c. Reason biological mother does not live in household.

Q13a. Ask if the biological father of each household member lives in the household. Use code 1 if Yes; if No, use code 2 and then move to **Q13c**.

Q13b. List the ID code of the individual household member's biological father. Use the Individual ID code from the Flap/Roster. Then move to **Q13a.**

Q13c. Reason biological father does not live in household.

Q14. Ask for total months of absence over the past 12 months.

For example, if an individual was absent once over a period of 3 months, and again over another period of 1 month in the past 12 months, you should write 4.

You should include portions of a month of absence in the calculations here. Include the portions in determining the total cumulative absence.

For example, an individual who was away for one period of 6 weeks (1.5 months), another period of 3 weeks (0.75 months), and a third period of half a month, the total cumulative absence was 2.75 months. This should be recorded as 3 months. (See the next point on rounding.)

In reporting the total cumulated absence that includes such portions, round down if the portion of a month is less than half, round up if it is more than half. If it is exactly half, round down. For example, if an individual was absent for 3 months and one week in total, report 3 months; if 3½ months, report 3 months; and if it is 3 months and 3 weeks, report 4 months.

In the previous example, where the total cumulative absence was 2.75 months, report 3 months.

IMPORTANT: If the individual has been away from the household for 7 months or more, this person will no longer be considered a household member. Prompt the respondent again to be sure that this individual has lived away from the household for more than 6 months of the last 12 months. If this really is the case, then you should draw a line through this person's name and not ask any more questions about this individual for the rest of the questionnaire. That is why the probing questions you ask before beginning the interview (described above) are very important.

Q15. Has [NAME] always lived in this township? If Yes, use code 1 and move to the next person. If No, use 2 and continue.

Q16. In what year did [NAME] move to this current township?

Q17. Record the main reason the individual moved to the current township.

Q18. Record region/state or country where respondent was living right before living with the household. If the respondent's answer is another country (codes 21-31), you will skip to **Q20**.

Q19. If the respondent answered one of codes 1-15 for **Q18** (a region in Myanmar), ask whether the previous place of residence was a village/village tract or a ward?

Q20. Was [NAME] born in the region/state or country answered in Q18? If Yes, move to next person.

Q21. In what year did [NAME] move to the region/state or country given in Q18?

Q22. Region/state or country where the individual was born. Use the same codes as provided in **Q18**.

SECTION 2: EDUCATION

Respondents: All individuals age 3 years and older.
Direct informants: Individuals age 12 years and older.

Section 2 provides information on the educational history of all household members age 3 years and older. No information should be collected from those younger than 3 years of age. Individuals age 12 years and older should respond for themselves. Guardians/caretakers must answer on behalf of children age 3 to 11 years.

You must administer Section 2 one row (individual) at a time, NOT page by page. After asking **Q1-Q15** for the first individual, then ask **Q1-Q15** for the second individual. Repeat this process for all applicable individuals. The same rule applies to Sections 3a and 4.

Q1. Refer to the flap to find the individual's age. If he/she is three years or older, use code 1. If he/she is less than three years old, use code 2 and skip to the next person.

Q2a. Use 1 if the household member is directly providing information on themselves, then move to **Q3**. If someone else in the household is reporting for household member, use 2 and then write the reporter's roster ID code in **Q2b**.

NOTE: An adult should provide responses for all individuals less than 12 years old.

Q2b. Use Roster ID code from Roster.

Q3. Respondent must be able to read AND write in a language in order to mark 1 for Yes.

Q4. If the respondent ever attended preschool, use code 1. If no, use code 2.

Q5. If the respondent ever attended regular school, use code 1 and move to **Q7**; if No, use code 2 and continue on to **Q6.**

Q6. Main reason for never attending school. After answering this question, go to **Q12**; **Q7-Q11** are not relevant for someone who has never attended school.

Q7. If the answer to **Q5** is code 1, ask the respondent what is the highest level of education completed, then enter/record the response.

Many household members will have attended school during the old grading system; refer to Annex 2 for converting a grade from the old schooling system to the new system.

A respondent who is attending grade 10 will already have completed grade 9. We are interested in knowing the course level that has been completed. We are not counting the number of years spent in school. If the respondent is currently attending Grade 1, put "98".

Q8. Ask if the individual is currently attending school. If Yes, use code 1; if No, use code 2 and skip to **Q11**. If the school is on a holiday break at the time of the interview, ask about attendance just before the break.

Q9. Ask the respondent what kind of organization runs the school the respondent is attending.

Q10. Ask where the school is located. Choose the response that is closest to the respondent's home. For example, if the school is in a different village and even in a different ward, but is in the same township, write 3. Even though this means the school is in the same state as well, you should use the more precise option, that is, “same township”. After answering this question, go to **Q12** as **Q11** is not relevant for those in school.

Q11. If the answer for **Q8** is code 2 or No, ask the main reason for not continuing education.

Q12. If the respondent has attended any vocational/professional training lasting at least 1 week, use 1 and continue to **Q13.** If not, use 2 and skip to **Q15.**

You should list all the types of vocational training included in Q13 so that the respondent understands what is meant by “vocational training”. For example, you should say, “*Has [NAME] ever attended any vocational/professional training lasting at least one week? Such as, language, computer, agriculture, industrial, repair, craft-related, clerical, or any other type of training”*

Q13. Ask the respondent, for each type of training listed, whether he/she has attended and, if so, whether he/she completed the training. For example, you will first ask about language training and record the response. Then, you will ask about computer training and record the response, and so on. If the individual is still attending the training, use code 1. If he/she completed the training, use code 2. If he/she participated in some training, but did not complete the course, use code 3. Code 9 is for trainings never attended.

Q14. How much has the household spent on the individual’s vocational training in the last 12 months. If the individual did not attend any vocation training within the last 12 months, write ‘0;.

Q15. Ask if the household spent anything on the individual’s education (formal education) from the period of March 2014-February 2015 (the current school year). If Yes, use code 1. If No, use code 2 and skip to the next person.

If the respondent is a university student, and his/her academic year follows different dates, you should still ask about expenditure during this period.

Q16. Ask how much money the household spent on [NAME] from just after the end of last school year (March 2014) until now, for each of the education costs listed. For example, first ask how much the household spent on [NAME]’s school/training fees from March 2014 until the time of the interview. Then, ask how much the household spent on [NAME]’s contribution to school, class, and construction fund from March 2014 until now, and so on.

If the respondent is a university student, and his/her academic year follows different dates, you should still ask him/her to his/her best in estimating the expenditures from March 2014 until now.

Put “0” if there were no expenditures for a given item in this period.

If the respondent is incapable of disaggregating the expenditure by category, put “99” for each category and write the total expenditure from March 2014 until now under TOTAL. However, try your hardest to capture the education expenditures by category.

Q17. This question aggregates all estimated expenses on [NAME]’s education from the time of the interview until the end of the current school year (February 2015). For example, if the interview is conducted in December 2014, and the respondent expects to give [NAME] 2,000 Kyat for pocket money and spend 5,000 Kyat on transportation to and from school in January and February 2015- you will write 7,000 Kyat.

If the respondent is a university student, and his/her academic year follows different dates, you should still ask about expected expenses on education from now until the end of February 2015.

SECTION 3a: HEALTH STATUS

Respondents: All individuals.

In Section 3a, information on the recent health status of each household member/respondent is asked. Information should be collected on all members of the household. Individuals age 12 years and older should respond for themselves. Information on the health condition of children younger than 12 years of age should be asked of their mothers or caregivers.

Q1. Use 1 if the household member is directly providing information on themselves, then move to **Q3**. If someone else in the household is reporting for household member (which should at least be the case for all members less than 12 years of age), use 2 and then write the reporter's roster ID code in **Q2**.

Q2. Use Roster ID code from Roster.

Q3. It is important for you not to assign an illness status to the respondent, but to let the respondent identify his or her own illness status. If they report having no illness in the last 30 days but look visibly ill, you must record them as having no illness, and never be judgmental. Ask the respondent if he/she had a health problem during the last month. If the response is Yes, use code 1; if No, use code 2 and skip to **Q8**.

Q4. If the response to **Q3** is Yes, ask the respondent about the type(s) of sickness/injury he/she faced in the last 30 days. You may record up to two illnesses/injuries. If the respondent gives an illness not listed, use code 15 and write in the illness in the space provided.

Q5. Ask what action the respondent took to find relief for the most serious illness from the last 30 days (column 1 in **Q4)**. If the respondent did not take any action for this most serious illness/injury, use code 1.

You should record the response that corresponds to the "best" action taken. For example, suppose a respondent went to a public clinic and a hospital for heart disease. Then you should record code 7 for "sought treatment at a hospital" because this represents the highest quality of healthcare the respondent sought out.

If the response is code 1 or code 2, then you will move on to **Q6**. Otherwise, that is, if the respondent took at least some action for at least one illness, skip to **Q7.**

Q6. If the respondent answered code 1 or code 2 for **Q5**, ask why the respondent did not seek treatment with a health care provider.

Q7. This question is about the number of days the respondent was absent from his/her usual activities due to the illness(es)/injury(ies) identified in in **Q4**.

Q8. Ask whether the respondent slept under a mosquito night during the night prior to the interview. If Yes, use code 1. If No, use code 2 and move to the next household member.

Q9. If the respondent answered Yes to **Q8**, ask whether the bed net has been treated with insecticide within the last 6 months? If the respondent is not sure, use code 3.

Ask **Q1-Q9** to the first household member, then ask **Q1-Q9** to the second household member, and so on. When **Q1-Q9** have been answered for all household members, move on to **Section 3b: Healthcare.**

SECTION 3b: HEALTHCARE

Respondents: All individuals are eligible. However, information will be provided only for individuals who have visited a medical establishment or had a home visit by a physician in the last 12 months.

Section 3b collects information on healthcare received in the last 12 months by all household members. Section 3b is structured differently from Sections 1-3a. An individual may be listed more than once if he/she has visited more than one medical service establishment in the last 12 months. In fact, an individual should be listed as many times as establishments he/she has visited in the last 12 months. Also, unlike in sections 1-3a, you will be responsible for writing in the corresponding roster ID in the left-most column.

Q11. This question should be asked to the household head (or the next most senior household member if the head is not available). Ask if any household member has visited a medical establishment or has had a home visit by a physician for a check-up or treatment in the last 12 months. Emphasize that these health visits do not need to be associated with the illnesses listed in Section 3a; you want to be sure to capture ALL healthcare visits in the last 12 months. If at least one household member has had such a visit in the last 12 months, you will move on to **Q12.** If no household member has had such a visit, skip to Section 4.

Q12/Q13. The best way to accurately complete section 3b is to ask about each member's healthcare history, one a time and take notes in your notebook. Then, transfer the information Q12 and Q13, and continue on with Q14-Q23, one row at a time.

For example, start with the head of the household. Ask if he/she has used medical services over the last 12 months. Ask where he/she has gone to seek care (or the type of facility from which a representative made a home visit). After writing down the first location in your notebook, ask how many times the individual visited this establishment in the last 12 months. Then ask the respondent where else he/she sought healthcare in the last 12 months, and so on. When you have written down all establishments visited by the household head in the last 12 months, ask about the next individual. You should thoroughly prompt the respondent: "*The individual hasn't visited any other establishments in the last 12 months? Even traditional healers?*"

When you have completed this exercise for all individuals, transfer the information into the questionnaire and use the codes provided for the establishment type.

If a member has not visited any medical establishment in the last 12 months, you will not write in his/her individual ID at all. When you have completed **Q12** and **Q13** for all household members, you can ask **Q13-Q24** one row at a time. DO NOT ask **Q14-Q23** until **Q12** and **Q13** has been filled for all household members seeking healthcare.

For example, suppose the household head has visited two medical establishments in the last 12 months, and the fourth household member has visited one health establishment. Then, **Q12** and **Q13** might look like:

<table>
<tr><td rowspan="3">Individual ID</td><td colspan="2">12</td><td>13</td></tr>
<tr><td colspan="2">Who in the household has used medical services over the last 12 months, and which medical establishments has [NAME] visited? (including inviting physicians home)

WRITE NAMES AND ROSTER ID CODE OF ALL MEDICAL SERVICE USERS IN THE LAST 12 MONTHS. WRITE IN A MEMBER'S NAME AS MANY TIMES AS MEDICAL ESTABLISHMENTS HE/SHE HAS VISITED.

CHOICES FOR ESTABLISHMENT
SUB-CENTER (URBAN OR RURAL)...1
HEALTH CENTER (URBAN OR RUAL).2
STATION HOSPITAL.............3
TOWNSHIP HOSPITAL............4
DISTRICT HOSPITAL............5
STATE/REGION HOSPITAL.........6
GENERAL/SPECIALIST HOSPITAL...7
MATERNAL/CHILD HEALTH CENTERS.8
PUBLIC POLYCLINIC............9
TRADITIONAL MEDICINE HOSPITAL (GOVERNMENT)................10
TRADITIONAL MEDICINE CLINIC (GOVERNMENT)...............11
GEN'L PRACTITIONER(PRIVATE)12
PRIVATE POLYCLINIC.........13
PRIVATE HOSPITAL...........14
PRIVTAE TRADITIONAL MEDICINE CLINIC.....................15
NGO CLINIC.................16
CHARITY CLINIC.............17
CHARITY HOSPITAL...........18
ASSISTANT MIDWIFE..........19
TRADITONAL HEALER/LOCAL MIDWIFE....................20
OTHER (SPECIFY)............21</td><td>How many visits has [NAME] made to [ESTABLISHMENT] in the past 12 months, or had home visits from the [ESTABLISHMENT] personnel?</td></tr>
<tr><td>NAME OF INDIVIDUAL</td><td>ESTABLISHMENT CODE</td><td>NUMBER</td></tr>
<tr><td colspan="3"></td><td></td></tr>
<tr><td>1</td><td>Salai</td><td>2</td><td>1</td></tr>
<tr><td>1</td><td>Salai</td><td>4</td><td>3</td></tr>
<tr><td>4</td><td>Mi</td><td>13</td><td>2</td></tr>
</table>

Q14. Reasons for visiting the establishment. List up to two reasons. If the respondent has visited the establishment multiple times in the last 12 months, record the reasons which accounted for the most visits.

Q15. Ask the respondent how much money he/she spent on **outpatient** services at this establishment in the last 12 months. This should reflect all outpatient services received for all visits to this establishment in the past year. INCLUDE expenses for medications received from this establishment during outpatient visits, as well as costs for any tests or consulting fees**.** Record "0" if no such expenses.

Do not include costs associated with traveling to and from the establishment; these expenses will be collected in **Q23.**

Q16. Ask the respondent how much money he/she spent on **inpatient** services at this establishment in the last 12 months. This should reflect all expenses associated with inpatient visits to this establishment in the past year. INCLUDE expenses for medications received from this establishment during inpatient care, as well as costs for any tests or consulting fees. Record "0" if no such expenses.

Do not include costs associated with traveling to and from the establishment; these expenses will be collected in **Q23.**

Q17. Ask about each health program separately. Ask whether any share of the costs associated with the respondent/establishment were covered by the program. If the respondent has never heard of the program, use Code 3.

Q18. Did the household need to borrow money in order to cover any of the costs associated with the respondent/establishment?

Q19. Did the household need to sell assets in order to cover any of the costs associated with the respondent/establishment?

Q20. After asking the question, read each response choice before having respondent choose. If respondent was Very Satisfied, use Code 1and skip to **Q22**. If respondent was Satisfied, use Code 2 and skip to **Q23.** If the respondent was not satisfied, use Code 3.

Q21. If the respondent answered Not Satisfied for **Q20**, ask why the respondent was not satisfied with the care received at the facility.

Q22. Record answer in hours and minutes. If less than one hour, put "0" under hours and record the minutes. This should reflect the time it takes to make a one-way trip, not a round trip. If the respondent has been to the establishment more than once, ask about the average length of time it takes to reach the establishment.

Q23. How much did the household spend on transportation for all of [NAME]'s visits to and from the establishment in the last 12 months. This should reflect ALL transportation costs in the last 12 months associated with that particular establishment and individual. Record the answer in Kyats. If none, write "0".

Q24. Record answer in hours and minutes. If less than one hour, put "0" under hours and record the minutes. If home visit, put '0'.

SECTION 4: LABOR

Respondents: All individuals age 5 years and older.

Information for this section is collected from household members/respondents age 5 years and older. Individuals 12 years and older should respond for themselves. Guardians/caretakers must answer on behalf of children age 5 to 11 years.

Q1. This question is to be completed by the enumerator without asking the respondent. Refer to the Flap to check age of respondent. If Yes, use code 1. If No, use code 2 and skip to the next individual.

Q2-Q4. Whether respondent participated in various economic activities over past 7 days, even if just for one hour.

Q5. If the respondent answered "Yes" for **Q4**, ask what the purpose was for these agricultural activities. Read the answer choices to the respondent before having him/her answer so that he/she understands what the question is asking.

Q6. If the respondent answered Yes to *at least* one of the questions from **Q2-Q4**, then use Code 1 and skip to **Q12.** **Q7-11** are only for those who have not worked at all in the past 7 days. If the respondent did not answer Yes to *any* of **Q2-Q4**, use Code 2 and continue on to **Q7-Q11.**

Q7. If answer to **Q6** was code 2 (i.e., respondent answered No to **Q2-Q4**), ask why he/she did not work in the past 7 days. If the response is code 2, 4, 5, 7, or 9, skip to **Q41**.

Q8. If a job or business opportunity became available, could [NAME] start working within the next two weeks?

Q9. Ask if respondent looked for any job or tried to start a business activity/enterprise in past 4 weeks. If Yes, use code 1. If No, use code 2 and skip **Q11.**

Q10. If respondent answered Yes to **Q9**, ask what he/she did to look for a job. After filling in response, go to **Q41.**

Q10. If respondent answered No to **Q9**, ask why he/she did not look for a job in the last 4 weeks. Then, go to **Q41.**

Q12 & Q13. If the respondent answered Code 1 for **Q6**, ask for a description of the respondent's job and the type of trade/business of the main job.

Note: The field supervisor will enter the occupation code after the interview.

Q12. Occupation refers to the kind of work the person does. This question is to enquire specifically about the nature of the job he/she was doing most of the time during the last 7 days.

If the person uses vague answers, such as civil servant, businessman, or laborer, ask him/her the exact type of job he/she did most of the time, and then write the occupation in the space provided**.** Occupation will best be described by such job titles as teacher, driver, cook, etc. If a person has two or more occupations, enter the one in which he/she spends most of his/her time. You can enter information about a second job later in the section.

Try to get comprehensive answers. For example, it is not enough for a respondent to inform you that he/she is a teacher. Probe to find out if he/she is a primary or secondary school teacher, etc. Record "secondary school teacher" or whatever the case may be under "Written Description". Below are examples of some vague answers and some probing questions to assist you in arriving at a correct answer:

Vague response	Probe and ask if he/she is a...

Doctor	Medical, dental, veterinary (doctor)
Engineer	Civil, electrical, chemical, mechanical, etc.
Civil servant	Economist, nurse, clerk, accountant, etc.
Technician	Chemical engineering technician, civil engineering technician, electrical engineering technician, etc.
Inspector	School building, safety and quality, policeman, etc.
Clerk	Secretary, transport, library, stock, etc.
Laborer	Mining, road construction, building construction, etc.
Cleaner	Domestic helper, office, hotel, etc.
Driver	Driver for CSA, driver for cotton factory, etc.
Manager	Administrative, finance, personnel, marketing, etc.

Write down the description of the job; you will fill in the occupation code after the interview.
THE OCCUPATION CODES CAN BE FOUND AT THE END OF THE QUESTIONNAIRE.

Q13. This question is to determine the industry/sector in which the respondent works. 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 person may be an accounts clerk and employed by a dairy farmer. His occupation is "Accounting Clerk" and his industry is "dairy farming."

Q14. Number of days the respondent worked at this primary job over the last 7 days.

Q15. Average number of hours per day the respondent worked at that job **during the days worked in the last 7 days.**

Q16. Ask how many months, in the last 12 months, the respondent worked at least one day in this primary occupation. Record the number of months.

Q17. Ask during these months worked in the last 12 months, how many days, on average, the respondent worked in this primary occupation. Record the average number of days.

Q18. Ask about the respondent's employment status in the last 7 days for this main occupation. If he/she was an employee, use Code 1. If he/she worked on a household farm, livestock, or fishing activities, use code 2 and skip to **Q30**. If he/she worked on a household non-farm business, use code 3 and skip to **Q30.** Note that, here, household refers to the individual's household, not another household. Only individuals who worked for someone else (code 1) will move on to **Q19.**

It is very important that you understand the difference between an employee and someone who works for their household's own enterprise. For example, someone who rents a trishaw for a fixed daily rate, uses it to transport individuals, and keeps his earnings from customers, is NOT an employee of the trishaw owner. This is the trishaw driver's own enterprise- there is risk to him each day based on how much he can earn. Thus, in this scenario, you will use code 3.

However, let's look at a similar example. Someone drives a trishaw everyday but gives all the earnings to the trishaw owner, who in turn pays him a fixed daily rate for his driving services. Here, the driver is indeed an employee of the trishaw owner as all risk is assumed by the owner.

Q18b. What is the status of this job? Read the choices to the respondent and choose the appropriate response.

Q19. If respondent answered “Employee” for **Q18**, ask where his/her place of work was located. Use the most specific geographical categorization available.

For example: If the respondent’s main occupation is in another district within the same region, use code 6 for “within same region”.

If the place of work is on land and outside of the respondent’s region, use code 8 for Elsewhere and continue on. If the individual is a fisherman and works at sea for this occupation, use code 7. For codes 1-7, skip to **Q21.**

Q20. If the respondent answers Elsewhere for **Q19**, ask which region or country the place of work is located in.

Q21. Ask who the employer for this main occupation is. If response is government (code 3), public works program (code 4), or political party (code 7), skip to **Q23.**

Q22. If respondent answered Private Company (code 1), Private individual (code 2), Church/Religious Organization (code 5), or Other (code 7) for **Q21**, ask how many individuals work for the same employer. Do not record the exact number of employees – use the numerical categories provided.

Q23-Q27. Formal benefits from primary occupation in last 7 days.

Q28. Last payment received **in cash** for the main occupation of last 7 days. Record both the amount in Kyats and the corresponding time unit this cash payment covered. Inform the respondent that this amount should include any bonuses, in addition to salary or regular wage payments, received over this same time period. If none, record “0” under KYAT and leave TIME UNIT blank.

It is, of course, very possible that this last payment is not reflective of the normal payment amount/time period the respondent receives. For example, perhaps the individual is paid on commission. That is okay- the questions were intentionally designed this way. You should still ask about the last payment received.

Q29. Last payment received **in kind** for the main occupation of last 7 days. Record both the estimated amount in Kyats and the corresponding time unit this in-kind payment covered. Inform the respondent that this amount should include any in-kind bonuses received over this same time period. Respondent will need to estimate the value of the in-kind payment received. If none, record “0” under KYAT and leave TIME UNIT blank.

Q30-Q40 refer to the respondent’s secondary job of the past 7 days (if applicable). Note that many of the questions are the same as those found earlier in the section, but this series of questions refers to the secondary job only.

Q30. Ask if the respondent had any other job during the last 7 days, in addition to the one you just spoke about. If Yes, use code 1. If No, use code 2 and skip to **Q41.**

Q31. Same instructions as **Q12**, but for *secondary* job in last 7 days.

Q32. Same instructions as **Q13**, but for *secondary* job in last 7 days.

Q33. Same instructions as **Q14**, but for *secondary* job in last 7 days.

Q34. Same instructions as **Q15**, but for *secondary* job in last 7 days.

Q35. Same instructions as **Q16**, but for *secondary* job in last 7 days.

Q36. Same instructions as **Q17**, but for *secondary* job in last 7 days.

Q37. Ask about the respondent's employment status in the last 7 days for this secondary occupation. If he/she was an employee, use Code 1. If he/she worked on household farm, livestock, or fishing activities, use code 2 and skip to **Q41**. If he/she worked on a household non-farm business, use code 3 and skip to **Q41.**

Q37b. What is the status of this job? Read the choices to the respondent and choose the appropriate response.

Q38. Ask who the employer for this secondary occupation is.

Q39. Same instructions as **Q28**, but for secondary job in last 7 days.

Q40. Same instructions as **Q29**, but for secondary job in last 7 days.

Q41-Q49 refer to other work undertaken in the last 12 months.

Q41. Ask if the respondent did any other work in the last 12 months.

This question refers to *any other* work done in the last 12 months. If the respondent has worked in the last 12 months, *in a job that is different from the two other jobs which you have discussed*, you may enter code 1 for Yes. Additionally, if the respondent did not have a job in the last 7 days, but did work in the last 12 months, use code 1 for Yes. If the answer is No, use code 2 and skip to the next person.

Q42. If the respondent answered Yes to **Q41,** ask about the occupation type for this job carried out in the last 12 months. Same instructions as **Q12 & Q31**, but for work in last 12 months.

Q43. Same instructions as **Q13 & Q32**, but for main work in last 12 months.

Q44. Same instructions as **Q18 & Q37**, but for main work in last 12 months. If the answer is code 2 or 3, skip to the next person

Q44b. What is the status of this job? Read the choices to the respondent and choose the appropriate response.

Q45. Ask how many months, in the last 12 months, has the respondent worked at least one day in this job. Record answer in months.

Q46. Ask the average number of days worked per month during the months worked in the last 12 months. Record answer in days.

Q47. Ask the average number of hours worked per day during the days worked in the last 12 months. Record answer in hours.

Q48. Same instructions as **Q28 & Q39**, but for main work in the last 12 months.

Q49. Same instructions as **Q29 & Q40**, but for main work in the last 12 months.

SECTION 5A: INTERNATIONAL MIGRATION (CURRENT HH MEMBERS)

Respondents: All individuals age 15 years and older.

This section collects information from current household members about past migration abroad. Only household members 15 years and older who have ever worked abroad for at least one month are eligible to answer this section. This section should be answered one row (HH member) at a time.

Some questions refer to the respondent's *first* time working abroad, and some questions refer to the respondent's *most recent* time working abroad. Be aware of the difference.

Q1. Use Roster Flap to check if member is 15 years or older. If Yes, use code 1. If No, use code 2 and go to next member.

Q2. Ask if the individual has ever worked abroad (or is currently working abroad) for at least one month. If Yes, use code 1. If No, use code 2 and skip to next member.

Q3. Year the individual *first* moved abroad for work.

Q4. Ask what the individual's occupation was prior to the *first time he/she ever* moved abroad for work. Refer to the instructions for **Section 4, Q12 in the manual** for how to best capture the individual's occupation. Write down the description of the job; you will fill in the occupation code after the interview. The occupation codes can be found at the end of the questionnaire.

Q5. Country where individual *most recently* lived abroad. Use codes provided. If country is not listed, use code 31 and write in the country.

Notice that **Q3** refers to the *first* move abroad, but **Q5** refers to the *most recent* stint abroad.

Q6. Occupation during *most recent* work abroad. Write down the description of the job; you will fill in the occupation code after the interview.

Q7. Year and month when the individual returned from the *most recent* work abroad. Record the month and year in the appropriate two columns: either Western month and year, or Burmese month and year, depending on what the respondent knows. You can fill in the corresponding Western month after the interview. If the respondent is still abroad at the time of the interview, write '99'.

Q8. Ask the respondent how many years and months he/she spent abroad for this *most recent* work abroad.

Q9. Ask the respondent for the main reason he/she moved back to Myanmar following his/her most recent stint working abroad.

If the respondent is still abroad, write "99".

<u>SECTION 5B: REMITTANCES (FORMER HOUSEHOLD MEMBERS & OTHERS)</u>

Respondent: Ideally, this should be the household head. If household head is not available, ask other knowledgeable household member.

This section is structured differently from Section 5A. Rather than collecting information about current household members, this section collects information on individuals that *used to* be members of the household but have migrated elsewhere and are no longer members. Additionally, this section asks the respondent about any remittances the household has received in the last 12 months and characteristics of the parties sending these remittances.

Q1. Ask the respondent if there are any individuals who were part of the household during the last 10 years, but currently live abroad or elsewhere in Myanmar *and are no longer part of this household*. Examples of such individuals include:

- A household head's adult daughter who left the household three years ago to attend university in Thailand
- A nephew who used to live in the household, but left to move to Yangon five years ago to live with his new wife.

This question DOES NOT refer to any individual who is a current member of the household, i.e., on the household roster.

Q2. Ask the respondent whether anyone in the household has received remittances from anyone outside of the household (either abroad or elsewhere in Myanmar) during the last 12 months. This may include an individual who has never been part of the household (such as a friend or sister-in-law, etc.) but has sent remittances to the household in the last 12 months.

This question DOES NOT refer to any current members of the household who happen to be living away at the time of the interview and have sent part of their earnings home. Therefore, you should not include anyone listed on the household roster in this section.

Q3. Refer to **Q1** and **Q2**. If the answer to at least one of these questions is Yes, use code 1 and continue on to **Q3**. However, if the answer to **both** of these questions is No, use code 2 and skip to Section 6.

Q4. If the respondent answered Yes to at least one of **Q1** or **Q2**, you will use the prompts provided to make a complete list of all individuals who are either former household members (within last 10 years) or have sent remittances to the household in the last 12 months.

First, say, "Please list the names of all individuals who have been part of your household in the last 10 years, but currently live abroad or elsewhere in Myanmar."

After writing all individuals, say, "Please list the names of all individuals from whom your household has received remittances in the last twelve months, whether or not they are former household members."

REMEMBER: This list should NOT include any current household members listed on the household roster in Section 1.

Once you have completed the list, ask **Q5-Q19** one line at a time.

Q5. Age in years of individual.

Q6. Gender of individual. Do not assume the gender based on the individual's name. Ask the respondent.

Q7. Ask about the person's relationship to the head of the household. Notice that there is no code 1 (what is typically "household head") as it would be impossible for someone who is not part of the household to be the household head.

Q8. Ask if the individual was ever a member of this household. For example, if the household head's daughter, who moved to Thailand five years ago for work and sent remittances in the last 12 months, you will put code 1 for "Yes". However, if the individual is the household head's brother, whom he lived with as a child in another household, you will put code 2 for "No"- this person was not a member of *this* household.

If Yes, use code 1. If No, use code 2 and skip to **Q13.**

Q9. Ask the respondent the highest level of schooling the former member completed **before** leaving the household.

Q10. Year in which the individual left the household.

Q11. Individual's occupation right before he/she left the household. Refer to the instructions for **Section 4, Q10** for how to best capture the individual's occupation. Write down the description of the job; you will fill in the occupation code after the interview.

Q12. Year in which the individual moved the location where he/she currently lives.

Q13. Ask in which country or region/state the individual *currently* lives.

Q14. Individual's current occupation. Refer to the instructions for **Section 4, Q12** for how to best capture the individual's occupation. Write down the description of the job; you will fill in the occupation code after the interview. The occupation codes can be found at the end of the questionnaire.

Q15. Has the individual sent remittances to the household in the last 12 months? If Yes, use code 1. If No, use code 2 and skip to the next row.

Q16. Ask what types of remittances the individual sent to the household in the last 12 months; that is, whether the individual sent money and in-kind items (code 1), just sent money (code 2), or just sent items in-kind (code 3). If the individual only sent in-kind items, use code 3 and skip to **Q19**.

Q17. If the respondent answered code 1 or 2 for **Q16**, ask what system was used to transfer money to the household in the last 12 months.

Q18. Ask how many times the individual has sent money to the household in the last 12 months.

Q19. Ask how much, in total, the individual has sent to the household in the last 12 months. The respondent should include an estimate of in-kind transfers.

SECTION 6: HOUSING

Respondent: *Head of household or most knowledgeable member.*

Information in Section 6 is asked primarily of the head of household, who may be assisted by other informed adults within the household. In the absence of the head of household, the most-informed adult member of the household should be selected as the respondent. Be sure to write in the respondent's HH Roster ID code.

Q1-Q5 should not be asked of the respondent. You should observe the building, walls, floor, etc. and record the answer yourself.

Q1. Type of building. Observe and use codes provided.

Q2. Type of dwelling. Observe and use codes provided.

Q3. Main material of the outer walls of the dwelling. Observe and use codes provided.

Q4. Main material of the floor of the dwelling. Observe and use codes provided.

Q5. Main material of the roof of the dwelling. Observe and use codes provided. The roof is the upper part and cover of the housing unit resting on the walls, which protects the housing unit from rain, wind, etc.

Q6. How long has this household been living in this dwelling?

This question pertains to the specific dwelling in which the household is now residing. Use the categories provided (less than 1 year, 1 to 5 years, etc.); do not record the exact number of years.

Q7. How many rooms (excluding kitchen, toilet, and bathroom) does the household occupy?

A room in a housing unit is said to be a room if it is surrounded by walls, if it has a height of at least 2 meters measured from the floor to the ceiling, and if it has an area of at least 4 square meters that can accommodate an adult's bed. In this question, the total number of rooms that the household is utilizing for various purposes is required and thus, the enumerator should note that the definition given above is valid for housing units having more than one room.

- Do not count passageways, verandas, lobbies, kitchens, bathrooms, toilets, garages, or storerooms as rooms even if they meet the above criteria.
- A room used for both eating and sleeping counts as one room.
- If a room is divided by fabric, folding screens, cartons, plastic, or other temporary material, the room is considered as one room.
- Minor rooms in the dwelling should be excluded from the room count. These include bathrooms and toilets, storerooms, carport/garage, and so on.

- However, you should include all other rooms, including rooms that are usually unoccupied, such as those that are reserved for guests. If there are rooms that are not being used/are not occupied, they should be included or counted. For example, if two people live in a house with seven bedrooms, all bedrooms should be counted.

Note that many houses in rural areas will consist of a single room. These should be included in the room count. All of the qualifying rooms in the separate houses of dwellings made up of several separate structures should be counted.

Q8. How many of these rooms are used for sleeping?

Q9. How many of these rooms are used for household business or trade? If none, write 0.

Q10. Ask the respondent what type of residency status the household has for this dwelling. Options include: owned (code 1), rented from the government (code 2), rented from employer (code 3), rented from relative (code 4), rented privately (code 5), borrowed/live for free (code 6), and other (specify) (code 7).

If the respondent simply says the dwelling is "rented", prompt him/her to find out who the household rents the dwelling from. If the dwelling is rented (codes 2-5), skip to **Q15.** If the dwelling is borrowed or the household lives in the dwelling for free, use code 6 and skip to **Q16.** If the household has a different residency status not listed, use code 7, write down the type of residency status, and skip to **Q17**.

Q11. If the respondent answered "owned" for **Q10**, ask who in the household owns the dwelling. Refer to the Roster and write down up to two roster ID codes. If the dwelling is co-owned with a non-household member, write "99" under ROSTER ID #3.

Q12. Ask if the household has a title for the dwelling. If Yes, use code 1. If No, use code 2 and skip to **Q14.**

Q13. If the respondent answered "Yes" for **Q12**, ask whose names are listed on the ownership document for dwelling. Refer to the Roster for the individual IDs- you may record up to two household members.

Q14. If you sell your house at present, how much will you obtain for it? Record the answer in Kyats and then skip to **Q16.**

Q15. If the respondent answered any of codes 2-5 for **Q10**, ask how much rent is paid per month for this dwelling. Record the answer in Kyats and then skip to **Q17.**

Q16. If the respondent answered code 6 for **Q10,** ask how much rent the household *would* have to pay per month *if* the household did pay rent? Record the answer in Kyats.

Q17. This question asks the respondent about the main source of water used by the household for drinking purposes. This information is collected separately for each of the three main seasons in Myanmar: the dry season, from March to May; the wet season, from June to October; and the cool season, from November to February. Be sure to ask about the main source of drinking water for each season.

If the household uses a source for drinking water that is not listed, use code 11 and write in the response.

Q18. Ask how many minutes it takes, on average, to get to the water sources listed in **Q17**. Again, this should be asked separately for each season. If the water source is located within the dwelling or compound, write “00”. The total time given should include the time it takes to travel to the water source, get the water (including waiting in line at a well, for example, if applicable), and return to the dwelling.

Q19. What is the main source of water used by your household for *cooking*? Unlike **Q17**, this question refers to the primary source of water for the past 12 months, not by season.

Q20. Who is mainly responsible for fetching water in the household? Use the Roster section to write the appropriate individual ID code.

Q21. What type of toilet facilities does the household use? Ask the respondent the type of toilet facilities used by the household and record the appropriate answer from the codes. If the response is other than the options provided, record code 12 and specify.
If the household does not use any toilet facility (i.e., they use a bush or field) use code 11 and skip to **Q23.**

Q22. Ask if the toilet type specified in **Q21** is shared with other households.

Q23. Ask what the primary source of electricity has been for the household during the last 12 months. If the household has used more than one source of electricity in the last 12 months, record the option that has been used the most. If the household’s primary source of electricity in the last 12 months was a fossil fuel-based generator (code 4), a soar home system (code 5), a solar lantern (code 6), a rechargeable battery system (code 7), or a water mill (code 8), skip to **Q25**. If the household has not had electricity even once in the last 12 months, use code 9 and skip to **Q26**.

Q24. In the last 30 days, how often did the household face unpredictable interruptions of the primary source of electricity identified in **Q23.** Choose the option that most closely matches the respondent’s answer.

Q25. Note that this question refers to the *previous month.* Ask the respondent how much the household spent on their primary source of electricity in the previous month. Record the answer in Kyats.

Q26. What is the main source of lighting for your dwelling in the last 12 months? Record the option which the household has used most often as a source of lighting in the last 12 months.

Q27. Where do you normally do your cooking? Read the options to the respondent so that he/she can distinguish between the choices as some of the options are similar. If the respondent answers that no food is cooked by household members, use code 6 and skip to **Q29.**

Q28. If the respondent answered codes 1-5 for **Q27**, ask about the main fuel used to cook meals in the last 12 months.

Q29. Is the dwelling connected to a fixed-line internet source? This refers specifically to the dwelling, and does not include internet service through a mobile phone.? If Yes, use code 1. If No, use code 2 and skip to **Q32.**

Q30. If the respondent answered Yes for **Q29**, ask for the source of the internet in the dwelling. If the source is not MPT or Redlink, use code 3 for Other and specify.

Q31. How much did your household spend on this primary source of internet last month. Record the answer in Kyat.

Q32. Ask if anyone in the household has a mobile phone with an internet connection.

SECTION 7: HOUSEHOLD ASSETS/DURABLES

Respondent: *Head of household or most knowledgeable member.*

Section 10 should be asked of the head of household, who should be assisted by other informed adults within the household. The focus of Section 7 is on all assets that are owned by, or accessible to, the household at the time of the survey.

Item codes: The codes for the items are given in the item code column.

Item names: The names of the items are given in the "Description of items" column.

Similar to sections 1, 2, 3a, 4, and 5a, these questions apply to each asset listed. Start with **Q1, item 7101 (cupboard)**.

Q1. Does any member of the household own or have access to [ITEM]?

This may include an [ITEM] owned by the household but currently being rented to another household.

If Yes, use code 1. If No, use code 2 and go to the next item.

Q2. How many functioning [ITEM](s) does the household own (including ones rented to others)? Record the number of [ITEM]s the household *owns*; do not include any [ITEM]s the household simply has access to. If none, put "0" and skip to the next item.

Q3-Q6. If the household owns more than one of [ITEM], these four questions should be asked about the most valuable [ITEM] owned by the household.

Q3. If the household owns at least one [ITEM], ask how long ago the [ITEM] was purchased by the household. Record the answer in years. If the household purchased [ITEM] less than one year ago, put "0". If the [ITEM] is more than ten years old, skip to **Q5**.

Q4. Ask how much the household spent on [ITEM] at the time of purchase? Record the answer in Kyats.

Q5. Ask the respondent to imagine he/she needed to purchase a brand new model of [ITEM] today. How much does he/she guess the item would cost. Record the answer in Kyat.

Q6. Ask the respondent to imagine he/she were to sell the [ITEM] today. How much might he/she be able to obtain for the [ITEM] as it is now? Record the answer in Kyat.

SECTION 8A1: FOOD CONSUMPTION AT HOME

Respondent: Individual most knowledgeable about household food consumption expenditures.

Section 8A1 should be asked of the individual in the household who is most knowledgeable about household food consumption expenditures, with the assistance of other food preparers and the head of household, if applicable.

Section 8A1 is divided into three primary components:

- **Q2-Q4** ask about consumption behaviors in the household
- **Q5-Q8** ask about food consumed in the household during the last 7 days and refer to each food item listed in this section
- **Q9-Q11** ask about the last purchase for each item in the last 30 days

Q1. Write in the respondent's HH Member ID code (refer to Roster for ID code). Ideally, the respondent should be the most knowledgeable person regarding household food consumption expenditures. If this person is not available, find another responsible adult household member.

Q2. Ask who in the household mostly shops for food. Record the member's HH Roster ID code.

Q3. In the last 7 days, how many meals were taken in the household by non-household members. NOTE: Here, meals means the number of person*meals. For example, if three non-household members each consumed two meals in the household in the last 7 days, you will write "6".

Q4. In the last 7 days, how many meals did the household donate to non-household members? For example, did the household donate meals to monks or to a monastery? If so, how many total meals were donated during the last 7 days.

Q5-Q8 ask about the **total consumption** (***quantity***) of food items in the past week, which can come from purchases, own-production, and/or gifts. Additionally, these four questions capture the quantity of this consumption that came from own-production as well as gifts.

Q6-Q11 ask about the last purchase of [ITEM] the household made, as long as this purchase occurred in the last 30 days.

You should first ask **Q5** for all food items, one at a time, marking the response on each line. Then, you will ask **Q6-Q11** for all items receiving code 1 ("Yes") in **Q5.** You will ask **Q6-Q11** straight through one item at a time.

Q5. This question asks whether any member of the household **CONSUMED** [FOOD ITEM] over the past 7 days. There are approximately 150 food items for which you will ask this question. You should ask **Q5** for all items before moving on to Q6.

It is possible that individual household members will have consumed some food over the past one week independently of the other household members. As you are administering **Q5-8**, you must prompt the respondents from time to time to remind them to consider such individual consumption as they are answering your questions. Often enumerators forget the fact that this is not for an individual member or the respondent but for the entire household.

If any of the items were given to animals OR were purchased but not consumed OR were given for free but not consumed, they **SHOULD NOT** be reported as part of household consumption. For instance, if the household recently purchased a 50 kg bag of rice but has not eaten any of this quantity, or any other rice, the response to **Q5** should be NO (code 2) for rice.

Furthermore, this DOES NOT include foods eaten away from the home (such as in a restaurant, at a friend's house, etc.), unless the meal was prepared at home. For example, if the household head prepared rice at home and ate it at work, you should count this as home consumption. However, if the household head's boss provides him with lunch at work, you should not count this as home consumption. There is a separate section, Section 8A3, where you will ask about this type of food consumed away from home.

After you have asked **Q5** for all food items, you will move on to **Q6-Q11** for all items which received a "Yes" (code 1) for **Q5.**

Q6. This question asks the quantity of food items that a household has reported to have consumed over the past week. The question has two parts where you need to record: the unit measurement of the food consumed and the quantity of each food item should be recorded.

Quantity consumed: This is a number. If only part of the purchased food was consumed, please ask your respondent to estimate the portion consumed.

The unit code for the quantity is to be selected from a list of units located at the end of Section 8A1.

For instance, where a household has consumed six (6) sweet potatoes, you need to record 6 in the column for quantity and five (5) in the column for unit.

Units: You must closely study the units of food consumption included in the questionnaire. For any food item that is not reported in terms of a unit that is part of the unit codes, you are expected to do as much as possible to estimate with the respondent a standard unit (kg, gram, liter, milliliter) equivalent of the consumption reported by the respondent.

OPTIONS FOR UNITS	
GRAM................1	CONDENSED MILK CAN.10
KILOGRAM............2	BASKET (16 PYI)....11
OUNCE...............3	25 KG BAG..........12
LITER...............4	50 KG BAG..........13
NUMBER..............5	RICE BAG (24 PYI)..14
PYI.................6	SMALL BUNDLE.......15
KYATTHA.............7	BIG BUNDLE.........16
BOTTLE..............8	OTHER (SPECIFY)....17
TIKE................9	

Q7. This question seeks to capture the amount of food that was reported to have been consumed (in **Q6**) that came from *own-production* (that is, own farm/garden, etc.). Only quantity needs to be recorded here. However, the quantity must correspond to the *same unit* as was used in **Q6.** If none of the household consumption of [ITEM] came from own-production, write "0".

Q8. This question seeks to capture the amount of food that was reported to have been consumed (in **Q6**) that came from either *gifts* OR *sources other than purchases or own production/assistance*. Similar to **Q7**, only quantity needs to be recorded here. However, the quantity must correspond to the *same unit* as was used in **Q6.** If none of the household consumption of [ITEM] came from own-production, write "0".

NOTE: **Q9**, **Q10**, and **Q11** no longer refer to food *consumed* during the last 7 days, but instead refer to the most recent purchase in the last 30 days (if applicable).

Q9. When was the last time you or other members of your household purchased [ITEM]?

There are five possible responses for this question: past day, past week, past 30 days, more than 30 days ago, or never. For example, if the respondent reports purchasing coconut 9 days ago, you will use code 3 for “the past 30 days”.

If the respondent answers “more than 30 days ago” or “never”, use code 4 or 5, respectively, and skip to the next item.

Q10. If the respondent answered code 1, code 2, or code 3 for **Q9**, ask about the amount of [ITEM] purchased during this most recent purchase. Similar to **Q6**, this question has two parts where you need to record: the unit measurement of the food purchased and the quantity of the item purchased. Use the same list of codes for the unit found at the end of Section 8A1.

Q11. Ask the respondent how much the household spent on this most recent purchase. Record the answer in Kyats.

SECTION 8A2: AGGREGATED FOOD CONSUMPTION IN LAST 7 DAYS

Food group code: Each food group is pre-coded.

Food group name: A description of each food group is listed here, along with corresponding examples, and corresponding food items from Section 8A1.

Q12. This question seeks to find out the number of days over the past one week (seven days) that items from each food group were consumed in the household. If the household did not consume any food items from [FOOD GROUP] in the last 7 days, write “0”.

Note: Values recorded for **Q12** MUST NOT exceed **7**. **For example:** within the Nuts & Pulses category, a household may have consumed groundnuts for 3 days over the course of the past one week and beans for 7 days. In this case, 7 should be recorded for **Q12**.

SECTION 8A3: FOOD CONSUMED AWAY FROM HOME

Respondent: Household member who has consumed the most food away from home in the last 7 days. If not available, find another household member who has eaten away from home in the last 7 days.

This section asks about food consumed away from the home. Here, “food consumed away from the home” refers not only to foods eaten away from home but also to foods prepared outside the home. For example, if a household member prepares a meal at a home and eats it at a friend’s house, this is NOT considered a “meal way from home”. However, if this same household member eats at his friend’s house, from a meal prepared by the friend’s mother, you WILL count this as food consumed away from home.

Q1. After explaining what is meant by “food away from home”, ask: In the last 7 days, who in the household has consumed the most food away from home? Refer to the Roster for ID codes and record the correct ID code.

The person identified in **Q1** should be the respondent for this section. However if he/she is not available, find another available household member and record his/her ID code in the space provided.

Meal code: Each meal type is pre-coded.

Meal name: A description of each meal type is listed here.

Q2. During the last 7 days, did any member of your household consume [MEAL] away from home? Start with "Breakfast"- meal code 8201. If at least one household member consumed breakfast away from home in the last 7 days, use code 1. If no one in the household consumed breakfast away from home, use code 2 and skip to "Lunch"- meal code 8202, and so on.

Q3. If the respondent answered Yes for **Q2**, ask where most of the [MEAL]s consumed away from home were eaten. The reference period for this question is also the past 7 days. Record the response. If the majority of the [MEAL]s consumed away from home were taken at a location other than a restaurant (code 1), a street vendor (code 2), a friend's house (code 3), a government program (code 4), or an employer's (code 5), use code 6 and specify.

Q4. During the past 7 days, how much did the household spend in total on [MEAL]s consumed away from home? Record the answer in Kyats.

For example, for "Breakfast", you will record the amount spent on all breakfasts consumed by household members away from home in the past 7 days.

Q5. Were any of the [MEAL]s consumed away from home in the past 7 days obtained in-kind? If yes, use code 1. If no, use code 2 and skip to the next meal.

Q6. Ask the respondent to estimate the value of all [MEAL]s consumed away from home in the past 7 days that were obtained in-kind. Record the answer in Kyats.

SECTION 8B: NON-FOOD EXPENDITURE IN THE LAST 30 DAYS

Item code: Each material is pre-coded.
Item name: A description of each item is provided.

Respondent: *Head of household or most knowledgeable member.*

Section 8B collects information on non-food expenditures .The recall period for Section 8B is the last 30 days.

Q1. Ask if the household has purchased any of the non-food items in the last 30 days. If Yes, use code 1; if No, use code 2 and move to the next item. Therefore, similar to Section 8A1, you will start with the item in the first row, then the second, and so on.

Q2. If the respondent answered Yes to **Q1**, ask how much money the household spent on [ITEM] *in cash* during the last 30 days. Record the answer in Kyats.

Q3. Ask the respondent to estimate the value of [ITEM] received in-kind during the last 30 days. If the household did not receive any [ITEM] in-kind, write "0".

NOTE: For all transportation items (item codes 7223-7228), you should not include any transport related to health services or education. These transport costs were already collected in Sections 2 and 3b. Inform the respondent that he/she should not include health or education transportation when calculating transport costs for the last 30 days.

SECTION 8C: NON-FOOD EXPENDITURE IN THE LAST 6 MONTHS

Item code: Each material is pre-coded.
Item name: A description of each item is provided.

Respondent: *Head of household or most knowledgeable member.*

Section 8C collects more information on non-food expenditures and is structured similarly to Section 8C. However, the recall period for Section 8C is the last 6 months.

Q1. Ask if the household has purchased any of the non-food items in the last 6 months. If Yes, use code 1; if No, use code 2 and move to the next item. Go through Section 8C the same way you administered Section 8B.

Q2. If the respondent answered Yes to **Q1**, ask how much money the household spent on [ITEM] *in cash* during the last 6 months. Record the answer in Kyats.

Q3. Ask the respondent to estimate the value of [ITEM] received in-kind during the last 6 months. If the household did not receive any [ITEM] in-kind, write “0”.

NOTE: For all transportation items (item codes 7317-7319), you should not include any transport related to health services or education. These transport costs were already collected in Sections 2 and 3b. Inform the respondent that he/she should not include health or education transportation when calculating transport costs for the last 6 months.

SECTION 9A: NON-FARM ENTERPRISE- PART 1

Respondent: *Head of household or most knowledgeable member.*

A household non-farm enterprise is an organized commercial activity and/or a commercial establishment that is owned and managed by household members. It can be very informal and have no hired labor or formal registration. For instance, non-agricultural, one-man operations providing goods/services for various different non-household members/groups, i.e., working independently on their own-account, must be classified as non-farm enterprises.

Section 9 collects detailed information on the ownership and operation of any income–generating enterprises by the survey household that were in operation over the past 12 months.

The main criterion for an enterprise to be listed in Section 9 is that it operated at some point over the past 12 months, including those that operated over the past 12 months but are closed temporarily or permanently as of the interview date, and those that may not have operated full-time every month over the past 12 months.

Household non-agricultural income-generating enterprises include those that produce or trade goods or services, including owning a shop or operating a trading business, no matter how small. Enterprises might include, for example, making mats, bricks, or charcoal; working as a mason or carpenter; selling firewood; metalwork; tailoring; repair work; food processing; fish marketing; petty trading; and so on. Examples of household enterprises to list in Section 9B include:

- Tailoring – repairing clothing and shoes at a stall in the market
- Business woman – going to another country to buy clothing, and then bringing it to sell in the local market
- Trader – buying maize from remote villages and transporting it to sell elsewhere
- Bricklayer – working for different stores/shops in town when they need repairs
- Making charcoal, then carrying it to sell along the road
- Owning a car and using it as a taxi in Addis Ababa
- Architect – designing roads and consulting with many different firms and sometimes the government for different projects.

Note: DO NOT list *household farms* in this section. DO NOT include the sale of crops or livestock. However, DO include the sale of crop or livestock *by-product*, as this type of enterprise involves the processing of raw materials in some way.

DO list household enterprises based on post-harvest processing and trading of own-produced agricultural byproducts, such as starch, juice, beer, jam, oil, seed, bran, etc., as well as household enterprises based on trading agricultural crops purchased from non-household members.

Q1-Q10. These are filtering questions for Section 9B. Ask the respondent whether anyone in the household has owned each type of enterprise *in the past 12 months*. For each question, use code 1 for Yes and use code 2 for No.

Q1. Ask the respondent whether anyone in the household owned a non-agricultural business or provided a non-agricultural service from home or a household-owned shop, as a car wash owner, metal worker, mechanic, carpenter, tailor, barber, etc.

Q2. Ask the respondent if any person in the household has processed and sold agricultural by-products, including livestock by-products, such as eggs, milk, hide, or blood?

Q3. Ask the respondent if any person in the household has sold processed or fresh fish to consumers or fish traders that may have been subject to techniques such as smoking, sun-drying, and salting?

Q4. Ask if anyone in the household has sold fresh or processed fish bought from other fishers or fish processors? This may include fish sold wholesale or in retail.

Q5. Ask the respondent whether the household engages in trading in a stall or on the roadside.

Q6. Ask the respondent whether the household engages in selling goods or services in a stall or on the roadside. Sold items might include home-made charcoal, firewood, traditional medicines, cane furniture, etc.

Q7. Ask the respondent whether anyone in the household engages in professional work: medical treatment, guard, translation, birth attendant, tutor, etc. This work may be offered at a professional office or from home.

Q8. Ask the respondent whether anyone in the household drives a household-owned taxi or pick-up truck to provide transportation or moving services.

Q9. Ask the household whether the respondent owned a hotel, restaurant, cafeteria, etc.

Q10. Ask if anyone in the household owns any other non-agricultural business, even if it is a small business run from home or on a street.

Enumerator: Please do not forget to include any enterprises that were closed down during the past 12 months.

Q11. If there is a "1" marked for *at least one* question from **Q1-Q10**, use code 1 for yes. If all questions 1-10 have been marked "2," **SKIP to Section 10A.**

SECTION 9B: NON-FARM ENTERPRISE – PART 2

Respondent: *Head of household or most knowledgeable member.*

You will first answer **Q1** for all household enterprises. Then, ask **Q2-Q15** one row at a time before moving to the next row.

Q1. Ask the respondent to give you a brief description of each non-farm enterprise the household has operated in the last 12 months. Each row of Section 9B on the questionnaire represents one household enterprise. There is room in Section 9B to list eight enterprises that the household operated in the past 12 months. You should include businesses that are still operating and any that are now closed but were in operation during the past 12 months.

All enterprises **MUST** be listed in **Q1** before **Q2–Q15** are asked for each enterprise.

You will write down the description of the enterprise during the interview but do not need to fill in the sector codes. The description should be short and succinct (to the point), sufficient to inform the field supervisor about the sort of industry in which the enterprise should be classified. Examples include:

- vegetable seller in the market
- bicycle repair
- palm mat weaving
- furniture or coffin making
- food preparation and sales
- used clothes trading
- beer brewing
- charcoal making.

Note: The field supervisor will enter the industry code after the interview is complete.

Q2. Write in the Roster ID Code for the individual providing responses for this particular non-farm enterprise. Try to choose the household member that is the most knowledgeable for each non-farm enterprise.

Q3. Ask the respondent who in the household owns the enterprise. Refer to the roster for ID codes. You may record up to two owners.

Q4. Ask the respondent who in the household makes decisions regarding the earnings from the enterprise. Refer to the roster for ID codes. You may record up to two individuals.

Q5. How long has this business been operating? Record the years and months of operation. If less than one year, record "0" in YEARS and record the number of months.

Q6. Where is this enterprise located?

This question seeks information on where the enterprise is located. Ask the respondent where the business takes place. If the business has been moved temporarily, inquire about the usual place of business. If the business' location is not listed here, use code 9 and write in the location.

Q7. To whom does/did this enterprise mostly sell its products?

A few things to note:

- "Local consumers or passers-by" implies that the enterprise is retail-oriented.
- "Cooperatives" are to be distinguished from nongovernmental organizations.
- "Government" includes public schools, hospitals, prisons, and the like.
- "Other (specify)" should be chosen if none of the options corresponds to the respondent's reply. For example, if the enterprise provides unfinished products or raw materials to other enterprises that use them as part of the process of creating a final product for the market, record **"7"** for "other" and then specify "manufacturers."

Q8. How many months was this enterprise active during the last 12 months? Include any month where the business was operating for at least one day during the month.

Q9. Ask what the enterprise's revenues were for the month preceding the interview. Record the answer in Kyat. This refers to the total amount of incoming money generated from the enterprise in the month preceding the interview. This is NOT net income.

Q10. Ask the respondent about average monthly operating costs during the last 2 months. What were average monthly operating costs for each of the items listed (wages, purchase of goods for sale, raw materials, transportation, all other operating costs)? In other words, the summation of costs listed for the five items should equal the total average monthly costs of the enterprise. Note the reference period for this question is the *average month.*

Respondents may confuse the difference between raw materials and purchase of goods for sale. "Purchase of goods for sale" means that the household buys goods and then sells them exactly as they are for a higher price. Raw materials must be altered or processed in some way by the household in order to be considered raw material.

For example: suppose there are two households that purchase bamboo. The first household sells the bamboo on the streets for a slightly higher price than they paid; this is "purchase of goods for sale". The second household use the bamboo to make baskets and then sells the baskets on the street; here, the bamboo is a "raw material".

Note that utilities should be included under ALL OTHER OPERATING COSTS.

Q11. How many hired workers did the enterprise employ during months of operation in the last 12 months? This question has two columns: you should record the number of workers paid in-cash and the number of workers paid in-kind, separately.

DO NOT include household members who worked for the enterprise in this question. You will ask about them in **Q13**. If the enterprise did not hire any non-household workers, record “0” in both columns.

Q12. Besides the owner, ask if any other household members worked for this enterprise in the last 12 months. If Yes, use code 1. If No, use code 2 and skip to **Q14.**

Q13. If the respondent answered Yes for **Q12**, ask which household members worked in the enterprise in the last 12 month. You may list up to 3 paid household members and 3 unpaid household members. Therefore, for each household member listed by the respondent, you must ask if this individual was paid or not. Refer to the Roster for individual IDs.

Q14. What were the main sources of start-up capital for this enterprise?

Start-up capital is wealth in the form of money or property that an individual or partners have accumulated in order to cover the costs of setting up a business.

The main source of funds used to start up the household enterprise, if there are multiple sources, is the source from which the largest amount of money was obtained. Record a maximum of two sources. The source which provided the most money should be listed first.

- Note that a “loan” needs to be formally repaid, while a “gift” from family or friends does not.
- “Sale of assets” means the owner sold some item of value in order to obtain the money needed to start up the household enterprise.

If no start-up capital was required, write code 10 in the first column and move to the next question.

Q15. List up to three primary constraints that have hindered household members’ ability to operate or expand the business in the last 12 months.

Refer to the list of constraint codes and select the code(s) that correspond most closely to the response(s) of the respondent. At least one code must be recorded, but as many as three can be listed if necessary.

SECTION 10A: PARCEL ROSTER

Respondent: *Household head or other knowledgeable member.*

Sections 10A-10F cover topics relating to agriculture, including parcel characteristics, agricultural inputs, crop sales, livestock ownership, and agricultural equipment.

Q1. During the last 12 months, did your or any member of your household own any land or cultivate any land?

NOTE: You should use code 1 if ANY household member has owned or cultivated land in the last 12 months. If Yes, use code 1. If No, use code 2 and skip to Section 10e. Sections 10a, 10b, 10c, and 10d, are only for households who answer Yes to **Q1.**

The remaining questions in this section are asked at the level of the parcel. Before administering the rest of this section, you MUST have a detailed conversation with the respondent(s) concerning the organization of the household farm, using your notepad and relying on drawings concerning locations and boundaries of parcels. The respondent(s) and you need to be on the same page regarding the definition of

PARCEL before proceeding with Q2. The concept of a PARCEL may be new to the respondent and must be sure that he/she has listed all parcels owned or cultivated.

A PARCEL is a continuous piece of land and should not be split by a river or a path wide enough to fit an ox-cart or vehicle. Here are some things to keep in mind when defining a PARCEL:

- A parcel may contain more than one crop
- Suppose a household rents out half of an area of land to one household, and uses the other half to cultivate themselves. This scenario represents two separate parcels: one parcel which is an area of land rented out and one parcel which is an area of land cultivated.
- If two areas of land each have their own land use certificate, they are two separate parcels.

Q2. If the respondent answers Yes to **Q1**, you will continue on with this section. Prompt the respondent: *"Please list all parcels you or anyone in your household owned or cultivated in the last 12 months".*

Parcel ID: The parcel IDs are pre-coded.

You should write in the parcel's name and a brief location/description of the parcel so that the respondent can know which parcel he/she is referring to for later questions. Use the type of crops planted as the parcel description you observed during the parcel visit. If crops are not planted, record a brief note of the current status/land use of the parcel.

You should first fill in **Q2** for all parcels the household owned or cultivated in the last 12 months before moving on to **Q3.** <u>After completing **Q2** for all parcels, you should ask the questions in order, one parcel at a time.</u>

Q3. What is the area of the parcel? Fill in the area and use the codes to identify the corresponding units for the area provided. Note that the spaces provided for the area are provided, including a decimal point and two digits after the decimal point. It is very important that you fill the area in correctly so that the data entry person can correctly enter the parcel's area into the data entry program.

For example, if the respondent indicates that the parcel is 3 acres:

<table>
<tr><td colspan="2">Section 10a: Parcel Roster, Question 3</td></tr>
<tr><td colspan="2">What is the area of [PARCEL]?
<u>CODES FOR UNIT:</u>
ACRE...........1
HECTARE........2
SQUARE METERS..3
OTHER
(SPECIFY)......4</td></tr>
<tr><td>AREA</td><td>UNIT</td></tr>
<tr><td>_ _ _ 3.0 0</td><td>1</td></tr>
</table>

Q4. What is the tenure status of the parcel? This question aims to capture the household's relationship to the parcel. If someone in the household owns the parcel, use code 1. If the parcel is rented-in (code 2), borrowed or free (code 3), communal (code 4), sharecropped-in (code 5), or there is another arrangement (code 6 and specify), you will skip to **Q17**.

Q5. If the respondent answered Owned for **Q4**, ask if anyone in the household has a land-use certificate for the parcel? If Yes, use code 1. If No, use code 2 and skip to **Q7**.

Q6. If the respondent answered Yes for **Q5**, ask under whose name(s) the certificate was acquired. Refer to the roster section and record up to two individual ID codes. Then, skip to **Q10**. **Q7-Q9** are only for those parcels which do not have a land-use certificate.

Q7. If the respondent answered No for **Q5**, ask if the respondent (or anyone in the household) plans to apply for a land use certificate? If Yes, use code 1. If No, use code 2 and skip to **Q19**.

Q8. If the respondent answered Yes for **Q7**, ask if he/she would be willing to pay for the land use certificate.

Q9. Who in the household has the rights to use the parcel? Refer to the roster section and record up to two individual IDs.

Q10. Ask the respondent when the household acquired the parcel. Use the codes for Month provided. Record both the year and the month of acquisition in the appropriate columns (either Burmese month and year or Western month and year). If the respondent only knows the Burmese calendar, you will record the Burmese month and year under those columns and leave the columns for the western month and year blank during the interview- you will do the conversion upon returning from the field as to avoid any hurried miscalculations.

Q11. How did the household acquire the parcel? If the parcel was a gift, probe further to determine who gave the household the parcel (relatives or friends).

Q12. Ask the respondent if anyone in the household has the right to sell the parcel. If Yes, use code 1. If No, use code 2 and skip to **Q15**.

The respondent may not know his/her rights regarding the sale of the parcel. If this is the case, use code 3 and skip to **Q15.** YOU MUST record code 3 if the respondent does not know whether he/she has the right to sell the parcel, even if you happen to know what his/her rights are. It is important for us to know whether or not someone knows their rights; we want to capture this.

Q13. If the respondent answered Yes to **Q12**, ask who in the household has the right to sell the parcel. Refer to the roster section and record up to two individual IDs.

Q14. Ask the respondent if those identified in **Q13** need approval from authorities to sell the parcel.

Q15. What is the likelihood of being expropriated from the parcel in the next five years? This question requires the respondent to guess about the likelihood of this occurring based on his/her experience. If the respondent is unsure, encourage him/her to guess. If the respondent says there is no likelihood that this will occur, use code 1 and skip to **Q20.**

Q16. If the respondent answered one of codes 2, 3, 4, or 5 for **Q15**, ask what the likelihood is of receiving compensation in the case that the parcel is expropriated. If the respondent answers there is no likelihood of being compensated, use code 1 and skip to **Q20**.

Q17. If the respondent answered any of codes 2, 3, 4, 5, or 6 for **Q4**, ask in what year the household first starting using the parcel. Record the year.

Q18. Did the household need to pay someone to use the parcel during the last 12 months? Note that this payment should refer only to the land, and should not include payment for water or any other services attached to the land. If the respondent says "Yes", prompt further to determine if this payment was given by year or by growing season. If the payment was given by year, use code 1. If the payment was given by growing season, use code 2. If no payment was given, use code 3 and skip to **Q22**.

Q19. How much did the household pay for this parcel of land in each season?

Note that there are four columns included in this question. If the respondent answered code 1 in **Q18** you will only fill the first column- "Kyat per year- all seasons". Write in the amount the household paid to use the parcel for the last 12 months. Record the answer in Kyats.

If the respondent answered code 2 for **Q18**, ask him/her to provide the amount paid to use the parcel in each of the seasons: the dry season (from March to May), the wet season (from June to October), and the cool season (from November to February).

Include an estimated value for any payments made in-kind. After answering this question, skip to **Q22.**

Q20. If you wanted to rent a similar parcel in the village for 12 months, how much would you have to pay for it? This is a hypothetical question- explain to the respondent that an estimate is okay. You want to capture the estimated rental value of the parcel. Note that this estimate should be for 12 months. Record the answer in Kyats.

Q21. If you wanted to buy a similar parcel in the village for 12 months, how much would you have to pay for it? This is a hypothetical question- explain to the respondent that an estimate is okay. You want to capture the estimated purchase value of the parcel. Record the answer in Kyats.

Q22. Ask the respondent fi there has been any dispute about the use of the parcel in the last 12 months? This may be a dispute with someone either within or outside the household. If Yes, use code 1. If No, use code 2 and skip to **Q26.**

Q23. If the respondent answered Yes for **Q22**, ask him/her what the dispute was about. If there was more than one dispute about the parcel in the last 12 months, ask about the most recent dispute.

Q24. Ask if the dispute has been resolved. If Yes, use code 1. If No, use code 2 and skip to **Q26**.

Q25. If the respondent answered Yes to **Q24**, ask how the conflict was resolved. Read the options to the respondent and choose the option that most closely resembles his/her response.

Q26. What land type is the parcel?

Q27. What soil type is this parcel?

Q28. What is the slope of the parcel?

Q29. Is there any erosion on the parcel? If the respondent answers Yes, prompt further to determine if the erosion is mild or severe.

Q30. What is the original source of water on the parcel? This question refers specifically to the point of origin of the water used on the field. For example, the household may dig man-made canals to transport water to the parcel, diverting the water from a river. In this case, the **original** water source is the river (code 2). If the household collects rainwater in any way (buckets, wells, etc.) you will use code 1.

If the household is renting- or sharecropping-out the land, they will not necessarily know what water source the land users utilize. In this case, write "999" and skip to **Q32**.

Q31. What are the primary irrigation techniques used on this parcel? The respondent may list up to three techniques.

For example, perhaps the respondent collects rainwater in a well and then uses a watering can to transfer the rainwater from the well to the parcel. In this case, you would put both code 1 and code 7.

Or, suppose the respondent diverts water to the parcel from a nearby stream using man-made canals. In this case, you would put both code 3 and code 11.

Q32. Ask who in the household makes decisions concerning the parcel. Types of decisions might include crops to be planted, input use, sharecropping decisions, rent, etc. Refer to the roster section and record up to two individual IDs.

Q33-Q41 aim to collect information on the parcel's status, rent received for use of the parcel (if applicable), and crops planted on the parcel (if applicable), ***by season***.

Q33. During the DRY SEASON (March to May), what was the status of the parcel? Read the answer choices to the respondent and record the appropriate response. If the parcel was cultivated *by the household* during the DRY SEASON, use code 1 and skip to **Q35**. This does not include the case where the household has rented out the land to another household who, in turn, is cultivating the land (this situation would be code 2). If the parcel was rented-out or sharecropped-out, use code 2. If the parcel was given out for free during the DRY SEASON (code 3), left fallow (code 4), use as forest/wooded land (code 5), used as pasture (code 6), was not rented in during this season (code 7), or served another purpose (code 8 and specify), skip to **Q36**.

Code 7, "not rented-in in this season" refers to the circumstance where the household rents a parcel to cultivate in *other* seasons but did not rent the parcel during this particular season (in this case, the dry season). Thus, they have no connection to the parcel during the dry season and cannot answer **Q34** or **Q35**.

Q34. If the parcel was sharecropped-out during the DRY SEASON, ask how much rent or output is owed to the household for the parcel for the DRY SEASON. If the payment is given in crop output, the respondent should estimate a value for the output. Record the response in Kyats and then skip to **Q36.**

Q35. If the parcel was cultivated during the DRY SEASON, ask what crops were planted on the parcel during the DRY SEASON. Refer to the list of crop codes at the end of the questionnaire. You may list up to three crops; list them in order of importance to the household, starting with the most important crop.

If all the crops cultivated during the dry season were PLANTED during the cool season, write "999". You will capture these crops in **Q41.**

Q36. During the WET SEASON (June to October), what was the status of the parcel? Read the answer choices to the respondent and record the appropriate response. If the parcel was cultivated *by the household* during the WET SEASON, use code 1 and skip to **Q38**. This does not include the case where the household has rented out the land to another household who, in turn, is cultivating the land (this situation would be code 2). If the parcel was rented-out or sharecropped-out, use code 2. If the parcel was given out for free during the WET SEASON (code 3), left fallow (code 4), use as forest/wooded land (code 5), used as pasture (code 6), was not rented in during this season (code 7), or served another purpose (code 8 and specify), skip to **Q39**.

Code 7, "not rented-in in this season" refers to the circumstance where the household rents a parcel to cultivate in *other* seasons but did not rent the parcel during this particular season (in this case, the wet season). Thus, they have no connection to the parcel during the wet season and cannot answer **Q37** or **Q38**.

Q37. If the parcel was sharecropped-out during the WET SEASON, ask how much rent or output is owed to the household for the parcel for the WET SEASON. If the payment is given in crop output, the respondent should estimate a value for the output. Record the response in Kyats and then skip to **Q39.**

Q38. If the parcel was cultivated during the WET SEASON, ask what crops were planted on the parcel during the WET SEASON. Refer to the list of crop codes at the end of the questionnaire. You may list up to three crops; list them in order of importance to the household, starting with the most important crop.

If all the crops cultivated during the wet season were PLANTED during the dry season, write "999". You will have captured these crops in **Q35.**

Q39. During the COOL SEASON (November to February), what was the status of the parcel? Read the answer choices to the respondent and record the appropriate response. If the parcel was cultivated *by the household* during the COOL SEASON, use code 1 and skip to **Q41**. This does not include the case where the household has rented out the land to another household who, in turn, is cultivating the land (this situation would require code 2). If the parcel was rented-out or sharecropped-out, use code 2. If the parcel was given out for free during the COOL SEASON (code 3), left fallow (code 4), use as forest/wooded land (code 5), used as pasture (code 6), was not rented in during this season (code 7), or served another purpose (code 8 and specify), skip to the next parcel.

Code 7, "not rented-in in this season" refers to the circumstance where the household rents a parcel to cultivate in *other* seasons but did not rent the parcel during this particular season (in this case, the cool season). Thus, they have no connection to the parcel during the cool season and cannot answer **Q40** or **Q41**.

Q40. If the parcel was sharecropped-out during the COOL SEASON, ask how much rent or output is owed to the household for the parcel for the COOL SEASON. If the payment is given in crop output, the respondent should estimate a value for the output. Record the response in Kyats and then skip to the next parcel. If this is the last parcel, go to Section 10B.

Q41. If the parcel was cultivated during the COOL SEASON, ask what crops were planted on the parcel during the COOL SEASON. Refer to the list of crop codes at the end of the questionnaire. You may list up to three crops; list them in order of importance to the household, starting with the most important crop.

If all the crops cultivated during the cool season were PLANTED during the wet season, write "999". You will have captured these crops in **Q38.**

SECTION 10B: INPUTS

Respondent: *Household head or other knowledgeable member.*

IMPORTANT: You will notice an instruction at the top of this section:

"ENUMERATOR: REFER TO SECTION 10A, Q33, Q36, and Q39 FOR ALL PARCELS. IF THE HOUSEHOLD DID NOT CULTIVATE ANY LAND DURING THE LAST 12 MONTHS (THAT IS, THEY RENTED OUT ALL PARCELS DURING ALL SEASONS), YOU MAY SKIP TO SECTION 10E. OTHERWISE, CONTINUE ON WITH SECTION 10B."

Note, you will only skip to Section 10E if you the household has rented out/sharecropped out/given out ALL of its parcels in each of the three seasons in the last 12 months. In this case, the household will not have used any inputs or agricultural labor, nor will they have had any harvest.

Input code: Pre-coded

Input name: Description of each type of input

Q1. During the last 12 months, did you pay for any [INPUT] for agricultural production purposes? Start with input code 101. If the response is No, use code 2 and skip to input code 102, and so on.

Q2. If the respondent answered Yes for **Q1,** ask how much in total the household spent on all purchases of [INPUT] in the last 12 months. Include all cash payments for [INPUT] as well as an estimated value of any in-kind payments made. Record the response in Kyats.

Q3. Did any government offices of the states, regions, or Union, provide help acquiring the input, either in-kind or in cash? This might include agricultural extension services (such as the distribution of seeds or fertilizer) as well as any farmer training programs aimed at helping farmers acquire these inputs.

However, this DOES NOT include loans received from the Myanmar Agricultural Development Bank that were used to purchase inputs.

If the household used an input for agricultural production purposes not listed under Input Name, write this input next to Input code 111 or 112, and answer **Q1-Q3.**

SECTION 10C: HIRED LABOR

Respondent: *Household head or other knowledgeable member.*

This section aims to collect information on household and hired labor utilized for agricultural activities. The information is collected by crop and type of agricultural activity: household labor for all activities, hired labor for planting, hired labor for harvesting, hired labor for threshing, and hired labor for any other agricultural activity (including weeding, fertilizing, etc.). Additionally, you will be separating the labor by gender and by age: adult men, adult women, and children (those less than 15 years old).

Q1. During the last 12 months, did you use household labor or hire workers for any agricultural activity, such as land preparation, planting, ridging, weeding and fertilizing, or harvesting and threshing? If Yes, use code 1. If No, use code 2 and skip to Section 10D.

If the response to **Q1** is Yes (code 1), you will ask the respondent to list all crops he/she **planted** in the last 12 months. Write the crop down next to the season in which it was planted. Then ask the respondent if he/she has any permanent or tree crops. If so, ask if the household utilized any labor for these crops during the past 12 months. Write these crops next to season code 4 ("PERMANENT/TREE CROPS"), and then note that the remaining questions refer to any labor done in the previous 12 months.

After writing the crop names, refer to the table at the end of the questionnaire to find the corresponding codes for each crop. Write these codes under "crop code".

Q2-Q6 should be answered separately for each crop. You should ask **Q2-Q5** one row at a time before moving to the next row/season.

Q2. How many days did you utilize **household** labor for [CROP] for any agricultural activity, such as land preparation, planting, ridging, weeding, fertilizing, harvesting, or threshing?

Record the TOTAL number of household labor days for [CROP]. This means that if two individuals each worked on the same day, you will count this as two separate days' worth of work.

EXAMPLE: If two male household members worked eight days and another male household member worked three days, you will write:

(2 * 8) + (1 * 3) = 16 + 3 = **19 days**

Record separate answers for men, women, and children less than 15 years. If no days of household labor were utilized, put "0".

For example, if the respondent says one adult male household member worked for a total of 7 days, another male household member worked for a total of 8 days, and one child worked for 5 days, all for various activities for onion, you will write:

Crop name	Crop code	Section 10c: Hired Labor, Question 2 How many days did you utilize household labor for [CROP] for any agricultural activity, such as land preparation, planting, weeding and fertilizing, harvesting and threshing? IF NONE, PUT "0". ENUMERATOR: NUMBER OF DAYS IS TOTAL NUMBER OF PEOPLE DAYS WORKED. FOR EXAMPLE, IF 2 MEN WORKED FOR 4 DAYS EACH, PUT "8". HOUSEHOLD LABOR		
		MEN	WOMEN	CHILDREN
		NUMBER OF DAYS	NUMBER OF DAYS	NUMBER OF DAYS
Onion	*402*	*15*	*0*	*5*

Q3. Now ask the respondent about the utilization of **hired labor** for ***planting*** [CROP]. Once again, record the answer separately for men, women, and children less than 15 years. In addition to the number of total people days, ask about the TOTAL amount paid for each group of individuals' planting services for [CROP].

For example, if the household hired three men to each work five days planting potatoes (crop code 701), you will write 3 * 5 = 15 days. And if the household paid each man a total of 100,000 Kyat for his services, then the total amount paid will be 100,000 * 3 = 300,000:

Crop name	Crop code	Section 10c: Hired Labor, Question 3 How many days did you hire men / women / children (<15 years of age) for planting [CROP]? What was the TOTAL amount paid to men / women / children hired for planting [CROP]? IF NONE, WRITE "0" UNDER NUMBER OF DAYS AND LEAVE PAYMENT BLANK. ENUMERATOR: NUMBER OF DAYS IS THE TOTAL NUMBER OF PEOPLE DAYS WORKED. FOR EXAMPLE, IF 10 MEN WORKED FOR 3 DAYS EACH, YOU WILL PUT "30".

		HIRED LABOR: PLANTING					
		MEN		WOMEN		CHILDREN	
		NUMBER OF DAYS	TOTAL PAYMENT (KYAT)	NUMBER OF DAYS	TOTAL PAYMENT (KYATS)	NUMBER OF DAYS	TOTAL PAYMENT (KYATS)
Potato	*701*	*15*	*300,000*	*0*		*0*	

The respondent must estimate the value of any in-kind payments provided to workers.

Q4. Now ask the respondent about the utilization of **hired labor** for ***harvesting*** [CROP]. Once again, record the answer separately for men, women, and children less than 15 years. In addition to the number of total people days, ask about the TOTAL amount paid for each group of individuals' harvesting services for [CROP].

Q5. Now ask the respondent about the utilization of **hired labor** for ***threshing*** [CROP]. Once again, record the answer separately for men, women, and children less than 15 years. In addition to the number of total people days, ask about the TOTAL amount paid for each group of individuals' threshing services for [CROP].

Q6. Now ask the respondent about the utilization of **hired labor** for ***any other agricultural activities involving*** [CROP]. This may include weeding, fertilizing, preparing land, or any other agricultural labor. Once again, record the answer separately for men, women, and children less than 15 years. In addition to the number of total people days, ask about the TOTAL amount paid for each group of individuals' harvesting services for [CROP].

SECTION 10D: HARVEST AND CROP DISPOSITION

Respondent: *Household head or other knowledgeable member.*

This section collects information on the various crops that have been planted and harvested; the information is collected separately for each season.

Before asking **Q1**, ask the respondent to list all the crops harvested in each season during the last 12 months. If a crop was harvested in more than one season, list it next to each season in which it was harvested. Write out the crop name and refer to the end of the questionnaire for the corresponding crop code. This should include all permanent and tree crops- you should write these crops next to season code 4 and ask about total harvest from the last 12 months.

Note that the setup for this section is slightly different from Section 10c, where you list crops next to the season in which they were *planted*. Here, you will list the crops in the season in which they were *harvested*.

Season code: pre-coded

Season name: Listed with corresponding months

Crop name: You will record the names of all crops harvested in each season

Crop code: A list of codes is provided at the end of the questionnaire

After you have listed all crops harvested in all three seasons, ask **Q1-Q12** for each crop/row, one row at a time.

Q1. In which month was the crop harvested? NOTE: The month should fall within the period corresponding to the given season. For example, the only eligible responses for the wet season are June (code 6), July (code 7), August (code 8), September (code 9), and October (code 10).

Q2. How much [CROP] was harvested in total during [SEASON]? Record both the quantity and the corresponding unit. Unit codes can be found at the end of the section. Remember, the quantity should refer only to the amount of [CROP] harvested in that particular season.

This should reflect the TOTAL amount of crop originally harvested. Include harvest that was later lost to crop damage (or any other cause) or was given away.

Q3. How much harvested [CROP] was sold during [SEASON]? Record both the quantity and the corresponding unit. Unit codes can be found at the end of the section. Record '0' under QUANTITY if no [CROP] was sold during [SEASON].

Q4. What was the total value of [CROP] sales during [SEASON]?

Ask the respondent for the value of all [CROP] sold from the particular harvest season. The respondent should estimate the value of the crop if it was given away in exchange for in-kind payment. Record the answer in Kyats.

Q5. How much harvested [CROP] was consumed as food by the household during [SEASON]? Record both the quantity and the corresponding unit. Unit codes can be found at the end of the section. Note that the respondent should include any crop that was consumed after processing.

Record '0' under QUANTITY if the household did not consume any of the [CROP] as food during [SEASON].

Q6. How much harvested [CROP] from [SEASON] is still in storage at this time? Record both the quantity and the corresponding unit. Unit codes can be found at the end of the section. Record '0' under QUANTITY if there is no [CROP] from [SEASON] still in storage.

Record '0' under QAUNTITY if there is no [CROP] from [SEASON] still in storage.

SECTION 10E: LIVESTOCK

Respondent: *Household head or other knowledgeable member.*

This section collects information on livestock ownership and rearing.

Livestock code: Pre-coded

Livestock type: There are 19 pre-listed types of livestock, as well as one row allocated for an additional livestock type not listed.

It is important that you know the difference between the various types of livestock listed in this section.

<u>Cow (code 502)</u>- a mature female bovine that has given birth to at least one or two calves.

<u>Calf (code 503)</u>- a baby cow- less than 10 months old

<u>Bull (code 504)-</u> a mature, intact (testicles present and not removed) male bovine used for breeding purposes.

<u>Ox (code 505)</u>- a bovine that is trained for draft work (pulling carts, wagons, plows, etc.)

<u>Heifer (code 506)</u>- a female bovine (often immature, but beyond the "calf" stage) less than 1 to 2 years of age that has never calved.

<u>Steer (code 507)</u>- a male bovine (or bull) that has been <u>castrated</u> before reaching sexual maturity and is primarily used for beef.

Q1. Have you or any member of your household raised or owned any livestock during the last 12 months? If Yes, use code 1. If No, use code 2 and skip to Section 10F.

<u>You should ask **Q2** for all livestock types before moving on to ask **Q3-Q19**, one row at a time.</u>

Q2. Start with the first livestock listed (buffaloes) and ask if, during the last 12 months, any member of the household raised or owned any [LIVESTOCK]? If Yes, use code 1. If No, use code 2. Then ask the question for the next item, and so on.

After you have asked **Q2** for all livestock, you will continue on with **Q3-Q19** for each livestock type for which the respondent answered "Yes" (code 1) for **Q1.**

Q3. What is/are the household's major purpose(s) for owning/keeping [LIVESTOCK]? You may list up to two purposes from the codes provided.

Q4. How many [LIVESTOCK] does the household own now? This may include animals present at the respondent's farm or away, but must refer to currently owned animals. If none, record "0" and skip to **Q8**.

Q5. How many of these owned [LIVESTOCK] are improved/exotic? Record the number. "Exotic" or "improved" means any breed of livestock that is not a local breed, i.e., it was introduced from another country.

Q6. Who owns [LIVESTOCK]? You may list up to three individuals. Refer to the roster section for roster ID codes. For any co-owners that are not part of the household, record "99".

Q7. Ask the respondent to estimate how much he/she could receive for the sale of one [LIVESTOCK], if he/she sold it today. If the respondent owns more than one [LIVESTOCK], and he/she thinks each one has a different value, take the average. Record the response in Kyats.

Q8. How many [LIVESTOCK] did your household own exactly 12 months ago? If none, record '0'.

Q9. During the last 12 months, how many [LIVESTOCK] were born? If none, record '0'.

Q10. During the last 12 months, how many [LIVESTOCK] did your household receive as gifts or payment for services rendered. This includes those received from NGOs. If none, record '0'.

Q11. During the last 12 months, how many livestock did your household buy to raise? If none, record '0' and skip to **Q13.**

Q12. If the respondent answered greater than '0' for **Q11**, ask what the total value of [LIVESTOCK] purchases was during the last 12 months. This is for all purchases of [LIVESTOCK] the household made in the last 12 months, including an estimated value of any purchases made through in-kind payments. Record the answer in Kyats.

Q13. During the last 12 months, how many [LIVESTOCK] did your household give away as gifts or payment for services received? If none, record '0'.

Q14. During the last 12 months, how many [LIVESTOCK] got lost or stolen. If none, record '0'.

Q15. During the last 12 months, how many [LIVESTOCK] have you sold alive? If none, record '0' and skip to **Q17.**

Q16. If the respondent answered at least 1 for **Q15**, ask what the total value of [LIVESTOCK] sales was during the last 12 months. This is for all sales of [LIVESTOCK] the household made in the last 12 months, including an estimated value of any sales made through in-kind payments. Record the answer in Kyats.

Q17. During the last 12 months, how many [LIVESTOCK] did your household slaughter for sales or consumption? If none, record '0'.

Q18. During the last 12 months, how many [LIVESTOCK] were lost to disease or injury? If none, record '0'.

Q19. This question prompts you, the enumerator, to do a quick calculation to make sure that the responses given to you have been accurate. You will be start with the value given in **Q8** (the number of livestock owned 12 months ago) and then add all livestock the household has gained in the past 12 months (**Q9, Q10, Q11).** Then, you will subtract all livestock lost in the last twelve months due to various reasons (**Q13, Q14, Q15, Q17, Q18)**. This final should equal the value given for **Q4** (number of livestock owned now).

You will do the following calculation and make sure the answer is equal to **Q4:**

Q8 + Q9 + Q10 + Q11 – Q13 – Q14 – Q15 – Q17 – Q18

Before, writing your answer in **Q19**, you MUST CHECK that this number matches **Q4**. If there is a mismatch, you should go over the responses given for the previous questions to see where the respondent made a mistake.

After **Q19**, skip to the next row/livestock. However, if this is the last row/livestock, then skip to **Q20**.

Q20-Q25 are no longer asked at the level of each livestock, they refer to all livestock in general.

Q19. Ask the respondent how much the household spent on hired labor for all types household-owned livestock during the last 12 months. Record the answer in Kyats. If the household did not spend any money on hired labor relating to livestock activities, record ‘0’.

Q20. During the last 12 months, how much did your household spend in total on animal feed for all types of livestock owned by the household? DO NOT include any household crops used as animal feed- you should only include animal feed purchased by the household. Record the answer in Kyats. If the household did not spend any money on animal feed for livestock, record ‘0’.

Q21. During the last 12 months, how much did your household spend in total on medicine and vaccinations for all types of livestock owned by your household? Record the answer in Kyats. If the household did not spend any money on medicines or vaccinations for livestock, record ‘0’.

Q22. During the last 12 months, how much did your household spend in total on other veterinary services, including dipping, deworming, and artificial insemination, for all types of livestock owned by your household? Record the answer in Kyats. If the household did not spend any money on these veterinary services, record ‘0’.

Q23. During the last 12 months, how much did your household spend in total on housing equipment, feeding utensils, or any other input for all types of livestock owned by your household? Record the answer in Kyats. If the household did not make any such purchases, record ‘0’.

Q24. How do you dispose of your livestock’s manure?

SECTION 10F: AGRICULTURAL MACHINERY AND EQUIPMENT

Respondent: *Household head or other knowledgeable member.*

Item code: Pre-coded

Description of item: Description of each piece of agricultural machinery/equipment.

Q1. Does any member of the household own or have access to [ITEM]? Include any item owned by the household but rented out to others. If Yes, use code 1. If No, use code 2 and skip to the next item.

Q2. If the respondent answered Yes for **Q1**, ask how many functioning [ITEM]s the household owns at this time. This includes those owned by the household but rented out to others. This does NOT include items the household has access to but does not own. If none, put ‘0’ and skip to the next item.

Q3. If the responded answered at least '1' for **Q2**, ask with how many households or businesses the household co-owns the [ITEM]. DO NOT include the household. For example, if the household co-owns the item with another household, put '1'. If the item is entirely owned by the household, put '0'.

SECTION 11A: LOANS

Respondent: *The respondent may vary for each loan. The most knowledgeable person about a given loan should provide the information for that particular loan. The household head or any other knowledgeable household member may answer* ***Q1.***

Q1. This question is a filter question for section 11A. Ask the respondent whether ***any*** member of the household received credit in the last 12 months. If Yes, use code 1. If No, use code 2 and skip to **Section 11B.**

Q2-Q13 should be asked separately for all loans received by any household member in the last 12 months. Each row corresponds to a separate loan. Fill out **Q2-Q13** for the first loan before moving to the second loan, and so on.

Q2. Who in the household received the loan? Refer to the roster and write the individual's ID code.

Q3. The most knowledgeable household member about each loan should answer questions for that loan. Ideally, this will be the individual who received the loan. However, if this person is not available, find another knowledgeable household member. Refer to the roster and write the individual's ID code.

Q4. Ask the main reason for borrowing the loan. If the answer is for a Non-farm Business, use code 2. If the answers is Agriculture (code 1), health (code 3), education (code 4), house mortgage (code 5), home improvement (code 6), durable goods (code 7), current construction (code 8), or other (code 9), skip to **Q7.**

Q5. If the respondent answered non-farm business for **Q4**, ask which non-farm business the loan was used for. Refer to Section 9B and write in the appropriate non-farm business ID.

Q6. Ask the respondent the purpose for receiving a loan for this non-farm business.

Q7. Ask about the source of this loan. Have the respondent be as specific as possible. If he/she simply answers "Bank", probe for the type of bank: "Was it a private bank? The Myanmar Agricultural Bank? Another government bank?" And so on.

Q8. Ask for the total amount received for this loan. If part/all of the loan was received in-kind, have the respondent also include an estimated value of the share of the loan received in-kind. Write the total amount received for the loan in Kyats.

Q9. Ask for the date when the loan was received. Record both the month and the year.

Q10. Ask for the length of the loan in months. This is the length of time the loan recipient was given to pay off the loan, starting from the day he/she received the loan. Even if the loan has been repaid, record the full length of time the recipient was given.

There are some cases in which the loan recipient is not given a fixed time in which he/she has to repay the loan. For example, a money lender may say that the loan recipient need to pay 10% interest ever month, but on whatever amount of money the recipient chooses. In this scenario, the loan could take any amount of time to pay back, depending on how much he/she pays back at each payment. In this case, write "999" and skip to **Q13.**

Q11. Ask the respondent about the terms of the loan. That is, ask how much he/she needs to pay, how often, for a total of how many payments. Record the amount of each payment in the first column. Use the codes provided for the frequency of payment (period), and then record the total number of payments required under "# of payments".

Q12. Ask the respondent the TOTAL amount he/she needs to pay the lender in order for the loan to be considered fully repaid. This includes the original amount of the loan, any interest, and any premium cost.

Then, you will do a calculation to make sure this value matches what the respondent has already told you about the payment system. You will multiply the 1st column in **Q11** with the third column of **Q11.** This answer should be equal to the respondent's answer to **Q12**. If there is a discrepancy between the two values, you must prompt the respondent to figure out where the error lies.

Example 1. Min takes out a loan for 500,000 Kyats. The loan has no premium and he has 5 months to pay it back. He must pay 120,000 Kyats every month for a total of five payments. He says he must pay a total of 600,000 Kyats in order to finish his debt.

Section 11a: Questions 8-12

8	9		10	11			12
How much was was received in cash (or in-kind) for this loan? ESTIMATE VALUE OF IN-KIND	When was this loan received (even if already repaid)?		What was the length of the loan? IF NO FIXED TERM, WRITE "999" AND THEN ►Q13.	What is the payment system for this loan? CODES FOR PERIOD DAILY..........1 WEEKLY.........2 EVERY 15 DAYS..3 MONTHLY........4 EVERY 6 MONTHS.5 OTHER (SPECIFY)......6			How much is needed to repay this loan in total? ENUMERATOR: CHECK: Q12 = (Q11 1ST COLUMN * Q11 3RD COLUMN) THEN, ►Q14.
KYAT	MONTH	YEAR	MONTHS	AMOUNT (KYAT)	PERIOD	# OF PAYMENTS	
500,000	*5*	*2014*	*5*	*120,000*	*4*	*5*	*600,000*

You will follow the equation given in **Q12** to ensure the respondent's answer for **Q12** matches what he/she has already told you.

Q12 = (Q11 1ST COLUMN * Q11 3RD COLUMN)

= (120,000 * 5)

= 600,000 = Q12

Example 2. Htar Htar takes out a loan for 600,000 Kyats. The loan has no premium and she has 8 months to pay it back. Her loan has been set such that she must pay back the full amount, with 10% interest, after 8 months. She tells you she must pay 660,000 Kyats back in order to finish the debt.

Section 11a: Questions 8-12							
8	9		10	11			12
How much was was received in cash (or in-kind) for this loan? ESTIMATE VALUE OF IN-KIND	When was this loan received (even if already repaid)?		What was the length of the loan? IF NO FIXED TERM, WRITE "999" AND THEN ►Q13.	What is the payment system for this loan? CODES FOR PERIOD DAILY..........1 WEEKLY.........2 EVERY 15 DAYS..3 MONTHLY........4 EVERY 6 MONTHS.5 OTHER (SPECIFY)......6			How much is needed to repay this loan in total? ENUMERATOR: CHECK: Q12 = (Q11 1ST COLUMN * Q11 3RD COLUMN) THEN, ►Q14.
KYAT	MONTH	YEAR	MONTHS	AMOUNT (KYAT)	PERIOD	# OF PAYMENTS	
600,000	*3*	*2014*	*8*	*660,000*	*6* *8 months*	*1*	*660,000*

You will follow the equation given in **Q12** to ensure the respondent's answer for **Q12** matches what he/she has already told you.

Q12 = (Q11 1ST COLUMN * Q11 3RD COLUMN)

= (660,000 * 1)

= 660,000 = Q12

Q13. If the respondent told you the loan had an indefinite length in **Q10** (and thus you put "999"), you will ask him/her what the interest rate of the loan is and how often he/she needs to make a payment. For example, if the respondent needs to pay 3% interest every week, you will put “3” under RATE and “2” under PERIOD.

Q14. Ask the respondent how much has been repaid on this loan up until now. Record answer in Kyats. This is the amount that he/she has already paid up until this point. If the respondent has yet to make any payments on this loan, record “0”.

After finishing **Q1**, go to the next loan. If **Q2-Q14** have been answered for all loans, go to section 11B.

SECTION 11B: FINANCIAL INCLUSION

Respondent: *Randomly chosen adult household member. If this is not possible, ask of the household head.*

This section aims to capture additional information about a randomly selected household member’s finance and savings behaviors. Ideally, you should ask the questions in this section to a randomly selected adult. If only the household head is available, you may ask him/her. Write in the member ID code for the respondent in the box provided.

This section, along with Sections 12a and 12b, are to be asked of the same randomly selected household member. The decision to ask these questions of a randomly selected adult is a deliberate one; it is crucial that we capture this information from all different types of individuals (particularly, men and women). You must follow a specific protocol in choosing a random adult from the household:

1. In your notebook, write down the names of all household members who are at least 18 years old.
2. Refer to the cover section and note the last digit of **Q1** (State/division).
3. Count down the list of individuals you made until you reach this digit. You should return to the top of the list if your each the end before you have completed the digit.
4. Whoever you stop on when you reach the digit will be the respondent for sections 11a, 12a, and 12b.

For example, suppose there are three adults over age 18 in the household and the last digit of cover section **Q1** is ‘8’:

San Yu		*San Yu*	*1*	*4*	*7*
Mo	→	*Mo*	*2*	*5*	***8***
San Tun		*San Tun*	*3*	*6*	

Thus, you will choose Mo as the respondent.

Q1. Do you, either by yourself or together with someone else, currently have an account at a bank, microfinance institution, or credit union? This account may be used for saving money, to make payments, to receive payments, or for a multitude of other reasons. If Yes, use code 1. If No, use code 2 and skip to **Q13.**

Q2. Explain to the respondent that an ATM card is a card that allows you to withdraw cash from your account at an ATM machine. Ask if the respondent has such a card.

Q3. Explain that a debit card is a card that allows the user to make payments, get money, or buy items, and the money is taken out of the bank account right away. Ask if the respondent has a debit card. If Yes, use code 1. If No, use code 2 and skip to **Q6.**

Q4. Is this debit card connected to an account with the respondent's name?

Q5. In the last 12 months, have you personally used the debit card to DIRECTLY make a purchase. This means that the respondent has paid directly with the card, not using any cash to make the purchase.

Q6. In the last 12 months, has money been deposited into your personal account(s)? Explain that this includes cash or electronic deposits, or any time money is put into the account by the respondent, an employer, or another person. If Yes, use code 1. If No, use code 2 and skip to **Q8.**

Q7. Ask the respondent, in a typical month, how many times he/she deposits money into his/her personal account(s). Again, this includes cash or electronic deposits, or any time money is put into the account by the respondent, an employer, or another person. If money is typically not deposited into the account, use code 3.

Q8. In the last 12 months, has money been taken out of your personal account(s)? Explain that this includes cash withdrawals in person or using an ATM card, electronic payments or purchases, checks, or any other time money is removed by the respondent or another person or institution. If Yes, use code 1. If No, use code 2 and skip to **Q10.**

Q9. Ask the respondent, in a typical month, how many times money is taken out of his/her account(s). Again, this includes cash withdrawals in person or using an ATM card, electronic payments or purchases, checks, or any other time money is removed by the respondent or another person or institution. If the respondent does not typically take money out of the account, use code 3.

Q10. Ask the respondent how he/she usually gets cash out from his/her account(s).

Q11. Ask the respondent how he/she usually puts cash into his/her account(s). This**Q12**. In the past 12 months, has the respondent used checks to make payments on bills or to buy things using money from account(s)?

Q12. Ask the respondent why he/she does not have an account at a bank, credit union, or other financial institution. Read the options to the respondent first before allowing the respondent to answer. You may record up to two responses from the respondent. Record the primary reason in the first column.

Q13. In the past 12 months, have you saved or set aside any money to start, operate, or grow a business or farm?

Q14. In the past 12 months, have you saved or set aside any money for old age?

Q15. In the past 12 months, have you saved or set aside any money for education or school fees?

Q16. In the past 12 months have you, personally, saved or set aside any money by using an account at a bank, credit union, microfinance institution, or any other financial institution?

Q17. In the past 12 months, has the respondent saved or set aside money using an inform savings club or an individual outside the family? For example, this might include some type of community insurance system.

Q18. In the last 12 months, have you, personally, saved or set aside any money for any reason?

SECTION 12A: FOOD SECURITY & SUBJECTIVE ASSESSMENT OF WELL-BEING

Respondent: *Same randomly selected respondent from Section 11b.*

In addition to food consumption information, we would like to know more about the existence of a set of dietary practices in the last 12 months, and how they may indicate the level of household food security, i.e., having enough to eat and possessing the ability to access food if need be.

At the beginning of Section 12a, a reminder to the respondent concerning the objective of the MPLCS may be necessary. The respondents may be thinking that exaggerating answers may enable them to receive a certain service/product so as to have a positive impact on their living standards. This survey will not be affiliated with any direct assistance to surveyed households.

Q1. During the last 12 months, was there at time when you were unable to eat healthy and nutritious food because of a lack of money or other resources. If this occurred at least once in the last 12 months, use code 1. If not, use code 2.

Q2. During the last 12 months, was there a time when you at only a few kinds of foods because of a lack of money or other resources. If this occurred at least once in the last 12 months, use code 1. If not, use code 2.

Q3. During the last 12 months, was there a time when you were unable to eat healthy and nutritious food because of a lack of money or other resources. If this occurred at least once in the last 12 months, use code 1. If not, use code 2.

Q4. During the last 12 months, was there a time when you had to skip a meal because of a lack of money or other resources. If this occurred at least once in the last 12 months, use code 1. If not, use code 2.

Q5. During the last 12 months, was there a time when you ate less than you thought you should because of a lack of money or other resources. If this occurred at least once in the last 12 months, use code 1. If not, use code 2.

Q6. During the last 12 months, was there a time when you were unable to eat healthy and nutritious food because of a lack of money or other resources. If this occurred at least once in the last 12 months, use code 1. If not, use code 2.

Q7. During the last 12 months, was there a time when you were hungry but did not eat because there was not enough money or other resources or food. If this occurred at least once in the last 12 months, use code 1. If not, use code 2.

Q8. Refer to the household roster section. Does this household have any members less than five years old? If yes, use code 1. If no, use code 2 and skip to **Q11.**

Q9. If there are household members less than 5 years old, ask: During the last 12 months, was there a time when any of the children younger than 5 years old did not eat healthy and nutritious food because of a lack of money or other resources. If this occurred at least once in the last 12 months, use code 1. If not, use code 2.

Q10. If there are household members less than 5 years old, ask: During the last 12 months, was there a time when any of the children younger than 5 years were hungry but did not eat because there was not enough money or other resources for food. If this occurred at least once in the last 12 months, use code 1. If not, use code 2.

Q11-Q14 ask the respondent to measure various household items/services against what would be considered "adequate needs". Here, 'adequate' means no more or less than what the respondent considers to be the minimum consumption needs of the household. For each of **Q11-Q14,** the respondent may indicate that the situation was "less than adequate for household needs", "just adequate for household needs", or "more than adequate for household needs".

Q11. Ask the respondent about the adequacy of the household's food consumption over the past one month.

Q12. Ask the respondent about the adequacy of the household's housing situation at the current time.

Q13. Ask the respondent about the adequacy of the household members' clothing at the current time.

Q14. Ask the respondent about the adequacy of the standard of healthcare received for household members most recently.

Q15-Q17 require you to show the respondent the diagram of the six steps included in the questionnaire. Before asking **Q15-Q17**, state the following to the respondent: "Imagine six steps, where on the bottom, the first step, stand the poorest people, and on the highest step, the sixth step, stand the rich." Use the diagram to ensure the respondent fully understands what you mean.

Q15. Then, ask the respondent: On which step are you today? Record the respondent's answer (choices are 1, 2, 3, 4, 5, or 6)

Q16. On which step are most of your neighbors today? Record the respondent's answer (1 through 6).

Q17. On which step are most of your friends today? Record the respondent's answer (1 through 6).

SECTION 12B: SOCIAL PROTECTION

Respondent: *Same randomly selected respondent from Sections 11a and 12a*.

Q1. Has any member of this household received Old Age Pension benefits in the last 12 months? This includes civil servant pension scheme, military pension scheme, or political pension scheme. If Yes use code 1. If No, use code 2 and skip to **Q4**.

Q2. If the respondent answered Yes for **Q1**, ask how many household members received Old Age Pension benefits in the last 12 months? Record the number.

Q3. Ask the respondent, in the last 12 months, what was the average amount received by all household members per month from Old Age Pension benefits. Note: The response should be recorded in Kyat and represent the average month in the last 12 months. Also, this should be the sum total received by **all** Old Age Pension recipients in the household.

Q4-Q7 collect information about a household's history of receiving aid or assistance for various reasons. You should first ask **Q4** for all reasons listed before moving to **Q5-Q7**.

Reason code: Each reason type is pre-coded

Reason name: A description of each reason why a household received aid or assistance is provided.

Q4. In the last 12 months, has anyone in your household received cash or in-kind support for [REASON]? Ask this question for each reason listed before moving to **Q5-Q7** for reasons to which the respondent answered Yes (code 1).

Q5. If the respondent answered Yes (code 1) for a given reason, ask whether the aid received for this reason came from the government, an NGO, or both?

Q6. Ask the respondent how much the household received in cash for [REASON] in the last 12 months? If none of the assistance came in the form of cash, write "0".

Q7. Ask the respondent to estimate the value of all in-kind aid received for [REASON] in the last 12 months? If none of the assistance was given in-kind, write "0".

SECTION 13: SHOCKS AND COPING STRATEGIES

Respondent: *Household head*

This section collects information about shocks any household member may have faced in the last 12 months- more or less unforeseen events that negatively affected the welfare of the household. The questions refer to all household members, not just the respondent.

Shock code: Each shock type is pre-coded

Shock name: A description of each type of shock.

Q1 should be asked of each shock type. **Q3** should be asked only about the three most significant shocks, as identified in **Q2.**

Q1. Ask the respondent if, during the last 12 months, anyone in the household was affected negatively by [SHOCK]? If Yes, use code 1. If No, use code 2 and skip to the next shock.

You should ask **Q1** for all shocks, one shock at a time, before moving on to **Q2.**

Q2. After you have asked **Q1** for all shocks in the list, have the respondent rank the three most significant shocks the household experienced in the last 12 months.

NOTE: Only shocks that received code 1 for **Q1** are eligible for **Q2**. If the household only experienced two shocks, then he/she will rank only (1) for most severe and (2) for second most severe. If the household only experienced one shock, then you will automatically put a (1) for that shock and move to **Q3.** If the household did not experience any shocks, you are done with the interview.

Q3. This question should only be answered for the three shocks (or fewer) that received a ranking in **Q2.** Ask the respondent what the household did in response to the shock to try to regain the former level of well-being. The respondent may provide up to two coping mechanisms used for each shock. Refer to the codes at the bottom of the page.

CHAPTER 5. SECTION BY SECTION DESCRIPTION OF THE COMMUNITY QUESTIONNAIRE

This chapter examines each section of the Community Questionnaire in turn in order to address possible problematic issues relating to each section. These notes should be your first reference if you encounter any problems in administering the sections or questions.

The sections in the Community Questionnaire are organized as follows:

- **Cover Pages**
- **Sections 1:** Roster of Informants
- **Sections 2 - 7:** Community information (including access, economic activity, education and health, organizations, agricultural inputs, and communal resources)
- **Section 8:** Market price survey

The Community Questionnaire will be administered by the *supervisor* at the level of the EA. Each community/EA in which households are interviewed for the MPLCS Household Questionnaire will receive **one** Community Questionnaire.

You will interview a group of informants for this questionnaire. The community respondents should be a mix of the local leaders and knowledgeable members of the community – local headman, religious leader, school teacher, health worker, business leaders, police, etc. Choose community respondents who have lived in the community for a number of years. A <u>minimum of five respondents</u> should make up the group that completes this questionnaire. The community respondents should be as diverse as possible with respect to sex, age, religion, and ethnicity, so that it is representative of the population of the community.

<u>COVER PAGES</u>

This section is used to record identification information on the location of the community. The location identification codes used are identical to the codes used in the MPLCS Household Questionnaire. The codes must be entered carefully so that this information can be matched correctly to the household information.

Q1-Q6. Enter/record the name and the code of the state/division, district, township, ward/village tract, urban/rural status, and ward segment/village for the enumeration area of the household.

Q7a-Q8b. Staff details: In this part of the questionnaire, spaces are provided for the staff directly involved in the survey field work to write their names and ID codes. Therefore, the supervisor administering the questionnaire should take as much time as may be needed to check the completed questionnaire for accuracy and internal consistency before putting your name and code in the space provided.

Q9-19. Interview information: Record the date, start time, and end time of the interview. Since household interviews will not take place at one sitting, there is space to record up to three dates/times for each interview.

Q20. Record the language used for the interview. Use the codes included in Section 1, Question 9.

SECTION 1A: ROSTER OF KEY INFORMANTS

Q1. Record the names of the individuals who are participating in the interview. As a reminder, the community respondents should be a mix of the local leaders and knowledgeable members of the community – local headman, religious leader, school teacher, health worker, business leaders, police, etc. Choose community respondents who have lived in the community for a number of years. A minimum of five respondents should make up the group that completes this questionnaire. The community respondents should be as diverse as possible with respect to sex, age, religion, and ethnicity, so that it is representative of the population of the community.

After recording the names of all interview participants, ask **Q2-Q7** in order, one row/individual at a time.

Q2. DO NOT ask this question aloud. Observe the informant and record his/her sex.

Q3. How old are you? Record the response in years. This should reflect the age the respondent turned at his/her last birthday.

Q4. What is your title/position? Choose the option which most closely reflects the respondent's role *in the community*.

Q5. For how many years have you lived in this community? Record the response in number of years.

Q6. What is the highest educational qualification attained? Refer to Annex 2 for a mapping of the old schooling system to the new schooling system.

Q7. What language do you speak at home?

SECTION 1B: VILLAGE PROFILE

This section collects information about the community, such as transport availability, road access, electricity, and housing, among other things. Be sure to engage all of the informants when asking the questions.

Q4. Read the response options to the informants before having them choose up to two responses.

Q5. Write '0' if no agriculture is practiced in this EA.

Q6. Ask about the main type of road access in this community. If no road passes through the community, ask about the nearest road.

Q9, During the last 12 months, how many months was this road passable by a mini-bus. For example, if in the last 12 months, the road was only not passable by a mini-bus from the middle of March until the middle of April, you should write '11'.

Q12. Make sure you understand the response options for this question. Code '1' means that the transport is available more than one time per day; code '2' means the transport comes one time every day; code '3' means the transport comes less frequently than once a day but more often than just once a week; code '4' means the transport comes one time per week; finally, code '5' means that the transport comes less frequently than once a week, such as monthly or some other period.

Q16. In the case of urban areas, the informants may not know the source of the piped water. In this case, you should use code 7.

Q19. This question is asked to determine if the households in the community are all on the same electricity grid. Therefore, the subsequent questions ask about the quality of this electricity source (which applies to all the households in the community). If the households in the community are not connected to an electricity grid, and for example, they only use generators, you should use code 2 for 'no' and skip to **Q25.**

Q20-Q24. Once again, these questions only apply to communities where all households have the same source of electricity.

Q23. Ask about the most difficult period for electricity in the last 12 months. For example, if the informants tell you they had a lot of electricity problems from May to September, you should put '5' in the first column and '9' in the second column.

Q24. The reference period for this question is the period identified in **Q23**.

Q27. If a certain dwelling type does not exist in the community, write '999' under MIN. and leave MAX. blank.

SECTION 2: ACCESS

This section aims to collect information on community members' access to various social services. Remember to direct your questions to all informants.

Place code: Pre-coded

Description of place: This provides a description of the service or the place in which a certain social service may be accessed.

You should ask **Q1** for all places one at a time before moving to **Q2.** Then, ask **Q2-Q6** one row a time for all places that were marked code 2 in **Q1.**

Q1. Is there a [PLACE] available/accessible in this village/ward? You should only mark Yes/code 1 if the [PLACE] lies within the boundaries of the village. If Yes, use code 1 and skip to next row (i.e., do not ask **Q2-Q6**). If No, use code 2.

Q2. If the respondent answered No for **Q1**, ask what the distance is to the nearest [PLACE]? This means the [PLACE] that is closest to the approximate center of the community. Record the response in miles.

Q3. Is it possible to travel from the village/ward center to [PLACE] using public transport? If Yes, use code 1. If No, use code 2 and skip to **Q5**.

Q4. If the respondent answered Yes to **Q3**, ask how often public transport is available to take village members from the village center to [PLACE]. Let the respondent answer and then select the response that most closely matches. Refer to Section 1b, **Q12,** for a detailed description of the response options.

Q5. What is the most common mode of transport to travel from the village/ward to [PLACE]? This does not need to be a public form of transport, but rather should reflect the mode that is taken by the majority of villagers.

Q6. How long does it take to travel from village/ward center to [PLACE] using the transport identified in **Q5?** Record the response in hours and minutes. If less than 1 hour, record '0' under Hours and just record the minutes. This should be the average length of time using this form of transport.

SECTION 3: ECONOMIC ACTIVITY

This section collects information on various aspects of economic activity in the community, including typical wage amounts, disaggregated by men, women, and children less than 15 years old, nearby factories and their outputs, and financial savings habits of community members.

Q1 asks about average wage labor prices paid to members of the community. You will be asking this question for 22 different forms of labor.

Labor code: Pre-filled

Description of labor type: Type of labor

Q1. You should begin by asking **Q1** for Item #3101, Land preparation-related workers: "*What is the average base wage of a land preparation-related worker in this community?"*

You may record the response in either a daily rate or a monthly rate (and use the appropriate column), but you must fill a separate rate for men, women, and children under 15 years old. If the wage rate is the same for men, women, and children, you should write in the same value for all three columns.

If there are no such workers (for a particular labor type) in the community, you will fill the first column with "98" and move to the next row.

If a certain type of labor is not performed by women, or by children, you will write '99' under the appropriate column.

For example, suppose the informants tell you that the average wage for adult male and female land preparation workers is 5,000 Kyats/day, but children are not used for such work; the average wage for planting workers for adult males and females, and for children under 15 years old, is 40,000 Kyats/month; and no one in the community works as a skilled construction worker. Then you will write:

Labor code	Description of labor type	1. What is the average base wage of a worker in this community in the following occupations? RECORD EITHER DAILY OR MONTHLY WAGE, DEPENDING ON MOST COMMON FORM OF PAYMENT FOR EACH OCCUPATION. IF LABOR TYPE IS NOT APPLICABLE TO VILLAGE/WARD, PUT "98". IF LABOR TYPE IS NOT APPLICABLE FOR A CERTAIN TYPE OF WORKER (FOR WOMEN, OR FOR CHILDREN), PUT '99'.					
		DAILY (KYAT)			MONTHLY (KYAT)		
		ADULT MALE	ADULT FEMALE	CHILDREN <15 YRS.	ADULT MALE	ADULT FEMALE	CHILDREN <15 YRS.
3101	Land preparation-related workers	*5,000*	*5,000*	*99*			
3102	Planting (from sowing to transplanting) related workers				*40,000*	*40,000*	*40,000*
3108	Skilled construction worker	*98*					

Q2 and **Q3** refer to the factories that employ the most members of the community. You may list up to five factories, but you do not have to. If there are only three factories that employ community members, you will only list three factories.

Factory ID: Pre-coded

Q2. List all factories that employ village members (up to five) before moving to **Q3.**

Q3. Type of factory.

SECTION 4: EDUCATION AND HEALTH

This section collects information on health and education services provided to community members.

SECTION 5: COMMUNAL ORGANIZATION

This section asks about the activities and composition of various community organizations in the EA.

Organization code: Pre-filled

Description of organization/group: Description pre-filled

Q1. Ask **Q1** for each organization before moving on to **Q2-Q6** for the organization which received code 1 for **Q1**

Ask **Q2-Q6** one row at a time.

SECTION 6: AGRICULTURAL INPUTS

The aim of this section is to determine the accessibility and prices of agricultural inputs for community members.

Q1. If no one in the community practices agricultural, use code 2 and skip to Section 7.

Q4. You will only be asking this question for inputs which received a code 1 (yes) in **Q2.** Ask about the minimum and maximum price of [INPUT] *within* the community. Record the quantity and unit for the corresponding price.

SECTION 7: COMMUNAL RESOURCES

SECTION 8: MARKET PRICE SURVEY

The aim of this section is to determine the prices community members pay for various food items. You will not administer this section in the same location where you administered the rest of the Community Questionnaire; rather, you will carry out the market price survey at a local market (or series of vendor stalls) within the community. All of the food items from Section 8A1 of the Household Questionnaire are included. You may find that not every single item is sold at the market, but you should complete the exercise for as many items as you are able to access.

Ask the informants to direct you to the most popular market within the community. If there is no market in the community, have them take you to another location where village members purchase food items, such as stalls or street vendors.

Q1. Choose the code that matches the type of location: for Market, use code 1; for shops or stalls, use code 2; for another type of location, use code 3 and specify.

Q2. Write in the name of the market or shops. If the market doesn't have a proper name, use the title community members use to refer to the location.

Q3. Record the date. This is very important as it allows data users to identify price differences during the year.

Item code: Pre-coded

Description of item: Description of all food items. These are the same exact items included in Section 8A1 from the Household Questionnaire.

Answer **Q4-Q7** for one item before moving to the next item.

Q4/Q5. Record the quantity and corresponding unit of the item that you are measuring. For example, if you are weighing one basket of rice, you will record "1" for **Q4** and "11" for **Q5**.

Q6. Use the scale to weigh the quantity identified in **Q4 (**see Annex 4 for instructions on using the scale). Record both the grams and kilograms. If the item weighs less than 1 kg, record "0" under kilograms and record the grams. Be sure to record a number under Grams, even if the value is "0".

Q7. Ask the item's seller how much the quantity measured costs. Record the value in Kyats.

ANNEX 1: SAMPLE DESIGN

Allocation of Sample EAs and Households for the MLCS by State and Urban/Rural Stratum within Agro-Ecological Zone

Agro-Ecological Zone	State	Sample EAs			Sample Households		
		Urban	Rural	Total	Urban	Rural	Total
Hills & Mountains	Kachin	4	5	9	48	60	108
	Kayah	2	2	4	24	24	48
	Kayin	3	7	10	36	84	120
	Chin	2	2	4	24	24	48
	Shan	8	25	33	96	300	396
Dry Zone	Sagaing	4	14	18	48	168	216
	Magway	3	12	15	36	144	180
	Mandalay	8	14	22	96	168	264
	Nay Pyi Taw	2	3	5	24	36	60
Delta	Bago	5	17	22	60	204	264
	Mon	3	6	9	36	72	108
	Ayeyawady	5	24	29	60	288	348
Coastal	Tanintharyi	6	14	20	72	168	240
	Rakhine	7	33	40	84	396	480
Yangon	Yangon	45	19	64	540	228	768
Total		107	197	304	1,284	2,364	3,648

ANNEX 2: EDUCATION CONVERSION CODES

For Section 2, Question 7: *What is the highest standard/diploma/degree that [NAME] has passed?* IF ATTENDING GRADE 1, PUT '98'

	Old System	New System	Code
No Standard	Nursery	Nursery	00
Primary school	Kindergarten	Grade 1	01
	1st Standard	Grade 2	02
	2nd Standard	Grade 3	03
	3rd Standard	Grade 4	04
	4th Standard	Grade 5	05
Middle School	5th Standard	Grade 6	06
	6th Standard	Grade 7	07
	7th Standard	Grade 8	08
	8th Standard	Grade 9	09
High School	9th Standard	Grade 10	10
	10th Standard	Grade 11	11
University/Collage	University/Graduate	Collage (University Student)	12
Vocational School	Vocational School	Vocational School	13
Undergraduate	Diploma (Non-graduate)	Diploma (Non-graduate)	14
Graduate	Graduate	Graduate	15
Post Graduate	Post Graduate	Postgraduate diploma	16
Master Degree	Master Degree Graduate	Master Degree	17
PHD	PHD	PHD	18
Other	Other	Other	20

ANNEX 3: OCCUPATION CODES

Occupation Code

01. Legislators, Senior Government Officials and Managers
02. Professionals/ Physical, Mathematical and Engineering Science Professionals
03. Technicians and Associate Professionals/ Physical and Engineering Science Associate Professionals.
04. Clerks, Office clerks
05. Service Workers and Shop and Market Sales Workers/ Personal and Protective Service workers, Travel attendants and related workers
06. Skilled Agricultural and Fishery Workers Market-Oriented Skilled Agricultural and Fishery Workers
07. Craft And Related Trades Workers, Extraction and Building Trades Workers
08. Plant and Machine Operators and Assemblers, Stationary-Plant and Related Operators
09. Elementary Occupations, Sales And Services Elementary Occupations
10. Army/ Member of the Armed Forces

ANNEX 4: USING THE SCALE