

# **MANUAL OF INSTRUCTIONS FOR THE INTERVIEWERS**

## **LIVING STANDARDS MEASUREMENT SURVEY IN KOSOVO 2000**

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**Prepared for:  
Interviewers of the Statistical Office  
Participators in LSMS in Kosovo 2000**

**Prepared from:  
Arjan Gjonça  
Lector in London School of Economics  
In the name of World Bank**

# **CONTENTS OF THE MANUAL**

## **Part I. General information on the Survey**

- 1.1 Introduction**
- 1.2 Regards**
- 1.3 Objectives**
- 1.4 Organizing of the Survey**
- 1.5 Structure of the sampling for the Survey**
- 1.6 Responsible institutions for the Survey**
- 1.7 Information for the interviewer**

## **Part II. Individual tasks of the participators in the Survey**

- 2.1 Tasks of the supervisor**
- 2.2 Control of the tasks from the supervisor**
- 2.3 Tasks of the interviewer**
- 2.4 Finishing the interview**
- 2.5 General instructions for filling the questionnaire**

## **Part III. Detailed description of the modules**

- 3.1 Family roster**
- 3.2 Consumption**
- 3.3 Health**
- 3.4 Food aid**
- 3.5 Agriculture**
- 3.6 Education**
- 3.7 Household enterprises**
- 3.8 Labor**

**NAME OF THE INTERVIEWER:** \_\_\_\_\_

## **PART(I) GENERAL INTRODUCTION ABOUT THE SURVEY**

### **1. Introduction**

Kosovo is currently passing from the emergency and reconstruction phase into the phase of economical development and eliminating of the poverty. At this phase of development it is necessary to draft economical and social policies in order to make this development as complete, rapid and without any social consequences, as possible. In order to draft these policies, availability of information in the level of macro and micro economy are of primarily importance. It is especially important to gather information on the household level, information that would show its social-economic situation. Therefore it has been undertaken “*Survey on living Standards Measurement*”. Objective of this multidimensional focus survey is to provide information about poverty and household living standards in Kosovo. The special part of this survey is linking of the household characteristics with the ones of poverty.

### **2. Regards**

First of all we would like to thank all the partners in the training course in the Survey on the living standards in Kosovo. Regards to the World Bank, United Nation’s Development Programme (UNDP), United Nations Food and Agriculture Organization (FAO), and special thanks to Statistical Office of Kosovo, that all together made possible to organize this survey.

### **3. Objectives**

Since the end of the war and the period before, Kosovo has been passing through difficult situations. It is important to collect as much as possible accurate information on the living standards of Kosovar population, that would provide a picture for UNMIK in cooperation with international organizations and with Kosovar institutions in supporting people to pass through these difficult situations.

This survey will collect information on education, health, employment, demographical characteristics of the population, including migration, shelter situation, incomes situation in the households, agriculture activities and others.

There are two main objectives of this survey:

1. Assessment of the poverty level in Kosovo and
2. Informing of the socio-economical policy making bodies.

Having in mind these two objectives, with this survey it will be possible to identify groups of the population that have a bigger need for social support, and within it drafting policies for supporting them, and also for further socio-economical development of Kosovo.

#### **4. Structure of the Survey**

Poverty is a phenomena with multidimensional origins, and because of this it is needed a multidimensional study in order to be able to asses the poverty. This all will take part in order to reflect all sides of the phenomena. Therefore this survey will cover fields of a wide spectre, on the basis of which will be **identified parts** of “The Survey on the Household’s Living Standards”. The survey is divided into modules, which can be grouped in two main groups:

1. Household questionnaire that contains 11 modules:

- Household roster
- Consumption
- Education
- Health
- Employment
- Dwelling
- Other incomes in the households
- Social linkages
- Non agricultural enterprises
- Agriculture
- Food aid

2. Community questionnaire

This survey is very complex because, the phenomena that it is assessing, is itself of the same complexity. What the survey is trying to assess can be grouped into three major groups:

- Possibilities (Shelter, Employment, Sources of incomes (including agriculture) and consumption)
- Capacities (Education, Health, and wealth)
- Vulnerability (Migration of population, Social linkages, Institutional involvement)

#### **5. The structure of the sampling**

The survey will cover around 2400 households that will be proportionally be divided – 50% in rural zones and 50% in urban zones. There will be 5 areas of responsibility, where again there will be made a proportional division.

There will be 300 sites – PSU. Where 150 will be in villages and 150 will be in towns. In each PSU will be visited 8 households. Nevertheless in rural zones the interviewer will be given 12 addresses for each PSU. In between these 12 addresses there will be 4 of them reserved in case

that they can't find the appointed household, or if the household does not have any agricultural activities. Every interviewer will conduct 2 interviews in a day.

This is a complicated multidimensional survey, and therefore some technical methods have been applied to collect information of high quality. These methods will include:

1. Most of the questions are coded in order to win in time and eliminate the mistakes that can appear from writing.
2. All questions have been written exactly the way they should be read, in order to ensure that the information collected will be the same in all households.
3. There will be a supervisor for each team of four interviewers in order of conducting the interviews the best way possible, and to guarantee one same procedure and as much as possible the same information.

The assessment and analyzing of the poverty is very complex. There should be taken into consideration all aspects of the household. Therefore the questionnaire is long and very complex. This complexity requires your highest punctuality you have given by now compared to previous experiences in surveying. It will take time until you know this questionnaire, and be able to apply it without problems. Length and the constraints will influence also the interviewee, but this constraint will have to be passed over together because of the significant importance that collection of the information from this questionnaire. During the pilot that was conducted at the beginning it was noticed a readiness of the interviewers to answer to these questions. I believe that we will find good understanding between households.

## **6. Responsible institutions for the survey**

World Bank (WB)  
United Nation's Development Programme (UNDP)  
Food and Agriculture Organization (FAO)  
International Organization for Migration (IOM)  
Department for international development (DFID)  
Statistical Institute of Kosovo

## **7. Information for the interviewers**

It has been predicted that there will be around 40 interviewers. There will also be 6 to 10 supervisors. In between them a big number will be female. Interviewers will be divided into groups of 4 members and one supervisor. Every team will have one car and one driver. It is very important that every interviewer finishes 2 interviews in a day and hands them out to the supervisor at the same day. The latter one hands them out to the data entry person, in the same day. If there are missing data or problems in the hand out questionnaire then in the next day the questionnaire will go back to the interviewer for the second interview at the same household. We hope that this kind of case will be very rare in the practice.

## **PART (II) MAIN INDIVIDUAL RESPONSABILITIES OF THE PARTICIPATORS IN THE SURVEY**

### **1. Supervisor's Responsibilities**

- Supervisor is responsible for checking the activities of the interviewers and also should provide support in order that they can finish their duties as better as possible.
- Supervisor should deal with the list of the households in every PSU.
- Through the list should precise in which households the interviewer should go
- Should verify if the questionnaire has been filled completely
- Should send the questionnaires to the data entry person and to the Field manager.
- On the community level the supervisor has an important task to make contacts with the governing center of the area (municipality or village) and also interview the local leader in order to complete the community questionnaire.

### **2. Checking of the work by the supervisor**

In order to guarantee high quality of the work done supervisor should do the following checks:

1. Supervisor should in detail examine every filled questionnaire, in order to verify that every interview has been completed correctly and completely.
2. Supervisor should visit some of the households that have been already interviewed in order to ask few questions in order of checking if the interview has been correctly and completely filled out.
3. Supervisor should assist in one or more interviews for every interviewer during the working week in order to asses the method and the work of the interviewer. It is of interest to go without informing the interviewer.
4. Supervisor should every day discuss the work with the interviewer and report regularly to the Field Manager for the team's work.

### **3. Interviewers responsibilities**

The role of the interviewer is of primary importance for the success of the survey. All the work done by now, from all the participators in this survey depends on the completely on the quality and precision of the interviewers work.

- Interviewers should follow closely all the instructions given to them beginning from today and the rest of the training days of training.

- Interviewers are responsible for finding the exact address of the household that they will interview.
- Interviewer should always be in contact with the supervisor and inform him about the problems that will appear during the interview.
- It is the supervisor's, managers, and statistical office duty to provide the interviewers with all the needed support that during the field work. From his side supervisor should collect and control the interviewers work, and support them in resolving the appearing problems while surveying.
- After finishing of each interview, the interviewer should verify all the modules of the questionnaire, if there are any mistakes.
- He/She has to ensure that information is taken for all of the household members. This should be done immediately after the interview is finished, before handing it to the supervisor. Above all this should be done before leaving the PSU.
- The interviewer can make small corrections on his hand writing. It is very important that the interviewer does not make any other corrections in the questionnaire, before making again the same question to the interviewee.

**Interviewer should always follow the supervisor's advice. Every day in the beginning of the day supervisor should always appoint the work of the interviewer**

## **2.2 Kryerja e Intervistes**

### *a) Gjetja e Adreses se Familjes qe do te Intervistohet.*

Adresa e Familjes qe do te intervistohet do t'iu jepet nga mbikqyresi, dhe do te shkruhet ne faqen e pare te pyetesorit. Intervistuesi duhet te sigurohet qe adresa ku ka shkuar eshte e sakte dhe qe emri i kryetarit te familjes dhe adresa perkojme me njera tjetren.

Neqoftese intervistuesi e ka te pamundur te gjej adresen e familjes, apo te gjej dikend ne ate adrese, si edhe ne rastet kur familja e dhene refuzon te intervistohet, ai/ajo duhet te kontaktoje mbikqyresin.

### *b) Shpjegimi i qellimit te vrojtimit.*

Me te hyre ne familjen qe do te intervistoni, ju duhet ti pershendesni dhe te tregoni se kush jeni (si perfaqesues i Zyres se Statistikes se Kosoves – dhe i Anketes se Nevelit te Jeteses ne Kosove).

Keto jane pikat kryesore qe ju duhet ti tregoni kur te shpjegoni rendesine e Anketimit:

1. Qellimi i anketimit eshte te evidentoje gjendjen e standartit te jeteses ne menyre qe te siguroje informacion perfaqesues per te gjithe Kosoven.
2. Kjo adrese eshte zgjedhur ne menyre te rastesishme
3. Nuk ka asnje lidhje midis kesaj ankete dhe problemeve te taksave, ndihmave, te adhurave qe marrin njerezit e te tjera. Kjo ankete eshte thjesht per qellim analize te gjendjes se jeteses ne Kosove.
4. Informacioni i mbledhur eshte konfidencial

*c) Plotesimi i faqes se pare te pyetesorit (Identifikimi i familjes)*

Kjo faqe duhet te mbushet ne bashkepunim midis mbikqyresit dhe Intervistuesit.

Mbikqyresi duhet te mbush pjesen e pare te kesaj faqe (adresa e baneses dhe identifikimin e baneses). Gjithashtu ai duhet te mbush edhe pjesen e fundit, ne rast shperngulje. Pjesa tjeter duhet te mbushet nga intervistuesi

*d) Kryerja e Intervistes*

Intervistuesi duhet te ndjeke me kujdes instruksionet qe jepen ne kete pjese, dhe eshte me shume rendesi, qe pyetjet te pyeten egzaktesisht sic jane dhene ne pyetesor.

Pyetesori duhet te mbushet gjate intervistes dhe jo me vone. Vetem intervistuesi mund ta mbush pyetesorin dhe jo i pyeturi.

Eshte me rendesi qe intervistuesi te jete ne kontroll te kohes gjate intervistes dhe te mos hyje ne diskutime te hollesishme me te pyetirin. Megjithate eshte e rendesishme qe te mos e nderprisni menjehere te pyeturin edhe kur ai fillon te jape pergjigje qe nuk kane lidhje me pyetjen. Degjoni se cfare ju thote i intervistuari dhe pastaj kthehuni perseri tek pyetja origjinale. Mos harroni qe eshte intervistuesi qe eshte ne ngarkim te intervistes dhe ai/ajo duhet te jete ne kontroll te plote te situates.

Intervistuesi duhet te mbetet sa me objektiv dhe neutral rreth ceshtjeve te intervistes. Intervistuesi nuk duhet te perfshihet ne diskutim me te pyeturin rreth ceshtjeve te intervistes. Intervistuesi nuk duhet te tregoje, ne asnje rast, ndjenjat e tij rreth ndonje ceshtjeje, si p.sh. surprise, aprovim apo disaprovim etj.

Intervistuesi nuk duhet ti tregoje te intervistuarit se cfare mendon ai/ajo rreth pyetjeve te intervistes. Neqoftese i pyeturi pyet intervistuesin rreth opinionit te tij, ky i fundit mund ta jape ate vetem ne fund te intervistes.

Te gjitha te dhenat jane ne menyre te prere konfidenciale. Ky konfidencialitet eshte baza e gjithe grumbullimit te te dhenave statistikore. Ky konfidencialitet duhet te respektohet nga ana e intervistuesit dhe e mbikqyresit.



Intervista duhet te kryhet ne nje menyre sa me te lehte qe i pyeturi te ndjehet mire rreth saj dhe te jape pergjigje sa me te sakta. Neqoftese i pyeturi nuk ndjehet mire ti jape pergjigjet ne prani te njerezve te tjere, atehere intervistuesi duhet ti kerkoje atyre te largohen, ose ti kerkoj te pyeturit qe ti largoje ata.

Ne fund te intervistes, perpara se te largoheni mos harroni ti falenderoni anetaret e familjes per gadishmerine per tu pergjigjur pyetjeve tuaja gjate kesaj interviste.

#### *e) Pas Intervistes*

Intervistuesi duhet te shkruaje pyetjet dhe komentet e bera nga intervista ne faqen 3 te paradhenies.

Ai/ajo duhet te kontrolloje me kujdes pyetesorin perpara se t'ia jap ate mbikqyresit.

#### *f) Te Pergjithshme*

Intervistuesi duhet te sillet dhe te punoje ne menyre profesionale.

Te komunikojte me respekt dhe edukate ndaj te pyeturve ne familje dhe vecanerisht te respektojte normat e familjes te cilen po interviston

Duhet te kihet shume kujdes qe te mos shqetesoj apo merzis te pyeturin me sjelljen e tij

Veshja duhet te jete serioze dhe ne baze te normave shoqerore ne menyre qe i pyeturi te kete besim dhe respekt tek intervistuesi

Eshte e rendesishme qe intervistuesi te tregojte durim ne kryerjen e intervistes, dhe te menjanoje ndonje mosmarveshje apo kundershtrim me te pyeturin.

### **2.3 Instruksione te Pergjithshme per Mbushjen e Pyetesorit.**

Te gjitha pyetjet duhet te lexohen ekzaktesisht sic jane te shkruara

Personi qe intervistohet duhet te jete kryetari i familjes (nese eshte e mundur). Neqoftese kryetari i familjes nuk eshte ne shtepi gjate kohes se intervistes, duhet te intervistohet nje tjeter anetar i rritur i familjes. Personi qe duhet te intervistohet duhet te kete njohuri rreth anetareve te tjere te familjes dhe ne pergjithesi per mbarvajtjen e saj.

Gjate gjithë pyetesorit, pyetjet duhet te behen me rradhe per cdo tregus (sipas listes). Kjo do te vazhdoje perderisa te jepet nje shenje qe te kalohet ne nje pyetje tjeter. (Per shembull nje shiqete qe pasohet nga numri 5 – shko ne pyetjen 5).

Brenda pyetjeve, me germa te vogla jane dhene pyetjet qe ju duhet te beni. Me germa te medha jane dhene instruksione per ju. Mos lexoni per te intervistuarin shkrimet me germa te medha.

Intervistuesi duhet shpesh here te zevendesojte ne pyetje fjalen ne kllapa [emer] apo [artikull] me emrin perkates te personit qe intervistohet, ose te artikullit qe po shqyrtohet. Per shembull: *A jeton [emri] ne kete shtepi?* Kjo pyetje duhet te behet: *A jeton Dardani ne kete shtepi?* Ose *A keni blere [artikulli] gjate muajit te fundit?* Kjo duhet te lexohet p.sh. *A keni blere miell gjate muajit te fundit?*

Per cdo pyetje jane dhene nje numur pergjigjesh. Eshte e domosdoshme qe te shkruhen jo pergjigjet e te pyeturve por kodet e tyre. Per shembull:

*Sa kohe keni punuar ne kete aktivitet?*

*Nje jave ..... 1*

*Nje muaj ..... 2*

*Me shume se nje muaj..... 3*

Sipas pergjigjes vendoset kodi. Pershembull, neqoftese ka punuar vetem nje muaj vendoset 2. Ky rregull mund te perjashtohet vetem ne rastet kur te kerkohet ne pyetesor te shkruash pergjigjen dhe jo kodin.

Neqoftese nje pyetje nuk i takon personit qe pyetet, atehere ajo kuti lihet bosh. Per pyetjet qe nuk i perkasin personit/artikullit nuk ka kod dhe lihen bosh.

Nuk ka kod per pergjigjet kur i pyeturi refuzon te pergjigjet. Ne te tilla raste intervistuesi duhet ti mbushte mendjen te pyeturit per konfidencialitetin e te dhenave dhe rendesine e tyre. Neqoftese ai/ajo refuzon perseri, atehere lihet both dhe behet nje shenim ne faqen e komenteve.

Nuk ka kode ne rastet kur i pyeturi nuk di se si te pergjigjet. Neqoftese pyeturi nuk e di pergjigjen, atehere intervistuesi duhet te te pyes dike tjeter ne familje qe mund ta dije pergjigjen. Neqoftese edhe kjo eshte e pamundur, atehere pyeteni personin qe te jape nje pergjigje te perafert sipas mendimit te tij.

Ne te gjitha rastet intervistuesi duhet te sillet me seriozitet dhe profesionizem, duke i krijuar kushte te pyeturit qe te ndjehet mire dhe te tregojte te verteten. Eshte e rendesishme te theksohet qe ne rastet kur i pyeturi jep pergjigje qe mendon se do ti pelqejne intervistuesit, atehere te dhenat e mbledhura nuk kane vlere dhe e gjithje anketa mund te mos kete vlere.

Shenimet do te behen ne laps (karboni)

Perdorni germat kapitale (te medha) kur shkruani

Shkruani vetem ne hapesiren qe ju eshte dhene (qofte kuti apo rresht)

Kujdes kur shkruani numrat per sasine, siperfaqen, vleren etj. Gjithmone duhet te shkruani SASINE (numrin) dhe jo njesine. Njesia zakonisht kerkohet me vete ne nje kuti tjeter. P.sh.

pergjigja eshte 20 kilogram. Ne njeren kuti *te sasise* duhet te vendosi 20, dhe ne kutine e *njesise* duhet te vendosni kg (ose kodin perkates per kilogram).

Zakonisht per cdo pergjigje do tu jepen kodet perkatese. Per shembull:

Po..... 1                      Jo..... 2  
Dite ..... 1                      Jave .....2                      Muaj ..... 3 e te tjera.  
Marka ..... 1                      Dinare .....2  
E keshtu me rradhe.....

Ne pergjithesi pyetesori funksionon vertikalisht per pyetjen e pare (behet pyetja e pare per te gjithë [emrat] ose [artikujt] dhe pastaj punohet horizontalisht. Pra behen te gjitha pyetjet per te njejtin [emer] apo [artikull]. Shif skemen e meposhme:

Emeri apo Artikulli	Pyetja 1	Pyetja 2	Pyetja 3	Pyetja 4
Xxxxxxxx		_____	_____	→
Xxxxxxxx		_____	_____	→
Xxxxxxxx		_____	_____	→
Xxxxxxxx		_____	_____	→
Xxxxxxxx		_____	_____	→
Xxxxxxxx		_____	_____	→
Xxxxxxxx	↓	_____	_____	→

**SURVEY IN HOUSEHOLD LEVEL FOR THE LIVING  
STANDARD IN KOSOVO 2000**

**AGREEMENT OF CONFIDENTIALITY**

1. I accept all the tasks and responsibilities of the above mentioned survey, and that I should conduct these tasks personally in agreement with the training that has been done on me for this purpose. Never I will assign some other [person to replace me in data collection.
2. I will treat all the information collected as confidential during this survey, and during the period that I will be working in this survey.
3. I agree to conduct all the given tasks during this survey in a way of winning the respect and trust of all the individuals from whom I will interview. I will not share the information I collect in this survey with no other person except with authorized personnel of this survey.

Date: \_\_\_\_\_

Name of the Interviewer \_\_\_\_\_

Signature of the Interviewer \_\_\_\_\_

Signature of the Supervisor \_\_\_\_\_

Signature of the general Manager \_\_\_\_\_

## **PART (III) DETAILED DESCRIPTION OF THE MODULES**

### **3.1. Module of the Household Roster)**

- This Module is made out of four parts:

Part A – Household Roster – 10 questions

Part B – Movements – 6 questions

Part C – New members of the household – 6 questions

Part D – Ex members of the household – 11 questions

### **Notes to remember**

It is very important to know that questions of this part refer to the season 1999-2000. This means period from September 1999 to August 2000.

The module is long and therefore as it is, it requires to be overcome in theory from the interviewers before doing it in practice.

1. First of all look at the text on the first page of the part A.
2. This module is very important as it collects the base information on the household, information that you will refer to very often later while conducting the interview.
3. Head of the household should be asked these questions, and in case of his absence then an adult member of the household, that has knowledge on all other members should be asked.
4. It is important to emphasize in the beginning, the confidentiality of the information collected in this questionnaire.
5. Caution, they should be informed of who will be interviewed:

*Note:* In order to record the number of the household members of the household that you are interviewing, it is important to remember the definition of the “household “ used in this survey:

“There will be considered as household members, all persons living under the same roof and sharing the same meals “

The second issue can be through the question if they share all their incomes (give to the head of the household).

*(Example: In a household where the father has two married sons, where each of them has two sons, and two of these sons are married and have children, we are dealing with four generations. In order to record if this family is a household you should ask if two brothers (sons of the old man) and their children share their incomes. If yes then this group of people will be only one household, and all person living there can be recorded in the questionnaire).*

*Note:* One of the questions (question 5) has to deal with the age of the household members. There will be cases when old people do not remember their age. How to deal with those situations? :

1. First of all ask a younger member of the household about the age of their father or mother.
2. Second, ask if there is any documentation where they have documented the age of the person (the document can be a passport, id card, or any other official document).
3. If neither of the first two do not give any results, you should ask the interviewee how old he /she was at the times of an important period, be it historical or family. (ex. how old was at the end of the second world war etc ; or how old was she when she gave birth to the first child). This way you will be able to record the old people's age.

### ➤ **Part A of the module – Household roster**

**Purpose of the part A** – This part's objective is record the demographical characteristics of the household.

#### **General information**

1. First you should take the names of all members of the household, then after you continue with other questions for every member separately. After finishing with one you pass to the next. What means that you should work horizontally.

#### **Individual information**

Q.3 Take care with grand daughter/grandson, don't mix them with nephew/niece.

Q.5 Take care with the recording of the age. Age should be recorded as in complete years since the last birth date. Ex. Someone that has been born in 12.07.67 is 33 years old on the date of surveying – 25.09.2000.

P.6. Take care with the expression « living together », it means that they don't have official marriage nor religious one.

### ➤ **Part B of the Module – Movements**

**Purpose of the part B** – This part of the module is trying to record the movements that have occurred during the period of the conflict and the war.

#### **General notes**

1. Here you should work horizontally. It means first you finish with one member of the household and then after you continue with the next one.
2. Code on the left should be same with the code on the first page, of the family roster.

#### **Individual notes**

Q.1. Take care with the codes of the municipalities.

In these questions, you should take care that when you mention the events, you should specify with the month, *ex. before the conflict, before March 1998.*

### ➤ **Part C of the Module – New members of the household**

**Purpose of the part C** – This part as the previous one try to record the dynamics of the movement within the household.

### **General notes**

1. Here you should work horizontally. Meaning that you finish with one member and then continue with the other one.
2. The code on the left should be same with the code on the first page of the roster.

### **Individual notes**

- Q.1. If the answer is « no » it means that no people are new in the household and you should pass to the other person.
- Q.4. Take care with the code of the municipalities.

### ➤ **Part D of the module – Ex members of the household**

**Purpose of the part D** – Same as for part C, but it tries to record the ex members of the household.

### **General notes**

1. Here you should work horizontally. Meaning that you finish with one member and then continue with the other one.
2. On the left you should put the code of the members of the household over 16 years old.

## **3.2. Consumption module**

This module is made of five parts:

- Part A – Daily expenses – 4 questions
- Part B – Consumption of the food commodities + store foods – 12 questions
- Part C – Consumption of the non-food items – 7 questions
- Part D – Inter household expenses – 6 questions
- Part E – Domestic equipment – 4 questions

### **Important notes to remember:**

1. In this module the questions will be made to the most knowledgeable person of the household on these issues.
2. In the parts of this module some of the boxes are darkened. Meaning that the question should not be asked at all.

### ➤ **Part a of the Module– Daily expenses**

**Purpose of the part A** – This part purpose is to record the daily expenses of the household without considering the individual consumption (mainly it is concentrated on the consumption outside the household).

**Notes on the individual questions:**

- Q.2. This question asks for the sum of the expenses for every item listed in the first question. The next question should be made only to the items for which the first question was yes. Take care the sum is referred to the consumption on the last week.
- Q.3. Take care! Very often the answers to this questions are not direct and are not clear. On this case you should pay attention to the recording of the meals eaten.
- Q.4. The same problem will be appearing in this question as in the previous one, Q.3.

➤ **Part B of the module – Consumption of the food items and fuel**

**Purpose of the part B** – The purpose of this part is to record the consumption of the food items and fuel.

**General note:**

1. On the first question you should ask the question one for all the items before going to the next question (meaning that you have to work vertically). After the first question you should finish all the question for the first item (you work on horizontal way).
2. Take care about the time you are referring to. Some of the questions referee to the period of one month. Others to the last 12 months.
3. Always when asked for one code (unit code or currency) look for the right code on the right side of the table.

**Notes on the individual questions:**

- Q.1. In the first question you should take care on the items that are bought for further production of other items and that can be sold (especially in the villages).
- Q.2. With putting of the currency that the interviewee uses, please use the same one until the end.

Take care! If the interview is made on the 25-th September, the question should be made this way :... in last 30 days beginning from 26-th of August ? If the answer is no you should go to question 6.

- Q.4. Take care ! The question requires the sum (amount) of the bought food, and the unit code (ex. they have bought wheat 20 (amount), kilogram (unit code)).

*Note:* Take care! questions 2, 3, 4, 5 and ask for the consumption in last 30 days.

*Note:* Question 10 differs from question 11 because the last one tries to get aid taken from ngo-s (international and local). While question 11 wants to know how much have households supported each other.

- Q.12. Question 12 in difference to other questions asks for the current stock situation (not in the last 30 days or last 12 months).

➤ **Part C of the module – Consumption of non food items**

**Purpose of part C** – This part 's purpose is to record the consumption of the non food items.

**General notes:**



1. In the first question you should ask about all the items listed below before moving to the next question. After finishing with the first question then you should continue with all other questions for one item, and then move to the next one.
2. You should take care on the time of the question. In some of the questions you should ask for last 30 days and in other ones ask for last 12 months.

**Notes on individual questions:**

Q2. With putting the currency that the interviewee uses, please use the same one all the time.

Q.3, and Q4 Required period is last 30 days, while Q.5, Q. 6, and Q.7. Period asked for is last 12 months.

*Note:* Question 6 and 7 is addressed to items given as gifts.

➤ **Part D of the module – Interhousehold expenditures**

**Purpose of the part D** – The purpose of this part is to record the expenses of the household for supporting other households. In difference to other parts this one records “outputs” from the household and not inputs (even if they are in kind).

**Notes on individual questions:**

*Note:* Take care! In the second question you should ask about all the listed persons before moving to the next question. After finishing with this question then you should continue with all other questions for the with positive answer, and then move to the next one.

Q.3. In this question you should take care for the number of the people supported outside of the household. Ex. if the household has two children that have been separated from their wives then number that you should put into the box of question 3 will be 2. So always you should put the total number of the persons and not the individual.

Q.4. and Q.6. Take care! Question 4 asks for the sum given in money (the currency given). While question 6 asks for the sum of the value of the support given in kind.

➤ **Part E of the module – Household equipment**

**Purpose of the part E** – Purpose of this part is to record number and the use of the durable goods, as electrical equipment for the household, or transporting equipment in the ownership of the household.

**Notes on the individual questions:**

Q.1. Work vertically. First ask about all items and then move to the next question.

Q.2. Q.3. and Q.4. should be done horizontally. Make the questions for one item then you move to the next one.

### **3.3. Health module**

This module is made of two parts:

Part A – Use of health system – 41 questions

Part B – Self reporting of the health situation – 14 questions

#### **Two important notes to be remembered:**

1. Should be asked all the members of the household.
2. All individuals over 15 should answer themselves
3. For individuals under 15 their parent should answer (manly mother) or the person responsible for the child.

#### **➤ Part A of the module – Use of the health system**

**Purpose of the part A** – Purpose of this part is to record level of use of the health service, financial side of this use and efficiency of the service.

#### **Notes on the individual questions:**

Q.3. This questions asks about the total payment for these visits (take care – not for one visit).

There should be paid attention to the fact that this question requires payment in money and in kind, but converted in money (DM or Dinar). And take care on the three elements that should not be included.

Q.4. If in question 3 you are not to cover the gifts. In this question you are asked to do that. Take care ! you should use the same currency as in question 3.

Q.7. It is same as the question 1, but it refers to the private sector. If the answer is no you should go to question 13.

Q.13. Has the same constraints as in Q. 1 and 7, but it refers to the visits to the nurses. In case that the answer is no, you should pass to Q. 19.

Q. 13-18. Same comments as in Q. 1 – 7.

Q.19. Has the same constraints as in Q. 1 and 7 and 13, but it refers to the visits to the visits to other medical centers that are not included in the Q.1, 7,13. In order to have an idea on which are these places look at Q.21 In case that the answer is no, you should pass to Q. 26.

Q.26. Take care! Wants to know about the payments for medicaments not authorized from the doctor. If the answer is no you should go to 29.

Q. 28. Wants to know who has supported them for payments done in connection with the health. Take care ! Refers to any kind of payment, no matter if it is for the doctor, medicaments, or others.

Q.40 and Q.41 deal with cases when the interviewee has been seeking and has not been cured or has not taken medical support.

## ➤ **Part B of the module – Self reporting of the Health situation**

**Purpose of the part B** – Purpose of this part is to record health situation of the individuals of the household. How do the members of the household see their own situation.

### **Important note:**

1. This part applies only to the members older than 15.
2. Questions of this part are hard questions to be asked as they have to deal with personal problems. A part of them can even be offensive for some people, so you should take care during the interview.

### **Notes on individual questions:**

Q.1. Categories of health « very good » ... « very poor »... should be read slowly so the interviewer can classify himself in one of these categories. In all other questions there should be shown caution in reading the categories as in question 1.

## **3.4 Food aid module and Social protection**

This module is made from one part: Part of food aid which it has 16 questions.

### **Important note:**

1. This part applies to head of the family (but you can ask the person who knows about the food aid).

### **Important part:**

This part has to evident use of the food aid and social protection in case to modify the next aid.

### **Notes on individual questions:**

Q.4-Q5. You have to take care at society “code” which make assurance and dissolve aid.  
Codes are in the right of the questionnaire.

Q.6. Questions should be converted in kilograms.

Q.12. Questions for time should be converted in week.

**Q.17. This is not about the humanitarian aid, but for the society assistance. If the question is “No” then you go at q.21**

Q.23 This question has to do with that if any member of the family is registered in Society aid in the moment of the interview (September). Is not the same with Q.21.  
If the answer is “NO” then you go at Q.26.

Q.24. You have to take care at the registered ID code for each member of the family  
(You have to check the roster module).

Q.33-34. Take care! Wants to know if the family had take “credit” or “borrowed”. This  
Is not about the aid. If the answer in two question is “NO” go at Q.37.

Q.36. You have to use the code in the right

Q.41. You have to work in vertical way. You have to make a question of the each article  
Then you go at Q.42-44, you work in horizontal way. Don't forget you to make the  
Question for the each article.

### **3.5. Agriculture module.**

It has 9 part:

#### **Part A1- Working Land – 15 questions.**

**Purpose of the part:** Wants to know the situation of the working land in one of the Family in the agricultural season 1999-2000.

#### **Important note:**

Q.2 question for the each strip of land (question in vertical way) then you have to

Ask about the strip of the land (in the horizontal way ).

Q.4,7,9. Take care to go horizontally.

Q.15. Take care at the cultivation code, which it is in the next page, in part B1.

#### **Part A2- Renting land-12 questions.**

**Purpose of the part:** This is like the last part which it has to know percent of the Working land, but for renting lands or the pay rent.

#### **Important note:**

Q.2. Questions of each strip of land (vertical way) then you have to ask for the strip of Land (horizontal way).

Q.3. Take care for ID code of the person who knows for the strip of land that you Asking. This code is in the first module, at roster. Then you ask the questions From 3-12 , before you go to the other strip of the land.

Q.12. Take care at the cultivation code, which it is in the next page, part B1.

#### **Part B1 – Cultivation and their products – 9 questions.**

**Important note:** Wants to know the products for the cultivation in one household During the agricultural season 1999-2000.

#### **Notes:**

Q.2. wants to know about the all cultivation (questions in the vertical way) then you go In others crops, if the answers are “YES”, which it has code 1. (Horizontal Way).

Q.6-9. You ask for the cultivations if their answer was “YES”.

#### **Part B2 - Forests – 7 questions**

**Important note:** wants to know about the possessing and the using of mountains.

#### **Notes:**

Q.2. Take care in putting of the forest code which are own by the proprietary.

Codes are in the beginning of the part A1.Q.4

### **Part C – Agriculture – 9 questions of each article.**

**Important note:** wants to know all about the: seeds, chemical fertilizer, organic (manure)  
Fertilizer, pesticide, workers which work in agriculture and using  
Machinery, seedlings

#### **Fertilizer, Notes:( Seeds, Organic Chemicaly Fertilizer, Pesticide and Seedling)**

Q.1. You have to write all the cultivation with answer “YES” (1) in part B1 Q.2.

The other questions you should make for the others cultivations, in horizontal way.

Q.7. Take care in seeds codes (bought input) which they are in the right side.

#### **Note ( Working Part)**

Q.1. You have to write all the cultivation with answer “YES” (1) in part B1, Q.2.

Q.3-8.Look codes in a right side.

If for one cultivation are done some works ( look in right side) then code of that crop you will repeat in those lines which are they done.

### **Part D –Disposition of crops – 12 question.**

**Important notes:** While the part B of this module has to do with the products, this part has  
To do with using, selling, buying, and consumption etc.

#### **Notes:**

Q.1. Write the cultivation code and name which in Q.6. of part B1. Are answered “1”  
In first code. When you write all the cultivation (vertical way) for each cultivation  
You have to ask for all the cultivation before you go at the other cultivation  
(horizontal way).

Q.5. Its different from the Q.4.because this question needs markets information.

### **Part F1 and F2 – Livestock – 16-27 questions.**

**Important notes:** Those two parts wants to know all about the farmers situation,  
Exploiting and products of the household.

### **3.6. Education.**

This module has just one part.

**Part of module:** This part wants to know the whole education of members of the family.

**Notes:** Take care because you have to ask just the persons up 15 years old. Members above  
12 years old should answer by themselves, and for those under 5-12 their  
mother or father.

Q.3. If the answer is “NO” you don’t have to ask this person anymore, then ask for the  
Next one. Take care in question with their classes and their levels. In Q.4. wants  
To know the higher finished class (year of school).

Q.9. Wants to know for attending year for that person , not for finished year like in Q.4.

Q.15.Wants to know the whole missings that you have done in last year for 4 weeks or more.

Q.18-25. Wants to know all the spends of money for each article. Take care, because if That person doesn't know the prices of each article then you have to ask for Total price, then you have to put that price in ending column "TOTAL". But in the other you have to put 00.

### **3.7. Household Enterprise.**

It has 7 parts:

Part A and B- The whole information- 3/8 question.

Part C – Employment on this business –16 question.

Part D – Incomes of business - 17 question.

Part E – Expenditures on inputs – 3 question.

Part F – Business assets – 4 question.

**Important note:** This module wants to know evaluated business in household enterprise  
For each family, all the incomes in family not from the employers.

#### **Part A and B – Whole Information**

**Note:** To investigate all business of the family.

**Notes:**

Q.1. Question begin with the head of the family, then ask the person which know more (Q.3.). In first page you have to put all the familiar business and the persons who knows more the others about the business.

Q.1. In second page Q.A2 has to evident that person who is answering .

Q.5. Question 5 wants to know the others partners of business.

Q.6. Question 6 with how many families with business is shared.

#### **Part C – Employment on this business.**

**Note:** Wants to evident the employment in this business, because the employment module Doesn't evident this kind of business.

**Notes:**

Q.1. Is the same like at employment module, first you make questions for last 7 days and Then for last 12 months

Q.2. Questions 1-6 asks for lasts 7 days, but questions 7-16 for lasts 12 months.

Q.3. Questions 3-6 wants to know all the names who are included in this kind of Business.

Q.4. Take care Q.3 and 8 are the same but it is for two different group of people. Q.8.is For people who worked in this business in lasts 12 months, but he doesn't work in This business in lasts 7 days. Question 15 wants to know for those people who Worked in lasts 12 months, but in lasts 7 days this business didn't worked.

#### **Part D –Incomes of business**

**Note:** Wants to know the incomes in this business.

**Notes:**

Q.1. Ask the person which know more for that business.

Q.2. Take care with checking in question 1. For all the answers with "YES" (1) in part B, Q.8. you have to make for all questions, for "No-s" you have to start in Q.8.(Part D?)

- Q.3. Question 3 is for business incomes but not for profit.  
 Q.4, 5. Question 4-5 had to do with transaction not for business with money.  
 Q.6. Take care! This question has to do with products which are being using from this business  
 Those we have to evident which are not in money (which evident the part E). This is  
 And for Q.16. for 12 month.

### **Part E-Ingredients**

**Note:** Wants to investigate all inputs

Q.2. wants the expenses in last 7 days, q.3. has to evident the expenses of a month with average sale.

Q.2-3. Put the total price. Part I right page is to help you to calculate expenses.

### **Part F-Assets.**

**Note:** Wants to know the using and ownership of business.

### **3.8. Employment module**

This module has 7 parts:

Part A1-Participation of workers (last 7 days) – 10 questions

Part B1- Work in last 7 days – 10 question.

Part C1 – Main work and secondary work (last 7 days) – 33 questions.

Part A2 – Participation of workers (last 12 months) – 10 question.

Part B2 – Work in last 12 months – 9 questions.

Part C2 – Main work and secondary work (last 12 months) – 31 question.

Part D- Participation of workers before 1991 – 5 questions.

Part E- Activities of main work before 1991 – 14 questions.

### **Important note:**

1. Parts A1, B1, C1 asks for last 7 days.
2. Parts A2, B2, C2 asks for 12 months.
3. Question in two groups are the same, but we will details just part (A1, B1, C1) and the notes are same for other group (A2, B2, C2)
4. Working way has to be A1, B1, C1, A2, B2, C2, D, E, different of that what we done till now.

### **Part A1- Participation of workers (last 7 days)**

**Note:** Wants to evident number and kind of work in last 7 days for members older than 10 years old.

### **Notes:**

Q.2. Wants all activities of the family.

Q.3. Wants agriculture activities in family.

Q.4. Wants households enterprise in family.

Q.5. If answer is “YES” you work in one or more of 2, 3, 4, you don’t have to ask him more, then you go in part

B1, but if the answer is “NO” you haven’t work, we want to be sure , that’s why  
We will ask you the other parts.

Q.6. Is correcting question.

Q.7. Ask if he has fixed work.

Q.8. Person has fixed work, but he didn’t work that’s why we will ask him the reason.

Q.9. At Q.7. he seas “No” he doesn’t have fixed work. He his without work we will ask  
Him did he tried to find job, question 10 we will ask him the reason for what he  
Didn’t tried, if he seas “NO”.

### **Part B1 – Working last 7 days**

**Note:** Wants to know the kind of work in last 7 days and spending time for that job.

**Notes:**

Q.1-2. Wants to know the kind of job and sector which it belong, take care for each  
Code.

Q.3. Wants to know “who was it that you worked for”?

Q.4. Wants to know the numbers of employees

Q.5,6,7,8 I know that you had worked but I want to know the time that you’ve spent on it.

Q.9. Is for those case when person had done more than one activity, if “YES” you ask  
Him for other activity, but if is “NO” go at question 10 to ask him “why?” then go  
In part C1.

### **Part C1 – Main work and secondary work (lasts 7 days)**

**Note:** Here are those persons who had worked one activity or more than one, that’s why  
This module has to know all about the main work and secondary work.

**Notes:**

Part C1 is that what we want to know for work, till now we had evident just who work and kind  
of job.

From Q.18-33. You will ask main activity, then secondary work.

Q.1.Wants to know main activity in lasts 7 days agree with 10 in part B1, and you have to put  
profession code.

Q.3. For main activity you worked for your self, for agriculture, for somebody else or for office.

Q.4. Now what kind of employee you’ve been, you was the chief, you’ve been paid from  
someone else, and if you don’t have more to ask him go at Q.18.

Q.5. Write the workers on that kind of job, take care if are more than 100 write 222.

Q.6.Ask him is he paid for that job in cash or other.

Q.7. He is not paid then you ask him “Why”? he is not paid.

Q.8. He is paid then you ask him how much for how long?

Q.9.How many hour did the person worked for the amount in q.8

Q10-11. Ask him if he is paid in other way, like gifts.

Q.12-16. Are checking question so you can copy then from part B1.

For question 18-33 are for secondary work and the question are the same.

### **Part D – Participation of workers before 1991**

**Notes:** This part know to know the working before autonomy.



### **Part E- Main activities before 1991**

**Note:** you have told as that you been work before 1991 in part D now I would like to Know more for that kind of job in that time.

**Important note:**

You will ask the persons above 20 years old, which in 1990 they was 10 year old and above.

### **3.4. Moduli i Ndhimes Ushqimore**

Ky modul perbehet nga nje formular: **Formulari i Ndhimes Ushqimore – 34 Pyetje**

**Shenime te Rendesishme per tu Mbajtur Mend:**

1. Ky formular duhet ti pyetet kryetarit te familjes (por mund ti pyetet edhe personit me njohuri me te shumta rreth ndihmes ushqimore ne familje)

**Qellimi i Formularit** – Ky formular ka per qellim te evidentoje perdorimin e ndihmes ushqimore dhe sociale, ne menyre qe te percaktoje nevojat per te ardhmen.

**Shenime per Pyetjet Individuale:**

- P.4. dhe P.5. Kujdes duhet treguar me ‘kodin’ e shoqates qe siguron dhe shperndan ndihmat.  
Kodet jane dhene ne te djathte te faqes.
- P.6. Cdo pergjigje duhet te konvertohet ne kilogram.
- P.12. Pergjigjet per kohen duhet te konvertohen ne jave.
- P.17. Ketu behet fjale jo per ndihmat humanitare, por per asistencen sociale. Neqoftese pergjigja eshte ‘Jo’ kalohet tek pyetja 19.
- P.18. Ketu pergjigja kerkohet ne Marka, por si per ndihmen ne te holla, edhe ne forma te tjera.  
Kjo e fundit duhet konvertuar ne Marka.
- P.19. Kjo pyetje ka per qellim te dije nese ndonje anetar i familjes eshte i regjistruar per ndihme sociale ne momentin e intervistes (Shtator). Nuk eshte njesoj me pyetjen 18. Neqoftese pergjigja eshte ‘Jo’ kalo ne pyetjen 26.
- P.20. Kujdes me regjistrimin e ID-se per anetaret e familjes (Duhet te kontrollohet Moduli i Perberjes se Familjes).
- P.26. dhe 27. Kujdes! Ne keto dy pyetje kerkohet te dihet nese familja ka marre ‘kredi’ apo ‘hua’. Nuk behet fjale per ndihme. Per te dy pyetjet, neqoftese pergjigja eshte ‘Jo’ kalo ne pyetjen 30.
- P. 29. Kodi ne te djathte te faqes duhet te perdoret.
- P.31. Ketu do te punohet vertikalisht. Pra do te behet pyetja per te gjitha artikujt dhe pastaj kalohet ne pyetjet 32 – 34, ku punohet horizontalisht. Pra behet pyetja per cdo artikull.

### **3.5. Moduli i Bujqesise**

- Ky modul perbehet nga 9 formulare:

➤ **Pjesa A1 – Toka e Punuar – 15 pyetje**

**Qellimi i Formularit** – Ka per qellim te evidentoje gjendjen e tokes se punuar ne nje ekonomi shtepiake gjate nje sezoni te plote – 1999-2000

**Shenime**

Pyetja 2 pyetet per te gjitha ngastrat (pra pyetet vertikalisht) dhe pastaj behen te gjitha pyetjet e tjera per secilen ngaster (pra punohet horizontalisht).

Pyetja 4, 7 dhe 9 duhet te kihet kujdes me shigjetat drejtuese.

Pyetja 15. Kujdes duhet te tregohet kur te regjistrohet kodi i kultures, qe gjendet ne nje faqe tjeter, ne formularion B1

➤ **Pjesa A2 – Toka e dhene me qira – 12 pyetje**

**Qellimi i Formularit** – Kjo pjese si edhe pjesa e pare evidenton gjendjen e punimit te tokes, por per tokat qe jane marre ose dhene me qira.

**Shenime**

Pyetja 2 pyetet per te gjitha ngastrat (pra pyetet vertikalisht) dhe pastaj behen te gjitha pyetjet e tjera per secilen ngaster (pra punohet horizontalisht).

Pyetja 3. Duhet treguar kujdes ne vendosjen e ID kodit te personit qe ka njohuri me te shumta per ngastren qe po pyesni. Ky kod gjendet tek moduli i pare, Perberja Familjare. Me ta evidentuar personin bejini pyetjet nga 3 deri ne 13 para se te kaloni tek ngastra tjeter.

Pyetja 12. Kujdes duhet te tregohet kur te regjistrohet kodi i kultures, qe gjendet ne nje faqe tjeter, ne formularion B1

➤ **Pjesa B1 – Kulturat dhe Prodhimi i tyre – 9 pyetje**

**Qellimi i Formularit** – Qellimi i ketij formulari eshte te evidentoje prodhimin e kulturave te nje ekonomie shtepiake ne fshat gjate sezonin 1999-2000 te prodhimit

**Shenime**

Pyetja 2 pyetet per te gjitha kulturat (pra pyetet vertikalisht) dhe pastaj behen te gjitha pyetjet e tjera per secilen kulture qe I pyeturi eshte pergjigjur ‘Po’, pra qe ka kodin 1. (Punohet horizontalisht).

Pyetjet 6 deri ne 9 behen vetem per kulturat qe pergjegja ka qene PO.

➤ **Pjesa B2 – Malet - 7 pyetje**

**Qellimi i Formularit** – ka per qellim te evidentoje posedimin dhe perdorimin e maleve (pyjeve)

**Shenime**

Pyetja 2. Kujdes duhet treguar me vendosjen e kodit per malet (pyjet) qe jane ne pronesi. Kodet jane vendosur ne fillim te formularit A1.

➤ **Pjesa C – Hyrjet ne Bujqesi – 9 pyetje per cdo artikull**

**Qellimi i Formularit** – Kjo pjese ka per qellim qe te evidentoje te gjitha hyrjet e nje cikli bujqesor: Farat, Pleherat kimike, Pleherat organike, Pesticidet, Fuqine punetore te investuar ne bujqesi, dhe Perdorimin e makinerive.

**Shenime (Formulari i Farave, Plehut Organik, Plehut Inorganik, Pesticideve, dhe Finadeve)**

Pyetja 1. Ketu duhet te shenohem me rradhe te gjitha kulturat per te cilat eshjte pergjigjur ‘PO’ ne Formularin B1, Pyetja 2.

Te gjitha pyetjet e tjera behen per cdo kulture. Pra punohet horizontalisht.

Pyetja 7. Kujdes duhet pasur me kodet e blerjes se fares qe jane dhene ne te djathte te faqes.

**Shenime (Formulari i Punes)**

Pyetja 1. Ketu duhet te shenohem me rradhe te gjitha kulturat per te cilat eshjte pergjigjur ‘PO’ ne Formularin B1, Pyetja 2.

Pyetja 3 dhe 8 shikoni kodet ne te djathte te faqes.

Neqoftese per nje kulture jane kryer disa pune (shih ne te djathte) atehere kodi I asaj kulture vendoset ne po aq rreshta sa edhe pune jane aplikuar.

**Shenime (Formulari i Makinerive)**

Pyetja 1. Ketu duhet te shenohem me rradhe te gjitha kulturat per te cilat eshjte pergjigjur ‘PO’ ne Formularin B1, Pyetja 2.

Pyetja 3, 4 dhe 8 shikoni kodet ne te djathte te faqes.

Neqoftese per nje kulture jane kryer disa pune (shih ne te djathte) atehere kodi I asaj kulture vendoset ne po aq rreshta sa edhe pune jane aplikuar.

➤ **Pjesa D – Perdorimi i Kulturave – 12 pyetje**

**Qellimi i Formularit** – Ndersa Pjesa B e ketij moduli kishte te bente me prodhimin e kulturave bujqesore, kjo pjese ka te beje me perdorimin etyre, shitjen, blerjen, konsumin e tyre etj.

**Shenime**

Pyetja 1 shenoni kodin dhe emrin e te gjitha kulturave qe ne pyetjen 6 te formularit B1 jane pergjigjur ‘PO’, pra kane kodin 1. Mbasi shenohen te gjitha kulturat (pra punohet vertikalisht), per cdo kulture behen te gjitha pyetjet para se te kalohet ne kulturen tjeter (Pra punohet horizontalisht).

Pyetja 5 ndryshon nga 4 sepse ka per qellim te marre informacion per tregum.

➤ **Pjesa E – Pronesimi i Mjeteve Bujqesore – 15 pyetje**

**Qellimi i Formularit** – Kjo pjese ka per qellim te evidentoje gjendjen dhe perdorimin e paisjeve bujqesore

➤ **Pjesa F1 dhe F2 – Blegtoria – 16 dhe 27 pyetje**

**Qellimi i Formularit** – Te dyja keto pjese synojne te evidentojne gjendjen, shfrytezimin dhe prodhimet nga Bagetite ne nje ekonomi shtepiake.

**3.6. Moduli i Edukimit**

Ky modul ka vetem nje pjese

**Qellimi i Modulit** – Ky formular ka per qellim te evidentoje gjendjen aresimore te te gjitha anetareve te familjes

**Shenime**

Kujdes se pyeten te gjitha anetaret qe jane mbi 5 vjec. Per anetaret mbi 12 vjet pergjigjen vete, ndersa per ata nga 5-12 vjec pergjigjet kujdestari (mamaja ose babai)

P.3 Neqoftese pergjigja ketu eshte ‘Jo’ ky person nuk pyetet dhe kalohet tek tjetri.

Kujdes me pyetjet qe kerkojne drejtimin dhe klasen e kryera. Ne pyetjen 4 kerkohet klasa (viti) me i larte i perfunduar (jo diplomuar).

P.9 Kerkohet te dihet viti qe ndjek personi i pyetur, dhe jo i perfunduar (sic e kerkon pyetja 4).

P.15 kerkon te dije mungesen nga shkolla ne 4 jave si bllok, dhe jo te grumbulluara.

P.18 deri ne 25, kerkohen shpenzimet shkollare per cdo artikull. Kujdes! Neqoftesei pyeturi nuk mban mend shumatat sipas artikujve, atehere pyetesi per shume totale dhe vensoseni ate ne kolonen e fundit ‘TOTAL’. Ndersa ne te tjerat vendosni vetem numrin 99.

**3.7. Moduli i Ndermarjeve jobujqesore**

Ky modul perbehet nga 7 pjese

Pjesa A dhe B – Informata te Pergjithshme – 3+8 pyetje

Pjesa C – Punesimi ne kete Biznes – 16 Pyetje

Pjesa D – Te Ardhurat nga Biznesi – 17 Pyetje

Pjesa E – Shpenzimet ne Vlere – 3 Pyetje

Pjesa F – Vleresimi i Biznesit – 4 Pyetje

**Shenim i Rendesishem** – Ky Modul kerkon te evidentoje biznesin me drejtim jo bujqesor te familjes. Pra gjithcka qe krijon te ardhura ne familje pervec te ardhurat nga rrogetaret.

➤ **Pjesa A dhe B – Informata te Pergjithshme**

**Qellimi** – Te evidentoje te gjitha bizneset qe kryen ne nje familje

### **Shenime**

1. Fillohet pyetja me kryefamiljarin dhe pastaj per cdo biznes pyetet personi qe ka njohuri me shume (Pyetja 3). Ne faqen e pare ju evidentoni te gjitha bizneset e familjes dhe personat me njohuri me te shumta rreth tyre.
2. Ne faqen e dyte pyetja 1 dhe 2 evidentojne kush eshte ai qe po pergjigjet.
3. Pyetja 6 pyet se kush jane partnerest e tjere te biznesit
4. Pyetja 7 pyet me sa familje ndahet ky biznes. Kujdes se duhet te futet edhe familja qe eshte duke u pyetur

### ➤ **Pjesa C – Punesimi ne kete Biznes**

**Qellimi** - Kjo pjese evindenton punesimin ne kete biznes, peraresye se moduli I punesimit nuk e evidenton kete lloj punesimi.

### **Shenime**

1. Edhe ketu ndiqet i njeji parim si edhe tek moduli i punesimit ne fillim behen pyetjet per 7 ditet e fundit dhe pastaj per 12 muajt e fundit.
2. Pyetjet 1-6 pysin per 7 ditet e fundit, ndersa pyetjet 8-16 per 12 muajt e fundit.
3. Pyetjet 3 dhe 8 kerkojne te dine emrat e te gjitha anetareve te familjes te perfshire ne kete biznes (6 me kryesoret)
4. Kujdes Pyetja 10 dhe 15 eshte identike por i adresohet dy grupeve te ndryshme njerezish. Pyetja 10 i adresohet njerezve qe kane punuar ne 12 muajt e fundit ne kete biznes, por qe nuk kane punuar ne shatte ditet e fundit. Pyetja 15 i drejtohet njerezve qe kane punuar ne dy muajt e fundit, por qe gjate 7 diteve te fundit biznesi nuk ka funksionuar fare.

### ➤ **Pjesa D – Te Ardhurat nga Biznesi**

**Qellimi** – Ky formular ka per qellim te evidentojte te ardhurat qe vijne nga ky biznes.

### **Shenime**

1. Pytet personi qe ka me teper njohuri per ate biznes
2. Kujdes me kontorllin ne pyetjen 1. Per te gjitha pergjigjet 'Po' ne Pjesn B, Pyetja 8 duhet te beni te gjitha pyetjet, per 'Jo'-te duhet te filloni ne pyetjen 8.
4. Pyetja 3 pyet per Xhiron e arritur nga biznesi dhe jo fitimin e paster.
5. Pyetja 4 dhe 5 pyesin per transiaksionet e bera ne biznes jo me para ne dore.
6. KUJDES. Kjo pyetje ka te beje me perdorimin nga familja e prodhimeve (sherbimeve) qe vijne nga ky biznes. Pra keto shpenzime duhet ti evidentojme se nuk jane ne te holla (qe I evidenton Pjesa E). Ky shenim vlen edhe per pyetjen 16, por periudha kohore eshte 12 muaj)

### ➤ **Pjesa E – Shpenzimet ne Vlere**

**Qellimi** – Kjo Pjese ka per qellim te evidentojte te gjitha shpenzimet ne vlere te biznesit (pra zbritjet). Them i ne vlere se pyetja 6 dhe 15 ne D evidentuan produktin (sherbimin) e perdorur nga familja nga ky biznes)

### **Shenime**

1. Pyetja 2 ju kerkon shpenzimet ne 7 ditet e fundit. Ndersa pyetja 3 evidenton shpenzimet ne muajin me tipik, me shpenzime mesatare.
2. Ne P. 2 dhe 3 vendosen shumat totale. Pjesa ne te djathte e pyetesorit eshte per t'iu ndihmuar ju ne llogaritjen e ketyre shpenzimeve.

### ➤ **Pjesa F – Vleresimi i Biznesit**

**Qellimi** – Kjo jese ka per qellim te evidentoje perdorimin dhe pronesine e mjeteve te biznesit.

### **3.8 – Moduli i Punesimit**

Ky modul perbehet nga shtate pjese:

- Pjesa A1 – Pjesmarrja e Fuqise Punetore (7 ditet e fundit) – 10 Pyetje
- Pjesa B1 – Shikimi i Punes ne (7 ditet e fundit) – 10 Pyetje
- Pjesa C1 – Puna Kryesore dhe Dytesore (7 ditet e fundit) – 33 Pyetje
- Pjesa A2 – Pjesmarrja e Fuqise Punetore (12 muajt e fundit) – 10 Pyetje
- Pjesa B2 – Shikimi i Punes ne (12 muajt e fundit) – 10 Pyetje
- Pjesa C2 – Puna Kryesore dhe Dytesore (12 muajt e fundit) – 31 Pyetje
- Pjesa D – Pjesmarrja e Fuqise punetore perpara 1991– 5 Pyetje
- Pjesa F Aktiviteti kryesor punes perpara 1991– 15 Pyetje

### **Shenim i Rendesishem**

1. Pjeset A1, B1, C1 pyesin vetem per 7 ditet e fundit
2. Pjeset A2, B2, C2 pyesin vetem per 12 muajt e fundit
3. Pyetjet ne te dyja grupimet jane identike, prandaj ne do te detajojme vetem njerin grupim (A1, B1, C1) dhe te njejtat shenime vlejne edhe per grupin tjetër te pyetjeve (A2, B2, C2)
4. Menyra e te punuarit ketu do te jete , A1, B1, C1, A2, B2, C2, D, F, ndryshe nga c'ka qene deri me tash.

### ➤ **Pjesa A1 – Pjesmarrja e Fuqise Punetore (7 ditet e fundit)**

**Qellimi** - Ky modul ka per qellim te evidentoje numrin dhe llojin e puneve te kryera gjate shtate diteve te fundit per anetaret 10 vjet e larte ne familje.

### **Shenime**

- Pyetja 2 Kerkon aktivitetet jashte familjes
- Pyetja 3 Kerkon aktivitetet bujqesore brenda familjes
- Pyetja 4 Kerkon aktivitetet jo-bujqesore brenda familjes
- Pyetja 5 ka per qellim te adresoje ne 'adresen' e duhur. Nqs pergjigja eshte 'Po-1' – pra ke punuar, nuk eshte e nevojshme te pyesim me, dhe keshtu kalon ne formularin B1. Por, nqs. Pergjigja eshte 'Jo', pra nuk ke punuar, ne nuk te besojme, prandaj vazhdojme te te pyesim.
- Pyetja 6 Eshte kontrolluese
- Pyetja 7 e pyes nese ka pune te perhereshme
- Pyetja 8 Personi ka pune te perhereshme, por 'rastesisht' nuk ka punuar, prandaj une vazhdoj ta pyes, pse e ka humbur punen.

Pyetja 9 Tek P7 tha 'Jo' pra nuk ka pune te perhereshme, por edhe te perkoheshme. I papune. Tani e pyes nese ka kerkuar pune apo jo. Pyetja 10 e pyet se cila eshte aresyeja qe nuk ka kerkuar pune, nese thote 'Jo'.

➤ **Pjesa B1 – Shikimi i Punes ne (7 ditet e fundit)**

**Qellimi** - Ky modul ka per qellim te evidentoje llojin e punes se punuar ne shtate ditet e fundit si dhe kohen e shpenzuar ne te.

**Shenime**

Pyetja 1 dhe 2 kerkon te dije llojin e punes dhe sektorit qe i perket ajo. Duhet pasur kujdes me kodet e dhena per sejcilen.

Pyetja 3 do te evidentoje se 'per ke ke punuar'?

Pyetja 4 do te evidentoje numrin e punedhenesve

Pyetjet 5 6 7 8 une e di qe ti ke punuar, por dua te evidentoje egzaktesisht kohen e punuar ne te.

Pyetja 9 eshte per rastet kur personi ka kryer me teper se nje aktivitet dhe te adreson tek aktiviteti tjeter. Nqs 'Po' vazhdon me aktivitetin tjeter ne rreshtin e meposhtem. Nqs 'Jo' vazhdon tek 10 qe te pyet 'Pse?' dhe te kalon ne modul C1.

➤ **Pjesa C1 – Puna Kryesore dhe Dytesore (7 ditet e fundit)**

**Qellimi** – Ketu vijne ata njerez qe ose kane punuar nje aktivitet ose shume aktivitete, prandaj ky modul ka per qellim te evidentoje gjithcka rreth punes kryesore dhe dytesore.

**Shenime**

1. Ne te vertete C1 eshte ajo c'ka duam te dime per punen, deri tani kemi evidentuar vetem kush punon dhe cfare punon. Tani do te evidentojme detajet.

2. Nga pyetja 2 deri ne 17 merret me aktivitetin kryesor, pastaj me ate dytesor.

Pyetja 1 Shenon aktivitetin kryesor ne 7 ditet e fundit bazuar ne 10 tek B1, dhe vensdos kodin e atij profesioni.

Pyetja 2 Per aktivitetin kryesor do te dije se ku ke punuar – bujqesi apo jo, per vete a dike tjeter, apo apo pune zyre.

Pyetja 3 Tani do te dije se cfare pozite ke pasur. Nqs eshte punedhenes apo nuk eshte paguar, nuk kam cfare e pyes, dhe shkoj tek aktiviteti tjeter Pyetja 18.

Pyetja 4 ketu ka ardhur ai qe punon per dike tjeter dhe e pyes per ke punon.

Pyetja 5 Shenoi numrin e punonjesve ne ate vend pune. Kujdes nese eshte me shume se 100 shenoj 222.

Pyetja 6 Pyes nese paguhet

Pyetja 7 Ka ardhur ai qe nuk eshte paguar dhe e pyes Pse nuk eshte paguar?

Pyetja 8 ka ardhur ai qe eshte paguar dhe e pyes sa eshte paguar?

Pyetja 9 do te dije sa ore ka punuar personi?

Pyetja 10 dhe 11 pyet per ndonje lloj pagese tjeter ne natyre.

Pyetjet 13,..16 jane te tipit kontrollues dhe mund te kopjohen nga pjesa B1.

Per pyetjet nga 18-33, behet fjale per punen dytesore dhe te njejtat pyetje pyeten.

➤ **Pjesa D – Pjesmarrja e Fuqise punetore perpara 1991**

**Qellimi** – Kjo pjese ka per qellim te evidentoje gjendjen e pjesmarrjes ne pune perpara heqjes se autonomise.

➤ **Pjesa F Aktiviteti kryesor punes perpara 1991**

**Qellimi** – Kmbasi e keevidentuar punen perpara 1991 ne D tani do te dish disa detaje rreth punes kryesore ne ate periudhe

**Shenim i rendeseshem**

Ketu pyeten personat qe jane mbi 20 vjet, pra qe ne 1990 kane qene 10 vjet