

***UGANDA  
PRIMARY SCHOOL SURVEY  
2002***

**Survey Manual for  
Enumerators**

**June 2002**

## Background

This school survey is part of a follow-up study. The first survey was conducted in 1996. The purpose of the survey is to improve our understanding on constraints and problems primary schools in Uganda face, and specifically to investigate how information can help mitigate these constraints, and the extent to which the situation has changed since 1996. The study is being conducted by the World Bank in collaboration with the Government of Uganda, the Economic Policy Research Centre, and International Development Consultants Ltd to provide policy-makers with a strong perspective from the school level on ways to improve the learning environment in Uganda.

The survey is not directly connected to any planned or current World Bank project.

## Conducting the Survey

When arriving to a new district, the enumerators should first get in contact with the DEO and present their introduction letter.

Two survey instruments will be implemented, that is, the district education officer questionnaire and the school head teacher questionnaire.

### *The district education officer questionnaire*

The district education officer questionnaire should be implemented first, prior to surveying the sample schools in the district.

The District Education Officer (DEO) should respond to the questions in the district education officer questionnaire, although staff responsible for the relevant records could answer some of the detailed enrolment questions. If the DEO is not available, enumerators should try to make an appointment with him/her at a later date to conduct the interview. If this is not possible, a knowledgeable staff member in DEO's office (e.g., someone who is acting for the DEO) should respond to the questions.

In some of the district to be visited there is also a municipal education officer that is responsible for the schools within the municipality. The enumerator should check with the DEO whether the schools on their list are part of any municipality. If this is the case, the municipal education officer should be visited **IN ADDITION** to the DEO's office. The enumerator should use the district education officer questionnaire when interviewing the municipal education officer. If some schools are part of the municipality, please ask the DEO to clarify whether the information he/she provides in the interview includes these schools and note this in the comments section.

### *The school head teacher questionnaire*

At the school level, the Head Teacher (HT) should answer the questions in the school head teacher questionnaire. In the beginning of the interview enumerators should present their introduction letter to the HT. If the HT is not available, enumerators should try to make an appointment with him/her at a later date to conduct the interview. Only in exceptional cases should someone else at the school respond.

If the designated schools have either ceased to exist or moved to another district, **CALL Mr. Andreas Madestam, 077-327 122**, to get instructions on what to do. The enumerator should NOT include any other school of their choice as a substitute.

### *General interview guide*

#### *Prior to the interview*

The enumerators should make sure that they have:

- the correct questionnaire at hand (old questionnaires from previous interviews should not be brought along)
- filled in the sections in the questionnaire that requires to be filled in before the interview takes place (for example, question 19, 21 and 22 in the district education officer questionnaire)
- a working pen
- the calculator at hand

-carefully prepared their introductory presentation of the survey using the background information provided in this manual

### *During the interview*

Inform the respondent that the information obtained through the survey will be treated strictly confidentially, and neither the name of the respondent nor the name of the school will be printed or used in any documents or reports.

Enumerators should also explain that if the respondent for any reason does not feel comfortable answering a particular question, she/he can choose the option not to answer—rather than provide an inaccurate response.

Enumerators should mention to the respondent that the survey managers are happy to provide the respondent a copy of the final report of the results of the study to enable him/her to compare the school's situation and experience with other schools in Uganda.

It is important to ensure that all units of measurement match those requested in the questionnaire (units are stated in the second column of questionnaire).

In recording responses, it is also important to remember that the following standard coding apply throughout the questionnaire:

- NA Not applicable
- DK Respondent did not know
- RA Respondent refused to answer

Remember to thank the respondent for participating in the survey!

### *After the interview*

The enumerators should make sure that they have:

-crosschecked and reviewed the answers carefully enabling the senior enumerator to detect any missing answer or inconsistency in the information provided

- two complete copies of the questionnaire, one copy to keep and one to send to Mr. Andreas Madestam in Kampala as agreed upon (see more below)
- both copies should be signed and approved for data entry by both enumerators.

### *Bus poaching scheme*

As soon as the enumerators arrive in the district, they should make sure that the provided bus schedule is correct. Arrange for the deposition of the questionnaires by contacting the driver or the turn boy in the station on the **Thursday before** sending off the questionnaires on Friday morning. The enumerator should either reimburse the driver (not more than 3000 Ush) or promise a reimbursement for him/her as he/she arrives in Kampala.

When the enumerator has given the package to driver, send Mr. Andreas Madestam (077-327122) a SMS message with the following information: name of driver or turn boy/name of bus company/registration number of bus/time of arrival in Kampala/number of questionnaires poached/whether or not you have paid the driver or turn boy, use P for paid and NP for not paid. For example, if the driver's name is Peter, the name of the bus company is Gateway, the registration number is UAA 506B, the bus arrives in Kampala at 10 a.m., you have included 10 questionnaires and paid the driver, then the SMS would look like this: **Peter/Gateway/UAA 506B/10 a.m/10q/P** .

The enumerator will be reimbursed for all phone calls made to Mr. Madestam and Mr. Ojoo, and for all the payments made to the bus driver or the turn boy.

A separate arrangement will be made for the enumerators that return to Kampala over the weekends. They will have to leave the questionnaires at the World Bank office between 3-5 p.m. on the Saturday and call Mr. Andreas Madestam (077-327122) when they get to the office.

### **Guide to questions in district education officer questionnaire**

### *Section 1. Identification*

Begin by presenting the name of the section and inform the DEO that you would like to start with some administrative matters. The district code should be specified in advance, according to provided data sheet.

### *Section 2. General information about schools in the district*

Begin by presenting the name of the section and inform the DEO that you would like to start with general matters concerning the schools in the district.

#### Question 7. and 8.

Make sure the sum is equal to that given in question 6.

#### Question 10. and 11.

The beginning of the school year will most likely be early February while November will be the end of the school year as grade P7 is attending exams in December and therefore not a part of the enrolment records of that month.

Remember to add up the figures provided in these two questions to obtain the total number of students in question 10 a. and 11 a.. If question 10 b. + 10 c. do not sum up to the same number that was provided in 10 a. (and similar for question 11) kindly inform the DEO so that you may obtain the correct number.

Question 12. 'Trained' teacher is the same as 'qualified' teacher (and has been certified by the Ministry of Education).

### *Section 3. Supervision, information, and government financing*

Begin by presenting the name of the section and inform the DEO that you would like to talk about informational issues and financial flows.

Question 16 d. The formula that we are referring to is the entitlement of UPE capitation grant per student in 2001, which was 5,000 shillings for P1-P3 and 8,100 shilling for P4-P7.

Question 19. Prior to conducting the interview, fill in the sub counties you will visit in the questionnaire.

Question 21. and 22. Prior to conducting the interview, fill in the schools you will visit in the questionnaire.

### *Enumerator's questions*

The enumerator should not walk around the DEO's office while marking the questionnaire, but kindly ask if you may have a look at the records that the DEO said were on public display. Once the enumerator has left the DEO's office it is a good time to fill in this question and the comments section.

### *Comments*

To structure your comments, go through them section by section and end with general comments.

## **Guide to questions in the school head teacher questionnaire**

### *Section 1. Identification*

Begin by presenting the name of the section and inform the HT that you would like to start with some administrative matters. This part should be filled in prior to visiting the school, using the information obtained in the district education officer questionnaire. It might be a good idea to check with the HT that the information you have is correct. The sample code should be specified in advance, according to provided data sheet.

### *Section 2. General information about the school*

Begin by presenting the name of the section and inform the HT that you would like to start with general school matters. With respect to the first six questions it may be possible to divide the work between the two of you. One enumerator can pursue the enrolment figures, while the other continues to interview the HT.

Question 11. and 16. The beginning of the school year will most likely be early February while November will be the end of the school year as grade P7 is attending exams in December and therefore not a part of the enrolment records of that month.

Question 12. and 13. and Question 17. and 18. Remember to add up the figures provided in these two questions to obtain the total number of students in question 11. and 16.. If question 12. + 13. do not sum up to the same number that was provided in 11. (and/or question 17. + 18. do not sum up to the same number that was provided in question 16.) kindly inform the HT so that you may obtain the correct number.

Question 21. Single orphans are children who have lost *either* a father *or* a mother. Double orphans are children who have lost both of their parents.

Question 23. Receiving Grade 1,2, or 3 in primary leavers exam (PLE) is the same as passing the exam.

Question 25. 'Trained' teacher is the same as 'qualified' teacher (and has been certified by the Ministry of Education).

Question 27. If the HT began working in the school in 2002 or even 2001, it might be a good idea to also speak with the deputy HT (if he/she has been in the school longer, that is) to make sure that the information provided is correct.

Question 32. Remember that access implies that the school has a working phone line. Merely a phone, which is not connected for some reason, is NOT the same thing as access.

Question 35. and 37. Note that the radio, newspaper in the school may be a personal radio, newspaper. If so, the answer should still be "1".

Question 46. -49. Alternative schools are schools that are financially viable alternatives. If the next-door school is too expensive for the students in the school being visited, the next-door school is NOT an alternative. Not-for-profit/NGO schools are private schools and should be coded as such.

### *Section 3. Organization and supervision*

Begin by presenting the name of the section and inform the HT that you would like to talk about how the school is organized.

Question 56. When asking about school decision-making, be sure to specify whether the HT takes decisions as a chairperson of the SMC/PTA or purely on account of being the HT. If the HT takes decisions as a chairperson of the SMC/PTA, use the relevant code for SMC/PTA.

### *Section 4. Support from Government*

Begin by presenting the name of the section and inform the HT that you would now like to inquire about issues related to the UPE capitation grants.

Question 58. Do not explicitly ask for the breakdown. The entitlement of UPE capitation grant per student in 2001 was 5,000 shillings for P1-P3 and 8,100 shilling for P4-P7. Note that this question attempts to assess the respondent's knowledge about the rules/guidelines. Thus, we are not asking about how much the school actually gets.

Question 60. As in question 58, this question attempts to assess the respondent's knowledge about the rules/guidelines. Thus, we are not asking about how often the school actually receives UPE funds.

Question 65. Last disbursement to district is meant to be the very last, NOT last in 2001 (although the last disbursement the respondent has knowledge about may be in 2001).

Question 68. For background information to enumerators: The complete set of utilization guidelines for the UPE capitation grants are:

Extra instructional/scholastic materials will be at least 35%  
Co-curricular activities will be at least 20%  
School management will be at least 15%  
Administration will not exceed 10% of the total UPE capitation grant releases.

We are only asking for a subset of these categories in question 68 and 69.

Question 76.-77. Remember that this is the HT's view of whether or not information is publicly accessible. For example, they might feel that the information is publicly accessible when it is available upon request from them or that the budget figures are publicly accessible when they have been displayed at some PTA meeting or general parents meeting, and then are available upon request. In both these two cases you would record the HT's views in questions 76.-77., BUT as an enumerator, you would mark in the last section of the questionnaire that the information is NOT publicly accessible.

### *Section 5. Income/Receipts*

Begin by presenting the name of the section and inform the HT that you would like to talk about the school's financial situation.

Question 84. The financial support part of the questionnaire makes it possible to divide the work between the two of you. One enumerator can pursue the financial figures while the other continues to interview the HT.

Question 84 a. Remember that the UPE capitation grant details obtained in questions 87.-89. (a.-l.) on page 13 has to add up to the total value given in 84 a.

Question 85. When calculating the total value of the in-kind benefits such as textbooks, remember that this value is given in the right hand corner on the textbook receipt that the school should have received from the government. If there is no receipt but the school still received textbooks in 2001, use the pricelist that is attached to the manual to

calculate the total value of the textbooks. Do not forget to include the Teachers Guide books.

### *Section 6. Information*

Begin by presenting the name of the section and inform the HT that this section deals with information flows.

The correct way to mark this section is to write down the HT's answer during the interview. Then, after the interview is completed, the right-hand column should be filled in. Use the code '1' if the answer given was correct, and use the code '2' if the answer was incorrect.

Question 90. Enumerators will obtain the correct answers to questions (a) - (d) from the respective district headquarters when visiting the DEO's office. These are included in the district education officer questionnaire to remind you. Please write the full names down carefully. The correct answers to questions (e) - (g) are:

(e) Minister of Education and Sports  
Hon. Makubuya

(f) Minister of Finance, Planning and Economic Development  
Hon. Gerald Ssendaula

(g) Prime Minister  
Hon. Apolo Nsibambi

Question 91 a.-e. The correct answers are the following (when several options 1 is enough for a correct answer)

(a) Winnie Byanyima  
Member of Parliament **OR** wife of the former presidential candidate Mr. Besigye

(b) Thabo Mbeki  
President (leader) of South Africa

(c) Bono

Rock star **OR** somebody that visited Uganda together with US Treasury Secretary O'Neil in late May 2002 **OR** somebody involved with debt relief and foreign aid.

(d) George W. Bush  
President (leader) of the United States

(e) Charles Onyango-Obbo  
The Monitor (editor)

(f) Your representative in Parliament

Question 91. f. Enumerators will obtain the correct answer from the respective district headquarters when visiting the DEO's office. These are included in the district education officer questionnaire to remind you. Please write the full names down carefully.

Question 92. The correct answer is that coffee prices fell in 2001.

Question 93. The correct answers are the following:

- (a) The largest newspaper in Uganda is The New Vision
- (b) Location of the East African Parliament is Arusha, Tanzania
- (c) MTN is a cellular/mobile phone provider/company; the HT does NOT need to know the abbreviation.
- (d) The month when government's budget is usually presented to Parliament is June (this is the constitutional requirement)
- (e) The number of districts in Uganda is 56
- (f) The total number of members of Parliament in Uganda is 305. This is enough for the correct answer. For enumerators background information, the breakdown is as follows:

214 Constituency Representatives  
56 District Woman Representatives  
10 Uganda People's Defense Forces Representatives  
5 Representatives of the Youth

5 Representatives of Persons with Disabilities  
5 Representatives of Workers  
10 Ex-officio Members

*Enumerator's questions*

The enumerator should not walk around the school while marking the questionnaire, but kindly ask if you may have a look at the school facilities and perhaps see the records that the HT said were on public display. Once the enumerator has left the school it is a good time to fill in this question and the comments section.

Question 117. Refers to the date of display of latest information on UPE grants received.

Question 118. Refers to the period (number of months) for which information is displayed on UPE grants received.

*Comments*

To structure your comments, go through them section by section and end with general comments.