



Vanuatu Hybrid Survey 2012-2013

Field Staff Manual

**The success of this project depends
entirely on the field staff**

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A. Overview

A1 – MAIN QUALITIES OF THE FIELD STAFF

1.1. – OBJECTIVITY. Enumerators have to report the exact answer without influencing the interviewee with personal opinion

1.2. – RIGOUR. Enumerators have to fill the entire questionnaire, even if the same information is asked several times.

1.3 – SELF CONTROL. Enumerators have to stay neutral, without showing any feeling or surprise when the interviewee answer a question. Moreover enumerators have to stay patient and take time to explain the question if the interviewee do not understand the question.

1.4. – COURTESY. Enumerators have to stay polite, they have to look at the interviewee and not only look at the questionnaire avoiding informalities.

1.5. - LISTENING. Enumerators have to be able to detect any inconsistencies in the answer, and should be able to cross check all the information in the questionnaire during the interview. If an inconsistency is detected, enumerators have to ask the question again clearly and nicely.

1.6. - ADAPTATION. Enumerators have to adapt themselves to the environment of the household. They have to make themselves available according to the availability of the interviewee, meaning sometimes after working hours.

1.7. - ORGANISATION. Enumerators have to show initiative and organisation, preparing the questionnaire before the visit, filling all the information they already know (identification, recall period...)

1.8. – NEUTRALITY. Enumerators must not spread any political, religious or other any personal feeling. If asked about their personal opinion, they should remain as neutral as possible.

1.9. – CONFIDENTIALITY. Enumerators have to show that they are reliable, insisting on the confidentiality and the anonymity of the survey.

1.10. - PROFESSIONALISM. Enumerators have to be able to explain clearly the objective of the survey, how the household is selected and the meaning of each question.



A2 – CONTEXT OF HYBRID SURVEY

A2.1 - PRESENTATION.OF THE VANUATU NATIONAL STATISTICS OFFICE (VNSO)

The VNSO is part of the ministry of finance, economy and management. Its domain is the economic and social information related to Vanuatu. Its mission is to collect, process, summarize and disseminate information for the government, private sector or general public providing all the figures useful for the decisions of the development of Vanuatu, and the knowledge of the country. The main jobs of the VNSO are:

- **Population censuses:** every 10 years, each house of Vanuatu is visited and interviewed about the number of people living there, their characteristics (sex, age, citizenship, level of education, their job...). Censuses provide the number of population in each area of Vanuatu (villages, islands, towns...) and give all the main information about the resident population.
- **Surveys:** they are conducted on specific topics, (health, agriculture sector, income and expenditure...) at various periods. The HIES survey conducted by VNSO in 2010 was the latest one, this Hybrid Survey is the next one. Moreover, VNSO is sometimes involved in other surveys in collaboration with other departments (for example health with malaria survey, STEPS or MICS survey).
- **Administrative data files:** other sources of information are available in Vanuatu: trade statistics (imports and exports), airports forms (number of tourists visiting the country), vital statistics (births, deaths, marriages)... They all provide different kinds of indicators calculated and disseminated by VNSO.
- **Estimation of Price Index:** VNSO disseminates the price index on a quarterly base, which allows us to know the variation of prices. A sample of products and shops is selected and prices are collected, processed before the index is disseminated. This index is based on household consumption in Vanuatu (estimated in the HIES).

A2.2 – WHAT IS THE HYBRID SURVEY?

The overall goal of the HYBRID SURVEY (HS) project is to provide Vanuatu statistical systems with an affordable means and methodology to regularly collect statistics across key social and economic sectors, to derive indicators that would provide Vanuatu Government and their development partners with a core set of statistics to facilitate evidence-based policy development and planning, to monitor development progress and measure policy performance, and ultimately to describe development impact.

This core set of indicators provided by HS is related to health, education, nutrition, income and expenditure, culture, family planning, employment, assets of the household... More generally it is a poverty assessment of the situation in Vanuatu, based on a household survey. The questionnaire related to the survey is long, and for many reasons it has to be divided into different visits, at least 4. At each visit a specific module has to be completed.

The objective of the survey is to:

- Collect current indicators on the situation of the household (description of the house, access to facilities, current level of education of each member...)
- Collect indicators on past period, recall period (number of people sick during the last 3 months, number of cigarettes smoked during the past 7 days...)
- Collect data about expenditure and income on recall period (expenditure on clothes during the past 3 months, income from wages during the past 12 months...)
- Collect data about daily expenditure for 7 days (what did you buy today, goods or services, food and non food items bought)

- Collect data about daily food items harvested, gathered, or received from fishing, hunting or livestock activities, or received for free as a gift

⇒ **This collection of various indicators will allow the assessment of poverty in Vanuatu**

Poverty Line aims at measuring the poverty threshold, or the minimum level of income for having a reasonable standard of living in the country, or percentage of the population eating less than 2100 calories a day. But the concept of poverty also takes into account the access to services as well, like health, education....

Poverty line is a multi-dimensional measure, having different values in different regions or environments. People can be poor even if they have more money than others, depending where they live. Coastal fishing communities can live decently with less cash than those in other urban areas, but lack the same level of access to education and health services than those in urban areas.

Measuring the poverty line is a powerful tool for supporting social reforms or social protection measures to improve the quality of life of the population.

In summary, the HS project covers most of the topics required for the contemporary governments to report to the country decision makers on how the population lives, what their need are and what they want for their lives and their country. While other surveys have the same approach: HIES (*Household Income and Expenditure Survey*), STEPS (*health assessment of the population in 3 steps*), MICS (*multi indicator cluster survey: situation of women and children*), each of these cover specific domains but the HS is multi sectoral.

As mentioned previously, many surveys occurred in Vanuatu, on a regular basis and in this context we can ask why the HS is scheduled in Vanuatu.

- ⇒ HIES, STEPS, MICS and most of the other surveys do not cover enough topics in order to feed the National Minimum Development Indicators,
- ⇒ Most of the surveys conducted in the country are processed and analyzed out of Vanuatu, without any skill transfer or capacity building. That is not the case of the HS, which will be conducted, processed and analyzed by the VNSO in Vanuatu, with the collaboration of SPC.

This HS requires staff committed to their people and their country, devoted to get the highest quality information possible in order to meet the goal set above.

A3 – WHICH METHODOLOGY?

A3.1 – ROTATING SAMPLE

The HS is a survey based on a rotating sample of 1200 households (in each of the 6 provinces of Vanuatu) spread over a 12 month period between January 2012 and January 2013 according to a system of “round of collection”.

A3.2 – ROUND OF COLLECTION

A round of collection is a period of 2 weeks; during this period the same families are interviewed. During 1 round, the same family is visited at least 4 times every 2 days. At each visit, enumerators have to complete 1 or 2 modules and a diary has to be checked (related to

expenditure and home production). Enumerators have to complete 6 households in 1 round (cf Table).

In total, the field work is divided into 24 rounds (2 per month).

A3.3 - SAMPLE

1200 households are randomly selected; this selection was based on the household listing provided by the 2009 population census.

The country is divided in 2 areas:

- Urban area: Port Vila and Luganville
- Rest of Vanuatu: Sanma and Shefa rural, Tafea, Malampa, Penama and Torba.

⇒ 600 households in each area

Table: distribution of the sample over the 6 provinces (nb of households)

Province	URBAN	RURAL	SAMPLE SIZE
1. Torba	-	48	48
2. Sanma	132 (Lunganville)	108	240
3. Penama	-	144	144
4. Malampa	-	144	144
5. Shefa	468 (Vila)	60	528
6. Tafea	-	96	96
TOTAL	600	600	1200

Table: A ROUND OF COLLECTION

ONE ROUND OF COLLECTION													
WEEK 1 (W1)							WEEK 2 (W2)						
W1 Day1	W1 Day2	W1 Day3	W1 Day4	W1 Day5	W1 Day6	W1 Day7	W2 Day1	W2 Day2	W2 Day3	W2 Day4	W2 Day5	W2 Day6	W2 Day7
HH1, HH2 and HH3 = 7 days of diary													
HH4, HH5 and HH6 = 7 days of diary													
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
HH1	HH4	HH1	HH4	HH1	HH4	Rest	HH1	HH4	- Final checks	- Prepare for next round	- Rest		
HH2	HH5	HH2	HH5	HH2	HH5		HH2	HH5					
HH3	HH6	HH3	HH6	HH3	HH6		HH3	HH6					
Visit1		Visit2		Visit3			Visit4						
↓		↓		↓			↓						
- Presentation - Module 1 - Dairy presentation - Fill the first dairy day		- Dairy check - Module 1 feedback - Module 2 & 3		- Dairy check - Module 2 & 3 feedback - Module 4		- Last diary checks - Module 4 feedback - Module 5 & 6 - Final global checks - Final thanks							

Each enumerator is in charge of 6 households during the round (HH1 to HH6). The collection starts on Monday with 3 different households (HH1, HH2 and HH3). For these 3 households, the week of diary starts on Monday (Day 1) and finishes on Sunday (Day 7), as shown by the green cells on the table above. For the 3 households left, it starts on Tuesday with the first visit and the first day of the diary and finishes on the next Monday the last day of the diary (day7), as shown by the red cells. For all HH, the last visit (visit4) should happen the day after Day7 (week2 day1 for green HH, week2 day2 for red HH).

- ⇒ **The period of the diary is 7 FULL DAYS in every household.**
- ⇒ **At each visit enumerators have specific tasks to achieve**

A3.4 – TASKS TO ACHIEVE DURING EACH VISIT

Visit 1 (day1):

1. Find the location of the house: **make sure you interview the correct house**
 - a. Find the correct EA. An EA is a limited area.
 - b. Find the correct house to survey into the EA. Enumerators do not have to survey every house within the EA, but only a few of them. In order to find the house selected in the EA, enumerator have 3 guidelines:
 - i. The name of the household head
 - ii. The location of the house on a map (cf map EA 810 page...)
 - iii. The GPS location of the house, with the GPS it is possible to go to the selected house according to its location (cf GPS help)
2. Find the appropriate person to talk with (head of household or his wife, or at least an adult in the house), **do not start the survey with a children or somebody not responsible for the household,**
3. Introduce yourself and the objective of your work, **give the letter from the government statistician**
4. Explain to them the process of the survey: 1 week of collection, 4 visits, 1 diary to fill every day...
5. Convince the person to collaborate and to agree with the survey, **get their agreement,**
6. Fill in module 1
7. Explain how to fill in the diary1 by filling in the first day with householder,
8. Fill in diary2 (nutrition) for day1.
9. Take an appointment for the next visit (visit2) in 2 days' time, that is the visits are made every other day.

Visit 2 (day3):

1. Check the diary between day 1 and day3, if the diary is empty; complete it by asking them to remember their expenditure on food and non food items, their home production and all items received for free.
2. Feedback on the module 1 from the data entry report on the module 1
3. Fill the module 2 and the module 3
4. Complete diary 2 for days 1, 2 and 3.
5. Take an appointment for the next visit (visit3) in 2 days' time,.

Visit3 (day5)

1. Check the diary between day 3 and day5, if the diary is empty; complete it asking them to remember their expenditure on food and non food items, their home production and all items received for free.
2. Feedback on module 2 & 3 from the data entry report on the module 2&3
3. Fill the module 4
4. Complete diary 2 for days 3, 4 and 5.
5. Take an appointment for the next visit (visit4) in 3 days' time.

Visit4 (day8) – Last visit

1. Check the diary between day 5 and day 7, if the diary is empty; complete it by asking them to remember their expenditure on food and non food items, their home production and all items received for free.
2. Feedback on the module 4 from the data entry report on the module 4
3. Fill modules 5 and 6
4. Complete diary 2 for days 5, 6 and 7.
5. Make sure everything is completed
6. Final thanks

Extra Visit (day9 or 10) – if required visit 5

Modules 5 and 6 are completed during the last visit (visit 4) and entered the day after. If the data entry system detects inconsistencies on these forms, an extra visit will be required in order to fix them.

A3.5 – HOW TO FIND A SELECTED HOUSEHOLD

EA 810 – 4 households selected



EA 810 has been split into 2 different areas, 01 and 02. The 4 households in orange are selected in the sample and they have to be interviewed during the next round, this map will help field staff to find the correct house.

A3.6 – FIELD STAFF / FIELD WORK

Field staff is divided into 7 teams, one team is composed by:

- 2 enumerators
- 1 supervisor in charge of data entry

⇒ 1 team per province except in Shefa, where 2 teams are required

⇒ teams are based in the main island of each province (administrative center) and will have to move within the island and within the province.

Teams are divided in 2 groups:

- a. Group1(South Vanuatu)
 - Efate: 2 teams
 - Santo: 1 team
- b. Group2(North Vanuatu)
 - Vanua Lava: 1 team
 - Malakula: 1 team
 - Ambae: 1 team
 - Tanna: 1 team

According to the size of the sample in each province, the workload is not the same for each team. One team has to complete 12 households per round (6 households per enumerators), in terms of work load it means:

Table: number of rounds to complete / per team

Group	Team number	Province	Sample size hh to survey	Number of selected hh	Nb of rounds
2	1	1. Torba	48	72	4
2	2	2. Sanma	240	360	20
2	3	3. Penama	144	216	12
2	4	4. Malampa	144	216	12
1	5.1	5. Shefa	264	396	22
1	5.2	5. Shefa	264	396	22
1	6	6. Tafea	96	144	8
VANUATU			1200	1800	

A3.7 – AGENDA OF THE ROUNDS 2012-2013

Table: agenda of the 24 rounds for group1 (2 Shefa team and Tafea team)

			Group1		
	from	to	Team 5.1 - Shefa	Team 5.2 - Shefa	Team 6 - Tafea
training	16/01/2012	29/01/2012	training in Port Vila		
round 1	30/01/2012	12/02/2012	Urban Efate 801-01 801-02	Urban Efate 829-00 831-00	EA 008-02 / Tanna near rural
round 2	13/02/2012	26/02/2012	Peri urban Efate 712-03	EA 709-02 / Efate far rural	
round 3	27/02/2012	11/03/2012	Urban Efate 801-04 801-05	Urban Efate 835-04 835-14	
round 4	12/03/2012	25/03/2012	Urban Efate 801-06 801-07	Peri urban Efate 715-03	Ea 026-00 / Tanna far rural
round 5	26/03/2012	8/04/2012	Peri urban Efate 721-00	Urban Efate 835-19 835-15	EA 040-00 / Tanna far rural
round 6	9/04/2012	22/04/2012	Urban Efate 801-08 801-09	Urban Efate 835-22 836-01	
round 7	23/04/2012	6/05/2012	Urban Efate 801-10 801-11	Peri urban Efate 715-11	
round 8	7/05/2012	20/05/2012		Urban Efate 836-03 837-03	EA 104-00 / Erromango
round 9	21/05/2012	3/06/2012	Urban Efate 801-14 801-16		
round 10	4/06/2012	17/06/2012	EA 112-01 / Epi	Urban Efate 838-01 838-02	
round 11	18/06/2012	1/07/2012	EA 111-02 / Epi	Peri urban Efate 716-05	
round 12	2/07/2012	15/07/2012	Urban Efate 801-17 803-02	Urban Efate 838-03 839-00	
round 13	16/07/2012	29/07/2012	Urban Efate 807-01 807-02	EA 184-00 / Tongoa	
BREAK	30/07/2012	12/08/2012	INDEPENDANCE ANNIVERSARY		
round 14	13/08/2012	26/08/2012	Urban Efate 804-01 806-02	Urban Efate 840-01 840-02	
round 15	27/08/2012	9/09/2012	Peri urban Efate 719-04	Urban Efate 840-03 840-05	EA 079-00 / Tanna far rural
round 16	10/09/2012	23/09/2012	Urban Efate 809-01 809-02	Peri urban Efate 717-02	EA 031-00 / Tanna far rural
round 17	24/09/2012	7/10/2012		Urban Efate 840-06 840-07	EA 095-00 / Tanna far rural
round 18	8/10/2012	21/10/2012	Urban Efate 809-03 809-04		
round 19	22/10/2012	4/11/2012	Peri urban Efate 713-01	Urban Efate 840-15 841-01	
round 20	5/11/2012	18/11/2012	Urban Efate 810-02 813-00	Peri urban Efate 718-02	EA 122-00 / Tanna near rural
round 21	19/11/2012	2/12/2012	EA 707-04 / Efate far rural	Urban Efate 843-01 843-04	
round 22	3/12/2012	16/12/2012	Urban Efate 823-01 824-01	Urban Efate 843-05 843-06	
BREAK	17/12/2012	6/01/2013	CHRISTMAS BREAK		
round 23	7/01/2013	20/01/2013	Peri urban Efate 712-10	Urban Efate 840-08 840-13	
round 24	21/01/2013	3/02/2013	Urban Efate 826-00 827-01	Urban Efate 844-00 843-07	
round 25	4/02/2013	17/02/2013			
					to pay (in addition to wages)
			Other island	Transport + perdiem	
			Same island far rural	Transport + perdiem	
			Same island near rural	Nothing	
			peri urban	Nothing	
			urban	Nothing	
			BREAK PERIOD		

Table: agenda of the 24 rounds for group2 (Sanma team, Torba team, Penama team and Malampa team)

			Group2			
	from	to	Team 1 - Torba	Team 2 - Sanma	Team 3 - Penama	Team 4 - Malampa
training	16/01/2012	29/01/2012				
round 1	30/01/2012	12/02/2012				
round 2	13/02/2012	26/02/2012	training in Luganville			
round 3	27/02/2012	11/03/2012	EA 516-01 / Vanua Lava	Urban Santo 901-01 / 902-01	EA 395-00 / near rural Ambae	EA 623-01 / Malakula near rural
round 4	12/03/2012	25/03/2012		EA 401-03 / near rural Santo		
round 5	26/03/2012	8/04/2012		Urban Santo 929-01 / 929-02		
round 6	9/04/2012	22/04/2012			EA 386-00 / Meawo	EA 292 - Far rural Malakula
round 7	23/04/2012	6/05/2012		EA 453-01 / far rural Santo	EA 387-00 / Maewo	
round 8	7/05/2012	20/05/2012		EA 438-00 / far rural Santo		
round 9	21/05/2012	3/06/2012	EA 523-03 / Mota Lava	EA 481-00 / Malo		EA 266-00 / Malakula near rural
round 10	4/06/2012	17/06/2012		Urban Santo 903-01 / 904-00	EA 622-00 / Pentecost	
round 11	18/06/2012	1/07/2012		EA 461-04 / far rural Santo	EA 618-00 / Pentecost	
round 12	2/07/2012	15/07/2012			EA 596-00 / Pentecost	EA 274-00 / Malakula near rural
round 13	16/07/2012	29/07/2012		Peri urban Santo 418-01		EA 278-00 / Malakula near rural
BREAK	30/07/2012	12/08/2012	INDEPENDANCE ANNIVERSARY			
round 14	13/08/2012	26/08/2012		Urban Santo 924-00 / 925-01	EA 002-00 / near rural Ambae	
round 15	27/08/2012	9/09/2012		Peri urban Santo - 463-02		
round 16	10/09/2012	23/09/2012	EA 515-01 / Vanua Lava	Urban Santo 910-02 / 910-03		
round 17	24/09/2012	7/10/2012		EA 428-01 / far rural Santo		EA 221-00 / Ambrym
round 18	8/10/2012	21/10/2012		EA 427-00 / far rural Santo	EA 363-00 / far rural Ambae	EA 238-00 / Ambrym
round 19	22/10/2012	4/11/2012			EA 353-02 / far rural Ambae	EA 210-00 / Paama
round 20	5/11/2012	18/11/2012		Peri urban Santo - 420-02		
round 21	19/11/2012	2/12/2012		Urban Santo 926-00 / 916-00		EA 276-02 / Malakula near rural
round 22	3/12/2012	16/12/2012	EA 527-00 / Gaua	Urban Santo 930-02 / 930-03		
BREAK	17/12/2012	6/01/2013	CHRISTMAS			
round 23	7/01/2013	20/01/2013		Urban Santo 909-00 / 920-02	EA 315-00 / Pentecost	EA 308-00 / Far rural Malakula
round 24	21/01/2013	3/02/2013		EA 416-00 / far rural Santo	EA 313-00 / Pentecost	EA 309-00 / Far rural Malakula
round 25	4/02/2013	17/02/2013		EA 417-02 / far rural Santo	EA 314-00 / Pentecost	EA 574-00 / Malakula near rural

A3.8 – PRESENTATION OF THE QUESTIONNAIRE

As mentioned earlier in Section A3.2 (description of one round of collection), the collection is divided into 4 visits, and each visit is dedicated to specific questionnaires. The questionnaires to complete during each visits are called MODULE (in total they are 6 modules to fill)

- Visit 1: module1
- Visit 2: module2 & module3
- Visit3: module4
- Visit4: module5 & module6

Each module is dedicated to different topics and different questionnaires are included in each module (in total 35 questionnaires).

Module1:

- Q01: Demographic profile
- Q02: Work activities
- Q03: Dwelling information
- Q04: Recall on food

Module2:

- Q05.1: Utilities
- Q05.2: Utilities expenditure
- Q06.1: Land and housing
- Q06.2: Land and housing expenditure
- Q07.1: Household assets
- Q07.2: Household assets expenditure
- Q08.1: Vehicle
- Q08.2: Vehicle expenditure
- Q09: Household services expenditure
- Q10: Regular provision / financial support
- Q11.1: Contribution to ceremonies
- Q11.2: Ceremonies expenditure
- Q12: Personal loans
- Q13: Personal store account
- Q14: Insurance taxes and savings

Module3:

- Q15.1: Education status
- Q15.2: Education
- Q15.3: Education expenditure
- Q16.1: Health status of children 5years old and younger
- Q16.2: Health status of all members
- Q16.3: Health expenditure
- Q17.1: Travel
- Q17.2: Travel expenditure
- Q18.1: Clothing
- Q18.2: Clothing expenditure
- Q19.1: Alcohol, Kava and tobacco
- Q19.2: Alcohol, Kava and tobacco expenditure
- Q20.1: Communication
- Q20.2: Communication expenditure
- Q21: Other personal expenditure

Module4:

- Q22.1: Income / Work for wages and salaries
- Q22.2: Income / Wages and salaries detailed
- Q23: Income from non agriculture business obtain by the household
- Q24.1: Description of the agriculture activities
- Q24.2: Income / Agriculture activities

Q25.1: Description of the fishing activities
Q25.2: Income / fishing activities
Q26.1: Description of livestock activities
Q26.2: Income / livestock activities
Q27.1: Other income identification
Q27.2: Other income specification
Q28: Income / Remittances

Module5:

Q29: Birth history
Q30: Pregnancy and family planning

Module6:

Q31: Cultural practises
Q32: Perception of well being

Diary1:

Q33: Daily expenditures on food items (Q36)
Q34: Other daily expenditures (Q37)
Q35: Food items received for free
Q36: Extra expenditure (food or non food)
Q37: Extra home consumption

Diary2:

Q38: Daily food items consumed / Nutrition

A3.9 – GENERAL COMMENTS ON THE PLANNING

⇒ As much as possible, the field staffs have to stick with the planning of the round, and be on time for each visit. For each round, a diary is provided, as shown on the graph XX next page, this agenda has to be filled every day with the time of each visit scheduled. Only the people interviewed can choose the time of the interview, and the enumerator has to follow the plan. Enumerators have to convince the people interviewed to be on time as well at each visit.

⇒ The first visit is the first day of the diary, and the fourth visit is the last day of the diary. Enumerators have to visit the household every 2 days at least, for visit 2 and 3. In total 4 visits are required, if for any reason a delay happens, an extra day is added (day10) at the end of the round.

⇒ If the household cannot be available on the day of the next interview, the enumerator has to arrange his timetable in order to finish the 4 visits on time. The workload of the enumerator is scheduled for 3 interviews a day, but 4 are possible. It is impossible to delay the end of one round; enumerator cannot build up delays and make matters complicated for next rounds.

⇒ At each visit the enumerators have to come with all the questionnaires related to this household and his professional card.



A4 – INTERRUPTION OF THE SURVEY

A4.1 – BEFORE STARTING THE SURVEY

To insure the quality of the survey it is important as much as possible to interview the selected households.

Replacing a household is a big decision and affects the quality of the survey.

Enumerators have to convince them to agree on the questionnaire not only for the first visit but for the entire week (4 visits, diary...). The interviewer should do their best to earn the maximum cooperation of the interviewed households. Interviewers should inform respondents in advance that the research is for the benefit of the country.

Enumerators have to make sure that the household will be at home during the next 7 days, otherwise it would be impossible to start. Enumerators have to check the availability of the household for the entire week.

⇒ Enumerators have to insist on the importance of this survey for the development of Vanuatu. All development projects of the country are based on such studies and policy makers will make their decision on the basis of the results obtained.

The following xx graph shows all the options and all the recommendations that should be taken into account before starting the survey.

Reason to replace the selected household:

Reason 1: persistent refusal – after insisting and explaining again the objectives of the survey, the head of household still does not want to answer, the supervisor has to help the enumerator to convince the household head to accept. If the supervisor himself cannot convince him, replacement is required.

Reason 2: the household is not available this week (have to leave, or busy with funerals or wedding...)

Reason 3: after 2 tries, nobody at home or impossible to find the appropriate member to get the agreement

Reason 4: resident is not here, the house is empty (vacation...)

Reason 5: vacant house

Reason 6: other reason (specify)

If replacement is required, you have to inform the supervisor.

A4.2 – DURING THE WEEK OF INTERVIEW

If the questionnaire is not fully completed and the head of household decides to stop answering questions during the week, this questionnaire will not be valid and it will be unusable.

It is exactly the same case if the modules are filled in and not the diary: **the questionnaire is not valid.**

It means that, if during the week of collection the head of household decides not to answer the survey anymore that represents a waste of time and a loss of information. If such a case happens, enumerators have to convince him to finish, otherwise time and effort already consumed are wasted.

⇒ Important to have the agreement from the first day for the entire week

A4.3 – HOW TO REPLACE A HOUSEHOLD

In each area a certain number of households have to be achieved, but to prevent refusal and giving up the sample size is increased by 50%.

- Rural area: 12 households per EAs with 50 EAs selected ► 600 households
- Peri urban area: 12 households per EAs, 12 EAs selected ► 144 households
- Urban area: 456 households selected, no primary selection of EAs, households are selected directly from the listing

Table: number of households to survey and to select

	Number of EA selected	Number of households to survey per EAs	Total households to survey	Total households to select per EA	Total households selected
(1)	(2)	(3)	(4)	(5)	(6)
Rural areas	50	12	600	18	900
Peri urban areas	12	12	144	18	216
Urban areas	87-	6 or 12-	456	9 or 18-	684
Total	149		1200		1800

For each round of the survey, a list of 6 selected households is provided to each enumerator, this list is the list of households to survey (list A). If for any of the 6 reasons mentioned earlier, it is necessary to replace a household; a list of 3 extra households is available (list B) only for replacement.

Table: list of household to survey for 1 enumerator for 1 round:

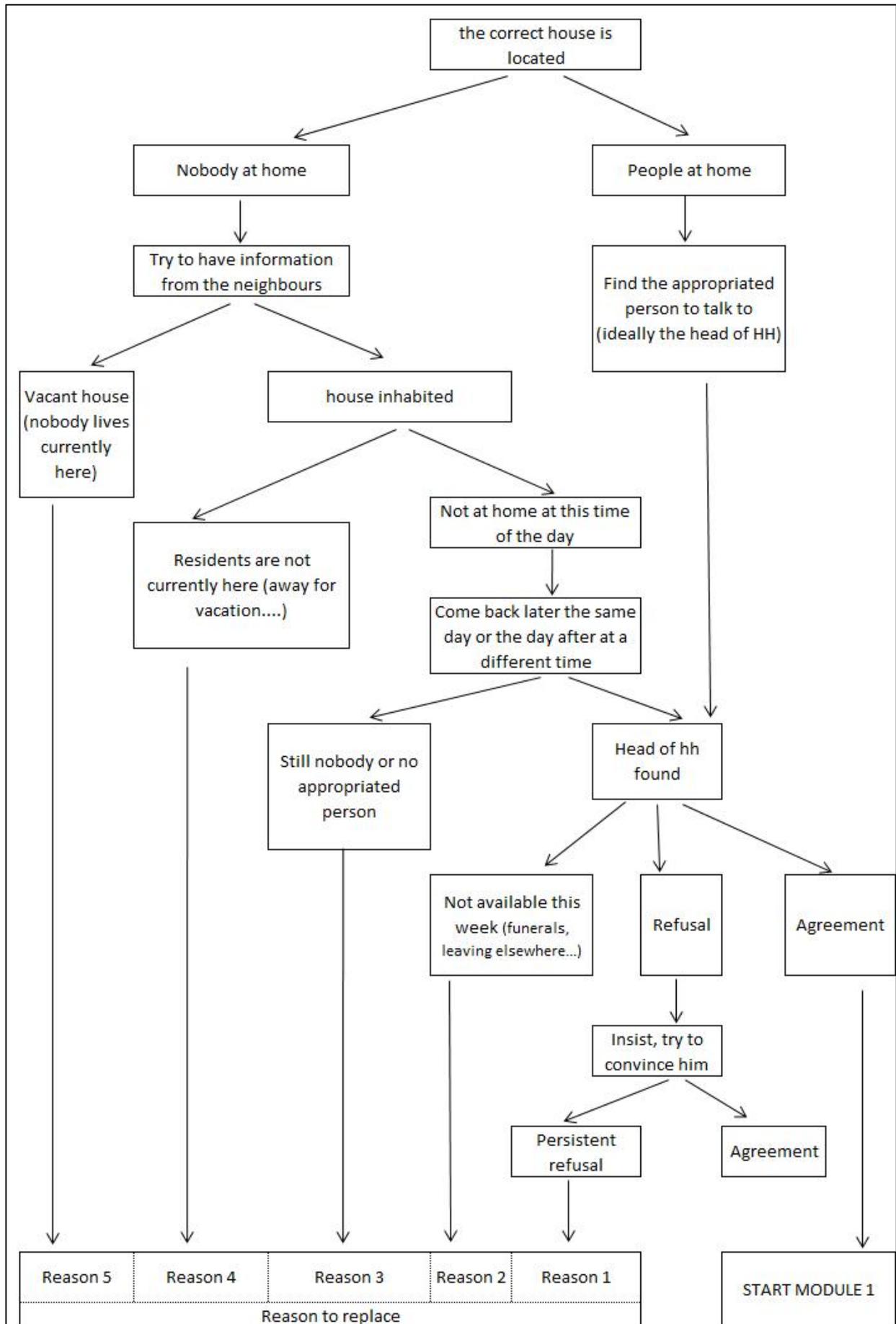
	Household id	EA	GPS code	Name of household head	List	Fieldwork	Replace by
1	01001	516-01	6405	JOHN C LITON	a	Household Ok	
2	01002	516-01	6407	GO RGE EDIEN	a	Vacant house	7
3	01003	516-01	6410	TACHLES ELISA	a	Refusal	8
4	01004	516-01	6412	SIMON TENEL EG	a	Household Ok	
5	01005	516-01	6415	ATTON BOLEN	a	House Not found	List c
6	01006	516-01	6417	ANITA ELTEAVONON	a	HH on Holydays	List c
7		516-01	6408	ATHER WORSE	b	Household Ok	
8		516-01	6414	S ERAH WOWMEL	b	Refusal	9
9		516-01	6419	STABA S	b	Vacant house	List c

It can happen that the enumerators have to do more than 3 replacements, meaning that list B does not provide enough households. In that case, enumerators have to choose other households in the same EA who agree to answer. This option occurs only if households in list A and list B have been approached. When it will be the case on the field (list c), the household id will remain the same, only the “replace code” on the cover page will be modified.

In that case, the household id and replace code will be:

	Household id	EA	GPS code	Name of household head	List
1	01001	516-01	6405	JOHN C LITON	A
7	01002	516-01	6408	ATHER WORSE	B
	01003				C
4	01004	516-01	6412	SIMON TENEL EG	A
5	01005				C
6	01006				C

Graph xx: Before starting the survey



A5 – SURVEY MATERIAL

A5.1 – FIELD STAFF MANUAL

In this manual field staff will find all the information related to the methodology of the survey and the content of the questionnaire. The purpose of this manual is to facilitate the work of the interviewer, but he is not supposed to use it during the interview (then would make the interview too long). The manual details all the tasks enumerators have to achieve and how to achieve them.

A5.2 – QUESTIONNAIRE (8 BOOKLETS)

The questionnaire is the crucial document containing sensitive information. Except field staff nobody should have access to this document and all the information inside are confidential, you have to keep them in a safe place during the round of interviews.

A5.3 – FIELD STAFF CARD

Enumerators have to bring their personal professional card every day in the field. This card proves that you are a professional interviewer recruited and trained by the VNSO. It means you work respecting confidentiality and you are under the statistical secret.

A5.4 – THE MAP OF THE EA / LIST OF SELECTED HOUSEHOLDS

In order to help the field staff in the finding of the selected houses, maps of the EA are provided as shown pageXX. Moreover, the name of the household head and the GPS coordinates are available.

A5.5 – THE LETTER OF THE HEAD OF VNSO / MINISTER OF FINANCE

This letter explains again the objective of the survey and the importance of the collaboration of all the selected households. Why this household was selected, how it was selected, and the schedule of the week of interview.

A5.6 – THE INTERVIEWER TIMETABLE

A weekly timetable is provided to each enumerator in order to write the day and the time of each visit. For each round, enumerators have to fill and update it according to the scheduled visit

A5.7 – THE EQUIPMENT

3 pieces of equipment are provided to the enumerators:

- A scale to weight the children under 5 years old (module3)
- A scale to measure the size of the children under 5 years old (module3)
- A GPS to point the location of the household surveyed

A6 – GENERAL INFORMATION ABOUT QUESTIONNAIRE COMPLETION

A6.1 – IN WHICH LANGUAGE THE QUESTIONNAIRE HAS TO BE COMPLETED

Questionnaires are printed in Bislama but as much as possible enumerators have to fill them in English, and language can be a problem in Vanuatu. Enumerators have to adapt their interview to the context of the household. The interview can be conducted in Bislama, English or French, but information has to appear in English in the questionnaire (observation boxes can help to write in Bislama but questionnaires have to be completed in English)

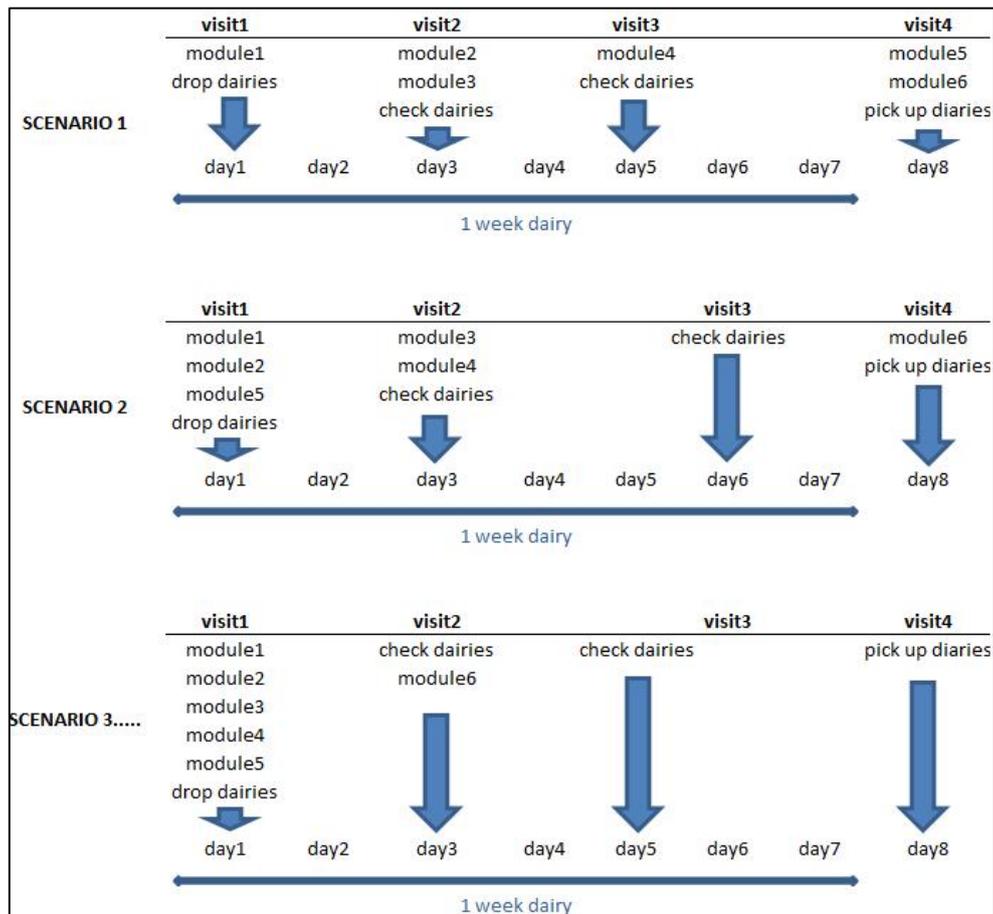
More generally, interviewers have to ask questions as clearly as possible and make them understandable by the household (even if sometimes the question is summarized in 1 word...). The best way to conduct the interview is to choose the language of the household, and ask the questions without reading the questionnaire but looking at your interlocutor.

A6.2 – QUESTIONNAIRE HAVE TO BE FILLED IN USING PENCIL

This is the best way to make the questionnaire readable and comprehensible, allowing field staff to erase and write properly, to facilitate the task of supervision and data entry. Except diary1, all the documents are filled by the enumerators. A pencil is provided to each household member in charge of the diary1 filling.

A6.3 – MODULES AND VISITS

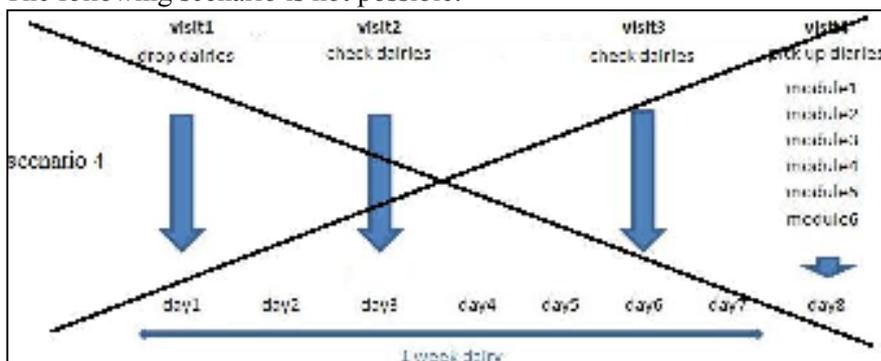
Interviewers have to complete 6 modules and 2 dairies in a period of 1 week. In order to complete the dairies properly, they have to visit the household every other day, 4 times, at least. Each visit is a special occasion to fill in the modules. In order to balance the work, it is advised to interviewers to fill in each visit, 1 or 2 modules as follow in scenario 1:



But it is possible in any visit to switch the module (scenario 2) or to do many modules in 1 visit (scenario3), as long as:

- Dairies are checked every other day, or do not no more than 2 days between 2 checks, even if all the modules are completed, ENUMERATORS HAVE TO COME BACK TO CHECK DIARIES
- Module1 is the first module completed
- All the modules are not completed the last visit (visit4)

The following scenario is not possible:



B. CONCEPTS and **DEFINITIONS**

B1 – HOUSEHOLD.

B1.1 - DEFINITION.

Key points to define a household

- ⇒ **Person or group of people living together**
- ⇒ **Common cooking arrangements**
- ⇒ **Share part or all of their resources (expenditures, food..)**
- ⇒ **Are all under the authority of the same household head**

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 cooking arrangements. 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. On the other hand, 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 own 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.

B1.2 - HOUSEHOLD MEMBERS.

⇒ 1.2.1. Household head (CM)

The head of household is the person commonly regarded by the household members as their head. The head may often times 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 one and 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 household, it is possible that you are dealing with two or more households (or Multiple Households), rather than one. In such cases, it is extremely important that you apply the criteria provided to define membership in the survey household. Bring all cases of new or changed multiple households to the attention of your supervisor.

Note that it is possible that the person whom other household members regard as 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 the country or abroad. In such cases, it is necessary for household members to identify the de facto resident head of household, who is the primary decision-maker regarding the day-to-day operation of the household.

⇒ 1.2.2. Household member

Having identified a social unit that shares a common cooking arrangement—that is, a household—it then becomes necessary to determine who is and who is not a member of that household. A usual resident is a person who has been living in the household for the last month prior to the survey, or just arrived in this household with the view to staying more than 1 month. so don't forget to include:

- New persons who have recently come into the household and are now residing with the household (a baby just born or a spouse just arrived for example)
- Household members residing in an institution elsewhere, but still dependent on the household. This mainly includes boarding school students, or patients in long-term health care facilities outside the primary residence. However, it does not include military personnel, prisoners, or other individuals who are not primarily dependent on the household for their welfare.

People who used to live in this household during the past 12 months but not any longer (who left whatever the reason), so do not forget to include:

- Household members who died during the past 12 months
- Household members who during the past 12 months were depending on this household but not any longer. For example, a household member left the house 6 months ago after getting married and now lives with his/her family in law
- Member who joined the household 8 months ago and stayed 3 months then left

It is important to highlight that non-relatives who are resident in the household for more than three months and are included in a common household keeping arrangement under the head of household are to be considered household members. However, servants, other hired workers, and lodgers (individuals who pay to reside in the dwelling of the household) should not be considered to be household members if they have their own household elsewhere which they head or upon which they are dependent.

Regarding both households and individuals within them, you should be very careful when dealing with this rather complex task of determining who should be included and who should not be included as a member of a survey household. You must carefully check the rules laid out here. The rules should enable you to handle the vast majority of household situations that you encounter, but they may not cover all.

If you are in doubt, initially, as to whether to include a household among the list of eligible households in an enumeration area, discuss the problem with your supervisor. Likewise, once the survey households have been selected for you to interview in an enumeration area, if you find that you remain unsure whether an individual should be included in a survey household, discuss the problem with your supervisor.

⇒ 1.2.3. Household cases

- a person living alone can be considered as one household
- a household can be divided into several houses around the same area, as long as they all share the 4 main key points
- inversely, under the same roof you can find several households

B1.3 - HOUSEHOLD COMPOSITION IN THE PERIOD

Household composition described in the module 1 questionnaire 1 (Q01 demographic profile).is divided in 2 tables:

- List 1: all members who currently live in this house, included the boarder student or people absent during the week for any reason but still based here (belong to this household). Visitors who are currently here for a short period or just arrived and planned to stay less than 1 month do not belong to this household, are not recorded. Only visitors who stay and plan to stay at least 1 month are included in list1.
- List 2:
 - all members who left the household during the past 12 months for any reason (migration, marriage...) or died during the past 12 months
 - All members who used to belong to this household during the past 12 months but not any longer, they belong and depend on another household
 - All members who still depend on this household but do not live there most of the time (long term hospitalisation, student in another island or overseas...)

B2 – HOUSEHOLD EXPENDITURES

B2.1 - DEFINITION.

Household expenditures is defined as the sum of:

⇒ **2.1.1. Household consumption expenditure** : is the value of consumer goods and services acquired, used or paid for by a household through direct monetary purchases, own account production, barter or gift, for satisfaction of the needs and wants of its members

Each single consumer goods or services purchased, home produced or received as a gift is coded in the classification as follows:

- **01 – Food and non alcoholic beverages (diary1 – module1)**
- **02 – Alcohol, Kava and tobacco (module3 – diary1)**
- **03 – Clothing and footwear (module3 – diary1))**
- **04 – Housing (module2 – diary1)**
- **05 – Furnishing, equipment (module2 – diary1)**
- **06 – Health (module3 – diary1)**
- **07 - Transport (module3 – diary1)**
- **08 – Communication (module3 – diary1)**
- **09 – Recreation and culture (module2 – module3 - diary1)**
- **10 – Education (module3 – diary1)**
- **11 – Restaurants – bars - hotels (module3 – diary1)**
- **12 – Miscellaneous goods and services (diary1 – module2&3)**

⇒ **2.1.2. Household non consumption expenditure**: expenditures incurred by a household as transfers made to government (like taxes), non profit institutions (church, association...), and other households (remittances to relatives, friends...) without acquiring any goods or services in return for the satisfaction of the needs of its members.

- 13 – One way transfer (no return)
 - 13.1 – Transfers to government (fines, taxes...) (module2)
 - 13.2 – Transfers to Church (module2&3)
 - 13.3 – Transfers to another household (relative or not) (module2)
 - 13.4 – Transfers to another non profit institution (charitable organisation..) (module2)
 - 13.5 – Transfers to the community (module2)
 - 13.6 – Other kind of one way transfer

⇒ **All expenditures for professional use / household business are excluded; they are not part of any household expenditure**

B3 – HOME PRODUCTION

B3.1 - DEFINITION.

Home production is related to the food consumption of goods produced by the household himself for his own consumption. Home produced items are:

- Fruits and vegetables harvested, gathered, collected, from the household garden, plantation for his own consumption
- Meat from household livestock (chicken, pig, beef, rabbit....) or eggs, honey... consumed by household members.
- Fish, shellfish caught or collected by the household for his own consumption
- Any food items coming from the stock of household business (shop, agricultural business, restaurant....).

B3.2 - EXAMPLES.

- A household member go fishing and come back with fishes, a part of the catches is sold, another part is given away and the last part is stocked by the household for his own consumption, only this last part is recorded as home production.
- A household head runs a shop, and he takes the rice from the shop without any payment, this rice is considered as home production.
- A household head runs an agricultural business and collects his own vegetables for household consumption, these vegetables are considered as home produced

B4 – PURCHASE

A purchase, a transaction is defined by 3 characteristics:

- The description of the good
- The price (could be in Vatu or in another unit for the payment in kind)
- The place where the purchase is done (shop, market, internet....)

A good or a service is purchased when the household bought it, paying in cash or in kind. The purchase is effective when the household can use the good or the service even if the payment is not done already.

Example:

- the household bought a new car making a loan, they can use it even if it is not paid already (the car is purchased and the price is the total price of the car)
- the household member does shopping and do not pay this day but put on his shop account/credit (the good are purchased and their price are the price the household member will pay them when he will pay his account)

B4 – RECALL PERIOD

B4.1 - DEFINITION.

⇒ **4.1.1.** The recall period is the period of time between 2 dates during which we observe any phenomenon (as expenditure or acquisition of a good, illness, school attendance....). The recall period starts a specific day and ends another specific day (day/month/year). If the phenomenon happens during the period we record it, otherwise, we don't.

⇒ **4.1.2.** The budget of one family is usually based on a 12 months period covering all events in the year. Hybrid Survey is designed in such a way to provide indicators based on a 12 months period.

B4.2 - SPECIFICATIONS.

⇒ **4.2.1.** Ideally to get results on household habits over a year we should survey a sample of family during this year, following them during such a long time is unrealistic, that is why we made the choice to follow one household 1 week and then to change and to follow another one the next week... (Rolling sample).

⇒ **4.2.2.** It is possible to design a survey with a data collection covering 3 or 6 months, but according to the period of the year during which field work is conducted, there is the risk to overestimate or under estimate certain periods or events of the year. Such surveys are cheaper to implement but do not give such good estimates because they do not cover seasonality (especially consumption).

⇒ **4.2.3.** Recall period do not have the same duration for all topics included in the questionnaire, it is obvious that it is impossible to remember the clothing expenditure over the last 12 months, but maybe could be the case for other main expenditure like renovation of the house or purchase of a vehicle.

These are all the different recall periods and each topic related

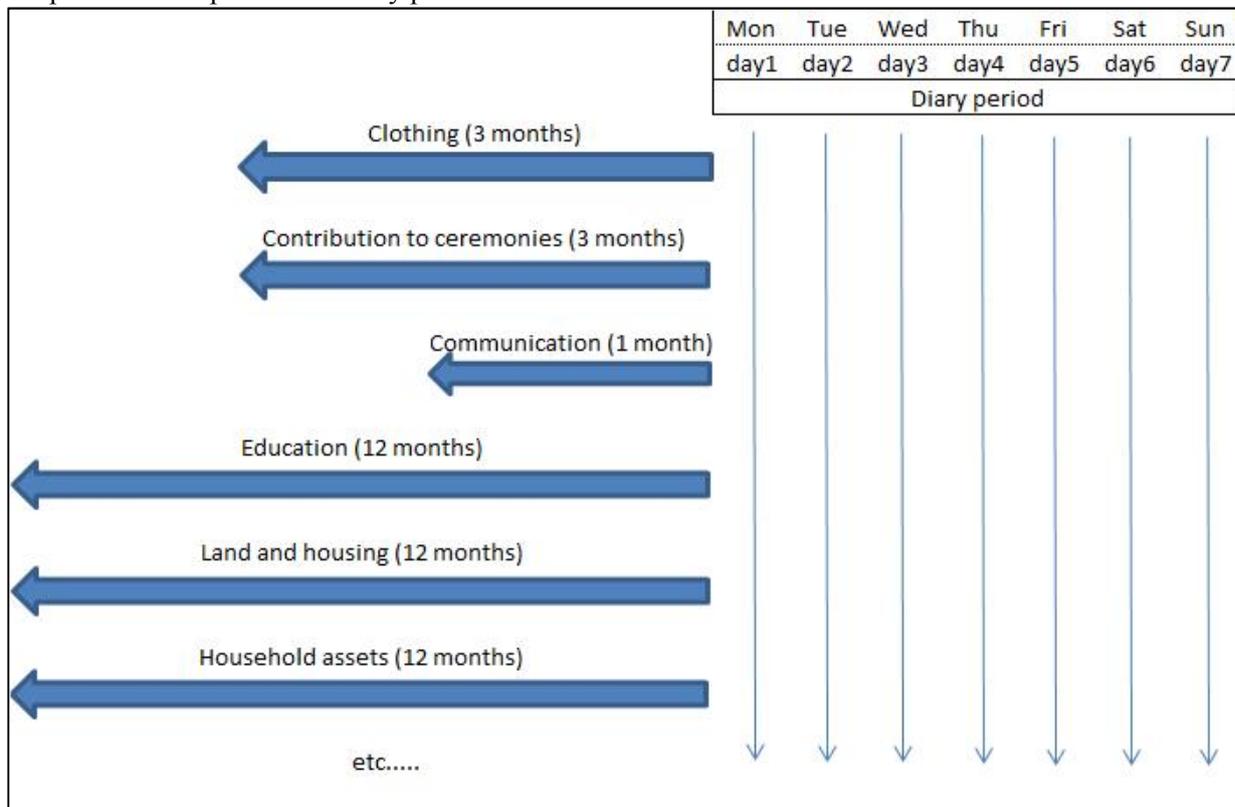
- **1 week:** expenditure on food items, consumption of kava, alcohol and cigarettes
- **1 month:** expenditure on Kava alcohol and cigarettes, expenditure on communication (internet cafe, cell phone refill...), private travel on the island of residence
- **3 months:** indicators on health and education, minor health expenditure, expenditure related to travel in Vanuatu (another island), clothing expenditure, ceremonies expenditure
- **12 months:** household roster, working activities, major health expenditure, education expenditure, hh assets, utilities, land and housing, vehicles, hh services, financial support, loans, store account, insurance taxes and savings, private travel overseas, other personal expenditure, income.

⇒ **4.2.4.** Hybrid survey is designed around 2 different kinds of questionnaire (2 different ways to record events):

- Recall questionnaires, in the modules, based on what happened during a recall period
- Diary: based on what is currently happening in the household. Expenditure, home production, meals... are recorded daily during 7 days.

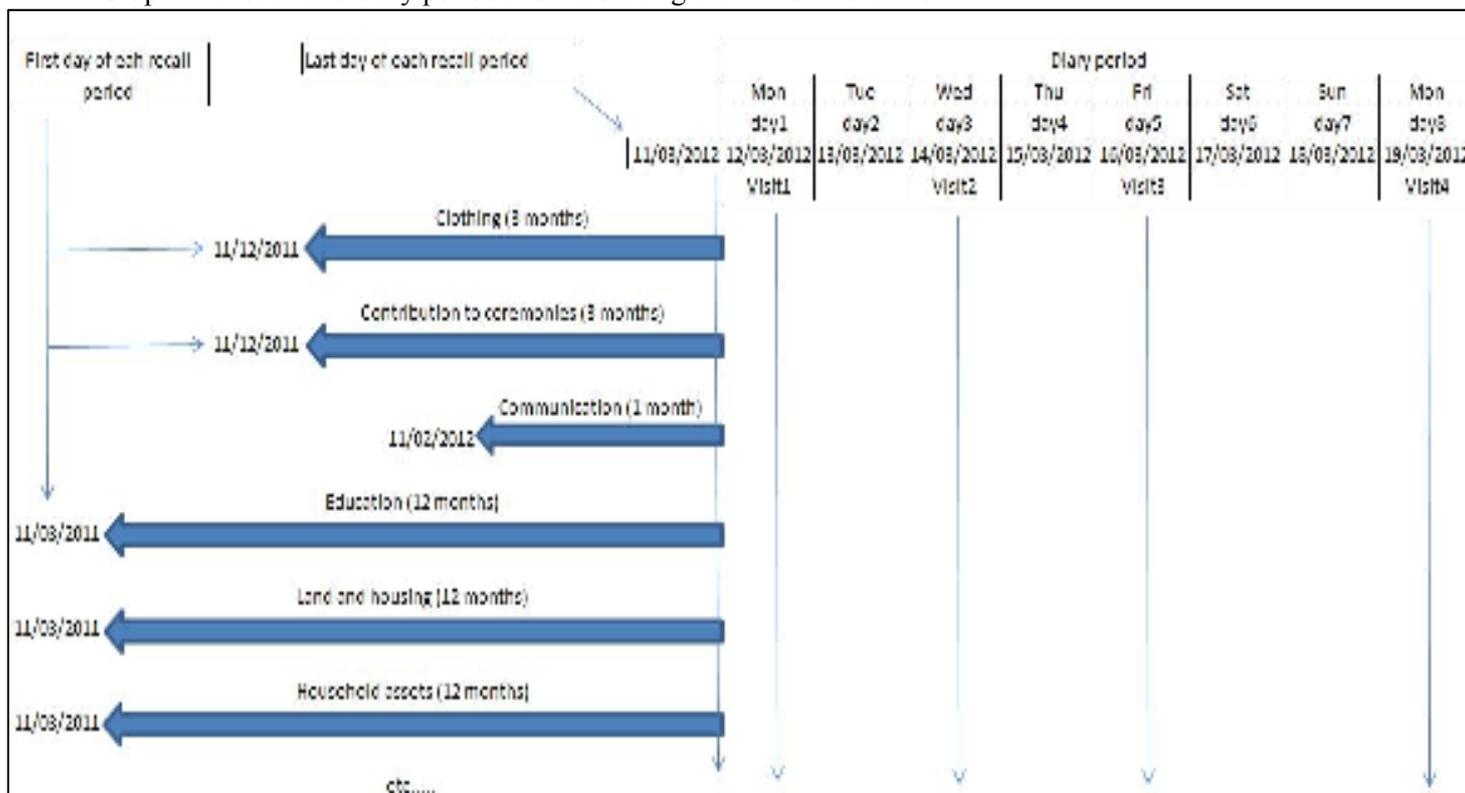
- ⇒ The diary period follows all the recall periods,
- ⇒ All recall periods finish the same day
- ⇒ The last day of each recall period is the day before the diary starts
- ⇒ All recall periods have different starting days, depending on their length, duration.

GraphXX: recall period and diary period



Assuming that the round of collection starts Monday the 12th of March 2012, for the household HH1, HH2 and HH3 starting this day, the recall period will follow the graphXX.

GraphXX: recall and diary period / round starting the 12th of March 2012



Education expenditure questionnaire, which is scheduled in visit 3 (the 16th of March 2012), is related to a 12 months recall period:

- Starting the 11th of March 2011
- Finishing the 11th of March 2012
- And first visit is the day after, 12th of March 2012

C. Questionnaire completion

C0 – GENERAL INSTRUCTIONS

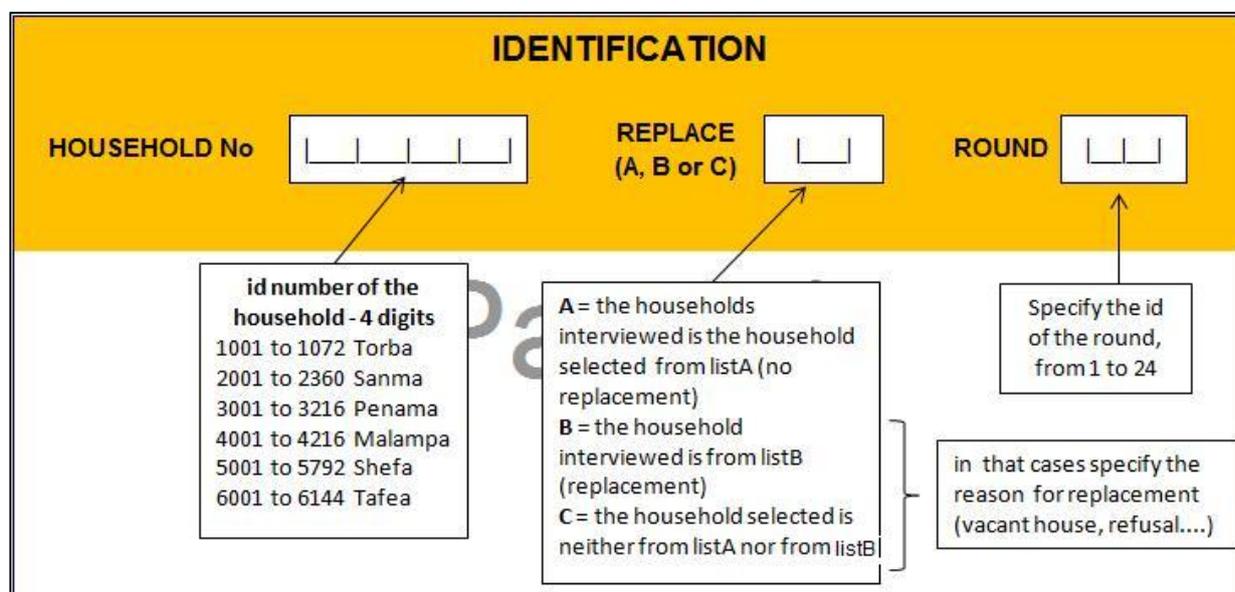
C0.1 Household Id

The questionnaire is made up of 6 modules and 2 diaries, 8 booklets in total, all coming in the same folder, all the information related to the identification of this household will appear on the cover page of each booklet and on the folder as well.

This information is:

1. **The household id** or household number (Household No) is unique, and will appear on each cover page of each booklet. The household id is based on a 4 digit code:
 - First digit: is linked with the province code (1 Torba, 2 Sanma, 3 Penama, 4 Malampa, 5 Shefa, 6 Tafea)
 - Digit 2 to 4: sequential number from 1 to n per province

⇒ Households 1001 to 1072 = 72 households selected in Torba
⇒ Households 2001 to 2360 = 360 households selected in Sanma
⇒ Households 3001 to 3216 = 216 households selected in Penama
⇒ Households 4001 to 4216 = 216 households selected in Malampa
⇒ Households 5001 to 5792 = 792 households selected in Shefa
⇒ Households 6001 to 6144 = 144 households selected in Tafea
2. **Replace:** complete with A, B or C and allows us to know if the household surveyed is
 - A the selected household from listA,
 - B a replacement household from listB,
 - C or another household (if list B was not enough, another household from this EA)



In addition, extra information is required in order to identify the household:

- The field staff in charge of the household, enumerator and supervisor. Each field staff has an id code as well, which is defined as shown below.

		team code	location	code			team code	location	code
Group1	supervisor	5.1	5. Shefa	510	Group2	supervisor	1	1. Torba	100
	enumerator1	5.1	5. Shefa	511		enumerator1	1	1. Torba	101
	enumerator2	5.1	5. Shefa	512		enumerator2	1	1. Torba	102
	enumerator3	5.1	5. Shefa	513		enumerator3	1	1. Torba	103
	supervisor	5.2	5. Shefa	520		supervisor	2	2. Sanma	200
	enumerator1	5.2	5. Shefa	521		enumerator1	2	2. Sanma	201
	enumerator2	5.2	5. Shefa	522		enumerator2	2	2. Sanma	202
	enumerator3	5.2	5. Shefa	523		enumerator3	2	2. Sanma	203
	supervisor	6	6. Tafea	600		supervisor	3	3. Penama	300
	enumerator1	6	6. Tafea	601		enumerator1	3	3. Penama	301
	enumerator2	6	6. Tafea	602		enumerator2	3	3. Penama	302
	enumerator3	6	6. Tafea	603		enumerator3	3	3. Penama	303
					supervisor	4	4. Malampa	400	
					enumerator1	4	4. Malampa	401	
					enumerator2	4	4. Malampa	402	
					enumerator3	4	4. Malampa	403	

All field staff codes are defined on a 3 digits code

- Island and province code:

Island code		Island code		Province code	
Ambae	34	Malekula	45	Torba	1
Ambrym	38	Malo	24	Sanma	2
Efate	59	Motalava	10	Penama	3
Epi	62	Paama	49	Malampa	4
Erromango	78	Pentecost	36	Shefa	5
Gaua	1	Santo	29	Tafea	6
Lamen	67	Tanna	80		
Lataroa	22	Tongoa	75		
Lathi	23	Uripiv	55		
Maewo	35	Vanualava	16		

EA Name: the name of the area or the name of the village/community (2 different EA can belong to the same village)

EA code: 5 digits, the EA code is specified on the map and the list of hh to survey at the beginning of the round.

Date of interview module 1: the day when the enumerator fill module 1 in the family

Date of entry module 1: the day when the supervisor do data entry of module 1

HH size: related to Q01, list1 and list2, number of HH member in each list, and total (list1+list2)

C0.2 Observations

In each questionnaire in each module a free space called “observations” appears. This space is designed for the enumerators in order to write any comments they have in different cases:

- Enumerator does not remember how to code this member of a certain item, it is highly recommended to write an observation related to this case. Later, with the supervisor, this txt will be very useful to codify properly the codes. If any problem occurs, this observation

space allows the enumerator to write all the information instead of losing it or not remembering it.

- When an item is coded “other” an observation should be written in order to specify what “other” means.
- If an item for a HH member has to be filled in and is leaving blank, explain the reason why. For example, a household member do not remember his age and birth date, write an observation to explain that, otherwise the supervisor will think that you did not ask him the question.

Each observation enumerator want to add should be referenced by a observation id, for each questionnaire starting from 1.

Example of observation

Q01 - Demographic profile										Reference period: 12 months	
										from:	29/01/2011
										to:	30/01/2011
Member ID number [HM]	Name	Sex	Age	Birthdate dd / mm / yy	relationship to HH head code 105	Who is (member ID)		Place of birth			O B S
		code 102				mother	father	Country code 108	If Vanuatu		
						98 if in another HH	99 if deceased		Province code 109	Area code 110	
Household members currently residing there (inc temporarily away)- list1											
100	101	102	103	104	105	106	107	108	109	110	111
01	Raymond	1	45	13/12/1967	1	99	99	1	1	2	
02	Marie	2	44	8/03/1968	2	98	03	1	1	2	
03	Paul	1		/ / /	5	99	99	1	1	2	1
Observations											
1	Nobody knows Paul's age and birth date, he is very old, he is Marie's father										

C1 – MODULE 1

C1.1 – Module1 overview.

Module 1 during the first visit marks the beginning of the diary period; it is the first day of this seven day period. Depending on the case, it could happen the first (HH1, HH2 and HH3) or the second day (HH4, HH5 and HH6) of the round.

This visit is crucial for many reasons:

- Enumerators have to explain clearly the purpose of the survey
- Enumerators have to explain what will happen during the following 7 day (other visits, diary...) or to convince septics,
- If a refusal occurs, enumerators have to change HH according to their list B.

After getting the agreement of household head, first task is to complete module 1, which includes 4 questionnaires

Questionnaire ID	Questionnaire label
Q01	Demographic profile
Q02	Working activities last 12 months
Q03	Dwelling information
Q04	Recall on food expenses

C1.2 - Q01: Demographic profile

C1.2.1. - OVERVIEW.

In order to complete this questionnaire, you have to refer to the definition of a household as described on page 25.

The household is defined around the following concepts:

- ⇒ **Person or group of people living together**
- ⇒ **Common cooking arrangements**
- ⇒ **Share part or all of their resources (expenditures, food..)**
- ⇒ **Are all under the authority of the same household head**

This questionnaire includes

- 17 questions (from 101 to 117) to ask to all household members,
- The first column (100) related to the household member id,
- 2 lists, list1 from household id “01” to household id “20” and list2 from hh id “51” to “55”.

The first task of the enumerator is to distinguish between list1 and list2:

- List1 includes:
 - Permanent householders living in this household for more than 12 months
 - New households who joined the household during the past 12 months
 - Baby born during the past 12 months or adopted children coming during the past 12 months
 - Visitors only if they stayed or have planned to stay more than 1 month
 - Boarder student as long as they come back home every week end at home
 - Any other household member who spends time every week out of the household for any reason (job...)
- List2 includes:

- Household members who died during the period
- People who left the household during the last 12 months
- People who still belong to this household or depend on it but do not physically live there (health, work and education reason).

Examples

Assuming that we start the round on Tuesday the 14th of March for visit1, this day enumerator learns that:

- The family is made up of 5 individuals, the parents, 2 kids, and a cousin who has always been living here for many years
- The grandfather who used to live there died 2 months ago
- The grandmother is at the hospital since September last year
- One of the 2 kids was born 10 months ago (May 2011)
- Parents have a third kid who lives with relatives since he was born

List1:

- 2 parents
 - Their 2 kids (including the one just born)
- ⇒ **4 persons** (from “01” to “04”)

List2:

- The grandfather (died during the period and used to live there)
 - The grandmother (she is at the hospital for a long term period but is still depending on this household)
- ⇒ **2 persons** (from “51” to “55”)

C1.2.2. – How to complete Q01.

First of all, fill the reference period

Page 1.03 HH size list1 / HH size list2: it is a control check, should match with the number of hh member in list 1 and the number of hh member in list 2.

Column 100 - HH member Id : each hh member identified in list 1 and 2 in Q01 will keep the same id during all the modules in the entire questionnaire. The member Id 01 is related to the household head, the household head is an adult member who lives in the household during the week on diary.

Column 101 - Name : for communication reason, we ask the name of the household member, surname, the name is not an important item, just useful during the interview.

Column 102 – Sex : is related to code 102 at the bottom, 1 for male 2 for female

Column 103 – Age : if the hh member is a baby less than 1 year old, fill 0. The age is confirmed by the date of birth.

Column 104 – Date of birth: day / month / year

Column 105 – Relationship to hh head: relationship of all the member with the head of household (HH id 01). He is automatically coded as “01”, for other members check:

- options 1 to 9 for relative,
- 10 for other relative

- 11 if not relative

Column 106 and 107: for each household member, ask who his parents are. If the parents are in the household (list1 or list2) specify the HH Id (01 to 20 or 51 to 55), otherwise the parents can be:

- In another household (code 98)
- Dead (code 99)

Column 108: - Country of birth: refers to the code 108 at the bottom

If the country of birth is 1 – Vanuatu, ask 109 and 110, otherwise, skip to 111

Column 109 – Province of birth: only for people born in Vanuatu, refers to the code 109,

Column 110 – Area of birth: only for people born in Vanuatu, refers to the code 110,

- Urban area = Port Vila and Luganville
- Rural area = all other area of Vanuatu

Column 111 – Current marital status: for all members, refer to the code 111.

1 member can have different matrimonial status, like widowed but living with somebody. In that case, de facto would be more appropriate.

De facto means living with somebody in the same household, boyfriend of girlfriend living separately are not “de facto”.

Column 112 – Ethnicity: refer to code 112, the scope of the survey is all resident in Vanuatu, that is why we can find different ethnicities.

Column 113 - cell phone number : for practical reasons it can be good to have the phone contact of HH member, especially the one you have appointment with.

- If any information are missing after visit4, instead of going back for visit5, you can try to get the information by phone
- If something happens to you the day of a visit, and you will be late, you can just notify to him.

The cell phone number will not be entered

Column 114 – duration of residence in the HH during the last 12 months : for each HH member, count the number of months they stayed in this house. We expect here a number of month between 1 and 12.

For example:

- if a baby was born 3 months ago => 3 months in this household during the last 12 months
- If the grandmother died 8 months ago => 4 months in this household during the last 12 months
- If a household member spent 2 months away during the last 12 months => 10 months.

Column 115 – residential status : it refers to the code 115, for all hh members, list1 and list2

8 options:

- Options 1 to 4 = list1 - HH members physically here during the diary, even if he is absent during the week but back during the week end
 - o Option1 = permanent member, even if he is absent for a few days
 - o Option2 = boarder student during the week

- Option3 = not here during the week for other reason
- Option4 = visitor for more than 1 month
- Options 5 to 8 = list2 -
 - HH members who do not belong to this hh any longer:
 - Option5 = dead during the last 12 months
 - Option6 = left the HH during the last 12 months (to live in another family)
 - HH members not physically here but still depending on this family:
 - Option7 : left the household but still depending (whatever the reason)
- Option8: other => write an observation and specify

Column 116 – where does HH member live now? Only for list2, and HH member not dead, it means, for code 115=6, 7 or 8 (with an observation)

C1.3. – Q02: Work activities over the last 12 months

C1.3.1. – How to complete Q02.

This questionnaire lists all the activities of each household member aged 10 and more (those less than 10 should not appear) during the past 12 months (list 1 and list2). This questionnaire should allow to us to know the situation of the household related to:

- Job / employment, casual and second jobs, for cash
- Home production (fishing activities, farming...), informal activities, even they do not generate cash income,
- How each HM aged 10 and older spend their time during

Household member listed in list 1 and list 2 has to be listed here.

For all HM aged 10 years old and over, at least 1 activity per month has to be specified, could be student, unemployed, housekeeper, retired....

Information captured here:

- All activities household member are involved in currently (people can do multiple jobs in the meantime)
- All activities household member were involved in during the last 12 months

First, the 2 reference periods to fill

- 12 months, questions 203 to 217
- 1 week questions 219 to 224

Column 200 – line number: count of each activities identified in the household, from 1 to N.

Example:

Line Number	Member ID number [HM]	What were ALL the work activities [HM] did during the past 12 months? ▶ start with the main activity [HM] did last week ▶ list all other activities conducted now or in the past during the last 12		occupation code	job type code 205
		202	203		
200	201				
1	01	WA 1	technician		2
2		WA 2	fisherman		8
3		WA 3	farmer		8
		WA 4			
4	02	WA 1	Housekeeper		9
5		WA 2	Sewer		4
		WA 3			
		WA 4			
6	_3	WA 1	retired		11
		WA 2			
		WA 3			
		WA 4			

In that case, 3 household members more than 10 years have been identified and 6 activities in total

Column 201 – Member Id: this code refers to the HH member Id from the Q01 (Column 100).

Column 202 – Work Activity Id : this item is already filled in, 4 activities maximum are possible for each household members. WA1 is the one HM did during the last 7 days, even if he was sick or on leave.

Column 203 – Description of the activity: occupation or work activity HM did during the last 12 months. Write the activity as clearly as possible.

Line Number	Member ID number [HM]	What were ALL the work activities [HM] did during the past 12 months? ▶ start with the main activity [HM] did last week ▶ list all other activities conducted now or in the past during the last 12 months	
200	201	202	203
		WA 1	
		WA 2	
		WA 3	
		WA 4	
		WA 1	
		WA 2	
		WA 3	
		WA 4	
		WA 1	
		WA 2	
		WA 3	
		WA 4	

Column 201 all household members age 10 and older

WA 1 is the one HM did during the week before the interview.

WA 3 to 4 are the one HM did in the meantime and during the past 12 months

Column 204 – job occupation : Coded during the data entry system

Column 205 – job type : refers to code 205, characteristic of the activity mentioned in 203

- Option 1: works for the government (public sector)
- Option 2: works for the private sector
- Option 3: manages his own company and employs people
- Option 4: works alone for himself
- Option 5: voluntary worker, for free (for an organisation, association, community, church...)
- Option 6: works for the family business without any salary
- Option 7: goes fishing, farming, handicraft for sale
- Option 8: fishing, farming for home consumption
- Option 9: looking after house, children....
- Option10: studies, school, university...
- Option11: no activity, unemployed, retired, disable.... doing nothing.

Column 206 to 217 - months when the job was done : specify ticking with a “X” here when HM undertook the occupation mentioned in 203, even it is only once a month during the last 12 months.

This table of months should allow to detect any changes of jobs, any new jobs undertaken by HM during the last 12 months, or any changes of employment status (for example if HM was fired)..

Question 219 to 224 are dedicated to HM for whom the work activity 1 (WA1) was coded 205=1, 2, 3 or 4. Only for this occupation, ask questions 219 to 224.

For work activity 1, the one HM did during the previous week (reference period is 1 week for these questions)

If job type code 205=1, 2, 3 or 4	If job type code 205 = 5, 6, 7.... 11
▼	▼
Fill in column 219 to 221	Skip directly to column 222, 223 and 224
Column 219 – How many days...: during the last 7 days: during this period of the last 7 days, how many days HM went to work ? /, did this activity? If the previous week HM was sick on or vacation or for any reason did not work, write 0 skip to 221	Column 219: blank
Column 220 – how many hours...?: the last day of work, how many hours? This last day of work was during the last week, then skip to 222.	Column 220: blank
Column 221 –if 0 days why ?: refers to code 221, why HM did not do any work last week? List all the reasons code 221 if other (code4) write an observation.	Column 221: blank
<u>All household members aged 10 years and older</u>	
<u>Column 222 – look for paid job:</u>	
_This question has to be asked to all household member 10 years old and older, whatever their job status. A person can have a job and looking for a better job.	
<u>Column 223 – why not look for paid job?:</u>	
to ask to all people who answered 2 to question 222. It refers to the code 223.	
<u>Column 224 – Interesting paid job:</u>	
to ask to all household members aged 10 years and older.	

C1.4 – Q03: Dwelling information.

C1.4.1. – How to complete Q03.

Questionnaire 03 describes the dwelling the household occupies. It does not refer to any reference period; enumerators have to take into account the current dwelling description, the day of the interview.

Questions 3.1 – Status

- 310: occupation status, only 1 option is possible
 - o 1. Rent the house : pay a rent to live there, and the house does not belong to any household member.
 - o 2. Own this house outright: nobody pays any rent or mortgage, the house belong to one of the household member
 - o 3. Make payments to buy this house: the household made a loan in order to build this house, it means that the house will belong to him
 - o 4. Live here rent free: the house does not belong to any household member, and nobody pays any rent
- 311: is any of the household member owns another house elsewhere, even out of Vanuatu, Yes or No. Another house could be a secondary house for vacation, or a house they give for rent to make money.

Questions 3.2 – Description of the dwelling

- 320: description of roof, wall and floor. For all of them, tick the most appropriate material, different options are possible if the wall or the floor or the roof are made with different materials, of other is mentioned, make an observation.
- 321: kind of house: select the best option
 - 1. Traditional house: made with traditional materials, from the forest, could be long term or short term house
 - 2. Makeshift: temporarily house for a temporarily settlement, whenever you are told to leave, you can move your house in another land ; can be made by traditional of permanent material
 - 3. Traditional and permanent: can be temporarily or permanent, some of the materials come from the bush and other like cement, concrete... It is a mixt.
 - Permanent: all made by permanent materials, long term house.
- 322: count the number of room in the house, the room can be separated or not, do not forget to include the kitchen,
- 323: type of kitchen: select the best option
- 324: professional room: is any household member uses a room to run his business, or the garage or around the house (shop, workshop...)

Questions 3.3 – Energy

- 330: main source of energy for the light: 7 options, if option 7 is selected, specify the observation.
- 331: if electricity is selected as the main source of lighting, specify how is it provided.
- 332: main source of energy for cooking, if option 7 selected, specify an observation.
- 333: if option 1 is selected in question 332, specify how long does it take to pick up some wood or coconut shells, or if the household has to pay to get fire wood or shells.

Questions 3.4 – Water

- 340: main source of drinking water, if option 11 selected, specify an observation
- 341: same water for cooking: if not, select the origin of water used for cooking in question 342, otherwise skip to 343
- 343: travel for water, whatever the water is used for (cooking, drinking, washing...), if yes, answer to 344 345 and 346.
 - 344: number of minutes expected
 - 345: number of trip are made per day usually

- 346: specify the member id who usually travels to pick up water (3 possible)
347: shower
348: toilet facility

Question 3.5 – Health facilities

- 350: option 1 to 8, if 8 specify an observation.
351: minutes/hours expected there
352: if other specify an observation

Question 3.6 – Garden

360: grow vegetable, could be in the garden, plantation, somewhere else. Any kind of vegetables or crops.

If yes:

- 361: only 1 answer is possible, if many answer possible, select the main plantation.
362: Yes or No for any kind of veg and crops listed, if other is yes, specify an observation

Question 3.7 – Communication

- 370: dwelling connected to the internet
371: dwelling connected to land line

C1.5 – Q04: Recall on food items expenditures.

C1.51. – How to complete Q04.

This questionnaire is a recall on food expenditure on the last 7 days. For each of the 54 items listed, asked to the household member:

- If Yes or No they bought this item, we talk about cash money spent,
- If Yes, how much they spent on it during the past 7 days (if the household buy bread every day, add all the daily amount and fill in item 27)

This questionnaire should be addressed to all household member, over a period of 7 days (if different HM spent on the same item on different days, enumerators have to add all amount spent during the period for this item)

Do not forget to fill in the total amount at the bottom and the total number of food item bought

C2 – MODULE 2

C2.1 Module 2 overview

Module 2 is an expenditure questionnaire; we collect here expenditures at an household level, meaning that all household members can take benefit of all goods and services collected in this questionnaire (electricity, cars, house renovation...)

10 questionnaires in the module2:

Questionnaire ID	Questionnaire label
Q05.1	Utilities
Q05.2	Utilities expenditure
Q06.1	Land and housing
Q06.2	Land and housing expenditure
Q07.1	Household assets
Q07.2	Household assets expenditure
Q08.1	Vehicles
Q08.2	Vehicles expenditure
Q09	Household services expenditure
Q10	Regular provision of financial support
Q11.1	Contribution to ceremonies
Q11.2	Ceremonies expenditure
Q12	Personal loans
Q13	Personal store accounts
Q14	Insurance taxes and saving

C2.2. – Q05: utilities

C2.2.1 – How to complete Q05.1

1. Use or Access

Q05 deals with utilities, during a period of 12 months, this questionnaire is linked to Q03, dealing with dwelling characteristics.

Column 511: for all utilities listed in Column 510, specify Yes or No if the household during the last 12 months in this house

- Accessed the electric network
- Accessed a solar unit
- Accessed a power generator
- Used Gas or liquid fuel
- Used solid fuels
- Accessed land line phone or internet
- Used the garbage collection
- Accessed piped water supply

Repeat after the dwelling status:

- Rent the house
- Rent for free
- Own or payment are done to own later

All this answer should match with Q03 module1.

2. Identification of expenditure

Column 514, 515 and 516: for each expenditure code related to a kind of utility, 3 questions to address:

Did you pay during the last 12 months for your main house (column 514)

Did you pay during the last 12 months for another house belongs to you (515)

Did you pay during the last 12 months for another household (516)

- “X” if yes

Column 517: Did you use this utility for any business purposes (517) (example people using gas in order to cook and to process food to sell take away plate, gas is used for professional purposes and personal purposes)

- “X” if yes

This identification is not related to any expenditure, just the consumption of utilities for business purposes.

Ex: code 11, 4 questions to ask:

514 : did you spend during the last 12 months on electricity bill for your main house ?

515: did you spend during the last 12 months on electricity bill for another house belong to you? (from Q03 question 311 we know if someone in this household owns another house elsewhere)

516: Did you spend money on electricity bill for another house during the last 12 months? (could be the case where household pays for relative who do not have money)

517: Did you use during the past 12 months electricity to run your home business (if Yes, it means that a part if the electricity bill is not dedicated to household consumption but to business consumption)

For utility code 10, 11 and 12, according to the dwelling status:

- Rental: a rent is expected, maybe a deposit
- Rent for free: an estimated amount of the rent
- Owner: estimated amount of the rent, and if the household is paying mortgage, the amount of the repayment.

3. Specification of each expenditure identified

Then for each “X” identified in column 514, 515 and 516 (meaning for each expenditure identified during the period), enumerators have to specify each of them in the Q05.2

NB: can happen that sometimes the household access to a utility but do not pay, meaning that column 511 is coded 1 without any X in column 514 to 516 for this utility. Example I work for Unelco, I access the electric company network but I do not pay any bill.

C2.2.2. – How to complete Q05.2

Q05.1 and Q05.2 are much related, each “X” identified in Q05.1 has to be specified in Q05.2.

Column 520: exp code - expenditure code – each time one expenditure is identified in Q05.1, from code 11 electricity to code 122 mortgages.

Column 521 - description: description of the good or the services bought. You can add here as much detail as possible.

Column 522 - beneficiary – which house will take benefit of this expenditure, refers to the code 522:

1. the main house of the household,
2. another house of the household or
3. the house of another household.

This code is related to Q05.1 column 514, 515 or 516.

Column 514 in Q05.1 is related to code 1 in Column 522 of Q05.2

Column 515 in Q05.1 is related to code 2 in Column 522 of Q05.2

Column 516 in Q05.1 is related to code 3 in Column 522 of Q05.2

Example of link between Q05.1 and Q05.2

IN this example, the household paid electricity bill during the last 12 months, for the main house, but this household paid as well during the period the electricity bill of another household (2 different lines).

housing expenditures		Do you access or use? 1=Yes / 2=No	exp code	description	'X' if you paid during the 12 last months for:			Do you use it for your business ?	obs
					your main dwelling	another dwelling of the hh	the dwelling of another hh		
510		511	512	513	514	515	516	517	518
1	Electricity from the electric company	1	11	Electricity bill	X		X		
			12	Connection fee					
2	Solar unit	2	21	Own one					
			22	Co operative one					
3	Power generator	2	31	Diesel					
			32	Gasoline					
			33	Other (obs)					

Line No	exp code (512)	detailed description	beneficiary	last amount paid	period covered	name of the provider	payment	obs
519	520	521	522	523	524	525	526	527
01	11	electricity bill	1	16 10 10 0	1	UNELCO	1	
02	11	electricity bill	3	5 0 0 0	1	UNELCO	1	
03								

Column 523 - last amount paid: the last amount paid, and only the last amount paid. If the previous example the last electricity bill paid costed 8000Vt.

Column 524 – period covered: the period related to the last amount paid, refers to the code 523:

- From 1 to 12 = number of months
- 13: one week
- 14: fortnightly
- 99: not regular

It depends on the periodicity of the payment, electricity bill is monthly, that is why code 524=1 is chosen in the previous example.

If the household buy for 500Vt of wood every week, code 522=13

If the household pays the land line phone bill every 2 month, code522=2....

Column 525 – Name of the provider: who received the payment, where the household made the payment, origin of the goods or services.. ??? here is expected a place of purchase, Unelco for electric company in Vila. The wood for cooking can come from the market...

Column 526 – payment: it refers to code526: 2 kinds of payments exist:

- in cash (code 526=1): paid with money
- in kind (code 526=2): paid with something else (food or whatever goods or services)

If payment in kind are made, specify in column 523 the estimated amount.

C2.3 – Q06: Land and housing

C2.3.1 – How to complete Q06.1

This questionnaire requires collecting all the expenditures on home purchase, renovation during the last 12 months.

The distinction between household investment and household consumption has to be clear:

- Household investment: all purchase of house, construction of house or major renovation of house
- Household consumption: all minor renovation of house / maintenance.

Column 613 – Did you undertake any of this work during the last 12 months?

YES or NO. We do not talk about money; we just talk about work undertaken, for pay or for free. For work 13 “construct a house” to work 25 “other maintenance”, ask the household if yes or no he did during the last 12 months for he house he owns – for free or paid.

Column 614 to 617 – Did you pay during the 12 months: 3 questions to ask here:

- Did you pay any of these works during the last 12 months for your main house?
- Did you pay any of these works during the last 12 months for another house belongs to you?
- Did you pay any of these works during the last 12 months for the house of another household?

- ‘X’ if Yes

⇒ Identification of any expenditure on home purchase / construction / major renovation / maintenance.

⇒ Each expenditure identified have to be specified in Q06.2

C2.3.2 – How to complete Q06.2

Exactly as previously in the Q05.1 and Q05.2, Q06.1 and Q06.2 are closely linked. All expenditure identified in Q06.1 have to be specified in Q06.2

Column 619 – code: related to the column 611 (work code), from 11 to 25. A work identified in Q06.1 can be related to multiple expenditures in Q06.2

Column 620 – description of expenditure: specify here details about the expenditure, the kind of materials bought; do not forget to report the expenditure on labour if the household paid a contractor during the period. As much as possible interviewers have to specify on one line one expenditure.

For example if the household bought cements, sand, hallow block and rent a cement mixer to build a house you have to specify one line for each:

Line No	code (611)	detailed description	beneficiary	total amount paid in the last 12 months	payment	name of the supplier	obs
	11 to 25		code 621		VT		
618	619	620	621	622	623	624	625
01	14	cement	1	3 0 0 0 0	1	Vila construction shop	
02	14	sand	1	1 1 0 0 0	1	Vila construction shop	
03	14	hallow block	1	1 0 0 0 0 0	1	Vila construction shop	
04	14	rental a ciment mixer	1	1 5 0 0 0 0	1	Vila construction shop	

Line No	code (611)	detailed description	beneficiary	total amount paid in the last 12 months	payment	name of the supplier	obs
	11 to 25		code 621		VT		
618	619	620	621	622	623	624	625
01	14	cement	1		1	Vila construction shop	
02	14	sand	1	1 5 6 0 0 0	1	Vila construction shop	
03	14	hallow block	1		1	Vila construction shop	
04	14	rental a ciment mixer	1		1	Vila construction shop	

Line No	code (611)	detailed description	beneficiary	total amount paid in the last 12 months	payment	name of the supplier	obs
	11 to 25		code 621		VT		
618	619	620	621	622	623	624	625
01	14	Materials for constructor	1	1 5 6 0 0 0	1	Vila construction shop	
02							
03							

This example shows 3 options to record 156 000 Vt of expenditure on a house extension. The first option gives us more detailed and would be more suitable. Second option is better than the third one, because we know what goods they bought even if we have a grouped amount. In the third option we are losing a lot of information.

Column 621 – beneficiary: refers to the code 621, which house will take benefit of the work:

- Code1: for the main house
- Code2: for another house belongs to you
- Code3: for the house of another household

According to which column the expenditure was identified (614, 615 or 616) the code will be 1, 2 or 3
Column 614 ticked => code 1

Column 615 ticked => code 2
 Column 616 ticked => code 3,

Column 622 – total amount: price, total amount paid for the good or services bought on Vt

Column 623 – payment: the way the household paid this transaction:

1. Cash (with money),
2. In kind (without any money but with something else),
3. Made a loan, borrowed money to pay the transaction.

If code3 (loan credit) is selected, there is automatically a loan recorded in the Q12.

Column 624 – name of the supplier: where the transaction was made, to who ???

Following example shows a case in which 2 works generating expenditures were identified during the last 12 months, the first one on another house of the household (construction of a secondary house) and the second one on the main house (extension). Related to these 2 works undertaken, 3 expenditures are listed, 2 for the construction and 1 for the renovation. Expenditures related to the construction are related to another house which belongs to this household (column 615 – beneficiary=2) and the extension is related to the main house (column 614 – beneficiary=1).

610	Code	Kind of work	Did you do in your house(s) one of this work during the past 12 months ?	Did you pay in the last 12 month for :		
			1=Yes / 2=No	principal house 'X' if pay	another house 'X' if pay	another HH 'X' if pay
	611	612	613	614	615	616
1 - Major house expenditure	11	House purchase		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	12	Land lease		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	13	Construct a house	[1]	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	14	Undertake house extension	[1]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	15	Install new kitchen or bathroom	[2]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	16	Undertake outside work (e.g. build sitting area; level ground...)	[2]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	17	Other major modification or reconstruction (ex: new roof...)	[2]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Line No	code (611)	detailed description	beneficiary	total amount paid in the last 12 months	payment	name of the supplier	obs
	11 to 25		code 621	VT	code 623		
618	619	620	621	622	623	624	625
01	[13]	materials	[2]	[1 0 0 0 0 0]	[3]	Construction shop Vila	[]
02	[13]	Labour force	[2]	[5 0 0 0 0]	[3]	Contractor Vila	[]
03	[14]	House extension	[1]	[8 0 0 0 0]	[3]	Contractor Vila	[]
04	[]		[]	[]	[]		[]

After filling in the total amount and the total number of items listed in the Q06.2 skip to the next questionnaire

C2.4 – Q07: Household assets

C2.4.1 – How to complete Q07.1

Q07.1 lists all the assets in this house, in working order. The first question asked is about the possession of all these assets (from 111 to 911). It could be in your main house or in another house which belongs to you. Then ask if you spend money to buy such items (column 711 from item 111 bed mattress to 911 fixed phone).

Column 712 – Do you have?: access of durables, Yes or NO. Assets have to be on working order, otherwise they do not come in the count. If the household rents a furnished house, fridge included, they can access and use the fridge, the answer is YES. This column cannot be blank, for each items, the answer is 1 or 2.

Interviewer lists slowly all the durables one by one in order to know if household members access them and in order to help them to remember if they bought it during the last period or if they hired it or paid to repair it.

Column 713 – Did you buy during the last 12 months for you?: identification of expenditures on all these items during the period. Interviewer Tick “X” if the household bought it during the last 12 months.

Column 714 – Did you buy during the last 12 months for another household?: identification of expenditure made to the benefit of another household (gift). Tick “X” if yes.

Column 715 and 716 – Pay for services : to hire and to repair goods are different from purchase, they are services and have to be collected separately. Column 715 refers to hire a good (“X” if Yes), column 726 refers to repair a good (“X” if Yes).

⇒ Each “X” specified in Q07.1 have to be specified in Q07.2

C2.4.2 – How to complete Q07.2

Q07.2 specifies all expenditures identified in Q07.1, for all expenditures specify all the characteristics.

Column 719 – exp code: code related to column 711 in Q07.1, for example carpet is 117, refrigerator is 213...

Column 720 – description of the good or services: add detail if possible, for example specify if the stove is gas, electric or kerosene.

Column 721 – beneficiary: refers to the code 721 and the column ticked for this goods in Q07.1. If 713 is ticked, it means that the expenditure was made for the household (beneficiary code=1). If column 714 is ticked, it means that this household bought it in order to offer to another household, beneficiary code is 2.

Column 722 – New: refers to the code 522. Interviewers have to ask if the good identified with an expenditure on was new (code 1) or second hand (code 2).

Column 723 – amount paid in the last 12 months: the amount of the transaction in Vt.. Could happen that the household made a loan in order to buy a good, in that case, even if the household did not pay it yet, but the good has to be recorded at his total price (even if the household did not start paying it).

Column 724 – payment: refers to the code 724,

- Code1: if the household paid it cash on his own fund

- Code2 :if the household paid it in kind, in that case we need an estimation of the amount paid(exchange with food, clothes or other any payment)
- Code3: if the house made a loan in order to buy the good, in that case the loan has to be specified in the Q12 loans.
-

Column 725 – name of the seller : in which shop and which place the household member bought it

After having completed the total number of items listed here and the total amount, skip to next questionnaire.

C2.5 – Q08: Vehicles

C2.5.1 – How to complete Q08.1

This questionnaire deals with the expenditure on vehicle for private purposes and related expenditure: maintenance, spare piece, registration, driving license. It does not take into account the expenditure on fuel and insurance, which are covered in others questionnaires (fuel is in the dairy and insurance in q14 module2).

The recall period for this questionnaire is 12 last months.

Before talking about expenditure on transport, the indicator on possession on vehicle is required (before asking did you buy a car, we ask do you have a car).

Column 812 – How many do you have?: number of vehicles the household owns.

Interviewers have to take into account:

If there is a mini bus, van or taxi in the family which is used for private purposes,

If there is a car provided by the employer of one household member which is used for private purpose

This question has to be filled in for every items listed in column 811, if the household do not have the item, write 0. **This column should not be blank.**

Column 813 – Did you purchase for you?: identification of purchase of vehicles for private use for the household during the last 12 months.

Same questions for the services (registration, driving license fees, maintenance or spare pieces).

“X” if Yes.

Column 814 – purchase of vehicles for another household?: during the last 12 months did you buy a vehicle for the benefit of another household?.The same question for the services: did you pay during the last 12 months any registration fees, driving license fees or maintenance for the car (or spare pieces).

“X” if Yes.

Column 815 – did you hire?: just for the goods(car, van, 2 wheels..), did you hire during the period?.

“X” if Yes.

Each “X” in column 813 to 815 have to be specified in Q08.2.

C2.5.2 – How to complete Q08.2

Column 818 – code: report here the expenditure code related to the item you ticked in the Q08.1, from 111 to 814.

Column 819 – description: report here a detailed description of the good or services (ex for a car, Toyota Rav4, Pick up 4 wheel drive, for a motorbike, Yamaha 600Xt...)

Column 820 – beneficiary: it refers to the code 820 and related to the column 813 or 814 ticked in Q08.1. If the household bought a car for his private use, column 813 is ticked in Q08.1 and beneficiary=1. If the expenditure is for the benefit of another household, column 814 is ticked in Q08.1 and beneficiary's code is 2.

Column 821 – new: it refers to the code 821. Is the car you bought is new or second hand ? for all services paid, coded 1, new.

Column 822 – total amount: in Vatu, the price household paid. If the household made a loan to pay this car, the price interviewers have to report is the total price of the car, even if the car is not fully paid or maybe not paid at all by the household. If it is the case, car loans have to be specified in Q12 Module2. If the payment is in kind, write the estimated amount in Vatu of the purchase.

Column 823 - Payment: it refers to the way the household paid, could be

1. Cash, meaning with money on his own fund (no credit)
2. In kind, meaning without any money, with something else
3. In order to buy the car the household made a loan

Column 824 – name of the seller: where the purchase was made, where did you spend the money?

After having completed the total number of items listed here and the total amount, skip to next questionnaire.

C2.6 – Q09: household services

C2.6.1 – How to complete Q09

Referring to a period of 12 months, this questionnaire lists the main services household are used to spend money on: assistance at home (pay somebody to do the washing, cooking... or any household chores), in the garden, plantation, for the baby or elderly relatives. If the household runs a plantation and hire people to look after, it is not counted here, it is a business expenditure collected in module4. In this questionnaire we just talk about private purposes.

There is a list of 15 items, plus other, and spare line at the bottom if there are many others services which were not listed.

For each of them, ask:

Column 902 – did you pay? : Yes or No. If the household has a paid TV but do not paid (paid by another household or by the employer or for any reason.... write No). For each of the 16 items listed this column has to be filled in (Yes or No).

After having listed all the list and ask for each items if Yes or No the household paid during the last 12 months, interviewer have to specify each expenditure done during the period.

Column 903 – total amount: if an expenditure is identified in column 902, ask the total amount paid during the last 12 months. If it is a monthly payment, add all the 12 payment done during the last 12 months.

Column 904 – payment: the way the household paid the service, it refers to the code 904, in cash, in kind or credit, loan.

Column 905 – service provider: who provide the service, if it is a household chores, it will be a private person, we do not need the name of this person, if it is the passport, it is the government, post box, the post office. Paid TV can be canal+ or telsat...

Do not forget to fill the total amount at the bottom in.

C2.7 – Q10: Provision and financial support

C2.7.1 – How to complete Q10

Q10 deals with remittances or any support this household sent, on a regular base or not, during the last 12 months. The support can be cash or in kind, you can send food, clothes or anything to your relative in the islands.

Column 1001 – financial support: different king of financial support are listed here:

1. The maintenance allowance, in case of separation or divorce, for the kids
2. Financial support to student: student in Vanuatu or overseas,
3. Financial support to another household: for any reason, relative or not, in Vanuatu or not
4. Financial support to the community: for any reason
5. Financial support to the church: we do not talk about the week end at the church the money collected; we talk about bigger donation to the church.
6. Other:

Column 1002 – Did you pay?: during the period, yes or no. Did you pay? Did you send ?

Column 1003 – beneficiary: who is the person who received the support?

Column 1004 – beneficiary part of the household list (list1 or list2)?: Yes or No. If the person who receive the support is listed in Module 1 Q01.

Column 1005 – total amount sent over the last 12 months: if there is one payment every month, add the total over the last 12 months. If the support is in cash, estimate his price in Vatu.

Column 1006 – payment: refers to the code 1006, in cash or in kind. Food, clothes... are payments in kind.

Column 1007 – Where the beneficiary is located?: it refers to the code 1007, the destination of the support is the location of the person who received it.

Do not forget to fill the total amount at the end.

2.8 – Q11: Contribution to ceremonies

2.8.1 – How to complete Q11.1

Q11 is related to any expenditure which can be done for a special event, celebration of an event, ceremony. Such special event can happen at different periods of the year:

- Special occasions, like Christmas, Easter, New Year, anniversary of independence of Vanuatu.
- Any time, a family occasion, birthday, wedding, funerals which can happen anytime during the year

This questionnaire exists for 2 reasons:

- During the year of collection, there are 2 breaks during which field work team do not work, during Christmas and anniversary of independence of Vanuatu. It means at this time no dairy are running, and we all know that this period are time of the year during which people spend a lot of money (gifts, food, alcohol...), so this questionnaire will also us to record some of these expenditure on a recall base.
- These events can be related to big expenditures, for instance for a wedding, hire a restaurant, paid food for all family, providing transport to all of the relatives..... This questionnaire will allow us to record this casual and important expenditures.

According to the round of the survey, and to the reference period, you know that some event will be included in the period, and some will be out of the period.

For instance:

- February and March cover Christmas and New Year but not Easter
- April , May, June cover Easter
- And any time any round in the reference period can be included any family (birthday, wedding...), kastom or church event (communion...)

It means that if you do the survey in August September, Christmas, Easter and Happy new year should not be covered, but anniversary of independence should be.

⇒ Pay attention to the reference period and the event included in it or not.

12 events are listed in column, for each event 13 kinds of expenditures are listed as well.

Column 1112 to 1123: for each event, ceremony identified in the period, interviewers have to ask the entire related expenditure household made (major expenditure).

For event 1 to 12:

- 1. Identify which event they celebrated during the period
- 2. For each event celebrated, identify which expenditures are related, according to the line 01 to 13.

Example:

For instance, interviewer starts the round 4, starting the 12 of March. The recall period covers Christmas, New Year and interviewer learned that the family was part of funerals during the past 12 months.

For each of these events, the household spent money, food and drinks, firework, flowers. Interviewer has identified these expenditures as follow:

Q11.1 - CONTRIBUTION TO CEREMONIES

Reference period :

3 months

from : 11/12/2011

to : 11/03/2012

➔ Please review all items listed in column (1111)

➔ In columns 1112 to 1123, please record which specific contributions you may have made during the period to any of these ceremonies (mark 'X')

Ceremony code	Christmas	New year	Easter	All Saint day	Communion	Birthday	Birth	Funeralies	Wedding	Other			obs	
	01	02	03	04	05	06	07	08	09	Family event	Custom event	Religious event		
Expenditure code	'X' if Yes										'X' if Yes			
1110	1111	1112	1113	1114	1115	1116	1117	1118	1119	1120	1121	1122	1123	1124
01	Cash	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
02	Food, drinks	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
03	Catering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04	Clothes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05	Hire of premises	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06	Photographers fees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07	Children gift (game...)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08	Jewelery, watch, parfume	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09	Other adult gift	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Flowers (real or not)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Musician	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Firework	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
13	Other expenses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Questions to ask:

- You told me that you celebrated Christmas, so what were your main expenditures at this occasion?
 - o Food and drinks and firework in that case
- You told me that you celebrated New Year, so what were your main expenditures at this occasion?
 - o Food and drinks and firework, the same as Christmas
- You told me that you had a funeral during the period, so what were your main expenditures at this occasion?
 - o Cash money to the family and flower at cemetery.

For each expenditure identified, specify them in the Q11.2, according to the code event (code 1 to 12 – column 1112 to 1123) and the expenditure code (from 1 to 13).

2.8.2 – How to complete Q11.2

Each expenditure identified has to be specified, at least on 1 line, but 1 expenditure identified can be specified on more than one line. In this questionnaire, details are expected.

Column 1126 – ceremony code: from 1 to 12, Christmas is 1, Easter is 3, another family event is 10...

Column 1127 – expense code: from 1 to 13, cash is 1, food and drinks is 2....

⇒ Each line specified in this questionnaire is related to a ceremony code and a expense code from Q11.1

Column 1128 – expense detail description: if interviewer in that column can add details:

- What kind of food
- What kind of drinks....

Column 1129 – beneficiary: refers to the code 1129, the beneficiary of this expenditure

1. For this household
2. For another household
3. For the community

Column 1130 – Amount paid: price of the goods or services bought related to this event.

Column 1131 – Payment: the way they pay, cash or in kind or made a loan or credit to pay. If the household made a loan to pay the wedding of their daughter, the credit/loan has to be specified in the Q12.

Column 1132 – Name of the seller: place where the household purchased the good, the shop, the restaurant where the wedding took place...

Column 1133 – already collected: in this questionnaire interviewer sometimes collect item which are already collected in previous questionnaires, which will generated a double account.

For instance, Christmas or birthday can be the occasion for the parent to offer gifts to their kids, like durable (dvd player can be an example or sport material....). It is possible that these goods were already collected in Q07 and reported again if they are bought for a special event (birthday or Christmas gift). If it is the case, it is a double account.

Question 1133 means: is it a double account or not ? Yes or No

Code1=Yes, it means that the good was already collected before => it is a double account

Code2=No, it means that the good was not collected before, it is not a double account

⇒ All items coded 1 column 1133 will be removed in the process of the data.

⇒ Another option, in case of double account is to make the choice to not report this expenditure in Q11.2

In the case of our previous example, this is the expenditure the interviewer have collected:

Q11.2 - CEREMONIES EXPENDITURE									
➔ Please provide expenditure detail for every expense identified earlier (Q11.1)									
N°	ceremony code	expense code	expense detailed description	beneficiary	total amount paid in the last 3 months	payment code 1131	name of the seller	already collected ?	obs
	01 to 12	01 to 13		code 1129				1=Yes / 2=No	
1125	1126	1127	1128	1129	1130	1131	1132	1133	1134
01	01	02	1 pig 20kg	1	3 0 0 0 0	1	Another household	2	
02	01	02	Tusker beers	1	8 0 0 0	1	Bon Marche	2	
03	01	02	Whisky bottle	1	6 0 0 0	1	Bon Marche	2	
04	01	12	fireworks	1	5 0 0 0	1	Chinese shop	2	
05	02	02	Fresh beef	1	1 5 0 0 0	1	Butcher	2	
06	02	02	red wine	1	1 0 0 0 0	1	Bottle shop	2	
07	02	02	cake	1	5 0 0 0	1	Bakery	2	
08	02	12	fireworks	1	5 0 0 0	1	Chinese shop	2	
09	08	01	cash money	2	1 0 0 0 0	1	other family	2	
10	08	10	Flowers	2	5 0 0 0	1	Vila market	2	

Do not forget to fill in Q11.2 total amount and total number of item, then skip to the Q12.

2.9 – Q12 Loans

2.9.1 – How to compete Q12

Q12 deals with loans, credits. A loan is something which runs over a time period; there is a period of time for each loan and a one unique period of time for the reference period. There are loans which have to be recorded and other which have not to be recorded.

1. What is a loan ?

A loan is an amount of money you borrow that you have to repay, to refund, later. You can refund the money in one payment or in many payments. In some case you refund more money than you have borrowed, or you refund the same amount.

Different source of income can land you money:

- you can ask money to relatives or friends to borrow, it means you will refund them. If you do not plan to refund them, it is not a loan, but a support they gave you.
- You can ask money to a shop: if you buy a good in a shop and you pay in different payment over 3 or 4 months (instead of having paid my fridge 80 000Vt I did 4 payments of 20000Vt over the next 4 months. This kind of loan can be free of interests.
- You can ask money to a bank or a credit institute, in which you will pay big interests.

A loan is defined by:

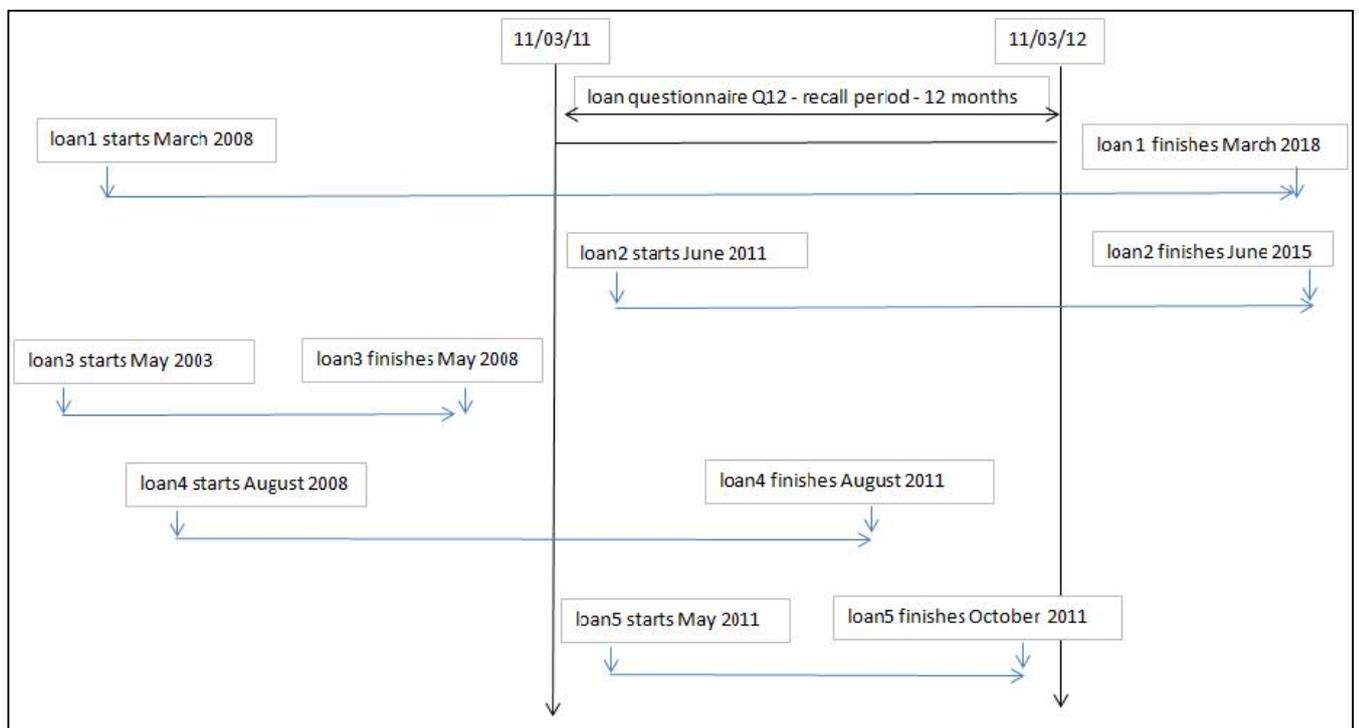
- A month and a year of starts, when the first repayment is done
 - A month and a year of end, when the last repayment is done
 - A amount borrowed
 - A periodicity and an amount or repayment
 - A reason: justify the reason to borrow money
- ⇒ When a family borrows money (makes a loan) during the period (last 12 months) it should be an expenditure related to this loan.
- ⇒ If interviewers report a car loan starting during the recall period, it means that the family bought a car during the period, this purchase should appear in module2 Q08 (vehicle).
- ⇒ If interviewers report a home loan running during the recall period, it means during the last 12 months the household paid a mortgage, which should be reported in module2 Q05 utilities (expenditure code 122, mortgage)

2. Which loans have to be recorded?

The definition to record a loan: a loan has to be recorded if at least 1 payment happened during the period.

The following graph shows a recall period of a round starting the 12/03/2012 (1st day of the dairy). It means every single loan which has generated a payment between 11/03/2011 and 11/03/2012 has to be recorded.

In this example all the different kinds of loan are presented:



- Loan1, starts before the period starts and finishes after, the credit has duration of more than 1 year (10 years in that case), this loan runs 12 months during the recall period.
- Loan2, starts during the period and finishes after the period, has to be recorded (runs 9 months during the period)
- Loan3, starts before the recall period and finishes before the recall period, there is no payment made during the recall period, should not be reported
- Loan4, starts before the period and finishes during the period (6 months overlap).
- Loan5, starts during the recall period and finish during the recall period (short credit, only 6 months)

Column 1201- description of the loan: the reason why the household made this loan (car loan, home loan, to buy any good in particular...)

Column 1202 – loan code: it refers to the code 1202, each kind of loan have a specific code

Column 1203 - date of start: month and year of the first payment, the loan starts when the first payment is done, if the first payment will happen the next month, the loan is not recorded (no payment during the period). This date cannot be in the future, if the round starts the 12th of March 2012, this date cannot be greater than 03/2012.

Column 1204 – amount borrowed: total amount borrowed, if the household bought a car 4 millions vatu and made a loan to buy it, the amount borrowed.

Column 1205 – date of end: month and year of the last payment, this date can be in the future (later 2012, 2013, 2014....)

Column 1206 – lender: it refers to the code 1206, who land the money?

1. Bank
2. Loan institute
3. Store: if I buy a good I pay in several payments
4. Private person: I borrow money to my brother, I am refunding him
5. Microcredit: this is a special loan which helps the household to run his business (agricultural business, fishing business, or whatever business).
6. Other: if none of these options fit in your case, code it 6 and specify an observation.

Column 1207 – repayment: amount of the last repayment, last time you did a payment, how much was it? this amount is closely linked to the next column, periodicity.

Column 1208 – periodicity: it refers to the code 1208:
From code 1 to code 12 the number of months
Code 13: weekly
Code 14: fortnightly
Code 90: other (obs)

Examples:

- Repayments happen every month: Code1208=1
- Repayments happen every week: code1208=13
- Repayments happen sometimes, when I have money code1208=90 (specify that in an observation)
- Repayments happen fortnightly: code1208=14

Do not forget to fill in the number of loans you have specify here and the totals (borrow and repay).

2.10 – Q13: Store account

2.10.1 – How to complete Q13

A store account means shopping or consumption which is not paid the day of purchase or consumption, but later.

Q13 list all the store account household members have in any shop, restaurant, nakamal.... store account can be related to whatever kind of goods, in whatever kind of shop, supermarket, market, road market, nakamal, snack or restaurant...

This Q13 will give us an idea of the level of consumption expenditure of this household.

Question: over the last month, did you pay any

- store account bill?
- loan in a nakamal?
- loan in a market?
- loan in a whatever kind of shop?

Column 1301 – Amount paid: the amount of the loan, store account paid the last month

Column 1302 – period account: it refers to the code 1302. What is the period related to this bill?

Column 1303 - name of the store: the name and the kind of store (supermarket, market, road market, retail shop, nakamal...)

2.11 – Q14: Insurance, taxes and saving

2.11.1 – How to complete Q14

Q14 deals with insurance, taxes and saving over a period of 12 months. For each of the 3 sections, different items are listed, and for each section, the question will be:

During the last 12 months did you pay any insurance for your house, vehicle, boat... ?

During the last 12 months did you pay any taxes like land taxes, head taxes, custom taxes..?

During the last 12 months did you save any money on your life insurance, bank book or did you buy any bonds?

Column 1402 – Did you pay?: cannot be blank, 1=Yes 2=No.

Column 1403 – total amount: if many payments during the last 12 months for the same item, add them all together to get the total paid during the last 12 months.

Column 1404 – provider: the company, organisation which receives the money.

Do not forget to get the total amount paid at the bottom of Q14.

C3 – MODULE 3

C3.1 - Module 3 overview

The specificity of module 3 is that all the questionnaires are related to personal expenditures or personal behaviours or habits. All information in this module are collected at an individual level. This explains why interviewers have to fill in first the flap with the name, sex and age of all household members in the same order than module 1 Q01 (demographic profile). Households Id are the same for each members for the entire questionnaire.

Education, Health, travel, clothing, alcohol, communication are individual topics.

Questionnaire ID	Questionnaire label
Q15.1	Educational status
Q15.2	Education expenditure
Q15.3	Education expenditure (continued)
Q16.1	Health status children (5 years old and less)
Q16.2	Health status all members
Q16.3	Health expenditure
Q16.4	Health expenditure (continued)
Q17.1	Travel
Q17.2	Travel expenditure
Q18.1	Clothing
Q18.2	Clothing expenditure
Q19.1	Alcohol, Kava and tobacco
Q19.2	Alcohol, Kava and tobacco expenditure
Q20.1	Communication
Q20.2	Communication expenditure
Q21	Other personal expenditure

The flap is composed by 3 tables:

1. list 1: from 1 to 20 => from module 1 Q01
2. list 2 from 51 to 55 => from module 1 Q01
3. extra line:
 - 90 => related to an expenditure for another household
 - 91 => if the expenditure is not related to anybody in particular but to the family (like in module 2)

Household roster			
→ Copy the name, sex and age of all household members from Module 1 Q01 list and list 2			
HH Mem ID (HH)	Name	Sex	Age
1	1 - household head 2	code 1 3	4
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According to the educational status (Column 1511) 3 cases are possible

1511 = 1 never been to school	1512 = 2 already left school	1513 = 3 currently attending
Column 1512: reason: Why this HH member never attended school, it refers to the code 1512, 6 options, or code 7 if other option and specify observation	Column 1513 and 1514: level and grade completed. Fill in the level and the grade achieved, if the year is not achieved, you have to write the previous year.	Column 1516 and 1517: level and grade currently attending The current grade and year the student is attending
⇒ Q15.1 finish for this HH member	Column 1515: why did HM left school? It refers to the code 1515, 9 reasons, if another reason not listed, code it 10 and specify an observation	Column 1518: which school? Specify here the name of the school
	⇒ Q15.1 finish for this HH member	Column 1521: location of the school It refers to the code 1521: <ol style="list-style-type: none"> 1. Same area, closed to the house 2. About 30mn walk 3. More than 30mn walk 4. Boarding school If the student go to school by bus 10mn, but if he walked it would take him more than 30mn, code 1521=3
		Column 1522: lunch Refers to the code 1522, if the student goes to school with his own food from home, 1522=3.
		Column 1523: lives where during school weeks? Some students to be closed to school during school periods can live with their relative (1523=2) or at the boarding school (1523=3)
		Column 1524: transportation to school? Refers to the code 1524, if it depends, choose select the most common one
		Column 1525: hours of class In a typical school week, it refers to the code 1525
		⇒ Q15.1 finish for this HH member

C3.2.2 How to complete Q15.2

Q15.2 over a period of 12 months, identifies all the expenditure related to education. This questionnaire is divided into 2 different parts:

- **Part1 column 1528 to 1534:** the household receives assistance for education, from government, organisation, relatives... whatever the source of assistance. Assistance in:
 - o School fees: they do not pay school fees or they pay only half of the school fees (for instance, the government provides school fees or another household pays school fees for this HH member)
 - o Transportation: school provides bus, or for any reason this kid uses transport but do not pay
 - o Boarding: the student is a boarder student and do not pay for accommodation it is provided free of charge
 - o Lunch: for any reason the student has free lunch
 - o Books: the book the household did not pay any book for this kid because they are free of charge (ex: provided by the school) or they were paid by another household.
 - o Other: if the kids received in the period any other kind of support to encourage him to go to school or to encourage him in education (for example can be free private lessons...), specify it in an observation
 - o Scholarship: the student has a scholarship, it means he received money in order to help him to pay his school fees during the period

⇒ Any kind of support identified in column 1528 to 1534 has to be ticked according to the beneficiary

HH Member [HM]	Name	Sex	Age	HH Member [HM]	the past 12 months? Cross 'X' all that applies.						
					school fees	Transportation	Boarding	Lunch	Books	Other (obs)	scholarship
1	01 = household head	code 3	4	1527	1528	1529	1530	1531	1532	1533	1534
01	Papa	1	34	01	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02	Mama	2	30	02	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03	Kid1	2	11	03	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04	Kid2	1	6	04	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05				05	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

In this example, the 2 kids go to school, the oldest (kid1) go in the school where the school fees and the books are provided. This represents a support for this family; kid1 is the beneficiary of these 2 supports. Kid2 do not receive any support that means that his parents should pay school fees, books....

- **Part 2: column 1535 to 1542:** identify here all the expenditure related to education the household paid during the last 12 months from 1 to 8
 - o Expenditure code 1: did you pay any school fees for your kid during the last 12 months
 - o Expenditure code 2: did you pay any canteen or school restaurant during the last 12 months
 - o Transport to school ... Etc....

⇒ Each expenditure identified has to be ticked according to the beneficiary

HH Member [HM]	Name	Sex	Age	HH Member [HM]	During the past 12 months did you spend on ('X' if yes)								obs
					School fees	Lunch	board	books	School stationery	Voluntary school contribution	Transport	other	
					1	2	3	4	5	6	7	8	
1	01 = household head	code 3		1527	1535	1536	1537	1538	1539	1540	1541	1542	1543
01	Papa	1	45	01	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02	Mama	2	47	02	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03	Kid1	1	12	03	X	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04	Kid2	2	16	04	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51	Kid3	2	21	51	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
90	other household			90	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

In this example, the family pays school fees for :

- the 2 kids who lives with them (HH member 3 and 4)
- the daughter who studies in New Caledonia (HH member 51).
- And for the kid of another household
 - o => for code 1 (=school fees) , 4 beneficiaries are identified, hh member 3 (kid1) 4 (kid2) 51 (kid3 the daughter in New Caledonia) and the kid of another household (code 90)

The beneficiary is the household member who took benefit of the expenditure (in that case the kid who went to school during the period)

C3.2.2 How to complete Q15.3

Q15.3 specified all the expenditures identified in Q15.2. Each expenditure ticked according to each beneficiary has to be specified in Q15.3.

Column 1545 – beneficiary: write here the id member of the person who take benefit of the expenditure (if kids go to school they take benefit of the school fees, stationeries...). if the household paid education fees for another household, beneficiary's code is 90

Column 1546 – exp code: related to column 1535 to 1542 in Q15.2, specify here the expenditure code (1 for school fees, 2 for lunch...)

Column 1547 – description of the expenditure: write here a detailed description of the expenditure, for example university fees for code 1, or school canteen for code 2....

Column 1548 – total amount: specify here the total amount paid during the last 12 months. If they pay 2000 Vt school fees for 1 quarter, you have to ask them how many quarters in the year? In 3, the total amount will be 6000Vt.

If they pay monthly 3000Vt for the school restaurant, you have to know how many month during the year they pay school restaurant (no payment during school holyday), maybe it is 10 payments instead of 12...

If the amount is paid in kind, give an estimation of the amount of the payment

Column 1549 – payment: the payment was done in cash or in kind?

-
- ⇒ Specify the number of vaccination each kid 5 years and less received (0, 1, 2...)
- ⇒ For each kid this column cannot be blank (no vaccination = 0)

Column 1618 – blue card: for each kid, did you get the information of the vaccination from the blue card? Ask the mother to show you the blue card of the child, all vaccination are mentioned in this document. 2 options:

- You see the blue card – code1 (meaning all the information on vaccination are true)
- You do not see the blue card – code2 (meaning you got the information of vaccination from the memories of the mother)

Column 1619 and 1620 – exclusively breastfed: depends on the age of the child:

- 6 months and less = column 1619 filled in and 1620 blank
- More than 6 months = column 1619 blank and 1620 filled in

The kind of food baby got during the 6 first months of their life is very important.

- **Column 1619: the baby is 6 months or less** – has he been exclusively breastfed until now?
 - Yes: the baby has been received only mother milk since he was born
 - No: the baby has already received other kind of food apart of mother milk (powder milk, other milk, veg...)
- **Column 1620: the baby is more than 6 months** – has he been exclusively breastfed during the 6 first months of this life.
 - Yes: during the 6 first months of his life the child only received mother milk, nothing else
 - No: during the first 6 months of his life the child received powder milk or other kind of food (apart of mother milk)

Column 1621 – how many month was s/he breastfed? Exclusively or not, whatever complementary food. How many months the baby received mother milk since he was born (even if in parallel he received other milk or food). How old was s/he when you stop breastfed him/her?

⇒ Number of month expected

Column 1622 – after how many months did s/he start complementary food? How old was the baby when he start to eat other kind of food apart mother milk? If the baby is still exclusively breastfed, write 90 (not yet).

⇒ Number of month expected

C3.3.2 How to complete Q16.2

Q16.2 is addressed to all household members list 1, whatever their age. It deals with

- Chronic illness. A chronic illness is an ongoing illness, long term illness.
- Heath complain over the last 3 months (temporarily sickness)
- Mosquito net
- Last question, when was the first time you consult a doctor.

Column 1623 – Do you have any ongoing...?: Yes or No, this question has to be answered for all household members, could not leave it blank.

If Yes => fill in questions in column 1624, 1625, 1626, 1627

If No => skip to next household member, column 1624, 1625, 1626, 1627 are blank.

Column 1624 – What is your chronic illness?: it refers to the code 1624, which gives several options of typical chronic illness. If the chronic illness mentioned by the HM is not in the list, coded it 10

(other) and add an observation. If the HM has many chronic illness, choose the main one, only 1 answer is possible.

Column 1625 – How many years ago did it start?: it refers to the code 1625. Since when this HM is aware of his chronic illness?

Column 1626 – Do you regularly consult ?: Yes or No. This question refers to the chronic illness, if the HM consult for other reason and do not consult for this chronic illness, the answer is NO.

Column 1627 – Do you have a treatment given by a doctor?: Yes or No. Again this treatment has to be related with this chronic illness. If the treatment refers to another illness, the answer is NO.

During the last 3 months

Column 1629 – other health complains?: it refers to a recall period of 3 months. YES or NO. Were you sick during the last 3 months ? Do not mention here chronic illness which were mentioned in the previous questionnaire.

- IF YES, fill in column 1630 to 1636
- IF NO skip to the next person and leave 1630 to 1636 blank

Column 1630 – symptom: it refers to the code 1630, different symptoms are mentioned here, if the more appropriated one is not listed, code it 7 and write an observation.

Column 1631 – How long: it refers to the code 1631, HM could be still sick or not, as long as he was sick during the period, and how long he was sick within the period.

Column 1632 – professional help?: Yes or No. Professional help can be a nurse, any doctor, and traditional healer

If YES, skip to 1634

If NO, next question is 1633

Column 1632 = 1 / seek professional help skip to 1634		Column 1632 = 2 / did not seek professional help
▼		▼
<u>Column 1633 – why?</u> = blank		<u>Column 1633 – why?:</u> reason why you did not seek professional help. It refers to the code 1633, if no appropriate option code it 4 “other” and write an observation. And skip to 1638.
<u>Column 1634 – Who did you consult first?</u> Refers to the code 1634. If the HM used traditional medicine code it 4.		<u>Column 1634 – who did you consult first?</u> blank
<u>Column 1635 – where?</u> if you used local medicine, local treatment, specify Kleva, code 5.		<u>Column 1635 – where?:</u> blank
If 1635 = 1, 2 or 3	If 1635 = 4, 5, 6, or 7	
▼		▼
<u>Column 1636 – Why not public health facility?</u> blank	<u>Column 1636 – why not public health facility?:</u> it refers to the code 1635, we want to know here why did they prefer consulting private or local medicine.	<u>Column 1636 – Why not public health facility?</u> blank

<u>All household members – column 1638</u>	
Did you sleep under a mosquito net last night = each household member YES or NO	
Column 1638 = 1 - YES	Column 1638 = 2 – NO skip to 1640
▼	▼
<p style="text-align: center;"><u>Column 1639 – mosquito net treatment:</u> it refers to the code 1639</p> <p><i>Code 0:</i> the mosquito net was treated less than 1 month ago <i>Code 1:</i> the net was treated 1 month ago <i>Code 2:</i> 2 months ago... ⇒ <i>Code 1 to 12</i> : number of months (from 1 to 12)</p> <p><i>Code 13:</i> more than 1 year <i>Code 98:</i> Never treated <i>Code 99:</i> Do not know, do not remember</p>	<p style="text-align: center;"><u>Column 1639 – mosquito net treatment:</u> blank</p>
<u>All household members – column 1640</u>	
When did you consult any health professional for the last time? Any kind of health professional, doctor, nurse, mid wife.... or traditional healer as well.	
<p><i>Code 0:</i> less than 1 month ago <i>Code 1:</i> 1 month ago <i>Code 2:</i> 2 months ago... ⇒ <i>Code 1 to 12</i> : number of months (from 1 to 12)</p> <p><i>Code 13:</i> more than 1 year <i>Code 98:</i> Never seen any doctor <i>Code 99:</i> Do not know, do not remember</p>	

C3.3.3 How to complete Q16.3

This questionnaire is addressed to all household member list 1 and list 2.

Q16.3 deals with expenditure on health. 3 sections in this questionnaire:

1. Health coverage: medical insurance, whatever the origin (you pay or your employer or other source of insurance....). If you pay any medical insurance (for you, your family or another household), this expenditure is already reported in module 2 Q14 code 16.
2. Identification of health expenditure: did you consult or get any medical treatment during the 2 recall period?
3. Specification in Q16.4 of all the consultation or treatment identified

Column 1642 – supplementary medical insurance?: YES or NO, could not be blank. HM covered in case of health expenditures (refunded totally or partially, or free of charge).

Column 1643 – free access to health facility?: YES or NO, could not be blank. If HM is sick or has an accident, he can go to the health facility free of charge, without paying any money.

Column 1644 to 1653: consultation or medical treatment

2 different recall periods:

12 months period: major medical act:

- Hospitalisation, whatever the reason, you stay at the hospital at least 1 night, included delivery
- Analysis, scanner, ultra sound, baby scan...
- Eyes check, glasses or contact checks

3 months period: minor medical act:

- Consultation from a doctor, specialist
- Consultation from a dentist
- Consultation from a nurse
- Consultation from a mid wife
- Consultation from a kleva
- Medication (prescription drugs, tablets, ointments....) or herbal supplements, traditional and non traditional – from the pharmacy, traditional healer....
- Other medical act

2 questions to ask:

Question 1: during the last 12 months did any of the household member were hospitalised, or did any scan, ultra sound, medical analysis or did eyes check up (contact or glasses)?

Question 2: during the last 3 months did any of the HM consult any doctor, dentist, nurse, mid wife, kleva, or get any medication?

- ⇒ We do not talk about payment, just consultation, hospitalisation, analysis or medication; if YES tick the correct code (from 1 to 11) for the household member who receives the medical act or medication (FREE OF CHARGE OR NOT YOU TICK)
- ⇒ For each consultation, hospitalisation, medication identified in column 1644 to 1653, specify it in the next questionnaire
- ⇒ In the case of pregnant women or women who gave birth during the last 12 months, you should identify hospitalisation (if she spent a night in the health facility)

C3.3.4 How to complete Q16.4

Each tick (medical act for free or not) identified in Q16.3, specify it in Q16.4

Column 1656 – beneficiary code: who is the beneficiary of the consultation, hospitalisation, medication. the recipient of the consultation or medication, the person who received the benefit of the consultation/medication. If the consultation was for the kid, the beneficiary is the kid and not the mother (even if the mother paid).

Column 1657 – medical code: from 1 to 11, it refers to the column 1644 to 1653 in the Q16.3

Column 1658 – detailed description: description of the medical act, you can write detail here.

Column 1659 – total amount paid: price of the medical act, if it was free, write 0, if it was paid in kind, write an estimated amount of the price.

Column 1660 – which month?: write here the month when the medical act happen, the month should match with the recall period:

- Major medical act: 12 months
- Minor medical act: 3 months (if the medical act happened 6 months ago the month which not match with the recall period and will generate an inconsistency)

Column 1661 – name of the provider: put detail, the kind of facility (aid post, dispensary, private doctor, hospital...), the name of the facility.

Column 1662 – payment: how did you pay, cash or in kind, if it was for free, leave it blank

C3.4 Q17 – Private travel

A travel is a trip with at least 1 night out of the main house.

A private travel is a travel for personal purposes, and not professional or business purposes.

Examples of private travels:

- Holydays,
- Family reasons (funerals, wedding...)
- Visit relatives or friends for other personal reasons
- Trip for medical reasons

All the trips related to business or professional purposes are not included.

C3.4.1 How to complete Q17.1

Q17 does the distinction according to the destination of the private trip, 3 types of trips related to a recall period:

- Trip overseas: 12 months of recall period
- Trip in Vanuatu, another island: 3 months of recall period
- Trip in your island: 1 month

3 questions to ask:

Question1: during the last 12 months, how many trips you or another household member or all members did overseas for personal purposes?

Question2: during the last 3 months, how many trips you or another household member or all members did in another island in Vanuatu for personal purposes?

Question3: during the last month, how many trips you or another household member or all members did in this island for private purposes?

List all the kind of expenditures related to travel (column 1704 to 1710)

Column 1701 to 1703 – number of trip: for each household member list1 and list2 identified how many trips they made according to the type of trip (12 months overseas trip, 3 for another island in Vanuatu or 1 month for trip in the same island). This cannot be blank, if no trip identified, then write 0.

Column 1704 to 1710 – expenditure related to each trip: for each trip identified in column 1701 to 1703, specify all expenditures related. A travel can generate different type of expenditure

Column 1704 – exp code 1 package = holydays, everything included: air fares, hotel, restaurant... cannot distinguish each expenditure, they are all included.

Column 1705 – exp code 2 travel = air fare, boat fare, bus/car/van fare = transportation fees

Column 1706 – exp code 3 accommodation = payment for hotel, lodge, guest house or to relatives for accommodation as well.

Column 1707 – exp code 4 meals = restaurant, food, take away paid for the trip or during the trip. If the household visit their relative in the island and they come with food, it is part of this expenditure.

Column 1708 – exp code 5 shopping = all kind of expenditure during the trip or made for the trip. For example, the family travelled to Noumea, they bought clothes, it is shopping expenditure. If the family visit their relatives in the island and they made shopping to buy them gift before they leave, it is a shopping expenditure.

Column 1709 – exp code 6 activities = all kind of activities related to the trip, this code is more for tourists on holydays.

Column 1710 – exp code 10 Other = any other expenditure related to this trip, you have to specify it in the column 1716 of the Q17.2

Each expenditures identified has to be ticked for the household member who got the benefit (the father can pay a trip for the kid, the trip is dedicated to the children and not to the parents)

If the trip was made by all the household members, or most of them, you identify the number of trip per member, then to identify expenditures, 2 options:

- You tick for all the household member the expenditure code related (as shown in the table – example2 below)
- You tick only the line 91 “collective expenditure” and you identify all the exp code as collective (beneficiary = 91 as shown in example1 below).

In the following example 2 trips were identified:

1 during the last 12 months overseas for all the family – all the family travelled overseas plus a collective trip was identified (line 91 column 1701)

1 during the last 3 months in another island for the mother (HH id 2)

All the expenditures related to each trip are identified in column 1704 to 1710.

- For the collective trip overseas, all the expenditure are identified in line 91 “collective”: transport / meal / shopping related to this trip
- For the mother’s trip to the island, expenditures are identified for the mother line 02 HM id 02 (beneficiary): transportation / meals.

Example 1: identification of travel expenditure using the line 91= collective expenditure

HH Member [HM]	Name	Sex	Age	HH Member [HM]	No. of private trips each members did:			During the travel did you spend on ('X' if yes)							obs
					Overseas (12 months)	Vanuatu		package	travel	acco- modation	meals	shopping	activities	Other	
						Another island (3 months)	Same island (1 month)								
01 = household head	code 3			1700	1701	1702	1703	1704	1705	1706	1707	1708	1709	1710	1711
01	papa	1	49	01	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02	mama	2	45	02	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03	Kid 1	2	16	03	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04	kid 2	1	14	04	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05	kid 3	2	10	05	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51				51	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
52				52	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
53				53	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
54				54	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
55				55	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
90	Other household			90	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
91	Collective expense			91	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	X	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The following example shows another option to report the same 2 trips in the same family. For the collective trip overseas, in this case, the collective 91 is not used; enumerators ticked in that case all expenditures related to all household members.

Example 2: identification of expenditure using each beneficiary code

HH Member [HM]	Name	Sex	Age	No. of private trips each members did:			During the travel did you spend on ('X' if yes)							obs	
				Overseas (12 months)	Vanuatu		package	travel	accommodation	meals	shopping	activities	Other		
					Another island (3 months)	Same island (1 month)									
1	01 = household head	code 3	4	1700	1701	1702	1703	1704	1705	1706	1707	1708	1709	1710	1711
01	papa	1	49	01	[1]	[0]	[0]	<input type="checkbox"/>	X	<input type="checkbox"/>	X	X	<input type="checkbox"/>	<input type="checkbox"/>	[]
02	mama	2	45	02	[1]	[1]	[0]	<input type="checkbox"/>	X	<input type="checkbox"/>	X	X	<input type="checkbox"/>	<input type="checkbox"/>	[]
03	Kid 1	2	16	03	[1]	[0]	[0]	<input type="checkbox"/>	X	<input type="checkbox"/>	X	X	<input type="checkbox"/>	<input type="checkbox"/>	[]
04	kid 2	1	14	04	[1]	[0]	[0]	<input type="checkbox"/>	X	<input type="checkbox"/>	X	X	<input type="checkbox"/>	<input type="checkbox"/>	[]
05	kid 3	2	10	05	[1]	[0]	[0]	<input type="checkbox"/>	X	<input type="checkbox"/>	X	X	<input type="checkbox"/>	<input type="checkbox"/>	[]
51				51	[]	[]	[]	<input type="checkbox"/>	[]						
52				52	[]	[]	[]	<input type="checkbox"/>	[]						
53				53	[]	[]	[]	<input type="checkbox"/>	[]						
54				54	[]	[]	[]	<input type="checkbox"/>	[]						
55				55	[]	[]	[]	<input type="checkbox"/>	[]						
90	Other household			90	[]	[]	[]	<input type="checkbox"/>	[]						
91	Collective expense			91	[0]	[0]	[0]	<input type="checkbox"/>	[]						

This 2 tables identified the same information, the first using the collective line 91 and the second using all the beneficiary code to identify the collective trip.

Each expenditure identified has to be specified in the Q17.2

C3.4.2 How to complete Q17.2

Each expenditure identified in the Q17.1 will be specified with detail in Q17.2

Column 1713 – beneficiary HM: the person who did the trip, if the expenditure was identified as collective (line 91), write 91 as beneficiary (the entire household is beneficiary)

Column 1714 – destination: according to the type of private travel (overseas, in Vanuatu another island, the same island), it refers to the code 1714

Column 1715 – exp code: refers to column 1704 to 1710 in the Q17.1, code 1 to 7.

Column 1716 – detail of the expenditure: add detail in this column, like for instance boat fares, air fares, the kind of shopping (baby clothes, pants for man...).

Column 1717 – total amount: the price of this transaction, if it is a payment in kind, estimate the amount

Column 1718 – which month: the month of the trip, this column is related to the recall period of each type of travel. It means if the household spend 1 week in the same island 2 months ago, it is out of the period for this kind of trip.

Column 1719 – provider: the name of the shop or the supplier of the good or services (air Vanuatu Air calin...for air fares, big sista for boat fare....)

Column 1720 – payment: if the transaction's payment was made in kind (code 2), if it is possible to pay transport fees in kind (with food...), or if they paid

Example1: relation between Q17.1 and Q17.2

HH Member [HM]	Name	Sex	Age	HH Member [HM]	No. of private trips each members did:			During the travel did you spend on ('X' if yes)							obs
					Overseas (12 months)	Vanuatu		package	travel	acco- modation	meals	shopping	activities	Other	
						Another island (3 months)	Same island (1 month)								
01 = household head	code 3			1700	1701	1702	1703	1704	1705	1706	1707	1708	1709	1710	1711
01	papa	1	49	01	[1]	[0]	[0]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02	mama	2	45	02	[1]	[1]	[0]	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03	Kid 1	2	16	03	[1]	[0]	[0]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04	kid 2	1	14	04	[1]	[0]	[0]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05	kid 3	2	10	05	[1]	[0]	[0]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51				51	[]	[]	[]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
52				52	[]	[]	[]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
53				53	[]	[]	[]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
54				54	[]	[]	[]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
55				55	[]	[]	[]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
90	Other household			90	[]	[]	[]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
91	Collective expense			91	[1]	[0]	[0]	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Line N°	beneficiary [HM]	Destination code 1714	expense code 1 to 7	Expense detailed description	total amount paid VT	Which month ? 1 to 12	Name of the provider	Pay-ment code 1720	Obs
01	91	3	2	Aire fares	[1] [0] [0] [0] [0] [0]	12	Air Vanuatu	1	
02	91	3	4	Food	[] [5] [0] [0] [0] [0]	12	Noumea shop	1	
11	91	3	5	pants for men	[] [1] [0] [0] [0] [0]	12	Noumea shop	1	
12	91	3	5	running shoes	[] [] [5] [0] [0] [0]	12	Noumea shop	1	
13	91	3	5	dvd player	[] [1] [0] [0] [0] [0]	12	Noumea shop	1	
14	91	3	5	dress	[] [1] [5] [0] [0] [0]	12	Noumea shop	1	
15	91	3	5	video games	[] [2] [0] [0] [0] [0]	12	Noumea shop	1	
16	91	3	5	kids game	[] [1] [0] [0] [0] [0]	12	Noumea shop	1	
17	91	3	5	kids games	[] [1] [0] [0] [0] [0]	12	Noumea shop	1	
18	2	2	2	boat fares	[] [] [8] [0] [0] [0]		big sista	1	
19	2	2	4	food	[] [1] [5] [0] [0] [0]	1	Bon marche Vila	1	

2 trips identified here:

- All the family to New Caledonia – collective trip beneficiary 91 for:
 - o Expenditure code 2 – travel, air fare
 - o Expenditure code 4 – meals, food
 - o Expenditure code 5 – shopping
 - Pants for men, running shoes, dvd player, dress....
- The mother to another island of Vanuatu:
 - o Expenditure code 2 – travel, boat fares
 - o Expenditure code 4 – food, all the food she bought to bring to relatives in the island

C3.5 Q18 – Clothing

All clothing expenditures are identified in Q18.1 and specified in Q18.2. All clothing expenditures are collected at individual level, according to the beneficiary. The beneficiary will allow us to make the difference between baby/children/man/woman clothes. This questionnaire includes:

- Any kind of clothes
- shoes
- School uniform
- Material and taylor, sewer,
- Related accessories (belt, cap, sunglasses...)
- Perfume and jewellery, watch

The recall period for this questionnaire is 3 months.

C3.5.1 How to complete Q18.1

Following the same schedule as previous questionnaires in this module³, interviewers have to identify expenditures first, according to:

- 1. The beneficiary, household member id: the HM who will wear the clothes
- 2. The kind of clothes: expense code, from 1 to 11 (column 1811 to 1821)

Question: over the last 3 months, did you spend money on clothes for any of the household members or for another household (list all the kind of clothes column 1811 to 1821)?

Identified the beneficiary (HH id or 90 for another household) and the kind of expenditure from 1 to 11 in column 1811 to 1821.

Each expenditure identified in Q18.1 has to be specified in Q18.2

C3.5.2 How to complete Q18.2

Each expenditure identified in Q18.1 has to be specified in Q18.2

Column 1824 – beneficiary: HM id of the person who will wear the clothes. 90 if the clothes was bought for another household

Column 1825 – exp code: refers to column 1811 to 1821 in the Q18.1, code 1 to 11.

Column 1826 – detail of the expenditure: add detail in this column, like for instance running shoes, or sandals for shoes...

Column 1827 – total amount: the price of this transaction, if it is a payment in kind, estimate the amount

Column 1828 – New: if the clothes bought are second hand or new, or if the service was provided by a tailor or a sewer. It refers to the code 1828

Column 1829 – provider: the name of the shop or the supplier

Column 1830 – payment: if the transaction's payment was made in kind (code 2), if it is possible to pay transport fees in kind (with food...), or if they paid

Column 1831 – reported elsewhere: the transaction can be collected in another previous questionnaire, for instance, clothes can be bought for a travel (shopping in the travel section module3 Q17) or for a ceremony (module2 Q11). In order to avoid double account, it is important to identify if the transaction appears in another questionnaire, mentioning:

- code1831=1 ► already collected previously (module2 or 3), it is a double account
- code1831=2 ► not collected before, it is not a double account

The following example shows the identification of clothing expenditure before their specification:

HH Member [HM]	During the last 3 month did you spend on (X if yes)											obs
	baby clothes	trousers shorts	shirt t-shirt	dress, skirt	under-wear	pareo, manu	shoes	school uniform	Materials / tailor	accessory (cap, belt, glass...)	jewellery, watch and perfume	
expense code ►	1	2	3	4	5	6	7	8	9	10	11	1822
1810	1811	1812	1813	1814	1815	1816	1817	1818	1819	1820	1821	1822
01	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
52	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
53	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
54	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
55	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
90	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
91	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Line N°	beneficiary [HM]	expense code 1 to 10	expense detailed description	total amount paid	new code 1828	name of the provider	pay-ment code 1830	reported else-where? 1=Yes / 2=No	obs
01	1	2	trousers	4_0_0_0	1	New caledonia	1	1	
02	1	2	short	1_0_0_0	1	Chinese shop Vila	1	2	
03	1	3	t shirt	7_0_0_0	1	Chinese shop Vila	1	2	
04	1	7	running shoes	5_0_0_0	1	New caledonia	1	1	
05	2	4	dress	8_0_0_0	1	New caledonia	1	1	
06	2	5	underwear	2_0_0_0	1	Chinese shop Vila	1	2	
07	5	1	baby clothes	4_0_0_0	1	Chinese shop Vila	1	2	
08	4	8	school uniform	3_0_0_0	1	Uniform school shop Vila	1	2	
09	51	7	sandales	2_0_0_0	1	Vila shop shoes	1	2	
10	90	1	Baby clothes	3_0_0_0	1	Chinese shop Vila	1	2	

In this example, interviewer has identified expenditures for the benefit or HM list 1 and list 2 and for another household (baby clothes offered last month for the birth of a relative baby). Then each tick is specified, the same tick for HM id 1 code expense 2 (trousers and shorts), is related to 2 expenditures (HM id 1 bought trousers and shorts).

⇒ The same tick has 2 different lines

Expenditure specified in line 1, 4 and 5 are already collected in the previous questionnaire (travel). These clothes were bought in New Caledonia and were collected in Q17 private travel in the section shopping.

C3.6 Q19 – Alcohol, Kava and tobacco

Q19 collects at a personal level for HH member aged 15 and over, all expenditures related to alcohol, kava and tobacco.

Q19.1 collects indicators on alcohol, kava and tobacco consumption the past week

Q19.1 collects indicators on expenditure on alcohol, kava and tobacco

Q19.2 specify all expenditure on alcohol, kava and tobacco

C3.6.1 How to complete Q19.1

Column 1911 to 1914: during the past week (recall period 1 week):

- Did you drink alcohol YES or NO
- Did you drink kava YES or NO
- Did you smoke cigarettes YES or NO, if yes how many cigarettes (roughly) during the past week, 5 cigarettes a day = around 35 a week

Column 1915 to 1924: during the past month, did you buy any:

- Beer, wine, liquor, spirits (whisky, gin...), sour toddy (home brew), other alcohol
- Kava (liquid, powder or roots)
- Cigarettes, rolled tobacco or pipe tobacco

⇒ Tick if Yes for each HM aged 15 and more (do not ask the question to HM less than 15)

C3.6.2 How to complete Q19.2

Column 1927 – beneficiary: the person who received the alcohol, cigarettes or kava HH member id

Column 1928 – expense code: refers to 1915 to 1924 in Q19.1 expense code 1 to 10.

Column 1929 - detailed description: add detail, for instance the difference between kava roots and liquid, or the kind of alcohol. Expenditure on alcohol in bar of restaurants have to be collected in this section as well.

Column 1930 – total amount: make the total amount spend on the item specified. If the HM goes every day to the nakamal ask him how much on average he spends per day, then calculate for a month the budget on kava shell.

Column 1931 – name of the provider: nakamal, shop for alcohol or cigarettes...

Column 1932 – Payment: cash or in kind, if the HM has a loan in the nakamal, write 1 (cash)

C3.7 Q20 – Communication

Communication is now related to personal habits. Internet access, cell phone belong to individual and not to household.

- Q20.1: Indicators on communication: use of internet, source of internet, use of cell phone, possession of cell phone.
- Q20.1: identification of communication expenditures
- Q20.2: specification of communication expenditures

⇒ Over a period of 1 month, addressed to all household members list1 only

C3.7.1 How to complete Q20.1

- Communication indicators:

Column 2011 – use of internet: during the last month did you use internet: YES or NO

If NO skip to 2015

If YES

- **Column 2012 to 2014:** specify the source of internet access you use during the past month, 3 main sources are possible. It refers to the code2012

Column 2015 – Use of cell phone: during the past month did you use a cell phone for communication purposes? cell phone can be use as a watch, or for other purpose than communication. Interviewers here have to ask if the cell phone was used for communication purposes (give or receive call or messages), whatever the ownership.

Column 2016 – ownership of cell phone: do you own your own cell phone? Yes or NO

- Communication expenditure identification

Communication expenditures are collected for HM list1 and list2.

Column 2017 to 2022: did you spend money during the last month on:

- Mobile phone prepaid (refill card)
- Mobile phone bill (subscription)
- Internet access not from home (internet from home is already collected in module2 Q05 utilities)
- Purchase of a mobile phone
- Postage, post office, stamp, mail
- Other communication expenditure

C3.7.2 How to complete Q20.2

Every expenditure identified in Q20.1 have to be specified in Q20.2

Column 2025 – beneficiary: HM id - who takes benefit of the expenditure (if the father pays the cell phone refill for the kids, the expenditure is related to the kids, they are the beneficiaries.

Column 2026 – expense code: it refers to column 2017 to 2022 in Q20.1, code 1 to 6:

Column 2027 – detailed of the expenditure: add detail in this column

Column 2018 - Total amount during the last month

Column 2029 – name of the provider: digicel, TVL, post office....

Column 2030 – payment: in cash or in kind

C3.8 Q21 – Other expenditures

This questionnaire collects information on different topics:

Column 2101 – driving license: ask to all HM if they have their driving license

Column 2102 to 2108: list of different items, good or services, for each of them ask the question: did any of the household members spend money on:

- Driving lesson
- Hair dresser
- Gambling
- Tattoo
- Banking services
- Suitcase

If yes, write the amount spend according to the HM id beneficiary

C4 – MODULE 4

C4.1 – Module4 overview.

Module 4 deals only with income, all sources of household income:

Questionnaire ID	Questionnaire label
Q22.1	Work for wage or salaries
Q22.2	Wages detailed
Q23	Income from non agriculture business
Q24.1	Description of agricultural activities _____
Q24.2	Income from agriculture business
Q25.1	Description of fishing activities
Q25.2	Income from fishing activities
Q26.1	Description of livestock activities
Q26.2	Income from livestock activities
Q27.1	Other income identification
Q27.2	Other income specification
Q28	Remittances

Module 4 as an income questionnaire should not be asked to the household the first visit, but maybe the last one (visit4). This questionnaire deals with sensitive information on income, and requires the confidence between interviewer and enumerator.

Obviously there is a strong link between module1 Q02 Work activities and the income. When interviewers start to fill in this questionnaire they already know all the work activities conducted by all household members during the past 12 months from module1. The information in this 2 modules have to match, that is really important.

C4.1 – Q22 Wages jobs and salaries jobs

This questionnaire is divided in 2 parts:

- Q22.1: first lists all the different wages jobs all HM (list1 and list2) did during the last 12 months (Q22.1). Each wages jobs listed has to be described (characteristics of the job, the employer...) then all the income related to this job has to be ticked
- Q22.2: all income related to 1 job has to be specified

⇒ A wage job can generate different income, first a salary, of course, but bonus as well, or income in kind like food, transport, housing (provided for free by the employer)

C4.1.1 How to complete Q22.1

Q22.1 lists all the wages job done by all household members list1 and 2 during the past 12 months, one line is one wage job identify with a letter (a, b, c, ... j)

All the wage jobs done during the past 12 months by all the household members are already known from the module1 Q02. In Q02 all work activities coded in column 205 like “employee government” or ”employee private” (code 205 = 1 or code 205 = 2) have to be listed in this section.

Column 2211 – job description: describe what the job consists in?

Column 2212 – HM: household member id who was involved in this wage job (match which module1 Q02)

Column 2213 – job number: it refers to the work activity code (WA) in Q02 module1 (column 202).

Column 2214 – employer: name of the company or the shop or the public department or government.

Column 2215 – industry code: do not fill it in, leave it blank

Column 2216 – sector: refers to the code 2216, private or public sector

Column 2217 – numbers of workers: total number of workers who work in this company, business, public service... if no idea, leave it blank

Column 2218 – kind of contract: wage workers are supposed to sign a contract between them and their employer, if it is not the case code = 3. If it is the case, which can of contract code=1 permanent / code=temporarily.

Column 2219 – insurance: some employers provide insurance, like medical insurance (code 2219=2), or pension fund (code 2219=3) or both (code 2219=4).

Column 2220 to 2227: all the type of income related to this job

- Income code 1 = salary: obviously every wage job generate a salary
- Income code 2 = bonus: extra, could be in cash or in kind,
- Income code 3 = housing – if the employer provides a house or a housing allowance
- Income code 4 = electricity – if the employer provides electricity for free
- Income code 5 = telephone – if the employer provides telephone or pays the bill
- Income code 6 = transport – if the employer provides a car a free pick up to go to work and come back
- Income code 7 = clothes – if the employer provides clothes, or uniform
- Income code 8 = other – if any other kind of income is not mentioned (observation)
-

⇒ Tick all income related to this wage job

⇒

Income can be paid in cash (money) or in kind (food, items, clothing...)... Each wage job generate at least 1 income (salary), if not, it is not a wage job but a voluntary work.

Each income identified in the Q22.1 has to be specified in the Q22.2

C4.1.2 How to complete Q22.2

Q22.2 lists all the income identified in the Q22.1 (ticked in column 2220 to 2227). Each income is specified on a line.

Column 2230 – wage job line: which job does this income refer to in Q22.1 (wage jobs are listed in Q22.1 with letter, a, b, c, d...).

Column 2231 – wage code: it refers to the income code mentioned in Q22.1 column 2220 to 2227 (code 1 to 8).

Column 2232 – last payment received in cash: amount of last payment received

Column 2233 – code group: refers to the code 2233 choose the corresponding group.

2 purposes:

- It can help interviewers in case of the household member who did the job does not want to mention the amount he received.
- It confirms the correct amount mentioned in the previous column

Column 2234 – last payment received in kind: if the payment of the income is in kind give an estimated amount.

For each income, col 2232 or col 2234 has to be filled in, both is not possible, because the income is received in cash or in kind.

Column 2235 – code group: refers to the previous amount, code group (same code as 2233)

Column 2236 – number of payments over the last 12 months: how many times this income was paid.

- Fortnight income: 26 times during the last 12 months
- Monthly income: 12 times during the last 12 months...

- ⇒ The number of payments received depends on the time this HM spent in this wage job during the past 12 months. If the HM started this wage job 2 months ago, the number of payments will be:
- 4 if it is fortnightly paid
 - 2 if it is monthly paid

Example of wages income collection

Q22.1 - INCOME / work for wages or salaries																											
Identification of the job				Characteristics of the job						cross 'X' for every type of income you received during the past 12 months																	
line (work for wages)	job description	HM	job number (1 to 4) module 1 Q02	employer	industry code	sector	number of workers	What kind of contract did you sign?	Does this job provide any kind of insurance?	line (work for wages)	Base salary	Bonus	Housing	Electricity	Telephone	Transport	clothes	other	obs								
																				Code wages							
																				1	2	3	4	5	6	7	8
2210	2211	2212	2213	2214	2215	2216	2217	2218	2219	2220	2221	2222	2223	2224	2225	2226	2227	2228									
a	accounter	2	1	bon marche		2	20	2	2	a	X							X	1								
b	shop keeper	2	2	chinese store		2	5	2	2	b	X						X										
c	Unelco technician	1	1	Unelco		2	50	2	4	c	X	X		X			X										

Q22.2 - INCOME / Wages or salaries details										Observation	
Wages	Identification of the wage		amount of last payment received				number of payments in the past 12 months	Wages	Total amount during the past 12 months		obs
	Work for wage line (a to j)	Wage code (1 to 8)	cash	Code Group 2233	in-kind	Code Group 2235			VT		
										VT (estimation)	
2229	2230	2231	2232	2233	2234	2235	2236	2220	2221		
1	a	1	5 0 0 0 0 0	15			6	1	3 0 0 0 0 0		
2	a	8			2 0 0 0	4	10	2	2 0 0 0 0 0		
3	b	1	2 5 0 0 0 0	11			8	3	2 0 0 0 0 0		
4	b	7			8 0 0 0	7	1	4	8 0 0 0 0 0		
5	c	1	1 5 0 0 0 0	20			12	5	1 8 0 0 0 0 0 0		
6	c	2	3 0 0 0 0 0	12			1	6	3 0 0 0 0 0 0		
7	c	4			1 0 0 0 0 0	8	12	7	1 2 0 0 0 0 0 0		
8	c	7			2 0 0 0 0 0	10	1	8	2 0 0 0 0 0 0		

8	← Number of wages	2 5 0 0 0 0	4 0 0 0 0 0	← Total amount	2 4 9 8 0 0 0 0	← Tot amount
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Observation	
1. the supermarket provides a box of food to all employees every Friday, estimated amount around 3000 Vatu	

In this example, for the module 1 Q02 we know those 3 wages jobs were identified for HM id 1 and 2 (father and mother).

The mother (HM id 2) during the last 12 months did 2 wage jobs:

- Current wage job: accountant in “le bon Marché” for 3 months,
- Before, during the 9 previous months, she was a shop keeper in a Chinese shop.

The father (HM id 1 – head of household) has been working as a technician at Unelco for a long time.

⇒ 3 wages job identified (coded as “a”, “b” and “c” in Q22.2).

For each of these wages jobs, different income was identified:

- As an accountant, the mother gets a fortnight salary of 50 000vatu and every week the supermarket provides a box of food (ticked as “other income” and the observation 1 specify that).
- Before, as a shop keeper she got a monthly salary of 25 000 Vatu and the shop provided uniforms (estimated at 8000 vatu)
- As a technician at Unelco, the husband gets his monthly salary of 150 000 vatu , one bonus a year (last one was 30 000 vatu), free electricity (estimated at 10 000 vatu per month) and clothes.(estimated at 20 000 vatu)

⇒ In total, 8 incomes identified related to those 3 wages jobs.

⇒ 8 lines in the Q22.2

Q22.2 specifies all the income identified in Q22.1

C4.2 – Q23 Income from own business (out of agriculture livestock of fishery)

C4.2.1 How to complete Q23

Module1 Q02 column 205 mentions “employer” or “self employed” (codes 3 & 4), which means that the HM owns his own business, alone, with his family or employing extra staff.

- ⇒ These businesses are not related to agriculture, fishery or livestock; they will be covered straight after.
- ⇒ All other kind of business should appear in this section

Examples: my wife sews from home, my soon repairs car in the garden, I run a shop, my other soon runs his own bus (if he drives the bus of somebody else, he is an employee for a private company and received a wage, not listed in this section but in the previous one).

Q23 is not divided in 2 sections, it is a straightforward questionnaire. From module1 Q02 you know already the kind of business they ran during the last 12 months for all HM. Every single business is listed in column 2311 and all the information related to this business are collected in column 2313 to 2340.

Column 2311 – description of the business: what is the activity, put detail.

Column 2313 – goods or services produced: another opportunity to add detail on the type of business

Example: Code 2311 = plumber / code2313 = fixed toilet, piped water sinks....
Code 2311 = taxi man / code 2313 = transport people

Column 2314 to 2317 : all HM involve in this business (maximum 4 but at least 1 should appear)

Column 2318 – location of the business: refers to the code 2318. Location of the business:

- My wife does her sawing from home (code1)
- The plumber works in different places where he fixed piped (code3)
- My mother runs a process food business, she processes food at home and she sells take away (code1)
- I run my garage in town

Column 2319 – 2320 – for how long the business has been operating?: date of the business started 2319=year and 2320=months

Column 2321 – who owns the business? It refers to the code 2321. Is the household the only owner of the business or they are with somebody else from another household (partnership).

Column 2322 – share of the profit: if the household do not share the profit is 100%, otherwise, specify the %age of the profit earned by the household (in case of partnership).

Column 2323 – how many workers?: out of household members, how many staff do you recruit in a typical month of business (write here the number of staff recruited, if only household member, write 0).

Column 2324 – benefit during the last month: in term of benefit, gross revenue, how much money did the business earned the last month => cash – WE DO NOT ASK THE PROFIT BUT THE GROSS REVENUE, THE BENEFIT.... NO CONFUSION

Column 2325 – benefit during the last month in kind: same question but estimate the amount in kind

Column 2326 – benefit during the last 12 months: gross revenue in cash the business earned during the past 12 months. In case the business did not exist 12 months ago, make an observation

Column 2327 – benefit during the last 12 months in kind: same question as 2326 estimating the amount in kind

Column 2328 to 2340: all business expenditures during the last 12 months:

During the last 12 months, in order to run your business, how much did you pay for

- Raw material (ex: food if you process food, take away business)
- Goods for resale (if you run a shop)
- Water (if the business requires the payment of water)
- Electricity: (if the business is connected to electricity network)
- Communication (your any professional reason you use internet or the telephone, cell phone)
- Fuel and oil: if the business requires the use of motor, engine (generator, vehicle...)
- Repair and maintenance (repair and maintenance of motor, engine, building...)
- Taxes: any taxes you have to pay to run the business
- Rental building, rental equipment
- Outside labour costs: if the business requires to hire staff, related to column 2323
- Registration, license, insurance: related to the business
- Equipment: purchase of any equipment to run the business, depends on the kind of business, could be a car for taxi, cooking stuff for process food/ take away food....

Example of collection of Business income

Household code	Characteristics of the business										Turnover (gross revenue)						
	Description of business	Industry code	Goods or services produced	HM involved in the business (total with none-the-less list)				How long has the enterprise been operating?		Other household business?	What share of the profits is kept by the HM?	How many months out of the 12 months did you work with during a month when the business is operating?	Last month		Last 12 months		
				HM No	HM No	HM No	HM No	years	months				code	code	vat	vat	vat
2310	2011	2012	71.3	2014	2015	2016	2017	2018	2019	2020	1	100	1	vat	vat	vat	vat
01	cooking food		take away food	2	3			1	2010	1	1	100	1	40 000		480 000	
02	bus driver		transport people	4				3	2011	12	1	100	0	90 000		180 000	
03																	
Total Amount ▶														130 000		660 000	

Household code	Business expenditures (12 months)							Business expenditures (12 months)						
	raw material	goods for resale	water	electricity	communications	Fuel and oil	repair and maintenance	rent	building	equipment	debtors labor costs (cash and kind)	debtors labor costs (in kind)	equipment	
	vat	vat	vat	vat	vat	vat	vat	vat	vat	vat	vat	vat	vat	
2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	
01	100 000		5000										240 000	30 000
02						20 000	5 000							200 000
03														
	100 000		5 000			20 000	5 000						240 000	230 000

In this example, we know from module 1 Q02 that they are 2 businesses ran in this household during the last 12 months:

- HM id 2 and 3 who cook at home, they own the business without sharing the profit (100%), they employ 1 extra staff. They make 10 000 a week (40 000 a month) = 480 000 a year. IN parallel they have to pay food to process, 2000 a week on average (roughly 100 000 Vatu a year), 5000 vatu a year for water, and the extra staff they employed was paid roughly 4 500 vatu a week (240 000 a year), then during the last 12 months they bought a new stove 30 000 Vatu.

- HM id 4 has been running his own bus since December 2011 (2 months ago), by himself, he earns between 20 000 and 25 000 Vatu a week (roughly 90 000 a month). During the 2 months period he earned 180 000 vatu. The fuel costs him 10 000 a month (20 000 2 months), and he did some repair in the bus for 5000 vatu. He has to pay 100 000 Vatu a month for the bus repayment (200 000 vatu in 2 months).

C4.3 – Q24 Income from agriculture

Q24 deals with agricultural activities. As long as at least one household member looked after a plantation/garden during the past 3 months, the household is involved in farming activities, whatever the purpose:

- Sell crops, cash crops, veg and fruits
- Just for home production

⇒ Q24 has to be filled in

If household members run different agricultural activities (the mother has her own garden, the father as well in a different place...) => all the activities are collected under the same agricultural exploitation, every activities related to agriculture goes under the household exploitation

It means that this questionnaire is linked with the garden section in module 1 Q03 section 3.6. If any household member run a plantation or a garden this questionnaire have to be completed.

C4.3.1 How to complete Q24.1

Q24.1 describes the kind of agricultural activities the household ran during the past 3 months.

Line 2410: which were the HM involved in any agricultural activities (HM id) during the past 3 months, 5 household members maximum (if more, select the 5 more involved)

Line 2411: if any extra staff the household paid during the past 3 months

Line 2412: about the land, do you run your plantation/garden on:

- your own land (custom land),
- is it an arrangement (another household let you uses his own land without any payment)
- do you pay a rent (cash) to use a land

Line 2413: kind of tools you have (motor tools could be a chainsaw, motorized cultivator...).

Line 2414: how many visits of agriculture extension agent did you receive? Agriculture extension agent are part of ministry of agriculture staff and are supposed to visit farmers to advice them. If they never saw any, write 0.

Line 2415: do you work with a cooperative (group of farmers) or alone?

Line 2416: have you planned to sell some crops, veg or fruits in the future 12 next months?

Line 2417: if 2416 = 1 then asked this question, otherwise skip it.

Line 2418: use of microcredit – financial support provided to farmers in order to develop their agricultural activities.

Line 2419: during the past 3 months, list of expenses related to the agricultural activities:

- transport: to transport crops, veg by car, bus, air fares...or to transport staff to the plantation...
- labour: related to question 2411.
- Rent the land: related to question 2412
- Purchase of equipment: tools, hand or motor, fence....
- Rental of equipment: rent tools, car...
- Other (seeds...): any other expenditure related to the plantation/garden
-

⇒ Provide total amount spent for each items during the past 3 months

C4.3.2 How to complete Q24.2

3 questions in Q24.2: 31 different agricultural items listed, during the last 3 months:

- Did you harvest? Listed all the 31 items and write 1 if YES 2 if NO.
- Did you sell? For all crops, fruits, vegetables or wood harvested did you sell any?
 - Each item sold - how much money did you make during the last 3 months? (if many sales, add all the money earned at each sale for the same item)

In case the household harvested during the last 3 months other kind of veg or fruits which are not listed, fill in line 32 and make an observation. If they sold other kind of items which are not listed group all the amount together.

C4.4 – Q25 Income from fishing activities

Q25 deals with fishing activities. As long as at least one of the household member did any fishing during the past 3 months this household is involved in fishing activities.

⇒ Q25 has to be filled in

Household can go fishing to make money or just for home consumption, whatever the purpose of the fishing activities, it have to be reported in this questionnaire.

Information on fishing activities is collected on a similar schedule as the agricultural activities. It means that if different household members run different fishing activities in parallel (the mother is used to collect shells and the father used to go fishing for instance) they all work in the same “fishing exploitation”.

C4.4.1 How to complete Q25.1

Q25.1 describes the kind of fishing activity the household did during the past 3 months.

Line 2510: which were the HM involved in any fishing activities (HM id) during the past 3 months, 5 household members maximum (if more, select the 5 more involved)

Line 2511: if any extra staff the household paid during the past 3 months to help them fishing

Line 2512: how many visits of fisheries officer did you receive during the past 12 months? If they never saw any, write 0.

Line 2513: did you plan to sell your catch or part of your catch in the future 12 next months?

Line 2514: fisherman cooperative, group of fishermen who works together

Line 2515: use of microcredit – financial support provided to fishermen in order to develop their fishing activities.

Line 2516: during the past 3 months, list of expenses related to the fishing activities:

- Fuel for the boat
- Maintenance and repair of the engine.
- Purchase of fishing equipment (lines, net...)
- Transport of fish (freight...)
- Labour: if extra staff was hired (related to 2511)
- Ice expenditure over the past 3 months
- Any other expenditure related to fishing expenditures which occurred during the past 3 months.

⇒ Provide total amount spent for each items during the past 3 months

C4.4.2 How to complete Q25.2

4 questions in Q25.2: 10 different items (3 kinds of fishes and 7 kind of shellfishes)

- Did you catch? Listed all the 10 items and write 1 if YES 2 if NO.
- Did you sell? For all fish or shellfish catch during the past 3 months, did you sell any?
 - o Each item sold - how much money did you make during the last 3 months? (if many sales, add all the money earned at each sale for the same item)
 - o How much did you earn last sale?

In case the household caught during the last 3 months other kind of fish or shellfish which are not listed, fill in line 3 for fishes or 12 for shellfishes and make an observation. If they sold other kind of items which are not listed group all the amount together.

C4.5 – Q26 Income from livestock activities

Q26 deals with livestock activities. As long as at least one of the household member was involved in any livestock activities this household is involved in a livestock activities.

⇒ Q26 has to be filled in

Whatever the purpose of the livestock activity:

- to make money
- or just for home consumption, the livestock activities has to be reported in this questionnaire.

Information on livestock activities is collected on a similar schedule as the agricultural/fishing activities. It means that if different household members run different livestock activities in parallel (the mother is used to look after chicken and the father look after pigs for instance) they all work in the same “livestock exploitation”.

C4.5.1 How to complete Q26.1

Q26.1 describes the kind of fishing activity the household did during the past 3 months.

Line 2610: which HM were involved in livestock activities (HM id) during the past 3 months, 5 household members maximum (if more, select the 5 more involved)

Line 2611: if any extra staff the household paid during the past 3 months to help them in the livestock activities

Line 2612: how many visits of provincial officer did you receive during the past 12 months? If they never saw any, write 0.

Line 2613: did you plan to sell any livestock (alive, dead or meet) in the future 12 next months?

Line 2614: livestock cooperative, group of stock breeder

Line 2615: use of microcredit – financial support provided in order to develop a livestock activity.

Line 2616: 2 questions:

1. which type of livestock, list all the 6 different livestock and answer YES or NO if they currently have?
2. for each kind of livestock they have, specify how many?.(if other specify in an observation)

Line 2617: during the past 3 months, list of expenses related to the livestock activities:

- Fodder (any expenditure on food for livestock, any type of food)
- Fencing enclosure.
- Transport of livestock
- Purchase of animal
- Labour: if extra staff was hired (related to 2611)
- Veterinary including expenditure on medication for animals over the past 3 months
- Any other expenditure related to livestock activities which occurred during the past 3 months.

⇒ Provide total amount spent for each items during the past 3 months

C4.5.2 How to complete Q26.2

3 questions in Q26.2: 9 different items (6 kinds of livestock and 3 kind of derived items)

- Did you sell during the past 3 months? Listed all the 9 items and write 1 if YES 2 if NO.
- Each type of livestock sold during the past 3 months: how much money did you earn selling this type of livestock during the past 3 months?

In case the household sold during the last 3 months other kind of livestock or other derived items which are not listed, fill in line 7 for animals or 11 for other other derived items and make an observation. If they sold other kind of items which are not listed group all the amount together.

C4.6 – Q27Other income

Previous questionnaires collect income from work. Work is not the unique source of income:

- From capital, (rent a house, a land, interest from a bank account, bonds sold...)
- Social income: pension, other benefits
- And casual income: gambling, insurance claim...

Apart remittances, this questionnaire collect all the other income at an individual level.

Q27.1 – identification of other income received during the past 12 months

Q27.2 – specification of other income

C4.6.1 How to complete Q27.1

Q27.1 lists many other source of income in line for all household members in column

Column2, 3, 4: list all the household members list 1 and list 2 in the same order as module1 Q01, name sex and age.

Column 2701 to 2710 – list of all other income: ask to all household members if they received during the past 12 months any money from:

- Social transfer: any money received from the government for any reason (disability....)
- Pension: money received from VNPF

- Scholarship: for education reason
- Other government benefits
- Rental payments (house land or equipment): all rents received during the past 12 months
- Insurance claim: money received from insurance
- Gambling: all the money won during the past 12 months from casino, bingo, chances...
- Casual sale: second hand sale, for instance if during the past 12 months the household sold the old car, it is a source of income.
- Inheritance received: a relative is dead and the family shared the money.
- Other (specify in Q27.2)

Tick for each other source of income received during the past 12 months the beneficiary who received it (household member who received the money), then specify the income in the questionnaire Q27.2

C4.6.2 How to complete Q27.2

Q27.2 specifies all the income identified in Q27.1.

Column 2713 – beneficiary: household member who received the income (should match with Q27.1).

Column 2714 – income code: 1 to 10, related to the column 2701 to 2710 Q27.1.

Column 2715 – source of income: put detail; write clearly the real source of income

Column 2716 – last amount received: the last amount received related to this source of income

Column 2717 – payment: if the income was received in cash (money) or in kind (food, clothes...)

Column 2718 – total amount received in the past 12 months: if the income was casual, once a year, this amount is the same as 2716.

Example – specification of other income (Q27.2)

Line N°	beneficiary [HM]	income code	detailed description of the income	last amount received	payment	total amount received during the last 12 months	obs
		1 to 10		VT	code 2717		
	2713	2714	2715	2716	2717	2718	2719
01	_1_	_2_	VNPF pension	_ _ 3 _0 _0 _0 _0	_1_	_ _ 3 _6 0 _0 _0 _0	_
02	_2_	_8_	Sale the old car	_1 _0 _0 _0 _0 _0	_1_	_ _ 1 _0 _0 _0 _0 _0	_

In this table, 2 other income are identified (Q27.1) and specified in Q27.2:

1. one for the benefit of the head of household, who is retired and receive monthly 30 000 vatu from the VNPF for 5 years now. Each payment 30 000 vatu (column 2716) and total in the past 12 months 360 000 vatu (30 000 * 12)
2. one for the benefit of his wife (id 2) who sold her car 100 000 vatu (column 2716=column2718)

C4.7 – Q28 Remittances

Last questionnaire of module4 lists all the remittances received by all household members. The information collected here is remittance (1 line = 1 single remittance).

A remittance is a support received from another household, relative, friend... A support can be financial (money transferred) or in kind (food, equipment, clothes...). The remittance can be regular or casual.

In Q28, interviewers have to report all support this household received during the last 12 months.

C4.7.1 How to complete Q28

Column 2801 – name of the sender: the person who sent the remittance.

Column 2802 – the relationship between the sender and the head of this household (related to code 2802)

Column 2803 – residence of the sender: where does he live? (related to code 2803)

Column 2804 – description of the remittance, if it is in kind, specify what type of products/items were received

Column 2805 – remittance code: refers to the code 2805, if it is coded “5”, it means that the remittance was in kind.

Column 2806 – last amount received: if it is in kind, estimates a price. Amount of the last remittance received.

Column 2807 – how many times did you receive? Number of remittances received during the past 12 months

Column 2808 – how much represents? : total amount received over the past 12 months

Example: completion of Q28

remittance code	Name of the sender	relationship to the head of the hh	residence of the sender	description of the remittance	remittance code	Last amount received (estimation of the price if it is a good) Vt	How many times did you receive this remittance during the past 12 months?	How much represent this remittance over the past 12 months? Vt	obs
	code 2802	code 2803	code 2805						
2800	2801	2802	2803	2804	2805	2806	2807	2808	2809
01	robert	3	1	food and drinks	5	15000	4	60000	<input type="checkbox"/>
02	sophie	3	1	cash	3	15000	12	180000	<input type="checkbox"/>
03		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

This Q28 reports 2 remittances this household received during the 12 past months”

1. Robert the soon of the household head send to his parents every 3 months a pack of food and drinfs, estimated 15 000 vatu each time (60000 a year)
2. Sophie, the head's daughter sent 15 000 vatu every month cash to her father (180 000 a year)

C5 – MODULE 5

C5.1 – Module5 overview.

Module 5 deals with pregnancy of women, 2 questionnaires are addressed to women only.

Questionnaire ID	Questionnaire label
Q29	Birth history
Q30	Pregnancy and family planning

Module 5 is an individual questionnaire; information is collected as an individual level.

- ⇒ Interviewers have to specify first the household roster with all household members in the same order as module Q01. Only household members from list1 have to be reported in the flap (name, sex and age).

There is no reference period in this questionnaire, all the questions refer to the history of the woman without any period.

C5.1 – Q29 Birth history

This questionnaire is designed in order to collect all the live birth women aged 15 and older ever had during their life time.

- Related to module 1 Q01 column 117: How many live born children have been born to this woman (even if later died)?
- Module 5 flap column 5 - Have you ever given birth? This question should match with the previous one and with the next one (Q29). Birth means here live birth as well, wether if the baby died just after the delivery. If the woman gave birth to a dead baby, do not take this into account. For male or women less than 15 leave it blank.

C5.1.1 How to complete Q29

Q29 is designed such a way every household member list1 is listed in the same order as Module1 Q01. Enumerators have to interview only the women aged 15 years old and older. At this stage of the questionnaire we already know which woman had live birth (from module 1 Q01 column 117).

For each woman who had live birth during their live time:

- ⇒ Even if the baby died after delivery
- ⇒ As long as the baby was born alive
 - ask information on each baby

Each baby from the same woman is cover in column 2901 to 2905 for birth 1 to birth 9 in column

For each baby born alive, information required:

Column 2901 – sex: 1 for male / 2 for female

Column 2902 – birth date: if the interviewee does not remember, page 5 is the calendar of events of Vanuatu which can help the mother to approach the year and the month. Calendar of events is provided in order to refresh the memory of the mother when she does not remember.

Column 2903 – status of the child: it refers to the code 2903, if the child is part of this household:

- write his household member id (from 1 to 20 list1 or list2 id or 51 to 55 if you refer to a child in list2)
- 98 if he lives in another household
- 99 if he is dead

Column .2904 2905 – how old was the child when he died?: ask this question only if the child is dead (code 2903=99), otherwise, leave it blank. These 2 columns together give us the age of the child when he died:

Column 2904 – number: number of day, month year... like the quantity

Column 2905 – unit: refers to the code 2905, the unit (day, month year)

If the mother has several births to report, start the birth1 with the latest birth, then go back in time.

This questionnaire allows interviewer to complete 9 births. If in some case the mother gave birth more than 9 times, you have to use the extra table at the bottom of page 4 to add birth 10, 11... for the same household member.

Example:

In this household, the mother (id 2) got more than 9 live births. In her case interviewers have to use this extra table for birth 10, 11... Exactly the same information is collected here column2901 to 2905).

HH member (women>15)	Birth number (>10)	Sex	Birthdate (at least birthyear)	Status of the child	If dead how old was the child when s/he died?		Obs
		code 2901		code 2903	nb	unit code2905	
2900		2901	2902	2903	2904	2905	2906
2	10	2	04/1983	10			
2	11	1	07/1985	99	3	1	
			_ _ / _ _				

The 10th kid is a girl, born in 1983, she is id 10 in list1 (she is a family member if this household). The 11th kid is a boy, who was born in 1985, but died after 3 days.

Example:

The family is composed by 6 members in list1, the parents (Roger and Marie) their daughter who lives with them (Ana) with her 2 daughters (Alice and Lisa). 2 years ago, Alice got pregnant and gave birth to Paul.

HH Member [HM]	Name of the hh member (head of household first)	Sex	Age	Have you ever given birth? 1=Yes / 2=No	HH Member [HM]	Birth1					Birth2					Birth3					Obs
						Sex	Birthdate (at least birthyear)	Status of the child	If dead how old was the child when s/he died?		Sex	Birthdate (at least birthyear)	Status of the child	If dead how old was the child when s/he died?		Sex	Birthdate (at least birthyear)	Status of the child	If dead how old was the child when s/he died?		
									code 2901	m m / y y				code 2903	nb				code 2905	code 2901	
1	2	3	4	5	2900	2901	2902	2903	2904	2905	2901	2902	2903	2904	2905	2901	2902	2903	2904	2905	2906
01	roger (papa)	1	64		01																
02	marie (mama)	2	62	1	02	1	10/1975	99	15	1	2	03/1972	3								
03	Ana (marie's daughter)	2	40	1	03	2	08/1996	5			2	09/1994	4								
04	Alice (Ana's daughter)	2	18	1	04	1	04/2010	6													
05	Lisa (Ana's daughter)	2	16	2	05																
06	Paul (alice's son)	1	2		06																

Marie had 2 kids, her latest was a boy in 1975 who died after 2 weeks (birth 1). Previously she had Ana in 1972.

Ana gave birth twice, 2 daughters, the latest one Lisa, born in 1996 (birth1) and before Alice, in 1994 (birth2).

Accidentally, Alice got pregnant when she was 15 and 2 years ago gave birth to Paul, her son.

C5.2 – Q30 Pregnancy and family planning

Q30 should be addressed only to women between 15 and 49 years old, the age of fertility. This questionnaire targets woman at their age of fertility, and women interviewers will be more comfortable to ask the questions. If male enumerators do not feel like asking these questions, the supervisor should find a way to find a woman to ask question 3002 to 3027. If there is a female in the team she will be in charge of this questionnaire in every household, or could be the supervisor.

C5.2.1 How to complete Q30

Column 3001 – have you even given birth (live birth): yes or no, if yes, ask all the question 3002 to 3009. The answer to this question should match with Q29, birth history.

If yes ask all the questions about the last birth, if no skip directly to 3011.

Part 1 page 6 – for all women who have ever given birth 3002 to 3009:

Column 3002 – where did you give birth to your last child? Refers to the code 3002

Column 3003 – who carried out the delivery? Refers to the code 3003

Column 3004 - Weight of the baby at birth: “9999” if do not remember. Important to put it in grams (3.6kg = 3600 grams)

Column 3005 – post natal visits: post natal visits are the number of baby checks which were done after the delivery.

Column 3006 – antenatal visits: number of baby checks during the pregnancy of this woman.

Column 3007 – menstrual period: since the last birth, menstrual period returned? YES or NO.

Column 3008 & 3009 – last birth / second last birth:

About the 2 last births:

- The last one:
 - o Option1 “then”: the woman choose her last birth
 - o Option2 “later”: the woman would prefer get her last birth later
 - o Option3 “not at all” the woman did not want her last birth
- The previous one (2nd last birth)
 - o Same option, 1, 2 or 3. For women who gave birth on time, fill in only the first column 3008 and leave this one blank.

Column 3011 – are you currently pregnant? All women aged 15 to 49. If the woman does not know, write NO (code2).

If Yes = Pregnant women questions – from column 3012 to 3017

If No = skip to Non pregnant women questions column 3018 & 3019

Currently pregnant 3011=1	Non currently pregnant 3011=2	
▼	▼	
Column 3012 – when are you expecting to give birth? Month and year, if no idea, 99/99	Skip to 3018 Column 3012: blank	
Column 3013 – antenatal visits: how many antenatal visits did you have? Antenatal visit is a medical check with a doctor, if not yet, write 0	Column 3013: blank	
Column 3014 – at the time...? same question as 3008 and 3009 but for the current pregnancy: <u>Code1</u> : the woman choose her current pregnancy <u>Code2</u> : the woman would prefer and start a pregnancy later <u>Code3</u> : the woman did not want to become pregnant.	Column 3014: blank	
Column 3015 – After this pregnancy, would you like to have more child? 1=YES or 2=NO	Column 3015: blank	
1= YES	2 = NO	
▼	▼	
Column 3016 & 3017 - When?: this 2 columns to specify when the woman wants other baby If 3017 is 1 or 2 (years or months), the unit has to be specified in column 3016, otherwise leave it blank 3016=1 3017=1 ⇒ 1 month 3016=2 3017=2 ⇒ 2 years 3016=blank 3017=1 ⇒ 1 month	Skip to column 3024 Column 3016 & 3017: blank	Column 3016 & 3017 : blank

3016=blank 3017=1 ⇒ Not possible 3016=blank 3017=4 ⇒ After marriage		
Column 3018=blank	Column 3018=blank	Column 3018 & 3019: if the woman specified a date, write 1 then the date in column 3019. If code 3018 =2, 3, 4, 5, skip the date
Column 3021=blank	Column 3021=blank	Column 3021 – do you want to have another child in the future?: it refers to the code 3021, 1=Yes, 2=No, 3=Not possible, 4 do not know If no skip to 3024 If yes, ask column 3022&3023
Column 3022&3023: leave blank	Column 3022&3023: leave blank	Column 3022&3023 – When: it refers to the code 3022, if option 1 or 2 are selected: Specify the number of months or years, otherwise leave 3023 blank.
All women 15-49 years old		
▼		
Column 3024 – method to avoid or delay pregnancy: it refers to the code 3024, for each women 5 methods maximum, only the method the woman is aware of. Have heard about.		
Column 3025 – ever used one of these methods: Yes or No, referring to the codes listed in 3024. This question refers to the past, or the present.		
Column 3026 – are you currently doing something to avoid getting pregnant: Yes or No. Do you use any contraceptive methods – if Yes which one (skip to 3027) if no end of questionnaire.		
Column 3027 – which method are you using?: it refers to the code 3027 which is the same as 3024, the difference		

C6 – MODULE 6

C6.1 – Module6 overview.

Module 6 is designed to capture information related to cultural practice and subjective well-being at the individual level.

Questionnaire ID	Questionnaire label
Q31	Cultural practises
Q32	Perception of well being

Interviewers will first need to fill in the front flap of the module with the names, sexes, and ages of all household members list1 in the same order as previously listed in module 1 Q01 (demographic profile). Household IDs are to remain the same for each household member throughout the entire questionnaire.

C6.2 – Q31 Cultural practises

C6.2.1 How to complete Q31

The cultural practises questionnaire is addressed to household members 15 and older.

This section collects cultural indicators related to cultural knowledge and practice and is broken into three parts: use and understanding of languages; production of cultural goods, and; access to land and forest and marine resources.

Part 1: Column 3101 to 3121 – Use and Understanding of Languages

Column 3101 to 3105 – Ability to speak four languages: Are you able to speak your mother’s native language? Your father’s native language? Bislama? English? French?: For each question, refer to your 3 options to code the respondent’s answer:

1. Yes (implies fluency in the spoken language)
2. A Little (implies low to intermediate ability to speak)
3. No (implies inability to speak)

Column 3106 to 3110 – Comprehension of four languages: Are you able to understand when spoken to in your mother’s native language? Your father’s native language? Bislama? English? French?: For each question, refer to your 3 options to code the respondent’s answer:

1. Yes (implies full comprehension of the language when spoken)
2. A Little (implies partial comprehension of the language when spoken)
3. No (implies no comprehension of the language when spoken)

Column 3111 to 3115 – Literacy in four languages: Are you able to read and write in your mother’s native language? Your father’s native language? Bislama? English? French?: For each question, refer to your 3 options to code the respondent’s answer:

1. Yes (implies confident ability to read and/or write in the language)
2. A Little (implies limited ability to read and/or write in the language)
3. No (implies no ability to read and/or write in the language)

Column 3117 to 3121 – Frequency of communication in four languages: How often do you speak in your mother’s native language? Your father’s native language? Bislama? English? French?: For each question, refer to your 3 options to code the respondent’s answer:

1. Every Day (implies the language is spoken/used every day)

2. Only when with family or others who speak that language (implies irregular use)
3. Never, not at all

Part 2: Column 3122 to 3133 – Production of Cultural Goods

Column 3122 to 3125 – Ability to weave various items: Are you able to weave a mat? A basket? Roofing material such as thatch? Walls from bamboo or wild cane?: For each question, mark 1 if the answer is yes and 2 if the answer is no.

Column 3126 to 3133 – Self-assessment of traditional skills: Can you build a canoe? Carve a canoe paddle? Go fishing in a canoe? Use a homemade fishing spear? Make a bow and arrows? Plant food in a garden? Make lap lap? Make traditional medicines?: For each question, mark 1 if the answer is yes and 2 if the answer is no.

Part 3: Column 3135 to 3150 – Access to Land and Forest and Marine Resources

Column 3135 – Free access to land: Do you have access to land you can use freely?

- IF YES, fill in column 3136 to 3143
- IF NO, skip to column 3144 and leave column 3136 to 3143 blank

****Column 3136 to 3143 – Only for those who answered YES in column 3135!****

Column 3136 – Land ownership: Who is the land owner? In most cases, the term “owner” will refer to individuals with the usage rights to a plot of land. Refer to the 4 options to code the respondent’s answer:

1. Me/My Family
2. My Spouse’s Family
3. Other Family (different from the individual’s or their spouse’s families)
4. Owned through Trust Group (implies a cooperative ownership over lands)

Column 3137 to 3143 – Land usage: Do you plant food on the land? Build your house on the land? Tend to animals on the land? Allow others to plant food on the land? Allow others to live on the land and pay rents? Leave parts of your land untouched for future use? Leave parts of your land undeveloped for cultural use only?: For each question, mark 1 if the answer is yes and 2 if the answer is no.

****Column 3144 to 3145 – Only for those who answered NO in column 3135!****

Column 3144 – Garden location: Where do you plant crops for personal consumption?: This question is asked to those who do not have free access to land for the purpose of growing food for household consumption. Refer to the 3 options to code the respondent’s answer:

1. On Purchased Land (land that is held under title or land lease, has been paid for)
2. On Rented Land (land that is rented through short-term leasing)
3. Do Not Plant Crops

Column 3145 – House location: On what land did you build your house?: Refer to the 3 options to code the respondent’s answer:

1. On Purchased Land (see above)
2. On Rented Land (see above)
3. Did Not Build House

Column 3147 – Free access to forest resources: Do you have free access to forest resources such as firewood and fruit?: *This question is to be asked to all household members.*

- IF YES, fill in column 3148
- IF NO, skip to column 3149 and leave column 3148 blank

Column 3148 – Distance to forest resource: How long does it take you to reach forest resources?: *Only ask this question if respondent answered YES in column 3147.* Refer to the 4 options to code the respondent’s answer:

1. Less than one hour walking
2. More than one hour walking
3. Too far to walk, take a canoe

4. Too far to walk, hire a truck or motor transport of some kind (inclusive of boats)

Column 3149 – Free access to marine resources: Do you have free access to marine resources such as sand and seafood?: This question is to be asked to all household members.

- IF YES, fill in column 3150
- IF NO, skip to Q32 and leave column 3150 blank

Column 3150 – Distance to marine resource: How long does it take you to reach marine resources?: *Only ask this question if respondent answered YES in column 3149.* Refer to the 4 options to code the respondent's answer:

1. Less than one hour walking
2. More than one hour walking
3. Too far to walk, take a canoe (mark here if “too far to walk”)
4. Too far to walk, hire a truck or motor transport of some kind

C6.3 – Q32 Subjective well-being

C6.3.1 How to complete Q32

Addressed to household members aged 15 and older.

This section is concerned with gauging an individual's perceived well-being. It is important that the respondents understand the questions clearly, that they are not rushed to answer, and that their answers are not coached. There are three main sections to this question: happiness scale questions; present and expected subjective assessments of personal situations, and; causes of stress.

Part 1: Column 3201 to 3203 – Happiness Scales for Past, Present, and Future

The use of the coconut ladder visual scale is important for these three questions. Using the image of the coconut ladder, explain the scale from 1-10 with 1 representative of that individual's perception of a “worst possible life” and 10 representative of “best possible life”. When the respondent has indicated an answer by speaking or pointing on the coconut ladder, repeat the answer and wait for confirmation before marking the answer in the appropriate column.

Column 3201 – Present Happiness: Imagine a ladder cut into a coconut trunk with 10 steps, the first step being the worst possible life you can imagine for yourself and the tenth step being the best possible life. Where is your life now on this ladder?

Remember to wait for a response, repeat the question if necessary, and repeat the response to confirm before marking the form.

Column 3202 – Past Happiness: Same question, only now you want to know where their life was 5 years ago. Make sure to state the year. For example, if this is 2012, you would ask, “Now I want you to think about your life 5 years ago in 2007. Where would your life have been on this ladder?”

Column 3203 – Future Happiness: Same question, only now you want to know where they expect their life to be on the ladder in 5 years time. Make sure to state the year. For example, if this is 2012, you would ask, “Where do you expect your life to be in 5 years time, 2017?”

Part 2: Column 3204 to 3218 – Present and Past Perceptions

For all of the questions in this part, your options will be the same 4 to choose from:

1. Very Good
2. Good/Alright
3. Not Good/Bad
4. Don't Know

Column 3204 to 3210 – Present Perceptions: How do you feel about your health? Your family? How you spend your free time? The amount of food you have available? The house you live in? The amount of money you have? The neighborhood you live in?

Column 3212 to 3218 – Past Perceptions: Last year at this time, how did you feel about your health? Family? How you spend your free time? The amount of food you have available? The house you live in? The amount of money you have? The neighborhood you live in?

Part 3: Column 3219 to 3220 – Causes of Stress

The responses to the questions in columns 3219 and 3220 are not coded and are to be recorded as an open question in the form. Print legibly.

Column 3219 – Immediate Worry: What is the main cause of stress in your life today?

Column 3220 – Future Worry: What is the main cause of stress when you think about your future?
THERE ARE NO RIGHT OR WRONG ANSWERS from an open question. Record what the respondent says regardless of if it sounds correct to you or not.

C7 – DAIRY1

C7.1 – Dairy1 overview.

Dairy 1 is divided into 5 sections:

Questionnaire ID	Questionnaire label
Q33	Daily expenditure on food items
Q34	Other daily expenditures
Q35	Food items received for free
Q36	Extra food and non food daily expenditures
Q37	Extra food items received for free

Interviewers have to drop the dairy in the household; one household member is in charge of filling in this document every day. The dairy have to be checked every other day, it is not possible to let the dairy in 1 household without any checks during more than 2 days.

The risk is the household member in charge of the dairy will not fill it in, that is why during each visit, a dairy check is done, if the dairy is incomplete, the interviewer has to complete it with the household member using the memory.

Q33, Q34 and Q35 have to be filled in every day by the household.

Q36 and Q37 are extra questionnaires, are the end of the booklet:

- If Q33 and Q34 requires extra lines (not enough line) go to Q36.
- If Q35 required extra lines (not enough line) go to Q37.

The dairy1 is designed such a way on each double page you have 1 day:

day1	day1
Q33 expenditure on food items	Q34 expenditure on non food items
	day1 Q35 food items for free (home prod, gift received)

Every day from day1 to day7 the household member responsible for the dairy1 has to complete this 3 questionnaires.

Each day enumerators have to:

- Tick the day of the week (Monday, Tuesday...)
- Specify the date (dd/mm/yy)

⇒ Diary collects information at an household level, it means all the individual has to report their expenditure in this form.

C7.2 – How to complete Q33

In Q33 the household member in charge of this dairy has to report all the food expenditure of the day for all household members

For all food items listed:

Column 3312 – qty: quantity of the food items

Column 3313 – Unit: unit of the quantity

Column 3314 – Amount: total price of the items

Column 3315 – supplier: where did you buy it?

Column 3316 – code: leave this column blank

Column 3317 – “X” if for another hh: tick “X” if the food items bought is not for this household but another household (if beneficiary is another household, or community or church...).

Example: 2 baskets of kumala bought this day, 500 each, the first in Vila market, the second in Freshwater market:

	qty	Unit	Amount (VT)	Provider / Name of the supplier		'X' if for another hh
	3312	3313	3314	3315	3316	3317
Kumala	2	baskets	_ _ 1 0 0 0	Vila maket /freshwater maket		<input type="checkbox"/>

If another food items which is not listed is mentioned, used line 42, 43 or 44 “other food items” specifying which food items it is. If more lines are required, used Q36 page 18.

C7.3 – How to complete Q34

Exactly on the same schedule as Q33, Q34 is related to non food items expenditures. Quantity and Unit are not required here, go directly to the total amount

Example: 2 household members spent this day 300Vt each in bus services:

	Amount (VT)	PROVIDER		'X' if for another hh
	3412	3413	3414	3415
03 Bus fare / taxi fare	_ _ _ 6 0 0	Bus services	_ _	<input type="checkbox"/>

If other non food items are mentioned by the household and not listed, use line 14 15 16 17. If more lines are required, used Q36 page 18.

Example: this household bought this day batteries in Bon Marche:

14	Other non food item (specify: __batteries__)	_ _ _ 7 0 0	Bon marche	_ _	<input type="checkbox"/>
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C7.4 – How to complete Q35

EVERY SINGLE FOOD ITEMS WHICH COME INTO THE HOUSE THIS DAY FOR FREE HAS TO BE REPORTED IN Q35.

Q35 reports all the food items the household get for free. To get food items for free, 3 options are possible:

1. Food items harvested or collected by household member: from the plantation of the garden or from the bush, as long as it was harvested or collected by household members.
 - ⇒ Did you harvest this day any crops, veg, fruit or other food items ?(for you or for another household or for a gift)
2. All items from livestock or fishing activities: any animal killed in order to feed the family
 - ⇒ Did you catch any fish today? (for you or another household or any gift to community or church...)
 - ⇒ Did you kill any livestock today? (for you or another household...)
3. Did you receive any food items for free (Whatever the food items received)
 - ⇒ Could be tined fish, crops, biscuit, coffee....

For each option (1, 2 or 3):

- Specify the unit and the quantity of the food items.
- 6 food items are possible to list, if more than 6 food items are required continue on Q37 at the end of the booklet.

C8 – DAIRY2

C8.1 – Dairy2 overview.

Diary2 is a individual questionnaire, one household member in charge of it has to complete it every day, and show it to the enumerator each visit.

Questionnaire ID	Questionnaire label
Q38	Daily Food Items Consumed / Nutrition

This dairy collects information on nutrition; each household member has to specify what he ate this day for breakfast, dinner and lunch each day of the dairy.

In dairy2, one double page = 1 day

day1			
Where?	Breakfast	Lunch	Dinner

C8.1.2 – How to complete Q38

For each household member in list1, specify where they get their::

- Column 3801 - Breakfast (Br)
- Column 3802 - Lunch (Lu)
- Column 3803 - Diner (Di)

Column 3801 to 3803 refer to code 3805:

Option1 – at home

Option2 – meal provided for free at work (I bring my own food to my work place, or my employer provides food for free)

⇒ There is no expenditure on take away food or snacks or restaurant

Option3 – Meal provided for free at school (my child goes to school with the meal provided by his mother, or the school provide meals for free)

⇒ There is no expenditure on take away food or snacks or restaurant

Option4 – Meals for free with relative or friends (I am invited to share a meal with relative, no expenditure related), or they invited me to the restaurant or take away.

Option5 - Paid meal: I paid my meal = take away, restaurant, snack, market....

⇒ There is an expenditure in the dairy related to this payment

Option6 – do not know: the person is absent, no information

Option7 – No meal: the guy did not have breakfast, lunch or dinner

- For each meals, breakfast, lunch or dinner, specify the code (where the meal was eaten and is there any take away or restaurant expenditure in diary1 for this day)

Column 3804 to 3806 – breakfast:

What did you eat this morning, or this day for breakfast?

Item1 to item6 = list the 6 main items eaten by this individual for breakfast.

For example: tea, bread, mango, biscuit, raw fish, tined tuna....

Column 3805 to 3806 – lunch:

What did you eat this day or today for lunch?

Item1 to 10 = list the 10 main food items you ate for lunch this day

For example: I ate chicken curry with rice and island cabbage:

Item1 = chicken

Item2 = rice

Item3 = island cabbage

Column 3807to 3806 – dinner:

What did you eat this day or dinner?

Item1 to 10 = list the 10 main food items you ate for dinner this day

For example: I ate tined tuna kumala and taro:

Item1 = tinned tuna

Item2 = kumala

Item3 = taro

- ⇒ Whatever the preparation, list the main ingredient used and ate.
- ⇒ Do not forget snack during the days, like peanuts, chips....