



Household Income and Expenditure Survey 2006

FIELD BOOK FOR INTERVIEWERS

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Ministry of Finance and Economic Development
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October – November, 2006

Interviewer's Name :

Instructions to the Interviewer

This booklet contains the following information:

- a) Codes for the Household Control Form.
- b) A description of the timetable that should be followed for the 6 week enumeration period
- c) A list of the dwellings selected for each workload over the course of the fieldwork
- d) A set of Interviewer Control Sheets for monitoring the progress of your workloads
- e) Guidance questions to assist in determining if the household is in scope
- f) A set of basic checks you need to make at the completion of enumerating each household.

In using this booklet, you need to make yourself as aware as possible of the timetable you need to meet to carry out your duties as a HIES interviewer.

Your next task is to familiarise yourself with the selected dwellings you have responsibility for covering which are listed in section (c). Also familiarise yourself with the dates for when you will be required to carry out the survey for each of your workloads. For each workload around 15 households have been selected which should just be for a 3 week period (1 workload). Each enumerator will be responsible for 2 workloads.

The next task in using this booklet will be to list each household in the Interviewer Control Sheet for each separate 3-week workload (this should be the equivalent to roughly 15 households). You then need to monitor your workload progress for each of the households in the workload during the 3 weeks, using this sheet.

During the first visit to the household, you will be required to fill out the Household Control Form (HCF). Codes and their descriptions are provided in section (a) of this field book to assist with this task.

Finally, the field book also provides a guide as to what sort of checks you need to make at the completion of enumerating a household – section (f). Follow these instructions very carefully as your performance against these issues will have a large impact on when you receive your pay and whether or not you receive additional pay for a good performance.

It is very important to familiarise yourself with every aspect of this booklet before commencing the field work.

Contact your Supervisor immediately if you are experiencing problems or falling behind schedule

Good Luck

A. Household Control Form Codes

Relationship to Household Head

1. Household Head
2. Spouse of Head
3. Son/Daughter to Head
4. Adopted Son/Daughter to Head
5. Stepson/Stepdaughter
6. Brother/Sister to Head
7. Father/Mother to Head
8. Grand Child to Head
9. Other Relatives
10. Other Non-Relative

Ethnicity

1. I-Kiribati
2. I-Kiribati/Tuvalu
3. I-Kiribati/Other
4. Tuvaluan
5. Australian
6. New Zealander
7. Fijian
8. Other

Literacy Status

1. Read and Write I-Kiribati & English
2. Read and Write I-Kiribati only
3. Read and Write English only
4. Read and Write neither I-Kiribati or English

Internet Usage

1. Not used Internet in last 12 months
2. Mostly use Internet at Home
3. Mostly use Internet at Work
4. Mostly use Internet at Educational Inst.
5. Mostly use Internet at Public Library
6. Mostly use Internet at Internet Café
7. Mostly use Internet at Friends/Relatives
8. Mostly use internet at Other Location

Gender

1. Male
2. Female

Marital Status

1. Currently Married
2. Widowed
3. Divorced
4. Separated
5. Never Married

Activity Status

1. Working Full Time – Wages & Salary
2. Working Part Time – Wages & Salary
3. Own Business
4. Sell Product
5. Own Household Consumption
6. Unemployed
7. Domestic Duties
8. Full Time Education
9. Part Time Education
10. Other

Educational Attainment

1. No school completed
2. Primary school completed (class 1-6)
3. Junior Secondary completed (Form 1-3)
4. Senior Secondary completed (Form 4-7)
5. Teachers/Nurse Certificate
6. Trade Certificate
7. Some University, but not completed
8. University Certificate
9. University Diploma
10. University Degree
11. Masters
12. PhD

B. Timetable for next 6 Weeks (2 Oct – 14 Nov 2006)

Date	Day	Workload #	Activity
02/10/06	Monday	1	Supervisors and Interviewers conduct Information Sessions with selected Household Heads. Interviewer drops off first week diary and completes the Household Control Form if time permits.
03/10/06	Tuesday	1	
04/10/06	Wednesday	1	
05/10/06	Thursday	1	
06/10/06	Friday	1	
07/10/06	Saturday	1	
08/10/06	Sunday	1	
09/10/06	Monday	1	<p style="text-align: center;">DIARY TO BE FILLED IN BY HOUSEHOLDS. EXPENDITURE QUESTIONNAIRE, INCOME QUESTIONNAIRE AND HEALTH, EDUCATION AND LFS INTERVIEWS TO BE CONDUCTED</p> <p style="text-align: center;">Visit every selected household each day if possible and assist with the Diary filling out.</p> <p style="text-align: center;">Conduct the Expenditure, Income and Health/Educ/LFS Questionnaires for each selected household at any stage throughout the 2 weeks</p>
10/10/06	Tuesday	1	
11/10/06	Wednesday	1	
12/10/06	Thursday	1	
13/10/06	Friday	1	
14/10/06	Saturday	1	
15/10/06	Sunday	1	
16/10/06	Monday	1	
17/10/06	Tuesday	1	
18/10/06	Wednesday	1	
19/10/06	Thursday	1	
20/10/06	Friday	1	
21/10/06	Saturday	1	
22/10/06	Sunday	1	
23/10/06	Monday	2	Make sure all forms from WL 1 are accounted for.
24/10/06	Tuesday	2	Supervisors and Interviewers conduct Information Sessions with selected Household Heads. Interviewer drops off first week diary and completes the Household Control Form if time permits.
25/10/06	Wednesday	2	
26/10/06	Thursday	2	
27/10/06	Friday	2	
28/10/06	Saturday	2	
29/10/06	Sunday	2	
30/10/06	Monday	2	
31/10/06	Tuesday	2	<p style="text-align: center;">DIARY TO BE FILLED IN BY HOUSEHOLDS. EXPENDITURE QUESTIONNAIRE, INCOME QUESTIONNAIRE AND HEALTH, EDUCATION AND LFS INTERVIEWS TO BE CONDUCTED</p> <p style="text-align: center;">Visit every selected household each day if possible and assist with the Diary filling out.</p> <p style="text-align: center;">Conduct the Expenditure, Income and Health/Educ/LFS Questionnaires for each selected household at any stage throughout the 2 weeks</p>
01/11/06	Wednesday	2	
02/11/06	Thursday	2	
03/11/06	Friday	2	
04/11/06	Saturday	2	
05/11/06	Sunday	2	
06/11/06	Monday	2	
07/11/06	Tuesday	2	
08/11/06	Wednesday	2	
09/11/06	Thursday	2	
10/11/06	Friday	2	
11/11/06	Saturday	2	
12/11/06	Sunday	2	
13/11/06	Monday	2	
14/11/06	Tuesday	2	

C. Selection Details for your Workloads

Workload 1

Workload 2

E. Determining if the household is in scope for the survey

It is not desirable to include all households across Kiribati in scope for the survey. If a household has not been residing in Kiribati for the last 12 months, and doesn't intend to reside in Kiribati for the next 12 months, exclude these households from scope of the survey.

In many cases it will not be required that these questions are asked of the household, as it will be obvious that the household has always lived in Kiribati – this will especially be the case for rural areas. If however it appears that the household has not been residing in Kiribati for too long then the following questions should be asked:

a) Has the household been living in Kiribati for the last 12 months?

If Yes, then proceed with the survey

If No, then ask question (b)

b) Does the household intend to reside in Kiribati for the next 12 months?

If Yes, then proceed with the survey

If No, then exclude from scope of the survey

F. Things to Check after Interviewing a Household

After completing all forms for the household (including the diary), the following list of checks should be made at a minimum:

- a) Make sure all forms have been completed and are accounted for in the household envelope. These forms include:
 - i. Household Control Form (HCF)
 - ii. Expenditure Questionnaire
 - iii. Income Questionnaire
 - iv. Health, Education & Labour Force Questionnaire
 - v. Diary – Week 1 & 2
- b) The envelope cover has been correctly filled in and the household identification code matches up with what is in this field book in section (c).
- c) Go through each form carefully and check the following for each

i. Household Control Form

- The household identification code has been filled in correctly in the top right hand corner, and matches up with what is on the envelope cover
- All details for all persons in the household have been filled in
- Codes have been entered for each person using the code listing supplied at the end of this field book

ii. Expenditure Questionnaire

- The household identification code on the front page has been correctly filled in, and match the envelope cover
- Quickly go through the questionnaire and make sure all sections have been covered
- Make sure the writing you have used in the questionnaire is easy to read (people have to enter this information on the computer)

iii. **Income Questionnaire**

- The household identification code on the front page has been correctly filled in, and match the envelope cover
- Quickly go through the questionnaire and make sure all sections have been covered
- Make sure the writing you have used in the questionnaire is easy to read (people have to enter this information on the computer)

iv. **Health, Education & Labour Force Questionnaire**

- The household identification code on the front page has been correctly filled in, and match the envelope cover
- Quickly go through the questionnaire and make sure all sections have been covered
- Make sure the writing you have used in the questionnaire is easy to read (people have to enter this information on the computer)
- Make sure the “Person #” used in this form matches with the Household Control Form

v. **Diary**

- The household identification code on the front page has been correctly filled in, and match the envelope cover
- Information has been filled in for each day – if not, the circle in the top right hand corner has been ticked.
- The quantity of food which has been bought, combined with consumption of home produce, makes sense for a household of that size
- For rural areas in particular, make sure that in the cases where it is obvious that the household has been relying on consuming home produce, there are lots of entries in Section 2 of the diary.