

**Nauru**

**Household Income & Expenditure Survey**

**Household Listing Activity**

**2006**



**Enumerator Guidelines**

# **PART 1: GENERAL INFORMATION**

## ***1.1 Introduction***

This manual is intended to be used by NSO staff and enumerators working on the Nauruan HIES Household Listing Activity, 2006. This listing will serve as the basis for selecting the sample of households to be used in the HIES. The main purpose of the manual is to assist all field staff in ensuring the timely and accurate completion of the forms to be used in the listing exercise. It contains guidelines and procedures for the conduct of the Household Listing and specific instructions for filling out the forms. All field staff involved in this collection activity, are required to study and understand fully the instructions and procedures that are contained in this manual.

The success of this listing depends largely on the staff having a thorough understanding of the contents of the manual. It is essential that staff adhere to the procedures in this manual, and any instructions given, so that the output of this listing is of the highest quality possible.

## ***1.2 Objectives***

There are three key objectives proposed for the HIES Listing Exercise. These include:

- Provide an updated list of all private households and institutions in Nauru in order to form a sound sample frame for the 2006 Household Income and Expenditure Survey (HIES)
- Provide basic demographical information on all persons in Nauru (from both private households and institutions), for basic demographic analysis to be undertaken
- Update the geographical maps produced by the Nauru Rehabilitation Corporation (NRC) during the listing exercise

Given that Nauru is such a small country it was considered a worthwhile exercise to make the most of the opportunity and collect basic demographic data at the same time.

## ***1.3 Confidentiality***

All information furnished will be kept confidential. The Nauru Statistics Office operates under the guidance of the Statistics Act, 1992 and subsequently the Census Act 1973. The relevant section of these Acts, relating to the confidentiality issues of the listing activity is:

The Bureau of Statistics Act, 1992 states;

*Under relevant Section 16, “Secrecy”*

(1) *A person who is, or has been, Director or an Officer shall not, except:*

- (a) in accordance with a determination, or*
- (b) for the purpose of this Act.*

*Either directly or indirectly, divulge or communicate any information furnished in pursuance of this Act to any person (other than the person from whom the information was obtained).*

(2) *A person who contravenes sub-section (1) or fails to comply with the undertaking of the kind referred to in paragraph 9(2)(c ) given by the person in relation to information disclosed to the person in accordance with a determination is guilty of an offence punishable on conviction by a fine not exceeding \$5000 or imprisonment for a period not exceeding 2 years, or both.*

*Under the relevant Section 9 “Release of information”, subsection (2)(c )*

*(9)(2) Without limiting the generality of sub-section (1), determinations may make provisions:*

*(c ) specify terms and conditions subject to which the information may be disclosed, including, but without limiting the generality of the foregoing, terms and conditions as to the requiring of a person to whom the information is, or is to be, disclosed to give an undertaking, in writing with respect to the disclosure of the information by that person including an undertaking not to disclose any of the information to any person.*

The Census Act, 1973, states;

*Under relevant Section 9, “Offences” Subsection (2) states;*

*9(2) Any person who –*

- (a) being a person concerned with taking a census, without lawful authority publishes or communicates to any person otherwise than in the ordinary course of such employment any information acquired by him in the course of such employment; or*
- (b) having possession of any information which to his knowledge has been disclosed in contravention of this Act, publishes or communicates that*

*information to any other person, is guilty of an offence and is liable to a fine of five hundred dollars and to imprisonment for six months.*

All enumerators involved in the undertakings of this exercise will be required to sign an “Oath of Office and Secrecy” which states:

*I, ....., solemnly affirm that I will faithfully and honestly fulfill my duties as an **ENUMERATOR** in conformity with the requirements of the Bureau of Statistics Act 1992, and subsequent Census Act 1973, in accordance with the relevant provisions as determined that I shall not, without due authority, reveal any information acquired by virtue of my said duties in relation to the above survey, directly or indirectly use it for personal gain.*

Breaches of this contract can have significant impacts on the successful conduct of not only this listing activity, but future statistical activities undertaken by the Government of Nauru. You must not reveal to anyone, including members of your own family, any personal or household information that has been made available to you as a result of your role as enumerator.

## **PART 2: ORGANISATION OF LISTING ACTIVITY**

### ***2.1 Organisation and Control***

The overall organization and control of the HIES Listing will be by the Project Manager, with the assistance of the staff from the National Statistics Office. They are responsible for the hiring of enumerators for each geographic area. They will also take charge of all the logistical issues associated with the fieldwork. This involves determining in which areas enumerators will be working and how the field materials will be distributed and collected during the 1 week of fieldwork.

### ***2.2 Scope and Coverage***

All private dwellings and institutions will be visited and enumerated. An “eligibility” question will be asked of all households within these private dwellings, in order to determine which households will be included on the frame for the HIES next month. The listing form must be filled out even though the residents of the household have not resided in Nauru for at least a year, and don’t intend to stay.

For the institutions, it is planned to enumerate everyone in the hospitals, prison, nunneries, etc. For the two main hotels (Menen and Od’n Aiwo) however, the plan will be to only cover hotel staff if they reside at the hotel, and any residents staying long term (i.e. more than 6 months).

### ***2.3 Responsibilities and Functions of the Project Manager/NSO***

The project manager, with assistance from other NSO staff, will be responsible for the overall conduct of the listing.

In particular, during the field work phase, they will take responsibility of the following activities:

- a) Determine which geographical areas (generally an Enumeration Area or EA) enumerators will be covering.
- b) Provide the most up-to-date maps to enumerators, making sure all EA boundary lines are clearly marked, and all known private dwellings and institutions are identified on the map.
- c) Provide all enumerators with all other necessary field work materials, including manuals, forms, pens, water proof bag & clipboard.
- d) Ensure all enumerators have suitable transport to work within their designated enumeration areas.
- e) Provide training to the enumerators on concepts and procedures.

- f) Visit each enumerator in the initial stages of the fieldwork, assisting with any aspect of map updating and dwelling identification within their designated area.
- g) Check that all listing forms have been filled in completely, correctly and that all are accounted for.
- h) Make sure the listing forms collected are identified and match the map and list for each enumerator workload
- i) Return all material back to the NSO for further verification and processing.

## ***2.4 Responsibilities and Functions of the Enumerators***

The enumerators will be responsible for the collection of all information from the field during the conduct of the listing activity.

In particular, during the field work phase, they will take responsibility for the following activities:

- a) Participate in and successfully complete the training sessions.
- b) Sign and observe the conditions of the Oath of Secrecy
- c) Conduct area familiarization to ensure they understand their workload areas, and the boundaries that define them.
- d) Traveling around their workload area and check that all private dwellings and institutions currently marked on their map still exist.
- e) Add new private dwellings and institutions to their map and number them
- f) Produce a list of all private dwellings and institutions in their workload area, based on the updated map
- g) Make sure the numbers associated with their maps, match up identically with the listing produced.
- h) Explain to the project manager/NSO staff member, any modifications made to the map, and why.
- i) Enumerate all households within the private dwellings (and institutions if they exist) in their workload area, using the listing forms provided to them
- j) Check that all households within the private dwellings and institutions have been accounted for, and return all completed and incomplete forms to the project manager/NSO staff member

## **PART 3: PROCEDURES FOR FIELD CONTROL AND FIELDWORK**

### ***3.1 Distribution of Materials***

The Project Manager/NSO will be responsible for the distribution of materials to enumerators. Whilst it is the responsibility of the Project Manager to make sure all enumerators have sufficient materials to undertake their field work, it is the responsibility of enumerators to make sure all listing forms in particular, have been received and returned to the project manager following completion of the work. The Project Manager will be responsible for the collection, safe storage and return to the NSO of listing forms at completion of the field work.

### ***3.2 Workload Maps***

Maps have been prepared by the Nauru Rehabilitation Corporation and will be distributed to all Enumerators for the enumeration area for which they are responsible. Two maps will be provided to each enumerator:

- a) A detailed enumeration area map which indicates roads, drainage basins, landmarks, EA boundaries and the position of each known private dwelling and institution , within the workload boundaries
- b) A larger scale map which better illustrates the boundaries of your Enumeration Area with respect to surrounding Enumeration Areas.

Although the maps are relatively up-to-date, it is expected that some modifications (additions, deletions and corrections) will need to be made by enumerators. These are discussed in section 3.4.1.

### ***3.3 Public Relations***

You will be asking the members of the households to provide you with personal information. They are not familiar with the forms or the procedures for this listing activity, and for these reasons some respondents may be expected to be a somewhat reluctant to provide you with the requested information. A major public relations program will be underway just prior to and during the collection period whereby respondents will be notified by radio, television, newspapers and other public service announcements about the data collection. It will be helpful to refer to these public relations announcements when you first meet with dwelling members. You are to adopt a friendly, helpful and professional approach on all occasions so as to reduce tension to a minimum and encourage complete and accurate responses.

Do not hurry the interview, especially at the beginning. Instead take some time to exchange greetings and then explain what the interview is about and how the information will be used. Answer as best as you can any questions you may be asked. Do not talk about controversial matters or other people in the listing activity.

If you think any statement is incorrect, do not write it down at once but also do not say it is wrong. The best way to deal with such a case is to discuss it further until it becomes obvious whether the original statement was right or wrong.

Remember, when leaving the household, thank the head of the household and any other members of the household for their cooperation and assistance.

If for any reason a household refuses to participate in the listing activity, do your best to encourage them to participate by explaining to them that all information will be kept strictly confidential, but do not push the issue. Prepare a written report indicating the reasons, if any, for the refusal and send the report to your supervisor for guidance on how to proceed.

### **3.4 Field Work Activities**

#### **3.4.1 Checking and Updating Initial Maps**

The first task of enumerators in the field is to familiarise themselves with their enumeration area – use the maps provided by the NSO to assist you in doing this. These maps are relatively up-to-date, although changes will most likely be required in some areas.

The sorts of checks which will be required to be made to the maps are:-

- a) Are all private dwellings and institutions currently marked on the map still there
- b) Are all private dwellings and institutions currently marked on the map in the right position
- c) Do any new private dwellings and institutions exist in your assigned enumeration area, which aren't currently marked on the map
- d) Are the other landmarks located in the correct position on the map.

Any changes required to be made to the maps will need to be recorded on the maps by enumerators, so updates to the maps can be made at a later stage.

#### **3.4.2 Constructing a List of all Private Dwellings and Institutions**

Once the maps have been checked and updated, a list of all private dwellings and institutions will be required to be made. A sequential numerical code will then need to be

attached to each private dwelling and institution, and this numerical code must match up with what is marked on the maps for identification purposes.

### **3.4.3 Enumeration of all Private Households and Institutions**

After completion of the map updates and listing of all private dwellings and institutions, enumeration of each household and institution will take place.

Before enumeration of households can take place, interviewers will be required to determine how many households exist in each identified private dwelling. A simple definition of a “household” is a group of people who share common finances and generally eat together. A simple definition of a “dwelling” is the physical structure that the household/s live in. A separate form should be used for each household.

There are two separate forms - one for private households and one for institutions, so care needs to take place that the correct form is used. Also be sure to include the identification information on the forms, including the district name, number and EA number. This information is printed on your EA map. For the private household form, ensure that you include the dwelling number corresponding to the number indicated on your listing form and insert a sequential 3 digit dwelling number. The household number then needs to be inserted, which will depend on the number of households in the dwelling.

Details on what information needs to be filled in for the listing forms are provided in Part 4 of this manual, so follow these instructions carefully. Every effort should be made by enumerators to collect the required information from all households and institutions within their Enumeration Areas. If contact with the household can not be made during the first visit, or the head of the household is not present and they are the only ones who can answer the questions, try and determine an appropriate time to call back and then call back at this time.

Make sure that you visit every household or institution within the boundaries of your enumeration area and under no circumstances are you to collect information from dwellings or institutions outside your EA.

### **3.4.4 Notification of Upcoming Survey Activities**

When the enumerator visits the household during the listing exercise, they will be required to read out a letter provided by the NSO explaining the purpose of the listing activity. This letter will also contain information about two future surveys scheduled to take place both later in the year (HIES) and during 2007 (DHS). The letter will inform the members of the dwelling that they may be selected in these surveys.

### **3.4.5 Accounting for all Listing Activity Forms**

One of the most crucial aspects of the field work phase will be accounting for all listing forms. Each enumerator will be provided with a number of private household listing forms, as well as a number of institution forms. The number of each will depend on how many anticipated private household and institutions exist within each workload boundary. If additional forms are required then the enumerator must make the Project Manager/NSO aware of this as soon as possible.

At the completion of the fieldwork, all listing forms, whether they have been used or not, must be returned to the NSO, thus being accounted for. This is the responsibility of both the enumerator and Project Manager/NSO.

## **PART 4: INSTRUCTIONS FOR COMPLETING THE FORMS**

### ***4.1 Materials Provided***

There will be two forms to be used for the listing activity:

- Listing Form for Private Households
- Listing Form for Institutions

The forms are very similar in structure, with only minor modifications made to the private household listing form to adjust for institutional requirements.

As most questions in both forms require codes to be entered as responses, all enumerators will also be provided with a list of code descriptions for these questions.

### ***4.2 Household Identifiers***

In the top right hand corner of the private household and institution form, the enumerator will be required to enter the household or institution identification information.

The questions asked are as follows:

- District Name
- District Number (2 digit code)
- EA Number (2 digit code)
- Dwelling Number (only required for the private dwelling listing form)
- Household Number (only required for the private dwelling listing form)
- Total Persons

The District number and EA number will be provided to enumerators by staff from the NSO, and should be entered on the forms first prior to approaching the dwelling or institution.

The dwelling number entered should match with the dwelling number marked on the EA maps and on the listing that you prepared following the update of the maps. This is a 3 digit code, although it will be rare that an EA will have more than 100 dwellings.

The number of households within each dwelling determines the household number to be entered. If the dwelling only has one household then this number will be '01'. If there

are two or more households within the dwelling the household numbers will be '01', '02', etc.

Each form allows for the collection of information for 15 separate persons. There will be occasions when the total number of people in the household/institution exceeds 15. In these cases you will need an additional form for that household/institution, and you should write down the total number of people covered on both forms. This is particularly likely to be the case for institutions.

### **4.3 Eligibility of households for the HIES**

For the form being used for private households, a couple of questions have been included on the top left hand side of the sheet to determine the household's eligibility for the HIES.

The first question asks:

*1. How long has the head of the dwelling been residing in Nauru?*

If the answer provided is 1 year or more, proceed with the listing. If the answer provided is less than one year, then a second question is asked:

*2. Does the head of the household intend to reside in Nauru for a total of 12 months or more?*

All institutions will be excluded from the HIES, so there are no eligibility questions required.

Nb: It is very important to include all households regardless of their answers to questions 1&2 in the listing.

### **4.4 Who is included?**

The main priority of the listing is to make sure no-one of relevance is missed out. For that reason it is planned to include three main types of persons for each private household/institution visited:

- Persons who are usual residents of the household, who are currently residing at the household when it's visited
- Persons who are usual residents of the household, but are currently temporarily residing somewhere else when the household is visited
- People who aren't usual residents of the household (ie, a visitor), but are currently residing at the household when it's visited

All persons meeting one of these descriptions should be included on the form for that household. A basic definition of “usual resident” is:

*“Any person who at the time the household is visited, has been spending most nights sleeping at that household in recent times”*

It is expected that adopting the above approach of including all three categories, there will be double counting of some people. This is not considered a major concern however, as thorough checks of the data once entered on the computer will hopefully identify these people. After the listing activity, they will then be included in the household considered most appropriate for them only.

#### **4.5 Detailed description of main information collected**

The following information, with an explanation of each, needs to be collected for all persons who meet the criteria described in section 4.4.

**Name:** Information on the person’s given name and surname must be provided. It is very important that this information be printed carefully, as this information will be vital for determining if persons are counted more than once during the exercise.

**Resident Status:** A 1 digit code is required for this question. Although there is three main groups of people being targeted (as discussed in section 4.4), persons who are usual residents but not at the time of interview, and persons who are visitors, have been split into three groups each to help identify any possible double counts.

**Relationship to head of household:** Allow the household to define the “head of household”, but generally it is considered to be the “man of the house”. The head of household should be given a code of “1”, and all other persons listed for that household should be coded depending on their relationship to the head of household.

**Currently Attending School:** For the purpose of this listing activity, a person is considered to be currently attending school if they are regularly attending school when available to attend. There are codes provided in the coding sheets which should be used for this question.

**Sex:** A code of “1” should be used for male, and a code of “2” for female.

**Date of Birth:** When providing the date of birth, as suggested at the top of this column, enter “Day” first, “Month” second, and “Year” third. In situations when a person is not able to remember the date of birth for a particular person, provide a “best guess” for the “Age” question which follows.

**Age:** Regardless of whether the “Date of Birth” is provided in the previous question, enter each person’s current age. This can also be used as a check for the “Date of Birth” question.

**Ethnicity:** Use the codes from the coding sheet to answer this question. In the situation where a person has more than one ethnic background, let the individual define which ethnicity they most consider themselves to be.

*The following three questions are asked only of persons aged 15 and over*

**Marital Status:** Use the codes provided in the coding sheet to answer this question.

**Activity Status:** Use the codes provided in the coding sheet to answer this question. Show the person the coding options and then let the individual chose which category best describes their current situation or that of the person for whom they are responding.

**Educational Attainment:** This question asks for the highest level of education attained, and is only asked of persons aged 15 years and older. Use the codes provided on the coding sheet to respond.