

**Household Income and Expenditure Survey 2006**

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**FIELD WORK  
INSTRUCTION  
MANUAL**

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# **PART 1: GENERAL**

## **1.1 Introduction**

This manual is intended to be used by supervisors, interviewers and other staff working on the Nauru Household Income and Expenditure Survey (HIES) 2006. The main purpose of the manual is to assist both supervisors and interviewers in ensuring the timely and accurate completion of the survey questionnaires. It contains guidelines and procedures for the conduct of the HIES and specific instructions for filling out the questionnaires. All persons involved in this survey, other than the respondents are required to study and understand fully the instructions and procedures that are contained in this manual.

The success of this survey depends largely on the manner in which the staff conduct themselves during both the training and fieldwork. It is essential that staff adhere to this manual, and any instructions given, so that the output of this survey is of the highest quality possible.

## **1.2 Objectives**

The purpose of the HIES survey is to obtain information on the income, consumption pattern, incidence of poverty, and saving propensities for different groups of people in Nauru. This information will be used to guide policy makers in framing socio-economic developmental policies and in initiating financial measures for improving economic conditions of the people.

Some more specific outputs from the survey are listed below:

- a) To obtain expenditure weights and other useful data for the revision of the consumer price index;
- b) To supplement the data available for use in compiling official estimates of household accounts in the systems of national accounts;
- c) To supply basic data needed for policy making in connection with social and economic planning;
- d) To provide data for assessing the impact on household living conditions of existing or proposed economic and social measures, particularly changes in the structure of household expenditures and in household consumption;
- e) To gather information on poverty lines and incidence of poverty throughout Nauru.

### 1.3 Confidentiality

All information furnished will be kept confidential. The Nauru National Statistics Office currently operates under the guidance of the Statistics Act. The relevant sections of this Act, relating to the confidentiality issues of the survey are:

*12. Every person employed in the execution of any duty under this Ordinance shall, before entering on his duties, make and subscribe before a magistrate, or other person authorized by law to administer oaths, an oath or affirmation in the form set out in Schedule 2.*

*13. (1) Any person, being employed in the execution of any duty under this Ordinance, who-*

*(a) by virtue of such employment or duty becomes possessed of any information which might influence or affect the market value of any share, interest or other security, product or article, and who, before such information is made public, directly or indirectly uses it for personal gain; or*

*(b) without lawful authority publishes or communicates to any person otherwise than in the ordinary course of his employment any information acquired by him in the course of such employment; or*

*(c) knowingly compiles for issue any false statistics or information,*

*Shall be guilty of an offence and shall be liable to imprisonment for 2 years and to a fine of \$800.*

*(2) Any person, being in possession of any information which to his knowledge has been disclosed in contravention of this Ordinance, who publishes or communicates such information to any person shall be guilty of an offence and shall be liable to imprisonment for 2 years and to a fine of \$800.*

*(3) Any person who-*

*(a) hinders or obstructs an authorized officer in the lawful performance of any duties or in the lawful exercises of any powers imposed or conferred upon him under this Ordinance; or*

*(b) refuses or neglects-*

*(i) to complete and supply, within such time as may be specified in that behalf, the particulars required in any return, form or other document left with or sent to him; or*

*(ii) to answer any question or inquiries put to or made of him, under this Ordinance; or*

*(c) knowingly or recklessly makes in any return, form or other document completed by him under this Ordinance, or in any answer to any question or inquiry put to or made of him under this Ordinance, any statement which is untrue in any material particular; or*

*(d) without lawful authority or excuse, destroys, defaces or mutilates any return, form or other document containing particulars collected under this Ordinance; or*

*(e) refuses without reasonable cause to grant access to records and documents in accordance with the provisions of section 9,*

*shall be guilty of an offence and shall be liable to imprisonment for 1 year and to a fine of \$400.*

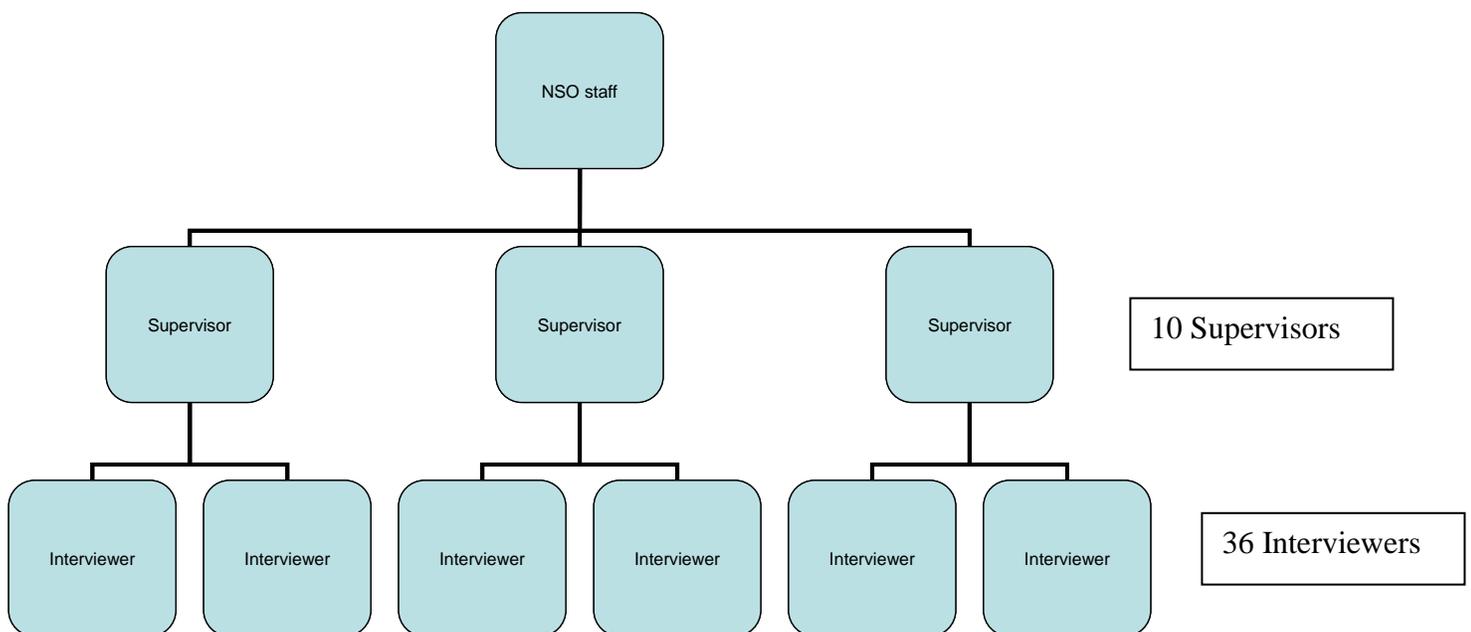
Breaches of this contract can have significant impacts on the successful conduct of not only this survey but future surveys undertaken by the Government of the Nauru.

Breaches of the contract will also have an impact on the individual/s concerned in the sense that their pay can be docked and any other employment opportunities of this nature in the future will be lost.

# PART 2: SURVEY ORGANIZATION

## 2.1 Organisation and Control

The overall organisation and control of the HIES will be by the responsibility of the staff from the Nauru Bureau of Statistics. These people are responsible for the appointment of Supervisors and Interviewers for each survey area. They will also take charge of all the logistical issues associated with the fieldwork. This involves determining which areas supervisors and interviewers will be working in and how the field materials will be distributed and collected during the 3 weeks of fieldwork. The basic reporting structure can be seen below.



There will be 10 Supervisors used for the survey, with each Supervisor responsible for between 2 and 5 Interviewers each, depending on which District they are from. The main form of communication will be that interviewers will report to supervisors who will in turn report to the NSO. If a supervisor can not address a problem in the field, then it is appropriate for the NSO to have direct contact with the interviewer to address the problem.

## **2.2 Responsibilities and Functions of the BoS**

As mentioned above, the BoS will take responsibility for the overall conduct of the survey activities. In particular they will be responsible for the following tasks:

- a) Ensure the distribution of survey materials takes place in a timely manner
- b) To immediately assist the field supervisors whenever a problem arises in their respective areas
- c) To regularly check on the supervisors in their respective areas to find out how they are going in supervising their interviewers
- d) To make sure all completed questionnaire forms are transported back to the NSO
- e) To ensure all completed forms have been checked by supervisors in the field before return to the NSO
- f) To ensure forms with irregularities are taken back to the supervisor concerned for correction
- g) To monitor the flow of forms in and out of the office, making sure all are accounted for at the end of the fieldwork
- h) To provide financial reports on how the project funds are expended on a regular basis
- i) To carry out other management and administrative tasks as required by the HIES project.

## **2.3 Responsibilities and Functions of the Supervisor**

To supervise in accordance with the directions of the Bureau of Statistics staff, the completion of the HIES 2006 for all selections, specifically to:

- a) Ensure that all schedules and materials are distributed to interviewers according to the instructions of the BoS staff;
- b) Ensure that the interviewers understand which household he/she is responsible for and that none are left out;
- c) Visit interviewers regularly during the collection phase to make sure they are carrying out their responsibilities correctly;
- d) Address any problems encountered in the field to the BoS immediately.
- e) Make sure all forms from the interviewers are accounted for at the end of the 3 week period;
- f) Do spot checks for completeness of questionnaires and deal with any problems that might arise in the field;
- g) Dispatch all completed questionnaires (in sealed envelopes) to the NSO after he/she is fully satisfied that
  - (i) All the entries of the questionnaires are properly completed
  - (ii) All the households in the sample selected and all members of the household are covered.

## **2.4 Responsibilities and Functions of Interviewers**

An interviewer is responsible for the proper completion of the diary and questionnaires for every household as assigned to him/her by the supervisor during the survey period. Specifically, they are required to:

- a) Travel around the selected areas and identify which households have been selected in the survey;
- b) Visit each selected household, introduce the survey to the household (via the PAL) and drop off the first diary after explaining how it works;
- c) Visit the household at least every 2 days during the diary keeping period to check on the progress of the diary;
- d) Conduct face-to-face interviews with the household to complete the following materials:
  - (ii) Expenditure Questionnaire Form
  - (iii) Income Questionnaire Form
  - (iv) Miscellaneous Form
- e) Make sure all forms have been completed correctly, and accounted for;
- f) Fill in the appropriate details on the back and front of the household envelope;
- g) Fill in the interviewer control sheet, which monitors the interviewer's visits to each of the selected households;
- h) Return all materials used in the survey to the supervisor;
- i) Immediately raise any concerns or issues with fieldwork to their supervisor for prompt action.

## **2.5 Scope, Coverage and Sample Selection**

The sample will be representative of the whole country of Nauru. A 30% sample will be applied overall, with this sample fraction being consistent across all Districts. The sample figures in each District region were modified slightly to create even workloads for Interviewers. No top-up sample was added to account for sample loss. This was because a 30% sample size was considered sufficient even with some expected sample loss.

A household is considered in scope for the survey if they have resided in Nauru for the last 12 months or more, or if not, they intend to live in Nauru for the next 12 months. Households who don't meet either of these two criteria are excluded from the survey.

Before the sample was selected, a census listing exercise was conducted for all of Nauru. This survey listed demographic information for all persons in all households across Nauru. This listing formed the basis for the frame used for the sample selection for the HIES. The Sample was chosen by sorting households by "District" and then "Household Size". A systematic skip was then run through the list to achieve the desirable sample size. This sampling approach was adopted as it is expected to produce good representation of each District, as well as each household size.



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

## **3.1 Distribution of Materials**

The Statistics Office will arrange the distribution of the materials required in the field. The distribution will be made through the survey supervisors who will be supplied with the material requirements for all the interviewers in their areas. The supervisor will check that all materials are present in the package, record their receipt, and issue the materials to interviewers. All materials have to be accounted for.

Given the survey will only be in the field for 3 weeks, it is proposed that the interviewers will be provided with their entire field material at the start. The interviewers will be required to hand over the completed material for that 3 week period to supervisors. The supervisors will then be responsible for delivering the forms back to the NSO.

## **3.2 Public Relations**

You will be asking the members of the household to provide you with personal information. They are not familiar with the questionnaires or the procedures of this survey, and for these reasons many people can be expected to be rather nervous or even angry. It is your job to adopt a friendly and helpful approach on all occasions so as to reduce tension to a minimum.

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

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 that the original statement was wrong.

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

## **3.3 Field Work**

### **3.3.1 General**

The field activities are the most important stage of the survey. The identification of the households and the arrangement of the visiting periods are important to ensure that the objectives of the survey are met and that errors which occur in the field, can be corrected and handled without further cost. Each household will be observed for a period of 2 weeks and questions will be asked of their expenditure and income for the last 12 months.

Interviewing households on Sundays are discouraged and also Saturdays if the household members are Seventh Day Adventists.

A calendar of activity has been included in the two field books.

### **3.3.2 Identifying selected households**

The first task an interviewer needs to undertake for each workload is to familiarise themselves with the households selected in the workload. Quite often the interviewer will know the household in advance, before even visiting the location, so these households will be straight forward. For the remaining households, of which there will be few, the interviewer may be required to ask assistance from people in the area to help assist finding the right household.

It is very important to go to the households that have been selected in the survey for you to enumerate, and thus not change any of these selections. If you are having trouble locating any household, you can always call on the assistance of both your supervisor and the NSO. This should be done as early as possible in the process to give time to the supervisor/NSO to provide the required assistance.

### **3.3.3 The 3 week cycle**

Each interviewer will be responsible for interviewing 15 households during the 3 week period. The procedure an interviewer should follow during this 3 week period is as follows:

- Days 1-4: Travel around the selected area and identify the location of the households. Introduce the survey to the household, make sure all households have their first 1-week diary and conduct the Household Control Form.
- Day 5-18: Visit every selected household each day if possible and assist with filling out the diary. Conduct the expenditure, income and miscellaneous questionnaires for each selected household at any stage throughout the 2 week period – the earlier the better.
- Day 19-21: Make sure all survey materials have been collected from each household, and are properly accounted for.

### **3.3.4 Visits during days 5-18**

During the middle 2 weeks of the 3 week cycle, households are required to fill in the two 1-week diaries they are provided with. It is also during this period that each of the main questionnaires needs to be filled in:

- i) Expenditure questionnaire
- ii) Income questionnaire
- iii) Miscellaneous questionnaire

These are quite long questionnaires, so don't leave this work until the end of this two week period, as it won't get completed on time. Also during the two week period, the interviewer must visit each selected household as many times as possible to check on the progress of the diary.

### **3.3.5 The final visit**

The 2-3 days after the diary keeping period is finished, the interviewer must make their final visit to the household to collect the last diary and any other survey material still with the household. It is during this visit that the interviewer must ensure that all survey material for that household has been completed correctly. This includes:

- i) Expenditure Questionnaire
- ii) Income Questionnaire
- iii) Miscellaneous Questionnaire
- iv) Diary (x 2)
- v) Envelope covers (back and front)

It will be more difficult to go back and visit households after the fieldwork is complete, so it is very important that checking of final materials is done either before or during this final visit to resolve any problems.

# **PART 4: INSTRUCTIONS FOR COMPLETING THE FIELD MATERIAL**

Part 4 of the instructions details how each of the various survey materials should be completed in the field. The different survey materials addressed in this section include:

- i) Envelope
- ii) Expenditure Questionnaire
- iii) Income Questionnaire
- iv) Miscellaneous Questionnaire
- v) Diary

The level of detail provided in each section will be different. This is because detailed instructions are already provided in the income and expenditure questionnaires.

## **4.1 Envelope**

The envelope is used to store all the questionnaire material for a single household. The household identifiers on the right hand side of the envelope front cover should be filled in when the household is first visited, along with the interviewer name. After this, when the survey forms get completed by the household, with assistance from the interviewer, details should be entered on the left hand side of the front cover (that is, tick the box when each form is completed and enter the completion date).

Once all material is completed for a household, the back section of the envelope needs to be filled in by both the interviewer and supervisor. The interviewer needs to assign a “final household status” to the household. One of three options can be filled in for this part:

- a) Household fully responded to all aspects of the survey: Simply tick the box
- b) Household partially responded: Tick the box, then indicate for each form whether it was “fully completed”, “partially completed” or “not completed”
- c) Household did not respond: Tick the box, then indicate the reason why by ticking the appropriate box

The supervisor then needs to fill in the bottom part of the envelope back to confirm that all materials have been accounted for, and then signs in the space provided. This process should take place as the interviewer is handing the forms over to the supervisor.

## 4.2 Expenditure questionnaire

The purpose of this questionnaire is to record household expenditure that is not included in the diary. There are some big purchases that the household may only make once or twice a year. Also the household may make regular payments, which may not be done during the survey period, and we would need to know such payments to produce good and complete estimates.

There are 14 sections in the Expenditure Questionnaire which relate to the following:

1. Dwelling characteristics
2. Dwelling tenure
3. Mortgages and loans for purchase of dwellings
4. Construction of new dwellings
5. Major home improvement
6. Household operations
7. Transportation
8. Overseas travel
9. Education, recreation, sport and culture
10. Loans
11. Contribution to benefit schemes
12. Medical and health services
13. Miscellaneous payments
14. Livestock, Agriculture and Aquaculture Assets

Detailed instructions for each section are not provided here as they can be found in the questionnaire itself on the left hand side of the booklet.

## **4.2 Income questionnaire**

This questionnaire is to record the household's total income received or earned in the last 12 months. Information will be collected for all usual members of the household who are 15 years and over. Visitors are not to include their income earned in this section.

There are 7 sections in the Income Questionnaire which relate to the following:

1. Working for wage and/or salary
2. Agriculture, livestock, fishing and other sales
3. Other self employed and business operations
4. Previous jobs held in the last 12 months
5. Services provided to other private households
6. Welfare benefits/allowances
7. Other income, including remittances

Detailed instructions for each section are not provided here as they can be found in the questionnaire itself on the left hand side of the booklet.

## **4.4 Miscellaneous Questionnaire**

## **4.5 Weekly Diary**

For each household observed, there will be two books, one for the first week and one for the second week. This is to keep a record of all daily expenditure for the 14 days. Interviewers have to make sure that these diaries are being kept for each day. Instructions on how to use the diary have been written on the front pages of these diaries.

In normal circumstances, the head of household organises the household activity. In some households this may not be the case - some members of that particular household may not be seeking the authority of the head when some expenditure is encountered. This situation may result in not recording all expenditure in the diary. The interviewer should discuss the matter with the head of the household to ensure that each member's expenditure is recorded in the household diary. If a member of the household does not co-operate with the head of the household he/she may be allocated a separate diary. That member of the household should be explained the full responsibility of recording the diary.

There are 4 main sections making up each weekly diary:

- 1) Items bought
- 2) Consumption of home produced commodities
- 3) Gifts of cash or goods
- 4) Winnings from gambling

In general, ask the household head to make a note of any problems encountered in filling out this diary. The interviewer can then address these issues upon their next visit.

#### **4.5.1 Items bought**

This is the first section for each day's entry, and is used for recording all items bought in a store, street vendor, or any other place. Each household is required to write down everything they bought, whether paid by cash, cheque or on credit. If you have not purchased anything for that day, or consumed any of your own produce, place a tick inside the circle at the top of that day's page to indicate it hasn't been missed.

Special instructions have been included for some items due to the tricky nature of recording their expenditure. These items include meals at restaurants, drinks at a bar, donations to the church, children's pocket money, etc. Encourage the household head to read through these cases before proceeding to fill out the diary each day.

Four pieces of information are required for each entry:

- Quantity bought
- Weight (if applicable)
- Full description of item
- Amount paid or charged

#### **4.5.2 Consumption of home produced commodities**

This is the second section for each day's entry, and is used for recording all home produced commodities consumed on that day. Once again 4 pieces of information are required for each entry:

- Quantity consumed
- Weight (if applicable)
- Description of item
- Cost of buying the same thing at the local shop/market

Make sure only home produced commodities are recorded in this section.

This section is generally the most under-reported section of the survey so it is extremely important to continually check with a household that this area is being filled out correctly each day. This is particularly the case in the rural areas where a large amount of consumption of home produce should be taking place.

#### **4.5.3 Gifts of cash or goods**

This section is located at the back of the diary and aims to collect 4 bits of information:

- Cash given away
- Goods given away
- Gifts of cash received
- Goods received

Cash given away: Includes monetary gifts given to someone outside the household. Include the day, amount, to whom it was given and where they live.

Goods given away: Includes non-monetary gifts given to someone outside the household. Include the day, quantity, weight, description of good, estimated value, to whom it was given and where they live.

Gifts of cash received: Includes monetary gifts received by a member of the household from someone outside the household. Include the day, amount, from whom it was received and where they live.

Goods received: Includes any non-monetary gift received by a member of the household from someone outside the household. Include the day, quantity, weight, description of good, estimated value, from whom it was received and where they live.

At the time when any of these transactions take place, the entry should be made in the appropriate place at the end of the diary.

#### **4.5.4 Winnings from gambling**

This is the final section of the diary and includes money won from any form of gambling. In the table provided, include the day, type of betting and amount won.