



**Household Income and Expenditure Survey 2006**

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# **FIELD BOOK FOR INTERVIEWERS**

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**Nauru, Bureau of Statistics Office  
Ministry of Finance  
Yaren District, Nauru  
Telephone: (674) 444 3133 (ext 255)**

**November, 2006**

**Interviewer's Name : .....**

## Instructions to the Interviewer

This booklet contains the following information:

- a) A description of the timetable that should be followed for the 3 week enumeration period
- b) A set of the Household Control Forms for the households selected for your workload over the course of the fieldwork
- c) Guidance questions to assist in determining if the household is in scope
- d) A set of Interviewer Control Sheets for monitoring the progress of your workloads
- e) 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. Familiarise yourself with the dates for when you will be required to carry out the survey for each activity. For each workload, 15 households have been selected which should last for a 3 week period.

Your next task is to familiarise yourself with the 15 selected households you have responsibility for covering which are listed in section (b).

Guidance questions are also provided in section (c) for determining which households are in scope of the survey.

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

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 (e). 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**

## A. Timetable for next 3 Weeks (9 Nov – 29 Nov 2006)

| <b>Date</b> | <b>Day</b> | <b>Workload #</b> | <b>Activity</b>  |  |
|-------------|------------|-------------------|--|--|
| 09/11/06    | Thursday   | 1                 | Interviewer introduces household to survey and drops off first week diary  |  |
| 10/11/06    | Friday     | 1                 |  |  |
| 11/11/06    | Saturday   | 1                 |  |  |
| 12/11/06    | Sunday     | 1                 |  |  |
| 13/11/06    | Monday     | 1                 | <p style="text-align: center;">DIARY TO BE FILLED IN BY HOUSEHOLDS.<br/>EXPENDITURE QUESTIONNAIRE, INCOME<br/>QUESTIONNAIRE AND MISCELLANEOUS<br/>QUESTIONNAIRES TO BE CONDUCTED</p> <p style="text-align: center;">Visit every selected household each day if possible and<br/>assist with the Diary filling out.</p> <p style="text-align: center;">Conduct the Expenditure, Income and Miscellaneous<br/>Questionnaires for each selected household at any stage<br/>throughout the 2 weeks</p> |  |
| 14/11/06    | Tuesday    | 1                 |  |  |
| 15/11/06    | Wednesday  | 1                 |  |  |
| 16/11/06    | Thursday   | 1                 |  |  |
| 17/11/06    | Friday     | 1                 |  |  |
| 18/11/06    | Saturday   | 1                 |  |  |
| 19/11/06    | Sunday     | 1                 |  |  |
| 20/11/06    | Monday     | 1                 |  |  |
| 21/11/06    | Tuesday    | 1                 |  |  |
| 22/11/06    | Wednesday  | 1                 |  |  |
| 23/11/06    | Thursday   | 1                 |  |  |
| 24/11/06    | Friday     | 1                 |  |  |
| 25/11/06    | Saturday   | 1                 |  |  |
| 26/11/06    | Sunday     | 1                 |  |  |
| 27/11/06    | Monday     | 1                 |  | Make sure all forms are accounted for. |
| 28/11/06    | Tuesday    | 1                 |  |  |
| 29/11/06    | Wednesday  | 1                 |  |  |

## **B. Selection Details for your Workloads**

**Workload Details**

## **C. Determining if the household is in scope for the survey**

It is not desirable to include all households across Nauru in scope for the survey. If a household has not been residing in Nauru for the last 12 months, and doesn't intend to reside in Nauru 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 Nauru. If however it appears that the household has not been residing in Nauru for too long then the following questions should be asked:

a) Has the household been living in Nauru 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 Nauru for the next 12 months?

If Yes, then proceed with the survey

If No, then exclude from scope of the survey



## **E. 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. Expenditure Questionnaire
  - ii. Income Questionnaire
  - iii. Miscellaneous Questionnaire
  - iv. 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. 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)
- Make sure the “Person #” used in this form matches with the Household Control Form

### **ii. 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)
- Make sure the “Person #” used in this form matches with the Household Control Form

### **iii. Miscellaneous 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. 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
- 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.
- Values have been entered for the Section 2 – Consuming Home Produce.