



Household Income and Expenditure Survey 2006

FIELD BOOK FOR SUPERVISORS

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

November, 2006

Supervisor's Name :

Instructions to the Supervisor

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 each Interviewer under your responsibility over the course of the fieldwork
- c) A set of Supervisor Control Sheets for monitoring the progress of your interviewers
- d) A set of basic checks you need to make at the completion of each interviewer's workload

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 supervisor.

Your next task is to familiarise yourself with each of the workloads for all interviewers under your responsibility, so you can co-ordinate your time appropriately, and meet up with all interviewers as often as possible. This is especially important towards the end of the workload when survey materials need to be returned to the office.

Once familiar with the areas being covered by your interviewers, a large part of your responsibility will be to assist the interviewers identify the households allocated to them for their workload. The Household Control Forms in section (b) will assist with this process.

Supervisor Control Sheets – section (c) – are also provided. Every time you visit an interviewer you are required to record details of the interactions you had with this interviewer in this sheet.

Finally, carry out the set of basic checks outlined in section (d). This is extremely important to help ensure all survey schedules are filled in appropriately, accounted for, and returned to the office in a timely manner.

Contact the Bureau of Statistics immediately if you are experiencing any problems with any of your Interviewer's workloads

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

Date	Day	Workload #	Activity	
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. EXPENDITURE QUESTIONNAIRE, INCOME QUESTIONNAIRE AND MISCELLANEOUS QUESTIONNAIRES 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 Miscellaneous Questionnaires for each selected household at any stage 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 each enumerator by workload

Interviewer's Name:

Workload

C. Supervisor Control Sheets

Interviewer's Name:

Date of Visit	Activities Undertaken (See codes below)	Issues to Address

<i>Activity Code</i>	
1	Assist with Household identification
2	General Check of Work Progress
3	Collect complete set of questionnaires

Interviewer's Name:

Date of Visit	Activities Undertaken (See codes below)	Issues to Address

<i>Activity Code</i>	
1	Assist with Household identification
2	General Check of Work Progress
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Interviewer's Name:

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Interviewer's Name:

Date of Visit	Activities Undertaken (See codes below)	Issues to Address

<i>Activity Code</i>	
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2	General Check of Work Progress
3	Collect complete set of questionnaires

D. Things to Check for each Interviewer at the end of the Workload

At the end of the 3 week workload (see the timetable in section (a) for when this occurs), the supervisor is responsible for visiting each interviewer under their authority and collecting the schedules for the 15 households they were each required to visit. When undertaking this task, the supervisors should make the following checks:

- a) For all 15 households, 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

The supervisor should then tick each form off on the back of the envelope at the bottom

- b) The envelope (back and front) has been correctly filled in and the household identification code matches up with what is in this field book in section (b).
- c) Check that the enumerators have been filling in their Interviewer Control Sheets (section “d” of the interviewer field book), for monitoring progress of their work throughout the 3 weeks
- d) Randomly select two household envelopes and 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.