



**Household Income and Expenditure Survey 2013/14**

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**FIELD WORK  
INSTRUCTION  
MANUAL**

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**October, 2013**

# Table of contents

|  |           |
|--|-----------|
| <b>PART 1: GENERAL</b> .....                                 | <b>2</b>  |
| 1.1 INTRODUCTION .....                                       | 2         |
| 1.2 OBJECTIVES .....   | 2         |
| 1.3 CONFIDENTIALITY.....                                     | 3         |
| 1.4 PUBLIC RELATIONS.....                                    | 4         |
| 1.5 SURVEY NON-RESPONSE .....                                | 4         |
| <b>PART 2: SURVEY TEAMS &amp; RESPONSIBILITIES</b> .....     | <b>6</b>  |
| 2.1 TEAM STRUCTURE.....                                      | 6         |
| 2.2 COMMUNICATION .....                                      | 7         |
| 2.3 RESPONSIBILITIES AND FUNCTIONS OF THE HIES MANAGER ..... | 8         |
| 2.4 RESPONSIBILITIES AND FUNCTIONS OF THE SUPERVISORS .....  | 8         |
| 2.5 RESPONSIBILITIES AND FUNCTIONS OF INTERVIEWERS .....     | 9         |
| 2.6 RESPONSIBILITIES OF THE QUALITY CONTROL OFFICER.....     | 9         |
| <b>PART 3: SAMPLE DESIGN ISSUES</b> .....                    | <b>11</b> |
| 3.1 SURVEY SCOPE .....                                       | 11        |
| 3.2 SAMPLE SELECTION .....                                   | 11        |
| <b>PART 4: SURVEY TIMING</b> .....                           | <b>13</b> |
| 4.1 FIELD WORK TIMING – ENTIRE SURVEY (12 MONTHS).....       | 13        |
| 4.2 FIELD WORK TIMING – EACH ROUND (3 WEEKS) .....           | 13        |
| <b>PART 5: CONCEPTS &amp; DEFINITIONS</b> .....              | <b>15</b> |
| 5.1 HOUSEHOLD V DWELLING .....                               | 15        |
| 5.2 HOUSEHOLD MEMBERS .....                                  | 16        |
| 5.3 HOUSEHOLD INCOME .....                                   | 17        |
| 5.4 HOUSEHOLD EXPENDITURE .....                              | 18        |
| 5.5 LABOUR FORCE STATUS .....                                | 18        |
| <b>PART 6: MAIN SURVEY QUESTIONNAIRES</b> .....              | <b>21</b> |
| 6.1 MODULE 1 – DEMOGRAPHIC INFORMATION .....                 | 21        |
| 6.2 MODULE 2 – HOUSEHOLD EXPENDITURE .....                   | 22        |
| 6.3 MODULE 3 – INDIVIDUAL EXPENDITURE .....                  | 22        |
| 6.4 MODULE 4 – INCOME .....                                  | 23        |
| 6.5 HOUSEHOLD DIARY .....                                    | 23        |
| <b>PART 7: OTHER SURVEY MATERIALS</b> .....                  | <b>26</b> |
| 7.1 HOUSEHOLD ENVELOPE .....                                 | 26        |
| 7.2 FIELD WORK INSTRUCTION MANUAL .....                      | 28        |
| 7.3 QUESTIONNAIRE INSTRUCTION MANUALS .....                  | 28        |
| 7.4 PRIMARY APPROACH LETTER (PAL).....                       | 28        |

# **PART 1: GENERAL**

## ***1.1 Introduction***

This manual is intended to be used by supervisors, interviewers and other staff working on the 2013/14 Palau Household Income and Expenditure Survey (HIES). 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 how field work should be carried out throughout the course of the 12 months. 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 Palau. 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, including producing as many of Palau's National Minimum Development Indicators (NMDI's) as possible;
- 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 Palau.

## 1.3 Confidentiality

The Office of Planning and Statistics, when conducting a major survey activity such as the HIES, do so under the Statistics Act, 2011. This is a legislation which has been approved by the senate, specifying the conditions in which the data collection, processing and dissemination should be performed.

Strict guidelines within this Act have been developed to ensure:

- a) Officers involved in the survey project adhere to the confidentiality criteria, and
- b) Maximum cooperation from the public will be achieved

### a) Confidentiality criteria of officers involved in the collection

Section 301 of the Act states that:

*“... any person employed in the performance of any duty under or for the purposes of this Act who, without lawful authority, discloses to any person, other than in the course of that employment, any information that comes into their possession in the course of that employment, shall be guilty of a criminal offence and shall, upon conviction, be liable to a fine not exceeding \$2,000 or a term of imprisonment not exceeding two (2) years, or both.”*

### b) Cooperation requirements of respondents

Section 302 of the Act (offenses relating to the collection) states that:

*“... any person who does any of the following shall be guilty of a criminal offense and shall, upon conviction, be liable for a fine not exceeding \$1,000 or to a term of imprisonment not exceeding one year or both:*

- (a) Knowingly or recklessly makes, in any return, form or other document completed or supplied under this Act, or in any answer to any question or inquiry made under the authority of this Act, any statement which is untrue in any material particular; or*
- (b) Without lawful authority, destroys, defaces or mutilates any return, form or other document containing particulars collected under this Act”*

Section 303 of the Act (offenses relating to obstruction), states that:

*“... a person who hinders or obstructs an authorized officer in the performance of their functions under this Act, shall be guilty of a criminal offense and shall, upon conviction be liable for a fine not exceeding \$1,000 or to a term of imprisonment not exceeding one year, or both”*

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

Breaches of the law 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.

## **1.4 Public Relations**

You will be asking the members of the household to provide you with personal information. They are not familiar with the modules or the procedures of this survey, and for these reasons many people can be expected to be rather apprehensive 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.

## **1.5 Survey Non-Response**

As with any survey, not all households will be expected to respond to the survey. The most common reasons for a household not participating in the survey are:

1. Refusal
  - a. Don't want to be part of the survey
  - b. Inappropriate time
2. Non-contact
  - a. Household members away during survey period
  - b. Household members not present at time of visits
3. Vacant Dwelling
4. Out-of-scope Household

The treatment for each case is as follows:

1.a) Refusal – Don't want to be part of the survey

*For whatever reason (eg, political), there will be times when a household strongly refuses to be a part of the survey. When this occurs the interviewer must notify the supervisor immediately, and it will be the role of the supervisor to visit the household to request their participation. Explaining the importance of the survey and the strict confidential guidelines in which information will be collected should be explained in more detail to the household when the supervisor visits. If the household still refuses to participate in the survey, this should be accepted and simply treat this household as sample loss. As stated in Section 1.2 of this document, the statistics Act does empower the Office of Planning and Statistics to use legal force to encourage participation in such surveys, but this should **not** take place.*

1.b) Refusal – Inappropriate time

*If a household is experiencing a difficult time (eg, death in the family), and as a result wish to not participate in the survey then this should be respected. When this occurs the interviewer should simply treat this household as sample loss and move on to the next household on their list.*

2.a) Non-contact – Household members away during survey period

*Situations will arise where a dwelling will be occupied, but the occupants are off island during the collection period for the survey. In order to ascertain this is indeed the case, the interviewer should seek confirmation from neighbors, and when confirmed, treat as sample loss.*

2.b) Non-contact – Household members not present at time of visits

*Unlike the situation above (2.a), there will be times when the occupants of the household are on island, but not at home when the interviewer visits the household. When this occurs, try to determine from neighbors when an appropriate time to visit the household will be, and make at least 3-4 visits during these times before treating the household as sample loss.*

3) Vacant House

*Some dwellings selected in the survey will not be occupied. When this occurs, seek confirmation from neighbors that the dwelling is indeed vacant, and then treat as sample loss.*

4) Out-of-scope Household

*As discussed in section 3.1 of this document, not all households are considered in scope of the survey. A household is considered in scope for the survey if they have resided in Palau for the last 12 months or more, or if not, they intend to live in Palau for the next 12 months. A couple of questions should be asked at the start of the interview to determine if the household is in scope, and if not, be treated as sample loss.*

In all the above cases, replacement households should **not** be selected. Additional top-up sample has been selected in the survey to account for these non-responding households.

## PART 2: SURVEY TEAMS & RESPONSIBILITIES

### 2.1 Team Structure

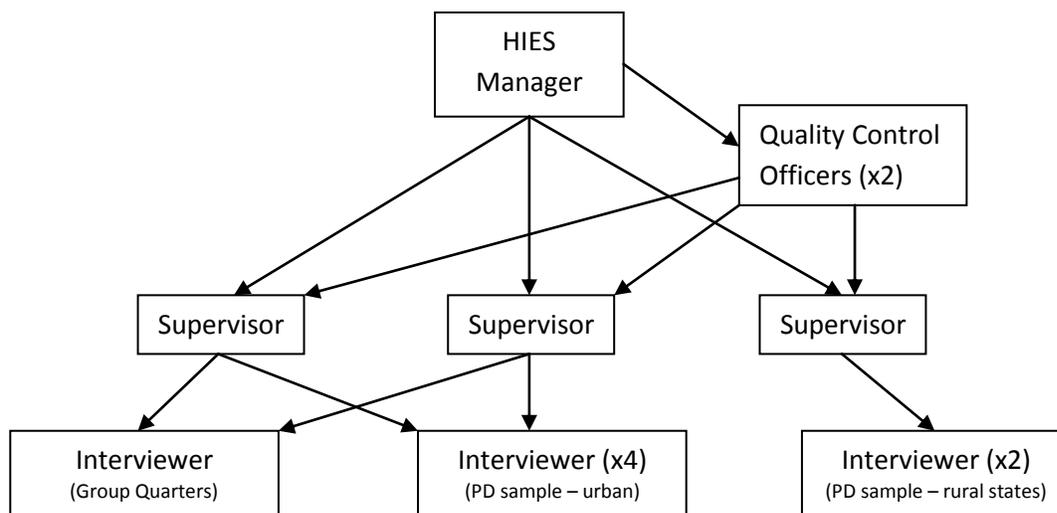
The overall organisation and control of the HIES will be the responsibility of the staff from the Office of Planning and Statistics, in particular the HIES survey manager. The HIES manager will have 3 supervisors working under them, who will be responsible for:

Supervisor 1: All data collection from the private dwelling sample in the rural states (2 Interviewers)

Supervisor 2 & 3: All data collection from the private dwelling sample in Koror and Airai + data collection from the group quarters.

Data collected from the field, after being thoroughly checked by interviewers and supervisors, will be delivered to the two quality control officers for data entry and error checking. The two quality control officers will be responsible for reporting back to the HIES manager on the quality of field work, as well as providing supervisors with error reports at the completion of each round to assist the data cleaning process.

In summary, the reporting structure for fieldwork will be as follows:



## 2.2 Communication

There will be numerous field staff (supervisors and interviewers) and quality control officers involved throughout the 12 months of fieldwork. For the field work to run successfully the following forms of communication must take place effectively and regularly:

| COMMUNICATION BETWEEN:  | TYPE OF COMMUNICATION REQUIRED  |
|---|---|
| <p>HIES Survey Manager<br/>&amp;<br/>Supervisors</p>              | <p>The <u>HIES manager</u> should be the driving force behind the communication throughout the entire fieldwork. They need to set an example to all other survey staff by making regular contact with their supervisors to check on progress.</p> <p>The <u>Supervisors</u> on the other hand should not be waiting for the HIES survey manager to contact them, and should provide regular updates to the HIES survey manager on field progress. If any issues arise in the field for their team which they can't address, immediate contact should be made to the HIES survey manager to have the problem resolved.</p> |
| <p>HIES Survey Manager<br/>&amp;<br/>Quality Control Officers</p> | <p>The <u>HIES manager</u> needs to check with the QCOs each round to update themselves with quality of fieldwork (response rates and error rate for households cooperating).</p> <p>The <u>QCOs</u> need to produce a summary report on survey quality at the completion of each round and keep the HIES manager well informed of problem areas with respect to field staff performance and problematic questions.</p>   |
| <p>Quality Control Officers<br/>&amp;<br/>Supervisors</p>         | <p>The <u>QCOs</u> need to provide error reports to the Supervisors at the end of each round to update them on what corrections need to be made from their team to finalise that rounds data</p> <p>The <u>Supervisors</u>, needs to provide the QCOs with corrections based on the error reports at the end of each round, and work together to finalise each rounds data.</p>   |
| <p>Supervisors<br/>&amp;<br/>Interviewers</p>                     | <p>The <u>Supervisors</u> need to be checking daily on the interviewers to monitor the progress of field work and ensuring forms are being filled in correctly, and interviewers are not falling behind in their workload each round.</p> <p>The <u>Interviewers</u> need to update their supervisors on progress each round, and address all concerns they experience when carrying out the field work. It is crucial that when issues arise, they are raised with the supervisor immediately, so the interviewer can address this in the field before forms for that round are returned.</p>                            |
| <p>Interviewers<br/>&amp;<br/>Respondents</p>                     | <p>The <u>Interviewers</u> need to be courteous and polite on each occasion they deal with the respondents. Whenever questions are raised by respondents, interviewers should take the time to properly address these questions, and not rush the interview. On all occasions the interviewers should thank respondents for their time.</p> <p>The <u>Respondents</u> will hopefully be willing to provide accurate information of all aspects of the survey, asked of them 😊</p>   |

It is crucial that the communication between all members of the HIES team takes place in the manner described above during the entire fieldwork, to ensure problems/issues are addressed appropriately and in a timely manner. Failure to do so will most likely have a significant impact on the quality of information collected in the field.

### ***2.3 Responsibilities and Functions of the HIES Manager***

The HIES manager will take responsibility for the overall conduct of the survey activities. In particular they will be responsible for the following tasks:

- a) To ensure supervisors have all the survey forms they require in a timely manner
- b) To ensure supervisors have all other field equipment for their teams in place prior to field work commencing
- c) To ensure supervisors have a sound field plan in place addressing all key communication and transportation issues
- d) To immediately assist the supervisors whenever a problem arises in their respective states
- e) To regularly check on the supervisors to assess how they are managing the workload of their respective teams
- f) To ensure all supervisors are accounting for all survey forms at the completion of the round and are being properly stored before being returned to the office
- g) To ensure supervisors are carrying out the approved editing procedures at the end of each round
- 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 owner.

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

The supervisors will be primarily responsible for ensuring the interviewers are carrying out their required tasks with suitable support. In particular they will be responsible for the following tasks:

- a) Ensure that all schedules and materials are distributed to interviewers according to the instructions of the HIES manager
- 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 HIES manager immediately
- e) Make sure all forms from the interviewers are accounted for at the end of each 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 HIES Manager 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.

## ***2.5 Responsibilities and Functions of Interviewers***

The interviewers are responsible for the proper completion of the diary and questionnaire modules 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 for each round
- 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:
  - (i) Module 1 – Demographics Information
  - (ii) Module 2 – Dwelling Information & Household Expenditure
  - (iii) Module 3 – Individual Expenditure
  - (iv) Module 4 - Income
- e) Make sure all forms have been completed correctly, and accounted for;
- f) Fill in the appropriate details on 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.

## ***2.6 Responsibilities of the Quality Control Officer***

The responsibility of the data control officer is to ensure that the data received from the field is complete and accurate. There are several steps that are necessary to ensure that the project collects and records the best data as possible. These steps are outlined below:

a) The QC officer collects and returns modules from the supervisor and records the questionnaire identifiers, disposition and date in a field log book. The purpose of this activity is to ensure that there is a tracking record of every module being routed between the respondent, interviewer, supervisor and QC officer. By keeping excellent tracking records of every module being passed through several hands ensures that modules are -

- i) not misplaced
- ii) entered into the data management system in a timely manner
- iii) field activities are completed within reasonable time periods.

b) Upon receipt of modules the QC officer then enters the information into the data management system and produces a quality control report (error report). The error report identifies questions in the module that are not complete or missing; questions that should not be answered because of skip patterns and; questions that contain unrealistic values. The purpose of this activity is to check the consistency, validity and quality of the data being collected on the field. The QC officer address these problems with the supervisor by -

- i) identifying and instructing the supervisor on how to correct the errors in the field. The supervisor then conveys those instructions to the enumerator;
- ii) updating corrected questions in the data management system;
- iii) identifying problematic areas of the questionnaire for re-training;
- iv) identifying weaknesses of enumerators in regards to understanding the questionnaire.

c) Upon the completion of a collection round the QC officer sends the data to main server for certification.

d) Reports any inconsistencies between errors encountered on the field and those produced by the data management system to SPC.

- i) If a program update is necessary the QC officer will initiate a program update via the main server.

## **PART 3: SAMPLE DESIGN ISSUES**

### **3.1 Survey Scope**

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

Example of eligible households:

- *Just married couple who has been living together since the wedding 3 months ago*
- *Expat family just arrived last month for a 3 years contract in Palau*
- *Expat family who has been living in Palau for 2 years*

Example of non eligible households:

- *Expat male who rents a house in Palau, arrived last month and plans to stay for 6 months*
- *All short term visitors, who come to Palau for a short period*

### **3.2 Sample Selection**

The first stage of the sample design involved splitting the population by those persons living in Private Dwellings and those persons living in Group Quarters. The split for Palau based on the 2012 census was as follows:

|                   |        |
|-------------------|--------|
| Private Dwellings | 15,266 |
| Group Quarters    | 2,235  |
| TOTAL             | 17,501 |

Of this population, the persons residing on Sonsorol and Hatohobei were excluded from the survey due to their small populations and the difficulties in reaching these remote islands. These islands only accounted for 16 people (0.1 percent).

For Group Quarters, not all of these living quarters were considered appropriate to be included in the HIES. For this reason, only those persons residing in Work Dormitories were included in the survey. This still accounted for 1,912 persons living in group quarters.

The sample size chosen for the HIES was around 20 per cent, which means 1 in every 5 households should be selected in the survey. This figure was increased a little to account for household who could not be located, or refused to be part of the survey.

A random approach of skipping through a list of households for the private dwelling sample was adopted for both the urban and rural states.

For the group quarters the sample approach was more challenging. Group quarters were grouped together in such a way that there were at least 20 persons living in each combination of group quarters. From there a sample of these combined group quarters was chosen to represent each round, and 14 persons were chosen from each selection of combined group quarters.

Each workload for an interviewer will comprise of 10 households for the private dwelling sample, or 14 persons for the group quarters.

The final sample numbers can be found in the tables below:

### *Final private dwelling sample*

| Stratum | State            | No HHs      | Sample     | Modified sample | No. W/L's | Adjust    | Final      |
|---------|------------------|-------------|------------|-----------------|-----------|-----------|------------|
| Urban   | 14. Koror        | 2746        | 540        | 540             | 54        | 48        | 480        |
|         | 7. Airai         | 649         | 128        | 130             | 13        | 16        | 160        |
|         | <i>Total</i>     | <i>3395</i> | <i>668</i> | <i>670</i>      | <i>67</i> | <i>64</i> | <i>640</i> |
| Rural   | 1. Kayangel      | 27          | 10         | 10              | 1         | 1         | 10         |
|         | 2. Ngarchelong   | 89          | 33         | 30              | 3         | 3         | 30         |
|         | 3. Ngaraard      | 117         | 44         | 40              | 4         | 3         | 30         |
|         | 4. Ngiwal        | 61          | 23         | 20              | 2         | 2         | 20         |
|         | 5. Melekeok      | 82          | 31         | 30              | 3         | 3         | 30         |
|         | 6. Ngchesar      | 87          | 33         | 30              | 3         | 3         | 30         |
|         | 8. Aimeliik      | 78          | 29         | 30              | 3         | 3         | 30         |
|         | 9. Ngatpang      | 55          | 21         | 20              | 2         | 2         | 20         |
|         | 10. Ngardmau     | 55          | 21         | 20              | 2         | 2         | 20         |
|         | 11. Ngaremlengui | 76          | 28         | 30              | 3         | 3         | 30         |
|         | 12. Angaur       | 43          | 16         | 20              | 2         | 2         | 20         |
|         | 13. Peleliu      | 168         | 63         | 60              | 6         | 5         | 50         |
|         | <i>Total</i>     | <i>938</i>  | <i>351</i> | <i>340</i>      | <i>34</i> | <i>32</i> | <i>320</i> |

### *Final group quarter sample*

| Urban/Rural  | Persons        |           |            |              |            |
|--------------|----------------|-----------|------------|--------------|------------|
|              | Population (N) | $N^{0.5}$ | 20% sample | Allow 15% NR | Adjust     |
| Urban        | 1866           | 43        | 165        | 194          | 192        |
| Rural        | 46             | 7         | 26         | 31           | 32         |
| <b>TOTAL</b> | <b>1912</b>    | <b>50</b> | <b>191</b> | <b>225</b>   | <b>224</b> |

#### Important Note

There will be situations when a household will question why they were selected in the survey and not their neighbor. If this situation arises, the interviewer must explain to the householder that a random selection process was adopted for the survey, and every household had the same chance of being selection in the survey by chance.

## **PART 4: SURVEY TIMING**

### ***4.1 Field work timing – entire survey (12 months)***

The Palau 2013/14 HIES will be conducted over a 12 month period, commencing around the 7<sup>th</sup> November 2013, and concluding on the 29<sup>th</sup> October 2014. In order to spread the survey out over the 12 months, the sample will be divided into 16 rounds with 60 private dwellings and 14 groups quarter residents selected in each round.

Each round will last for approximately 3 weeks, with 1 designated break over Christmas which will also serve as a field work review for the first 2 weeks.

The overall timing of each of the 16 rounds will therefore be as follows:

#### The 12 month cycle

| Round     | Dates           | Round    | Dates           |
|-----------|-----------------|----------|-----------------|
| Round 1   | 7 Nov - 27 Nov  | Round 9  | 15 May - 4 Jun  |
| Round 2   | 28 Nov - 18 Dec | Round 10 | 5 Jun - 25 Jun  |
| Christmas | 19 Dec - 8 Jan  | Round 11 | 26 Jun - 16 Jul |
| Round 3   | 9 Jan - 29 Jan  | Round 12 | 17 Jul - 6 Aug  |
| Round 4   | 30 Jan - 19 Feb | Round 13 | 7 Aug - 27 Aug  |
| Round 5   | 20 Feb - 12 Mar | Round 14 | 28 Aug - 17 Sep |
| Round 6   | 13 Mar - 2 Apr  | Round 15 | 18 Sep - 8 Oct  |
| Round 7   | 3 Apr - 23 Apr  | Round 16 | 9 Oct - 29 Oct  |
| Round 8   | 24 Apr - 14 May |          |                 |

### ***4.2 Field work timing – each round (3 weeks)***

As discussed above, each round of the survey will last approximately 3 weeks, with specific tasks being allocated throughout the 3 week period. Of most significance is the diary keeping period which will run for 2 weeks, and will fall in the middle of the 3 week period. The diary period will be preceded by preparation activities the interviewers need to undertake, and followed by checking procedures to ensure all information collected during fieldwork is complete and correct.

## The 3 week cycle

| DAY #     | DAY OF WEEK                               | Broad Description      | Visit # | Description of Activities                       |   |
|-----------|---|------------------------|---------|---|---|
| Day 1-3   | Friday                                    | Preparation activities | 1       | Identify all households in Workload             |   |
|           | Saturday                                  |                        |         | Supervisor approves correct hholds identified   |   |
|           |   |                        |         | Introduce survey to gain hhold co-operation     |   |
|           |   |                        |         | Drop of and explain Household Diary # 1         |   |
|           |   |                        |         | Explain process of visits over next 2 weeks     |   |
| Sunday    | Complete front page of Household Envelope |                        |         |   |   |
| Day 4-5   | Monday                                    | Diary keeping period   | 2       | Check on Diary                                  |   |
|           | Tuesday                                   |                        |         | Complete as much as possible Modules 1-4        |   |
| Day 6-7   | Wednesday                                 |                        | 3       | Make an appointment for next visit              |   |
|           | Thursday                                  |                        |         | Check on Diary                                  |   |
| Day 8-9   | Friday                                    |                        | 4       | Complete as much as possible Modules 1-4        |   |
|           |   |                        |         | Make an appointment for next visit              |   |
|           |   |                        |         | Drop off Household Diary # 2                    |   |
| Day 10-11 | Sunday                                    |                        | 5       | Check on Diary                                  |   |
|           | Monday                                    |                        |         | Complete as much as possible Modules 1-4        |   |
| Day 12-13 | Tuesday                                   |                        | 6       | Make an appointment for next visit              |   |
|           |   |                        |         | Wednesday                                       | Make sure all Household Diary # 1 are collected |
|           |   |                        |         | Thursday  | Check on Diary                                  |
| Day 14-15 | Friday                                    |                        | 7       | Complete as much as possible Modules 1-4        |   |
|           | Saturday                                  |                        |         | Make an appointment for next visit              |   |
| Day 16-17 | Sunday                                    |                        | 8       | Check on Diary                                  |   |
|           | Monday                                    |                        |         | Complete as much as possible Modules 1-4        |   |
| Day 18-21 | Tuesday                                   | Checking activities    | 9       | Make an appointment for next visit              |   |
|           | Wednesday                                 |                        |         | Collect Household Diary # 2 from each household |   |
|           | Thursday                                  |                        |         | Check all forms are accounted for               |   |
|           | Friday                                    |                        |         | Check all forms are filled in correctly         |   |
|           | Saturday                                  |                        |         | Ensure all forms are returned to the BoS        |   |
| Sunday    | Thank household for cooperation           |                        |         |   |   |
| Monday    | Fill in back page of Envelope             |                        |         |   |   |

### Roles of Supervisors and Interviewers

The interviewer will be the main person responsible for collecting information from each of the households assigned to them each workload. The supervisor will be responsible for checking all forms as they are completed, assisting the interviewer amend any errors, and ensuring everything is returned to the HIES manager in a correct and timely manner. Supervisor checks must therefore take place in a very thorough manner throughout the entire collection period, **not** at the end of the 3 week cycle.

## **PART 5: CONCEPTS & DEFINITIONS**

Numerous concepts and definitions will be adopted for the survey which all field staff should make an effort to understand. This will enable field staff to better understand their tasks and respond to queries as they occur during field work.

The main concepts and definitions addressed in the section are:

- 1) Household v Dwelling
- 2) Household Members
- 3) Household Expenditure
- 4) Household Income
- 5) Labour Force Status

### ***5.1 Household v Dwelling***

Often confusion is brought about when dealing with the definition of a household and dwelling. For the sake of this survey, and most surveys like it, the definitions applying to both are:

#### Dwelling

A dwelling usually refers to the physical structure in which a person/s resides. The type of structure may vary considerably, and includes the following:

- a) Single structure unit
- b) Block of apartment units
- c) Small dwelling unit attached to a shop.

#### Household

A household refers more to a group of people, and not the physical structure the people live in. Generally speaking, for survey purposes, a household is a group of people who pool their money together and cook and eat together. Often a household is very similar to a family, but the people comprising a household don't have to be related.

#### Treatment in the field

Based on these definitions, you may have a dwelling being occupied by more than one household, if there are indeed two groups of people that cook and eat separately, living in the same dwelling. This is not too common, but care needs to be taken by field staff when visiting dwellings to determine if one or more households reside in that dwelling.

It can also be said that one household may be occupying two or more dwelling structures. A good example of that would be a "granny" flat in the back of a dwelling that houses one or more people, but all members of those two structures form the one household, and still cook and eat together.

NB: For the 2013/14 Palau HIES, it is the household we wish to collect information from, so if a dwelling is selected which comprises of more than one household, all should be enumerated

## **5.2 Household Members**

### Household Head

The head of household is the person commonly regarded by the household members as their head. The head will often be the main income-earner and decision-maker for the household, but you should accept the decision of the household members as to who is their head. There must be one and only one head in the household. If more than one individual in a potential household claims headship or if individuals within a potential household give conflicting statements as to who is the head of household, it is possible that you are dealing with two or more households (or Multiple Households), rather than one. In such cases, it is extremely important that you apply the criteria provided to define household membership in the survey. If there is any confusion in defining the household head then immediately contact your supervisor to come up with a suitable solution.

### Household Members for S1.1

Household members are listed in two separate parts of the survey:

1. S1.1: Those persons who are considered a member of the household at the point of the survey
2. S1.6: Those persons who were considered a member of the household in the last 12 months, but no longer are.

Defining the members of the household in S1.1 is a very important aspect of the survey. It is extremely important during the analysis phase of the survey, and as such, time should be taken to making sure the following criteria are followed:

#### *Who to include:*

- All persons currently living in this household as their main place of stay, who share common living arrangements from an economic perspective (share costs of living and share incomes to some degree)
- Persons who are temporarily away for business, work or illness, but meet criteria 1 in that this is their usual place of stay
- Students who are staying away from home for studies and are still reliant on this household for financial assistance, and plan to return to this household after studies, if:
  - They are staying overseas, regardless of accommodation type, or
  - They are staying in a school/college dormitory within country
- Persons staying in hospitals long term, but still plan to come back to the household, and still have a dependency on the household from which they come
- Persons who are overseas for lengthy periods of time for work in order to support the household, and expect to return to the household on completion of this work. Examples include:
  - Seafarers
  - Seasonal workers
- Persons who alternate between household on a regular basis, but spend most time at this household
- Visitors who are staying with the household for 6 months or more

### *Who to exclude*

- Persons who spend most of their time living in another household
- People who have left the household with no intention of returning
- Students who are dependent on this household but away long term and staying with a host family elsewhere in Palau

### Household Members for S1.6

As stated above, the second list of household members collected in S1.6 of module 1, covers those members of the household who used to be a member of the household in the last 12 months (based on the criteria above), but now no longer are, and have no intention of returning. Two typical examples include:

- 1) Members of the household who have died in the last 12 months
- 2) Members of the household who have moved elsewhere with no intention of returning

### General rules for defining a household and its members

Regarding both households and individuals within them, you should be very careful when dealing with this rather complex task of determining who should be included and who should not be included as a member of a surveyed household. You must carefully check the rules laid out here. The rules should enable you to handle the vast majority of household situations that you encounter, but they may not cover all.

If you are in doubt, initially, as to whether to include a household among the list of eligible households in an enumeration area, discuss the problem with your supervisor. Likewise, once the survey households have been selected for you to interview in an enumeration area, if you find that you remain unsure whether an individual should be included in a survey household, discuss the problem with your supervisor.

## **5.3 Household Income**

There have been various international guidelines prepared to help in developing definitions of income and expenditure. The most authoritative international standard is the Resolution Concerning Household Income and Expenditure Statistics from the 17<sup>th</sup> International Conference of Labour Statisticians (ICLS). The broad concept of income is described as follows in the ICLS Resolution:

*Household income consists of all receipts whether monetary or in kind (goods and services) that are received by the household or by individual members of the household at annual or more frequent intervals, but excludes windfall gains and other such irregular and typically one time receipts. Household income receipts are available for current consumption and do not reduce the net worth of the household through a reduction of its cash, the disposal of its other financial or non-financial assets or an increase in its liabilities.*

*Household income may be defined to cover: (i) income from employment (both paid and self-employment); (ii) property income; (iii) income from the production of household services for own consumption; and (iv) current transfers received.*

This concept is consistent with the concept of income used in the national accounts.

An estimate of income that is as consistent as possible with the ICLS definition should be derived from HIES data. This measure should be used in tables that classify households by income deciles and the like.

Data relating to monetary receipts that are excluded from income can still be tabulated separately as data items of interest.

## **5.4 Household Expenditure**

The ICLS Resolution provides the following concepts and basic definitions for expenditure:

***Consumer goods and services** are those used by a household to directly satisfy the personal needs and wants of its members. **Household consumption expenditure** is the value of consumer goods and services acquired, used or paid for by a household through direct monetary purchases, own-account production, barter or as income in-kind for the satisfaction of the needs and wants of its members.*

*and*

***Household expenditure** is defined as the sum of household consumption expenditure and the **non-consumption expenditures** of the household. The latter are those expenditures incurred by a household as transfers made to government, non-profit institutions and other households, without acquiring any goods or services in return for the satisfaction of the needs of its members. Household expenditure represents the total outlay that a household has to make to satisfy its needs and meet its “legal” commitments.*

## **5.5 Labour Force Status**

The FSM HIES will aim to determine the labour force status of each individual aged 15 and over. As per usual, the three categories of labour force status cover:

- 1) Employed
- 2) Unemployed
- 3) Not in the Labour Force (NILF)

The definitions for the Palau HIES for each of these three categories are:

### Employed

Employed persons are those persons who in the last week worked in a job as one of the following groups:

- 1) Employer
- 2) Employee, working for wages/salary in the public sector
- 3) Employee, working for wages/salary in the private sector
- 4) Producing goods or services for sale, running a business (self employed)
- 5) Producing goods for own and/or family consumption (self employed)
- 6) Unpaid family worker (family business/plantation)
- 7) Unpaid family worker (help with basic household duties)
- 8) Voluntary work / community work (work for free)

### Unemployed

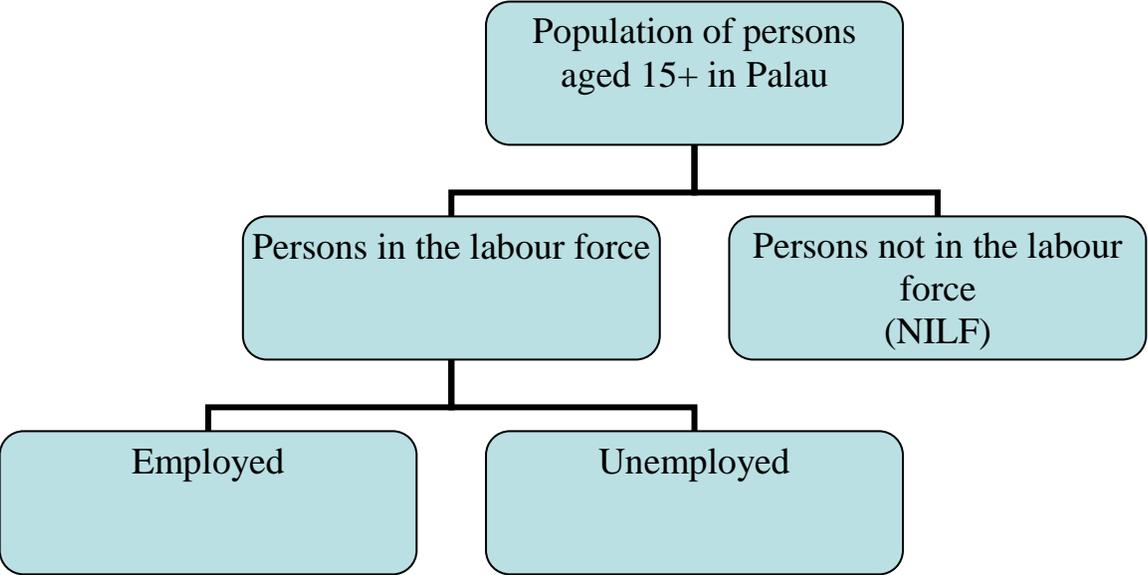
Unemployed persons are people who are not categorized as employed under the list above, and who are either:

- a) Actively looking for work, and available to work
- b) Not actively looking for work, because they don't believe it exists, and available to work

### Not in the Labor Force (NILF)

Having defined employed and unemployed, the category of NILF is then all the remaining people not classified as employed or unemployed.

Another way to look at it is to group the employed and unemployed and classify them as the labor force population, as these are the people either working, or wanting to work. The diagram below shows how the population (15 and over) can be divided into each group



## **PART 6: MAIN SURVEY QUESTIONNAIRES**

Part 6 of this manual provides information on the main survey questionnaires adopted for the survey and what broad information is collected in each. Detailed instructions about each of these questionnaires can be found in the questionnaire instruction manual. The main questionnaires adopted for the 2013/14 Palau HIES are:

1. Module 1 – Demographic Information, including Education, Health and Labor Force Status
2. Module 2 – Dwelling Information & Household Expenditure
3. Module 3 – Individual Expenditure
4. Module 4 – Income
5. Household Diary

### **6.1 Module 1 – Demographic Information**

Module 1 has been divided into 6 sections covering the following:

- 1.1 Demographic profile
- 1.2 Labor force status
- 1.3 Educational status
- 1.4 Health status
- 1.5 Communication status
- 1.6 Household members who left the household

As suggested by the topics, the main focus of this module will be to collect person demographics (including labor force status).

This module should be conducted first as the information collected here can be used as a guide to determine if the right information is being collected in the remaining modules, in particular for the income data in module 4.

More information on how to fill in this module can be found in the Questionnaire Manual.

## **6.2 Module 2 – Household Expenditure**

Module 2 is the largest of the modules and focuses on collecting housing characteristics and expenditures which are most appropriately collected at the household level. The module is split into 13 sections which cover the following:

- 2.1 Housing characteristics
- 2.2 Housing tenure expenditure
- 2.3 Utilities & communication
- 2.4 Land & home
- 2.5 Household good & assets
- 2.6 Vehicles & accessories
- 2.7 Private travel
- 2.8 Household services
- 2.9 Contributions to special occasions
- 2.10 Provision of financial support
- 2.11 Loans
- 2.12 Household assets insurance & taxes
- 2.13 Personal insurance

More information on how to fill in this module can be found in the Questionnaire Manual.

## **6.3 Module 3 – Individual Expenditure**

Module 3 focuses on expenditures which are most appropriately collected at the individual level. The module is split into 5 sections which cover the following:

- 3.1 Education
- 3.2 Health
- 3.3 Clothing
- 3.4 Communication
- 3.5 Luxury Items

The education section is covered by initially addressing expenditures relating to pell grants and scholarships, and then covering remaining education expenditures.

More information on how to fill in this module can be found in the Questionnaire Manual.

## **6.4 Module 4 – Income**

Module 4 focuses on the household's income from all types of sources. The module is split into the following sections:

- 4.1 Wages and salary
- 4.2 Income from non-subsistence businesses
- 4.3 Agriculture & forestry activities
- 4.4 Handicraft & home processed food Activities
- 4.5 Livestock & aquaculture activities
- 4.6 Fishing & hunting activities
- 4.7 Property income, transfer income & other receipts
- 4.8 Remittances & other cash gifts

Each section is tackled differently, depending on the type of income. Wage and salary income is collected separately for each different job type, whilst business income is collected separately for each different business type. For the subsistence based income sources (agriculture, handicrafts, livestock & fishing), income is collected from the households as a whole, as is property and transfer income. And finally remittances are collected separately for each remittance type.

More information on how to fill in this module can be found in the Questionnaire Manual.

## **6.5 Household Diary**

The household diary is to be filled in for a period of 2 weeks and include all expenditures from every member of the household during this time. Even expenditure information collected in the questionnaire modules should be included in the diary if the expenditure took place during the two week diary keeping period.

For each day, information is collected in five different sections which cover:

- 5.1 Bought items (food & non-food)
- 5.2 Payments for services
- 5.3 Gambling
- 5.4 Items received for free as a gift
- 5.5 Home produced items

For all sections, with the exception of gambling, an extra sheet is located at the back of the diary to record any overflow, when space is not sufficient for the day in question. These sheets are referred to as:

- 5.1a Bought items (overflow)
- 5.2a Payment for services (overflow)
- 5.4a Items received for free as a gift (overflow)
- 5.5a Home produced items (overflow)

### 5.1 Bought items (food & non-food)

The first section of the diary addresses expenditure on all items (food & non-food) purchased. All purchases for the day should therefore be recorded here, regardless of whether or not the item was consumed/used on that day. For each purchase nine bits of information is required which covers:

- 1) Description of item
- 2) Type (fresh, frozen, etc)
- 3) Code (to be entered post-enumeration)
- 4) Number
- 5) Quantity
- 6) Unit (lb, ounces, etc)
- 7) Amount
- 8) Local produced?
- 9) Purpose

Please make sure all information is recorded for each purchase

### 5.2 Payments for services

The second section of the diary addresses expenditure on services that a household member may have paid for. For each service payment four bits of information is required which covers:

- 1) Description of service
- 2) Code (to be entered post-enumeration)
- 3) Total amount
- 4) Purpose

Please make sure all information is recorded for each purchase

### 5.3 Gambling activities

The third section of the household diary covers gambling activities by the household members. All forms of gambling should be covered in this section, including poker machines, bingo, horse betting, cards, etc. For this section 3 bits of information is collected covering:

- 1) Type of gambling
- 2) Win/loss indicator
- 3) Amount won/lost

When filling out this section, please request that the household member provides a best guess as a result of their gambling activity, as they won't always know the result with great accuracy.

### 5.4 Items received for free

The fourth section of the diary addresses items the household receives for free as a gift. This section specifically refers to gifts that were received for free from someone outside the household. There will be 7 bits of information covered in this section which include:

- 1) Item description
- 2) Type (fresh, frozen, etc)
- 3) Code (to be entered post-enumeration)
- 4) Number
- 5) Quantity
- 6) Unit (lbs, ounces, etc)
- 7) Estimated amount

As the item was not purchased by the household only an estimate of the value is to be included in this section. If households are unsure, a best guess estimate will be sufficient.

Please make sure all information is recorded for each item received for free.

### 5.5 Home produced items

The last section of the diary addresses items which the household produced themselves. Only include home production which was used on this day. The main areas focused on in this section are:

- a) Agriculture items the household produce
- b) Fish/seafood the household catch/collect
- c) Livestock the household raise
- d) Handicrafts the household produce

There are four components to this section which split the way the household use the produce:

- Section 1) What the household consumed out of their produce
- Section 2) What the household sold out of their produce
- Section 3) What the household gave away out of their produce
- Section 4) What the household gave to livestock or wasted out of their produce

For each part six bits of information is required which covers:

- 1) Item description
- 2) Code (to be entered post-enumeration)
- 3) Number
- 4) Quantity
- 5) Unit (lbs, ounces, etc)
- 6) Estimated amount

As the item was not purchased by the household only an estimate of the value is to be included in this section. If households are unsure, a best guess estimate will be sufficient.

Please make sure all information is recorded for each item home produced by the household.

## PART 7: OTHER SURVEY MATERIALS

The final section to this manual covers the remaining materials field staff will have with them when undertaking fieldwork. The section covers the following:

1. Household Envelope
2. Field Work Instruction Manual
3. Questionnaire Instruction Manual
4. Primary Approach Letter (PAL)

### 7.1 Household Envelope

The household envelope is used to store all the questionnaire material for a single household. The envelope also serves the purpose of storing information about the unique identification for the household (similar to the front cover of each module) which is contained at the top of the front page of the envelope, and details about how the household responded to the survey at the bottom of the front page of the envelope.

#### Section 1 – Household Identifications

As can be seen below, the key information to be entered on the front cover of the envelope is the Household ID information on the right hand side, and the ticking off of each individual form when it is completed on the left hand side. Completing this information will make it very easy for supervisors to monitor the progress of fieldwork throughout the course of the 3-week cycle each round.

| <b>Household Identifications</b>                         |   |
|--|---|
| <b><u>Interviewer to complete</u></b>                    |   |
| Please tick the form when completed and fill in the date |   |
| Module 1   | <input type="checkbox"/> ..... / ..... / .....  |
| Module 2   | <input type="checkbox"/> ..... / ..... / .....  |
| Module 3   | <input type="checkbox"/> ..... / ..... / .....  |
| Module 4   | <input type="checkbox"/> ..... / ..... / .....  |
| Diary - Wk 1   | <input type="checkbox"/> ..... / ..... / .....  |
| Diary - Wk 2   | <input type="checkbox"/> ..... / ..... / .....  |
| State  | <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/>   |
| EA   | <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/>   |
| Dwelling No.   | <input style="width: 30px; height: 20px;" type="text"/> |
| Household No.  | <input style="width: 40px; height: 20px;" type="text"/>   |
| Round  | <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/>   |

**Section 2 – Final Household Status Report**

Once all material is completed for a household, the bottom 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 last part of this section 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.

**Final Household Status Report**

**Interviewer to complete**

a) Household fully responded to all aspects of the survey ...

b) Household partially responded .....

|             | Fully completed          | Partially completed      | Not completed            |
|-------------|--------------------------|--------------------------|--------------------------|
| Module 1    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Module 2    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Module 3    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Module 4    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Diary – Wk1 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Diary – Wk2 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

c) Household did not respond .....

- i) Household out of scope of survey
- ii) House not being lived in
- iii) Could not contact household after 3 attempts
- iv) Household excluded for other reasons (eg. Death, refusal, etc)

Specify \_\_\_\_\_

**Supervisor to complete**

Checked Module 1

Checked Module 2

Checked Module 3  Signed: \_\_\_\_\_

Checked Module 4

Checked Diary  Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## **7.2 Field Work Instruction Manual**

You are currently reading the Field Work Instruction Manual !!!!!

Each member of the field team will be provided with a copy of the field work instruction manual to help guide them through the field work. As can be seen from the various sections in this manual the information covers:

- Part 1: Background Information to the Survey
- Part 2: Survey Teams and Responsibilities
- Part 3: Sample Design Issues
- Part 4: Survey Timing
- Part 5: Concepts and Definitions
- Part 6: Main Survey Questionnaires
- Part 7: Other Survey Materials

It is crucial every member of the field team read and understand every section of this manual so they understand their responsibilities.

## **7.3 Questionnaire Instruction Manuals**

For the Palau HIES a separate instruction manual will be produced for each of the modules as well as the diary. The questionnaire instruction manuals will provide the main information to field staff on how each of the four modules and the household diary should be filled in. These manuals will initially provide general information on how the modules should be filled in addressing issues such as sequence guides, item codes, recall periods, etc. This will be followed by detailed descriptions on how to respond to each question within each module, including the diary.

Example showing how to fill in certain sections will also be included in the manuals, but as expected, not all possible responses will be addressed. When situations arise that these manuals do not appropriately address how to deal with a situation then the supervisor and/or State Manager should be consulted.

## **7.4 Primary Approach Letter (PAL)**

The primary approach letter (or PAL for short) is very useful in assisting interviewers with introducing households to the survey. It is basically a letter written and signed by the Director of Statistics, to each household head selected in the survey, which covers the following crucial information:

- 1) What the survey objectives are
- 2) The confidential nature of survey information
- 3) The importance of full cooperation by selected household
- 4) A “Thankyou” for participation

Interviewers will be required to leave this letter with each household head so they are aware of the survey objectives and the importance of their participation.