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| **LABOUR FORCE SURVEY**  Gambia Labour Force Survey, 2018 |  |

MANUAL

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# INTRODUCTION

Labour Force Surveys (LFS) are designed with the objective to produce official national statistics on the labour force, employment and unemployment for monitoring and planning purposes. LFS are the main source behind headline indicators of the labour market for short-term monitoring as well as more structural information on the number and characteristics of the employed, their jobs and working conditions, the job search activities of those without work, etc. They are a unique source of data on informal employment, and increasingly designed to produce statistics on unpaid forms of work and other related topics.

The Gambia conducted its first Labour Force Survey in 1992 focusing on only the Greater Banjul Areas. The aim of the survey was to provide benchmark data, both qualitative and quantitative, on some of the characteristics of the labour supply with a view of formulating Government's training and employment policies geared towards self-sufficiency.

The first nationally representative Labour Force Survey (LFS) was conducted in 2012 as part of a worldwide survey program. The survey was implemented by the Gambia Bureau of Statistics (GboS) in collaboration with the Ministry of Trade, Industry, Regional Integration and Employment (MoTIE).

The 2022 Gambia LFS will collect information relating to employment, unemployment, as well as to determine the socio-economic characteristics of the labour force in support of macro-economic planning and employment policy formulation, implementation and monitoring. The data collected will constitute a basic input to the Labour Market Information System and programmes to improve the welfare of the people of The Gambia.

## GENERAL OBJECTIVE OF THE LABOUR FORCE SURVEY

The broad objective of the 2022 Gambia Labour Force Survey is to obtain comprehensive data on the status of the Labour Market. Broadly, the survey provides baseline data on the socio-economic characteristics of the labour force, informal sector activities and training needs of the labour market, educational levels for use in planning, policy implementation, monitoring and evaluation of Government programmes. aimed at improving the livelihood of the population and especially the vulnerable groups.

Specific objectives include the following:

1. To measure the extent of unemployment and underemployment in the country
2. To provide measures of both current and usual economic activities
3. To obtain a measure of the size of employment in the informal sector
4. To provide a measure of cash income from non-agricultural employment of all types
5. To collect information on the character, nature, size and reasons for having child labour, and to determine conditions and effects of their work.
6. Create a Database on Child Labour in the country, which will be updated as fresh statistical information becomes available through surveys and administrative records
7. Geographical and sector contribution to employment
8. Gender dimension of employment
9. Economic Migrants and their gender and geographical dimension

## SAMPLE DESIGN

The primary objective of the sample design for the 2022 Gambia Labour Force Survey (GLFS) was to produce statistically reliable estimates of most indicators, at the national level, for urban and rural areas, and for the Local Government Areas (LGAs) of the country. The sampling frame used for the 2022 GLFS was based on an updated version of the 2013 Gambia Population and Housing Census (2013 GPHC) conducted by the Gambia Bureau of Statistics (GBoS). The census counts were updated in 2015-16 based on district-level projected counts from the 2015-16 Integrated Household Survey (IHS). Administratively, the country is divided into eight LGAs: Banjul, Kanifing, Brikama, Mansakonko, Kerewan, Kuntaur, Janjanbureh and Basse. Settlements in Banjul and Kanifing are entirely urban. The urban and rural areas within each LGA were identified as the main sampling strata (total of 14 strata). Each LGA is subdivided into districts and each district is subdivided into settlements. A settlement, a group of small settlements, or a part of a large settlement can form an enumeration area (EA). These units allow the country to be easily separated into small geographical area units, each with an urban or rural designation. There are 48 districts, 120 wards, and 4,098 EAs in The Gambia; the EAs have an average size of 68 households.

The sample for the 2022 GLFS was a stratified sample selected in two stages. In the first stage, EAs were selected with a probability proportional to their size within each sampling stratum. A total of 359 EAs were selected. In the second stage, the households were systematically sampled. A household listing operation was undertaken in all of the selected clusters. The resulting lists of households served as the sampling frame from which a fixed number of 20 households were systematically selected per cluster, resulting in a total sample size of 7,180 selected households. Results from this sample are representative at the national, urban, and rural levels and at the LGA levels.

As the sample is not self-weighting, sample weights are to be used for reporting survey results.

## GENERAL CHARACTERISTICS OF THE LFS QUESTIONNAIRE

**Capital letters:** Indicates response categories and filters not to be read out loud

***Italics letters:*** *These are instructions for the interviewer*

**Lower case letters:** used for questions the interviewer will ask to respondents

**Skip Instructions**

Skip instructions ensure that only relevant questions asked to respondents and makes the interview flow smoothly.

**Question styles**

* Upper case letters are used to indicate response categories not to be read out loud.
* Lowercase letters have to be read directly to the respondent.
* For single select questions, numeric codes are used to represent response categories. Interviewers are allowed to select only one answer.
* ’Don’t Know’ is use only in situations where the respondent experiences difficulty or doubt in answering the question.
* For numeric response codes, ‘97’ is used for ‘Don’t know’ responses, ‘96’ for ‘Other’ responses.
* In questions where letters are used for response categories, multiple responses are allowed.
* Probes are used to ask further questions, obtain a complete and relevant answer from the respondent to motivate respondents to expand or clarify their answers
* In some cases, precoded responses will include ‘OTHER’. The OTHER code should be circled/selected only when the respondent’s answer is different from any of the precoded responses listed for the question. Before using the OTHER code, you should make sure the answer does not fit in any of the specified categories. When you circle the OTHER code for a particular question you must always write the respondent’s answer in the space provided.
* bold characters or underlined. These are intended to emphasize a point, or make sure that you do not forget what the question is intended to capture

## FIELD STAFF’S ROLE

### THE ROLE OF INTERVIEWERS

Interviewers play a central role in the collection of data, and the ultimate outcome of the exercise depends on how well you conduct the interviews. Success, therefore, depends on the quality of the interviewers’ work. It is therefore important that you are consistent in the way you put the questions to the respondent.

In general, the responsibilities of the interviewers will include:

* Locate the selected households given by your supervisor
* Household section: Interview household head or the most knowledgeable person in the household in case the head is not available.
* Individual interviews: Interviewers are expected to locate eligible respondents and interview them directly. For children below 12 years, parents/caregivers can be interviewed.
* To ensure that all questions were asked check all completed interviews
* Follow the instruction of your supervisor and provide assistance when required
* Having the respondent focus on the question will ascertain the information is correct
* The instruction relative to the procedures as contain in the questionnaire should be followed when interviewing eligible household members
* Making call-backs to interview respondents who could not be interviewed during the first or second visit due to various reasons;
* Household experiences on specify issues should be record

Additional debriefing notes on other problems and observation that arise should be prepared for the field supervisor.

### THE ROLE OF SUPERVISION

The field supervisor is the senior member of the field team. She/he is responsible for the well-being and safety of team members, as well as the completion of the assigned workload and the maintenance of data quality. The supervisor receives her/his assignments from and reports to the survey coordinators assigned to them. The specific responsibilities of the supervisor are to:

* Asses team preparedness and relevant logistics for deployment for fieldwork
* Ensure that the correct/selected households are visited
* Ensure your interviewers have completed their responsibilities.
* Ensure an adequate preparedness for fieldwork
* Assist interviewers in solving issues of assigned household locations, comprehending the questionnaire and dealing with difficult respondents
* Make sure all the eligible household members are visited by your interviewers
* Spot-check some of the addresses selected for interviewing to be sure that your interviewers interviewed the correct households and the correct respondents
* Review each questionnaire to be sure it is complete and consistent
* Observe some of your interviews to ensure that you are asking the questions in the right manner and recording the answers correctly
* Meet with your team on a daily basis to discuss performance and give out future work assignments

# 

### LFS REGULATIONS

The survey manager may terminate the service of any interviewer who is not performing at the level necessary to produce the high-quality data required to make the Gambia LFS a success.

During the next 7 weeks, your presence, interest, participation, and cooperation are absolutely vital. We will try to do all that we can during this time to provide you with the necessary information, training, tools, and support for you to accomplish the very important task of conducting the survey. For the workload to be equally divided and the support equally shared, the following survey regulations have been established and will be strictly enforced:

1. Interviewers are exempted from duty during the training or any part of the survey base on these conditions only, which are illness or death in the family.
2. Interviewers may be dismissed during the survey if their performances are not found to be satisfactory during the survey. In data collection/survey, quality data collection is vital. Interviewer should perform at the level necessary to produce the high-quality data.
3. The survey vehicles and fuels provided are not to be used for personal engagements!
4. Information collected during the survey should be kept strictly confidential; it is imperative not to disclose any information collected to other teams/persons who are not members of your team.
5. Interviewer may be dismissed from the survey if found receiving or assisting any one during the tests.

## CONDUCTING AN INTERVIEW

Successful interviewing is an art and should not be treated as a mechanical process. Each interview is a new source of information, so make it interesting and pleasant. The art of interviewing develops with practice but there are certain basic principles that are followed by every successful interviewer. In this section, you will find a number of general guidelines on how to build rapport with a respondent and conduct a successful interview.

**Building Rapport with the Respondent**

The supervisor will assign an interviewer to make the first contact with each of the households selected for the Gambia LFS. Any member of the household age 15 years or older capable of answering the questions is a suitable respondent for the household interview.

As an interviewer, your first responsibility is to establish a good rapport with a respondent. At the beginning of an interview, you and the respondent are strangers to each other. The respondent’s first impression of you will influence their willingness to cooperate with the survey. Be sure that your manner is friendly as you introduce yourself. Before you start to work in an area, your supervisor will have informed the local leaders, who will in turn inform selected households in the area that you will be coming to interview them. You will also be given a letter and an identification badge that states that you are working with GBoS.

1. The first impression between you and your respondent should be pleasant, friendly and be polite not authoritative or aggressive. Start the interview with a smile this builds a good foundation between you and your respondent thus creating an atmosphere in which the respondent can talk freely and more willing provide information as naturally and as truthfully as possible.
2. Before conducting the interview you must obtain the consent of the respondent and briefly explain clearly the reason, how important the survey is in helping addressing existing problems in the country and need for cooperation by the household and assurance to the respondent that participation in the survey is voluntary
3. Do not give the respondent the opportunity to have a reason to refuse an interview by using words such as “I hope you are not busy” you must always adopt a positive approach with the words “I would like to talk with you for few moment”
4. Always give the respondent the assurance that the information being collected is confidential it between you and him/her the information will not be disclose to any third party and the information is strictly for the purpose of the survey their name will not be used for any purpose
5. The respondent may frequently ask detailed questions about the survey such as “why my household is selected”, how long the interview will take and most importantly, what is the importance of the survey, purposes and progress of the interview. Explain politely the questions ask by the person to the best of your ability be honestly, direct and truthful.
6. When conducting an interview try to avoid the presence of a third party this may intimidate the respondent and influence their responses to the questions asks which might prevent you from getting accurate information. For this reason, it is advisable to conduct the interview with the respondent privately without the interference of a third part so that he/she can have a sense of security to express their opinions, beliefs, and other information as asked in the questionnaire.

When conducting an interview be neutral, do not be judgmental to the respondent answers or influence their response to the questions by giving your opinions, suggestions, making facial express or by the tone of your voice or action. This may alteration the respondent original response to the question asked maintain a professional bearing with your respondent.

## FIELDWORK PROCEDURES

### Making callbacks

Because each household has been carefully selected, you must make every effort to conduct interviews with the individuals who are identified as eligible in that household. Sometimes a household member will not be available at the time you first visit. You need to make at least 3 visits on three separate times of the day or days when trying to obtain an individual interview to maximize the possibility of successfully completing the individual interview.

### Contacting Households and Eligible Respondents

**Locating sample households**

In recent months, household listing teams visited each of the selected sample clusters to:

1) prepare up-to-date maps to indicate the location of structures;

2) record address information for each structure or describe their location (for areas lacking street names or numbers on structures);

3) a make a list of the names of the heads of households in all of the structures.

A structure is a freestanding building, for a residential or commercial purpose. It may have one or more rooms in which people live; it may be an apartment building, a house, or a thatched hut, for instance.

Within a structure, there may be one or more dwelling (or housing) units. A *dwelling unit* is a room or group of rooms occupied by one or more households. It may be distinguished from the next dwelling unit by a separate entrance. For instance, there would be one dwelling unit in a thatched hut, but there may be 50 dwelling units in an apartment building or five dwelling units in a compound.

Within a dwelling unit, there may be one or more households. By definition, a *household* consists of a person or group of persons, related or unrelated, who live together in the same dwelling unit, who acknowledge one adult male or female as the head of household, who share the same living arrangements, and are considered as one unit. In some cases one may find a group of people living together in the same house, but each person has separate eating arrangements; they should be counted as separate one-person households. Collective living arrangements such as hostels, army camps, boarding schools, or prisons are not considered as households in the LFS.

Specific households have been selected to be interviewed, and you should not have any trouble in locating the households assigned to you if you use the location and other information provided to you by the GIS unit. Although, the supervisor of your team will be with you in the field, it is important that you also know how to locate the structures in the sample by using the sketch map.

### Problems in contacting a household

In some cases you will have problems locating the households that were selected because the people may have moved or the listing teams may have made an error. Here are examples of some problems you may find and how to solve them:

1. The household has moved away and a new one is now living in the same dwelling. In this case, interview the new household.
2. The structure number and the name of the household head do not match with what you find in the field. If you have located the correct dwelling, you should consider the household that is living in the dwelling as the selected household.

*Example:* You are assigned a household headed by Lamin Njie that is listed as living in a particular structure. But when you go to the structure, the household living there is headed by Abdou Ceesay. After checking that you have not made a mistake about the structure or dwelling unit, you would interview the household headed by Abdou Ceesay.

1. The household selected does not live in the structure that was listed. If there is a discrepancy between the structure number and the name of the household head, interview whoever is living in the structure assigned to you.

*Example*: You are assigned a household headed by Ebou Jobe located in structure 1, and you find that the Jobe household actually lives in structure 2, interview the household living in structure 1.

1. The listing shows only one household in the dwelling, but two or more households are living there now. When the listing shows only one household and you find two households, interview both households. Contact your supervisor to give you a new number that will be assigned to the additional household found, which you should enter on the questionnaire. If the listing shows two households, only one of which was selected, and you find three households there now, only interview the one that had been selected and ignore the other two.
2. The head of the household has changed. In some cases, the person listed as the household head may have moved away or died since the listing. Interview the household that is living there.
3. The house is all closed up and the neighbors say the people are on the farm (or away visiting, etc.) and will be back in several days or weeks. Enter Code for ENTIRE HOUSEHOLD ABSENT FOR EXTENDED PERIOD. The house should be revisited at least two more times to make sure that the household members have not returned.
4. The house is all closed up and the neighbors say that no one lives there; the household has moved away permanently. Enter Code for DWELLING VACANT OR ADDRESS NOT A DWELLING.
5. A household is supposed to live in a structure that when visited is found to be a shop and no one lives there. Check very carefully to see whether anyone is living there. If not, enter for DWELLING VACANT OR ADDRESS NOT A DWELLING.
6. A selected structure is not found in the cluster, and residents tell you it was destroyed in a recent fire. Enter Code ‘7’ (DWELLING DESTROYED).
7. No one is home and neighbors tell you the family has gone to the market. Enter Code for NO HOUSEHOLD MEMBER AT HOME OR NO COMPETENT RESPONDENT AT HOME AT TIME OF VISIT), and return to the household at a time when the family will be back.

Discuss with your supervisor any problems you have in locating the households that you are assigned to interview. Remember that the usefulness of the LFS sample in representing the entire country depends on the interviewers locating and visiting all the households they are assigned.

## 

### Identifying eligible respondents

To be “eligible” means to “qualify” for something. An eligible respondent is someone who is qualified to be included in our survey. You will use the Household Questionnaire to identify who is eligible to be interviewed with the Individual Questionnaire.

All usual residents aged 5 and above are eligible for individual interviews. For those age 11 years and below, interview the parent/caregiver.

**Problems in obtaining individual interviews**

You may experience the following types of problems in obtaining an interview with an eligible respondent:

a) Eligible respondent not available. If the eligible respondent is not at home when you visit, enter Code for NOT AT HOME as the result for the visit on the cover page and ask a neighbor or family member when the respondent will return. You should contact the household at least three times, trying to make each visit at a different time of day. Under no circumstances is it acceptable to conduct all three visits on the same day and then stop attempting to contact the respondent.

b) Respondent refuses to be interviewed. The respondent’s availability and willingness to be interviewed will depend in large part on the initial impression you make when you meet them. Introduce yourself and explain the purpose of the visit. Read the introduction printed on the Individual Questionnaire. You may emphasize the confidentiality of the information the respondent provides, and/or the short duration of the interview. If the respondent is unwilling to be interviewed, it may be that the present time is inconvenient. Ask whether another time would be more convenient and make an appointment. If the individual still refuses to be interviewed, enter Code for REFUSED and report it to your supervisor.

c) Interview not completed. A respondent may be called away during the interview or they may not want to answer all the questions at the time you visit them. If an interview is incomplete for any reason, you should arrange an appointment to see the respondent again as soon as possible to obtain the missing information. Be sure that you record on the cover page of the questionnaire that the interview is incomplete by entering Code for PARTLY COMPLETED. Note the time agreed for a revisit; you should also report the problem to your supervisor.

d) Respondent incapacitated. There may be cases in which you cannot interview a person because they are too sick, because they are mentally unable to understand your questions, or because they are deaf, etc. In these cases, record INCAPACITATED.

### Checking Completed Questionnaires

It is the responsibility of the interviewer to review each questionnaire when the interview is finished. This review should be done before you leave the household so that you can be sure every appropriate question was asked, that all answers are clear and reasonable, and that your handwriting is legible. Also check that you have followed the skip instructions correctly. You may be able to make minor corrections yourself, but in many cases you will need to talk further with the respondent. Simply explain to the respondent that you made an error and ask the question(s) again.

Anything out of the ordinary should be explained either in the margins near the relevant question (if on paper) or in the comments section at the end (in CAPI). These comments are very helpful to the supervisor in checking questionnaires. Comments are also read in the office and used to resolve problems encountered during data entry.

### Returning Work Assignments

At the end of fieldwork each day, check that you have completed all assigned interviews. For all of the interviews that you have completed write the final result on the Interviewer Assignment Sheet and make any notes in Column (17) that may be of help to the Supervisor, such as any problems you experienced in locating a household or completing a Household Questionnaire or in conducting an interview with an eligible respondent. For difficult cases, at least three visits will be made to a household during the LFS in an effort to obtain a completed interview.

### Data Quality

It is the responsibility of the supervisor to review both the Household Questionnaires and the Individual Questionnaires from a sample cluster while the interviewing team is still in the cluster. It is especially important for the supervisor to conduct thorough edits of questionnaires at the initial stages of fieldwork. The supervisor will discuss with each interviewer the errors found in the collection of data. It may sometimes be necessary to send an interviewer back to a respondent in order to correct some errors.

### Social Media Policy

The use of social media and other digital media is now common and continues to grow in popularity. Platforms and applications including blogs, social networking sites (such as *Twitter* or *Facebook*), video streaming sites (such as *YouTube*), and digital messaging applications (*Whatsapp*), have made it easy for anyone to reach a wide audience very quickly. Public and private companies and their staff also use these platforms and sites to share work experiences, images, or videos taken in the workplace, or to seek professional advice from colleagues or friends. However, in the LFS, the use of social media may break the promise we make to our respondents to maintain their privacy and keep all information confidential.

To fulfill our promise to all survey respondents to maintain strict confidentiality, all fieldworkers are obligated to follow these rules:

|  |  |
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| **Social media rules for maintaining confidentiality of survey respondents** | |
| **1.** | Survey staff have an ethical obligation to maintain respondent privacy and confidentiality at all times. |
| **2.** | Limiting access to social media postings by using privacy settings is not enough to ensure privacy or maintain the confidentiality of respondents. |
| **3.** | Do not transmit any respondent-related image or video that includes the respondent, respondent family members, or their homes, through any social media platform. |
| **4.** | Do not identify respondents, enumeration areas, or clusters by name through any social media platform. Do not post any information that may lead to the identification of a respondent or an enumeration area. |
| **5.** | Do not take any photos or videos of respondents or their homes – not even if the respondent gives permission – on personal mobile devices - including mobile phones, tablets, and cameras. |
| **6.** | Turn off or disable geolocation or geotagging permissions in social media applications on personal mobile devices while conducting fieldwork. |
| **7.** | Consult with a Supervisor before making any work-related postings. |
| **8.** | Promptly report any violations of privacy or confidentiality. |

**What is geolocation and geotagging?**

Geolocation or geotagging refers to identifying an object (for example a photo) by its location. Many social media platforms, including Twitter and Facebook, now include geolocation or geotagging, so users can add location information to their messages. The location information can be a broad location such as a city or village, or a precise location with the exact latitude and longitude of the location from which a message was sent. A fieldworker who posts a geolocated or geotagged social media message from the field violates confidentiality by disclosing the location of the cluster.

Geolocation or geotagging in social media applications may also have security implications. In security-risk countries, where field work must undergo stringent protocols to protect field teams, it is imperative that survey-related staff disable geolocation from their personal devices so as to not give away secure locations.

# HOUSEHOLD ROSTER

The objective of household member roster is to identify all the persons who are eligible as household members and collect general demographic information on them, such as age, gender, marital status, religion etc.

Household

A household consist of one person or a group of persons whether or not they are related by blood or marriage living in a dwelling/living together and who have a common arrangement of housekeeping that is sharing meal together and sharing living arrangement and they should acknowledge one person male or female as the head of the household.

NB: A household member sharing a meal does not necessarily mean everyone in the household partakes in the same meal at the same time. Sharing a meal also takes into account access to food prepared, or groceries purchased by household members.

Persons included as members of the household

Lodgers or other permanent residents who live and take their meals with the household for six months are to be counted as household members, even though they may have no blood relationship with the household head.

Paid domestic workers or a servant who shares a meal at least once a week and sleep at least on average four nights per week with the household and who do not go to their homes at least once a week.

Persons excluded as members of the household

Paid domestic workers or servants who do not sleep and share a meal with the household members

People who live in the same dwelling but do not share meals together are not members of the same household. Such example will be brothers who live in the same house with their families having separate food budgets and cooking facilities are consider separate households.

People who eat together but do not live in the same house are not considered members of the same household.

A woman whose husband does not usually live in the household, and who did not sleep in the household the previous night, the husband should not be included in the listing.

DO NOT confuse the terms "family" and "household." It is possible for one family to be living on the same plot of land and consist of three households while it is conversely possible for members of three families to form one household on the same plot of land

A household head

A household head is a person who usually provides most of the needs of the household, carries out the main responsibility in the affair of the household and recognized by the other household members as the head of the household regardless of gender and age

NB: A person does not become the head of a household simply because he/she is the main respondent.

**HL1:** Line number

This is a number assign to all household members in the house for identification, each household members is assign a line number which are used throughout the questionnaire

NB: the head of the household is always record in line 01 the first row of the questionnaire even if he/she is absent. Subsequently the rest of the household members are record in order in which the respondent gives them.

**HL2:** Name

All the names of the household members who are eligible to be in the household roster should be listed (full name) starting first with the head of the household in the first row even if the head of the household is not present his/her name should recorded first. In the case of newly born babies who are to be given a name, record that baby as Baby(X) where X is the name of the baby’s mother. If the mother is not present then replace X with name of the care giver. For example Baby (Mariama Jaiteh).

**HL3:** What is the relationship of (name) to (The head of household)?

Against each of the names listed, the household head is the reference person (as noted above) selected for the purpose of coding relationship. Indicate the relationship of each household member to the head of household by recording the right code. **If the respondent is not the head of the household, make sure that you record the relationship of each person to the household head, not the relationship to the respondent.**

*Example*: if the respondent is the wife of the head of the household and she says that Simon is her brother, then Simon should be coded as Code 09 (BROTHER-IN-LAW) not Code 08 (BROTHER OR SISTER), because Simon is a brother-in-law of the head of the household.

If the head of the household is married to a woman who has a child from a previous marriage, that child’s relationship to the head of the household should be coded as Code 10 (ADOPTED/FOSTER/STEPCHILD).

**HL4:** Is (name) male or female?

Each of the names listed in the household roster record the sex of each household member by putting the correct code ‘1’ for ‘Male’ and ‘2’ for ‘Female’. This column should not be left blank. If the person is present you can observe the sex without necessarily asking the question but avoid guessing the sex of household members who are absent as there are unisex names

**HL5:** What is (name)’s date of birth?

Ask the respondent the date of birth for all the member of the household and record the answer in complete months and years

**HL6:** How old is (name)?

The age of each person in the household will be recorded in completed years if a person age is less than 1 year, record‘00’. The age recorded should be age as at last birthday; do not round up ages to the next birthday if a person will be 10 years old in three weeks after the date of interview, the recorded age would be 9 years if respondent doesn't know, use year of birth to calculate age. For persons who may not remember their year in which they were born, make reference to the years when major historical events/occasions occurred and then use the information estimate their ages to calculate the age by asking how old respondent was when that event occurred or how many years elapsed before his/her birth

**HL7:** Is [name] 12 YRS or above?

This question should not be ask to the respond it can be obtained from the information recorded in question H4 to want to know whether the person is 12 years or above. This question is used to establish whether a household member is qualify for the subsequent question H8 (marital status). If the person is 12 years and above you record ‘1’ for Yes and ask the subsequent question H8 (marital status) of that person but if the person is below 12 years you record ‘2’ for No” and skip question H8 (marital status) for that person and move to the next person in the household roster.

**HL 8:** What is the current marital status of (name)?

The question only applies to persons aged 12 years or over. If the household member was never married or is cohabiting/living together or divorced/separated/widowed skipped to HL10.

NB: The form of the marital status is defined by the respondent and do not question the legal aspect of the marital union.

**HL 9:** What is [NAME]'s type of union?

The question establishes the number of spouses a household member had. If a woman is in a polygamous marriage, the union is polygamous.

Individuals with one spouse are classified as monogamous union while those with two or more spouse are classified as polygamous union.

NB: Some cohabit/live together unions are polygamous and it is important to establish if these unions are monogamous or polygamous.

**HL10:** What is (name)’s nationality?

Ask the nationality of all eligible household member and record the code if a household member is not a Gambian then skip to HL12

**HL11:** What is [NAME]’s ethnicity?

This question is for Gambians only and should not be asked for other nationalities. Record the code the ethnicity of each person in the roster, if he or she is Mandinka, Wolof, Fula etc. If the person has another ethnicity, code 96 and specify in the space provided.

**HL12:** What is [NAME]'s religion?

Please record the religion of the respondent such as Islam, Christianity, traditional religion etc.

# EDUCATION

**ED4:** Has [name] ever attended school? [Includes conventional & Madrassah]

This question is only asked to those who are 5 years and above, if the person is less than 5, go to the next person.

Ever attended school is defined as attending formal school for a minimum of one term (3 months). School attendance for one day or week is recorded as never attended school.

The term “school” means formal schooling, which includes preschool, primary, secondary, and post-secondary schooling, and any other intermediate levels of schooling in the formal school system. This definition of school does not include daycare, Bible school or Koranic school, or short courses like typing or sewing. However, it does include technical or vocational training beyond the primary school level, such as long-term courses in mechanics or secretarial work.

If a school teaches religious courses but also includes the standard curriculum – such as many Catholic schools or Madrassah – it would be coded as a standard (formal) school.

If the answer is YES record the ‘1’ and skip to ED6.

If the answer is ‘NO record the code ‘2’, and skip to ED8 of the education questions and if the answer is Don’t Know’ skip to ED9.

**ED5:** What was the main reason [name] never attended school?

This question is only asked of those who have never attended school. Record code “1” for ‘Work, ‘’2’’ for Too expensive, and ‘’3’’ for Too far etc. If any response is recorded skip to ED9.

**ED6:** Is [NAME] currently attending school, college or university?

Record ‘1’ for Yes if the person is currently attending school.

If the person is not currently attending record the code ‘2’ and skip to ED8

If the answer is ‘Don’t know’ skip to ED9.

**ED7:** What grade is [NAME] currently attending?

Now that you have established that person is currently attending school, this question will assist in determining the grade the person is currently doing and record the correct code for each person.

**ED8:** What was the highest level attained by [name]?

For those currently attending school, the highest grade completed is one which they fully completed. For example, a person that may be in grade 5 now has not completed grade 5. The highest grade completed is grade 4.

**D8B:** What was (your/NAME’s) field of study?

Code **0 General Programmes**

-Basic programmes

-Literacy and numeracy

-Personal development

Code **1 Education**

-Teacher training and education science

Code **2 Humanities and Arts**

language, history, philosophy, language arts (literature, writing, oratory, rhetoric, poetry, etc.), performing arts (theater, music, dance, etc.), and visual arts (painting, sculpture, photography, filmmaking, etc.), culinary art or cookery

Code **3 Social sciences, business and law**

-Social and behavioural science (Psychology, Sociology, Social and Cultural Anthropology, Criminology, Biology, Political Science, Psychiatry)

-Journalism and information

-Business and administration

-Law

Code **4 Science**

-Life sciences (Study of living organisms such as plants, animals and humans)

-Physical sciences (physics, chemistry, astronomy, and related subjects)

-Mathematics and statistics

-Computing (computer engineering, computer science, cybersecurity, data science, information systems, information technology and software engineering etc)

Code **5 Engineering, manufacturing and construction**

-Engineering and engineering trades

-Manufacturing and processing

-Architecture and building

Code **6 Agriculture**

-Agriculture, forestry and fishery

-Veterinary

Code **7 Health and welfare**

-Health

-Social services

Code **8 Services**

-Personal services

-Transport services

-Environmental protection

-Security services

**ED9:** Can [NAME] read a simple letter in any language?

# This question is asked for assessing the literacy level of the respondent whatever the language. Record the code that corresponds with it. TRAINING

**TR3:** Has [NAME] attended a training course in the last 12 months?

This question just asks ever and does not establish a reference period. Record code “1” for YES.

If not code ‘2’ or ‘8’ for DK, skip to Next person.

**TR4:** Did [NAME] attend formal or non-formal training in last 12 months?

Ask the respondent is he/she have ever attended a training in last 12 months note it does not matter if the training follow a curriculum or not.

Formal schooling refers to attendance of Nursery, Primary, Secondary school, Vocational/Technical or Professional school or Training or an Apprenticeship Polytechnic or University course.

Attendance of Qur’anic School are not formal schools and are excluded as this is not formal schooling. However, if a Qur’anic school offers formal schooling (i.e. Madrassah) then proceed with interview.

Non-formal education is any organized education targeting a person or group of persons but does not follow a curriculum; usually to yield some specific purpose such as the ability to read and/or write.

**TR5:** What type of training have you attended?

Ask the respondent the type of training he/she have attended it might be in the field of Accountancy, carpentry, nursing and record the correct code assigned to that field of study.

Code 1:

Code 2:

Code 3:

Code 4:

Code 5:

Code 6:

Code 7:

Code 8:

Code 9:

Code 10:

Code 11:

Code 12:

**TR6:** Did you complete the training, is it still on-going or did you drop out?

This question is to establish if the respondent have completed the training, have not competed or have drop out of the training if the answer is not code ‘1’ skip to the next person

**TR7:** How many month did/does the training take?

Ask the respondent length of the training and record the answer provided. if the training took less than a year record in complete months and if the training took a year or years, record in complete months

**TR8:** Who was the main sponsor for the training?

Ask the respondent the means of support during the period of the training be carefully pose when asking the respondent because some individual consider this question personal and note that we are interested in the main sponsor.

**TR9:** Was the training part of his/her regular work?

Ask the respondent if the training was part of his/her regular work or not

**TR10:** Did (name) receive any certificate?

This question is to establish if the respondent has a certificate and finish a level of training

# INTERNAL MIGRATION

**IM3:** How many years have you lived in this village/town/city?

Ask the respondent the duration he/she have lived in the place of residence and record.

If it is less than a year record 00 and if it is a year or more than a year record in complete years.

If the respondent has lived here since birth insert code 99 and skip to next module.

**IM4:** Which LGA did you move from?

Record the Local Government Area (LGA) the respondent was living before moving here. If you are unable to determine the LGA write the name of the place and then temporarily record ‘9’ until you learn the appropriate category for the response.

If the respondent lived outside The Gambia, then record ‘9’ and specify the name of the previous residence (country).

**IM5:** What were the three the main reasons (starting with the most important) for moving to this village/town/city?

This seeks to find out the main reason a person moved from his previous residence to his place of enumeration. If the respondent gives only reason, select ‘other’ for IM5b and IM5c and write ‘No other reason’.

**IM6:** In which LGA was (name) born?

Record the Local Government Area (LGA) the respondent was born before moving here. If you are unable to determine the LGA write the name of the place and then temporarily record ‘9’ until you learn the appropriate category for the response.

If the respondent was born outside The Gambia, then record ‘9’ and specify the name of the country the respondent was born.

# INTERNATIONAL MIGRATION

This module covers basic characteristics needed to capture international migration status as a background characteristic. It captures country of birth, date of most recent arrival to live in The Gambia, reason for moving to live in The Gambia, and country of citizenship.

**MIG3.** This question is used to identify persons born in The Gambia. The question is asked to all household members. All persons actually born in The Gambia should be recorded, regardless of the mother’s place of residence at the time of the birth, or their legal status in the country.

**MIG4.** Country of birth for foreign-born respondents

This question is used to identify the country of birth of foreign-born respondents. The question is asked only of persons not born in The Gambia. For the foreign-born population, “country of birth” refer to the country in which the birth actually took place, and not the country of residence of the mother at the time of the birth.

**MIG5.** Year and month of last arrival to The Gambia

This is used to distinguish between recent and long-term migrants. Last arrival refers to the “last” time the respondent moved to The Gambia with the intention to reside there. Short international trips undertaken by the respondent after moving to The Gambia (e.g. family visit, vacation, etc.) should not be taken into consideration. Internal moves within The Gambia should also not be taken into consideration.

Month and year of arrival are needed to compute duration since last arrival in completed years. When respondents do not know or do not recall the month of arrival, it is still important to capture the year of arrival at a minimum.

**MIG6.** Duration since last arrival

The question is asked only of foreign-born persons who could not provide the year of last arrival. Last arrival refers to the “last” time the respondent moved to The Gambia with the intention to reside there. Short international trips undertaken by the respondent after moving to The Gambia should not be taken into consideration. Internal moves within The Gambia should also not be taken into consideration.

**MIG7.** Main reason for moving to survey country

This question is used to produce information on reasons for migration into The Gambia and identify migrants who moved for employment-related reasons.

The question is asked only of foreign-born respondents

Answers should be recorded as self-declared by the respondent.

Only one main reason should be recorded. When the respondent mentions more than one reason, interviewers should be trained to probe for the main reason.

Response options 01-03 cover employment-related reasons

Code **01** covers cases where the respondent moved to start a paid job that had already been arranged before departure from the country of previous residence

Code **02** covers international employee transfers. That is persons who were already in employment in the country of previous residence and who were transferred to The Gambia by their organization, regardless of whether the request for transfer was initiated by the respondent or the employer organization, as well as self-employed persons with businesses already established in The Gambia.

Code **03** covers persons who moved with the main intention to seek a paid job, regardless of whether the respondent actually found a job or not upon arrival to The Gambia.

Code **04** covers persons who moved with the main intention to start their own business in The Gambia, regardless of whether the respondent actually started a business upon arrival.

Code **05** refers to moves for education purposes, whether the person was already enrolled in an education programme or planning to apply to education programmes. It includes formal education programmes (high school, university, etc) and non-formal education programmes, such as language courses, or training in specific skills.

Code **06** covers international moves for the purpose of marriage or cohabitation.

Code **07** covers cases of family reunification, to be close to family, or following a family move in the case of children.

Code **08** covers cases related to health, such as to seek medical treatment or alleviate an existing medical condition

Code **09** covers cases of involuntary displacement in the face of an imminent threat whether natural or human-made, for example: war; violence; natural disasters such as earthquakes, floods, drought; persecution for religious, political or other reasons.

Code **10** covers moves for personal reasons related to lifestyle, including retirement, lower-cost of living, leisure

Code **11** covers all other reasons

**MIG8.** **FOREIGNER STATUS**

This question assesses whether the respondent is a citizen of The Gambia or of another country. It is used to distinguish between the national and foreigner population.

The question is asked of all respondents

Multiple answers may be chosen, to capture persons with multiple citizenships

Country of citizenship is defined as the country an individual is a citizen of and with which the individual enjoys a particular legal bond, acquired by birth, naturalization, marriage or some other mechanism

The STATELESS category should not be read aloud by interviewers. STATELESS refers to a person who is not considered as a national (citizen) by any State under the operation of its law. The category may apply to native or foreign born persons.

**MIG9.** This question captures the country(ies) of citizenship of respondents.

The question is asked only of persons who report being citizens of a country other than (or in addition to) The Gambia

Multiple countries may be selected, to capture persons with multiple citizenships

Country of citizenship is defined as the country an individual is a citizen of and with which the individual enjoys a particular legal bond, acquired by birth, naturalization, marriage or some other mechanism.

# FUNCTIONING (FN)

(All HH members that are 15 years and above)

The purpose of this module is to identify persons who have difficulties in performing basis activities, and the degree of difficulties they experience. While persons with at least a lot of difficulties will be categorized as having a disability during analysis of survey data, it is important that the word "disability" not be used during the administration of this module.

**FN3. DIFFICULTY SEEING**

This question askswhether the respondent has difficultly seeing. It is used to identify persons who have vision difficulties or problems seeing even when wearing glasses (if they wear glasses).

The question should be asked of all members of working age (15 years and above).

Interviewers should be trained to read the list of response options in full before requesting an answer from the respondent.

“Seeing” refers to an individual using his/her eyes and visual capacity in order to perceive or observe what is happening around them.

“Even when wearing glasses” refers to difficulty seeing with glasses if the respondent has, and uses, them - NOT how vision would be if glasses, or better glasses, were provided to one who needed them.

Included are problems:

* seeing things close up or far away, and
* seeing out of one eye or only seeing directly in front but not to the sides.

Any problem with vision that the respondent considers a problem should be captured.

**FN4.** **DIFFICULTY HEARING**

This question asks whether the respondent has difficultly hearing. It is used to identify persons who have some hearing limitation or problems of any kind with their hearing even when using a hearing aid (if they wear a hearing aid).

The question should be asked of all members of working age (15 years and above).

Interviewers should be trained to only read the list of response options if the respondent cannot recall the scale based on the previous question.

“Hearing” refers to an individual using his/her ears and auditory (or hearing) capacity in order to know what is being said to them or the sounds of activity, including danger that is happening around them.

“Even if using a hearing aid” refers to difficulty hearing with a hearing aid if the respondent has, and uses, that device – NOT how hearing would be if hearing aids, or better hearing aids, were provided to one who needed them.

Where use of hearing aids is rare the phrase “even if using a hearing aid” may be deleted from the question formulation.

Included are problems:

* hearing in a noisy or a quiet environment,
* distinguishing sounds from different sources, and
* hearing in one ear or both ears.

Any difficulty with hearing that is considered a problem should be captured

**FN5.** This question asks whether the respondent has difficulty walking or climbing. It is used to identify persons who have some limitation or problems of any kind getting around on foot.

The question should be asked of all members of working age (15 years and above).

“Walking” refers to the use of lower limbs (legs) in such a way as to propel oneself over the ground to get from point A to point B. The capacity to walk should be without assistance of any device (wheelchair, crutches, walker etc.) or human. If such assistance is needed, the person has difficulty walking.

Included are problems:

* walking short (about 100 yards/meters) or long distances (about 500 yards/meters),
* walking any distance without stopping to rest is included, and
* walking up or down steps.

Difficulties walking can include those resulting from impairments in balance, endurance, or other non-musculoskeletal systems, for example blind people having difficulty walking in an unfamiliar place or deaf people having difficulty climbing stairs when there is no lighting.

Any difficulty with walking (whether it is on flat land or up or down steps) that is considered a problem should be captured.

**FN6**. **DIFFICULTY CONCENTRATING:**

This question askswhether the respondent has difficultly remembering or concentrating. It is used to identify persons who have some problems with remembering or focusing attention that contribute to difficulty in doing their daily activities.

The question should be asked of all members of working age (15 years and above).

“Remembering” refers to the use of memory to recall incidents or events. It means the individual can bring to mind or think again about something that has taken place in the past (either the recent past or further back). With younger people, remembering is often associated with storing facts learned in school and being able to retrieve them when needed. Remembering should NOT be equated with memorizing or with good or bad memories.

“Concentrating” refers to the use of mental ability to accomplish some task such as reading, calculating numbers, learning something. It is associated with focusing on the task at hand in order to complete the task.

Included are:

* problems finding one’s way around, being unable to concentrate on an activity, or forgetting one’s whereabouts or the date, and
* problems remembering what someone just said or becoming confused or frightened about most things.

Any difficulty with remembering, concentrating or understanding what is going on around them that they or family members (if the family member is the respondent) consider a problem should be captured.

Note that difficulties remembering or concentrating because of common everyday situations such as high workload or stress, or as a result of substance abuse are EXCLUDED.

**FN7.** **DIFFICULTY WITH SELF-CARE**

This question asks whether the respondent has difficultly with self-care. It is used to identify persons who have some problems with taking care of themselves independently.

The question should be asked of all members of working age (15 years and above).

“Washing all over” refers to the process of cleaning one’s entire body (usually with soap and water) in the usual manner for the culture. The washing activity includes cleaning hair and feet, as well as gathering any necessary items for bathing such as soap or shampoo, a wash cloth, or water.

“Dressing” refers to all aspects of putting clothing or garments on the upper and lower body including the feet if culturally appropriate.

Included are the acts of gathering clothing from storage areas (i.e. closet, dressers), securing buttons, tying knots, zipping, etc.

**FN8.** **DIFFICULTY COMMUNICATING**

This question asks whether the respondent has difficulty communicating. It is used to identify persons who have some problems with talking, listening or understanding speech such that it contributes to difficulty in making themselves understood to others or understanding others.

The question should be asked of all members of working age (15 years and above).

“Communicating” refers to a person exchanging information or ideas with other people through the use of language.

Communication difficulties can originate in numerous places in the exchange process. It may involve mechanical problems such as hearing impairment or speech impairment, or it may be related to the ability of the mind to interpret the sounds that the auditory system is gathering and to recognize the words that are being used or an inability of the mind to compose a sentence or say a word even when the person knows the word and sentence.

Included is the use of the voice for the exchange or using signs (including sign language) or writing the information to be conveyed.

Included are problems making oneself understood, or problems understanding other people when they speak or try to communicate in other ways.

NOTE: Difficulty understanding or being understood due to non-native or unfamiliar language is NOT included.

**HH11. RESULT CODES FOR THE HOUSEHOLD INTERVIEW**

You will make every attempt to contact and interview the household, but sometimes it may happen that you make three visits to the household (at different times) and are unable to conduct the interview. In this case, you record the result of the third visit.

The following are descriptions of the various result codes:

* Code **1** COMPLETED. Enter this code when you have completed the household interview.
* Code **2** NO HOUSEHOLD MEMBER AT HOME OR NO COMPETENT RESPONDENT AT HOME AT TIME OF VISIT. This code is to be used in cases in which the dwelling is occupied, but no one is at home. If no one is at home when you visit, or if there is only a child at home or an adult member who is ill, deaf, or mentally incompetent, enter Code ‘2’ as the result of the visit. Try to find out from a neighbour or from the children when a competent adult will be present and include this information in the visit record.
* Code **3** ENTIRE HOUSEHOLD ABSENT FOR EXTENDED PERIOD OF TIME. This code is to be used only in cases in which no one is at home and the neighbours say that no one will return for several days or weeks. In such cases, enter Code ‘3’ as the result of that visit. Since the neighbours may be mistaken, you should make callbacks to the household to check that no one has returned. In cases in which no one is at home and you cannot find out whether they are gone for a few hours or a few weeks, enter Code ‘2.’
* Code **4** REFUSED. The impression you make during your initial contacts with members of a household is very important. Be careful to introduce yourself and explain the purpose of the survey. Stress that the interview takes only a short amount of time and that the information will be confidential. If the individual with whom you first talk is unwilling to cooperate, ask to speak with another member of the household, such as the household head. Suggest that you can return at another time if it would be more convenient. If the individual still refuses to cooperate, enter Code ‘5’ and report the problem to your supervisor.
* Code **5** POSTPONED. If you contact a household, but for some reason, it is not convenient for them to be interviewed, then schedule a callback interview and enter Code ‘4’ on the cover page as a result code for that visit. If there is some extreme circumstance such that the interview is never conducted, you would enter Code ‘4’ for the final result code.
* Code **6** DWELLING VACANT OR ADDRESS NOT A DWELLING. In some cases you may find that a structure number assigned to you is unoccupied, that is, it is empty with no furniture and is not being lived in. This is what we call “vacant,” and you should enter Code ‘6.’ Other times, you may find that a structure is not a residential unit. It is a shop, church, school, workshop, or some other type of facility that is not used as a living area. After making sure there are no residential units in back of or above the premises, enter Code ‘6’ as the result for the visit. Be sure to report the situation to your supervisor.
* Code **7** DWELLING DESTROYED. If the dwelling was burned down or was demolished in some other manner, enter Code ‘7.’
* Code **8** DWELLING NOT FOUND. You should make a thorough search, asking people in the area whether they are familiar with the address or the name of the household head. If you are still unable to locate the structure, you should enter Code ‘8’ as the result for the visit to that household and inform your supervisor.
* Code 9 PARTIALLY COMPLETED. You started the interview with the respondent but got interrupted at some point.
* Code 96 OTHER. There may be times that you cannot interview a household and the above categories do not describe the reason. Examples of cases that would fit in the ‘Other’ category would be if the entire cluster is flooded and inaccessible or if the household is quarantined because of a disease.

# EMPLOYMENT

This section is designed to gather information on employment for household members. Respondents must be assured that their responses will be treated with utmost confidentiality. Where a respondent, for some reasons is reluctant to disclose his/her income in the presence of other household members, the interviewer should ask other members of the household to excuse them.

Note to enumerators: This module is extremely important and also the most challenging for enumerators. One has to be very thoughtful and very careful, so that respondents understand it clearly.

Questions in this section ask about the labour force status of all individuals aged five years and over in the last 7 days. In some households, even very young members perform some kind of work such as livestock tending, water fetching or food selling. For children below 12 years, mothers or caregivers will be interviewed.

The answers to these questions must be properly ascertained and recorded because they are very important for economic planning. You should carefully read the instructions and thoroughly understand the concepts before you start the interview .

Carefully complete the sections based on the responses given in each section. There should be no individuals that respond to all the sections. After the enumerator finishes all the required parts for each person, he/she will continue with the next person by returning to EMP1 and completing all the sections that applies to that person.

Some definitions of importance include:

**Employed persons:** Working age persons who in the reference/last week were engaged in any activity to produce goods or services for pay or profit.

**Work “for pay or profit”**

What does it mean?

1. **Remuneration paid in cash or in kind**

-Wages or salaries for time worked or work done

-Profits derived from sale / barter of goods and / or services produced (i.e. excludes production intended mainly for own final use)

1. **Payable (i.e. whether actually received or not)**

-Accommodates different pay periods, owed income etc.

1. **Directly to person performing work or indirectly to a household or family member**

-Includes contributing family workers (who help in household business) - their work contributes to the income received by the family

**Main Job:** The main job is defined, as per the international standards, as the one in which the person usually work the most hours, even if they were absent from it in the reference week. If the hours of work are the same in each job, the main job/business is the one that generates the highest income.

Care should be taken to ensure that respondents report on their main job even if absent during the reference week.

For instance, the main occupation for the past 12 months of a respondent who farms mostly but often goes fishing during the dry season is farming.

**Secondary Job:** This captures respondents who previously stated that they had more than one job or business. In the example given above, fishing would be the secondary occupation of the respondent in the past 12 months.

**Family worker:** A person who helps in a family enterprise (farm or non-farm). She/he may or may not receive payment for this work.

**Business:** This may be some kind of trade (selling gari, bananas, or other types of goods) or an industrial activity (mining & quarrying, construction, manufacturing, etc.).

## EMPLOYMENT LAST 7 DAYS

Last 7 days: This refers to the period of 7 consecutive days before the date of interview. During the interview, the enumerator should be specific about which days are included in the last seven days. For example, if the interview takes place on Friday, June 10, 2022 then we are referring to all days from Friday, June 3, 2022 to the day before the interview.

Respondent: Household members that are 5 years and over. You should endeavour to find each household member to respond to questions personally. For children below 12 years, however, someone else such as parents or responsible adult/guardian could answer on their behalf.

If the interviewer visits the household on a Monday, the reference period will be the last 7 days before that Monday. If the visit is on a Wednesday, the reference period will be the last 7 days before that Wednesday. If an individual is temporarily absent from their job in the last 7 days, record the job in this section.

Job is defined a set of tasks and duties performed, or meant to be performed, by one person, including for an employer or in self-employment. Jobs are classified by occupation with respect to the type of work performed, or to be performed.

**EMP3:** Is [name] 5 years and above?

This question should not be asked to the respondent, it can be obtain from the information recorded in question HL6 to know whether the person is between 5 years and above. This question is use to establish whether a household member is eligible to be asked the employment module. If the person is 5 years above you record ‘1’ for Yes and proceed to the employment module but if the person is not 5 years and above record ‘2’ for No and skip to the next person in the household roster.

**EMP4:** Last week, from last (Monday) up to (Sunday), did (you/NAME) work for someone else for pay, for one or more hours?

As if member has worked for someone else in exchange for remuneration such as salary, wage, tips, commissions or in kind in the previous week or last week, that is from [Monday] to [Sunday] of last week or the previous week.

If the member has worked for someone else in exchange for remuneration such as salary, wage, tips, commissions in the previous week or last week, that is from [Monday] to [Sunday] of last week or the previous week, record 1 for “Yes” and skip to CM1.

if the member has not worked for someone else in exchange for remuneration, then record 2 for “No” and proceed to EMP5.

Persons absent from their normal place of work for work-related reasons such as job-related travel or training should be considered employed, at work, in the reference week and included here.

**Note:**

Salary or wage: (wage or salary) refers to payments in return for time worked. It can be an amount per hour, day, week, month or other time period. Wages or salaries are not directly dependent on the profits of business/organisation in which the respondent works, or sales etc.

Tip: Cash or extra cash given to someone who has provided you with a service to thank them

Commission: is a payment (cash or in kind) given to employees/someone based on the sales they make.

**EMP5:** Last week, from last (Monday) up to (Sunday), did (you/NAME) run or do any kind of business, farming or other activity to generate income?

For example: [making things for sale, growing products for sale, buying and reselling things, providing services for pay, raising animals or catching fish for sale]

The question refers to persons who worked in the reference week in any kind of business activity to earn an income in the form of profits, in cash or in kind, for as little as one hour. This includes persons who worked as employers, own account workers producing goods or providing services intended mainly for the market, or as members working in a family business or farm producing mainly for the market.

It includes persons who worked in a business activity with the intention of earning a profit, even if the business was not making a profit or was incurring a loss by the time of the interview.

Exclude persons who worked in the reference week in any kind of paid job (in cash or in kind), as employees or apprentices. These persons should have already been captured in the previous question EMP4.

**EMP6:** Last week, did (you/NAME) help in a family business or farm?

The purpose of the question is to recover persons who worked without receiving pay in a family-run business or helped a family member with their paid job. It helps in identifying other persons employed in the short reference period.

It includes persons who worked in any kind of business operated by a family member, for as little as one hour. The business may be any kind of self-employment activity, including a farm, producing goods or providing services intended mainly for the market. The business may be operated by family members living in the same household or in another household. Examples include a wife who assists her husband in the family business or a son or daughter helping in a family business without receiving any direct pay on a regular basis.

The term “help” should be retained in translations to the national languages as the question is targeted to persons who may not recognize their participation as employment, or even work.

**EMP7:** (Do/does) (you/NAME) have a paid job or income generating activity, but (were/was) did not work last week?

This question is asked only to persons of working age who were not identified as employed, meaning who did not report having worked for pay or profit last week. It is intended questions to identify persons who were temporarily absent from a paid job or business. Temporary absence from a job or business refers to an interruption from an existing job or business. That is, the person should have been previously working in a specific paid job or business and expected to return to that same job or business after the absence.

Persons who are about to start a new job or business, but have not yet started to work by the interview date are not considered to be absent from work. Such cases, referred to as “Found work but waiting to start” in the “Job search module” in JS5.

**EMP8:** Why (were/was) (you/NAME) absent from your work in the last week?

Code **1**: Includes all persons who had already found a job or arranged to start a business, but had not yet started working in the reference period.

Code **2**: Includes all persons with seasonal jobs who indicated not having worked in the reference period because of the low or off-season. This excludes short periods (e.g. 1 or 2 weeks) of low activity that may take place during the active season which should be coded **3**.

Code **3**: Includes situations where the respondent was not working for the entire reference period due to their working time arrangement or the nature of their work. This includes for example, persons who work on “tours” with schedules such as two weeks on and 2 weeks off; persons on time off as compensation for time previously worked and other flexible working time arrangements. It also includes persons working in agriculture or in other industries where the nature of their work may include short periods (e.g. lasting a week or two) with no activity during the productive cycle. Note, however that the off-season should be recorded as Code **2**. Involuntary breaks in work due to economic reasons should be recorded as Code **9**. Involuntary breaks in work due to environmental reasons should be recoded as Code **10**.

Code **6**: Refers to the statutory period of maternity or paternity leave established in national legislation around the time of childbirth. It excludes maternal or parental leave that may be requested at different times for child care purposes. Maternal or parental leave should be recoded under code **8** (other personal leave)

Code **7**: Includes all kinds of education or training, not required by the employer. Note that persons attending education or training required by the employer are to be considered as “Employed, at work” and captured in the previous questions as such.

Code **9**: Includes involuntary breaks due to work interruptions for economic reasons such as a lack of available business, a lack of materials, difficulties with premises etc. This also includes any absence where a person is temporarily laid off by their employer. The person must have an expectation of a return to work with the employer.

Code **11**: This includes only people who were personally involved in a labour dispute. Absences due to being unable to attend work due to other people engaging in a labour dispute should be coded **9** (e.g. strike of public transport affecting other industries or workers).

**EMP9:** Including the time that (you/NAME) (have/has) been absent, will (you/he/she) return to that same job or business in 3 months or less?

The question refers to the expected total duration of the absence. This includes both the elapsed duration to date and the expected future period of absence.

If the total duration is unknown the elapsed duration can be asked in case the elapsed duration is already more than 3 months. However the respondent should be pushed to say whether they think it will be more or less than 3 months in total

**EMP10:** (Do/Does) (you/NAME) continue to receive an income from (your/his/her) job or business during this absence?

Income includes all income in cash or in kind which is related to the job they are absent from and which they continue to receive during the absence.

Respondents who receive income which is not directly related to the job should be coded as NO

**EMP11:** During the low or off-season, (do/does) (you/NAME) continue to do some work for that job or business?

This question is only asked to persons who reported being absent from a job due to the low or offseason. It aims to establish if during the period considered as low or off-season, the person continues to perform some of the tasks or duties of their job. For example, clearing a field, applying fertilizer, checking orchards for overall tree health, etc. in preparation for the active season.

**EMP12:** Last week, did (you/NAME) do any work in… ?

READ AND MARK ALL THAT APPLY

This is a recovery question to identify persons who potentially did work in agriculture but did not self-identify as employed in the previous modules.

The question requires careful translation to the national language(s). It is not recommended to use the terms “agriculture, forestry and fishing” directly in the question formulation. Accumulated evidence indicates that respondents tend to associate the term “agriculture” predominantly with crop farming, but not with animal husbandry. At minimum, the question formulation should make reference to farming and raising animals separately.

Persons who did any work in agriculture (codes A, B ou C) skip to EMP 14 in order to identify if this work was market-oriented,

Persons who answered “None of the above” are not considered as employed and skip to the module Job search.

Multiple responses are valid except in the case of Code (d) NONE OF THE ABOVE.

EMP13 to EMP15 are intended to identify among the persons who said that they run a business (EMP5) or help in a family business (EMP6) or who were temporarily absent from a paid job or income generating (EMP7) because they will return within 3 months (EMP9) or they continue to receive an income (EMP10) or work during the low season (EMP11) whether those persons are actually part of the employed population.

**EMP13.** Was this work that you mentioned in…?

READ AND MARK ALL THAT APPLY

The purpose of the question is to identify whether the respondents’ work was in farming or rearing animals, fishing, or another type of activity. It is part of the question sequence to distinguish between employment and own-use production work. For those who answer that the work was in farming, rearing animals or fishing, follow-up questions will be asked about the main intended use of the products.

Multiple responses are valid, if respondents had work in multiple different sectors (e.g. a teacher who also works in farming).

**EMP14:** Thinking about the work in (farming, rearing animals [and/or fishing]) (you/NAME) (do/does), are the products intended…… ??

READ AND MARK ONE

For this question all of the products the person was working on should be considered together. For example, if the person worked to look after both chickens and pigs then they should report whether the chicken and pigs together were mainly for family use or for sale/exchange.

If the respondent indicates that the products are both for sale/barter and family use, the interviewer should try to get the respondent to indicate which one is the main use in general.

**EMP15:** Last week (were/was) (you/NAME) hired by someone else to do this work?

This refers to any situation where the work was done in return for the promise of payment, whether actually received or not.

Work done for payment in kind in the form of products or services (e.g. payment in food), whether provided in the past or the future, is included.

EMP16 to EMP18 are asked to persons who report own-use production work in agriculture or fishing, to capture their main production and the time spent in this activity.

**EMP16:** What are the main products from (farming, rearing animals, [and/or fishing]) that (you/NAME) was/were working on?

If needed, give examples to assist the respondent. List examples typical of the local area or region (e.g: citrus fruits, vegetables, freshwater fish, cattle, chicken, rice).

If the respondent reports multiple products ask them to indicate which ones were the main ones (this could be based on quantity, value, amount of time spent but mainly the respondent should be asked to identify this without further guidance if possible).

Record enough information about the main goods or products produced and avoid generic terms like ‘crops’, ‘animals’.

**EMP 17:** Last week, on how many days did (you/NAME) do this work?

Respondents should report any day during the reference period when they carried out the activity even for a short period of time.

Any activity in this case refers to time spent directly on and in relation to agricultural or fishing activities by the respondent to produce goods intended mainly for own final consumption by the household.

Exclude time spent in activities intended to produce goods mainly for sale or exchange.

**EMP 18:** How many hours per day did (you/NAME) spend doing this last week?

The number to be entered is the average number per day that the respondent actually worked on. For example if the respondent reported working on 3 days and on those days they worked 1 hour, 3 hours and 5 hours then the average per day worked is 3 hours and that should be recorded.

Hours actually worked refers to time spent directly on and in relation to farming and or fishing work activities by the respondent to produce goods intended mainly for own final consumption by the household or family. Exclude time spent in activities intended mainly for sale or exchange.

Enter “0” in the case of respondents engaged in farming or fishing for own-final use who were on temporary absence from this work in the reference week.

Record hours in 0.5 hour intervals. If the respondent gives a response in some other way (e.g. 10 hours 20 minutes), round up or down to the nearest 0.5 hours (i.e. 10.5 hours).

Exclude time spent travelling between the home and the land plot, lake, sea, etc. for example at the start and end of the work day, as well as time spent on long breaks, for example, meal breaks.

## CHARACTERISTICS OF THE CURRENT MAIN JOB/BUSINESS ACTIVITY

(FOR EMPLOYED PERSONS AGED 5 YEARS AND ABOVE)

**CM0:** Is (name) 5 years and above?

This question should not be asked to the respondent, it can be obtain from the information recorded in question HL6 to know whether the person is between 5 years and above. This question is use to establish whether a household member is eligible to be asked the this module. If the person is 5 years above you record ‘1’ for Yes and proceed to the employment module but if the person is not 5 years and above record ‘2’ for No and skip to the next person in the household roster

**CM1:**  Last week did you have more than one job or business?

The purpose of this question is to identify multiple-job holders. It assists in identifying respondents who will have to provide information about a second job.

A self-employed person who works for more than one client is not considered to have more than one job or business. A separate job should involve working in a different economic activity or in a different status in employment. For example, a person who runs a business and also works as a government employee, or a self-employed person who runs a convenience shop and drives a taxi at other times.

For employees, it refers to the number of employers they have, for example, an employee of an agency has one job, regardless of how many clients they might serve through that agency.

**CM2:** IF CM1=2 read: What is the main activity of your establishment or business where you worked?

IF CM1=1 read: Thinking about the job/business in which you usually work the most hours, what is the main activity of your establishment or business where you worked?

The main job is defined, as per the international standards, as the one in which the person usually work the most hours, even if they were absent from it in the reference week. If the hours of work are the same in each job, the main job/business is the one that generates the highest income.

Care should be taken to ensure that respondents report on their main job even if absent during the reference week.

This question is about the description of the main activity of the establishment in which the work is carried out.

The first piece of information is the ‘Main activity’ (CM2). For example Police Department; Restaurant; Passenger Transport Company

The second is the main ‘goods or services’ produced (CM2a). For example Police Department - public safety; Restaurant - preparing and serving meals; Transport Company - long distance transport of people.

**CM3:** What kind of work do you usually do in your Main job/business or what is your main occupation in this establishment or business? Write the job title, if any

Occupation refers to the kind of work performed in a job.

If the respondent says he/she is a teacher, the interviewer should inquire further as to what type of teacher- primary school, vocational school, etc and then record both the title and the tasks and duties reported.

The interviewer should ask the question but record two pieces of information based on the response received.

The first piece of information is the ‘Occupational title’ (CM3). For example Cattle farmer; Policeman; Cook; Primary school teacher

The second piece of information is the ‘Main tasks and duties’ (CM3b). For example Cattle farmer –breed, raise and sell cattle; Policeman –patrol the streets or controls the traffic; Cook – plan and prepare meals; Primary school teacher –teach children how to read and write

**CM4:** How long have you worked for this employer/ this business or activity?

…………

**CM5:** (Do/does) (you/NAME) work…?

Code **1:** “As an employee” means that the respondent holds a job with a written or oral contract which gives him/her a basic pay that is not directly dependent on the revenue of the unit in which he/she works. The term “employee” aims to capture casual, day labourer, temporary as well as permanent employees in formal or informal employment situations.

Code **2:** “In (your/his/her) own business activity”. The respondent works on his/her own account or with partners. He/she holds a “self-employment” type of job and may or may not have engaged employees to work for him/her.

Code **3:** “Helping in a family or household business”. The respondent participated in any activity to support the operation of a business activity of a household member or a family member living elsewhere.

Code **4:** “Apprentice, intern”. The respondent holds a job on a temporary basis to acquire workplace experience or skills.

Code **5:** “Helping a family member who works for someone else". The respondent helped with any of the tasks or duties of an employee job held by a household member or a family member living elsewhere. For example, a son who helps his mother with grading exams as part of her job as a teacher.

**CM7:** Who usually makes the decisions about the running of the family business?

Only asked of respondents who work in a household or family business.

This refers to usual decision making about the running of the business such as the types of goods and services offered, hiring of employees, etc.

**CM7:** Does the business hire any paid employees on a regular basis?

The question is only asked to respondents who are identified as operating their own business.

The notion of hiring employees “on a regular basis” means with some frequency, and not only as an exceptional situation. For data collection purposes, it should be interpreted as having at least one employee during the reference period, even if on temporary absence AND also having engaged at least one employee (whether the same or a different person) in the preceding four weeks or month.

It includes employees hired on a permanent, fixed term, casual, temporary or part-time basis, as well as paid apprentices, interns or trainees. It excludes contributing family workers, business co-operators and volunteers, apprentices, interns or helpers who are not paid.

Questions CM8, CM9 and CM9B are aimed at identifying workers who may be classified as dependent contractors among those who self-identify as operating their own business.

Dependent contractors are workers who have contractual arrangements of a commercial nature (but not a contract of employment) to provide goods or services for or through another economic unit. They are not employees of that economic unit, but are dependent on that unit for organization and execution of the work, income, or for access to the market. They are workers employed for profit, who are dependent on another entity that exercises control over their productive activities and directly benefits from the work performed by them.

One or more of the following characteristics may be relevant for their identification in statistical collections:

(a) their work is organized or supervised by another economic unit as a client, or as an entity that mediates access to clients;

(b) the price paid for the goods produced or services provided is determined by the client or an intermediary;

(c) access to raw materials, equipment or capital items is controlled by the client or an intermediary;

(d) their actual working arrangements or conditions may closely resemble those of employees;

**CM8:** Does more than half of (your/his/her) income from the [business/activity] come from …

**CM9:** Do you get your customers, clients or buyers through someone else, for example from another company, intermediary or person?

**CM9B** Does this client/company/intermediary/person set ...?

INSTRUCTION: READ

Code 1 “The price of the products or services that you offer”

Code 2 “The minimum amount of sales or tasks you must complete ?”

Code 3 “The places, routes or areas where you do your work ?”

Code 4 “How to organize the work ?”

Code 5 “The suppliers to use ?

Code 6 “Provide the premises or machines you use?

Code 7 “None of the above”.

Multiple responses are valid except in the case of Code 7 “None of the above”.

**CM10:** In this job (are/is) (you/he/she) working in….?

READ

The institutional sector of employment refers to the type of institution that person works in, rather than their usual place of work. For example, a government doctor who works on call in different households works in government (code 01) even though the usual place of work may be the clients’ households. In cases where a respondent is hired through an employment agency to work for another organisation/household then the sector where the work is performed should be recorded. For example a domestic worker hired through and paid by an agency should still be recorded as code 04 (private household), while a nurse hired to work in a government hospital through an agency (and paid by that agency) would be code 01 (government).

Code **1**: Includes all the government institutions or state-owned enterprises (i.e. ownership of 50% or more by the state).

Code **2**: Includes private farms producing mainly for the market.

Code **3**: Includes all other (ie. non-farm) personal or private businesses, whether formal or informal, that are not publicly owned (or owned at less than 50% by the state).

Code **4**: Includes private households as employers of domestic workers only.

Code **5**: Includes all non-profit institutions, such as NGO, charities, religious institutions, that provide their services or product to households or the community at large. It excludes NGOs controlled by the government.

Code **6**: Includes public institutions but owned by foreign or international institutions such as foreign embassies etc.

**CM11:** Which of the following types of pay (do/does) (you/NAME) receive for this work?

This question is only asked to people who said their status in employment was an employee, apprentice/intern or helping a family member who works for someone else.

READ

This only refers to payment received by the respondent directly themselves.

Multiple answers can be recorded if the respondent received multiple different types of payment.

Code **A** (wage or salary) refers to payments in return for time worked. It can be an amount per hour, day, week, month or other time period. Wages or salaries are not directly dependent on the profits of business/organisation in which the respondent works, or sales etc

Codes **F** and **G r**efer to different types of payment in kind, i.e. where non-monetary payments are received.

Code **H** includes any other type of cash payment which is not covered by categories **A** to **E**.

Code **I** should only be used for respondents who report that they do not directly receive any form of pay (for example helpers in family businesses who indicate not receiving any pay).

**CM12**: Who pays (you/NAME) for that work?

This question is only asked to respondents in a dependent employment relationship (employee, apprentice/intern, family helpers who receive a cash payment, excluding tips).

Code **1** refers to persons paid directly by the business, organization or household for whom the work is performed. Respondents with multiple clients who are paid directly by those clients separately should also be coded **1**.

Code **2** includes cases where the person receives their pay from an agency, agent or unit other than the one for whom the work is performed. This will generally include workers employed by private employment agencies such as labour hire agencies, temporary employment agencies or other labour providers (labour brokers, labour dispatchers) that employ and supply the workers to other enterprises. It also includes employees providing outsourced services that their employer has contracted to provide to another enterprise or household, such as security agencies, cleaning agencies, nursing agencies etc. Also included are workers in employment promotion schemes, who are hired and paid by a government agency to perform work for another economic unit as part of a government-funded employment promotion programme. For instance a security officer working for GboS and receives payment from Uncle Sam.

**CM13:** (Do/does)(you/NAME) have a written contract or oral agreement for the work (you/he/she) (do/does)?

This relates to the nature of the agreement the respondent has with their employer covering the work they do and their working conditions.

The question is only asked of respondents in a paid dependent employment relationship (employee, apprentice/intern or helping a family member who works for someone else).

Code **1** covers any kind of written agreement between the respondent and their employer which indicates their duties/role and working conditions.

Code **2** covers situations where there is no written agreement, but the conditions have been orally agreed between the respondent and the employer.

**CM14:** Does your contract or agreement specify the number of hours (you/he/she) (are/is) supposed to work?

This question seeks to establish whether the number of hours to work for has been indicated or specified in the written contract or the oral agreement.

Only asked of those who were identified as having a written contract or oral agreement with their employer

**CM15:** Are/Is) (you/NAME) at least guaranteed that (you/he/she) will get some work or hours in your job?

The question is only asked of respondents with a written or oral agreement but not agreed contractual hours of work.

Code **1** covers respondents with a guaranteed minimum amount of work or hours over the duration of the agreement.

Code **2** covers situations where there is no guaranteed minimum amount of work or hours between the respondent and their employer.

**CM16:** What are (your/NAME’s) agreed or contractual working hours per week in this job?

Only asked of those who reported having a set number of working hours specified in their contract.

**CM17:** Is (your/NAME’s) contract or agreement….?

The question is only asked of respondents in a paid dependent employment relationship (employee, apprentice/intern or helping a family member who works for someone else) who indicate having a written or oral agreement with their employer.

Code **1** include all cases where the respondent’s agreement has a specified end date whether in writing or not even if the respondent expects to continue working in the job after that date.

Code **2** covers cases where the respondent indicated that the contract is for the completion of a task, delivery of a service or product, even if it also includes a time limit.

Code **3** covers cases where the contract includes an end-date established based on the expected age of retirement.

Code **4** includes all cases where there is an expectation of continued employment, whether formal or informal, with no explicit end date specified.

**CM18:** How long in total is (your/NAME’s) current agreement?

Only ask of respondents who indicated that they had a limited duration agreement or an agreement that specifies the completion of tasks, in response to the previous question.

The duration referred to should be the total duration of the current contract or agreement, not elapsed duration or remaining time.

Code **1** includes respondents who work on the basis of daily agreements with their employer and have no guarantee of work with that employer beyond each day they are recruited.

Respondents with an agreement for the completion of tasks who nevertheless have a specified time limit should be coded in the corresponding duration bracket.

**CM19:** Which of the following applies to (your/NAME’s) current agreement?

Only ask of respondents who indicated that they had an agreement of limited duration or for the completion of tasks.

Item A should be used only for persons employed in jobs whose timing and duration are significantly influenced by seasonal factors such as climatic seasons, holidays and agricultural preparations or harvests. Seasonal jobs are typically performed during part of the year and followed by a period of inactivity.

**CM20:** (Are/Is) (you/NAME) on a probation period to get a permanent contract?

The question is asked only of respondents with written contracts for a specified period of time that indicate their contract is not seasonal, part of an employment creation programme or for substitute work.

As self-declared by the respondent. It includes cases where the respondent is on an explicit probation period required in order to be granted a permanent contract by the employer.

**CM21:** Is (your/NAME’s) work seasonal?

Seasonal work refers to jobs whose timing and duration are significantly influenced by seasonal factors such as climatic seasons, holidays and agricultural preparations or harvests. Seasonal jobs are typically performed during part of the year and followed by a period of inactivity.

Jobs which are subject to short periods of inactivity of one or two weeks, but do not follow a seasonal pattern should be coded 2.

Only persons with jobs subject to seasonal conditions with periods of inactivity longer than a month should be coded 1.

**CM22:** Does (your/NAME’s) employer pay contributions to the pension fund such as Public Service Pension Scheme, the Federated Pension Fund, National Provident Fund (NPF), Special Provisions for National Assembly Members, LGA Authorities and Chiefs or Health Insurance for (you/NAME)?

**CM23:** Do/Does) (you/NAME) get paid annual leave**?**

This refers to the respondent’s ability to take paid annual leave through their job. If the entitlement exists but the person is unable to take the leave in practice this should be coded as ‘NO’. Only respondents who are both entitled and able in practice to take the leave should be coded as ‘YES’.

**CM24**: Would (you/NAME) get paid sick leave in case of illness or injury?

This refers to the respondent’s ability to take paid sick leave through their job. If the entitlement exists but the person is unable to take the leave in practice this should be coded as ‘NO’. Only respondents who are both entitled and able in practice to take the leave should be coded as ‘YES’.

The amount of sick leave is not specified. Even if only a low amount is available this should still be recorded as “YES”.

If the payment is received through a social insurance scheme and not directly from the employer this should still be coded as ‘YES’, so long as the paid sick leave is dependent on the worker’s job. That is, schemes that are not related to having a particular job should be excluded.

**CM25:** In what kind of place (do/does) (you/NAME) typically work?

This refers to the type of location where the person typically carries out the work. If a worker works in different locations of the same type, that type of location should be recorded as the answer, for example an electrician who typically works in his clients’ homes should be coded 02 as the work typically takes place in clients’ homes.

Code **1** includes cases where the respondent works in a space within the household premises. This includes rooms within the residential premises, outbuildings such as sheds and garages intended for residential purposes, as well as yards and gardens immediately adjacent to the residence. Fixed premises adjacent (in front, on the side, in the back) to the household dwelling served by a separate entrance and not normally used for residential purposes should be coded 4.

Code **2** includes respondents who typically work at the client’s or employer’s home, for example, domestic workers (including when residing at the employer’s premises), plumbers who work at their client’s houses, etc.

Code **3** refers to farmland, orchards, gardens or any other type of land plots used for the purposes of crop, livestock, forestry, fishery, or aquaculture production, regardless of size.

Code **4** refers to cases where the respondent typically works at a fixed premise or site. This can be a shop, workshop, office building, factory, mine, construction site, permanent market place, warehouse, or any other kind of fixed premise or site. Workers who move around for their work but have a fixed-base location to which they report daily are included in this category.

Code **5** includes cases where the respondent typically works on the street or another public space that enables interaction with potential clients without a permanent structure. It includes, for example, street vendors, operators of street stalls that are removed at the end of each day.

Code **6** will include all cases where the work typically involves use of a motorized or non-motorized vehicle, including water, air or land-based vehicles. Workers who depart each day from a central location to which they return upon completion of their workday (for example a public transport employee) should be coded as working from a fixed premise, Code 4.

Code **7** refers to persons who work on an itinerant basis seeking potential clients at their residential premises (i.e. without prior agreement), for example door to door.

**CM26:** How many persons including (you/NAME) work at (your/NAME) place of work?

The question refers to the establishment where the person works. For large organizations, respondents should be prompted to provide the size of the Division or Department in which they work.

It refers to the current situation but also including any workers who may be temporarily absent in the reference week. When size is variable, consider the typical or average number of workers in the last 4 weeks or 30 days.

Includes all workers regardless of their status in employment (employees, paid apprentices, contributing family workers, business co-operators, etc), whether full-time, part-time, with a temporary contract or agreement, etc.

**CM27:** Is the business (you/NAME) work(s) for registered with GRA (GAMBIA Revenue Authority?

The question is to establish if the business or economic unit is registered with the relevant national business registration system.

Local registration systems that are not national in coverage, or are not linked to a set of legal rights and obligations should not be considered.

**CM28:** Is the business (you/NAME) work(s) for a Shareholding Company, Sole Proprietorship, Partnership, Limited Partnership?

Incorporation refers to the process of establishing a business/establishment with a separate legal identity from its owner(s), which limits the liability of the owners in case of losses by the business.

**CM29:** What kind of accounts or records does the business keep? Are they…

Code **1** refers to written accounts kept for tax purposes as per the national context. This may include business balance sheets, profit and loss statements, registers of assets, etc. It also includes simplified accounts required by tax or other public authorities for small business operators. Code 1 should be used when complete accounts are kept, even if these are not submitted to tax or other public authorities.

Code **2** refers to cases where written records of accounts are kept by the business for internal purposes and not for submission to the tax or other public authorities.

Code **3** covers cases where some records may be kept, for example receipts of purchases, lists of expenses or payments, but no balance sheets are maintained.

Code **4** captures cases where no records are kept.

**CM30:** Which year did (you/NAME) begin working in this business or place?

It refers to the year in which the respondent started working for the current employer or in the current business.

For dependent workers (ie. employees, apprentices) this refers to the year when the person started working for their employer, even if since then, the person has been promoted or changed job description, responsibilities or tasks, within the economic unit. For self-employed people with a registered business it will refer to work in the specific registered business. For informal businesses it refers to the year the person started working in the activity.

When a worker has had a series of renewed temporary engagements with the same economic unit, the duration of employment in that economic unit should be based on the total duration since the first engagement, unless the gap between engagements was one month or longer.

When a worker has been transferred between different establishments or locations within an enterprise, or enterprise group, or between different ministries or departments within the same government, duration in the current economic unit should be based on the highest level institutional unit considered as a single economic unit.

For workers employed through agencies, for example in multi-party employment arrangements, the duration of employment should be with the agency not the client of the agency.

**CM31:** And which month?

See notes for CM30

## CHARACTERISTICS OF THE SECONDARY JOB / BUSINESS ACTIVITY IN THE LAST 7 DAYS

(FOR EMPLOYED PERSONS AGED 5 YEARS AND ABOVE)

**CS1:** . Considering your second job/ business, what is the activity of your establishment or business in this job?

This question is about the description of the main activity of the establishment in which the work is carried out.

The first piece of information is the ‘Main activity’ (CS1). For example Police Department; Restaurant; Transport Company

The second is the main ‘goods or services’ produced (CS1a). For example Police Department - public safety; Restaurant - preparing and serving meals; Transport Company - long distance transport of people and goods.

**CS2:** What is your work/ occupation in this job?

Occupation refers to the kind of work performed in a job.

If the respondent says he/she is a teacher, the interviewer should inquire further as to what type of teacher- primary school, vocational school, etc and then record both the title and the tasks and duties reported.

The interviewer should ask the question but record two pieces of information based on the response received.

The first piece of information is the ‘Occupational title’ (CS2). For example Cattle farmer; Policeman; Cook; Primary school teacher

The second piece of information is the ‘Main tasks and duties’ (CS2b). For example Cattle farmer –breed, raise and sell cattle; Policeman –patrol the streets or controls the traffic; Cook – plan and prepare meals; Primary school teacher –teach children how to read and write

**CS3**: In this second job, (do/does) (you/NAME) work…?

Code **1**: The respondent holds a job with a written or oral contract which gives him/her a basic pay that is not directly dependent on the revenue of the unit in which he/she works. The term “employee” aims to capture casual, temporary as well as permanent employees in formal or informal employment situations. At national level, additional keywords or common terms may be needed to ensure wide coverage of employees in different employment situations (e.g. day labourer).

Code **2**: The respondent works on his/her own account or with partners. He/she holds a “self-employment” type of job and may or may not have engaged employees to work for him/her. The phrase “business activity” should be adapted to the national context to ensure that independent workers self-identify as such regardless of the type or size of their independent activity.

Code **3**: The respondent participated in any activity to support the operation of a business activity of a household member or a family member living elsewhere.

Code **4**: The respondent holds a job on a temporary basis to acquire workplace experience or skills.

Code **5**: The respondent helped with any of the tasks or duties of an employee job held by a household member or a family member living elsewhere. For example, a son who helps his mother with grading exams as part of her job as a teacher.

Code **6**: Who usually makes the decisions about the running of the family business?

Only asked of respondents who work in a household or family business.

This refers to usual decision making about the running of the business such as the types of goods and services offered, hiring of employees, etc.

**CS4:** Does the business hire any paid employees on a regular basis?

The question is only asked to respondents who are identified as operating their own business

It refers to the situation in the reference week and the business considered as the main job of the respondent (i.e. employees hired for some other purpose should not be included).

The notion of hiring employees “on a regular basis” is intended to support restricting the definition of employers to refer to those who hire paid workers with some frequency, and not only as an exceptional situation. For data collection purposes, it should be interpreted as having at least one employee during the reference period, even if on temporary absence AND also having engaged at least one employee (whether the same or a different person) in the preceding four weeks or month.

It includes employees hired on a permanent, fixed term, casual, temporary or part-time basis, as well as paid apprentices, interns or trainees. It excludes contributing family workers, business co-operators and volunteers, apprentices, interns or helpers who are not paid.

**CS5:** Does more than half of (your/his/her) income from the [business/activity] come from …?

**CS6:** Do you get your customers, clients or buyers through someone else, for example from another company, intermediary or person?

**CS7:** Does this client / company / intermediary / person set ...?

**CS8:** Which of the following types of pay (do/does) (you/NAME) receive for this work?

This only refers to payment received by the respondent directly themselves.

Multiple answers can be recorded if the respondent received multiple different types of payment.

Code **A** (wage or salary) refers to payments in return for time worked. It can be an amount per hour, day, week, month or other time period. Wages or salaries are not directly dependent on the profits of business/organisation in which the respondent works, or sales etc

Codes **F** and **G** refer to different types of payment in kind, i.e. where non-monetary payments are received.

Code **H** includes any other type of cash payment which is not covered by categories (A) to (E).

Code **I** should only be used for respondents who report that they do not directly receive any form of pay (for example helpers in family businesses who indicate not receiving any pay).

**CS9:** How many hours did you actually work in the last week in this second job or business?

**CS10:** How many hours do you usually work in a week in this second job or business?

# WORKING TIME IN EMPLOYMENT (FOR EMPLOYED PERSONS AGED 5 YEARS AND ABOVE )

**WKT1:** How many hours (do/does) (you/NAME) usually work per week in (your/his/her) main job?

Hours usually worked per week refers to the typical value (mode) of the hours actually worked per week assessed over a longer reference period than the reference week, as self-declared by the respondent.

Record hours in 0.5 hour intervals. Round to the nearest 0.5 hours if necessary.

If the respondent reports variable hours encourage them to estimate the average over the last 4 weeks.

**WKT2:** In total, how many hours did (you/NAME) actually work in (your/his/her) main job last week?

Hours actually worked refers to the time spent in a job for the performance of activities that contribute to the production of goods or services during the reference week. It includes direct hours carrying out the tasks and duties of the job, regardless of the location where they are performed; related hours spent maintaining or facilitating the work; down time due to interruptions of a technical, material or economic nature; and resting time spent for short periods according to established norms or national circumstances.

Record hours in 0.5 hour intervals. Round up or down to the nearest 0.5 hours if necessary

If the respondent cannot provide a total number of hours actually worked, assist with recall by asking about hours worked per day and days worked in reference week.

Ask if CM1=1, ELSE →WKT8a

**WKT3:** How many hours (do/does) (you/NAME) usually work per week in (your/his/her) second job?

Hours usually worked per week refers to the typical value (mode) of the hours actually worked per week assessed over a longer reference period than the reference week, as self-declared by the respondent.

Record hours in 0.5 hour intervals. Round to the nearest 0.5 hours if necessary.

If the respondent reports variable hours encourage them to estimate the average over the last 4 weeks.

**WKT4:** How many hours did (you/NAME) actually work last week in (your/his/her) second job?

Hours actually worked refers to the time spent in a job for the performance of activities that contribute to the production of goods or services during the reference week. It includes direct hours carrying out the tasks and duties of the job, regardless of the location where they are performed; related hours spent maintaining or facilitating the work; down time due to interruptions of a technical, material or economic nature; and resting time spent for short periods according to established norms or national circumstances.

Record hours in 0.5 hour intervals. Round up or down to the nearest 0.5 hours if necessary

If the respondent cannot provide a total number of hours actually worked, assist with recall by asking about hours worked per day and days worked in reference week.

**WKT5:** Did you have any other jobs last week?

Refer to the explanation in CM1.

**WKT6:** How many hours (do/does) (you/NAME) usually work per week in all (your/his/her) other job(s)?

The number of hours the respondent usually works per week in their other jobs.

Only asked of those who reported having more than two jobs.

To be reported for all other jobs in total

Hours usually worked per week refers to the typical value (mode) of the hours actually worked per week assessed over a longer reference period than the reference week, as self-declared by the respondent.

Record hours in 0.5 hour intervals. Round to the nearest 0.5 hours if necessary.

If the respondent reports variable hours encourage them to estimate the average over the last 4 weeks.

**WKT7:**  How many hours did (you/NAME) actually work last week in all (your/his/her) other job(s)?

Hours actually worked refers to the time spent in a job for the performance of activities that contribute to the production of goods or services during the reference week. It includes direct hours carrying out the tasks and duties of the job, regardless of the location where they are performed; related hours spent maintaining or facilitating the work; down time due to interruptions of a technical, material or economic nature; and resting time spent for short periods according to established norms or national circumstances.

Record for all other jobs in total.

Record hours in 0.5 hour intervals. Round up or down to the nearest 0.5 hours if necessary.

If the respondent cannot provide a total number of hours actually worked, assist with recall by asking about hours worked per day and days worked in reference week.

**WKT9:** During the last four weeks, that is from [DATE] up to [last DAY/yesterday] did (you/NAME) look for additional or other paid work?

**ASK ONLY IF WKT8a<35**

It refers to search for an additional job to the current one(s) or search for a new job to replace the current one. The search can be within the current economic unit or in a different economic unit.

Within the question use the specific dates which cover the 4 weeks before the interview.

Any active measure to seek employment should be included as YES. See guidelines for questions on job search for further guidance.

**WKT10.** Would (you/NAME) want to work more hours per week than usually worked, provided the extra hours are paid?

It refers to desire to work more hours than usually worked provided that these are remunerated. This may be in any of the current job(s) or in a different job.

Should be recorded with regard to the usual working hours in all jobs regardless of the hours actually worked in the reference week.

**WKT11:** Could (you/NAME) start working more hours within the next two weeks?

It refers to time availability with respect to the usual situation (not just the situation before the week).

The reference period for availability is two weeks from the date of the interview.

**WKT12**. How many additional hours per week could (you/NAME) work?

The additional hours should be reported based on usual hours worked in all jobs. It refers to the extra hours they wish to work in addition to those usually worked not the total number of desired hours per week.

This refers to the respondent’s preferred working situation (not the maximum number they could feasibly work).

**WKT14:** Do/Does) (you/NAME) want to change (your/his/her) current employment situation?

To be recorded as declared by the respondent.

The intention is to capture that the person is not satisfied with their current working arrangement. This should not be constrained by whether such a change is possible.

The intention is to capture that the person is not satisfied with their current working arrangement. This should not be constrained by whether such a change is possible.

**WKT15:** What is the main reason why (you/NAME) want(s) to change (your/his/her) employment situation?

This refers to their overall employment situation, not just a main job.

The response categories may be adapted to reflect national policy interest in different types of inadequate employment situation. Bear in mind that the analysis is limited to the ‘main reason’. More thorough analysis of types of inadequate employment situations such as skills mismatch would require additional questions.

# MODULE OPA: OWN-USE PRODUCTION OF AGRICULTURE GOODS AMONG EMPLOYED PERSONS

This module is used to collect information on own use production of goods, in particular foodstuff from agriculture or fishing.

**OPA1.** This question aims to identify own-use producers of goods from agriculture.

Codes **(a)** and **(b)** refer to crop production. These include all activities covered under growing of non-perennial crops, growing of perennial crops, Plant propagation, support activities for crop production, Post-harvest crop activities and Seed processing for propagation. Examples include growing any kind of produce such as cereals, rice vegetables, fruits, nuts, etc., and related activities such as preparing the land, harvesting.

Code **(c)** refers to animal production. These include raising of cattle and buffaloes, raising of horses and other equines, raising of camels and camelids, raising of sheep and goats, raising of swine/pigs, raising of poultry, raising of other animals. Examples include raising or breeding cattle, sheep, poultry, goats, pigs, bee keeping, etc. It also includes activities to produce by-products such as eggs and dairy products.

Code **(d)** refers to fishery and aquaculture activities. Examples include marine or freshwater fishing, farming fish, crustaceans, molluscs, etc.

Only activities mainly intended to produce goods for final consumption or use by the household or family should be included. Multiple responses are valid except in the case of Code (d) NONE OF THE ABOVE.

**OPA2.** Ask the respondent to give you the main types of agriculture goods produced for own final use. citrus fruits (oranges, lemons, grapefruits, pomelos, and limes), vegetables, freshwater fish, cattle, chicken, rice, corn, rice, pigs. If the respondent reports multiple products ask them to indicate which ones were the main ones (this could be based on quantity, value, amount of time spent but mainly the respondent should be asked to identify this without further guidance if possible).

**OPA3.** This refers to days in the reference week the respondent worked in agriculture for own final use. Respondents should report any day during the reference period when they carried out the activity even for a short period of time.

**OPA4.** This refers to hours actually worked in the reference week in own-use agriculture work. The number to be entered is the average number per day that the respondent actually worked on. For example if the respondent reported working on 3 days and on those days they worked 1 hour, 3 hours and 5 hours then the average per day worked is 3 hours and that should be recorded here. Hours actually worked refers to time spent directly on and in relation to work activities by the respondent to produce goods intended mainly for own final consumption by the household or family.

Record hours in 0.5 hour intervals. If the respondent gives a response in some other way (e.g. 10 hours 20 minutes), round up or down to the nearest 0.5 hours (i.e. 10.5 hours).

If needed, help the respondent by getting them to talk about how much time they spent on each of the days they worked as reported for the previous question.

Exclude time spent travelling between the home and the land plot, fishing docks, etc. for example at the start and end of the work day, as well as time spent on long breaks, for example, meal breaks.

**EMPLOYMENT RELATED INCOME (For all household members of age 15 years and above, who are in employment)**

**EI1:** The last time you were paid in your main job, were you paid in cash such as salaries, wages, commissions, bonuses or tips?

# JOB SEARCH (5 YEARS AND ABOVE)

This module is used to identify different situations of underemployment (unemployment, …) as well as desire and availability for work.

ly searching for employment in the last 4 weeks before the date of interview.

**JS1.** During the last 4 weeks, that is from [DATE] up to last week, did you look for a job or try to start a business?

Any activity the respondent undertook to seek a paid job should be recorded as YES, even if the amount of activity was low or if the job sought was a casual job for only few hours a week. This question also asks if the respondent did anything to try to start a business in the last 4 weeks before the interview date. Any activity to try to start a business should be recorded ‘YES’, even if the amount of activity was low. Typical activities to start a business would include applying for loans, looking for land, buildings or equipment or applying for a licence to start a business. This refers to the activities which take place up to the point where the business is operational and ready to take customers or produce goods or services. Looking for clients once the business is operational is considered as part of the work in the business and part of the working time.

**JS2.** Record **‘**YES**’** if did anything to find any kind of work to generate income, even if small or casual jobs.

**JS3.** This question is used to confirm that an active search method was used to find a job or to start a business. Only record the main job search activity used in case the respondent reports multiple job search methods. The same reference period of a 4 weeks should be used as was used for the first job search question.

**JS4.** This question is used to identify respondents who would want to work (paid job or work for profit) if work was available. This is only asked of people who are not looking for work currently. The focus of the question should be on the person’s desire for work and not on the type of work or how the work would be found.

**JS5.** This question is used to identify the reasons for not seeking work. This will include discouraged workers who are not looking for work as they do not believe it is available. If the respondent mentions multiple reasons, one of which is category 1 (waiting to start a new job or business), record 1. Otherwise, if multiple reasons are indicated the main reason, as subjectively reported by the respondent, should be recorded.

**JS6.** This question is used to identify the duration of unemployment for people who are currently unemployed. It is also used to identify persons in long-term unemployment.

The duration will be the shorter of the time since the respondent last worked and the time the person has been seeking work. For example if the respondent has been looking for work for 6 months but did some work for pay 3 months ago then the duration would be 3 months.

**JS7.** This question asks whether the respondent would have been available to start work in the week before the interview if presented with a job or business opportunity.

The focus of this question is on the respondent’s time availability to start work in a short period (the week before the interview) should a job or business opportunity existed. The respondent should not be required to consider any specific type of job or pay. He or she should reply in reference to their time availability and not on the basis of the characteristics of the job or business.

**JS7B.** This askswhether the respondent is available to start work within a short period after the interview date. For respondents who were not available in the reference week (i.e. they said no to the previous question) they are asked if they would be available in the two weeks following the interview.

The focus of this question is on the respondent’s time availability to start work in a short subsequent period should a job or business opportunity existed. The respondent should not be required to consider any type of job or pay. He or she should reply in reference to their time availability and not on the basis of the characteristics of the job or business.

**JS8.** For respondents who are not available to work the reason for not being available. This is asked of people who are not employed and not available to work, whether they are seeking or not.

Code **1** IN SCHOOL/ TRAINING

Code **2** HOUSEWORK/ FAMILY RESPONSIBILITIES

Code **3** ILLNESS, INJURY, DISABILITY

Code **4** RETIRED, PENSIONER

Code **5** TOO OLD FOR WORK

Code **6** OFF-SEASON

Code **7** WORKING CONDITIONS NOT ACCEPTABLE

Code **8** ENGAGED IN SUBSISTENCE FARMING/FISHING

Code **9** DOING VOLUNTARY, COMMUNITY OR CHARITY WORK

Code **10** ENGAGED IN CULTURAL OR LEISURE ACTIVITIES

Code 96 OTHER (SPECIFY)

**JS9.** Only asked of respondents not currently employed and not currently seeking work as captured in earlier questions. Any activity the respondent undertook to find a paid job or start business over the previous 12 months should be recorded as a ‘YES’.

# OWN USE PRODUCTION OF OTHER GOODS (OPG)

Module OPG “Own use production of other goods” is asked of all respondents of 5 and above. The purpose of the module is to identify those engaged in own use production of goods other than farming or fishing, which have already been covered in earlier modules. For those respondents who participated in any of the activities covered there are additional questions on time spent in the reference week.

**OPG1.** Last week, did (you/NAME) you gather wild food such as [mushrooms, herbs...]?

This refers to activities where the foodstuff collected was mainly or fully kept for household or family use for their own final consumption. This includes gathering wild fruits, nuts, mushrooms, roots and medicinal and other plants intended mainly as foodstuff for the household. Any time spent in the activity in the reference week should be recorded, even if less than 1 hour.

It excludes harvesting activities of crops, fruits or vegetables the respondents household or family cultivated themselves.

It excludes cases where the respondent had to pay someone else for the foodstuff gathered (for example gathering apples in another person’s orchard and then paying for the apples).

**OPG2.** Hours spent in the activity in the reference week

Record activities in 0.5 hour intervals. Round to the nearest 0.5 hours as needed.

**OPG3.** Last week, did (you/NAME) go hunting for [bush meat...]?

The question asks whether the respondent hunted animals to produce foodstuff or other products for household or family use consumption. It refers to activities falling under “hunting, trapping and related service activities” when intended for own final consumption or use by the household or family. This includes hunting and trapping animals mainly to obtain meat, hair, skin, bone or other products.

**OPG4.** Hours spent in the activity in the reference week

Record activities in 0.5 hour intervals. Round to the nearest 0.5 hours as needed.

**OPG5.** Last week, did (you/NAME) go hunting for [bush meat...]?

This question asked the respondent whether he/she performed activities to preserve foodstuff for later consumption. It includes activities such as processing and preserving meat and fish products (e.g. curing, smoking, drying, salting); making dairy products such as butter, cream, cheese etc.; processing and preserving fruits and vegetables (e.g. pickling, salting, roasting, grinding, oil pressing, jam- and jelly-making, canning); processing grains (e.g. husking, drying, threshing); making flour, grain mill products, starches and starch products; brewing, fermenting and preparing drinks for storage.

It excludes preparation of foodstuff/meals and beverages intended for immediate consumption or consumption in a short period after their preparation (e.g. meals which are prepared then frozen to be consumed within a few days of preparation).

This only includes activities where the foodstuff prepared was mainly or fully kept for household or family use.

**OPG6.** Hours spent in the activity in the reference week

Record activities in 0.5 hour intervals. Round to the nearest 0.5 hours as needed.

**OPG7.** Last week, did (you/NAME) do any construction work to build, renovate or extend the family home or help a family member with similar work?

This asks about the respondent’s participation in own-use construction work in the reference week.

It includes activities performed in relation the construction and major repair of the household dwellings and other structures such as building animal sheds, roof, walls, and fences, storage facilities for produce, garage; demolition or wrecking of building structures. It also includes activities to acquire inputs and materials for construction or major repair, including collecting wood, palm leaf, bamboo, stone, making bricks for use in repairs or construction of own property etc. except where those inputs and materials are purchased.

It excludes more minor maintenance activities such as painting, decorating or maintaining the home, doing minor repairs, installing fixtures and fittings such as lights, bathroom fittings etc.

**OPG8.** Hours spent in the activity in the reference week

Record activities in 0.5 hour intervals. Round to the nearest 0.5 hours as needed.

**OPG9.** Last week, did (you/NAME) spend any time making goods for use by your household or family such as [mats, baskets, furniture, clothing,..]?

This asks about respondent’s participation in manufacturing or making of goods for use by the household or family in the reference week.

It includes activities to produce household goods, excluding foodstuff, such as pottery, furniture (e.g. cutting, carving, sanding, varnishing, painting, assembling wood products), clothing and other textiles (e.g. weaving, spinning, sewing, leather work, embroidery, needlework, knitting, etc); making shoes, footwear, handbags, carpets, baskets, mats, paper, paper products, soap, perfume, candles, utensils and other crafts.

This only includes activities where the goods produced were mainly or fully kept for household or family use.

**OPG10.** Hours spent in the activity in the reference week

Record activities in 0.5 hour intervals. Round to the nearest 0.5 hours as needed.

**OPG11.** Last week, did (you/NAME) fetch water from natural or public sources for use by your household or family?

This asks about the respondent’s participation in the reference week in activities to collect water from natural or public sources intended mainly for final use by the household.

It includes activities to fetch water from natural or public sources when intended mainly for final use by the household. This includes drawing water from wells, rivers, ponds or lakes for domestic use; or fetching water from public distribution centres including pipes.

It excludes purchase and transport of water from shops and transport of water from different areas within the household compound, such as a private patio.

**OPG12.** Hours spent in the activity in the reference week

Record activities in 0.5 hour intervals. Round to the nearest 0.5 hours as needed.

**OPG13.** Last week, did (you/NAME) collect any firewood [or other natural products] for use as fuel by your household or family?

This asks about the respondent’s participation in the last week in activities to collect firewood and other natural goods for fuel.

It includes activities related to cutting, collecting and transporting firewood, dung, peat or other fuel products when intended mainly for final use by the household.

It excludes activities to purchase products for use as fuels and transportation of purchased products.

This only includes activities where the products/fuel gathered was mainly or fully kept for household or family use.

**OPG14.** Hours spent in the activity in the reference week

Record activities in 0.5 hour intervals. Round to the nearest 0.5 hours as needed.

**OPG15.** In the last 4 weeks from [START DATE] up to [last END DAY/yesterday] did (you/NAME) participate in any unpaid apprenticeship, internship or similar training in a work place?

This refers to unpaid work as trainee or apprentice in a farm, workshop, factory, enterprise, or other production units.

It includes unpaid work as trainee or intern in a shop, bank, hospital or other service providing institutions

**OPG16.** Hours spent in the activity in the reference week

Record activities in 0.5 hour intervals. Round to the nearest 0.5 hours as needed.