REPUBLIC OF GHANA
STATISTICAL SERVICE

GHANA LIVING STANDARDS SURVEY
(WITH LABOUR FORCE MODULE)

SUPERVISOR'S INSTRUCTION MANUAL

SAMPLE SURVEYS SECTION
ANALYTICAL STUDIES AND DEVELOPMENT DIVISION

(December 1997)

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(WITH LABOUR FORCE MODULE)**

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PART 1

1: **INTRODUCTION**

BACKGROUND

Despite the successes of the structural adjustment programme being implemented by the Government to strengthen and rehabilitate the economy of Ghana, there are high social costs. The monitoring and evaluation of these costs on sub-groups of the population are therefore essential for planning suitable compensatory programmes for those adversely affected. This implies that the necessary data must be available for such purposes.

Since the Ghana Living Standards Survey (GLSS) is an extensive survey and detailed in it's coverage of various topics, it serves as a good basis for in-depth analysis of living standards in the country and lends itself to the monitoring, evaluation and analysis of poverty in its various ramifications

Poverty alleviation has been identified as a focal point of government policy and programmes. In addition to poverty alleviation is the issue of labour information systems particularly on employment, underemployment and unemployment on continuous basis consequent on the Structural Adjustment Programme (SAP) launched as a
component of the Economic Recovery Programme (ERP). The emergence of vulnerable groups as a result of the implementation of SAP calls for a clearer identification and composition of these groups, and monitoring of their performance over a period of time.

Existing surveys on employment and earnings do not allow the generation of comprehensive labour market statistics (including trends in unemployment, the number of people looking for work, and the number of self-employed workers) that could provide a monthly or annual snapshot of the activities of the country's population of working age. Policy-makers, business persons, and academic analysts need more expanded information for purposes such as evaluating living standards and conditions of work and the labour force, especially that engaged in the informal sector of the economy. Hence, the need for a fourth round of the GLSS with a labour force module.

OBJECTIVES OF THE SURVEY

The survey has the following objectives:
      * To provide information on patterns of households consumption and expenditure at a greater level of disaggregation.

      * In combination with earlier data from the GLSS to give a database for national and regional planning and for the estimation of consumption as a proportion of household production.

      * To give an in-depth enquiry into the structure and distribution of wages and conditions of work of the country's labour force

      * To provide comprehensive benchmark data for use in the compilation of current statistics on average earnings, hours of work, and time rates of wages and salaries so as to indicate wage/salary differentials between branches of industry, geographic regions, occupations and the sexes.

To achieve these objectives, in-depth data will be collected on the following key elements:

      * Demographic Characteristics.
      * Health and Fertility Behaviour.
      * Education and Skills / Training.
      * Employment and Time Use.
      * Housing and Housing Conditions.

* Household Income, Consumption and Expenditure.

Also to be compiled are statistics on:

     i) Establishments by size and type of labour employed;
     ii) Educational background and skills of the labour force;
     iii) Time use, job characteristics, hours of work, activity status and employment search, employment history;
     iv) Establishment practices with respect to wage/salary, payment schedules, shift operations, payments for overtime, incentive bonuses, and contributions to pension and social security schemes.

The information gathered from this survey would generally aid decision-makers in the formulation of economic and social policies by,

     * Identifying target groups for government assistance;

     * Constructing models to stimulate the impact of the various policy options on individual groups;

     * Analysing the impact of decisions that have already been implemented and of the economic situation on living conditions of households;   and

     * Monitoring and evaluating employment policies and programmes, income-generating and maintenance schemes, vocational training and other similar programmes. The joint measurement of employment and income provides the basis for analysing the adequacy of employment of different categories of workers and

     the income-generating capacity of employment-related economic hardships.

User agencies such as the National Development Planning Commission, the Ministry of Finance, Ministry of Education, District Assemblies and the general public will greatly benefit from the survey.

METHODOLOGY OF THE SURVEY

It is proposed to study about 6,000 households in 300 EAs (195 rural and 105 urban) in order to achieve the survey objectives. The sample design follows the methodology adopted for the third round of the GLSS with minimal modification. It is expected that about 30,000 household members will be covered (based on 20 households per EA with an average household size of 5 persons). There will be an additional 5 replacement households for each EA. Each selected workload will be visited a total of 7 times every 5 days. Specific portions of the questionnaire will be covered on each visit.

SURVEY PERIOD

The survey will be spread over a 12-months period in order to ensure a continuous recording of household consumption and expenditures and changes occurring thereof.

Eleven teams will be involved in the data collection. The purpose of the eleventh team is to afford each of the 10 regular teams the opportunity to take 1 month off as annual leave. The leave arrangements will be such that there will always be 10 teams at work.

QUESTIONNAIRE

One household questionnaire, divided into Part A and Part B, will be administered. Features of the questionnaire and precautions that have been taken to ensure that good quality data are collected and processed without delay include the following:

❑   The questionnaire is almost entirely pre-coded. This obviously eliminates the very slow and tedious coding

process which is often liable to various types of errors.

- ❑ Microcomputers are installed in all data collection centres located in regional offices of the Statistical Service. This is to facilitate the quick entry of data close to the points of data collection.
- ❑ A software programme has been designed to check the data automatically to detect inconsistencies so that any errors can be corrected by the interviewer in consultation with the supervisor.
- ❑ Supervision will be close with one supervisor to a team of four interviewers and one data entry operator. One interviewer will stand by for emergency relief.
- ❑ Two types of skips have been used in the questionnaire.
    - Answer specific skips, listed directly under the answer and enclosed within brackets e.g. (>> 6).
    - Skips that apply after a question, regardless of the answer and printed in capitals in a box at the bottom of the question

e.g.

>> PART D

- ❑ The Project Directorate will pay periodic surprise visits to the teams in the field.

ORGANISATION OF THE SURVEY

The Ghana Living Standards Survey (with a Labour Force module), is being conducted by a Project Directorate which is assisted by a staff of technical officers, and ten data collection and entry teams based in the regional offices of the Statistical Service.

A microcomputer is installed in these regional offices for the immediate entry of data from all questionnaires that may be completed by each team.

THE PROJECT DIRECTORATE

The Project Directorate is composed of:

i) The Project Technical Co-ordinator: He is responsible for the administration of the survey; implementation of its broad guidelines, direction of the work of the Directorate; authorising expenditures; and making the necessary contacts for the smooth running of the project. He is generally responsible to the Government Statistician, who is the Project Director for the conduct of the survey.

ii) The Survey Manager (Interviews) acts as assistant to the Project Technical Co-ordinator in the conduct of the survey. He trains interviewers, keeps in touch with the survey teams and sees to it, by frequent visits to the field, that instructions for completing the questionnaires are followed. He must be ready to give prompt and appropriate solutions to any technical or other problems that may arise in the field.

iii) The Survey Manager (Data Entry/Processing) is responsible for the design of the data entry software and data processing programmes. He is to ensure that all supervisors and data entry operators follow all instructions for running the programmes and for the efficient use of the microcomputers.

iv) Project Assistants: One of these is responsible for Data Processing and the others for interviews. They assist the Survey Managers in their duties.

The Project Directorate is assisted by a staff of technical officers. The most senior assists in the administration of the Secretariat while the others are stand-by supervisors.

DATA COLLECTION AND ENTRY TEAMS

There will be 11 data collection teams. The constitution of a team is shown below:
    1 Supervisor
    4 Interviewers
    1 Driver
    1 Data Entry Operator

The Supervisor is the team leader and is responsible for overseeing, monitoring and, where necessary, correcting the work of the interviewers and the data entry operator. In addition, you are responsible for managing the team's equipment, vehicle and funds. You will also represent the Project Director at the regional level.

NOTE: The senior interviewer will take over your duties when for example, you are indisposed. You should not assigned any supervisory role to him while you are available, because this will interrupt his interviewing.

The interviewers conduct daily interviews with the household. To avoid any interruption in the survey schedule, three interviewers are always at work while the fourth takes some rest.

The data entry operator is responsible for entering the data collected from the field onto a microcomputer.

The driver drives the team from the regional office to the place where the survey is being carried out.

INTERVIEWER WORKLOAD

Each interviewer is expected to complete 4 interviews a day, whether urban or rural. There will be 7 interviewer visits to each household at 5-day intervals in a cycle of 36 days. Thus a workload for a cycle of 5 days is 20 households.

The workload divides into 5 batches of 4 households. The Batches are visited according to the following days of the cycle:

Batch 1: day   1, 6, 11, 16, 21, 26 and 31.
Batch 2: day   2, 7, 12, 17, 22, 27 and 32.
Batch 3: day   3, 8, 13, 18, 23, 28 and 33.
Batch 4: day   4, 9, 14, 19, 24, 29 and 34.
Batch 5: day 5, 10, 15, 20, 25, 30 and 35.

NOTE: The 36th day of each cycle is used for travelling to the next set of EAs. Note also, that these numbers are not actual calendar dates since the cyclic period of 36 days will lead to workloads in different EAs starting on different dates.

The fourth interviewer will take over the work of interviewers (one at a time) at the discretion of the supervisor to suit the team's itinerary.

A dairy of daily consumption and expenditure will be used to support the urban interviews. During the first visit a literate person already identified in each urban household will be trained to record all subsequent expenditures made by the household and to submit the dairy to the interviewer on his next visit for entry into the appropriate sections. Where a household has no literate member the supervisor will make daily visits to the household to record all expenditures in the dairy meant for the household. Throughout the period of the survey interviewers will work in separate EAs.

2: THE WORK OF THE SUPERVISOR

ROLE

As the leader of the data collection and entry team and representative of the Project Directorate in the field, the supervisor plays a key role in the survey.

❑ He is the channel of communication between the Project Directorate and the data collection and entry team. He ensures that instructions of the Project Directorate are followed and keeps the Directorate informed of any data collection and entry problems.
❑ He is responsible for the management of the personnel, equipment, vehicle and funds of the team.
❑ He is responsible for the on-the-job training of the interviewers, and for advising them on how to work more efficiently. He also advises the data entry operator.
❑ He is also responsible for carrying out checks on the work of the team to ensure that the data are of good quality.

Your role as stipulated calls for a good understanding of the work to be done by each member of the team. In other words, you must be familiar with the content not only of this manual but also of the instruction manuals for the interviewers and data entry operator.

DUTIES

The most important of the supervisor's responsibilities is to ensure that the quality of the data collected and entered is unquestionable. To this end, a number of specific tasks have been assigned.

1. Publicity: You must supervise the delivery of the letters of introduction to the local authorities and chiefs in the rural areas and, to the households in the urban areas. You will introduce the team and explain the purpose of the survey in each selected cluster.

2. Finding The Selected Household: You should help the interviewers find the selected households, using the maps and information established during the pre-survey stage. You should correct the maps where necessary. Also, help the interviewers to persuade reluctant households to participate. For those households, which persist in refusing or those which cannot be traced, it is your responsibility to replace these households with others from the list of replacement households.

If the selected household has left the dwelling, and a new household now lives there, then you should select the new household as the replacement household. If the dwelling is now vacant, then you should take the next "replacement" household on your sample list. Five such "spare" households have been previously selected. If you use up all five of these households and still need a further replacement, contact head office in Accra.

3. Preparation of The Questionnaires and Visits: You should copy onto the questionnaires, the names and addresses of heads of households as well as cluster number for households belonging to the sample. You are also to transfer the names and codes of identified respondents from section 6 to sections, 8, 9 and 10.

Note that the household questionnaire will be administered in a piecemeal fashion; as such, the sections are distributed over the number of visits to be made as outlined below. Ensure that the appropriate thing is done.

VISIT	SECTIONS
1st	1, 2, 5, 6, 7
2nd	3, 8H, 9A2, 9B

3rd	4, 8H, 9A2, 9B
4th	8A-G, 8H, 9A2, 9B
5th	8H, 9A2, 9B, 9C, 10
6th	8H, 9A2, 9B, 11
7th	8H, 9A2, 9B, 9A1, 12

4. <u>Verification Of Questionnaires</u>: At the end of every visit, you will have to check that the questionnaires have been correctly completed before the team leaves the field. If necessary, you will have to ask the interviewer to go back to the household to complete the questionnaire.

5. <u>Observing Interviews</u>: At least thrice every cycle during the survey, you must accompany each interviewer to observe his interview techniques.

6. <u>Verification of Interview</u>: Every day, you should visit at random, one of the households interviewed on the previous day to ascertain whether the interviewer actually visited the house to conduct an interview.

7. Sending the completed questionnaires to the Data Entry Operator. The data will be entered in two stages; for Part A and for Part B. The first round data cover sections 1-7 and the second covers 8-12. At the end of the third visit, when data in sections 1-7 will have been collected, you should send the completed part of the questionnaire to the Data Entry Operator. And at the end of the cycle (seventh visit) you should send the second part (sections 8-12) of the questionnaire to the Data Entry Operator so that she/he enters the data while you leave the cluster.

8. <u>Checking The Printouts</u>: After data for each round have been entered in the computer, you should compare the printout with the data on the questionnaires. You should also look for any errors made by the interviewer, using tests for coherence in the computer programme. You will have to mark in red ink, on the printout and on the questionnaire all errors detected by the data entry operator so that the interviewer and the data entry operator can clarify these as soon as possible.

In addition, you will be responsible for collecting information on the localities surveyed (community questionnaire) and also supervise or help collect information on prices. You are also responsible for **ALL** the industry codes in the questionnaire. As soon as the interviewer finishes administering a section, you should do the coding before sending the questionnaires to the data entry operator. The various tasks and responsibilities for you are explained in detail in the following sections.

3. **PREPARATION FOR THE SURVEY**

Before the arrival of the team in the EA, two tasks should be performed by you, the supervisor:
- ❖   sending out letters to inform the households of the team's date of arrival in the cluster, and
- ❖   Preparing the questionnaires for the interviewers.

PUBLICITY

Your duties will vary somewhat according to the area.

In rural areas, that is in EAs consisting of villages, it will be sufficient to send a letter to the chief/regent announcing (to the whole community) the expected arrival dates of the team in the community.

The letter should be sent not less than one week and not more than two weeks before the beginning of the cycle during which the EA is to be enumerated. The time allowed should depend on the distance between the cluster currently being surveyed and the cluster where the announcement is to be made.

In urban areas, letters announcing the visits should be delivered by the interviewers to each household (excluding the five spare households in the sample) one week before the start of a cycle.

PREPARATION OF THE QUESTIONNAIRES

Before the questionnaires are given out to interviewers, you should get them ready by the previous night. This is to be done in two stages:

   (a) Check that the blank questionnaires have no missing pages or sections.

   (b) From the household sample form provided, copy out the following information onto the first page of the

       questionnaire (Survey Information):
  * Name and code of the enumeration area.
  * The house number.
  * The household number.
  * The name of the head of household
  * Address and instructions on how to find the household.
       Print the above information legibly in CAPITAL LETTERS and in ink.

Fill in the names of Interviewer and Data Entry Operator at the appropriate place on the questionnaire.

Next, after the first visit to the households, record from section 6 of the questionnaire, the relevant information to the appropriate sections.

COPY	IN:
The names and identification codes of up to 5 household members, who are responsible for agro-pastoral activities of the household (Section 6, Q2)	Section 8, Part A for Agro-Pastoral Activities in the columns provided for the purpose.
The names and identification codes of up to 5 household members responsible for fishing (Section 6 Q3)	Section 8, Part A of the agricultural section

The names and codes of 5 members of, Section 8, PART G Processing of Agricultural Products. The processing activity should also be written (Section 6, Q5).	the member responsible for processing farm produce of the household
The names and identification codes of persons responsible for preparing food in the household (Section 6, Q6)	Section 8, Part H-Consumption of Own Produce
The names and identification codes of persons mainly responsible for making household purchases. (Section 6, Q7)	Section 9, Expenditure
The names and identification codes of household members responsible for non-farm enterprises, (Section 6, Q9)	Section 10, Non-Farm Enterprises.
From Q10 Section 6 find the 3 enterprises that bring most money to the household.	

4. ARRIVAL IN THE COMMUNITY

You, the supervisor, together with the rest of the team will arrive in the community the day before the start of the survey. Accompanied by the interviewers, you will visit the chief/regent and other prominent members (TDC) to explain the purpose of the survey program. The team's arrival in the community would have been known to these people through the letters sent earlier.

EXPLANATION OF THE SURVEY

First, you should introduce yourself and the interviewers that they are working for the Statistical Service and show any identification given to them.

Next explain that;

❑ They are conducting a survey of households living in Ghana (except diplomatic missions) and that the purpose is to find out what present living conditions are like. The survey is thus very important for planning, so that government will know how to improve people's living standards.
❑ The community and households to be interviewed have been selected at random. Other neighbouring communities and households have also been selected in the same way.
❑ The survey is not concerned in any way with taxes; all information collected is confidential, subject to the principle of statistical confidentiality.
❑ The survey will take the form of multiple visits and, in addition, a diary is provided for the purpose of recording daily expenditures of the household.

RECRUITMENT OF INTERPRETERS

In some enumeration areas, respondents/interviewers may require the services of an interpreter to translate the questions and answers. If, however, there is an interviewer among the team who can speak the local dialect, see to it that he is sent to households that may require the services of an interpreter.

In cases where an interpreter is needed, because the supervisor or the interviewer may have no-knowledge of the local dialect, two ways are open for the recruitment of a person to interpret;

(1) Ask the head of household to select someone preferred by the household, or

(2) Ask the chief to recruit a few people to serve as interpreters for the duration.

Note, however, that someone chosen by the respondent is best suited as interpreter, because some questions require confidential answers and therefore must be interpreted by a person the respondent is willing to trust.

You should be aware that certain problems go with the use of interpreters:

(a) It is difficult to know the quality of the translation, because the respondent's friend may not speak/understand enough English to translate everything that transpires during the interview and may not want to admit this disability.

(b) In some cases, the interpreter chosen by the respondent may know so much about the household's affairs that he/she tends to answer questions for the respondent without translating the questions. Should such incident occur, politely remind the interpreter that it is responses from the respondent chosen for the interview, which are needed for recording on the questionnaire.

VISITS TO HOUSEHOLDS BY INTERVIEWERS

There will be no interviews on the day that the team arrives in the community. However, interviewers should use the time available to make contact with all the households to be interviewed during the cycle to introduce themselves, explain the purpose of the survey and set the day and time for the interview.

CONDUCT OF THE SURVEY IN URBAN AREAS

Apart from finding interpreters, all the introductory steps noted above do not apply in the urban areas. Respondents should always be given the liberty to choose their own interpreters. It will not be necessary to visit the households a day before the interview since all households would have received a visit from the interviewer one or two weeks before with a letter that stated the day of his arrival to carry out the survey.

PART 2. FIELD-OPERATIONS

5:   PROBLEMS OF FINDING HOUSEHOLDS OR RESPONDENTS

It is extremely important that the households interviewed in each EA should be those listed in the file given to the supervisor. Problems that arise most frequently in locating households include:

➢ Vague information supplied at the pre-survey stage.
➢ The household has moved to another location or their dwelling has been destroyed or demolished.
➢ The appropriate respondents for certain sections are unavailable.
➢ The refusal of a household to take part in the survey or to answer questions in some sections of the questionnaire.

DIFFICULTIES IN FINDING THE SELECTED HOUSEHOLD

If the interviewer cannot find one of the households, you should go with him to the location and ask neighbours, the chief or district head for information on that household. On the list of households belonging to the sample, there is a description of the head of household, giving his name, age and nationality.

In cases where the interviewer finds a dwelling as previously listed but with different head of household and not the one identified in the pre-survey, the interviewer should ascertain whether it is the same household (the former head absent, for instance) or whether the household previously identified at the address has moved house.

▪ If it is the same household but with a different head, you should indicate so with the appropriate code.
▪ If the household identified in the pre-survey has moved house and there is another household in the same dwelling, the interviewer may interview the new household instead. However, before you consent for this interview, he should ascertain by verifying that the dwelling has in actuality been vacated by the previous household identified for the survey.

You should never allow an interviewer to take a replacement decision. For cases where the dwelling has been destroyed or abandoned you should verify and effect replacement following the rules set out below.

ABSENCE OF THE APPROPRIATE RESPONDENTS

Some parts of the questionnaire are directed to specific respondents. If a person who is supposed to reply to any part of the questionnaire is unavailable at the interviewer's visit, he should inquire when he may return to interview that person.

REFUSALS

Interviewers may encounter two different kinds of refusals; a total refusal to take part in the survey, or a refusal to answer questions after the interview has begun. To avoid refusals, the interviewer must be very careful in his first contact with the household. The following are among the most frequent reasons for refusal to co-operate:

1. The respondents fear that any information they may reveal on their incomes will be used for tax purposes. This fear, which is encountered most commonly among the upper income urban households, can be minimised if interviewers stress the following points:

❑ Any information provided by the household will be kept strictly confidential. That the aggregate information collected from households will enable planners to obtain an over view of the position of households in the country, without revealing anything about any specific households. The secrecy of the data will thus be maintained.
❑ The survey should enable planners to devise better policies for improving the standard of living of everyone in Ghana. Households will thus benefit from providing accurate information for the purpose.

2. The respondents do not wish to have an interviewer in their home for such a long time as the survey period. The best way of coping with this situation, which is also encountered most frequently in urban areas, is for the interviewers to:

- make sure their personal appearance is impeccable;
- show their badges and other identification papers proving that they are on the staff of the Statistical Service;
- be extremely courteous towards members of the household. (It is essential to follow this precept at all times even when interviewers are not well received) and
- offer to return at a time or on a day that is more convenient for the household.

If the interviewer cannot persuade the household to co-operate, you must visit the household and try to persuade it to accede. You may ask whether the interviewer has been polite, etc. If the household still refuses to co-operate, a replacement should be formed using the following guidelines set out below.

HOW TO REPLACE A HOUSEHOLD

In the few instances where it proves impossible to persuade a household to co-operate, you must find a replacement. Note that each replacement made will be closely scrutinized by members of the Project Directorate.

Each collection team has a file containing sample survey households forms. These forms have the names and addresses of selected heads of households - 25 per EA. The first 20 households listed are those selected to be covered, while the remaining 5 households serve as replacement households.

Replace only when absolutely necessary

In general, replacement of households ought to be very rare. If you cannot find any more replacement household, after you have exhausted all five replacement households, you should immediately contact the Survey Manager (interviews) in Accra.

When a household is replaced, enter this fact in the survey information sheet headed 'VERIFICATION OF QUESTIONNAIRE, FIRST VISIT' and proceed to assign the reason for replacement.

For the purpose of making replacements, you should always carry along with you the file of the EA being surveyed. Remember that since the survey involves multiple visits, interviewers should always use the reference period "since my last visit".

6: VERIFYING AND CODING THE QUESTIONNAIRES

Every morning, in the field, and before leaving the EA, you, the supervisor, should verify that sections of the questionnaires that were worked on during the previous visit were completely filled out. You should then proceed to code some answers that could not be pre-coded, particularly the industry codes.

VERIFYING THE COMPLETED QUESTIONNAIRES

The purpose of the operation is to ensure that the questionnaires are completely filled out, that is, everyone who was to be interviewed has responded and that every section is completed. Verification must be done as soon as possible and the questionnaire returned to the interviewer without delay. A final verification should be done at the end of the cycle before the questionnaires are handed to the Data Entry Operator. Edits should be resolved with the interviewer and in only the most extreme cases will you be able to return to the household to resolve edit failures.

Each step of verification is described in the verification (see attached sample) form. You should complete one of these forms after each cycle. If one of the items is unsatisfactory, you should return the questionnaire to the interviewer with instructions to correct it immediately before leaving the area. You should keep the verification forms for each visit until the end of the cycle. When the data for the cycle have been entered by the data entry operator, the verification forms must be sent to Accra with the questionnaires.

CODING

Most of the responses to the household questionnaire have been pre-coded. There are only a few questions that have to be coded by you in the office. You are responsible for carrying out the coding of industries before handing over the questionnaires to the data entry operator after the cycle.

You are also responsible for calculating the area of the dwellings sketched in Section 7X^m Housing. The questions to be coded are the following:

Section	Part	Question	Code
4	A	5, 8,	Occupation/Activity/Trade etc
4	B	4,	from industry list
4	C, D, E	1	
4	F	12,	"
4	G	19	"
4	H	1, 4-6	"
5		7, 8	"
6		9, 10	"
10	A	4	"

VERIFICATION OF THE QUESTIONNAIRE

EA...................................| | Household.............................| |

Interviewers...| |

VISIT			RESULTS	
SECTION	QUESTIONNAIRE	CHECKS	SATISFACTORY	TO BE REDONE
1	22-23	All persons were correctly classified as members of the household		
1	23	All household members and only household members have a cross (x) in column A		
1	4-5	The ages of all household members were correctly copied in column B.		
1		A line (row) was filled out for each household member		
2A	1-17	Filled for every member of the household aged 5 years and over.		
2B	1-8	Educational career from primary, middle JSS/SSS or secondary, Technical/ Vocation, Tertiary levels are correctly filled.		
2C	1-13	Literacy/Apprenticeship/Training correctly filled.		
3A		For all household members		
3B		Children aged 7 years and under but mothers respond		
3C		Children aged 5 years and under		
3D		For all women aged 15-49 years of child bearing age.		
4A		Asked of all members aged 7 years and over. Make the correct codings in Q7. Respondents should answer for themselves		
4B		Members aged 15 years and over answer to this part: Main occupation		
4C-E		Secondary occupations covered.		
4F		Employment search in past 12 months		
4G		Employment search in past 7 days only		
4H		Employment history prior to the last 12 months. Follow all skip patterns.		
4J		House keeping activities for members Aged 7 years and over		

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SECTION	QUESTION NAIRE	VISIT CHECKS	RESULTS SATIS FACTORY	TO BE REDONE
5		All members aged 15 years and over		
6	2	Names of those household members responsible for a farm or livestock		
6	3	Names of those household members Responsible for fishing		
6	5	Household members responsible for processing		
6	6	Household members responsible for preparing food		
6	7	Household members responsible for household purchases.		
6	9	Names of all businesses/enterprises/ activities and their codes run by members of the household and the names and IDs of those members responsible		
6	10	Names of 3 enterprises/activities which bring in more money in the order of magnitude		
7c	1	A zero means that rent is free		
7D	11	Skips were correctly followed.		
7E	4	All dimensions of sketch are clearly marked.		
8A		Check questions 9, 14, 17 and 15 against question 4		
8A		Check that answer to Q22 is supported by the answer to Q27		
8B		Make sure Q6 and Q7 have a link		
8C1)		Make sure that Q4+Q7+Q10+Q13+Q15=Q3		
8C(2) 8H		Check that Q23+Q25+Q27+Q28 = Q19 If answer to question 2 is 12 months then you must have a QUANTITY in Q3		
9A1		Non-Food Expenditures only. For Less frequently bought items in particular		
9A2		Non-Food Expenditures only. For		
9B		Food Expenditure only. For frequently purchased items in particular		
10A	1&2	Make sure for every Non-Farm Enterprise listed in Q1, there is a person ID correspondingly marked in Q2		
10A	10-14	Ensure that Q11+Q13+Q14=Q10		
10B-C		Ensure 3 enterprises are covered if 3 are listed		
10D		A YES to Q1 part B implies that respondents answer from Q1 part D.		
		A NO to Q1 part B starts respondent from Q6 part D.		
11A	3	Check that instructions are followed.		
11B	2	Instructions should be followed through		
12		Check respondents ID for agreement with either head of household or main respondent		

SUPERVISOR:................... DATE....

OCCUPATION BY INTERNATIONAL STANDARD CLASSIFICATIONS

1   PROFESSIONAL, TECHNICAL AND RELATED WORKERS
0-1......   Physical Scientists and Related Technicians.
0-2/0-3..   Architects, Engineers and Related Technicians.
0-4......   Aircraft and Ship Officers.
0-5......   Life Scientists and Related Technicians.
0-6......   Medical, Dental, Veterinary and Related Workers.
0-7......   Professional Nurses.
0-8......   Statisticians, Mathematicians, Systems Analysts and Related Technicians.
0-9......   Economists.
1-1......   Accountants.
1-2......   Jurists (eg Lawyers, Judges).
1-3......   Teachers.
1-4......   Workers in Religion.
1-5......   Authors, Journalists and Related Writers.
1-6......   Sculptors, Painters, Photographers and Related Creative Artists.
1-7......   Composers and Performing Artists.
1-8......   Athletes, Sportsmen and Related Workers.
1-9......   Professional, Technical and Related Workers Not elsewhere classified.

2   ADMINISTRATIVE AND MANAGERIAL WORKERS.
2-0......   Legislative Officials and Government Administrators.
2-1......   Managers (excluding Farm Managers).

3   CLERICAL AND RELATED WORKERS.
3-0......   Clerical and Related Workers.
3-1......   Government Executive Officials.
3-2......   Stenographers, Typists and Card/Tape-Punch Machine Operators.
3-3......   Book-keepers, Cashiers and Related Workers.
3-4......   Computing Machine Operators.
3-5......   Transport and Communications Supervisors.
3-6......   Transport Conductors.
3-7......   Mail Distribution Clerks.
3-8......   Telephone and Telegraph Operators.
3-9......   Clerical and Related Workers Not Elsewhere Mentioned.

4   SALES AND RELATED WORKERS.
4-0......   Managers (Wholesale and Retail Trade).
4-1......   Working Proprietors (Wholesale and Retail Trade).
4-2......   Sales Supervisors and Buyers.
4-3......   Technical Salesmen, Commercial Travellers and Manufacturers' Agents.
4-4......   Insurance, Real Estate Securities and Business Services, Salesmen and Auctioneers.
4-5......   Salesmen, Shop Assistants and Related Workers.
4-9......   Sales Workers Not Elsewhere Classified.

5   SERVICE AND RELATED WORKERS.
5-0......   Managers (Catering, Lodging Services).
5-1......   Working Proprietors (Catering and Lodging Services).
5-2......   Housekeeping and Related Service Supervisors.
5-3......   Cooks, Waiters, Bartenders and Related Workers.
5-4......   Maids and Related Housekeeping Service workers Not Elsewhere Classified.
5-5......   Building Caretakers, Charworkers, Cleaners and Related Workers.
5-6......   Launderers, Dry-Cleaners and Pressers.

5-7......	Hairdressers, Barbers, Beauticians and Related Workers
5-8......	Protective Service Workers.
5-9......	Service Workers Not Elsewhere Classified.

6........ AGRICULTURAL, ANIMAL HUSBANDRY AND FORESTRY WORKERS, FISHERMEN AND HUNTERS.

6-0......	Farm Managers and Supervisors.
6-1......	Farmers.
6-2......	Agricultural and Animal Husbandry Workers
6-3......	Forestry Workers.
6-4......	Fishermen, Hunters and Related Workers.

7 PRODUCTION AND RELATED WORKERS

7-0......	Production Supervisors and General Foremen.
7-1......	Miners, Quarrymen, Well Drillers and Related Workers.
7-2......	Metal Processors.
7-3......	Wood Preparation Workers and Paper Makers.
7-4......	Chemical Processors and Related Workers.
7-5......	Spinners, Weavers Knitters, Dyers and Related Workers.
7-6......	Tanners, Fishmongers and Pelt Dressers.
7-7......	Food and Beverage Processors.
7-8......	Tobacco Preparers and Tobacco Product Markers.
7-9......	Tailors, Dressmakers, Sewers, Upholsterers, and Related Workers.

8-0...... SHOEMAKERS AND LEATHER GOODS MAKERS.

8-1......	Cabinetmakers and Related Wood Workers.
8-2......	Stone Carvers and Stone Cutters.
8-3......	Blacksmith, Tool-makers, and Machine Tool Operators.
8-4......	Machinery, Fitters, Machine Assemblers and Precision Instrument Makers (Except Electrical).
8-5......	Electrical Fitters and Related Electrical And Electronics Workers.
8-6......	Broadcasting Station and Sound-Equipment Operators and Cinema Projectionists.
8-7......	Plumbers, Welders, Sheet-Metal and Structural Metal Preparers and Erectors.
8-8......	Jewellery and Precious Metal Workers.
8-9......	Glass Formers, Potters and Related Workers.

9-0......	Rubber and Plastic Product Makers.
9-1......	Paper and Paperboard Product Makers.
9-2......	Printers and Related Workers.
9-3......	Painters.
9-4......	Production and Related Workers Not Elsewhere Classified.
9-5......	Bricklayers, Carpenters and Other Construction Workers.
9-6......	Stationery Engine and Related Equipment Workers.
9-7......	Material Handling and Related Equipment Operators, Dockers and Freight Handlers.
9-8......	Transport Equipment Operators.
9-9......	Labourers Not Elsewhere Classified.

NOTES ON OCCUPATIONS

3-9: Clerical And Related Workers Not Elsewhere Classified

Workers in this minor group perform various clerical and related duties not elsewhere classified. Included are those who record the receipt, storage, weighing and issuing of finished goods or materials; despatch, receive, store issue and weight processes; calculate quantities needed and draw up correspondence; provide information and services to visitors in agencies; code and compile statistical data; operate office machines for reproducing copies of documents;

operate addressing machinery; carry out other recording correspondence and filing tasks.

4-9: Sales Workers Not Elsewhere Classified

Workers in this unit group perform various selling tasks not elsewhere classified. Their functions include: lending money to customers on pledge or bonds; selling refreshments and confectionery at places of entertainment; performing various other selling tasks.

6-4: Fishermen, Hunters and Related Workers Not Elsewhere Classified

Workers in this unit group perform a variety of fishing, hunting and related tasks not classified elsewhere. Their functions include: breeding and raising fish; cultivating oysters, trapping and hunting wild animals; performing related tasks.

7-7: Food And Beverage Processors

Workers in this category prepare food products and beverages of all kinds for human and animal consumption. The underlisted unit groups fall into this category: grain Millers and related workers; sugar processors and refiners; butchers and meat preparers; food preservers; dairy product processors; bakers, pastry cooks and confectionery makers; Tea, coffee and cocoa preparers; brewers, wine and beverage makers; extract one of oil from oil-bearing seeds, nuts and fruits.

9-4: Production And Related Workers Not Elsewhere Classified

Workers in this minor group include craftsmen and specialised workers performing functions requiring application of particular techniques, use of particular tools or machines, abilities and experience in working particular materials in order to make such articles as musical instruments; baskets and brushes; artificial stone and other non-metallic mineral products; dolls, rubber stamps etc. The group also includes those who prepare and stuff skins of animals and birds to give them life-like forms.

International Standard Industrial Classification

1		Agriculture, Hunting, Forestry and Fishing
	111	Agricultural and livestock production
	112	Agricultural services
	113	Hunting, trapping and game
	121	Forestry
	122	Logging
	130	Fishing
2		Mining and Quarrying
	210	Coal
	220	Crude oil and natural gas production
	230	Metal ore mining
	290	Other mining
3	Manufacturing	
	311	Food manufacturing
	313	Beverage industries
	314	Tobacco manufacturing
	321	Manufacture of textiles
	322	Manufacture of wearing apparel, except footwear
	323	Manufacture of leather and products of leather, except footwear and wearing apparel
	324	Manufacture of footwear, except vulcanised or mould rubber or plastic footwear
	331	Manufacture of wood and cork products except furniture

332	Manufacture of furniture and fixtures except primarily of metal
341	Manufacture of paper and paper products.
342	Printing, publishing and allied industries
351	Manufacture of basic industrial chemicals, including fertiliser
352	Manufacture of other chemical products
353	Petroleum refineries
354	Manufacture of miscellaneous products of petroleum and coal
355	Manufacture of rubber products
356	Manufacture of plastic products not elsewhere classified
361	Manufacture of pottery, china and earthenware
362	Manufacture of glass and glass products
369	Manufacture of other non-metallic mineral products
371	Iron and steel basic industries
372	Non-ferrous metal basic industries
381	Manufacture of fabricated metal products, except machinery and equipment
382	Manufacture of machinery except electrical
382	Manufacture of electrical machinery apparatus, appliances and supplies
384	Manufacture of transport equipment
385	Manufacture of professional and scientific equipment measuring and controlling instruments not elsewhere classified and of photographic and optical goods
390	Other manufacturing industries

4	Electricity, Gas and Water
410	Electricity, gas and steam
420	Water works and supply

5	Construction
500	Construction

6	Wholesale and Retail Trade and Restaurants and Hotels
610	Wholesale trade
620	Retail trade
631	Restaurants, cafes and other eating and drinking places
632	Hotels, rooming houses, camps and other lodging places

7	Transport, Storage and Communication
711	Land transport
712	Water transport
713	Air transport
719	Services allied to transport
720	Communication

8	Financing, Insurance, Real Estate and Business Services
810	financial institutions
820	Insurance
831	Real Estate
832	Business service except machinery rental and leasing
833	Machinery rental and leasing

9	Community, Social and Personal Services
910	Public administration and defence
920	Sanitary and similar service
931	Education services
932	Research and scientific institutions

933	Medical, dental, other health and veterinary services
934	Welfare institutions
935	Business, professional and labour associations
939	Other social and related community services
941	Motion picture and other entertainment services
942	Libraries, museums, botanical and zoological gardens, and cultural services not elsewhere classified
949	Amusement and recreational services not elsewhere classified
951	Repair services not elsewhere classified
952	Laundries, laundry services, and cleaning and dyeing plants
953	Domestic Services
959	Miscellaneous personal services
960	International and other extra-territorial bodies

Notes on Industries

311   Food Manufacturing

Include preparing, preserving and canning of meat, fish and crustacean; manufacture of dairy products, manufacture of vegetable and animal oil fats; grain and mill products; manufacture of bakery products; manufacture of chocolate and sugar confectionery; and local food preparation like kenkey, tuo, koko, kelewele, doughnuts, etc.

620   Retail Trade

Retail/Sale of petrol and related petroleum products; sale of kerosene; sale of cloth; petty trading; selling of newspapers; foodstuff selling; fruit, fish and meat selling; coalpot selling etc.

621   Restaurants, Cafes and Other Eating and Drinking Places Chopbars, canteens, cafes, restaurants.

AREA OF DWELLING

In section 7 of the questionnaire, you have to calculate the area of the dwelling occupied by the household from the sketch made by the interviewer. This is to be done in three steps:
- ❑ Identify the buildings/rooms to be taken into account: the houses, huts and other buildings in which the household members live. (Terraces, balconies, kitchens and separate WCs and shower-rooms should not be included.)
- ❑ Calculate the living area of each building according to the instructions below and write the figure with a red pen on
     building drawn on the sketch.
- ❑ Add together all measurements and write the total in the box at the bottom of the page.
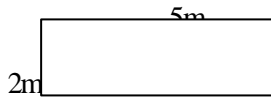
Method of calculating the living area

1. For a square house, the area is the length of one side multiplied by itself.
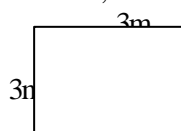
$$Area = A \times A = A^2$$
Example: If each side is 3m long then area is $(3 \times 3)m = 9$ square metres.

2. For a rectangular house, the area is the length multiplied by the width.

Area = A x B
Example: If the length is 5m and
the width is 2m, then
the area is 5m x 2m =
10 sq. metres.

3. For a round house, there are two ways of calculating the area. We
prefer that you use the second ("diameter" or "radius") method:

(a) If you know the circumference, the area is the circumference squared and divided by 13.

i.e. Area = $C^2/13$

Example: If the circumference is 10m the area is
(10 x 10m) /13 = 7.7 sq. metres.
(Not very precise though).

(b) If you only know the radius or diameter, the area is the
radius squared multiplied by pie. (3.14)

Radius = Diameter divided by 2 (ie r = d/2)

Area = 3.14 x r^2 or 3.14 x $(d/2)^2$

Example: If the diameter is 4m then radius is 4/2m = 2m
Therefore, Area is 2m x 2m x 3.14 = 12.57 sq. metres.
i.e. approximately 13 sq. metres.

Please use method (b) as it is more exact.

4. Sometimes, you will come across dwellings that are neither square nor
rectangular nor round. In that case the supervisor must do his best
to find the area by dividing the dwelling into rectangles.

Example: The house on the left can be divided into 2 parts.
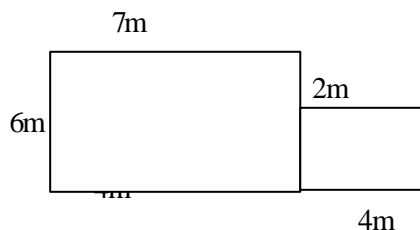
* Part A is a rectangle 6m
wide and 7m long.
    * Part B is a square of side

The area of Part A is (7x6)m =
42 sq. metres and that of Part B
is 16sq. metres ie. 4m x 4m.
Total Area is therefore (42 + 16)sq.
metres = 58sq. metres.

7: MONITORING INTERVIEWS

You will have to carry out two types of checks on the quality of the interviews:

- You will visit some of the households already surveyed to ascertain whether interviews were conducted.
- You will attend at least three interviews conducted by each interviewer in a cycle.

VERIFICATION OF INTERVIEWS

The first type of check is to be made after all the questionnaires for the previous day have been verified. One of the households interviewed should be selected randomly and revisited to find out whether an interview was actually conducted.

On arriving at the household, you should introduce yourself politely and explain that you are participating in the survey and wish to check whether an interviewer came on the previous day to ask some questions. You should ask whether the interviewer was polite and what the household thought of the interviewer.

OBSERVATION OF INTERVIEWS

In every cycle, you must attend at least three interviews conducted by each interviewer in order to observe the way he/she asks the questions and to give advice. You should remain with the interviewer throughout the whole interview; you should not arrive or leave in the middle.

During the interview, you should not talk to either the interviewer or the respondent. You should tell the interviewer before the interview that he/she should not ask for advice during the interview and that he/she should act as though he were alone. You should always make notes on any questions or concepts that the interviewer has difficulty in asking or understanding and also on all the things he/she does well. Everything must be written down on the spot so that it is not forgotten.

All these comments are to be written on a form provided by the Project Directorate, the main points of which are as follows:

➢ Comportment of the interviewer. Did she/he greet everyone before beginning the interview? Did he/she introduce him/herself by explaining that he/she is working for the Statistical Service? Did he/she explain the objectives of the survey properly, ie. how the household was chosen and that the interview would be completely confidential? What personal impression did he/she make? Was he/she polite and patient with the respondents during the interview? Did he/she thank everyone at the end?

➢ How did he/she ask the questions? Did he/she ask the questions as they appear in the questionnaire? Did he/she try to help the respondent think through the answer when he/she had trouble estimating the land area, for instance? Did he/she accept "I don't know" as an answer without probing? And were the questions interpreted correctly?

➢ Time spent on the interview. Did he/she avoid gossiping with people while still being very polite? Did he/she ask the questions quickly, without hesitating? It may be worth noting the time at which he/she began each section.

➢ Impartiality. Did he/she maintain a neutral attitude toward the questions and answers during the interview? Did he/she volunteer an opinion? Did he/she appear surprised or shocked or disapproving about any of the answers? Did he/she suggest answers when asking the question?

Immediately after the interview, you should have a meeting with the interviewer. First you should ask him/her what he/she thought about the interview, where you felt he/she had done well and whether you thought he/she could do something better. After, you should discuss with him/her the things he/she did not mention (the good as well as the

bad things).

The notes made by you on all the interviews observed must be kept in the team's files. Remember that you will need all the details to write your field report at the end of each cycle and the end of the survey.

8: SUPERVISION OF DATA ENTRY

OBJECTIVES

The objective of supervisory checks is to correct all errors detected by the data entry program. Since the survey is conducted in multiple visits, for each household you will make checks as follows:

- first, after data entry has been completed at the end of the third visit and at the end of a cycle,
- second, after detected corrections are entered

NOTE: You may make other checks if errors persist.

THE CHECKS TO BE PERFORMED

The data entry operator essentially has two major tasks:
- entry of data from the questionnaire and
- management of computer hardware and documents.

Entry of data from the questionnaires consists of entering all data from the questionnaire on to the diskettes and running a number of computer checks on the data, so that after the errors are corrected, the diskettes contain clean data.

Management of computer hardware and documents consists of properly maintaining the microcomputer and printer and storing the questionnaires, diskettes and printouts. Your supervisory checks involve these two aspects of the work done by the data entry operators.

DATA ENTRY CHECKS

So that these checks can be done, the data entry operator will give you the results of his/her work, including at least:

- one printout per questionnaire
- 9 diskettes - 3 "production" diskettes, which are those produced directly from data entry; 3 "first backup" diskettes which are the first copies of the production diskettes; and 3 "second backup" diskettes which are the second copies of the production diskettes.
- 20 questionnaires per EA.

In verifying data entry of the questionnaires, you will check printouts, making any necessary corrections and ascertaining that the diskettes submitted by the data entry operator are in order.

HOW TO MARK ERRORS
All messages that you want the interviewer to respond to must be written in red in the questionnaire. You should circle all incorrect answers so that the interviewer will have to clarify his previous answer. Messages for the data entry operator should be written in red on the "printout". You are to circle the data to be re-entered or indicate lines that should be deleted or added.

If you have any comments on the running of the program for the computer programming specialist, write them on a sheet of paper and put it in the envelope for the diskette containing the section to which the comments pertain. On the sheet of paper, indicate the E.A. number, household number, section number, and lastly, your comments.

SUMMARY OF SURVEY RESULTS

In the column marked SUPERVISION OF THE INTERVIEWER, write code 1 (satisfactory) if there are no answers that the interviewer must clarify or code 2 or 3 if there are answers to be clarified.

In the column SUPERVISION OF THE DATA ENTRY OPERATOR, write code 2 (CORRECTIONS) if
(a) there are data entry errors to be corrected and

(b) there are corrections indicated in the preceding column (SUPERVISION OF THE INTERVIEWER) that should be entered.

VERIFICATION OF THE DISKETTES

You will verify the contents of all diskettes submitted to you by the data entry operator and in particular contents of the 3 "production" diskettes from which the others were copied. The "production" diskettes should contain all sections of all questionnaires entered. You should find on the diskettes the number of households in the E.A. otherwise, either the operator has submitted the wrong diskettes or the data were lost. Find the correct diskette or have the lost data re-entered.

MANAGEMENT OF COMPUTER HARDWARE

You will have to ensure that the computer and printer:
● have been turned off and unplugged at the end of the work period;
● are protected by the covers designed for them;
● are kept impeccably clean; and
● are not mishandled.
● are used by the data entry operator only

In general, the computer and printer should be protected from dust and heat. Make sure that the windows and doors are always closed.

MANAGEMENT OF MATERIALS

The documents handled by the data entry operator are the diskettes, printouts and questionnaires. These should be put in order by EA, and within a given EA, by household number. You should particularly ensure that the filing is meticulously done to make the location of documents easy.

SENDING DISKETTES TO ACCRA

Whenever a complete E.A. has been entered you are to send the following documents to the Survey Directorate in Accra.

▪ the production and first back-up diskettes;
▪ the printouts that were produced after the data were corrected and are complete.

For the E.A. in question, the regional office will retain only the second back-up diskette and the questionnaires. The entire package is to be sent by hand to the Survey Manager (Interving) or to the GLSS Secretariat at the Head Office in Accra.

PART 3: LOGISTICS AND MANAGEMENT

9: MANAGING THE EQUIPMENT, MONEY AND PERSONNEL

ORGANIZING THE OFFICE

You should make the best possible use of the small amount of space allocated to the team for office work. That is, everything must be kept in the proper place. For instance,
- The computer terminal and printer must be put on the table.
- The diskettes, questionnaires, printouts and other office equipment must be tidily stored in the cabinet. Special places must be reserved for;

      - the diskettes because they are very fragile;
      - completed questionnaires that have been entered in the computer;
      - half-entered questionnaires;
      - blank questionnaires;
      - printouts not yet corrected in the field, if any;
      - printouts that have been corrected or that have no errors; and
      - other office supplies given you for the survey.

EQUIPMENT AND SUPPLIES FOR THE USE OF THE TEAM

All equipment supplied to the team should be used only for the purposes of the project. These include:

<u>A vehicle</u>. While the vehicle will be maintained by the driver, its continued good condition will depend, to a large part, on the vigilance of you, the supervisor. As the success of the project is closely bound up with the smooth running of the vehicle, you must ensure that it is regularly maintained and used only in connection with the project. Everyday, the driver must check the tyre pressure, the oil level in the engine, the amount of water in the radiator supply tank and the battery level. He should ensure that the vehicle is running well and that both the jack and the spare tyre are in good shape.

<u>The computer and printer</u>. These two pieces of equipment must be maintained in accordance with the instructions set out. They must be kept out of reach of visitors and other unauthorized persons.

<u>Smaller items such as:</u>
- the pad, calculator and satchel given to each interviewer and supervisor to make data collection easier;
- the raincoat, boots and beddings given to each member of the team except the data entry operator;
- the spade, matchet (cutlass) and flashlight intended as emergency equipment for use in the bush.

Finally, there are the supervisor's zonal map and identity cards of each member of the team showing that they work with the Statistical Service and are undertaking a living standard survey with a labour force module.

MAINTENANCE OF THE COMPUTER AND PRINTER

To prevent the rapid deterioration of the delicate and costly computer and printer, you must ensure that:
- the office doors and windows are always kept shut to prevent dust, the most dangerous threat to the equipment, from entering;
- the data entry operator turns off the computer and printer at the end of each work period (morning and afternoon) and covers them with their covers before leaving;

- the printer is only switched on after all data have been entered and printout is ready to be made for verification. To ensure compliance with this rule, the printer cover should be left in place while the data are being entered, but the cover should <u>not</u> be over the printer if the printer is switched on - it will over heat without ventilation.

COMPUTER BREAKDOWN

If, despite all the precautions described above, the computer breaks down, you should immediately contact the staff in Accra for help. You should <u>never</u> try to repair the computer yourself. You are strictly forbidden to dismantle the central processing unit, the monitor, or even the printer.

Naturally, before contacting Accra, you should be certain that you really do have a computer breakdown and not a defect in the electrical supply (incorrect plugging, power failure, short circuit, etc) or faulty procedures by the operator to prevent unnecessary travel by the Survey Manager for data entry/processing.

If you are in the field when the breakdown occurs, the data entry operator should immediately call the staff in Accra. The appropriate person to call is the project's Data Processing Manager,(telephone Accra 665441 Ext. 6397 Ext. 6395 or Ext. 6419 or 6417) but if he is not available, any other staff member may be contacted and the message left with him/her.

FUNDS ENTRUSTED TO THE SUPERVISOR

You will be entrusted with a sum of money to enable you pay for minor repairs on the vehicle.

Each expenditure must be recorded. Any receipt that is scribbled and/or unstamped and all payments without receipts as well as any outlay that is not in line with the stated repair will be refused and the cost debited to you.

The funds should never be used for making loans to members of the team or for helping them to get out of personal difficulties. You should use the funds in the most conservative manner possible and you must seek at all times to keep costs to the minimum.

ABSENCE OF A MEMBER OF THE TEAM

<u>Absence for less than one week</u>
For an absence of less than one week;

     1) <u>By an interviewer</u>: You must undertake the interviews until the interviewer returns. You must also inform the directorate in Accra so that arrangements for a possible replacement can be made.

     2) <u>By a data entry operator</u>: You should inform the Survey Manager (Data Processing) who will arrange for a replacement, if necessary. You must also ensure that when the data entry operator returns, she works harder to catch up.

     3) <u>By a supervisor</u>: Work in the field must continue in the absence of the supervisor. This means that the interviewers should visit the selected households. The headquarters staff must be informed in advance of any absence by the supervisor so that it may take the necessary action if the absence should last for more than a week.

<u>Absence for more than one week</u>
If an interviewer, data entry operator or the supervisor is likely to be absent for more than one week, the Project Directorate must be informed immediately for a temporary replacement to be made. It should be clearly understood that any leave of absence must be granted by Accra. Any infringement of this rule will be severely dealt with.

10: RELATIONSHIP WITH THE SURVEY DIRECTORATE

TECHNICAL RESPONSIBILITY AND MONITORING

Technical responsibility for the survey rests entirely with the Project Directorate. The Directorate will therefore lay down the general directions of the work and issue instructions for action at the technical level. You will take orders from the Project Directorate and from no other person(s).

During each cycle, a staff member will visit the team in the field from the Directorate who will assure him/herself that procedures are being properly followed. He/she will monitor every aspect of the team's activities, by visiting some of the households that have already been interviewed to go over some parts of the questionnaire and thus check both the quality of the work of the interviewer and of the supervisor.

SUPERVISOR'S REPORT

At the end of each cycle, you should submit, together with the questionnaire whose data have already been entered in the computer and on the diskettes, a report on the EA surveyed. This report must contain;
- a name and number of the E.A.;
- household numbers and the date of the data collection of the cycle,
- a description of any difficulties and how they were overcome;
- numbers of any households that were replaced, if any;
- the numbers of the replacement households, and the reasons for the replacements;
- a note on the quality of the work of each interviewer, his behaviour during the interviews, and his relationship with other team members and his supervisor; and
- a report on the work of the data entry operator with a comment on his/her attitude towards you and other members of the team.

This report should also contain details of the team's expenditure. This is intended to keep the Secretariat informed on the use of the funds made available, the amount of gasoline or petrol consumed, and the total distance covered by the team.

RELATIONSHIP WITH THE REGIONAL STATISTICAL OFFICER

While you should take instructions only from the Project Directorate in so far as technical matters are concerned, you will be under the authority of the Regional Statistical Officer (RSO), who is the representative of the Government Statistician.

The RSO will therefore be responsible for sorting out any administrative difficulties of the team. He will, however, not be permitted to send a team member on leave without consulting the Project Directorate. He will again, not have the right to use any of the team's equipment (vehicle and other items) for any purpose not directly related to the project.