**Updates to Feed the Future ZOI CAPI Household Listing Manual**

This document details the changes made to the Feed the Future ZOI CAPI Household Listing Manual in May 2023.

## Subsection 1.2 (Terms you need to understand to perform the household listing)

* Revised some wording in the definitions of the following terms to provide better clarity:
* *Cluster*
* *Structure*
* *Household*
* Added the following textbox to emphasize that households rather than dwelling units are listed during listing operations for Feed the Future population-based surveys.

Note that there is a distinction between listing dwelling units and listing households in sampled clusters. For Feed the Future population-based surveys, the sampling unit is the household; hence, **households** rather than **dwelling units**, should be listed as separate records during listing operations for this survey.

To ensure that a proper and comprehensive listing takes place, basic information on the living arrangements of residents within a dwelling unit needs to be obtained to determine if the dwelling unit comprises of one or more households (see box below). If the dwelling unit comprises of more than one household, then each household is listed separately during the listing operations.

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* Added the following textbox providing the procedure on determining multiple households residing in a dwelling unit to emphasize how this is done. Note that this procedure is outlined in Appendix B, but for emphasis and greater understanding it is repeated here within the body of the manual at the point when the concept of a household is introduced.

**Determining if there is more than one household residing in a dwelling unit**

Remember that more than one household can reside in a dwelling unit, such as a free-standing house or an apartment that is meant as a single unit dwelling but there is more than one family residing in it as separate households. Each household found should be listed separately. The Lister should ask the following questions to determine whether there is more than one household residing in the dwelling unit:

1. **Ask: “How many families live here?”**

If more than one family is living in the dwelling unit, it is possible that more than one household is living in the dwelling unit.

Note that a single person who is living in the dwelling unit with the family, but who does not share cooking arrangements and does not recognize a common authority for household decision-making, should be considered a separate family and household, even though it is only one person.

1. If the Lister finds:
   1. There is only one family, then no further questions need to be asked about other households residing in the dwelling unit.
   2. There is more than one family, then they should ask the following questions:
      1. **“Do the families acknowledge the same person or persons as lead decision-makers for the household?”**
      2. **“Do the families share the same cooking arrangements?”**
      3. **“Do the families share the same contiguous roof or reside in the same residential compound?”**

If the answer to any of these questions (i-iii) is “No,” then the Lister will list the other family or families as separate households residing in the same dwelling unit. The Lister should add the name of the responsible adult for the additional households and note that there is more than one household residing in the dwelling unit.

* Added the following paragraph on unusual household structures that may be encountered in the ZOI. Note that this paragraph also appears under section 3.5.1 when the details of the household listing process is provided, however for emphasis and greater understanding it is repeated here at the point when the concept of a household is being introduced.

“Ahead of implementing the listing operation, the Listing Supervisor should be sure to advise the Lister on any situations that may pose difficulties in determining the status of the household for listing. Are there any unusual household structures in the ZOI? For example, in some communities, extended family members may reside in the same compound and could even share some resources and cook; and eat together as a larger unit. However, they may not all acknowledge the same person or persons as primary decision-makers, and therefore, they would be considered as separate households. Workers living and eating with a household, such as domestic workers, should be included as household members.”

## Subsection 3.5.1 (Adding structures or households)

* Added the following paragraph to emphasize that only structures used for residential purposes should be indicated as a residence.

“Note that for a structure (or any part of it) to be classified as being used as a residential unit (i.e., selecting “Yes” in the screen below), there should be at least one household that the Lister has determined to be residing within this structure (or any part of it) at the time of listing. If there are no households determined to be residing within this structure (or any part of it) at the time of listing, the Lister should select “No” in the screen below. The Lister should be aware that they could come across a structure that is typically used as a residence by households (e.g., a free standing house or an apartment in an apartment building), but at the time of listing, it may not be occupied by a household (i.e., it is vacant); these structures should be classified as not being used as a residential unit (i.e., “No” should be selected in the screen below).”