Republic of Malawi

Labour Force Survey

May 2024

ENUMERATOR'S MANUAL

National Statistical Office

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MALAWI

PREFACE

The Labour Force Survey will run from May 2024. During the period, selected households will be enumerated. You have been selected as one of the enumerators to assist in the undertaking of this enormous task. As an enumerator, you hold the most important position in the survey operation since it is only you, *the enumerator*, who is going to interview household members and complete the questionnaires.

In order to do your job properly, it is essential that you work diligently during your training and study this manual carefully. The first part of the manual briefly outlines the purpose of the survey. The second part explains the meaning of each question and tells you in detail how to complete each and every question on the survey questionnaire. Chapter 2 gives major definitions and concepts used in the survey so that you understand the background to your work.

You must always carry this manual with you when you are in the field and refer to it whenever you are in doubt. You are undertaking the survey under the 2013 Statistics Act that requires you to keep the information that you collect strictly confidential.

The job you have to do will not be easy; it will involve long and odd hours, including weekends and walking long distances: However, your main reward will be a feeling of pride in having done a difficult job well and helped to provide the Labour Force data which will be a basis for socio-economic planning in Malawi.

Shelton Kanyanda

COMMISSIONER OF STATISTICS

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1.1 INTRODUCTION

The National Statistical Office (NSO) is a government department mandated by the 2013 Statistical Act to collect, compile, analyse and disseminate statistical data in Malawi. Labour Force Survey is one of the surveys conducted by the NSO. This is the second Labour Force Survey to be conducted; the last was conducted in 2013.

1.2 PURPOSE OF 2023 LABOUR FORCE SURVEY

The main objective of the 2023 Malawi Labour Force Survey (MLFS) is to generate reliable information on employment and unemployment situation and other labour force characteristics of the population aged 15-64 years.

The specific objectives of the survey are:

- To estimate the size of the labour force, 15-64 years by demographic characteristics
- To estimate the number of employed persons by occupation, industry and employment status
- To estimate the population which is not working together with their demographic characteristics
- To estimate youth unemployment.
- To estimate child labour

The results of the survey provide statistics that serve a wide variety of purposes. Some of these purposes include:

- Monitoring the economic situation with regards to employment.
- Providing evidence for formulating and implementing policies for decent work, employment creation and poverty reduction, income support as well as other social programmes.
- Providing indicators for monitoring the country's progress towards achieving Malawi 2063.

1.3 DESIGN OF THE QUESTIONNAIRE

Computer Assisted Personal Interviewing (CAPI) data collection method will be used in the 2023 Labour Force Survey. The Census and Survey Processing System (CSPro) supports data collection on android devices (phones and tablets). This technology allows various skip patterns and other procedures which combine data collection and data input into a single operation. This technology also reduces respondent's burden and allows us to do many things that are not in a paper and pencil environment.

1.4 ROLES AND RESPONSIBILITIES OF ENUMERATOR

The enumerator's role is of critical importance. Enumerators must be able to quickly and thoroughly visit and interview the selected households within a designated area.

Mistakes can be costly. Thus, **it is extremely important that you read this manual and follow the instructions carefully; you must also be available and be attentive during training session**. If you do, you will have little trouble in doing a good job. Without intelligent, conscientious, and well-trained enumerators, a survey is not likely to be complete or accurate. Whenever questions arise, consult the manual. If the solution is still not clear, contact your supervisor.

An enumerator is responsible for recording the selected households in a specific geographic area. As an enumerator you are expected to:

i. **To make a good first impression**

You should make the first contact with a smile and greeting like, "good morning", "good afternoon", or "good evening", and to continue to behave in a professional manner. At the same time, you should look decent and tidy.

ii. **To introduce and identify yourself**

First meet the household head or any other responsible person. You should introduce yourself by showing your identification letter and a badge.

iii. **To explain the purpose of the visit**

You should be conversant with the objective(s) of the survey; in other words, as an enumerator, you should know why the government is doing the survey.

iv. **To inform enumerated persons about the confidentiality of the Survey data**

You should inform persons being enumerated that personal data that will be collected in the Survey represent an official secret – strictly confidential data protected by law that will be exclusively used for statistical purposes only.

v. **Not to make any influence on answers given by the person being enumerated**

It is strictly important to be neutral when asking questions. You are not even allowed to show expressions on your face and/or voice and should not give the idea to the person being enumerated that he/she gives right or wrong answer.

vi. **Not to change the words or order of the questions**

The words and order of the questions must be maintained. If the person does not understand the question, it should be repeated slowly and clearly. If, again the respondent does not understand the question, then the question should be rephrased, ensuring that the sense of the original question is not lost.

vii. **Know how to canvass an area**

Be familiar with the survey maps prepared for your use and the instructions on how to cover an area in a systematic fashion. Enumerate only within the boundaries of your assigned area.

viii.   Work conscientiously

Follow survey procedures exactly and efficiently. State your business in a few words, ask the required questions, make your entries, and then proceed to the next house. If the person is reluctant to cooperate, try to convince him/her and if necessary, report the matter to your supervisor.

ix.   Be neat and courteous

While interviewing, remember that you are a public employee and you represent the NSO, the office that hired you. Be considerate of the people you contact. Dress appropriately. Do not smoke or chew gum while interviewing.

x.   Keep the information confidential

The information you gather is strictly confidential. Only the final district population and housing count will ever be released. Do not discuss any information obtained in your survey work with anyone but your supervisor or other authorized personnel.

xi.   Transmission to the supervisor

Upon the completetion of the interview, you are required to transfer data to the supervisor via bluetooth on regular/daily basis, which is called synchronisation. This task is done with the supervisor's tablet.

You should be conscious in handling the tablet knowing that it can easily be damaged or stolen. It should therefore be kept safe and in good condition at all times.

NOTE: If your work or conduct is judged unsuitable and does not meet the standards set forth in this manual, you may be subject to dismissal.

1.5   ENUMERATION

The enumeration of selected households in all districts of the Republic of Malawi will be conducted in 2023.

The enumeration will include persons with a place of usual residence at the time of the survey.

1.5.1 LANGUAGE

The enumeration will be in the following languages; English, Chichewa, Tumbuka, and Yao. If the person being enumerated does not speak the languages which you speak,

then inform the respondent that another enumerator who knows the language will come and enumerate him/her.

1.5.2 PLACE OF ENUMERATION

1.5.2.1 *Place of usual residence*
This is where a person usually resides; it may be the same as, or different from, the place where the person actually is at the time of the survey, or it may be his/her legal residence. A person's usual residence should be that at which he/she spends most of his/her day or night rest.

Place of usual residence could be:
- The same or different from the person's official place of residence;
- The same or different from the place of work or place of school attendance; or
- The same or different from the place where the person is found at the time of the survey.

1.5.3 HOUSEHOLD TO BE ENUMERATED

1.5.3.1 *Households*
Selected households in the survey exercise have to be enumerated. You are therefore advised to interview or to canvass all selected households in your EA.

1.5.4 PERSONS WHO SHOULD RESPOND TO QUESTIONS

The enumerator should seek responses to the questions in the survey from a knowledgeable adult member of the household who is familiar with the information of the household should respond to the questions.

CHAPTER 2: DEFINITIONS AND CONCEPTS

As an enumerator, you must be familiar with several definitions to accurately identify and interview the selected households in your enumeration area.

2.1 ENUMERATION AREA (EA):

An EA is an area to be covered by one enumerator during the survey period. It may comprise part of the village, a whole village or several villages, estate(s), trading centre(s), mission centres or part of an urban area. The EAs have already been demarcated and the boundaries are marked on the maps, which will be given to you.

2.2 VILLAGE:

In this survey a village means the area controlled by the village headman. It can either be recognised or not by the District Administrator.

2.3 PLACE

A place may be part of a village or any area other than a village whose name is locally known. It will provide information on the overall population size for that particular locality.

2.4 HOUSEHOLD:

It consists of one or more persons, related or unrelated, who live together and make common provision for food and recognise one member as head. They regularly take all their food from the same pot, and/or share the same grain store (nkhokwe) or pool their incomes for the purpose of purchasing food. Persons in a household may live in one or more dwelling units.

2.5 HEAD OF HOUSEHOLD:

This is a person among the household members who is acknowledged by other members of the same household and is often the one who makes most decisions concerning the welfare of the members of the household regardless of sex and age.

2.6 DWELLING UNIT (DU)

It may be defined as any structure; permanent, semi-permanent or traditional where people sleep. It may be a hut, house, store with a sleeping room or rooms at the back or sides, a shelter of reeds/straw such as those used by fishermen, or any other structure where people sleep. A dwelling unit should have at least one person sleeping in it.

2.7 ROOM

A room is a space in a **DU** or other living quarters enclosed by walls.

2.8 CALENDAR OF EVENTS

This is a summary of historical events with the corresponding dates of their occurrence. These events are recognised and acknowledged throughout the country and districts respectively. *(See Appendices A).*

2.9 CALL-BACK VISIT

This refers to a visit to a household made by an enumerator to try to complete the questionnaire that could not be completed on an earlier visit(s). This may be because the respondent:
- could not give correct/acceptable responses, or
- gave incomplete responses, or
- was not available, or
- refused.

CHAPTER 3: CONDUCTING THE SURVEY

3.1 EXPLAINING THE SURVEY

This section provides important background information that you will need to know before starting the interview. Among topics discussed in the sections are:
- How to explain the survey
- Authorization
- Confidentiality

3.2 HOW TO EXPLAIN THE SURVEY

Show your official letter of introduction and make sure that you are wearing the survey bib. Give the following introduction (or a similar introduction):

Hello, my name is .... I am working with **National Statistical Office (NSO).** We are conducting a survey on Labour force and working conditions of persons aged 15 to 64 and type of work children between 5 to 17 do. Your household is among the randomly selected households the survey questions will be administered to. This interview usually takes about 40 minutes. Following this, I may ask to conduct additional interviews with you or other individual members of your household. All the information we obtain will remain strictly confidential and anonymous. If you do not wish to answer a question or stop the interview, please let me know.

In case you may have any questions or seeking for the clarification, you may do so now before I start the interview.

May I start the interview? (*Yes/No*)

Points worthy noting in the Introduction
1. Your name and organisations responsible for the study

2. The purpose of the study

3. Why you are administering the household in question

4. The confidentiality

The consent to proceed with the interviews

AUTHORIZATION

The National Statistical Office (NSO) derives its mandate from the National Statistics Act, 2013 which established it to be a central depository of all official statistics produced in the country. According to the Act, is mandated to collect, analyse, publish and disseminate official statistics for evidence-based policy formulation, decision making,

monitoring and evaluation of development programs. The Act also empowers NSO to raise public awareness about the importance and role of statistical information and promote the use of best practices and international standards in statistical production, management, and dissemination.

3.3 CONFIDENTIALITY

Within the context of the survey, the term "confidentiality" refers to our guarantee to individuals who provide survey information. The name, address, and other information that would identify an individual is not available to persons other than sworn NSO employees. Therefore, you will be required to take an Oath of Office and Secrecy.

To ensure confidentiality, you **MUST** observe the following rules:

i. You must not let anybody access your completed questionnaires, other than your Field Supervisor, or NSO senior staff who are engaged/involved in the census.

ii. You must not tell anybody anything about the answers received to the survey questions, either at the time of the survey or afterwards.

iii. You must do the work yourself and not allow any other person who has not trained as this survey's enumerator do it for you.

iv. You are responsible for your tablets and other survey items. Do not leave them where they can be misplaced, stolen, or viewed by another person.

v. Clearly explain to the respondent that whatever information you obtain will be kept strictly confidential and will be used for statistical purposes only. Under no circumstances will such information be used to anyone's disadvantage.

vi. It is likely that the village headman or the elders may be present when you are asking questions. In which case, you must explain the need for confidentiality of Census information to the village headman or the elders. In other words, even the village headman and/or elders should not be allowed to listen to any interviews.

vii. You will be supplied with an official letter of introduction as an enumerator to show that you are authorised by the law to conduct the interview. You must always carry this letter with you when you are enumerating.

3.4 PENALTIES

As an Interviewer you are liable for the loss or damage of tablet, power bank and solar charger and accessories. A surcharge action will be based on the cost/price of the lost or damaged items.

Ensure that interviews are conducted with appropriate household members. Friends, neighbors, or other non-household members should not be present during the household interview. It is important to ensure privacy so that respondents feel they

can answer your questions freely and honestly, and so the information that they share remains confidential.

If you disclose such statistical information for personal gain to unauthorised person you are committing an offence and you shall be liable upon conviction to a fine of five hundred-thousand-kwacha (K500,000) and to imprisonment for two (2) years.

3.5 PRE-ENUMERATION ARRANGEMENTS

Arrange a place and time for a meeting with your Field Supervisor, who will advise you on your itinerary for the first few days, and then you may proceed immediately to your assigned EA.
Before you start enumeration of your EA:

i. **Meet Village Headman or Headwoman**
You and your supervisor should meet the village headman or headwoman and any local leaders who may be able to assist in reaching the households. Talk to them (the headman, headwoman, or local leaders) about the survey and the purpose of your visit. Gain their confidence, dispel any fears they may have, and try to win their full co-operation.

ii. **Identify Enumeration Area**
You will be provided with an EA map that will assist you to accurately identify your EA boundary. The EA boundary usually follows physical features such as streams, hills or mountain ranges, valleys, roads, etc. EA boundaries are distinctly marked in red on the maps for easy identification.

Prior to the beginning of the enumeration, you should make a tour of the census Enumeration Area (EA) boundaries with the field supervisor using the EA map provided. It is therefore necessary that you first of all identify the north direction on the ground and consequently on your EA map by using the compass directions reference on the map. If, during the tour and based on the map and description, you notice that you cannot determine with certainty the terrain where the enumeration will be carried out (that is, if some or a group of features that could help in identifying boundaries are missing), you should inform your Field Supervisor.

When you get familiar with the census EA boundaries, you should make a plan for the activities within the EA. You should not omit units that should be enumerated. You should also take note of all isolated houses within the EA and ask whether there are other houses that are detached from the majority of the houses belonging to your EA.

You should plan the best way of going around your EA when enumerating so as not to waste time with unnecessary travel. Plan your visit in such a way that you will not miss any structures.

iii. **Inform the Village Headman or Headwoman**

You should inform the village headman or headwoman of the group of dwelling units you would like to enumerate the following day. Kindly request him to make arrangements for as many people as possible, and at least one responsible adult from each household, to remain at home that day until you have made a visit. Inform him that if any visitor spent the previous night at those households you intend to visit the next day, they should wait for your coming or come to see you before they leave the village.

3.6   ITEMS REQUIRED FOR FIELDWORK

You must ensure that you have been issued the following items:
   i.   Letter of introduction
   ii. Enumerator's manual
   iii. Map of your EA
   iv. Tablet and other related supplies
   v.   Notepad and pen for taking notes
   vi. A bag large enough to carry all the items listed above.

3.7   INTERVIEWING PROCEDURES
In order to have a systematic daily procedure and uniformity among enumerators, please follow the instructions below:
   a. Identify the head of household or the responsible member of the household who can provide accurate information about the characteristics of the household and/or absent members, especially children.

   b. When you first meet the head of household or responsible member of the household, introduce yourself and explain the reason for your visit. If he/she is not available, make arrangements for a call-back. Be polite and good-humoured and ask courteously whether the household members would be kind enough to answer the questionnaire. They are in fact, obliged by law to answer the questions, but you should not mention this unless they refuse to co-operate. Try to persuade them, but, if they fail to co-operate, inform your Field Supervisor before you inform the village headman, headwoman, local leaders, or community leaders.

   c. When asking questions from the questionnaires, you should be concise and tactful. Do not give the respondent the impression that you are not sure of what is meant by any of the questions. Do not ask leading questions, that is, **NEVER** suggest answers to the respondent. It is, therefore, **absolutely essential** that you master your manual, questionnaire, and other related documents before going into the field.

   d. Before conducting individual interviews, first ensure that you have correctly identified the members of the household and also the exact number of dwelling units belonging to the household.

e. Sometimes the respondent may be unable to give you satisfactory information regarding age, education or even the full name of the *absent member of the household*. In such instances, arrange to call again when the person is back home.

f. Ensure that all sections of the questionnaire are completed before leaving for the next household.

g. In urban areas, where it is very likely that most household members will be at work during the day, make every effort to complete your questionnaires for these households in the morning before work, during lunch hour, in the evening after work, or during weekends.

h. Some places, particularly in towns, houses, and blocks of flats, have servants' quarters built within the same structure or in the same yard. Servants in their quarters should be enumerated as a separate household if they have their meals separate from that of their employers. However, if they share the same meals with the employer, they should be counted as part of the employer's household. Each flat in a block should be treated as a separate household.

i. Before you leave a household, you must check if there are any outbuildings – e.g. Kitchen, room with separate outside door, etc. – where people slept the previous night, and ensure that everybody has been enumerated.

j. If you do not find people at home during the day, consider visiting them early in the morning, during the lunch hour, in the evening, or during the weekend when they will have returned home from work.

k. If you have more than 5 cases of call-backs in a short time in one village, discuss the problem with the village headman or headwoman, appealing to him/her to make arrangements for people to stay at home at specified times (or meet you before they leave their homes). If you are still unable to contact them, then consult your Field Supervisor, as they may be deliberately avoiding you.

l. You should periodically contact your supervisors and report the progress of your work. Since communication in some parts of the country is more difficult than others, no rule about frequency of reporting can be made. It is essential, however, that you take every opportunity to discuss your problems and uncertainties, especially on the first few days of the enumeration.

3.8   CONDUCTING THE SURVEY

3.8.1 HOW TO ASK QUESTIONS

- **Ask exactly as worded**

All questions must be asked as worded so they will yield comparable results. Avoid changing words or phrases and adding or dropping words to the question.

- **Ask every question**

Although the answer to a particular question may seem obvious, refrain from filling in the answer without asking the question. It is imperative that you ask or verify each applicable question. If the respondent misunderstands or misinterprets a question, you should do the following:
1. Repeat the question as worded and give the respondent another chance to answer
2. If you still do not get an acceptable response, use the probing techniques discussed below.

3.8.2 HOW TO PROBE

When the respondent's answer does not meet the question's objective, probe to clarify or expand his/her answer.

The probing procedures listed below are useful in stimulating discussion:

- **Brief assenting comments**, such as "Yes, I see", show the respondent that you are giving your attention to the answer. They often stimulate the respondent to talk further.

- **An expectant pause** accompanied by an inquiring look after the respondent has given only a brief reply often conveys to the respondent that (s)he has merely begun answering the question. It will often bring forth further response.

- **Repeating the question** or listing the response categories (when applicable) is useful when the respondent does not understand the question, misinterprets it, seems unable to make up his/her mind, or strays from the subject.

- **Repeating the respondent's reply** is useful in helping to clarify the response and prompting the respondent to enlarge upon his/her statement. Be sure you adhere strictly to the respondent's answer and do not interject your own ideas.

- **Neutral questions (probes)** in a neutral tone of voice will bring fuller, clearer responses. Such questions show your interest and are successful when used correctly. Your manner of asking neutral questions is important; a sharp demanding tone can damage.

3.8.3 IMPORTANCE OF USING NEUTRAL PROBES

We have stressed that you need to stimulate discussion. This does not mean that you should influence the respondent's answer or unnecessarily prolong the interview. Probing should be as neutral as possible so you do not distort the respondent's answers. When you ask neutral questions of all respondents, we have comparability between all the interviewers in the survey. If each interviewer asks a leading probe, we would not be comparing responses to same questions. This would thoroughly defeat the goal of having a standardised survey.

3.8.4 TYPES OF INTERVIEWS

3.8.4.1 Regular Interview
Most of your interviews will be with households eligible for the LFS 2023.

3.8.4.2 Quality Assurance Reinterview (Spot-Check)

The 2023 LFS will include reinterview (spot-check) cases for which Field Supervisors will conduct follow-up interviews at households initially interviewed by an Enumerator. The reinterview questionnaire is a shortened version of the actual LFS questionnaire and, at the introduction screen, the Field Supervisors asks to speak with **original respondent**.

3.8.5 AFTER THE INTERVIEW
It is important to understand what happens at the end of an interview:
- Thank the respondent for his/her participation
- Inform that a survey supervisor may visit the household to verify if the household was enumerated
- Say good-bye to the respondent
- Put the tablet in sleeping mode before proceeding to the next interview

3.8.6 END OF THE DAY PROCEDURES

- Upon the completetion of the day's work, transfer data to the field supervisor via bluetooth, which is called synchronisation. This task is done with the supervisor's tablet.
- Shutdown the tablet to save battery power.
- Charge the tablet in preparation for next day's work.

CHAPTER 4: CHALLENGING SITUATIONS

Not all interviews will flow smoothly. This chapter will explore the types of situations you may experience and how to handle any issues that arise during your enumeration attempts. Each situation may require a different approach, but remaining calm and professional will help resolve most issues.

4.1 NO ONE HOME

Even when you plan your visits for times when people are most likely to be home, finding no one home is to be expected. When no one is home, it may be because the household members are out of the house temporarily, whether for work, school, vacation, and so forth, and not because the unit is vacant.

4.2 HANDLING REFUSALS AND RELUCTANT RESPONDENTS

Most of the people you interview will be cooperative, but you may come across people who object to participating. The purpose of this topic is to provide you with information to help you handle refusals and reluctant respondents.

When people are not cooperative, it is important that you maintain a positive and professional attitude. The best way to handle people who do not want to cooperate is to be prepared for the questions they ask and the objections they raise. Remain calm, do not threaten or antagonize the respondent, try to find out the reason for the refusal, and do not take the refusal personally.

4.2.1 AVOIDING REFUSALS

Strategies for avoiding refusals:
- Conduct interviews at a time convenient for respondents
- Use proper introduction techniques:
    i. Smile when you introduce yourself
    ii. Make eye contact
    iii. Pronounce clearly
    iv. State your first and last name and show your NSO identification
    v. Be prepared to explain the purpose of the census
    vi. Be friendly without becoming too personally involved.

- Educate respondents about the interview process answering questions and providing literature about the survey.
- Inform respondents about the importance of the survey, and how the data are used.

4.3 RESTRICTED ACCESS

You may have trouble getting to your EA address for a variety of reason. Some situations, such as weather conditions, floods, impassable bridges, or even crime seasons, are beyond your control. Whenever these arise, or you are uncertain, contact your field supervisor for guidance.

However, sometimes gaining access is difficult because someone or something denies you access. The purpose of this topic is to suggest methods for gaining access to gated or restricted access communities or buildings.

Restricted access is any apartment, gated community, or building where you do not have access to the actual door of the household:

1. There may be a gatekeeper: guards or concierge services.
2. There may be intercoms, buzzers, key or other security system control access.

Every situation you encounter will be different. However, some techniques apply to almost all situations. Among these, wearing professional dress that is appropriate for the community is very important. We know from prior surveys that those Enumerators who focused on appropriate dress and presentation did not have significant access problems. For example, one basic technique that will help in most situations is keeping your survey ID badge visible at all times.

CHAPTER 5: COMPLETION OF THE QUESTIONNAIRE

Do not suggest or assume answers under any circumstances. Always do sufficient probing where necessary before recording any answers.

Make sure that you ask the questions in such a way that you collect the intended information. Rephrase questions if the respondent does not seem to understand and ask additional questions if the respondent gives irrelevant or incomplete answers.

5.1   GENERAL INSTRUCTIONS

All Enumerators should observe the following INSTRUCTIONS throughout the fieldwork period:

i.   Your job is an important and challenging one. You will need to be accurate, consistent, and reliable in obtaining statistical information. To do this, you may need to be firm and even persistent. But, at the same time you must be polite, tactful and courteous. You should always remember that you are representing the Government of Malawi to the respondent and your attitude and conduct must always be above reproach at all times.

ii.   You must be careful to ensure that you are performing your job correctly; otherwise, you will be immediately dismissed.

iii.   All recorded information should be checked in full and corrections should be made accordingly.

iv.   Read instructions before asking each question. The instructions are either in *bold letters, italics, or block letters.*

v.   No person except your field supervisor and other census staff should come with you when you interview. If your supervisor does accompany you, you should introduce him and explain that his function is to occasionally check your work, then continue your interview in the normal way.

5.2   SECTION L: LOCALISATION AND IDENTIFICATION OF THE HOUSEHOLD

The application has been designed in such a way that the region, district, TA, and EA for enumeration will be selected by the field supervisor using the menu application. The interviewer will only select the group village head and the village.

CHAPTER 6: POPULATION CHARACTERISTICS

This chapter serves as the start of the survey interview. It is addressed to a knowledgeable adult member of the household and aims to identify all members of the household and capture essential demographic and social characteristics. These include: relationship to the household head, sex, date of birth, age, marital status, highest level of education completed, field of education, current school enrolment and participation in training outside the formal education system.

6.1 POPULATION DEMOGRAPHICS

DEM00: *Please give me the names of the persons who usually live in your household starting with the head of the household?*

You should find out who resides or stays in the household. Remember to include a domestic worker (if he/she lives in the household) and new born babies. Confirm that you have listed all members living in the household.

DEM01*: Is (name) male or female?*

When used as a basic background characteristic, the variable is defined as the biological sex assigned to the person at birth.

DEM02: *What is the relationship of (name) to the head of the household?*

Select an option that best describes the relationship of the person under review to the head of the household.
1. Head of the household
2. Wife or husband
3. Son or daughter
4. Step-son or step-daughter
5. Son-in-law or daughter-in-law
6. Grandchild
7. Parent
8. Parent-in-law
9. Brother or sister
10. Niece or nephew
11. Sister-in-law or brother-in-law
12. Other relative
13. Domestic worker
14. Not related

If a household comprises two or more unrelated persons, treat one of them as head.

DEM03 *On what day was (NAME) born?*
This collects the day of which (name) was born. This is directly linked to age of the person.

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DEM04 *In what month was (name) born?*

This collects the month of which (name) was born. This is directly linked to age of the person.

DEM05 *In what year was (name) born?*

This collects the year of which (name) was born. This is directly linked to age of the person. If year of birth is not known, please use the calendar of events.

DEM06: *How old was (name) at his or her last birthday?*

This is one of the most important questions in the questionnaire and one of the most difficult to answer correctly. You should try your best to obtain an accurate answer. Record the age of the respondent in completed years in the field provided. The age must match the month and the year.

For those people who cannot remember their date of birth and their ages in completed years, try to utilize the following documents, if available: National ID, Health passport, book for children, Birth certificates, Passport, Baptismal Certificate, Ulendo wa banja lathu (Catholic Family Book), Driving license and other records.

Finally, if everything else fails, you can look at the person, check his/her position in relation to his/her siblings (brother/sister) whose ages are known in the family and, through common sense, establish his/her probable age. Alternatively, you can ask the person to think of his/her age-mates who know their ages, establish their ages and record the same age for him/her.

DEM06A Is (NAME) present resident, absent resident or visitor?
    1. Present Resident
    2. Absent Resident
    3. Visitor

DEM07 *What is (name)`s current marital status?*

This question is asked only for persons who are 12 years and older. Select the appropriate response from the following:
    1. Never Married
    2. Married
    3. Cohabiting
    4. Divorced
    5. Separated
    6. Widowed

DEM08 *Is (name) able to read and write a simple sentence in any language?*

This question is directed to persons 5 years and older to determine if they can read and write a short sentence in any language.

***DEM09a** Has [NAME] ever attended school?*

This question seeks to find out if the person has ever attended any educational institution. Select "YES" if the person has ever attended school and "NO" if not.

***DEM09b** Is [NAME] currently attending school?*

Select "YES" if the person is currently attending school and "NO" if not.

***DEM10** What is the highest level and grade or year of education that (you/NAME) (have/has) completed?*

The level of school can be preschool, primary, secondary, university, and other tertiary.

***DEM11** What is the highest class/year that (name) (have/has) completed?*

***DEM12** What is the highest qualification (name) attained?*

The qualifications are shown below:

1. None
2. Primary school leaving certificate (PSLCE)
3. Junior Certificate
4. MSCE /O' Level certificate/GCSE
5. A' Level certificate
6. Professional Certificate
7. Vocational training certificate
8. Diploma
9. Bachelor's degree
10. Master's degree
11. PhD

Professional certificates include certificate in teaching, nursing, accounting, community development and other related (professional) certificates, while Vocational certificates include those in carpentry, tailoring, etc.

DEM_13: What is (your/NAME's) area of study?

00. Generic programmes and qualifications
01. Education
02. Arts and humanities
03. Social sciences, journalism and information
04. Business, administration and law
05. Natural sciences, statistics mathematics and statistics
06. Information and Communication Technologies (ICTs)
07. Engineering, manufacturing and construction
08. Agriculture, forestry, fisheries and veterinary
09. Health and welfare
10. Services

6.2 MIGRATION

The module is designed to support disaggregation of labour force data by native- and foreign-born status; nationals and foreigners; recent and long-term migrants; and for disaggregation of the foreign-born population by country or region of origin, and by main reason for migration. The module does not cover return migration, short-term international labour migration, internal migration. It captures country of birth, date of most recent arrival to live in the country, reason for moving to live in the country, and country of citizenship. Short international trips undertaken by the respondent after moving to the survey country should not be taken into consideration.

DEM14: Was (NAME) born in this country?

The question is asked of all household members. It is asked to identify persons born in the country (Native-born) and those born outside the country (Foreign-born) where the survey is taking place. To identify the native-born population, all persons actually born in the country where the survey is taking place (survey country) should be recorded as such, regardless of the mother's place of residence at the time of the birth, or their legal status in the country.

DEM15: In which country was [NAME] born?

If the person was not born in Malawi, select a country where he/she was born from the list.

DEM16. When did [NAME] first arrive in Malawi?

If the person was born outside Malawi, ask them the last time they moved to reside in Malawi.

DEM17. How long (have/has) (you/NAME) been living in Malawi?
  1. Less Than 12 Months
  2. Year To Less Than 5 Yrs
  3. 5 Years To Less Than 10 Years
  4. 10 Years Or More

This question is asked of persons whose year of last arrival is unknown.

DEM18: What was (your/NAME)'s main reason for moving to Malawi?
1. To Take Up A Job
2. Job Transfer
3. To Look For Work, Clients
4. To Study
5. Marriage
6. Family Moved/Joining Family
7. Medical Treatment, Health
8. Conflict, Insecurity, Natural Disaste
9. Lifestyle, Cost-Of-Living
10. Other

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.

DEM19 (*Are/Is) (you/NAME) a citizen of Malawi or another country?*

This question has three options
      a. Malawi
      b. Another country
      c. STATELESS
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. This question allows multiple answers, to capture persons with multiple citizenships.

The STATELESS category should not be read aloud. 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.

DEM20 *Which other country (are/is) (you/NAME) a citizen of?*

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

6.3 FUNCTIONAL DIFFICULTIES

The purpose of this module is to identify persons who have difficulties in performing basic 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, as explained below, that the word "disability" not be used during the administration of this module.

The module is designed to support disaggregation of labour force data by disability status. Thus, it is restricted to persons aged 5 years and above.
DEM_21-DEM_26. Functional difficulty:
Ask about difficulties in seeing, hearing, walking or climbing steps, remembering or concentrating, self-care, communicating using one's language whose responses are:
      01. No, no difficulty
      02. Yes, some difficulty
      03. Yes, a lot of difficulty
      04. Cannot do it at all
The responses can be read aloud if needed. Interviewers should be trained to read the list of response options in full before requesting an answer from the respondent.

DEM21*: Does (NAME) have difficulty seeing, even if wearing glasses? Would you say,…*

The question seeks to identify persons who have vision difficulties or problems seeing even when wearing glasses (if they wear glasses). "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.

DEM22: (Do/Does) (you/NAME) have difficulty hearing, even if using a hearing aid?

This seeks 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). "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.

DEM_23: (Do/Does) (you/NAME) have difficulty walking or climbing steps?

The purpose of this item is to identify persons who have some limitation or problems of any kind getting around on foot. "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)

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that is considered a problem should be captured.

DEM_24: *(Do/Does) (you/NAME) have difficulty remembering or concentrating?*

This question seeks to identify persons who have some problems with remembering or focusing attention that contribute to difficulty in doing their daily activities.

 "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.

DEM_25: *(Do/Does) (you/NAME) have difficulty with (self-care such as) washing all over or dressing?*

This question seeks to identify should be trained to only read the list of response options if persons who have some problems with taking care of themselves independently.

"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.

DEM26: *Using (your/his/her) (usual/customary) language, (do/does) (you/NAME) have difficulty communicating, for example understanding or being understood by others?*

This question seeks 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. National adaptation and implementation.

"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.

DEM27*: (Do/Does) (you/NAME) have albinism?*

Ask whether the person being referred to has albinism. If interviewing respondent, record YES or NO through observation.

HC1*: What is the religion of (name of the head of the household from HL2)?*

Select the appropriate option of religion of each person in the questionnaire from the list.

HC2: *What is the mother tongue/ language of household head?*

This is the language which a person has grown up speaking from early childhood.

HC3*: To what ethnic group/tribe does head of the household (from HL2) belong?*

Enquire the tribe or ethnic group of the head of household and select the appropriate option.

6.4 HOUSEHOLD CHARACTERISTICS

HC1-HC06 Ask about characteristics of a dwelling unit including whether it is owned or rented, number of rooms used for sleeping, main material of the dwelling floor, roof and exterior walls.

HC10: *Is the dwelling unit owned, rented, or provided freely by an institution/employer?*

HC11: *Main material of roof. Record observation*
1. No Roof
2. Natural roofing
3. Thatch / Palm leaf
4. Rudimentary roofing
5. Rustic mat
6. Palm / Bamboo
7. Wood planks
8. Cardboard
9. Finished roofing
10. Iron sheets/Metal/Tin
11. Wood
12. Calamine / Cement fibre
13. Ceramic tiles
14. Cement
15. Roofing shingles
16. Other (specify*)*

HC12: *Main material of the exterior walls. Record observation*

Select the main type of wall material.
1. Burnt bricks
2. Unburnt bricks
3. Concrete
4. Cement blocks
5. Mud/Wattle/Dung
6. Reeds/Straw
7. Wood/Planks
8. Other

HC13: *What is the main material used for the floor? Record observation*
If observation is not possible, ask respondent to determine the material of the dwelling floor.
Select the main type of floor material.
01. Earth/Sand
02. Dung
03. Wood planks
04. Palm/ Bamboo
05. Broken bricks
06. Parquet or polished wood
07. Vinyl or Asphalt strips
08. Ceramic tiles
09. Cement
10. Bricks
11. Other

HC14: *How many rooms does this dwelling unit have, including sitting rooms and dining rooms, excluding bathrooms, toilets, storerooms, and garage?*

Record number of rooms. *Note that storeroom(s) or garage(s) should be included if used as sleeping room(s)*

HC15: How many rooms do members of this household usually use for sleeping?

Record number of rooms

HC16-HC2 Ask about assets a household owns or has access to. These include radio, bed, sofa, electricity, livestock or poultry, and others.

HC11-*HC19* Select "YES" if any member of the household has the item, otherwise select "No". The items include a computer or a tablet, mobile telephone, access to internet at home, own agricultural land, bank account.

6.5   HOUSEHOLD SOURCES OF LIVELIHOOD (HLL)

Module covers basic information on sources of household livelihood. It identifies all sources of household livelihood in the 12 months preceding the interview date, as well as the main source as self-declared by the household reference person or head. It distinguishes between income from employment and other sources of household income, including remittances, transfers, and production of foodstuff for own final use. The module is to be asked only to the household reference person or head.

DEM_31: *In the last 12 months, which of the following sources of support did the household have?* READ AND MARK ALL THAT APPLY

   a. Income from household farming or fishing
   b. Income from a household business (other than farming or fishing)
   c. Income from a paid job (held by a household member or yourself)
   d. Foodstuff produced by the household from farming, raising animals or fishing
   e. Money or support from people living abroad
   f. Support from other households in the country
   g. Income from properties, investments or savings
   h. Private or state pension or other Government support
   i. Charity from NGOs or other

DEM_33: *Which of these was the MAIN source of support of this household?   READ ONLY IF NEEDED; MARK ONLY ONE*

   a. Income from household farming or fishing
   b. Income from a household business (other than farming or fishing)
   c. Income from a paid job (held by a household member or yourself)
   d. Foodstuff produced by the household from farming, raising animals or fishing
   e. Money or support from people living abroad
   f. Support from other households in the country
   g. Income from properties, investments or savings

h. Private or state pension or other Government support
i. Charity from NGOs or other charitable organisations

DO NOT READ
j. OTHER (SPECIFY): _____

DEM_35 *Thinking about the current season…has (name) worked or helped with the household's [farming/animal rearing/fishing] activities?*

Select "Yes" if the reference person worked or helped with the household's activities, otherwise select "No".

DEM_36 *is (name) involved in making decisions about the [farming/animal/fishing] products produced by the household? For example, what to produce, when, how much, etc.*

Select "Yes" if the reference person was involved in making decisions about what was produced with the household's activities, otherwise select "No

6.6 WATER AND SANITATION

The purpose of this module is to assess the type of water source used by households for drinking as well as for other domestic purposes, such as cooking and washing hands.

Definitions of the various sources of water are as follows (codes refer to those used in WS1 and WS2):

'11' – <u>Piped into dwelling</u>, also called a house connection, is defined as water service connected by pipe with in-house plumbing to one or more taps, for example, in the kitchen and/or bathroom.

'12' – <u>Piped to yard / plot</u>, also called a yard connection, is defined as a piped water connection to a tap located inside the compound, yard or plot outside the house.

'13' – <u>Piped to neighbour,</u> refers to a situation where the household obtain water from a neighbour's house connection or yard connection.

'14' – A <u>public tap / standpipe</u> is a water point from which the public may collect their water. A standpipe may also be known as a public tap or drinking water fountain. Public standpipes are typically located on a street corner or other public space. They can have one or more taps and are typically made of brickwork, masonry or concrete.

'21' – A <u>tube-well / borehole</u> is a deep hole that has been driven, bored or drilled with the purpose of reaching groundwater. Boreholes/tube-wells are constructed with casing, or pipes, which prevent the small-diameter hole from caving in and provide protection against infiltration of surface water run-off. Water is typically delivered from a tube-well through a pump that may be powered by humans, animals, wind, electricity, diesel fuel or solar energy.

'31' – <u>A protected dug well</u> is a dug well that is protected from surface water run-off through a well lining or casing that is raised above ground level and a platform or apron that diverts spilled water away from the well. Additionally, a protected dug well is covered so that humans, animals, bird droppings and other harmful substances cannot fall into the well.

'32' – <u>An unprotected dug well</u> is a dug well for which <u>one or both</u> of the following are true:
  - o (1) the well is not protected from surface water run-off; and/or
  - o (2) the well is not covered.
  If at least one of these conditions is true, the well is unprotected.

'41' – A <u>protected spring</u>. A spring is typically protected by a 'spring box' that is constructed of brick, masonry or concrete and is built around the spring so that water flows directly out of the box into a pipe without exposing the source to surface water run-off and/or contamination by humans or animals.

'42' – An <u>unprotected spring</u> is a spring where the source is exposed to surface water run-off and/or contamination by humans and animals. Unprotected springs typically do not have a 'spring box' as described above.

'51' – <u>Rainwater</u> refers to rain that is collected and harvested from the roof of a building and stored in a container, tank or cistern until used. Ground or surface rainwater catchments should not be considered under this category (see Surface Water).

'61' – A <u>tanker-truck</u> is where a service provider transports and distributes/sells water to households/communities by means of a tanker truck.

'71' – <u>Cart with small tank</u> is where a service provider transports and distributes/sells water to households/communities by means of a small tank or drum. Small tanks or drums may be transported using a donkey cart, small motorized vehicle or other means.

'72' – <u>Water Kiosk</u> refers to a shop or house or a place where households <u>pay a charge</u> to collect drinking water.

'81' – <u>Surface water</u> is water located above ground and includes rivers, dams, lakes, ponds, streams, canals and irrigation channels from which water is taken directly.

'91' – <u>Bottled water/packaged water</u> is purchased water sold in small or large bottles. Note that the code refers only to bottled water that is commercially available. Sometimes household members may store water from other sources in used bottles – this should not be coded as bottled water.

'92' – <u>Sachet water/packaged water</u> is similar to bottled water but it is supplied in a plastic package rather than a bottle.

WS1: *What is the main source of drinking water used by members of your household?*

If unclear, probe to identify the place from which members of this household most often collect drinking water (collection point).

Record the code for the most usual source. If several sources are mentioned, probe to determine the most usual source. Note that you can only record one response code. If the source varies by season, record the source for the season of the interview.

If the response is 'Bottled water' or 'Sachet water' record '91' or '92' and continue to the next question.
Note that the next question is only asked if the response to this question is 'Bottled water' or 'Sachet water.

WS2: *What is the main source of water used by members of your household for other purposes such as cooking and handwashing?*

If unclear, probe to identify the place from which members of this household most often collect water for other purposes.

This question should only be asked to households that use 'Packaged water' for drinking. Record the code for the most usual source. If the source varies by season, record the source for the season of the interview.

Questions WS11 to WS17 are about the toilet facility household members use.

WS3: *What kind of toilet facility do members of your household usually use?*

If 'Flush' or 'Pour flush', probe: Where does it flush to?

If not possible to determine, ask permission to observe the facility.

The purpose of this question is to obtain a measure of how well a household toilet or latrine (sanitation facility) prevents the users from coming into contact with human waste. It may be necessary to observe the facility. If so, ask permission to do so.

If the respondent answers or it is observed that the household members have no facilities or use the bush or field, enter '95' for 'No facilities or bush or field' and skip to the next module.

If any of the flush or pour flush responses ('11' to '14') are given, probe: **"Where does it flush to?"** Record the code corresponding to the response given.
If any of the pit responses ('21' to '23') are given, probe to find out what type of pit latrine, or ask permission to observe the facility. Record the corresponding code.

A flush toilet uses a cistern or holding tank for flushing water and has a water seal, which is a U-shaped pipe, below the seat or squatting pan that prevents the passage of flies and odours. A pour flush toilet uses a water seal, but unlike a flush toilet, a pour flush toilet uses water poured by hand for flushing (no cistern is used).

- '11' - A <u>piped sewer system</u> is a system of sewer pipes, also called sewerage, that is designed to collect human excreta (faeces and urine) and wastewater and remove them from the household environment. Sewerage systems consist of facilities for collection, transporting, treating and disposing of human excreta and wastewater.

- '12' - A <u>septic tank</u> is an excreta collection device and is a water-tight settling tank normally located underground, away from the house or toilet.

- '13' - A <u>flush to pit latrine</u> refers to a system that flushes excreta to a hole in the ground and has a water seal.

- '14' - A <u>flush to open drain</u> refers to excreta being flushed into an uncovered drainage channel which does not isolate wastes from humans and animals.

- '18' - <u>Flush to DK where</u> should be coded in cases when the respondent knows that the toilet facility is a flush toilet, but does not know where it flushes to.

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- '21' - A <u>ventilated improved pit latrine</u> is a type of pit latrine with a slab that is ventilated by a pipe extending above the latrine roof. The open end of the vent pipe is covered with gauze mesh or fly-proof netting and the inside of the superstructure is kept dark.

- '22' - A <u>pit latrine with a slab</u> is a dry pit latrine whereby the pit is fully covered by a slab or platform that is fitted either with a squatting hole or seat. The platform can be made of any type of material (concrete, logs with earth or mud, cement, etc.) as long as it adequately covers the pit without exposing the pit content other than through the squatting hole or seat.

- '23' - A <u>pit latrine without slab / Open pit</u> uses a hole in the ground for excreta collection and does not have a squatting slab, platform, or seat. An open pit is a rudimentary hole in the ground where excreta is collected.

- '31' - A <u>composting toilet</u> is a toilet into which excreta and carbon-rich material are added (vegetable wastes, straw, grass, sawdust, ash) and special conditions maintained to produce compost that is safe to handle and reuse.

- '41' - <u>Bucket</u> refers to the use of a bucket or other container for the retention of faeces (and sometimes urine and anal cleaning material), which is periodically removed for treatment or disposal.

- '51' - A <u>hanging toilet / hanging latrine</u> is a toilet built over the sea, a river, or other body of water into which excreta drops directly.

- '95' - <u>No facilities / bush/field</u> includes excreta wrapped and thrown with garbage, the 'cat' method of burying excreta in dirt, defecation in the bush, forest, field or open spaces, and defecation into surface water (drainage channel, beach, river, stream or sea).

***WS4:** Where is this toilet facility located?*

This question investigates the location of the toilet facility within dwelling unit, or within the own yard/plot, or elsewhere. Record the corresponding code number.

The purpose of the following three questions (WS15 to WS17) is to determine whether the household shares their sanitation facility with other households. The shared status of a sanitation facility is important because shared facilities may be less hygienic than

facilities used by only a single household and may have negative impacts on privacy, dignity and safety, especially for women and girls.

WS5: *Do you share this facility with others who are not members of your household?*

Record the code corresponding to the response given. If 'No', go to the next module.

6.7 EMIGRATION

This section focuses on travelling of household members in a foreign country with the intention of settling there in the last 10 years.

E01: *Did any member of the household emigrate from Malawi during the **last 10 years** (from **2013 to 2023**)?*

This question asks if there is any member of the household who emigrated in the last 10 years with the intention of settling there (from 2013 to 2023).

E7: *Did the household receive remittances in the form of cash during the **last 5 years** (**2018 to 2023**) from abroad?*

Ask if the household received remittances in the form of cash during the last 5 years (2018 to 2023) from any of the members who have emigrated. It is important to note that some households receive remittances through other means other than Commercial Banks, Mukuru, Western Union, etc. An example is the recent tendency of emigrants of transferring money through a friend or relatives (in local or foreign currencies) such that the equivalent is transferred to the household.

E8: *How much did your household receive in remittances in cash in the **past 12 months** (in Malawi Kwacha)?*

Ask how much the household received in remittances in cash in the past 12 months in Malawi Kwacha.

E09: *Did the household receive remittances in the form of goods during the **last 5 years** (**2018 to 2023**) from abroad?*

Ask if the household received remittances in the form of goods during the last 5 years (2013 to 2018) from any of the members who have emigrated. An example is sending goods (such as TV's, bicycles, radios, clothes, etc.) through a friend or relatives to the household.

E10: *What is the value of the goods your household received in remittances in the **past 12 months** (in Malawi Kwacha)?*

Record the value of the goods the household received in remittances in the past 12 months in Malawi Kwacha. An example is goods (such as TV's, bicycles, radios, clothes, etc.) should be converted into cash values by the respondent.

CHAPTER 7: INDIVIDUAL CHARACTERISTICS

7.1 EMPLOYED, AT WORK (ATW)

The ATW module serves as the start of the questions aimed at establishing the labour force status of the respondent. It is addressed to all household members of working age. It includes a small set of questions to identify persons who were employed and working (i.e. "at work" in the last 7 days).

A01: Last week, from [START_DAY] up to [END_DAY/yesterday], did (you/NAME) work for someone else for pay, for one or more hours?

The purpose of this question is to identify persons who worked for someone else in exchange for remuneration such as salary, wage, tips, commissions. The question is targeted to persons working for pay for someone else, in a dependent relationship. This includes persons who worked in the reference week in any type of paid job, for example as employees or apprentices, including casual, informal and part-time employees, for one or more hours.

Paid jobs may be remunerated in wages, salaries, commission, tips or other pay, for work done or hours worked. The pay may be in cash or in kind (e.g. with food and lodging, with products or vouchers). It includes persons who worked in expectation of payment regardless of whether the payment was actually received or not.

It also includes persons who were temporarily not at their normal place of work for reasons such as job-related travel or job-related training required by the employer. In general, this question excludes persons who worked as self-employed, for example in a business or market- oriented activity with the intention of earning a profit, whether as employer or own-account worker, or helping in a family business.

Risk of misinterpretation by respondents and interviewers alike can lead to misclassification of own-use producers as employed (i.e. working for pay). For this reason it is important that people working in own account farming or fishing are.

A02: Last week, did (you/NAME) run or do any kind of business, farming or other activity to generate income?

This question seeks to identify persons who worked in their business, including small own-account market-oriented activities. It refers to persons who worked in the reference week in any kind of business activity with the aim to generate an income in the form of profits, in cash or in kind, for one hour or more. 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 is not making a profit or is incurring a loss by the time of the interview.

The question generally refers to "market-oriented self-employment", whether formal or informal. Examples should be adapted to the national context and read only if needed.

A03: Last week, did (you/NAME) help in a family business or farm?

This seeks to recover persons who worked without receiving pay in a family-run business or helped a family member with their paid job. 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.

It also includes persons who assisted with any of the tasks or duties of an employee job held by a family member for as little as one hour. The family member may be living in the same household or in another household. Accumulated evidence indicates that this question is critical to improve reporting of employment in family businesses, particularly among women and younger workers.

7.2 TEMPORARY ABSENCE FROM EMPLOYMENT (ABS)

This module is part of the sequence of questions aimed at establishing the labour force status of the respondent. It is addressed to household members of working age, who did not report having worked for pay or profit in the last 7 days (ATW module). It includes a small set of questions to identify persons who were temporarily absent from a paid job or business in the last 7 days.

B01: Even though (you/NAME) did not work, last week did (you/he/she) have a paid job or a business?

The question seeks to identify persons on temporary absence from a paid job or business in the last 7 days.

B02: Why did (you/NAME) not work last week?

    01. WAITING TO START NEW JOB OR BUSINESS
    02. LOW OR OFF-SEASON
    03. SHIFT WORK, FLEXI TIME, NATURE OF WORK
    04. VACATION, HOLIDAYS
    05. SICKNESS, ILLNESS, ACCIDENT
    06. MATERNITY, PATERNITY LEAVE
    07. EDUCATION LEAVE OR TRAINING
    08. OTHER PERSONAL LEAVE (CARE FOR FAMILY, CIVIC DUTIES, …)
    09. TEMPORARY LAYOFF, NO CLIENTS OR MATERIAL, WORK BREAK

10. BAD WEATHER, NATURAL DISASTER
11. STRIKE OR LABOUR DISPUTE
12. LONG-TERM DISABILITY
13. OTHER (SPECIFY)

B03: During the low or off-season, (do/does) (you/NAME) continue to do some work for that job or business

This seeks to identify persons with seasonal jobs who continue to perform some of the tasks or duties of their job during the low or off-season. It is asked only of 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.

B04: 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?

B05: (Do/Does) (you/NAME) continue to receive an income from (your/his/her) job or business during this absence?

7.3 AGRICULTURAL WORK AND MARKET ORIENTATION (AGF)

The AGF module is part of the sequence of questions aimed at establishing the labour force status of the respondent. The module has three main objectives: (a) to recover persons working in agriculture or fishing who may have not reported this work in the previous section; (b) for all those reporting own account work in agriculture or fishing, to determine whether the production is intended mainly for sale/barter (and thus to be treated as employment), or mainly for final consumption by the respondent's household or family (and thus to be treated as own-use production work); and (c) for those not employed who report own-use production work in agriculture or fishing, to capture the main industry and time spent in this activity.

The activity scope for this module is restricted to primary activities in crop farming, animal production, fishing and aquaculture, and related support activities. This scope aims to support consistent implementation of the boundary between employment and own-use production work by targeting own-account activities where the output may be intended both for sale and for final use by the producer.

C01: Was this work that you mentioned in…?

  a. Farming
  b. Rearing farm animals
  c. Fishing or fish farming
  d. Another type of job or business

This question seeks to identify whether the respondents' (broad industry of the work performed) work was in farming or rearing animals, fishing, or another type of activity. Read the available options and mark all that apply.

C02: *Last week did (you/NAME) do any work in…*

    a. Farming
    b. Rearing farm animals
    c. Fishing or fish farming
    d. NONE OF THE ABOVE

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

C03: *Thinking about the work in (farming, rearing animals and/or fishing) (you/NAME) (do/does), are the products intended…… ?*

    1. Only for sale
    2. Mainly for sale
    3. Mainly for family use
    4. Only for family use
    5. CANNOT SAY

Note: The string in (farming, rearing animals, and/or fishing) will depend on answers in C01 and C02

C04: *In general, in the past have these products been mainly sold or mainly kept for family use?*

    1. ONLY SOLD
    2. MAINLY SOLD
    3. MAINLY KEPT FOR FAMILY USE
    4. ONLY KEPT FOR FAMILY USE

This question seeks to identify whether work done in farming or rearing animals, fishing, or other type of activity should be identified as employment or own use production work. This question is asked of those who are unsure of the main intended destination. For those respondents, the past use of the products can instead be used to establish if the activity can be considered own use production of goods or employment.

C05: *(Were/Was) (you/NAME) hired by someone else to do this work?*

C06: *What are the main products from (farming, rearing animals, and/or [fishing]) that (you/NAME) was/were working on? (for example: citrus fruits, vegetables, freshwater fish, cattle, chicken, rice)*

Description of the main products produced by respondent who worked to produce foodstuff for own-use in farming or fishing must be provided. A corresponding ISIC code must be determined.

C07: *In the last 7 days, on how many days did (you/NAME) do this work?*

Respondents should report any day during the last 7 days when they carried out the activity even for a short period of time. Enter "0" if a respondent was temporarily absent in the last 7 days.

C08: How many hours per day did (you/NAME) spend doing this last week?

This is the average number of hours per day the respondent worked to produce goods from agriculture or fishing for household consumption in the last 7 days. Recode 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. Enter "0" if a respondent was temporarily absent in the last 7 days. Exclude time spent in activities intended mainly for sale or barter.

7.4. TEVET RELATED WORK AND MARKET ORIENTATION (TVT)

TVT01. Apart from agricultural work, was this work that you mentioned in…?

READ AND MARK ALL THAT APPLY
a. Automobile Mechanics (AMM)
b. Administrative Studies (AAS)
c. Bricklaying (BRL)
d. Cosmetology (CMG)
e. Carpentry and Joinery (CRJ)
f. Edible Horticulture (EHC)
g. Electrical Installation and Electronics (EIE)
h. Fabrication and Welding (FBW)
i. Food Production (FPR)
j. General Fitting (GFT)
k. Information and Communication Technology (ICT)
l. Motorcycle Mechanics (MCM)
m. Painting and Decoration (PAD)
n. Plumbing (PLB)
o. Refrigeration and Air Conditioning Mechanics (RAM)
p. Solar Photovoltaic Installation (SPV)
q. Tailoring and Fashion Designing (TFD)
r. Tour Guide (TRG)
s. Wood Work Machining (WWM)
t. NONE OF THE ABOVE

TVT02. (Were/Was) (you/NAME) hired by someone else to do this work?
1. YES
2. NO

TVT03. Did you attend any TEVET provider to attain this skill?
1. YES
2. NO

TVT04. *Was skill certification a requirement for this job?*
       1. YES
       2. NO

TVT05. *What is (your/NAME's) current average gross monthly earnings?*

TVT06. *In the last seven days, on how many days did (you/NAME) do this work?*

Record number of days, zero if respondent was absent last week.

TVT07. *How many hours per day did (you/NAME) spend doing this last week?*

Record number of hours, zero if respondent was absent last week.

TVT08. *In your opinion, do you think your field of study is appropriate to your current employment?*
       1. YES
       2. NO

TVT09. Are the knowledge and skills you acquired during training utilised in your current employment?
       1. YES
       2. NO

TVT10. In your opinion, what field of study is most appropriate for your current employment?

TVT11

If your job is not closely related to your course of training, why did you choose this employment?
MARK ALL THAT APPLY
      a. My current job is only a temporary stepping stone, I am still searching for professional orientation
      b. I have not found an appropriate job (yet)
      c. I receive a higher salary in my current job
      d. My current job offers more security
      e. My interests have changed
      f. My current job allows a flexible time schedule
      g. My current job allows me to work in a favored geographical place
      h. My current job allows me to take into consideration the interests of my family/children
      i. Other (please specify):

7.5 JOB LOSS

X01 *Even through (you/NAME) did not work, in the last 12 months did (you/he/she) have a paid job or a business before?*

X02 What is the name of workplace you ever worked for?

X03 Is (X02)…?
1. Government institution
2. Non-governmental
3. Religious institution
4. Other

X04 What was the main reason you left your job?
1. Dismisal
2. Retrenchment
3. Institutional closure
4. Other

7.6 MAIN JOB – CORE JOB CHARACTERISTICS (MJJ)

The module on multiple job holding and characteristics of main job (MJJ) is asked of all respondents who have been identified as employed based on previous questions. It starts by capturing if the respondent has only one or multiple jobs or businesses, and for those with multiple jobs or business, it guides respondents to focus on the one in which they usually work the most hours (i.e. main job or business). After this it will capture information on occupation and self-identified status in employment of the main job or business.

This module is critical to provide important analytical information (occupation and status in employment) but also to enable appropriate routing of respondents for additional questions on the main job. Different questions are appropriate depending on whether the respondent initially self-identifies as a dependent worker (employee, apprentice, contributing family worker, assisting family member), or an independent worker (own-account or employer). The module also allows identification of wage and salaried employees, and of co-operators in family businesses.

D01 Last week did (you/NAME) have more than one job or income-generating activity?

1. NO, ONLY ONE JOB/BUSINESS
2. YES, MORE THAN ONE JOB/BUSINESS

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.

If the respondent is identified as having more than one job or business the interviewer will be prompted to read a statement to the respondent to assist them in identifying the main job as a reference for following questions. The CAPI application includes alternative question wordings to identify multiple-job holders. In particular, when the AGF module is included, the alternative wordings serve to reduce potential mis-reporting among persons reporting work in agriculture.

D02A / D02B *In (this/NAME's) job, what kind of work (do/does) (you/he/she) do?*

Record occupation title and the main tasks and duties of the respondents in their main job. It is vital to capture sufficiently detailed information about the title and main tasks or duties to enable coding of ISCO 08. For example, if the respondent says he/she is a teacher, the interviewer should inquire further as to what type of teacher- primary school, vocational school, subject matter taught, language, etc and then record both the title (**D02A**) and the tasks and duties (**D02B**) reported. This includes examples of occupational titles (e.g. long-distance truck driver, police officer, office cleaner, tri-cycle driver etc) and main duties (e.g. transporting goods between cities).

D03 *(Do/does) (you/he/she) work…?*
   1. As an [employee]
   2. In (your/name's) own business activity
   3. Without pay in a household or family business
   4. As an apprentice, intern
   5. Helping a family member who works for someone else

Status in employment refers to the type of relationship between the respondent and the unit they work for.

Option 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).

Option 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.

Option 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.

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

Option 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.

D04. *Who usually makes the decisions about the running of the family business…?*
1. (You/NAME)
2. (You/NAME) together with others
3. Other family member(s)
4. Other (non-related person(s) only

This question is only asked to respondents who are identified as operating their own business to assess their participation in decision making within the family business.

D05. *(Do/does) (you/NAME) hire any paid employees on a regular basis?*

The question is only asked to respondents who are identified as operating their own business to confirm whether they have employees. It refers to 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.

D06 *Which of the following types of pay (do/does) (you/NAME) receive for this work?*

a. A wage or salary
b. Payment by piece of work completed
c. Commissions
d. Tips
e. Fees for services provided
f. Payment in meals or accommodation
g. Payment in products
h. OTHER CASH PAYMENT (specify)
i. NOT PAID

This question is only asked of people who said their status in employment was an employee, apprentice/intern or helping a family member who works for someone else if they do receive a wage or salary or not. 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.

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.

7.7   MAIN JOB – DEPENDENT WORKER RELATIONSHIP (MJD)

This module provides additional information for those who are initially self-identified as dependent workers in their main job with a focus on responsibility for payment of taxes.

Based on the information the respondent may be reclassified as an independent worker in their main job (e.g. if they are not paid a wage or salary and are responsible for deducting taxes on their income). They could also be identified as working in a triangular employment relationship where they are paid by someone other than the organisation/business where they do their work.

E01 Who pays (you/NAME) for that work?
1. PLACE/UNIT WHERE THEY WORK
2. ANOTHER AGENCY/AGENT THAT ORGANIZES THE WORK
3. OTHER (SPECIFY)

Persons may receive their pay from the place/unit where they work, or 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.

E02 Is (your/NAME's) employer responsible for deducting any taxes on (your/his/her) pay or is that (your/NAME's) responsibility?
1. EMPLOYER IS RESPONSIBLE
2. (NAME) IS RESPONSIBLE
3. NOT APPLICABLE
9. DON'T KNOW

This refers to the responsibility to pay taxes even if no taxes are actually paid, for example because the income earned is below a threshold required for payment of income related tax. The underlying intention of the question is to help identify respondents who may have a commercial agreement for their services even though they might self-identify as working for someone else (i.e. as employees, apprentices, etc.).

7.8   MAIN JOB – CORE CHARACTERISTICS OF THE ECONOMIC UNIT (MJU)

This module provides additional information on the main job. The questions cover institutional sector (for dependent workers), industry, establishment size and type of place of work.

F01 In this job, (are/is) (you/he/she) working in….

1. Government or a state owned enterprise
2. A farm
3. A private business (non-farm)
4. A household as a domestic worker
5. An NGO, non-profit institution, church
6. An international organization or a foreign embassy

The question is intended only for respondents with a dependent employment relationship in their main job (employee, apprentice/intern, helping a family member who works for someone else). It should not be asked of persons who work in their own business or in a business run by a family member. The institutional sector for all self-employed persons is the private sector.

The institutional sector of employment refers to the type of institution the 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 (option 1) 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 option 4 (private household), while a nurse hired to work in a government hospital through an agency (and paid by that agency) would be code 1 (government).

Note that all non-profit institutions, such as NGOs, charities, religious institutions, provide their services or product to households or the community at large and these exclude NGOs controlled by the government. International organizations or foreign embassies are public institutions but owned by foreign or international institutions.

F02: Does the place or business where (you/NAME) work(s) have a name?

This refers to the name of the place of work of the respondent, not the physical location where the work takes place, which may or may not be different. For employees it refers to the business that employs them. For self-employed it will refer to the respondent's business. 'NO' should be used only in cases when the business/place of work has no name, for example respondents working in informal own-account business activities.

F03 What is the name of the place or business where (you/NAME) work?

Record name of the place or business where the respondent works

F04 What is the main activity of the place where (you/NAME) work(s)?

The question seeks to identify a branch of economic activity (industry) of the establishment where the main job is located. It is vital to have enough information about the main goods or products produced or service rendered at the place of work to enable ISIC Rev.4 coding. This includes descriptive words that illustrate the main activity of an establishment (e.g. pharmacy) and of relevant main goods or services provided (e.g. sale of medicines to the general public) to highlight the type of information required for detailed coding.

F05 How many persons including (you/NAME) work at (your/NAME's) place of work?

Note that when size is variable, consider the typical or average number of workers in the last 4 weeks or 30 days.

F06 *In what kind of place (do/does) (you/NAME) typically work?*
1. AT (YOUR/NAME'S) OWN HOME
2. AT THE CLIENT OR EMPLOYER'S HOME
3. AT A FARM, AGRICULTURAL LAND OR FISHING SITE
4. AT A BUSINESS, OFFICE, FACTORY, FIXED PREMISE OR SITE
5. ON THE STREET OR ANOTHER PUBLIC SPACE
6. IN/ON A VEHICLE (WITHOUT DAILY WORK BASE)
7. DOOR-TO-DOOR
8. OTHER
9. CANNOT SAY

This question 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 2 as the work typically takes place in clients' homes.

Option 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.

Option 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.

Option 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.

Option 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.

Option 5 includes cases where the respondent typically works on the street or another public space that enables interaction with potential clients (e.g. plaza, parking area, public park, etc.) without a permanent structure. It includes, for example, street vendors, push-cart operators, operators of street stalls that are removed at the end of each day.

Option 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.

Option 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.

7.9   MAIN JOB – TENURE (MJT)

This module captures information on tenure in the main job (year and month).

G01 Which year did (you/NAME) begin working in this business or place?

This question 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.

G02 And which month?

Record month when *did (you/NAME)* started working for the current employer or in the current business.

7.10   MAIN JOB – LEGAL ORGANIZATION OF ECONOMIC UNIT (MJL)

This module is asked of all respondents who have been identified as employed in the private sector in their main job or business. The purpose is to identify that the employment is in an incorporated enterprise or not, for use in analysis of informality and identification of the status in employment in line with the latest classification of status in employment (ICSE).

MJL_CORP Is (your/NAME's) business incorporated? For example, as a [limited company or partnership]?

This question seeks to identify persons employed in the informal sector. 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.

7.11 MAIN JOB – INFORMAL SECTOR EMPLOYMENT (MIS)

This module captures information on registration and book-keeping at the business in which the respondent is employed. It is only asked of those working in the private sector in businesses which are not incorporated (MJL_CORP = 2 or 3). This is used to identify if the work takes place in the formal or informal sector and thus informal sector employment.

H01 Is (your/NAME's) business registered in the [National Business Register]?

The question should be adapted to list the name of the national business register or relevant national business registration systems. If multiple officially recognized registers exist, for example covering different industries, or covering different rights and responsibilities they should all be listed. This includes for example, registration under factories or commercial acts, tax or social security laws, professional groups' regulatory acts, or similar acts, laws or regulations established by national legislative bodies. 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.

H02 What kind of accounts or records does the (business/farm) keep? Are they…
1. A complete set of written accounts for tax purposes
2. Simplified written accounts not for tax purposes
3. Informal records of orders, sales, purchases
4. No records are kept
97. DON'T KNOW

Option 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. This option should be used when complete accounts are kept, even if these are not submitted to tax or other public authorities.

Option 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.

Option 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.

Option 4 captures cases where no records are kept.

7.12 MAIN JOB – INDEPENDENT WORKER RELATIONSHIP (MJI)

This module captures information relevant to the identification of dependent contractors. This version of the questionnaire contains questions related to price

setting (whether the respondent can set the prices for the goods or services produced). Additional operational approaches may be used to identify dependent contractors.

I01 Can (you/NAME) set the price of the products or services that (you/NAME) offer(s) (yourself/himself/herself)?

The question is intended only for respondents who self-identify as operating their own business. If the respondent has multiple products or services a YES should be recorded as long as they can set the price for any of those goods or services. If they can set the price only with the agreement of a partner or co-operator in the business this should still be recorded as YES.

I02 Why can (you/NAME) not set the price? Is it because ….?
    1. Another enterprise or agent sets the price
    2. Prices are set by the customers
    3. Government defines the price by law/regulation
    4. Prices are negotiated with the customer
    5. It's the going rate on the market
    6. Other (specify):_____

7.13 MAIN JOB – CORE CONTRACT CHARACTERISTICS (MJC)

This module captures basic information on the characteristics of the contract held by the respondent. It is asked of those previously identified as working in a dependent relationship (employees, apprentices or contributing family workers/assisting family members who report receive a wage or salary).

J01 (Do/Does) (you/NAME) have a written contract or oral agreement for the work (you/he/she) (do/does)?
    1. YES, WRITTEN CONTRACT
    2. YES, ORAL AGREEMENT
    3. NO
    9. DON'T KNOW

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

J02 Is (your/NAME's) contract or agreement…?
    1. For a specified period of time
    2. Until the date a task is completed
    3. Permanent or until retirement
    4. Ongoing with no specified end date

This question identifies the type of contact or agreement held between the respondent and their employer.

J03 How long in total is (your/NAME's) current agreement?

a. DAILY CONTRACT/AGREEMENT
b. LESS THAN ONE MONTH
c. ONE MONTH TO LESS THAN 3 MONTHS
d. THREE MONTHS TO LESS THAN 6 MONTHS
e. SIX MONTHS TO LESS THAN 12 MONTHS
f. TWELVE MONTHS TO LESS THAN 24 MONTHS
g. TWO YEARS OR MORE
h. NO SPECIFIED DURATION

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

7.14 MAIN JOB – DETAILED CONTRACT CHARACTERISTICS (MCD)

This module captures additional information on the characteristics of the contract held by the respondent. It is asked of those previously identified as working in a dependent relationship (employees, apprentices or contributing family workers/assisting family members who report receive a wage or salary). This information enables more detailed analysis on contract types and employment stability.

K01 *Which of the following applies to (your/NAME's) current agreement?*

Read and mark all that apply
a. It covers a particular season
b. It covers a period of training (apprentice, trainee research assistant,etc)
c. It is part of an employment creation program
d. It is for substitute work
e. NONE OF THE ABOVE

Only ask of respondents who indicated that they had an agreement of limited duration or for the completion of tasks. The question may be supplemented with an additional follow-up question on whether the temporary employment is voluntary or not. Response 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.

K02 *Is (your/NAME's) current contract a step in a process to get a permanent contract?*

The question is asked only of respondents with written contracts for a specified period of time as self-declared by the respondent. It includes cases where job permanency is granted only after successful completion of selected requirements beyond duration in the job, or based on decisions by the employer.

K03 *Is (your/NAME's) work seasonal?*

K04 *Does (your/NAME's) contract specify the number of hours (you/he/she) (are/is) supposed to work?*

K05 *What are (your/NAME's) agreed or contractual working hours per week in this job?*

K06 Does the contract guarantee a minimum amount of hours or work for (you/NAME)?

      1. YES, MINIMUM HOURS OR WORK GUARANTEED
      2. NO, 0-HOUR CONTRACT, CONTACTED WHEN NEEDED

7.15 MAIN JOB – INFORMAL EMPLOYMENT OF EMPLOYEES (MIE)

This module includes questions used to identify informal employment among those identified as employees in their main job. This enables estimates to be derived of informality among employees and informal employment when combined with information relevant to self-employed and contributing family workers.

L01 Does (your/NAME's) employer pay contributions to the [Pension Fund/Health/Unemployment Insurance] for (you/NAME)?

L02 (Do/Does) (you/NAME) get paid annual leave or vacation?

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'.

L03 Would (you/NAME) get paid sick leave in case of illness or injury?

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.

7.16 SECOND JOB – CORE JOB CHARACTERISTICS (SJJ)

This module is asked of all respondents who previously stated that they had more than one job or business. It captures essential characteristics of the second job/business of the respondent. These questions are important for countries wishing to undertake analysis of the characteristics of all jobs, which is not possible if only characteristics of the main job are collected. They are also useful to enable analysis of total volume of work (or full-time equivalent employment) in combination with questions on hours worked in second and other jobs. This can also enable more detailed analysis of the circumstances and types of jobs of those who hold multiple jobs.

*M01 In this second job, what kind of work (do/does) (you/NAME) do? **(Title)***

Record occupational title in the second job/business. Refer to

 *SJJ_OCC_MTD In this second job, what kind of work (do/does) (you/NAME) do? **(Main tasks and duties)***

Describe main tasks and duties in the second job

M02 What is the main activity of the business or place where (you/NAME) work(s)?

Description of the main activity of the establishment in which the work is carried out.

M03 In this second job, (do/does) (you/NAME) work…?

1. As an [employee]
2. In (your/his/her) own business activity
3. Without pay in a household or family business
4. as an apprentice, intern
5. helping a family member who works for someone else

M04 (Do/Does) (you/NAME) 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 business considered as the second 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 worker) in the preceding four weeks or month.

7.17 SECOND JOB – DEPENDENT CONTRACTORS (SJD)

This module is asked of all respondents who previously stated that they had more than one job or business. It captures information relevant to the identification of dependent contractors in the second job and confirmation of the appropriate classification of status in employment.

N01 Which of the following types of pay (do/does) (you/NAME) receive for this work? READ AND MARK ALL THAT APPLY

a. A wage or salary
b. Payment by piece of work completed
c. Commission
d. Tips
e. Fees for services provided
f. Payment in meals or accommodation
g. Payment in products
h. OTHER CASH PAYMENT (specify)
i. NOT PAID

The question confirms if respondents who self-identified as employees do receive a wage or salary or not. Those not in receipt of a wage or salary may be re-classified as dependent contractors depending on their answers to additional questions.

N02 *Is (your/NAME's) employer responsible for deducting any taxes on (your/NAME's) income or is that (your/NAME's) responsibility?*

      1. EMPLOYER IS RESPONSIBLE
      2. RESPONDENT IS RESPONSIBLE

This refers to the responsibility to pay taxes even if no taxes are actually paid, for example because the income earned is below a threshold required for payment of income related tax. The underlying intention of the question is to help identify respondents who may have a commercial agreement for their services even though they might self-identify as working for someone else (i.e. as employees, apprentices, etc.). Care should be taken to ensure informal workers answers, refer to on who falls the responsibility for paying income tax, and not on whether income tax is actually paid or not.

N03 *Can (you/NAME) set the price of the products or services that (you/NAME) offer(s) (yourself/himself/herself)?*

The question is intended only for respondents who self-identify as operating their own business **.** If the respondent has multiple products or services a "YES" should be recorded as long as they can set the price for any of those goods or services. If they can set the price only with the agreement of a partner or co-operator in the business this should still be recorded as "YES"**.** If the respondent indicates that they cannot set the price and explains the reason for this, refer to the notes for the following question. Cases which would fall under code 1 in the next question should be recorded as NO here and 1 in the next question. All other cases can be coded YES. Additional operational approaches may be used to identify dependent contractors. Thus, this question may change or be supplemented over time based on accumulated experience.

N04 *Why can (you/NAME) not set the price? Is it because ….?*
      1. Another enterprise or agent sets the price
      2. Prices are set by the customers
      3. Government defines the price by law/regulation
      4. Prices are negotiated with the customer
      5. It's the going rate on the market
      6. Other (specify):_____

The question is intended only for respondents who say that they could not set prices for the products themselves

7.18 WORKING TIME IN EMPLOYMENT (WKT)

The module on working time in employment is asked of all respondents who previously stated that they had more than one job or business. The purpose of the module is to capture information on working time in the respondent's different jobs and the total hours worked in all jobs. Two main concepts of working time identified in the international standards on the measurement of working time (18th ICLS, 2008) are covered in the module, namely hours actually worked and hours usually worked. In

addition to hours worked, questions are included relevant to the measurement of time related underemployment and other inadequate employment situations, in line with the latest international standards on these topics (19th ICLS 2013 and 16th ICLS 1998, respectively).

This module is a core part of any labour force survey sequence given the importance of analysis of working time, its role in productivity measurement and the link to the measurement of labour underutilization.

O02 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.

O03 How many days per week do (you/NAME) usually work in (your/his/her) main job?

Only asked to respondents who could not provide an estimate of hours usually worked per week in response to the previous question. This refers to the number of days on which any work is usually performed. If the number of days vary ask the respondent to estimate an average over the previous 4 weeks.

O04 And how many hours per day do (you/NAME) usually work in (your/his/her) main job?

Only asked to respondents who could not provide an estimate of hours usually worked per week. This refers to the number of days on which any work is usually performed in the main job each week. If the number of hours per day vary ask the respondent to estimate an average over the previous 4 weeks.The upper hour threshold may need to be revised to fit national circumstances, in particular in cases where shift work or other types of work arrangements prevalent in certain industries may result in schedules longer than 16 hours in a given day.

O05 In the last 7 days, did (you/NAME) have any absences or take time off from (your/his/her) main job for any reason, for example, holidays, illness, family reasons?

The question is included to ensure respondents consider any absences from work when estimating hours actually worked in the reference week when estimating hours actually worked. Absences refer to any absences which could account for differences between usual hours of work and those actually worked in the reference week. The absence could be for any reason including holidays, sick leave, personal leave, etc.

O06 In the last 7 days, were there any days when (you/NAME) worked more than usual or extra hours in (your/his/her) main job, paid or unpaid?

The question is included to ensure respondents consider any hours in addition to normal worked during the last 7 days when estimate hours actually worked. The extra hours could be for any reason including voluntary or involuntary overtime. It includes

extra hours worked whether paid or unpaid. The reference point is hours usually worked as declared in previous questions

O07 For the entire week, how many extra hours was this?

Included to ensure respondents consider any hours in addition to normal worked during the last 7 days when estimating hours actually worked. The extra hours could be for any reason including voluntary or involuntary overtime

O08 In total, last week did (you/NAME) work the same hours as usual in (your/his/her) main job?

1. YES (same number of hours as usual)
2. NO (usually works a different number of hours)

The question is set to identify whether hours worked in the reference week are more or less than usual. People who say their actual hours are the same as their usual hours will not need to be asked an additional question about actual hours.

O09 Earlier you told me that (you/NAME) (were/was) absent from (your/his/her) job, just to confirm, last week did (you/NAME) work any hours at all in (your/his/her) main job?

1. YES, WORKED
2. NO, DID NOT WORK AT ALL

This recovers any hours actually worked among employed persons, not at work in the last 7 days. It is asked in reference to the main job or business.

O10 How many hours did (you/NAME) work in total 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. The upper hour threshold may need to be revised to fit national circumstances, in particular in cases where shift work or other types of work arrangements prevalent in certain industries may result in schedules of more than 120 hours worked in a given week.

O11. You said previously that (you/NAME) had more than one job or business activity last week. How many jobs did (you/he/she) have in total, even if absent?
1. ONE JOB
2. TWO JOBS
3. MORE THAN TWO JOBS

This question identifies multiple-job holders. Refer to guidance for D01 (multiple job holding question).

O12. How many hours (do/does) (you/NAME) usually work per week in (your/his/her) second job?

To produce estimates of working time. As a reference for the measurement of time related underemployment. 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. The upper hour threshold may need to be revised to fit national circumstances, in particular in cases where shift work or other types of work arrangements prevalent in certain industries may result in schedules of more than 84 hours usually worked in a given week although this is unlikely in a second job.

O13. Is that the number of hours (you/NAME) worked last week in (your/his/her) second job?
       1. YES (same number of hours as usual)
       2. NO (usually works a different number of hours)

To identify whether hours worked in the reference week are more or less than usual. People who say their actual hours are the same as their usual hours will not need to be asked an additional question about actual hours. To be recorded as declared by the respondent.

O14. How many hours did (you/NAME) 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 in the second job, assist with recall by asking about hours worked per day and days worked in the second job in the reference week.The upper hour threshold may need to be revised to fit national circumstances, in particular in cases where shift work or other types of work arrangements prevalent in certain industries may result in schedules of more than 84 hours usually worked in a given week.

O15. How many hours (do/does) (you/NAME) usually work per week in (your/his/her) other job(s)?

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.

O16. Is that the number of hours (you/NAME) worked last week in (your/his/her) other job(s)?
>   1. YES (same number of hours as usual)
>   2. NO (usually works a different number of hours)

This is to identify whether hours worked in the reference week are more or less than usual. To be recorded as declared by the respondent.

O17. How many hours did (you/NAME) work last week in (your/his/her) other jobs?

Refer to *O14.*

O20. So in total, this means that (you/NAME) usually work(s) [WKT_USHRSTOT] hours per week, is that correct?

The interviewer should confirm the total number of hours usually worked across all jobs previously recorded. The totals should be confirmed with the respondent. If the respondent does not confirm the totals please ask for the correct totals and record those. Some international experiences have highlighted that summing hours worked across jobs may not lead to reliable estimates of total hours worked among respondents with multiple jobs, making this check necessary to ensure data quality. In addition, for hours usually worked, the total hours usually worked may not be equal to the sum of hours usually worked per week in each job. This is particularly the case of persons who perform different jobs on different weeks of the month. In such cases, interviewers should be trained to request respondents to provide an estimate of the hours typically worked in a given week, taking into account their multiple jobs.

O21 How many hours (do/does) (you/NAME) usually work per week in total?

Only asked of those who indicated that the sum of the hours usually worked in the different jobs reported was not the correct total usual number of hours worked per week.

O22 And in total, last week, is it correct that (you/NAME) worked [O19] hours?

The interviewer should confirm the total number of hours actually worked across all jobs previously recorded. The totals should be confirmed with the respondent. If the respondent does not confirm the totals, please ask for the correct totals and record those. Some international experiences have highlighted that summing hours worked across jobs may not lead to reliable estimates of total hours worked among respondents with multiple jobs, making this check necessary to ensure data quality. In addition, for hours usually worked, the total hours usually worked may not be equal to the sum of hours usually worked per week in each job. This is particularly the case of persons who perform different jobs on different weeks of the month. In such cases, interviewers should be trained to request respondents to provide an estimate of the hours typically worked in a given week, taking into account their multiple jobs.

O23 How many hours did (you/NAME) work in total last week?

Only asked of those who indicated that the sum of the hours actually worked in the different jobs reported was not the correct total actual number of hours worked in the reference week.

O24 During the last four weeks, that is from [START_DATE] up to [last END_DAY/yesterday] did (you/NAME) look for additional or other paid work?

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

O25 Would (you/NAME) want to work more hours per week than usually worked, provided the extra hours are paid?

This question seeks to find people who want to work more hours and are available to do so and worked below an established hours' threshold in all of their jobs. 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. For computer assisted implementation countries could choose to apply a threshold of hours to ask this question, based on a national boundary between full-time and part-time employment. Respondent's whose usual hours worked in all jobs were higher than this threshold could skip this question and proceed to the question on desire to change job/business. This can be difficult to implement through PAPI.

O26 Could (you/NAME) start working more hours within the next two weeks?

That is people who want to work more hours and are available to do so and worked below an established hour's threshold in all of their jobs. 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.

O27 How many additional hours per week could (you/NAME) work?

To estimate the volume of time-related underemployment. The additional hours should be reported based on usual hours worked in all jobs. It refers to the extra hours they are available 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).

7.19 WORKING TIME – INADEQUATE EMPLOYMENT SITUATIONS (WKI)

This optional module is asked of all respondents in employment. It identifies respondents wishing to change their employment situation and, for those who do, the main reason. This enables analysis of inadequate employment situations by main self-identified reason. As the main reason only is captured this can only partially identify

inadequate employment situations. For more comprehensive analysis of specific types of mismatch additional questions would be needed (e.g. skills mismatch).

P01 (Do/Does) (you/NAME) want to change (your/his/her) current employment situation?

To identify people who wish to change current employment situation. This will help to identify persons in inadequate employment situations. 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. This refers to their employment situation and not just their main job if the respondent holds multiple jobs. For example, the respondent may wish to change from having two part-time jobs to one full-time job. This should be recorded as code 1 'YES' here.

P02 What is the main reason why (you/NAME) want(s) to change (your/his/her) employment situation?
       1. PRESENT JOB(S) IS/ARE TEMPORARY
       2. TO HAVE BETTER PAID JOB
       3. TO HAVE MORE CLIENTS/BUSINESS
       4. TO WORK MORE HOURS
       5. TO WORK FEWER HOURS
       6. TO BETTER MATCH SKILLS
       7. TO WORK CLOSER TO HOME
       8. TO IMPROVE OTHER WORKING CONDITIONS
       9. OTHER (SPECIFY):

To identify the reason that the respondent wishes to change their 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.

7.20 JOB SEARCH AND AVAILABILITY (SRH)

The module serves to identify the unemployed, the potential labour force, persons in long-term unemployment, as well as other groups such as future starters, discouraged job seekers, etc. It covers current job search, method of job search, duration of job search, job search in the last 12 months, desire to work, availability to work, reasons for not seeking work, reasons for not being available to work, main activity at present. To be asked to persons not employed in the reference week.

Q01 During the last four weeks, from [START_DATE] up to [last END_DAY/yesterday] did (you/NAME) do anything to find a paid job?

To identify people who were actively searching for employment. Within the question, use the specific dates which cover the 4 weeks before the interview. Any activity 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.

Q02 *Or did (you/NAME) try to start a business?*

This question seeks to identify people who were actively searching for employment. Any activity to try to start a business should be recorded, 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.

Q03 *What did (you/NAME) mainly do in the last four weeks to (find a paid job/start a business)?*
1. APPLY TO PROSPECTIVE EMPLOYERS
2. PLACE OR ANSWER JOB ADVERTISEMENTS
3. STUDY OR READ JOB ADVERTISEMENTS
4. POST/UPDATE RESUME ON PROFESSIONAL/SOCIAL NETWORKING SITES
5. REGISTER WITH PUBLIC EMPLOYMENT SERVICE
6. REGISTER WITH PRIVATE RECRUITMENT OFFICES
7. TAKE A TEST OR INTERVIEW
8. SEEK HELP FROM RELATIVES, FRIENDS, OTHERS
9. CHECK AT FACTORIES, WORK SITES
10. WAIT ON THE STREET TO BE RECRUITED
11. SEEK FINANCIAL HELP TO START A BUSINESS
12. LOOK FOR LAND, BUILDING, EQUIPMENT, MATERIALS TO START A BUSINESS
13. APPLY FOR A PERMIT OR LICENSE TO START A BUSINESS
14. OTHER (SPECIFY)

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.

Q04 *In addition to reading job advertisements, did (you/NAME) do anything else in the last four weeks to (find a paid job/start a business)?*

Studying/reading job advertisements may be considered as a passive job search method as it does not entail a contact with a prospective job/business opportunity. As a consequence, those who only read job advertisements could be excluded from labour underutilization measures. This question ensures that those who report studying/reading job advertisements as their main method of job search can still be identified as having undertaken active job search. Only asked of those who reported reading or studying advertisements as their main activity to search for a job or start a business.

Q05 *What else did (you/NAME) do?*
01. APPLY TO PROSPECTIVE EMPLOYERS
02. PLACE OR ANSWER JOB ADVERTISEMENTS

04. POST/UPDATE RESUME ON PROFESSIONAL/SOCIAL NETWORKING SITES ONLINE
05. REGISTER WITH [PUBLIC EMPLOYMENT CENTER]
06. REGISTER WITH PRIVATE EMPLOYMENT CENTER
07. TAKE A TEST OR INTERVIEW
08. SEEK HELP FROM RELATIVES, FRIENDS, OTHERS
09. CHECK AT FACTORIES, WORK SITES
10. WAIT ON THE STREET TO BE RECRUITED
11. SEEK FINANCIAL HELP TO START A BUSINESS
12. LOOK FOR LAND, BUILDING, EQUIPMENT, MATERIALS TO START A BUSINESS
13. APPLY FOR PERMIT OR LICENSE TO START A BUSINESS

OTHER (SPECIFY):_____

Q06 For how long (have/has) (you/NAME) been without work and trying to find a paid job or start a business?

To identify the duration of unemployment for people who are currently unemployed. To identify persons in long-term unemployment. The respondent should indicate the duration and the interviewer should code the response to the response categories. 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.

Q07 At any time in the last 12 months, that is since [CURRENT MONTH -12, YY] up to last month did (you/NAME) look for a paid job or try to start a business?

For respondents who are not currently seeking work this identifies people who have looked for work at some time in the past 12 months. This can be compared to the current unemployment situation to assess if this gives additional information about pressure on the labour market. Only asked of respondents not currently employed and not currently seeking work as captured in earlier questions. Any activity over the previous 12 months should be recorded as a YES.

Q08 At present, (do/does) (you/NAME) want to work?

To identify respondents who would want to work if the 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. The response should be a spontaneous indication of the respondent and the interviewer should not guide the respondent about the type of work or level of pay which would be involved.

Q09 What is the main reason why (you/NAME) did not try to find a paid job or start a business in the last four weeks?
1. WAITING FOR RESULTS OF A PREVIOUS SEARCH
2. AWAITING RECALL FROM A PREVIOUS JOB

3. WAITING FOR THE SEASON TO START
4. WAITING TO START A NEW JOB OR BUSINESS
5. TIRED OF LOOKING FOR JOBS, NO JOBS IN AREA
6. NO JOBS MATCHING SKILLS, LACKS EXPERIENCE
7. CONSIDERED TOO YOUNG/OLD BY EMPLOYERS
8. IN STUDIES, TRAINING
9. FAMILY / HOUSEHOLD RESPONSIBILITIES
10. IN AGRICULTURE / FISHING FOR FAMILY USE
11. OWN DISABILITY, INJURY, ILLNESS
12. RETIRED, PENSIONER, OTHER SOURCES OF INCOME
13. OTHER (SPECIFY)

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. This allows an assessment of the barriers to engagement with the labour market. As part of the sequence to identify future starters who have found a job to start in the future who may be considered unemployed subject to other criteria. If the respondent mentions multiple reasons, one of which is category 03 (waiting to start a new job or business), record 03. Otherwise, if multiple reasons are indicated the main reason, as subjectively reported by the respondent, should be recorded.

Q10 You told me earlier that (you/NAME) expect(s) to start working in a new job or business. How soon (do/does) (you/NAME) expect to start working in this new job or business?
1. ONE MONTH OR LESS
2. MORE THAN 1 MONTH AND UP TO 3 MONTHS
3. MORE THAN 3 MONTHS

To identify respondents who have found a job to start within a short subsequent period or who have concrete plans to start a business within a short subsequent period. Those starting within a short subsequent period to be determined as per national circumstances will be considered unemployed if they are available for work as identified in later questions. The duration is defined as from the date of interview.

Q11 If it depended on (you/NAME), could (you/NAME) have started working last week in this new job or business?

To identify future starters (have a job to start in future and available in the reference week). Part of the sequence of questions required to identify the unemployed and the potential labour force. Asked of those who were identified as having a job which will start within the following 3 months. 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.

Q12 If a job or business opportunity had been available, could (you/NAME) have started working last week?

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.

Q13 Or, could (you/NAME) start working within the next two weeks?

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.

Q14 Why is that?
    1. AWAITING RECALL FROM A PREVIOUS JOB
    2. WAITING FOR THE SEASON TO START
    3. IN STUDIES OR TRAINING
    4. FAMILY/HOUSEHOLD RESPONSIBILITIES
    5. IN AGRICULTURE/FISHING FOR FAMILY USE
    6. RETIRED, PENSIONER
    7. OWN DISABILITY, INJURY OR ILLNESS

To allow the analysis of reasons for unavailability for work. The different reasons can indicate different levels of attachment to the labour market. This is asked of people who are not employed and not available to work, whether they are seeking or not.

Q15 Which of the following best describes what (you/NAME) (are/is) mainly doing at present? Read
    1. Studying or training
    2. Engaged in household or family responsibilities
    3. Farming or fishing to produce foodstuff for the family
    4. Retired or pensioner
    5. With a long-term illness, injury or disability
    6. Doing volunteering, community or charity work
    7. Engaged in cultural or leisure activities
    8. Other (specify)

It may be compared with the Labour Force Status classification to identify groups who self-identify differently but are nonetheless engaged in the labour market (as identified in the labour force status classification). The list of categories could be added to depending on national interest and relevance of categories. Care is needed to keep the list at a reasonable length as it will be read out to the respondent. This is a self-perception question. It should reflect which category the respondent feels best describes what they mainly do. It could be the activity they spend most time on or the activity they feel is most important but should in general be reported as their self-perception. The notion of "at present" is to be interpreted as understood by the respondent. There is no pre-defined reference period in the past.

7.21 ELIGIBILITY

INTERVIEWER READ: The next questions ask about barriers that (you/NAME) may face in the labour market because of the functional difficulties (you/NAME) have in doing certain activities …

EBR_1.*Which of the following factors would make it more likely for (you/NAME) to seek or find a job…?*
    a. Getting higher qualifications, training, skills, experience
    b. Availability of suitable transportation to and from workplace
    c. Help in locating appropriate jobs
    d. More positive attitudes towards persons with disabilities
    e. Availability of special equipment or assistive devices
    f. Availability of more flexible work schedules or work tasks arrangements
    g. Availability of a more accommodating workplace
    h. Other factors (Specify):

EBR_2.*How supportive would family members be if (you/NAME) decide to work? Would you say…*
    1 Very supportive
    2 Somewhat supportive
    3 Not supportive

    97 DON'T KNOW
    98 REFUSED

WPA_1. *Is (your/NAME's) work schedule or work tasks arranged to account for difficulties (you/NAME) have in doing certain activities…?*
    1 Yes, fully
    2 Yes, partially
    3 Not at all
    4 I do not have difficulties that require special arrangements

  DO NOT READ
  97 DON'T KNOW

WPA_2*. Has (your/NAME's) workplace been modified to account for difficulties (you/NAME) have in doing certain activities…?*
    1 Yes, fully
    2 Yes, partially
    3 Not at all
    4 I do not have difficulties that require special arrangements

  DO NOT READ
  98 DON'T KNOW

ATT_1. *In your view, how willing are employers to hire persons with disabilities? Would you say…*
> 1   Very willing
> 2   Somewhat willing
> 3   Unwilling

>   DO NOT READ
> *97* DON'T KNOW

ATT_2. *In your view, how willing are workers to work alongside persons with disabilities? Would you say…*

SPR_1. *Have the difficulties (you/NAME) have been officially recognized (certified) as a disability?*

SPR_2. *(Do/Does) (you /NAME) receive any cash benefits from the government linked to [your/his/her] disability?*

SPR_3. *(Do/Does) (you/NAME) receive any goods or services from the government linked to [your/his/her] disability?*

7.22 OWN-USE PRODUCTION OF CROPS (OPC)

This module is used to identify own use production of foodstuff from crop farming among persons who did not report working in agriculture in the AGF module. This module is meant to be used together with the AGF and OPF modules, for a complete identification of own-use producers of foodstuff among the working age population, irrespective of their labour force status. Additionally, inclusion of other modules on own use-production of other goods (building, manufacture, fetching water, collecting firewood) will enable a complete identification of own-use producers of goods among the working age population.

R02 *Last week, from [START_DAY] up to [last END_DAY/yesterday], did (you/NAME) plant, maintain or harvest any crops, vegetables or fruits?*

Part of the identification of own-use producers of foodstuff. To estimate participation rates in different types of own-use production activities. It includes all activities covered under groups 011, 012, 013 and 0161, 0163, 0164 (Division 01) of the International Standard Industrial Classification of All Economic Activities (ISIC rev. 4). Examples include growing any kind of produce such as cereals, rice vegetables, fruits, nuts, etc, and related activities such as preparing the land, harvesting.

 Any work done for at least one hour in these activities during the reference week should be included. Only activities to produce foodstuff from farming mainly for use or consumption of the respondent's household or family should be included. Nationally

relevant examples may be included and read only as needed. Raising or tending of farm animals is excluded. Livestock farming is captured through a separate question. The introduction to the module should be retained. National translation of the introductory text should make reference to "consumption by the household or family". Replacement with the expression "for use by the household or family" has been observed to cause misinterpretation as including 'use for sale'. Interviewers should be trained to remind respondents that only activities intended mainly for household or family consumption should be considered.

R03 *What are the main crops, vegetables or fruits that (you/NAME) (were/was) working on mainly for consumption by your household or family? (For example: [cassava, rice, ….])*

For analysis of the main types of crops produced for own final use. To enable the data coder to find the appropriate ISIC Rev.4 Code or corresponding national classification. 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, taro, 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 to enable coding at 4 Digits level of the classification, i.e. avoid generic terms like 'crops'.

R04 *On how many days did (you/NAME) do this work last week?*

To allow the calculation of hours actually worked in the reference week in own-use crop farming. To produce estimates of working time in own-use crop farming. Respondents should report any day during the reference period when they carried out the activity even for a short period of time.

R05 *How many hours per day did (you/NAME) spend doing this last week?*

To allow the calculation of hours actually worked in the reference week in own-use crop farming. To produce estimates of working time in own-use crop farming. 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 crops intended mainly for own final consumption by the household or family. Exclude time spent in activities intended mainly for sale or barter. 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. For example, at the start and end of the work day, as well as time spent on long breaks, for instance, meal breaks. For data quality assurance a maximum hour's threshold should be established, taking into account the national context.

7.23 OWN-USE PRODUCTION OF NON-CROP FOODSTUFF (OPF)

This module is used to identify own use production of foodstuff from animal husbandry, fishing, hunting and gathering, and preparation of preserved foodstuff. It first identifies if the respondent was engaged in any of the types of activities covered. For those who were, it collects information on the main products and hours worked in the reference week. This module is meant to be used together with the AGF and OPC modules, for a complete identification of own-use producers of foodstuff among the working age population, irrespective of their labour force status. Additionally, inclusion of other modules on own use-production of goods other than foodstuff (e.g. own-construction, manufacture, fetching water, collecting firewood) will enable a complete identification of own-use producers of goods among the working age population.

S01 (And/Or) did (you/NAME) do any of the following to produce food for the family, last week, such as..?
      a. Raise or tend farm animals such as (sheep, goats, chicken…)
      b. Go fishing or collect shellfish
      c. Gather wild food such as (mushrooms, berries, herbs…)
      d. Go hunting for (bush meat…..)
      e. Prepare preserved food or drinks for storage such as (flour, dried fish, butter, cheese….)
      f. NONE OF THE ABOVE

To estimate participation rates in different types of own-use production activities. Refers to livestock farming when the animals or it's by-products (eggs, milk etc) intended mainly for final consumption by the household or family. This includes all activities covered under group 014 (Division 01) of the International Standard Industrial Classification of All Economic Activities (ISIC rev. 4). Examples include raising or breeding cattle, sheep, poultry, goats, pigs, bee keeping, etc. It excludes care of domestic pets. Inclusion of response categories (b), (c), (d) or (e) will depend on their relevance in the national context. In countries where aquaculture is prevalent, additional colloquial terms referring to "fish farming" may need to be included for category (b). Examples should be adapted to refer to nationally relevant products/animals. Only activities to produce foodstuff mainly for use or consumption of the respondent's household or family should be reported. National translation of the question should make reference to "consumption by the household or family". Replacement with the expression "for use by the household or family" has been observed to cause misinterpretation as including 'use for sale'.

S02 On how many days did (you/NAME) [FOOD_STRING] last week?

To allow the calculation of hours actually worked in the reference week/7 days by collecting first the number of days worked and then the average number of hours per day. To produce estimates of working time in own-use production of goods. 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 the activity by the respondent to produce foodstuff intended mainly for own final consumption by the household. Exclude time spent in activities intended to produce foodstuff mainly for sale or barter.

S03 *How many hours per day did (you/NAME) spend doing this last week in total?*

To produce estimates of the contribution of own-use production of goods to SNA labour input. 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 farm 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 barter. 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 for example at the start and end of the work day, as well as time spent on long breaks, for example, meal breaks. For data quality assurance a maximum hour's threshold should be established, taking into account the national context. The threshold should take into consideration the extent to which fishing activities, in particular, may be performed over 24-hour shift periods.

7.24 OWN USE PRODUCTION OF GOODS: CONSTRUCTION (BLD)

This module captures participation and actual hours spent in the reference week doing unpaid construction, renovation or major repairs of the household dwelling/premises or helping family members living in other households with similar work. This module and following modules are optional and should be used in contexts where comprehensive measures of participation and time spent in own use production of goods are sought. Countries may wish to include this module periodically to obtain benchmarks, depending on national demand. Countries should review the set of activities included and remove those of low national relevance. Other activities could be added subject to appropriate development and testing processes.

T01 *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?*

To generate estimates of participation in own use production of goods by type of activity. Any time spent in the activity in the reference week should be recorded, even if less than 1 hour. It includes activities performed in relation to 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 repairs, 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 minor maintenance activities such as painting, decorating or maintaining the home, doing minor repairs, installing fixtures and fittings such as lights, bathroom fittings etc.

T02 *How many hours did (you/NAME) spend doing this last week?*

To generate estimates of hours spent in own use production of goods by type of activity. Record activities in 0.5 hour intervals. Round to the nearest 0.5 hours as needed. If the respondent requires assistance to estimate the hours spent invite them to describe the hours spent on each day of the reference week, one at a time.

7.25 OWN USE PRODUCTION OF GOODS: MANUFACTURE (MNF)

This module captures participation and actual hours spent in the reference week doing unpaid work to manufacture non-food goods for use by the household or family.

U01 Last week, did (you/NAME) spend any time making goods for use by your household or family such as [mats, baskets, furniture, clothing...]?

To generate estimates of participation in own use production of goods by type of activity. The list of examples should be updated to reflect nationally representative activities. Any time spent in the activity in the reference week should be recorded, even if less than 1 hour. 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.

U02 How many hours did (you/NAME) spend on these activities last week?

Record activities in 0.5 hour intervals and round to the nearest 0.5 hours as needed. If the respondent requires assistance to estimate the hours spent invite them to describe the hours spent on each day of the reference week, one at a time.

7.26 OWN USE PRODUCTION OF GOODS: FETCHING WATER (WTR)

This module captures participation and actual hours spent in the reference week fetching water from natural and other sources for use by the household or family members living in other households.

V01 Last week, did (you/NAME) fetch water from natural or public sources for use by your household or family?

To generate estimates of participation in own use production of goods by type of activity. Any time spent in the activity in the reference week should be recorded, even if less than 1 hour. 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 centers 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.

V02 How many hours did (you/NAME) spend fetching water last week?

To generate estimates of hours spent in own use production of goods by type of activity. Record activities in 0.5 hour intervals. Round to the nearest 0.5 hours as needed. If the respondent requires assistance to estimate the hours spent invite them to describe the hours spent on each day of the reference week, one at a time.

7.27 OWN USE PRODUCTION OF GOODS: COLLECTING FIREWOOD (FIR)

This module captures participation and actual hours spent in the reference week doing unpaid work to collect and/or process firewood or other natural products for use as fuels by the household or family members living in other households.

W01 Last week, did (you/NAME) collect any firewood [or other natural products] for use as fuel by your household or family?

To generate estimates of participation in own use production of goods by type of activity. Any time spent in the activity in the reference week should be recorded, even if less than 1 hour. It includes activities to cutting, collecting and transporting firewood, dung, peat or other fuel products on foot or using hand or animal carts 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.

W02 Hours Last week, how many hours did (you/NAME) spend collecting firewood [or other natural products]?

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

CHAPTER 8: CHILD LABOUR

The questionnaire for child labour module is meant to measure child labour according to the amended international standards adopted by the 20th International Conference of Labour Statisticians (2018).

Part A: Demographics

This section collects information on demographics of eligible children aged 5 to 17. It is similar to section Demographics of the Household Questionnaire.

Part B: Employment work by children

This section collects information on employment work by children age 5 to 17. This is similar to the individual questionnaire module of employed at work(ATW).

Part C: Unpaid trainee work by children and Own use production of goods

C1-C4. The questions in this section relates to unpaid trainee work by children and own use production of goods. This work could be participation in any unpaid apprenticeship, internship or similar training in a work place; unpaid activity to produce goods for consumption by own household or family. As before, number of hours for each activity must recorded.

Part D. Hazardous work by children

D1_01 - D1_20. Ask part D of questionnaire, only if child is working. The questions under this section determine work done by children in the reference period that may be hazardous to children. These include carrying or pushing or pulling heavy loads; working where a child has to climb high off the floor/ground, from where if he/she fells, he/she might be injured; using powered tools (electric or gas) e.g. drills, saws, chain/table saws, electric sanders, jackhammers; using sharp tools, e.g. axes, knifes, machetes; using big or heavy machines, or driving vehicles, e.g. machines that are bigger than the child such as assembly machines, tractors, forklifts, cranes, trucks, motorcycles.

Part E. Unpaid household services in the own household (household chores)

E1-E20. This section seeks to determine unpaid household work (services) and their corresponding number of hours done by children in the household including carrying of heavy loads while shopping, helping with or doing any repairing of household equipment, washing clothes by hand, ironing clothes among others?

CHAPTER 9: TIME USE (OWN USE PROVISION OF SERVICES)

This module concerns "Own use provision of services" (OPS). OPS encompasses a wide range of activities and responsibilities. It includes routine housework, household management, and 'direct' care for children and adults. A defining feature of OPS is that it is undertaken *for own final use.* That is, it is performed for oneself and/or for one's household or family members, without (expectation of) remuneration.

The Time Use Survey (TUS) will enable measuring time spent by individuals on different activities. The objective of this module is:
- To record the timing, duration, and sequencing of all activities undertaken by persons over a 24-hour reference period.
- To accurately classify and characterize activities undertaken by persons over a 24-hour reference period

This module marks the start of the personal hybrid light diary covering a period of 24 hours from 04:00 on the day prior to the interview until 04:00 of the day of the interview. The following is a pre-coded list of activities:

1. Sleeping or napping
2. Personal hygiene and health
3. Eating or drinking
4. Cooking / baking / preparing / serving meals, snacks, beverages + related tasks (cleaning dishes, storing food and drinks…)
5. Manufacturing / processing foods, beverages, herbs, medicines, tobacco
6. Cleaning and tidying indoors
7. Outdoor cleaning and upkeep
8. Pet care (includes feeding, exercising, cleaning, grooming, taking to vet)
9. Decorating or minor repairs, maintenance of buildings, durable goods, vehicles, machinery
10. Laundry / repair or maintenance of clothes, textiles, shoes
11. Shopping for/purchasing goods
12. Paying bills, budgeting, administration, planning, organizing
13. Providing physical care or comforting children (feeding, cleaning, bathing, giving medical care, soothing…)
14. Teaching, training, helping, talking with, or reading to children
15. Playing games and sports with children
16. Attending children's sports or games match, play, dance, or talent show, or similar (includes training, practice, rehearsals)
17. [Supervising / minding / watching over / keeping an eye on] children
18. Providing physical care, practical assistance, or emotional support to adults
19. [Supervising / minding / watching over / keeping an eye on] ill, injured, frail, or disabled adults who require assistance
20. Waged or salaried employment / self-employment / paid traineeship
21. Helping without pay in a farm or business enterprise
22. Looking for paid work or setting up a new business
23. Unpaid traineeship or internship
24. Volunteering / community or social organising/ environmental / nature conservation / protection of wild or street animals
25. Studying, learning

26. Growing crops, including kitchen garden, (clearing, planting, fertilising, irrigating, weeding, picking / harvesting)
27. Tending to livestock (accompanying while grazing, milking, gathering wool / eggs / dung / other animal products)
28. Gathering / processing firewood, straw
29. Fetching water from natural and other source
30. Fishing / Aquaculture / Forestry / Logging / Gathering wild products / [hunting or trapping animals]
31. Mining, quarrying / construction, major renovations, or major repairs
32. Weaving, knitting, sewing, embroidering, tanning, bead work, textile- / leather- / metal-, wood- / stone- / brickwork
33. Socializing, visiting with, talking to friends / family / neighbours
34. Religious practice (individual or collective)
35. Participating in community festivals, celebrations
36. Attending cultural / entertainment / sports events
37. Playing sports or doing exercise
38. Watching tv shows, movies, online visual media / Reading for leisure / Listening to music, radio, podcasts, online audio media
39. Hobbies, games, pass-times (includes resting / relaxing, "doing nothing")
40. Travelling or commuting / Transporting or accompanying people or goods
41. Other: Specify
42. NOTHING ELSE