



REPUBLIC OF ZAMBIA

LIVING CONDITIONS MONITORING SURVEY VII 2015

HOUSEHOLD LISTING INSTRUCTION MANUAL

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CHAPTER I - INTRODUCTION

1.1 Survey Background

The Structural Adjustment Programme (SAP) that the government of Zambia has been implementing since 1991 has had some successes and shortcomings. Some components of the programme such as privatisation have been implemented at record pace. Others such as liberalization of agricultural marketing have not completely taken root. Whichever way we look at it, a substantial segment of the population is still adversely affected by the cost of reforming the Zambian economy. It is from this realisation that the Zambian government and its cooperating partners decided to put in place a monitoring and evaluation mechanism in 1991, which was implemented through the conduct of the Social dimensions of Adjustment Surveys (SDAs).

The Living Conditions Monitoring Surveys (LCMS) surveys evolved from the Social Dimensions of Adjustment Priority surveys conducted in 1991 (PSI) and 1993 (PSII), by the Central Statistical Office. So far, four Living Conditions Monitoring Surveys have been conducted. These are: -

- (i) The Living Conditions Monitoring Survey I of 1996
- (ii) The Living Conditions Monitoring Survey II of 1998, and
- (iii) The Living Conditions Monitoring Survey III of 2002/2003
- (iv) The Living Conditions Monitoring Survey IV of 2004
- (v) The Living Conditions Monitoring Survey V of 2006
- (vi) The Living Conditions Monitoring Survey VI of 2010

1.2 Purpose of the Survey

The Living Conditions Monitoring Survey VI (LCMS VI) is intended to highlight and monitor the living conditions of the Zambian society. The survey will include a set of priority indicators on poverty and living conditions to be repeated regularly.

The Living Conditions Monitoring Survey VI (LCMS VI) has a normative point of departure, that is, describing the living conditions either as good or bad, as improving or deteriorating and identifying those, and identifying those that require policy action.

The survey will provide a basis on which to: -

- Monitor the impact of government policies and donor support on the well being of the Zambian population.
- Monitor poverty and its distribution in Zambia.

- Provide various users with a set of reliable indicators against which to monitor development.
- Identify vulnerable groups in society and enhance targeting in policy implementation.

However, the survey is **not** a fully-fledged survey on any of the topics covered, it is concerned with information necessary to monitor living conditions.

The following topics will be covered in the LCMS VII 2012 Questionnaire: -

- Demography and migration
- Marital status and Orphanhood
- Health
- Education
- Economic activities
- Income
- Household assets
- Household amenities and housing conditions
- Household access to facilities
- Self-assessed poverty and household coping strategies
- Agricultural Production
- Household expenditure
- Developmental issues and social fund impact
- Child Health and Nutrition
- Deaths in the household

1.2 Coverage

The survey will have a nationwide coverage on a sample basis. It will cover both rural and urban areas in all the ten provinces. The survey will also be able to provide data for each and every district in Zambia. Hence a very big sample size of approximately 20,000 households will be drawn.

2 LISTING PROCEDURES

2.1 Allocation of SEAs to be listed by Province and phases

Below is the table that shows the number of SEAs to be listed in each province.

Province	# of SEAs
Central	66
Copperbelt	72
Eastern	72
Luapula	64
Lusaka	74
Muchinga	60
Northern	64
N/western	60
Southern	70
Western	62
	664

At the time of listing you will be required to fill in the identification particulars on the front page of the listing booklet. Inside the booklet you will be required to fill in the Household number (HHN), name of the household head, sex of the household head and the number of the usual members of the household by sex and other particulars required in the listing booklets.

The listing booklet is designed in such a way that the same sets of questions are repeated. This is done so as to have all the listing information for a particular SEA in one booklet as much as possible.

Each row (for one set of questions) is meant for one household. After exhausting 20 rows, move on to the next set and continue listing the households. In most cases, one booklet will suffice to list all households in a SEA, but should you need to use more than one listing booklet, number them accordingly in the top right corner of the cover page.

For example if only one listing booklet was used, the booklet would be numbered listing form of

if you used three booklets to list households in your SEA then the first to be numbered would be of second one of a the third one of

The second digit informs your supervisor and other people checking your work as well as the data entry operator about the total number of listing books that were used in your SEA.

2.2 Identification

For the Province and District, write down the appropriate names and code numbers. The code numbers are found in the appendices. For CSAs and SEAs write down the code numbers only. Also indicate whether the SEA is rural or urban using the information provided to you by your supervisor.

2.3 Summary of the SEA

Add up the total number of households listed in the SEA whether they are non contacts or not. Also add up the total number of female-headed households, households who refused to be listed and non-contact households. A household is a non-contact if the occupants are temporarily away at the time of the enumeration. Those who have moved permanently (vacancies) are not to be counted as households of the SEA.

Also add up the total number of persons residing in the entire SEA and write the totals for male and female.

2.4 Sampling particulars

Items 19-35 will be filled in by the Provincial head or the supervisor, unless he/she is not available, in which case whoever selects the sample will fill in the information.

Random start number is to be filled in by the Provincial head or the supervisor. Each SEA will have its own random start selected depending on the total number of households (N) assigned a sampling serial number in each SEA. In rural areas, each SEA will have three different random starts for the three strata; small scale, medium scale and non agricultural.

The large scale stratum will not have a random start, as all identified large scale farmers will be enumerated. Details of how random starts will be established are explained in the supervisors manual.

The number of households to be selected and enumerated must be 25 in urban SEAs and at least 15 in rural SEAs (can be more if there are large scale farmers).

2.5 Listing

You are required to list **all** households residing in your assigned Standard Enumeration Area (SEA) whether they are non-contacts, refusals, or partially responding households in order for the survey managers to know the total number of households residing in an SEA. However, only fully responding households will be assigned sampling serial numbers by your supervisor. Standard Enumeration Areas (SEAs) are geographically demarcated areas by Central Statistical Office specifically for purposes of conducting censuses and surveys. They have in most cases clearly identifiable boundaries using land physical features such as roads, rivers, powerlines, rail-lines, etc. The listing of households within the Standard Enumeration Area should be done in a serpentine/meandering manner. This means that you should proceed in order, like a snake in motion or a meandering river. In rural areas, the order could even be zig-zag. This order is meant to make sure that households of different characteristics within the SEA have a fair chance of

selection because households of similar characteristics tend to be located in the same part of the SEA. Within your enumeration area you will give a unique serial number to each household as you continue to list. This number will run serially in each enumeration area. The number will be in four digits, starting with 0001, followed by 0002, 0003, and so on. No two households in your enumeration area will have the same number. This will be different from other types of numbers already existing, such as house number, plot number, stand number, flat number, etc. The idea is to make sure that all the households in your area have been covered.

This will also help you and your supervisor in checking on your progress.

Item 1: HOUSEHOLD NUMBER (HHN)

Household: A household is a group of persons who normally cook, eat and live together. These people may or may not be related by blood, but make common provision for food or other essentials for living and they have only one person whom they all regard as the head of household. Such people are called members of the household.

A household will thus include servants and farm-hands who normally live and eat with other members of the household. There are situations where people eat together and even sleep under one roof, but have different persons whom they regard as head. These should be considered as belonging to separate households. There can also be one member households where a person makes provisions for his/her own food or other essentials for living. Such a person is the head of his/her own household.

Each household will be given its own household number. Each household within a housing unit will be given a four-digit serial number 0001,0002,0003,0004, etc. When listing households in your SEA, ensure that every building and structure in the SEA is visited and find out whether or not there are people living there. This means that you will visit both residential and non-residential buildings such as school buildings, office buildings, shops, markets, streets, etc. This will ensure that you cover all households residing in the SEA. And please note that not all households reside in conventional accommodation such as houses, traditional hut, flats (apartments), etc. Some households live in unconventional accommodation such as classrooms, shops, market stalls, street corridors, etc. These have to be listed and enumerated also, as long as they qualify to be households.

Housing Unit: For the purpose of this survey any structure which is inhabited by a household at the time of the survey will be treated as a housing unit.

A housing unit is an independent place of abode intended for habitation by one household. It should have direct access to the outside such that the occupants can come in and go out without passing through anybody else's premises. The housing unit should have at least one door which directly leads to the outside into the open or into a public corridor or hallway. Structures which are not intended for habitation such as garages and barns, classrooms etc.,but are occupied as living quarters by one or more households at the time of the survey will also be treated as housing units. Although a housing unit is intended for habitation by one household it may be occupied at the time of enumeration by one or more households or it may even be vacant.

Shared Accomodation: If two or more persons/families share accomodation such as sharing one apartment or house or even non-residential accomodation such as a

classroom, and share the cost of food and/or other items, they are to be considered as one household. But if they do not make common provisions for food they are to be considered as separate households.

Polygamous Households:

Example 1:

A man married to several wives each living with her children in separate houses or group of houses should be regarded as separate households if each wife cooks and eats meals separately. In this case, even if they sometimes eat together, the fact remains that the wives are running separate households. Therefore, treat them as different households. Assign the husband as head to only one wife - most senior wife.

Example 2:

A man married to several wives each living with her children in a separate house or group of houses should be regarded as one household if all those wives cook and eat together.

Item 3: NAME OF HEAD OF HOUSEHOLD

Ask for the name of the head of the household and record it.

Head of Household: This will be the person all members of the household regard as the head. He/she is the one who normally makes day-to-day decisions governing the running of the household. In most cases this will be the husband/father in the household. But not in all cases. In cases of one member households, the member will be the head of the household. The head of the household can either be male or female.

Note that the main respondent will not necessarily be the head of the household. In many of the households you will visit, the head of household will also be the main respondent, that is, the one giving most of the information. But any knowledgeable member of the household can be a respondent. A respondent who is not the head of the household can answer the questions on behalf of the head of household if the head of the household is not there at the time of interview.

REMEMBER A PERSON DOES NOT BECOME THE HEAD OF A HOUSEHOLD SIMPLY BECAUSE HE/SHE IS THE MAIN RESPONDENT.

In cases of shared accommodation and the persons or families sharing have been classified by you as separate households you have to find out who the heads of the separate households are.

If they are classified as one household, take the oldest person as head if the household members themselves cannot identify or consider one person as being the head.

Items 5-7: NUMBER OF USUAL HOUSEHOLD MEMBERS

This survey will use the de jure ('usual') system of enumeration as opposed to de facto ('as of previous night') system.

Usual Member of Household: For the purposes of this survey a usual household member is one who has been continuously living with a household for at least six months. He/she may or may not be related to the other household members by blood or marriage, and may be a house helper or labourer. A usual household member normally lives together with other household members in one house or closely related premises and takes his/her meals from the same kitchen.

Newly married couples are to be regarded as usual members of the households even if one or both of them has been in the household for less than six months.

Newly born babies of usual members of a household should be included as usual members of that household.

Members of the household who are at boarding schools, colleges and universities within Zambia or any other persons temporarily away from the household who normally live and eat there such as persons temporarily away for seasonal work, because of illness, attending funerals, giving birth, visiting relatives or friends have to be included in the list of usual members of the household. Any other persons who have spent at least six months with the household have to be included as usual members of the household. Other persons such as servants and lodgers who are part of this household must be taken as usual members.

Usual members of the household who have been continuously living outside the household for more than six (6) months e.g. someone abroad for studies for more than six months should **not** be included as a member of the household.

Add up all the usual members of the household and write the total number in the column indicated 'Total'. Then find out how many of those usual members of the household are male and how many are female and record the answer in the appropriate columns. Be certain to include the head of the household, the aged, and babies in the number recorded. These tend to be left out.

Question 8: DID ANY MEMBER OF THIS HOUSEHOLD GROW OR ANYBODY GROW ON THEIR BEHALF ANY CROPS DURING THE 2005/06 AGRICULTURAL SEASON?

The 2010/11 agricultural season refers to the period October 2010 up to 30th September, 2011=.

These activities should only be for those being done in Zambia. If the activities are done outside Zambia, do not record them here.

Crops include fruits, vegetables, and other crops such as maize, beans, groundnuts, cotton, seed and so on. Growing of fruits refers to organised orchards. To get area under fruit; record the size of the orchard/s.

Backyard/Kitchen/Dambo gardens are excluded from agricultural activity if they are mainly for household consumption. But if they are mainly for commercial purposes then include them.

For the purpose of this survey; both active involvement in the growing of own crops, and growing done by others but on the behalf of the listed household are to be included. The idea is to capture all the sources of income or livelihood of the household regardless of location or management of

the source within Zambia. In other words, the household does not necessarily have to physically grow crops as long as the activities are accruing to them. The above qualifications refers also to ownership of livestock and poultry.

Questions 9-11: WHAT WAS THE TOTAL AREA UNDER CROP FOR ALL HOUSEHOLD MEMBERS COMBINED?

Record the total size of the cultivated area under crop for all members of the household and for all crops. Be sure to add areas where crops were actually grown and not where crops were intended to be grown but not actually grown. Also be certain to add up the total area where crops were grown for this household even if they are managed by non-members of the household elsewhere.

The size of the area is to be recorded in one of the units indicated on the listing form depending on the units given by the respondent. Be sure to probe when respondent gives area in hectare. They may actually mean acre. Area may be recorded in one or more of the given units by one household.

Ask respondent for the total area of all the fields. Add up the areas reported for all the fields for all the members of the household and record the total area in the boxes provided. It is very important to get the correct amount of total area under crop as this will be used also for sampling purposes. Begin by asking respondent if there are any members of the household who carried out some agricultural activities whether by themselves or done by other people on their behalf. Then ask the respondent to give you the total land area under crop, field by field, and for each household member, whether managed by them or not. Then add this up and they will constitute the total area under crop for that household.

If a household is managing a farm or growing crops on behalf of other households - exclude these activities.

Question 12: DOES ANY MEMBER OF THE HOUSEHOLD OWN ANY LIVESTOCK NOW?

Ownership refers to all livestock owned by all members of the household regardless of where they are raised. That means include livestock owned by the household but are raised by somebody else other than the member of the household. Exclude livestock which the household raises on behalf of others. Record the number owned as at survey date.

Beef Cattle:Record the total number of cattle owned by the household which are raised specifically for beef. This does not include traditional cattle even if they are sold once in a while for beef. If a household owns only traditional cattle and/or dairy cattle enter a zero in this column.

Dairy Cattle: Record the total number of cattle owned by the household which are raised specifically for milk production. This also does not include traditional cattle even if they produce milk. Enter a zero if none are owned.

Other Cattle: Record the total number of any other cattle owned by the the household other than beef or dairy.

Goats and Sheep: Record the total number of goats and sheep of any kind owned by the

household.

Pigs:

Exotic Pigs: Record the total number of pigs other than traditional, owned by the household. Exotic pigs are usually raised for commercial purposes for meat and pork products such as polony and sausages.

Other Pigs: Record the total number of any other pigs other than exotic pigs owned by the household.

Question 20: DOES ANY MEMBER OF THIS HOUSEHOLD OWN ANY POULTRY?

Ownership refers to all poultry owned by all members of the household regardless of where they are raised. That means include poultry owned by the household but are raised by somebody else other than the member of the household.

HYBRID CHICKENS

Broilers: Record the total number of broilers (chickens raised for meat), owned by the household, accumulative over the 12 months prior to the survey. That is, add up the total number of broilers raised by the household or raised on their behalf in the twelve months period prior to the survey.

Layers: Record the total number of layers (chickens raised for eggs for sale), owned by the household, accumulative over the 12 months period prior to the survey. That is, add up the total number of layers raised by the household or raised on their behalf in the twelve months period prior to the survey.

Parent Stock of Poultry: These are special type of chickens used for breeding purposes and are produced under very sophisticated conditions. Record number raised by the household on an accumulative basis during the 12 months period prior to the survey.

OTHER CHICKENS: Record the total number of chicken other than broilers and layers owned by the household accumulative during the 12 months period prior to the survey.

OTHER POULTRY: Refers to other poultry other than chicken such as ducks, guinea fowls, geese, turkeys, pigeons, and rabbits. Record the total number of any such other poultry owned by the household accumulative during the 12 months period prior to the survey.

Question 27: DOES ANY MEMBER OF THIS HOUSEHOLD OR ANYBODY ON THEIR BEHALF DO SOME FISH FARMING?

Fish farming refers to the breeding of fish and not catching of fish. It refers to a situation where the household has dug out ponds and rears fish in them for consumption and/or sale.

Marker Slips/Stickers

In order to identify the household in a structure a special marker slip/sticker should be

pasted on top of the main door of each structure after the household has been listed. This means that stickers should be pasted on all buildings/structures. This slip will be marked with province name and code, district name and code, CSA number, SEA number and household number (HHN).

For buildings with more than one household, each household in the building should have a sticker.

If there are several households living in one building with one main entrance - you can indicate the range of household numbers on the main door, e.g. and then paste 0010- 0015 individual stickers inside the building on the main door of each household.

Non-residential buildings with no households living in them, should also have stickers pasted on them and province, district, CSA and SEA identification particulars written on them but the household number should be zeros.

Residential buildings with no household living in them will also have province, district, CSA and SEA identification particulars written on them but the household number should be zeros.

Stickers

The Sticker for LCMS V look like this:

2015 LIVING CONDITIONS MONITORING SURVEY (LCMS VII)	
	<input type="text"/>
PROVINCE:.....	<input type="text"/>
DISTRICT:.....	<input type="text"/>
CONSTITUENCY:.....	<input type="text"/>
WARD NAME:	<input type="text"/>
CSA: <input type="text"/>	SEA: <input type="text"/>
HHN: <input type="text"/>	

STRATIFICATION OF HOUSEHOLDS IN RURAL SEAs

In the listing form information on whether a household engages in agriculture or not will be collected. For agricultural households information will be collected on total area under crop, number of livestock owned by type and number of poultry owned by type.

Based on the above information, rural households will be stratified into the 4 strata as mentioned above.

Small-Scale Agricultural Households must satisfy the following criteria:-

(i) Area criterion:

- Total area under crops of less than 5 hectares.

(ii) Livestock criterion:

- If they own dairy cows they should be less than 5 in number.
- Does not own any beef cattle.
- Does not own any exotic pigs.

(iii) Poultry criterion:

- Does not own any broilers, and has not raised any in the last 12 months prior to the survey.
- Does not own any layers, and has not raised any in the last 12 months prior to the survey.

Medium Scale Agricultural Households must satisfy the following criteria:-

(i) Area criterion:

- Total area under crops has to be between 5 and less than 20 hectares.

(ii) Livestock criterion:

- If they own dairy cattle, they should be between 5 and 20 in number, 5 and 20 included.
- If they own beef cattle, the number should be less than or equal to 50.
- If they own exotic pigs, the number should be less than 10.

(iii) Poultry criterion:

- If they own broilers, they should have raised less than 6,000 broilers in the last 12 months prior to the survey (accumulatively).
- If they own layers, they should have raised less than 1,000 layers in the last 12 months prior to the survey (accumulatively).

Large scale agricultural households should satisfy the following criteria:-

(i) Area criterion:

- If engaged in crop growing, they should have a cropped area of 20 hectares or more.

(ii) Livestock criterion:

- If dairy cows are owned, the number should be more than 20.
- If they own beef cattle, the number should be more than 50.
- If they own exotic pigs, the number should be at least 10.

(iii) Poultry criterion:

- If they own broilers, the number raised in the twelve months period prior to the survey should be at least 6,000 in number.
- If they own layers, the number raised in the twelve months period prior to the survey should be at least 1,000 in number.
- If they produce any poultry parent stock, regardless of number

Non-agricultural households are any households that are not engaged in any agricultural activities, that is, the households neither grow Crops, own poultry, own livestock nor engage in any fish-farming.

SUMMARY OF RURAL HOUSEHOLDS CLASSIFICATION:

Criterion	Stratum			
	Small Scale Farmers	Medium Scale Farmers	Large Scale Farmers	Non-Agricultural Households
Area under crop	Less than 5 hectares	5 – 19.9 hectares	20 hectares or more	None
Livestock		5 – 20 (inclusive)		None
Dairy cows	Less than 5	50 or less	More than 20	None
Beef cattle	None	Less than 10	More than 50	None
Exotic pigs	None		10 or more	
Poultry		Less than 6,000.		None
Broilers	None	Less than 1,000	6,000 or more	None
Layers	None	None	1,000 or more	None
Parent stock of Poultry			Any number	

On the sample sheet below, 10 households are listed. The list includes both agricultural and non-agricultural households. The type of agricultural activity each listed household is engaged in, has been shown for those engaged in agricultural activities. Using the described classification procedure, each of the 10 households has been allocated a sampling serial number according to the appropriate farm category, i.e. small, medium, large-scale and non-agricultural.

EXAMPLE 1:

Household number	Area under crop	Livestock						Poultry						Sampling Serial Number			
		Cattle			Goats	Sheep	Exotic pigs	Broilers	Layers	Parent stock of poultry	Other Chickens	Ducks and Geese	Other Poultry (Rabbits, Guinea Fowls, Turkeys Pigeons, etc)	S S	M S	L S	N G
		Bee f	Dair y	Othe r													
Column	12-14	16	17	18	19	20	21	24	25	26	27	28	29	33	34	35	36
0001	5 acres		6					10							1		
0002	1 lima, 1 acre								1500							1	
0003	20 ha								100				900			2	
0004	1 ha			70			25						28			3	
0005	5 lima, 1ha			190									50	1			
0006	2 lima							40							2		
0007	non-agric hh																1
0008	4ha, 3 acres						10	1000								4	
0009	9ha, 5 acres			50			20	400								5	
0010	3 acres		6												3		

Note:

A household should be stratified according to the highest values on the classification criterion. For example, a household could pass as small-scale on the area criterion yet be medium-scale on the livestock criterion.

Such a household should be stratified on the higher scale of medium scale farmers.

Area under crops should all be converted into hectares and added together for a particular household to help with identifying the scale of farming.

- SS = Small Scale Farmers
- MS = Medium Scale Farmers
- LS = Large Scale Farmers
- NG = Non Agricultural households

EXAMPLE 2:

Household Number	Area under crop	Livestock						Poultry						Sampling Serial Number			
		Cattle			Goats	Sheep	Exotic pigs	Broilers	Layers	Parent stock of poultry	Other chickens	Ducks and Geese	Other poultry (rabbits, guinea fowls, turkeys, pigeons, etc)	SS	MS	LS	NG
		Beef	Dairy	Other													
Column	12-14	16	17	18	19	20	21	24	25	26	27	28	29	33	34	35	36
0100	1ha, 5 acres, 1li ma			100		10	5	6000									

This household is to be classified as follows:

(i) Area under crop: -

The household has 1ha + 5 acres + 1 lima. This equals 1 ha + 2 ha + 0.25 ha = 3.275 ha using the following conversion rule:

1 lima = 0.25 hectares

4 limas = 1 hectare

1 acre = 0.405 hectares

2.5 acres = 1 hectare

Conclusion: 3.25 ha is less than 5 ha = small-scale agricultural household.

(ii) Livestock: -

- The household has only 'other cattle'. This implies small scale farming.
- Sheep is not used as a classification criteria.
- The number of exotic pigs equals medium scale farming.

Conclusion: The household has exotic pigs, but the number is less than 10 = Medium sized agricultural household.

(iii) Poultry criterion: -

- The household has owned and raised 6,000 broilers in the last 12 months prior to the survey.

Conclusion: 6 000 broilers = Large scale agricultural household.

Overall classification:

- Area under crop = small scale
- Livestock = medium scale
- Poultry = large scale

Conclusion: This household is to be stratified as a large scale agricultural household.

If a household only engages in game ranching, they should not be classified as an agricultural household but as non-agricultural.