



REPUBLIC OF ZAMBIA

LIVING CONDITIONS MONITORING SURVEY III

SUPERVISORS' INSTRUCTION MANUAL

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CHAPTER I – INTRODUCTION

BACKGROUND AND PURPOSE OF THE SURVEY

The Living Conditions Monitoring Surveys are intended to highlight and monitor the living conditions of the Zambian society. The surveys include a set of indicators on poverty and living conditions that are repeated regularly.

The LCMS III will provide a basis on which to: -

- Monitor the effects that the policies of the government and different donor contributions have on the well - being (living conditions) of the Zambian population.
- Monitor poverty in Zambia.
- Give different users a set of social indicators against which to monitor development.

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. Additionally the survey will cover practically the whole year in order to ensure a continuous recording of household consumption and expenditures and changes occurring thereof.

The LCMS III questionnaire will be broken into two parts and the first part will include the following topics: -

- Demography and Migration
- Orphanhood
- Health
- Education
- Current economic activity
- Anthropometry
- Household amenities and housing conditions
- Household access to facilities
- Household assets
- Self-assessed poverty and household coping strategies
- Community developmental issues
- Household Food production

The second part of the questionnaire will cover the following: -

- Household Expenditure
- Household income
- Deaths in the household

Information on Expenditure and consumption will be collected using a diary and will be transferred to the second part of the questionnaire.

The survey will also collect information on the prices in the communities where enumeration will take place. The price questionnaire will be used to collect data on prices of various commodities in the established trading places in the communities.

COVERAGE

The survey will have a nationwide coverage on a sample basis. It will cover both rural and urban areas in all the nine provinces. The survey will be carried out in twelve months to cater for the changes in seasonality. The data collection will therefore be done in twelve (12) cycles lasting 31 days each. One twelfth (1/12) of the total sample size will be covered in each of the cycles. The Living Conditions Monitoring Survey will cover 1056 SEAs and about 21,000 households in total (throughout the country).

ORGANISATION OF THE SURVEY

The Living Conditions Monitoring Survey, will be conducted by the Living conditions Monitoring Branch (LCMB) of the Central Statistical Office (CSO). The branch will be assisted by a staff of technical officers from the CSO headquarters and the provincial offices of the Central Statistics Office.

Micro-computers installed in the provincial offices will be used for the immediate entry of data from all questionnaires.

SAMPLING PROCEDURE

Listing of the households in selected SEAs will be done by mappers who will complete their work before you are deployed. The listing staff will then hand over the filled in listing books to the Provincial Head. You and your survey coordinator will, then, proceed to select the required number of households.

Before selecting the sample of households, ensure that all the households residing in the SEA are listed by physically checking. Ensure that the lister keeps within the boundaries of the SEA and has listed all the households completely. Do not wait until all the SEAs under your supervision are listed before the Provincial head/survey coordinator/management team personnel select the households. You should have the sample households selected as soon as a SEA is listed (after supervising the listing exercise).

For rural SEAs approximately 15 households will be selected. In urban SEAs 25 households will be selected.

The rural should be selected in the following manner:

- (a) 7 households will be selected from a stratum of small-scale agricultural households.
- (b) 5 households will be selected from a stratum of medium scale agricultural households
- (c) In the case of large-scale agricultural households, selection will be done on a 100 percent basis, i.e. all large-scale farmers identified in an SEA should be enumerated.
- (d) 3 households will be selected from a stratum of non-agricultural households.

Steps to follow in the sample selection

In order to avoid achieving a different sample size from the expected one due to certain technical problems associated with systematic sampling, we have adopted the **CIRCULAR SYTEMATIC SAMPLING** procedure. We will assume the following relationship:

$$N = nK$$

Where, **N** is the total number of households that are assigned sampling serial numbers in a Standard Enumeration Area in urban areas, and stratum total in rural areas, and **n** is the sample size in a given SEA, 25 in urban SEAs, or the number in a given stratum in rural SEAs (see Sampling procedure for the number of households per stratum per SEA in rural SEAs), and **K** is the sampling interval which we will calculate from this relationship, that is:

$$K=N/n$$

Each time you calculate this sampling interval, you must round it down to the nearest whole number, that is, you must just ignore the decimal points. E.g. 25.8=25.

In urban SEAs assign sampling serial numbers in ascending numbers from the first household listed Start With 1. Use the last column in the Listing Form.

In rural SEAs, assign sampling serial numbers in ascending order for each of stratum separately, and start with 1 for each stratum. Enter the sampling serial numbers in the appropriate column in the Listing Form.

1. Get N. In urban areas, N is the total number of households assigned sampling serial numbers in the SEA. In the rural areas N is equal to the total number of households assigned sampling serial numbers in each of the 3 strata, small scale, medium scale and non agricultural.
2. Calculate K in urban households, $K=N/25$. In rural areas, 3 different K's have to be calculated. For small-scale farming households, $K=N/7$, for medium scale farming households, $K=N/5$. Remember however, that all large-scale farming households residing in the sample SEAs are to be included in the sample; hence there is no need to go through any selection procedure for this stratum.

3. Select any column from zero to nine in the random number table. (See Appendix 1). Select a random start that lies between 1 and N. This should be the first number you come across that lies between 1 and N.

If N is a single digit number, then use the first digit of each number in the chosen column. If N is a 2-digit number, then use the first two digits of the numbers in the chosen column and so on. Go down the columns till you get the random number between 1 and N. The household whose serial number will correspond to this number is the first selected household.

4. Continue to select households by adding K (sampling interval) to the serial number of each selected household until you achieve your 'n'.

After selecting the random number for one SEA, you should continue down the columns to select the random start for the next SEA. Continue selecting your random starts for your SEAs/Strata from where you left off last time until all the samples are selected. Where you reach the end of one set of columns, continue on another.

In those rural SEAs where the total number of households in a particular stratum is less than 'n', select the shortfall from the nearest stratum. For example, you are supposed to select 7 households from the 'small-scale' stratum, but the total number of households in that stratum is only 5, you should select 2 extra households from the 'medium scale' stratum in order to get the required number. If N is equal to 'n', then select all the households in the stratum. If 'n' is short in the small-scale stratum, select the shortfall from the medium scale. If 'n' is short in the medium scale stratum select the shortfall from the small scale stratum. If 'n' is short in the non-agricultural, select the shortfall from the small-scale stratum. When the total number of households in the stratum is less than 'n', the required sample size, you should likewise calculate the sampling interval (K) accordingly for the stratum whose 'n' has increased. In the example above, the sampling interval for medium scale stratum will be $K=N/7$ instead of $N/5$.

Replacing selected households:

The following conditions apply for replacing selected households: -

- A. Vacant – a household that was initially listed and has permanently moved.
- B. New household – moving into a housing unit that was occupied by listed household.
- C. Non-contacts – cannot get hold of the household (after a number of attempts).
- D. Refusals – The household refuses to be enumerated (after a number of attempts)
- E. Dwelling not found – cannot locate the dwelling after a household has been selected.
- F. Partially responding households-Households that can only supply partial or some information for some reason or the other.

When selecting replacement households, select by adding the K (sampling interval) to the last selected household. If this method ends up with selecting an already existing household – select the replacement household/s by choosing another random number between 1 and N and the number corresponding to the random number is the selected replacement household.

CHAPTER TWO: THE DATA COLLECTION AND ENTRY TEAM

FIELD STAFF

These include:

- i) **Survey Management Team**: This will comprise senior members of the LCMB who will generally be the managers of the whole survey. They will make visits to the provinces each month to check on the progress of work. They will work with the provincial Heads in the management of the field operations
- ii) **Provincial heads**: These are Regional Statisticians and will be expected to make sure all the logistics for the field operation are in place. They will assist in the coordination between the survey coordinator and the HQ staff.
- iii) **Survey coordinator**: The Survey Coordinator will be a professional member of staff from CSO and will be responsible for the day-to day running of the field exercise. This involves overseeing, monitoring, correcting the work of the interviewers and the data entry operator. In addition he is responsible for managing the team's equipments, vehicle and funds. The details of his/her duties are outlined below.
- iv) **Supervisor**: He/She will be a Sub professional from among the CSO staff.
- v) **Enumerators**: The regular enumerators conduct daily interviews with the household. To avoid any interruption in the survey schedule, the supplementary enumerator is to take over the duties of the regular enumerator while the latter take some rest. Details on their workload are given in the enumerator's manual.
- vi) **Listers**: These are mappers who will be appointed to list the work areas before the teams get to the work areas.
- vii) **Data Entry operators**: These persons will enter the data collected from the field as it comes. Each province will have at least one data entry operator.
- viii) **Drivers**: drives the team from the regional office to the place where the survey is being carried out.

THE WORK OF THE SURVEY COORDINATOR

The Survey coordinator will play a key role in the survey. He/She will assist the provincial head in the management of the personnel, equipment, vehicle and funds in the province. He/She should also ensure that the objectives of the survey are achieved.

The Survey coordinator is responsible for the on-the-job training of the enumerators, and for advising them on how to work more efficiently. He/She will also advise the data entry operator. The other responsibility is carrying out checks on the work of the other staff to ensure that the data are of good quality.

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

Furthermore, the survey coordinator will be expected to facilitate the training of supervisors and enumerators. This means that he/she will have to have a deep understand of the survey methodology and basic concepts.

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

1. **Publicity:** The survey coordinator must supervise the delivery of the letters of introduction to the local authorities and chiefs in the rural areas and, to the households in the urban areas. You will do the introduction of the team and explain the purpose of the survey in each selected SEA.
2. Communicate regularly with the provincial heads and survey management team. This will ensure that problems in the field are quickly relayed and solved by the relevant authorities.
3. To ensure that all the supervisors and their teams have all the materials required and are performing to the expected standards. This means editing their work in the field and conducting spot checks.
4. Collect all the completed work by the data collection staff and transport to the data entry staff. The survey coordinator is also expected to handle all queries arising from the data entry staff.
5. **Checking the printouts:** After data for each round have been entered in the computer, survey coordinator should compare the printout with the data on the questionnaires. He/she should also look for any errors made by the enumerator, using tests for coherence in the computer programme. He/she will have to mark in red ink, on the printout and on the questionnaire all errors detected by the data entry operator so that the enumerator and the data entry operator can clarify these as soon as possible.

THE ROLE OF THE SUPERVISOR

The supervisor will be responsible for day-to-day work plan of the enumerators assigned to him/her. Among other things he/she will:-

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

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

2. **Preparation Of The Questionnaires And Visits:** You should copy onto the questionnaires, the names and addresses of heads of households as well as SEA number for households belonging to the SEA.

Note that the household questionnaire will be administered in a piecemeal fashion as such the sections are distributed over the number of visits to be made as outlined above. Ensure that the appropriate activity is done. The field teams will constitute the following:

- 1 Survey Coordinator
- 1 Supervisor
- 4 Enumerators
- 1 Driver
- 1 Data Entry Operator

3. **Verification Of Questionnaires:** At the end of every visit, you will have to check that the questionnaires have been correctly completed before the team leaves the field. If necessary you will have to ask the enumerator to go back to the household to complete the questionnaire.

4. **Observing Interviews:** You must accompany each enumerator to observe his interview techniques at least thrice every cycle during the survey,.

5. **Verification of Interview:** Every day, you should select at random, one of the households interviewed on the previous day to ascertain whether the enumerator actually visited the house to conduct an interview.

6. **Submitting the completed questionnaires to the survey coordinator:** The data will be entered in two stages; for part A and for part B. The first round data covers sections 1-12 and the second covers 13-15, when data in sections 1-12 is collected, you should send the completed part of the questionnaire to the survey coordinator. And at the end of the cycle you should send the second part (sections 13-14) of the questionnaire to the survey coordinator so that she/he submits the questionnaires to the data entry staff .

7. **Collecting price information:** In addition, you will be responsible for supervising and collecting information on prices. As soon as the interviewer finishes administering a section, you should do the coding before sending the questionnaires to the data entry operator. The various tasks and responsibilities for you are explained in detail in the following sections.

PREPARATION FOR THE SURVEY

Before the arrival of your enumerator in the SEA, you, the supervisor, should perform two tasks:

1. Sending out letters to inform the households of the team's date of arrival in the cluster, and
2. Preparing the questionnaires for the Enumerator.

Publicity

Your duties will vary somewhat according to the area. In rural areas, SEAs consisting of villages, it will be sufficient to send a letter to the chief announcing (to the whole community) the expected arrival dates of the team in the community.

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

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

Preparation of the questionnaires

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

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

(b) From the Listing forms provided, copy out the following information onto the first page of the questionnaire (Identification particulars):

1. Province name
2. District name
3. Ward name
4. CSA number
5. SEA number
6. The household number.
7. The name of the head of household

Note: Print the above information legibly in CAPITAL LETTERS and in ink.

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

Arrival in the community

You the supervisor, together with the rest of the team will arrive in the community a week before the start of the survey. Accompanied by the enumerators, you will visit the chief and other community leaders to explain the purpose of the survey. These people through the letters sent earlier would have known the team's arrival in the community.

Explanation of the survey

First, you should introduce yourself and the enumerators that they are from the Central Statistical office and show any identifications given to them. You need to explain that the survey is being conducted under cap 425 of the laws of Zambia thus all information collected is confidential. The survey will take the form of multiple visits and, in addition, a diary is provided for the purpose of recording daily expenditures of the household.

Visits to the Households by enumerators

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

Conduct of the survey in urban areas

All the introductory steps noted above do not apply in the urban areas. It will not be necessary to visit the households a day before the interview since all households would have received a visit from the enumerator one or two weeks before with a letter that stated the day of his arrival to carry out the survey.

Allocating assignments

Before allocating SEAs to the enumerators, you and the enumerators should carefully review the work to be done. After that, keep the following points in mind when making assignments: -

1. Plan the work carefully so that it will be completed within the allocated time.
2. Do not show favoritism when giving assignments. Areas which are difficult should be divided as equally as possible.
3. Provide enumerators with all the necessary forms to complete their assignment. Keep record of what and how much is issued to each enumerator in your notebook or control form.
4. Remind enumerators to review the questionnaires before leaving the respondent and once again before submitting the completed questionnaires to you.

CHAPTER THREE: DIFFICULTIES IN FINDING SELECTED HOUSEHOLDS

It is extremely important that the households interviewed in each SEA should be those listed in the file given to the supervisor

If the enumerator cannot find one of the households, you should go with him to the location and ask neighbours, the chief or other community leaders for information on that household. On the list of households belonging to the sample, there is an identification of the head of household, giving his name, household number etc.

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

- If it is the same household but with a different head, you should indicate so with the appropriate code.
- However, before you consent for this interview, he should ascertain by verifying that the dwelling has really been vacated by the previous household identified for the survey.

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

GENERAL GUIDELINES FOR DEALING WITH NON-RESPONSE

Although the reasons for non-response can be varied, there are some general guidelines that you should follow in all cases of non-response: -

1. Review all non-response cases with the enumerator at the time the enumerator gives them to you. It may be that the enumerator has forgotten to record something of importance that will be recalled in the course of your conversation.
2. Try to distinguish on a case-by-case, enumerator-by-enumerator basis whether a “problem” is really a problem or merely the result of insufficient effort on the part of the enumerator. Do not be too willing to accept non-response cases until you are certain that the enumerator tried his or her best to obtain the interview.

TYPES OF NON-RESPONSE

Cases of non-response will fall into one of the following categories outlined below: -

Refusals

Enumerators may encounter two different kinds of refusals; a total refusal to take part in the survey, or a refusal to answer questions after the interview has begun. To avoid refusals, the

enumerator must be very careful in his first contact with the household. You could try and convince the households by letting them know that: -

- (i) The information that will be collected is strictly confidential and will only be seen and used by sworn in CSO staff only and that it will be used for statistical purposes only. Their names or other identities will not be published anywhere.
- (ii) Explain the purpose of the survey and how important it is for them to provide the information requested and that if everyone did not provide the required information the Government will not be able to evaluate its policies and programs. The Government and indeed people themselves (the public at large) will not be able to tell whether or not living conditions are getting better or worse if respondents do not provide the required information.

Another technique would be to use the village headman, the chief / chieftainess, local political officials, school teachers, priests, etc to win an interview or interviews for you as these are persons the local people identify with and might be more convinced by them than a 'stranger'.

But remember never to threaten a would be respondent with violence or the 'Law taking its course', etc as this might even damage the survey further especially if they incite others not to cooperate with you. Be polite and courteous always even in cases where you are rebuked or chased by the respondent.

Respondent Not At Home or Unavailable

When cases are given to you with the status "Non-Response", "Respondent not at home", you should check to make certain that one or more call backs have been made. Since the survey continues, the enumerator should take every opportunity until the respondent returns. Also check with neighbours for useful information about the expected return of the respondent.

Omissions

This refers to cases where some items were mistakenly omitted by the enumerator; where the respondent refused to answer certain questions; or when the enumerator was interrupted. Omitted questions should be discovered by you or the enumerator during editing. During your edit if you discover errors, the cases should be returned to the enumerator. Additional attempts should be made in the case of interviews that are partially completed due to interruptions, in order to complete them. These can be made either by the original enumerator or by a different one.

It is important to keep appointments made for interviews or call backs. Note them in your note books in terms of dates and time and ensure that you follow them.

HOW TO REPLACE A HOUSEHOLD

In the few instances where it proves impossible to persuade a household to cooperate, you must find a replacement. Note that the Project management will closely scrutinize each replacement made.

Each collection team has a file containing sample survey listing forms. These forms have the names and addresses of selected heads of households – 25 or 15 per SEA. Each will have five replacement households.

REPLACE ONLY WHEN ABSOLUTELY NECESSARY.

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

CHAPTER FOUR: VERIFYING AND CODING THE QUESTIONNAIRES

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

VERIFYING THE COMPLETED QUESTIONNAIRES.

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

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

EDITING AND QUALITY CONTROL

The success of this survey depends to a large extent on the accuracy and completeness of the interview. In order to guarantee both accuracy and completeness, you are responsible for certain quality control activities: editing all completed questionnaires, observing actual interviews, and spot checking a small percentage of enumerators unannounced.

You should edit the completed questionnaires soon after receiving them as possible. Editing consists of a check for accuracy, completeness, consistency and legibility. Enumerators are most likely to commit errors early in the field work period, so it is particularly important that your editing be timely and thorough at that time. You should make note of all errors that you discover and discuss them with the enumerator at the next meeting. If there are errors in any of the questionnaires, give them back to the enumerator to correct by contacting the respondent again. If, after repeated discussion, an enumerator continues to make errors, you should contact the HQ or the RS in your Province for what action to take.

When editing questionnaires, you must never erase the enumerator's entries. When you edit the questionnaires, as supervisor, you are to cross through the incorrect entry and write the correct entry in a place as close to the incorrect entry as possible.

OBSERVING FIELD WORK

Observing fieldwork is an important quality control activity. It provides feedback on enumerators quality and performance and can be used to motivate and as on-the-job training. Observation is an integral part of the enumerators' training program and gives supervisory staff the opportunity to observe the Survey progress in operation. This enables you to understand the problems of interviewing better and strengthens your ability to assist the enumerators. Observation serves the additional purpose of helping the enumerator in difficult situations that cannot be realistically simulated in the classroom.

There are several general rules to keep in mind when conducting an observation.

- (a) Be as unobtrusive as possible. Your presence should not make either the enumerator or the respondent feel uncomfortable.
- (b) Never interrupt the interview to correct the enumerator.
- (c) Review any errors with the enumerator immediately after the interview.
- (d) If the enumerator incorrectly omitted any items, tell him or her to return immediately to obtain the lacking information.
- (e) Never rebuke or scold an enumerator in front of a respondent.

Enumerator's conduct

While in the field, you must ensure that the behavior of the enumerators is satisfactory and that it in no way detracts or harms the Survey. Enumerators should always conduct themselves in a polite, courteous manner, whether they are dealing with farmers or other residents of the area. They should not become involved in local controversies, like politics, and so on.

If you feel an enumerator is not behaving properly, speak to him or her. If the problem persists, contact the RS. Both you and the enumerator are the representatives of the Survey when you are in the field. Remember you are probably the only persons associated with the Survey that people will meet.

Supervisor's conduct

The success of the whole Survey operation depends on the mastery of your supervisory skills because you alone will be the only one in direct contact with the enumerators most of the time.

As supervisor, you must set the example for the enumerators. You must conduct yourself in a polite, courteous manner whether you are dealing with the enumerator or the

respondent. Politeness also includes introducing yourself to the village headman, etc and explaining your reason for being there.

Since you are working with others your behaviour will determine the success of the operation, you must be self-reliant. Show respect to all villagers whether men or women. Show respect to everyone whether rich or poor, educated, illiterate, old, young, a member of a political party you do not belong to, etc.

Timeliness and reporting requirement

You will be engaged in various field operations, each of which is important. If one of the activities is behind schedule, it will influence other activities. Nowhere is this more the case than in the field work. Delays in field work have an impact on data entry of questionnaires, on data tabulation, analysis, etc. It is therefore essential that every effort be made to complete field work within the scheduled time.

In this and all surveys, it is important that all field work be monitored and that field problems and their solutions be documented so that similar problems can be solved in a consistent manner. **For these reasons, you are required to document problems that you cannot solve on your own or that are due to a specific shortcoming in the survey's procedures or materials.** Document these issues in a report, which you should submit to the provincial head who will in turn communicate to CSO HQ. As the field work progresses you need to constantly keep record of such things as dates, special problems and how you resolved them, whether there were any delays / disruptions in the field work, any conflicts encountered, any peculiar situations and any other issues that come up that need to be brought to the attention of the organizers of this survey. Then later, at the end of the field work write down all this in form of a report in liaison with the provincial head and submit it to the LCMB at HQ. HQ supervisory staff and RS / PSO will also give their own reports. These reports will help in future surveys.

Other issues

At the end of field operations collect all materials that were handed out to the enumerators whether used or not, and even spoilt ones and hand them over to the provincial head. Hand over the ones that were got from the provincial offices to the provincial head and any other materials that will need to be handed over to them. Once a SEA is completely enumerated and all the editing / correcting done, batch the questionnaires up and send them to the Provincial Offices for data entry. The materials that need to come back to Lusaka should be put together by the provincial heads and given to the HQ supervisory staff.

If any enumerator is unable to perform his / her duties e.g. through ill health, family crisis, etc., you must report this to the provincial head immediately. Request the Assistant Supervisor to take over the responsibilities of the indisposed enumerator until a permanent solution is found.

Observe how the enumerator is carrying out the enumeration. He / she may be having difficulties in asking questions, or he / she may be shy or nervous, or may be making mistakes. Help him / her overcome his / her difficulties. Check that the enumerator is enumerating all the selected households in the area. Be certain the enumerator knows how to identify a household.

When enumerators are doing their work, you must make yourself readily available to answer any questions they may have or deal with difficult cases or to supply additional materials (if necessary).

As supervisors you must be thoroughly familiar with the materials that will be used in the field and their purpose. The major field materials are: -

- Enumerators' manual
- Supervisors' manual
- Listing forms / booklets
- Questionnaires
- SEA maps
- Bicycles
- Calculators
- Weighing scales
- Length / Height boards

At the end of each field day you should as much as possible, have group meetings or “debriefing”. It is important that the supervisor not only gives clear instructions to his enumerators but that he also listens carefully to what the enumerators have to say.

ENUMERATION

- You must edit ALL the questionnaires used to interview the selected households. You edit the questionnaires page-by-page and question-by-question before submitting them to the data entry operator.
- Ensure that the enumerator writes legibly and neatly. This helps those checking his/her work, and for data entry in the computer.
- Check that the identification particulars are properly entered on each and every questionnaire.
- Check that all identification particulars are completed.
- There should be no blank spaces against questions, which should be answered. The enumerator should enter either words or numbers (including zeros) where there should be a response. There will be three types of responses: -
 1. Words or numbers- where a response should be given. Enter zeros whenever the response is none.
 2. Blank- Where the response should not be given
 3. Dash- where there is non-response to a question. The Enumerator should be encouraged to write notes whenever such is a case. Or whenever they meet with a strange situation. Where there is a blank or dash, and yet there was

supposed to be a response, check with the enumerator and correct accordingly. In some cases it may be necessary to go back to the respondent to get the answer.

- Ensure that enumerator follows the skip pattern throughout the questionnaire. That means you need to understand the logic of the skip pattern yourself.
- Whenever you correct your enumerator's work you should use pencil and never erase anything. Cross out the wrong entry and then write the correct one on top or beside or below the crossed out one.
- Check that the enumerator is carrying out his work according to the detailed instructions in the enumerators' manual. Which means you need to be constantly reading the manual yourself and to be very familiar with it.
- Ensure as much as possible that the details on the listing sheet tally with what is on the questionnaire for a particular household, for items like number of usual members of the of the household, name of the head of household and their sex, etc. But remember that between listing and enumeration some things may change like a new baby being born, a member of a household dying, a household moving, etc.

THE MAIN QUESTIONNAIRE

You as the supervisor should pay particular attention to certain aspects in the questionnaire. Some of the aspects to pay attention to are given below. Please note certain sections of the questionnaire are age specific. For instance anthropometry will be asked of the children aged below five years and the respondent will be their mother or any other knowledgeable person in the household, preferably a female.

PART 1

Section 1-Household Roster

- Check that the head is listed first. Usually the spouse (if there's one) follows, and then the rest of the household members (including non-relatives).
- Check for consistencies between the various variables. For example an 'own child' of head should not be older than the head.

Section 1-Household Roster-individual migration

- Check for the skips and consistencies in the answers to questions.
- Check that information on migration is provided for all persons who moved.

Section 2-Marital Status and orphanhood

- Check that the age restrictions are followed, that is, 12 years and above for questions 1 and 0-20 years for questions 2 and 3.

Section 3-Health

- Check that all persons are asked about health consultation in the last two weeks, regardless of whether they have been sick or not.

Section 4-Education

- Check that all persons aged 5 years and above are asked questions on education.

Section 5-Current Economic activities

- Check the educational level attained in Section 4 for all person and make sure the level tallies with their occupation (type of job).
- Check that occupation and industry described in questions 2, 3, 11 and 12 are correctly coded by checking with the detailed list/examples of codes. Also check the coding of activities in Question 20.

Section 7-Access to Facilities

- Check that distance given to the nearest facility are similar in one given location.

Section 11- Household Food Production

- There are a number of skip instructions in this section. Make sure that the skip instructions are properly followed.
- Area can be given in any of the three units of measurements, Hectare, Acre, or Lima or any combination of the three.

Section 12-Anthropometry

- Ensure that all children that are aged below five years of age have details entered in this section.
- Check that the weights and heights /lengths are correctly entered to the nearest decimal point. Make sure the weight and height are within the acceptable range.
- Check that there is consistency between the age of the child and the weight and length/height. If the weight or length/height appears too low or too high consult the enumerator. You and the enumerator may need to re-weigh or re-

measure the child to ensure that the measurements are correct and that it is a genuine case of low/high weight/length/height.

After all the checking is done and all the corrections made (as necessary) sign the questionnaires (write your name) and write the date of final checking.

PART 2

Section 13-Household Expenses

- Ensure that all the boxes have an entry of either a figure (for non-responses). None of the boxes should be left blank. If no money was spent on those items then zeros should be recorded. One zero can be written in the first box with a line across the remaining boxes.
- Check for consistencies in figures given
- Ensure that the enumerator has recorded remittances or gifts under items consumed

Section 14-Income

- If the members of the household received /earned income from some sources and not others there should be zero entries under those sources where they did not receive/earn income.
- Check that amounts of income are quite consistent with type of economic Activity.

CHAPTER FIVE: GENERAL GUIDELINES FOR TRAINING OF ENUMERATORS

INTRODUCTION:

The quality of the completed questionnaire is directly related to the emphasis placed upon adequate training of personnel working on the survey. The data collected from all provinces must use the same method of collection. That is why it is important to train enumerators in the same way.

The supervisors' manual has been prepared (in addition to the enumerators 'manual) to ensure that this survey succeeds. The enumerators' manual has various terms defined and questions in the listing sheet and questionnaire explained so that there is uniformity in the collection of data. Without such training there is no doubt that it will be up to each enumerator to define the meaning of terms. In such a case different responses will be recorded for the same question because of the questions being asked differently. Training avoids that.

The following is a general guideline as to how training should be conducted. The HQ supervisors, Provincial heads, and supervisors should work together and form a specific training schedule within these general guidelines and the time allocated for training.

Go through the introductory part of the enumerators manual like the purposes of the survey, importance of the enumerator, how they should conduct themselves, importance of accuracy, legibility, etc.

- Map reading: guide the enumerator on how to read the map.
- How to find their position, etc.

Explain about the north arrow, the map scale, and the legend or key and also relate what is on the map to what is on the ground. Show them how SEA boundaries are marked. When measuring distances between points use a paper strip method. Lay a piece of paper with straight edges on the two points whose distances apart are being measured. Mark the points on the paper by moving it along a road or whatever route you are following on the map, and place it below on the graphic scale. Read this distance from the graphic scale.

INSTRUCTION

Go through the entire enumerators manual and explain terms, etc. Go page-by-page and question-by-question and elaborate on what is given in the manual. Explain all the answer categories and skip pattern to each and every question. Attend to any question enumerators may raise. Clarify issues within what the manual explained. Note down any interesting points raised in the training and field operations.

Practice translating the questions into local languages. Do not rush through the manual. Ensure that the enumerators understand everything. Whenever possible, demonstrate examples, etc on the board. Ask if enumerators questions in order to find out if they are following or not.

When training them on listing demonstrate on the board how they should do it in a systematic way. They should follow along a main road and list the households and buildings on each side of the road. They should then follow along roads that branch off the main road