

Strictly Confidential



REPUBLIC OF ZAMBIA
Ministry of Energy



2023 NATIONAL ENERGY ACCESS BASELINE SURVEY (NEABS)

LISTING INSTRUCTION MANUAL

MINISTRY OF ENERGY

In conjunction with

ZAMBIA STATISTICS AGENCY
(LIVING CONDITIONS SECTION)

JULY, 2023

Introduction

The listing for the 2023 National Energy Access Survey provides the names of the Household Heads among other important characteristics of the household for the sample that must be selected before the actual fieldwork begins. The results from the listing will provide current information on the household and will give an indication of the size of the household. You are required to type the names of the Household Heads and their locations so that the interviewer will be able to find the household during the enumeration stage.

In this respect, listing is the one of the very important undertaking of every survey, and if it is not done properly, it distorts the entire sampling exercise. As you embark on the listing exercise, always bear in mind that you are looking for household and households live/reside in housing units which are basically found in buildings. In this regard, it is extremely important to visit every building in your EA as confirmation that they are people living in there or not. When you come across a building where people reside, you are required to list all households residing in your assigned EA whether they are non-contacts, refusals, or partially responding households.

Definitions

Enumeration Areas (EAs) are geographically demarcated areas by ZamStats specifically for purposes of conducting censuses and surveys. They have in most cases clearly identifiable boundaries using land physical features such as roads, rivers, power lines, rail-lines, streams etc.

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.

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.

Note: 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.

Shared Accommodation: If two or more persons share accommodation such as sharing one apartment or house or even non-residential accommodation 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**.

Listing Procedure

The listing of households within the EA 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 EA have a fair chance of selection because households of similar characteristics tend to be located in the same part of the EA.

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 three digits, starting with 001, followed by 002, 003, 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.

In addition, this will also help you and your supervisor in checking on your progress.

When listing households in your EA, ensure that every building and structure in the EA 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 EA. 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.

Survey Building Number (SBN): All structure/buildings within the EA will be given an SBN. The SBN will be a 3-digit number beginning from 001 to N, where N is the number given to the last building in the EA. This will be the first pop up you will see as you start the listing in the Listing application. The listing application will automatically and serially assign the SBN. Provided you are listing household residing in the same building, the SBN will be the same. It will only change when you move to a next building.

Note at the beginning of listing every household, a check in form of a 'pop up' will show prompting you to confirm the household is the same building and it's your responsibility to confirm if it is the household is in the same building. If the household you are listing is not in the same building, click on the appropriate option.

For instance, the first SBN in your EA will always be 001 and if there are two (2) households in the same building; both households will bear the same SBN. This means that as you will resume listing the second household, a check in form of a 'pop up' will come prompting you to confirm whether, that particular household is in the same building or not, in this particular case click 'ok' and the application will automatically assigned the same SBN to the second household.

Housing Unit Number within a building (HUN): Identify how many housing units are in the building/structure. The housing unit number will be a 2-digit number ranging from 01 to n, where n is the last housing unit within a building.

Note: the application will assign the HUN automatically but the information will only pop up after capturing GPS coordinates for each household, together with other all the sticker details.

Household Number (HHN): This is the serial number assigned to each household found in a housing unit; there can be more than one household in a structure and/or housing unit. The first household in the housing unit will always have number "1". If there is a second household in the structure, then this household should be recorded as 2 and so on.

Note: the application will also assign the HHN automatically but the information will only pop up after capturing GPS coordinates for each household, together with other all the sticker details.

Example 1

One building SBN: you may come across this kind of building in the field. As you list households in this building, say it is the first one in your EA, the SBN will 001 throughout your listing in this building. What will be changing are the HUN and HHN.

Assuming on first floor room one (1) there is a household; the SBN: 001, HUN: 01 and HHN:1. In room 2, you come across two (2) households living in there; the SBN: 001, HUN: 02 (first HH in room 2) HHN:1 and the SBN:001, HUN:03 (second HH in room 2) HHN:1

Note: HUN increases serially



Example 2

Assuming you now tackling another EA. You first handle buildings in the picture below.

Seven buildings, there is only one HH living in each building/house; SBN 001, HUN: 01, HHN :1

SBN 002, HUN: 01, HHN: 1, SBN: 007, HUN: 01, HHN: 1



Example 3



It is possible to have more than one housing unit within the building. SBN HUN has 2 digits 01, 02, 03, 04.

As you continue canvassing in the EA, you come across this building above. The SBN, HUN and HHN will now as follows;

SBN: 008, HUN: 01, HHN: 1

SBN: 008, HUN: 02, HHN: 1

SBN: 008, HUN: 03, HHN: 1

SBN: 008, HUN: 04, HHN: 1

Example 4



One building and one housing unit

In another EA and the first building is like one in the picture above, it will bear; SBN: 001, HUN: 01, HHN: 1

Example 5

Rural area practical situation 1: Huts belonging to one household



In this kind of a situation, assign one SBN to the hut where the head of the household lives/resides (Main hut) and treat other huts like bedrooms of the main hut. If this is the first buildings/structures you are encountering, the SBN will be 001, HUN 01 and HHN 1.

Example 6

Rural area practical situation 2: Hut belonging to separate households



In this situation, assign each hut a SBN. It will have SBN: 001, 002 and 003. HUN and HHN will be assigned as the situation dictates on the ground.

First hut: SBN 001, HUN 01, HHN 1

Second hut: SBN 002, HUN 01, HHN 1

Third hut: SBN 003, HUN 01, HHN 1

QUESTIONS IN THE LISTING APPLICATION

Q1. Village or Locality: Ask the respondent the name of the village in case of rural area and Locality in case of an urban area. Enter the Name in the space provided.

Record the street address of the structure. Where structures do not have visible street addresses (especially in rural areas),

Q2. Residence: Indicate whether the structure is used for residential purposes (eating and sleeping). Click Yes if there is a household residing in the building.

In an event that the structure is used for residential purposes (eating and sleeping) but it is vacant during the time for listing, Click No, vacant.

In cases where a structure is used for commercial or other purposes, click No, Non-Residential.

For structures used both for residential and commercial purposes (for example, a combination of store and home) should be classified as residential. Therefore, Click Yes. Make sure to list any household unit found in a non-residential structure (for example, a guard living inside a factory or in a church).

Q3. Address: Ask the respondents for their residential address. Ensure that you describe the address in full in the space provided. For instance, write the residential address as *“Plot Number 102/B, corner of Nakatindi and Lewanika roads, Namboard area, Mongu”*.

Q4. Name of Head of Household: Ask the respondents for the name of the head of the household. Type the name of the head of the household (in Caps) in the space provided.

There can only be one head per household. If no one is home or the household refuses to cooperate, ask neighbours for the name of the head of the household. If a name cannot be determined, because the house is locked and no one is home, type 'UNKNOWN'. Note that it is not the name of the landlord or owner of the structure that is needed, but the name of the head of the household that lives there. It is always advisable to ask and record the name that the household head is popularly known in that particular locality/village.

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 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 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.

Q5. Sex of Head: Ask for the sex of the head of the household. Indicate the sex of the head of household by clicking male or female as the situation maybe.

Q6. Household Status:

Contact (proceed) implies that you have successfully managed to obtain the information for the household.

Non-Contact implies you made every effort to obtain information about the household but to no avail. This can be no was home or the house was locked and no neighbour around to tell you the whereabouts of the household members.

Refused implies that, you found the household and they refused to cooperate even after your supervisor talking to them.

Depending on the situation on the ground choose the most appropriate option.

Q7. Number of Household Members: in this survey we are using 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 or a visitor intending to stay with household for six (6) months or more. 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 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 type the total number in the space provided.

Q8. Availability: Find out if the household head or any knowledgeable member of the household will be available during the data collection period. Choose the appropriate option.

Q9. GPS coordinates: For easy capture, ensure that the location icon is on and you are outside in an open space/where there are no overhead obstruction

Sticker Information: Immediately after GPS coordinates capture, the sticker information will be displayed on your tablet. Please quickly transfer the information on the sticker and paste it preferably on the main door of the Housing unit for the household you have just finished listing.

REMEMBER TO THANK THE RESPONDENT