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Safety Net Project



PROXY MEAN TEST SURVEY (PMT)

INTERVIEWER'S INSTRUCTIONS MANUAL

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Chapter 1 : Presentation of the survey

1.1. Objective of the survey

The objective of the survey is to collect data that will help to rapidly evaluate the living conditions of households.

1.2. Geographical field and statistical unit

The geographical field of the survey is made up of 5 councils/ subdivisions that are the Balikumbat council/subdivision in Ngo-Keunjia division (North-West Region), the Fundong council in the Boyo Division (North West Region), Messamena Council in Upper Nyong division (East Region), the Yaounde I sub-divisional urban council at Yaounde, and Douala IV sub-divisional urban council at Douala.

In the two councils selected in the North-West region, the survey will be realized in a total of 5 villages of Balikumbat subdivision and 15 villages at Fundong subdivision; in the Est region, (Messamena subdivision), it concerns up to 59 villages; and respectively 9 quarters of Yaoundé I subdivision and 8 of the Douala IV subdivision.

The survey operation concerns all the ordinary households (by opposition to collective households: boarding schools, barracks, hospitals, convents, etc.) previously selected by the community in the above mentioned subdivisions, excluding members of the diplomatic body and their households.

1.3. Statistical unit

The statistical unit is the household, defined as a set of one or several persons (socio-economic unit), having or not a blood or marriage link, living in one or several lodgings of the same compound (this set of lodgings constitute a dwelling unit), and recognizing the authority of one person as the head of the household (or reference person). They put together part or all their resources, in order to satisfy their current expenses, taking more often their meals together.

Note. For this survey, the first two criteria (people living in the same dwelling unit or compound + recognizing the authority of one person as the head of the household) are sufficient to define a household.

Observation units for this survey are at the same time the household (lodging, habitat, indivisible expenses of the household, etc.) and individuals (demographic characteristics, individual expenses, etc.). Analysis will concern households typed according to some characteristics (place of residence, situation of activity of the chief, composition, etc.), but equally on individuals.

1.4. Organisation of the data collection

In each council, the data collection will last about two to three weeks (normally 16 days). In each village /quarter, the questionnaire in tablets/laptops will be administered to all these households.

Apart from the 23 to 28 interviewers per council which will ensure the survey/interviews in the different villages/quarters assigned to them, the data collection officering personnel includes, at the highest hierarchical levels, controllers (5 to 7 per council), regional supervisors, and general supervisors which ensure the national coordination of the operation.

The first step of data collection in a survey area (SA) i.e a village or a quarter is to contacting the authorities of the locality. This step is primordial and must be executed with the maximum rigor possible since it helps to address all the selected households of a village or a quarter. Start the work in a SA only after contacting the administrative and/or traditional authorities of the area of that SA (quarter heads/Djaoros, village chiefs/Lawanes/Fons, etc.).

The survey will consist, in a given SA, to go round the SA in order to locate the households that are assigned to you, and to interview each of them and keying information using the questionnaire in a tablet or a laptop.

Reconnaissance of the SA and of the households assigned to you

For the reconnaissance of the SA and of the households assigned to you, a team working in a village/quarter will :

- receive a situation plan (that indicates how to reach the village or quarter, available accommodations,) and a sketch of the Survey Area ;
- use the name of the head of the household (and if necessary that of his spouse or another member of the household) and indications mentioned both in the list of sampled household and in the tablets;
- use (if necessary) the geographic coordinates (GPS) of the dwelling of each household that is also available in the tablet;
- collaborate with traditional authorities and local guides who well know the location of households in their village or quarters;
- find a sign like PMT/CC/VV/XXXX previously written by the cartographers at the entrance of the dwelling of each sampled household using chalk or marker. Note that CC is the council code, VV is the village or quarter number, XXXX represents the three or four digits number of the household within the village/quarter

Note. *Make sure that it is the right sampled household before starting the administration of the questionnaire and filling it in the tablet/laptop.*

CHAPTER 2: CONDUCTING THE INTERVIEW

2.1 How to establish a good relationship with the respondent

- **Give a good impression from the beginning.**

When you meet the respondent for the first time, do your best to let him/her be at ease. Put him/her in good mood to be able to interview him/her. Accost him/her with a smile and introduce yourself.

After greetings, for example, “Good morning Sir” or “Good morning Madam”, you can introduce yourself in the following manner:

“My name is _____. I work with the National Institute of Statistics. I am an interviewer in a survey on the Safety Net Project. It is a study on the living conditions of households. I would like to inform you that your household has been chosen to be part of our study on the living conditions of households and I would like to discuss with you on this subject”.

- **Always have a positive approach.**
Always be relax and polite.

You should not make as if you want to give some excuses, and do not use expressions such as “*Are you too busy?*” or “*Will you spare a few minutes?*” or “*Will it disturb you if you have to answer some questions?*”. Such questions risk leading to a refusal even before you start. Rather tell the respondent “*I would like to ask you few questions*” or “*I would like to talk to you for a moment?*”

- **Emphasise on the confidentiality of the answers if need be.**

If the respondent hesitates in answering certain questions, tell him/her that the information you are collecting remains confidential and serves only for statistic purposes; that no one’s name shall be made mention of in any report. Assure him or her that the law forbids you from communicating this information to any one apart from your chiefs in this survey.

- **Answer sincerely to the questions of the respondent.**

It the respondent asks you some questions about the interview or its duration, give him honest answers without manifesting the least anger. Always have on you, your identity card and badge as well as introductory letters to households. Don’t hesitate to present them on a simple request from your interlocutors.

- **Always look serious by respecting for example your days and hours of appointments with household members.**

2.2 Advice on how to carry out the interview

- **Be neutral throughout the interview.**

Remain completely neutral during the interview. Do not let the respondent have the impression that his answer right or wrong either through the expression on your face or the tone of your voice. Never give the impression that you approve or disapprove the answers given by the respondent.

- **Never suggest any answers to the respondent except in certain cases as prescribed by the manual.**

- **Never change the sense or the sequence of questions.**

If the interviewer has not understood a question well, you have to repeat the question slowly and clearly. If he still does not understand, reframe the question making sure you do not change the original sense. In this manual, certain questions have been reframed and you have to ask them the way they are in the manual.

- **Tactfully treat respondents who hesitate**

It could happen that certain respondents manifest some lack of interest for the interview and refuse to answer some questions asked or do not continue the interview. It is your duty to rekindle their interest in the conversation. Spend some time with him talking of things not concerning the interview (for instance, his town, his village, the weather, etc.)

- **Do not have preconceived ideas**

- **Do not precipitate the interview**

Ask the questions gently so that the respondent should better understand what is being asked. After asking one question, wait and give him the time to think. If he feels hustled, he shall give incorrect answers or say simply “I don’t know”. On the contrary, if it is the respondent who seems to be in haste, tell him gently that you are not in haste and invite him to work calmly with you.

2.3 Language of the interview

The questionnaire is written in French and English languages. Use any of the two official languages with which the respondent feels at ease. If it happens that in a given household neither French nor English languages are spoken, a member of the team shall make efforts to translate the questions for the respondent without changing the sense of the question.

You should respect the four principles below in order to increase the chances of success in your work.

- a). Never engage discussions in an area of survey without first of all contacting the administrative and traditional authorities of the area concerned.
- b). Start discussions in each area of survey with households that are **free and accessible**, which could eventually facilitate your task to other households.
- c). A poor mastery of your subject matter creates doubts in the minds of the respondent and could lead to reticence even with those who were ready to cooperate. **Make sure you master your topic.**
- d). You should always be courteous and know how to integrate yourself wherever you work. You should never make promises.

The next chapter of this manual is a filling guide furnishing for every section the target population, general objectives and precise details on the manner of filling. These precisions go from the definition of concepts to the manner in which the questionnaires are filled passing through the manner in which the questions are asked.

Chapter 3 : Filling of questionnaires

I1 : CODE UGP

This code is to be provided by the controller or the supervisor. Every morning, the controller will give you a lot of 10 (or 15) codes corresponding to 10 (or 15) households to be interviewed by you during the day. Each code is made up of six characters with letters alternating with figures. You must enter the code before giving it to the household and ask them to keep it well.

I2 : LOT OF QUESTIONNAIRES NUMBER

The question is filled by the controller.

Section G : General information

A. Identification and information on the household

G1 : SURVEY REGION

First write in full the name of the survey region, then carry forward the corresponding code. Douala and Yaoundé respectively have codes 01 and 02. Codes of administrative regions go from 03 to 12 ; the East Region has code 05, the Nord-West Region's code is 09. These codes are found in the table hereafter on the nomenclature of administrative units.

N.B : Don't write Centre or Littoral when you are working in Yaoundé or Douala.

G2 : DIVISION

Write in full the name of the division in which you are carrying out the survey, as well as the corresponding code in the space provided for it. The classification document contains all the codes of administrative units for this survey.

Wouri has code 01, Mfoundi code 02, Upper Nyong (Haut-Nyong) code 18 ; Boyo code 35 and Ngoketundjia code 40.

G3 : SUB DIVISION

Same instruction as in G2. Douala IV has code 004, Yaoundé I 007, Balikumbat 259, Fundong 235 and Messamena 111

G4 : VILLAGE / QUARTER Write in full the name of the village/quarter, where you are. Example in the MESSAMENA council: « MOKOLO » village has code 41.

Provide other examples concerning your working council(s).

G5 : TYPE OF AREA

Write code 1 if it is about a beneficiary area and code 2 otherwise. Code 1 is already written in the questionnaire for this question as all villages/quarter selected for this survey are beneficiaries.

G6 : MILIEU OF RESIDENCE

Information for this question is found in the nomenclature of survey areas and your controller will recall you for each village/quarter.

First write the milieu of residence in which you are found ("Urban" or "Rural"), then carry forward the corresponding code. Here, Douala and Yaounde are urban ; the three other councils are rural.

G7 : SEQUENTIAL N° OF THE HOUSEHOLD IN THE VILLAGE / QUARTER)

It is about the number assigned to the household after the enumeration of the SA. The number is equally given you by your controller.

G8 : LOCATION OR REFERENCE OF THE LODGING

It is about the location of the household in the village or in the quarter. Be very precise in the description of the location of the household since this information will be used later on to go back to the household (dwelling place of the household).

G9 : GPS COORDINATES

GPS coordinates corresponds to the geographical position of the household's dwelling (Longitude, Latitude and Altitude) that are generated by the GPS integrated in the tablettes/laptops. For some tablettes/laptops in which this functionality does not work, extra GPS sets will be provided or the controller's tablet will be used to generate the geographical coordinates of the household's dwelling that will be later inserted in the household's questionnaire.

G10: Name of the household head

Write legibly the name and surname of the household head the way they appear in his/her national identity card or his/her birth certificate. If he/she has a nickname commonly used, then add it.

G11 : a) Phone contact ?

Ask the respondent if there is a phone working number through which they can communicate with his/her household (directly or not). Here it is not a question of knowing if the household has a phone or not. Some households may not have phone but receive regularly their phone calls at a neighbour or a relative.

G11 : B.1 et B.2 If yes,,

In case there is at least one phone number through which they can communicate with the household, register the two first ones. If the household has more than 2 phone numbers, register those that permit most easily the household head.

G11 : C.1. Et C.2. Is this line direct ?

A direct line is hold by a member of the household ; he must be the person to respond when somebody calls. Otherwise, it is an indirect line.

G12 : Total number of persons in the household (including visitors and absent residents)

It is about the total number of persons identified in the household; it corresponds to the number of persons listed in the section on the « composition and characteristics of household members » and can therefore be completed after filling the entire household table.

B. Information on the data collection

The aim of this second block is to each time the team of persons in charge of the data collection in the household (interviewer, controller) and the date of beginning of data collection.

G13. Interviewer

First write in full your names and surnames. The supervisor will assign to you a number following the alphabetical order of all the enumerator of the region. Write that number in the space provided for to that effect.

G14. Controller

This variable is filled by the controller who writes in full his/her names and surnames as well as his/her identification number given by the supervisor.

G15. Supervisor

This variable is filled by the supervisor who writes in full his/her names and surnames as well as his /her identification number.

G16. Date of the survey

Write the date of your first day of survey in the household (put the day and the month).

G17. Result of the data collection

After contacting the household, you must write the result of your visit on the line "RESULT OF THE DATA COLLECTION".

- COMPLETELY FILLED. Register this code when you have finished the survey in the household.
- PARTIALLY FILLED. It can happen that you have not administered all the sections of the questionnaire in a household for any reason. In that case register code 2.
- NOT PRESENT. This code will be used in case where the lodging is occupied, and there is nobody present in the house. If nobody is present at the moment of the visit, or if you find only a child or a sick adult, deaf or mentally incapable, try to know neighbor or children when an adult will be present in order to come back. If after 3 passages you still not find somebody, write code '3' as result of the visit.

- HOUSEHOLD ABSENT FOR LONG DURATION. This result will be used in case where nobody is present in the household and where neighbours tell you that the household will not come back before several days or weeks. It can also be for example household whose members travelled for an event (mourning, leaves, etc.). Since neighbours can make a mistake, you must come back to verify that nobody came back. It is also the case where there is nobody in the house and you don't know if they are absent for hours or for a long time.

- EMPTY LODGING/NON-INHABITED: This result must be written when it is confirmed that nobody resides in that house. It can also be the secondary residence of a household settled (living usually) elsewhere

- REFUSAL. The impression you make at the moment of first contacts with household members is very important. Introduce yourself and explain the aim of the survey. Insist on

the fact that the interview takes only a moment and that information collected are confidential. If the individual you first talk to is not ready to cooperate, ask to talk to a different member of the household like the household head. Propose equally to come back at a more suitable moment. If the individual continues to refuse to cooperate, write Code '5' and signal the problem to the controller.

- OTHER. It can happen that you did not succeed to interview a household and that the reason does not appear among the categories presented above. For example, the whole village/quarter is flooded and inaccessible or a household sent Coventry because of an illness could enter category "OTHER".

Section M : Composition and characteristics of household members

When you fill the questionnaire, you must, first of all, get a complete list of all the persons that live usually in the household as well as visitors. The household head will always be registered first. You must know we mean by household member, and who we call visitor.

- A household (ordinary): is made of one or several persons, having or not relationship, living under the same roof or not (one or several lodgings of the same compound), and recognizing the authority of one person as the household head. They often take their meals together, put together their resources in order to meet with current expenses. You should therefore not confuse the term "household" to "family" that is made only of related persons. For example, three non-related men that live and take their meals together cannot be considered as a family, but they will be considered as a household.
- A household member: is any person living usually in the household.
- A visitor: is a person who is not member of the household but who slept in the household the night preceding the survey. If somebody slept in the household the night preceding your passage, he/she must be listed on the household sheet and will be legible for the woman survey if it is about a woman aged 15 to 49 years.

Some time it is not easy to determine who to include or to exclude from the household. Here are few examples:

- A woman cites her husband as household head, but he lives elsewhere (in another dwelling or compound). If the said spouse does not live usually in the household you are interviewing, or he did not sleep in the household the night preceding your passage in that household, he will not appear on the list.
- Sometime, people take their meals in a household and sleep in another one. In that case, consider the person as member of the household where he/she sleeps.
- A person living alone forms a household.
- A servant is member of the household if he/she lives usually in this household.

M1 : Serial number

Numbers are pre-printed on the questionnaire. The household head has the number 01. Are then registered, children of the household head whose mother(or father) is not or no longer in the household, in case of need, spouse(s) of the household head, each followed by his/her children, the other parents of the household and finally non-related persons. If later on you realize that you did not register one member in the correct order, it is not necessary to start the registration at fresh, put this member at the end of the list.

In the continuation of the questionnaire and this manual, (Name) will designate any member of the household, previously registered, on whom the interview refers. It will be the name of the household head if the interview is on the household head and John if the interview is on John.

M2 : Relationship of (Name) with the household head

The relationship expresses relation or filiation of each member of the household with the household head. To be more explicit, ask the following question to the interviewee: « Who is (Name) for you? » if it is the household head the respondent or « Who is (Name) for the household head? » if it is a third person responding.

NB : Modality 8 concerns domestics who live in the household. Modality « domestic » takes precedence on all the other modalities when it is declared. For example a cousin of the household head who is a domestic living in the household is considered as domestic.

M3 : (Name's) sex

Don't rely on the physiognomy or on the Christian name of (Name) to fill this question. It is more prudent to make without hurting the respondent, by asking a question like « *Augustina is a girl or a boy?* ». Avoid questions such as « *What is your sex Madam?* ».

M4 : Age (in completed years) of (Name)

It is about age in completed years (that is to say at the last birth day). If the interviewee gives the year of birth of (Name), without specifying neither the day nor the month, ask if (Name) has already celebrated his/her birth day in 2016; if that is the case (Name's) age is (2016- year of birth). Or else, (Name's) age is equal to (2016- year of birth - 1).

For aged persons that do not know their age, ask them questions from some events, such as their age at the birth of their first child, their age at the first marriage, at the independence, etc. proceed as follows: « How old were you when your first child was born? » or still «How old were you when you first got married or when you got married if the concerned got married only once. ».

M5 : Matrimonial status for persons of 10years or more

Ask this question only if (Name) is aged 10 years or more-

« single»: any person who has never contracted a marriage and who does not live in free union.

- « Married) monogamous »: any person who is married to only one spouse. It is about the actual situation. As a matter of fact, a man married under the monogamous regime but who lives with several spouses is considered as polygamous.

- « Married) polygamous »: any man married to several women, as well as women having at least a co-spouse. Otherwise said, the various spouses of polygamous marriages.

The notion of marriage is the one declared by the interviewee (civil status, religious, traditional, etc.). The question asked here may be: « is (Name) married? » Knowing that the answer will orientate the continuation of the conversation for this question. Don't forget that in case where (Name) is married, it must be specified if he/she is monogamous or polygamous and in case of single, you have to verify that (Name) is not in free union. You can verify that the interviewee is in free union by asking the following question: « You said you are not married but are living like husband and wife with a woman (man)? »

- « Widow /widower »: any person previously married, but whose spouse deceased and who is not engaged in another union.

- « Separated) /Divorcee) »: any person whose marriage is broken by a motive different from the decease of the spouse, or on the process to brake (decision pronounced by a judge), and who is not engaged in another union.

- «Free union»: any person living together as husband and wife with his/her partner, when no legal, traditional or religious marriage has been celebrated.

For more precision, ask the household head if there are married persons in the household and ask their names. You will first write these names on a sheet of paper before registering the matrimonial status of each member of the household in the questionnaire.

M6.a. Is (Name) usually living in the household?

M.6.b. Did (Name) spend this last night in the household?

M.6.a helps to identify permanent residents, that is to say people living usually in the household, whereas M.6.b helps to identify visitors. They call permanent resident or household member any person living usually in the household. Somebody who does not usually live in the household, but who spent the night preceding the survey there is called visitor. It may happen that a resident member did not spend the night preceding your passage in the household (absent resident, in principle!), but a visitor must have spent the night preceding the interview in the household.

However, uniform officers who spent the night at the job side, night watches and other night workers, persons that went for wake keeping and any other person living usually in the household and present at the moment of the interview is considered as present resident.

If after asking these questions on the residence, you realize that somebody lives usually in the household (no to M.6.a), and did not spend the previous night (equally no to M.6.b) you must cancel this person on the list of the household. As a matter of fact, this person is neither member of the household nor visitor.

M7 : Is (Name) registered at the civil status?

It is a question of knowing if (Name) has a birth certificate or not. So the question can be formulated as follows: « Does (Name) have a birth certificate? ». Write the code that corresponds to the interviewee's answer.

M8 : Serial N° of (Name's) father

Ask what is the name of (Name's) father then, write the serial number of the biological father that appears in the first column (M1) of this section and which corresponds to the name of the father of the person concerned if he is in the household. However, write 97 if the parent in question is deceased and write 00 if he is out of the household.

M9 : Serial N° of (Name's) mother

Ask what is the name of (Name's) mother then, write the serial number of the biological mother that appears in the first column (M1) of this section and which corresponds to the name of the mother of the person concerned if he is in the household. However, write 97 if the parent in question is deceased and write 00 if he is out of the household.

M10. Does (Name) possess a vaccination card or a card on which his/her vaccines are registered?

Attention: this question concerns only children aged less than 5 years. If the respondent answers that the child has such a document, ask to see it and write the convenient code.

M11. Is (Name) attending in 2015/2016 a school or a school establishment?

It is about the present attendance that is to say during the school year 2015/2016, of a school or an establishment of the formal system of education. Studies here concerned are "general education ",

"technical or professional education" (NHD in accounting, CAP in electricity, etc.).

M12. Level of education of (Name)

It is about the highest level of education reached or followed by the person. Modality « without level » concerns also children of nursery school.

Examples

- If the person stopped his/her studies after finishing class seven with or without FSLC/CEPE/CEP, his/her level of education is the primary (code 2).
- If the person is presently in form 1 or in form 4, his/her level of education is secondary 1st cycle (code 3).

If code 3, 4 or 5, skip to M14.

M13. Alphabetisation

This question verifies if the interviewee can read. You will be given card on which simple sentences are written in the appropriate language. Show the card to the interviewee and ask him/her to read the whole sentence. Then, register if the interviewee does not know how to read at all, or can read only parts or can read the whole sentence.

M14. Did (Name) exercise an economic activity during the past 7 days or does he/she has an employment?

It is about economic activities (production of income generating goods or services) ; not to confuse with non-income generating activities such as household activities in his/her own household.

M15. If yes, (Name) mainly worked (works) in the public or private sector?

This question concerns only occupied active person modality 1 at the preceding question.

M16.a. At which frequency did (Name) work (or usually works)?

This question aims to know if the interviewee works permanently, temporary/seasonally or occasionally.

M16.b. And in which socio-professional category?

A senior or average cadre is somebody who effectively participates to the management of the enterprise or who has attributions within which he/she can take large initiatives in the enterprise that is not his/her own. This person is often called conception personnel or execution personnel. Is generally considered as such, somebody with the level of GCE/AL + at least three successful years in the higher education.

A skilled or semi-skilled employee or labourer is execution personnel having received, in general, a professional training concerning tasks assigned to him/her. By assimilation, persons who work with a diploma generally not above the level of 5 years of secondary education, but having get an appropriate professional training for their employment and that of the inferior level to four years of studies in secondary, having received only on the job training about tasks assigned to them.

A labourer is a person exercising an employment that does not necessitate a special qualification.

An employer or a boss is a person who exploits his/her own enterprise and who employs at least a wage earner remunerated in cash or in kind. Co-proprietors of enterprise are among them.

An own account worker or independent worker is somebody who exploits his/her own enterprise and employs no wage-earner; at most, he/she can use apprentices or family aids.

A family aid is a person occupying an employment in an enterprise exploited by a parent living generally in the same household, but who cannot be considered as an associate, because having a degree of engagement that cannot be compared to that of the manager of the unit. This person therefore works in a micro-enterprise of the household (provision store, small business at home,

handicraft, agriculture, etc.) in which he/she generally lives, without receiving a fixed remuneration in cash or in kind. The non-contractual compensation of his/her work is often paid in kind (lodging, food, etc.). Do not confuse family aid and domestic (house servant); this latter is a wage-earner.

An apprentice is a person who is learning a trade. It is often the case of somebody who intends to settle on own account in the same activity. He/she can be asked to pay apprenticeship fees. He/she can receive or not some allowances (transport, food, etc.).

M17. Does (Name) Possess a NIC?

It is about knowing if (Name) has a NIC or not. Note that NIC receipts are considered as NIC. All this particulars are taken into consideration is they are still valid. If the respondent answers that (Name) has such a NIC, ask to see it.

Write the code that corresponds to the interviewee's answer.

Note. The head of the household's NIC will be useful to fill information in section E following.

M18. Is (Name) member of an association or an organized group? If yes, encircle the code(s) corresponding to the type(s) of association or cited group(s)

It is about to know if the interviewee belong to a tontine (njange), a mutual help association or to any other type of association or group.

Note that an interviewee can belong to several types of associations or groups, in that case, you must encircle all the appropriate codes. In case where the interviewee belongs to no association or group, encircle code « Y ».

Section E. Other characteristics of the household and its head

E1. Religion of the household head

Religions have been regrouped as follows:

- 1- Muslim: this modality regroupes all those that believe in Allah and Mohamed.
- 2- Christian : this modality regroupes the roman Catholic Church, the greek Orthodox church, the 'Eglise Presbytérienne Camerounaise' (EPC), the Presbyterian Church of Cameroon (PCC), the 'Union des Eglises Baptistes du Cameroun' (UEBC), the Baptist Church of Cameroon (BCC), the Lutheran Church , the Methodist Church, the Mission Evangélique du Cameroun (MEC), the Evangelic Church of Cameroon (EEC), the African Presbyterian Church (EPA), the Pentecotists (Truth Church of Good, LEMEC, Apostolic, Plein Evangile ou Full Gospel, Living Word Fellowship, Bethel, Communauté Missionnaire Chrétienne Internationale (CMCI), King's Chapel, Holy Church of Christ), 7th Day Adventist, and all the other Christian religions non cited elsewhere.
- 3- Other religion: this modality regroupes all the religions that were not cited (Jehovah witnesses,...).
- 4- Without religion: this modality concerns all those that believe in nothing, they are without religion.

NB : In order not to create susceptibilities, write in full the religion declared by the household head. You will later codify in his/her absence.

E2. Name and surname of the father of the household head

It is about the exact spelling of name(s) and surname(s) of the father of the household head. You can use his/her national identity card to fill this question.

E3. Name and surname of the mother of the household head

It is about the exact spelling of name(s) and surname(s) of the mother of the household head. You can use his/her national identity card to fill this question.

E4. Date of birth of the household head

It is about the complete date of birth of the household head. You can use his/her national identity card or any other identity document to fill this question.

E5 : Place of birth of the household head

It is about the exact place of birth of the household head. You can use his/her national identity card or any other identity document to fill this question.

E6. During the past 12 months, that is to say since _____, has (Name) worked even just for an hour, for own account, as remunerated or non-remunerated employee, apprentice or family aid?

If you are interviewing the household head on Friday 30th November 2012, ask the following question: «*During the past 12 months, that is to say since the 30th November 2011, have you exercised an economic activity?*»

E7. During the past 7 days, that is to say since _____, has (Name) worked even just for an hour, for own account, as remunerated or non-remunerated employee, apprentice or family aid ?

If you are interviewing the household head on Friday 30th November 2012, ask the following question: «*During the past 7 days, that is to say since Friday 23rd November, have you exercised an economic activity?*»

E8. Although (Name) declares that he/she did not work during the past 7 days, did he/she carry out one of the following activities during the past 7 days, at home or outside?

The objective of this question is to identify persons that effectively work, but do not declare it spontaneously. You must be particularly careful and try to know by additional questions if the person effectively worked during the past 7 days preceding the survey.

Propose modalities from a) to i) to the interviewee. If he/she realized at least one of these activities, write 1 for « Yes » and go to E11. If the interviewee realized none of these activities, write 2 for « No » and continue at E9.

- « In rendering a service » corresponds to an activity remunerated or not for another household. For example gather firewood for another household, repair the neighbour's moulinette (food mill), to make building works in another household, etc.
- « In helping in a familial enterprise »: Family aid in a household enterprise not having a fixed remuneration in cash or in kind.
- « As a student that realizes a work »: The situation of occupied active person has the primacy on any other (unemployed and inactive) ; a student that realizes a work (for example he/she is a painter or gives private classes) is considered as occupied active person and must be declared as such.
- « In working for another household »: remunerated non-domestic activities for another household.

E9. Although (Name) declares that he/she did not work during the past 7 days, does he/she have an employment?

This question helps to identify occupied active household heads who are not working for the moment. If the interviewee declares that he/she has an employment, write 1 for « Yes » and continue

at question E10. If he/she declares that he/she does not have an employment, write 2 for « No » and go to E17.

E10. Why (Name) did not work during the past 7 days?

The six first modalities correspond to persons that temporary stopped work or that lack customers, and that will certainly resume their employment when the temporary stoppage of work will be over or when customers will comeback. If the interviewee's answer corresponds to one of these 6 first modalities, write the corresponding code and continue to E11. If the answer of the interviewee corresponds instead to the last 2 modalities (including modality « *Other* »), write the corresponding code and go to E17.

NB: A woman having an employment and who is on maternity leave will be coded « *Leaves or public holidays* ».

E11. What is your main occupation/employment/profession/trade?

Write the answer following the respondent's own terms. Be explicit. For example, if the respondent says that he/she "works for the Ministry the economy, planning and regional development ", ask what he/she is doing there. We want to know exactly what his /her work is. Some examples of professions are : office clerk at the Inspection of Education, secretary employed in an automation establishment (bureautique), own account hairdresser, motor-bike rider (not proprietor), State registered nurse, primary school teacher, high school teacher, lawyer having his/her own chambers, seller of beignets (pufpufs), trawler man (fisherman), farmer, carpenter, etc. Grade (qualification) and status (employer/own account /employee) in the main trade are often useful to codify easily an employment/trade. The place where he/she works (bank, cloth shop or a government office) could also be indicated here. Then choose the code corresponding to the description in the nomenclature of employments.

E12. The enterprise in which (Name) exercises his/her main employment (or that he/she manages) is a/an ...

This question helps to grasp the nature of the enterprise in which the interviewee works.

- « *Associative enterprise* » : a unit of the sector said "social", as cooperatives, associations, churches, syndicates, NGO (Non-Governmental Organization), etc., which depends neither from the public, nor the private.

- « *Household* » : house personnel (domestic, general servant, driver, gardener, keeper) who work for a household.

E13. In total how many persons work in this establishment (including (Name))

It is about the establishment and not the enterprise, that is to say the physical place where the interviewee works. As a matter of fact, in case of an enterprise with multiple establishments (for example an enterprise which has branches in different towns), it is unlikely that the interviewee knows the total number of persons employed by the enterprise. On the other hand, he/she can know the approximate size of the establishment in which he/she works. You will therefore register the total number of persons that work in the establishment (including apprentices and family aids).

Example: In the case of a taxi driver, not owner of the vehicle, being helped exclusively by one other driver, you will consider that the size of the enterprise is 3 (2 drivers and the owner considered as the manager).

E14. Does the structure/ enterprise in which (Name) exercises this employment has a tax payer's N°?

This question helps to know *if the enterprise is registered* at taxation, it is the case if it has a tax payer's number (even if it is registered in the tax payer' register at the Head Office of Taxation, but still waiting that the tax payer's card be delivered to it). It is possible that some interviewees (wage-

earners, employees) do not know if their enterprise has the tax payer's number or not; in that case, write 8 for « Don't know ».

E15. Does the structure in which (Name) exercises this employment keep formal account?

The keeping of formal account refers to the registration of activities in an accounting system in conformity with an official accounting system (OHADA or OCAM plan), that is to say that this account system helps to show the balance-sheet and operating account to be declared to the tax authorities. Modalities are identical to that of the preceding question.

E16. In which form is (Name) remunerated in the framework of his/her main employment?

You ask this question in order to know if the interviewee receives money for his/her work. For example, if a woman sells fruits in the market to customers that pay in cash, she earns money for her work; register therefore CASH. Likewise, if she is office employee and that she receives regularly a salary, she earns in CASH. If the interviewee works as domestic/servant and that she does not a salary in compensation of this work but that she is fed and lodged, she is considered as being paid IN KIND ONLY. If she is working as servant and receives, in compensation of this work, food and a bit of money, encircle '3' since she is paid at the same time IN CASH AND IN KIND

E17. Usually, how many meals do members of your household take per day?

It is the number of times that household members usually eat. For some households (notably rural), it will be once (in the evening), but for other ones it will be twice or thrice, even more.

E18. Does (Name) or another member of this household have children of less than 18 years that are not living in this household?

This question helps to have an idea of the number of household, that give their progeniture to other households, philanthropic institutions or whose children abandoned the household for the street. Write 2 and go to E21, if no member of the household gave his/her kid (s) to other households/institutions and if no child from the household is living in the street.

E19. Total number of these children aged less 18 years living elsewhere

Write the total number children of household members living elsewhere.

E20. During the 12 last months, did members of this household receive money from a person living out of these household or from any organism?

It is about the total of monetary transfers received by all the members of the household, that they come from persons (family members, friends and relatives, etc.) living in other households or organisms.

Write the code of the interval corresponding to the total amount of money received (in cfaF)

E21. During the past 12 months, did members of this household receive goods in kind from a person living out of this household or from any organism?

This question is similar to the preceding one, but here, it is transfers in kind that are targeted. It is filled in the same way after making sure a calculated evaluation of all the goods received by all the household members is made.

It is to be noted that gifts offered by state, international civil society, or philanthropic organisms are taken into account.

Write the code of the interval corresponding to the total amount of money received (in cfaF)

Section H : Habitat and living environment of the household

H1. Type of lodging

It is about registering the type of lodging occupied by the household.

TYPE OF LODGING

- ✓ **Isolated house:** a single piece house (lodging) in a yard, not having the standing of a villa.
- ✓ **House with several lodgings:** house divided into several independent lodgings.
- ✓ **Modern villa:** individual modern household with permanent building materials having some dispositions of standing, for example (garden, fence, air-conditioner, ...).
- ✓ **Flats building:** modern building with one or several floors divided into flats (part of the house or building made of several rooms serving as dwelling).
- ✓ **Compound or Saré:** set of separated buildings or constructions, generally disposed around a main construction, used for dwelling and housing a household

H2. H3. H4. Main material of the walls, roof and floor

Observe the main material of the walls, roof and floor and write the corresponding codes for the whole lodging as well as the dwelling of the household head. In case of several materials, ask the respondent the main one, that is to say the most dominant in terms of quantity. If the dominance between several materials is not clear, consider the most comfortable.

H5. Occupation status

Ask the following question « Are you the owner of your lodging? », if the respondent answers by affirmative, ask him/her if he/she is owner with or without land title. Write the suitable modality. If he is a tenant, ask him/her the type of renting. We understand by:

- ✓ « Hire-purchase system », hiring with the aim of purchasing with time the lodging ;
- ✓ « Lodged by the employer », rent paid partly or totally by the employer.

H6. Surface area of the lodging

Ask the respondent to evaluate the total surface area of his lodging (and not of the plot where the lodging is situated). You can help him/her to do it.

If the surface area is not a whole number, use the normal rounding up rule. For example if it is 232,56 m², write 233.

If the respondent evaluate the dimension of his/her lodging at 15 m long and 10 m width, you have to calculate the surface area which will be 15m x 10m = 150m². Write 150 in the box reserved to that effect.

NB. Pieces separated from the main house must be included in the estimated surface area of the lodging. For a household living for example in a compound or saré, make the sum of surface areas of each lodging of the compound. If the lodging has several floors (duplex, etc.), add up surface areas occupied at each floor.

For houses with several lodgings, evaluate only the surface area of the lodging occupied by the household.

Write 950 if the surface area is superior to 950 m².

H7. Total number of dwelling rooms/sleeping rooms

Ask the respondent the total number of dwelling rooms, as well as the total number of rooms used for sleeping.

NB : Here are only considered for the total number of dwelling rooms, the main dwelling pieces (rooms, parlours, dining rooms, offices, etc.). Secondary pieces such as kitchens, bath rooms, waiting

rooms, corridors, etc. are not considered as rooms. Whereas, even secondary pieces will be taken into account if they are usually used to sleep by household members.

H8. Drinking water supply

Ask the most currently mode of drinking water supply used by the household.

DRINKING WATER SUPPLY MODE

- ✓ **Individual CDE/CAMWATER tap** : water comes from taps used only by household members, that the household has or not an individual subscription at CDE/CAMWATER ;
- ✓ **Other individual tap**: water comes from taps used only by household members, that the household has or not an individual subscription to a distribution network different from that of CDE/CAMWATER. It can be about taps connected either to community network, or to a private network (belonging to an individual) ;
- ✓ **Collective CDE/CAMWATER tap** : water comes from taps used by several households and are connected to the CDE/CAMWATER network.
- ✓ **Other collective tap** : water comes from taps used by several households and are connected to a network different from that of CDE/CAMWATER ;
- ✓ **Seller of tap water** : paying street fountain or hawker of tap water;
- ✓ **Public street fountain/water tap** : a water tap put at the disposal of the public;
- ✓ **Well with pump /sinking** : the water used by the household come essentially from a sinking well;
- ✓ **Harnessed well/source** : a protected water point on the yard or elsewhere;
- ✓ **Non-harnessed well/River/lake/stream/source** : a non-protected water point on the yard or elsewhere;
- ✓ Mineral water: water sold in bottle like TANGUI, SEMME, SUPERMONT, etc.

H9. Lighting

Ask the main source of lighting that uses the household.

1 « Kerosene » : Case of a household using the kerosene lamp;

2 « ENEO/AES-SONEL individual meter » : case where the household has a direct AES-SONEL subscription materialized by the existence of AES-SONEL meter, that the subscription is on the household head's name or not ;

3 « ENEO/AES-SONEL collective meter (main user) » : Case of a household connected to an AES-SONEL meter that it shares with other households and ensures the management (that it has a private meter or not). To ensure the management means that he receives and pays bills, that he owner of the meter or not;

4 « Collective ENEO/ AES-SONEL meter without private meter » : Case of a household not having private meter and connected to an AES-SONEL meter that he shares with other household without ensuring its management;

5 « Collective ENEO/AES-SONEL meter with private meter » : Case of a household having a private meter connected to an AES-SONEL meter that he shares with other households without ensuring the management;

6 « ENEO/AES-SONEL without meter (direct) » : Case of a household using the AES-SONEL electric current with direct connection at the pool without meter;

7 « Generator set » : Case of a household using electricity generated by a generator set (belonging to him or served by a neighbour using a generator set) ;

8 « Gas » : Household using gas lamps;

9 « Other (to specify...) » : Household using candles, torches, etc. as mean of lighting.

H10. Type of toilets

It is a question of registering type of toilet mostly used by household members. In case of difficulty to decide between the toilets used, consider the most comfortable.

« WC with flush » corresponds here to the modern type of toilet where water leads the waste to the mains (pipes), that the water comes from a tap or is poured with buckets.

« Harnessed latrines » are latrines that are generally cemented and fenced, with eventually a roof. It is latrines that have been improved by the addition of any construction (generally a pipe, and/or covered with cement that can be cleaned) that furnishes a drainage other than the hole itself.

« Non-harnessed latrines » : it is latrines without slab/open hole/suspended. It is therefore about latrines to which no improvement has been brought (it is more often about a simple hole, sometime covered by a simple plank).

If the respondent answers that household members go to the nature, encircle '4' (NO TOILET). Finally, given that this question refers to the toilets used by household members, you will encircle '4' (NO TOILET) if the household has latrines, but the majority of members use the bush.

H11. Energy for cooking

Ask the main source of energy that the household uses for cooking. Take the modality mostly used by the household if the respondent gives several answers. In case of the use of several sources, if you don't succeed to decide between them, take the most comfortable one from the household point of view.

H12. Household wastes

Note the mean used by the household to get rid of his household wastes. Recycling here refers to the use of household wastes for the production of other goods such as fertilizer, ornaments, etc.

Section B : Equipment/ durable goods and patrimony of the household

In this module, they have listed some house equipment /durable goods. For each equipment, you will the question to know if the household possesses it. In case of positive answer, ask the number of this equipment/durable that the household has. Write 0 to mean that the household does not possess the equipment.

Note that the possession of a good concerns the durable enjoyment (in principle since at least 6 months or since less than 6 months and that will last in total at least six months) by the household of

this good, no matter the date and the mode of acquisition. For example, a household that received for keeping a fridge 3 years ago and that is using it to conserve his food has a fridge. Apparatus with breakdown for short period will equally be taken into account, whereas those that the repair is not programmed are not considered.

In principle, you must not take into account equipment used for the production of goods or services (for example, fridges used to cool drinks in a bar that belong to the household). As a matter of fact, such equipment is used generally for the enterprise and not for the household. Nevertheless, since the household can equally use it for household needs, you must dig to know and fill the questionnaire according to the main use made of this material.

By « *fixed phone* » understand the number of telephone lines (numbers) and not of the number of telephone sets.

On the other hand, « *mobile phone* » corresponds exactly to the number of mobile sets possessed by all the household members.

Simple electrical or gas plates will be considered as stoves. A cooker distinguishes its self from the stove especially with its size, and the fact that most often it has a cooking oven and a device that can receive the gas bottle (at least for gas cooker).

By house to let, we understand here any construction (structure) mainly put on hire being it for dwelling or any other use. NB : It is not therefore here to note the number of rooms or flats on hire, but the number of separated constructions that that the household put on hire.

By « *Exploited land* » understand a piece of land that the household cultivates, even if it does not belong to him. A household that hires a land to cultivate possesses exploited land. Likewise a household that cultivates a piece of land offered him for free.

A « *Non exploited land* » is a piece of land that the household let lie fallow or put on hire.

B25. Possession of cattle, herd or farm animal?

This question is a filter for questions B26 to B33. In case the respondent answers « Yes » to question B25, ask questions B26 to B33 and for each type of animal register the total number that the household has.