

**MINISTRY OF PUBLIC
WORKS**



REPUBLIC OF CAMEROON

KUMBA-MAMFE ROAD DEVELOPMENT
PROJECT
IN THE SOUTH WEST REGION

**Monitoring-Evaluation of the
socio-economic impact**



PHASE 1

BASELINE SURVEY

INTERVIEWER'S INSTRUCTION MANUAL

August 2014

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FOREWORD

Interviewers!

The operation in which you are taking part is the “The baseline study on the impact of Kumba-Mamfe road construction”, the second phase being planned to take place at the end of the project.

The Government and its partners give great importance to the realization of this survey and to its success.

This success depends on you, on the way you administer questionnaires, and your attitudes towards the interviewees.

Rigorously follow all the advices given in this manual. It is the outcome of several years of experience.

Simply explain your work. Do not mix up with problems from the households, from the interviewees or topics that can take away from your work.

Use well the tools that will be given to you, and give them back without failure, to the National Institute of Statistics (NIS) at the end of work.

INTRODUCTION

In Cameroon, the transport sector includes: the air, sea, railway and road transport. Yet, the road sub-sector alone covers more than 85% of the national transport.

Despite important improvement in the operational and strategic plans, the means available and the strategies put to place are not enough to contain the enormous structural shortcoming between the offer and the demand. As a matter of fact, only 10% of about the 50 000 km of road in the national network are tarred, and in 2005, 24% of the network was in good state (MINTP).

The Government has as ambition, to rehabilitate the road network (2000 km of tarred road to be rehabilitated by 2020), as well as the intensification of the tarring of earth roads (more than 3500 km by 2020, (GESP).

It is in this sense that Cameroon with the financial support of the African Development Bank, and the Development Bank of Central African States envisages to carry out construction works on the Kumba-Mamfe road found in the South-west region of Cameroon.

This project is within the framework of the strategy defined in the Growth and Employment Strategy Paper (GESP) 2010-2020 period, where the Cameroon government reaffirm its will of continuing the realization of the Millennium Development Goals (MDGs) as a whole, to orientate about 70% of the public aid towards road infrastructure and to progressively increase from 20% to 30% the share of the public investment in the total expenditures of the State and the officering related to the construction of visible infrastructures.

The project is in line with the «Cameroon Vision 2035 » document, which considers that the development of infrastructures must be framed by economic goals aiming among others at transforming the country into main junctions of exchange in central Africa.

This road project equally falls within the orientations of the sectoral policies of transport in Cameroon, which emphasizes on the importance of the development of road infrastructures to contribute in the development of rural areas, the alleviation of poverty, the economic growth as well as the improvement of the access to basic social services and regional integration.

The present project is within the continuity of formers financing of the Bank which are:

- i) the construction of the Bamenda-Batibo, Bachuo Akagbe-Mamfe and Melong-Dschang roads in the framework of the road program (realized from 1991 to 2002);
- ii) the Numba-Bachuo-Akagbé (between 2006-2012);
- iii) the project of the Bamenda-Mamfe-Ekok road on progress and;
- iv) the program for the facilitation of transport between Douala-Bangui-Ndjamena.

With this new operation, the Bank will consolidate the achievements of the preceding projects in order to achieve the goals of the development strategy for infrastructures in the country.

The National Institute of Statistics (NIS) having services, required skills and human resources across the country has been chosen to carry out the monitoring-evaluation of the socio-economic impact of this project.

Capitalizing on the lessons from his previous experiences about data collection, the present manual is a guide that presents to you the goals of the survey and the various sections of the questionnaire, the sketch of organization of data collection, the filling of the questionnaires. Its goal is to help the interviewer to do his work with efficiency and with no delay. The success of this operation as well as the relevance of results and the analysis depend on the quality of data collected from the field.

The good understanding and the strict respect of instructions that are in this manual determine the success of this survey.

This manual has five chapters structured as follows:

- The first presents the operation, its objectives, the expected results and the scope of the survey. The good understanding of the objectives makes easy that of the stratification retained and explains some choices made in the questionnaire.
- The second chapter is consecrated to cartographic and numbering works which come before the survey in each survey area.
- The third presents the data collection tools and it ends with some practical advices.
- The fourth chapter takes the administration and the filling of questionnaires. It reviews the various sections of questionnaires. For each section, the objectives, the target populations are specified before some precisions that are brought on how questions should be asked and answers written down.
- The last chapter concerns the practical organization of data collection.

CHAPTER I : PRESENTATION OF THE SURVEY

1.1 Objectives of the survey

The global objective of the project is to contribute to the economic growth of Cameroon through a quantitative and a qualitative reinforcement of transport infrastructures of the national road network.

The specific objective of the project is to contribute in the development of the South-West region of Cameroon through the improvement of the level of services of the Kumba-Mamfe road and by so doing, improve the living conditions of the populations of that region.

The main objective of this survey is to produce basic indicators for the baseline situation which will be compared at the end of the project in order to appreciate the changes brought by the project.

1.2 Expected results

The main result expected from this survey is to get baseline indicators for the measurement of the impact of the Kumba – Mamfe road construction.

1.3 Scope of the survey

The geographic scope of the survey is the South-West region and more specifically the Kumba 3, Konyé, Nguti, Eyumedjock, Mamfe and Upper Banyang sub-divisions. These subdivisions are found in Meme, Koupe Manengouba and Manyu divisions.

The operation concerns several targets, notably all ordinary households (in opposition to collective households: boarding schools, barracks, hospitals, convents, etc.) dwelling in the Direct Area of Intervention of the Project (ZIP), excluding members of the diplomatic corps and their households, the enterprises that intervene in the project, employees of the project, transporters on the ZIP axes.

1.4 Presentation of the sample and the personnel of the survey

The sample of the survey includes 930 households divided into 62 Enumeration Areas (EA), equally simply called survey areas, in the 6 survey subdivisions of the ZIP, the counting of traffic on various stretches, a sample of transporters and the collection of prices.

Table 1 : Distribution of the sampled households

Subdivision	Number of EA			Number of households		
	Urban	Rural	Total	Urban	Rural	Total
EYUMODJOCK	0	5	5	0	75	75
KONYE	2	20	22	30	300	330
Kumba 3 MAMFE	3	5	8	45	75	120
CENTRAL	2	4	6	30	60	90
NGUTI	2	11	13	30	165	195
UPPER BANYANG	1	7	8	15	105	120
Total	10	52	62	150	780	930

CHAPTER II : PRESENTATION OF CARTOGRAPHIC AND NUMBERING WORKS IN THE SYRVEY AREAS

The numbering of households is the first step of data collection in an Enumeration Area (EA). It comes just after the contact with the local authorities. This step is of high priority and must be rigorously done, because it is at its end that the drawing base of households to be interviewed is constituted. Start numbering in an EA only when you have seen the administrative and/or traditional authorities of the EA (quarter heads, village heads, canton heads, etc.).

The numbering operation consists, in a given EA, to go round the EA in order to delimit it and to make the sketch, then to number systematically all households found therein in order to prepare the drawing base of the household to be interviewed. The numbering will also give an estimate of the population that lives the area at the moment of the survey. The operation has to steps:

- i. The reconnaissance of the EA that leads to the elaboration of its sketch
- ii. The counting of households in the EA with the numbering form.

2.1 Reconnaissance and mapping of the EA

For the reconnaissance of the EA, there is a map of the EA from the last census (3rd GPHC of 2005). Practically, this reconnaissance is done according to the following steps:

- To identify the limits of the EA; these limits can be roads, streams, mountains, etc. The shape of the EA on the map should be taken into consideration; the guide and some authorities can be useful in recognizing some reference points on the maps.
- To round the EA in order to determine the most efficient way to number all the households ;
- To divide the EA into blocks of houses, quarters any other possible unit ;
- To make the plan of situation o of the EA on the sketch (sketch of the EA in the annex) while bringing out clearly the following elements:
 - Main roads going to the EA;
 - Main ways of communication in the EA;
 - The location of quarters or group of houses;
 - Limits of each quarter/locality (in the EA) materialized by identifiable reference points (streams, church, school, some structures with identification numbers, etc.);
 - The direction of the numbering of households (using arrows) while indicating households that can be used as reference points.

2.2- Numbering of households

The numbering of households in an EA is done with the numbering form. It consists in locating and making the complete list of households, while numbering first the structures and households inside the structures (building, inhabited structures, offices, villas or isolated houses, etc.). Each household of the EA will therefore have a unique number of identification of 5 figures preceded with the acronym SEISE. This number will have the form SEISE /XXX/YY where XXX is the structure number and YY the household number inside the structure.

The number will be written with a chalk or a bold marker in a visible place, not accessible to children and not exposed to bad weather.

When a household is found in several houses (case of compounds), write the same household number on each inhabited house.

When a structure is not inhabited, its number is SEISE/XXX/00. In the column reserved for Household number on the numbering form, write 00 and skip the corresponding serial household.

A serial list of households of the EA will be brought out from this numbering. From this serial list, sample-households will be drawn and will have to answer the questionnaire of the survey.

NB: In case of anything not clear about the limits of the EA, your team leader will help you to decide.

2.3- Presentation of forms

Forms used during the numbering phase are of 3 types: numbering forms, sketches of the EA and sample forms (see annex).

2.3.1- Numbering form

This form enables the recording of all households numbered in a given EA. It has two parts :

- The heading that enables to lay hold on information concerning the number of forms used, the location of the EA and the data collection.
 - For the number of forms, indicate each time the number of the form used (1/.... ; 2/... ; 3/.... ; ... ; n/....). as soon as work is over in an EA, write the total number of forms used in this EA for the numbering. For example, in an EA where you have used a number n=6 forms, write this number after the slash (1/6 ; 2/6 ;... ; 6/6);
 - For the location of the EA, write in full and clearly the name of the division, the subdivision, the locality/quarter and the stratum where the EA is found. Write the code corresponding to each of these information in the space provided.
 - Information about the collection are related to names, signatures and codes of interviewers, team leader and the control date of the form.
- The table having 7 columns enables to identify per line: the structure number, the household number, the serial number of the household at the end of numbering, the name of the household head, his sex, the size of the household. Each line of the table must be filled for one and only one household. Its filling is done during the numbering (except for the serial number).
 - Structure number : this number is given to the structure during numbering;
 - Household number: this number is given to the household during numbering. It corresponds to the household number inside the structure (For example, SEISE 026/03 means: household number 03 of the structure number 026. SEISE 060/00 means that Structure 060 is not inhabited);
 - Household serial number: the serial numbering is done at the end of the numbering based on the inhabited structures.
 - Name and first names of the household head : to be filled in full ;
 - Sex of the household head : write the corresponding code (1=male ; 2= Female) ;
 - Size of the household: it is the number of persons who regularly live in the household. It is an estimate; mostly if no household member is present during numbering. The information may come from a neighbour.
NB. : Endeavour to get the size of each household. ;
 - Observations: write in this column, any useful information concerning the household, its location and the conditions in which the numbering took place. Particularly, the ones related to the presence or not of a household member, the location of the household, etc. (Example: quarter head, bloc head, across Elise bar, etc.)

2.3.2- Sketch or plan of situation of the EA

This plan is drawn by the team leader in collaboration with his team members. It clearly gives the form of the EA, the main reference points (roads, streams, mountains, etc.) that delimits the block of houses as well as a sample of structures numbers per bloc. The so obtained sketch enables to update and to complete the EA map available in the document of cartography.

The heading of this form is, a part from some few variables, identical to the one of the numbering form and will therefore be filled in the same way.

2.3.3- Household sample form

At the end of numbering, the team leader draws households and fills the sample form. The latter shows for each EA, the list of households that will be interviewed. Besides the EA number, this form has indications about the households numbers, the name of their heads, his occupation or level of education, as well as some information about the lodging.

The heading of this form is, apart from some variables, identical to the numbering form and will be filled in the same way.

CHAPTER III: PRESENTATION OF DATA COLLECTION TOOLS AND UNFOLDING OF INTERVIEWS

3.1 Presentation of data collection tools

The questionnaire is made to collect information which, when processed will enable to reach the goal of the survey. A part from section 00 about “General information” it has 25 sections or modules tackling each a specific domain. For the clearness of this data collection tool, it is specified each time the target population of each section, in a way that the eligibility to the section will not depend on the interviewer, team leader or supervisor.

The questionnaire is divided into three big parts:

- a) Sections that concern all individuals of a household. It is sections 01 (composition and characteristics of household members) and 02 (health of household members).
- b) Sections that are administered to only a category of individuals of the household. It is Section 03 (Education of household members), 04 Employment, 04a (Production from catering), 05 (Specific situation of women), 06 (Vehicle users of KUMBE-MAMFE road), 07 (Pedestrians of KUMBE-MAMFE road), 08 (Behavior related to road safety), 09 (Behaviour related to the protection of environment), 10 (Behaviour related to HIV/AIDS).
- c) Sections concerning collective data of the household as an entity. In this category, are found sections 11 (Accessibility to infrastructures), 12 (Daily and retrospective expenses and acquisitions of the household) and 13 (Use of drying areas) and 14 (Characteristics of the housing).
- d) Sections concerning target outside the household like *transporters form*, which is for vehicle users identified and sampled on the stretch, the *traffic form*, for the counting of the traffic on the stretch, the *employment form*, which for enterprises involved in the activities of the project, the *employee form*, addressed to the employees of enterprises involved in the activities of the project, the *product form* for the collection of prices of products in the Area of Intervention of the Project (ZIP), data collection forms for schools, market sheds, multipurpose centres for women and multifunctional centres for youths.

Each section tackles a specific domain for specific objectives of analysis. These objectives will be achieved if only the filling of tools is done correctly on a triple plan:

- Good interview;
- Good answer from the interviewee and ;
- Faithful recording of right adequate answers.

3.2 Unfolding of the interview

3.2.1 How to establish a good relationship with the interviewee

➤ Give a good impression from the beginning

When you meet the respondent for the first time, do your best to let him be at ease. Put him in good mood to be able to interview him. Meet him with a smile and introduce yourself. After greetings, for example, "Good morning Sir" or "Good morning Madame", you can introduce yourself in the following manner:

« My names are _____. I am an interviewer for the baseline survey for the monitoring and evaluation of the socio economic impact of the Kumba-Mamfe road construction project I would like to inform you that your household has been randomly chosen to be part of our study and I would like to discuss with you on this subject".

➤ **Always have a positive approach.**

Be always relaxed and polite.

You should not make as if you want to apologize, and do not use expressions such as "*Are you too busy?*" or "*Will you spare a few minutes?*" or "*would you mind answering some questions?*". Such questions risks leading you 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 could happen that the respondent asks you some questions on the interview or on the duration of the interview, 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 and don't hesitate to present it on a simple request.

➤ **Always look serious by respecting for example your appointments with any household member.**

3.2.2 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 hurry during 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 do not 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.

3.2.3 Language of the interview

Questionnaires of the survey are 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 or faced to an interviewee 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 in 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 of filling the questionnaires passing through the way questions are asked.

CHAPTER IV : FILLING OF QUESTIONNAIRES

The questionnaire is a form of about thirty pages that will be administered in each sample household or sampled individual. Each section is made up of a set of questions that must be asked in the order and systematically. The interviewer will however avoid asking explicitly questions that answers derive either from preceding questions (what is the sex of your spouse?), nor from what you can observe and take note (what is the main material of your floor?)

The questionnaire is essentially pre-codified and in general we expect two reactions from the interviewer following the respondent's answers:

- Write in a box, a figure corresponding to the answer given;
- Write a set of information giving the reaction to a question whose answer contains several items (quantity, value, measuring unit for a product consumed for example).

Attention: The entire questionnaire must be filled by you, with a blue ball pen!

Exceptionally, it can happen that the number of sheets for a section of the questionnaire is not enough; in this case, ask for additional sheets or questionnaires from your team leader or supervisor; these sheets will later be gummed on the appropriate places.

Remember that every time that the answer is "**other**", you must write the corresponding code (6, 96 or 996), then specify in full the declaration of the respondent on the space reserved for the answer or even at the margin of the questionnaire while indicating with an arrow..

When you have to write a number, it is advisable to tally it to the right. This instruction is valid during codification.

If necessary, make specific and relevant observations on the questionnaires (the last leave of the main questionnaire is kept for that) and always write the maximum number of information on your note book in order to enlighten situations/answers that are not clear.

In case of an error, cancel neatly with two lines and recopy the answer to the right or to the left or the previewed space.

Always refer to your instructions manual and to your supervisor for any technical problem. This manual is your main document during the whole survey and you must have it on you during the data collection.

4.1 SECTION 00 : GENERAL INFORMATION (RG)

This section comprises three parts: information about the household, information on the data collection and information on the data entry.

4.1.1 - Information on the household

Four variables of this sub part help to identify in a unique manner a sample household. It is about variables **RG1** (Division), **RG2** (Subdivision) **RG3** (3rd GPHC EA number) and **RG4** (serial number of the household inside the EA).

This part identifies, locates and gives some information about the household: the area of residence (village/quarter, subdivision, etc.), the size of the household (including visitors), the name of the household head and his religion.

RG1: Division

Write in full the name of the division where you are interviewing, as well as the corresponding code in the space reserved for that.

RG2: Subdivision

Same instructions as in **RG1**.

RG3: Serial number of the EA

Write the serial number of the EA that will be given to you.

RG4 : Serial number of the household in the EA

Write the serial number of the sampled EA from the sampled form.

RG5 : Village/Quarter

Write in full the name of the village (case of the rural area), where you are found. In urban/semi-urban area, write the name of the quarter where you are found.

RG6 : Stratum

Information for this question are known and will be given to you by the supervisor.

***NB** : Do not have preconceived ideas and do not make any judgment about the qualification of strata. Take the codes that will be given to you by the supervisor or as you will see in the nomenclature of of the drawing base.*

RG7 : Name of the household head

Write in full the name of the household head that you are interviewing. If the interviewee does not want to give his true name, try to record at least a calling of the household head known and regularly used.

RG8 : Total number of persons inside the household

It is the total number of persons identified in the household; it corresponds to the number of persons listed in section 01.

RG9 : Religion of the household head

Religions have been group out as follows:

1-Catholic: this modality includes the Roman Catholic Church and the Greek Orthodox Church.

2-Protestant: this modality includes the Presbyterian Church of Cameroon (PCC), the Union of Baptist Churches of Cameroon (UEBC), Baptist Church of Cameroon (BCC), the Lutheran church, the Methodist Church, the Evangelic Mission of Cameroon (MEC), the Evangelic Church of Cameroon (EEC), the African Presbyterian Church (EPA).

3-*Other Christian* : this modality includes all Pentecostal churches (True church of God, LEMEC, Apostolic, Full Gospel, Living Word Fellowship, Bethel, Christian Missionary Fellowship International (CMFI), King’s Chapel, Holy Church of Christ), 7th day Adventist, and all other Christian religions not mentioned elsewhere.

4-*Muslim*: this modality includes all those who believe in Allah and Mohamed.

5-*Animist* : this modality includes all those who give to things a soul similar to a god (it is those who believe in skulls or other objects).

6-*Other religion*: this modality includes all religions not mentioned elsewhere (Jehovah witness).

7-*No religion*: this modality includes all those who believe in nothing, they are without religion.

NB : *In order not to create some susceptibilities, write in full the religion declared by the head of the household you will put the code later on in his/her absence.*

4.1.2 - Information on data collection

The aim of this second block is to identify the team of persons concerned by the data collection in a specific household (interviewer, team leader , supervisor) and the date of the beginning and of the end of the data collection. It helps also to have an idea on the result of the data collection in the household.

RG10 : Interviewer

Write in full your names. Then write your interviewer’s number that has been given to you by your supervisor.

RG11 : Team leader

This variable is filled by the team leader who writes in full his names and first names as well as his number after controlling the questionnaire.

RG12 : Supervisor

This variable is filled by the supervisor who writes in full his names and first names as well as his number after controlling the questionnaire.

RG13 : Date of the survey

Inscrivez la date de votre premier jour d’enquête dans le ménage en jour et mois.

Example : If you start the interview in a household on the 23rd august 2014, write :

2	3	0	8	1	4
---	---	---	---	---	---

The year 14 is printed in advance on the questionnaire

RG14 : Result of data collection

This variable is filled at the end of data collection by the interviewer and checked by the team leader .

The interview is complete (code 1) : if all sections of the household questionnaire (00 to 13) have been filled.

The survey is incomplete (code 2) if:

- one or several sections have not been filled for some household members;
- one or several sections have not been filled for all household members;

If the interviewee has totally refused to be interviewed, you must inform the team leader . If despite his intervention the interviewee refused to be interviewed, you then record 4=Refusal. In case the interviewer has not met the interviewee in the household, if the situation continues after several visits or the neighbors tell you that the household members are absents for a long time, you must write code 3= Absent. If the interviewee you meet is in a state that does not

enable you to carry out the interview, (case of disables or serious sickness), write code 6 and make clear observations about the situation you faced.

Nevertheless, specify under observations, the type of lodging, the material of the walls, of the roof, and eventually the material of the floor and the mode of lighting of that household.

***N.B.** Incomplete sections of the questionnaires and reasons for which they were not completed must be written and well explained at the end of the main questionnaire in observation while indicating every time the section and the question concerned.*

4.1.3 - Information on the data entry

The interviewer is not concerned with this block, which aims at identifying the team of persons in charge of the data entry of each questionnaire (data entry agent, team leader) and the date of data entry. It is during data entry that this block will be filled.

4.2- SECTION 01: COMPOSITION OF THE HOUSEHOLD AND CHARACTERISTICS OF HOUSEHOLD MEMBERS (CM)

4.2.1 Objectives and target population.

This section should be administered by order of preference, to the head of the household, his/her spouse or any other adult person capable to give information.

This section helps to collect some demographic characteristics of the members of the household such as the age, the sex, the status of residence, the marital status, the relationship. Some questions on immigration are also tackled in this section. Variables grasped in this section help to identify eligible persons to some sections or questions.

We are trying to identify all the members of the household. For that, information concerning all the persons of the household (residents or visitors) are collected in this section.

The notion of household

A household is made of one or several persons, related or not, living in one or several lodgings of the same compound, taking their meals together and putting together part or all their resources in order to satisfy their current and basic needs. These persons recognised the authority of only one person called head of the household.

This notion is not to be taken for that of the family. In fact, all the members of a family have a relationship and may not live in the same compound, which is not the case for members of a household.

Collective households are not concerned by this survey. It is about:

- Members of religious community living in convents or monasteries;
- Students housed in boarding schools, prisoners, etc.;
- Workers housed in hostel;
- Sick persons or inmates of an establishment of cares for a duration exceeding six months (leper hospital, re-education centres, retirement homes, etc.)

Four fundamental criteria help to determine if we have or not a household:

-The criterion of common residence (house, apartment, compound or saré; etc)

-The criterion of meals taken in general together, very often in the evening.

-The criterion of resources put partially or totally in common. Expenses made with part or all the resources brought by a member is to a certain extent profitable to all the members of the household.

-The criterion of the recognition of the authority of the head of the household. This recognition is often implicit and in case of doubt, you can use the age to discriminate. That is to say that you consider the oldest as the head of the household.

Taking into consideration only one or two criteria is not enough to define a household.

The following cases illustrate some situations.

- A tenant living in the same compound with his landlord but independently is not part of the landlord's household. Even if such a tenant is occasionally invited to share some meals in the landlord's household or takes regular meals at the landlord's that he/she pays somehow.
- In the other hand, a person living in a separate house but in the same compound with his parents and sharing meals with them and using part of his incomes for some expenses profitable to all (food, school fees of his junior ones, maintenance of the lodging, etc) is a member of his parent's household.
- A poor neighbour (widower, invalid, jobless, etc.) invited more or less regularly to share meals with the household (or a neighbour to who part of cooked food is sent) is not part of the household. The neighbour is helped by the household; he/she is not under the household.

- A husband who went since more than six months to work abroad is not longer member of the household. It is equally the case of children who left the household for studies for a duration of six months or more.

The notion of residence

The notion of residence is related to that of usual home and also to that of the duration in the household or out of the household the date of the beginning of the interview in the household.

A person will be a resident in the household if he/she lives usually there since six months at least or since less than six months but intends to be there for at least six months (marriage, changing of house, etc.).

A resident will say to be present if he/she spent the night preceding the day of the start of the survey in the household and absent if otherwise. But this absence should not exceed six months.

NB : For persons working in the night (night watchmen, nurses, etc.), consider them as present resident in their household if they spent the preceding night at the job side.

A visitor is any person, who is present in the household at the date of the interview since less than six months, but who is just passing; the total duration of his stay in the household will not reach six months.

4.2.2 Filling instructions

Write in full the names of each member of the household in the first frame before filling for each individual, answers to questions of the section. The first person to be registered is the head of the household (who can be a man or a woman) who receives the serial number 01. Then are registered, the children of the head of the household whose the other parent is not or no longer member of the household, then the spouse(s) of the head of the household, each followed by his/her children, then the other parents of the head of the household and finally by non related persons.

Watch out : The list of household members and all the rest of section 01 of the questionnaire is filled once for ever the first day of the survey in the household. This information can only be modified in case you notice that there was a mistake on the list of persons, omission or error on one information. In particular, departures or arrivals observed from the persons of the household during the survey should not be taken into consideration here after the first visit. This is a delicate section on which is based almost all the questionnaire. Consequently, information of this section must be collected and registered with rigor.

In order to be sure that no member of the household had been forgotten, first write the names on a rough paper and copy them out later on the questionnaire in the order described above. After you have verified that all the persons of the household have been registered, tick below the page of the questionnaire related to section 01, the box after the Nota Bene “NB: verify that all the members of the household have been registered”.

NB : *This section must be filled individual after individual, that is to say line after line, after the establishment of the list of household members. Respect scrupulously instructions in order to better avoid filling errors.*

CM02 : Serial number

Numbers are pre-printed on the questionnaire and correspond to the order of registration that was given you above. The head of the household takes serial number 01. The serial number of each member constitutes henceforth a code to identify that person in all the rest of the questionnaire.

If you notice later on that you forgot to register a member of the household in the normal order, it is not necessary to start at fresh the registrations, put this member at the end of the registrations.

In the continuation of the questionnaire and of this manual, (Name) will refer to any member of the household previously registered, on which the interview is being conducted. It will be the head of the household if the interview is on the household head and on John if the interview is on John.

CM03: Of which sex is (Name)?

Do not rely to the physiognomy or to the Christian name of (Name) to fill this question. It is always wise to get the assurance without hurting the respondent, event using the following questions like “Augustine is a girl of which age”. Avoid questions such as “what is the sex of Madam?”

CM04 : How old is (Name)?

It is the complete age (the age at the last birthday).

If the interviewee gives the year of birth of (Name), without specifying neither the day nor the month, ask if (Name’s) birth day has already passed in 2014. If it is the case, the age of (Name) is **2014-Year of birth**. If not the age of (Name) is **2014- Year of birth -1**. The tableau 1 below enables you to get the age according to the year of birth, and according to if the birthday has already passed in 2014.

For old people who do not know their age, ask questions related to some events such as their age when they had their first child, the age at first marriage, at the First World War, at the independence etc. Do as follows: "How old were you when you had your first child" or then "How old were you when you first got married or when you got married (if the interviewee got married only once)".

Write down 95 for anyone aged 95 years and more. If there is no way to get the age, write 98 for DK.

Example: The interviewee states that he is born in 1965; ask him if his birthday in 2014 has already passed.

- ◆ If the answer is yes, the age is $(2014 - 1965 = 49)$. This age is 49 years.
- ◆ If the answer is no, his age is $(2014 - 1965 - 1 = 48)$. This age is 48 years.

Table 1 : Coherency between age and birth date

Year of birth		Present age	Year of birth		Present age
Birthday not yet passed in 2014 (Column 1)	Birthday already passed in 2014 (Column 2)	(Column 3)	Birthday not yet passed in 2014 (Column 1)	Birthday already passed in 2014 (Column 2)	(Column 3)
Ne sait pas			Ne sait pas		
2014	-	0	1965	1966	48
2013	2014	0	1964	1965	49
2012	2013	1	1963	1964	50
2011	2012	2	1962	1963	51
2010	2011	3	1961	1962	52
2009	2010	4	1960	1961	53
2008	2009	5	1959	1960	54
2007	2008	6	1958	1959	55
2006	2007	7	1957	1958	56
2005	2006	8	1956	1957	57
2004	2005	9	1955	1956	58
2003	2004	10	1954	1955	59
2002	2003	11	1953	1954	60
2001	2002	12	1952	1953	61
2000	2001	13	1951	1952	62
1999	2000	14	1950	1951	63
1998	1999	15	1949	1950	64
1997	1998	16	1948	1949	65
1996	1997	17	1947	1948	66
1995	1996	18	1946	1947	67
1994	1995	19	1945	1946	68
1993	1994	20	1944	1945	69
1992	1993	21	1943	1944	70
1991	1992	22	1942	1943	71
1990	1991	23	1941	1942	72
1989	1990	24	1940	1941	73
1988	1989	25	1939	1940	74
1987	1988	26	1938	1939	75
1986	1987	27	1937	1938	76
1985	1986	28	1936	1937	77
1984	1985	29	1935	1936	78
1983	1984	30	1934	1935	79
1982	1983	31	1933	1934	80
1981	1982	32	1932	1933	81
1980	1981	33	1931	1932	82
1979	1980	34	1930	1931	83
1978	1979	35	1929	1930	84
1977	1978	36	1928	1929	85
1976	1977	37	1927	1928	86
1975	1976	38	1926	1927	87
1974	1975	39	1925	1926	88
1973	1974	40	1924	1925	89
1972	1973	41	1923	1924	90
1971	1972	42	1922	1923	91
1970	1971	43	1921	1922	92
1969	1970	44	1920	1921	93
1968	1969	45	1919	1920	94
1967	1968	46	1918	1919	95
1966	1967	47			

CM05: Does (Name) usually live here?

Ask if the household member usually lives in the household, i.e. if he has spent at least 6 months or he intends spending at least 6 months in the household. If the answer is “No”, go to question CM07.

CM06: Did (Name) spend last night in the household ?

Ask to know if the household member spent the night before your passage in the household.

CM07 : Since how long does (Name) live in this subdivision?

This question aims at tackling the immigration aspect of members of the household. It is about the time between the last settlement in the present subdivision and the date of the survey.

If the individual lives in the subdivision since birth, write code 97 in the boxes. Otherwise, register the number of complete years that he/she has, at the date of the interview, spent in the subdivision. If the individual has been living in the subdivision since less than one year, write 00. Travels inside the subdivision (changing of lodging in the same subdivision) are not taken into account.

CM08 : What is (Name’s) relationship with the household head?

The relationship expresses the relation or filiations of each member of the household with the household head. To be more explicit, ask the following question to the respondent: “who is (Name) for you? “if it is the head of the household responding or “who is (name) to the head of the household? If it is someone else answering.

CM09 : What is (Name’s) nationality?

Ask to know the nationality of the household member. Modality “3=Other CEMAC” concerns persons from the following countries: Congo (Brazzaville), Gabon, Equatorial Guinea, Central Africa Republic (RCA) and Chad. These countries and Cameroon form the Economic and Monetary Community of the Central Africa (CEMAC)

NB : Questions CM10 to CM14 is for household members aged 15 years or more.

CM10 : What is the marital status of (Name) ?

“*Single*”: Any one who has never been married and is not in free union

“*Free union*”: This modality will be attributed to persons who live with a partner when no marriage, being it traditional, court (or council) or religious has been celebrated.

“*Married monogamous*”: Any person married to only one spouse. It concerns de facto situation. In fact, a man married under the monogamous regime but who lives as husband and wives with several spouses is considered as polygamous.

“*Married polygamous*”: All men married to many wives or married women having at least one co-spouse. In other words, the various spouses of polygamous marriages.

The notion of marriage is the one that is declared by the interviewee (civil, religious, traditional, etc).The question asked here can be: is (Name) married? Knowing that the answer will orientate the rest of the talk for this question. Do not forget that in case where (name) is married, you have to specify if it is polygamous or monogamous and in case of a single person, you have to verify if (name) is not in free union. You can verify if the respondent is in free union by asking the following question. You said you are not married but are you living as “husband and wife” with a man or woman?

“*Widow(er)*”: Any person who was married previously, but the spouse died and is not engaged in another union.

“*Separated/Divorcee*”: Person whose marriage has been broken not by the death of the spouse or is being broken (separation granted by the court) and who is not engaged in another union.

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

CM11 : Is (Name) a member of an organized group or association ?

For each household member aged 15 years or more, ask if he is a member of an association, CIG or an organized group (development committee, ...) and encircle all letters corresponding to these groups.

CM12 : Is (Name) having a position of responsibility ?

This question is for those who are members of at least a group, i.e. at least one letter different from Y encircled at CM11. If the answer to this question is “No”, go to CM14.

CM13 : If yes, what is that position?

Encircle all letters corresponding to positions occupied by the interviewee in the various groups where he belongs.

CM14 : Does (Name) have a means of transportation (car, motorbike, bicycle, etc.)

This question aims at identifying household members who have a means of transportation like a car, motorbike or a bicycle.

4.3 SECTION 02 : HEALTH OF HOUSEHOLD MEMBERS (SM)

4.3.1 Objectives and target population

This section is for all the household members, it aims at getting information on their health. It collects information on the last health consultation and tries to evaluate the importance of the access to health cares, the extend of the prevalence and the incidence declared for some diseases such as malaria, diarrheic diseases, respiratory diseases

This section is filled individual-by-individual, that is to say column-by-column. Interview any person of the household likely to give the required information, however, for little children of less than 10 years, interview the mother or the main person in charge of the child.

4.3.2 Filling instructions

Names and surnames

Transfer the names and surnames of all the members of the household from section 01. Make sure that you write each name against the serial number that was assigned to it in section 01.

SM1: Serial Number

The serial number is pre-printed on the questionnaire, and they are the same with the one in the preceding section.

SM2 : Was (name) sick during the last two weeks?

The sickness is perceived from the point of view of the respondent, in other words, you have to accept his declaration. If the answer is “no” or “don’t know”, go to SM5.

SM3 Did (Name) have a consultation for that illness?

This question is asked only to members of the household who were sick during the past 2 weeks. Explain very well to the respondent that it is about the disease of the past two weeks.

SM4 : Did (Name) suffer of [name of the sickness] during the past two weeks ?

For each child of less than 5 years, declared during the past 2 weeks, ask if he had one of the following sickness.

Diarrheic diseases: Diarrhea is when the child has had three (3) liquid excreta or more per day and/or if, any day, there has been blood in the excreta of the interviewee, or even you take the definition of the interviewee.

Respiratory diseases/ Pneumonia : Respiratory diseases when the child has blocked nostrils, cough, chest problems, strong and difficult respiration.

SM5 : When did (Name) lastly have a health consultation?

This question is for all household members, sick or not sick during the past two weeks. For some case, the last health consultation can be less than two weeks ago whereas for others, it took place since many months, even many years. For others still, the last consultation can coincide with the one targeted by question SM3, related to name’s sickness, occurred during the past two weeks.

Here we are interested by the last health consultation whatever it is. Explain to the respondent that the consultation here does not concern only cases of sickness. The interviewee might have gone to the hospital for an antenatal or postnatal consultation or for a check-up, etc.

If the last consultation took place less than 12 months ago, go to SM7.

NB.: A new born who is examined by a medical doctor at birth before leaving the hospital has been consulted by the medical doctor. Some vaccinations are preceded by a small consultation (hepatitis,

tuberculosis, etc); in these cases, we take note that there was consultation.

SM6 : Why did (Name) not have a health consultation during the past 12 months ?

For those whose health consultation is 12 months or more, ask why.

SM7 : Who did (Name) consult last time ?

Some interviewees will tell you that they were in a health centre where they were consulted by a medical doctor. In general, in the rural area, personnel of health centre are called “docta”, which means “doctor”. In such a case, having been consulted by a “docta” does not always mean that the person was consulted by a medical doctor. If you are not careful, you will collect wrong data. So, take note that health centres are headed by a nurse and not by a medical doctor!

“*A pharmacist*” is a health personnel qualified to give precisions on drugs. It can happen that a patient, for one reason or another, goes directly to the pharmacist who advises him/her an adequate treatment.

“*A medical doctor*” is a modern health personnel qualified to examine and prescribe treatment to patients.

“*A health personnel*” (nurse, midwife, etc) is in charge of giving treatments to patients after the medical doctor’s prescription. In some cases, they are contacted by patients and it happens that they make prescriptions; this is normally supposed to be done under the supervision of a medical doctor.

“*A tradipractitioner*” is a person, who, in a fixed place, carries out health activities in a non-structured sector. The majority of products proposed to patients are natural (skins, roots, leaves, decoctions, etc.) He/she also uses mystical methods such as incantations, charms and sometime prayers and biblical or koranic verses. You find in this group traditional healer, whichdoctor, etc.

“*An informal hawker of modern medicines*” is a seller of pharmaceutical products who move from door to door or market to market; we include in this category all the drugs sellers settled informally (elsewhere than in a pharmacy)

Modality “*informal hawker of modern medicines*” will be taken in cases where the patient (member of the household) consulted this hawker before the eventual purchase of drugs. This supposes that the hawker first of all listen to the patient before advising specific products. Otherwise, you will ask other questions to the respondent in order for him/her to specify his/her answer before you register.

“*Other*” includes informal sellers of traditional medicines, PMI centres not integrated in other types of health structures listed before and nurse consultation rooms. We are facing today a more and more frequent phenomenon, it is the resort to student medical doctors for health consultation. If a respondent says that he/she consulted a student medical doctor, for example a student of the faculty of medicine and biomedical sciences (FMSB), register code 6 “other” and specify

SM8: In which sector did (Name) lastly consult?

It can be public, parapublic sector, or private (lay or confessional) sector.

The medical public sector is a social sector not aimed at earning money. Enter in this sector all the public hospitals, namely reference hospitals (general hospitals Yaoundé and Douala, central hospital Yaoundé, Chantal Biya Foundation, University Hospital Centre (CHU), Jamot hospital, Gynaeco-obstetric and pediatric hospital of Yaoundé and Douala and Laquintinie hospital of Douala.), regional hospitals, district hospitals, medicalized centre of subdivision and public health centres, public PMI.

The para public sector is also a social sector not aimed at earning money. It regroups para public health units (National Social Insurances Fund hospitals, CDC hospitals and, ALUCAM hospital, etc.).

NB: *Public and para public health units have no right to make profit on patients; they globally have*

state financings, gifts and donations, financings from foreign donors and financings from other sources.

Medical lay private sector includes structures that function on an autonomous budget and live on the profit made. These structures do not belong to the state and do not belong to religious organization. Example: BIAKA Clinic, Saint Luke Clinic, Soppo clinic, consultation rooms, by assimilation Ad Lucem dispensaries.

Confessional private sector is made up of structures that belong to religious congregation. The majority is not lucrative units. Their funding comes from national, international and government aids. Examples: Protestant hospitals, Presbyterian hospitals, Baptists hospitals, Catholic hospitals (example: Mount Mary Hospital), etc...

N.B: Health CIG / NGO and informal hawkers of medicines belong to lay private sector.

SM9 : What was the main reason of this choice?

Modality «7=relations » concerns all cases where the interviewee chooses to consult his friends or relative for free services or less costly and/or of good quality.

SM10 : What was the cost of that consultation?

The cost does not include transport fare to go to the consultation place, medicines and laboratory charges too are not included. But it includes the total money spent to see the doctor or the health personnel in general and the amount for the consultation card if it was paid. If the patient coined to be rapidly received by the health personnel, include this coin in the cost.

The respondent must give in CFAF. If the consultation was free of charge, write 0 in all the boxes provided.

Remark: If a gift in kind was given as consultation fees, estimate the value of the gift and put it in the space provided. In some health units, consultation by health personnel is submitted to the purchase of a health exercise booklet bearing generally the logo or the name of the health unit. If you face such a case, include the price of the booklet in the consultation cost.

If the respondent referred to an informal hawker of medicines, who, after listening to him/her recommended a drug that he/she bought, consider that the consultation cost is nil, because the amount paid corresponds entirely to the cost of medicines.

SM11 : Who paid the charges for (Name)?

The charges here include consultation fees, test fees, money used for buying medicines or for hospitalization.

SM12 : What was the main reason of consultation ?

For this question, we want to get the main reason that lead to the consultation. The reasons for consultation can be: sickness, wounds/accident, prenatal cares, post natal cares, vaccination and other (to be specified).

Prenatal cares: they are cares given to pregnant women before the birth of the child. The first prenatal visit starts in principle as from three months of pregnancy and sometime earlier.

Postnatal cares; they are cares given to women and children after delivery. In general, the duration of postnatal follow up is one year maximum, on systematic rendez-vous. Take note that during this period, a woman can be consulted for a different reason: disease, wound/accident for example

SM13 : How do you appreciate /(Name's) present state of health ?

Ask the question as follow: “*Do you think that your /his or her present health condition is good, good enough, acceptable or poor?*”. Allow the respondent to appreciate personally his/her present health condition or that of the person for which he/she is answering.

4.4- SECTION 0 3 : EDUCATION OF HOUSEHOLD MEMBERS (ED)

4.4.1 Objectives and target population.

This section concerns all the individuals registered in the household and aged 3 years or more. The number of filled columns must necessarily be equal to the number of persons aged at least 3 years in the household.

It aims at getting information on the education of household members: literacy, the highest level of education reached by the population, present school attendance, reasons of non-attendance, last class successfully attended, and education demand in term of type of establishment.

This section will be filled individual-by-individual, that is to say column by column. Interview any member of the household likely to give the information asked for.

4.4.2. Filling instructions

Name and firstnames

Before going to the questions proper, transcribe from section 01 (composition of the household) names of all the household members and who are aged 3 years or more on the first line.

ED1 : Serial number

Transcribe the serial numbers from section 01 (CM02).

ED2 : Has (Name) ever gone to school?

It concerns the attendance of a school or an establishment of the formal educational system at a given moment of the life of the individual. The concerned studies here are of the type “general education”, “technical or professional education” (Higher National Diploma (BTS) in accounting, CAP in electricity, etc.)

If the interviewee answers “yes”, go to question ED4. If he/she answers “DK”, go to ED14.

ED3 : Why has (Name) never gone to school?

If several reasons caused the person not to attend a school, tell him/her to give you the main reason. Then, whatever the reason given, go to ED14.

ED4 : What is the highest level of education for (Name)?

What is the last class that (Name) successfully completed in this level?

This question has two parts. First, the highest level of instruction reached or undergone by the person.

Examples

- If the person stopped his study after having gone to class 6 with or without FSLC, his level of instruction is Primary (code 1).
- If the person underwent a training in a SAR/SM (2 years with success) after the FSLC, his level will be Secondary 1st cycle (code 2).

If the person is presently in form 1 or form 4, his level of education is the secondary general education 1st cycle (code 2).

The second aspect of the question concerns the last class completed with success.

Examples :

- If the person has stopped his studies after having gone to class 6, and having failed the common entrance and the FSLC his last class undergone with success is class 6 (code 5).
- If the person went succeeded form 2, his last class undergone with success is 2nd year of secondary 1st cycle (code 2). But, if the person is still in form 2, the school year still going on, his last class undergone with success is form 1 (code 1).

ED5 : Did (Name) go to school or to a teaching establishment at a given moment during the 2013/2014 school year?

The question concerns the **2013/2014** school year since the present school year is 2013/2014. If the answer is “No”, go to **ED12**.

ED6 : Which type of establishment did he/she go to in 2013/2014 ?

The private teaching can be lay or confessional. The confessional establishments include all those created by religious institutions (Catholics, Protestants, Adventists, muslims, etc.). Lay establishments do not belong to any religious faith.

ED7 : Why did they choose that (Name) go to this type of establishment?

Allow the interviewee to speak. Record the code corresponding to the main reason.

ED8 : Since the beginning of this school year 2013/2014, has (Name been excluded for at least one of the following reasons?

It is a matter of knowing if the individual was dismissed (temporarily or definitely) at a given moment of the school year 2013/2014 for any reason to be specified.

ED9 : Did (Name) abandon school during the school year 2013/2014 ?

If the interviewee answers « Yes », go to **ED12**.

ED10 : What was the amount of fees required for (Name) this 2013/2014 academic year, including expenses in kind?

Lead the respondent to give you with precision the amount of fees of the different items: registration, school fees, PTA, and others. As far as the value of ‘other’ is concerned, lead the respondent to tell if he/she had to pay some fees in kind to the school such as reams of papers, computer fees, laboratory fees, toilet roll,... Evaluate the cost of this stationery and put the amount in “other”.

Write the amount in CFAF. If the amount of school fees is 100 000 CFAF, write |1_|0_|0_|0_|_0_|0_|. If the school does not demand that type of fees, write |0_|0_|0_|0_|_0_|0_|.

NB.: It concerns compulsory fees at the level of the school. So, fees paid for negotiation are not taken into consideration in this question

ED11 : Who paid (Name) school fees during the year 2013/2014 ?

Ask the question and record the answer.

ED12 : Did (Name) go to any school during the 2012/2013 school year?

Ask the question and record the answer. If the answer is “No” or “DK”, go to **ED14**.

ED13 : Was (Name) in 2013/2014 in the same class as the year before (2012/2013)?

It is not necessarily the same school but the same class.

ED14 : Does (Name) know how to read and write a simple sentence in French?

ED15 : Does (Name) know how to read and write a simple sentence in English?

These questions aim at laying hold on the literacy which is the capacity to read and to write a simple sentence in English or in French. They concern only persons of 15 years or more who say they have never gone to school (ED2=2) as well as persons of 15 years or more who say their highest level is the primary (ED4A≤1). A simple sentence is a sentence made up of a subject, verb and complement.

NB : Questions ED16 and ED17 are only for persons aged 10 years or more.

ED16 : Is (Name) undergoing or has undergone a technical, professional training or apprenticeship ?

Apprenticeship equally include on the job apprenticeship.

ED17 : What is this training?

Write clearly the interviewee's answer, then code with the nomenclature of trainings. It is the main training undergone and the choice must be done by the interviewee.

4.5- SECTION 04 : EMPLOYMENT AND INCOME OF HOUSEHOLD MEMBERS (ER)

4.5.1 Target population and objectives.

This section must be administered to all the members of the household aged at least 15 years, including visitors. Number of columns filled must necessarily be equal to the number of persons aged at least 15 years found in the household.

This section helps to grasp the situation of activity as well as all type of incomes (born or not from employment) of each member of the household aged at least 15years. Questions of this section must be asked individually to each member of the household while respecting the age criterion (15 years or more) during a talk based on a direct interviewer- interviewee relationship. Exceptionally, a member of the household, preferably the household head or his spouse can answer for another one absent.

The quality of answers depends on:

- The relation of confidence that you established with the interviewee;
- Your capacity to master concepts used, as well as your capacity to insure the “translation” of these concepts in a simple and understandable vocabulary to the interviewee.

4.5.2. Filling instructions

This section has two subsections, the first concerns income from employment and the second concern the out of employment income.

ACTIVITY- EMPLOYMENT-UNEMPLOYMENT

According to the ILO, are considered as active persons, those persons likely to participate in the economic activity (to offer the manpower for the production of goods and services). The notion of activity retained here refers to the economic concept of production as it is defined in the United Nations Accounting System of 1993. So, “The activity aims at producing goods and services, marketable or not, for a salary or a pay, in cash or in kind (remunerated employment) or a benefit or a family gain (non-remunerated employment).

Active persons are persons who worked (in the meaning of the activity defined above) for at least one hour in the last 7 days, or who have an employment but did not work during the last 7days , or who sought a job during the past 4 weeks. The active population is therefore the sum of two categories: the occupied active persons and the unemployed persons.

Occupied active persons are those who have an employment. It is considered as an employment, any activity done at least during an hour against an income in cash or in kind during the last 7days. Are however classified in this category, persons having an employment, but who did not work during the period under review because of leaves (professional, sick or maternity) or holiday, or even temporary cessation of work for strike, slack season, technical stop etc, that will last less than one month. Furthermore, non remunerated family helps, apprentices, and trainees are equally considered as occupied active persons.

The unemployed persons are persons of working age who satisfy simultaneously to the following 3 conditions:

- Not to have an employment (in the meaning of the preceding definition);
- To take steps to get one (effective seeking);
- To be available to work immediately.

Inactive persons are those who are neither occupied active nor unemployed persons.

ER1. Serial number:

It is the number given to the interviewed persons in section 01. You have to recopy it from that section after the registration of full names of all household members aged 15 years or more in the space provided for it.

ER2. During the past 4 weeks, i.e since _____, did (NAME) work even for one hour, for own account, as paid or unpaid employee, apprentice or family aid?

If you realize the survey on wednesday 27th august 2014, ask the following question: “During the past 4 weeks, that is since the 28th july 2014, did (NAME) work even for one hour, for own account, as paid or unpaid employee, apprentice or family aid ?

ER3. During the past 7 days, i.e since _____, did (NAME) work even for one hour , for own account, as paid or unpaid employee, apprentice or family aid?

Same instruction as in R2. The reference period here is “since Wednesday 20th august,2014”.

N.B : A brick layer or a break down mechanic who has a workshop where he/she spends time waiting for customers, has worked during the last 7 days or during the last 4 weeks even if he/she had had only one customer during these periods.

Take note that these interviewees will be tempted to answer “No” for questions ER2 and ER3, and you will notice it in the following questions. You will have to come back to record “Yes” in these questions according to the case. If on the contrary, the brick layer break down mechanic does not have a work shop, we consider that he/she has worked if he/she has effectively carried out a task during the corresponding period.

ER4: Though (Name) declared having not worked during the last 7 days, did he/she carry out any of the following activities during the last 7 days at home or outside in order to help the family?

The goal of this question is to identify persons who really work but do not declare it spontaneously. You must watch out and seek to know through additional questions if the person effectively worked during the 7 days before the survey.

List out modalities from a) to i) to the interviewee. If he has done at least one of the activities, rite 1 for “Yes” and move to ER6. If the interviewee did no activity among a) to i), write 2 for “No” and move to ER5.

- « *By offering a service* » corresponds to a paid activity for a different household. For example: to fetch water for a different household, to seek firewood for a different household, mending the grinding machine of a neighbour, to carry out brickworks in a different household.

- « *By helping in a family business/enterprise*»: Family aid in a household enterprise with no fix salary or in cash or in kind.

- « *As a pupil/student who works*»: the situation of occupied active person has primacy over any other one (unemployed or inactive); a students who works (for example he is a painter-artist or he offer private classes) is taken as an occupied active person and must be declared as such.

- « *By working for another household* »: Non domestic activities paid for a different household.

ER5. Even though (Name) declares not having worked during the past 7 days, does he/she have an employment?

This question helps to identify the active occupied persons who are not presently working. If the interviewee declares having an employment, write 1 for “Yes” and continue with the following question. If he declares not having an employment, write 2 for “No” and go to ER16.

ER6. What is the name of the main trade, profession, position, task, employment that (NAME) exercised during the past 7 days or that he/she usually exercises?

You will try to get maximum information that will help to define the profession of the interviewee. Among other information, you will write clearly the name of the profession, the post the interviewee occupies within the structure where he works, the tasks assigned to him/her, his/her category (grade, incremental position).

NB: *Teacher, computer scientist, farmer are not specified professions; whereas, general secondary and high school teacher (PLEG), data entry agent, horticulturalist are more descriptive.*

For interviewees working in the army, specify their function and grades. For those working in the public service, specify if they are civil servants or contract officers and specify their categories.

NB: You must copy in full, concisely and clearly all this information in the questionnaire. If the space provided is too small to copy, you can use the margins of the page.

The nomenclature used for the codification of this question is the one of employments, professions and trades.

ER7. What is the main activity of the enterprise that occupies (NAME)?

This question helps to identify **the main activity carried out in the interviewee's enterprise** in order to get a classification of employment by branches of activity. The main activity of an enterprise is that which the company realises the most important turnover.

A branch of activity is made of enterprises which are engaged in the same type of activity or similar activities.

NB: The notion of enterprise raised in this question does not refer necessarily to the existence of production infrastructures (a physical area made especially for the business like a store or workshop), a staff, signboard, etc. This notion instead refers to a *'production unit* which is a structure mobilizing production factors (work and capital) to generate a production of goods or services. So jobs which are done at home or of hawking character will be considered as production units and then as enterprises. For example: a dressmaker who works alone in the house and makes dresses for private customers (neighbours who come and place orders), is considered as a manager of production unit, consequently an enterprise. It is the same thing for a hawker.

As at the previous question, you have to copy in full all the information that interviewees will give you with regard to the activity carried out by their enterprise or with regards to the type of product that the latter produces. If the space provided is not sufficient for the transcription, you can use the margin.

Example: For a chief accountant at the Brasseries du Cameroun, the activity (of his enterprise) is "production of fizzy and alcoholic drinks"

Confusions are possible between some activities (notably between caterings or between industry and commerce) when information collected is incomplete. You will systematically ask persons selling products if they fabricated them themselves (in this case, they are classified in industry or restaurant) or if they bought them already fabricated (in this case they are classified in the commerce).

Examples: 1- A lady who makes puff puff, beans and pulp is a caterer and not a trader.

2- A "butcher" who buys live animals, slaughters them or makes them slaughtered then sells the meat is not a trader, contrary to the one who buys trotters of slaughtered animals to sell in kilogram.

The nomenclature to be used for the codification of this question is that of activities.

ER8. Since how many years does (Name) exercise that main activity?

This main activity can be done in the same enterprise or in a different one.

ER9. What is the socio-professional category of (Name) in this employment ?

It refers to the rank of the interviewee in the enterprise (or the production unit) where he works.

Ask the question as follows: "*Are you a senior executive, medium executive, a labourer etc?*"

You call all the modalities which are in the questionnaire until the interviewee gives the answer.

NB: 1. For workers in the pre-employment probationary period or on trial period, they will be given the socio-professional category to which they aspire.

2. The socio-professional category is not linked to the form of remuneration. Some workers, notably taxi-men, seller-aids, house girls, etc. have contracts (written or not) which makes that they do not see now all their remuneration. Depending on the case, they will be classified as

- “skilled employees/labourer” or semi-skilled employee/labourer” following the qualification (case of taxi-men or some seller aids who have completed the apprenticeship);
- labourers (case of house girls having a fixed salary even if they live in the household of the employer),
- apprentices (case of seller aids in the course of apprenticeship);
- family helpers (case of seller aids and house girls who did not make arrangement on their remuneration, living generally in the household of the employer and generally having a family relationship with the latter).

Socio professional categories

-Senior executive officer / engineer/assimilated: It is about persons who participate effectively in the management of the enterprise (production unit) or who have duties within which they can take important initiatives in an enterprise which is not theirs. These persons are often called "conception staff". In general persons who have GCE AL + at least three successful years in higher education are considered here

Example: Remunerated directors and managers, service heads, research officers, production engineers, maintenance chiefs, etc .

-Medium senior staff/foreman: Execution staff who can equally participate in the conception in the enterprise (production unit) which is not his own. It is an intermediary category between the senior executive officers and the employees/labourers. This category is made of persons who are assistants to high rank officer. These persons control and supervise works conceived by senior executive officers (in a higher level). They do tasks which require a high level of competence in a specialized technique. They organize, control and lead the daily activities of a group of workers who are under them. In general, are considered as such persons of a level higher than six successful years in the secondary education and less than the third year of higher education. The criterion of diploma is not the only one that helps to make this classification.

Example: foremen, technicians, chiefs of maintenance in general mechanic, clerk of works, crew leaders, etc.

-Skilled employee/labourer: Executing staff having received in general, a professional training related to tasks given to him. By assimilation, persons working with a diploma which is generally not higher than the level of five successful years of secondary education, and persons of a lower level but having followed an appropriate professional training for their job.

Semi-skilled employee/labourer: Executing staff in general with level less than 4 years of secondary school and had a training on the site for tasks assigned to them.

Labourer: Staff doing a job which does not need a special qualification.

Employer (Boss): Person who exploits his own enterprise (production unit) and who *employs at least one wage earner* paid in cash or in kind. Co proprietors of an enterprise belong to this category.

Own account workers: Sometimes called independent workers, they are persons who exploit (manage) their own enterprise (production units) and **employ no wage earner**, at most they use apprentices or family helps.

Family helper: Person having a job in an enterprise managed by a parent staying in general with him in the same household, but who cannot be considered as a partner, for having a degree of engagement which cannot be compared with that of the manager of the unit. This person is therefore working in a micro enterprise belonging to the household (small workshop, small business at home, handicraft, agriculture, etc) in which he lives without receiving a fixed remuneration in cash or in kind. The non-contractual compensation for his work is often paid in kind (housing, feeding, etc.). Don't mistake a family helper for domestic servant, for the latter is remunerated (wage earner).

Apprentice: Person learning a trade. It is often the case for someone who wants later on to settle on own account in the same activity. He can be asked to pay apprenticeship fees. He may or not receive allowances (transport, food, etc.) which cannot be considered as a salary.

ER10: How many months did (Name) devote to this employment during the last 12 months?

Write the number of months that the interviewee devoted to his main employment during the past 12 months or the number of months that he usually devotes to his main employment per year.

NB : For teachers, the number of months devoted to the employments corresponds to the number of months paid (in general 12 months in the public sector and often less than 12 months in the private sector).

ER11: How many days per week does (Name) usually devote to his work?

If the interviewee has not work during the past 7 days for any reason (strike, sickness, work leaves, etc.), write the usual number of working days per week.

ER12: How many hours per week does (Name) usually devote to his work? (Write 95 if 95 hours or more)?

Write the usual number of working hours per week, if the interviewee did not work during the past 7 days. If the interviewee does not succeed to give directly the number of working hours per week, you can help him by asking the number of hours that he usually devotes to his activity per day, then you multiply it by the number of working day per week.

If the number of working hours per week is superior or equal to 95 hours, write 95.

NB : It is the number of hours of effective presence at work and not the number of previewed hours. You must help the interviewee to count if necessary. Breaks and time spent in accommodation to go for work or to go back to the house from work should not be considered in the estimate.

Example : if they consider a woman who sells at home, or trader who spends nights in his shop, the number of working hours per week is calculated with regard to the time effectively devoted to sell (by staying there just to sell).

ER13. In his/her main employment, how much did (Name) earn last month or during the last 12 months (or how much does he/she estimate his incomes from this work) including advantages in cash or in kind?

This question is very important in the one hand and in the other hand very difficult to grasp. It is therefore good to pay special attention to it. Take your time and don't hesitate to help the respondent to remember his/her incomes including all its advantages in kind or in cash (allowances, bonuses, ration money) in the framework of this employment. If necessary, write accounts on a piece of paper.

Examples: 1-For a watchman who is fed by the employer, calculate the price of a meal and add it to the salary to have the estimate of his income.

2- For a house girl who lives in the household, lodging and feeding should be taken into account if she

has no family relationship with the household head. Generally speaking, people lodged by the employer, the rents estimated supported by the employer should be added to the salary in order to evaluate the remuneration.

For an apprentice carpenter who or not the apprenticeship fees and who uses dirty wood to fabricate some furniture that he sells to have pocket money should be included in his income.

If the interviewee declares the amount, write code 01 if the amount given is per month or code 02 if the amount is instead per year; then write clearly with a pencil the result declared then code it in thousands of CFAF after verification.

For dependent workers in general, indicate the total sum (net stoppages and contributions) received during the month preceding the survey. If possible, consult the pay slip of the last month. For wage earners, the calculation of the monthly income (net salary) does not bring a problem, since the majority of them have monthly salary. In case this income is not monthly you have to convert it. For example if it is about a daily income, multiply it by the number of working days in the month.

NB: In case of salary arrears, just consider what the person who is supposed to earn during the reference period.

For employers and own account workers, you have to calculate to get the net operating income. This income is equal to the total receipts minus the total expenses (intermediary consumptions, staff expenses, taxes, interests and investment expenses). For non-wage earner workers, the month may have no meaning as reference period (case of farmers and animal breeders). Let the respondent be free to choose the reference period that suit him/her better, to establish his/her income. You will help him/her if he/she has difficulties to estimate his income. It is later on that you can convert the income into monthly or annual income.

In case the respondent uses the week as reference period, remember that a month has 4.3 weeks

NB: Incomes generated by seasonal activities or unsteady activities should be annual.

INCOME OF ACTIVITY

Case of a wage earner.

It includes salaries, remunerations or other gains in cash or in kind generated by the activity.

Salaries, pays and other gains drawn from the activity covers the following notions:

- Direct salaries and remunerations (it is about remuneration in cash or in kind given to wage-earners after deduction of contribution for social security paid by the employer, and other obligations of wage-earners following the number of working hours or of task made, the salary is paid at regular intervals (month, week, day). Its amount is calculated either presumptively (to the time) or according to the quantity of work done (piece -work), or according to the general output of the enterprise (allowance);
- Remunerations of non-worked hours (paid leaves or public holidays)
- Allowances and bonuses (seasonal or end of year allowances or profit sharing)
- Housing and family allowances, directly paid by the employer
- Other advantages in cash or kind drawn from the activity (it's all income that can be drawn from whatsoever activity)

Case of an independent worker (own account worker)

It corresponds to the net income from the enterprise, that is to say the benefit or a mixed income for the PU since in their case it is difficult to evaluate the benefit. Mixed income can be defined as GOS (Gross Operating Surplus = total returns – total charges (of PU) for a given period)

The benefit represents financial product realised by a production unit thanks to its activity.

If in spite of efforts made, the interviewee does not want or cannot give an amount of income he/she has the possibility of declaring an interval of income. Ask the following question:

« is this amount superior to 1 168 000 francs CFA per month, between 584000 and 1 168000 francs CFA per month or between 292 000 and 584 000 francs CFA per month? », etc. By so doing, go through all the modalities from 03 to 09, until the interviewee situates him/herself in a specified interval of income in case he/she is making a monthly evaluation of his/her income. If he/she is instead making an annual evaluation of his/her income, go through modalities 10 to 16 the same way.

When the respondent has situated himself/herself in an interval, write the code of that interval and go to question ER14, the amount should therefore not be filled.

ER14. How many secondary employment does (NAME) have?

Some persons have several employments. A teacher of the public sector can also teach in a private school. An officer working in an enterprise can own a taxi, a health technician can make agro pastoral activities. For all these persons, it is a secondary activity. The aim of this question is to identify these persons.

NB: The interviewees often forget to mention that they have one or several secondary activities. You have therefore to insist with the interviewee in order to know if he/she is not effectively doing some marginal employments. Don't neglect any activity even if it seems a minor, occasional, or parallel one (examples: parallel work of a civil servant, helper in a family enterprise during hours where one is not busy in the main activity). Besides, it is suitable not to make confusion between a secondary and a previous employment. The latter is the activity you did before the present ones. On the contrary, a secondary employment is the one which is exercised at the same time and in addition to the main employment.

The filling of questions ER14a, ER14b and ER14c is similar to that of ER6, ER7 and ER9 respectively.

ER15. : How much can they estimate the total incomes from all the secondary employments of (Name) including advantages in cash or in kind?

This question is identical to question ER13, the only difference being that it aims at the secondary activity. It must be filled following the same instructions

NB: In case of several secondary activities, it may be necessary to harmonize the periodicities of the different secondary employments income before the filling.

After this question, go straight to question ER18.

ER16: Has (Name) sought a work during the last 4 weeks, that is to say since _____?

It is any approach used to get a job or to create a personal employment (seek of financing, seeking of equipment, seeking of location, etc.).

Seeking of a job concerns only unemployed persons. It does not concern employed persons (in the sense of the definition found in the frame of this section) and who are looking for another one to earn more.

ER17. How does he/she mainly do to provide for his/her needs?

If the interviewee gives several modalities, insist in order to get the source that generates for him the most important income.

ER18. Is (NAME) ready to look for an employment in a road construction project?

Ask the question and register the answer. If the answer is “No”, go to ER20.

ER19. What is the name of the trade, the profession, the position, the task, the employment that (NAME) wishes to exercise in such a project?

For those who desire to exercise in road construction project, ask the task and the position desired.

ER20 : Apart from employment income, does (Name) receive the following types of income ?

This question concerns all income, in kind and in cash, different from transfers and income related to the activity (main employment and secondary ones).

Income must be takled serially and in the order given inside the questionnaire.

From each type of income (A to F), write on the first line, 1 for Yes or 2 for No depending on how the interviewee has this type of income or not.

On the second line, write clearly the amount and the periodicity of incomes received.

On the third line, convert if necessary, the amount received according to the annual periodicity and write it in CFAF. A month is 4.3 weeks and a year is 12 months.

Example : A person declares that he has a work pension every three months equal to 90 000 CFAF. On A “*Work pension*”, on the first sub-line, write 1 for yes; on the second sub-line write clearly *90 000 CFAF per three months*; on the third sub-line write *360 000* which is (90 000 multiply by 4 terms).

NB : transfers received or carried out to other or from different households are recorded in section 12A. Money sent by a father of the family in a different town to his wife, is a transfer received from a different household. This amount must be recorded in line 24 of section 12A. On the contrary, pensions from a decision of the court (alimony resulting from a divorce situation for example), are recorded in ER20B.

Some income can be received by the whole household; in this case, record them only under the household head. You must be vigilant enough in order to avoid recording them to another household member who may declare them.

A. Work pension: It is about retirement or invalidity pensions following an industrial accident.

B. Other pensions: This item concerns food pensions, pensions to widows or to orphans.

C. Scholarship for studies: This item concerns incomes that some students perceive for their scholarship.

D. Land or estate incomes: Incomes from the renting of non-built lands or of buildings. A civil servant that lets a 2 rooms- house built next to his/her main house or a room of the house where he/she lives has an income from property

E. Income from transferable properties: incomes from shares and obligations that the interviewee has on an enterprise or on the State. It can also be about income from financial investments (savings) reselling of shares, etc.

F. Exceptional and occasional incomes in cash or in kind: This item concerns irregular incomes (excluding incomes from employment and transfers in cash or in kind received during the 12 last months. Specify below the questionnaire the nature of those entries.

Example: gain from gambling, money picked, reimbursement from insurance, selling of land, house, etc.

ER21 : Check ER7 and ER14b (if code 332 recorded for one of the questions) ?

This question enables to identify household members who have their main or secondary employment in the catering sector, whatever their status in this employment. If that is the case, go to ER22, if not go to the next individual.

ER22 : Check ER9 and ER14c (if code 06 or 07 recorded) ?

This question enables to identify household members that exercise their main or secondary employment in the catering sector as boss or own account. These are promoters of Production Units (PU) to whom a questionnaire PRODUCTION FROM CATERING will be given.

4.6- SECTION 05 : SPECIFIC SITUATION OF WOMEN

4.6.1. Objectives and target population.

The first sub module of this section is for each female household member aged 15 years or more. The second sub module of this section is for women aged 12 to 24 years.

4.6.2. Filling instructions

SF0. Name and N Serial number of the woman:

It is the number of the woman at section 01.

SF1. Do you support part or all your expenses?

It is about all the expenses of the individual. Take note here that it is not the household expenses, but expenses related to the interviewee himself. If the answer is "No", go to SF3.

SF2. If Yes, which type of expenses?

Do not suggest any answer. Record 1 for "Yes" for modalities corresponding to the interviewee's answers, and 2 for "No" for the rest.

SF3. Do you support part or all the expenses of your household?

Same instructions as in SF1. Take note here that it is the expenses of the interviewee's household excluding the items in SF1 that concern her. If the answer is « no », go to SF5.

SF4. If Yes, which type of expenses?

Same instructions as in SF2.

SF5. During the past 24 months did you obtain a loan ?

It is about the obtention of a loan of any type during the last two years.

SF6. What was the main use of the last loan obtained ?

It is about the main use of the last loan obtained during the last two years.

SF7. What was the main use of the last loan obtained ?

Just the last loan.

Questions SF8 to SF15 concern only women aged 15 to 24 years. So check that CM03=2 and (15 ≤ CM04 ≤ 24). Questions of this sub module must be administered in a where confidence is guaranteed.

SF8. Name and serial number of the woman

It is the number given to the interviewed person in section 1 (see CM02).

SF9. Check CM10: if codes 1 recorded?

This question on the interviewee's marital status is a filter for question SF10. For each woman interviewed, you answer from the answer in CM10. If CM10=1 (single), write "1" in the space of SF9 and go to question SF10. If not, put "2" in the space at SF9 and go to SF11.

SF10. Have you ever had sexual intercourse?

Tactfully ask this question and do not guess the answer basing yourself on thing like the age or the physical appearance. Yet, it would be unseemingly to ask such a question to a mother who in front of you is breastfeeding her baby.

SF11. At what age did you have your first intercourse?

Be also careful here. Ask with much discretion.

SF12. Are you presently pregnant?

Ask the question and record the answer. If the answer is « Yes » (code 1), go to question SF14.

SF13. Have you ever delivered or been pregnant ?

Ask the question and record the answer.

SF14. Check CM10: codes 1 recorded?

This question is like the one in SF9 and it enables to filter non-single women to ask them SF 15.

SF15. At what age did you get married or have you been in free union for the first time?

Ask the question and record the age at first marriage of the interviewee. Note that marriage here is not only the fact (recognized by the society, the religion or the tradition) it is also free unions.

4.7- SECTION 06 : USERS OF VEHICLES ON KUMBA – MAMFE ROAD (UV)

4.7.1. Objectives and target population

This section must be administered only to household members having a car, a motorbike or a bicycle as owner or main manger (see CM14).

4.7.2. Filling instructions

UV1. What kind of vehicle do you usually drive? Get the specific description of the type of vehicle that the interviewee usually drives on the stretch and record the corresponding code.

UV2. Brand of the vehicle/ motorbike?

Specify the brand of the vehicle/motorbike owned by the interviewee.

UV3. Do you often drive on Kumba – Mamfe road with your own means of transport?

It is the stretch concerned with the project. Ask the question and answer record the answer. If the answer is No, move to the next individual.

UV4. At which frequency do you personally use this road?

It is a matter of getting the approximate frequency for the use of this stretch by the interviewee with his own means of transport (car, motorbike or bicycle). Ask the question and record the answer.

UV5. The vehicle you most often use on the stretch is ...

Try to know is the concerned vehicle is private or for service (i.e. used for an enterprise...). Keep in mind that one can have a private vehicle which is used for professional activities, but it remains a private vehicle.

UV6. Since how long are you driving the vehicle mentioned at the preceding question?

It is the number of years that the interviewee has been driving this vehicle mentioned at UV5.

UV7. How old is your vehicle?

Ask the question and record the answer. The age of the vehicle must logically be superior to the time of use by the interviewee.

UV8. Generally, at which moment of the week do you use that road?

It is a matter of knowing if the interviewee uses the stretch some specific days of the week (UV6 ≤ UV7).

UV9. How do you judge the state of the Kumba - Mamfe road?

Ask the question and record the answer.

UV10. At which frequency does your vehicle often get bad?

Ask the question and record the answer. If the interviewee has not yet had breakdowns for his vehicle, record “1” and go to UV12.

UV11. For breakdowns related to the state of the road, how much do you averagely spend per month?

Note that this question is limited to breakdowns caused by the state of the road Kumba-Mamfe. It will happen that often, you take the declarations of the interviewee on a non-monthly periodicity and that you will make calculations in order to bring them to month, and to find the corresponding interval. Remember that a month is 4.3 weeks=30 days. For example if someone tells you that the only expense to gum the tyre of his bicycle, the puncture of his bicycle tyre being something that happens every

week, he pays 300 CFA each time to gum it. He spends averagely per month $300 * 4.3 = 1\ 290$ CFAF. You will code « 1 » in the corresponding space.

UV12. How many times has the engine of vehicle/motorbike been drained these last 12 months?

This question is for those who drive a vehicle having an engine (motorbike, car). Ask the question and record the answer. If the interviewee has not yet drained his engine, record « 0 » and move to UV14. . If he declares 7 drainages or more, record « 7 » and move to UV14.

UV13 What is the total amount of expenses from this oil change? (in CFAF)

Ask the question and record the answer. Note that expenses are those carried out during the past 12 months (See UV12).

UV14 How much do you spend per day for fuel for this vehicle/motorbike? (in CFAF.

Ask the question and record the answer. At this level, you can make some calculations. As a matter of fact, some persons buy fuel per period, each end of the week, or an amount for each consumption of fuel (5 000, 10 000, etc. CFAF). Probe to know the duration of each of these consumptions. So, you can get the daily consumption by dividing the amount by the duration in days.

UV15 Have you carried out other expenses for the maintenance of the vehicle/motorbike during these past 15 days? (Including the cleaning)?

Ask the question to know if the interviewee did some other expenses for the maintenance of the vehicle/motorbike during the past 15 days, excluding the drainage already recorded before and record the answer. If the answer is negative, go to question UV17.

UV16 If yes, how much have you spent? (in CFAF)

Ask the question and record the amount of other expenses done for the maintenance of the vehicle/motorbike during the past 15 days.

UV17 How many kilometers averagely does your vehicle travel per day?

In case the interviewee does not know, you may have to help the interviewee to get the answer to this question if the kilometric meter of his vehicle is functional. Ask him to get the kilometer at the beginning and at the end of his day.

4.8- SECTION 07 : PEDESTRIANS OF KUMBA- MAMFE ROAD (UP)

4.8.1. Objectives and target population

This section only for household head or his spouse, or else, for another household member of 15 years or more who has no rolling material as means of transportation (vehicle, motorbike or bicycle). It enables to get the judgment of the interviewee about the stretch. It also enables to get the knowledge and practices of the interviewee about the use of a road.

4.8.2. Filling instructions

UP1. Do you regularly go on foot on Kumba-Mamfe road?

It is the stretch concerned by the project. Ask the question and record the answer. If the answer is “No”, move to the next section.

UP2. At which frequency do you personally use this road?

It is a matter of getting the approximate frequency of use of this stretch by the interviewee as a pedestrian. Ask the question and record the answer.

UP3. For which main reason do you use this road?

Try to know if the interviewee uses the stretch mainly for service or personal issues. Get precisions so as to be able to code. Keep in mind that it is the main reason. One can retain the number of times that the interviewee uses this road in order to decide the answer of this question.

UP4. Can you say that this road is...

Here, it is a matter of getting the view point of the interviewee as pedestrian of the kumba –Mamfe road section.

UP5. According to you, what is the greatest danger for a pedestrian on this road?

Ask the question, allow the interviewee to speak. Do not suggest any answer, record the answers.

UP6. You yourself, when you use this road, what behaviour do you most often have to walk (place) or to cross the road (attitude)?

Ask the question, allow the interviewee to speak. Do not suggest any answer, record the answers.

UP7. Are there pedestrian crossings (for pedestrians) on this stretch?

Ask the question and record the answer while respecting the skips.

UP8. When you are crossing a pedestrian crossing, do you think you have the priority?

Ask the question and record the answer.

UP9. According to your experience as a pedestrian on this road, can you say that on the pedestrian crossings ...

Suggest the answers to the interviewee and write down his choice.

UP10. When you cross a pedestrian crossing, do you often just continue whereas there is traffic-jam on the way ?

Ask the question and record the answer.

4.9- SECTION 08 : BEHAVIOUR RELATED TO ROAD SAFETY (SR)

4.9.1. Objectives and target population

This section is for all adults individuals of the household aged 15 years or more. It enables to lay hold on their behaviour in relation to road security (respect of traffic lights, high way code, ...). If there are more than three 3 persons having 15 years or more in the household, use an additional form.

4.9.2. Filling instructions

SR0. Serial number (code of the person)

From section 01 on the “composition of household members”, transcribe the name and the code of the persons aged 15 years or more.

SR1. Are you used to cross roads used by vehicles?

This question enables to identify persons who cross road. If the person is used to it, write 1 for Yes and continue to the next question. If he not used to it, write 2 for No and move to question SR25.

SR2. Among these roads, are there any where the pavement is different from the roadway?

If the person is used to crossing the road, write 1 for Yes if for the at least one of the roads that he/she usually crosses, one can differentiate the pavement from the roadway; continue to the next question. If he declares to be unable to distinguish the roadway from the pavement write 2 for No and move to SR8.

SR3. On which part of this road do you most often walk?

Do not suggest any answer. Write the interviewee’s answer. Probe to get the behaviour when he/she is on the road.

SR4. Do you often stand on the roadway, waiting to cross when a car/motorbike/bicycle is passing?

Do not suggest any answer. Write the declaration of the interviewee. Write 1 for Yes if it often happens that the interviewee stands on the roadway to wait in order to cross when a car/bicycle/motorbike is passing, else write 2 for No and continue to the next question.

SR5. Are there traffic lights on this road?

Do not suggest any answer. If the interviewee says there are traffic lights write 1 for Yes and move to the next question. Else, write 2 for No, then move to SR7.

SR6. Do often bypass these lights when you are crossing the road?

If the interviewee says he often respects these traffic lights, write 1 for Yes and move to the next question. Else, write 2 for No and move to the question SR7.

SR7. Do you often stand in between two standing vehicles in order to cross the road?

If the interviewee says yes, write 1. Else, write 2 for No and move to the next question.

SR8. Do you often put on an earphone when you are moving on the pavement of a road or when you are crossing the road?

If the interviewee says that it often happens that puts on earphone (walkman, cell phone, MP3 reader, etc.) when moving by the roadside, write 1 for Yes. Else, write 2 for No and move to the next question.

SR9. Do you always make sure you are being seen by the vehicle that is coming nearer?

If the interviewee says that he makes sure he is seen by any coming vehicle when he is moving by the roadside, write 1 for Yes, or 2 for No and move to the next question.

SR10. Are you often negligent, careless or distracted on the road when you are walking or crossing it?

If the interviewee says he is often negligent, careless or distracted on the road when walking or wanting to cross it, write 1 for Yes, or 2 for No, then move to the next question.

SR11. Do you often insist to cross when a vehicle is coming, mostly when you are in your right?

If the interviewee says that it often happens that he insists to cross when a vehicle is coming, mostly when he is in his right, write 1 for Yes or 2 for No, then move to the next question.

SR12. Do you often endeavor to evaluate the distance and the speed of the vehicle which is coming before you begin to cross?

If the interviewee says he endeavors to evaluate the distance and the speed of the vehicle which is coming closer before beginning to cross, write 1 for Yes. Else, write 2 for No and move to the next question.

SR13. During the last 12 months, were you knocked down or pushed by a bicycle/motorbike/vehicle on a road?

These are two questions. Ask the question as follows.

During the past 12 months, i.e. since _____ of the year 2013, have you been push or knocked down by a bicycle or motorbike, write 1 for Yes. Else, write 2 for No inside space A.

During the past 12 months, i.e. since _____ of the year 2013, have you been push or knocked down by a car? Write 1 for Yes. Else, write 2 for No inside space B.

SR14. Is there anyone in the household who owns a bicycle or a motorbike? (See CM14)

Ask if at least one member of the house has a motorbike for personal use (See instruction CM14) and also put in relationship the two answers. If the answer is Yes, write 1 and move to the newt question. Else, write 2 and move to question SR28.

NB. It is not possible to have a positive answer in SR14 whereas in CM14 everybody said he has no means of accommodation.

SR15. Have you often driven this bicycle/motorbike on a motorable road?

Ask the interviewee if he has often driven this bicycle/motorbike on a motorable road. Write 1 for Yes and move to the next question. Else, write é for No and move to SR25.

SR16. Do you have a driving license or do you have mastered the Highway Code?

Ask the interviewee he has a driving license even a license to drive a vehicle or do if he has mastered the Highway Code. If the answer is Yes for one of the two possibilities, write 1; or write 2 for No if the answer is no for the two possibilities, and move to the next question.

SR17. Do you often drive this bicycle or this motorbike without at least one of the following elements: brakes, reflectors, headlights, rear view mirror, and reflective clothing at night, horns, helmet?

It is a matter of knowing if the interviewee has often driven the bicycle or the motorbike own by one of his household member being aware of the absence of least one of the following elements: brakes, reflectors, headlights and reflective clothing at night, horns, helmet. It is necessary to ask the question for each of the 7 elements in case of negative answer. As a matter of fact, the answer No would mean that there is one No for ALL these elements of safety.

SR18. With a bicycle or motorbike, do you often ride between two rows of cars?

It is a matter of knowing if the interviewee often rides between two rows of cars, in order to escape traffic-jam or in order to move faster. Write 1 for Yes, else, write 2 for No and move to the next question.

SR19. Does it often happen that you do not indicate to other road users your intention to turn, to brake, ... ?

Ask the question as follows: when you are riding, does it happen that you do not indicate to other road users (pedestrians, cars, etc.) of the road, your intention to turn, to break. Write 1 for Yes. If No, write 2 and move to the next question.

SR20. Does it often happen that you do not hold well the handlebars/steering?

Ask the question as follows: when you are riding, does it happen that you do not hold the handlebars/steering? Write 1 for Yes. If No, write 2 and move to the next question.

SR21. Do you often ride by the roadside, so close to the pavement?

Ask the question as follows: when you are riding, does it happen that you ride so close to the pavement. Write 1 for Yes. If No, write 2 and move to the next question.

SR22. Does it often happen that you find yourself in a lateral position and very close to a vehicle?

Ask the question as follows: when you are riding, does it happen that you ride laterally and close to a vehicle. Write 1 for Yes. If No, write 2 and move to the next question.

SR23. When a heavy truck is passing when you are driving on the way, what is your attitude?

Do not suggest any answer. Ask the question as follows: when you are riding and a heavy truck (lorry, heavy carriers) is passing what do you do? Depending on the respondent answer, record the corresponding code.

SR24. Have you ever been knocked down or pushed by another bicycle/motorbike/vehicle or have you ever knocked down or pushed a pedestrian?

It is about accident caused or undergone. Ask the question as follows: “when you are riding, have you ever been knocked down or pushed by another bicycle/motorbike/vehicle”. Write 1 for Yes and move to the next question. If the answer is No for the two questions, write 2 and move to the next questions.

SR25. Have you ever been trained to rescue an accident victim?

It is a matter of knowing if the interviewee has ever participated to a first aid formal training session to assist accident victims. If the answer is Yes, write 1 for Yes. Else, write 2 for No and move to the next question.

SR26. Do you know some first aid rules to rescue an accident victim?

Even if the person has never undergone a first aid training to rescue accident victims, it is a matter of knowing some first aid rules. If the answer is Yes, write 1 and move to the next question, or write 2 for No and move to SR28.

SR27. Have you ever used these rules in order to rescue an accident victim?

It is a matter of knowing if the interviewee has ever used these first aid rules to assist an accident victim. If the answer is Yes write 1. Else, write Write 2 for No and move to the next question.

SR28. Are you informed about the Kumba-Mamfe road construction project?

Ask the question and get the answer of the interviewee. If Yes, write 1 and move to the next question. If No, write 2 and move to SR 30.

SR29. Through which channel, at first place?

Do not suggest any answer. Ask by which channel he/she was inform at first place, about the Kumba-Mamfe road construction project. Write the answer in the space provided.

SR30. What do you expect from this project?

Ask for the main two expectations. Write clearly the declaration of the interviewee with much specification. Allow the digit spaces empty. Later on a team from NIS will fill in the codes corresponding to the answers.

4.10- SECTION 09 : BEHAVIOUR RELATED TO THE PROTECTION OF THE ENVIRONMENT (PE)

4.10.1. Objectives and target population

This section is for the *household head or any other adult person of the household aged 15 years or more*. It aims at laying hold on the behaviour of population concerning the protection of environment. It takes notably questions on household refuse.

4.10.2. Filling instructions

PE0. Serial number (code of the person) of the main respondent

From section 01 on composition of the household members characteristics of its members, transcribe the name and the code of the person aged 15 years or more who is answering questions of this section.

PE1. What do you usually do with the garbage from your household?

Simply ask the question and get the main means used by the household to get rid of household refuse. Modality “4=*Recycled*” refers to the use of household refuse for the production of other goods like manure, compost, etc.

PE2. Where do you usually throw the used water from your household?

Simply ask the question. Encircle and write the code corresponding to the means most often used to get rid of used waters in the household.

PE3. What do you do about your dirt that in a form of plastic, rubbers or tyres?

Simply ask the question and write the main means used to get rid of plastic dirt. Modality “4=*recycled*” means the use of plastic in a different chain of production of the fact of sorting it out to give it to someone else (case of the usual sale of plastic bottles).

PE4. Are there in this compound some pipes for rain water runoff?

Simply ask the question and write the answer.

PE5. Are you used in burning /destroying the vegetation (the farm, the forest) for any reason whatsoever?

Ask the respondent if one household member is used to burning or destroying the vegetation (farm or forest) for any reason whatsoever (example: the clearing in dry season, the creation of new plantations, hunting, etc.). Write 1 for Yes or 2 for No and move to the next question.

PE6. Do you use pesticides for any reason whatsoever?

Ask the respondent if a household member uses pesticides for any reason (kill insects, protect the crops, burn grass, etc.). If the answer is Yes, write 1 or write 2 if No and move to the next question.

PE7. Are you used in throwing banana peelings, used tissues or other dirt on the ground in the street?

Ask the respondent if a household member is used to throwing banana peelings, handkerchiefs or any other garbage on the street (for example mangoes seeds, corn ears, etc.) on the floor on the street. If Yes, write 1, or write 2 for No, and move to the next question.

PE8. Where do you ease yourself?

Ask the question as follows: *which type of toilet facility is used by your household members?*

In case several facilities are used, if they cannot separate one from the other, take the most comfortable.

- *“Harnessed WC”*: It is *Flushing toilet*= toilet having a tank that flow automatically when they flush the water in order to clear the excreta. In its manual form, no tank is used and the water is poured with the hand. Or the *Harnessed toilets*= a hole in the ground in order to gather the excreta and a squatting device (pot) which is combined to a platform sustained from all sides, easy to clean and risen above the surrounding floor in order to hinder the surface water from entering the hole. In some cases, a pipe is added to the system in order to remove the odors.

- *“Non-harnessed WC”*: It is *Toilets without slap/open hole*= toilet having a hole and not having a platform and not having a strong support from all side and risen above the ground in order to prevent the surface water from entering. Or the *Non harnesses toilets*=a hole in the ground for the collection of excreta and which does not have a squatting device to seat.

PE9. Before throwing dirt do you endeavor to separate the plastic material from the rest of the dirt?

Simply ask the question and write the answer. Note that the reason of separating plastic garbage from the rest is not considered here.

PE10. Is there any well/source/river in the vicinity?

Ask the respondent if there is any well, a water source or a stream in the vicinity. If the answer is Yes for at least one of the three items, write 1 for Yes and move to the next question. If the answer is No for all the three items, write 2 for No and move to question PE12.

PE11. How far from the place where the household eases itself is found the nearest well? (en m)

Ask the respondent to assess the distance in meter from the toilet facility to the water point of the household. Tally from the right as you write the answer. If there is any ambiguity, take the shortest distance.

PE12. During the past two years how many trees (fruit trees, cocoa trees, non fruit trees) have you planted?

Simply ask and write the number of trees planted by at least one household member during the past two years.

PE13. During the past 2 years how many trees/shrubs (fruit tree, cocoa tree, non fruit trees) have you cut down?

Simply ask and write the number of trees cut by at least one household member during the past two years.

4.11- SECTION 10 : BEHAVIOUR RELATED TO HIV/AIDS (VH)

4.11.1. Objectives and target population

This section must be administered to all individuals of the household aged 15 years or more. It aims at laying hold on the behaviour related to HIV/AIDS (prevention from contamination, serologic status...). If there are more than 3 persons having 15 years or more in the household, use an additional form. Note that all eligible persons in section 08 are also eligible here.

4.11.2. Filling instructions

Preferably interview each concerned person in a separate place away from other household members.

VH0. Serial number (code of the person)

From section 01 on the composition of the household and characteristics of its members, write the name and the code of all person aged 15 years or more. Check the age at CM04. NB. The serial number of the various persons identified must be transcribed in an increasing order.

VH1. Do you use sharp objects (razor blades, needle, syringe, ...) already used by other members or non-members of this household?

Ask the respondent if he is used to using sharp objects already used by other household members or not. If Yes, write 1, or write 2 for No and move to the next question.

VH2. During the past 12 months have you had sexual intercourses at least once?

Ask the interviewee : during the past 12 months, i.e. since _____2013, did you have at least a sexual intercourse at least once. If Yes, write 1 and move to the next question. If No, write 2 and go to VH7.

VH3. With how many different partners have you had these sexual intercourses?

For those who had sexual intercourse, ask and write the number of various partners. Make a difference between the number of sexual intercourse and the number of partners with whom he had the intercourse. For example, a man can have 3 intercourses with 3 different partners. Write 3 in the space previewed. A man can also have 3 intercourses with one partner. In this case write 1 in the space previewed.

NB : If more than 95, write 95.

VH4. Give the number of partners

In this question, it is the number of partner per status.

- A. *Woman/Husband/ cohabitant partner*: refers to as spouse married or in free union. For a case of free union, the partner must be in the same house with the respondent.
- B. *Non cohabitant friend/fiance*: refers to a person with whom the respondent regularly has intercourses but not living in the same house.
- C. *Occasional relationship*: refers to a person with whom the respondent has occasional intercourses.

Note that the sum of the 4 groups must be superior to the number declared in VH3. If the respondent is not concerned with any of the group, write 0.

Ask the interviewee to know which type relationship he/she has with his/her sexual partners and depending on the answer, fill the corresponding code.

VH5. During occasional sexual relationship or with a friend, does it happen that you do not use the condom?

For those who have had occasional sexual intercourses or with a non cohabitant person cohabitant (VH4B > 0 or VH4C > 0), ask it happened that they did not use preservative. If Yes, write 1 or write 2 for No and continue with the next question.

VH6. How old is your youngest occasional partner of friend? (In complete years)

For those who have occasional sexual intercourses or with non cohabitant person (VH4B > 0 or VH4C > 0), ask the age of the youngest occasional sexual or non cohabitant partner.

VH7. During the past 12 months, have you carried out a test in order to know if you have the HIV, virus that causes AIDS?

Ask the interviewee if during the past 12 months, i.e. since _____2013, he/she has made a test to know if he had the HIV. If Yes, write 1 for Yes and continue with the next question. If No, write 2 and move to VH9.

VH8. Did you ask to do it yourself, or someone proposed it to you and you accepted or was it imposed on you?

Ask the interviewee who did an HIV test if it was willfully, imposed proposed and accepted.

Willfully/voluntarily: the respondent decided alone

Proposed and accepted: a third person proposed to the respondent to make the test and he accepted. This third person can be a friend, a family member, a health personnel, etc.

Imposed: the respondent was compelled (it was done may be without him knowing).

NB : Go to VH10 after having answered this question

VH9. Why did you not carry out a test in order to know your HIV status?

Ask the respondent the reasons that lead him not to carry a test.

VH10. According to you, can the HIV virus that causes AIDS be transmitted by:

This question aims at evaluating the knowledge of respondents about the mode of transmission of the HIV. Do not suggest any answer. Do not comment, ask the respondent to freely give his view about the five points. For each, ask the question as follows:

According to you can the HIV transmit itself through a contact with a contaminated person?

According to you can the HIV be transmitted through sorcery?

According to you does the HIV transmit itself through supernatural means?

According to you can the HIV be transmitted through the sharing of meals?

According to you can the HIV be transmitted through mosquitoes bites?

If the answer is Yes for one of the points, write 1 and move to the next question. If No, write 2.

VH11. If you happen to know that a member of your family, a friend, a colleague or a neighbor is infected, will you continue to live with him as if nothing has happen?

Simply ask the question. If the answer is Yes, write 1 and continue with the next question. If No, write 2.

4.12- SECTION 11 : ACCESSIBILITY TO INFRASTRUCTURES

4.12.1 Objectives and target population

This section must preferably be administered to the household head, his spouse or eventually to all members of the household who can conveniently give the needed information. It enables to study the accessibility of households to some basic infrastructures (school, health centre, road, etc.), as well as the level of satisfaction that households get from the infrastructures.

Questions of this section are for all household members, even if the household does not use a given infrastructure. The filling of this section is done per line. So, you must answer questions for each type of infrastructure before going to the next one.

4.12.2 Filling instructions

You are requested to have a good knowledge of your enumeration area; this is valid to urban area as well for the rural area. When you arrive an enumeration area, make a walk round the area in order to identify the existence of certain infrastructures, those which are in the EA are normally registered in the last column of the enumeration form. This shall permit you to better control the answers that shall be given by the households. Your team leader will eventually give you information on their existence and the number of certain structures that he or she may have visited. Use these information to assist the respondent identify easily the infrastructure and estimate the time to reach it.

Some particular cases:

- Pharmacies that are to be taken into consideration will exclude the small pharmacies found in hospitals;
- Motor parks here designate places that permit persons of a given area who would want to travel by land to pick up a vehicle (bus, car, etc.).
- You have to insist that it is about the nearest infrastructures, whether the respondent benefits from the services or not. Thus, if you notice that the basic infrastructure mentioned by the household is not the nearest as you have identified during the enumeration of the EA, you must tactfully inform him that there is a nearer infrastructure and invite him to answer questions about it.
- The code “998” should rarely be written. Efforts should be geared towards recalling the respondent of the existence of an infrastructure.

AI02 : Name/Location of the infrastructure

Record here the name of the infrastructure considered the respondent has it. Or else, write its location.

AI03 : How far is [name of infrastructure] from your lodging ?

Ask the respondent to evaluate the distance that separates the nearest infrastructure in question from his/her household. For example: “What is the distance of the nearest public primary school from your residence?”

Record the distance in km while rounding up classically. If the decimal part of a number is less than 5, round it up to the lower unit. If, on the contrary, it is 5 or more, round it up to the upper digit.

Examples: If the distance is less than 500 m, record 000. If it is between 500m and 1.4 Km record 1 km. If the distance is equal to 500 m, record 1km. If it is between 1.5km and 2.4 km, record 2km. If it is equal to 2.5, record 3km

AI04 : Does at least a member of your household use [name of infrastructure] ?

Ask the question while adapting it to the infrastructure concerned.

Example 1: In the case of a school, ask the question in the following manner: “Does at least a member of your household go to this school?”

Example 2 : In the case of the electrical pole, ask the question as follow: “Is your household connected to this nearest AES/SONEL electrical pole?” Register the answer in the space provided for it.

AI05 : What is the main means of transport that your household uses/may use to go to [name of infrastructure]?

If the household does not use the infrastructure, the respondent is supposed to give the main mean of transport households’ members would use to reach the concerned infrastructure.

AI06 : What average time is needed to reach [name of Infrastructure] with the main means of locomotion that may be used / that is used by your household ?

Ask the respondent to evaluate the average duration in minutes one has to take to reach the concerned infrastructure while using the main means of transport of the household. Ask the question even if he is not using the infrastructure in question. If it is a school that household’s children attend, ask the respondent the duration that those children take to go to school using their main means of transport. If the respondent does not know, that is, if he or she does not know (no matter your explanations or indications) where the infrastructure is located and not that he or she does not know the duration necessary to reach the infrastructure, record 998.

Watch out : You must systematically check the coherence between information declared by the respondent at questions AI5, AI 4 and AI 2. As a matter of fact, for the same means of transport (On feet for example), and for two infrastructures situated at comparable distances, you must not have incomparable durations.

Counter example: It appears not to be normal that for the same household, one takes 20 minutes to reach the nearest primary public school located 1 km far from the house, whereas one would reach the nearest tarred road with 120 minutes on foot, knowing that this road is located at 3km from that house.

AI07 : Are you satisfied with the services offered by [name of infrastructure]?

This question should be asked to all households including those who do not use a given infrastructure. As a matter of fact, a household may not use because of some dissatisfaction.

In the case of a school, ask the question as follows: Are you satisfied with the services of this school? If the interviewee answers “Yes”, or if he or she is indifferent, write the corresponding code and go to the next infrastructure; else continue to Q7 if there is still an infrastructure listed in the table. If not go to AI 7.

AI08 : Why are you mainly not satisfied?

The respondent must give the main reasons.

4.13- SECTION 12: EXPENSES AND ACQUISITIONS OF THE HOUSEHOLD

This section has two aspects: the first concerns the retrospective expenses of the household and the second the daily acquisitions during the past seven days.

A: Retrospective expenses and acquisitions of the household during the last months (DAR)

4.13.1 Objectives and target population

This section seeks to get the retrospective acquisitions and expenses for the following items:

1. Dressing and Shoes Items of the household members (6 last months)
2. Rents, Water, Electricity Gas and other Combustible (3 last months)
3. Equipment for the maintenance of the house (6 last months)
4. Health (3 last month)
5. Transports (3 last months)
6. Communications (3 last months)
7. Leisure, spectacle and culture (last 12 months)
8. Education (12 last months)
9. Hotels cafés and Restaurants (12 last months)
10. Goods and services including transfers and other money spent (6 last months)
11. Investments and lodging of the household (12 last months)
12. Money transfers (12 months)

For each type of expense (purchase of a product or service) and acquisition, persons to be interviewed in the household are those who are susceptible to realize the concerned expenditure or acquisition.

In principle, expenses and acquisitions should be declared person by person except cases of expenses or acquisitions having many beneficiaries and difficult to dissociate. In this last situation, when the information about the serial number of the beneficiary is asked, write 00 if it concerns the whole household or at least 5 persons of the household. If the same expenditure or acquisition concerns simultaneously 2 to 4 persons, share equally the total amount between the beneficiaries

NB. The reference period of retrospective expenditures and acquisitions vary from one section to another, even from one sub-section to another (3, 6 and 12 months). This period goes from the eve of the first day of the interview in the household

4.13.2 Filling instructions

Start by perfectly situating the reference period. Expenses and acquisitions registered for each of these items include:

- (i) purchases and services effectively bought, whether totally paid or on credit, by any member of the household for himself or for another member of the household or for all the household.
- (ii) consumptions of goods and services auto produced, picked or subtracted by the household members,
- (iii) transfers and gifts in nature (goods or service) received from another household or from an institution by any member of the household for himself, for another member of the household or for the whole household
- (iv) monetary transfers done or received

Expenditures and acquisitions done within the framework of profession such as air ticket, hotel expenses paid for in order to accomplish an out of station work must not be recorded in this section.

For new created households with an existing duration smaller to a given reference period (3, 6 or 12

months), it is convenient to first ask the expenditures and acquisitions done by the members since the foundation of the household, then to bring them back to the reference period retained before recording them. In this case, an observation is obligatory to make situation clear and the calculations done.

This section requires many effort of memory from the household head and other household members. They must remember the different purchases, autoproduction, subtraction done, transfers in kind and presents that they have received during the reference period considered. Make an effort to interview all members of the household susceptible to realize each type of expenses. You should equally sensitize present members of the household to make a supplementary effort to declare the retrospective expenses, transfers in kind and presents of the household members who were absent during the period of interview.

Use calculators if necessary, to get the total (article by article or service by service) at the level of a member of the household.

Note for a given item, all expenditures and acquisitions related to it; include amounts related to it accessories *if these accessories are not clearly detailed in the nomenclature of products.*

Goods or services acquired by the household and destined for sale or used for the material production, like tools, raw materials, or transportation of goods must not be recorded here.

For items with fixed periodicity (rents, water and electricity bills, etc.), the estimated amount over the period is the sum of amounts of the various months. In case the household does not remember all the months, multiply the monthly amount by the number of month.

For frequent expenses and acquisitions, you can estimate on a short period and extrapolate it over the retrospective period considered.

In general, the filling process of all parts of this section is the same.

DAR01 : Carried out an expense for this heading?

Ask the respondent if at least one member of the household carried out an expense for that heading. You can go through the proposed nomenclature in order to explain the content of the heading to the interviewee. When the answer is Yes, write 1 in the corresponding box and ask for the exact description of the product bought/received. Else, move to the next heading.

DAR02 : Description of products/service bought/paid for, received, autoproduced or subtracted

We must have a precise description of the product as detailed as possible.

DAR03 : What is the amount of this expenditure or acquisition

If the product/service was received from another household, auto produced, picked, or subtracted from an economic activity (trade, industry, service) the interviewee will have to value the product/service at price of the local market.

Write the total amount (declared or calculated) while tallying from the right.

Example:

For an expenditure of 3 500CFAF :

		3	5	0	0
--	--	---	---	---	---

 Good

For an expenditure of 3 500CFAF :

3	5	0	0		
---	---	---	---	--	--

 Bad (should not be done!)

If the respondent declares that he buys a handkerchief every 2 weeks, ask him the usual amount or if not, the amount of the last handkerchief he bought, multiply that amount by 12 (6 months comprising about a period of 2 weeks) and register the result obtained. If he declares that he usually buys an handkerchief between 150 and 200F CFA, consider the average ((150 +200)/2= 175)), multiply 175 *12 and register 2100 as corresponding total expenditure during the last 6 months

Sub-section: Clothing of the household members within the last 6 months

It is about the whole expenditure and acquisitions of goods and services of clothing and shoes of each member of the household (including school uniforms). The goods and services are in general classified into 3 categories: articles for men, article for women and article for children (generally less than 15 years). This classification is linked to the age of the person who effectively uses the good.

Sub-section: Rents, water, electricity, fuel and other energy sources within the last 3 months.

The cost and expenditure for the building and fixture of the lodging, as well as installation expenditure for water, electricity, and telephone are not taken into account in this sub section. These expenditures are registered in sub section "Investment expenses for the lodging" It is the same for the expenditure of equipment and maintenance that are registered in sub section « Maintenance and repair of the lodging ».

All purchase of non mineral water (SNEC bill, or purchase from a reseller) should be recorded in this sub section.

For households on hire-purchase or owner with a lodging credit under reimbursement, note as rent the amount of hire-purchase or credit corresponding to a period of 3 months

Example: In a household one buys each day 4 buckets of water at a rate of 15 FCAF per bucket of water.

Estimate as follows and ask whether the interviewee confirms it.

- daily expenditure = $4 * 15 = 60$
- monthly expenditure = $60 * 30 = 1800$ CFAF (if he buys it every day of the months)
- expenditure for the last 3 months = $1800 * 3 = 5400$ CFAF to be registered in the boxes provided

Sub-section: Maintenance and equipment of the household within the last 6 months.

It concerns all the expenses and acquisitions done by the household for its equipment and maintenance of the lodging that he occupies or has occupied during the last 6 months, whether the household is the owner of the lodging or not.

The equipment considered here concerns the following type of products: Furniture, furnishing and household item in textile, household appliance, glassware, utensils of the household, non durable equipment and articles of the household. This section also includes domestics services (guarding, laundry, etc.)

Notice that the renewal of the lodging paint is an investment expenditure. It should be registered in sub section « Investment expenses for the lodging », that has to do with the expenditure for house building and big repairs.

Maintenance expenditure done in the house having a professional usage and belonging to the household is not considered here.

Sub-section: Health within the last 3 months (consultations and pharmacy)

It concerns expenses related to consultations and purchase of drugs (modern and traditional).

By consultation expenses one should understand all costs that the patient has engaged to see a medical doctor or other health personnel. These costs comprise therefore consultation fees and money given without receipt to be consulted.

Sub-section: Transport expenses within the last 3 months

It concerns expenditure related to the acquisition of individual means of transportation, for personal usage, acquiring spare parts, accessories, fuel, oil as well as expenditure for maintenance and repairs of personal means of transport. Like in the proceeding sub section, it concerns only private cars and fees related to public transport (taxi, car, train, etc.). About sea or river transport, are recorded in this section the fees related to small trips by ferry, pirogue, or canoe, for both passengers and luggages. Fees for air transport and by ship transport of passengers are taken here. . Transport by ship refers to long trips. The purchase of a vehicle for professional usage (taxi or motor taxi for example) is not taken in to account in this sub-section.

Sub-section: Communications during the last 3 months

It concerns purchases, autoproduction and subtraction of postal services (franking, etc.), acquisition of material for telephony or telecopy, services of telephony, telecopy and electronic mail. Office automation or internet training expenditure are recorded in this sub section.

Sub-section: Leisure, spectacles and culture (except stationeries, drawing material, and school or office stationery) during the last 12 months.

It concerns all purchases, autoproduction, subtraction, transfers received related to apparatus, instruments and accessories of music and computer hardware, photography, cinema and sports, shows and sport contributions, materials and accessories of games, diverse games and other leisure magazines/ newspapers and periodicals and various printed paper forms. It concerns also purchases autoproduction, subtraction; transfers received related to exercise- books, school books, other school and office stationeries (pen, pencils, chalks, paper gum, etc.) and books.

Sub-section: Education during the last 12 months.

It concerns purchases auto production, subtraction, transfers received concerning education fees (registration, school fees, and exam fees.). They should not include here acquisition fees for school uniform and shoes that are already registered in sub-section « Clothes and shoes », as well as those concerning school stationeries registered in the preceding subsection.

Sub-section: Hotels, cafe and restaurants during the last 3 months

It concerns purchases autoproduction, subtraction, transfers received and related to hotels, café and restaurant expenses out of the household. School canteen and boarding expenses should be registered in this sub section. On the contrary, expenses done during a professional mission should not be recorded here. Concerning catering services, it is important not to make a confusion with the dishes cooked by the household. Roasted or boiled corn by the household for its own consumption is not recorded here. But the elements used for the preparation (fresh corn, charcoal, etc.) are respectively registered in corresponding sections. On the contrary, the same roasted or boiled corn, bought outside or in a production unit of the household is recorded here regardless of the place where it is consumed. This also applies to roasted fish, sandwich, etc.

Sub-section: Various goods and services and other money exits during the last 6 months.

It concerns acquisitions related to articles of the toilet and personal care, to insurance, financial services, various services (grinding, administrative services, undertaker/ funeral director's, justice, etc) and other money exit (savings, loans, njangi).

Sub-section: Investment in the household housing during the last 12 months

It is about expenses and acquisitions destined for repairs, building, as well as purchase expenses for a private lodging. This sub section includes expenses for water and electricity installation, and plumbing, renewal of paint, as well as expenses for labour. It equally includes the estimation of manual labour received free of charge from other household members.

Sub-section: Money transfers done by the household members during the last 12 months.

It concerns money transfers (gifts or offerings in cash or bonds) destined to some persons or organisations (association, cult place, health, feasts, funerals, etc.) away from the household whatever the reason (education, health, feasts, aids, funerals, etc.) These transfers can be done from one person to another, thru a third one, an institution of money transfer, an association/ NGO, etc.

Do not consider transfers done inside the same household, nor transfers of the household members to other households for the accounts of the senders/givers. It is the case for example of a civil servant who sends money to his brother in the village, so that he roofs his (sender) own house. It is an investment expense of the civil servant to be registered in subsection *investment*, or to cultivate his own farm (it is expenditure for farm labour not to be recorded here).

Sub-section: Money transfers received by the household members during the last 12 months..

Questions are the same with the preceding subsection. The difference comes from the fact that in this heading, the household receives transfers from persons away from the household and who are related or not to the household.

B : Expenses and acquisitions of the household during the past 7 days (DAQ)

4.13.3 Objectives and target population

This part first concerns the household head, then his eventual spouses and any other person of the household who exercise an employment or has an income, who can spend for himself, for part of the whole household. Of course, the money spend might have been received from one or several other household members.

Only persons who have been present in the household, at least one day during the period concerned with the daily recording, can answer this section. Do not forget to record the expenses of persons absent at the beginning, but who have come back to the household during the survey, and do this even for the days they will spend in the household.

Record in this section all expenses (money exit with or without counterpart, money loss, gift in kind, etc.) and daily acquisitions (gifts in kind received, auto consumption, subtraction, destocking, etc.) done or obtained by the household members, over a period of 7 continuous days. These expenses and acquisitions concern all domains (feeding, transport, lodging, education, health, etc.).

Goods borrowed (partly paid or not), in whole sale or retail, goods and services are recorded the day they are carried out, **their reimbursement is not considered even if it is done during the recording period. The destocking of good acquired before the survey is must be recorded.**

Taking into considerations the general homogeneity of expenditures in rural areas, their focus on market days which are generally reduced compared to urban areas, a good memory ability is required from respondents in order to recall expenses for the period. If possible, try to note these expenditures day after day, starting from the furthest date. If the respondent has difficulties in recalling his expenditures day after day, you have to identify the day (s) of the market that held during the last 7 days and ask the questions on the daily expenditures and acquisitions as previously mentioned while distinguishing if possible, the periods “**before the market day**”, “**the market day**” and the period “**after the day of the market**”.

4.13.4 Filling instructions

DAQ01 : Serial N° of the member who carried out the expense

Write the serial number of the concerned person while referring to section 01 of the questionnaire (composition of the household).

NB : Do not hesitate to write several times the names of the same article if the expenditure or acquisition concerns various persons or if the frequency of acquisition are not identical. For example, the bread bought every morning by the household head should not be added to the bread bought one evening per week by the same person; the bread of the morning and that of the evening should have each, its line of registration in the table.

4.14- SECTION 13 : USE OF DRYING AREAS

4.14.1 Objectives and target population

This section must be administered preferably to the household head, his spouse or eventually any adult household member that can conveniently give the information needed. It enables to study the use of drying areas.

4.14.2 Filling instructions

AS0 : Serial number (code of the person) of the main respondent

From section 01 « composition of the household and characteristics of its members », write the name and the code of the person aged 15 years or more who is answering this section.

AS1 : Do you often dry product for consumption or for sale?

It is a matter of knowing if the household is used to drying products. If No, go to AS4.

AS2 : What products do often dry?

Ask the products that the household is used to drying. Write 1 for Yes if the product is often dried. Or write 2 for No.

AS3 : What type of drying area do you use to dry your products?

The products concern here are the ones cited above and it is a matter of knowing where these products are dried. A household can dry groundnuts loft/barn of the house, the cassava on the tarred road and cocoa on the a converted drying area

AS4a :

Is there any drying area available for the whole community in the locality?

Ask to know if there is any drying area in the locality, that can be used by any member of the community. If the answer is “Yes”, go to AS4b. Else, go to the next module.

AS4b : If yes, is this drying area converted?

Ask to know if the concerned drying area is converted. If the answer is « Yes » go to AS5. Else, go to the next module.

AS5 : Since which year does this converted drying area exist?

If there are several converted drying areas in the locality, take the date for the one which is nearest to the household.

4.15- SECTION 14 : CHARACTERISTICS OF THE HOUSING (H)

4.15.1 Objectives and target population

This section must be administered preferably to the household head, his spouse or eventually to any adult household member that can conveniently give the needed information. It enables to study the household characteristics and the presence of some durable goods.

4.15.2 Filing instructions

NB. Some question in grey colour must be filled by the interviewee through simple observation, without asking the questions.

H01. Type of housing

Observe and write the type of household housing.

- *Isolated house*: A one-lodging house in a courtyard, not having the standing of a villa.
- *House with several lodgings*: a house divided into many independent accommodations.
- *Modern villa*: individual house of modern standing with permanent material and having certain magnitude (garden, swimming pool, air conditioning...).
- *Building with apartments*: it is a modern type of building of one to several levels divided into apartments (section of a house or block composed of many rooms, isolates sections surrounded by walls or simply separated, serving as living area)].
- *Compound/Saré*: Set of buildings or separated constructions in the area and generally disposed around a main building, for habitation and housing a household.

H02. Material of the wall

Observe the main material of the walls and write the code corresponding to this material. In case of several materials, ask the interviewee the main material i.e. the predominant one in term of quantity. So, a house built in pisé (walls made up of bamboo, creeper, iron wire and ground) remain in pisé even if it has been plastered.

H03. Material of the roof

Do as in H02. Observe the main material of the roof and write the corresponding code.

H04. Material of the floor

Do as in H02. Observe the main material of the floor and write the corresponding code

H05. Occupancy status

Ask the following question: “*Are you the owner of your lodging?*” If the answer is Yes, ask him if he is owner with land title or not. If he is a tenant, ask him the renting mode.

- *Hire-purchase*: For example the hiring of houses marketed by SIC (Société Immobilière du Cameroun)
- *Lodged by the employer*: the renting supported by the employer either partly or in totality.
- *Lodged freely by a relative or friend*: Free of charge renting.

H06. Number of rooms

A room refers to isolated, surrounded or separated parts used as lodging. In the case of common lodging, the room shared is considered.

NB : Rooms used only exclusively for work are not counted. But the ones with mixed use are counted.

Example : a shop keeper who lives in his store has a room.

H07. Lighting

Write the code corresponding to the main source of lighting used by the household.

In the case of the use of electricity, it is not only a matter of knowing if the household has or not an electric subscription, but it is also a matter of identifying the type of subscription of the household in case there is any. To do this, ask the household head who has an electric subscription to describe it to you.

- « *Individual AES-SONEL meter* »: case of a household having an AES SONEL meter that he uses alone.

- « *Collective AES-SONEL meter (main user)* »: case of a household connected to an AES-SONEL that he shares with other households and he manages it (whether he has an individual meter or not). Managing means that he receives the bills and pay them, whether he is owner of the meter or not.

- « *Collective AES-SONEL meter without individual meter* »: case of a household not having an individual questionnaire and connected to an AES-SONEL meter that he shares with other households without managing it.

- « *Collective AES-SONEL meter with individual meter* »: case of a household having an individual meter connected to an AES-SONEL meter that he shares with other households without managing it.

- « *AES-SONEL without meter (direct)* »: case of a household using electricity supply by the AES-SONEL with a direct connection to the pool without meter.

- « *other* »: torch, candle, etc.

H08. Energy for cooking

It is the source most used by the household. In case several sources are used, if you do not succeed in making a difference, choose the most comfortable one. Modality 2 “Wood picked/received” will most often be found in the rural area.

NB : For a household that most often uses gas and for which because of shortage, uses temporarily wood or kerosene for example, the main source of energy is the gas.

B : Durables goods

In the continuation of this section, some equipments of the house have been listed out. It is a matter of knowing if the household has these equipments.

Here, the possession of a good **concerns the non precarious enjoyment** (since more 6 months or above or it is going to last at least 6 months) of that equipment, regardless the date and the mode of acquisition.

Example : 1 For instance, a household that received a freezer from a friend to keep following his departure to the village 3 years ago and is currently using it to conserve goods, owns a freezer and has owned it for at least 12 months. In the meantime, the real owner is not enjoying from the services of the freezer and so, he does not own a freezer.

2. Case of a commercial director of a big company who benefits from a service car.

Do not take into consideration equipment used for the production of goods and services (for example, a deep freezer used in preserving drinks cold in a bar owned by the household). As a matter of fact, these equipments are used here for the enterprise and not for the household. Do not consider the equipments that are bad or out of use, which the residual value is nul, as for example a fan put aside in the store and which can no longer be used.

4.16- SECTION 4A : PRODUCTION FROM CATERING.

4.16.1 Objectives and target population

This module is for bosses and own account workers who are caterers as in main employment or secondary employment. The eligibility to this module is got through question (ER21=1) and (ER22=1) on the one hand and a sample of promoters of catering production unit chosen sale points of targeted dishes of food. It has four main objectives:

- to give some characteristics of the Production Unit;
- to give a specific evaluation of the total turnover of the production unit during **the month of activity preceding the survey**;
- to give the turnover per product;
- to know for each product, the main destinations.

It must preferably be administered in the enterprise. This will enable you to relaunch the interviewee in case some products are forgotten.

Before talking the production, this module begins with some characteristics of the PU. It is the type of place of where the activity takes place, the seniority of the promoter in catering, the age of the PU on the road work site, the motivations behind the choice of the activity and the investments realized on the PU during the past 12 months.

The production mentioned in this module includes the derived products sold by the unit. So, a unit where fritters and beans are made will eventually include in its production the sale of empty flour bags which an is activity deriving from the main activity of the unit.

4.16.2 Filling instructions

The question **PV1** and tables **PV2**, **DC1**, and **DC2** of this module enable to collect information on the turnover of the unit.

Fill the tables beginning with most important products, i.e. in decreasing order of the turnover (or expenses for the Expenses and charges, DC module)

If there is only one product in "Other", fill its code. If not, record the code of the most important product that falls under "other". Write the name of all products in the margin.

Watch out !

1. The promoter of the unit will have the tendency to under-estimate, naturally, his turnover by forgetting some returns, and also in order not to reveal his incomes. It is left on you to do everything possible to avoid these two biases:
 - By putting him in confidence: neither the Inland Revenue, nor his/her close relations will not know anything;
 - And by tracing carefully all his returns, using the account booklet if any.
2. This module is the most confidential of the questionnaire. When you will be collecting data on it, you will make sure that the interviewee is isolated from indiscrete ears in order to get good answers from the latter.

For the filling of the module, you may have to resort to the *account booklet* that is kept by the promoter of the PU. In fact, the manager of the enterprise can eventually note his purchases (of raw materials, services ...) as well as his sales on a booklet (or any other support). The interviewer will better ask if such a support exists, if it can be given to him to use it to make the interview on the activities of the enterprise.

For each table, start by filling completely the first column corresponding to names of products and services. That will prevent you from forgetting some.

Example 1: It is proper to signal that the filling of modules **PV** and **DC** may sometimes not be simple. It is the case when you are confronted to activities such as the sale of drink (bars, off licenses, snack bars, etc.) or alimentation (food store).

If you are in a drinking place, it is preferable to proceed to a regrouping by type of drinks (big beers, small beers, big juices, small juices, wines and liquors). Then make some calculations to get the average unit price by group of drinks.

So you will have six lines to fill and all what have not been regrouped will be put in line Other (A) of table PV2. If there is only one product in « Other », you should record its code. If not, allow the digits empty.

NB: (a) We shall consider the bottle as the unit for small drinking places which do not realize an important turnover and the bottles rack (crate) for big drinking places.

(b) The unit sale price of a big beer will be the sum of the unit prices of big beers (Castel, Guinness, 33 export, Mutzig, Beaufort, etc.) divided by the number of beers considered; it will be the same for the other types of drinks. If in a bar, they sell as big beers: Castel at 450, Guinness at 700, 33 export at 425, Mutzig at 425 and Tuborg at 550, the average unit price of the big beer is $510 = ((450+700+425+425+550+)/5)$.

As far as the filling of table **DC1** is concerned, the problem is simpler because you must register all the declarations of the interviewee while taking into consideration the units declared. We can have for example: 5 crates of big beers (all the types), 3 crates of small beers, etc. For a manager of an alimentation: drinks in crates, cartons of oil, cartons of soaps, packets of sweets, cartons of cigarettes, etc.

The filling of the section concerning household information consists in transcribing them from the household form for the identified promoter.

R01 : What is the type of place of activity for the catering enterprise?

The difference between the modalities "Restaurant / Caf  teria / Bar" and "Caterer in other fix location" is that the second refers to a fix point built or not where the promoter serves some dishes to customers. The first modality refers to fix points.

R02 : For how long have you been doing catering?

This question gets the seniority of the **promoter** in catering, regardless of the occupations in this domain. Consider the time effectively spent by catering as **promoter**. First specify the time unit considered, then the number. For example, if the promoter has been a servant in his uncle's restaurant from 2005 to 2007, then gave it up to make trade from January 2007 to January 2013, and since January 2013 he decided to create his own restaurant, his duration in catering is 1 year 7 months if the survey is taken place in august 2014. The time considered here is the one spent in catering as promoter.

R03 : For how long has you catering enterprise been in this place/locality ?

This question gets the age of the production unit on its present site. Get the complete time. As in the preceding question, specify the time unit, then the number.

R04 : What motivated you to settle in this place/locality?

Ask the interviewee the question about the motivation that lead him to set his enterprise of catering on the present site. If the motivation is related to roads development, write "1" in the corresponding space and relaunch him to know if there is no other reason. If Yes, write 1 in the corresponding space and 2 in the eventual remaining spaces.

R05 : What is the total amount of investment realized during the past 12 months?

Ask the question to know the total amount of investment realized during the past 12 months for his catering enterprise and write this amount in CFAF in the first spaces. Then, ask for the details of this amount per item of expenses that have been listed out and transcribe them in the corresponding spaces (amount in CFA F). If the interviewee is not concerned with an item (case of hawkers for example concerning the item “*building of a shed*”), write 9999998.

Question PV1 and table PV2 below get the production of the catering production unit. Table PV2 on its part, gets the essential of the turnover for catering, the turnover of other services offered by the enterprise.

PV1. What was the amount of your turnover during the last months of activity? We understand by turnover the total of all the returns (entries, including the sales on credit) made by the PU during the reference period. If need arises, help the promoter to make calculations. You can for example from an estimate of daily returns, as indicated in examples of the reconstitutions of accounts at the end of this document. With the number of days of activity per week, you can easily get the monthly turnover

NB : The exercise of a certain type of activities procures discounts. These discounts constitute a return for the PU and must be registered in PV2 as a commission (product code: 3834), while specifying in observation that it is about a discount.

Discount, as well as commission is registered in table DC2 “other charges” (to be specified) for the person paying it and in table PV2 “other services offered” code 3834 for the person receiving it.

In any case, it must be noted clearly in the table that it is about a discount or a commission

NB : Indicate the products concerned, the periodicity and the amounts.

MONTHLY TOTAL: Corresponds to the sum of values (each being brought down to a month) from sales of all the services.

PV2. Services offered

This table helps to grasp all the services supplied by the unit.

The production of catering units (cafés, small restaurants, roadside restaurants, beignetariats (fritters sold with beans or pap, etc.)) and drinking places is recorded here.

NB: If a unit sells products deposited by another unit, against a commission, you must register this commission in **PV2** as other services supplied.

Example of filling of table PV2:

For a unit of catering.

- The **name of the service** rendered sold is “*rice with groundnut soup*”.
- Since the return of the unit is daily, it is preferable to adopt a daily **periodicity** (*modality 1*) for the evaluation of the production of the unit. Questions will be related therefore to the last day of activity preceding the day of the survey.
- The **unit** of the service rendered by the unit is the “*dish*”.
- For the **quantity**, the interviewee will give you the number of dishes he served in the course of his last working day.
- Since the price of the service changes, it will not be easy to evaluate the **unit price** of a trip. Take the average between the highest price and the lowest price given by the interviewee.
- The **monthly value** is the most important variable here, for it is the one giving the return of the unit in the course of one month work. Ask the interviewee *how much money he received, in total, from customers in the course of the reference month.*
- The **destination** refers to the main customer of the unit.

CODES OF DESTINATION

- 1= **Public or Para-public sector**: administration, public or para-public enterprises.
2= **Big private trading enterprise**: private commercial establishment, employing more than 5 persons.
3= **Small trading enterprise**: Private commercial establishment employing a maximum of 5 persons.
4= **Big private non-trading enterprise**: establishment of production or of service, private, registered, employing more than 5 persons.
5= **Small non-trading enterprise**: private establishment of production or of service employing maximum 5 persons.
6= **Household/individual**: This modality is for persons who buy for their final consumption. For example, in the case of an establishment sewing dresses and supplying them to neighbours to wear, for destination, you will code "Household" (code 6). On the other hand, if the customer is an individual buying for resale, you will code "small private trading enterprise" (code 3).
7= **Direct exportation**: sale to a foreign partner.
8= **Auto-consumption**: This modality helps to grasp the quantity of the production of the PU effectively consumed by its promoter's household. For a PU of production and sale of beignets this modality helps to know the amount of beignets eaten by the whole household of the promoter.

NB : Equivalence between the different periods are as follow:

1 month = 30 days = 4, 3 weeks = 2 fortnights = 1/3 trimester = 1/12 of a year

Attention: The turnover declared in PV1 can be different from the sum of returns declared in PV2.; it is not compulsory that it be equal since in PV1, it is simply to know if the respondent can spontaneously give his turnover without resorting to the details.

DC : Expenditures and charges

This module aims at three objectives notably:

- an accurate evaluation of operating (exploitation) charges of the production unit during the last month of activity preceding the survey;
- the grasping of some characteristics of the production;
- the measurement of the cost of gifts paid to authorities in the framework of the activity of the unit.

Charges are evaluated in two times:

- First, the proportional charges corresponding to the production (activity) of module **PV2**. It is about raw materials transformed by the unit (**DC1**) . **It is not about the whole expenses of raw materials or products bought in the course of the reference period, but instead of what has been effectively used in the production process.**
- Then, charges which are not directly linked to the production (**DC2**). It is about fixed charges, cost of personnel, taxes and other charges.
- The characteristics of the production in the unit concern the importance of seasonal fluctuations on the activity of the PU:

Watch out:

1. For raw materials used and services offered, it is preferable to take the same reference periods as the ones of module PV2. In return, you are free to choose the periodicity of the other charges and to keep the same units.
2. The promoter will have the tendency of mixing up or of forgetting some charges, but will not try, in general, to conceal (hide) some. Be above all, precise. **Specify well that we are seeking the charges of the production unit and not those of the promoter or his household.** Transport charges, for example must be related to the activity and not to family obligations.

The following table gives for some types of units, charges that should not be forgotten. Activity of the PU	Charges not to be forgotten
Activity exercised out of the home	Transport and meals charges if the promoter stays more than 8h at work per day
Catering (restaurant) activity (roasted, braised, cooked, grilled and boiled food)	Cost of the combustible (charcoal, firewood, paraffin oil (kerosene), gas, etc.)
Activity exercised in a market, at the surroundings of a market or more generally on the highway	Charges related to the communal tickets (place tickets, ticket of the TOHW (Temporary occupation of High way), etc.)
Activity exercised in let premises or ground	Cost of the let (rent) of the premises or let of the ground
Activity using electrical energy or exercised in electrified premises	Cost of electricity
Activity using telephone communications (fixed and mobile phone)	Cost of telephone calls
Activity submitted to the global tax regime.	Amount of the global tax

NB. : 1- Table **DC1** “**Raw material expenses and supplies**” registers as well raw materials as supplies contributing to the production process. For example, you will register expenses related to the purchase of wrappings in table DC1.

2- Tables **DC1** helps to distinguish 10 types of products. The other products have to be regrouped on line “O” (other) of that table.

For this table **DC1**, start by filling the names of the different goods and services consumed by the unit.

For the filling of the five following variables (**period, unit, quantity, unit price and monthly value**), refer to the module on **PRODUCTION AND SALE (PV2)**.

The variable “**financing**” helps to grasp the origin of expenses made by the unit. For its filling, refer to the codes proposed by the questionnaire.

The variable “**origin**” helps to grasp the source of the raw materials. For its filling, refer to the codes proposed in the questionnaire

Table DC2 summarizes all the charges in the course of the last month of activity preceding your passage in the unit. For its filling, it is advised to start by transcribing the totals from table **DC1** then to estimate the other items, from the declarations of the interviewee, with variable periodicities; for example, every month for the rent, every year for the license tax (patente), etc

NB: While transcribing information to be written down in the first three lines of DC2, transcribe amounts as they were at the beginning in CFAF.

NB: While transcribing information to be written down in the first four lines of DC2, transcribe amounts as they were at the beginning in CFAF and not those that were recorded as codes in thousand of CFAF.

Watch out: If an account booklet is usually used in the PU, it can be of very great use.

For some units carrying out their activities at home, it may be difficult to distinguish between the charges of the production unit and those of the household. It could be the case of rent, electricity, water expenses, etc. In the absolute impossibility to separate household expenses from that of the activity of the production unit, write the total amount of charges in corresponding item, while making observations on the questionnaire.

➤ Registration of the “**rent**” in case of a promoter of unit who exercises his activity at home, knowing that this promoter is renting. In that case, we will go further to know if the tenant pays an additional rent for the activity carried out. If that is the case, consider that the premises of the unit

are rented at the amount corresponding to that additional amount. If not, the premises of the unit are not rented.

➤ Be vigilant in order to avoid double counts: line 7 “Electricity” registers effectively electricity charges. This expense should not be included in the amount put in the item “combustible, fuel, lighting”. It is the same for gas expenses that are exclusively registered in item 6.

➤ The item “small equipment and supplies” corresponds to goods used by the enterprise, whose lifespan, in principle, does not exceed a year (office stationary for example).

If you are interviewing a unit with a staff that spends averagely more than 8 hours per day at work, you must cause the respondent to estimate food expenses supported by the promoter at the job site and write at the item “*meal*”. The origin in this last case will be “The PU itself”

➤ **Transport** includes:

- Transport charges on purchase;
- Transport charges on sale;
- Collective transport charges of the personnel;
- Administrative transport charges.

➤ The item “**Repairs**” takes into consideration only small repairs. This item “**Repairs**” includes:

- Repairs on real estates
- Repairs on tangible estate
- Maintenance

➤ The item “**social contributions**” includes illness, unemployment and retirement contributions paid by the employer to the National Social Insurance Fund or to any other organisation of social protection.

➤ **Taxes** to be registered include taxes related to the production, independently from profits, patrimony or incomes of the production unit (license tax, local tax, stamp and lease duties).

Watch out: Taxes supported by the promoter himself or by his household are not to be registered in this section.

➤ The item “**other charges**” concerns essentially other charges related to the operating of the unit.

If you are interviewing a unit X which deposits its goods in another unit Y in order for the manager of unit Y to help to sell, for a commission or not, you have to register the commission paid by X in item “other charges”. It will be the case if you are interviewing for example the unit of Joan who makes meat balls and boiled eggs that she deposits in Peter’s bar. If on the other hand it is the Peter’s unit which is interviewed and the latter declares that he receives regularly a commission on the sale of Joan’s products, this commission should be registered in table PV2 as “other service offered”.

In general, a commission received by a unit is registered as “other service offered” in table PV4, whereas a commission paid by a unit is registered as “other charges” in table DC2.

DC3. How did the activity of your production unit vary within the past 12 months ? Begin by writing the first three letters of the month on the line « rhythm», M1 is last month, M2 is the month before last, etc.

If for example, we are in August, the Cell M1 will have june, M2 will have jun for june, etc.

Then, tick off the rhythm of activity of the last month (M1), then, the rhythm for each of the other months. Finally, code the rhythm of activity that characterized each month. Three possibilities are provided: month of high activity (**Maximum**), month of average activity (**average**), month of low activity (**minimum**). In case the production unit did not function some months, code “0”

Watch out: If there are months of “**minimum**”, there are necessarily months of “**maximum**”: you must identify the two types of rhythm.

NB: For PU created less than a year ago, only the boxes corresponding to the months of activity will be filled.

DC4. Maximum monthly return and minimum monthly return. The aim is to help to quantify the gap of activity between the month(s) of maximum and the month(s) of minimum activity.

The maximum (minimum) return is assimilated to the maximum (or minimum) turnover.

Verify that the turnover declared at module *production and sale* (PV1) is at least equal to that of the minimum month and at most equal to that of the maximum month. If that is not the case, cast again the interviewee.

EXAMPLE: DANIELA, SELLER OF PREPARED DISHES

Presentation of the PU

Daniela is the promoter of an informal production unit that sells prepared dishes. Every day, as from 11 am, she goes to the local market to sell her products. In general, around 4 pm, she has already finished to sell everything. Before going back to her house, she buys the things for the dishes of the next day. Daniela proposes to her customers:

- white rice, with groundnut soup or tomatoe soup,
- corn fufu with ndolè or okro soup,
- plantain (kondrè) with pork,
- irich potatoe, under pepersoup form or pounded with beans.

Daniela sells a plate of kondrè at 500 frs, fufu at 400 frs and other dishes at 300 frs. For her activity she has:

- a small improvised place in the market,
- a table and a bench,
- kitchen utensils (pans, basins, flask, plates, spoons, folks, ladle, etc.)

Estimates of the returns of the IPU

Daniela sells food from Monday to Saturday and Sunday is her resting day. Daniela therefore sells food 25.8 days per months which equals 6 days *4.3= 25.8 days.

Daniela knows out of experience that per day, she averagely sells 20 plates of rice, 25 plates of fufu, 10 plates of kondrè and 10 plates of irich potatoes.

Filling of table PV2

Estimates of the returns of the PU

Total daly return = daily return (rice) +daily return (fufu) + daily return (kondrè) + daily return (irich)
= (20 X 300) + (25 X 400) + (10 X 500) + (10 X 300)
= 24000

Monthly returs = 25,8 * Average daily return = 25,8 X 24000 = 619 200

Watch out : A simple way of collecting the information is to detail the returns per dish in the PV2 table, but know that the PU produces only one service : the catering service.

PV 2. SERVICES OFFERED							
N°	Name of the service	Period	Unit	Quantity	Unit Price (in CFAF)	Monthly value in CFAF	Destination
1	Rice and sup	1	Plat	20	300	154 800	6
2	Corn fufu	1	Plat	25	400	258 000	6
3	Kondrè	1	Plat	10	500	129 000	6
4	Irich	1	Plat	10	300	77 400	6
5							
6							
A							
MONTHLY TOTAL						619 200	

Estimate of the expenses and charges of the PU

They are of two natures: expenses for raw material and other charges (transport by rickshaw, taxes in the market).

They are evaluated by type of product. Daniela buys every month a bag of rice of 100 kg at 25 000 frs and 5 paquets of cubes at 800 frs a paquet, two buckets of groundnuts (capacity: 15 litres) at 2 500 frs a bucket. Every week, Daniela buys three buckets of corn (capacity: 15 litres) at 1 000 a bucket, 2 buckets of irich potatoe (capacity: 15 litres) at 1 500 frs a litre, two buckets of beans (capacity: 15 litres) at 2 900 frs a bucket, 15 litres of palm oil at 600 frs a litre, 7 litres of groundnut oil at 900 frs a litre. Each day of activity, she buys one bunch of plantain at 1000 frs a bunch, 9 heaps of tomatoe at 100 frs a heap, 5 heaps of okro at 100 frs a heap, 9 heaps of ndolè at 100 frs a heap, 2 kg of meat at 1 500 frs a kg, 3 kg of fish at 750 frs a kg, spices for 900 frs.

NB : Before filling DC1, you must first calculate the monthly values for each product, then classify the product in decreasing order of monthly values and fill DC1 in that order. If the number of product is superior to 6, you must list out other products in line “A” and the monthly value will be the sum of the monthly values for the concerned products.

Daniela buys her things in small commercial enterprises; she uses the financing of her PU for her supply, she uses the services of a “carrier” who are considered as small non commercial enterprises.

Filling of DC1 table

DC1. For your activity, how much have you spent during the last months of activity for raw material?								
N°	Name of the product or service	Period	Unité	Quantity	Unit price (in CFAF)	Monthly value in CFA F	financing	Origin
1	Meat	1	kg	2	1 500	77 400	0	3
2	Fish	1	kg	3	750	58 050	0	3
3	Palm oil	2	litre	15	600	38 700	0	3
4	groundnut oil	2	litre	7	900	27 090	0	3
5	plantain	1	bunch	1	1 000	25 800	0	3
6	rice	4	kg	100	250	25 000	0	3
7	Tomatoe	1	heap	9	100	23 220	0	3
8	Beans	2	bucket de 15 l	2	2900	24 940	0	3
9	Ndolé	1	Heap	9	100	23 220	0	3
10	Epice	1		1	900	23 220	0	3
A	Corn, irich, okro, cube, groundnut					47 700	0	3

4.17- SECTION : TRANSPORTERS

4. 17.1. Objectives and target population

The “TRANSPORTER FORM” is to be administered to a sample of transporter met in car park (terminals).

4. 17.2. Filling instructions

This form is for a sample of transporters selected in the parks or stop points.

The section « IDENTIFICATION OF THE DATA COLLECTION PERSONNEL » has as goal to identify the data collection personnel, the place and the date of interview. It is easy to fill it.

The section « IDENTIFICATION, CHARACTERISTICS AND USAGE OF THE VEHICLE » has as goal to identify the characteristics (type, trade, age) of the concerned vehicle, to get the duration of its usage, its main usage as well as the main itineraries used.

IC01 : Name of the owner of the vehicle/motorbike

If the interviewee does not want to give his name or nickname, do not insist.

IC02 : Number of the vehicle/motorbike

Write the number of the vehicle as you read on the number plate. It can be the chassis number (in general 6 figures).

IC03 : Type of vehicle (model)

Observe the model and code with precision. Do not forget to check if the vehicle has a reduction gear or not. As a matter of fact, for vehicles of tourism, the interviewer will ask the driver if his vehicle has the reduction gear.

If the interviewer does not succeed to determine the type of the vehicle, he must draw it on the questionnaire for further codification by the supervisor.

IC04: Brand of the vehicle/ motorbike

Write the brand of the vehicle observed. If the interviewer does not succeed to know the brand of the vehicle, he must ask the driver or any other person.

IC05 : Since how long has this vehicle/motorbike been used for transportation? (in years)

Ask the question to the main driver of the vehicle. It is the times spent by the vehicle used as vehicle for transport. . If the driver does not succeed to estimate this time, relaunch him by asking him since which year and month he started driving that vehicle. From there calculate it yourself. You can also ask him to get information from the owner of the vehicle.

IC06 : How old is this vehicle/motorbike?

Ask the age of the vehicle. That is the date of first use on road. The vehicle might have been used by different persons and that the dossiers do not have the date of first use on road. This information is on the grey card of the vehicle. If the driver does not have the grey card, ask him that age and if he cannot give that age, write 98 in the spaces. Get maximum information to have the age of the vehicle.

IC07 : What is the main use of this vehicle/motorbike?

It is the main present use. (Transportation of persons only, transportation of goods only or both at the same time).

IC08 : What are the three main itineraries that you go through with this vehicle/motorbike ?

The concern vehicle is driven on one stretch at least in the area. Ask the interviewee to describe the three main itineraries. If there are less than 3, consider them. The reference points of the itinerary must be well known localities and where the driver passes regularly with the vehicle.

EA01 : During the past 15 days, has the vehicle/motorbike number [Number] been bad at the level of the engine, the shift system or any other place?

If the answer is « No », go to EA04.

EA02 : How many times did it get bad during the past 15 days?

Make sure that it is the number of breakdowns at the level of the engine.

EA03 : How much did you spend for all the breakdowns occurring on this vehicle/motorbike during last 15 days?

Same instructions as in EA02.

EA04 : How many times has the engine of vehicle/motorbike been changed these last 12 months?

Limit yourself at the oil change of the engine, because there are others (axle, ...). If the answer is 0 go to EA06.

EA05 : What is the total amount of expenses from this oil change ?

Same instructions as in EA04.

EA06 : Have you carried out other expenses for the maintenance of the vehicle/motorbike number [Number] during these past 15 days ?

It can be expenses for little breakdowns, sticking of the wheel, purchase of lubricants ... If the answer is "No", go to EA08.

EA07 : If yes, how much have you spent?

Consider all other expenses. Convert the amount in thousands of CFAF and apply the rounding up rule.

EA08 : How much do you averagely spent for fuel each day for vehicle /motorbike number [Number]?

The interviewee can master his expense for fuel every day. If it is not the case, take the information following his own periodicity and convert it in day while considering the effective number of worked days.

EA09 : How many kilometers averagely does your vehicle travel per day ?

Same instructions as in EA08. The frequency of oil change can also enable to make this estimate. You can also ask the interviewee, all itineraries regularly covered each day by the vehicle as well as the frequency. Then also ask about the length in kilometers of each of the itineraries. These information will enable to estimate the number of kilometers averagely covered per day.

EA10 : What were your takings for yesterday?

It is the takings and not the gain (profit). If the driver has not worked the day before, ask the amount of the last income obtained.

EA11 : What are your highest takings during the past 7 days ?

Same instructions as in EA10.

4.18- SECTION : TRAFFIC

4.18.1. Objective and target population

This section has two sections. The first consists in counting all vehicles, motorbike and bicycle moving on the two directions to a given point (three points of which the first on the Kumba- Konye stretch, the second on Konye-Nguti stretch and the last on Nguti-Bakébé stretch. The second section consists in interviewing with Form 2 a sample of transporters targeted in these points.

4.18.2. Filling instructions

Form 1: Traffic

Two interviewers will be working at a counting point. One from 6 pm to 2pm and the other from 2 pm to 10 pm and they will do so for all days of the week (from Monday to Sunday).

Their work will consist in counting all road users who are not pedestrians in the two directions while filling a questionnaire for each time interval; this means 8 forms per day for each pair of interviewers.

Counting points will be chosen preferably at the police control post or the gendarmerie. After the filling of information for the identification of the counting point (IT01 to IT03), ask questions IT04 to IT05 to the police or the gendarme of the control post. Then, specify from IP02 and IP03 the date of the day and the time interval of collection (Example: |_0_|_7_| - |_0_|_8_| to say between 7h and 8h).

Then, use counting sticks to count the vehicles that are passing on the stretch while taking note about the direction and the type of vehicle (see specification and pictures in the questionnaire). So, the number of counting sticks in the space corresponding to the third column and the sixth line of the table gives the number of vehicles Pick-up or camionnette counted during an interval of hour on Kumba-Mamfé.

Form 2: Traffic

This form is administered to a sample of transporters selected among those counted on the stretch and for the two directions and for each day.

CV01: Registration number

This number is on the number plaque of the vehicle situated in front or behind the vehicle. It is a number of the type CE 070 DQ, SW 4129 T, CA 420 CMR, IT 15360, CH 032568, If the vehicle has no number, ask for the chassis number (type CH 032568 for example. If the vehicle has neither the registration number nor the chassis number (case of bicycle and most of motorcycles), allow the spaces empty.

CV02: Type of vehicle

Specify the type of vehicle.

CV03: Number of wheels of the vehicle

Observe the vehicle well and give the number of wheels with which it is moving, without considering any spare tyre. Avoid rushing to give conventional numbers of wheels for a vehicle of that size.

CV04: Net weight of the vehicle (in kg)

It is the weight of the vehicle when having no load. This information on the net weight of the vehicle is found on the registration certificate of the vehicle. You can therefore ask the driver to read it from the document.

CV05: Total authorized load the vehicle (in kg)

It is the total weight of the vehicle with the maximum load that the vehicle can carry without being hurt. This information is found on the registration certificate of the vehicle. You can therefore ask the driver to read it from the document.

CV06: Present usage of the vehicle

It is a matter of specifying what the vehicle is now used for. Ask the question as follows: is the vehicle that you drive used for personal issues, or is it used for public transport of goods only or at last for both public transportations of persons and goods?

CV07: Number of persons on board

Give the number of persons on board at the moment of the interview (including the driver). The interviewer must count the number of persons on board including the driver.

CV08: Status of the vehicle in goods

Specify at the degree of the content of the vehicle in terms of goods carried. The interviewer must verify the this status in goods, that is to say, he must observe if the vehicle is empty or one fourth, or three quarter, or fully occupied.

CV09: Nature of the main goods carried

Specify the type of goods mainly used by the vehicle at the moment of the interview. The interviewer must observe the nature of the goods carried. If he cannot do it specifically, he must get the answer from the driver.

PC01: Direction of circulation of the vehicle

Specify in which direction the vehicle if moving during counting.

PC02: Meteorological conditions

Characterize the meteorological conditions at the moment of counting. Is it raining? Is there any storm?

4.19- SECTION : COMMUNITY INFRASTRUCTURES

4.19.1. Objectives and target population

This part includes four questionnaires for different targets: Schools, sheds, multipurpose centres for women and multifunctional centres for youths. As a matter of facts, the construction of these infrastructures in some localities of the ZIP is part of the work in the framework of the project.

4.19.2. Filling instructions

Questionnaire for Schools

The project wants to rehabilitate 6 schools in the Area of Intervention of the Project.

FE00: Questionnaire number

This number is given by the supervisor (1 to 6).

FE01: Name of the locality and FE02: Name of the school

These questions enable to identify the concerned school. The list of schools concerned with the survey will be given to you with their corresponding codes.

FE03: Respondent's name and FE04: Respondent's function

These questions enable to identify the respondent in the concerned school. The person in charge (Headmaster or principal) is well placed to answer or to indicate the collaborator who must receive you.

FE05 to FE08

All these information are available in schools (most often in the service in charge of the school map).

FE09: If FE08 < FE07, for which reasons do you not use these classrooms?

In case there are several classrooms unused in school, ask for the reason and write the main two ones (according to the respondent).

FE10: How do you judge the teaching conditions in your school?

This question is subjective. Take the viewpoint of the respondent.

FE11: Number of water points in the school

The respondent must give the number of water points in school, whether harnessed or not. Water points found in school or around the school and which do not belong to the school should not be counted. Water points here can be wells, sinking wells or public taps, ...

FE12: At what distance is the nearest water point from your school? (in m)?

This question is asked for schools where there are no water points inside. Estimate the distance between the water point and the school.

FE13: Number of toilets in the school

Toilets situated in school or around the school and that do not belong to the school are not counted. The number of toilets here refers to the number of rooms, even if it is the same whole. Harnessed toilets are the ones with concrete (or of that type), eventually fenced or with a roof.

FE14: What is the main place used for toilet for the pupils and the staff?

This question concerns schools that do not have their own toilets. For pupils and for the staff, give the main place used for toilet. After this question, go to FE17.

FE15: Do pupils and teachers use the same toilets?

This question enables to know if the toilets for pupils are different from the one of the staff in the school.

FE16: Do boys and girls use the same toilets?

This question enables to know if the toilets for girls are different from that of the ones of boys in the school.

FE17: How many water points does your school need?

Take the respondent's answer about the needs of water points in the school. Ask the question as follows: in order to cover the needs concerning water in your school, how many water points do you need? Write the answer in the space provided.

FE18: How many toilets does your school need?

Take the respondent's answer about the needs of toilets in school. Ask the question as follows: in order to cover the needs concerning toilet in your school, how many toilets do you need? Write the answer in the space provided.

Questionnaire for sheds

The projects wants to build 6 markets sheds in the Ikiliwindi, Wone, Wémé, Manyemen, Ashum and Mfaichang localities. This questionnaire is for the persons in charge of these markets. To administrate it, it is wished that the interview between the interviewer and the council executive in charge of giving information takes place on the concerned market site.

CH00: Questionnaire number

This number is given by the supervisor (from 1 to 6).

CH01: Name of the locality and CH02: Market name

These questions enable to identify the concerned market. The list of markets to be interviewed will be given to you.

CH03: Number of sheds in the market

Focus here on well constructed sheds and not the luxurious ones.

CH04 : Number of sheds used

This name must be inferior or equal to the one in CH03.

CH05: Number of places in the markets during ordinary days

This question enables to get the estimate of the number of fix traders in the market during ordinary days. It is a matter of counting the seats in the shops, sheds, open air.

CH06: Number of places in the markets during periodical markets

This question enables to get an estimate of the number of fix traders in the market during periodical market days (Big market day). It is a matter of counting the seats in the shops, sheds, open air.

CH07: Number of traders who use the sheds during ordinary days

Just as in CH05, it is a matter of getting the number of traders who use sheds during ordinary days. It is not a matter of giving the number of places in the market, but the number of traders during ordinary market days.

CH08: Number of traders who use the sheds during periodical markets

Just as in CH06, it is a matter of getting the number of traders who use sheds during periodical market days (big markets). It is not the number of places in the market, but the number of traders during periodical market days.

CH09: Number of water points in the market

These water points must belong to the market. They can be wells, sinking wells, public taps...Ask the question as follows: Are there water points in [Name of the market] market? If yes, how many?

CH10: Monthly income from the sheds to the council (in CFAF)

Get an estimate of this income in the course of a month. You can consider the past month and get this estimate with the respondent if he does not have these figures recorded somewhere.

CH11: How many places does the market need to satisfy the needs expressed of traders?

Here, it is the need of the market in terms of number of places to be created inside the market.

Questionnaires for women multipurpose centres and youths multipurpose centres

The project wants to build 5 multipurpose centres for women and 4 multifunctional centres for youths. Questionnaires are for the persons in charge of centres in ZIP. Both questionnaires have the same structure and questions are similar. So the filling instructions are identical.

ID00: Questionnaire number

This number is given by the supervisor.

ID01 to ID04

These questions enable to identify the concerned centre.

PF01/MJ01: Number of women/youth received in the center during 2013

It is the number received during the year 2013 only.

PF02/MJ02 : Are you satisfied with the officering level of these women/youth?

It is an appreciation of the interviewee concerning the officering of the centre.

PF03/MJ03: Number of women/youth officered at the moment of the interview

It is the number of women/youth officered in the centre during the survey period.

PF04/MJ04: What is the main material of wall of the building where the centre is found?

Observe the building and answer the question. It is a matter of saying if the building is in concrete, semi-concrete or temporary material.

PF05/MJ05: What is the occupational status of the building by the Centre?

Buildings where centres are found can be on rents, a gift or a property of the centre. Ask the question as follows: does the building where the centre is found belong to the centre or does the centre rent or is it temporarily lent to the centre by an administration an enterprise or a private individual?

PF06/MJ06: Of which capacity can be the women empowerment centres/youth multifunctional centre that the council needs to officer women in your locality?

It is a matter here of evaluating the need of the council concerning the capacity of the centre (Number of places needed to cover the need).

4.20- SECTION : PRICE COLLECTION

4.20.1. Objectives and target population

This section must be administered per passage in the markets of the ZIP in order to take the current prices of products in the concerned markets. Prices will be taken on the market as being practiced (price for a liter, a kg, a unit) in conformity with the unit specified in the questionnaire for the concerned product. It can happen that some products sold or changed according to non conventional (heap, bucket, ...) be weighted to get the price per kg. For each product that does not exist on the market, the interviewer must cancel the name of the product on the corresponding line. Price collection must be done at the usual time when the women go for shopping.

4.20.2. Filling instructions

Products are divided into three groups: agricultural products, non agricultural product of first necessity.

The pair of interviewers will go to about 4 local markets in the ZIP, and will go through all products and services in order to collect prices of those met on the local market. For each product, a part from the price collected according to the unit specified (PC11), information on the place of purchase or production, (PC04), the distance between the place of purchase/production and the place of sale (PC05), the time of travel between the place of purchase/production and the time of sale (PC06), difficulties of the road for supply (PC07), the appreciation of transport expenses (PC08) will also be collected.

PC04. Place of purchase/production of the product

The place of purchase is where the interviewed trader buys/produces before coming to resale. The place of production concerns traders who produce themselves products that they sell. The product that he sells can be bought or produced in a farm, bought in a local market, in a market away from the town/village or directly imported. Write the code corresponding to the palace of purchase/production of that product in the space previewed for that.

PC05. Distance between the place of purchase/production and present place of sale (in Km)

The trader must evaluate in Km the distance that separates the place where he is selling the product from the place where he buys the product (purchase, production, etc.).

PC06. Time of transporting the product from the place of purchase/production to the place of sale (in minute)

The trader must evaluate the time that he spends to carry the product from the place of purchase/production to the place of sale.

PC07. Difficulty during transportation

Do not suggest any answer. Ask the interviewee the main difficulty faced when carrying or selling the product.

PC08. Judgment on the expenses of transportation

The interviewer will ask the question as follows: according to you, is the transport expense between the place of purchase of this product and the place of sale less expensive, expensive or there is no expense?

PC09. Present price of the product

For products having standards unit, write the price observed. For products with non standards units, write the price and buy and weight the product later.

The interviewer considers himself as someone who wants to buy the product and negotiates the price. He therefore retains for the product, the minimum price that the trader accepts. If it is a products sold

according to a non conventional unit and for which the price must be in CFAF/kg, the interviewer will have to buy the product, weight it to get the weight in kg, then make the ratio between the price and the weight in order to get the real price of the product in CFAF/kg that he writes in the space previewed for that.

4.21- SECTION : EMPLOYMENT AND EMPLOYEES IN ENTERPRISES

4.21.1. Objectives and target population

This sections has two aspects. The first must be administered to enterprises and the second to employees. It must be administered only during the effective phase of realization of the project.

4.21.2. Filling instructions

These two questionnaires will later be filled inside the enterprises.

EMPLOYMENT FORM

IE. Identification of the enterprise

The goal of this section is to identify in a unique manner each enterprise that intervenes in the project, its branch of activity, its size, the beginning date of its works as well as the duration of its service.

IE01. Name and tax payer number of the enterprise

The person in charge of filling the questionnaire must write the full name of the enterprise with its acronym in parenthesis. The tax payer number of the enterprise is a 14 number code that the person in charge will write in the spaces provided for that. This number will be communicated by a responsible person of the enterprise on the basis of a document from where he will check. This code identifies the enterprise in a unique way.

IE02. Branch of activity

The person in charge must precisely indicate the activity of the enterprise. After the collection, a team from NIS will give the code of the branch in the spaces provided for that.

IE03. NSIF Number

The NISF number of the enterprise is an 8 number code that the people in charge will write in the spaces provided for that. This number will be communicated by a responsible person of the enterprise on the basis of a document from where he will check. This code also identifies the enterprise in a unique way.

IE04. Total number of employees

This question is filled by the person in charge of the enterprise or its representative. **An employee** is a person who works for the enterprise and who has been recruited for that, in the framework of this project and who receives payment in cash or in kind from your enterprise.

IE05. Beginning date of works

It is not the beginning date of works found in the contract of the enterprises. It is the effective beginning date. The first 2 spaces are for the day number, the second 2 for the month number and the last 2 for the year number. For example, if the enterprise has effectively started its work on the 17th august 2014 fill as follow: |_1_|_7_|_0_|_8_|_1_|_4_|.

IE06. Duration of services (in days)

It is the duration of services as previewed in the contract of the enterprise. The person in charge has to convert it in days.

Subsection EM is to list out all employees of the enterprise within the framework of the project, to inform about the profile, the characteristics and the employment of each employee in the enterprise: their qualification, their date of recruitment in the enterprise, the duration of contract, the salaries paid to the employee by the enterprise, in relation with the socio demographic characteristics of the employee.

EM01. Name and first names of each employee

The person in charge of answering the questionnaire will have to begin section EM by listing out first in the column previewed for that, the names and firstnames of all employees of the enterprise in any order.

EM02. Sex

For each of the employees, write 1 in the space if the concerned employee is male and 2 if female.

EM03. Age

For each of the employees, write his complete age in the spaces previewed for that.

If the person in charge does not know the employee's age, he can calculate it from the birth date of the employee. So, if the employee's birthdate is already passed, subtract it from 2014. Else, you remove 1 from that subtraction.

Example: Consider that the employee is born in February 1990 and that the survey is carried out in April, his age is $2014 - 1990 = 24$ years. If he is born in July 1990, his age is $2014 - 1990 - 1 = 13$ years.

EM04. Nationality

For each employee, write the code corresponding to his nationality in the space previewed for that.

Modality "Other Africans" is for others who are neither Cameroonians nor Nigerians but Africans.

The modality "Other nationality" is for employees that are not concerned with the first five modalities.

The respondent must in case of the last two modalities, specify the nationality of the employee.

EM05. Level of education

For each employee, write the code corresponding to his level of education in the space provided for that. Modality "None" concerns employees who have never gone to school or who have not gone beyond nursery school. Modality "Primary" concerns employees who stopped their study in the primary school. Modality "Secondary I" concerns employees who stopped their study in secondary *first cycle. Modality "Secondary II" concerns employees who stopped their study in secondary second cycle. Modality "Higher" is for those who stopped their study in the higher level.

EM06. Activity exercised in the project (specify)

For each employee, the respondent must indicate the activity exercised by the employee. He should write nothing in the digit space. After data collection, a team from the NIS will fill the digit space, while using the nomenclature of activities.

EM07. Qualification

Write in the space provided the code corresponding to the level of competence of the employee. A labourer is an employee to whom they can not give a work for conception in a work site. It is the lowest executants. A worker is an employee to whom they can give some work that need some level of reflexion.

EM08. Date of recruitment

For the employing having a written contract with the enterprise, indicate the date of recruitment found in the contract. If the employee does not have a written contract, write his effective beginning date for work. Whatever the case, the first 2 spaces are for the day number, the second 2 for the month number and the last 2 for the year number. For example, if the enterprise has effectively started its work on the 17th may 2014 fill as follow: |_1_|_7_|_0_|_5_|_1_|_4_|.

EM09. Duration of contract (in days)

After having converted the duration of the contract of the employee in days, write this duration in the spaces provided for that.

EM10. Net Salaries paid (in CFAF)

The respondent must specify the code corresponding to the periodicity of the payment of the employee's salary in the first digit space. The payment can be daily (code 1), weekly (code 2),

monthly (code 3) at the task (code 4).

EMPLOYEE FORM

A01. Date of interview

It is the date of the interview done by the interviewer. The first 2 spaces are for the day number, the second 2 for the month number and the last 2 for the year number. For example, if the enterprise has effectively started its work on the 17th may 2014 fill as follow: |_1_|_7_|_0_|_8_|_1_|_4_|.

A02. Interviewer

The interviewer must write his full names and write his code in the space previewed for that. Interviewers code are given by supervisors.

A03. Controller

The team leader after checking the questionnaire handed to him by the interviewer must write his name and write his own code in the spaces provided for that. Team leaders' code are given by supervisors. The date of control of the questionnaire must be written in the digits below. The first 2 spaces are for the day number, the second 2 for the month number and the last 2 for the year number. For example, if the enterprise has effectively started its work on the 17th August 2014 fill as follow: |_1_|_7_|_0_|_8_|_1_|_4_|.

O.01. Name of the employing enterprise

Write in full the name of the enterprise and its acronym in parenthesis. The codes will be written later on.

O.02. Name of the employee inside the enterprise

Ask the employee's name and write it where it is previewed. The name of the interviewee is not obligatory.

O.03. Branch of activity of the enterprise

The interviewee must specifically indicate the activity of the enterprise. After data collection, a team from NIS will code it. This information can be got from the employment form (IE02).

O.04. Nationality of the employee

Write the code corresponding to the nationality of the employee in the space previewed for that. See instruction at question EM04 of the employment form.

O.05. Level of education

Write the code corresponding to the level of education of the employee in the space previewed for that. See instruction of question EM05 of the employment form.

O.06. Profession of the employee

The trade is the usual occupation of the employee even before his recruitment for the project. For example, the trade of an employee can bricklaying , but in the project he is a driver.

The interviewee must detailly write the trade of the employee while allowing empty the digit spaces. They will be filled later on by a team from NIS with the nomenclature of trades and professions of Cameroon.

O.07. Level of qualification in the profession

Write in the space previewed, the code corresponding to the level of qualification of the employee in his trade.

O.08. Activity exercised in the project

The interviewer must indicate the activity of the employee in the worksite. He should write nothing in the digit spaces. They will be filled later on by a team from NIS with the nomenclature of activity.

O.09. Qualification of the employee

Write in the space provided the code corresponding to the qualification of the employee in the activity that he exercises in the work site. A labourer is an employee to whom they cannot give a work for conception in a work site. It is the lowest executants. A worker is an employee to whom they can give some work that need some level of reflexion.

O.10. Number worked hours per day

It is the number of effective worked hours per day.

O.11. Number of worked days per week

It is the number of effective worked days per day.

O.12. Type of contrat

The interviewee must specify if his contract with the enterprise is *at the task (1)*, *fixed-term (2)* or *permanent (3)*.

O.13. Duration of contract

You must first write in the space previewed the code corresponding to the periodicity of the duration of the contract as it is defined in the contract. The duration of the contract can be in weeks (code 1), months (code 2), days (code 3) or hour (code 4) or other periodicity (code 5). Modality “other” is for periodicities not defined in the first 4 modalities. Then, write the number of periods in the digits spaces previewed for that. For example, if the contract previews 14 weeks of work, we fill as follows: periodicity 1 Number 0 1 4 .

O.14. For how long have you been working on the site?

Ask the employee the date he effectively started work in the present worksite. Just as in the preceding question, you must specify the periodicity, then the number of period.

O.15. Mode of payment

Write the code corresponding to the periodicity of the payment of the employee by his employer in the space provided. If the payment mode does not fit with the first four modalities, specify the mode in front of modality “other” and write 5 in the space provided.

O.16. Salary in CFAF

Depending on the mode of payment of the employee (O.15), write the salary in CFAF in the space provided for that?

O.17. A part from the salary, what are others advantages that you benefit from ?

The question can be asked as follows: A part from your salary, does/has your employer

1. provide you facilities for accommodation to work place and other destinations concerning work?
2. registered for a health insurance for you?
3. registered for a accident insurance for you?
registered you at NSIF?
4. offered you a lodging or any other advantage in king?
5. offered you other advantages different from the listed above?

O.18. Amount of the salary (according to the mode of payment previously chosen) used for the following expenses :

The question can be asked as follows:

Do you spend for [name of item]? If the answer is “No”, move to the next item. If the answer is “Yes”, ask after how long does the interviewee spend for that item [name of item] (per day, per week or per month?), then how much does he spent according to the periodicity for [name of item]. Convert it in monthly amount.

For the amount, ask the question: you recently said that you have a salary of *[amount of the salary]* per *[periodicity of the salary]*. What is the amount of that salary that you use for *[name of item]* per *[periodicity of the expense concerning this item]*.

O.19. Situation of occupation before the project

The employee must say if before working in the project, he was exercising an income generating activity. If it is the case, write 1 in the digit space provided for that. Else, write 2 and move to O.21.

O.20. Status in the previous employment

If the employee was effectively occupied before the project, he must specify if he was employer, own account or employee receiving a salary.

O.21. For the present employment, are you registered at the national social insurance fund?

Simply ask the question and write the answer in the space provided.

O.22. Present place of residence

Ask the question as follows:

Do you usually live in one of the subdivisions [list out the subdivisions of the ZIP], even when it is not a working day? If yes, write 1 in the digit space provided. Else, write 2.

O.23. Place of residence during working days

Ask the question as follows:

During working days, do you live in the zone of intervention of the project? If yes, write 1 in the space provided. Else, write 2.

O.24. Usual place of feeding during working hours

Simply ask the following question: where do you take your breakfast or where do you usually take your meals during your working hours. Do you usually go to the house, restaurant, cafeteria, off-license, canteen of the enterprise, women who often sell in fix points, women who move about selling or to a place not mentioned here. If it is the last case, specify the place.

O.25. Mode of recruitment

CHAPTER V : ORGANIZATION OF THE COLLECTION

Teams are made following the targets (household, traffic, transporters and price). Interviewers work together or per sub-group according to the organization decided by the team leader in agreement with the supervisor.

5.1. Numbering

The numbering and data collection works needs teams, whose work consist in locating the EA, identifying their limits, counting the lodging and households found therein, interviewing households that are conveniently drawn by the team leader.

The operations of cartography and numbering of each EA are done by a group of two persons and they take place in two or three days normally. After having delimited the EA, having divided it into blocs of houses or quarters and having decided on the direction to follow during numbering,

- one of the persons holds the numbering forms and asks the household members or their neighbour information to fill them ,
- the other one holds a bold marker or chalk and writes numbers on one or several visible places of the structure (if possible away from bad weather).

At the end of numbering, while the interviewers makes the sketch of the EA, the team leader or the supervisor checks the numbering, and in case of validation, he makes the list of household serial numbers, draws the sample following the procedure of systematic drawing and fills the corresponding form, then shares immediately the households to be interviewed to his interviewers while giving them their code. The two interviewers take the coordinate during the phase of locating the households selected. Then they interview these households according to the work load given by the supervisor.

5.2 Organization of data collection works

The organization of works varies according to if you are working on the target household, traffic, transporter or price.

5.2 1 Organization for household survey

Team will deploy themselves together and in a close way. A team of two interviewers will be sent in one EA and teams of 5 pairs of interviewers lead by one team leader will be constituted following the workload on the field.

5.2 2 Organization of the survey for other targets.

This organization is made by the supervisors.