NEPAL LABOUR FORCE SURVEY
(NLFS)

INTERVIEWER MANUAL

Prepared by

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NATIONAL PLANNING COMMISSION SECRETARIAT
HIS MAJESTY'S GOVERNMENT
NEPAL

MARCH 1998

CONTENTS

INTRODUCTION

This manual is prepared as a basic reference guide for interviewers working on the Nepal Labour Force Survey (NLFS). Part 1 of the manual (*Field Operations)* contains general information on how to carry out the survey. It covers the following topics:

1. An overview of the Nepal Labour Force Survey;
2. A description of the interviewer's job;
3. Organization of the fieldwork;
4. General instructions on how to fill out the questionnaire; and
5. Definitions of key words and concepts.

Part 2 of the manual (*The NLFS Questionnaire)* contains detailed instructions on how to fill out the questionnaire. For each section, the manual indicates the purpose of the section and the information to be collected, identifies the household members who should be the respondents, and gives specific instructions for each question.

PART 1: FIELD OPERATIONS

1. OVERVIEW OF THE SURVEY

1.1 OBJECTIVES OF THE NEPAL LABOUR FORCE SURVEY

The main objective of the Nepal Labour Force Survey (NLFS) is to collect information from members of Nepalese households about their economic activities. As a result of the survey, a detailed set of comprehensive statistics will be available on employment, unemployment and underemployment, which will be valuable for manpower and economic planning. Although other recent surveys have collected some labour force data, the NLFS is the first survey in Nepal to focus exclusively on this topic. The NLFS is being carried out with technical support from the International Labour Organization (ILO), which is the international body with particular responsibilities in the area of labour and employment.

The results will provide information needed for skill development and planning, for employment generation, for improving the status of women and children, for assessing the role and importance of the informal sector, and for identifying the number and characteristics of the unemployed and underemployed in Nepal.

1.2 LEGAL STATUS OF THE SURVEY

The survey will be conducted under the authority of the Statistics Act 2015. The information obtained from household members under this Act is STRICTLY CONFIDENTIAL. Under no circumstances will any identifiable information be released to anyone. Only information in statistical form, such as tables, will be released, so it will be impossible to identify the information for any individual. Some respondents might be worried that their data might be released to the taxation or other authorities; please reassure them that this will never happen. Please be extremely careful not to discuss any information you collect in this survey with anyone outside the survey team, and do not show the completed forms to anyone who is not authorised to see them.

1.3 METHODOLOGY OF THE SURVEY

<u>Sample design</u>

The sample size for the NLFS is 14,400 households. Half of the sample is being allocated to urban areas, and half to rural areas, because of the importance of getting good estimates of economic activity for each of these areas. In both urban and rural areas the sample will be spread out evenly over the three main seasons of the year (rainy season, winter season, and dry season), so as to cover seasonal variations in economic activity. The sample is not large enough to allow separate analysis of the results for each district, but results will be given for various groupings of the 15 eco-development regions (five development regions covering three ecological belts).

The primary sampling unit is the ward. Within each development region, wards have been selected on the basis of their size; the likelihood that a ward is selected is proportional to the number of households living in that ward. Within each ward, 20 households will be selected and interviewed. In this way, data will be collected from 720 wards around the country; 360 of them in urban areas and 360 in rural areas. This means that in each season of the year 120 urban wards and 120 rural wards will be visited.

<u>Field organization</u>

The data will be collected by 15 field teams, each responsible for a designated area of the country. After the wards were selected, they were located on a map and assigned to the teams, so as to balance workloads and travel time across the teams. Each team consists of a supervisor and three or more interviewers. The teams will survey households in each of the three seasons of the year.

Content and design of the survey

Within each ward or subward that you visit, the first part of the survey will involve making a complete list of all the households living in the area. Once this list has been prepared, your supervisor will identify the 20 households which you are to cover in the survey. The second part of the survey will involve visiting each of the selected households, to collect basic information about all the people living there, and to collect more detailed information on the economic activities of all usual residents aged 5 years or more.

Structure of the interviews

Each ward will be visited only once. However, the selected households within the ward could be visited more than once, in those cases where there are unanswered questions or mistakes which need a follow-up. The duration of the interview will vary greatly from household to household depending on the number of persons in the household and how many different kinds of economic activity they are undertaking. In general, the larger the household, the more people you will have to interview, the more activities there will be to cover and the longer it will take you to complete an interview. On average, the interview will probably take about an hour and a half.

Field teams

At the field level, staff from central and district offices of CBS will be recruited. The supervisor's job is to oversee, co-ordinate, monitor and, where necessary, correct the work of the interviewers. The interviewer will be responsible for listing the households in each area visited, and for collecting the data from the household respondents using the NLFS questionnaire.

2. THE INTERVIEWER'S JOB

The interviewers are the foundation of the entire survey. The usefulness of the data and the ultimate success of the survey depend directly upon the care you take in collecting and recording the information. Your task is to obtain complete and accurate information from each and every household that you visit. The information you collect becomes part of the national database and used by government in planning and carrying out development projects. If the data collected are incomplete or inaccurate, it may lead to wrong decisions. For these reasons, you must work very carefully and systematically to obtain accurate and complete information. It is very important to pay close attention during each interview with the household and its members and make a habit of watching and listening to them carefully to detect any problems that may occur so that you can discuss and resolve the problem easily.

2.1 RELATIONSHIP WITH YOUR SUPERVISOR

The field supervisor is the main link between the field teams and the central NLFS team at CBS headquarters in Kathmandu; he/she represents the central NLFS team in the field. The supervisor has the following major tasks to accomplish in the field:

1. The supervisor will be in charge of the operation of listing all households in the area. Any doubts about the listing exercise should be referred to the supervisor.

2. Using standard sampling techniques, the supervisor will select and identify the households to be interviewed in the ward. He/she will then assign interviewers to interview members of the household, and will provide them with questionnaires and other materials.

3. The supervisor will examine all the filled-in questionnaires. He/she will also verify that each interview has been carried out correctly and that the questionnaires are complete.

4. The supervisor will keep the central office in Kathmandu informed about your performance in the field. He/she will make regular evaluations of your work, including your behaviour and presentation during interviews, the quality of the interviews, and your working relationship with the supervisor and other team members.

5. The supervisor will help you to solve any problems you encounter during your work. You must keep him or her informed of any and all difficulties or problems that you encounter. When in doubt, always consult your supervisor.

2.2 HOUSEHOLD LISTING

On the first day that you arrive in a rural ward, the supervisor, accompanied by the interviewers, will visit the ward or VDC chairman and other distinguished villagers to explain the purpose of the survey, introduce the members of the team, and discuss the survey programme. In urban areas, this procedure will usually not be necessary.

For each village or urban area, you must prepare a list of the households in the area by listing all the households within the boundary of the selected area. You should find the boundaries of the selected ward or subward by contacting local knowledgeable people in the area. The listing of households must be done on the special household listing form, which provides space for listing up to 300 households. Be sure to fill in all the information on the front page of the listing form, so that there is a clear identification of the area being covered.

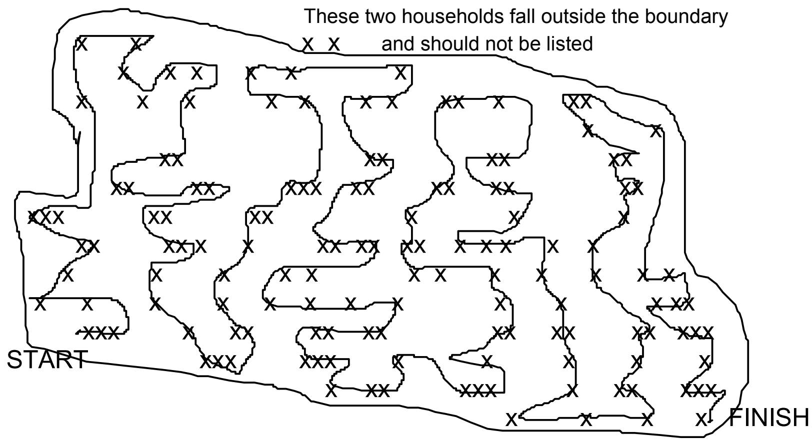
Usually each area you have been given will contain fewer than 300 households; in the case of large wards, this has been achieved by splitting up the ward into smaller subwards, and giving you a subward to cover. Where this happens, the number of the selected subward will be shown on the supervisor's fieldsheet, and a map will be provided to help you identify the boundaries of the selected area. You will then be required to cover only the subward, and not the whole ward.

Special action must be taken if you find that the ward assigned to you has 300 or more households. In this case you will be required to list only part of the area. This process of splitting up a ward is called segmentation, and your supervisor will explain the procedure to be followed.

The listing sheet contains space for the name of the locality (i.e. tole) in which the household lives, the name of the household head, the nickname of the household head (in rural areas) or the physical address (in urban areas), and the number of persons usually residing in the household. Take great care to list all households which come within the boundary. Do not list any households which fall just outside the boundary of the area. The listing should be done in a systematic manner, working around the selected area, so as not to miss any households. The figure below shows you how you should list households within an area. List the households in order on the listing sheet, starting with the first household on line 1, and not leaving any lines blank; in this way, the serial number of the last household on the list will indicate the total number of households in the selected area. Do not write anything in the first column on the listing sheet; this column will be used later by your supervisor to identify the 20 households selected for interview.

Once you are certain that you have listed all the households within the boundary, give the list to your supervisor, who will check it and then select the households for you to interview, using standard sampling techniques.

Example of a how to do the listing operation



In order to list the households correctly, you need to be familiar with the definitions of the terms "household" and "household head". These are given in full at the beginning of section 5 of this instruction manual. Here we simply need to emphasize four points:

(a) Only private households are being covered in this survey. Do not list buildings which contain just institutions such as schools, hospitals, etc.

(b) A household is a group of people who normally live together and eat together.

(c) Diplomatic households are excluded from this survey and should not be listed. But all non-diplomatic households are to be covered, including expatriate (foreign) households resident in Nepal.

(d) For this survey we are counting servants and paid domestic employees as part of the household, not as separate households.

2.3 INTERVIEWING HOUSEHOLD MEMBERS

When you are interviewing you must follow the instructions in this manual. Keep in mind the following three general rules:

1. Read the questions exactly as they appear in the questionnaire. Do not shorten or change the wording of questions. Do not interpret a question for the respondent unless he or she is unable to understand the question as stated.
2. Personal information about a particular individual should be asked personally. In general, you should discourage other members of the household from giving personal information regarding other individuals. You should always try to interview the relevant person. Politely discourage people from giving information on other people unless it is impossible to interview the relevant person, or you are convinced that the person whom you are interviewing is the best informed about other members of the household.
3. Ensure confidentiality. All the information collected is confidential, and will not be divulged. If the respondents know this, they are more likely to give truthful answers. Try to interview your respondents privately.

3. GENERAL ORGANIZATION OF FIELDWORK

Each team will visit the selected PSU (ward) for about four days. You will use the local public transport. In hilly and mountainous areas it is usually necessary to walk for substantial distances from one ward to the next. So the number of wards to be covered by your team has been assigned according to your likely travel time.

The first two days will need to be spent on the listing exercise. In each ward, 20 households will then be selected for interview. Teams will split up to complete the interviews in the 20 households. In this way it will be possible to complete about ten interviews a day, and do all the interviews in the ward in about two days.

Sometimes it may be necessary to work during the early mornings and in the evenings. In all cases you will have to adapt yourself to the schedule of your respondents. During certain times of the year farmers have reasonable amounts of free time to answer your questions. At other times of the year they are very busy and you will have to interview them at the most convenient time for them. In urban areas, you may have to perform most of the interviewing work during morning and evening hours or on Saturdays when your respondents will have some free time.

For the listing work and for filling in the questionnaire you will need to carry the following materials. It is your responsibility to make sure that you have all these materials with you during all interviews:

1. Interviewer manual,
2. A calculator,
3. A writing pad,
4. Your identification card,
5. Lead pencils with erasers,
6. A blue ball-point pen for correction.

3.1 INTERVIEWING PROCEDURES

You will have to make contact with the households who are selected in the survey. During the first visit to the household, you will introduce yourself, explain the purpose of the survey, and make the household aware that information will be collected from 20 households in the ward.

When you first enter a household, the first thing you should do is to greet everyone, introduce yourself, and say that you are working for the Central Bureau of Statistics under the National Planning Commission . Show your identification card, and ask to speak to the head of the household (or, if that person is not at home, some other senior household member). If no suitable person is available, find out when they are likely to be available, and return at that time. Explain that the CBS is conducting a Labour Force Survey in Nepal. The purpose of the survey is to gain information that will help HMG to better plan development programmes and projects. Tell them that :

1. Their village and household were selected at random. Other villages and their residents had an equal chance of being selected;
2. Because of the scientific selection process, we cannot substitute another household for their selected household;
3. The survey collects information on the economic activities of household members.
4. The information collected is confidential and is not used for any other purposes.

Obtain the consent and agreement of the household to participate, and make an appointment to visit them for the interview.

3.2 THE INTERVIEW

Listed below are some general rules to be followed when you conduct an interview.

Maintain good conduct

1. Be courteous towards everyone. Treat other team members and all household members with respect. Your behaviour can have an enormous influence on the opinions of the people in areas where you work. Whether your respondents take the survey as worthwhile or worthless depends heavily on the behaviour of the field staff.
2. Avoid behavior that people find disturbing and upsetting.
3. Be properly dressed. Respondents are more likely to trust you if you dress properly.
4. Exercise patience and tact during the interview. Avoid circumstances which make the respondent angry.

Explain the guidelines for answering questions

Suggest the following guidelines before you start the interview, and tell the respondent that these will keep the interview easy and smooth:

1. It is important that you answer as accurately as you can.
2. When a question is asked for getting information over a longer period of time, like the last month, take your time to think and recall before answering. Accuracy of the answer is more important than speed.
3. Please interrupt any time a question is unclear, and ask me to repeat or explain.

Ask questions just as they are written in the questionnaire

You must always read the questions just as they are written in the questionnaire. Ask questions and give instructions exactly as they are written in the questionnaire with no variation or change in wording. Slight changes in wording may have big changes in the response from the respondent.

After you have read the question clearly and carefully, wait for a response. If the respondent does not respond, then there could be several possibilities: the respondent has not heard the question, does not know the answer, does not wish to answer, or does not understand the question. In such a situation, you may repeat the question and/or emphasize that no answer will be revealed to others. You may ask if the question was understood.

Maintain a neutral attitude

It is extremely important that you keep a neutral attitude towards the answers given by respondents. Most people want to please a visitor, so they will be watching you carefully for your expectations and for an indication of a better way to respond to your questions. If you show surprise, approval, or disapproval, this will affect the responses. No matter what a respondent says, you must not reveal what you think about the answer. If the respondent asks you what you think of a particular response he or she has given, say that you would be happy to talk about it after the interview is finished. Not all respondents ask such questions. If someone does, you should handle it with care. In a small village every conversation you take part in and all your activities will be discussed throughout the community, and may influence future interviews.

You must also take care not to prejudge the respondent’s ability to answer questions. People will be sensitive to condescending attitudes. Be cheerful and avoid showing your own judgments and feelings.

Probe and help the respondents to recall

If a respondent gives an incomplete or unsatisfactory answer, you must probe by asking a follow-up question to get a more complete response. While probing, follow-up questions can be asked such as "What exactly do you mean by that?", "Anything else?", "Tell me more about it..."etc. Simply repeating the question can be a useful way to probe.

Conduct the interviews in private

In principle, all questions should be asked to the respondent in total privacy. This prevents embarrassment and helps to ensure that the respondent answers all the questions free and frankly. In practice, particularly in a village, it is often difficult to prevent the presence of neighbours and other relatives during the interview.

As you gain experience as an interviewer, you will discover new and better methods for protecting your respondent's privacy. Be sure to share such methods with your co-workers as well. Frequent discussions among team members will make sure that all the team members will benefit from the exchange of ideas and from the experience of each other.

You should use your own discretion as to the reliability and accuracy of reporting by someone other than the person involved. For instance, a wife will probably know where her husband works and what he does there, but she may not know his actual hours of work last week. You should also be careful when collecting information about children. Many parents may prefer to answer on behalf of their child, but some may not know the details of their hours of work, etc, and more reliable data can usually be obtained if the child answers alone.

Confirm other appointment times

It is very important that all interviews be completed and all relevant household members be interviewed. If you want to make your interview short, or if you need to interview other household members, be sure to set a time when you can meet each of your respondents . Note down your appointment time so that you do not forget it.

Thank the household for their time and co-operation

When you are finished, be sure to thank all members of the household for their help while conducting the interview. Those who participate in the interview are being very generous, both in revealing personal information, and in giving their time. Please make clear to them that their co-operation has been deeply appreciated.

3.3 CHECKING THE COMPLETED QUESTIONNAIRES

When you have finished an interview, you must immediately go through the forms question by question and make sure that all sections have been filled out correctly and legibly. In addition, If you discover that any section or question has not been completed, you must return to the household to obtain the missing data. This must be done before you leave the ward.

You will not be required to enter any codes for the responses to the questions on formal vocational/professional training, and occupation and industry. Because of the complexity of these topics, all the coding for these questions will be done later in Kathmandu. But you must make sure that you have collected adequate information to enable this coding to be done.

3.4 RECHECKING THE QUESTIONNAIRES

Once you have completed and checked the questionnaire, the supervisor will check it again. The supervisor will discuss any remaining problems with you. If there are unresolved problems, you will have to go back to the household and ask the relevant questions again. You will then write the new answers alongside the old ones, distinctly using a blue ball-point pen. Do not erase the old answers. Never change data in a questionnaire without re-asking the question.

4. GENERAL INSTRUCTIONS ON HOW TO FILL OUT THE QUESTIONNAIRES

4.1 ORGANIZATION OF THE QUESTIONNAIRE

The Household List should be filled in at the beginning of the interview. This list of all household members should be written on the last page of the questionnaire. You will notice that the roster page is printed on a fold-out sheet so that it can be easily unfolded. This will let you record information for each individual whenever you need to, without having to write each person's name on each page. You will be able to see the names of the household members easily in the questionnaire during the interview.

The different sections of the questionnaire apply to different groups of household members. Questions 1 to 7 of Section 1 apply to all household members. No further questions are asked for children under five years of age, but all other household members are asked questions 7 to 12, and those aged 14 or over are also asked questions 13 to 15. Section 2 (Current Activities) applies to all households members aged 5 and over, while Section 3 (Unemployment) applies only to those who did not work in the last seven days (as determined in Section 2). Section 4 (Activity in the last 12 months) again applies to all household members aged 5 and over, while Section 5 (Past Employment Record) only applies to those who did not work at all over the last 12 months (as determined in Section 4).

4.2 INSTRUCTIONS ON HOW TO FILL OUT THE QUESTIONNAIRE

<u>Always fill in the questionnaire during the interview</u>

You must not record the information obtained from the interview on scraps of paper and transfer them to the questionnaire later. Always fill in the questionnaire while interviewing.

<u>Asking questions</u>

After you have established (at Question 7) who are the eligible members of the household for interview, it is best to work across the page, rather than down, first asking all questions to the head of household, and then proceeding to the next eligible person. In this way you can build up a clear picture of one person's working activities, which will help to ensure that the information recorded on the questionnaire is complete and accurate. It will also help to ensure more privacy for the interview. You can explain that you will come to the other members of the household when you have finished interviewing this person.

The formatting and layout of the questionnaire are designed to make the question-and-answer process easy for both the interviewer and the respondent. Several typographical conventions will help you ask the questions in the correct way.

1. Text that is written in italics (e.g., *Interviewer*) is not a question but an instruction for you. It should not be read aloud to the respondent, because this instruction is given for your convenience. An example of such an instruction is given in Question 7 of Section 1.

2. Text that is written as a question should be read aloud to the respondent. These questions should be asked to the respondent as they appear.

   For example: " What is the highest level [name] has completed?" (Question 12)

3. The space provided within parentheses for name "[Name]" indicates that the information is required for the particular person about whom the question is asked.

   For example: " Can [NAME] read ?" (Question 8)

   Normally, you will be talking directly to the person to whom the question applies, and you should use "you".

   " Can you read ?" (Question 8)

   In other cases, where you are not talking directly to the person, you will have to supply the name of each household member when asking the question. For instance, if there is a son named Pawan in the household, and you are asking the head of household for information about this person, you would ask:

   "Can Pawan read?"

<u>Coding answers</u>

Most of the answers in the questionnaire are pre-coded, that is, a list of possible answers follows the question, and the interviewer has to write in the box or column the code (number) corresponding to the answer provided by the respondent. In a few cases, however, the interviewer must write the answer in words as it is given by the respondent.

1. When the answer is a name, like in the roster, or an activity, write it as the respondent tells you.

   For example:

   " What was the main sort of work ..[NAME].. did in the last 7 days ?" [Q.21]

   Here, you will write out the type of work [i.e.occupation] which the person did.

   How much did [name] earn last week from his/her main work? [Q. 30]

   Here, you would write in numbers the amount of Rupees earned in the last week.

2. When the answers are pre-coded, you must write the code corresponding to the answer given by the respondent in the box or column provided.

   For example:

   "For how long has (Name..) been doing this work? [Q.22]
   Less than 1 year..1
   1 year to less than 5 years 2
   5 years to less than 10 years....................................3
   10 years or more..4

   Here, if the respondent has been doing his work for three years, you should write "2" in the box.

3. Where the answer given by the respondent does not fit into one of the codes shown, there is sometimes a final category, marked: Other (specify). If this is the code which applies to the person, write down the number of the code, and also record the reply given by the respondent, so that it can later be examined and coded at headquarters.

Skip patterns

When a question does not apply to a particular respondent, it must be skipped. The questionnaire uses arrows and boxes to tell the interviewer where to go next when some questions have to be skipped.

1. Arrows indicate that some questions have to be skipped because they do not apply to the respondents. In other words, these arrows direct the respondent to move to subsequent questions.

   For example:

   "13. Has [name] received any formal vocational/professional training?
   Yes 1
   No .... 2 (➔ 16) "

   Here, the arrow is used to skip from one question to another. It indicates that, if the response is "No", the next question to be asked is Question 16; Questions 14 and 15 should not be asked. If instead the response is "Yes", there is no need to skip, and the next question (Question 14) should be asked.

2. Arrows inside boxes are used to indicate unconditional skips, that is, skips that always apply, no matter what answer the respondent gives.

   For example:

   "50. Did [Name] look for more work in other ways during the last 30 days? "
   Yes (specify)...1
   No..................2
   $\boxed{\rightarrow 52 \text{ for all}}$

3. Never leave a question blank that requires a response based on the questionnaire's skip patterns. Never write a response for a question that should be left blank because it is not applicable to the respondent. Questions that are filled in when they should not be, and questions that are left blank when they should be filled in are both errors, and the data entry program will recognize them. These errors will waste time and money.

Data entry considerations

The information that you record in the questionnaire will be entered directly into the computer from the questionnaire (except for the names and addresses of respondents which will be treated with the strictest confidentiality and not entered into the computer). To minimize mistakes and maximize accuracy, follow these rules:

1. Write all details (description of work done, hours worked, etc.) clearly and legibly. Remember that this has to be coded and entered onto the computer by someone at head office, and that they will need to be able to read easily what you have written.

2. Write answers to questions in the boxes or columns of the questionnaire. Make sure you keep your answer within the space provided.

3. Never go beyond the space allotted for the answer to a question, If you think that some explanation is required for an unusual job or if you are not sure how to deal with a particular situation, write notes at the foot of the page but well away from the boxes.

4. Write legibly with pencil in the questionnaire, without crossing out or overwriting a letter or a number. If you make a mistake and have to correct an entry, do not use an

eraser. Put a cross or line through the mistake and write the correct answer alongside.

5. Although you may correct minor errors after having written down the answers badly, you must never make any other changes in the completed questionnaire without asking the respondent. Neither may you copy the information you have collected onto a new questionnaire.

6. Write numbers only in Western script. Do not use Nepali numbers. If you mix the two there will be a lot of confusion.

5. DEFINITIONS OF KEY WORDS AND CONCEPTS

The questionnaire uses certain key words and concepts in ways that are specific to this survey. The explanation of these key words may be different from how they are used in other surveys on which you may have worked. The meaning of these words may also differ from the way they are used in daily life. All interviewers must understand and use these words and concepts in the way they are defined here when they conduct an interview. If you are not clear about the meaning of a particular word, or if you experience any problem at the time of the interview, discuss this with your supervisor.

5.1 Household

A household is a group of people who normally live together and eat their meals together. For the purposes of this survey, "normally" is taken to mean that the person concerned has lived in the household for at least 6 of the past 12 months. Thus the members of the household are identified on the basis of their "usual place of residence". (Note: A person living alone and making his or her own meal arrangements counts as a separate household.)

There are some exceptions to this rule which are described below:

1. The following categories of persons are treated as household members even though they have lived less than six months in the household during past 12 months:
   (I) infants who are less than 6 months old,
   (ii) a newly married couple who have been living together for less than 6 months, and
   (iii) persons living together for less than 6 months but who are expected to live in the household permanently (or for long duration).

2. Lodgers or other permanent residents who live and take their meals with the household are to be counted as household members, even though they may have no blood relationship with the household head.

3. Servants or other paid domestic employees should be counted as part of the household.

4. People who have lived in the household for more than six months of the past 12 months but have permanently left the household (e.g. separated or dead) are not considered members of the household for our purposes.

People who live in the same dwelling, but do not share food expenses or eat meals together, are not members of the same household. For example, if two brothers, each having his own family, live in the same house but maintain separate food budgets and cooking facilities, they would constitute two separate households. Likewise, people who eat together but do not live in the same dwelling are not members of the same household.

It is very important that you define the household membership strictly according to the criteria outlined above. These guidelines may not be the same as others you may be familiar with, and at times they may not conform with the household's own notion of who should be considered as a household member. Any questions or doubts that arise in the field should be discussed with your supervisor.

5.2 Head of household

The head of the household is the person who manages the income earned and expenses incurred by the household and who is the most knowledgeable person concerning other members of the household. If he or she is not present or available (for example, he or she may be living abroad temporarily), an alternative "head" must be selected in consultation with senior household members. The following criteria can be taken into account (in priority order) in helping you to decide who is the head of household:

(a) the household member who is accepted as the head by other household members;
(b) the household member who is legally responsible for the dwelling (owner or lease holder);
(c) the household member who is the main income earner:
(d) the household member who does most of the household shopping;
(e) the oldest household member.

5.3 Economic activity

The concept of "economic activity " is a complex one which must be understood if it is to be used properly in the Labour Force Survey. In a population census, the concept cannot be defined with depth and precision. However in a labour force survey it is not only possible but essential to ensure that the concept is adequately measured. The questionnaire asks the respondent whether he/she did any work in the last 7 days and in the last 12 months. To get an idea of the range of activities which count as "work" for the purposes of this survey, you should study carefully the list of activities shown in Question 16, and particularly the details given in the footnote to that question. All the activities shown in Question 16 count as "work". In contrast, the activities shown in Question 17 (and all of which are done without pay for the household) do not count as "work" for the purposes of this survey.

To enable you to identify whether or not someone has engaged in a work activity, here are some examples of economic activities. These activities are grouped up along the same lines as the different groupings shown in Question 16:

Outside the home

A. Wage job: Workers employed in factories, business enterprises, farms, shops, service undertakings, and other economic units engaged in the production of goods and services intended for sale on the market. Also, employees of government and other social and cultural institutions, hotels, restaurants, transport and communication. Politicians who get remuneration, lawyers, doctors, shopkeepers, farmers.

B. Any business operated by [Name]: Managing one's own business or farm even though not involved in producing the output.

Home-based activities

C. Agriculture: Growing or gathering field crops, fruits and vegetables, producing eggs, milk and food. Hunting animals and birds, catching fish, crabs and shellfish. Gathering of berries or other uncultivated crops. Burning charcoal.

D. Milling and other food processing: Threshing and milling grain, making butter, ghee and cheese, slaughtering livestock, curing hides and skins, preserving meat and fish. Making beer and alcohol.

E. Handicrafts: Collecting thatching and weaving materials, making mats, weaving baskets and mats, making clay pots, weaving cloth, dressmaking and tailoring, making furniture.

F. Construction and major repairs: Construction of a dwelling, farm buildings, clearing land for construction, construction of a second floor, or the major renovation of a dwelling, private roads, wells and other private facilities.

G. Fetching water

H. Collecting firewood: Cutting or collecting firewood.

I. Other work activities: Bonded labourer (i.e. work for an employer, a landlord or money lender to meet an obligation - usually a debt - without pay or with less than normal pay until the obligation has been settled), activities of a member of a religious order such as a monk or a priest, cooking food for labourers working on one's farm when food is provided as part of labourers' wages.

5.4 Reference period

Many questions in the NLFS ask respondents to recall whether, or how often, they have done any work during a given time period. This given period of time is called the "reference period", or "recall period". The NLFS uses the following reference periods:

- the past 7 days preceding the time of the interview;
- the past 30 days preceding the time of the interview;
- the past 12 months preceding the time of the interview.

The following example will guide you in determining the reference period.

Suppose the interview takes place on Thursday 11 June 1998. The reference periods used in the interview would be as follows:

Reference period	Period covered
"past 7 days"	from Thursday 4 June to Wednesday 10 June 1998 (i.e. the 7 days before the interview)
"past 30 days"	from 12 May to 10 June 1998 (i.e. the 30 days before the interview)
"past 12 months"	from 1 June 1997 to 31 May 1998 (i.e. 12 completed months before the interview)

5.5 Current economic activity status

"Current economic activity status" was adopted as the international standard to cover economic activity over a short period of time such as one week. A person aged 5 or more may be classified as to whether he/she is "currently employed", "currently unemployed" or "currently inactive" during the survey week. The population which is currently employed together with the population which is currently unemployed comprises the currently economically active population, also called the labour force.

5.6 Currently employed

A person who is "currently employed" :

either (a) is actually engaged in economic activity (as defined above) in the reference week;

or (b) had a job or business but did not work during the reference week.

This second group can include people who think that they have a job but only have a marginal attachment to the labour force. The NLFS asks specific questions to try to identify the extent of the person's attachment to a job/business (including whether the person is away from work for more than two months, and whether the person is being paid while absent).

The "currently employed" group is defined to include those who were absent for less than two months, as well as those who were absent for two months or more but who were paid throughout their period of absence.

The "currently employed" group can be further sub-classified as either "fully employed" or "visibly under-employed".

5.7 Fully employed

The "fully employed" group comprise those who:

either (a) worked a full 'normal' number of hours or more in the reference week. In the NLFS, this is taken to be 40 hours or more;

or (b) worked less than 40 hours in the reference week, but were not available to work more;

or (c) worked less than 40 hours in the reference week, who stated that they were available to work more, but did not for voluntary (i.e. non-economic) reasons (including studies, home duties, illness, vacation, etc.).

The questionnaire asks under-employment questions of all employed people who worked less than 40 hours in the last seven days.

5.8 Visibly under-employed

The "visibly under-employed" comprise those who worked less than 40 hours in the reference week, were available to work more, and did not for involuntary (i.e. economic) reasons (including insufficient work, lack of finance, machinery breakdown, etc.).

5.9 Currently unemployed

The "currently unemployed" comprise those people who did not have a job or business or were not employed (as defined above), and who:

either (a) looked for work in the last 30 days before the interview;

or (b) did not look for work in the last 30 days, but were available to work and did not look for work because they thought no work was available, or they were waiting the results of previous enquiries, or waiting to start work, or considered that it was the off-season for fishing or agriculture.

5.10 Currently inactive

Finally, the "currently inactive" comprise all those who were not currently employed or currently unemployed as defined above. It therefore includes those who are studying, doing housework, etc., who are not employed and not unemployed. It also includes selected marginal groups such as those who thought they had a job or business, but have been unpaid for two months or more, and who say that they are not available for work, or who have not looked for work because they are unavailable for work.

5.11 Usual economic activity

"Usual economic activity status" is another concept used in the international standards. It refers to a person's status over a long period of time such as a year. Whereas the "current activity" concept is affected by seasonality (for instance due to changes in the amount of economic activity in the different agricultural seasons), the "usual status" concept avoids the effects of any seasonality.

The "usual economic activity" concept is used to classify the population over a certain age (in this case five years and over) into whether they are "usually active" or "usually inactive". A person is considered to be "usually active" if the periods of time that he/she has either been working or been available for work taken together during the last 12 months are greater than (or equal to) the periods of time that the person has not been working or available for work.

For convenience in this survey, every month has been treated as though it had exactly 30 days, so that a year is taken as having 360 days. If the sum of the "employed" days and the "unemployed" days is greater than or equal to 180, then the person is classified as "economically active". The "usually economically active" group can be further subdivided into the "usually employed" and the "usually unemployed", depending on whether or not the employed periods amounted to more than the unemployed periods.

A person is "usually inactive" if the periods in which he/she worked or was available for work amounted to less than 180 days in the last 12 months. This group may be further classified as to whether the person was a student, home worker, pensioner, disabled, and so on.

5.12 Informal sector

The NLFS will assist in identifying employment in the informal sector, as well as the extent to which under-employment and unemployment are associated with the informal sector. In line with the new international standards, those working in the informal sector will be determined on the basis of the following criteria:

(a) Whether the enterprise where the person works is a private sector business operated by a household (which might be the selected household or another household).

    Government organisations, parastatal bodies, co-operatives, incorporated private businesses and quasi-corporate private businesses will be considered to be part of the formal sector.

(b) The employment size of the enterprise. Informal sector enterprises are generally small. The international standards distinguish household enterprises with no regular paid employees from other enterprises, but accepts that some countries may wish to include household enterprises with a small number of employees. In the NLFS, we consider household enterprises with less than 10 paid employees as being part of the informal sector. Those with 10 or more paid employees are considered to be part of the formal sector.

A useful additional characteristic (which is not part of the definition of the informal sector, but which gives supplementary information) is the location of the enterprise. Informal sector enterprises may be more likely to operate from the entrepreneur's home, from a market stall, or from some temporary location. Therefore the location of the enterprise is asked in the NLFS.

In summary, the "informal sector" is defined as employment in household-operated enterprises (private sector) with less than 10 paid employees. The "formal sector" comprises employment in Government and parastatal bodies, co-operatives, incorporated enterprises, quasi-corporate enterprises, and enterprises operated by a household with 10 or more regular paid employees.

5.13 Employment status/sector

The latest international standard classification of employment status recommends the following classification: employees, employers, own account workers, members of producers' co-operatives, contributing family workers, and workers not classifiable by status. A distinction is also made between paid employees and the self-employed. Perhaps the main distinction between these two groups is that persons in paid employment are typically remunerated by wages and salaries, but may be paid by commission from sales, by piece-rates, bonuses or in-kind payments such as food, housing or training. Self-employed jobs, on the other hand, are those jobs where the remuneration is directly dependent upon profits (or the potential for profits) derived from the goods and services produced.

5.14 Earnings

The concept of income can be quite complex. For the purposes of the NLFS, we are collecting only income from wage and salary employment by paid employees with regular hours of work last week. All other forms of income (remittances, rental income, bank interest, etc.) received by the paid employee are excluded. The income of other types of employed people (especially businessmen and co-operative members) are also excluded.

Wage and salary earnings can be of two types: in cash or in kind. Earnings paid in cash, cheque or direct bank deposit are "cash" earnings. Earnings in kind include the regular supply of food, clothing, housing, water, electricity, fuel, transport, etc. on a free or subsidized basis. Non-regular earnings such as gifts in cash or kind, and bonuses, are excluded. Earnings should be recorded gross, that is before the deduction of tax, social security, pension payments, etc.

PART 2: THE NLFS QUESTIONNAIRE

FRONT PAGE

The section on the front page of the survey questionnaire is the most important part of the questionnaire, and it should be filled out with the greatest attention before any of the other information in the household questionnaire is collected. In order to do this correctly, you must have a clear view of the NLFS definition of household and household head (see definitions in sections 5.1 and 5.2 of Part 1). It is important that the interviewer first inquire about who the head of the household is, and verify that this person has been present in the household for at least 6 of the past 12 months. This cover page contains much useful information to be collected by interviewers themselves in the field and which is very useful at the time of data analysis. Some of the information can be copied directly from the supervisor's sheet showing the areas being covered in the survey.

PSU CODE This is very important information, and it is the first thing to be filled in on the questionnaire. You will be provided with a list showing the PSU (ward/subward) codes for each area you visit.

HH NO. This household number is also very important, and this number will be given to you by your supervisor in the field. It is the ID number of the selected household (between 1 and 20), taken from the first column on the listing sheet; it is not the serial number of the household shown in the second column on the listing sheet. If the household you are visiting is numbered 6, write this as 06.

Date of interview/Season The exact date of interview should be written in the format shown (first the day, then the month, and then the year), using the Nepali calendar. Then write the season of the year in which this household is being interviewed. The codes for the seasons are as follows:

1	(Mid-May to Mid-September)	Jestha, Ashadh, Shrawan, Bhadra
2	(Mid-September to Mid-January)	Ashwin, Kartik, Mangshir, Poush
3	(Mid-January to Mid-May)	Magh, Falgun, Chaitra, Baishakh

Region/Belt Write the name of the region and ecological belt in the spaces provided, and then code them into the two boxes as follows:

Region:	Eastern	1	Ecological belt:	Mountain	1
	Central	2		Hill	2
	Western	3		Terai	3
	Mid-western	4			
	Far-western	5			

For example, if the region is Mid-western and the ecological belt is Mountain, you should write these two things down, and then use codes 4 and 1

District Write the name of the district in words and the district code as given on the back page of the questionnaire. For example: District: Jhapa 04

VDC/Municipality Write the name of the Village Development Committee or Municipality of which the selected ward or subward is a part.

Ward/Sub-ward There are exactly nine wards in each VDC, and between nine and 35 wards in each municipality depending upon the geographical area and population of the municipality. Most of the urban wards, as well as a few large VDC wards, have been split into a number of smaller subwards to make the listing work easier. Write the number of the ward in the first two boxes, (01 to 09 for VDCs and 09 to 35 for municipalities). Then enter the number of the subward (01 etc.) in the third and fourth boxes. If no subwards have been created, enter 00. In the case of the new municipalities where a selected ward has been created from two old VDC wards, enter the new ward number in the first two boxes, and then the number of the selected old VDC ward in the third and fourth boxes. These numbers will be supplied to you by headquarters.

Tole/ Locality Write the name of theTole or Locality where the household lives, by asking local people or household members.
For example: Tole/Locality: Majhgaon, or Thumks, or Kami

Name of the household head The head of the household is the person who manages the income earned and expenses incurred by the household. For a full definition of "household head", see section 5.2 in Part 1.

Ethnicity of household head Write down the ethnicity of the household head in words and then use one of the codes provided at the back of the questionnaire. For example:
write "Chhetri" and code Chhetri as 01 ...... if the household head is Chhetri
write "Brahmin" and code Brahmin as 02 .... if the household head is Brahmin

Religion of household head Write the religion of the household head in words and then write the appropriate code from the list provided at the back of the questionnaire. For example:
write "Hindu" and code Hindu as "1" .... if the household head is Hindu.

Total HH members (usual residents) This item must be filled in after question 7 has been asked for all people in the household. Only those people coded 1 in question 7 are counted as members of the household. If there are eight household members, write the number as "08".

Total HH members 5 years and above (usual residents) Again, this item must be filled in only after question 7 has been asked for all people in the household. Write the total number of household members aged 5 and above. This number corresponds to the number of ticks in column A on the flap at the back of the questionnaire.

Interviewer's Name: Write your name here and your interviewer code number, which you will have been given in advance. Then put your signature just below your name. Later the supervisor and data entry operator will enter their details as well.

HOUSEHOLD LIST

This section on the flap at the back of the questionnaire must be filled out with the greatest of care. In order to do so, you must have a clear understanding of the NLFS definition of a household (see section 5.1 of Part 1) and the guidelines for indentifying household members. In addition, you must probe carefully to ensure that all persons present in the household are listed in the flap on the last page.

This section should be filled in before any of the other information in the household questionnaire is collected. In some instances, particularly in urban areas, the head of household may not be available to provide the information on household members for this section. When this happens, it is in general not desirable to delay filling out the household list until you could speak to the head of the household, since this may cause overall delays in collecting the remaining information for the household. When the head is not available, you should collect the information from one of the other knowledgeable members of the household (e.g. the spouse of the head). If this section is filled out with the help of one of the members other than the household head, it should be verified with the other members of the household to ensure that all members have been listed. If the list is filled out in this way, verify it again with the head of household at a later time. Filling out the household list is a good way to introduce yourself to the household and to schedule additional visits with specific household members.

Before filling this section, it is important that you first inquire about who the head of household is, and verify that this person has been present in the household for at least 6 of the past 12 months. In some cases, the household may name an individual as the head who does not fulfill the survey's criteria for being the head (see Section 5.2 of Part 1). For instance, the household may name a member who works in another city or country and did not spend 6 of the past 12 months living in the household. In this case, the interviewer should look for another person who, in the absence of the person considered to be the head, manages the affairs of the household, and designate this person to be the head.

It is very important to determine the head of household before starting the interview, because this person's name should be written in the first row of the household list. The right hand column of the Household List is labelled ID Code. Each row in the grid below the label is assigned a number from 1 to 15. The identification code assigned to each member of the household is determined by the row in which the person's name is entered in this section. As the name of the head of household is always to be written in the first row, this person is assigned ID Code 1. If, for instance, the name of the spouse of the household head is written in the second row, this person is assigned ID Code 2, the person in row 3 is assigned Code 3, and so on. The ID Code is extremely important, as it allows the information gathered in the various sections of the questionnaire that pertains to the same household member to be matched together. If a person is assigned ID Code 5 in this section, then in all other sections of the questionnaire where information is collected for individual household members, the information for this particular person should always be entered in the row corresponding to ID Code 5. All sections of the questionnaire contain 15 numbered rows, and the information recorded in each row corresponds to the household member listed in the same row in the household list on the back flap. Every second row in these sections has been lightly shaded so as to aid the interviewer in entering the information for a particular member in the correct row.

After you have explained the survey and its purpose, tell the head of household that you would like to make a complete list of all persons who normally live and eat their meals together in this dwelling. The list of household members is printed on the fold-out section of the back page of the questionnaire, so that it will allow you to see the list of household members when you are working in any section of the questionnaire. Remember to fold this back in when you are transporting the questionnaire so that it does not tear off.

Try to list the household members so that, after the head of household and spouse, their children and children-in-law are listed by age, eldest to youngest, followed by the parents of the household head and other household members.

If a household contains more than 15 members, you will need to use two questionnaires. After listing the first 15 people on the first questionnaire, mark "Part 1 of 2" clearly on the Household List page and on the front of the questionnaire. Then take a second questionnaire, and mark it "Part 2 of 2" on the Household List page and on the front of the questionnaire. Use this second questionnaire to complete the recording of the household members, and later for interviewing the appropriate persons whose names are on the second questionnaire. On the second questionnaire, fill in the PSU code and HH number at the top of the cover page, but leave all the rest of the page blank, since this information will already be shown on the first questionnaire. Do not forget to renumber all the ID numbers <u>on every page</u> of the second questionnaire so that they go from 16 up as far as the total number of people in the household. For instance, for a large household containing 20 people, the first five ID numbers on every page of the second questionnaire should be changed; instead of being 1 to 5, they should be 16 to 20.

To ensure that everyone living in the household has been listed, probe by asking the following questions:

- "Please give me the names of any other persons related to you (head of the household) or your spouse, who often live and eat meals here."
- "Are there any other people not related to you (head of the household) or your spouse, but who normally live and eat meals here?"
- "Are there any other people who slept here last night, but who do not normally live here?"

SECTION 1. GENERAL INFORMATION

Purpose: This section has three main purposes. The first one is to identify all persons who are usual members of the household. The second is to provide basic demographic information (i.e. age, sex, relationship of members to the household head, marital status, and nationality of individuals); the age information will allow you to identify those aged 5 and over, who are the ones eligible for this survey. The third is to collect information on: i) literacy of eligible household members (i.e. those members of the household who can read and write); ii) educational attainment of each person (i.e. the highest level of schooling); and iii) formal vocational/professional training recieved by members of the household and their main subject of training.

Respondent: The respondent for this section (or at least for the first part of it up to and including question 7) should be the household head. The head of household will be identified on the cover page of the questionnaire. Once the membership of the household is established, and those aged 5 or over identified, you should start interviewing each respondent in turn, starting with the head of household.

Question 1
Include in the flap the names of any additional persons revealed by these questions. While writing down the name of each person, fill in Question 1 on sex.

Question 2
After completing Question 1, write the respondent's AGE in completed years on the day of the interview. For instance, if the person is aged 4 years and 8 months, write 4 years. If the respondent does not know his/her age, you must make an effort to estimate his/her age by using events in his/her life or community as benchmarks. If you have been provided with a Calendar of Major Events, respondents who have difficulty in remembering their age might find it helpful to consult this calendar so as to relate the time of their birth to some major event in the past (for instance, the Earthquake of 1990, Revolution of 2007, year 2017, year 2036, Popular Movement of 2046, National Referendum Year 2048, National Census Year 2048 and other similar events).

Questions 3-5
While writing down the AGE of each person, fill in Questions 3, 4, and 5, on their relationship to the head of household, their marital status and their nationality. Be careful in Question 3 to obtain the relationship of the person to the household head. Pay attention particularly when the person speaking to you is not the head of household. The respondent in this case will often give the relationship of the person in question to him or herself and not to the head of household. Therefore, reconfirm that the relationship is to the head of the household.

In coding the relationship, make sure that the person with the ID code 1 has relationship code 1 (i.e. they must be the head of the household) and no one else in the household should have code 1 for relationship. In other words, there can be only head of household, and that should be the person with ID code 1.

In asking about marital status, it should be noted that the question only applies to those aged 10 years or over. For those under 10, the question will be left blank.

Question 6
Write the number of months during the last 12 months that each person has lived with the household. If the person has been away intermittently, estimate the total time they have been here. If the person has always been present during the last 12 months, code "12". Record the answer as a whole number; do not show fractions of a month.

Question 7
Classify each person listed in the flap at the back of questionnaire according to the criteria specified for household membership. After Questions 1 to 7 have been completed for a particular person, ask these questions again for the next person on the list. Once this information has been collected for all persons listed in the flap at the back of the

questionnaire, fill out Column A and Column B on the far left side of the flap according to the following instructions.

Column A: Under Column A put a tick (✓) next to the names of all persons who are classified as household members (coded “1” in Question 7) and aged 5 years and over.

Column B: Enter the age in completed years (see Q.2) of all persons with a tick in Column A (i.e. for all household members aged 5 years and over).

These columns are very important. The column A identifies who in the list of individuals is eligible to take part in the survey (because he or she is a member of the household and is aged 5 or over). Column B shows their age in completed years. Everyone with a tick in column A must be included in the survey.

At the same time you can fill in the boxes at the bottom of the cover page. First you are asked to record the total number of household members; this will correspond to the number of people marked with a code 1 in reply to question 7. Then you are asked to write down the total number of household members aged 5 and over; this will correspond to the number of ticks shown in column A of the flap.

If there are more than 15 people in the household, you should record the totals for the whole household only on the first questionnaire, and leave blank the corresponding sections of the cover page on the second questionnaire.

Questions 8-15

Purpose: This section collects information on the following:

1. literacy of household members - i.e. which persons in the household can read and write;

2. the educational attainment for each person - i.e. the highest level of schooling completed, and details of any formal vocational or professional training received.

Respondent: Respondents for the questions on literacy and schooling are all household members aged five years and older. You should interview each one directly. If the individual is not available, or is too young to answer for him/herself, obtain the information from a parent or from the best-informed person. The respondents for questions 13, 14 and 15 on vocational/professional training are all those aged 14 years and over.

Question 8
Ask whether the person can read (in any language). Being able to read means that the person can read a simple story written in some language. If the person can read, use code 1. If they cannot, use code 2 and go to question 10 (since it is fair to assume that if a person cannot read, they also cannot write).

Question 9
For those who can read, ask whether the person can write (in any language). Being able to write means that they are able to write a simple letter in some language.

Question 10
CURRENTLY ATTENDING SCHOOL: Code “1” is for those individuals who are <u>currently</u> attending school. Students who are not attending school as such, but are preparing to take examinations (e.g. SLC) privately are to be included here (Code “1”). Also use code 1 if the person is normally at school, but is now on vacation. For those coded 1, skip question 11 and go to question 12. Code “2” is for those individuals who are not <u>currently</u> attending school.

Question 11
This question is only for those who are shown as code 2 in question 10.

Question 12

The highest class which the respondent finished is to be recorded here, using the education codes provided below question 11. Note that the question refers to ‘completed’. Thus, a person who attended class 4 but never completed that level should be coded as 3. If the person cannot be coded into any of the precoded responses, use code 16 but specify the level the person reached.

Questions 13-15 (for those aged 14 and over):

Question 13
The question relates to formal professional or vocational training received after the person’s general education finished. Do not count on-the-job training. Count only formal courses followed at technical colleges, universities and other formal training institutions. If a person has not received any formal vocational/professional training, use code 2 and skip to question 16.

Question 14
If the person has code "1" in question 13, ask question 14: "What was the main subject of training?". If the person received more than one set of formal training, give details of the main subject of training received at the highest level. Try to give as precise detail as possible about the nature of the training; this information will be coded later at headquarters.

Question 15
Indicates the length of the training. If the course of training was followed only on a part-time basis, you will need to convert this into its full-time equivalent.

SECTION 2. CURRENT ACTIVITIES

Purpose : The purpose of the first part of this section is to get a complete picture of the time spent by each person on various activities over the last seven days. The aim is to distinguish clearly between those activities which count as “work” (which are covered in question 16) and other activities (covered in question 17). While these other activities often make an important contribution to the life of the household, they do not count as “work” under the ILO definitions. This distinction between work and non-work activities is very important throughout the rest of the questionnaire. After question 17, all the later questions relate only to work activities, i.e the type of activities which are covered in question 16.

The rest of the section deals with the main and secondary “work” done in the last seven days. If the person worked for less than 40 hours in the week, information is also collected about the reasons for underemployment.

Respondents: This section is administered to all household members aged five years and over (i.e. all those with a tick in column A on the flap).

Question 16
This question aims to identify whether during the last 7 days the respondent did any of the economic activities shown in the question and, if they did, how many hours they spent doing each activity. A more exact description of each activity is provided in the footnotes. For an activity to count as work, the person must have done the activity for a total period of at least one hour in the past week. The first two columns relate to jobs outside the home: column A is for wage jobs and column B for recording time spent in any other business activity outside the home. Columns C to I are for recording time spent on home-based work activities. It is important to note that even activities such as looking after animals, fetching wood, and collecting firewood, count as work. Record the total hours of work in the final column.

Question 17
This question collects information on time spent on other activities which are important for the well-being of the household. First ask the person whether, during the last 7 days, they did any of the activities shown on the questionnaire. Starting from the left hand side, record how many hours the person spent doing each activity during the last 7 days.

Note that any time spent on an activity must have been spent for the benefit of the household, not for commercial purposes. For instance, if someone makes clothes and then sells them, that is an economic activity which should have already been included in Question 16. Similarly, if someone cooks food for non-household members working on the household's farm, that counts as an economic activity and should have been included earlier. Only 'non-work' activities performed for the benefit of the household and its members should be recorded here in answer to Question 17.

Try to get as accurate an estimate as possible of time spent. We want actual time spent in the last 7 days, not the usual time spent on these activities. It may well be necessary to add up the length of time spent each day on an activity, in order to arrive at the total time spent on the activity in the last 7 days. Do not double-count time spent. For instance, if a person cooks the food while looking after a baby, count this as time spent cooking food, since this comes first in the questionnaire.

Questions 18 to 20
These questions attempt to identify those people who are not currently working but who have a strong attachment to a job. These questions are only asked to those people who reported that they did not do any economic activities in the last week (i.e the total hours in answer to Question 16 was zero); if the total in Question 16 is not zero, you should skip straight to Question 21. Question 18 asks whether the person has a job or business to which they will return to work. Those who answer "no" are considered not to be currently employed, and you skip to Question 45. If they say yes, Question 19 asks whether they are receiving any pay or returns while they are not at work. If they are receiving something, they are counted as being currently employed, and you skip to Question 21. If they are not receiving anything, Question 20 asks how long they have been away from the job or business without pay. Those who report that they have been away from work without pay for two months or more are not considered to be currently employed and are asked no further questions on this topic. For them you skip to Question 45.

Question 21
Occupation. For those who did some work in the last 7 days or who still had a job attachment, write a description of the tasks and duties performed in the main work. If a respondent did more than one sort of work during the last 7 days, count as the main work the one on which he/she spent most time. Examples of occupations are: selling clothing, weeding of rice paddy, and operating forklift truck. . If there is not enough space to describe the work clearly, continue the description at the foot of the page. Detailed coding of occupation will be done later at headquarters, so you must be sure to give enough information to enable this coding to be done accurately.

Question 22
Enter the appropriate code for the length of time that the person has been doing this sort of work. When counting the number of years that the person has been doing this sort of work, include all the years doing this sort of work, both for this employer and for any other employer (if any). For instance, if the person has done this sort of work for four years for their present employer, and they did similar work for two years for a previous employer, this makes a total of six years, which should be coded as '3'.

Question 23
Industry. Here, write down in a few words the main product or services produced by the farm, business or organization where the respondent was working during the last 7 days. It is not the same as "occupation". For instance, a truck driver working for an airline company would have an occupation of truck driver and an industry of air transport. Only in the case of a one-person business enterprise are the descriptions of occupation and industry likely to be the same. Coding of the industry will be done later at headquarters. Please provide enough information to allow this coding to be done accurately.

Question 24
Identify the status of the respondent in the main job which they mentioned in Question 21. Here, you have to classify the status in employment into one of the following six categories:

Paid employee:
A person who works for the Government, or a public or private employer, and who receives remuneration in wages, salary, commission, tips, piece-rates or pay in cash or in-kind, regardless of the employer's profit or loss.

Operating own business or farm **with** regular paid employees:
A person who operates his/her own economic enterprise or is engaged independently in a profession or trade, and hires one or more regular paid employees (not counting unpaid apprentices, casual labourers and unpaid family workers). Employers fall in this category.

Operating own business or farm **without** regular paid employees:
A person who operates his/her own economic enterprise or is engaged independently in a profession or trade. They may employ casual workers or unpaid employees, but they hire no regular paid employees. These are own-account workers.

Contributing family member without pay:
A person who works without pay in an economic enterprise operated by a related person living in the same household.

Other (specify):
A person who is not classified by status; an experienced worker whose status is unknown or inadequately described.

In the case of paid employees, continue to the next question. For all other codes go to question 26, except for code 3 (those operating own business or farm **without** regular employees) where you should go to question 27.

Question 25 (only for paid employees)
This question is to classify the sector where the respondent is working..

Government service:
Any organizations operated by the Government to serve the people. Employees are paid by the Government. For instance, Ministries, Departments, District Government offices, Public schools, hospitals or health posts, and post offices.

Public corporation:
Any organization financed by Government or the public which produces goods and services under a certain Act. For instance, Salt trading, Telecommunication, Hetauda cement industry, National insurance company, Electricity Authority, Nepal Banijya Bank, Agriculture Development Bank, etc.

Registered private company:
Any business or enterprise registered under certain rules or Company Acts and operated by persons independently. For instances, Surya Tobacco, Nepal Battery Company, Nepal Lever, Finance companies, Private Banks etc.

Unregistered private company:
These businesses (taxis, shops, etc.) may be registered to operate under industrial licences, but they are not registered under Company Acts.

Other (specify):
Any sector which does not fall in one of the categories shown above. You should describe the sector in a few words.

In the case of those coded as 1 or 2 (i.e. working in government service or public corporations) you should skip to Question 29. For those coded 3 (i.e. working in a private registered company) skip to Question 28. For those coded 4 and 5, continue with the next question.

Question 26
Questions 26 and 27 are designed to collect information about those working in the informal sector. Those working in government, public corporations or private registered companies are not asked these questions. Ask how many regular paid employees work in the business where the person works. Include the person being interviewed if they are a regular paid employee. Exclude unpaid apprentices, casual labourers and unpaid family workers. If the reply is 10 or more paid employees, use code 4 and then skip to Question 28, since a business with 10 or more regular paid employees does not count as part of the informal sector (see definition of informal sector given in section 5.12 of Part 1).

Question 27
In the case of businesses with less than 10 regular paid employees, we want to know the type of place where the business is located. If the reply does not fit easily into one of the first three codes, use code 4 and specify the answer. Possible examples of code 4 are:
a tailor who goes from house to house but has no shop and does not work in his home;
a vendor who sells in the streets, but not from a fixed stall; a taxi driver; and a street hawker.

Questions 28 to 31 are only for paid employees (i.e. Q24=1)

Question 28
This question is asked so as to distinguish between those people paid on the basis of time worked and those who are paid on a piece-rate basis (for example, by item produced or task performed). This question is not asked for those paid employees working in government or in public corporations, since it is assumed they are paid on a time basis. In the case of those paid on a piece-rate basis, skip the next question and go to Question 30.

Question 29
Here you have to identify the periodicity of payment for the person's main work. If the usual period of payment is not a day, a week, or a month, use code 4 and specify the time period. If the periodicity is monthly, skip to Question 31 after answering this question

Question 30
This question aims to collect details of the income earned by the worker in doing their main work. There are two columns in this question. In the first column, write the total amount which a respondent earned last week in cash from his/her main work. The amount should be given gross, that is before any deductions are made by the employer (for tax, social security, pension, etc.).

In the second column, write the value of in-kind payments received within the last 7 days by the worker. This should include the value of any meals that the worker was provided with by the employer or other such daily in-kind payments. The worker may have received a single in-kind payment, for instance clothes or other such goods, at the end of his/her work over a number of days. In this case, you have to estimate the value of the in-kind payment for the last 7 days. The amount recorded in this column should not include any of the cash payments (per week) already reported in the first column. *The value of in-kind payments is the monetary value of the goods received. It is the amount it would cost to buy these goods in the market place.*

If weekly cash earnings and any payments in kind are given in Question 30, it is not necessary to show monthly earnings as well, so skip to Question 32.

Question 31
This question collects the same information as in Question 30, but covering a month rather than 7 days. The instruction for this question is therefore the same as that for Question 30 except for the difference in reference period. Regular employees, for instance civil servants, are paid every month. Include all the various benefits received in addition to the basic gross

pay, for instance transport, housing, or other allowances. Estimate the cash value of these benefits per month, and add to the take-home pay reported in the first column.

If the organization for which the person works provides free transportation, clothing, housing, or other benefits in-kind, rather than as a cash subsidy, estimate their value per month based on what it would cost the person to obtain these benefits if they were not provided free of charge. Record the estimate of these in-kind payments per month in the second column.

Question 32
This question asks about the number of hours worked last week in the main job. This will be less than or equal to the total hours worked last week, which was given in the final column of Question 16.

Questions 33 to 36
Second jobs. Questions 33 to 36 collect information about any second job that the person may have had in the last week.

Question 33
First, Question 33 asks whether the person also did any other work in the last seven days, apart from their main job. If the person says that they had a second job, but the number of hours mentioned in Question 32 was equal to the total hours in Question 16, this indicates an apparent discrepancy, since there are no hours left for the second job; in this case you should check back to verify the hours worked in the main and second jobs. If the person did not do any other work apart from their main job, record as code '2' and skip to 37.

Question 34
The instruction for this question is the same as for Question 21.

Question 35
The instruction for this question is the same as for Question 23.

Question 36
The instruction for this question is the same as for Question 24, though there are no filters on the various codes. After recording the appropriate code, move to the next question.

Questions 37 to 44
Underemployment. These questions attempt to find out why the person did not work more hours in the past week, and whether they would like to have done so. These questions should only be answered for those people who worked less than 40 hours in the last week. If the person worked at least 40 hours in the last week, they are considered as being fully employed; in this case put '-' in answer to Question 37 and skip to Question 54.

Question 37
This question aims to find out the exact reason why the respondent did not work more hours in the last 7 days. In general there are two possible reasons for not working more hours: involuntary and voluntary.

Involuntary reasons are where the person would like to work more hours, but is prevented from doing so for economic reasons. Examples of involuntary reasons are shown on the questionnaire as:

Cannot find more work, lack of business	1
Lack of finance, raw materials	2
Machinery, electrical, other breakdown	3
Off season inactivity	4
Industrial dispute (strike, laid off)	5
Other involuntary (specify)	6

If the person gives an involuntary reason which cannot be entered as one of the codes 1 to 5, enter it as code 6 and specify the reason they give.

In the case of involuntary reasons, the person is regarded as being under-employed. They would like to work more hours, but are unable to do so for reasons outside their control. For people who give an involuntary reason for not working more hours, code the reason and then move on to the next and subsequent questions, which are trying to find out about any action they may have taken to secure more employment.

Voluntary reasons are where the person does not want to work more hours, for personal or other reasons. In general these reasons are social rather than an economic. Examples of voluntary reasons are shown on the questionnaire as:

Have sufficient work	7
Household duties	8
Student, unpaid training	9
Illness, disability	10
Vacation, family reason	11
Other voluntary (specify)	12

In some cases, where the person has a full-time job in which they work just under 40 hours a week, they will say that they have sufficient work already. If a person gives this response, code them as 7 ("Have sufficient work").

Again, if the person gives a voluntary reason for not working more hours which cannot be coded in one of the codes 7 to 11, enter it as code 12 and specify the reason.

In the case of voluntary reasons, the people are not regarded as under-employed, and no more questions are asked in this section. Skip to Question 54.

Question 38
This question is for those persons who were under-employed (i.e. those who wanted to work more hours, but could not for involuntary reasons). The question seeks details of the exact number of extra hours that the respondent wanted to work in the last 7 days. The response should relate to the extra hours they wanted to work, on top of the hours actually worked last week. If a person says that they did not want to work any more hours, this suggests a mis-coding at the previous question, and you should go back to check that you have given the person the correct code in the previous question.

Questions 39 to 43
The next five questions are about efforts the person made to look for work in the last 30 days. The period of time used for these questions is 30 days, not 7 days, because it may take some time to search out a job. In answer to question 39, if the person has not looked for more work in the last 30 days, use code 2 and skip to Question 44.

For those who did look for more work in the last 30 days, Questions 40, 41, 42 and 43 ask about different aspects of their search: whether the person applied to prospective employers; whether they asked friends and relatives for help in finding work; whether they took action to start their own business; and whether they looked for work in other ways.

Question 44
For all those who were under-employed, this question seeks information on how long the person has been available for more work. Use the appropriate code, and then skip to Question 54.

SECTION 3. UNEMPLOYMENT

Purpose : This section applies to those who did no work in the last 7 days, and its purpose is to find out whether these people are currently unemployed or currently inactive.

Question 45
This question is used to filter out those who are not currently available for work (code 2). They are definitely inactive and, after obtaining a code 2 for this group, you move straight to Question 53 to establish their reason for inactivity.

Question 46

Having established that a person was available for work, this question asks whether they looked for work in the last 30 days. If they did (code 1), they are definitely currently unemployed. If they did not (code 2), a further question is needed to establish whether they count as being currently unemployed, and for this group you skip straight to Question 51.

Questions 47 to 50
These questions are identical to question 40 to 43 which were asked for the under-employed. After asking Question 50, skip to Question 52.

Question 51
This question is asked of those who did not look for work in the last 30 days. Any of the first four codes will indicate that the person counts as being currently unemployed, but code 5 ("not available") has been included as a double-check in case Question 45 had been incorrectly answered as "yes" when it should have been "no". If this code is used, you should then skip to Question 53, since the person will count as currently inactive. If the person's response does not fall easily into one of the first five codes, use code 6 and record full details.

Question 52
Information is required on how long people have been unemployed. Six codes have been provided. After asking this question, skip to question 54.

Question 53
This question is used for classifying the currently inactive population, according to the reason for their inactivity. If the reply given to the question does not fit into one of the first four codes shown, use code 5 and give details of their reason for inactivity.

SECTION 4. ACTIVITY IN LAST 12 MONTHS

Purpose: This section collects information on work activities during the last 12 months. Data collected in this section will be used to identify the usually active and the usually inactive population. Usual activity here is measured in relation to a long reference period of a year. This section is also used to collect information on the main work done in the last 12 months. The concept of usual economic activity is discussed in section 5.11 of Part 1. Activities which count as 'work' are shown in Question 16, particularly in the footnotes to that question, whereas the household activities shown in Question 17 do not count as 'work' for the purposes of this survey.

Questions 54 to 56
Questions 54 to 56 are in priority order; in other words, for each month, ask Question 54 first, followed by Question 55, followed by Question 56. A special worksheet is provided, on which you should enter the information for the three questions, month by month. Put a mark at the top of the questionnaire to indicate the present month, then begin by asking Question 54 about any work done during that month a year ago. Then ask Question 55 for that month, followed by Question 56. For convenience, each month is taken as having exactly 30 days. Check that the total comes to 30. Then move forward to the next month, and ask the same questions again. Work forward from there until you reach the month before the interview.

Question 54
Question 54 aims to find out the number of days worked during the last year by each person, month by month. A day will count as a working day if the person did at least one hour of 'work' on that day. Make sure that the respondent is including all their economic activities, not just the main one. Remember that all the activities shown in Question 16 count as work, including activities such as collecting firewood, fetching water, and herding animals.

Question 55
Then ask Question 55 for this month. This question aims to identify the total number of days in the month that a respondent was not working but was available for work. The expression "available for work" means that, given a work opportunity, a person would be able and ready to work. Excluded are those days when the person cannot take up work because of factors such as family responsibilities, illness or disability, commitments to volunteer community services, or because they are studying at the time.

Question 56
Finally, ask question 56 to check how many days the person was inactive, that is, not working and not available for work. Make sure that the total number of days for questions 54, 55 and 56, comes to 30. Then ask the same set of questions again for each of the following months, in each case checking that the totals come to 30. Finally sum the total number of days working in all months (Q.54), and put this on the right hand side of the page. Then do the same for the total days not working but available for work (Q.55), and for the days not working and not available for work (Q.56). Check that the total of these three numbers comes to 360. If it does not, check your figures again.

Question 57
Transfer the totals for Q.54, 55 and 56 onto the main questionnaire, and fill in the answer to question 57 to confirm that the total is 360.

Question 58
Here you are required to sum the number of days reported in Questions 54 and 55. If the sum is greater than or equal to 180 days, skip to Question 60, otherwise continue.

Question 59:
This question asks for the main reason why the person was not available for work during most of the last year. Code one of the eight categories shown. These codes are in order of preference. Thus, if a person considers that they have two equally important reasons for their non-availability, code only the first one that appears on the list. For instance, if a person says that they were not available for work because they did household duties and attended school, give this person a code 1 (attended school) because this code comes before code 2 (household duties) on the questionnaire.

1. Attending school: A person who attends any regular educational institution, public or private, for systematic instruction at any level of education.
2. Household duties: A person who is engaged in household duties in their own home. For example: housewife or other relative responsible for the care of home, children and elders.
3. Disabled: A person who is not physically able to perform work. For example, due to blindness, lameness, or handicap.
4. Income recipient: A person who receives income from property or investments, interest, rents, royalties, or pension from former activities.
5. Too old/sick: A person who is either too old or too sick to work.
6. Retired: A person who retired from former activities or occupation.
7. Pregnant/delivery: A woman who has been pregnant.
8. Others: A person who is receiving public aid or private support, and all other persons not falling into any of the above categories, such as children not attending school.Specify the reason that the person falls in this category.

Question 60
Occupation. The instructions are the same as for Question 21. If a respondent had previously said that they did not do any work last year (that is, Question 54 was coded "0"), you should write " did not work" in this column and skip to Question 70.

Question 61
This question is to check whether the work described in answer to Question 60 is the same as the main activity of the last 7 days (see Question 21). If it is, there is no need to ask further questions about the main activity in the last 12 months, and the interview with this person can end at this point. If it is not the same work, use code 2 and continue with the next question, so as to collect details on the work done.

Question 62

Same instructions as for Question 22.

Question 63
Industry. Same instructions as for Question 23.

Question 64
Status in employment. Same instructions as for Question 24. If the response is code 1 (paid employee) continue to Question 65. If the response is code 3 (operating own business or farm without regular paid employees) skip to Question 69. For the other codes, skip to Question 68.

Question 65
Basis of payment. Applies only to paid employees. Same instructions as for Question 28. In the case of those paid on a piece-rate basis, skip to Question 67.

Question 66
Periodicity of payment. Same instructions as for Question 29.

Question 67
Sector of employment. Same instructions as for Question 25. In the case of those coded 1,2, or 3, (i.e. those with main employment in the government service, in a public corporation or a private registered company) the interview with this person ends at this point. For those coded 4 or 5, move to the next question.

Question 68
Questions 68 and 69 are designed to collect information about those working in the informal sector. Those working in government, public corporations or private registered companies are not asked these questions. If the person reports that there are 10 or more regular paid employees at their place of work, this does not count as being in the informal sector, and the interview ends at this point.

Question 69
Place of work, for those in the informal sector. Same instruction as for Question 27. For everyone answering this question, the interview with this respondent finishes at this point.

SECTION 5. PAST EMPLOYMENT RECORD

Purpose: This final section is designed to collect information about the past employment record (if any) of those who did not work at all in the last 12 months. Only those with a zero in Question 54 will answer these questions, as indicated in the instruction below Question 60.

Question 70
This question asks whether the person ever worked in the past. If they did not, the interview with this person ends at this point. Otherwise continue.

Question 71
Occupation. Same instruction as for Question 21.

Question 72
Industry. Same instruction as for Question 23.

Question 73
Length of employment. Same instruction as for Question 22.

Question 74
This question finds out how long ago they stopped working. It therefore shows the length of time the person has been unemployed or inactive.

Question 75
Status in employment. Same instruction as for Question 24.

Question 76
Sector of employment. Same instruction as for Question 25.

Question 77
This question aims to find out the reason why the person left their previous work. This is an important question, because the answers to it may help to shed light on how people move from a state of having work to not having work. Code the main reason given by the respondent. If the person's reason does not fit into one of the first six codes, use code 7 and specify the reason. The interview with this respondent ends here, and you should move on to interview the next eligible member of the household.

ANNEX A

SOME POSSIBLE EXAMPLES

Example A

Example B

Example C

Example D