

KINGDOM OF CAMBODIA
NATION RELIGION KING

Field Operations Manual
Labor Force Survey

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CHAPTER 1

INTRODUCTION

The Labor Force Survey of Cambodia is an activity of the National Institute of Statistics aimed at collecting quarterly data on employment level and structure in the entire country.

The results of the survey will primarily be used for national accounts estimation. The results will also provide a quantitative framework for planning and policy formulation affecting the labor market.

1.1 Scope and Coverage

The survey involves the collection of data on the demographic and economic characteristics of the population. It covers 500 sample villages or a total of 5000 sample households nationwide.

The scope of the survey with respect to items of information is as follows:

1. Part I - For all persons

- a) Relationship to Household Head
- b) Age
- c) Sex

2. Part II - For Persons 10 Years Old and Over

- a) Education (Current School Attendance and Highest Educational Attainment)
- b) Current Activity (Past Week)
- c) Primary Occupation
- d) Economic Activity or Industry
- e) Nature and Status of Employment
- f) Remuneration, Earnings and Commissions
- g) Hours Worked
- h) Availability for /Seeking Additional Work
- i) Reasons for not Being Available for Work

1.2 Sampling Design

The LFS adopts a stratified two-stage systematic sampling design with villages as the primary sampling units (PSUs) and households as secondary sampling units (SSUs). In each village, a systematic sample of 10 households will be taken.

The sample consisted of 500 villages sampled from the truncated 1999 CSES sampling frame. Then from each sample village, a fix sample of 10 households was taken using circular

systematic sampling with random start.

CHAPTER 2

LISTING AND ENUMERATION PROCEDURES

This chapter describes the LFS forms to be used during the field enumeration and gives a brief outline of the fieldwork procedures.

2.1 Listing Sheet (LFS Form 1)

This is a sheet wherein you will list the buildings, housing units and households within an enumeration area (EA). You will also record other information pertaining to population of households.

2.2 Questionnaire (LFS Form 2)

This is the form which you will use for interviewing and recording information about a household. This questionnaire will contain information on the demographic and economic characteristics of the population.

2.3 Listing and Enumeration Procedures

Field data collection for the LFS consists of the following major activities :

- | | |
|-----------------------|--|
| 1. <i>Mapping</i> | - Drawing a sketch map of the EA (an entire village or a segment) taking into account the boundaries and physical features of the EA. |
| 2. <i>Canvassing</i> | - Door to door visit in the entire EA to look for enumeration units (households) to be listed to ensure a complete coverage of the area. |
| 3. <i>Listing</i> | - Listing of the households using LFS Form 1. |
| 4. <i>Plotting</i> | - Indicating the listed buildings and households on the EA map using specified symbols. |
| 5. <i>Enumeration</i> | - Interviewing and accomplishing of LFS Form 2 |
- for
sample households in the EA.

CHAPTER 3

ACCOMPLISHING LFS FORM 1

This chapter describes in detail the procedures for mapping and canvassing; and instructions for accomplishing LFS Form 1 (Listing Sheet).

During the listing operation, the enumerator assigned to canvass the EA will first prepare a sketch map of the entire village or segment. He/she will then systematically list buildings, housing units, households in the LFS Form 1.

3.1 How to Prepare the Sketch Map

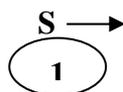
You as enumerator will prepare a detailed map of the entire sample village or segment as may be assigned to you. This is to guide the interviewers later on to locate the sample households. Also, the sketch map will be important for administrative purposes.

The sample village has been determined using a computer program. You will be provided with information on the estimated number of households in the sampled village. It might also be helpful to meet the village or the commune leader before proceeding with the sketch map to get a better idea of the village.

Follow these steps in preparing the sketch map:

1. Go around the village assigned to you and familiarize yourself with the area. Then, prepare an outline or sketch of the village or segment showing its general topographical details. It must clearly show the boundaries and permanent features and landmarks such as roads, hills, rivers, etc. Extra care should be given in drawing a sketch map of a segment. Its location within the village must be properly indicated.
2. Starting from a corner or any convenient point, go around the village systematically and draw the buildings and similar structures on the sketch map.
3. Use a circle to show a building with one or more households residing in it. Indicate the first building visited by a circle with letter S and an arrow on top pointing to the direction taken by the enumerator in canvassing the area. Inside the circle, enter the building serial number and, under the circle in parentheses, the household serial number assigned to the household residing in the building. If more than one household reside in the building, enter the range of serial numbers assigned to the households listed in the building.

For example if the first building drawn in the map is occupied by three (3) households, the circle should have the building serial number "1" written inside it and, in parentheses, the numbers "1 - 3" representing the households listed as residing in the building.



(1-3)

In densely populated village, not all the buildings need to be entered in the map to avoid cluttering. You can draw a circle denoting a group of buildings

As much as possible, continue in the same direction until all households in the direction are listed. When a change in direction of canvass is made, indicate by an arrow the new direction taken.

Visit every building or any structure in the area to make sure that all households in the area are included in the list. Be careful in the case of office, business building or construction sites as there may be households residing in the premises.

3.2. How to Fill Up LFS Form 1 (Listing Sheet)

The listing or canvassing of households is done at the same time the detailed map is being prepared. That is, when you find out that a household or several households reside in the building or structure, you will first indicate the location of the building on the map as instructed in Section 3.1. Then you will enter the building, housing unit and household serial numbers and other information required on the Listing Sheet. Take note that only buildings with households are to be listed in the Listing Sheet. Specific instructions on how to fill up this form are given below:

3.2.1. Identification Information

This portion is found in the cover page of the set of listing forms to be used for one EA. Your supervisor will provide you with the geographic identification of your EA. Make sure that the Identification Information portion of the form given be correctly and properly filled-up before you go to your assigned area.

- a. **Province** - Write the name of the province where the sample village is located. Enter the 2-digit province code in the corresponding code boxes.
- b. **District/Khan** - Write the name of the district/khan where the sample village is located and enter the 2-digit district/khan code in the corresponding code boxes.
- c. **Commune/Sankat** - Write the name of the commune/sankat where the sample village is located and enter the 2-digit commune/sankat code in the corresponding code boxes.
- d. **Village/Mondol** - Write the name of the sample village and enter the 2-digit village code in the corresponding code boxes.

-
- e. **Urban/Rural** - Write the classification of the village (either urban or rural) provided to you and enter the 1-digit code in the corresponding code boxes.

3.2.2. Interview Information

- a. *Date of Listing* - Enter the numeric equivalent of the inclusive dates when the listing operation in the village/segment is undertaken. In the first space, enter the numeric equivalent of the day the listing operation started. Then enter the numeric equivalent of the month after the slash sign '/'. Enter the numeric equivalent of the day the listing operation in the village/PSU was finished in the space after the colon sign ':'. Enter the numeric equivalent of the month in the space after the first slash sign '/'.

Example: If the listing operation started on 27 November and was finished on 28 November, the entry must be as follows:

27/11/2000 : 28/11/2000

- b. *Date of Supervision* - Enter in similar manner as above the inclusive dates when the listing for the village/segment was supervised by the supervisor.
- c. *Interviewer's Name, Signature and Date* - As soon as the listing operation in the village/segment is finished, print your name in the space labeled 'Name', affix your signature in the space labeled 'Signature' below your printed name and write the date in the space labeled 'Date'.
- d. *Supervisor's Name, Signature and Date* - The supervisor is expected to go over the list of households submitted to him/her by the interviewer. He/She should visit the first ten (10) buildings in the list to see if proper listing procedures have been followed and to ensure that no households have been omitted. As soon as the listing sheets for the village/segment have been reviewed and deemed satisfactory by the supervisor, he/she should print his/her name in the space labeled 'Name', affix his/her signature in the space labeled 'Signature' below his/her printed name and write the date in the space labeled 'Date'.
- e. *Remarks* - Enter any unexpected or out of normal situations under which the listing operation has been conducted and the action taken by the enumerator in dealing with the situation. These remarks would be very necessary in the evaluation of the results of the operation. Also, write in this portion the number of households asked from the village leader.

3.2.3. Household Information

- i. **Page __ of __ Pages** - You have to number the listing sheets consecutively. If you have used 10 sheets for one EA, for example, you have to write on the first page "Page 1 of 10 Pages; on the second page, "Page 2 of 10 Pages" and so on.

The second blank should contain the total number of sheets used in listing all the households. This will be filled up only when the listing is finished. Make sure that all the sheets have been numbered and that the same number has been entered in the second blank. Make sure also that the last sheet have the same entry in the two blanks. As a check, count the number of sheets used to be sure that no sheet is missing.

You will be given an adequate number of listing sheets for each EA. Extra forms are also available with your supervisor. Request additional forms from your supervisor in case you run out of forms.

Col. 1. Line Number - The line number is the sequentially assigned number to each line or row used in the Household Information Section. Each sheet contains 15 rows with the 15th row intended for page totals. Each household must be listed in each row, and therefore each household in the EA will have a unique line number. The first row should be assigned a line number "1"; the second should be assigned "2" and so on. Note that the row intended for page totals should also be assigned a line number. Since there are 15 rows per page, the line number to be assigned for each page total should be a multiple of 15. This means that the page total for the first page is assigned line number 15; the second, 30; and so on.

Col. 2. Building Serial Number - The Building Serial Number is a four-digit identification number assigned sequentially to the buildings occupied by one or more households. The first building in the list must be assigned serial number "0001"; the second building is assigned the serial number "0002"; and so on. If there are more than one household occupying a particular building (that means the households are to be assigned the same building serial number), just put a ditto mark ("") on the second (and third and so forth ...) households listed.

Col. 3. Housing Unit Serial Number - The Housing Unit Serial Number is a 4-digit number sequentially assigned to each of the housing units in the EA. Hence, the Housing Unit Serial Number assigned to the last housing unit in the area will be equivalent to the total number of occupied housing units in that area.

If there are many housing units in the building, list each housing unit separately starting from the ground floor and list contiguous housing units one after another in the same floor before going to the next higher floor. Different housing unit serial numbers must be assigned to different housing units in the building. Make sure that all housing units in one building are listed before proceeding to another building.

Households living in commercial/industrial/ agricultural buildings must also be assigned corresponding housing units pertaining to the living quarters they occupy within the building.

Col. 4. Household Serial Number. - The Household Serial Number is a four-digit sequentially assigned number to each household in the EA. The first household listed is assigned a household serial number "0001"; the second household is assigned the serial number "0002"; and so on until all households in the EA have been listed. The Household Serial Number of the last household listed is equivalent to the total number of households in the village or segment.

Before listing any of the household, the enumerator must first ascertain the number of households occupying the housing unit.

He must ask any adult person *"How many households are residing in this housing unit?"* and then follow it up by asking *"Do you have a common arrangement for the preparation of meals?"*

As defined, a **household** is a social unit consisting of either (a) one person who makes provision for his or her own food or other essentials for living without combining with any other person, or (b) a group of persons living together who make common provision for food or other essentials for living. This group of persons may be related or unrelated or a combination of the two.

Several households residing in the same housing unit are to be listed separately and assigned different household serial numbers. Make sure that all the households occupying the same housing unit are listed before proceeding to list households in another housing unit.

Persons living in hotels, dormitories or similar places, known as institutional living quarters are not usually considered as forming a household. You have to be aware, however, of the possibility of households living in the premises of institutional living quarters.

If the living quarters or housing unit is occupied by foreigners, enter "7777" in column 4.

Col. 5. Name of Household Head - The *Head of Household* refers to the member of the household who is accepted and recognized by the other members as the head. **Do not always assume** that the father is the household head although in most households, he is accepted and recognized as such. But this is not always the case. So, make it a point to ask the respondent who the head of the household is.

Col. 6. Address of the Household - Enter the building or house number (i.e. the number assigned to the building by the government and not the building serial number assigned by the enumerator) if there is any, and the street number. In many cases, this corresponds to the postal address. In rural areas where there are no street

pattern or house number, enter the postal address or any information that would help identify the building/premises.

Cols. 7 - 9. Number of Household Members - Following the definition of household, enter in Col. 7 the total number of persons comprising the household.

The entry here should be equal to the total for the entries in cols. 8 and 9. If there is inconsistency, ascertain where the error is and make the necessary correction.

Col. 8. Male Household Members - Enter the total number of male members of the household.

Col. 9. Female Household Members - Enter the total number of female members of the household.

Col. 10. Sample Reference Number - This is to be filled up by supervisor after the listing operation in the village/segment. Instructions on how to assign sample reference numbers are contained in Chapter 4.

Col. 11. Remarks - Enter any unexpected or out of normal situations under which the interview of the household has been conducted and the action taken by the enumerator in dealing with the situation. These remarks would be necessary in the evaluation of the results of the operation.

CHAPTER 4

HOW TO SELECT SAMPLE HOUSEHOLDS

4.1 General Description of the Selection Procedure

It is *your responsibility to identify the sample households* which would respond to the questions in the LFS Form 2 or the detailed questionnaire on the demographic and economic characteristics of household members.

As soon as the listing of households in the sample village/PSU has been finished, you must assign sequentially to each household in the list, a Sample Reference Number which will be entered in the column labeled "Sample Reference Number" (Col. 10). Skip those lines with Household Serial Number (HSN) "7777" as this will be excluded in the selection of the sample households.

The *Sample Reference Number (SRN)* is a four-digit number which starts from "0001" for the first household in the list; "0002" for the next household; and so on until all households have been assigned a number. You must make sure that the numbers assigned are sequential and no number has been missed out. Moreover, it must also be ensured that households are assigned unique sample reference numbers; that is, no two or more households must be assigned the same sample reference number.

When the assignment of sample reference number has been done, you are now ready to proceed with the selection of sample households. The following steps will guide you in the proper sample selection:

1. Determine the sampling interval to be used.
2. Select the sample households systematically from the list of households in LFS Form 1 using a pre-determined random start per village/PSU.

4.2 Detailed Instructions

1. Determine the sampling interval to be used

Using the actual count of the households, N^* , as determined from the listing operation, calculate the sampling interval, which is equal to N^* divided by 10, that is,

$$F = N^*/10 \quad \text{where } N^* = \text{Number of households} \\ \text{actually listed in the village/PSU}$$

Round-off to the nearest integer if F is not an integer. Note that it is crucial to use the actual count of households rather than the original estimated number of

households to ensure that exactly 10 households will be selected.

As an example, consider rural village 07, Kouk Tonloab, of district 02 in Banteay Meanchey province. The estimated number of households in this village is 136. Suppose that the listing operation shows the actual count to be 162 households. Then $N^* = 162$. Therefore, the sampling interval, F , is equal to 162 divided 10 (for Banteay Meanchey, 10 sample households will be selected from each village), or 16.2. Since the resulting F is not an integer, it should be rounded-off. Thus, your final sampling interval is equal to 16.

F = 16

2. Select the sample households systematically from the list of households in LFS Form 1 using the pre-determined random start.

Case 1: The actual household count is similar to the original estimated number of households in the sample village/PSU, i. e. $N = N^*$

- (a) Determine the random start in the village/PSU by referring to Appendix A. Note that the random start for each village has been generated through the use of a computer program.
- (b) Determine the first sample household by using the random start specified in Appendix A. Thus, *the first sample household is the household whose Sample Reference Number* (col. 10 of LFS Form 1-Listing Sheet) *is equivalent to the random start*.

To illustrate, using the example above, that is, rural village 07, Kouk Tonloab, of district 02 in Banteay Meanchey province. Supposed the random start for this village is equal to 9 and the hypothetical sampling interval is equal to 16 (See example in step 1.). Thus, the first sample household is the household whose Sample Reference Number (SRN) is 9.

R = 9 = Sample Reference No. (SRN) of the First Sample Household

- (c) Determine the next sample household by adding the sampling interval, F , to the Sample Reference Number of the household first selected. The sum will yield the Sample Reference Number of the next sample household.

To illustrate using the above example, that is $SRN = 9$ (sample reference number of the first sample household), and $F = 16$. To determine the next sample household, just add the sampling interval, $F = 16$, to the sample reference number of the household first selected, $SRN = 9$. Thus, $9 + 16 = 25$. This means that the household whose sample reference number is 25 will be the

next sample household. To continue the illustration, the following are the sample reference numbers of the 10 sample households in the rural village of Kouk Tonloab (07) of district 02 of Banteay Meanchey province.

- 9 → SRN of the 1st sample household
- 9 + 16 = 25 → SRN of the 2nd sample household
- 25 + 16 = 41 → SRN of the 3rd sample household
- 41 + 16 = 57 → SRN of the 4th sample household
- 57 + 16 = 73 → SRN of the 5th sample household
- 73 + 16 = 89 → SRN of the 6th sample household
- 89 + 16 = 105 → SRN of the 7th sample household
- 105 + 16 = 121 → SRN of the 8th sample household
- 121 + 16 = 137 → SRN of the 9th sample household
- 137 + 16 = 153 → SRN of the 10th sample household

- (d) Repeat the process until the numbers of sample households have been drawn.
- (e) If the sum of the immediately preceding sample reference number and of the sampling interval is greater than the total number of households listed in the village/PSU, subtract from the sum the total number of households. The difference gives the sample reference number of the sample household. Proceed as in the above until the desired number of sample households have been drawn.

As an example, consider village 10 (Ou Soea) of district 02 of Banteay Meanchey province. Supposed the estimated number of households is 89 and the computer generated random start, $R = 9$. Since only 10 sample households will be selected in this village, then $F = 89/10 = 8.9 = 9$. Using these informations, $R = 9$ and $F = 9$, then the sample reference numbers of the sample households are illustrated below:

- 9 → SRN of the 1st sample household
- 9 + 9 = 18 → SRN of the 2nd sample household
- 18 + 9 = 27 → SRN of the 3rd sample household
- 27 + 9 = 36 → SRN of the 4th sample household
- 36 + 9 = 45 → SRN of the 5th sample household
- 45 + 9 = 54 → SRN of the 6th sample household
- 54 + 9 = 63 → SRN of the 7th sample household
- 63 + 9 = 72 → SRN of the 8th sample household

$72 + 9 = 81$ → SRN of the 9th sample household

$81 + 9 = 90$ → SRN of the 10th sample household

Note that the Sample Reference Number (SRN) of the last or 10th sample household exceeds the estimated number of households in that village, 89. In this case, you should subtract 89 from 90 to get the Sample Reference Number (SRN) of the 10th sample household, that is, $90 - 89 = 1$. Thus, the SRN of the 10th sample household is **1**.

- (f) As a household is selected, encircle the Sample Reference Number (*Col. 10*) assigned to the household in the LFS Form1 (Listing Sheet).

Case 2: The actual household count is different from the original estimated number of households in the sample village, i.e. $N \neq N^*$.

- (a) Determine the new random start using the following formula:

$$\text{New Random Start (R}^*) = \frac{(R) \times (N^*)}{N}$$

where

- R* = the new random start
 R = random start generated by the machine
 N* = actual household count
 N = original estimated household count

As an example, consider rural village 07, Kouk Tonloab, of district 02 in Banteay Meanchey province. The estimated number of households in this village is 136. Suppose that the listing operation shows the actual count to be 162 households. Then $N^* = 162$. The random start, R, for this village is 9. Therefore, the new random start, R*, is equal to,

$$R^* = (9 \times 162) / 136 = 10.72 \approx 11$$

Note that the new random start, $R^* = 11$ should be used instead of 9, the original random start in the determination of the sample households.

- (b) Follow steps b to f as in Case 1.

CHAPTER 5

HOW TO ACCOMPLISH LFS FORM 2

LFS Form 2 is a 4-page questionnaire which when completed, will serve as the record containing the characteristics of the sample household and each of the household members. It has 2 main parts, namely:

Identification Information

Questionnaire Items

The *Questionnaire Items* are further divided into 2 parts, namely:

Part I. All Persons (Demographic Characteristics)

Part II. Persons 10 Years Old and Over (Economic Characteristics)

5.1 General Instructions

- During the enumeration of your EA, you should bring with you sufficient number of LFS Form 2 for the day's use. Before starting out, you should already fill-in the information on province, district/khan, commune/sangkat, village/mondol, urban/rural code, sample reference number, name of household head, number of household members and address of the household in the *Geographic Identification* portion of the form.
- **Complete Columns 2 and 3 first. Then, ask the succeeding questions one at a time for each household member.** Ask Column 4 to Column 5 for all persons and the remaining questions starting with column 6 for persons 10 years old and over. **Follow strictly the sequence of the questions. Draw a horizontal line for questions that needed to be skipped.**
- Ask the questions exactly in the form in which they appear in the questionnaire. Do not paraphrase the questions because paraphrasing them may change their meaning.
- Do not prompt respondents by reading possible answers to them (unless you are told to do so). Find the response code which most appropriately fits the answer provided by the respondent.

5.2 Identification Information

This portion is found in the cover page of LFS Form 2 (Household Questionnaire). It consists of three parts, namely: Geographic Information, Interview Record and Data Processing Record.

You should complete these items. The names and codes for these items should of course, be the same as what appears in LFS Form 1 (Listing Sheet) for your EA.

5.3 Recording Answers to LFS Form 2 Questionnaire

FOR ALL MEMBERS (Cols. 1 - 5)

LINE NUMBER (Col. 1)

1. Encircle the line number of the respondent. The respondent is preferably the head of the household or the spouse or any responsible member of the household, that is, person who can provide reliable information about the household.

The questionnaire for the demographic and economic characteristics of the household population is provided with 10 lines or rows and each line has a pre-coded number printed in column 1 which is the line number. This number automatically identifies each member of the household. Thus, the first member is entered on the first row with line number 01, the second member will be on the second row with line number 02, and so on.

2. Ask the respondent the question "***How many persons usually reside in this household?***". If for example the respondent answered 6, check line number 06. This will serve as a guide in determining whether or not all the household members have been listed. As this question is asked be sure that the concepts of household and household members have been fully explained to the respondent.
3. If there are more than 10 members in the household, you will need an additional questionnaire. In this case, you renumber the line numbers of the members listed in the additional questionnaire. Thus, line number 01 of the second questionnaire will be line number 11; line number 02 will be 12; etc. When renumbering the subsequent line numbers, cross out the original line number and write the correct line number above it.

Name of Household Members (Col. 2) and Relationship to Household Head (Col. 3)

Data on the relationship to head of the household identify the different types of family groups and their structures within a household. They provide an indication of the typical relationships among household members.

Write the names of members of the household in column 2, and relationship to household head in column 3. Be guided by the following:

1. Begin to ascertain the members of the household by asking the respondent: "***Who is the head of this household?***". Then write the name of the person on the first line.
2. Proceed to ask the names of the other members of the household at the time of visit by asking, "***Who are the persons usually residing in this household?***". Inform the respondent that you want to list the members in the following order:

Head**Spouse of the head****Other members from oldest to youngest**

But if the head has more than one spouse living in the same household, list down the name of the first spouse and their children, followed by the second spouse and their children and so on, keeping the nuclear family together, if possible.

- 3 You need not write the surname of the other members of the household.
4. As the respondent mentions a name, immediately ask the respondent the relationship of this person to the head of the household. Of course, each member of the household has a specific relationship to the head by virtue of his presence in the household. Such relationship may or may not be based on kinship.

Enter the appropriate code for the relationship of each household member to the head in column 3. The code should be one of those listed at the bottom part of the questionnaire:

01 Head (An adult person, male or female, who is responsible for the organization and care of the household or who is regarded as such by the member of the household.)

02 Spouse (Husband/wife)

03 Son/Daughter

04 Adopted Son/Daughter

05 Foster son/daughter

06 Step son/daughter

07 Son/daughter-in-law

08 Grandson/daughter

09 Father/Mother

10 Brother/Sister

11 Uncle/Aunt

12 Nephew/Niece

13 Other relative (Included are in laws like father or mother-in-law)

14 Boarder (Paying guests)

15 Domestic helper

16 Non-relative (Household guests or friends staying with the household for more than a year at the time of visit or persons with no other place of residence)

Note that students, boarders and guests **residing and having common food arrangement with a household** are considered members of the household if they have **been in the household for more than a year at the time of visit, or if they have no other place of residence.**

However, if there are **5 or more boarders/lodgers** in a housing unit, they should not be reported as members of the household even if they meet the criteria of common food arrangement and period of stay in the household. These boarders/ lodgers are to be considered as living in a dormitory/ lodging house operated by the household.

On the other hand, persons who were absent from or left the household and have no intention to rejoin the household in the future except for short visits are not considered members of the household. Also excluded are those who were absent from the household for more than a year from the time of visit.

Age as of Last Birthday (Col. 4)

Determine the age of each household member by asking the respondent "*What is ___'s age as of his/her last birthday?*". Always ask the age of the person even if the date of birth is already given. Do not compute the person's age from the reported date of birth.

Enter in column 4 the age of each member in completed years as of last birthday. For infants less than one year, enter 00. If the respondent estimates the age of a person in multiple of 5 and 10 as for example "around 70" or "85", try to ascertain as much as possible, the nearest estimate. If age reported is 98 or greater, enter "98" in this column. Enter "DK" if the age can not be estimated or is unknown.

Sex (Col. 5)

Ask the question "*Is _____ male or female?*". Enter "1" for male and "2" for female.

FOR PERSONS 10 YEARS OLD & OVER (Cols. 6-25)

Education (Cols. 6 - 7)

Highest Educational Attainment (Col. 6)

Ask the respondent: "*What is the highest grade/ level/ completed by _____?*"
Enter the codes for the highest educational attainment as follows:

- 00** Not Attended School
- 01** Class 1
- 02** Class 2
- 03** Class 3
- 04** Class 4
- 05** Class 5
- 06** Class 6
- 07** Class 7
- 08** Class 8

- 09 Class 9
- 10 Class 10
- 11 Class 11
- 12 Class 12
- 13 Secondary School Certificate/ Diploma
- 14 Vocational/ BST/ OS Undergraduate
- 15 Vocational/ BST/ OS Graduate
- 16 Undergraduate
- 17 Graduate/ Degree Holder
- 18 Post Graduate
- 88 No Class Completed
- 99 Not Reported/ Unknown

Current School Attendance (Col. 7)

Ask the respondent: "*Is ___ currently attending school/ university/ training/ vocational institution?*" If Yes enter code "1". Otherwise enter code "2".

Activity Last Week (Cols. 8-9)

Worked at All During the Past Week (Col. 8)

"**Worked at all**" for purposes of this survey means that a person reported to his place of work and performed his duties/activities for at least one hour during the reference week, which is the calendar week.

Work is defined as any economic activity that a person does for pay, in cash or in kind, in any establishment, office, farm, private house or for profit or without pay on family farm or enterprise.

- a. **Work for pay** - if a person works for an employer, whether in establishment, office, farm or private residence (other than his own) and receives salary/wage, commissions, tips, in cash or in kind, or other forms of compensation such as free meals, and/or free living quarters, support in school, etc.
- b. **Work for profit** - if a self-employed person works for profit in own business such as sari-sari store, farm, dress shop or for fees in practice of one's profession or trade.

The following activities are considered work for profit:

- Gardening in at least 100 sq. meters of solid patches (the plants not scattered all around) whether the produce is mainly for sale or for family consumption.
- Gardening in less than 100 sq. meters if the produce is mainly for sale.
- Fishing, occasional gathering of forest or marine products mainly for sale.
- Cultivation of at least 300 sq. meters of land for temporary, annual or biennial crops or shrubs, or maintenance of an orchard of at least the same area even though the time spent is minimal.
- Raising of ornamental plants and flowers, seedling, black pepper or betel leaf

for sale even if less than 100 sq. meters.

- Raising of the following number of fowls or animals during the reference period:

Fowls of at least 1 month old:

- i) 30 or more chicken or ducks
- ii) 10 or more turkeys or geese
- iii) 50 or more pigeons
- iv) 100 or more quails

or a proportional of the above as in case of 40 pigeons and 6 chickens or ducks;
or 80 quails and 10 pigeons.

Animals

- i) 3 or more pigs at least 3 months old
- ii) 3 or more goats
- iii) 10 or more rabbits
- iv) 1 cattle, carabao or horse

or a proportional combination of the above, for example, 7 rabbits and 1 pig or 4 rabbits and 1 pig or goat

- Making a single article for sale

Note: For any of the activities mentioned above, if the produce is intended for home consumption, there must be harvest of crops, disposal of fowls or animals, either through own consumption, barter, given away or sold to consider the activity as work.

- c. **Work without pay on family farm or enterprise** - if a person works without pay on a farm or enterprise that is operated by another family member in the same household.

Examples:

- A daughter who works without pay as salesgirl in a store operated by her mother
- A wife typing at home without pay for her husband who is an independent practising lawyer
- A nephew who works without pay in the clinic of his uncle with whom he lives

- d. **Work by farm operator/ family member on another's farm on exchange of labor** - if a farm operator or a member of his family works on a farm being operated by another household on exchange labor arrangements. This is usually practiced by agricultural workers during the height of rice planting and harvesting seasons.

Ask probing questions to ascertain the existence of a job or employment or unpaid work on family farm or enterprise during the past week.

Ask the respondent the question "*Did _____ do any work at all even only for one hour during the past week for pay or family gain or helped own farm and in family business with or without pay?*". Enter code "1" for Yes and go to column 11. Otherwise enter code "2" for a No answer.

Other Economic Activity Last Week (Col. 9)

This is a probing question to determine whether the person was engaged in the production and processing of primary products, for sale or for own consumption. Note that "work" includes certain types of non-market production, namely: the production of primary products for own consumption (as growing a home garden or raising poultry or livestock); the processing of primary commodities for own consumption by the producers of those items (such as drying own vegetables for later use); and the production of fixed assets for own use (such as building a house or rice paddy dike). Excluded are unpaid services like doing household chores such as cooking for the household and taking care of children.

In this column, ask the respondent for each household member: "*During the past week, did _____ do any of the following: grow crops or vegetables, raise livestock or chicken, clean or till land, gather firewood, hunt, catch fish, weave cloth, basket or mat?*". If Yes enter code "1" and go to Col. 11. Otherwise, enter code "2".

With a Job/Employment During the Past Week (Col. 10)

Ask the question "*Although _____ did not work, did he/she have a job or employment during the past week?*" if code in both columns 8 and 9 is "2" (No). Some persons may not have worked at all during the past week but may actually have jobs or employment which they are temporarily not reporting to, as in the following case:

- √ Temporarily not at work due to illness/injury
- On holiday vacation
- On maternal/paternal leave
- Temporarily not at work to attend personal/family responsibilities
- On educational leave or training (outside the working place)
- A person with a job to begin within 2 weeks from the date of the interview

These persons are considered employed even though they are not actually at work, thus, the code in this column should be "1" (Yes).

If the respondent says that the household member has no job/employment, enter code "2" (No) and go to column 24.

Number of Hours Worked During the Past Week (Col. 11)

Ask the respondent: "*How many hours did ___ work during the past week?*". The entry in this column should be the actual number of hours worked by the person in **all the economic activities** that he held during the past week.

For Persons 10 Years Old and Over Who Worked or Had a Job/Employment During the Past Week (Cols. 12 - 23)
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Columns 12 to 23 are to be filled up only for those persons who worked or had a job/employment in the past week. For persons who did not work ("2" in cols. 8 and 9) and without a job/employment during the past week ("2" in col. 10) draw a horizontal line from columns 11 to 23 and go to column 24.

Primary Occupation (Col. 12)

If the entry in either of column 8, 9 or 10 is "1" (Employed), column 12 must have an entry describing the person's primary occupation. Ask "*What was ___'s primary occupation during the past week?*"

Occupation refers to the type of work, trade or profession performed by the individual during the past week such as paddy farmer, physician, primary school teacher, carpenter, beauty parlor operator, etc.. If the person is not at work but with a job, occupation refers to the kind of work the person will be doing when he reports for work or will be doing if he is merely waiting for a new job to begin within two weeks from the date of the interview.

In case a person has two or more economic activities, consider the one where he works more hours as his primary occupation. If however, these economic activities have equal hours of work, consider as primary the one where the person derives highest income.

Code for Occupation (Col. 13)

Column 13 is for office use. Do not write anything in this column.

Kind of Economic Activity or Industry (Col. 14)

The work reported in column 12 should be classified according to the kind of economic activity or industry. Ask the respondent: "*In what kind of economic activity or industry did ___ work during the past week?*". In this portion, you should exert utmost effort to let the respondent give you the description of the nature of work or kind of business or industry such as farm, fishing, plastic factory, school, etc.. Record the

response in column 14 the kind of business/industry for the person's primary occupation.

Do not be satisfied with the answers like firm names such as JMK Technologies, Phnom Penh Supply Co. , etc. since they do not necessarily describe the economic activity or the industry. Probe and try to elicit from the respondent the information about the kind of product (if manufacturing firm) or the kind of service that a company is engaged in, for example, selling computers.

Moreover, if work is pursued in a big company that is engaged in several types of activities, report the nature of the particular activity of the company in which the person is working.

If work is for government office or institution, the name of the office, bureau, public school, etc. may be accepted such as EDC. If work is for executive branch of a local government, indicate whether it is provincial, district or commune.

Code for Kind of Economic Activity or Industry (Col. 15)

Column 15 is for office use. Do not write anything in this portion.

Nature and Status of Employment (Cols. 16 -17)

Nature of Employment (Col. 16)

Ask for the person's nature of employment in his primary occupation “*What was the nature of ___’s employment?*”. Enter the codes for the nature of employment as follows:

- 1 Permanent
- 2 Short Term
- 3 Seasonal/ School Vacation
- 4 Worked for different employers on a day to day/ week to week basis
- 5 Others, specify

Status of Employment (Col. 17)

Status of Employment refers to the status of an economically active person with respect to his or her employment, that is, whether he or she was employed as an employer, own-account worker, employee, unpaid family worker, or a member of a producer's cooperative during the past week.

Ask the respondent “*What was ___’s status of employment?*”. Enter the codes for the status in employment as follows:

- 1 **Employer** - a person who operates his or her own economic enterprise or engages independently in a profession or trade, and hires one or more employees,

including paid family members.

Domestic helpers, family drivers and other households helpers who assist in the family-operated business, regardless of time spent in this activity, are not hired employees in the business; hence, a farm or business proprietor who is assisted purely by such domestic help is not considered an employer.

A retail store operator who is wholly assisted in the operation of his store by unpaid relatives living with him and who employs a carpenter to construct a new building for his store (with operator supervising the work) is not an employer. However, if an operator happens to be the owner or partner of a big firm which has its own construction unit to take care of its needs, the operator is an employer.

- 2 **Own-Account Worker** - a person who operates his or her own economic enterprise or engages independently in a profession or trade, and does not hire any employees.
- 3 **Employee** - a person who works for a *public or private employer and* receives remuneration in wages, salary, commission, tips, piece-rates or payment in kind.

This category includes the following types of workers:

- a. Persons working for a private household like domestic helper, households cook, gardener, family driver, etc.;
 - b. Persons working for a private establishment/industry like:
 - persons working in public works projects on private contracts;
 - public transport drivers who do not own the vehicle but drive them on boundary basis;
 - dock hands or stevedores;
 - cargo handlers in railroad stations or pier;
 - paddy harvester getting fixed share of harvest paddy;
 - c. Persons working for a religious group (monk's wise men), missionary (nuns, sisters, etc.), union and non-profit organizations;
 - d. Persons working for the government or government corporation or any of its instrumentalities;
 - e. Khmers working in embassies, legation, chancelleries or consulates of foreign government in Cambodia;
 - f. Khmers working in international organization of Sovereign States of Governments like the United Nations (UN), World Health Organization (WHO), etc.; and
 - g. Persons working purely on commission basis and who may not have regular working hours.
- 4 **Unpaid Family Worker** - usually a person without pay in an economic

enterprise operated by a related person living in the same household. The room and board and cash allowance given as incentives are not counted as compensation for these family workers.

- 5 Others, specify** - experienced workers whose status is unknown or inadequately described and unemployed persons not previously employed (i.e. new entrants, apprentices)

For a person who had more than one status in employment during the past week, the status in employment should be determined with reference to the same job as was used to determine the primary/secondary occupation.

Remuneration (Cols. 18-19)

This series of questions seeks to determine the remuneration in cash or in kind of *employees* (Code 3 in col. 17) from primary occupation. Examples of remuneration in kind are housing allowance or free board and lodging, clothing allowance and other allowances. In asking each question, tell the respondent that you are referring to remuneration he or she received from his or her primary occupation (mention the kind of occupation supplied by the respondent).

Monthly Wages (Col. 18)

Ask the question "*How much is ____'s average monthly wages (from Occupation)?*". For daily earners, ask for their daily wage and the number of days worked in the past month. Then, multiply daily wage by the number of days worked. Enter the codes as follows:

01 49,999R or Less	06 300,000R - 499,999R
02 50,000R - 99,999R	07 500,000R - 749,999R
03 100,000R - 149,999R	08 750,000R - 999,999R
04 150,000R - 199,999R	09 1,000,000R - 1,999,999R
05 200,000R - 299,999R	10 2,000,000R & over

Remuneration in kind last month (Col. 19)

Ask the question "*How much remuneration in kind did ____ receive last month?*" Enter the codes as follows:

01 49,999R or Less	06 300,000R - 499,999R
02 50,000R - 99,999R	07 500,000R - 749,999R
03 100,000R - 149,999R	08 750,000R - 999,999R
04 150,000R - 199,999R	09 1,000,000R - 1,999,999R
05 200,000R - 299,999R	10 2,000,000R & over

Earnings (Cols. 20 -21)

Earnings derived from business or practice of profession (Col. 20)

This question is to be asked for persons who were either *employer or own-account workers* (Codes 1"" or "2" in Col. 17). Enter the codes as follows:

01 49,999R or Less	06 300,000R - 499,999R
02 50,000R - 99,999R	07 500,000R - 749,999R
03 100,000R - 149,999R	08 750,000R - 999,999R
04 150,000R - 199,999R	09 1,000,000R - 1,999,999R
05 200,000R - 299,999R	10 2,000,000R & over

Tips/Commissions Received (Col. 21)

For all types of workers, ask the question "*How much tips/commissions did ___ receive last month?*" Enter the codes as follows:

01 49,999R or Less	06 300,000R - 499,999R
02 50,000R - 99,999R	07 500,000R - 749,999R
03 100,000R - 149,999R	08 750,000R - 999,999R
04 150,000R - 199,999R	09 1,000,000R - 1,999,999R
05 200,000R - 299,999R	10 2,000,000R & over

For Working Persons Seeking Additional Work Last Week (Cols. 22-23)

Availability of Additional Work (Col. 22)

Ask from the respondent the question "*Was ___ available for additional or alternative work during the past week?*". Enter code "1" if Yes. Enter code "2" for No and End Interview.

Actively Seeking/Looking for Additional Work Last Week (Col. 23)

If the person was available for additional or alternative work (Code 1 in col. 22), ask from the respondent the question "*Was ___ actively seeking/looking for additional or alternative work during the past week?*". Enter code "1" if Yes and code "2" if No. Then End Interview whether the code is 1 or 2.

For Persons Not Employed and Without Job/Employment During The Past Week (Cols. 24 and 25)

Availability and Seeking for Work (Col. 24)

Ask the question: "*Was _____ available and actively seeking for work?*" for all persons 10 years old and over who did not work at all during the past week (code "2" in cols. 8 and 9) and did not have a job/business during the past week (code "2" in col. 10). Enter code "1" if the person is **available and seeking** for work and End Interview. Otherwise, enter code "2".

For a person to be available for work, he must have time to work during the past week. He must not have any reason at all for refusing a job, if offered, during the past week except for minor illness.

A person is said to have looked for work if he had taken specific steps to seek paid employment or self-employment. In other words, he must have tried to secure a job or to establish a business or practice of a trade during the recent period.

A person who was available for work but did not seek work (or vice-versa) should have an answer of code "2" in this column.

Reasons for Not Being Available and/or Did not Seek Work (Col. 25)

This question seeks to determine the main reason why a person was not available and/or did not seek work. Ask this question only if the answer in column 24 is "2".

Use the code indicated at the bottom of the questionnaire to record the reason for not available and/or not seeking for work. If the reason is other than those provided with codes, specify the said reason.

- 1 Believe no work was available** - if a person did not look for work because he believed there was no work available to suit his skills in his locality so that looking for work is deemed futile.
- 2 Awaiting results of job application/rehire or job recall** - if a person did not look for work during the past week because he was expecting to be considered for employment in the establishment where he had an application for a job. The person may have filed his application before the reference week and was awaiting a reply to his application. Also, to be included in this category are those persons who was temporarily laid off from his job due to economic reasons like retrenchment, lack of raw materials, transfer of management, etc., and he did not look for work during the reference week because he was expecting his former employer to hire him again.
- 3 Waiting to start a new job** - if a person did not look for work during the past week because he was waiting to start a new job.
- 4 Infirmary/illness** - if the reason for not looking for work by a person who did not have a job/business was because he was suffering from temporary illness.
- 5 Disability** - the person is not available and did not seek employment because he has disability.
- 6 Too old or retired** - if a person felt that he was too old to work or he had worked long enough that he would want to rest.

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- 7 **Student or attending educational institution** - if the person is currently attending school/training or was expected to attend school within the next three months thus, not available and/or seeking for work.

 - 8 **Caring for children, elderly and disabled** - person who were not available/seek for work because the person were taking care of the children, elderly and/or disabled person in the house.

 - 9 **Housekeeping** - applies to a person who is engaged in household chores in their own home.

 - 10 **Others, specify** - other than the above reasons.