

**The Royal Government of Cambodia
Ministry of Planning
National Institute of Statistics**

Cambodia Socio-Economic Survey 1997 Field Operations Manual

Sponsored by
**United Nations Development Programme
Swedish International Development Cooperation Agency
and Executed by
The World Bank**

Manual of Instructions for Field Operation

CAMBODIA SOCIO-ECONOMIC SURVEY (CSES) 1997

1. INTRODUCTION

This survey is a general-purpose survey where the questionnaire has four parts ---one for Listing of Households in each sample village (Form 1), the second a Village Questionnaire (Form 2) to be filled up for every sample village, the third a Core Questionnaire for Households (Form 3), and the fourth a Social Sector Module for Households (Form 4). The information provided by individuals and households will be treated as strictly confidential and used in an aggregated form for planning and policy making.

The CSES Form 1 will be filled up for listing of households in every sample village or block or segment of sample village selected at random for the purpose of this survey. This Form will also be used to select 10 households at random from every urban village (or block or segment of that village) and 15 households at random from every rural village or its segment.

The *Village Questionnaire* (CSES Form 2) will be used to collect information from every sample village about its economy and infrastructure, especially facilities of education and health care and associated problems, and retail prices and wage rates prevailing in the village on the date of survey. The Village Questionnaire will be administered by supervisors, whenever they are available, and they will interview village leaders, health workers, headmasters, etc.

The *Core Questionnaire for Households* (CSES Form 3) is designed to collect general information from sample households, such as household size and composition --age, sex, education and economic and other activities of all members; utilization of educational and health services by household members; characteristics of the household's residence, assets and outstanding debts; and household consumption expenditure. An identical Core Questionnaire will be fielded each year of the project.

The *Social Sector Household Module* (Form 4) is a specialized questionnaire that will be fielded only in the first year .It differs from the Core Questionnaire in that it collects more detailed information on health and educational expenditures, and utilization of social services by households.

2. INTERVIEWER RESPONSIBILITIES

The interviewer is responsible for administering the two household questionnaires (Forms 3 and 4) to respondents. If no supervisor is available, an interviewer would be asked to canvass the Village Questionnaire (Form 2) also. The following guidelines must be kept in mind:

1. Ask the questionnaire exactly in the form in which they appear in the questionnaire. The questions have been written carefully in order to obtain the exact information required for subsequent analysis. They have also been tested extensively in the field. You should not paraphrase the question or try to make it clearer or easier to answer. If the respondent asks you for clarification, it is fine to provide additional information, but only that provided in this manual. If the respondent is unable to answer any question when provided with this information, you should enter the "999" for "no response". **Do not put a "0" (zero) for information that the respondent was unable to answer under any circumstances.**

2. Do not read coded answers to respondents unless instructed to do so. The interviewer should attempt to find the response code which most appropriately fits the answer provided by the respondent. If no code fits, the interviewer should use the code for "Other" and specify the answer in the space provided. Unless instructed to do so in this manual, the interviewer should not read or show the respondent the coded answers to questions and ask the respondent to choose one. The survey is designed to obtain information *from* the respondents; it is NOT designed to provide information *to* respondents. It is important that the interviewer be prepared to be a skilled listener to ensure that the survey succeeds in obtaining the true attitudes and beliefs of respondents. In exceptional situations, when the person interviewed seems to be unable to form an idea as to what kind of response is expected from him the interviewer can mention a few of the coded responses to give him/her some idea. But this is an exception to the rule.

3. Complete the questionnaire during the interview. Interviewers should not record answers on scraps of paper and transfer them to the questionnaire later. Nor should interviewers count on their memory for filling in the answer once they have left the household. Immediately after the interview go over the completed questionnaire to make sure all the answers are legible. Poorly written answers can be corrected, but do not change any answer unless the respondent is asked the question again. *Important:* check all questionnaires before giving them to the supervisor and before leaving the village/cluster.

4. Maintain the tempo of the interview. Avoid lengthy discussion of the questions with the respondent. If you receive what appear to be irrelevant or complicated answers, do not break in too suddenly; listen carefully to what the respondent is saying and then lead him/her back to the original question. *Remember:* Although you are running the interview, and must be on top of the situation at all times, you are there to listen to what the respondent has to say in answer to the questions posed. You must always strive to be a skilled listener and avoid trying to instruct or "lead" the respondent to give a particular answer.

5. Be absolutely NEUTRAL about the subject of the interview. Most people are naturally polite, particularly with visitors, and they tend to adopt the attitude that they think will please the visitor. Do not show any surprise, approval or disapproval about the answers given by the respondent. If the respondent asks for your opinion, you must not tell her/him what you think about these things yourself. Instead, you

INSTRUCTION MANUAL FOR CAMBODIA SOCIO ECONOMIC SURVEY 1997

should explain that the purpose of the survey is to find out what *the respondents think* about these issues. You should not discuss your own views with the respondent until after the interview has been completed.

INSTRUCTION MANUAL FOR CAMBODIA SOCIO ECONOMIC SURVEY 1997

6. If you do not understand a question or a procedure, first consult this manual and then ask your supervisor for further clarification if necessary.

3. SUPERVISOR'S RESPONSIBILITIES

The supervisor is responsible for

- (i) administering the Village Questionnaires (Form 2),
- (ii) preparing the two Household Questionnaires for each village (for example, completing certain information on the Cover Page of each questionnaire, as described in this manual),
- (iii) checking all completed questionnaires to ensure that they have been filled up completely and well, and
- (iv) for making random visits to households that have been interviewed by interviewer to make sure that the answers are consistent with the completed questionnaire.
- (v) The supervisor is also expected to occasionally observe interviewers while they are conducting household interviews, especially during the first one or two weeks of the field J work.

,The district-level supervisor is responsible for checking the village questionnaires and for monitoring the survey's overall progress in those villages.

4. SOME GENERAL INSTRUCTIONS FOR COMPLETING THE QUESTIONNAIRES

This is the very important section of this manual. Interviewers must adhere at all times to the instructions contained in this section.

1. Special interviewer instructions appear on the questionnaire in certain cases. They are for the benefit of the interviewer only and should not be read out to the respondent. In some cases, these instructions ask the interviewer to skip over a set of questions and proceed to the following question, based on a response obtained. For example, the instruction "if 0, >> Q34" means that if the response is zero, the interviewer should skip to question number Q34.
2. Unless otherwise indicated, the blank spaces provided for responses to questions are to -be filled in with simple numbers (such as number of children, number of animals, number of patient visits, number of years, etc.). Enter the number without writing the unit of measurement. For example, if the question asks for a person's age, write "21" and IIQ1 "21 years."

INSTRUCTION MANUAL FOR CAMBODIA SOCIO ECONOMIC SURVEY 1997

Some important special cases of numeric answers are as follows:

(Riel) When the questionnaire asks for any amount of money (Riels) as a response, an answer such as Riel25,000 (twenty-five thousand Riels) must be written as 25,000, *not* as 25. Similarly, a response of Riels 5,000,000 (5 million Riels) should be written as 5,000,000, not as 5,000 or 5.000. Always separate each group of three digit figures with a comma or decimal point, starting from the right. For example: one hundred thousand must be written as 100,000 or 100.000, and not as 100000 or 100000.

(Riels per year) If the question asks for an amount of Riels annually (such as tutoring fees) and the respondent gives the monthly amount, simply multiply the amount given by the number of months in a year the payment is made. In the case of questions referring to schooling, this may be 8 or 9.

(kilometers) When the distance is wanted in kilometers, then a response of three kilometers would be entered as 3.

(Kilometers (0.0)) When the distance is wanted in kms (0.0), then a distance of three kilometers would be entered as 3.0, a distance of 400 meters would be shown as 0.4. Do not round off responses to a whole number. For example, enter a response of "2.7 kilometers" as "2.7", not as "3".

(minutes) If the question asks for the length of time in minutes, but the respondent answers in hours (say, 2 hours), write the reply in minutes (in this case, 120). Please note that a few questions ask for responses in both hours and minutes.

(year) If the question asks for the year --for example, "In what year was this school first started?" --the interviewer should enter only the last two digits of the year, unless otherwise instructed. For example, a response of " 1991 " would be entered as "91 " and a response of "1978" would be entered as "78". Note that a few questions ask for 4-digit year responses.

3. For many questions, a list of the most likely answers is provided with accompanying numeric codes. For example, when the gender of a person is asked, you would enter " 1 " if the person is male and "2" if the person is female. As another example, codes for Cause for Disability include: 1 = congenital (i.e., since birth), 2= due to war or conflict, etc. It is important to allow the respondent to hear the question as it is written, without prompting

him/her with the listed answers. *After* the respondent has answered, choose from the list of , responses the one that best fits the respondent's answer.

In most cases, the response codes include one for "Other (specify)". See, for example, Disability Codes, col.12, page 3 of Form 3. The reason for this is that although the questionnaires include coded responses for what are thought to be the most common, answers, there are bound to be cases in which a respondent's answer may not clearly fit any of the coded answers. In such cases, write in the numeric code for "Other (specify)" and, in the space provided, write a clear specification of the respondent's answer. (After the survey has been completed, at the time of data processing, these specifications may be used to develop additional codes.)

4. Many questions ask the interviewer to "encircle" the code for one of the possible I responses. If a correction needs to be made, the interviewer should carefully erase the incorrect circle, so that there is no confusion about which response was given. Because of the need to make such corrections and erasures, the questionnaires should be completed in ~ pencil rather than in ink.

5. There will be some questions that some respondents will not be able to answer. There are ...many possible reasons: either they do not remember very well, they do not possess the information, or they do not fully understand the question. In some cases, where the question asks the respondent to "estimate" some quantity, you should encourage the respondent to provide his/her best guess. Despite your best effort, it may happen that the respondent can not give an answer. In such cases, write the code 11999" which means the respondent "did not know" the answer or refused to reply. However, based on past experience, it is not expected that this will be necessary in many cases.

6. In Form 4, responses to Q 4 in Section II on Health would be collected through a table having 27 columns spread over two pages. Also, the number of lines needed for entering information about all members of the household may be so large that one page may not be adequate. This is why as many as 4 pages have been provided for recording the information in this section. Note the column nos. assigned to different items on different pages. Form 3 uses two pages for recording similar information on Health.

7. In some cases, the tables provided in the questionnaire may not provide enough space to enter all of the necessary information. When this happens (which will be rare), the interviewer should use a second questionnaire. The number 111/2" (1 of2) should be written in the upper right-hand comer of the Cover Page of the original questionnaire, and the number "2/2" (2 of2) should be written in the upper right-hand comer of the Cover Page of the second questionnaire. It is also *very important* in this case to copy all of the information from the Cover Page of the original questionnaire to the Cover Page of the second questionnaire.

A note about this manual: An attempt has been made to provide explanations and instructions for the completion of the questionnaire. Explanations are provided for questions that are complicated, or could be interpreted in more than one way. Where a question is presumed to be clear, based on pre-testing experience, no explanation is provided. In cases where interviewers need additional clarification of any of the questions, they should ask their supervisors.

5. GENERAL RULES FOR INTERVIEWING

Whom to Interview

The respondent to be interviewed should preferably be the household head or the person who manages the finances of the family and other household members who can provide detailed information.

How to Conduct an Interview

1. Be presentable .

Make a good impression by dressing appropriately and neatly.

Some people judge others by what they wear and may not open the door for someone who appears messy or untidy.

2. Be polite.

People will react to you differently. However, you must always remain cordial and polite.

Try to smile always.

Be prepared for all types of questions and give honest answers.

Never argue with the respondent. Try to maintain your composure even if the respondent is irritated due to the length of the questionnaire, or for some other reason.

3. Introduce yourself and the survey.

Your introduction is important. As an introduction you may say the following: *"GOOD MORNING/AFTERNOON. I AM (YOUR NAME) , AN INTERVIEWER OF THE NATIONAL INSTITUTE OF STATISTICS, MINISTRY OF PLANNING. HERE IS MY IDENTIFICATION CARD. WE ARE CURRENTLY CONDUCTING THE 1997 CAMBODIA SOCIO-ECONOMIC SURVEY IN THE COUNTRY UNDER THE SPONSORSHIP OF THE UNITED NATION DEVELOPMENT PROGRAM IN CAMBODIA*

INSTRUCTION MANUAL FOR CAMBODIA SOCIO ECONOMIC SURVEY 1997

AND WORLD BANK I WOULD APPRECIATE VERY MUCH YOUR ANSWERING THE QUESTIONS IN THIS UNDERTAKING. PLEASE BE ASSURED THAT ALL YOUR ANSWERS WILL BE TREA TED AS STRICTLY CONFIDENTIAL."

4. Explain the objectives of the survey.

Sometimes it is necessary to explain the objectives of the survey to gain cooperation from a person.

5. Ask all the questions.

Never assume answers. Ask a question even if you think you already know the answer to it. What you think may not be the right answer.

6. Probe if a person's answer isn't satisfactory.

Do not accept an unsatisfactory answer. If the person's answer is not satisfactory, you should probe for more information. You can also do any of the following:

- a) repeat the question
- b) ask for an estimate, if appropriate
- c) pause to give the person time to think

7. Thank the person for cooperating.

Always try to leave the respondent with a good feeling toward the survey. Express your appreciation for the person's cooperation.

8. After each interview, review all the different pages of the questionnaire for possible I -omissions of entries or for inconsistencies of responses.

How to Ask Questions

1. Ask the question as they are worded in the questionnaire.
2. Unless otherwise instructed, ask the questions in the order that they are presented in the questionnaire. Do not skip any portion, section or item in the questionnaire, unless clearly instructed to do so.

INSTRUCTION MANUAL FOR CAMBODIA SOCIO ECONOMIC SURVEY 1997

Verify if all the pages of the questionnaire are accounted for. The page number is located at the top right hand corner of the page.

3. Never ask a leading question, that is, one that suggests the answer desired by the interviewer. By asking a leading question, the respondent's mind is set into believing that the answer suggested by the question is the right one.

An example of a leading question is: "Did you consume 10 kilos of rice last week?" 4. Do not interrupt the respondent unless necessary.

5. Finish recording an answer before asking the next question. General Instructions for Filling up CSES Forms

1. Use pencil in making entries into the CSES questionnaires. Do not use any other colored pencil or ballpen because when an error is committed in entering responses the entry cannot be easily erased.

2. Use an eraser to completely erase a wrong entry made. DO NOT just write over the original entry.

3. Write an asterisk (*) for all entries which may appear doubtful/vague to the editor and which have explanations or remarks written at the bottom of the same page.

4. Fill in the certification portion of the CSES Forms only after the interview has been made. Write the date when the questionnaire was finalized or when the interview was completed.

5. The supervisor should sign only in the certification portion after he/she had actually reviewed the completed CSES Forms. The review of forms can be done during field inspection or in the office when the forms are already submitted.

6. SOME IMPORTANT CONCEPTS AND DEFINITIONS

Age

Age should always be reported in years completed (or in months completed for infants and children). For persons born before the date of the survey, i.e., in June or before:

Age = 1997- Year of birth.

For persons born after the date of the survey, i.e., in July or later:

Age = 1996- Year of birth.

Disability

Any **major** problem with one's body, mind or behaviour that limits one's ability to participate in work, school or ordinary social life. Disabilities are permanent or long-term conditions, not temporary illnesses.

Economically active

A person who is either working or unemployed, according to the definitions below, is defined to be economically active, or in the labour force. Homemakers, students, old, infirm and retired persons, pensioners and remittance receivers, persons doing only volunteer work, and persons who cannot work because of a disability are defined to be not economically active, or economically inactive, or not in the labour force.

Head of household

J The head of household for the purposes of the CSES 1997 is the person who is recognized and reported as such by the household. He or she is generally the person who bears the chief responsibility for the management of the household and takes decisions on behalf of the household. The head of the household is not necessarily the eldest male member, but may be a female member or a younger member of either sex. The interviewer does not give any opinion, but accepts what the household reports.

Household

A household is a group of persons (or a single person) who usually live together and have a common arrangement for eating, such as using a common kitchen or a common food

J budget. The persons may be related to each other or may be non-relatives, including servants or other employees, staying with the employer.

Students, boarders and employees residing in and having a common food arrangement with the household are considered members of the household if they have been in the household for more than a year 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. They are considered to be living in a dormitory or boarding house operated by the household.

Boarding houses with more than 5 persons are considered to be institutional households. An institutional household is a group of 5 or more unrelated persons living together. Other examples are military barracks, prisons, student dormitories, etc. Institutional households are not covered by the CSES 1997.

Households of foreigners will be included in this survey.

Unemployment

A person who did not work (according to the definition below) during the past 7 days, but who was available for work and seeking work is defined as unemployed. Thus, it is necessary in the questionnaire to ask if the person was looking for work. Looking for work should involve some specific action, such as contacting an employer to ask about employment.

Usual member of household

A usual member of a household is any person who has been normally one living in the household and sharing arrangements for food for at least one year, or one who has no other residence. Thus, most students going to school away from home are considered to be members of their family household, rather than a household at the location of their school, unless they have stayed at their school for more than a year. However, a person who has moved recently, i.e., less than one year ago, is considered to be a member of a household at his destination if he does not plan to return to the old household within one year. Similarly, a person who has moved out of a household recently with no intention to return is no longer considered a member of that household.

Working (Employed)

Work is any gainful activity which a person performs for pay, profit or family gain.

Thus it includes (a) paid employment; (b) operating a business or farm, with or without employees; (c) any activity a person carries out to earn money; and (d) the holding of a job, even if the person is temporarily absent because of vacation, strike, or illness.

Work also includes some activities carried out not for pay, but for family gain or income. These include (a) working for a family business or farm without pay; (b) working as an apprentice in order to learn a skill or craft, without necessarily receiving wages; (c) carrying out gainful activities for own consumption.

Examples of activities for own consumption which are defined as work include:

- (a) production of primary products for own consumption such as growing of food grains or vegetables for own consumption;
- (b) collection of water and firewood for own consumption;
- (c) processing primary commodities for own consumption, such as threshing rice or drying vegetables for later use; and

(d) production of fixed assets for own use, such as building or repairing a house or a paddy dike. However, activities for own consumption other than the above are not treated as work, for example, cooking food for the family, washing clothes or cleaning the house.

Note that work may be physical or mental in nature. Work involves not only actual work but also effective supervision and direction of work. In many cases it may be necessary to ask probing questions to ascertain the existence of a job or employment or unpaid work in a family enterprise or farm during the past 7 days.

Do not assume that women are generally home makers. The interviewer should ask some questions to determine if the woman (or girl age 10 and above) was working according to the definitions above. In rural areas, where most men are engaged in agriculture, wives and daughters also participate as unpaid family workers in cultivation, harvesting, food processing or feeding of livestock, all of which are defined as work. The interviewer may ask what the person usually does. If the answer includes some of the activities defined as work, the person should be regarded as working.

7. SAMPLING DESIGN AND SAMPLE SIZE

The CSES 1997 uses a stratified two-stage probability sampling technique with three Domains of study or strata: (1) Phnom Penh (2) Other Urban including the provincial capitals and other towns, and (3) Rural, including all other villages. The villages constitute the primary sampling units (pSU's) and the households, the secondary sampling units (SSU's).

The CSES uses the same sampling frame as SESC 1996. This was based on an initial list of villages together with information on the estimated population, the population 18 years and over, the number of households in each village, and the facilities and amenities available in them. This information was compiled by UNTAC prior to holding national election. This basic list has since been updated by NIS, by incorporating new information from several other sources, like a gazette of the Geographic Department, information from the UNHCR and population estimates supplied by the Ministry of Interior and the Municipality of Phnom Penh. The updated village frame covers about 87 per cent of all villages in Cambodia.

The sample size was decided on a joint consideration of the needs of data users, the constraints of funding, the capacity of the survey organization and feasible workloads, and the experience gained in the earlier surveys along with estimates of sampling errors of estimates thrown up by these surveys.

INSTRUCTION MANUAL FOR CAMBODIA SOCIO ECONOMIC SURVEY 1997

The following shows the sample size and its allocation among the three Domains mentioned above:

	Domain	No. of sample		No. of Sample households /village
		Villages	Households	
1	Phnom Penh	120	1,200	10
2	Other Urban	100	1,000	10
3	Rural	254	3,810	15
4	Total	474	6,010	-

A sample of around 1,000 households is likely to be adequate for the first two Domains. The sample size for Domain 3 should be larger in view of the interest in detailed study of poverty groups in this domain.

Note that the intention is to select 10 households from every sample village in Domains 1 and 2, but 15 households from every sample village in Domain 3. This was decided in view of greater travel costs that would be incurred in rural areas.

Sample selection

Selection of PSU's (villages)

Sample villages will be selected separately for the three Domains. For each Domain, the selection will be made with probability proportional to size (PPS) with the estimated number of households in the village as the measure of its size. Actually, pps linear systematic sampling with random start will be used after ordering the villages in each Domain according to Region, Province and Commune, to derive the benefits of implicit stratification. Sample village selection was done through the use of a computer program.

Some villages in Domains 1 and 2 were so large that their size was equal to or greater than the sampling interval. Such villages were divided into blocks of roughly equal size (generally about 200 households), to avoid the repeated selection of the same village. Each such block was treated as a separate PSU at the stage of PSU selection. The blocks within a village were labelled A,B,C,... The sample list shows the number of blocks into which the original village was subdivided, and the block or blocks of the village selected by pps linear systematic sampling. For example, in Phnom Penh, in District Chamkar Mon, Commune Tonle Basak, Centre 14 was found to have 1,335 households in the sampling frame and this was divided into 6 blocks labelled A,B, C, D, E, and F and block Center 14 B was selected for this survey. Again, in Phnom Penh, District Rusey Keo, Commune Tuol Sangke, the village Phum Tuol Sangke had 1240 households in the sampling frame, and this was divided into 6 blocks labelled A, B, C, D, E and F; two of these blocks Phum Tuol Sangke A and Phum Tuol Sangke F were selected for the survey.

Selection of SSU's (households)

For each sample village/block, a field listing operation will be undertaken and Form 1 filled up. When a selected village is found to be large at the time of listing (having more than 300 households) it would be divided into approximately equal segments, each having 300 households or less based on current estimates of no. of households obtained from commune or village leaders. The segments will be serially numbered 1,2,3,4,...One of these segments will then be chosen at random and the listing of all households will be done only for the selected segment. The number of segments created at the stage of listing and the serial no. of the selected segment must be recorded in Form 1. The procedure to be followed for preparing a list of all households in the village/block/segment and that for selecting one segment at random, if necessary, has been described in detail in Listing of Households (CSES FORM1).

The sample of households will be selected from the list of households prepared for the selected village/block/segment. In Domains 1 and 2, 10 households will be selected from every village/block/segment by linear systematic sampling with a random start. But in Domain 3, 15 households will be selected by the same method from every sample village/segment. The sampling interval will be equal to the total no. of households listed divided by 10 or 15, as the case may be, rounded off to the nearest whole number. Further details of the method of sampling households has been given in Listing of Households relating to Form 1.

Note that if a block has been selected from a large village, it will not be segmented further even if it is reported to have more than 300 households.

LISTING OF HOUSEHOLDS (CSES FORM1)

This chapter describes in detail the procedures for mapping and canvassing; and instructions for completing the listing of households and selecting sample households through CSES Form 1 (Listing of Households) for any sample village.

Before the listing of households, the interviewer assigned to work in a sample village will first prepare a sketch map of the entire village or some segment/block of the village. He/she will then systematically list all buildings, housing units and households in CSES Form 1.

1. MAPPING OPERATION

The interviewer is asked to prepare a detailed map of the entire village or the segment/block of the village selected. This will guide the interviewer assigned to the village in locating sample households. Also, the detailed map is necessary for administrative purposes.

The sample village has been identified on the basis of the file compiled by UNTAC and thereafter updated by listing operations. The sample village has been selected using a computer program. The interviewer will be provided with information contained in the file-- so he will get an estimate of the number of households in the village. Even then he should meet the village or the commune leaders or similar knowledgeable persons to get more information about the sample village before proceeding with the sketch map.

Examine the estimated number of households for the sample village (PSU) provided by the office (NIS). If the number is about 300 or less, proceed with the mapping and listing. If the number exceeds 300, consult your supervisor about the segmentation of the village. For a few large villages in Phnom Penh and Other Urban areas, the village has been divided into several blocks at the stage of sampling, and only one or two of these blocks have been selected. The first stage in both these situations is to divide the village into segments or blocks and to select the sample segment/block(s). (See below for procedure to be followed for this task.). The steps described below are to be taken after the selection of segment/block(s), if necessary.

Before proceeding with the listing of buildings, housing units and households in the sample village/block/segment, the interviewer must prepare a sketch map of the village/block/segment showing boundaries and permanent features and landmarks such as roads, hills, rivers, etc. This map is essential for the listing operation.

Appendix A.1 shows the geographic and cartographic symbols which may be used to prepare the sketch map of different villages/segments/blocks.

Proceed as follows to prepare the sketch map:

(a) Go around the village/block/segment assigned to you and familiarize yourself with the area. Then prepare an outline or sketch map of the village/block/segment showing its topographical details. You must clearly show the boundaries and permanent features and landmarks. Extra care must be paid to draw the sketch map of a segment or block. Its location within the entire village must be properly indicated.

(b) Starting from a corner or any convenient point, go round the village/block/segment systematically and draw the buildings and similar structures on the sketch map using the symbols given in Appendix A.1.

INSTRUCTION MANUAL FOR CAMBODIA SOCIO ECONOMIC SURVEY 1997

A specimen map is shown below as an illustration in Appendix A.2.

(c) On the sketch map, a circle drawn would stand for a building. Indicate the first building visited by a circle around the number 1 with the letter S and an arrow above it pointing to J the direction taken by the interviewer in canvassing the area. Inside the circle, write the building serial number, and under the circle, within parentheses, the household serial nos. assigned to the households residing in the building. If more than one household reside in the building, enter the range of several numbers assigned to these households.

For example, if the first building shown on the map is occupied by 3 households, you should write:

S -----→

(1)

(1-3)

Here, 1 inside the circle is the building serial number, and 1-3 within parentheses the serial J nos. of households residing in that building.

In a densely populated village or segment or block, you need not show all the buildings on the map. Avoid cluttering. You may show the first building listed and only every fifth, building thereafter. See specimen map in Appendix A.3.

As far as possible, continue listing in the same direction until all households in that direction are listed. When the direction of canvass is changed, indicate the new direction taken by an arrow.

Visit every building or structure in the area to make sure that all households residing in the area have been listed. Take special care about office/business buildings and construction sites--- do not exclude households that may be residing in such premises.

The sketch map is to be submitted to the supervisor together with all the other materials used ~ in listing all households in the village/PSU. The interviewer will need these in locating sample households that would be selected and assigned to him/her by the Supervisor.

Follow the instructions given below to list all buildings, housing units and households within the sample village/block/segment in CSES Form 1.

2. HOW TO SEGMENT A SAMPLE VILLAGE (PSU)

1. At the stage of the sample selection a few large villages in the domains of Phnom Penh and Other Urban were divided into nearly equal blocks and one or more of these blocks were selected by the pps systematic sampling procedure. This was done to avoid repeated selection of the same village for the sample, because the village size (estimated no. of households) was larger than the sampling interval.

As for example in Phnom Penh, village Centre 14 (District Chamkar Mon, Commune Tonle Basak) with estimated no of households 1335 was split up into 6 blocks, (labelled A,B,...,F) each having about 223 households, and one of them called "Centre 14B" was selected for the sample.

Again in Phnom Penh, village Phum Tuol Sangke (District Rusey Keo, Commune Tuol Sangke) with estimated no of households = 1240, was divided into 6 blocks labelled A,B,...,F) each having 206/207 households, and two of them -Phum Tuol Sangke A and Phum Tuol Sangke F -were selected for the sample.

The field workers must follow a procedure for dividing up these large villages into several blocks and selecting one or two of them. The no. of blocks to be formed will be specified before mapping and listing work begins.

2. In addition to the above, all large sample villages with estimated no. of households (ascertained before listing) more than 300, will be divided into 2 or more nearly equal segments, so that no segment has more than 300 households.

3. The procedure for dividing up a large village into segments (each with 300 households or less) is described below.

(a) Meet the village leader, explain to him the purpose of the Survey and secure his co- operation.

(b) Make a notional map of the village, showing all recognizable physical features like roads, lanes and pathways, rivers or streams, railway tracks, schools, temples and other notable buildings. (These would be help later in locating households that will be selected for interviewing.)

(c) Use the notional map to divide the village into segments in such a way that

(i) approximately the same no. of dwellings (with at most 300 households, preferably with 200 to 250 households) is contained in each segment, and

(ii) the boundary of each segment is clearly shown using the physical features mentioned above.

Note that as this stage the notional map does not show the location of the households and so one can only depend on approximate no. of dwellings and not the no. of households.

(d) After showing the segments on the notional map, number them 1,2,3, and select one of them at random. The procedure for doing this is as follows.

- (i) Prepare pieces of paper of the same size.
- (ii) Write one segment number 1 or 2 or 3 or on each piece of paper.
- (iii) Roll the pieces of paper, one by one.
- (iv) Put the rolled pieces in a box.
- (v) Shake the box to mix the pieces of paper thoroughly.
- (vi) Draw one rolled piece of paper at random.
- (vii) Note down the number written on the rolled piece selected.

The segment having this number will be the sample segment where the interviewer will do the listing of households after preparing a sketch map showing buildings and households.

4. The procedure for dividing a large village into blocks, will be similar .A few differences must, however, be mentioned.

(a) The no. of blocks to be formed will be specified beforehand. It may happen that the no. of households in a block will be 200 or 250, clearly below 300. If by chance. the size of block is found to be above 300 households. it will not be segmented further.

(b) The blocks will be labelled A,B,C,D etc and not numbered as 1,2,3 etc. The labels will be given to the blocks on the notional map following a serpentine order, starting from south- west corner and proceeding clockwise-.

(c) Which block or blocks will be selected for listing and other operations has already been decided at the sampling stage. As soon as the labels have been put on the notional map, the selection is over.

5. The notional map of the village showing the boundaries of different blocks or segments must be submitted to the Supervisor.

3. FILLING UP CSES FORM1 (LISTING OF HOUSEHOLDS)

The listing or canvassing of households may be done along with the preparation of the D sketch map. When the interviewer finds that one or more households reside in a building or structure, he will first indicate the

location of the building on the map as per instructions given above. He will then enter the building, housing unit and household serial numbers and other information required in the CSES Form 1.

Detailed instructions for filling up Form 1 are given below:

I. Identification Information

This portion is found on the cover page of the set of Listing sheets to be used for one village/block/segment (PSU). This will be filled up in the Office before the Form is handed over to the Supervisor assigned to the PSU. It is the responsibility of the Supervisor to make sure that the Identification Information portion on the Cover page has been correctly and properly filled up before he hands the Forms to interviewer.

Brief explanations of the different items are given below:

(1) Province/City- Write down the name of the Province/City where the sample village (PSU) is located, in the space provided after the word "Province/City". Enter the 2- digit Province code in the code boxes provided.

(2) District/Khan -Write down the name of the District/Khan where the sample village (PSU) is located, in the space provided and enter the 2- digit District/Khan Code in the code boxes provided.

(3) Commune/Sangkat -Write down the name of the Commune/Sangkat where the sample village (PSU) is located, in the space provided and enter the 2- digit Commune/Sangkat Code in the code boxes provided.

(4) Village/Mondol- Write down the name of the Village/Mondol, in the space provided and enter the 2- digit Village/Mondol Code in the code boxes provided. If one of a large village has been selected, like centre 14B, write centre 14B as name of the village/mondol.

(5) Urban/ Rural- Enter code 1 for urban and code 2 for rural in the box provided, using the classification information provided to you.

(6) Serial no. of Village -This will be entered by supervisor.

1. Date of Listing -Enter the numeric equivalent of the inclusive dates when the listing operation in the village/block/segment is undertaken. In the first blank, 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

INSTRUCTION MANUAL FOR CAMBODIA SOCIO ECONOMIC SURVEY 1997

equivalent of the day the listing operation in the village/block/segment was finished in the blank after the colon sign ':'. Enter the numeric equivalent of the month in the blank after the second slash sign '/'. .

Example: If the listing operation was started on 19 June and was finished on 21 June, the entry must be as follows:

19/06/97: 21/06/97

2.Date of Supervision -Enter in similar manner as above the inclusive dates when the listing sheets for the village/block/segment was reviewed by the supervisor.

3.Interviewer's Name and Signature -As soon as the listing operation in the village/PSU is finished, print your name in the blank labelled 'Name' and affix your signature in the blank labelled 'Signature' below your printed name. Record date of signature.

4.Supervisor's Name and Signature -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/block/segment have been reviewed and deemed satisfactory by the supervisor, he/she should print his/her name in the blank labelled 'Name' and affix his/her signature in the blank labelled 'Signature' below his/her printed name. Record date of signature.

5.Remarks -Record any unexpected or unusual situations under which the listing operation has been conducted and the action taken by the interviewer in dealing with the situation.

: These remarks would be very necessary in the evaluation of the results of the operation.

6.Payment Detail -NOT TO BE FILLED UP .

III. Data Processing Information -NOT TO BE FILLED UP

IV. Household Information

This portion is to be filled-up by the interviewer or the person who is responsible for listing all the households in the sample village/block/segment. Each sheet contains fifteen (15) lines for a maximum of 15 households. An adequate number of sheets for listing all the households in the village/block/segment will be provided. Extra forms are available with the supervisor assigned to the area for use of interviewers, in case there would be a need for it.

INSTRUCTION MANUAL FOR CAMBODIA SOCIO ECONOMIC SURVEY 1997

All forms used for listing the households in the sample village/block/segment must be turned over to the supervisor/Central Office after the listing operation, along with map

Page- of- Pages -You must number the listing sheets consecutively. If you have used r , 10 sheets for one village /block/segment, for example, you must write on the first page r: "Page 1 of 10 Pages"; on the second page, "Page 2 of 10 pages"; and so on.

Note that the second blank should show the total number of sheets used in listing all the households in a village/block/segment. This can filled up only when the listing is finished. Make sure that all the sheets have been numbered and that they have same entry in the second blank. Make sure also that the last sheet has the same entry in the two blanks. Count the number of sheets used to check if no sheet is missing.

On each page, write the codes for Province, District etc. in the boxes provided at the top. In the last two boxes, write the total number of segments formed and the serial no. of segment selected, in case village was having more than 300 households and it was accordingly divided up into segments. If, for example, 5 segments were formed and segment no.3 was selected, write 5 in the first box and 3 in the second. For a village or block with no segmentation write I in both the boxes.

Col. 1. Line Number -The Line No. is the two digit number sequentially assigned to each line or row used in the Household Information Section.

Col. 2. Building Serial No. -The Building Serial No. is the three-digit identification number assigned sequentially to the buildings listed in the village/block/segment. The first building listed in the village/block/segment is assigned the serial no. "001"; the second building is assigned the serial no. "002"; and so on until all buildings in the village/block/segment have been listed. The serial no. assigned to the last building listed is equivalent to the total number of buildings in the village/block/segment. If more than one household resides in the same building, the building serial nos. would be the same for all these households; you may put ditto, for the second, third, , households in the same building.

Col. 3. Housing Unit Serial No. -For the purpose of this survey, a housing unit has been defined as a place of residence

(i) where there are walls or partitions separating it so that the persons occupying it can live separately from other persons in the building in the locality; and

(ii) it has a separate entrance so that the occupants can enter and leave without passing through anybody else's living quarters.

INSTRUCTION MANUAL FOR CAMBODIA SOCIO ECONOMIC SURVEY 1997

The Housing Unit Serial No. is a sequentially assigned three digit number given to each of the housing units in the Village/block/segment. Hence, the Housing Unit Serial No. assigned to the last housing unit in the PSU will be equivalent to the total number of housing units in the PSU. If there are several housing units in the building, list each housing unit separately starting from the ground floor and listing all contiguous housing units in the same floor one after another before going to the next higher floor. Be sure that all housing units are listed, whether or not they are occupied. 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 Jtheir corresponding housing units pertaining to the living quarters they occupy within the building. But when such buildings are not occupied by any households, enter "999" in this column to indicate that the building is purely for commercial/industrial/agricultural use and there is no housing unit in it. Note that in exceptional situations, a housing unit may be aboat or cave or a discarded railway carriage, say.

Col. 4. Household Serial No. -The Household Serial No. is a three-digit sequentially assigned number to each household in the PSU (Refer back to Definition of Household given on pages 9-10). The first household listed is assigned the Household Serial No. "001 "; the second household is assigned the number "002"; and so on until all households in the village/block/segment have been listed. The Household Serial No. of the last household listed is equivalent to the total number of households in the village /block/segment.

Before listing any of the households, the interviewer must first ascertain the number of households occupying the housing unit. He should ask any adult person: "How many households are residing in this housing unit?" He should then follow this up by asking: "Do you have a common arrangement for preparation of meals? In case several households reside

In the same housing unit, list the main household or the household mainly responsible for the housing unit; such as the owner, the lessor, or the main lessee first. The other households 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.

If. no person/household resides in the housing unit, enter "999" in the column (.col. 3). Likewise, enter '999" m col. 4 If the entry m col. 3 IS "999" (no housing unit in the building).

Persons living in hotels, dormitories or similar places, known as institutional living quarters are not considered as forming a household. Hence, no household serial number must be assigned to such housing

units. Instead, "888" must be entered in Col. 4 to indicate that the housing unit is an institutional living quarter but give a serial no. to the housing unit. However, there can be households living in the premises of institutional living quarters.

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. In most households, the father is the accepted and recognized head of the household. But this is not always the case. So, do not assume it. Make it a point to ask the respondent who the head of the household is.

Enter the name of the head by writing the family name first, followed by the given name.

Col. 6. Address of the Household -Enter the number assigned to the building by the government (not the building serial number assigned by the Interviewer in col. (2)), if there is any, and the street name or number. In many cases, this corresponds to the postal address. In rural areas where there are no street patterns or house number, enter the postal address or any information that help identify the building/premises.

Cols. 7- 9. Number of Household Members -Following the definition of household given on pages 9-10 of this manual, enter in col. 7 the total number of usual members comprising the household.

The entry here should be equal to the total for the entries in cols.8 and 9. If there is inconsistency, find out where the error lies 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.

The page total of cols. 7-9 will be done in the office.

Cols.10-11: Principal Economic Activity of the Building/Premises/Household

Principal economic activity refers to the main activity carried out within the building or premises for the production of economic goods or services. Such economic activities can be carried out in a building not used as living quarters or in a housing unit and appurtenant land by the household. If there are more than one economic activity within the same building or premises, select that activity which provides the highest income.

INSTRUCTION MANUAL FOR CAMBODIA SOCIO ECONOMIC SURVEY 1997

For buildings not occupied by any household, record the description of the main economic activity carried out in the building/premises.

Examples: The entries can be pharmacy, hair dressing saloon, grocery shop, machine shop, farming of rice, growing of vegetables, trade in clothing items.

Col. 11: Code -Code for the principal economic activity will be entered in the office at the stage of data processing.

Col. 12. Sample Reference Number -This is the same as household serial number in col. 4, but no Sample Reference Number will be assigned if col. 4 shows 888 or 999. This is to be filled up by the supervisor after the listing operation in the village/block/segment is finished and the interviewer has submitted all the documents that have been used for the village/block/segment.

Instructions on how to use this for sample selection is contained in Section 4 below (How To Select Sample Households).

Col. 13. Remarks -This column is to identify the households having as its member any of the following persons with the code given to them below by inserting the appropriate code in this column.

- | | |
|------------------------|------------------------------|
| 1 = Village leader | 2 = Health worker/Pharmacist |
| 3 = Headmaster/Teacher | 4 = Shopkeeper/Market Vendor |

4 HOW TO SELECT SAMPLE HOUSEHOLDS

General Description of the Selection Procedure

It is the responsibility of the supervisor to identify the sample households which would respond to the questions in the **Cambodia Socio-Economic Survey Form No.3 (Core Questionnaire for Households) and Form No.4(Social Sector Module for Households)** i.e., the detailed questionnaire on utilization of education and health services and certain other aspects.

Ten (10) sample households are to be selected from each selected village/block/segment in domains Phnom Penh and Other Urban areas and fifteen (15) households are to be selected from each village/segment in the Rural domain.

As soon as the listing of households in the sample village/block/segment has been finished, the supervisor must assign sequentially to each household in the list in Form 1 a **Sample Reference Number** which must be entered in the column labeled '**Sample Reference Number**' (col. 12).

INSTRUCTION MANUAL FOR CAMBODIA SOCIO ECONOMIC SURVEY 1997

The Sample Reference Number is a three-digit number which starts from "001" for the first household in the list; "002" for the next household; and so on until all households have been assigned a number. The supervisor 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, the supervisor is ready to proceed with the selection of sample households. The selection will be made by the method of Systematic Sampling. The following steps guide the supervisor in the proper sample selection.

1. Determine the number of sample households to be chosen.
2. Determine the sampling interval I to be used.
3. Select a random start between 01 and the sampling interval I, which will be a two-digit number. (Use the table of random numbers supplied to you for this purpose. See Appendix B. Each supervisor will read two-digit numbers from particular rows of the table of random numbers.)
4. Select the sample households systematically from the list of households in CSES Form No 1, using the random start. (The selection will be done on the col.(12) for Sample Reference Number.)

Detailed Instructions

1. Determine the number of sample households to be chosen.

The number of sample households to be drawn from each village/block/segment has been fixed. Ten(10) households are to be selected from each village/block/segment in Phnom Penh and Other Urban strata and fifteen(15) households are to be selected from each village/segment in the Rural stratum.

2. Determine the sampling interval to be used.

Write M* for the number of households listed in Form 1 in the village/block/segment. The sampling interval I is computed as

$$I = M^* / (10 \text{ or } 15)$$

If I is not a whole number, round it off to be the nearest whole number.

Note that I is to be computed separately for every village/block/segment. You must use the actual no. of households in the list and D.Q1 the estimated no. of households given to you before the listing was done.

The denominator is 10 or 15. This is the no. of households to be selected.

As an example, suppose for a village in the Rural stratum, the estimated no. of households was given as 136, but the listing operation showed that the actual number was 162.

Then $M^* = 162$

$I = M^* / 15 = 162/15 = 10.8 = 11$ (on rounding)

So $I = 11$ 3. Select a random start.

In the example just given, the supervisor looks up the table of random numbers in Appendix

B, reads two-digit numbers from the row indicated by the rule below, and finds the first two-digit random number between 01 and 11. (~:If the serial no. of the village is, say, 134, one must use row number 34. If the village serial no. is 159, use row number 59. But if the -serial no. of the village is 100 or 200, use row number 100. Go on to the next row, if necessary) Suppose he finds this is 07. This is denoted R.

So here $R = 07$ or 7.

4. Select the sample households systematically, using the random start.

In the example given, we take in the sample the households with Sample Reference No. (SRN) equal to 7 (the random start) and then every 11 th household, since sampling interval $I = 11$. So the sample of households will contain households with SRN

$7, 7 + 11 = 18, 18 + 11 = 29, 29 + 11 = 40, \dots, 150 + 11 = 161.$

The procedure will be clearer from the following examples.

5. EXAMPLES OF SAMPLE SELECTION

Example 1: Suppose that in a village no block or segment formation was necessary. The list of households in the village in *Form 1* showed 187 households.

Then

$M^* = 187$

Suppose this village came from Domain 2, that is, Other Urban. So we should take 10 :- sample households from the village.

The sampling Interval is

$I = M^* / 10 = 187 / 10 = 18.7 = 19$ (on rounding)

So we select a random start between 01 and 19. Suppose we are asked to read row no.39 of the table of random numbers. We find the following two-digit random numbers in this row:

92 60 14 16 21 71 05 25

We read, starting from the left, as when we read a book. We look for numbers in the range 01 to 19 and ignore all other numbers.

The first number in the range 01 to 19 is 14. So our random start is $R = 14$.

INSTRUCTION MANUAL FOR CAMBODIA SOCIO ECONOMIC SURVEY 1997

Therefore our sample households will be those with Sample Reference Numbers (SRN's) 014,033,052,.....,185. This is because after household no.14 we take every 19th household in the list.

$R = 14 (=014)$	-----> SRN of the 1st sample household
$14 + 19 = 33 (=033)$	-----> SRN of the 2nd sample household
$33 + 19 = 52 (=052)$	-----> SRN of the 3rd sample household
$52 + 19 = 71 (=071)$	-----> SRN of the 4th sample household
$71 + 19 = 90 (=090)$	-----> SRN of the 5th sample household
$90 + 19 = 109$	-----> SRN of the 6th sample household
$109 + 19 = 128$	-----> SRN of the 7th sample household
$128 + 19 = 147$	-----> SRN of the 8th sample household
$147 + 19 = 166$	-----> SRN of the 9th sample household
$166 + 19 = 185$	-----> SRN of the 10th sample household

Special Note

Check that you get exactly 10 sample households (or 15 households for any village from domain 3). Because you rounded 18.7 to 19, there can be trouble. You may get one more household or one less than the number you want. In this example, if your random start R were greater than 16, you would get only 9 sample households. For example, if the random start R were 18, the sample would contain 9 households with Sample Reference Nos.

18,37,56,75,94,113,132,151,170

because the 10th household would have Sample Reference No $170 + 19 = 189$, and no such household exists.

To avoid this, and to get exactly 10 (or 15) sample households, we use a special rule:

If the 10th (or 15th) household has $SRN > \text{highest SRN in the list}$, subtract the highest SRN from the SRN of 10th (or 15th) household. In the example just given, instead of 189, we take $189 - 187 = 2$. So the 10th household in sample is that with $SRN = 2$.

Example 2 :

Suppose the list of households for a village shows 242 households and suppose the village is from Rural Domain. So one has to select 15 sample households.

Here $M^* = 242$

Sampling interval $I = 242/15 = 16.13 = 16$ (on rounding)

INSTRUCTION MANUAL FOR CAMBODIA SOCIO ECONOMIC SURVEY 1997

So we have to select a random start R between 01 and 16. Suppose we are asked to use row no.65 of the table of random numbers starting from the left. This row shows the following two-digit numbers

21 41 67 63 35 19 74 75 59 91 82 10 ...

We should look for numbers in the range 01 to 16 and ignore all other numbers.

The first two-digit number in the range 01 -16 is 10. So the random start is $R = 10$.

So we select the household with Sample Reference No.(SRN) = 10 and every 16th household thereafter.

The SRN's of 15 households selected for the sample would be

$R = 10$	----->	SRN of the 1st sample household
$10 + 16 = 26$	----->	SRN of the 2nd sample household
$26 + 16 = 42$	----->	SRN of the 3rd sample household

$202 + 16 = 218$	----->	SRN of the 14th sample household
$218 + 16 = 234$	----->	SRN of the 15th sample household

Note that you have got exactly 15 sample households.

Special Note:

Here also, because you rounded 16.13 to 16, there can be some trouble. If your random start R is 1 or 2, you will get 16 sample households. For example, if $R = 02$, your sample will include households with SRN

2, 18, 34, 50, 66, 82, 98, 114, 130, 146, 162, 178, 194, 210, 226, 242

and the no. of households in this sample is 16 instead of 15. To avoid this, follow the special rule:

If the no. of sample households is one more than the desired number (10 or 15), drop the last household (the extra household) in the sample.

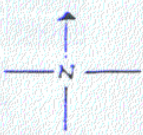







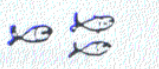



So here we will not take household with $SRN = 242$.

How to indicate the sample households selected

Encircle the SRN's of all households selected.

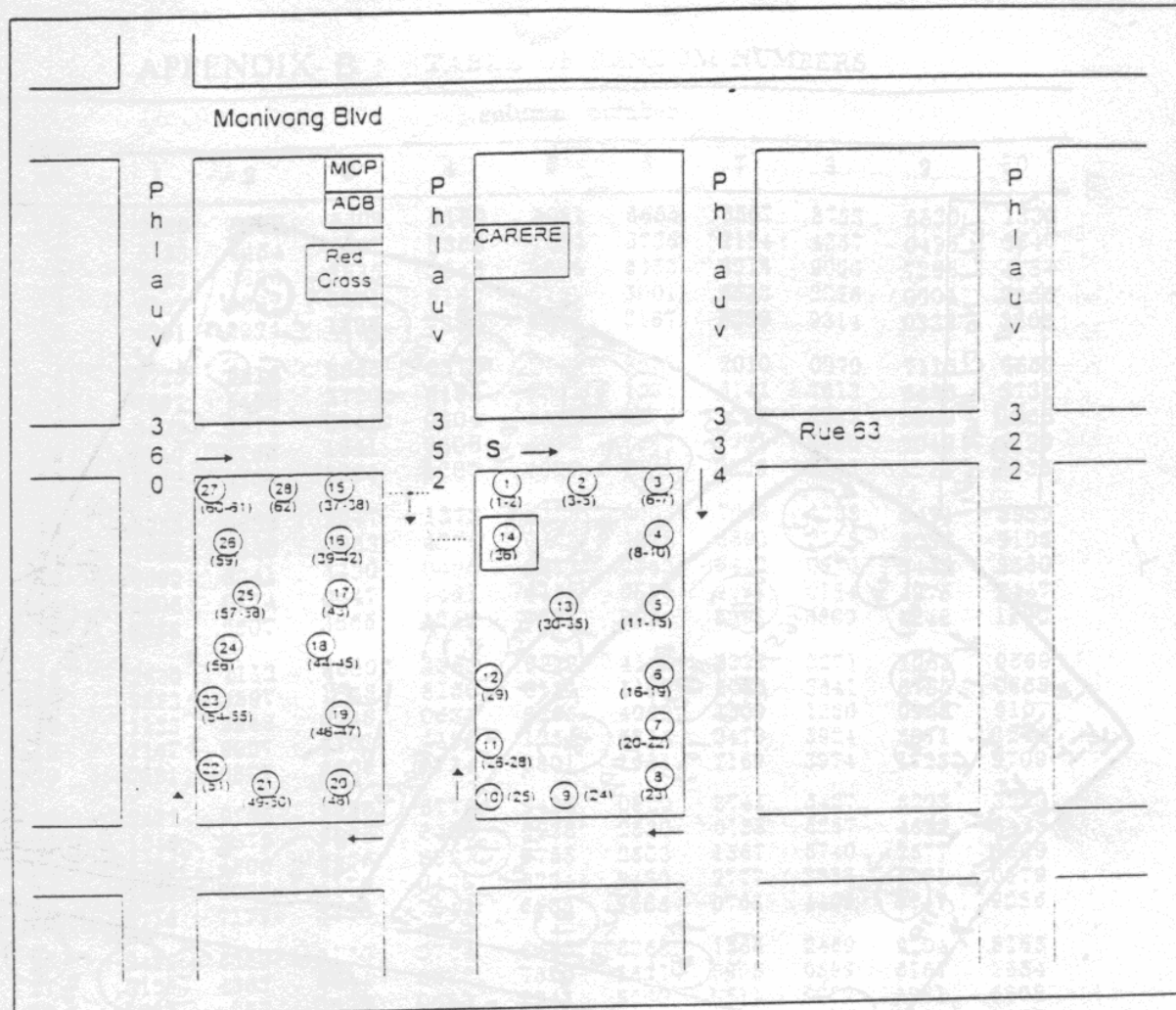
APPENDIX- A.1

GEOGRAPHIC AND CARTOGRAPHIC SYMBOLS

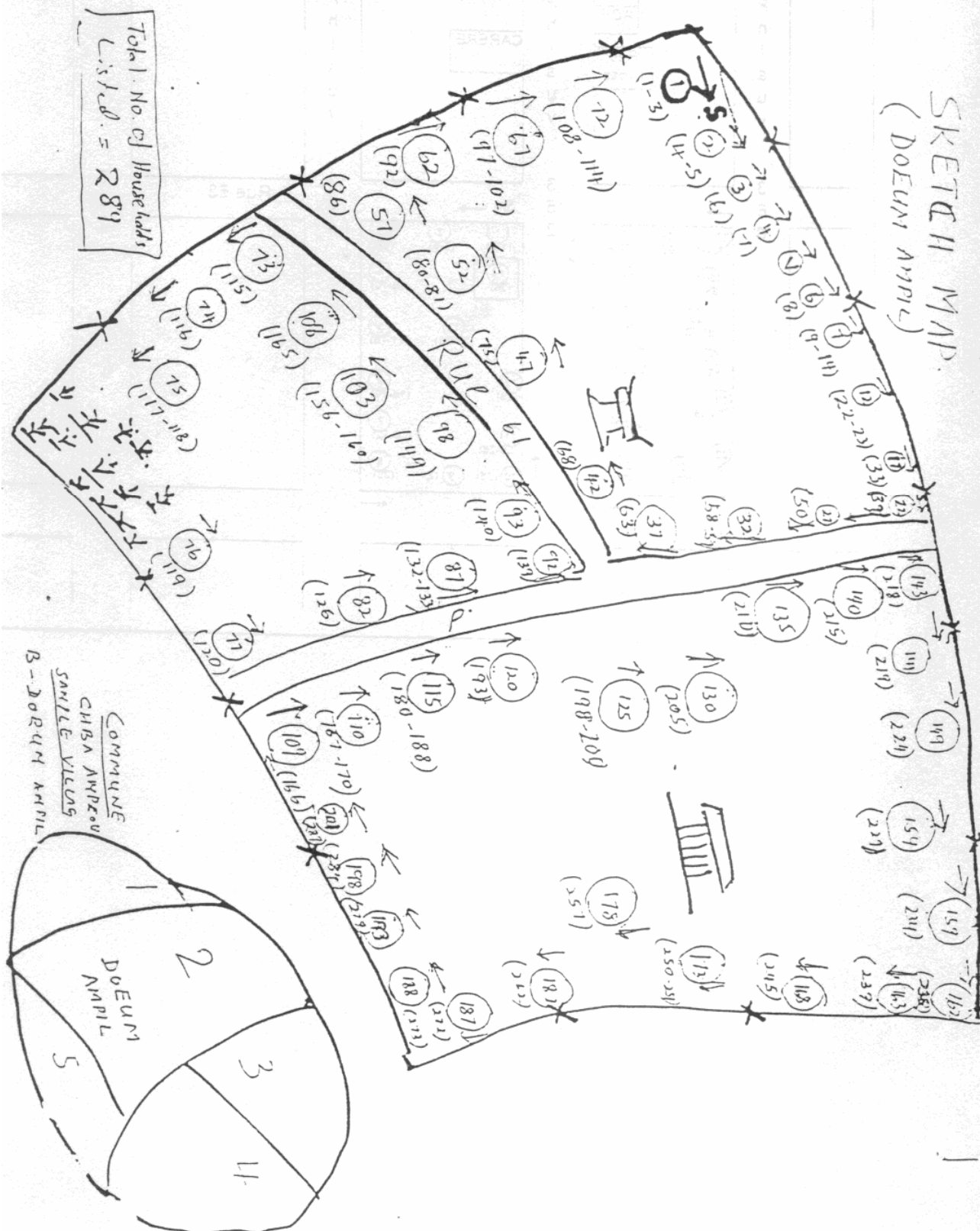
Orientation	
Provincial/Municipal Boundary .. ខេត្ត/ក្រុង/ស្រុក	-----
Village Boundary .. ភូមិ	-x-x-x-x-
Road/Street (indicate name) ... ផ្លូវ	=====
Bridge ប្រាសាទ	
River/creek (indicate name) ... ទន្លេ/ស្ទឹង/បឹង	
School សាលា	
Temple/mosque or church ... វត្ត/អារាម/ព្រះវិហារ	
Market ផ្សារ	
Paddyfield * វាលស្រែ	
Cornfield * វាលស្រែ	
Fishpond * បឹង/ស្ទឹង	
Forest ព្រៃ	
Buildings wherein one or more households are actually living ... អគារដែលមានម្ចាស់/អ្នកស្រុក/អ្នកកសិករ/អ្នករស់នៅក្នុងអគារ	
Buildings which are completely vacant ... អគារដែលទំនេរ/អគារមិនមានម្ចាស់	

* if the paddyfield, cornfield or fishpond occupies a large portion of the map, you may write instead "PADDYFIELD" "CORNFIELD" "FISHPOND" across the said portion devoted to the product. Do the same for rubber, sugarcane, coconut, etc., plantations.

APPENDIX- A.2



APPENDIX- A.3



APPENDIX-B TABLE OF RANDOM NUMBERS

row no.	column number									
	1	2	3	4	5	6	7	8	9	10
1	3436	5833	5309	9169	5081	5655	6567	8792	6830	1332
2	6133	4454	2675	3558	7624	5736	2184	4557	0426	8547
3	9853	3290	5535	3045	9830	5155	8219	9090	7266	4734
4	5807	5692	6971	6162	6751	5001	5533	2558	0004	2855
5	6291	0924	1298	7386	5856	2167	8299	9314	0333	8303
6	4725	9516	8555	0379	7746	9647	2010	0979	7115	6653
7	7697	6486	3720	6191	3552	1081	6141	7812	5455	3731
8	3497	2271	9641	0304	4425	6776	1205	2953	5669	1056
9	8940	4765	1641	0606	4970	7582	7991	6480	2946	5190
10	1122	6364	5264	1267	4027	4749	0338	8406	1213	5355
11	4333	0625	3947	1373	6372	9036	7046	4025	3491	8989
12	7685	1550	0853	4276	1572	9348	6893	2113	8295	9105
13	0592	8341	4430	0496	9613	2643	6442	0870	5449	8560
14	3506	0774	0447	7461	4459	0866	1698	0184	4975	5447
15	8268	2507	3565	4243	6667	8324	3063	8809	4248	1190
16	2630	1112	6680	4863	6813	4149	8325	2271	1963	9569
17	3883	3897	1848	8150	8184	1133	6088	3841	8785	0658
18	1123	3943	5248	0635	9265	4052	1509	1280	0953	9107
19	1167	9827	4101	4496	1254	6814	2479	5924	5071	1244
20	7531	0877	3806	9734	3801	1651	7169	3974	1725	9709
21	2487	9756	9886	6776	9426	0820	3741	5427	5293	3223
22	1245	3875	9816	8400	2938	2530	0153	5267	4839	5428
23	5309	4806	3178	8397	5753	2503	1567	5740	2577	8899
24	7109	0702	4179	0435	5234	9480	9777	2855	4391	0979
25	8716	7177	3386	7843	6555	8665	0763	4409	3647	9256
26	9499	5280	5150	2724	6482	6362	1566	2469	9704	8165
27	3125	4552	6044	0222	7520	1521	8205	0599	5187	1654
28	3788	6257	0632	0693	2263	5290	0511	0229	5951	6808
29	2242	2143	8724	1212	9485	3985	7280	0130	7791	6272
30	0900	4364	8429	8573	9904	2259	6405	9459	3088	6903
31	7909	4528	8772	1876	2113	4781	8678	4873	2081	1835
32	0379	2073	2880	8258	6275	7149	6858	4578	5932	9532
33	0780	6661	0277	0998	0432	8941	8946	9784	6693	2491
34	8478	8093	8990	2417	0290	5771	1304	3306	8825	5937
35	2519	7369	9035	4282	0307	7516	2340	1190	8440	6551
36	2472	0823	6188	3303	0490	9486	2996	0821	5999	3697
37	8418	5411	9245	0857	3059	6689	6523	8386	6674	7081
38	8293	5709	4120	5530	8864	0511	5593	1832	4788	1001
39	9260	1416	2171	0525	6016	9430	2828	6377	2570	4049
40	6563	1563	4180	0429	3488	3741	3311	3783	7882	6985
41	6694	5994	7517	1339	6812	4139	6938	8098	6140	2013
42	2273	6382	2873	8903	4044	3064	6738	7554	7734	7899
43	6364	5762	0322	2592	3432	9002	0264	6009	1311	5873
44	6696	1759	0563	8104	5055	4073	2516	1631	5859	1331
45	3431	2522	2208	3938	7860	1886	1229	7724	3253	8487
46	4842	3765	3484	2337	0587	9865	8563	3162	3028	7091
47	8295	9315	5832	8981	4141	1606	1411	3196	9428	3300
48	4925	4677	8547	5253	7274	2471	4559	6531	8232	7405
49	5439	0994	3794	8441	1043	4829	5975	3340	3793	6060
50	2031	0283	3320	1595	7953	2895	0399	9793	6114	2091

APPENDIX-B (Contd.)

TABLE OF RANDOM NUMBERS (contd.)

row no.	11	12	13	14	15	16	17	18	19	20
51	0883	2339	1363	4219	0139	4453	0806	1970	4130	7993
52	4434	6345	8760	3555	0567	8815	4700	5092	0231	5757
53	5432	9770	2781	6469	7152	0256	6137	0456	0963	9610
54	2317	5966	3861	0210	8610	5155	9252	4425	7449	0449
55	6336	2472	0385	4924	0569	6436	0819	9121	6536	9478
56	9358	5197	4910	0263	2372	6446	0252	0383	6513	0707
57	5936	9276	7805	3690	7473	5954	3164	3482	1345	7636
58	4305	9165	6438	6777	4671	2360	3382	2636	8767	6827
59	5951	7275	3713	5951	1452	1986	5034	0519	9314	7164
60	2108	6157	6254	7483	2407	8609	2114	4095	2456	8169
61	9566	6198	4546	8964	4473	5657	9152	3956	6235	9991
62	3981	3873	6448	0871	2825	7693	9304	9016	5871	9251
63	8696	2311	5419	9481	4498	1713	7871	1245	7915	2534
64	1433	1167	7332	0970	0159	1213	4679	9568	5533	8206
65	2141	6763	3519	7475	5991	8210	6588	5652	2636	7328
66	5445	6443	2930	1322	7296	4063	9397	4389	1295	3732
67	1339	4163	2508	0980	4184	7238	1406	9956	8366	9846
68	0943	6094	9141	8123	5545	9938	2129	7713	3561	2913
69	4252	3165	2934	4966	8313	0339	3724	9779	3113	9747
70	1398	4922	5411	9237	4511	6360	1905	9126	8473	8253
71	4014	3915	9924	2185	0045	5419	3613	0388	8833	7820
72	2177	3510	0681	6548	5313	7449	5776	5319	2420	5532
73	6625	0747	4812	5649	1408	3724	3631	1637	8352	4305
74	8271	1376	2939	1452	3071	0649	4840	9228	5237	5551
75	5745	1306	9341	2202	9403	3255	7963	6629	6267	4004
76	6164	6330	1234	4065	0816	7053	6369	1947	7346	4723
77	9956	5248	7969	9843	3265	5024	0971	4740	3295	2557
78	9811	9364	8786	4365	7833	0893	5798	9136	3829	5329
79	7346	9293	7714	6553	1103	9861	4270	3645	0912	3495
80	8061	5526	9875	6795	9549	2156	0845	0166	5267	1713
81	8425	0589	3180	4949	9893	8201	4108	6655	5819	1362
82	6464	9513	4697	4312	8602	7950	6790	1419	0407	6701
83	5382	7915	3116	5410	2990	9157	6348	3356	6925	0790
84	1933	3542	9212	3714	7075	1853	9857	1252	0681	5627
85	6426	5146	8050	5391	0055	6736	6866	0829	7983	3239
86	6984	3252	3254	1512	5402	0137	3837	1293	9329	1213
87	9080	7780	2689	8744	2374	6620	2019	2652	1163	7777
88	5533	3674	4040	8915	2360	9783	2497	6507	5084	8877
89	8578	8170	3723	8433	3395	2329	7733	7511	7075	1126
90	3399	0413	0663	3896	2100	3516	7169	0934	8257	9755
91	9372	7493	9462	3932	7463	3383	4358	7937	2542	5480
92	4747	1794	4498	1693	0955	5373	5400	5226	4811	0379
93	3545	6861	4232	3952	9316	1867	0537	2144	1034	9889
94	0836	9910	8303	7618	9262	7540	1302	7089	7172	0442
95	9742	4735	1085	9715	2103	5485	3740	4117	2736	5615
96	9890	5980	2773	5956	6123	2384	3501	3302	7232	6363
97	5960	4185	7079	8917	2373	6363	6472	9093	8609	4008
98	9017	3136	4463	4174	8453	5045	4925	7389	7188	6990
99	8520	7719	6078	0293	0525	7426	8334	2367	5420	4960
100	1436	3124	0072	5146	3555	7534	3382	1373	3348	7323

VILLAGE QUESTIONNAIRE (CSES FORM 2)

General Remark

This Questionnaire is to be administered by the Supervisor (when feasible) to the village head in each sample village. If sample villages are widely separated, it may not be feasible for the Supervisor to administer the Village Questionnaire. In that case it should be administered by an interviewer while the other interviewer(s) is (are) completing the house listing for the village. It will generally be helpful if a few village elders (including the head of the village school and the head of the health center or khum clinic) are also present during the interview. The price information should be obtained from persons who are familiar with the village market or shops, such as a manager or a group of vendors.

The main objectives of the Questionnaire are to:

- (1) collect information on the village's population, economy and infrastructure;
- (2) identify and locate the facilities which provide education, health and other social services to the population of each sampled village;
- (3) obtain the views of the village elders about improvements or changes in the quality of life in their villages, and about problems in the spheres of education and health; and
- (4) collect data on retail prices and wages at the village level.

Note that we need information about the whole village in Form 2 even if we select one or two blocks or one segment from a village for household listing and household interviews.

Cover Page

Supervisors will fill in the following items on the Cover Page prior to the interview: -Province/City; District/Khan; Commune/Sangkat; Village/Mondol; and Area (1=urban; 2=rural).

The Supervisor (who may be the interviewer in this case) will fill in the following items at the time of interview: Names of persons interviewed; Position of these persons; Date of Initial Interview; Interviewer's Name; and Interviewer's Signature.

More than two persons may be interviewed for filling up this Form. Record names and positions of all persons interviewed for the purpose.

INSTRUCTION MANUAL FOR CAMBODIA SOCIO ECONOMIC SURVEY 1997

After checking the completed Questionnaire, the province-level Supervisor (who will be the supervisor in this case) will then fill in the following items: Supervisor's Name, Date Checked by Supervisor, Date of Re-interview (if necessary); and Supervisor's Signature.

Instructions for Individual Questions

I. DEMOGRAPHIC INFORMATION

Q 1. Record here the number of households --as opposed to individuals (persons) --'c normally residing in the village.

Qs 2,3,1,3.2. These questions ask about the total population, and population under and 1 over age 18, respectively, by sex, of the village. If exact figures are not known, obtain estimates. The estimates should be for a period as recent as possible. Generally, temporary visitors to the village are not to be included in these figures.

Note that for Qs. 1,2,3.1, and 3.2 we want month and year for which the household and population figures are applicable.

Q 4. List the principal (in terms of their population shares) ethnic groups residing in the village. Please be careful in how you ask this question because of the obvious sensitivities involved!

Q 5. This question attempts to determine whether the village has been characterized by in- J or out-migration of population since 1992. J

II. ECONOMY AND INFR4STRUCTURE

Q 6. This question asks the respondent to list the major (in terms of the number of J individuals involved) income-earning activities of the people residing in the village. Record up to 3 (three) codes in descending order of importance in the boxes provided.

Q 7. Agricultural land is land available for crop or other cultivation, livestock farming and fishery. If you obtain an answer in units other than hectares, please convert the figure into hectare-equivalents.

Q 7.1. Record here the area (in hectares) of paddy land available in the village.

Q 8. This is the amount of agricultural land under any type of irrigation (canal, tube-well, etc.) in the village. Land not irrigated is generally rain-fed.

Q 8.1 Record here the area of paddy land in the village which is irrigated, again in hectares.

Q 9. This question is admittedly subjective and asks the respondent for his/her opinion

about improvements in the quality of life for people in the village. If the respondent says life for most people is better now than it was five years ago, encircle "1"; if life has become, worse for most of the people, encircle "2"; and if there has been no change, on the whole, ~ encircle "3."

10. This question is to be asked only if the response to Q9 is either 1 or 2. Then, ask the ~ reason why life has improved or worsened for most people in the Village over the last five years. If the answer the respondent provides is not found in the list of codes shown below the question, enter "II" and write down the answer in words after code II.

Qs 11-19. These questions ask about the infrastructure and amenities in the village --roads, rivers, canals, electricity, piped water, and source of drinking water.

Q 20. Ask the questions in column (3) for each type of amenity/service listed in col. (2). For example, for the first line, ask the question, "Is there a food shop or restaurant in the village?" If the answer is positive, enter 1 in col.(3) and move to the next line. If the answer is negative, enter 2 in col. (3) and ask the question in column (4), viz., "How far (in ~ kilometers) is the nearest food shop or restaurant from this village?"

Qs 21-22. The district town is usually the place where the government administrative office ~ for the entire district is located. The provincial town is usually the place where the provincial government has its headquarters. Record against these two items the distance from the sample village to these two towns, in kilometers.

Q 23. Encircle codes for all types of development projects currently undertaken in the village by the Government or by non-government entities (including NGOs, donors, religious groups, etc.). Development projects are generally time-bound interventions in any area --e.g., agriculture, education, child nutrition, physical infrastructure, family planning, and birth spacing --organized for the purpose of improving the life of people in the village. Construction and renovation of infrastructure, such as construction/renovation of school, buildings, health centers, roads, and irrigation schemes, also count as development projects. If more

than one type of project exists, you may encircle more than one code. If no project is currently going on, encircle code 5.

Q 24. Note that a "large" unit is defined as a factory or company employing more than 10 persons.

III. EDUCATION

This section attempts to determine the number, type and quality of educational facilities available in or near the village. If there is any school in the village, the respondents should include the headmaster or senior teacher in one of the schools.

Q 25. If there is a primary school in the village, encircle code 1 against "Yes" and skip to Q27. Otherwise, encircle code 2 against "No" and proceed to Qs 26-Q28.2.

Q 26. This is the distance (in kms.) to the primary school which is nearest to this village (for villages that do not have a primary school).

Qs 27,28.1-28.2. These ask information on that primary school which is preferred by most of the village children. If it is within the village, record distance against item 27 as 0.0.

Qs 29- 38. Ask these questions for each of the primary schools existing in the village. Most of the sample villages will have only one primary school, in which case these questions need to be asked only once and only the first column needs to be completed. For those villages that have more than one school, ask these questions separately for each school and complete columns (2) and (3), as needed. If there is no primary school within the sample village, leave all these columns blank. If there are more than three primary school in the village, report figures for the three largest among them.

Q 30. A public school is usually a government-owned and -operated school. A private school is a school owned and operated by a non-government entity, including religious (missionary) groups, NGOs, donors or private groups.

Q 31. Record here the year when the school was started, not necessarily at its present location or in its own building.

Qs 33-34. These questions ask about the total number of teachers and the number of trained teachers in the school. By "trained teachers" we mean teachers that have successfully completed some formal training (and obtained a certificate, diploma or degree) in teaching methods.

If a school has both lower and upper secondary schools, report in Qs. 33-34 the no. of teachers and trained teachers in the lower or upper secondary school, as the case may be. Do not count the director of the school if he/she does not teach.

Q 36. This question asks about the annual school fees in the school. School fees include tuition fees as well as any additional fees and supplements (e.g., for school improvement, parent association activities, etc.) that students are required to pay in order to attend school. They do not include payments for optional (voluntary) extracurricular activities, such as sports or music. If the fees depend on the grade or class, record the average fees, averaged over the grades or classes taught in the school.

Q 37. This question asks whether the school supplies textbooks free of charge to the students for their use during school or non-school hours. If the school has no policy of supplying textbooks to students (but students must purchase their textbooks from the market), enter "3". If any school has the facility of lending textbooks free of charge to the students for the whole of a school year from its library , then entry can be 1 or 2, depending ~ on the situation. If the library charges a very small fee, ignore it.

Q 38. This question is to be asked only for schools that supply textbooks for students' use ~ (i.e., schools for which the response to Q37 is "1" or "2").

Q. 39. Ask respondent to mention the three most important (in diminishing order of importance) problems with primary schooling in this village. Then select the appropriate codes from the list provided. If you do not see a code for the answer provided, enter "11" and write down the answer in words after code 11. You may read out a few of the possible answers only when the respondent does not respond.

Qs 40-54. These questions are identical to Qs25-39, except that they refer to lower secondary schools (classes 6-8) instead of primary schools.

Qs 55-69. These questions are also identical to Qs 25-39, except that they refer to an upper secondary school (classes 9-12). Even Qs 55 to 58.2 can be left blank if no one studies in
:I any upper secondary school from the village.

Qs 70- 71. An adult literacy program is an intervention that attempts to teach basic literacy --
-I (reading and writing) skills and also arithmetic (numeracy) to adults who cannot read or ~ write, with the assistance of different media, including television, traditional folk tales, --drama, puppet shows, etc.

IV. HEALTH --

This Section attempts to determine the type and quality of health facilities available in the 1 village. The best respondent would be the head of the khum clinic or district health centre, --if one such facility exists in the village.

Qs 72- 74. Each of these questions should be asked repeatedly for each type of health -I facility listed in rows 1 -13 under col. (1). For example, start with the question: "Is there a khum clinic in this village?" If the answer is positive, enter "1" in row 1 under col.(2) marked "Code" and skip to Q74. If the answer is negative, enter "2" in row 1 under column -I (2) marked "Code" and go to Q73. In Q73 ask: "How far away (in kilometres) is the nearest khum clinic to this village?" Repeat this procedure for each of the rows numbered 2,3, ,13 under col. (1).

Q 76. Ask respondent to mention the three most important (in diminishing order of importance) health problems in his/her village. (The order of importance should be roughly in line with the number of persons usually residing in the village who are afflicted with these diseases or problems.) Then select the appropriate codes from the list provided. If you do not see a code for the answer provided, enter "11" and write down the answer in words after code 11. You may read out a few of the possible answers only if the respondent does not respond.

Q 77. Ask respondent to mention the three most important (in diminishing order of importance) problems with the health services for the people in his/her village. Then select the appropriate codes from the list provided. If you do not see a code for the answer provided, enter 119" and write down the answer in words after code 9. You may read out a few of the possible answers only if the respondent does not respond.

Q 78. This question asks about the most commonly-used place for delivery of children in: the village.

Q. 79. Immunization campaign means the presence in the village of a medical team fielded by the Ministry of Health (or MOH in collaboration with UNICEF and other donors or NGOs) for the purpose of immunizing (vaccinating) women and children in the sample village. The reference period for this question is the past 12 calendar months.

Qs 80-82. These questions are identical to Q79, except that they refer to other specific interventions, such as anti-malaria, anti-hemorrhagic fever and anti-leprosy campaigns and campaigns for educating mothers about health practices.

V. RETAIL PRICES AND WAGES

Qs 83-85. The reference period for the retail price data is the day of the survey. Price data ideally should be collected from three different shops in the village and recorded in cols. (5) -(7). Never collect prices from shops outside the village. In case the village is too small to have three different shops selling the items concerned, you may collect price data from only one or two shops. In this case, leave the second and/or third columns blank. Every effort should be made to obtain price data for items of standard quality, which would be available in most villages around the country. These qualities or specifications are mentioned in col.(3). The units of quantity are printed in col.(4). If the price the respondent gives you is for a different unit (e.g., 100 gms instead of one kilogram), convert it to a price for the unit mentioned in the Questionnaire for the sake of consistency. (In this case, you would simply multiply the respondent-reported price by 10.) If you are unable to make the conversion, note down the unit for which the price is given.

Make an effort to obtain prices for as many food and nonfood items and medicines as are 'J' mentioned in the Questionnaire. However, it is possible that some of the smaller villages may not have shops stocking some of the items. In this case, write "IINA" for the price of every item which is not sold in the village in col. (5). You may record prices obtained from several shops in a column, say, col.(5). One important principle is that prices should be retail prices collected from retail shops. You should not collect prices from producers.

Q 86. This question asks the prevailing daily wage rates for males, females and children (age <18) for different types of agricultural work and unskilled nonagricultural labor in the village. As in the case of prices, the reference period for wage rates is the day of the survey. The reference period is important, since agricultural wages can vary enormously from season to season and even from week to week. If the respondent reports wages for a different time-unit (say, hour), convert these to a daily wage, using the number of hours typically *worked* by agricultural and nonagricultural workers. Do not ask for piece wage rates. In some cases, the labourer gets his wage partly in cash and partly in kind (e.g., in the form of grain or cooked food); record the total wage in such cases, adding the imputed value of wages in kind to the wages paid in cash.

Note that the wage rates can sometimes be different for paddy planting and for transplanting. In such cases, record the wage rate for which ever operation is going on in the village on date of survey and cross out name of the other operation.

VI Natural Disasters

Qs 87-89. These questions relate to natural disasters that might or might not have occurred in the village during the last 12 months/ past 5 years.

Closing Instructions

Question 89 is the last question of the Village Questionnaire. **Check over the whole Questionnaire to make sure that all questions have been answered properly.** Make sure that all your handwritten responses are legible. Do not change any responses unless you ask the question again of the respondent. If you find a missed question (other than those intentionally skipped), or if you notice a confusing response, recheck it with the respondent. Thank the respondents for participating in the survey.

CORE QUESTIONNAIRE FOR HOUSEHOLDS (CSES FORM 3)

The Core Questionnaire for Households should be administered to the head of household or to the spouse of the head of household. If it is impossible to administer the questionnaire J- to either of these persons (for example, because they are both absent during the entire period of the survey), the questionnaire may be administered to another adult household member who is sufficiently knowledgeable.

Q 31 of Section VIII (on Fertility and Child Care) should be administered by the interviewer to each woman aged 15-49 years usually residing in the household.

First Steps in Completing the Questionnaire

Check the Questionnaire and complete the Cover Page

Supervisors are required to fill in certain information in Part A on the cover page of each questionnaire before it is given to the interviewer. Before administering the questionnaire, check that the following information has been filled in by supervisors on the cover page (this information will be obtained from the NIS): Province/City; District/Khan; Commune/Sangkat and Sample Village /Mondol etc.

The supervisor should also write the Sample Reference Number, Name of Household Head J and Address of the sample household.

The interviewer will complete the following items in Part B on the cover page at the time J of interview: Name of person interviewed (usually the head of household); Relationship of the person to head of household; Date of Initial Interview; Interviewer's Name; and Interviewer's Signature.

After checking the completed questionnaire, the supervisor will complete the following additional items in Part C of the cover page: Supervisor's Name, Date Checked by Supervisor, Date of Re-interview (if necessary); and Supervisor's Signature.

Detailed Instructions for Individual Questions

I. LIST OF HOUSEHOLD MEMBERS

Q 1. The ID number (in col. 1) and name of member (to be written in col. 2) will form the List of Household Members usually residing in the household. These will be used in recording answers to several questions throughout the Household Core Questionnaire and also in the Household Social Sector Module. It is vitally important to record the same unique ID number (from column 1 of the List of Household Members) for an individual throughout the Household Core Questionnaire and the Household Social Sector Module.

Ask the person interviewed the question: "How many persons usually reside in this household?" Then list each of these individuals down in the column 2 marked "Name of household member." Start with the household head, followed by his/her spouse and then other members from oldest to youngest.

Col.3: As the interviewee mentions a name, immediately ask him/her the relationship of this person to the head of the household. Enter the appropriate code in col. 3 from the list of Relationship codes, printed at the bottom of the page. A relative who is also an employee should be coded with the relative's relationship. If you do not find the right code, enter 12 or 14 and write down the relationship after the code in col. 3.

Col.4: Ask the question, "Is the person male or female?" Enter "1" for male and "2" for female.

Cols. 5-8: Ask each person's date of birth and enter in columns 5- 7. If the date is not known, ask if the animal sign of the Buddhist! Cambodian calendar is known. If the animal sign is known, enter the code for this sign under "year" in col. 7, and write 2 in col. 8. This information would help in entering age in col.(9) (see below).

Col. 9: Ask ""What is 's age in completed years?" and enter this age in col. 9. If the interviewee has difficulty in answering the question, compute the person's age from the reported date of birth. Note that age should be in completed years, or age at last birthday. For persons born before the survey date in the year of birth:

$$\text{Age} = 1997 - \text{Year of birth.}$$

For persons born after the survey date in the year of birth:

$$\text{Age} = 1996 - \text{Year of birth.}$$

Col. 10: Ask the question, "Is this person never married, currently married, widowed, divorced or separated?". Enter the code from the list of Marital Status Codes given at the bottom of the page. The category "currently married" includes people who are living together and say they are married, whether or

INSTRUCTION MANUAL FOR CAMBODIA SOCIO ECONOMIC SURVEY 1997

not the marriage has legal status. Persons who have been widowed or divorced but remarried are also to be recorded as currently married. The category "separated" includes both legal and *de facto* separations.

Col: 1 on page 3: Note how the ID Nos. are repeated on this page. You must write the entries for each person against the same ID No. on each page.

Col. 11: Ask the question, "Does this person have any disability, such as a major problem with his/her body, mind or behavior that limits his/her participation in work, school or ordinary social life?" If the answer is yes, enter "1 " in column 11 and proceed to column 12. If the answer is no, enter "2" in col.11 and skip to col. 14.

Col. 12: The Disability Codes are given at the bottom of the page. If the type of disability .I reported for any member is not mentioned among these codes, enter code " 11" and write , down the exact nature of disability after that code.

Col. 13: Determine the cause ~f disability, by asking whether the person has had his J disability since birth or whether It occurred because of war, conflict, land mine explosion, or illness, accident etc.. Enter the appropriate codes in col. 13.

Cols. 14-17: Ask the question: "Where was this person living exactly 5 years ago, that is, in June 1992?". If the person is under 5 years old, write NA in col. 14. If the person was ~ I living in the same district as interviewed, write "SAME" in col. 14. But if the district was different, write the name of the Province and District in cols. 16 and 14, respectively.

If the respondent needs assistance to recall the date, the interviewer may remind him/her J that in June 1992 UNT AC had just been established in Cambodia and was setting up provincial and district offices.

Q 3. Ask the question about the household head. For each language listed, Khmer to Thai, ask how well he can speak that language and record the fluency code in the column for that language. Use the fluency codes printed below the question. If the head of the household can speak some other language, enter the name of that language in col. 7 and the appropriate fluency code in the box below col. 7.

II. SCHOOLING

These questions apply to all persons aged 5 years or older who usually reside in the household. Show one line for each such person, and number the lines serially 1,2,3, The,... I term *schooling* includes attendance at

INSTRUCTION MANUAL FOR CAMBODIA SOCIO ECONOMIC SURVEY 1997

a kindergarten, primary, lower or upper secondary -1 school, technical or professional school, college or university. Col's 4-9 relate to formal education in the regular school system. Col. 10 is designed to count persons who are r I attending non-formal classes in such special subjects as foreign languages, use of computer, ~ art, music, dance, or other supplementary instruction which is not part of the formal curriculum. Attendance at adult literacy programme will also be recorded as non- formal r- I education in col. (10).

Col's 2 and 3: In these two columns put the name and ID number (from the List of r I Household Members in Section I) of each eligible person (i.e., those aged 5 years or older) in the household.

Col. 4: Ask if this person can read and write a simple message *in any language*. Enter "1" (Yes) for persons who know how to read and write even if they can no longer do so because of some physical defect or illness (e.g., blindness). Also enter "1" for a blind person who can read and write using the Braille script. Enter "2" (No) for persons who can only read and write their own name but nothing more difficult, or for persons who can read but cannot write.

Col.5: This question asks if the person has *ever* attended school (for at least one year). If ~ the answer is no, enter "2" and skip to Col. (10). If the answer is positive, enter "1" and move to the next column.

Col. 6: Ask the question, "What was the highest grade level *successfully* completed by this r I person?" For most children currently in school, this will be the grade level they successfully completed during the last academic year. However, for children who failed their final r I examinations during the last academic year, the highest grade level *successfully* completed y may have been completed two years ago. Use the codes printed at the bottom of the page.

Col.7: This question asks for a person's *current* attendance in the formal school system. By *current* we mean attendance in school during this academic semester or year. If the answer is no, enter "2" and skip to Col. 10. If the answer is positive, enter "1" and move to the next column.

Col.8: Ask the question, "What grade or class is this person currently in (i.e., during this r I academic year)?" Enter code using the list of codes printed at the bottom of the page. Note y that the codes to be entered in Cols. 6 and 8 will generally be different. For a student currently studying in class nine, the entry in Col. 6 would be 8 but the entry in Col. 8 would be 9.

Col.9: Ask if the school is public or private. A public school is a Government-owned or y-operated school, while a private school is one operated or owned by a non-government entity, including religious

denominations, missionaries, private individuals or companies, and NGOs. Schools run by pagodas will be treated as public.

Col. 10: Ask if the person is currently attending non-formal classes. These include language or computer classes outside the formal school system, and adult education classes.

III. ECONOMIC ACTIVITY

Q5. These should be addressed to all persons aged 10 years or older who usually reside in the household. Information on each such person would be recorded on a separate line.

Col. 1: Assign line numbers 1,2,3,... to successive lines or rows recorded on this page.

Cols.2 and 3: In these two columns put the ID Number (from the list of Household Members in Section I) and the name of each person aged 10 years or older usually residing in the household.

Cols. 4- 7: Usual activity in the last 12 months

The questions in cols. 4- 7 determine the person's *usual activity* during the reference period of last 12 months.

Col. 4: If the person's total time was divided between (i) economic activity (employed plus unemployed) and (ii) inactivity (out of labour force), then choose that one which accounted for greater time during the last 12 months. If the person spent more time out of labour force, then the code to be entered in col. 4 would be one out of 6,7,...,10. Choose one using maximum time criterion and enter that code in col. 4. If he/she spent more time in economic activity than outside labour force, then further probe is needed before entering a code in col. 4. The interviewer should compare total time spent in different types of employment - (activity codes 1-4) taken together with time spent in seeking work/being available for work (activity code 5). If time spent in activity code 5 was greater, enter code 5 (usually unemployed) in col. 4; otherwise, the person was usually employed, and you should enter one of codes 1,2,3, or 4, again using maximum time criterion, and go to col.6.

Col. 5: This column will be filled in if the code in col. 4 is in the range 5 to 10. Ask the -I question printed in the column heading, and enter code 1 or 2 depending on the answer.

Col. 6: Record in this column a clear description of the primary (main) occupation of each member who did some gainful work during the last 12 months, even if as a subsidiary activity. Note that even a housewife or a student can report such an occupation even though they are usually outside the labour force. So col. 6 can

INSTRUCTION MANUAL FOR CAMBODIA SOCIO ECONOMIC SURVEY 1997

show some primary occupation even if the code in col. 4 is one out of 5, 6, etc. For a person who was engaged in two or more types of gainful work during the last 12 months, record the main occupation which fetched maximum income to the person. Write a clear description of the specific job he/she did. For example, do not write "factory worker", but write what the person did in the factory, such as "weaving machine operator " or "machine repairman ". Occupation refers to the type of work, trade or profession performed by the person, such as paddy farmer, physician, primary school teacher, carpenter, --1 beauty shop operator etc. If the person had a job but did not work because of leave, vacation or illness, write the occupation to which he was expected to return.

Col. 7: Write here a clear description of the industry corresponding to the primary occupation recorded in col. 6. Ask the question printed in. the column heading. In recording the industry, be as specific as possible. Do not write farming only, but specify the main type of farming, that is rice, orchard, vegetable farm, livestock raising etc.

Whereas "occupation" refers to the person's work, "industry" refers to the type of work of his/her organization 0: employer. Take the example of a truck driver for a logging company. That person's occupation is truck driver, but his industry is forestry. Similarly, an accountant for a textile factory is an accountant by occupation, but his industry would be textile manufacturing.

Some Observations on the Activity classes

Code 1 is for persons who worked for pay, profit or family gain. Include the self-employed who were engaged in agricultural activities even for home consumption and also the unpaid workers who helped in family business or farm.

Code 2 is for one who had a job but did not work because of temporary vacation, leave or illness.

An apprentice (code 3) is one who worked under tutelage to learn a trade or craft. He or she may not have been paid but could have received some allowance in cash or kind, such as meals or a room.

Note that construction work (code 4) includes building or carrying out major repairs for U someone else or for one's family house or other building or for the family farm.

Refer to the definition of work in the Section on Concepts and Definitions. All persons who U were working or gainfully employed would be coded 1,2,3 or 4.

INSTRUCTION MANUAL FOR CAMBODIA SOCIO ECONOMIC SURVEY 1997

Do not assume that women are home makers. Ask if they carried out any economic activity for family economic gain, even if they were not paid. These may include gardening for own consumption, tending livestock or producing some food product for sale.

Assign code 7 for housekeeping to one who works in one's household without pay and on activities that do not produce income, such as caring for children, cooking, washing clothes or cleaning the house.

A person who has retired from work and is generally not looking for work should be coded 8.

Enter code 9 for a person who does not work because of disability.

To record usual activity in col. 4, one should use the maximum time criterion for any person who reports more than one type of activity. Thus, a full-time student who works a few hours a week to earn some income should be coded as a student (code 6). On the other hand, a full-time worker who attends some night classes should be recorded as working (code 1).

Cols. 8-12: Activity status during past 7 days

Cols. 8-10: Ask these questions to determine whether or not a person was economically active during the past 7 days.

Col.8: Ask the question printed in the column heading. Enter code 1 if the person worked for even one hour in some gainful occupation during the past 7 days and go to col. 14; otherwise, enter code 2.

Col. 9: This question is to be asked if code 2 has entered in col. 8. The idea is to find out if the person had a job during the past 7 days, but did not work because of leave, vacation, or illness. If the answer is "yes" (code 1), go to col. 14. (Those who answer "yes" in either of cols. 8 and 9 are the currently employed.).

Col. 10: Ask the question printed in the column heading only if code 2 has been entered in each of cols. 8 and 9. (Those who answer "yes" (code 1) to this question are the currently unemployed.).

Col. 11: This is the same as col. 3 for ID Number on page 5.

Col.12: Ask this question only if code 2 has been entered in col. 10. Use the Reason Codes - printed at the bottom of the page.

INSTRUCTION MANUAL FOR CAMBODIA SOCIO ECONOMIC SURVEY 1997

Col. 13: Ask the question printed in the column heading and enter the appropriate code. The word "Employed" has been used in the broad sense of "worked". Remember the definition of work given in the Section on Concepts and Definitions.

Col. 14: Ask this question for persons who answer "yes" to at least one of the questions J in cols. 8 and 9. If the person had only one job, enter 1 and complete the columns 15- 22 for primary occupation only. If the person had 2 or more jobs complete the parts for both, primary and secondary occupations for that person. Note that the word "Job" here really means gainful activities. That activity may be of the nature of self-employment and income may be earned in kind.

Cols. 15 -22 (Primary occupation):

Col. 15: Ask the question, "How many hours did work in the past 7 days on his/her U primary occupation?" "Enter the number of hours. Enter "0 " if he/she did not work at all in the past 7 days, due to leave, vacation or illness.

Col. 16: Ask the question printed in the column heading. Enter code using Codes printed - at the bottom of the page. The aim is to find out the type of organization the person worked for. Note that the self-employed (like most of the farmers) have been given code 7 and those employed in private firms would be coded 4.

Cols. 17- 18: Record here the primary occupation and corresponding industry as clearly as U possible. (The concepts of occupation and industry have been explained earlier.)

Col. 20: Ask the question printed in the column heading and enter code using codes printed

at the bottom of the page. Employment status refers to the type of worker the person was, like paid employee or own account worker/self-employed. Generally in a family enterprise in which the family workers do not receive cash wages, the head of the enterprise (who may not be the head of the household) is considered to be an "own account worker "and the other family members are taken as "unpaid family workers". A person operating a small shop by himself (or with the help of family members) is an own account worker; but if he usually hires employees, he is an employer.

Col. 21: If the person worked as a paid employee, record here average monthly wages received from the primary job. Enter in Riels. Wages should include cash wages, tips, commissions, piece rate earnings (if any), overtime payments etc; include also imputed value of benefits paid in kind, such as meals or a room.

Col. 22: If the person worked as employer or own-account worker, then ask the question printed in the column heading. The earnings from a household enterprise should be shown against the head of the enterprise and not against any other member of the household.) Earnings would be net of .costs (material inputs, payment to hired workers etc.).

Cols. 23 -29: These questions repeat those in cols. 15-22, but they ask about the secondary occupation of persons who had more than one job (i.e., gainful work) in the previous 7 days (entry in col. 14 2 or more)

IV. HEALTH

This section of the questionnaire collects information on illnesses and other health problems like injuries and pregnancy related problems and on utilization of health services during the last four weeks (28 weeks). Show at least one line for every usual member of the household, -even if some of them did not suffer from any illness, injuries or other health problem etc. in the past 4 weeks. For a member who suffered from more than one health problem during this 4-week period, you should show one line for each such problem and also record hospitalizations over the last 12 months.

The term *hospitalization* used here refers to treatment in a hospital or clinic which requires spending at least one night in the facility. A synonym is "inpatient care". "Outpatient care" refers to treatment in a hospital or clinic which does not involve an overnight stay.

Q 6. Recent Illnesses or Injuries and Other Health Problems

Take care to include health problems related to pregnancy and associated complications.

Cols. 1 and 2: In the first two columns put the ID number (from the List of Household Members) and the name of each person in the household. Note that the same ID No.can come in different lines if any member reports more than one illness, say. Note also that two identical pages are provided to enable entries to be made for all members of the household.

Col. 3: Enter "1" if a household member was ill or injured or had some other health problems at any time during the past four weeks. This includes:

- (i) illnesses, injuries or other health problems which began prior to four weeks ago but continued during some part of or all of the past four weeks, and J
- (ii) illnesses, injuries or other health problems which began during the past four ;;- weeks and mayor may not be continuing at the time of the interview.

INSTRUCTION MANUAL FOR CAMBODIA SOCIO ECONOMIC SURVEY 1997

If the person was not ill or injured or did not have any other health problems during the past ; - four weeks, put "2" in col. 3 and skip to the next member.

Col. 4: Enter the correct code for the *main* initial symptom of the condition. If the = individual had multiple symptoms, record only the main (or most important) symptom. Use Symptom codes printed at the bottom of the page.

Col 5: Enter "1" (yes) if the person sought treatment from someone other than him/herself J or a medically-unqualified person. If the person did not seek any treatment for this particular problem, enter "2" (no) and skip to col. 11.

Col 6: Enter the number of days between the onset of s)n1ptoms and the time at which the person first consulted a health provider.

Col 7: Enter the type of health provider consulted first using the codes printed at the bottom of the page (Health Provider Codes). If the type of provider consulted is not named r I here, then enter "12" (Other), and describe in the space after code 12 what kind of health -I provider was consulted.

Col 8: Enter "1" for a government-owned or -operated facility and "2" for a facility owned or operated by a non-government entity, including private individuals, companies, religious/missionary groups and NGOs. Note that if an individual consulted a government employed doctor in the doctor's private practice (say, outside office hours), the consultation will count as "private" (code 2).

Col 9: Enter "1" (yes) if the person was hospitalized (spent at least one night in the hospital or clinic) for the illness, injury or health problem during the past four weeks. If he/she entered the hospital prior to four weeks ago, but remained in the hospital for some time during the four week period then also you should enter "1" (yes). Enter "2" (no) otherwise pJ and skip to col. 11.

Col.10: Enter the total number of nights spent in the hospital or clinic.

Col.11: Enter "1" (yes) if the illness, injury or other health problem was severe enough to J prevent the person from carrying out his/her regular activities, such as work or school, or if the person was confined to bed at any time on account of this illness. Enter "2" (no) otherwise and skip to col. 13.

Col. 12: Enter the number of days the person was unable to carry out his/her usual activities, such as work or school.

Col.13: You should ask the interviewee to indicate whether additional visits were made to the same or another provider for this *or any other* illness/injury during the past 4 weeks. If no additional visits were made, enter "0" (none) and skip to the next household member. If additional visits were made, enter the actual number of such additional visits in this column.

Col.14: Ask the interviewee the main purpose of the additional visit(s) reported in Col.13. If there were several additional visits and each one had a different purpose (which is extremely unlikely), indicate only the most important purpose of the visits. Use the codes printed at the bottom of the page.

V. HOUSING AND ENVIRONMENT

This section consists of questions on characteristics of the residential building, household amenities, and household access to basic services. Answers to Questions 9-11 may be ascertained by observation. However, if in doubt, ask the person(s) interviewed. If by chance, more than one sample household lives in the same building, Questions 8-11 may be asked of only one household, preferably the first household interviewed in the building. Transcribe the same answers in the questionnaire(s) of the other households living in the same building.

Q 7. Enter the floor area occupied by the household in square metres, taking into account the number of floors in the building. So, if a dwelling has two floors and each floor has 100 square metres of space, the total floor area for the dwelling is 200 square metres. If the respondent does not know the exact total area, ask for an estimate.

Q 8. The year the building was constructed refers to the year when the construction was] completed and the building was ready for occupancy --not when the construction began.

Q 9. This question can be answered through observation, but, if in doubt, ask the person interviewed. For a two-storey house, especially in the rural areas, where the ground floor is used for poultry, grain storage, storage of farm implements, etc. and the household lives on the upper floor, report the material used in walling the upper floor. In cases where the walls are made of different materials, report the material dominantly used.

Qs 10 and 11. Again, these questions can be answered through observation, but ask the respondent if there is any doubt. In cases of multiple materials, report the material dominantly used.

Qs 12 and 13. Ask the questions as indicated, and use the codes printed on the body of the questionnaire.

Q 14. Report the distance from the household's residence to the *nearest* drinking water source, even if the household elects to obtain its water from a farther source. If the household purchases all its drinking water, the distance is 0.

Q 15. Report the toilet facility *available* in the dwelling, even if some members of the household use another facility.

Q 16. Report the *primary* fuel material used for cooking in case the household uses more than one type of fuel.

VI. HOUSEHOLD CONSUMPTION EXPENDITURES AND MAJN SOURCES OF INCOME

Household consumption expenditures refer to the expenses or disbursements made by the household for purely personal consumption. It excludes expenses in relation to farm or business operations, investment ventures, purchase of real property and other disbursements that do not involve personal consumption. Durable furniture and equipment (e.g., cars, motorcycles and appliances) purchased during the reference period (in cash or on credit) mainly for household use are treated as personal consumption and are thus included under household expenditure. Also included are non-consumption expenditures such as income and property taxes paid and car registration fees, gifts or contributions made to others, and interest payment on consumption loans.

Q 17. For each item of food, beverages and tobacco, ask the value of consumption out of purchases (from the market or from others) as well as the value of consumption out of receipts in kind (e.g., from home production of the item or from items gifted to the household by others). Col. 3 should show the value of consumption out of purchases and col. 4 the imputed value of consumption out of receipts in kind. Col. 5 is the total of cols. 3 and 4. If the respondent can only recall the value of the total (cash plus kind) amount consumed (but not the two separate amounts), enter that amount in the last column, and skip the columns 3 and 4.

A full list of the various items of food, beverages and tobacco included in each item listed in col. 2 has been supplied separately to you. In case of any clarification, please check that list. Note that the reference period for all these consumption items is the one week preceding the interview.

The interviewer should compute the total of col. (5), adding up all rows and enter the total in the box provided for total. This total will give him some idea of the reasonableness or otherwise of the data.

Q 18. Same instructions as given for Question 17 apply. But note that the reference period for expenditure varies for each item. For example, the reference period for medical expenses (item 7) is the last 6 months preceding the interview, while that for house furnishings is the previous 12 months. For house rent, obtain *average* amount spent on rent or imputed rent etc. per month.

Q 19. "Main source of income" in this question refers to the source which made the *single largest contribution* (in Riels) to total household income during the last 12 months. It does not necessarily refer to the activity that takes up *most of the working time* of household members.

Qs 20-22. The purpose of these questions is to determine whether or not the household's consumption expenditure during the past 12 months deviated significantly from its usual consumption expenditure (in a typical year) and if so what the reasons were for this deviation.

VII. HOUSEHOLD ASSETS AND LIABILITIES

Q 23.1 Ask the household if it owns or occupies any residential land or lands on which its residential building (s) stand? If the answer is yes, encircle "1"; otherwise, encircle "2". Note that we are interested in total land owned or occupied by the sample household anywhere in Cambodia.

Q23.2. This question is similar to Q23.1, but it asks about total farm land(s) owned or occupied by the household, anywhere in Cambodia. Farm land includes land for all types of cultivation, livestock farming, fishing etc.

Q24. Note that cols. (1) and (2) relate to residential land (s) and buildings, and cols. (3) and 47

(4) relate to farm land (s). The areas owned or occupied by the household in square meters would be entered in col. (1) and col. (3), respectively, and the corresponding market values in Riels would be shown in cols. (2) and (4).

These entries are to be made separately in three rows. Row 24.1 would show the information for land(s)/buildings owned with title; and row 24.2 would relate to land(s)/buildings owned with title unsettled or held for free.

The last row (24.3) would record information for land(s)/buildings rented or leased in by the sample household.

INSTRUCTION MANUAL FOR CAMBODIA SOCIO ECONOMIC SURVEY 1997

If the household owns/occupies only one floor or flat of a multi-storeyed building, record area and market value only for the portion owned/occupied by the household. If the respondent cannot answer the question(s) on market value in col. (2) ask the following question: "If you were to sell all your residential lands/buildings now, how many Riels would you obtain for it (them)?" If the respondent still cannot answer, ask him/her whether someone in the neighborhood sold an equivalent amount of residential land/building recently, and how many Riels they obtained for it. That should give you a reasonable estimate. Proceed in the same manner to get the market value in col. (4).

Qs 25 and 26. Both of these questions are about *ownership* of assets, whether for personal or business reasons. The fact that you may see a bicycle or cow on the household's property may not necessarily indicate ownership of these assets; make sure these do not belong to someone else or have not been hired in. If the respondent reports having assets that are not listed in Q 25, write the type and number of these animals owned in column (5) for Q 25.

Q 27. Record here the ownership or otherwise of a pond for growing fish or shrimp either for home consumption or for market sale. If the household owns such a pond, encircle "1", otherwise encircle "2".

Q 28. Ask the respondent if any member of the household has any outstanding debts or loans. If there are no loans outstanding, encircle "2" and skip to Section VIII (Question 29). If the answer is yes, encircle code I, and proceed to fill in the remainder of Q28 for the outstanding loan(s).

Col. 2. Enter the year in which the loan was first taken. If the loan was taken in installments over a number of years, enter the year in which the first installment of the loan was taken out.

Col.3. Enter the code for the person or institution who gave the loan. In case of multiple lenders, record the dominant or primary lender. Use Source of Loan Codes printed at the bottom of the page.

Col.4. Record the *main* purpose of the loan, using the Purpose of Borrowing Codes given

at the bottom of the page. If the loan was used for multiple purposes, enter the primary or dominant purpose for which most of the borrowed money was used.

Col. 5. This is the amount that was borrowed in the first year that the loan was taken out. If a loan of Riels 250,000 was taken out from a moneylender in 1990, and was then augmented with another loan of Riels 100,000 from the same moneylender in 1994, enter "1990" in column (2), "2" (for moneylender) in column (3), and "250,000" in column (5).

In case the loan was taken in the form of paddy, say, enter the imputed value here and give suitable note below the table with an asterisk (*).

Col. 6. Indicate here the amount of the loan that is still outstanding (i.e., the unpaid balance of the loan). If the interest is to be paid in a lump sum at the end of the loan, include the interest payment as well.

VIII. FERTILITY AND CHILD CARE

This section of the questionnaire refers to the fertility experience of all women aged 15-49 usually residing in the household and to some aspects of health care for children born in the past 24 months. However, because of obvious respondent sensitivities, please be extremely cautious in asking never-married women if they have had any children. While the head of household or his/her spouse may be able to provide most of the information in this section, if possible it is better to interview each eligible woman (aged 15-49 years) directly. Again, be sensitive to the feelings of the household. Some households may not wish to have a male interviewer asking questions concerning fertility to the women concerned.

Q 29. Fertility

If there is no woman between 15 and 49 years of age in the household, this part of the questionnaire will not be administered. In this case, go on to Q 30.

Col's 2 and 3: Enter the name and ill number of the woman, aged between 15 and 49, making sure that her name and ill number match those in the List of Household Members in Section I.

Col. 4: Ask, "How old was when she was first married?" Enter the age in completed years. If the woman has never been married, enter code 99. If the woman recalls the date of her first marriage but not her age at the time, her age may be calculated by subtracting her date of birth from the date of her marriage. If she happens to know the duration since her first marriage, her age then could be obtained by subtracting the duration from her current age. Try to make the calculation from the information that the woman is most sure of.

Col's 5- 12: Begin by asking if the woman has ever given birth to any children. If not, enter 49

"00" in each of col's 5 and 6, draw a line through the remaining questions for that woman, then go to the next woman on the list. It is important to distinguish between still-births and live births. A still-birth is a baby that is born dead, and should not be included in any reporting in this questionnaire. A live birth is a baby that was born alive, breathing at the time of birth even if it died soon afterwards. Generally a live birth is one in

which the baby lived at least long enough to cry. All live births should be reported in col's 5 and 6, and in relevant subsequent columns.

If the woman has given birth, ask. "How many male and female children has this woman ever given birth to?" Record the no. of live births in col's 5 and 6.

Next ask: "Of these, how many male and female children are currently living *in this household*?" and record the answers in col's 7 and 8

Next ask: "And how many male and female children are currently living *outside this household*?" and record the answers in col's 9 and 10. Married daughters will generally be counted in col. 10

Then ask: "How many of the children born alive to this woman have since died?" and record the answers in col's 11 and 12. This may also be a difficult question for both the interviewer and the respondent, but it is important to ask it because otherwise the respondent or the woman herself would prefer not to mention the death of a child. However, accurate responses to this question are needed in order to calculate the level of infant and child mortality in Cambodia and to develop programmes to reduce such mortality.

Note that $\text{Cot } 5 = \text{Cot } 7 + \text{Cot } 9 + \text{Cot } 11$

$\text{Cot } 6 = \text{Cot } 8 + \text{Cot } 10 + \text{Cot } 12$

The sum of Col's 5 and 6 should be the total number of live births that the woman has ever had. The interviewer should verify that the sums are correct. If not, he/she should ask the necessary follow-up questions (probes) in order to obtain correct information in all columns.

Q 30. Breastfeeding and Vaccination

For each child in the past 12 months to women (who usually reside in the household) and who is still living, complete the following columns and enter them in one line of the table

Col's 1 and 2: Write the name and ID number of the mother who gave birth to the child in the past 24 months

Col. 3: Enter the ID No. of that child if he/she is living in the household. If the child is living outside the household, enter "98" and go to the next child

Cot 4: Ask, "Is this child currently being breastfed exclusively, that is, with no solid foods or infant formula (but perhaps water)?" Enter the correct code.

Col. 5: Ask, "Is this child sometimes given special infant food?", and enter the appropriate code. Special infant food includes infant formula (easily-digestible and fortified milk powder), infant cereals (that can be mixed with milk or water), or porridge specially prepared for infants. You may also ask what the child is actually given.

Col's 6-20: Ask if the child has a vaccination card. If the answer to this question is "yes," ask the respondent to show you the vaccination card. From the information contained in the card enter the date(s) for each type of vaccination. Note that three vaccinations are necessary for Polio and DPT. Record the date of the last of these vaccinations. If the vaccination has not been given, write NA. In cols. 10 and 14 write the no. of doses already received for polio and DPT vaccination, respectively. If the respondent is unable to produce a card, enter "2" in col. 6 but try to collect the information from some neighbor who might have taken his child for the same vaccination on the same day provided you think such information is reliable. The vaccination card of the neighbor's child must be examined. When you have entered one line for each child born to mothers who usually reside in this household during the past 24 months and who is still living, then follow the instructions below.

Closing Instructions

Q 30 on vaccinations is the last question of the Household Core Questionnaire. *Check over the whole questionnaire to make sure that all questions have been answered properly.* Make sure that all your handwritten responses are legible. Do not change any responses unless you ask the question again of the respondent. Also, if you find a missed question (other than those which were intentionally skipped), or you notice a confusing response, recheck it with the respondent. Then move on to the Social Sector Module.

SOCL4.L SECTOR HOUSEHOLD MODULE (CSES FORM 4)

The first thing you will notice in the Social Sector Module is that it has substantial overlap with the Core Questionnaire (Form 3). In fact, the two should be viewed together as a single household socio-economic questionnaire (Form 3). The only reason they have been split is to make the Core Questionnaire stand on its own, so that an identical core instrument can be administered in the second year of the project (and every year in the future). Some questions appear in both the Core Questionnaire and the Social Sector Module; these are shaded out in the latter. IT IS IMPORTANT THAT HOUSEHOLDS NOT BE ASKED THE SAME QUESTION MORE THAN ONCE.

The Core Questionnaire will be administered first to a household, and the Social Sector Module will be fielded immediately upon its completion. If you see a shaded area in the Social Sector Module, it means that that information has already been obtained in the Core Questionnaire (see, for example, cols. (4)-(9), excluding col.(7) of Q1 on page 2).

Therefore, do not ask that question of the household. The question appears in the Social Sector Module merely to provide a context to the subsequent, more detailed questions.

Like the Core Questionnaire, the Social Sector Module should also be administered to the head of household or to the spouse of the head of household. If it is impossible to administer the questionnaire to either of these persons (for example, because they are both absent during the entire period of the survey), the questionnaire may be administered to another adult household member, who is sufficiently knowledgeable.

First Steps in Completing the Questionnaire

Complete the Cover Page and Check the Questionnaire

Supervisors are required to fill in certain information on each questionnaire before it is given to the interviewer.

Part A of the *Cover Page* should be filled in by supervisors, including the Sample Reference Number for the household to be interviewed.

Supervisors will complete the following items on the Cover Page prior to distributing the questionnaire to the interviewer (this information will be obtained from the NIS): Province/City; District/Khan; Commune/Sangkat; Area (1 =urban; 2=rural); and sample Village/Mondol. Before administering the Questionnaire, the interviewer must check that these items of information have been filled in by the supervisor.

The interviewer will complete the following items at the time of interview: Name of person interviewed (usually the head of household); Date of Initial Interview; Interviewer's Name; and Interviewer's Signature. These will be entered in Part B of the Cover Page.

After checking the completed questionnaire, the supervisor will record the following additional items in Part C of the Cover Page: Supervisor's Name, Date Checked by Supervisor, Date of Re-interview (if necessary); and Supervisor's Signature.

Detailed Instructions for Individual Questions

I. EDUCATION

The term *schooling* used here includes attendance at a kindergarten, primary, lower or upper secondary school, technical or professional school, or college or university. This section is concerned with formal education in the regular school system which includes technical/ professional training institutions, colleges and universities, but it considers also those persons who are only taking non-formal classes or training in such special subjects as foreign languages or use of computer, or who are attending adult education courses.

A. Current School Attendance (Col's 1 -13)

B.

Q1. Note that we need information on all usual members of the household aged 5-24.

Col. 1: This will show serial numbers 1,2,3, ...without any break, one for each usual member aged 5-24 years.

Col's 2 and 3: In these two columns put the name and ill number (from the List of Household Members in the Core Questionnaire) of each person aged 5-24 years in the household. It is vitally important to record the same unique ill number (from Q1, column 1 of the List of Household Members in the Core Questionnaire) for an individual throughout the Household Core Questionnaire and the Household Social Sector Module.

Col's 4 and 5: These have already been covered in the Core Questionnaire and should not be asked.

Col. 6: This question has already been asked in the Core Questionnaire, and should not be asked of the respondent again. If the answer is Yes, skip to Col. 8. If the answer is No, go to Col. 7.

Col. 7: Ask the question, "Why did this person stop attending school?" Enter the appropriate code from the bottom of the page. If you do find the answer in the list of codes supplied, enter "14" and write down the answer .

Col's 8 and 9: These questions were asked in the Core Questionnaire and should not be repeated here.

Col. 10: Ask the question, " At what age did this person enter grade or class one?" Enter 53 the age in completed years. If a person skipped class one and entered school directly in a higher class (which would be extremely unlikely), enter the age at which he/she entered the higher class.

Col. 11: This question pertains to class repetition occurring due to any reason, including failure in the final examinations, illness, absence from class, or a change of school. If the answer to this question is "No," enter code "2" and skip to col. 13. If the answer is "Yes," enter code "1" and proceed to col. 12.

Col. 12: This question attempts to determine which class/grade was repeated by the repeater. If a person has repeated several classes, enter the most recent class that he/she repeated.

Col. 13: Ask the question, "What was the overall score (i.e., score averaged over all subjects) that this person obtained in his/her school examinations or tests during the most recent grading period?" The most

recent grading period might be the final examinations held at the end of the previous academic year or semester. Or, they could be mid-term examinations held during the previous month for the current academic year. First, check what scoring system is used in the person's school (i.e., whether the scores are out of a maximum score of 10, 20 or 100). Then, convert the total score on all subjects taken together to a scale of 0-6.

B. Schooling Costs (Col's 1 -15)

Q 2. These questions are to be asked only about members in the age group 5-24 who are currently enrolled in school. Recall that the word "school" is used in a wide sense and covers technical/professional training institutions besides colleges and universities and also courses in non-formal education.

Col's 1 and 2: In the first two columns put the name and ID number (from the List of Household Members in the Core Questionnaire) of each currently enrolled student.

Col.3: This question asks whether the student is partially or completely exempted from paying school fees (tuition). If the answer is "fully" or "partially", enter the correct code and continue to col. 4. If the answer is "No", enter code 3 in col.(3) and skip to col. 5.

Col. 4: Ask the reason why the member is exempted (in full or in part) from paying school fees. Use the Reason Codes printed at the bottom of the page. If there are several reasons for the exemption (for example, ethnic minority, orphan, and low income), choose the most important (i.e., one which would give the *highest level of exemption*) and enter the code for this reason in the space provided.

Col.5: Ask if the student is currently receiving any Government or private scholarship, and enter the correct code.

Col's 6-15: These questions ask about the expenditure made by the household during the last 12 months for *each* member attending any educational institutions (pre-school, primary, lower secondary, and upper secondary school, technical diploma awarding institutions, college or university, and non-formal education). Remember that this question asks for the total amount spent for sending a person to school --both the state-mandated fees and the private costs. In some cases, even though a school (e.g., government primary school) might not "officially" charge any school fees, parents may be asked to pay "informal" fees. These should be included in col's 6 or 7. School improvement fees might be collected in the form of parent association fees or other supplements.

INSTRUCTION MANUAL FOR CAMBODIA SOCIO ECONOMIC SURVEY 1997

If nothing is spent on a given expense category by the household, "0" should be entered in the space provided. If the respondent does not know or cannot remember the amount, write "999" in the space provided. However, an approximate amount is preferable to the use of "999", whenever possible.

Some respondents may have difficulty in remembering expenditures made during the last 12 months. In that case, one may enter double the estimated expenses for the first semester of the 1996/1997 school year. Other expenses may be computed as follows:

(1) School fees (tuition) may be computed on a monthly basis, multiplied by the number of months in the school year.

(2) Textbook and uniform expenses are usually incurred at the beginning of the school year. Uniform includes school bag and shoes. If one child uses the books used earlier by an elder brother, say, do not record the cost of these books.

(3) Transport and travel costs (including meals away from home) may be computed on a daily basis, and then multiplied by the number of school days in a school year. Include also suitable amounts when the students uses household vehicles like motorbikes, covering cost of fuel, repairs/maintenance of tyres etc..

(4) Private tutoring expenses may be computed on a monthly basis multiplied by the number of months tutoring expenses are incurred (typically 8 or 9).

(5) Accommodation charges should be recorded when the student stays in a hostel or other type of accommodation.

Include fees paid for language training, computer training, training in art, music, dance, or other extracurricular activities which are not part of the formal school curriculum in col. 14 .("Other").

The interviewer should calculate the total school expenses by summing entries in Col's 6- 14, and should enter this total in Col. 15. If parents can remember only the total amount spent on a child's schooling during the last year (and not the individual components of expenditure), the interviewer may enter the total figure in Col. 15, with the code "999" entered in each of col's 6-14. However, this is not a desirable option, and should not be encouraged.

C. Distance to School

Q 3. These questions ask about the location (distance of the school from the respondent's home) and accessibility (travel time, mode of transport used, and travel cost) of the school of each level currently attended by members of the household.

The question should be asked for each level of school currently attended by one or more members of the household. Each column in the table should be completed if the household has one or more members

currently attending the corresponding level of school. However, leave the column blank if a household does not have any member attending that level of school. If two children from the the same household attend two different schools, report the more distant school here. The entries for one way cost of travel may be computed as the total annual cost divided by no. of one-way trips per year, say, 180 (days)x2. In principle, travel cost should include cost of meals/refreshments.

II. HEAL TH

This section of the questionnaire collects information on illnesses (health problems) and utilization of health services during the last 4 weeks and hospitalizations over the last 12 months.

Hospitalization refers to treatment in a hospital or clinic which requires spending at least one night in the facility. A synonym is "inpatient care". "Outpatient care" refers to treatment in a hospital or clinic which does riot involve an overnight stay.

A. Illness and Utilization of Health Services (Question 4)

This section refers to illnesses, injuries or other health problems (e.g., pregnancy related problems) experienced by a person at any time during the past 4 weeks. This includes:

- illnesses, injuries or other health problems which began prior to four weeks ago but continued during some part of or all of the past 4 weeks; and
- .illnesses, injuries or other health problems which began during the past 4 weeks and mayor may not be continuing at the time of the interview.

If a member of the household had two episodes or spells of illness in the last four weeks, each episode should be recorded separately in a row/line. For example, if the person named in row 1 had a second illness within the four week period, the information should be recorded in row 2. Write the person's name a second time under col.(2) in row 2 and complete the information requested in col's 3-27 in respect of each illness. Take special care to include all pregnancy related cases and their treatment.

Four pages have been provided so that information for all members can be written in this section. Note that the lines in the table for Q4 should correspond to lines in the table for Q6 in Form 3.

Col's 1 and 2: In the first two columns put the ID number (from the List of Household Members) and the name of each person in the household who has experienced some illness during the last 4 weeks.

INSTRUCTION MANUAL FOR CAMBODIA SOCIO ECONOMIC SURVEY 1997

Col's 3-6: These have already been covered in the Core Questionnaire and should not be asked again

Col's 7-10: These questions refer to the first consultation made by the ill person. These questions have also already been covered in the Core Questionnaire and should not be asked again.

Col. 11: Enter the amount of Riels paid for the visit to the provider (enter 25 thousand Riels as "25,000" and NOT as "25"). The amount entered should include all payments to the provider or facility, such as the provider's consultation fee, monetary gifts to the provider (if any), fees for drugs and injections obtained during the visit, fees for laboratory and X-ray examinations obtained during the visit. Do not enter fees for medicines purchased outside the facility in col. 11; these should be entered in col. 12.

Col. 12: Enter additional expenses in Riels for medicines prescribed or recommended by the provider that were purchased at a pharmacy or drug vendor outside the facility or place where the visit occurred.

Col. 13: Enter the amount in Riels spent on round-trip transportation for this visit to the provider.

Col's 15-21: These columns should be completed only if the person concerned consulted another provider *for the same illness episode* during the past 4 weeks. If the person made no other consultation, leave these columns blank.

Col. 22: You should ask the respondent to indicate whether additional visits (beyond the two that are covered in this section) were made to the same or another provider for this *or any other* illness/injury/health problems during the past 4 weeks.

Col. 23: Ask the respondent the main purpose of these additional visit(s). If there were several additional visits and each one had a different purpose (this is extremely unlikely), indicate only the most important purpose of the visits.

Col. 24: Enter the total amount spent on this illness, injury or health problem during the past four weeks in this column. This should be the sum of columns 11, 12, 13, 19,20 and 21 plus any other expenses incurred for the illness but not mentioned in any of the previous columns. *Special care must be taken to include the total cost of medical treatment including medicines and medical supplies where the member treated himself or consulted some family member or friend in the treatment of the illness.*

Colts 26 and 27: These questions have already been asked in the Core Questionnaire, and should not be asked again.

B. Hospitalization (Questions 5 and 6)

These two questions seek information about any household member who was hospitalized during the past 12 months, not counting the hospitalizations recorded in Question 4 which occurred during the past four weeks. This could be the same household member whose hospitalization was recorded in Q4, if he/she was also hospitalized prior to four weeks ago for the same illness/injury/health problem, or for another episode of illness or injury. Alternatively, it could be another household member who was not hospitalized (or ill/injured) during the past four weeks, but who was hospitalized prior to four weeks ago, but not more than 12 months ago. Remember to include all pregnancy related problems and medical treatment of such problems.

Q 5. If the answer to this question is "No," encircle the appropriate code 2 and skip to Q7. If the answer is "Yes," encircle code 1 and continue to Q6.

Q 6. Complete the table for all household members who were hospitalized in the past 12 months (excluding the hospitalizations limited to the past four weeks which were earlier recorded in Q4).

Col's 1 and 2: In the first two columns put the name and the ill number (from the List of Household Members) of each person in the household who was hospitalized during the eleven- month period.

Col.3: Enter the code (see Health Facility Codes listed under the table) for the place where the person was hospitalized. Note that some facility codes listed in Q4 are not listed here because they are not hospitals. If the person was hospitalized in more than one place, enter the code for the place where he/she spent the most nights.

Col.4: Enter the number of days hospitalized in the past 12 months, *excluding days of hospitalization in the past four weeks* which have already been recorded in Question 4.

Col. 5: Enter here the out-of-pocket (i.e., not reimbursed by an employer or insurance) amount paid in Riels directly to the hospital or clinic for treatment (including consultation fees, fees for surgery, fees for laboratory and X-ray exams, medicine and charges for room and board) *including payments made during the past four wee~* (which have already been recorded in Question 4).

Col.6: Enter here the out-of-pocket amount paid in Riels for additional costs related to the hospitalization, but not paid directly to the hospital/clinic, such as drugs, other supplies, monetary gifts (if any) to hospital/clinic providers, food, and transportation purchased outside the hospital. This also includes

expenses of relatives who assisted or helped care for patients while hospitalized. *Exclude payments of this type made during the past four weeks* (which have already been recorded in Question 4).

NOTE: The most important factor determining whether to record a payment is *when it occurred*. If the payment occurred during the 12-month reference period (excluding the past four weeks for which information should be recorded in Question 4) then record it, even if it was for hospitalization services that had been received prior to the beginning of the 12-month reference period.

Col. 7: Enter here the amount spent for treatment or drugs that was reimbursed by an employer or insurance scheme. If the amount is not known yet, enter NA.

C. Distance to Health Providers (Question 7)

This question asks about the location (distance from the respondent's home) and accessibility (travel time, mode of transport normally used, and travel cost) of the different types of health facilities.

The question should be asked for each type of health facility listed in column headings of the table, viz., khum clinic, District health center, Provincial or Central hospital whichever is nearer, pharmacy or drug seller, and private clinic. Each column in the table should be completed irrespective of whether a household has ever used these facilities. (Of course, if a household has never used a particular facility *and* the respondent is not aware of its location, the relevant column should be left blank.)

Note that the type of transport used would heavily depend on the physical condition of the patient. Therefore, to make the question concrete, one should record the type of transport normally used-- and associated travel time and travel cost-- if the patient is not critically ill.

III MORTALITY

The aim of this section is to collect some information on mortality rates and patterns prevailing in Cambodia during the past 24 months. Special care should be taken to record every death event that occurred in sample households in the past 24 months (provided the person who died was a usual member of the household) and to exclude all death events that occurred prior to this period. If a child born alive died within a few hours or a few days after birth, the death event must be recorded. Otherwise death rates would be under estimated. Respondents do not like to report such painful events to interviewers. So some amount of probing may be necessary.

Q 8. Record here whether or not any usual member of the household died within the past 24 months. If the answer is yes, encircle code 1 and proceed to Q 9; otherwise, encircle code 2 and proceed to Q 10 in the next Section.

Q 9. Record here in different columns, the name of the person who died (column 1), his/her sex (col. (2)), his/her age in completed years at the time of death (column 4), and his/her relationship to the current head of the household (column 3). In col.(5), enter how many months ago this person died. The entry can be 0,1,2, ,23, since fraction of a month will not be entered. Col. (6) and col. (7) give information on children left behind by the deceased person who are usual members of this household.

Cols. (8) and (9) are self –explanatory.

IV. WATER AND FIREWOOD

This section aims at collecting information on household's activities of collecting water, firewood and fodder for home use in different parts of Cambodia. The information should not relate to purchase of these items for home use or for sale. Such information is useful and interesting from several angles. They throw light on poverty and on activities of women in poor households. They also give an idea of utilization of forests for fuel and fodder.

A. Water

Q 10. This is a filter question. Any household that has not been regularly collecting water during the past 12 months should not be subjected to Q11 and Q12. Note that although the question is directed to the respondent, it relates to all members of the respondent's household. Thus, even if the respondent him/herself did not fetch water during the past 12 months but someone else in the household did, you should encircle "1" (Yes) as response to this question.

Q 11. The water collection questions are season-specific. In other words, ask the questions in cols 2- 7 for the dry season first, and then repeat them for the wet season.

Col.3: This is admittedly a subjective question, since a water shortage can be perceived differently by different individuals. However, ask the respondent if he/she felt that there was a water shortage during that season. Fill up this column even if code 2 has been entered in col. (2).

Col. 4: This is the distance to the nearest water source. 60

Col.5: If different members go for collecting water, enter total number of persons--trips, adding over different persons.

Cot. (6) -Cot. (7): If one member of the household goes on foot while another goes on bicycle, enter longer time(for journey on foot).

Col.8: We are interested in knowing the actual water storage practices of the household -- not the facility it has for storing water. For example, a household may have a water tank on the roof; however, for various reasons, it may store its water usually in an earthenware pot. In this case, you should enter code " 1 " as the appropriate answer to this question. Fill up this column even if code 2 has been put in col. (2).

Q 12. Ask for the names of all persons in the household who are mainly responsible for collecting water. Find out the order of importance of these persons. Then look up these names in the List of Household Members in Section I of the Core Questionnaire, and enter the corresponding ill numbers of these individuals in different columns or boxes provided. Make these entries in order of importance.

B. Firewood Q 13. This is a filter question. Any household that has not been usually collecting firewood for home use during the past 12 months would not be asked Q14-Q17. Note that although the question is directed to the respondent, it relates to all members of the respondent's household. Thus, even if the respondent him/herself did not collect firewood during the reference period of last 12 months but someone else in the household did, you should encircle code " 1 " (Yes) as response to this question.

Q 14. This is the distance (in kilometers) that typically needs to be traveled by members of the household to collect firewood.

Q 15. This is the typical number of hours that household members have to spend in firewood collection during a typical month. You should add the time spent by different members to obtain this figure.

Q 16. Ask for the names of all persons in the household who are mainly responsible for collecting firewood. Find out the order of importance of these members. Look up these names in the List of Household Members in Section I of the Core Questionnaire, and enter the corresponding ill numbers of these individuals in order of importance in the columns/boxes of this table. Enter NA in any columns not used.

Qs 17. This question relates to the main source of the firewood --whether from own land, government forest, or some other source.

C. Fodder

Qs 18-19. These questions refer to collection of fodder (used for livestock), and are similar in scope to Q13 and Q17, respectively.

v. Breastfeeding and Nutrition

Q 20 seeks to collect some information for each child aged below 5 years who is a usual member of the household. The information should be collected from the natural mother of the child. But she may not be a usual member of the household. Even otherwise, she may not be available. In that case Q 20 may be put to the household head or the spouse of the head or to some other adult member of the household if both the head and the spouse are absent.

Cols. (1) and (2): Record here the name of the child and his/her ID No. from the list of household members in Section I of the Core Questionnaire.

Col. (3): Record here the ID No. of the child's natural mother, if she is a usual member of the household. Otherwise, write NA in this column.

Col. (4): Enter here age of the child in months. The entry may be 0,1,2, ,59, since fraction of a month would not be recorded.

Cols. (5), (6), and (7): These questions relate to breastfeeding and should be put with some amount of care, as people may be sensitive to such questions put by male interviewers.

Cols. (8) and (9): Note that the ages are to be recorded in completed number of months, like 6 or 11.

Closing Instructions

The questions on breast feeding and nutrition (Q 20) are the last questions of the Social Sector Module. *Check over the whole questionnaire to make sure that all questions have been answered properly.* Make sure that all your handwritten responses are legible. Do not change any responses unless you ask the question again of the respondent. Also, if you find a missed question (other than those which were intentionally skipped), or you notice a confusing response, recheck it with the respondent. Thank the respondents for participating in the survey and go on to the next household.