



Kenya National Bureau of Statistics

KENYA INTEGRATED HOUSEHOLD
BUDGET SURVEY (KIHBS) 2015/16

INTERVIEWER'S MANUAL

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CHAPTER ONE: INTRODUCTION

Statistics are essential inputs into the policy making and decision taking not only in government but also in the private sector. Over the years, there has been an increasing demand for socio-economic and demographic data from various sectors of government, private sector, research institutions and researchers. In addition to increased demand for high frequency statistics, users are also concerned with quality - relevance, accuracy, timeliness and punctuality, accessibility and clarity, comparability and coherence of the statistics.

The Constitution of Kenya 2010 established a devolved system of government which has generated enormous demand for disaggregated county specific and up-to-date statistics. The country requires accurate, reliable and timely data in all sectors of the economy for monitoring the country's long term development blue print (Vision 2030) and achievements made in various international commitments such as Millennium Development Goals (MDGs), to which Kenya is a signatory. It is therefore imperative to shape statistics underpinning policy making in a manner that responds to the intentions of the policies in the context of internationally accepted statistical standards, guidelines, and good practices.

It is in this context that KNBS intends to conduct the Kenya Integrated Household Budget Survey (KIHBS) 2015/16. The survey is designed to capture a wide range of socio-economic indicators, using an integrated approach as opposed to stand alone surveys. Kenya has a rich history of conducting Household Budget Surveys (HBS) which ordinarily collect data on socio-economic indicators such as demographic, education, health, household consumption, expenditure patterns and sources of household income amongst others.

The first Household Budget Survey in Kenya, namely the Rural Household Budget Survey (RHBS) was conducted in 1981/82. This was followed by the Urban Household Budget Surveys (UHBS) of 1983/84 and 1993/94. The Bureau undertook the Welfare Monitoring Survey (WMS) series in 1992, 1994, 1997. Subsequently, the Kenya Integrated Household Budget Survey (KIHBS) was conducted in 2005/06. The proposed 2015/16 KIHBS will therefore be the first Household Budget Survey to be undertaken under the devolved system of government.

The socio-economic indicators to be derived from the survey will be a milestone in planning and policy formulation. The survey will also provide statistics for monitoring and evaluating development initiatives and targeted interventions. These indicators will complement the existing baseline information from 2009 Kenya Population and Housing Census (KPHC) and other surveys.

1. MAIN OBJECTIVES OF THE SURVEY

The survey has many objectives which include: computation of poverty/welfare measures (incidence, gap and severity); updating of national accounts benchmarks (e.g. private consumption, informal sector, analysis of household sector); and form a basis for updating household expenditure weights to be used in the development of new Consumer Price Index (CPI); Provide quarterly estimates on selected indicators at national level.

The survey is critical in assessing the country's progress towards achievement of international goals, for example, MDGs. Moreover, consumption preferences change over time necessitating updated information on consumption patterns. All these require sufficiently disaggregated up-to-date information.

1.1 UPDATING POVERTY/WELFARE MEASURES

The survey will generate poverty estimates at national and county levels. Further analysis will be undertaken to produce indicators at constituency, location, sub-location and ward levels. Poverty lines for both rural and urban areas will be derived and the following poverty measures calculated:

- a) **Headcount poverty index/incidence of poverty ($P_{\alpha=0}$):** This is the proportion of the population living below the poverty line.
- b) **Poverty gap ($P_{\alpha=1}$):** This provides information regarding how far households are below from the poverty line. This measure captures the mean aggregate income or consumption shortfall relative to the poverty line across the whole population. It also gives an indication of the total resources needed to bring all the poor to the level of the poverty line.
- c) **Poverty Severity ($P_{\alpha=2}$):** This takes into account not only the distance separating the poor from the poverty line (the poverty gap), but also the inequality among the poor. That is, a higher weight is placed on those households who are further away from the poverty line.
- d) **Income Inequality (Gini Coefficient):** Shows disparity in income distribution across population.
- e) **Multidimensional Poverty Index (MPI):** Provides information to complement money metric measures of poverty by focusing on deprivations suffered by households in terms of education, health and social amenities among others.

1.2 UPDATING NATIONAL ACCOUNTS

The System of National Accounts (SNA) is important in monitoring overall economic growth. The household sector is one of the five institutional sectors as defined by SNA. The KIHBS 2015/16 will therefore provide comprehensive data useful in the analysis of

household production, income generation, and household use of goods and services required for compilation and updating Gross Domestic Product (GDP) and other national accounts statistics.

In particular, the survey will:

- (i) Provide estimates of total household consumption expenditure as a component of expenditure on GDP;
- (ii) Update classification of household consumption expenditure components by Classification of Individual Consumption by Purpose (COICOP);
- (iii) Provide data for the analysis of household sector as an institutional unit;
- (iv) Provide estimates of household saving and social contribution, transfers and income;
- (v) Provide data for input-output structure for crops and livestock;
- (vi) Provide basis for national accounts benchmarks for service industry; and
- (vii) Provide detailed information on un-incorporated household enterprise (informal sector activity) estimates.

1.3 UPDATING WEIGHTS AND EXPANDING THE SCOPE OF CONSUMER PRICE INDEX

The KIHBS 2015/16 will provide updated household consumption expenditure patterns to compute weights for rural, urban and county-specific components of Consumer Price Index (CPI).

In line with the regional CPI harmonization effort, the data will enable computation of EAC-HCPI weights for comparability within the East Africa Community (EAC) and Common Market for Eastern and Southern Africa (COMESA) blocs. The survey data will also be used in the selection of a new basket of goods and services.

1.4 LABOUR FORCE INDICATORS

The KIHBS 2015/16 will provide labor force characteristics in terms of economically active population, participation rates and unemployment.

1.5 NUTRITION AND FOOD SECURITY

The survey will provide direct/indirect indicators on food security, and nutrition (particularly for the under-five) and assess the status of obesity in Kenya. The survey will facilitate assessment of the four pillars of food security namely; availability, accessibility, utilization, and sustainability.

1.6 CONTINUOUS HOUSEHOLD SURVEY PROGRAMME

The KIHBS 2015/16 will be the starting point for implementation of Continuous Household Survey Programme (CHSP). The CHSP is expected to address key data demands by providing quarterly information on selected indicators such as poverty, labour force and household consumption.

2. JUSTIFICATION FOR CONDUCTING KIHBS 2015/16

International best practice recommends that countries conduct HBS at intervals of not more than five years, for updating household consumption expenditure benchmarks. In Kenya, the last HBS was conducted almost 10 years ago which therefore necessitates the conducting of the KIHBS 2015/16.

In particular, KIHBS 2015/16 is expected to collect data to

- update parameters used in national resource allocation
- update household consumption benchmarks
- provide estimates for endline of MDGs and a baseline for SDGs
- facilitate compilation of county-specific socio-economic indicators
- meet demand for emerging issues such as domestic concept in CPI, domestic tourism, ICT, etc

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CHAPTER 2 - DESCRIPTION OF THE SURVEY

2. SURVEY DESCRIPTION

The Kenya Household Integrated Budget Survey (KIHBS) will be the baseline survey designed to monitor on a regular basis and in an integrated way; the progress being made towards the improvement of welfare in the Kenyan society so as to monitor effects of economic policies and national development strategies on the well-being of society. The last survey of this kind that was done nationally was carried out in 2005/06.

The interview of households in the KIHBS will be spread over a year. This is done to cater for seasonality aspect during the year. A combination of two methods (the Paper Assisted Personal Interview (PAPI) and the Computer Assisted Personal Interview (CAPI)) will be used in the survey.

Four questionnaires will be administered during the survey period. These include;

- Household questionnaire
- Community questionnaire
- Market price questionnaire

2.1 HOUSEHOLD QUESTIONNAIRE

The household questionnaire is divided into three parts;

1. Household member information
2. Household consumption expenditure
3. Household level information

2.1.2 Household member information: This includes the following modules

- Household identification
- Household roster
- Education
- Health
- Labour
- Child Health & Anthropometry
- ICT services
- Domestic tourism

2.1.3 Household consumption expenditure: This includes;

1. Household identification
2. Expenditure on Food, regular non-food and durables

2.1.1 Household level information: *This includes;*

1. Household identification
2. Housing
3. Water and sanitation
4. Energy
5. Agriculture
6. Household enterprise
7. Transfers
8. Other income
9. Shocks
10. Food security
11. Justice
12. Credit
13. ICT ownership

2.1.4 Household Diary

The household diary will be administered over a seven day period. There will be two diaries; Purchases diary that will be exclusively used to capture commodities and services purchased by the household and consumption diary used to capture goods and services consumed by the household.

2.2 COMMUNITY QUESTIONNAIRE

The purpose of the community questionnaire will be collect information that cuts across the entire locality of the cluster. The questionnaire will be administered to a small group of knowledgeable members (a minimum of five of a representative community in each cluster selected for the survey) in form of a Focus Group Discussion (FGD). The administration of the community questionnaire will be the responsibility of the supervisor assisted by the editor. The County Statistical Officer (CSO) will be responsible for identification of knowledgeable individuals in each cluster/community to participate in the FGD.

2.3 MARKET QUESTIONNAIRE

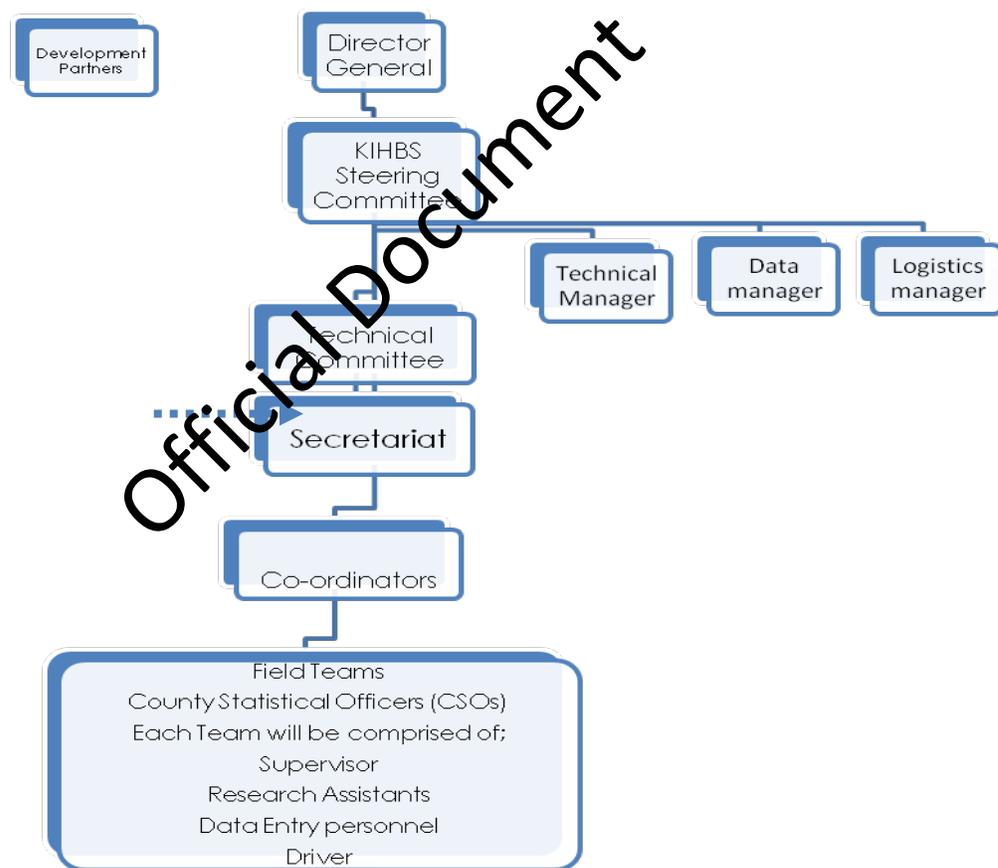
This questionnaire will be used to collect market prices and quantities to standardize commodity measures and units of purchase at the household level. The questionnaire will be administered by the editor assisted by the supervisor.

2.4 CONTINUOUS HOUSEHOLD SURVEY PROGRAMME (CHSP) QUESTIONNAIRE

This questionnaire will be implemented using the Computer Assisted Personal Interview (CAPI). It will be administered in the household roster, consumption expenditure, education labour force and housing amenities.

2.5 SURVEY TEAM ORGANIZATION

The Survey is organized as shown in the organogram below:



2.5.1 Role of the Interviewer

The ultimate outcome of the survey depends on how the interviewer conducts the interview. It is important for an interviewer to be consistent in the way he phrases his questions to the respondent. In case a response is not clear or rather vague; the

interviewer should ask or probe further. No mention of immediate benefits should be made to the respondent as this may prejudice the responses. It is expected that interviewers working in rural strata will need to change their place of residence within the stratum every two to three months. The clusters selected for enumeration in the rural strata are scattered across the rural clusters. In order to be able to quickly get to the particular cluster in which one is working every day, one needs to reside in a location within the cluster or very close to the cluster. Consequently, as an interviewer assigned to a rural stratum, one must be willing and able to move his/her place of residence regularly so that the quality of work does not suffer.

- a) Location of sampled households with assistance of the supervisor
- b) Conducting the interviews to the targeted respondents and completing the questionnaire(s)
- c) Checking the completed questionnaires to ensure that all questions were asked and responses neatly and legibly recorded
- d) Arranging for interviews and callbacks
- e) Maintaining confidentiality of the interviews and the data collected
- f) Responsible for allocated survey materials and equipment
- g) Preparing debriefing notes for the supervisor
- h) Forwarding to the supervisor all completed questionnaires and relevant notes.
- i) Interview and capture household information using computer aided personal interview (CAPI) approach.
- j) Assist the supervisor in conducting the community questionnaire

2.5.2 County Statistical Officers (CSOs)

County Statistical Officers (CSOs) will facilitate KIHBS 2015/16 implementation in their respective counties. CSOs will take on the following responsibilities and roles:

- a) Assist teams to correctly identify the clusters and the sampled households;
- b) Assist the coordinator and logistics manager on administrative and logistical issues of the survey;
- c) Liaison person between the survey team and the County Administration;
- d) Assist in quality control of the data collected from the fields such as conducting random checks on RA visits to the household;
- e) Provide monthly briefs to the coordinators

2.5.3 Field Supervisor

A supervisor will be responsible for the field team. The Team supervisor will be selected and appointed from among KNBS staff. The duties will include:

- a) Ensure that sampled households are identified and enumerated in an appropriate manner
- b) Provide leadership and inculcate team spirit

- c) Monitor the quality of the data the interviewers collect
- d) Administer the community questionnaire in each cluster
- e) Control use of the vehicle(s) assigned to the team
- f) Responsible for all accessories and other office equipment for the survey;
- g) Ensure data entry is well captured in the field
- h) Ensure the packaging and delivery of completed questionnaires to the headquarter is as per set guidelines
- i) Ensure that control records of the work are properly filled
- j) Prepare weekly briefs and monthly reports to the coordinator.
- k) Assist in the editing of completed questionnaires
- l) Transfer captured data to the headquarters
- m) Administer the market and community questionnaire

2.5.4 RESEARCH ASSISTANTS (INTERVIEWERS AND EDITORS)

The research assistants are the key personnel in the data collection exercise. Their roles include;

- k) Location of sampled households with assistance of the supervisor
- l) Conducting the interviews to the targeted respondents and completing the questionnaire(s)
- m) Checking the completed questionnaires to ensure that all questions were asked and responses neatly and legibly recorded
- n) Arranging for interviews and callbacks
- o) Maintaining confidentiality of the interviews and the data collected
- p) Responsible for allocated survey materials and equipment
- q) Preparing debriefing notes for the supervisor
- r) Forwarding to the supervisor all completed questionnaires and relevant notes.
- s) Interview and capture household information using computer aided personal interview (CAPI) approach.
- t) Assist the supervisor in conducting the community questionnaire

2.5.5 DATA ENTRY PERSONNEL

- a) Keying in the completed questionnaires
- b) Basic editing and consistency checks
- c) Ensuring safe custody of survey questionnaires, materials and equipment
- d) Ensure confidentiality and safety of data collected
- e) Transfer data to the supervisor and do regular back ups

2.6 DESIGN AND SAMPLE SELECTION

The KIHBS 2015/16 is a comprehensive household survey designed to provide estimates for various indicators at national, rural-urban and county levels. A total of 50 study domains are therefore envisaged, namely; national, urban, rural and 47 counties.

2.7 KIHBS 2015/16 SAMPLE

The KIHBS 2015/16 will use the fifth National Sample Survey and Evaluation Program (NASSEP V) master frame based on the Kenya Population and Housing Census (KPHC) conducted in 2009.

The KIHBS 2015/16 sample has been drawn taking into consideration the number of households, the area of residence and the domains of analysis. The sample will be stratified and selected in two stages from the master sample frame. Stratification will be achieved by separating each county into urban and rural areas; in total, 92 sampling strata will be created. Samples will be selected independently in each sampling stratum, by a two stage selection. In this regard, 2,400 clusters will be sampled with equal probability from 5,360 clusters in NASSEP V. The clusters will serve as primary sampling units for the selection of ten households per cluster, translating to 24,000 households.

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Table 1: Schematic presentation of interviewer's work schedule

Day	Activity	Dropping of Diary	Picking of Diary	Description
Day 1	Identify HH, Introduction, Fill the HH roster, book an appointment for recall for all the 10 HHs			Identifying the cluster, village elder and HH head, Administer CHSP Questionnaire in Cluster A
Day 2	Administer Recall, Section T: Food consumption Expenditure for the first 5 HHs, Drop Diary	Drop diaries 1 (Purchase and consumption)		Collect data from recall of the last 7 days food and non-food consumption and introduce the first set of diaries, Administer CHSP Questionnaire in the Cluster A
Day 3	Administer Recall Section T: Food consumption Expenditure for the other 5 HHs Expenditure	Start diary 1		Filling the rest of the questionnaires and checking the diary, Administer CHSP Questionnaire in Cluster B and Travel by CHSP Enumerator

Day 4	The rest of the modules in the long questionnaire	Drop diaries 2,		Filling the rest of the questionnaires and checking the diary, Administer CHSP Questionnaire in Cluster B and administer the labour module.
Day 5	The rest of the modules in the long questionnaire	Start of diary 2,	Pick diaries 1	Filling the rest of the questionnaires and checking the diary.
Day 6	The rest of the modules in the long questionnaire	Drop diary 3,		Filling the rest of the questionnaires and checking the diary.
Day 7	The rest of the modules in the long questionnaire, Market questionnaire	Start diary 3,	Pick diaries 2	Filling the rest of the questionnaires and checking the diary, Visiting the nearest market to the cluster to fill the market form.
Day 8	The rest of the modules in the long questionnaire, Community Questionnaire	Fill diary 3		Filling the rest of the questionnaires and checking the diary, Conduct the FDG

Day 9	The rest of the modules in the long questionnaire	End of diaries 3		Filling the rest of the questionnaires and checking the diary.
Day 10	The rest of the modules in the long questionnaire		Pick diaries 3	Filling the rest of the questionnaires and checking the diary.
Day 11	Call backs, Wrap up			
Day 12	Call backs, Wrap up			
Day 13	Call backs, Wrap up			
Day 14	Call backs, Wrap up			

2.8 Exclusion in the survey

Members of the following households are not eligible for inclusion in the survey:

- All residents of dwellings other than private dwellings, such as prisons, hospitals hotels and army barracks.
- Persons living on the streets or refugee camps or internal displaced persons.
- Diplomatic staff and members of their households except those living in private dwellings and are accessible are not excluded from the survey.

2.9 CONCEPTS AND DEFINITION

2.9.1 Interview

An interview is a structured conversation with the specific objective of obtaining information.

2.9.2 Probing

This is an interviewing technique where extra questions are asked with a view to clarifying a response.

2.9.3 Respondent

Any responsible adult member of the household who provides information to the research assistant

2.9.4 Household

A household is defined as a person or a group of people living in the same compound (fenced or unfenced); answerable to the same head and sharing a common source of food and/or income as a single unit in the sense that they have common housekeeping arrangements (that is, share or are supported by a common budget).

It is important to note the three elements of this definition namely;

1. Do they live in the same compound?
2. Are they answerable to the same and one head?
3. Do they share a common source of food and/or income?

If any of the responses to the question is NO, then this is not one household but several. It is possible that individuals who are not members of the household may be residing with the household at the time of the survey. In most cases, but not all, someone who does not regularly live with the household during the survey period, based on some criterion (i.e. how many months has member lived in the household) is not a current member of the household.

Examples of who is and who is not a household member are given below. It is important to recognize that members of a household need not necessarily be related by blood or by marriage. Similarly, not all those who are related and are living in the same compound or dwelling are necessarily members of the same household.

Example 1: Two brothers who live in the same dwelling with their own wives and children may or may not form a common housekeeping arrangement. If they do not, they should be considered separate households.

One should make a distinction between family and household. The first reflects social relationships, blood descent, and marriage. The second is used here to identify an

economic unit. While families and households are often the same, this is not necessarily the case. You must be cautious and use the criteria provided on household membership to determine which individuals make up a particular household.

Example 2: In the case of polygamous unions and extended family systems, household members are distributed over two or more dwellings. If these dwelling units are in the same compound or nearby (but necessarily within the same cluster) and they have a common housekeeping arrangement with a common household budget, the residents of these separate dwelling units should be treated as one household.

2.9.5 Head of Household

The head of household is a member of the household who makes key day to day decisions pertaining to the household and whose authority is recognized by all other members of the household.

The head may be either male or female. In case of doubt, probe further and accept the response given by the household. There must be one and only one head in the household. If more than one individual in a potential household claims headship or if individuals within a potential household give conflicting statements as to who is the head of household, it is very likely that you are dealing with two or more households, rather than one. In such cases, it is extremely important that you apply the criteria provided to delimit membership in the survey household.

Having identified a household - it then becomes necessary to determine who is and who is not a member of that household.

However, there are several exceptions to this rule:

- Young infants less than 3 months old.
- New spouses who have recently come into the household and are now residing with the household.
- Household members residing in an institution elsewhere, but still dependent on the household. This principally includes boarding school students. However, it does not include military personnel, prisoners, or other individuals who are not primarily dependent on the household for their welfare.

It is important to highlight that non-relatives who are resident in the household for more than three months are included in a common household keeping arrangement under the head of household and are considered household members. However, servants, other hired workers, and lodgers (individuals who pay to reside in the dwelling of the household) should not be considered to be household members if they have their own household elsewhere which they head or upon which they are dependent.

2.9.6 Structure

A structure is any free standing building used for the purposes of residential, business or any other activity.

2.9.7 Dwelling Unit

This is a place of abode or residence occupied by one or more households with a private entrance. There can be many dwelling units within a structure.

2.9.8 Habitable room

A habitable room in a dwelling unit is one mainly used for living and excludes stores, granaries, offices, toilets and garages. A kitchen, under normal circumstances, should not be counted as a habitable room. However, if the household uses the kitchen for eating and/or sleeping purposes or even for purposes of entertaining guests, then it should be counted with habitable rooms. The same applies to stores and garages.

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CHAPTER THREE: COMPLETION OF THE HOUSEHOLD QUESTIONNAIRE

This chapter examines each section of the household questionnaire and is meant to address possible problematic issues. These notes should be your first reference should you encounter any problems in administering the questionnaires.

3. QUESTIONNAIRE ADMINISTRATION

Due to sensitivity associated with some of the modules such as fertility and deaths, ensure that the setting of the interview is relatively private. You should respect the respondent's right to privacy. This is important particularly when talking about health matters, as well as the safety and security issues.

No person except the field supervisor, coordinator, or people from the KIHBS management team should come with you when you interview. If a KIHBS staff member accompanies you to an interview, you should always ensure that you introduce him/her to the respondent whilst making clear the purpose of his/her presence. The KIHBS staff will be present to monitor the quality of your own work and to support and assist you in effectively carrying out your assigned tasks.

Any other persons not connected to the KIHBS or to the household should not be present when you are administering the household questionnaire. If any such individual is present when you begin your interviews, you must politely request them to leave in order to respect the privacy of the survey household. If they cannot leave at that time, you should reschedule the interview for a later time or move to a more appropriate place, when or where greater privacy can be assured.

The questionnaire should be administered to responsible individuals within the household. Where necessary, persons aged 10 years or older can be asked questions directly. If you need to collect information on younger children, you should interview them together with their mother or guardian. Do not try to obtain data directly from young children. Also do not ask young children questions concerning other household members.

As a general point, if you encounter a different or unusual cases in a particular section or sections for a survey household and are not sure what to do, write all of the details down on the questionnaire. There is plenty of space on the empty page above each page of the questionnaire to do so.

3.1 FIELD TEAM INTERACTIONS WITH THE COMMUNITY

Interviewers will be administering the questionnaire to 10 households in a cluster each cycle. Since each field team will be working intensively for two weeks with community members in carrying out the survey, it is vital that field teams establish a good working relationship with the community leaders; Village elders, chiefs, field officers and CSOs.

3.2 INTERVIEWER INTERACTIONS WITH THE RESPONDENTS

KIHBS is being conducted under the Statistics Act 2006, and you are therefore empowered to collect this information from the respondents. However, the policy of the KNBS is always to attempt to collect the information it requires with the willing cooperation of the public. You should therefore always be courteous and tactful in your dealings with respondents.

Above all, your attitude towards the respondents in the survey households must be one of respect. You must always be patient towards the respondents. Always act in a way that warrants respect and cooperation from the respondent. During your interviews, you should work efficiently and relatively quickly, but should not rush the respondents or make mistakes. After each interview you should thank each interviewee for their help and time. This is vital if the survey is to be carried out successfully.

You should always be ready to answer any questions the respondents ask you about the survey and its particular contents. In the unlikely event that you are unable to adequately answer the questions, please consult your supervisor.

At the start of the interview, you should always determine if the respondent has any engagement in the next hour or two. If sufficient time is available to complete several sections of the questionnaire before the respondent's reported engagement, the interviewer should proceed and complete as much of the interview as possible. If the respondent must leave, arrange for another meeting in the next day or two to complete the interview.

Moreover, you should seek to develop a smooth-flowing interviewing style so that you can obtain all of the information required from an individual in the shortest possible time. You should attempt a compromise between:

- Maintaining a smooth-flowing, continuous dialogue that allows you to obtain all of the information required in the shortest possible time—that is, without testing the patience of the respondents by delaying the interview in any way –and
- Allowing the respondents to ask any questions that they have about the survey so that they are convinced of its value and hence be cooperative.

At all stages of the interviews with members of a survey household, you should be alert to incorrect responses or omissions. These can be accidental or deliberate.

For example,

1. if the respondent says that the household has no livestock and there are chickens pecking at your feet or goats tied up nearby, you should tactfully probe about these animals. However, you should not probe excessively after seeking initial

clarification from the respondent. In any case, you should never go outside of the household to get information. This is beyond the scope of your work.

In summary, the general rules on conduct for interviewers are:

- Read the questions clearly according to descriptions and don't be too fast.
- Read questions without adding reducing or changing the words. If respondent doesn't understand repeat the question slowly, don't explain by your own words.
- Don't change the chronology of questions (deviation can change the answer).
- Don't pass a question due to previous answers or since you know the answer.
- Don't show your respondent that you are in hurry or tired. Give them time to think on their response.
- Avoid long discussions of the questions with the respondents. If you are receiving irrelevant or complicated answers, listen to the respondent and then lead him back to the original question.
- It is extremely important that you should remain absolutely NEUTRAL about the subject of the interview. You must not show any surprise, approval or disapproval about the answers given by the respondent, and you must give them your opinion about these things yourself.
- Be sure to note the instructions on each question such as, skips, brackets etc.

3.1.1 General instructions for completing the questionnaire

In this sub-section, basic instructions are provided on how to complete the questionnaire. For many of the points raised, this section will restate what was said before. However, this section should provide a useful, condensed set of general instructions for you to use as you carry out your work.

3.1.1.1 How to read the questions

Read the questions exactly as they are written in the questionnaire, following the established order. You should refer to the fold-out list of household members in order to verify the age of the individuals for sections that only apply to individuals within a certain age range. Closely follow the instructions of each section when asking the questions.

After reading a question once in a clear and comprehensible manner, you should wait for the response. If the respondent hesitates to answer, he has probably:

1. Not heard the question; or
2. Not understood the question; or
3. Does not know the answer.

In any case, if there is no answer, repeat the question. If there is still no reply, you must ask whether the question has been understood. If the answer is 'No', you may reword

the question. If the difficulty lies in finding the right answer, you should help the respondent to consider his/her reply.

3.1.1.2 Types of questions

There are three types of questions included in the survey.

1. Interviewer does not read the question to the respondent. Rather, you record information based on observation or on previous responses provided by the respondent.
2. Interviewer reads the question only. These questions are read to the respondents, after which you pause to wait for the response. The answers may be pre-coded, or you may have to write in response to be coded later by the coders.
3. Interviewer reads the question and the response categories.

3.1.1.3 How to record responses

The responses received from the respondents should be written on the questionnaire in blue or black biro pen. Responses written in pencil can easily become smudged and difficult for the coders and keyers to read and interpret.

Responses should be written clearly in uppercase letters. This instruction is especially important for those questions that will be coded later, such as occupation and industry.

3.1.1.4 How to correct mistakes

If a mistake is made in the recording of a response, do not erase the incorrect response. As you should be using a pen, you will be unable to erase. Rather, double strike out the error by neatly marking it through with 2 lines, and then write the correct response where it can be easily read:

3.1.1.5 The "other" category

In order to include all possible responses that may be provided, many questions include a response option of "other" to record responses that are not covered by any of the pre-coded responses. When you use this code, also provide a brief explanation of the category as shown in the example below.

5 DEAF/MUTE

3.1.1.6 Absence of information or response

All questions that are not answered because of the skip pattern or general flow of the questionnaire should be left blank — no information should be recorded.

However, there are cases where respondents will not answer an individual question, either because they do not know the answer or because they refuse to answer the question. If after asking the question several times, you still cannot get a response, the following codes should be recorded:

Not statedNS....99

Do not know..... DK...98

However, you should use these codes very rarely.

3.1.1.7 Flows and skips

In order to have a logical order to filling in the questionnaire, it has been designed with a system of skips that allows you to follow the logical sequence of questions based on responses to the questions.

If there are no additional instructions, you pass directly to the next question.

The double arrow symbol ">>" indicates that the interview should be continued with the question indicated.

Example,

1. if the respondent says 'Yes', you do not continue with question C11, but, rather, skip to C12. C11 is skipped because the question is not relevant to those who answer 'Yes' to question C10.

The double arrow symbol can also indicate that you should skip the remaining questions in the section and go on to the next section with the respondent.

Example,

1. if the respondent has never attended school, after getting the reasons why the respondent never went to school, you skip the rest of the education section because the respondent would have no responses to the rest of the questions.

3.1.1.8 Coding

The questionnaire is entirely pre-coded except in cases when a description in addition to a code should be recorded. Where the question responses are pre-coded, you simply record the code for the category that matches the respondent's response most closely.

When the response to be recorded is a monetary amount or a figure, write the correct response in the corresponding cell. Record amounts in Kenya shillings without including

decimal points. Do not include cents. For any cents amounts, round to the nearest Kshs. For any amounts over Kshs 1,000, include comma.

3.1.1.9 Write Clearly

When you need to write the name of a person, place or thing, always write very legibly in capital (BLOCK) letters. This instruction is particularly important for the household roster, because the names have to be put into the computer. It is also important to write clearly in Upper case when the coding will be done in the office. If the answer cannot be read, the supervisor cannot code it.

3.1.1.10 Rounding off Numbers

When rounding up numbers, if there is no other instruction regarding recording decimals places, round up the reply e.g.

0.00 to 0.49 = 0

0.50 to 1.49 = 1

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CHAPTER FOUR: HOUSEHOLD QUESTIONNAIRE SECTIONS

4. QUESTIONNAIRE SECTIONS

The household questionnaire is preferably to be administered to the head of household. If that cannot be done, another knowledgeable person may be interviewed. Some portions of the questionnaire however, will need to be answered by individual persons. Below are the topics covered in the questionnaire and the respondent preferred.

Part one of the main questionnaires is divided broadly into 19 sections as follows:

Section	Topic	Preferred Respondent
A	Household identification	Head or spouse or individual
B	Household member roster	Head or spouse
C	Education	Head or spouse or individual
D	Labour	Head or spouse or individual
E	Health, fertility and Household deaths	Activities Individual person if aged 12 + years
F	Child Health & Anthropometry	Mother or female guardian if child is below 12 years
G	ICT Services by HH individuals	Mother of child.
H	Domestic Tourism	Head or spouse
I	Housing	Head or spouse with help from other members
J	Water, sanitation and energy use	Head or spouse or observation of Interviewer.
K	Agriculture holding	Head or spouse
L	Agriculture Output	Head or spouse
M	Livestock	Head or spouse
N	Household enterprises	Head or spouse
O	Transfers	Head or spouse with the help of other members
P	Other income	Head or spouse
Q	Household enterprise	Head or spouse
	Recent shocks to HH welfare, Food Security and Justice.	

R	Credit	Head or spouse
S	Household ICT ownership	Head or spouse
T	Household Consumption of food items Household Consumption on regular	Person who makes most of the household decisions
U-W	non-food items	Head or spouse
X	Household expenditure of Education ownership of Assets	Head or spouse

The above mentioned are preferred respondents for the various parts of the questionnaire but if the preferred respondents are not available you have to find out when they are usually at home so that you interview them, or if it is still not possible, you interview some other knowledgeable person/s in the household. This will entail making more than one visit to a household in order to collect all the information required from the household members. It is in fact, better to pay several visits to a household and collect correct information than to collect incomplete or inaccurate information in one single visit from a member of the household who does not have all the information. Make appointments for re-visits and ensure that you keep to the appointed times with the respondents while you continue enumerating other households.

4.1 INTRODUCTION TO HOUSEHOLD SECTION

The interviewer should read and comprehensively explain all of the contents of the paragraphs in the box to the head of the survey household, making sure he/she answers any questions that respondent might have. If the head of household is unwilling to proceed with the interview, please contact the field team leader as soon as possible. The field team leader should then talk to the household head to make an effort to ensure their cooperation.

The table of contents for the questionnaire will help interviewer quickly understand the questionnaire as well as survey content.

Special Remarks Box allows the interviewer to note any special comments or findings within the household that may need special attention e.g a HH of 20 persons living in a two roomed house.

CHAPTER FIVE: INDIVIDUAL SECTIONS

5.1 PART I: HOUSEHOLD MEMBER INFORMATION

Section A: Red Tape Information

Respondent: Household head.

Purpose of the Section

This section links the information in the questionnaire to the particular household.

5.1.1 Section A-1: Household identification

Rows A01 to A10: Fill in A01 to A10 with the required information on the County, Sub-County(District), division, location, sub-location, Enumeration Area, Constituency and Ward in which the household is located, noting the codes for each, as well as the names as provided by the supervisor. In case you use more than one questionnaire for the household, write down the same identification particulars as on the first questionnaire. Remember to serialize the questionnaires as 1 of 2 and 2 of 2.

Row A11: Enter at least two names including aliases (e.g nicknames, mama Wanjiku, chairman etc.) of the household head. This is necessary to accurately identify the survey household in future.

Row A12: Record the total number of persons in the household. Where two questionnaires have been used, record the total number of household members, which should be the same on both questionnaires.

Row A13: Fill in the dates of each of the interviewer's visits to the household.

Row A14: Fill in the sections covered in each visit.

Row A15: Fill in the result/ outcome of each section. The result codes are provided on the bottom of the cover page of the questionnaire. Remember to enter the final interview status for the household.

Rows A16 and A17: Fill in the date and time for the next visit after each visit, and remember to record the total number of visits at the end of the interview

5.1.2 Section A-2: Survey staff details

Row A18: Fill in the interviewer's name and code.

Row A19: Fill in the Supervisor's name and code.

Row A20: Fill in the field editor's name and code.

Row A21: Fill in the field data entry person's name and code.

5.1.3 Section A-3: Data Entry

The interviewer should ensure that these details are provided in every questionnaire before submission.

Row A22: Record the date of each editing by the field editor.

Row A23: Record the section edited on each date by the field editor.

Row A24: The field editor should sign against each day edited.

Row A25: Record the date of each editing by the supervisor.

Row A26: Record the section edited on each date by the supervisor.

Row A27: The supervisor should sign for each day edited.

5.1.4 First Data Entry (In the Field)

Row A28: Record the date of data entry.

Row A29: Record the sections entered on each date

Row A30: The field data entry person should sign against each date.

5.1.5 Second Data Entry (At the Headquarters)

Row A31: The data entry clerk at the head office should record his/her name and code.

Row A32: The data entry clerk should record the date of entry and his/her signature.

5.1.6 Section A-4: Comments on the Questionnaire

This space is reserved for the interviewer to record any special comments or observations about the household interview.

5.1.7 Section A-5: Introduction

Before you start the interview, introduce yourself to the respondent and explain the purpose of the survey..

Greetings! My name is I am a research assistant working for the Kenya National Bureau of Statistics (KNBS). The Bureau is conducting a National Household Budget Survey in all the 47 counties.

A total of 24,000 households have been randomly selected to participate in the survey. Your household is one of those selected in this area. The information obtained from the survey will be used for planning at both the national and county level. The information provided by your household will be treated in strict confidence as provided by the law.

I therefore would like to ask you some questions as a responsible member of this household. I would also need you to assist me obtain measurements and obtain some further information from other members of your household. These questions will take some time to complete and therefore I will appreciate your patience.

Do you have any questions you would like me to respond to before we proceed with the interview?

5.2 SECTION B: HOUSEHOLD MEMBER ROSTER

The research assistant should strictly follow the criteria of identifying a household to determine who should be included and who should not be included as a member of the household (*see concepts and definition*).

The process of listing household members should be done carefully to ensure that no one is missed. List the names of all members of your immediate or nuclear family (head of household, spouse/spouses and their children). The children are listed by order of birth. List the household head on the first line. Next, list all other persons related to the head of household or other household members. These include nephews, cousins grandchildren etc. Then list all non relative persons in the household who normally reside and have common eating arrangements such as live-in servants and friends. Finally list any other usual member of the household who slept here last night. To ensure complete coverage, the interviewer should explicitly ask about three types of persons, who are commonly overlooked by survey respondents namely:

Persons who are temporarily absent should be included. This includes; children in boarding schools and usual members of the household who may have travelled for a few days.

Persons who have come to stay in the household permanently are usual household members even if they have just moved in.

Servants or lodgers/visitors; it is possible that these individuals are members of a separate household (see definition of household) that have been included during the listing exercise. If this is the case, they should not be included as members of the household being interviewed. If, on the other hand, there is no obvious indication that they belong to another household, then they should be included.

Finally, the interviewer should ask whether there are any infants or small children who have not been listed, as very young children are often overlooked in counting of household members.

As many as 12 persons can be listed; if there are more than 12 household members, the interviewer will need to use an extra questionnaire.

Note the following:

If a new member joins the household (say a new born baby or bride in the first week, the individual will be put in the roster and an asterisk inserted to indicate that they are new members. Similarly, if a member leaves a household during the first week put a double asterisk against his/her line number e.g. death, marriage outside the home, divorce or moving to the city to look for employment.

In listing household members, write at least two names of all members of the household in capital letters (see member definition below). In writing the names of the household members, be sure that you uniquely identify the individuals. If two individuals in the household have the same name, ask about any nicknames or other ways in which the two persons can easily be distinguished from each other.

The person listed in the first row will always be the head of the household who must be a usual member of the household. If the respondent to the questionnaire is not the head of the household, the head of the household will still be listed in the first row (not the respondent). If the head of the household is absent at the time of interview, he/she will still be listed in the first row. DO NOT assume that the person listed in the cluster sampling list is the Household head at the time of the interview. Probe to ascertain if he/she is still the household head. The cluster sampling list will only be used as a guide.

B02: List the head of household on line one (ID code 01 –He/she appears also in A11). The spouse(s) of the head with children should be listed next, followed by other relatives, ending with persons in the household who are not related to the head. Make sure that the person you list as head of household in Section B is the same person that is noted in A11 on the first page of the questionnaire.

B03: Ask the relationship of [Name] to the head of the household and use the codes provided. Only one person should be designated as the head.

B04: You must ask about the sex of the individual in B02. Do not use the name of the individual to assume the sex of that individual. However, some caution in asking this is important not to offend the respondent. Ascertain the sex of the infants and the children.

B05: Record the age of each person on the household roster in completed years if the person is 60 months (5 years) and above. If less than 60 months, record the age in years and completed months, e.g. for someone who is 3 years, 10 months and 15 days his age is recorded 3 years and 10 months while for someone who is 21 years, 10 months and 15 days, record the age as 21 years. Do not round off the ages. For years above 95, code 95; for example a person aged 100 years will be coded 95. If age is not known, code 98 and if age is not stated, code 99.

B06: Enquire about the date of birth of the member of the household. For individuals who may have difficulty determining the month and day of their birth, complete the year of birth first. Make all efforts to ensure that an estimate is obtained. If you are not able to determine the date of birth or an estimate of age even after probing, code "98" for day, "98" for month and "9998" for year. If the age is not stated then code "99" for day, "99" for month and "9999" for year. Note that age is a very important variable and the research assistant should his/her tact to ensure that it is not left blank.

B07: Fill the line number of the respondent. This is the ID code of member who responded to the questions.

Orphanhood, B08-B11: These questions will be asked to household members aged 30 years and below. These questions are asking about orphanhood.

B08: Establish whether the biological father of [NAME] lives in the HH. If not, then probe to know whether he is alive or dead. If he lives in the Household fill in the father's line number, if he lives outside the household code 95 and if 'don't know' code 98. For any of these three responses, skip to B10. If dead, code 97 and proceed to B09. Please note that the emphasis here is on the biological father. However caution should be taken not to cause the respondent any embarrassment.

B09: Obtain and fill in the age in completed years of NAME when father died (not the age

of the father). If the respondent 'don't know' fill in 98 and if not stated, fill in 99.

B10: Establish whether the biological mother of [NAME] lives in the HH. If not, then probe to know whether she is alive or dead. If she lives in the Household fill in the mother's line number, if she lives outside the household code 95 and if 'don't know' code 98. If dead, code 97 and proceed to B11. Please note that the emphasis here is on the biological mother. However caution should be taken not to cause the respondent any embarrassment.

B11: Obtain and fill in the age in completed years of [NAME] when mother died (not the age of the mother). If the respondent 'don't know' fill in 98 and if not stated, fill in 99.

Questions B13 — B14 apply to Individuals 10 years and older, B08-B11 apply to individuals 30 years and below.

B12: Filter out all the household members who are less than 10 years for Questions B13 and B14.

B13: Ask for the religion of the member and record appropriately.

Example: Catholics are those who believe in Catholic faith and recognize the Pope as the head of the Church.

Protestants are a group of churches which broke away from the Roman Catholic Church e.g Anglican Church of Kenya (ACK), Presbyterian, Africa Inland Church (AIC), Lutheran, Quakers, Methodists, Seventh Day Adventists (SDA) and Baptists.

Other Christians-This category caters for Christians who are not covered under code "1" and code "2" above e.g. Legion Maria, Israel, Jehovah Witnesses, etc.

Muslims- Those who profess the Islam faith and recognize Muhammed as the prophet of God

Traditionalists- Those who believe in divine powers, e.g. dini ya Msambwa, Tent of the Living God, etc

No religion -These are people who do not believe in the existence of super natural powers neither do they follow any particular religion.

B14: Ask for the marital status of the member. Asking for the marital status does not require proof of marriage. Record the response as given.

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5.3 SECTION C: EDUCATION

Respondent: Household head or the most responsible member of the household.

Purpose of section

The key educational indicators that are of interest are enrollment rates and dropout rates. The classification of an individual as a school-drop out is obtained by combining questions on school attendance last year and current school attendance. Drop-outs are persons not currently attending school, were attending school the previous year, and have not completed their studies. Additional educational indicators include the highest grade completed, and the type of school attended (private or public). Information on the educational history of all household members aged 3 years and older is collected in this section. No information is collected for all individuals below 3 years. This section also captures information on education expenditure by type and assistance/aid on education by source. Information on literacy is also sought for all members of the household 3 years and above.

C01: Enter a "1" for all the other individuals aged 3 years and above and administer the module. Enter a "2" for all individuals less than 3 years. This section will not be administered to these individuals.

C02: Ever attended school is defined as attending school for a minimum of one term (3 months) regardless of whether or not any classes were completed. Individuals who only attended school for only one day or week should not be considered as attended school. Individuals who have just enrolled in school (their first term) should be recorded as YES. If the answer is NO, skip to C07 and ask the reason why NAME stopped or never attended school.

C03: Ask if NAME is currently attending school. If school is not in session at the time of the interview, ask about the session just completed. If NO, skip to C07.

C04: If the response in C03 is YES, ask how far NAME's school is from home in KMs. The interviewer should code the distance according to the ranges provided.

C05: Ask if NAME's school has a school feeding programme.

C06: Ask for current level and grade of the individual attending school or academic institution. Fill in using the codes for level provided and the corresponding grades.

For example:

1. A child attending primary school and is currently in standard 6 should be recorded as in level 2 and grade 6.

2. A student currently attending form 2 is recorded as level 3 grade 2.
3. A student in university undergraduate year 5 should be recorded as level 6 and grade 5 while a postgraduate student in first year should be recorded as level 7 and grade 1.
4. A child currently attending year one of pre-primary should be recorded as level 1 and grade 1.
5. The international grades and levels can be captured under 'other'

C07: Ask if NAME attended school during the last school/academic year. If NO, skip to C09.

C08 Ask for the level and grade individual was attending during the previous school/academic year.

For example:

1. A child attending primary school and is currently in standard 6 should be recorded as in level 2 and grade 6.
2. A student currently attending form 2 is recorded as level 3 grade 2.
3. A student in university undergraduate year 5 should be recorded as level 6 and grade 5 while a postgraduate student in first year should be recorded as level 7 and grade 1.
4. A child currently attending year one of pre-primary should be recorded as level 1 and grade 1.
5. The international grades and levels can be captured under 'other'

Check also if C04 is 1 and skip to C12.

C09: This question is asked for all persons who stopped attending school or those who never attended school. Record upto two reasons for stopping/never attending school. Put the most important reason (as defined by the respondent-not the interviewer) in the first column. If there is no second reason leave blank. **IF A RESPONDENT GIVES OPTION A THEN SKIP TO THE NEXT PERSON WITHOUT PROBING FOR THE NEXT OPTION.** It is important to probe and get accurate/clear responses.

C10: This question seeks information on the highest educational level and grade an individual has completed. To be recorded as having completed a grade, the person must have actually finished the grade in a particular level. A person may have attended a grade but may not have completed it. For all persons attending school this

year the highest grade completed should be one year lower than the highest grade reached. And for persons not attending school this year the highest grade completed may be the same as the highest grade reached or one grade below it, but not greater. For example, someone who attended Standard 6 but never finished that class would be recorded as having completed Standard 5. Someone currently attending Form 3 would be recorded as having completed Form 2. The international grades and levels can be captured under 'other'

C11: This captures the actual certification/qualification for completing an educational level. For a student who does KCSE and repeats Form 4 the following year, the highest educational qualification is KCSE. If an individual sat an examination for an educational qualification, but did not pass, you should report the lower qualification he or she actually achieved.

C12: This checks whether the individual is currently attending school as recorded in C03 and if the individual attended school in the last school/academic year in C07. This is a filter question and helps to ensure that only people who are in school or attended school last year are interviewed for education expenses. If the member is attending or attended school in the last academic/school year, code '1' and continue with the next question. For the rest code '2' and skip to C17. The question should not be asked if the member is not attending school or did not attend school in the last school/academic year.

C13: The question seeks information on the cost of education in Kenyan shillings for each member of the household. The costs are itemized from A-P while column Q captures total expenditure. Note that all expenditures are covered here regardless of the source. Fee structures and receipts can be used as a source of information.

C13A: This refers to fees charged and does not include any extra costs but only the tuition fees in official fees structure.

C13B: Includes expenditure on text books only.

C13C: Includes expenditure on exercise books, other stationery and equipments such as pens, calculators and other learning materials.

C13D: Includes expenditure on uniform and other clothing such as sports gear and shoes etc.

C13E: Includes boarding fees. These are costs associated with students being in boarding school. This may normally include costs of meals and accommodation.

C13F: Costs associated with transportation to school should be included here e.g. Payment for school transport, daily fares to commute to school for urban day scholar students, etc

C13G: Includes development fund for purchase of school buses, building and construction and maintenance of school infrastructure. In determining the value of all contributions, be sure to include any in kind contributions – labour, materials, etc. In estimating in-kind payments, the respondent should estimate what he or she would have to pay for the item contributed if they purchased it in the market.

C13H: This refers to extra fees charged for private tuition either by school or individuals.

C13I: The extra fees here include those additional fees that the teacher or headmaster requires parents to pay. An example of such fees are those which parents are often asked to pay in government schools to pay the teachers who are employed by the Board of Management of schools or for development projects being undertaken by parents.

C13J: The money spent on shopping for personal effects of individuals going to school should be included as pocket money.

C13K: These are fees that are paid to cover for damages to school property. These are monies that are refundable to the individual student if no damages are caused.

C13L: Includes fees to cater for medical expenses at school.

C13M: Includes fees to cater for activities in school. These are fees used to cater for school games and music festivals etc.

C13N: This refers to the examination fees paid in respect of the student. These fees are used to cater for expenses associated with exams.

C13O: Includes fees made towards school feeding programme

C13P: This includes other charges that may not have been included in the list.

C13Q: This captures the total expenditure on education for each member of the household during the reference period. If the individual respondent is unable to disaggregate educational expenses by categories, but can provide a total figure spent on educational expenses, the aggregate value should be included here. It is however important that interviewers probe to get estimates for each category of expenditure.

Payment of school fees in kind, such work study should be converted to equivalent cash value and recorded in the relevant column.

C14: This question seeks information on whether the household received any assistance or contributions from any person or organization/institution outside the household. It includes contributions/support from other family members and friends who are not part of the household. If the answer is NO the interviewer should skip to C17.

C15: This question is aimed at getting the value of the assistance received. If the respondent is unable to estimate the value of assistance from other people (such as the value of books, uniform e.t.c), the interviewer should probe further. If there were several forms of assistance, the interviewer should use the back of the preceding page to write down each contribution and add it

C15A: These are assistance for education from individuals. These include contributions from friends, relatives and fundraising to support education of the individuals in the household

C15B: Includes assistance for education from Non-Governmental organizations (NGOs), Faith Based Organisations (FBOs) and any other Non-Profit making organizations.

C15C: Includes assistance given to individuals in the household for their education from government institutions for example Higher Education Loans Board (HELB), Scholarships from Jomo Kenyatta Foundation, Constituency Development Fund (CDF) bursaries, etc.

C15D: Includes assistance for education of individuals in the household from corporate institutions for example scholarships from Equity Bank Kenya Commercial Bank (KCB), etc.

C15E: This is the expenditure sources from outside Kenya.

C15F: Includes any other assistance towards education of individuals in the household that is not listed above.

C15G: This captures the total amount of assistance received for education by each individual member of the household. If the individual respondent is unable to disaggregate educational assistance by category, but can provide a total assistance received for education, this value should be included here. It is however important that interviewers probe to get estimates for each category of assistance.

C16: Record the type of school the individual is attending as 'Public' or 'Private' or 'Home schooling'. The field Team Leader will have to familiarize himself or herself regarding the types of schools in the area, as some respondents may have difficulties in giving the correct information. Home schooling is a situation whereby the teacher/tutor teaches the student at home.

C17- C18: The aim here is to record general literacy (the ability to read and write). Testing on ability to read and write will NOT be done. Literacy can be in any language, not just the main or official language.

5.4 SECTION D: LABOUR

Purpose of the Section:

This section seeks to obtain information to update employment statistics. It is divided into five parts;

Part A1 & A2: This is a screening section which seeks to identify the economic activity that the person was engaged or job held in the past 7 days.

Part A3: This section identifies the main job a person was engaged in.

Part B: This part collects details of the unemployed persons and persons not in the labour force.

Part C: These sub-sections focus on the characteristics of the main job.

Part D: This section like part c seek for details of secondary jobs

Part F: This part seeks information on domestic servants employed by the household.

Concepts and Definitions:

For the survey to serve its intended purpose and avoid data misinterpretation, it is important that information collected refer to the same items or universe. To achieve this end, this section attempts to explain concepts and unfamiliar terms used in the questionnaire sections D and Q, so that they are understood uniformly and used consistently during the training, data collection, and analysis stages. Below are common concepts and definitions.

1. Labour Force Framework: The survey and the subsequent analyses of its results will be based on a labour force framework; where total population is categorised into currently economically active population (labour force) and population that is not currently economically active. Labour force or "current economically active population" consists of those members of the population who are working plus those who are not working, but are looking for work during a specified reference period. The inactive population covers those members of the population who are NOT available for work (economically inactive members include the infirm, ailing, incapacitated and full-time students). In most countries the labour force population is taken to be aged between the ages 14 and 64. However, there is no upper age limit for this section. Also, the lower age limit has been lowered to include those aged 5 years and above so as to capture the extent and intensity of child labour in Kenya.

2. Economically Active: The activity principle of the labour force framework is based on the concept of production of goods and services falling under the production frontiers of the United Nations System of National Accounts (SNA). The concept covers those members of the population who are working or looking for work in activities related to

market production and certain types of non-market production, as discussed in paragraph below.

3. Work: The concept of work covers all persons undertaking economic activities either for pay, profit or family gain. The concept of economic activity as described from the SNA includes all market production and certain types of non-market production. It comprises any activity performed by persons of any sex and age to produce goods or to provide services for use by others, or for own use. Work excludes activities that do not involve producing goods or services (e.g. begging and stealing), self-care (e.g. personal grooming and hygiene) and activities that cannot be performed by another person on one's own behalf (e.g. sleeping, learning and activities for own recreation). Work can be performed in any kind of economic unit comprising market units, non-market units, and households that produce goods or services for own final use.

4. Job: A job is defined as set of tasks and duties, which are carried, out by, or can be assigned to, one person. Two jobs are similar if they require the performance of similar sets of tasks, that is, if they involve the same type of work. This is related to the term work, e.g. job seekers are persons looking for work, or have applied for a job. It is also related to occupation, e.g. applicants for a driver's job.

5. Employment: The term employment refers to performance of work as defined in paragraph 3 above. This term is used to measure the number of persons employed, including persons at work during a short reference period, and also persons temporarily absent from work but holding a job. There are different types of employment based on what is referred to as Status in Employment

6. Unemployed: Unemployed persons generally include those who during the reference period were without work but currently available for work, and actively seeking work. However, if currently available for work, persons without work who have made arrangements to take up paid employment or to undertake self-employment activity at a date subsequent to the reference period are to be considered as unemployed.

7. Reference Period: Since employment and unemployment are viewed as stock (measurement at a particular point in time) concepts, the corresponding statistics must, in principle, refer to a precise instant in time. The referring to a precise instant in time is called the reference period. Five reference periods are used in this section, last seven days, last four weeks, last month, last three months, and last twelve months.

Employment questions are to be asked of all household members aged five and older.

PART A1:

D01: Record "1" for members aged five years and above, otherwise code "2". The module should not be administered to individuals coded "2".

D02-1 Ask if [NAME] Worked for pay for at least one hour.

This includes all persons who worked for wages, salaries, commissions, tips, contracts and paid in kind (especially in rural areas where services rendered may be paid using food or clothing).

Seasonal workers: They are persons engaged in activities only for specific periods of the year, i.e. engaged in seasonal activities such as coffee picking, planting, tourism etc.

D02-2 Ask if [NAME] worked for at least one hour on own/family business:

This comprises self-employed persons who worked on own businesses or persons who worked on family business for family gain and welfare. Includes 'jua kali' artisans, mechanics, traders of farm produce and family workers who are not on wage employment. However if family member working for pay, they should be classified as 'worked for pay'

D02-3 Ask if [NAME] Worked for at least one hour on own/family agricultural holding:

A holding is the unit of land, farm or 'shamba' which is owned or rented by the individual or family and is used for purposes of cultivation or rearing livestock for profit or subsistence. All members working in holding without pay/profit must be included here.

D02-4 Ask if [NAME] Helped for at least one hour in a business enterprise /agricultural activity or cared for livestock belonging or run by this household.

D02-5: Ask if [NAME] was an Intern/apprentice for at least one hour

An apprentice is a person whose training is done on the job for an agreed period of time. This helps the apprentices learn their trade, in exchange for their labour. The person may be unpaid or partially paid (in the form of a stipend).

An Intern is a student or trainee who works, sometimes without pay, at a trade or occupation in order to gain work experience. In most cases, an intern will have completed a certain level of education or training.

D02-6: Ask if [NAME] worked as a volunteer for at least one hour

Persons in volunteer work are defined as all those above a specified age who, during a short reference period, performed any unpaid, non-compulsory activity to produce goods or provide services for others. "Unpaid" is interpreted as the absence of remuneration in cash or in kind, for work done or hours worked; nevertheless, volunteer workers may receive some form of cash reimbursement for out-of-pocket expenses, a stipend to cover living expenses or in-kind compensation (such as meals, transportation and symbolic gifts);

NB: A paid domestic worker should be coded as having worked for pay and not as a home maker.

D03

CHECK THE ANSWERS TO QUESTIONS D02_1 - D02_6. (WORKED IN LAST 7 DAYS)

Code 1 if there is a Yes response and code 2 if all responses are No. If the response is '1' the interviewer should skip to D08 otherwise proceed to D04.

PART A2:

D04: This question is posed to those persons who in D02 did not respond to having engaged in an economic activity during the reference period. Ask if [NAME] has a job/activity he/she would return to. It is a probe questions that seeks to establish whether if a member did not work in any activity, will the member return to a job or business or any activity. If the respondent reports that he/she could not return to an activity, the interviewer skips to D11.

Temporarily absent from work: Persons who having already worked in their present job, were temporarily not at work during the reference period and had a formal attachment to their job. If this is the response then the interviewer should continue to D05.

D05: Ask why [NAME] was absent from work and code appropriately. This question seeks to establish the reasons for temporal absence from an economic activity in the reference period. It applies to those who reported that they had a job to return to in D04. Possible reasons for absence could be; Vacation, holidays, illness, injury, temporary disability; Maternity, paternity leave; Temporary slack work for technical or economic reasons; Strike or labour dispute; Transport; Education or training; Family/community responsibilities.

D06: Ask if [NAME] has an agreement or contract to return to the same job after his/her absence, or if it is his/her own/family business, whether the business was still operating in their absence.

D07: Ask after how long will [NAME] return to work.

PART A3:

D08: Ask how many income generating activities did [NAME] engage in the last 7 days?

This question seeks for the number of income-generating activities that a member engaged in during the past 7 days.

D09: Ask how many hours [NAME] usually work per week in all the activities. This refers to the hours that are stipulated by regulations/agreement/contract with employer.

In this section one may be required to make some arithmetic calculations. If the respondent cannot remember the number of hours over the past 7 days, ask for the number of hours in one day and ask how many days the task was done. Then multiply the number of hours by the number of days to get the total number of hours for the last 7 days.

For example,

1. Civil servants normally work eight hours per day for five days translating to 40 hours per week.
2. A factory worker who works overtime whether paid or **NOT** paid, for the extra time, the usual work hours will be less the extra time worked.

D10: This question seeks to establish the type of activity that [NAME] was mainly engaged during the last seven days.

PART B: UNEMPLOYED AND PERSONS NOT IN THE LABOUR FORCE

D11: Establish from [NAME] what action they have taken to look for any kind of work or start any kind of business. Rank the three main steps taken as given by the respondent. If "NONE" skip to D13

Seeking work: A person must have taken specific steps in a specified recent period to obtain work in order to be considered as seeking work (paid or self-employment). A general declaration of being in search of work is not sufficient. This category should not include the under-employed (those who have paid work but wish to leave current employment for better opportunities). Persons with no work and looking for work fall under this category. But if family member working on holding but looking for work somewhere else, they should not be coded here.

D12: Ask the respondent to indicate the length of time they have been looking for a job or trying to start a business.

D13: The interviewer should ask the respondent how soon they would be available to start work if offered a job. Probe to get an accurate response.

D14: Ask for the main reason as to why [NAME] was not working or not looking for work for the last 4 weeks. Only one reason will be recorded; if there is more than one reason, the interviewer will record the main reason.

Full-time student is one who is in regular educational institution and hence not available for work. They do not work at all but may help in household chores. However, if child does household chores, do not include as working. But if selling sweets, groundnuts etc to make a living then this child is not a full-time student but employed and must not be coded here.

Retired: Person not engaged in any economic activity either due to age, medical reasons or voluntary out of work. However, if he/she runs a business, he is not retired but must be coded under any of the other employment groups.

Homemaker is anyone who is mainly one's household chores such as cooking, laundry etc but may also undertake farm work and other activities.

A physically challenged person is one who is invalid and cannot work or do any activity. However, a person who is handicapped may not necessarily be here. Only and only if the handicap affects one's economic way of life should incapacitation be coded.

Discouraged Job Seeker: This is a person who is not working nor seeking for work because he/she is discouraged, but would usually take up a job when offered one.

PART C: CHARACTERISTICS OF THE MAIN JOB

D15: Ask what work (occupation) [NAME] usually does in the main job/business.

The term occupation refers to the job held or the kind of work performed during the reference period (or kind of work done previously if unemployed) irrespective of the industry in which the individual works. Information on occupation provides a description of a person's job. Persons with two or more jobs are classified in the job at which they worked the greatest number of hours during the reference period. Occupational codes and descriptions are given in Appendix V of the interviewer's manual. They are based on the latest publication on occupations "Kenya National Occupational Classification Standards (KNOCS)".

The interviewer is to provide a brief description of the occupation of the individual. The main employed occupation over the past 12 months is either their only occupation or the occupation that the respondent worked the most hours, if the respondent worked at more than one job. For individuals with two occupations with the same number of hours, the main employed occupation is the one that gives the largest income. If equal in number of hours and income, the one that the respondent considers as his or her main occupation should be noted. *Examples: One can be a clerk in agricultural, building, transport, or any of a number of industries. Clerk is an occupation in that case.*

Do not write in generic names such as secretary, office worker, day worker, etc. Write in a brief description of the occupation such as mechanic in an auto repair shop, carpenter's assistant, plumber in construction, bilingual secretary, etc.

D16: Ask [NAME] the kind of economic activity associated with their main job. This question seeks to determine the economic activity of the establishment in which an employed person worked during the survey reference period or last worked if unemployed. This activity is defined in terms the kinds of goods produced, or services offered by the economic unit or establishment in which the person works. The branch of economic activity of a person does not depend on one's occupation. Therefore, if a driver reports working in a factory producing suitcases and handbags, the activity would be considered as Manufacturing. It should also be pointed out that the terms "Industry" and "Economic Activity" are interchangeably used to mean the same thing. Industrial codes and their descriptions are given in Appendix VI of the interviewer's manual. They were based on the 2008 edition of the UN International Standard Industrial Classification (ISIC-Revision 4) of all economic activities.

Write a description of what the establishment specializes/manufactures where the respondent worked. Do not write the exact name of the company or institutions, except for those individuals who work for government ministries or official or public organizations. Also, do not write a generic description such as 'workshop', 'industry', 'factory', etc, as these do not provide enough descriptive information. Provide a description of the place where the individual works, such as auto repair workshop, factory that makes leather shoes, sales of life insurance, etc.

D17: Establish [NAME's] main employer. Each person who is working will be asked for whom they work for. This question applies to respondents who were either, working, holding a job or had a business to return to.

To clarify:

- Employment sector refers to whether the employment is public (governmental) or private (non-governmental) or Informal.
- Public sector covers all activities and establishments of the National Government, its statutory corporations (wholly owned corporations or parastatals), registered companies in which the Government is a majority shareholder, and all County Governments.
- State owned enterprise refers to parastatals, semi-autonomous government agencies and any other entity where the Governments have majority share / rights control.
- Private sector is categorized into private company or private individual (or household).

- Non - Governmental Organizations (NGOs) or Community based Organisations (CBOs) are non-profit making bodies which mainly engage in charity work.
- A Faith-Based Organization (FBO) is a group that references God or Allah. It includes organizations such as schools, hospitals etc whose leaders are affiliated to religious organizations and groups founded by missionaries or religious leaders, so long as the founders are still active in the group.
- Examples of self-employed modern sector includes doctors, lawyers in private practice etc whose businesses are registered with the registrar of companies.
- International NGOs includes: CARE international, OXFAM, Plan International, ActionAid, Safe the Child UK, International Red Cross, GTZ etc
- Local NGOs includes: Green Belt Movement, Family Health Options Kenya, Federation of Women Lawyers - Kenya chapter (FIDA) etc

Selected examples

- A person employed by the Kenya National Bureau of Statistics (KNBS) as a cleaner will be classified as working in State owned enterprise (code "4").
- If KNBS outsourced cleaning services from a private company, the cleaner will be classified as working in Private owned enterprise (code "5").
- A person who works as a cleaning person in someone's home will be classified in Individual/Private household (code "16").
- A person working in a Parish or Mosque should be coded as working for an FBO (code "8").
- A person who buys and sells agricultural produce e.g. milk, maize cabbages, "sukuma wiki" etc will be classified as self-employed informal if the business is not registered with the registrar of companies. (Code "11").

D18 – D20: These questions seek information on the time spent in the main job in terms of actual hours, usual hours and number of days during the reference period.

D21: Ask the respondent to give the total number of completed months worked over the past twelve months.

D22: Establish whether [NAME] would have wanted to work for pay/profit for more hours than they actually worked in all jobs. This question seeks to help estimate time related underemployment.

D23: Establish [NAME's] working pattern in the main activity.

Persons to be captured in this question comprise;

Regular workers: There are regular workers for both paid employees and self-employed persons. For paid employees, regular workers are those with stable contracts for whom

the employing organisation is responsible for payment of relevant taxes and social security contributions and/or where the contractual relationship is subject to prevailing labour regulations. For self-employed persons, regular workers are those who work in their own establishments or farms on a continuous basis.

Full-time workers: Persons who work for all the hours of work and for all the working days, as defined by the employer, except when on leave or otherwise officially away.

Part-time workers: Employees who voluntarily work fewer hours than is normal for the establishment, or division within it. The term includes only those part-time employees who are permanent employees; thus a person hired for three months part time is separately counted as a casual worker.

Seasonal workers: They are persons engaged in activities only for specific periods of the year, i.e. engaged in seasonal activities such as coffee picking, planting, tourism etc.

Casual workers: These are persons for whom their terms of engagements provide for payment at the end of each day and who are not engaged for a period longer than 90 days. They have no formal employment contract with the employer and their services may be done away with without notice. Casual employees are generally engaged for manual work.

D24: This question seeks to determine how many days [NAME] was engaged in casual labour in the last one month. It is targeted to persons engaged in the casual work referred to in E23.

D25: Ask the respondent to provide [NAME's] average daily wage received for days worked at casual labour over the past one month.

The interviewer should estimate the cash value of any in-kind payment received over the one month period. In estimating in-kind casual wages received, the respondent should estimate what he or she would have to pay for the item received as wages if they purchased it in the market.

D26-D27: Ask how much [NAME] was paid for wages and salary last one month.

Income from paid employment or self-employment includes wages and salaries and other earnings received in cash and kind on regular basis. Earnings cover all payments, which employees receive in respect of their work, whether in cash or in kind, remuneration for time not worked paid by the employer (excluding severance and termination pay) and other benefits and allowances. Other benefits and allowances include bonuses and gratuities, medical allowances, housing, transport and family allowances paid by the employer directly to his employee. Wages and salaries relating to a given period include remuneration for time worked including overtime, piece-work,

bonuses, remunerate according to the law for hours not worked (particularly holidays, sick leave and maternity), and extra payments for dirty, dangerous or unpleasant work and supplements for night work. Wages and salaries also include authors' royalties and payments to workers giving apprenticeship courses or themselves receiving training. On the other hand, wages and salaries do not include exceptional bonuses, travel expenses, the cost of special clothing or footwear, and social insurance payments.

The information sought here refers to actual payment in main occupation last one month. Probe and give the appropriate figures in D26 to D27. If wage not yet paid give the expected remuneration.

'Other allowances' sought for in D27 include allowances and per diems among other benefits paid to business employees and civil servants for costs related to travel, fieldwork, workshops, and the like. The amount reported here should include hotel accommodation payments directly made by the employer on behalf of the employee, if any.

In estimating the value of in-kind allowances or gratuities, the respondent should estimate what he or she would have to pay for the item received if they purchased it in the market.

D28: Ask the respondent whether he or she is a member of a trade union or a member of a welfare association. The welfare associations referred to here are those which can negotiate for wage or salary increases and work environment. Give the name of the trade union or employee association.

D29: This question seeks to establish if NAME's employee gives the benefits in question. Statutory deductions are deductions from employees' wages that are required by law or regulation. In this question, the deductions of interest are to the National Social Security Fund (NSSF) and National Hospital Insurance Fund (NHIF) by the employer. It also includes asking if NAME gets paid leaves (these include sick leave, maternity, paternity, annual leave etc) and medical allowances.

D30: The question seeks for information to establish the formality or otherwise of the main job. It provides details on whether the employee has a contract or agreement with the employer.

D31: Seeks information on the county where [NAME] works. Note that the county where one is working may not be the same as where one resides. *Example: one may be living in Kiambu County but working in Nairobi County. Codes for the counties are provided.*

D32: The question seeks for information on how one travels to work. If two different modes are used, probe to find the main mode that is usually used.

D33: The question seeks to find out the amount that NAME pays for transport from the place of residence to the work place. Capture the cost of the usual mode of transport.

D34: Establish the distance from the place of residence to the work place in Km.

PART D: SECONDARY JOBS

D35: Establish if the respondent had more than one income generating activity in D08 and ask the next questions otherwise skip to the next respondent.

D36-D44: Refer to “PART C ON THE CHARACTERISTICS OF THE MAIN JOB” and ask the questions on the characteristics of the secondary job/business.

D44: Ask the respondent for how long (*in months*) he/she has been doing the second job/income generating activity.

PART F: DOMESTIC SERVANTS

A domestic servant is the one who attends to employer's personal needs and keeps wardrobe and personal effects in order. He/she carries out house cleaning duties and may or may not attend to children's need. Examples, house-boy, house-girl, house help e.t.c

D45: Ask the household head or any responsible member of the household the number of domestic servants the household employs. This should include both those that reside in the household as well as those don't live with the household.

D46: Ask the amount in Kenya shillings the domestic servants were paid last month in salaries.

5.5 SECTION E: HEALTH, FERTILITY AND HOUSEHOLD DEATHS

Respondent: Individuals aged 10 years and above. Parents or guardians should answer for children less than 10 years.

Purpose of the Section

A key aspect of household welfare is the ability to seek and access medical care. The survey will collect data on reasons for seeking medical attention, frequency of use and satisfaction with services provided. Information on both recent and long-term health status of each household member is sought.

E01: Indicate the line number of the respondent. The line number MUST be the same as the one in the household roster.

E02: Ask whether [NAME] was sick or injured in the last four weeks. If the response is NO then the interviewer skips to E10.

E03: Ask [NAME'S] type of sickness/injury.

The question seeks to establish the type of sickness/injury the respondent suffered from in the last 4 weeks. The information is important for assessing the types of illnesses/injuries afflicting the population. Note that there is space for recording information about two possible health problems that the individual may have suffered from over the past four weeks. For those individuals reporting more than one health problem, code appropriately in the two columns provided starting with the most severe. However, you must be consistent in recording information about the first problem 'Sickness 1' which is the most severe (as defined by the respondent NOT the interviewer) in subsequent questions.

E04: This question relates to whether the sickness/ injury of [NAME] was work/occupational related or Gender Based Violence related". The respondent should indicate whether the sickness/injury in the last 4 weeks was as a result of the work/occupation he/she is engaged in.

E05: Ask who diagnosed the illness. Fill in the code of the person who diagnosed the illness from the options provided.

If more than one individual diagnosed the illness, fill in the code for the one who has the most formal medical training and if two health professionals diagnosed the sickness/injury, report the one with the most formal training.

The list of options in the questionnaire shows the priority order – health workers have more formal medical education or training than traditional healers.

Example:

1. If both a health worker at a health facility and a traditional healer diagnosed the illness, you should report the health worker as having diagnosed the illness.

E06: Ask how many days of work/school [NAME] missed due to illness/injury

This question captures the number of work/school days lost due to illness/injury. Some respondents may not have any work (elderly, retired person), in this case code 99.

E07: Ask whether [NAME] consulted a health provider on this sickness/injury.

This question is asked for all household members who were sick in the last 4 weeks to determine whether they sought treatment from a health provider.

Examples:

1. For a respondent who has been sick with asthma in the past 4 weeks and visited a doctor 2 months ago for asthma, the answer to E07 is NO. This is because the visit to the doctor is outside the reference period.
2. If on the other hand the respondent has been sick with diabetes in the past 4 weeks and visited the doctor one week ago for asthma(not reported in E03), then the answer to E07 is NO. This is because asthma was not listed as one of the two sicknesses in E03.
3. A respondent was diagnosed with skin problem at a health centre and sought treatment from a herbalist last week. In this instance, E07 will be YES and E08 will be coded 14.

For persons who did not consult a health provider, skip to E10.

E08: Ask what kind of health provider [NAME] visited for the sickness/injury.

The interviewer will need to determine from the respondent the type of place the provider was located.

E09: Ask how many visits [NAME] make to a health provider due to the sickness/injury.

Examples:

1. If the respondent visited three health providers but only two are recorded in E08, then E09 should reflect visits to all the three providers.
2. If a mother took her sick child to the doctor twice, the two visits will be recorded for the child, not the mother.

E10: Ask if [NAME] visited the health provider for any other reason

This seeks information on whether a particular member of the household visited a health provider for any other reason other than illness/injury. These include visits to a health provider for preventive and promotive care. Examples include antenatal care, medical check up, etc. If the answer is NO the interviewer skips to E13.

E11: Ask what kind of health provider [NAME] visited.

The research assistant will need to determine from the respondent the type of health provider visited. This question is for those persons who visited a health provider despite not being sick. For example, if the person saw a doctor in a hospital, the interviewer will need to determine whether it was a private hospital or a government hospital. County hospitals are considered as government hospitals. A maximum of 2 responses should be recorded.

E12: If the response to E02 or E10 is '1', proceed to E13. Otherwise (if it is a NO in both) skip to E14.

E13: Establish the amount [NAME] spent on various outpatient services in the last 4 weeks. These includes outpatient charges such as consultation fees, over the counter purchases such as drugs, transport costs and other costs in respect to outpatient services sought by individual members of the household.

E13A: Record the amount spent on outpatient charges. This includes expenditure on consultation fees for outpatient, card fee, etc.

E13B: Record amounts spent on over the counter purchases such as drugs, syringes, bandages, etc

E13C: Record the amount spent transport to health service provider for outpatient services. This may include bus fare, taxi hire, etc.

E13D: Record any other expenditure on outpatient services not listed above. These costs are associated with outpatient services sought during the reference period.

E13E: Record the total cost of outpatient services sought in the last 4 weeks. If the individual respondent is unable to disaggregate expenditure on outpatient services by category but can provide a total expenditure on outpatient services sought, this value should be included here. It is however important that interviewers probe to get estimates for each category of outpatient service received.

E14: This question seeks to establish whether individual members of the household were hospitalized or were admitted in a medical facility or traditional healers' facility in the last 12 months. If no one was hospitalized, skip to E17.

E15: Seeks to establish the cost of in-patient services by category for each household member who was admitted in a health/herbalist facility. The categories include in-patient charges, over the counter purchases, transport and other expenditure associated with inpatient service(s).

E15A: Record in-patient admission charges

E15B: Record over the counter purchases for example expenditure on drugs, bandages, syringes, etc

E15C: Record transport costs incurred while being transported to/from hospital in the event of hospitalization. This includes bus fares, taxi charges, boda boda fares, etc in respect to inpatient service(s).

E15D: Record amount spent on laboratory tests/fee.

E15E: Record amount spent on x-rays.

E15F: Record all other charges in respect to hospitalization that has not been mentioned above.

E15G: Record the total cost of inpatient services. If a respondent cannot disaggregate the total cost of in-patient service (s) by category then record the total expenditure here. The interviewer should however make effort to disaggregate inpatient costs by category.

E16: This seeks information on sources of funds for in-patient expenditure for each household member admitted in the last 12 months.

E16A: Self: This is the amount paid by the individual household member who was admitted.

E16B: Loan without interest: Includes borrowing to pay for inpatient services that do not attract interest for example borrowing from a friend or family member that only the principle amount is paid back.

E16C: Loan with interest: Includes money borrowed to pay for inpatient service(s) that will be paid back later with interest for example from bank, shylock, cooperative, individual, etc.

E16D: Sale of Assets: This includes sale of property such as cars, cows, land, mobile phone, TV, etc to pay for in-patient service(s).

E16E: Employer Medical Cover

E16F: Own Medical Cover

E16G: Fundraising/Family contribution e.g. harambees or contributions from other household members.

E16H: Health Voucher: These are vouchers or waivers provided by NGOs and Government mainly for the poor/less fortunate.

E16 I: Other Transfers: This includes assistance provided by other households or individuals outside the household but within the country.

E16 J: Outside Kenya: This covers assistance received from outside the country.

E16 K: Total: Record the total amount spent on inpatient services. If a respondent cannot disaggregate the funds by source, the total amount should be recorded here. Interviewer should however probe to get the expenditure disaggregated by source.

E17: Ask whether each individual member of the household was covered by any health insurance in the last 12 months. If the response is NO the interviewer should skip to E20.

E18: Record the source of Health Insurance for each individual member of the household. More than one option can be captured if the respondent has more than one medical cover.

E19: Record the amount contributed towards health insurance by individual members of the household in the last 12 months.

E20: Establish whether [NAME] received any free medical care in the last 12 months. If the response is NO skip to E22.

E21: Record the main medical care service provided to [NAME] free of charge in the last 12 months. If there were multiple medical services provided to the individual free of charge, probe and record the MAIN service as perceived by the respondent.

DISABILITY: E22 and E23

E22: Establish whether [NAME] has any form of disability. These include both physical and mental disabilities. The question seeks to capture conditions, which are permanent. Physical and mental disabilities to be considered here are those which prevent the person from maintaining a significant activity or schooling. This may be some physical impairment of limbs, a physical disease, or mental illness, which renders the person incapable of pursuing normal day to day activities. Note that this question will be asked of all household members.

E23: Establish whether [NAME] has difficulty engaging in any economic activity. Code 9 (N/A) for children aged less than 5 years

FERTILITY: E24 to E28

These questions are to be asked to all women aged 12 to 49 years. The questions deal with a subject that may be considered personal by some respondents. The questions must therefore be answered by each individual woman aged 12 to 49 years. It does not matter whether or not they are married, never married, divorced or separated. If the response is NO go to the next eligible female household member.

E24: Ask each eligible woman if she has ever had a live birth. "A live birth is any birth that shows any signs of life". Many women do not like answering questions about their children. You must therefore be firm, polite and tactful. All the births refer to biological children only.

E25: For each eligible woman, ask “How many children have you borne alive?” Record the number of males in the first column and all females in the second column.

E26: Ask every eligible woman “How many children have you borne alive who usually live in this household?” Record the number of males and females in the respective columns. Do not include children who live elsewhere but include those who usually reside in the household but are currently in boarding schools.

E27: Ask every eligible woman “How many children have you borne alive who usually live elsewhere?” Record the number of children born alive; males in the first column and females in the second column.

E28: Ask every eligible woman “How many children have you borne alive who have died?” Record the number of males and females who have died in the respective columns. ‘Still births’ and miscarriages MUST NOT be included.

DEATHS IN THE HOUSEHOLD E29 to E33

It is important to remember the following points while administering this section:

These questions should be answered by the household head

If the answer is NO to question E 34 then skip to the next section

Some respondents may avoid mentioning children who died at very young ages. In case of confusion between live and still birth ask ‘did the child cry, move spontaneously, or show any signs of life for only a few minutes/hours’. In case of each death ask for the cause of death and place of death.

This section is asked at Household level and hence is detached from the Household members’ ID codes.

E29: Ask the respondent: “In the last 24 months has any household member died?” Any other responsible member of the household may answer the question. If the answer is NO go to the next Module.

E30: Insert the number of deaths, which have occurred in the last 2 years by sex, after filling E29

E31: Ask the respondent the death order, date and age at death. Enter the age in months for all children who died below age 5 years. For all other deceased persons, record the age in completed years at time of death. For old people who were members of the household and who died within the last 24 months and the head of the household does not know their ages, ask for an estimate. In recording the order of death, start with the last death (the most recent death), followed by the second last and so forth up to the fifth last death.

E32: Record the cause of death as given by the respondent.

E33: Enquire the place where the death occurred. Code "1" if at Home, "2" if in a Health Facility, and "6" Other

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5.6 SECTION F: CHILD HEALTH AND ANTHROPOMETRY

Respondent: Mothers or guardians of children less than 60 months. (0-59 months) and all respondents for height and weight measurements

This section collects information related to health of children. Specific questions are asked on delivery care, breastfeeding, child nutrition, incidences of diarrhea, feeding practices during diarrhea and vaccinations/immunization.

The questions are asked for all children aged less than 60 months.

It is important to specify '**other**' for all questions whenever it is used.

F01 Check to see whether the individual is aged less than 60 months. Record a "1" against the ID code of this individual and skip to the next person. For individuals older than 60 months code "2" and skip to F21.

F02: For all those coded 1 in F01, indicate the line number of the biological mother of the child from B01. In absence of the biological mother, indicate the line number of the guardian.

F03 Establish where [NAME] was delivered

Please, specify if response is coded 'other'. A health centre facility has provision for in patient services and mostly has a clinical officer incharge. A health dispensary offers out-patient services only.

F04: Enquire who assisted in [NAME's] delivery.

Although a number of persons may have been in attendance at birth, this question is aimed at determining the most qualified health person in attendance.

- A doctor, nurse, or midwife would have received formal training at a medical institution.
- A Traditional Birth Attendant (TBA) is one who assists the mother during childbirth. She may have acquired skills by delivering babies herself, or through apprenticeship from other TBAs.
- A Trained Traditional Birth Attendant (TTBA) is one who has undergone a training course conducted by the modern healthcare personnel.
- If family members, friends, relatives or other persons not related to mother were the only persons attending the birth, the interviewer will record 'Other'.
- If the mother did not receive any assistance, i.e. delivered the child alone, the interviewer will record 'Self'.

F05: Ask the respondent if the child has ever been breastfed. Note that this particular question seeks to establish whether or not the child was given the breast to suckle. If the response is NO, code 2 and skip to question F12. If even after probing the respondent says she/he does not know code 8 for Don't Know, and skip to F12 as well, however, all efforts should be made to get the answer to the question.

F06: Ask how soon after birth NAME was first put to breast to capture early or late induction.

Examples:

1. If the mother reports that the baby was put to the breast immediately after birth, record '1' in the first box and '00' in the second and third boxes.
2. If the woman says she began breastfeeding within an hour of birth, record '2' in the first box and '00' in the second and third boxes for hours.
3. If the mother says she began breastfeeding 30 hours after birth, record '3' in the first box and '01' in the second and third boxes for days.
4. If the mother put the child to the breast within 24 hours record '2' in the first box and the number of completed hours from '01' to '23' in the second and third boxes for hours.

F07: Establish whether the child is still breastfeeding. It does not matter whether the child is fed with other liquids or foods as well. If YES, skip to F09.

F08: Establish the length of breastfeeding – number of complete months for which the child breastfed.

For those who are no longer breastfeeding, ask the mother/guardians how long they breastfed. It is important to try to get as accurate information as possible. Probe and urge the respondent to remember how old the child was when she/he completely stopped breastfeeding.

- o Record the age in completed months the child was when the child stopped breastfeeding. For example, if the child stopped breastfeeding at 9 months and one week, record 9.
- o For children still breastfeeding, the interviewer need not pose the question to the respondent. The age of child in completed months will be equal to the length of breastfeeding. If the response is Don't Know, code 98.
- o Probe and do not just take given number. Length of breastfeeding cannot be greater than age in months.

F09: Exclusive breast-feeding means feeding the child only breast milk. No additional liquids, solids or even water should be fed to the child. If the child received anything else other than breast milk, then that is not exclusive breastfeeding. Probe and do not just take given number. Exclusive breast-feeding must be equal to or less than the age of child.

F10: Establish any food other than breastmilk that the child was first weaned on. Code only one supplement that [NAME] was first given. Use the following explanations as guidelines in recording the correct supplement.

- Milk from livestock or powder
- Commercial Infant Food/Formulas refers to products such as Nan, S26, Lactogen, cerelac e.t.c.
- Porridge is ordinary gruel made from millet, sorghum or maize.
- Fortified Porridge is enriched porridge with additives like milk, groundnut powder, ground fish (omena), and ground beans e.t.c.
- Semi solids include mashed food/fruits.
- Other refers to any other type of food not listed in the given codes. Please specify.

F11: Ask if [NAME] ate or drank the provided portions of foods or liquids yesterday during the day or night. The respondent should be able to capture three foods/solids and three drinks/liquids in the space provided.

F12: A nutrition program is typically carried out by the local health worker or a community social worker. Nutrition programs will include the following:

- Food distribution to the child,
- Provision of meals to the child, organized through NGOs or other institutions.
- Resident feeding program: - both the mother and child live at a centre for some time for further specialized feeding and get exposure on best feeding practices.

If guardian does not know, or is not aware, do not make conclusions. Make sure to probe and explain.

If a child participated in a nutrition program, the interviewer should code "1" and if otherwise, code "2"

F13: A Growth Monitoring clinic is for children under-five years and is usually carried out at a local health facility. At these regularly scheduled clinics, the general health of infants and young children is assessed. The children are regularly weighed and measured. Immunizations (vaccinations) are also administered to the children. If a child participated in the growth-monitoring program, the interviewer will code "1".

F14: Ask if NAME has had diarrhea in the last two weeks.

A diarrhoea episode is defined as three or more runny (loose or watery) stools per day, and/or blood in the stool on any day, or as defined by the mother. Note that the last 2 weeks refers to two weeks from the date of interview.

If the response is NO, skip to F18.

F15: Ask the type of fluid and food given during diarrhoea and record only one fluid and one food. This should be what was given most frequently.

Action taken during a diarrhoea episode is critical to child survival. It also depicts the general awareness on what action to take during diarrhea. Mothers/guardians may change the amount of fluids or food given while the child has diarrhea.

F16: Record the amounts for fluid and food given during diarrhoea compared to during non-diarrhea period. Ask how much [NAME] was given compared to normal times and code according to the options provided.

F17: Ask what else [NAME] was given during diarrhea.

Oral Rehydration Salts (ORS) is a treatment for diarrhea that consists of combining the contents of a small packet of powder (the ORS packet) with water. The packets are often available from health clinics, pharmacies and field workers.

A home preparation of the same consists of a solution of sugar and salt mixture (Sugar, salt and water solution).

If the child was given this solution, code 1 for YES.

F18: Ask the respondent for the health/vaccination card of the eligible child. In some cases the respondent may not be willing to take time to look for a health card. Encourage the respondent to look for the card. It is critical to obtain written document of the child's immunization history; therefore be patient if the respondent needs to search for the card.

Once the vaccination card has been availed and you have seen it, code 1 for 'YES, SEEN'. If the respondent says the child has a vaccination card but it is not shown to you because it is lost, someone else has it or it is not accessible during the interview period, record '2' for 'YES, NOT SEEN' for that child and skip to F20. If the respondent says the child has no card, code '3' and skip to F20.

Take care to read the appropriate code and follow the correct skip pattern.

F19: The interviewer should record dates that [NAME] received vaccination for measles from vaccination card. No other source of dates should be used to complete F19. Fill in the date first, then months and finally the year. For partial immunization record only what the child received. If the card shows only part of the date, Record 98 for DON'T

KNOW in the column for which the information is not given (e.g. April 2014). If the card shows that vaccinations were given but there are no dates or only a tick is shown, Code 44 in the day column and leave the month and year column blank. Where dates are given, record the given date for the vaccination.

The following are some examples

<u>Entry on Health Card</u>	<u>Correct Entry in Q. 19</u>
	D D M M Y Y
March 6, 2014	0 6 0 3 1 4
10 September 2013	1 0 0 9 1 3
25/12/2014	2 5 1 2 1 4
April 2015	9 8 0 4 1 5
Measles given (✓)	4 4

After filling in the details from the card, skip to question F21.

F20: This question refers to measles vaccinations for children without cards and those whose cards were not seen, thus F19 was not filled. The information will be sought from the mother/ guardians' memory or any responsible household member. Try as much as possible to get the information from the mother.

Be careful to probe, as respondent may not be familiar with the different types of vaccines.

F20: Ask if the child has received any measles vaccine? This vaccine is given through an injection in the upper arm at the age of 9 months or later to prevent from measles?

ANTHROPOMETRY: F21 to F24

To be administered to all household members except the sick, pregnant women and those with physical disability.

F21: Weight measurements will be carried out for all members of the Household. It will be carried out using an electronic scale. The electronic scale may require the mother/guardian and the child to be weighed together at the same time especially if the child is too young to stand on the scale alone.

Be sure that the mother or guardian understands what will be done to the child, i.e. explain to the mother or guardian how the child will be weighed. Be polite and answer

any questions or that the mother or guardian might have. Make sure you also explain how the child's length or height will be measured.

Weight for all members of the households will be recorded in kilograms, to one decimal place (in the third column). Note that the decimal point is already printed in the cells for F33. For example, if the child weighs 10.5 Kgs, code 010.5. Weights of less than 10 kilograms will be recorded with an extra leading zero; for example, 8.2 kilograms will be recorded as '008.2'. The last column represents the decimal place. If the child weighs 5 Kgs, then code 005.0

<u>Weight</u>	<u>Correct Entry</u>
	KGS
10.5	1 0 . 5
8.2	0 8 . 2
5	0 5 . 0

F22: The column should be filled in by the interviewer without asking the respondent. The measurement will be taken for all the household members aged above 6 months. This is derived from the Household Roster (Section B) of PART I.

The child's mother or guardian will assist you in particular by reassuring the child, so that accurate measurements can be made. The child needs to be as calm as possible when you are measuring him or her. Consequently, the mother or guardian should be nearby. The interviewer should speak politely and in a friendly manner with the children.

The interviewer should complete the measurements for one child at a time. If more than one child needs to be measured in the household, complete taking both the weight and the weight/length of one child before taking measurements on any other child. Children over 2 years of age will be measured standing up. Children under 2 years of age will be measured lying down. Height (or length, if lying down) will be measured in centimeters to one decimal place.

Measurement of height will be taken for all the members of the household. Lengths and heights should only be recorded in centimeters, recorded to the first decimal place (nearest millimeter). Note that the decimal point is already printed in the cells for F34.

Heights of less than 100 cms will be recorded with a leading zero; for example, 88.5 cms will be recorded as '088.5'.

<u>Height</u>	<u>Correct Entry</u>				
88.5	CMS <table border="1"> <tr> <td>0</td> <td>8</td> <td>8</td> <td>5</td> </tr> </table>	0	8	8	5
0	8	8	5		
110	<table border="1"> <tr> <td>1</td> <td>1</td> <td>0</td> <td>0</td> </tr> </table>	1	1	0	0
1	1	0	0		

F23: For all the children aged 6 months to 60 months indicate here whether the height/length of the child was measured with the child lying down or standing up. The interviewer will fill this without asking respondent.

F24: This question is only asked if it proved impossible to measure a household member. You should only fill in this question after the supervisor has also tried at least on two separate occasions to measure the household member. Probe to get the exact reason. Only one main reason is needed. Note that in the event that the child is not measured, you should ask the mother or guardian questions concerning the child.

(See the annex for more details on undertaking height and weight measurements)

5.7 SECTION G: ICT SERVICE BY HOUSEHOLD INDIVIDUAL MEMBERS

Respondent: To be administered to those aged 3 years and above.

G01: Mobile phone ownership: Ask if [NAME] has a mobile phone. If the response is **YES**, then skip to **G03**.

Mobile phone supplied by employers that can be used for personal use (to make calls, access personal information or internet via the phone etc) is **included**. Individuals with only active SIM card and have no mobile phone of his own but borrows the mobile device from other people is considered **NOT** to own a phone.

G02: Ask why [NAME] does not have a mobile phone.

The intent of this question is to find out the reason(s) why an individual doesn't own a mobile phone. Allow **2 multiple reasons only**.

- Too young: Parents/ Guardians may deem their children as young and hence they should not own a phone. Note that not all households are similar hence you may find young children owning a phone. Take into consideration the definition of owning a phone (**G01**). There are cases where young children are given a phone by their parents or guardians and the children use the phone all the time or is deemed as their phone. In this case, the phone is owned by the young child.
- Do not need a phone. e.g. Lack of interest of owning a phone
- Restricted by parent/ guardian.... This is mostly common to individuals who are under 18 years or still under care of their parent/ guardians.

- No network in the area..... Some parts of the country may lack network and this may hinder individuals from owning a phone
- Gender bias-In some communities, some female and even men may not be allowed to own a phone.
- No electricity: The house may lack electricity and other sources of electricity such as the generator or solar. Lack of electricity hinders one to charge their phone hence individuals may shy away from owning a phone given that they may incur costs of charging phone elsewhere or in order to access electricity; they need to travel long distance.
- Phone is expensive.
- Maintaining a phone is expensive- These are fees incurred when one owns a phone e.g. airtime, charging phones (especially to those without electricity) etc
- Others- specify the other reason

G03, G04: To be administered to persons aged 18 years and above.

G03: Mobile money transfer platform: Ask whether [NAME] has subscribed to a mobile money transfer platform.

These include: Mpesa, Airtel money, orange money, Yu cash, MobiKash, Tangaza etc. The individuals MUST have registered their SIM card to this platform.

G04: Mobile banking platform: Ask whether [NAME] has subscribed to a mobile banking platform.

This platform uses the SIM card in the individual's mobile device. The platform allows the individual to connect to his/ her bank account and access the following services but not limited to; check balance, view mini statement, deposit or withdraw money from the account using the mobile banking platform etc. Most banks have mobile banking platforms.

G05: Active SIM lines: Ask the number of active SIM cards that [NAME] has.

The intent of this question is to find out the real penetration of mobile phones by knowing how many active lines are owned per individual.. The RA should enquire to establish whether the SIM cards were used in the last 3 months. The RA may ask how many SIM cards their phone hold (e.g. dual SIM phones), if they have modems that have been used in the last 3 months, and if the individual own other mobile devices such as tablets etc.

G06 to G10: Ask whether [NAME] has used a in the last three months at any location.

The questions seek to establish whether the respondent has used the TV, radio and mobile phone, computer and internet from any location including his/her household, from intergrated devices other than the stand alone radio or TV.

G11: Ask the location from where [NAME] used internet in the last three months.

Internet:

The internet is a world-wide public computer network. It provides access to a number of communication services including the World Wide Web (WWW) and carries email, news, and entertainment and data files, irrespective of the device used. This question, seeks to know whether individuals have used internet in the last 3 months at any location. This includes even use on their mobile phone. See types of locations below.

The locations of internet use (last 3 months) are as follows: (**Allow only 2 main responses**)

- **In mobility- Use of the internet while mobile.** This includes via a mobile phone, including devices with mobile telephone functionality. Via other mobile access devices, e.g. laptop, tablet or other handheld device connected to a mobile phone network.
- **At work place:** Where a person's workplace is located at his/her home, then he/she would answer yes to the home category only.
- **Cyber Café/ commercial internet access facility:** Internet use at publicly available commercial facilities such as internet or cyber cafés, hotels, airports etc, where access is typically paid (i.e. not free of charge).
- **Education center:** This applies to students. Teachers (and others who work at a place of education) would report 'work' as the place of Internet use. Where a place of education is also made available as a location for general community Internet use, such use should be reported in the Community Internet access facility category.
- **Community center:** Internet use at community facilities such as public libraries, publicly provided Internet kiosks (coffee shops, restaurants etc), non-commercial telecentres, digital community centres, post offices, and other government agencies; access is typically free and is available to the general public.
- **Another person's home:** A home of a relative/ neighbor/friends
- **At home:** Refers to the respondent's place of residence, regardless of the ownership tenure.

G12: Ask for which activities did [NAME] use internet for private purposes in the last three months.

The intent of the question seeks to find out the activities taken for private purpose (non-work) from any location in the three months. The internet activities are as follows: **Allow 3 multiple responses**

- Seeking health information -On injury, disease, nutrition etc.

- Making an appointment with a health practitioner via a website/ email
- Getting information from any government website. These may include but not limited to; downloading/ requesting forms, completing/lodging forms online, making online payments, filling taxes via online, filling tenders or seeking tender for government organizations via online etc.
- Reading newspaper or publications online
- Internet banking: checking one account balnce, sending money via online banking etc without going physicaly to the bank
- Telephoning over the internet/ Voice over Internet Protocol: E.g. using skype, WhatsApp etc
- Selling goods or services via facebook, OLX, Jumia etc
- Purchasing or ordering goods or services: purchases done oonline whether or not payment was made online; includes purchasing of products such as fast foods (pizza etc), accommodation, tours and travel orders etc
- Doing a formal online course: In any subject whether free or charged
- Researching on online encyclopedias or other websites for formal learning purpose
- Reading other informative information
- Writing online articles such as blogs, online forums etc
- Participating in social networks eg. Instagram, facebook etc
- Waching a movie or listening to music or playing games via internet
- Other

After filling this responses, skip to G14

G13: Ask why [NAME] did not use internet in the last three months.

This question is applicable for those who did have a NO response in G10. Reasons for an individual not accessing internet from any location (see G 11) in the last 3 months: (administered to 3 years and above)

- Too young
- Do not need to use internet: may be due to lack of interest
- Lack of knowledge/skills to use the internet
- Expensive: The charges that are incurred and also cost of mobile devices or laptop or other gadget that can access internet.
- No network/ internet coverage in an area: some places may have no internet network hence barring individuals from accessing internet
- Cultural reason: some cultures may not want to own and even access the internet since they don't want to open to the world due to fear of exposure of worldly information or other reasons that may hinder them from using such technology.
- Parental control: This is mostly common to individuals who are under 18 years or still under care of their parent/ guardians.

- Security/ privacy concerns
- Others: In case there are any other reasons that are not listed above, specify them at the given column.

G14-G16: Ask how much [NAME] spent on in the last one week.

Average cost on Airtime/talk time: This is the airtime. If the individual is unable to separate between the airtime for talktime and that used on the internet then, give the amount for both and leave the internet space blank.

Average cost on Internet: Credit spent on internet (eg. bundles). Don't include if the household uses a multichannel package e.g. from ZUKU. An estimate for the amount per week should be indicated.

Average cost on Movies and music: The intent of this question is to find out the average expenditure spent on movies and music. These are usually bought as cds or in the flash disks. Most youth prefer this mode of getting entertainment and hence an interest to know how much they spend on the same per week.

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5.8 SECTION H: DOMESTIC TOURISM

Domestic Tourist: - is a traveller taking a trip to a main destination outside his/her usual environment for less than a year, for any main purpose (business leisure or other personal purpose) other than to be employed by a resident entity within the country.

A visitor is classified as a tourist if his/her trip includes an overnight stay or excursion (sometimes referred to as a day visitor). The 2015/16 KIHBS will exclude excursionists.

Usual Environment

The usual environment in the geographical area within which an individual conducts his/her regular life routines

This is based on the following criteria:-

- **Frequency** of the trip (regular everyday trips would be excluded).
- **Duration** of the trip (taken to be at least 24 hours).
- The **crossing of administrative or natural borders** (this could present problems if an individual lives close to an administrative border e.g. a County).
- **Distance** from the place of usual residence. For purposes of KIHBS 2015/16, the distance has been set at a radius of 40 kilometres.

Place of usual residence

This the geographical place where the person usually resides. This is the place of the person's principal dwelling, that is, where most of the person's time is spent. Usually a minimum of 365 days limit is considered for place of usual residence unless just settled with the intention of permanent stay.

Vacation Home

It is important to also recognize the importance of second homes in this context which are visited by members of the household mostly for the purposes of recreation, vocation or any other form of leisure.

Main purpose of trip

This concept helps to determine whether the trip is actually a tourism trip or not, and for characterizing tourism expenditure patterns. It is important to note that each tourism trip has *one* and only one main purpose.

The following are considered to constitute the main Purpose of trip:-

1. Personal
 - 1.1 Holiday, leisure and recreation
 - 1.2 Visiting friends and relative
 - 1.3 Education and training

- 1.4 Health and medical care
 - 1.5 Religion/Pilgrimages
 - 1.6 Shopping
 - 1.7 In transit
 - 1.8 Other
2. Business and professional

Duration of a trip or visit

The volume of tourism can be characterized by number of nights, as duration of stay is highly correlated with total expenditure. The duration of stay is expressed in terms of the number of nights.

- Staying at a paid accommodation within the usual environment (at a hotel or spa) is not considered a tourism activity because the condition of crossing an administrative border is not met.
- The repetition of trips by an individual can influence their classification, or not, as tourism trips.
 - (a) Routine trips to the same place, once or more than a week tend not to be considered tourism trips. Such places are treated as part of the traveller's usual environment.
 - (b) Trips taken (frequently or not) by students between their place of study and the place of usual residence of the household to which they belong are also outside the scope of tourism, since both belong to their usual environment.

Travel party and travel group

- Visitors do not always travel alone. **A travel party** is visitors travelling together on a trip and whose expenditures are pooled. Most of travel party's expenses are shared, so expenditures cannot be attributed to particular members of the party. For shared expenses, expenditures by members of the travel party will therefore be estimated on an average basis.
- Another type of tourism unit is the **travel group**, which consists of individual visitors or travel parties travelling together on a tour organized for them by third party (usually a specialized business). Examples include people travelling on the same package tour or youngsters travelling as a group. Each member of such groups share expenses for a pre-established set of services, but maintains total individual control over other expenses.

Respondent: The household head or the most knowledgeable person. For children aged less than 10 years, the guardian/parent will respond to these questions.

H01: Ask the number of trips [NAME] took in the past 3 Months that lasted at least one night?

- You are to record the number of trips. Skip to question H05 if no trip was taken.

H02: Ask who sponsored the trip. Code according to options provided.

H03: Ask the total number of days [NAME] spent for each purpose in the last three months.

H04: Ask how much [NAME] spent on For all trips taken

The following presents a breakdown of the of the expenditure items. In the event that (NAME) is not able to give a breakdown, then get the total

- Transport, Food and Beverage, Accommodation, Entertainment/amusement, Entry fees, Shopping for goods for personal use, Shopping for goods for re-sale, Medical, Gifts/presents, package cost, other and Total

The package option is where the expenditure of some items is put into one package.

- Care should be taken not to double count some aspects of expenditure. These include entertainment/amusement and entry fees to entertainment places. In such a case, if entry fee is paid, only include other charges incurred while in the amusement/entertainment places.

H05: Ask why [NAME] did not take any overnight trip inside Kenya in the past 3 Months?

A number of options for failure to undertake an overnight trip have been provided. Let the respondent give three main reasons, you are not to read out. These responses include: Time Constraint, Dislike Travelling, Health Reasons, No Reason to take a trip, too old/young to travel, Incapacitated, Cannot afford travel, Insecurity and in school.

CHAPTER SIX:

5.9 PART II: HOUSEHOLD LEVEL INFORMATION

Enter the Redtape Information and ensure that they are the same as the ones entered in the Household roster questionnaire.

5.10 SECTION I: HOUSING

Respondent: The Household head or the most informed member of the household and Interviewer's own observation.

This section deals with key housing conditions and services. Most of the questions are easily observable and may therefore be recorded without posing the questions to the respondent. However, it should not be taken that such questions can just be recorded without reference to the respondent. The interviewer is always encouraged to check with the respondent.

For all questions with the option of others, remember to specify.

I01: This question determines the type of dwelling in which the Household resides. Some households live in single rooms either in a flat, bungalow, or even a maisonette. You are supposed to record the type of house in which the single room is located. If it is a single room within a flat then the type of house is flat. A single room hut in rural areas will coded as a Manyatta/traditional house, code '06'.

Bungalow - Is a stand alone dwelling unit without upper floors or upper rooms.

Maisonette – Is a semi-detached or terraced self-contained dwelling unit on two floors.

Flat - This is a dwelling unit joined to others in a single multi-storey building. Dwelling units above shops or commercial units in multi-storey buildings are also classified as flats. Some dwelling units in flats may not be self-contained.

Swahili –They are several dwelling units in a structure with a single main door. Facilities such as toilets, bathroom and kitchen are shared either by the same or different households living in single rooms within the main structure.

Shanty- This is dwelling structure, which is temporary in construction. They are made of materials like cartons, plastic sheets etc, they often don't have any sanitation facility or water. Such a dwelling is mostly found in informal settlements or slums

Manyatta/ traditional huts – These are single structures and may be several within a compound. They may be occupied by individuals of the same family or clan. They are normally detached from toilets, kitchens and other related facilities. They have traditional designs and constructed using traditionally available materials.

Other – Is any other type of dwelling structures.

I02: Ask whether household owns the dwelling, rents or lives there without paying rent.

The tenure status referred to in this section is about the occupancy status of the dwelling itself as opposed to ownership of the land on which it stands or security of tenure for that matter.

Owns – refers to a situation where a household owns the dwelling in which they live.

Rented/lease – refers to a case where the Household rents/leases the dwelling either from an institution (public or private) or an individual. For all households who rent/lease their dwellings, skip to I09.

Free/No rent with consent of owner – refers to a case where a Household resides in a house without any form of payment. For example a family may be living in a house provided by a relative and yet the property still belongs to that relative. In this case the tenure status is free and not owned. Skip to I11

Free/No rent squatting– refers to a case where a Household resides in a house without any form of payment and with no consent of the owner of the house. In this case the tenure status is squatting. Skip to I11

I03: Ask how the household acquired the dwelling

It only applies to response of code "1" in I02

When a house is a gift it means that it was acquired without any payment. Code "Gift" =08. Bartered refers to instances where a household acquired a dwelling through exchange of some sort. Code "Bartered" =09.

For cases where construction was from locally available materials code "other" =96 while if cash was used to construct, code 03 that is "constructed cash".

For all responses except for 02, 04, 05 and 06 skip to I06.

I04: Ask whether the household is servicing the loan

The question applies to responses of codes 02, 04, 05 and 06 in I03 purchased or constructed on loan. It aims at gauging the extent of the burden of housing loans on the Household. The loan may have been sourced from a cooperative, a bank, housing finance or building society or from an individual.

I05: Ask the household how much they spend on servicing the loan(s) per month

Record the amount per month the household spends to service the loan(s)

I06: Ask how many years ago the dwelling was built.

The age of the house is important in determining the value of the house. The age of house in completed years refers to when it was completed and/or first occupied.

If the dwelling is over 97 years, code 97

If "DON'T KNOW" (D.K) code 98

I07: Ask the respondent how much the house would fetch if they were to offer it for sale today.

This is an attempt to derive the value of the house and should be posed to those Households that own their dwelling. It should be noted that in the rural areas, it may be unwelcome to ask this question as it is, since in ancestral homes, the issue of selling the dwelling do not even arise. For the purposes of this survey, the cost of construction will be used to derive the value of homes in rural areas. Confirm from the respondents the cost of (1) Materials, (2) labour and (3) any other input to be sure that the estimated cost of construction is accurate enough. For dwellings especially in arid and semi arid areas where labour is the component that can be costed, obtain the number of people who can build the house, how long it can take them and use the wage rates in the locality to obtain the labour costs.

I08: Ask the household how much they would pay as rent if they rented the dwelling.

This question seeks to provide information on how much the household would pay as rent if they rented the dwelling. Then skip to I11.

I09: Ask the household how much they would pay as rent if they rented the dwelling.

This question determines from whom the Household has rented their dwelling; it therefore only applies to HH who answered Code 2 in I02. Be sure to get the actual owner of the dwelling. If given personal name of the owner, code "individual"

I10: Ask the household how much they pay the rent per month.

This question should be posed strictly to those who pay rent for their dwellings. For households whose rent is subsidised i.e. those that answered 2 in I02, capture only what the Household actually spends per month. For households whose rents are inclusive of bills for water, electricity, security etc., probe to isolate the rent minus these bills. The rent ideally should exclude these bills but in case it is difficult to isolate the actual rent,

then record the amount provided. If the Household pays rent in advance e.g. for 2 years etc. Calculate and get the monthly rent, exclude deposit and any other charges.

I11: Ask the household the number of dwelling units that they occupy.

I12: Ask the household the number of habitable rooms that they occupy.

Habitable rooms, refers to those that are used for living and excludes bathrooms, toilets, storerooms, Garage etc. If a room is used for functions beyond those conventionally accepted then they may be included as habitable rooms e.g. if a garage or store is as well used for sleeping, then it will be included among the habitable rooms. A room that is divided by a curtain or some cartons should just be considered as one room.

Remember to include all rooms that are habitable even though they may currently be underutilized such as is the case with guest rooms. Enter the number of rooms for the main dwelling separately in the space provided and then the total number of rooms in the other dwellings in the space provided. In rural areas, make sure you have registered all the habitable rooms in the other dwellings including the boy's quarters. It is common in rural areas for separate kitchens to be used by the girls for sleeping; in this case the kitchen should be included as a habitable room.

I13: Record the dominant wall material for main dwelling unit. Note that the wall materials are mostly observable and hence you may not need to pose the question to the respondent.

Example:

1. If a house wall is made of stones up to say a foot from the ground, and the other part is wood, then the dominant material is wood.

I14: Record the dominant roof material for main dwelling unit. Note that the roof materials are mostly observable and hence you may not need to pose the question to the respondent.

Roofing material is considered to be the one that protects the household from effects of nature.

Examples

1. In the case of a flat where the top most floors has a tile roof, households that live in the top most floor will have their roofing material as tiles while all other households in the lower floors will have concrete as their roofing materials.
2. To deal with security issues, some households may construct a concrete roof on any house, which is not a flat, but cap it with tiles. For such households, their preferred roofing material is tile.

I15: Record the dominant floor material for main dwelling unit.

Capture the floor finish material.

Example

1. A house could have a cement floor which has been covered by tiles in this case the floor finish is tiles and not cement. Other decorative materials such as carpets should not be considered as floor finish material unless it covers from wall to wall and it's not temporary. Do not assume since in some dwelling units the sitting room might have tiles while the rest of the house is simply cement floor. Always confirm with the respondent if the floor finish material is uniform in the whole house. For cases where a mixture of floor finish is applied, code the one that covers the greatest floor surface. Improved earth floor refers to traditional attempts to improve the floor using cow dung for instance in some communities.

I16: Ask the main type of appliance used for cooking. There are instances where the cooker has both electric and gas burners. If the household uses this type of cooker, code '08' for gas/electric cooker.

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5.11 SECTION J: WATER, SANITATION & ENERGY

WATER AND SANITATION

Respondent: The Household head or the most informed member of the household.

Remember that last year used in this section do refers to the last 12 months

J01: Ask the main source of water for the household over the past one year.

The purpose of this question is to assess how safe the household water was over the past 1 year, for drinking and other domestic uses by asking about the household's main source of water. If drinking water is obtained from several sources, probe to determine the source from which the household obtains most of its drinking water. If the source varies by season, record the main source used at the time of interview.

For example

1. If the household mostly gets drinking water from rain water collection and occasionally uses bottled water, then the main source of drinking water for this household is rain water. Other domestic uses may include; for livestock, watering plants, cooking, bathing, washing clothes, recreation etc.

Definitions of Water Source Codes for J01	
<u>Response Categories</u>	<u>Definition</u>
Piped into dwelling	Pipe connected with in-house plumbing to one or more taps, e.g. in the kitchen and bathroom. Sometimes called a house connection.
Piped to yard/plot	Pipe connected to a tap outside the house in the yard or plot. Sometimes called a yard connection.
Public tap or standpipe	Public water point from which community members may collect water. A standpipe may also be known as a public fountain or public tap. Public standpipes can have one or more taps and are typically made of brickwork, masonry or concrete.

Tube well or borehole	A deep hole that has been driven bored or drilled with the purpose of reaching ground water supplies. Water is delivered from a tubewell or borehole through a pump which may be human, animal, wind, electric, diesel or solar-powered.
Protected dug well	A dug well that is (1) protected from runoff water through a well lining or casing that is raised above ground level and a platform that diverts spilled water away from the well and (2) covered so that bird droppings and animals cannot fall down the hole. Both conditions must be observed for a dug well to be considered as protected.
Unprotected dug well	A dug well which is (1) unprotected from runoff water; (2) unprotected from bird droppings and animals; or (3) both.
Protected spring	A spring protected from runoff, bird droppings, and animals by a "spring box" which is typically constructed of brick, masonry, or concrete and is built around the spring so that water flows directly out of the box into a pipe without being exposed to outside pollution.
Unprotected spring	A spring that is subject to runoff and/or bird droppings or animals. Unprotected springs typically do not have a "spring box".
Rainwater	Rain that is collected or harvested from surfaces by roof or ground catchment and stored in a container, tank or cistern.
Tanker truck	Water is obtained from a provider who uses a truck to transport water into the community. Typically the provider sells the water to households.
Cart with small tank	Water is obtained from a provider who transports water into a community using a cart and then sells the water. The means for pulling the cart may be motorized or non-motorized (e.g., a donkey).

Bicycles and Buckets	Water is delivered by bicycles and simple containers such as buckets, jericans etc
Surface water	Water located above ground and includes rivers, dams, lakes, ponds, streams, canals, and irrigation channels.
Bottled water	Water that is bottled and sold to the household in bottles.
Other (Specify)	Indicate any other source different from the list provided above

J02: Ask the household how long it takes to get drinking water from the main source and back. This includes waiting time to fetch water. If the respondent tells you that the water is delivered to their dwelling (a situation that could arise if the water comes from a tanker truck, a small cart with a tank, or is bottled), record '000'.

J03: Record the number of times in a day, week, month or year that the household usually fetches water. The interviewer should code the frequency and unit appropriately.

Example

1. If they fetch the water three times a day, then the frequency is '003' and the unit is '1'.
2. If the source is within or just outside of the dwelling, record zero

J04: Ask the household who usually goes to this source to fetch the drinking water. Insert line number from the household roster.

This question seeks to find out the household members who usually go to the source to fetch the drinking water for the household. This is intended to provide information on who carries the burden of fetching drinking water for the household.

J05: Ask for the average distance to the source of drinking water from the household in Kilometres. The question is primarily aimed at supplementing the question on the time taken to the water source.

J06: Establish from the household which season they use this source for the drinking water. The question attempts to determine the variation in source of drinking water against seasons and thus the reliability of the source. For instance, some sources are

only available during the rainy season and therefore dependent on availability of rainfall. If the response is 1, 'all year' then the interviewer should skip to J08

J07: Record the main source of drinking water in other seasons. Remember to use the codes in J01.

J08: Establish what the household does to make the water safe to drink. The purpose of this question is to know whether the household drinking water is subjected to any form of treatment and if so, what type of treatment is used. The type of treatment used at the household level provides an indication of the quality of the drinking water used in the household. Note that the household can give several treatment methods. Therefore, multiple responses are allowed since more than one method of treatment could have been used.

Definitions of Water Treatment Codes for J08	
Response Categories	Definition
Nothing	No form of treatment at all
Boil	Boiling of water.
Add bleach/chlorine	Use of free chlorine to treat drinking water. Free chlorine may be in the form of liquid sodium hypochlorite, solid calcium hypochlorite, or bleaching powder.
Sieve through a cloth	Pouring water through a cloth which acts as a filter for collecting particulates from the water.
Using a water filter (ceramic/sand/composite/etc.)	The water flows through media to remove particles and at least some microbes from water. Media used in filtering systems usually include ceramic, sand and composite.
Solar disinfection	Exposing water, which is stored in buckets, containers, or vessels, to sunlight.
Let it stand and settle	Holding or storing water undisturbed and without mixing long enough for larger particles to settle out or sediment by

	gravity.
Other (Specify)	Write down any other form of treatment that is not one of the listed

J09: Ask the household to give the total volume of water used for personal and household chores in the last month. This questions aims at establishing the total volume of water used by the household over the last one month. Record the equivalent approximate number of 20 litres Jericans of water that was used for in the last month. For Piped water, it has to be estimated on the basis of Jerican equivalent. This captures the consumption of the household in 20 litre cans per day. Total volume of water can be estimated by multiplying the number of 20 litres Jerican of water by the known period of time.

J10: Ask the household what kind of toilet facility is usually used by the household. Please probe to know the most commonly used facility, some rural households may have a flash toilet within the dwelling which is only used at night but mostly use a pit latrine. In such cases the kind of toilet facility used by the household is pit latrine. *No facility/ Bush/ Field* refer to cases where the household do not have any form of toilet facility. Such households may resort to using spaces outside the homestead/dwelling which may have bushes, grass, shrubs etc.

Below are some definitions for the terms used in the codes for **J10**

Definitions of Toilet Facility Codes in Q. J10	
<u>Categories</u>	<u>Definition</u>
Flush/pour flush toilet	<p>A <u>flush</u> toilet uses a cistern or holding tank for flushing water and has a water seal, which is a U-shaped pipe, below the seat or squatting pan that prevents the passage of flies and odors.</p> <p>A <u>pour flush</u> toilet uses a water seal, but unlike a flush toilet, a pour flush toilet uses water poured by hand for flushing (no cistern is used).</p>

Definitions of Toilet Facility Codes in Q. J10	
<u>Categories</u>	<u>Definition</u>
piped sewer system	A system of sewer pipes (also called sewerage) that is designed to collect human excreta (feces and urine) and waste water and remove them from the household environment. Sewerage systems consist of facilities for collection, pumping, treating and disposing of human excreta and waste water.
septic tank	An excreta collection device consisting of a water-tight settling tank normally located underground, away from the house or toilet.
somewhere else	A system in which the excreta is deposited in or nearby the household environment in a location other than a sewer, septic tank, or pit, e.g., excreta may be flushed to the street, yard/plot, drainage ditch or other location.
Pit latrine	Excreta are deposited without flushing directly into a hole in the ground.
Ventilated Improved Pit latrine (VIP)	A latrine ventilated by a pipe extending above the latrine roof. The open end of the vent pipe is covered with gauze mesh or fly-proof netting and the inside of the superstructure is kept dark.
Pit latrine with slab	A latrine with a squatting slab, platform or seat firmly supported on all sides which is raised above the surrounding ground level to prevent surface water from entering the pit and for ease of cleaning.
Pit latrine without slab/ open pit	A latrine without a squatting slab, platform or seat. An open pit is a rudimentary hole in the ground where excreta is collected.

Definitions of Toilet Facility Codes in Q. J10	
<u>Categories</u>	<u>Definition</u>
Composting toilet	A toilet into which excreta and carbon-rich material are combined (vegetable wastes, straw, grass, sawdust, ash) and special conditions maintained to produce inoffensive compost.
Bucket toilet	Involves the use of a bucket or other container for the retention of feces (and sometimes urine and anal cleaning material), which is periodically removed for treatment or disposal.
Hanging toilet/Hanging Latrine	A toilet built over the sea, a river, or other body of water allowing excreta to drop directly into the water.

J11: Ask whether the toilet facilities are shared with one or more other households. If not shared skip to J13.

J12: Ask how many households, including the respondent's household, use the same facility. For example, if the respondent's household shares the toilet with one other household, record "02". If they share it with two other households, record "03". The number of households that share toilet facilities is an important measure of the level of hygiene in the household.

J13: This question is about the aspect of handwashing after use of the toilet facility. Handwashing with water and soap is the most cost effective health intervention to reduce both the incidence of diarrhoea, cholera and dysentery in children under five. This question intends to collect information on handwashing facilities. In some areas, there may not be a designated place for hand-washing. Rather a movable object is used, like a bucket, basin, container or kettle, for people to wash or rinse their hands. In such cases, record YES.

J14: If the solid waste is collected, then indicate how it is collected; who collects the solid waste for the household. Solid waste may be collected by the county government, community association or private companies.

J15: Disposal of solid waste generated by the household is a key environmental and welfare determinant as this normally impacts on their health. The question seeks to determine how often the household waste is collected.

J16: The purpose of asking this question is to determine the weekly estimated volume of the solid waste disposed by the household. Caution should be exercised to ensure that the estimate is highly credible. The proposed approach would be to estimate the volume by using the 20kg/litre bucket/container as a unit.

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ENERGY USE

J17: Ask for the main source of lighting for the household? Include the main source of lighting for the household. This does not include incidental lighting sources.

J18: Establish the main source of energy for cooking? This question asks about fuel for cooking, not fuel for heating or lighting. The category 'biogas' includes gases produced by fermenting manure in an enclosed pit. If the household uses more than one fuel for cooking, find out the fuel used most often. If any fuel other than the precoded ones is reported as being the main fuel used for cooking, code the source of energy as 'other' and specify the type of fuel in the space provided.

J19: Establish whether the household has an installed solar panel within or near the dwelling(s). Most panels are normally installed at the roof or a convenient position outside the dwelling.

J20: Ask whether the household has any form of electricity. If the response is NO skip to J23.

J21: Establish the source of electricity for the household.

J22: Ask the alternative source of energy for lighting in the event of a black out. The purpose of this question is to find out if the household has alternative energy options in case there is a black out. Skip to J25 after asking this question.

J23: Ask the main reason why the household is not connected to electricity. The question therefore aims to capture the main reason for the household not to have access to electricity.

J24: Item codes

J25: Item in question: Energy source.

J26-J35: These questions seek to determine the usage of different sources of energy.

J26 & J27: Enquire the kind of energy sources that have been used by the household in the last 12 months as well as in the last month.

J28: Ask for what purpose the [ITEM] was used. Most of households in urban areas use specific energy sources for boiling or heating water for various purposes. Home Businesses refer to those that are operated within the homestead using resources which cannot be differentiated from those used solely by the household or the businesses.

J29: Establish the quantity and unit of [ITEM] used last month. If the [ITEM] is used in kilograms, code 96 and enter the quantity in Kilograms in J30.

J30: Establish the weight in Kilograms for items in J29. The question seeks to determine the purpose for which each source of energy was used.

J31: Ask the household the size of the LPG cylinder(s) that the household uses.

J32: Establish the number of units for the various sources of energy used by the household in the last month. For cases where the units are not known, the slots for the responses have been blocked.

Example:

1. If a household uses a 13 kg cylinder for two months, then the quantity of LPG used last month would be $13/2 = 6.5$ Kilograms.
2. If a household uses three 6 kg cylinders in a month, then the quantity of LPG used last month would be $(6 \times 3) = 18$ kilograms.

J33: Establish the total cost of the respective units of sources used during the last month. If the fuel was not purchased, try to estimate what it would have cost the household if they had purchased. Otherwise, code 99998 for Don't Know.

J34: Ask how long it takes to go to the nearest source of the [ITEM]. This question explores the accessibility of these sources of energy. Remember that the question seeks to get the time taken to the nearest source. Exclude waiting time.

J35: Record the cumulative minutes spent per week to get the [ITEM] from the source. Remember to indicate time spent by men, women and children. Children are those less than 18 years.

5.12 SECTION K: AGRICULTURE HOLDING

Respondent: household head or the most knowledgeable person informed on household agricultural activities.

It is to be administered to the household head and other household members who are engaged in farming. This section collects parcel level information on the farming practices of the household during the last 12 months. Each row of this section on the questionnaire represents one agricultural parcel.

Definitions

1. Agricultural holding: This is defined as all the land owned and/or operated by a household wholly or partially for agricultural purposes.

2. Parcel: This is defined as a single piece of land forming part of the holding but separated from other parts of the holding by private or communal land. A holding may be comprised of a single parcel or several parcels of land.

K01: Ask if any member of the household engaged in crop farming in the last 12 months. This is a filter question for the entire section. If no member of the household farmed crops during the last 12 months, code 2 for NO and then skip sections K and L.

K02: These are pre-coded serial numbers for the PARCEL IDs.

K03: Obtain and list all the parcels cultivated by household members. Remember to include those parcels outside the county of residence but within the country. Count the number of parcels listed in K03 and record the total number of parcel in the space provided.

- In order to distinguish one parcel from another, write short names in K03 to identify each parcel uniquely. These names may simply consist of the major crops grown in the parcel, if the household has only one parcel in which that crop is grown or the major crop and a unique secondary crop. For example, "maize and pigeon pea"
- Including the name of the household member who is most responsible for cultivating the parcel can provide further identification. For example, "Mussa's cassava"
- If necessary, include the location of the parcel. For example, "Maize by path to primary school"
- Note that the name of the parcel will not be entered into the data file used to analyze the survey. The name of the parcel is only to assist you and the survey household members easily discuss, without confusion, the cropping activities in which they are engaged.
- Familiarize yourself with the parcels so that one can guide the respondents.

K04: Fill in the county code in which the parcel is located from the codes provided.

K05: Establish who in the household mainly makes decisions pertaining to [PARCEL]. Copy the ID code of the member from the household roster else code appropriately and skip to the next parcel. Otherwise, if NO OTHER PARCEL skip to section M.

K06: Establish the total area of the parcel in acres. Where the respondent chooses to report the area of the parcel in hectares, the interviewer should convert the area to acres (1 hectare = 2.47 acres). Wherever possible, encourage the respondents to estimate the area in acres and to three decimal places.

The area refers to the whole parcel and not part of it. In the event that it is not possible to determine the area a code for Don't Know (DK) is provided. However, every effort should be made to get the parcel size.

K07 Ask if the Household owns the parcel in question. If the response is NO the interviewer should skip to K10

K08: Ask what ownership document the household has for the parcel. Code the options appropriately.

K09: Ask what the land tenure system is for the parcel. Code appropriately and skip to K11.

Leasehold refers to a long term legal agreement where the government leases land to an individual or group of individuals for a period of 99 years with annual land rates. A title deed is usually given to the parcel holder for the lease period. The government may or may not renew the lease agreement.

Freehold refers to where the government allocates land to an individual or group of individuals in perpetuity. A title deed is normally given to the parcel holder.

K10: Ask the operational status of the parcel. For Code '21' or '96' skip to K13.

Rented/leased land refers to cases where there is an agreement to let the land to the tenant for an agreed fee for a specified period.

Squatting refers to where an individual has occupied a parcel of land that he/she does not own, rent or otherwise have lawful permission to use (without consent of the owner).

K11: Ask the respondent the amount paid for renting the parcel in the last 12 months.

Example:

If the parcel is rented for two years, then divide the amount by two and enter the figure.

K12: Ask the respondent how much the parcel would fetch/cost if you were to sell/buy. Probe to obtain an estimate of the value. Code 999998 for Don't Know.

K13: Ask if the household operated a greenhouse(s) on the parcel at any time during the last 12 months. If the response is YES, fill in the area under green house cultivation in the space provided and if it is NO, code zeroes.

K14: Ask if the household practiced irrigation on the parcel of land for the last 12 months. If the response is NO, skip to K18. Irrigation is the application of water on land

for cultivation using water from sources other than rain for improving pastures or crop production.

K15: Ask for the MAIN source of water for irrigation.

K16: Ask the MAIN method for water abstraction for irrigation.

K17: Establish the area (in acres) under irrigation by method of irrigation. The methods here are:

- Surface irrigation
- Sprinkler irrigation
- Drip irrigation

K18: Ask the type of fertilizer that was used on the parcel in the last 12 months. The options are organic and inorganic fertilizers. In the case of one season per year, code '5' for N/A for the second season. If the response is NONE (code 4) for both seasons, skip to K20.

K19: Ask and fill in the main source of fertilizer for each parcel from the options provided.

K20: Record the household expenditure on agricultural inputs related to crop production during the last 12 months. This includes pesticides (insecticides, herbicides, fungicides etc), fuels, lubricants, electricity, farm repairs, machinery and equipment, purchase of small farm implements (hoes, pangas, e.t.c); tractor hire/oxen plough e.t.c. If an item is used for both crops and livestock, put it where it was mainly used if it is not possible to apportion.

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5.13 SECTION L: AGRICULTURE OUTPUT

Respondent: Individual(s) most informed on household agricultural activities.

This section collects detailed crop level information on the harvest and sales made for crops harvested in the last 12 months (in both long and short rains cropping season). Each row represents a specific type of a crop.

For the columns that require the respondent to report on quantities of the crop, encourage the use of the same unit.

If the respondent does not report the harvest in standard units (kilogrammes), assist him/her to convert the values given to standard units. That is, establish the equivalent weight of the non-standard value given in standard weight.

L01: Item Code.

L02: This question should be completed for a maximum of ~~xx~~ crops before proceeding to other questions in this section. For every crop mentioned, confirm with the respondent and record the crop that was grown. The interviewer should record the crops as well as their codes as provided below. Use the value or area covered to determine the importance of the crop(s).

The crops are:

Crop	Code	Crop	Code	Crop	Code
Maize	1	Onions	21	Pears	51
		Carrots	22	Pineapples	52
		Cabbages	23	Bananas(cooking)	53
		Sukumawiki (kales)	24	Bananas (fruits)	54
			25	Passion fruits	55
Wheat	6	Tomatoes	26	Oranges	56
Rice	7	Pumpkins	27	Castor Seed	57
Finger millet	8	French beans	28	Plums	58
Millet	9	Field Peas	31	Coconut	59

		Beans	32	Nappier grass	61
		Grams green (Ndengu)	33	Paddock grass	62
Sorghum	12	Peas (Minji)	34	Sugar cane	71
Barley	13	Cow peas	35	Pyrethrum	72
Oats	14	Pigeon peas	36	Cotton	73
Yams	15	Dolicos (Njahi)	37	Tobacco	74
Arrow roots	16	Soya beans	38	Tea	75
Cassava	17	Cashew nuts	40	Coffee	76
Sweet potatoes	18	Macadamia nuts	41	Waffle	77
Irish Potatoes	19	Groundnuts	42	Sisal	78
Khat (Miraa)	20	Sesame Seeds (Sim sim)	43	Other Trees	79
				Other crops	80

L03: Record the total crop area in acres to one decimal place.

Land area is normally given in acres or hectares. Where the respondent chooses to report the area of the parcel in hectares, convert the area given in hectares to acres (1 hectare = 2.47 acres).

L04: Ask the main type of seed for [CROP] that was planted in the last 12 months. If NONE, skip to L08

L05: Ask the household where they obtained the seeds/seedlings from. Probe to get the correct response. List up to two choices.

L06: Ask what quantity of seeds/seedlings the household planted for each crop.

L07: Ask how much the household paid for the purchased seeds/seedlings. This should include the cost of seed(s) purchased from other farmers. Estimate the cost of inkind payments and own production. If a single purchase of seeds was made for use on

several crops, the respondent will have to determine how much of the seeds purchased were used on a particular crop.

L08: Ask the MAIN cropping system for [CROP] in the last 12 months.

- Pure stand-only one type of crop is grown on a parcel.
- Intercrop/ Mixed cropping - two or more crops grown on the same parcel
- Successive cropping-crops are successively planted on the same parcel during the reference year.
- Strip cropping-growing a crop such as maize in strip contours with another crop to avoid soil erosion.
- Alley cropping- a temporary crop is grown simlutenously with a longterm crop.
- Relay cropping-growing of crops in succession such that the young crop takes over while the older one is harvested.

L09: Ask the amount of the crop in kilograms that was harvested in the last 12 months. If there was none harvested, Code '00000' and skip to the next crop.

L10: Ask and fill out the amount of the harvested crop in kilograms that was consumed in the household. If there was none, then code 00000.

L11: Ask and fill out the amount of the harvested crop that was sold. If there was none code 00000 and skip to L13.

L12 Ask and fill out the amount that was earned from sale of the crop.

L13: Ask the amount of the harvested crop that was retained as seed by the household. Code 00000 if NONE

L14: Record the amount of the harvested crop that was given to labourers as payment in kind. Code 00000 if NONE

L15: Record the amount of the harvested crop that is still being stored by the Household. Code 00000 if NONE

L16: Record the amount of the harvested crop that was lost/wasted. Code 00000 if NONE and skip to L18

L17: Ask for the TWO MAIN causes of the loss/waste in L16.

L18: Ask how much of the harvest was given out as donations by the household. Code 00000 if NONE

L19: Record the amount of the harvested crop that was used for other purposes. Code 00000, if NONE.

5.14 SECTION M: LIVESTOCK

Respondent: Individual(s) most informed on household livestock keeping activities.

This section collects detailed information on animal rearing practices over the past twelve months. Management practices, production and disposal of various livestock types are covered in this module.

M01: Ask if any member of the household reared livestock in the last 12 months. This includes emerging livestock such as fish, quail, and crocodile e.t.c. If the response is NO, skip to Section N.

M02: Ask whether any member of the household reared [ANIMAL]. Code '1' for 'Yes' or '2' for 'No' in the space provided. A total of 19 livestock types or breeds are listed in this question with a provision for two others to be specified. Record animals reared by the household and the county code of its location.

M03: Ask how many [ANIMAL] the household owns at present. Discuss with the respondent systematically so that you establish out of the total number, how many animals are male and how many are female. Further, find out how many mature and immature animals are there. Probe further if the total number does not tally with the breakdown. If the household does not own any of a specific type of livestock at present, but did own such livestock at some point in the past twelve months, answer 'zero'.

Differentiation between immature and mature animals has no strict cut-off. However, generally speaking, immature animals are those that may still be suckling or young ones that may have stopped suckling but have not started mating. For example, mature cattle are those that have reached mating age.

For beehives and fish, details of sex and age will not be sought. The total numbers of hives and fish should be recorded in the first column of M03.

M04: Ask how many [ANIMAL] the household owned in the last 12 months. This question is similar to M03 but seeks to establish the number of animals the household had 12 months ago. For instance, if you interview a household that is currently keeping camels and the HH on 15/05/2015, find out from the respondent how many camels the HH reared on 15/05/2014.

M05: Ask how many [ANIMAL] the household sold during the last 12 months. Record the amount of sales for each livestock type or breed. If the household did not sell a given livestock type at any time in the last twelve months, record '00000' then skip to M07.

M06: Ask the household how much they received from the sale of [ANIMAL] in the last 12 months. For each livestock type, record the amount of money that the household earned from the sales of all such animals over the past 12 months. The animals may have been sold at different times in the year with a different price for each sale. Probe carefully to get the total earnings for every livestock type.

M07: Ask how many [ANIMAL] the household consumed during the last 12 months. Occasionally, households slaughter animals at home, especially chicken, goats and sheep for own consumption. Record the number of animals that the household consumed over the reference period. If the household did not consume such livestock at any point in the past twelve months, record '000'. This question is not applicable for beehives.

M08: Ask how many [ANIMAL] died during the last 12 months. Record the number of animals that died over the last 12 months. Record '00000', if none. In cases where an animal dies and then the carcass is consumed, such animals should be included here. Also, include in the count animals born dead or new born animals that die soon after birth.

M09: Ask how many [ANIMAL] were lost/stolen/given away during the last 12 months. Record the total number. Include in this category animals given out in ceremonies such as weddings, circumcision, gifts after passing examinations, gifts to grandchildren, etc. If the household did not have any livestock stolen lost or given away in the past twelve months, record '00000'.

M10: Ask how many [ANIMAL] the household purchased during the last 12 months.

M11: Ask how many [ANIMAL] were received as gifts during the last 12 months. Record the number of animals received as gifts, payments for dowry or from any other sources. This item also includes animals given by the government and some NGOs for restocking particularly in the ASAL areas. If the household did not receive any such livestock, record '00000'.

M12: Ask how many [ANIMAL] were born during the last 12 months. Code '00000', if the response is NONE

M13: Ask how many [ANIMAL] were milked during the last month. This question seeks to establish the number of animals that were being milked over the previous month. If the interview is done in August, then the number of animals that were being milked in July should be recorded here. This question is applicable only for cows, goats and camels.

M14: Ask who the main provider of the Artificial Insemination Service was during the last 12 months. Indicate the provider of Artificial Insemination (AI) services. With liberalization, private veterinary practitioners have been providing these services to households. In cases where the household uses their own or a neighbor's bull, code 4 for 'None'.

M15: Ask who the main provider of Veterinary Services was during the last 12 months. Indicate the main provider of veterinary services to the household. As the case is with AI services, liberalization has resulted in private veterinary practitioners providing these services to households. In cases where a member of the household provides treatment or other vet services to their livestock, code 3 for 'Self'.

M16: Ask how much the household spent on livestock inputs during the last 12 months. Expenditure on livestock should be handled separately from that on crops. If an item is used for both crops and livestock, put it where it was mainly used if it is not possible to apportion. Code '000000', if there was no expenditure

M17: Ask what quantity of produce was obtained last month. This question seeks to establish the level of livestock production across the country. The quantities of production will be recorded in litres, kilograms or numbers. Any other units reported by the respondent should be converted to these standard units. For honey, wax and wool, the reference period will be the last 12 months. If the response is none, go to the next item.

M18: Ask what quantity of this produce was consumed by the household in the last one month. For honey, the reference period will be the last 12 months.

M19: Ask what quantity of this produce was sold by the household in the last one month. For honey, wax and wool, the reference period will be the last 12 months.

M20: Ask to whom the largest amount of this produce was sold to in last one month. For honey, wax and wool, the reference period will be the last 12 months.

M21: Ask what quantity of this produce was lost/wasted in the last one month. This question seeks to establish the quantity of animal product that was wasted or lost. For honey, wax and wool, the reference period will be the last 12 months.

M22: Ask the value of the produce that was lost/wasted in the last one month. In this question, the value of the animal product wasted or lost should be recorded. For honey, wax and wool, the reference period will be the last 12 months.

5.15 SECTION N: HOUSEHOLD ENTERPRISES

Respondent: Head of household and household members managing income-generating establishments of household.

This section collects information on the ownership and operation of income generating enterprises/establishments run by the household that were in operation over the past one month. Below are some useful concepts.

1. Establishment: Is a specific location in which a clearly defined economic activity is undertaken. It is generally at a single location and engaged predominantly in one type of economic activity. Thus, a large firm or enterprise with branches would have one of such branches referred to as an establishment because of its unique location and economic activity undertaken in that location.

Example:

A factory producing leather goods at a specific work site

A school providing educational services at a given site,

Where a single location (work site) encompasses two or more distinct activities, these are treated as separate establishments, provided that separate payroll/accounts records are available for each activity.

2. Business/Enterprise/Firm: The terms are used interchangeably to refer to an economic unit producing goods or providing services. They are entities under whose umbrella an establishment operates. Examples include factories, banks, kiosks, agricultural farms or holdings, taxis, hawkers, etc.

3. Incomes and Revenue: Household income consists of all receipts which accrue to the household or its individual members. It is the sum of primary income (consisting of income from paid and self employment); property income (consisting of imputed rents of owner-occupied dwellings, interest received and paid, dividends received, and net rents and royalties received for the use of buildings, land, copyrights and patents); current transfers (consisting of social security benefits, pensions and life insurance annuity benefits, alimonies etc.); and other benefits received by all the members of the household.

N01: Ask if the household operated or owned any non-agricultural income-generating enterprise. If NO, skip to Section O.

N02: See item code of activity.

N03: Ask what main income-generating activity was operated by the household in the last one month. All establishments should be listed here before the other questions are asked about each one.

N04: Ask what is the main economic activity undertaken by this enterprise. This question seeks to establish the type of establishment in terms of type of goods produced or services rendered.

Industry refers to the economic activity of the establishment which is defined in terms of the kinds of goods produced, or services offered by the economic unit or establishment. If the enterprise is engaged in more than one activity describe the MAIN one. The description should be short and sufficient to inform the supervisor in what sort of industry the establishment should be classified.

- Examples would include, 'vegetable seller in market', 'bicycle repair', 'palm mat weaving', 'furniture or coffin making', 'mandazi preparation and sales', 'used clothes (mutumba) trading', 'traditional beer brewing', 'charcoal making', 'fish mongering' and so on.
- The coding that the supervisor will use to classify the household income-generating establishments listed will be the industry codes that are found in appendix IV.

N05: Ask whether the income generating activity is registered by registrar of companies. The question seeks for the registration status of the business.

N06: Ask how many persons are engaged in this income generating activity and code appropriately using the options provided. List how many males and females in each category. If none enter '00'.

N07: Ask the amount of profit/loss earned from this income generating activity in the last six months. In case of a partnership with persons outside the household, record the share of profit/loss that is attributable to the household. The question collects information on profit earned or losses incurred by the household from the income generating activity. It should also be recorded if the business broke even. If a loss is reported, this must be put in parentheses () to indicate clearly to the data entry clerk that the value being reported is a negative number.

For businesses operated for less than six, enter the duration of operation in months.

5.16 SECTION O: TRANSFERS

This section collects information on gifts/support received and those given by the household over the past 12 months. These are disaggregated as cash, food, clothing and other gifts/supports in-kind.

Respondent: Head of household or most knowledgeable household member or household member responsible for the transfer.

The purpose of this section is to capture any income that a household may have received or given out in form of gifts/support.

Definitions

A transfer is a gift/support (good, service, financial asset or other non-produced asset) by an individual/household/institution to another individual/household/institution when there is no economic value expected by the giver in return.

A cash transfer refers to a gift/support in form of currency or transferable deposits (e.g. cheque, money orders etc). A transfer in kind refers to a gift/support in form of goods or services for free (e.g. free medical checkup, free provision of labour etc).

In estimating the value of food, services and in-kind gifts/supports received and given, the respondent should estimate what he or she would have paid for the gift/support if they purchased it in the market.

O01: Ask if the household (or any member of the household) received any gifts/supports whether in cash or in kind during the last 12 months? If YES record 1, If NO record 2 and skip to O14. Gifts/supports received from a member of the same household should not be captured. Source refers to where the gift/support came from and includes individuals, NPIs, Government, Corporate sector and any source outside the country.

Individuals - These are persons who are not members of this household. There cannot be a transfer within a household.

Non Profit Institutions (NPIs) – are social entities created for purposes of producing goods and services and are not meant to profit those who finance or manage them. Usually they give the goods or services for free or sell them at prices that are not economically significant. Examples are Religious Organizations, Non-Governmental Organizations, Clubs etc.

Corporate sector –are legal entities that are created for purposes of producing goods or services for the market. They are profit making entities for those who own/manage them e.g. Banks

Outside Kenya – any person or institution resident outside the Kenyan territory. Kenyan embassies/missions abroad are considered to be within the Kenyan territory.

O02: Ask the total cash in Kenya Shilling received against the relevant source(s). If the household received cash in foreign currency (e.g. US Dollars) convert into Kenya Shilling.

O03: Ask how much of the total cash received by the household from within Kenya was spent on food, education/school fees, health, business/investment and others in the last 12 months. Record in Kenya Shillings, the amount of expenditure of the cash received against each of the listed expenditure items of the household.

O04: Ask the amount of cash received by the household from the Government against each of the relevant programs listed. This applies to households that received cash transfers from the government.

CT-HSNP - Cash Transfer for Hunger Safety Net Program – This is an unconditional cash transfer program that aims to reduce poverty in northern Kenya by delivering regular cash transfers to beneficiary households or individuals in four counties in the arid and semi-arid lands (ASALs) of northern Kenya: Mandera, Marsabit, Turkana and Wajir.

CT-OVC - Cash Transfer for Orphans & Vulnerable children – This program provides regular cash transfers to extreme poor families living with Orphans and Vulnerable Children (OVC) in order to foster the continued care of OVCs and to promote their human development through basic education, basic health and nutrition services and birth registration. The pay outs are provided every two months at the nearest post office.

OPCT- Older Persons Cash Transfer – This program serves the non-pensionable and aged Kenyans (65 years and above) who are not formally employed.

PwSD- Persons with Severe Disabilities - are those who require constant support in more than one major life activity in order to participate in integrated community settings and enjoy the quality of life available to other people. These are persons with multiple disabilities i.e. more than one significant disability such as movement difficulties, sensory loss, and/or a behavior or emotional disorder.

CT-PwSD - The program is aimed to enhance the capacities of care givers through cash transfer in order to improve the livelihood of Persons with Severe Disabilities and mitigate the effects of disability to the household.

O05: Ask how much of the cash received from the government by the household was spent on education, food, health, rent, clothing, business/investment, debt repayment

and other in the last 12 months. Record the amount of expenditure of the cash in Kenya Shilling received through the Government programs against the listed expenditure items of the household in order of PRIORITY.

O06: Ask for the transfer mode of the cash received from Kenya. This is to establish the main method used to send the money to the household from sources in Kenya. Record upto three main modes.

Formal channels of money transfer: These are officially authorized to operate in the money transfer business e.g. banks, money transfer operators etc

Informal channels of money transfer: These are outside the financial regulation and supervision e.g. Hawala, courier companies, transport operators, Individuals etc

Hawala – it is remittance channel commonly among the Islamic community that exists outside the traditional banking systems. Money is transferred via a network of hawala brokers often backed only by trust, family connections or regional relationships. It involves money transfer without money movement.

O07: Record the channel or main mode of transfer and amount of cash transfer received from outside Kenya.

O08: Ask how much of the total cash received by the household from outside Kenya was spent on food, education/school fees, health, business/investment and others in the last 12 months. Record in Kenya Shillings, the amount of expenditure of the cash received against each of the listed expenditure items of the household.

O09: Ask the main country from which the transfer was received by the household. Enter the country name in the space provided.

O10: Ask the total value of all food received as support/gifts in the last 12 months against the relevant sources. If for example, the household received one bag of maize, use the price of a bag of maize (within that area) as an estimate. Probe to find out how much the bag would have cost.

O11: Ask the total value of all clothing received as support/gifts in the last 12 months against the relevant sources. Estimate the value of the clothing.

O12: Ask the total value of all health care/ medical services received as support in the last 12 months against the relevant sources. If the household received drugs, estimate the value. If the household received medical services, estimate the value of the service.

O13: Ask the total value of all any other in kind gift/supports received as support in the last 12 months against the relevant sources. Other in kind means any gift/supports other

than those recorded under O10, O11 and O12. If it was a service indicate the estimated value of the service.

O14: Ask if the household (or any member of the household) gave out any gift/supports whether in cash or in kind to individuals or other households during the last 12 months. If YES record 1, If NO record 2 and skip to the next section.

O15: Ask the total value of all cash given as support/gift to individuals/institutions in the last 12 months?

O16: Ask the total value of all food given as support/gift to individuals/institutions in the last 12 months? If the respondent only remembers the amount in volumes (e.g. bags, debes, packets etc) use the prices for similar measures to estimate the values. An approximate value is sufficient if the respondent cannot recall the actual value. If none, write '0'

O17: Ask the total value of all clothing given as support/gift to individuals/institutions in the last 12 months?

O18: Ask the total value of all other in-kind given as support/gift to individuals/institutions in the last 12 months?

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5.17 SECTION P: OTHER INCOME

This section collects information on other income sources for the household. The reference period for this section is the last 12 months. Information has already been collected on income from employment, agriculture, livestock, household enterprises and transfers. This section helps to capture any other income that the household may have received.

Respondent: Head of household or most knowledgeable member of the household.

Definitions

Sub Soil Assets: These assets are proven reserves of mineral deposits located on or below the earth's surface. They must be exploitable with the current technology and must also be economically viable.

Alimony: Payment for maintenance of a spouse after divorce.

Royalties: Payment for intellectual property rights.

P01: Ask whether any member of the household has received any income not captured in the other sections. If YES record 1, If NO record 2 and skip to section Q.

P02: Ask if any member of the household received any regular income from savings, interest or other investment income during the last 12 months. Establish if any household member received any regular income (e.g. interest from bank deposits, dividends from holding of corporate ownership of shares, profits from investments). If YES record 1 and proceed to P03, If NO record 2 and skip to P04.

P03: Ask how much the household received in the last 1 month.

P04 : Ask if any member of the household received any regular income from pension during the last 12 months. If YES, record 1 and proceed to P05. If NO, record 2 and skip to P07. Establish if any member of the household received income from a pension scheme in the last 12 months.

Pension: This is a fixed sum of money paid regularly to persons or their survivors following retirement from service.

Example:

These benefits are usually for specific group of retirees, mainly from age group 60 yrs and above on retirement. However, there are some cases where people under the age of 60 yrs receive pension. Depending on the program, pension payments sometimes may be made to the surviving spouse or other dependents of the retiree. Be sure to make inquiries about this possibility

P05: Ask the three main sources of pension income received by any member of the household in the last 12 months.

Civil Servants Pension Scheme: This is a non-contributory defined benefit scheme for permanent and pensionable civil servants. The scheme is not funded and no assets have been set aside or invested. Pension benefits are paid out of the Consolidated Fund from general revenues.

Private Pension Plan: A pension plan administered by an institution other than the government for its employees. Private pension plans may be administered directly by a private sector employer acting as the plan sponsor, a private pension fund or a private sector provider. Parastatals like KNBS and KRA fall under this category.

Personal Pension Plan: Individual schemes or personal pension plans comprise schemes set up by institutional providers to target individual members not necessarily tied to an employer or any formal setting.

P06: Ask the amount of pension received by the household in the last one month.

P07: Ask if any member of the household received any regular rental income from during the last 12 months. If YES, record 1 and proceed to P08. If NO, record 2 and skip to P09. These assets include residential and non residential buildings, machinery, cash crops (e.g. miraa, tea, sugar) etc over the last 12 months. It also includes rent received from leasing of land and subsoil assets.

P08: Record the amount received by the household from rental income in the last one month against the listed sources. Accept values as given by the respondent.

P09: Ask if any member of the household received any regular income of any other type in the last 12 months. This may include income from copyrights (e.g. books, music, etc) royalties, artistic assets, and staggered payments from insurance policy.etc. If YES record 1 and proceed to P10, If NO record 2 and skip to P11.

P10: Record the amount of income received by the household from any regular income of any other type by source as specified in P09. Record amount in Kenya shilling from two main types and specify the type. These should be the types that brought the highest incomes.

P11: Ask if any member of the household received any *non regular* income of any other type in the last 12 months. This question seeks to establish if there is any member of the household who received non-regular income in the last 12 months. Non-regular income includes one off payments (windfalls). Examples are gratuity payments, winning a

charity sweepstake etc. If YES record 1 and proceed to P12, If NO record 2 and move to the next section.

P12: Record the amount of income received by the household from any non regular income of any other type by source as specified in P11. Record amount in Kenya shilling from two main types and specify the type. These should be the types that brought the highest incomes.

P13: Establish the total amount of all non-regular income that the household received in last 12 months and record the amount received as an aggregate.

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5.18 SECTION Q: RECENT SHOCKS TO HOUSEHOLD WELFARE, FOOD SECURITY AND JUSTICE.

RECENT SHOCKS TO HOUSEHOLD WELFARE

Respondent: Head of household or most knowledgeable household member.

This section collects information on household shocks, referred to here as having a negative economic impact on the household.

Each line of the section refers to one specific shock. The reference period is the last five years.

Q02: GO THROUGH ENTIRE LIST OF Q02 AS YOU FILL IN Q03

Q03: Ask the household head whether the household was negatively affected, in terms of household welfare, by the occurrence of each of these events listed, over the last five years. A list of 25 types of shocks is provided. There is space for two additional shocks which should be specified. If the household did not experience a shock, Code 2 and skip to the next shock. You should go through the entire list and fill in Q03 before continuing with the rest of the section.

Note that some households will experience some shocks negatively, while others will experience the same shock without any negative effects. Probe to find out the effect of the shock and exclude those that boosted or improved the household welfare.

Example:

- The birth of a child is normally a happy occasion and may not result in a shock if planned for. However, in case of multiple births or complications during birth, then there may be a serious drain in the financial resources of the household thereby resulting in a shock.
- In cases where the household is already straining in the upkeep of the existing children, an additional child may create a shock.

Q04: Of all the shocks experienced, ask the respondent to rank the three (3) major ones that severely affected household welfare. Code 1 for most severe, 2 for second most severe and 3 for third most severe.

Q05 to Q09: Ask these questions only for the shocks ranked in Q04.

Q05: Ask the respondent to give you the estimated value of the loss due to the shock. Avoid excessive probing since some of the shocks may be sensitive to the household. An approximate value is sufficient.

Q06: Enquire whether the shock caused a reduction in household income and/or assets. Probe further to establish whether it was income loss, asset loss or both. Only one response is required.

- An income loss refers to a decrease in the amount of cash or other resources (e.g., earnings from harvests from household parcels) previously earned by the household before the shock.
- An income loss comes about through a reduction in the ability of household members to earn income. This may come about through the death or long-term illness of an economically productive member of the household, so his or her wages or the other economic resources he or she produces for the household are lost from the household or a significantly reduced.
- Alternatively, the loss of productive assets will also result in a reduction in income. The loss of cropland or livestock will result in the income or the other economic resources that the land or the livestock provided the household being lost or significantly reduced. In such cases where productive assets are lost, both an income loss and an asset loss are experienced.
- A reduction in assets refers to a decline in the amount of goods that the household possesses/owns. These goods may either be productive – land, livestock, agricultural and other work tools – or non-productive – house, furniture, transport, and other durable goods.
- Assets may be lost directly – as through a fire that destroys some physical assets owned by the household – or indirectly, whereby the household faces an economic shock and sells or otherwise disposes some of their assets to cope with the economic difficulty.

Q07: Ask whether this shock affected the household only or other household too. This question seeks to determine how widespread the shock was felt within the community.

'Some other HHs too' should be used as the answer code if more than the respondent's household was affected, but less than half of the households in the community were affected.

'Most HHs in community' should be used if more than half, but not all of the households in the community were affected.

Example

While a drought may negatively affect all farming households in a community, the death of an individual may only affect the household where the individual was a member.

Q08: Ask how long ago the shock occurred? Note that the recall period for this section is the last 5 years.

Example

If a shock occurred four (4) years and 6 months ago, code record 4 under the years' column and enter 6 under the months column.

Q09: Ask what actions/interventions the household took to cope with this shock. Record UP TO 3 responses for each shock by order of importance i.e. starting with what the respondent viewed as the most effective or important response.

FOOD SECURITY

Respondent: Head of household or most knowledgeable household member.

This section collects information on household experiences in regards to food security. Experiences can be ranked in terms of severity from the least severe to the most severe. The reference period is the last 12 months.

QA1: Ask if in the last 12 months there was worry that the household would not have enough food?

QA2: Ask if in the last 12 months the respondent or any household member was not able to eat the kinds of foods they preferred because of lack of money?

QA3: Ask if in the last 12 month the respondent or any household member ate fewer kinds of foods due to lack of money or other resources?

QA4: Ask if in the last 12 months the respondent or any household member missed a meal (breakfast, lunch or dinner) because of lack of money or other resources.

QA5: Ask if in the last 12 months the respondent or any other household member ate less than they thought they should because of lack of money or other resources?

QA6: Ask if in the last 12 months the household ran out of food because of lack of money or other resources?

QA7: Ask if in the last 12 months the respondent or any other household member was hungry but did not eat because of lack of money or other resources?

QA8: Ask if in the last 12 months the respondent or any household member went without food for a whole day because of lack of money or other resources?

QA9: Ask if in the last 12 months, the Household received any relief food? Relief food could have been from Government, relief agencies (e.g. Kenya Red Cross), NGOs, religious organisations, private institutions and individuals.

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JUSTICE SECTION

Respondent: Head of household or most knowledgeable household member.

This section collects information on household experiences in regards to accessing justice. Grievances or disputes refer to all general conflicts, not just those that pertain to the legal system.

QB01: Item code.

QB02: List of grievances to be asked about.

QB03: Ask the respondent if they or someone in their household has experienced one of the listed grievances/disputes in QB02 in the past 2 years. Also include those grievances/disputes that started more than 2 years ago but were concluded in the past 2 years. If the answer is "no" or "don't know" then proceed to the next grievance /dispute. If there was no dispute/grievance in the household, skip to section R.

QB04: Ask the primary organisation/group/persons to whom the household consulted to resolve each grievance/dispute mentioned in QB03.

QB05: Enquire why the household chose the organisation/group/person in QB04.

QB06: Ask whether the organisation/group/person resolved the dispute/grievance.

QB07: Ask how much it cost the household in terms of formal fees and payments to the organization/person/group. First code the organization/person/group followed by the amount in Kenya Shillings. Record a maximum of two organization/group/persons for each grievance/dispute.

QB08: Ask how much it cost the household in terms of bribes and/or informal payments to the organization/person/group. First code the organization/person/group followed by the amount in Kenya Shillings. Record a maximum of two organization/group/persons for each grievance/dispute.

5.19 SECTION R: CREDIT

Respondent: Head of household or most knowledgeable member of the household or household members who received or sought loans.

This section collects information on credit for household expenditure, business or farming purposes received by or sought by household members over the past 12 months.

Definitions

Credit - This is an arrangement in which a lender gives money or property in form of a loan to a borrower, and the borrower agrees to return the property or repay the money

at some future point(s) in time. There must be an explicit agreement between the lender and the borrower that the loan would be repaid within a certain period of time and/or with interest on top of the principal amount of the loan. The loan could either have been taken in form of cash or in-kind (goods such as agricultural inputs or services). The loan could have been obtained from an informal source such as a relative or a local money lender (shylock).

Interest rate - This is the fee charged by a lender to a borrower for the use of borrowed money. It is usually expressed as an annual percentage of the principal. The rate is dependent upon the time, amount of loan, the credit risk of the borrower, and the inflation rate.

Micro-Finance Institution- Organizations that provide financial services to local individuals and groups.

Mortgage Finance – Offer longterm facilities to acquire housing

Government Funds – Given by government e.g Uwezo funds

Saccos – Groups formed by people usually of same professions or employer.

Self-Help Groups – Small groups formed to offer credit and other facilities to members.

M-Shwari – Mobile service provider lending platform

R01: Ask whether any household member attempted to get credit in form of cash, goods or services from any individual outside the household or any institution in the last 12 months. If YES record 1, If NO record 2 and skip to R17.

R02: Ask whether any household member secured credit in form of cash, goods or services from any individual outside the household or any institution in the last 12 months. If YES record 1 and proceed to R03, If NO record 2 and skip to R14.

R03: The item code (serial number) of the credit item.

R04: Ask the type of credit secured by the household member.

R05: Ask which household member was responsible for loan and record his/her Line number. If a member secured more than one loan, repeat their line number.

R06: Ask the source (persons or institutions) of the credit obtained over the past 12 months. Record the source of the loan. Establish the lenders to the members of the household who secured a loan in the last 12 months and code it here while referring to the options given.

R07: Establish the MAIN reason for obtaining the loan.

R08: Ask how much was borrowed in Kenya Shillings. If the loan was in form of inputs, calculate the value.

Example:

If the input was fertilizer, ask the quantity that was borrowed and the price per unit. Thus, the value = quantity*unit price. However, imputation should only be done if the respondent does not know the value or cannot estimate independently. Any amount above 9 million should be recorded as 9000000.

R09: Ask how long it took the household member to obtain the loan. Fill in the number of days. Code 998, for dont know.

R10: Ask the rate of interest paid per month or per annum. Fill in either the rate of interest that the credit facility attracts per month or per annum.

Example:

- If the rate of interest was for example 6.6 per cent per month, record 05 in the first two boxes and 6 in the last box. Some lenders may not use these factors to determine the rate.
- if one borrowed KSh 1,000 which he/she is supposed to pay back at a total of KSh 1,100 in one month, then the rate of interest would be computed as follows, $IR = (1,100-1000) / 1000 * 100 = 10\%$ per month

R11: Ask the repayment period for the loan. Establish the duration in months within which the loan should be repaid.

Example:

If the loan should be paid within 3 years, convert into months by multiplying by 12 and record 36.

R12: Ask how much of the loan is still outstanding and record. Code '0000000' if the loan is fully paid.

Example:

If the initial loan was KSh 100,000 and KSh 40,000 has already been re-paid, then the outstanding amount is KSh (100,000-40,000) = KSh 60,000.

R13: Ask the MAIN kind of guarantee or collateral that was required to obtain the loan.

R14: Establish the members of the household who tried to borrow a loan during the last 12 months but were turned down and fill in their line number against each case. This

question also captures members of the household who secured a loan but when they tried to borrow another loan they were denied. Record their line numbers (ID codes) from the household listing.

R15: Ask the main reason why the household member was turned down. Refer to the options provided.

R16: Ask who turned down the household member and code according to the options provided. Record up to two sources (individual/institution as provided) that turned down the household member

Example:

If a friend and a commercial bank turned down the household member, record M and A in the first and second column.

R17: Determine the household member who did not attempt to borrow.

R18: Ask why the household member did not attempt to borrow in the last 12 months. For the members identified in R17 who did not attempt to borrow during the last 12 months record up to two MAIN reasons. Record two reasons in order of importance

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5.20 SECTION S: HOUSEHOLD ICT OWNERSHIP

Question S01 and S02 asks on the ownership of ICT equipment.

S01: Ask whether the household has a Computer/ Laptop/ Tablet.

Computer/ Laptop/ Tablet: A computer refers to a programmable electronic device that can store, retrieve and process data, as well as share information in a highly structured manner. It encompasses a laptop, which is a portable computer, a tablet, which is a similar handheld computer.

S02: Ask whether the household has a Television.

TV (Television) is a stand-alone device capable of receiving broadcasted signals, using popular access means such as over-the-air, cable or satellite. It excludes TV functionality integrated with another device, such as a computer or a mobile phone. If the household does not have a television, skip to S09.

S03: Ask the type of Multichannel TV/ decoder the household has. The digital services for the Television can be classified as follows:

Built in digital TV has a built in digital tuner (integrated TV receiver) to receive and display digital signals using current antennae. The television is able to view the free over to air digital programming without the use of a set top box. However, some households may have the built in digital TV and also have a decoder e.g. DSTV decoder hence multiple responses are allowed in such a case. Allow only a maximum of 3 responses.

Pay TV decoder: receives the satellite or terrestrial transmission and one must pay a monthly subscription in order to receive the broadcast.

Free to air set top box: A set top box is a receiver that decodes or receives digital signal to analogue to enable the channels to be displayed on your TV set. For the purpose of this survey, Free to air set top boxes are classified as those STBs that don't incur monthly charges. Examples are: Bamba Tv decoder, Signal decoder etc.

Internet- Protocol TV (IPTV) / WEB TV: This is a type of TV that receives the multimedia services e.g. TV, video, audio, text, graphics and data delivered over an IP based network. Note that we **EXCLUDE** LED television that may also use internet to receive the multimedia service such as watching YouTube, via TV because internet is not their main signal.

This type of TV is mainly available to houses that are connected to internet either through the fixed wired broadband, terrestrial fixed wireless or through the mobile broadband. A household can own IPTV and also own a decoder. For the purpose of this survey, multiple responses are allowed. Note that once a household says they own IPTV, it will be automatic that **S09** response will be a **Yes**.

S04: Ask whether the household has subscribed to any Pay TV in the last 12 months. If the response is NO skip to S09

Example:

A pay TV packages is the DSTV, Go TV, and Star times.

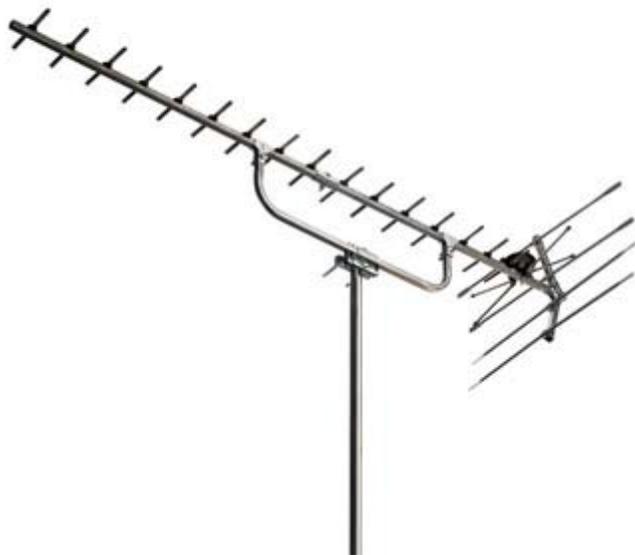
S05: Ask what type of pay TV signal the household receives. Record up to two main responses.

Type of receiver for Pay TV decoder:

Satellite Dish: This is a bow shaped television equipment cnnected to a decoder and used to receive a broadcasting signal transmitted by a communication satellite.



Aerial: This is metallic television equipment connected to a set top box and used for receiving a broadcasting signal transmitted by antenna masts mounted on land. Examples of the outdoor and indoor aerials are given below. Note not all aerial either outdoor or indoor look the same as the one shown below.



1. Outdoor Aerial



2. Indoor aerial for set top boxes.

Others: These include any other form of television equipment that can receive a broadcasting signal transmitted over cables running on posts or under the ground or over the internet. This should only be available for households living in urban areas.

S06: Ask what type of pay TV package the household receives. Record up to two main types of packages.

Type of pay TV package- The following are the types of pay TV package a household may subscribe to:

TV channels only: This type of the subscription that offers only TV channels. A household may have several option of the bouquet to choose from. Example of the TV channels are:

- DSTV bouquet: Family, Access, compact, compact plus, premium
- Zuku bouquet: Zuku Poa, Zuku classic and Zuku Premium.
- Startime bouquet: Basic, classic, unique
- GoTV bouquet: GoTV, GoTV Plus, GoTV open

Note that for the GoTV open, one only pays a one off fee and no monthly charges.

Note that the DSTV, Go TV, startimes etc offer ONLY TV channels. Zuku may offer internet or phone connection depending on the customer's preference. These are just example of the decoders and the list is not exhaustive.

TV Channels plus Internet: This package offer TV channels (as stated above) plus an option of internet. An example of such services providers is Zuku.

TV Channels plus Phone: This package offer TV channels (as stated above) plus an option of phone. An example of such services providers is Zuku.

TV channels plus internet plus phone: This type of package includes the 3 services that is, TV channels, internet and the phone. The Research assistant should ensure to probe further to ensure to that all services are included in this package.

S07: Ask how many months the Household subscribed to the Pay TV package. The intent of the question is to find out the number of months the household subscribed to the TWO MAIN pay TV (as selected in S06) in the last 12 months. Some households may have several pay TV packages which they may have subscribed on different months.

S08: Ask the average expenditure on the pay TV package in a month.

S09: Ask whether the household has an Internet Connection. The intention of the question is to establish the penetration of the various types of internet connections: fixed lines, Satellite (VSAT), Mobile phone, modem etc. See types of connection below. The internet connection in the household should be working at the time of the survey. If the response is NO then the interviewer skips to S11.

S10: Ask the type of internet connection for this household.

Fixed wired broadband: Includes analogue modem (dial up via standard telephone line), Integrated Services Digital Network (ISDN), Digital Subscriber Line (DSL, cable modem, leased lines, fiber to the home/ building etc. WIFI access available inside a home or building to redistribute a signal is categorized fixed (wired) broadband. This may be available especially to those homesteads connected to fiber technology or have subscribed to services offered by companies such as ZUKU, Access Kenya etc. Note that, if the household chooses option B (with internet) or option C in question S06, the type of connection will be fixed wired broadband.

Terrestrial fixed wireless: Refers to technologies such as WIMAX, fixed CDMA and also satellite which passes through the radio waves and Very Small Aperture Terminal (VSAT) dish antenna with a transceiver normally located at the subscriber's premises. They are used to connect building to building.

Mobile broadband network: Refers to internet through a portable modem, mobile phone, USB wireless modem, tablet etc. WIFI access available inside a home through a mobile connection, modem or any other device that uses a SIM card should be categorized as a mobile broadband.

S11: Ask the reasons why the household does not have any type of internet connection. Record up to two main reasons.

5.21 PART III: HOUSEHOLD CONSUMPTION AND EXPENDITURE

SECTIONS T, U, V, W, XA, XB, XC, XD, XE, XF AND XG

HOUSEHOLD EXPENDITURES (PURCHASES AND CONSUMPTION)

Respondent: The Household head or the most informed member of the household. Since a household member can purchase an item without the knowledge of the Household head, it is advisable that the respondent consults other members on items purchased and or consumed.

The sections are about expenditures on consumer goods and services used by Kenyan households for satisfaction of individual needs or wants.

Highlights of the modules

In these sections, you will find both the purchases and the consumption columns. The purchases columns are about monetary acquisition of the respective items either for cash or on credit. On the other hand, the consumption columns are about use of the respective items whether acquired through a purchase, own production, own stock or through other means.

It is very important for you to master the recall periods of the goods and services in these sections. The recall periods range from the last seven (7) days for food items to last one year for durables. Recall period for food items is the last seven days, regular non-food items such as personal care products and services is last one month, for semi durable goods and services such as clothing and footwear it is the last (3) months while durable items tables, bed, refrigerators the recall period is the last 12 months. In total there are about 750 items.

In the survey, household expenditures on food items will be captured using **BOTH** the recall and the diary methods.

Point of purchase

In this survey, the point of purchase refers to that outlet or other place from which the household purchased goods and/or services. These points of purchase are like Super markets, open markets, Kiosks, General shop, specialised shop, Institution etc.

- Supermarkets. For purposes of the 2015/16 KIHBS, this category will include supermarkets, hypermarkets and shopping malls. These are generally the one stop shopping points where you can purchase a wide variety of items.
- Specialized shops are outlets which deal with specific types of goods and/or services. These are like butcheries, boutiques, chemists and petrol stations.
- Establishment/Institution refers to entities where households purchase or pay for goods and services. Unlike specialised shops, these institutions are in principal not retail outlets per se but are in most cases producers or conduits of the goods and services which they bill or invoice their customers on. Examples of these are Kenya Power and Lighting Company (KPLC), Schools, Hospitals and water service providers.
- Online local and international points of purchase are those which transact through the internet.
- Outside Kenya. This category refers to all places where goods and services are purchased or paid for from outside the borders of Kenya irrespective of the type of outlet.
- Other household refers to cases where a household buys an item from another household or individual.

Unit codes

Whenever possible, quantities should be reported in standard metric units such as Kilogram's, grams, Litres or millilitres. However, it is recognized that several transactions involving food items are carried out using non-standard units of measure. Consequently, a coding list in the questionnaire with alternative non-standard units has been provided. You will record the quantities and the respective codes for both the non-standard and standard units in the appropriate cells

Examples

- 'Debe' refers to the 20 kilogram tin. The tin may contain more or less kilograms depending on the shape (traders tend to reduce the size to maximize profits).
- 'Bunch' -this is a measure used for bananas, plantains, and similar foods. The measure can also be used for green leafy vegetables (Sukuma-wiki, Spinach, etc.).

- *'Piece/number'* refers to any individual quantity of an item. For example, the unit coding for 'piece' could also be used to report packet, box, fruit, slice, 'whole fish', chicken, 'cabbage', 'pumpkin', 'cassava tuber', 'sweet potato', 'bottle', 'jar', and so on and on.
- *Heap* refers to a collection of smaller items sold in retail markets, such as a heap of peas or tomatoes.

Decimals: Note that if you need to report portions of a unit, you should use decimals, making sure that you write the decimal point in the questionnaire cell very prominently, e.g., 3.5. Do not use fractions, e.g. $3\frac{1}{2}$, as experience has shown that data entry clerks frequently misinterpret fractions when they process the questionnaires later.

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SECTION T: PURCHASE AND CONSUMPTION OF FOOD AND RELATED ITEMS OVER THE PAST 7 DAYS

This section deals with purchase and consumption of food, non alcoholic and alcoholic beverages for the last 7 days. The last seven days do not include the day of the interview.

T01: This is the item code which is pre-coded

T02: This is the name of item. The basic headings are the classes where the item falls.

T03: Ask whether the household either purchased/consumed/acquired any [ITEM] over the past 7 days? If the answer to T03 is YES, record 1 and proceed with the questions in T04 to T10. Otherwise, code 2 and skip to the next item. You are to ask this question for each and every item listed. Do not assume that the household does not consume/purchase the item.

Purchased: The household paid for the item in cash or on credit (i.e. will pay in cash for the item at some future date)

Acquired: The household obtained the food item by any means such as a gift, own production, own stock, relief, purchases, stealing, hunting, gathering, etc.

Consumed: The household ate the food item. If a household prepared Ugali using one Kilogram of maize flour and consumed most of it leaving a small amount, say 50 grams on the plate, record that they consumed one kilogram of maize flour, i.e. we will take the food prepared for immediate consumption as having been consumed. However, if the household cooks food in large amounts for storage, e.g. 5 kilograms of Githeri for storage in the fridge, then we only consider what is prepared for immediate consumption.

When food is consumed in the household, for the purpose of this survey you should record the quantities of the various components of the meal and not the meal itself.

Example

- A household consumed fried githeri with cabbages and potatoes. We record the quantity of maize grain, beans, cabbages, potatoes, cooking oil, onions, tomatoes and salt.

In this section, you will record the total quantity and the value of consumed for the last seven days.

T04: Asks how much of the [ITEM] was purchased. Establish the quantity, unit of purchase, and total cost in Kenya shillings for the [ITEM]. Record the quantity and unit of

purchase in the first and second column, respectively, under T04. If the unit of purchase is non-standard, convert the non-standard unit to standard units and record the quantity and unit in the third and fourth column respectively. If the units of measure for the specified item are already in standard units, repeat them in the third and fourth column. In the fifth column enter the total amount of money paid for the item.

T05: Ask where the [ITEM] was purchased from. The codes are at the right hand corner of the questionnaire.

T06-T10 Fill in the quantities in standard units.

T06: Ask how much [ITEM] was consumed from purchases. The quantity consumed cannot be more than the quantity purchased. The units of measure should be standard units only.

Example

- A household purchased 5 loafs of bread each weighing 400 grams (i.e. $5 \times 400 = 2000\text{g}$), then for T06, the maximum amount of bread consumed from purchases is 2 Kilograms.

T07: Ask how much [ITEM] was consumed from own stock. Own stock refers to food item purchased outside of the recall period by the household (i.e. more than seven days ago).

T08: Ask how much [ITEM] was consumed from own production. Own production refers to food items produced by the household such as maize harvested, chicken reared or eggs laid by their chicken. *Agakko* baked in the household is not own production since the ingredients were not produced by the household.

T09: Ask how much [ITEM] was consumed from gifts and other sources. This refers to a food item consumed by the household that was not from purchases, own stock or own production. The food item may have been obtained as a gift, relief food, from hunting, gathering or stealing.

T10: Ask how much [ITEM] in total the household members consumed from all sources, i.e. the quantity should be equal to the sum of the quantities in T06, T07, T08 and T09. In the first column, fill in the total quantities consumed in standard units.

5.21.1 FILLING THE DIARIES

The diaries will be administered to 5 households per cluster, the households will be pre-selected and the list given to you before you visit the cluster. The diary will be filled for 7 days with each household getting a total of 6 diaries, 3 for purchases and 3 for

consumption. The first set of diaries will be given to the household after the completion of the section T and will run for two days as shown in the Table below. The second set of diaries will also run for two days, while the third set diaries will run for 3 days. When you drop the diary please explain to the respondent how to fill the diary. You will fill all the identification particulars up to A07 before dropping the diary to the household.

Table 1: Schematic presentation of interviewer's work schedule

Day	Activity	Dropping of Diaries	Picking of Diaries	Description
Day 1	Identify HH, Fill the HH roster, book an appointment for food recall for all the 10 HDDs			Identifying the HDDs, Administer CHSP Questionnaire in Cluster A
Day 2	Administer Recall, Section T: Food consumption Expenditure for the first 5 HDDs	Drop diaries set 1.		Administer recall section T: food and non-food consumption. Introduce the first set of diaries, Administer CHSP Questionnaire in the Cluster A
Day 3	Administer Recall Section T: Food consumption Expenditure for the other 5 HDDs	Start diaries set 1.		Administer recall section T: food and non-food consumption. Checking the diaries, Administer CHSP Questionnaire in Cluster B.
Day 4	Administer the rest of the modules in the questionnaire	Drop diaries set 2.		Filling the rest of the questionnaires and checking the diaries, Administer CHSP Questionnaire in Cluster B
Day 5	Administer the labour module for the 10 HDDs	Start diaries set 2.	Pick diaries set 1.	Administer labour module and checking the diaries.
Day 6	Administer the rest of the modules in the questionnaire	Drop diaries set 3.		Filling the rest of the questionnaires and checking the diary.

Day 7	The rest of the modules in the long questionnaire, Market questionnaire	Start diaries set 3.	Pick diaries set 2.	Filling the rest of the questionnaires and checking the diary, Visiting the nearest market to the cluster.
Day 8	Administer the rest of the modules in the questionnaire Community Questionnaire	Fill diaries set 3.		Filling the rest of the questionnaires and checking the diary, Conduct the FDG
Day 9	Administer the rest of the modules in the questionnaire	End of diaries set 3.		Filling the rest of the questionnaire and checking the diaries.
Day 10	Administer the rest of the modules in the questionnaire		Pick diaries set 3.	Filling the rest of the questionnaire and checking the diaries.
Day 11	Call backs, Wrap up			
Day 12	Call backs, Wrap up			
Day 13	Call backs, Wrap up			
Day 14	Call backs, Wrap up			

5.21.2 Purchases Diary

PD01 Ask the respondent to enter the date the food item was purchased. The date should be in the format of day, month and year i.e. ddmmyy.

PD02 Explain that this column is for official use only. Code the food item using the codes in the last page of the diary.

PD03 Ask the respondent to give a brief description of the food item purchased. The description should include name of item and unit of purchase of item.

Example

- 400 grams white bread, 2 kilogrammes Irish potatoes, 3 bunches of spinach, 1 kilogramme of ordinary white maize flour etc.

PD04 & PD05 Ask the respondent to record the quantity of food item purchased in column PD04 and the unit of purchase in column PD05

Example

- For 3 heaps of potatoes, record 3 in PD04 and 08 in PD05. For 5 kilograms of beans, record 5 in PD04 and 02 in PD05.

PD06 Ask the respondent to record the unit and quantity of the food item purchased in standard units. Where the unit of purchase is non-standard, tell the respondent to use the weighing scale or measuring cylinder to convert the non-standard units to standard units

Example

- From the above example, weigh one heap of potatoes to find the weight in kilograms, say 2.3 kg. In this case record 6.9 (2.3 X 3) since they were 3 heaps for quantity and 02 (KG) for unit. Where the unit of purchase is standard, ask the respondent to just copy the quantity and unit to PD06.

PD07 Ask the respondent to record how much was spent for the food item in Kenya shillings.

The respondent should also ask other members of the household what other item they purchased and also record them in the diary. Remember, the items should be for household consumption only i.e. not for trade. In particular, check that the following items are reported and if not probe to ascertain that they were not purchased and not reported. The items include; alcohol, sweets, chocolate, onions, tomatoes and spices. Alcohol, sweets and chocolate are underreported because they are mainly purchased individually, while onions, tomatoes and spices are bought in small quantities.

At the bottom of the page, enter the number of items recorded.

Example

- If you purchased bread twice and sweet potatoes once, then the total number of records is 3 for that page of the diary.

5.21.3 Consumption Diary

The identification particulars are the same as in the purchases diary and you will fill them before dropping the diary.

CD01 Ask the respondent to enter the date the food item was consumed. The date should be in the format of day, month and year i.e. ddmmyy.

CD02 Explain that this column is for official use only. You will code the food item using the codes in the last page of the diary.

CD03 Ask the respondent to give a brief description of the food item consumed. The description should include name of item and weight.

Example

- 400 grams white bread, 2 kilograms Irish potatoes, 3 bunches of spinach, 1 kilogram of ordinary white maize flour etc.

CD04 Ask the respondent to record how the item was acquired from the choices given.

CD05 & CD06 Ask the respondent to record in standard unit the quantity of food item consumed in column CD05. Ask the respondent to use the weighing scale and the measuring cylinder to convert all the non standard units to standard units.

Example

- For 3 heaps of potatoes, weigh the potatoes (say 6.9 Kg). Record 6.9 in CD05 and 02 for Kilograms in CD06.

At the bottom of the page, enter the number of items recorded.

Example

- If you consumed bread twice and sweet potatoes once, then the total number of records is 3 for that page of the diary.

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5.22 SECTION U: EXPENDITURES ON HOUSE RENTS, UTILITIES AND OTHER ITEMS OVER THE PAST ONE MONTH

For these items the recall period is over the last one month. One month does not include the current month.

Respondent: The Household head or the most informed member of the household with assistance from other household members.

You will capture only the monetary values of the items in the appropriate column in Kenya shillings following the list provided. For actual rental on housing, do not fill column U05. It is shaded in the questionnaire.

U01: This is the item code which is pre-coded

U02: This is the item of interest. The basic headings are the specific class where the item falls.

U03: Ask the respondent whether the household purchased, paid for, consumed or acquired the [ITEM] over the past one month. If the answer to U03 is YES, record 1 and proceed with the questions in U04 to U06 otherwise skip to the next item. The question in U03 should be asked concerning each item listed at the start of each row of the section.

U04: Ask how much the [ITEM] cost in Kenya shillings for each item the household purchased.

U05: Ask where the [ITEM] was purchased from. Use the codes provided.

U06: Ask how much [ITEM] was acquired or consumed from sources other than purchases. It also includes items purchased outside the recall period (i.e. more than a month ago). Enter the estimated monetary value of the item in Kenya shillings.

*Item 2101-For imputed rent, capture the value of the rent that would have been paid if they had rented the house.

*Item 03224: The other items category includes personal care products that have not been captured elsewhere.

5.23 SECTION V: EXPENDITURE ON HEALTH CARE AND OTHER ITEMS OVER THE PAST MONTH

For these items the recall period is over the last one month. The last one month does not include the current month.

Respondent: The Household head or the most informed member of the household with assistance from other household members.

V01: This is the item code which is pre-coded

V02: This is the item of interest. The basic headings are the specific class where the item falls.

V03: Ask the respondent whether the household purchased, paid for, consumed or acquired the [ITEM] over the past one month. If the answer to V03 is YES, record 1 and proceed with the questions in V04 to V06 otherwise skip to the next item. The question in V03 should be asked for each item listed in this section.

V04: Ask how much the [ITEM] cost in Kenya shillings for each item the household purchased.

V05: Ask where the [ITEM] was purchased from. Use the codes provided.

V06: Ask how much [ITEM] was acquired or consumed from sources other than purchases. It also includes items purchased outside the recall period (i.e. more than a month ago). Enter the estimated monetary value of the item in Kenya shillings.

*Item 04202: The quantity to be captured is the Number of patients.

*Item 03004: Hairdressing includes plaiting, weaving, blow dry, treatment, cornrows, trimming.

5.24 SECTION W: EXPENDITURE ON CLOTHING AND FOOTWEAR

For these items the recall period is over the last **THREE** months.

Respondent: The Household head or the most informed member of the household with assistance from other household members.

You will interview the household on how much **NEW** and **SECOND HAND** clothing and foot wear they purchased or obtained by other means. Be clear, precise and tactful especially when asking the questions on second hand items.

W01: This is the item code which is pre-coded

W02: This is the item of interest. The basic headings are the specific class where the item falls.

W03: Ask the respondent whether the household purchased, paid for, consumed or acquired the [ITEM] over the past one month. If the answer to W03 is YES, record 1 and proceed with the questions in W04 to W10 otherwise skip to the next item. The question in W03 should be asked for each item listed in this section.

W04: Ask how much the **NEW** [ITEM] cost in Kenya shillings for each new item the household purchased.

W05: Ask where the [ITEM] was purchased from. Use the codes provided.

W06: Ask how much the **SECOND-HAND** [ITEM] cost in Kenya shillings for each second hand item the household purchased.

W07: Ask where the [ITEM] was purchased from. Use the codes provided.

W08: Ask how much [ITEM] was acquired or consumed from sources other than purchases. It also includes items purchased outside the recall period (i.e. more than three month ago). Enter the estimated monetary value of the item in Kenya shillings. The value of the item will be estimated by the respondent.

5.25 SECTION XA: EXPENDITURES ON EDUCATION AND RELATED ITEMS
OVER THE PAST 12 MONTHS

For these items the recall period is the last **12** months. This period does not include the current month.

Respondent: The household head or the most informed member of the household with assistance from other household members.

XA01: This is the item code which is pre-coded

XA02: This is the item of interest. The basic headings are the specific class where the item falls.

XA03: Ask the respondent whether the household paid for [ITEM] over the past 12 months. If the answer to XA03 is YES, record 1 and proceed with the questions in XA04 to XA06 otherwise code 2 and skip to XA06.

XA04: Ask the respondent how much the household paid for [ITEM] **within the boundaries of Kenya**. Please enter the total amount of money paid for the item in Kenyan shillings. In the 'number' column, fill in the number of persons the fee was paid for.

XA05: Ask the respondent how much the household paid for [ITEM] **outside the boundaries of Kenya**. Please enter the total amount of money paid for the item in Kenyan shillings. In the 'number' column, fill in the number of persons the fee was paid for.

XA06: Ask how much the household received as Scholarship, Bursary or as aid from other households.

5.26 SECTION XB: EXPENDITURES ON FURNITURE AND FURNISHINGS OVER THE PAST 12 MONTHS

For these items the recall period is the last **12** months. This period does not include the current month.

Respondent: The Household head or the most informed member of the household with assistance from other household members

XB01: This is the item code which is pre-coded

XB02: This is the item of interest. The basic headings are the specific class where the item falls.

XB03: Ask the respondent whether the household purchased [ITEM] over the past 12 months. If the answer to XB03 is YES, record 1 and proceed with the questions in XB04 to XB09 otherwise code 2 and skip to XB06. The question in XB03 should be asked concerning each item listed in this section.

XB04: Ask the respondent how much the household paid for [ITEM]. Record the total amount of money paid for the item in Kenyan shillings. In the 'number' column, fill in the number of items paid for.

XB05: Ask where the [ITEM] was purchased from. Use the codes provided.

XB06: Ask whether the household currently owns [ITEM]. If YES code '1' and proceed, otherwise skip to the next item.

XB07: Ask how many [ITEM]'s the household owns.

XB08: Ask what is the age of the (ITEM) or the average age if there is more than one of the item. Record the age of item in years. If more than 6 months round off to one year.

XB09: Ask how much the [ITEM] would fetch if the household were to sell it today or the average value if there are more than one of the item. Record the estimated monetary value in Kenya shillings.

*Item 8313 -Record the cost of the frame and the photo.

5.27 SECTION XC: EXPENDITURES ON CARPETS, APPLIANCES AND RELATED ITEMS OVER THE PAST 12 MONTHS

For these items the recall period is the last **12** months. This period does not include the current month.

Respondent: The Household head or the most informed member of the household with assistance from other household members.

XC01: This is the item code which is pre-coded

XC02: This is the item of interest. The basic headings are the specific class where the item falls.

XC03: Ask the respondent whether the household purchased [ITEM] over the past 12 months. If the answer to XC03 is YES, record 1 and proceed with the questions in XC04 to XC09 otherwise code 2 and skip to XC06. The question in XC03 should be asked concerning each item listed in this section.

XC04: Ask the respondent how much the household paid for [ITEM]. Record the total amount of money paid for the item in Kenyan shillings. In the 'number' column, fill in the number of items paid for.

XC05: Ask where the [ITEM] was purchased from. Use the codes provided.

XC06: Ask whether the household currently owns [ITEM]. If YES code '1' and proceed, otherwise skip to the next item.

XC07: Ask how many [ITEM]'s the household owns.

XC08: Ask what is the age of the (ITEM) or the average age if there is more than one of the item. Record the age of item in years. If more than 6 months round off to one year.

XC09: Ask how much the [ITEM] would fetch if household were to sell it today or the average value if there are more than one of the item. Record the estimated monetary value in Kenya shillings.

5.28 SECTION XD: EXPENDITURES ON UTENSILS AND RELATED ITEMS OVER THE LAST 12 MONTHS

For these items the recall period is the last **12** months. This period does not include the current month.

Respondent: The Household head or the most informed member of the household with assistance from other household members.

XD01: This is the item code which is pre-coded

XD02: This is the item of interest. The basic headings are the specific class where the item falls.

XD03: Ask the respondent whether the household purchased [ITEM] over the past 12 months. If the answer to XD03 is YES, record 1 and proceed with the questions in XD04 to XD09 otherwise code 2 and skip to XD06. The question in XD03 should be asked concerning each item listed in this section.

XD04: Ask the respondent how much the household paid for [ITEM]. Record the total amount of money paid for the item in Kenyan shillings. In the 'number' column, fill in the number of items the fee was paid for.

XD05: Ask where the [ITEM] was purchased from. Use the codes provided.

XD06: Ask whether the household currently owns [ITEM]. If YES code '1' and proceed, otherwise skip to the next item.

XD07: Ask how many [ITEM]'s the household owns.

XD08: Ask what is the age of the (ITEM) or the average age if there is more than one of the item. Record the age of item in years. If more than 6 months round off to one year.

XD09: Ask how much the [ITEM] would fetch if household were to sell it today or the average value if there are more than one of the item. Record the estimated monetary value in Kenya shillings.

5.29 SECTION XE: EXPENDITURES ON COMMUNICATION, INFORMATION PROCESSING AND RELATED ITEMS OVER THE PAST 12 MONTHS

For these items the recall period is the last **12** months. This period does not include the current month.

Respondent: The Household head or the most informed member of the household with assistance from other household members.

XE01: This is the item code which is pre-coded

XE02: This is the item of interest. The basic headings are the specific class where the item falls.

XE03: Ask the respondent whether the household purchased [ITEM] over the past 12 months. If the answer to XE03 is YES, record 1 and proceed with the questions in XE04 to XE09 otherwise code 2 and skip to XE06. The question in XE03 should be asked concerning each item listed in this section.

XE04: Ask the respondent how much the household paid for [ITEM]. Record the total amount of money paid for the item in Kenyan shillings. In the 'number' column, fill in the number of items the fee was paid for.

XE05: Ask where the [ITEM] was purchased from. Use the codes provided.

XE06: Ask whether the household currently owns [ITEM]. If YES code '1' and proceed, otherwise skip to the next item.

XE07: Ask how many [ITEM]'s the household owns.

XE08: Ask what is the age of the (ITEM) or the average age if there is more than one of the item. Record the age of item in years. If more than 6 months round off to one year.

XE09: Ask how much the [ITEM] would fetch if household were to sell it today or the average value if there are more than one of the item. Record the estimated monetary value in Kenya shillings.

5.30 SECTION XF: EXPENDITURES ON INSURANCE, FINANCIAL SERVICES AND RELATED ITEMS OVER THE PAST 12 MONTHS

For these items the recall period is the last **12** months. This period does not include the current month.

Respondent: The Household head or the most informed member of the household with assistance from other household members.

XF01: This is the item code which is pre-coded

XF02: This is the item of interest. The basic headings are the specific class where the item falls.

XF03: Ask the respondent whether the household paid for [ITEM] over the past 12 months. If the answer to XF03 is YES, record 1 and proceed with the questions in XF04 to XF06 otherwise code 2 and skip to XF06.

XF04: Ask the respondent how much the household paid for [ITEM]. Please enter the total amount of money paid for the item in Kenyan shillings. In the 'number' column, fill in the number of times the fee was paid.

XF05: Ask the respondent where the [ITEM] was purchased. Use the codes provided.

XF06: Ask the estimated cost of [ITEM] the household acquired/obtained from other sources without paying or paid for it outside the recall period (more than 12 months ago).

5.31 SECTION XG: EXPENDITURES ON MOTOR VEHICLES AND RELATED ITEMS OVER THE PAST 12 MONTHS

For these items the recall period is the last **12** months. This period does not include the current month.

Respondent: The Household head or the most informed member of the household with assistance from other household members.

XG01: This is the item code which is pre-coded

XG02: This is the item of interest. The basic headings are the specific class where the item falls.

XG03: Ask the respondent whether the household purchased [ITEM] over the past 12 months. If the answer to XG03 is YES, record 1 and proceed with the questions in XG04 to XG09 otherwise code 2 and skip to XG06. The question in XG03 should be asked concerning each item listed in this section.

XG04: Ask the respondent how much the household paid for **NEW** [ITEM]. Record the total amount of money paid for the item in Kenyan shillings. In the 'number' column, fill in the number of items the fee was paid for.

XG05: Ask where the **NEW** [ITEM] was purchased from. Use the codes provided.

XG06: Ask the respondent how much the household paid for **SECOND HAND** [ITEM]. Record the total amount of money paid for the item in Kenyan shillings. In the 'number' column, fill in the number of items the fee was paid for.

XG07: Ask where the **SECOND HAND** [ITEM] was purchased from. Use the codes provided.

XG08: Ask how much [ITEM] was acquired or obtained from sources other than purchases. It also includes items purchased outside the recall period (i.e. more than 12 months ago). Enter the estimated monetary value of the item in Kenya shillings. The value of the item will be estimated by the respondent.

XG09: Ask whether the household currently owns [ITEM]. If YES code '1' and proceed, otherwise skip to the next item.

XG10: Ask how many [ITEM]'s the household owns.

XG11: Ask what is the age of the (ITEM) or the average age if there is more than one of the item. Record the age of item in years. If more than 6 months round off to one year.

XG12: Ask how much the [ITEM] would fetch if household were to sell it today or the average value if there are more than one of the item. Record the estimated monetary value in Kenya shillings.

Official Document

3 Appendix I**County /Country Codes**

County/Country Name	Code	County/Country Name	Code
NAIROBI	101	SIAYA	601
NYANDARUA	201	KISUMU	602
NYERI	202	HOMA BAY	603
KIRINYAGA	203	MIGORI	604
MURANGA	204	KISII	605
KIAMBU	205	NYAMIRA	606
MOMBASA	301	TURKANA	701
KWALE	302	WEST POKOT	702
KILIFI	303	SAMBURU	703
TANA RIVER	304	TRANS NZOIA	704
LAMU	305	BARINGO	705
TAITA TAVETA	306	UASIN-GISHU	706
MARSABIT	401	ELGEYO MARAKWET	707
ISIOLO	402	NANDI	708
MERU	403	LAIKIPIA	709
THARAKA NITHI	404	NAKURU	710
EMBU	405	NAROK	711
KITUI	406	Kajiado	712
MACHAKOS	407	KERICHO	713
MAKUENI	408	BOMET	714
GARISSA	501	KAKAMEGA	801
WAJIR	502	VIHIGA	802
MANDERA	503	BUNGOMA	803
		BUSIA	804
Other Countries			
UGANDA	901	GERMANY	931
TANZANIA	902	SWITZERLAND	932
CENTRAL AFRICA	903	UNITED KINGDOM	933
WEST AFRICA	904	ITALY	934
NORTH AFRICA	905	FRANCE	935
SOUTH AFRICA	906	SCANDINAVIA	936
KENYA	907	OTHER AMERICA	940
OTHER ASIA	910	USA	941
JAPAN	911	CANADA	942
INDIA	912	AUSTRALIA & NEW ZEALAND	950
MIDDLE EAST	913	OTHER AFRICA	900
CHINA	914	OTHER COUNTRIES	960

Official Document

4 Appendix II

Kenya National Occupational Classification Standard (KNOCS)

MAJOR GROUP 1: LEGISLATORS, ADMINISTRATORS AND MANAGERS

110: Legislators and Constitutional Officials

111: Legislative and Constitutional Officials

112: County Officials

120: Administrators and Senior Officials of Special Interest Organizations

121: Government Administrators

122: Senior Officials of Special Interest Organizations

130: Corporate Managers

131: Directors and Chief Executives

132: Specialized Departmental Managers

133 Other Departmental Managers

140: Non-Departmental Managers

141: Non-departmental Managers

150: Other Administrators and Managers

151: Other Administrators and Managers

MAJOR GROUP 2: PROFESSIONALS

210: Physical Science Professionals

211: Physicists and Related Professionals

212: Chemists

220: Mathematicians, Statisticians and Computing Professionals

221: Mathematicians and Related Professionals

222: Statisticians

223: Computing Professionals

230: Engineering Science Professionals

231: Architects and Town Planners

232: Surveyors and Cartographers

233: Civil Engineers

234: Mechanical Engineers

235: Chemical Engineers and Technologists

236: Mining Engineers, Metallurgists and Related Technologists

237: Electrical, Electronics and Telecommunications Engineers

238: Production and Related Engineers

240: Health and Life Science Professionals

241: Health Professionals

242: Nursing and Mid-wifely Professionals

243: Life Science Professionals

244: Agriculturalists and Related Professionals

250: Teaching Professionals

251: University and Post-secondary Teachers/Lecturers

252: Secondary and Technical Institute Teachers and Instructors

253: Special Education Teaching Professionals

254: Education Methods Advisers and Assessors

259: Other Teaching Professionals

260: Legal Professionals

261: Lawyers

262: Jurists/Judges

270: Social Science and Related Professionals

271: Economists

272: Psychologists

273: Sociologists, Anthropologists and Related Professionals

274: Historians and Political Scientists

275: Philologists, Translators and Interpreters

279: Other Social Science and Related Professionals

280: Business Professionals

281: Accountants, Auditors and Tax Assessors

282: Personnel and Occupational Professionals

289: Other Business Professionals

290: Other Professionals

291: Archivists, Librarians, and Related Professionals

292: Religious Professionals

293: Authors, Journalists and Related Professionals

294: Sculptors, Painters and Related Professionals

295: Composers, Musicians and Singers

296: Choreographers

MAJOR GROUP 3: TECHNICIANS AND ASSOCIATE PROFESSIONALS**310: Engineering Technicians**

- 311: Technical Draughts-men
- 312: Civil Engineering and Related Technicians
- 313: Mechanical Engineering and Related Technicians
- 314: Mining and Metallurgical Technicians
- 315: Electrical Engineering Technicians
- 316: Electronics and Telecommunications Engineering Technicians
- 317: Chemical Engineering Technicians
- 318: Photographers, Image and Sound Recording Equipment Controllers
- 319: Broadcasting and Telecommunications Equipment Controllers

320: Medical and Health Science Associate Professionals

- 321: Auxiliary Nurses
- 322: Medical/Clinical Officers
- 323: Sanitarians
- 324: Optometrists and Opticians
- 325: Dental Technicians
- 326: Physiotherapists and Related Associate Professionals
- 327: Veterinary Officers
- 328: Pharmaceutical Officers
- 329: Other Associate Medical, Nursing and Nutrition Workers

330: Physical and Life Science Technicians

- 331: Physical Science Technicians
- 332: Life Science Technicians
- 333: Agronomy and Forestry Technicians
- 334: Farming and Forestry Advisors

340: Farming Advisors

- 341: Ships Engineer
- 342: Ships Deck Officers and Pilots
- 343: Aircraft Pilots and Related Workers
- 344: Air Traffic Controller

350: Business and Social Services Associate Professionals

- 351: Securities and Finance Dealers
- 352: Insurance Brokers and Agents
- 353: Real Estate Agents

- 354: Business Service Agents
- 355: Buyers, Appraisers Auctioneers

360: Administration and Middle Level Personnel

- 361: Police Inspectors, Detectives, Customs and Border Officials
- 362: Government Tax and Excise Officials
- 363: Welfare and Pension Officials
- 364: Government Licensing Officials
- 365: Business and Public Service Middle Level Personnel
- 366: Statistical and Planning Officials
- 367: Fisheries, Wildlife and Tourist Officials
- 368: Lands, Agricultural and Livestock Officials
- 369: Other Middle Level Personnel

370: Primary and Pre-primary education and Other Teachers

- 371: Primary Education Teachers
- 372: Pre-primary Education Teachers
- 373: Other Teachers and Instructors

390: Other Business, Social Services, Athletics, Sports and Related Workers

- 391: Non-ordained Religion Assistants
- 392: Social Advisers and Helpers
- 393: Athletes, Sportsmen and Related workers
- 394: Decorators and Other Commercial Workers
- 395: Radio, Television and Other Announcers
- 396: Street, Nightclub and Related Musicians
- 397: Acrobats, Clowns, Magicians and Related Workers
- 398: Safety, Health and Quality Inspector /Controllers
- 399: Mechanical, Electrical, Building and Fire Inspectors

MAJOR GROUP 4: SECRETARIAL, CLERICAL SERVICES AND RELATED WORKERS

410: Secretaries and Office Clerks

- 411: Secretaries Stenographers and Typists
- 412: Office Machine Operators
- 413: Numerical Clerks
- 414: Material Recording and Transport Clerks
- 415: Library, Mail and Related Clerks
- 416: Coding, Proofreading and Related Clerks
- 417: General Office Clerks

420: Client Oriented Clerks

411: Cashiers, Tellers and Related Clerks

422: Information Clerks

423: Other Client Oriented Clerks

MAJOR GROUP 5: SERVICE WORKERS, SHOP AND MARKET SALES WORKERS

510: Models, Shop Assistants and Demonstrators

511: Fashion and Other Models

512: Shop Assistants and Demonstrators

520: Personal and Protective Service Workers

521: Hairdressers, Barbers, Beauticians and Related Workers

522: Undertakers and Embalmers

523: Fortune Tellers, Astrologers and Related Workers

524: Protective Service Workers

530: House Stewards, Caterers, Waiters and Related Workers

531: House Stewards and Housekeepers

532: Cooks and Other Catering Service Workers

533: Waiters Bartenders

540: Travel Attendants and Guides

541: Ship and Flight Attendants and Travel Stewards

542: Transport Conductors

543: Travel Guides and Ground Attendants

MAJOR GROUP 6: SKILLED FARM, FISHERY, WILDLIFE AND RELATED WORKERS**610: Farm Workers (except fish)**

611: Field Crop, Vegetable and Horticultural Farm Workers

612: Poultry, Dairy and Livestock Producers

613: Crop and Animal Producers

620: Fishery and Related Workers

621: Fishery Workers

630: Subsistence Agricultural and Fishery Workers

631: Subsistence Agricultural and Fishery Workers

640: Forestry and Related Workers

641: Forestry and Related Workers

650: Hunting and Wildlife Workers

651: Hunting and Wildlife Workers

MAJOR GROUP 7: CRAFT AND RELATED TRADES WORKERS

710: Extraction and Building Trades Workers

711: Mining, blasting, Stone Cutting and Related Workers

712: Building Trades Workers

720: Metal, Machinery and Related Trades Workers

721: Metal Molders, Welders, Structural-metal Preparers and Related Trades Workers

722: Blacksmiths, Toolmakers and Related Trades workers

723: Machinery Mechanics and Fitters

724: Electrical Equipment Fitters and Installers

725: Electrical Equipment Fitters and Services

726: Electrical Linesmen and Cable Jointers

727: Solar Equipment Fitters and Installers

730: Precision and Handicraft Workers

731: Precision Workers in Metal and Related Materials

732: Potters, Glassmakers and Related Trades Workers

733: Handicraft Workers

740: Printing and Related Trades Workers

741: Compositors and Typesetters

742: Stereotypes and Electrotypers

743: Printing Engravers and Etchers

744: Photographic and Related Workers

745: Bookbinders and Related Workers

746: Silk-screen, Block and Textile Printers

750: Food Processing and Related Trades

751: Butchers, Fishmongers and Related Food Preparers

752: Bakers, Pastry-cooks and Confectionery Makers

753: Dairy Products Makers

754: Fruit, Nut and Related Preservers

755: Tobacco Preparers and Tobacco Products Makers

756: Food and Beverage Tasters

757: Brewers, Distillers and Related Workers
758: Other Food Processing and Related Workers

760: Woodworking Trades Workers

761: Wood Treating, Cabinetmaking and Related Trades Workers
762: Woodworking-machine Setters and Setter-operators

770: Textile, Garment and Related Trades

771: Fibre Prepapers
772: Weavers, Knitters and Related Workers
773: Tailors, Dressmakers and Related Workers

780: Upholsterers, Pelt, Leather and Shoemaking Trades Workers

781: Upholsters
782: Fell mongers, Tanners and Pelt Dressers
783: Shoe-making and Related Trades Workers

MAJOR GROUP 8: PLANT AND MACHINE OPERATORS AND ASSEMBLERS

810: Drilling and Mining Plant and Mineral Products Machine Operators

811: Well Drillers and Borers
812: Mining Plant Operators
813: Stone, Clay, Cement and Other Mineral Products Machine Operators

820: Metal Processing Plant and Metal Working Machine Operators

821: Metal Smelting, Converting and Refining Furnace Operators
822: Metal Melters, Casters and Rolling Mill Operators
823: Metal Heat-treating Plant Operators, Metal Drawers and Extruders
824: Machine -Tool and Other Metal-Working Machine Operators
825: Metal Finishing, Plating and Coating Machine Operators

830: Wood Processing Plant and Wood, Rubbers and Plastic Machine Operators

831: Wood Processing and Paper Pulp Plant Operators
832: Wood Products Machine Operators
833: Printing and Binding Machine Operators
834: Paper Products Machine Operators
835: Rubber and Plastic Rubber Machine Operators

840: Chemical-Processing Plant and Chemical Products Machine Operators

841: Chemical Crushing, Grinding and Mixing Machine Operators
842: Chemical Heat-treating and Plant Operators
843: Filtering and Separation Equipment Operators
844: Chemical Still and Reactor Operators
845: Petroleum Refining Plant Operators
846: Pharmaceutical and Toiletry Products Machine Operators
849: Other Chemical Processing Plant and Machinery Operators

850: Power Production Plant Operators

851: Power Generating Plant Operators
852: Steam Turbine boiler and Engine Operators

860: Food and Related Products Machine Operators

861: Meat and Fish Processing Machine Operators
862: Dairy Products and Machine Operators
863: Grain and Spice-milling Machine Operators
864: Baked Goods, Cereal and Chocolate Products Machine Operators
865: Fruit, Vegetable and Nut Processing Machine Operators
866: Sugar Production Machine Operators
867: Tea, Coffee and Cocoa Processing Machine Operators
868: Brewers, Wine and Other Beverage Machine Operators
869: Tobacco Production Machine Operators

870: Assemblers

871: Mechanical Machinery Assemblers
872: Electrical and Electronic Machinery Assemblers
873: Metal Products Assemblers
874: Plastic and Rubber Products Assemblers
875: Wood, Paperboard and Related Products Assemblers
876: Textile and Leather Products Assemblers

880: Drivers and Mobile Machinery Operators

881: Railway Engine Drivers and Related Workers
882: Motor Vehicle Drivers
883: Agricultural and Materials-handling Machinery Operators
884: Ships' Deck Crews and Related Workers

890: Other Plant and Machine Operators and Assemblers

891: Glass and Ceramics Kiln and Related Plant Operators
892: Textile Preparing, Spinning and Winding Machine Operators
893: Weaving, Knitting and Sewing Machine Operators

- 894: Textile Bleaching, Dyeing and Cleaning Machine Operators
- 895: Fur and Leather Preparing Machine Operators
- 896: Shoemaking and Related Machine Operators
- 899: Plant and Machine Operators and Assemblers not Elsewhere Classified

MAJOR GROUP 9: ELEMENTARY OCCUPATIONS

910: Sales and Services Elementary Occupations

- 911: Street Vendors and Related Workers
- 912: Shoe Cleaning and Other Street Services Elementary Occupations
- 913: Cleaners, Launderers and Domestic Workers
- 914: Building Caretakers
- 915: Messengers, Porters, Watchmen and Related Workers
- 916: Other Sales and Service Labourers

920: Agricultural, Fishery and Related Labourers

- 921: Farm- hands and Related Labourers
- 922: Forestry Labourers
- 923: Fishery, Hunting and Trapping Labourers

930: Labourers in Mining, Construction, Manufacturing and Transport

- 931: Mining and Quarrying Labourers
- 932: Construction and Maintenance Labourers
- 933: Manufacturing Labourers
- 934: Transport Labourers and Freight Handlers

MAJOR GROUP 10: ARMED FORCES

010: Armed Forces

- 011: Armed Forces

5 Appendix III

Classification Codes (ISIC REV IV)

Code1	Description
1	AGRICULTURE AND FORESTRY
1111	Coffee plantations
1112	Tea plantations
1113	Sugar plantations
1114	Sisal plantations
1115	Mixed farming
1116	Ranches
1117	Other agricultural activities n.e.c.
1119	Processing co-operatives of small farms
1120	Agricultural services
1130	Hunting, trapping and game propagation
1211	Forestry
1212	Charcoal burning
1220	Logging
1301	Ocean and coastal fishing
1302	Inland water fishing
2	MINING AND QUARRYING
2901	Stone quarrying, clay and sand pits
2902	Chemical and fertilizer mineral mining
2909	Mining and quarrying, n.e.c.
3	MANUFACTURING
3111	Slaughtering, preparing and preserving of meat
3112	Manufacture of dairy products
3113	Canning and preserving of fruits and vegetables
3114	Canning, preserving and processing of fish
3115	Manufacture of vegetable and animal oils and fats
3116	Grain mill products
3117	Manufacture of bakery products
3118	Sugar factories and refineries
3119	Manufacture of cocoa, chocolate and sugar confectioneries
3121	Manufacture of food products n.e.c.
3122	Manufacture of prepared animal feeds
3131	Spirits, beer and tobacco
3134	Soft drinks and carbonated waters industries
3210	Cotton ginneries
3211	Spinning, weaving and finishing textiles

3212	Manufacture of made-up textile goods except wearing apparel
3213	Knitting mills
3215	Cordage, rope and twine industries
3219	Manufacture of textiles n.e.c.
3220	Manufacture of wearing apparel, except footwear
3231	Tanneries and leather finishing
3233	Manufacture of products of leather, except footwear and wearing apparel
3240	Manufacture of footwear, except plastic footwear
3311	Sawmills, planing and other wood mills
3312	Manufacture of wooden and cane containers
3319	Manufacture of wood and cork products n.e.c.
3320	Manufacture of furniture and fixtures, except primarily of metal or plastic
3411	Manufacture of pulp, paper and paperboard
3419	Manufacture of pulp, paper and paperboard articles n.e.c.
3420	Printing, publishing and allied industries
3511	Manufacture of basic industrial chemicals, except fertilizers
3512	Pyrethrum extraction
3521	Manufacture of paints, varnishes and lacquers
3522	Manufacture of drugs and medicines
3523	Manufacture of soap and cleaning preparations, perfumes, cosmetics other toilet preparations
3529	Manufacture of chemical products n.e.c.
3530	Petroleum refineries
3550	Manufacture of rubber products
3560	Manufacture of plastic products
3610	Manufacture of pottery, china and earthenware
3620	Manufacture of glass and glass products
3691	Manufacture of structural clay products
3692	Manufacture of cement, lime and plaster
3699	Manufacture of non-metallic mineral products n.e.c.
3700	Basic metal industries
3811	Manufacture of cutlery, hand tools and general hardware
3812	Manufacture of furniture and fixtures, primarily of metal
3813	Manufacture of structural metal products
3819	Manufacture of fabricated metal products, except machinery and equipment n.e.c.
3820	Manufacture of machinery except electrical

3830	Manufacture of electrical machinery and appliances
3841	Ship building and repairing
3842	Manufacture of railroad equipment
3843	Manufacture and assembly of motor vehicles
3844	Manufacture and assembly of motorcycles and bicycles
3845	Manufacture and repair of aircraft
	Manufacture of professional and scientific equipment
3850	photographic and optical goods
3900	Other manufacturing industries
4	ELECTRICITY AND WATER
4101	Electric light and power
4200	Water works and supply
5	CONSTRUCTION
5101	Electrical contractors
5102	Plumbers
5103	Structural steel erectors
5104	Painters, roof-tilers and minor repairs
5105	Borehole drilling
5201	Construction of buildings
5202	All other construction
6	WHOLESALE AND RETAIL TRADE, RESTAURANTS AND HOTELS
0060	Joint wholesale and retail trade
6001	Motor vehicles
6002	Non-electric machinery and appliances
6003	Electrical machinery and appliances
61	Wholesale trade
6110	Food, drink and tobacco
6111	Agricultural produce
6112	Oil and petrol
6113	Textiles, soft furnishings, clothing and shoes
6114	Building materials, hardware and timber
6115	Domestic hardware
6116	Photographic and pharmaceutical goods
	Engineering products, scrap, industrial and agricultural
6117	chemicals, seeds, e.t.c.
6118	General wholesale
6119	Wholesale n.e.c.
62	Retail Trade
6211	Food, drink and tobacco
6212	Butcheries
6213	Oil and petrol

6214	Textiles, soft furnishings, clothing and shoes
6215	Building materials, timber, and domestic hardware
6216	Photographic and pharmaceutical goods
6217	General Retail Trade
6218	Retail n.e.c.
6310	Restaurants, cafes and other eating and drinking places
6320	Hotels, rooming houses, camps and other lodging places
7	TRANSPORT AND COMMUNICATIONS
7110	K.R. Central administration
7111	Railway transport
7112	Urban, sub-urban and inter-urban highway passenger transport
7113	Other passenger land transport
7114	Freight transport by road
7115	Pipeline transport
7116	Supporting services to land transport
7121	Ocean and coastal water transport
7122	Inland water transport
7123	Supporting services to water transport
7131	Air transport carriers including aircraft rental
7132	Supporting services to air transport
7190	Booking and travel agencies
7191	Services incidental to transport n.e.c.
7192	Storage and warehousing
7200	Communications
7201	K.P. & T. administrative services
8	Finance, Insurance, Real Estate and Business Services
8101	Monetary institutions
8102	Other financial institutions, except holding companies
8103	Financial services
8104	Holding companies
8201	Insurance companies
8202	Other insurance
8311	Property companies
8312	House and estate agents
8321	Legal services
8322	Accounting, auditing and book-keeping services
8323	Data processing and tabulating services
8324	Engineering, architectural and technical services
8325	Advertising services
8329	Business services, except machinery and equipment rental

	and leasing n.e.c.
8330	Machinery and equipment rental and leasing
9	COMMUNITY AND SOCIAL SERVICES
9101	Government services
9102	Law and order
9103	Defence
9104	Other public administration
9310	Education services
9320	Research and scientific institutes
9331	Medical, dental and other health services
9332	Veterinary services
9340	Welfare institutions
9350	Business, professional and labour associations
9391	Religious organizations
9399	Social and related community services n.e.c.
9410	Motion pictures and other entertainment services
	Libraries, museums, botanical and zoological gardens and
9420	other cultural services n.e.c.
9490	Pleasure boat hire
9491	Other amusement and recreational services n.e.c.
9511	Repair of footwear and other leather goods
9512	Electrical repair shops
9513	Repair of motor vehicles and motorcycles
9514	Watch, clock and jewelry repair
9519	Other repair shops n.e.c.
9520	Laundries, laundry services and cleaning and dyeing plants
9530	Domestic services
9591	Barber and beauty shops
9592	Photographic studios including commercial photography
9593	Hunting and tourist guide services
9599	Personal services n.e.c.
9600	International and other extra-territorial bodies
0000	Activities not adequately defined