



STATE DEPARTMENT FOR HOUSING
& URBAN DEVELOPMENT



2023/24 Kenya Housing Survey

Interviewer's Instruction Manual

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PART ONE: INTRODUCTION

CHAPTER I: INTRODUCTION

1.1. Background

The 2023/24 Kenya Housing Survey (KHS) is a cross-sectional survey designed to gather information and generate estimates for housing indicators in Kenya. To achieve this, the survey will use mixed methods of data collection which will target both households and institutions. In addition to the data collected through the survey, satellite images and aerial photographs will be analyzed to determine spatial changes in housing construction between the years 2019 and 2023.

The survey is being implemented by Kenya National Bureau of Statistics (KNBS) in collaboration with the State Department for Housing and Urban Development. You are being trained as an interviewer for the KHS. After the training, you will be working in teams and going to different parts of the country to interview the selected households and institutions. During the training, you will be trained on how to correctly administer and fill the questionnaires. You will also conduct mock interviews with other trainees. You will be given periodic assignments and evaluation tests in the course of the training.

You should study this manual carefully and understand its contents since this will help you to perform your duties effectively. The 2023/24 KHS will be a CAPI (Computer-Assisted Personal Interviewing) survey. You will be issued with a tablet for use in data collection. You will therefore be expected to take good care of the devices issued to you. You will be surcharged for any lost/damaged device.

1.2. Survey Objectives

The primary objective of the 2023/24 Kenya Housing Survey is to provide up to date statistics on housing and the construction sector in Kenya. Specifically, the Survey will provide key indicators on housing statistics critical to: -

- i. Facilitate periodic review of Housing policies;
- ii. Assess Housing needs;
- iii. Track the progress of the affordable housing programs in line with the Bottom-up Economic Transformation Agenda (BETA);
- iv. Assess the status on housing units delivered and acquired between 2019 and 2023;
- v. Provide data on improvements and repairs done to existing houses between 2019 and 2023;
- vi. Assess the effective demand for renters and homeowners;
- vii. Provide up to date statistics towards the attainment of Sustainable Development Goals (SDG) 11 and other indicators related to housing;
- viii. Assess the status of infrastructure and services for housing development between 2019 and 2023; and
- ix. Provide a list of indicators to monitor and evaluate the housing sector.

1.3. KHS Sample

There are several ways to gather information about people. One way is to contact every person or nearly every person in the country and ask them questions about what you need to know.

Talking to everyone is called a complete enumeration, and a national census is a good example of this type of information gathering. This is very costly because it takes a lot of people to contact everyone. However, in cases such as a national census, it is necessary to have a complete enumeration despite the cost.

Another way to collect information is through a sample survey. When it is not necessary to know exact total numbers, a sample survey can collect information about people much more quickly and at a much lower cost. The sampling procedure allows us to collect data on a small number of people and draw conclusions that are valid for the whole country and subnational areas.

The KHS will use both methods of data collection where the household- based survey will be a sample survey while the institutional survey will be a census. A total of 1,462 clusters and 29,240 households have been randomly selected for the household component of the survey. On the other hand, you will be provided with a complete list of all the housing developers in to enable you to undertake the Census of Institutions.

1.4. Survey Organization

The KHS is being conducted by the Kenya National Bureau of Statistics (KNBS), which has a primary role in planning for the survey and in the analysis and dissemination of the survey results.

KNBS will serve as the implementing agency for the KHS, in close collaboration with the State Department for Housing and Urban Development. The KNBS will take responsibility for operational matters, including planning and conducting fieldwork, processing collected data, and organizing the writing and distribution of reports. The KNBS will provide the necessary central office space for survey personnel and will secure transport for the data collection activities. Each team will have a dedicated vehicle during fieldwork. Staff from the KNBS will be responsible for overseeing the day-to-day technical operations including the recruitment and training of field and data processing staff and the supervision of the office and field operations. Financial support for the KHS will be provided by the Government of Kenya and World Bank.

During the KHS fieldwork, you will work in a team consisting of three interviewers and a supervisor. Each team will be accompanied by a driver. Each supervisor will be responsible for a team of interviewers. There will be a team of national and regional coordinators responsible for monitoring/coordinating the field teams. The coordinators will ensure regular progress of data collection in the clusters. They will monitor data quality and resupply field teams. The backend, activity coding, and Quality assurance team will also be assigned to the project.

1.5. Survey Questionnaires

There are five questionnaires which will be used during KHS;

- i. Household Questionnaire
- ii. Institutional Questionnaire
- iii. Financiers Questionnaire
- iv. Built Environment Professionals Questionnaire
- v. Institutional and Regulatory Framework Questionnaire

1.6. Roles and Responsibilities of Field Personnel

Interviewer

The **interviewer** occupies the central position in the KHS because he/she collects information from respondents. Interviewers are central to the success of KHS. Their specific roles include:

- Ensure they have all the necessary materials needed for data collection before they go to the field.
- Locate each cluster or institution assigned to them.
- Accurately complete all questions in the questionnaire without omitting any question.
- Ensure teamwork among themselves.
- Go through the completed questionnaire to ensure all questions are accurately and correctly answered before submitting the work to the server.
- Make call-backs or follow-ups to get the respondents not at home during the initial visit.
- Make debriefing notes to the supervisor for report writing.
- Take care of the electronic devices and other materials issued to them.

Team Supervisor

The **team supervisor** is the team leader. He/She is responsible for the well-being and safety of team members, as well as the completion of the assigned workload and the maintenance of data quality. The supervisor receives his/her assignments from and reports to the coordinators. The specific responsibilities of the supervisor are:

- A supervisor will be in charge of a team.
- She/he will be responsible for completion of the assigned workload.
- She/he will be responsible for the overall data quality in her/his area of supervision.
- She/he will be responsible for the field logistics in the area of supervision.
- Know all details of the assigned clusters and Institutions.
- Ensure that materials needed for field work are available and distributed to the teams.
- Liaise with the CSO and NGAOs to ensure successful data collection in the supervision area.
- Locate the assigned clusters and Institutions together with the team.
- Thoroughly go through the submitted work by the RAs to check the completeness of questionnaires and accuracy of the collected information.
- Conduct spot checks and confirm whether the RA submitted accurate data.
- Write and submit a comprehensive fieldwork report upon completion of the survey

In addition, the team supervisor will monitor interviewer performance with the aim of improving and maintaining the quality of the data collected. Because the collection of high-quality data is crucial to the success of the survey, it is important that supervisors are mature, responsible officers who execute their duties with care and precision. This is especially important during the initial phases of fieldwork, when it is possible to eliminate interviewer errors before they become habits.

NGAOs

NGAOs comprise of the County Commissioners, Deputy County Commissioners, Assistant County Commissioners, Chiefs, Assistant Chiefs and Village Elders.

They will play a key role in KHS and their specific roles include:

- Ensure publicity is undertaken in the selected clusters to elicit public awareness and cooperation.
- Provide general security of the KHS teams.
- Assist in identifying the selected clusters.

County Statistical Officers (CSOs)

County Statistical Officers (CSOs) will facilitate implementation of the KHS in their respective counties. CSOs will take on the following responsibilities and roles;

- Be the liaison person between the teams and the NGAOs.
- Assist in coordinating administrative and logistical issues of the survey.

Coordinators

The regional/county coordinators will be the link between the survey management and the field teams. They will take responsibility for the general performance of the teams under them in ensuring:

- Team dynamics are maintained
- Teams are well facilitated in terms of materials and equipment required
- Staff discipline throughout the survey period
- Handling all forms of complaints and discipline issues among the field team
- Reporting field work progress to the survey management on a continuous basis
- Submit a field work report on the areas of assignment.

1.7. Training of Interviewers

The training will consist of a combination of classroom training and practical experience. Before each training session, you should study this manual carefully along with the questionnaire, writing down any questions you have. Ask questions at any time to avoid mistakes during actual interviews. Interviewers can learn a lot from each other by asking questions and talking about situations encountered in practice and actual interviews. Each field personnel will receive Questionnaires and a Manual. Once issued with these materials, you are expected to have them each day during the training. The manuals should be brought to the field during fieldwork.

During the training, the questionnaire sections, questions, and instructions will be discussed in detail. You will see and hear demonstration interviews conducted in front of the class as examples of the interviewing process. You will practice reading the questionnaire aloud to another person several times so that you become comfortable with reading the questions aloud. You will also participate in role playing activities for practice by interviewing another trainee. The training will include field practice interviewing in which you will actually interview household and institution respondents. You will be required to check and correct the questionnaires just as you would do in the actual fieldwork assignments.

You will be given assignments, quizzes, and tests to see how well you are progressing during your formal training period. At the end of the training course, the interviewers will be selected based on their test results and performance during the field practice.

The training you receive as an interviewer does not end when the formal training period is completed. Each time a supervisor meets with you to discuss your work, your training is being continued. This is particularly important during the first few days of fieldwork. As you run into

situations you did not cover in training, it will be helpful to discuss them with your team. Other interviewers may be running into similar problems, so you can all benefit from each other's experiences.

1.8. Supervision of Interviewers

Training is a continuous process. Observation and supervision throughout the fieldwork are a part of the training and data collection process. Your team supervisor will play a very important role in continuing your training and in ensuring the quality of the KHS data. Your supervisor will:

- Spot-check and re-interview some of the addresses selected for interviewing to be sure that you interviewed the correct households and the correct respondents.
- Review each questionnaire to be sure it is complete and consistent.
- Observe some of your interviews to ensure that you are asking the questions in the right manner and recording the answers correctly.
- Meet with you on a daily basis to discuss performance and give out future work assignments.
- Help you resolve any problems that you might have with finding the assigned households, understanding the questionnaire, or dealing with difficult respondents.

1.9. Personnel Management

The survey director may terminate the service of any interviewer who is not performing at the level necessary to produce the high-quality data required to make the KHS a success.

For the workload to be equally divided and the support equally shared, the following survey regulations have been established and will be strictly enforced:

- Except for illnesses, any person who is absent from duty during any part of the training or any part of the fieldwork (whether it is a whole day or part of a day) without prior approval from his/her supervisor may be dismissed from the survey.
- Throughout the survey training and the fieldwork period, you are representing KNBS, an organization of the Government of Kenya. Your conduct must be professional and your behavior must be congenial in dealing with the public. We must always be aware that we are only able to do our work with the goodwill and cooperation of the people we interview. Therefore, any team member who is consistently overly aggressive, abrupt, or disrespectful to the people in the field may be dismissed from the survey team.
- For the survey to succeed, each team must work closely together, sharing in the difficulties and cooperating and supporting each other. We will attempt to make team assignments in a way that enhances the cooperation and goodwill of the team. However, any team member, who in the judgment of the survey director, creates a disruptive influence on the team may be asked to transfer to another team or be dismissed from the survey.
- It is critical that the data gathered during the fieldwork be both accurate and valid. To control inaccurate or invalid data, spot checks will be conducted. Interviewers may be dismissed at any time during the fieldwork if their performance is not considered adequate for the high quality this survey demands.

- Vehicles and fuel are provided for the survey for official use only. Any person using the vehicle for an unauthorized personal reason will be dismissed from the survey.
- KHS data is confidential. It should not be discussed with anyone other than members of your survey team. Under no circumstances should confidential information be passed on to third parties. In keeping with this policy, it is also important that you never interview anyone you may know in the survey. Persons breaking these rules, and therefore the confidence placed in them, will be dismissed.

1.10. Sexual Harassment

Sexual harassment will not be tolerated during the process of conducting the KHS survey. By sexual harassment, we mean unwelcome sexual advances, requests for sexual favors, and other sexual comments or actions that make the receiver feel offended or intimidated. Sexual harassment may interfere with work performance, and in some cases, an individual may feel that they must comply with the unwelcome advances or requests in order to keep their job. Sexual harassment can be committed by a man towards a woman, by a woman towards a man, or between two individuals of the same gender.

To avoid any incidence of sexual harassment, individuals should be careful to avoid unnecessary physical contact and suggestive language and should maintain a professional work climate at all times.

Anyone who feels that he or she has been the target of sexual harassment or who has witnessed an apparent incident of harassment should immediately report the incident to his or her supervisor, or to the survey coordinator from the Kenya National Bureau of Statistics. The Kenya National Bureau of Statistics is required to investigate the claim and keep reports confidential to the extent possible. The Kenya National Bureau of Statistics must take actions to prevent and correct harassing behavior. These actions can include changing workspace, reassigning interviewers or supervisors to different teams, and other disciplinary actions. Retaliation against individuals filing complaints of sexual harassment will also trigger disciplinary action.

CHAPTER II: CONDUCTING AN INTERVIEW

Successful interviewing is an art and should not be treated as a mechanical process. Each interview is a new source of information, so make it interesting and pleasant. The art of interviewing develops with practice but there are certain basic principles that are followed by every successful interviewer. In this section you will find a number of general guidelines on how to build rapport with a respondent and conduct a successful interview.

2.1. Building Rapport with the Respondent

As an interviewer, your first responsibility is to establish good rapport with a respondent. At the beginning of an interview, you and the respondent are strangers to each other. The respondent's first impression of you will influence their willingness to cooperate with the survey. Be sure that your manner is friendly as you introduce yourself. Before you start to work in an area, your supervisor will have informed the NGAOs that you will be in the area. You will also be given a letter and an identification badge that states that you are working with KNBS.

1. Make a good first impression.

When you arrive at the household, do your best to make the respondent feel at ease. With a few well-chosen words, you can put the respondent in the right frame of mind for the interview. Open the interview with a smile and greeting such as “good afternoon” and then proceed with your introduction.

2. Obtain respondent’s consent to be interviewed.

You must obtain a respondent’s informed consent for participation in the survey before you begin an interview. Inform the respondent that participation in the survey is completely voluntary and that it is their right to refuse to answer any questions or stop the interview at any point.

3. Always have a positive approach.

Do not adopt an apologetic manner, do not use words such as “Are you too busy?” Such questions invite refusal before you start.

4. Assure confidentiality of responses.

If the respondent is hesitant about responding to the interview or asks what the data will be used for, explain that the information you collect will remain confidential, no individual names will be used for any purpose, and all information will be grouped together to write a report. Also, you should never mention other interviews or show completed questionnaires to the supervisor in front of a respondent or any other person.

5. Answer any questions from the respondent frankly.

Before agreeing to be interviewed, the respondent may ask you some questions about the survey or how he or she was selected to be interviewed. Be direct and pleasant when you answer.

6. Interview the respondent alone.

The presence of a third person during an interview can prevent you from getting frank, honest answers from a respondent. It is, therefore, very important that the individual interview be conducted privately and that all questions be answered by the respondent.

If other people are present, explain to the respondent that some of the questions are private and ask to interview the person in the best place for talking alone. Sometimes asking for privacy will make others more curious, so they will want to listen; you will have to be creative. Establishing privacy from the beginning will allow the respondent to be more attentive to your questions.

In all cases where other individuals are present, try to separate yourself and the respondent from the others as much as possible. You can also sit close to or very near the respondent and lower your voice when asking the questions so that others who are nearby cannot hear the questions.

2.2. Tips for Conducting the Interview

a) Be neutral throughout the interview.

Most people are polite and will tend to give answers that they think you want to hear. It is therefore very important that you remain absolutely neutral as you ask the questions. Never, either by the expression on your face or by the tone of your voice, allow the respondent to think that he/she has given the “right” or “wrong” answer to the question. Never appear to approve or disapprove of any of the respondent’s replies.

If the respondent gives an ambiguous answer, try to probe in a neutral way, asking questions such as the following:

“Can you explain a little more?”

“I didn't quite hear you; could you please tell me again?”

“There is no hurry. Take a moment to think about it.”

b) Never suggest answers to the respondent.

If a respondent's answer is not relevant to a question, do not prompt him/her by saying something like “I suppose you mean that. . . Is that right?” In many cases, he/she will agree with your interpretation of his/her answer, even when that is not what he/she meant. Rather, you should probe in such a manner that the respondent himself/herself comes up with the relevant answer. You should never read out the list of coded answers to the respondent, even if he/she has trouble answering, unless required.

c) Do not change the wording or sequence of questions.

The wording of the questions and their sequence in the questionnaire must be maintained. If the respondent has not understood the question, you should repeat the question slowly and clearly. If there is still a problem, you may reword the question, being careful not to alter the meaning of the original question. Provide only the minimum information required to get an appropriate response.

d) Handle hesitant respondents tactfully.

There will be situations where the respondent simply says, “I don't know,” gives an irrelevant answer, acts very bored or detached, or contradicts something they have already said. In these cases, you must try to re-interest them in the conversation. For example, if you sense that they are shy or afraid, spend a few moments talking about things unrelated to the interview (for example, their town or village, the weather, their daily activities, etc.).

If the respondent is giving irrelevant or elaborate answers, do not stop them abruptly or rudely, but listen to what they have to say. Then try to steer them gently back to the original question. A good atmosphere must be maintained throughout the interview. The best atmosphere for an interview is one in which the respondent sees the interviewer as a friendly, sympathetic, and responsive person who does not intimidate them and to whom they can say anything without feeling shy or embarrassed. As indicated earlier, a major problem in gaining the respondent's confidence may be one of privacy. This problem can be prevented if you are able to obtain a private area in which to conduct the interview.

If the respondent is reluctant or unwilling to answer a question, explain once again that the same question is being asked to women and men all over Kenya and that the answers will all be merged together. If the respondent is still reluctant, in CAPI, you will write REFUSED as a comment to the question; further instructions on how to handle refusals in CAPI will be discussed during the CAPI portion of this training. Remember, the respondent cannot be forced to give an answer.

e) Do not hurry the interview.

Ask the questions slowly to ensure the respondent understands what is being asked. After you have asked a question, pause and give the respondent time to think. If the respondent feels hurried or is not allowed to formulate their own opinion, they may respond with “I don't know” or give an inaccurate answer. If you feel the respondent is answering without thinking just to speed up the interview, say to the respondent, “There is no hurry. Your opinion is very important, so consider your answers carefully.”

2.3. Language of the Interview

One of the first things you will do when you approach a household to do an interview is to establish the language or languages that are spoken there. The questions have been written in English but you should translate to the language that the respondent understands for you to interview the respondent. However, you should be careful not to interfere with the meaning of the original question.

However, in some cases, it will not be possible for you to find a language which both you and the respondent speak. In this case, try to find out if the respondent speaks a language which another member of your team or the team supervisor speaks. If so, tell your supervisor so that he or she can arrange for that person to conduct the interview.

If possible, try to avoid using interpreters since this not only jeopardizes the quality of the interview but also will mean that the interview will take more time to conduct. However, if the respondent does not speak a language which any of your team members speak, you will need to rely on a third person to translate for you.

We will be practicing interviews in the local languages during training. However, there may be times when you will have to modify the wording of the questions to fit local dialects and culture. It is very important not to change the meaning of the question when you rephrase it or interpret it into another language.

CHAPTER III: FIELDWORK PROCEDURES

The fieldwork for the KHS will proceed according to a timetable, and the survey will be successful only if each member of the interviewing team understands and follows correct field procedures. The following sections review these procedures and describe the proper procedures for receiving work assignments and keeping records of selected households and institutions.

3.1. Preparatory Activities and Assignments

3.1.1. Interviewer's assignments

The supervisor will be using the CAPI system to assign households/institutions to you, and a list of assigned households/institutions will appear on your tablets. The process by which you receive assignments will be described in detail during the CAPI training. The information you will receive includes the structure number, housing unit number and the name of the head of the household.

When you receive your work assignment, review it and ask any questions you might have. Remember that your supervisor will not always be available to answer questions when the work begins. You should be sure that:

- You know the location of the selected households you are to interview, and have sufficient materials (e.g. maps) to find them;
- You understand any special instructions from your supervisor about contacting the households you are assigned;

After completing a household/institution interview, the final result code of the household interview MUST be indicated on your list of assigned households/institutions.

3.1.2. Making callbacks

Because each household has been carefully selected, you must make every effort to conduct interviews with the individuals who are identified as eligible in that household. Sometimes a household member eligible for an interview will not be available at the time you first visit. You need to make at least 3 visits on three separate times of the day or days when trying to obtain an individual interview to maximize the possibility of successfully completing the individual interview.

At the beginning of each day, you should examine your notes to see if you made any appointments for revisiting a household or eligible respondent. If no appointments were made, make your callbacks to a respondent at a different time of day than the earlier visits; for example, if the initial visits were made in the early afternoon, you should try to arrange your schedule so you make a call back in the morning or late afternoon. Scheduling callbacks at different times is important in reducing the rate of non-response (i.e., the number of cases in which you fail to contact a household or complete an individual interview).

3.1.3. Keeping information in the questionnaires confidential

You are responsible for ensuring that the information in the questionnaires is kept confidential. Do not share the results with other interviewers or respondents.

3.1.4. Supplies and documents needed for fieldwork

Before starting fieldwork, verify that you have everything you need for the work. Some necessary supplies include:

- A tablet
- Interviewer's Manual
- CAPI Manual
- Identification badge

3.2. Contacting Households and Eligible Respondents

3.2.1. Locating sampled households

You will be provided with a list of the sampled clusters and households. The sampled clusters contain the names of the administrative units for each sampled cluster (County, Sub- County, Division, Location, Sub location). You will use these details to locate the cluster. Once you are in the cluster, you will be required to pay a courtesy visit to the chief or assistant chief who will provide you with a village elder to assist you in identification of the sampled households.

Households reside in dwelling units within structures.

A structure is a free-standing building for residential use, commercial use, or a combination of residential and commercial use. A structure may contain one or more dwelling units in which households reside; examples include a villa house, a detached house, an apartment building, a gated house (urban area), or a compound (rural area). Within a structure, there may be one or more dwelling units.

A dwelling unit is an independent place of aboard intended for habitation by a single household. It may be distinguished from the next housing unit by a separate entrance. For instance, there would be one dwelling unit in a thatched hut, but there may be 50 dwelling units in an apartment building or 5 dwelling units in a compound. Within a dwelling unit, there may be one or more households.

A **household** consists of a person or group of persons, related or unrelated, who live together in the same dwelling unit, who acknowledge one adult (male or female) as the head of household, who share the same cooking arrangements, and are considered as one unit. In some cases, one may find a group of people living together in the same house, but each person has separate eating/cooking arrangements; they should be counted as separate one-person households. Collective living arrangements such as hostels, army camps, boarding schools, or prisons are not considered as households in this exercise.

Specific households have been selected to be interviewed, and you should not have any trouble in locating the households assigned to you if you use the structure number, dwelling unit number and the name of the head of the household to guide you. The structure number is usually written on the door frame, but sometimes it may be on the wall or KPLC meter box. To differentiate the numbers written by KNBS on the door frame from any other number that may be on the door frame, the structure numbers start with KNBS followed by structure number and dwelling unit number such as KNBS/012/001 where 012 is the structure number while 001 is the dwelling unit number within the structure.

3.2.2. Problems in contacting a household

In some cases, you will have problems locating the households that were selected because the people may have moved or the listing teams may have made an error. Here are examples of some problems you may find and how to solve them:

a) The household has moved away and a new one is now living in the same dwelling unit.

In this case, interview the new household.

b) The structure number and the name of the household head do not match with what you find in the field. If you have located the correct dwelling unit, you should consider the household that is living in the dwelling as the selected household.

Example: You are assigned a household headed by James Otieno that is listed as living in dwelling unit number KNBS/014/002. But when you go to the dwelling unit, the household living there is headed by Michael Kajwang. After checking that you have not made a mistake about the structure or dwelling unit, you would interview the household headed by Michael Kajwang.

c) The household selected does not live in the structure that was listed. If there is a discrepancy between the structure number and the name of the household head, interview whoever is living in the structure assigned to you.

Example: You are assigned a household headed by Robert Kemboi located in KNBS/032/004, and you find that Robert's household actually lives in KNBS/032/006. Interview the household living in KNBS/032/004.

d) The head of the household has changed. In some cases, the person listed as the household head may have moved away or died since the listing. Interview the household that is living there.

e) The house is all closed up and the neighbors say the people are on the farm (or away visiting, etc.) and will be back in several days or weeks. Enter Code '3' (ENTIRE HOUSEHOLD ABSENT FOR EXTENDED PERIOD). The house should be revisited at least two more times to make sure that the household members have not returned.

f) The house is all closed up and the neighbors say that no one lives there; the household has moved away permanently. Enter Code '6' (DWELLING VACANT OR ADDRESS NOT A DWELLING).

h) A household is supposed to live in a structure that when visited is found to be a shop and no one lives there. Check very carefully to see whether anyone is living there. If not, enter Code '6' (DWELLING VACANT OR ADDRESS NOT A DWELLING).

i) A selected structure is not found in the cluster, and residents tell you it was destroyed in a recent fire or other incident. Enter Code '7' (DWELLING DESTROYED).

j) No one is home and neighbors tell you the family has gone to the market, church, the local health centre, etc. Enter Code '2' (NO HOUSEHOLD MEMBER AT HOME OR NO COMPETENT RESPONDENT AT HOME AT TIME OF VISIT) and return to the household at a time when the household members will be back.

Discuss with your supervisor any problems you have in locating the households that you are assigned to interview. Remember that the usefulness of the KHS sample in representing the entire country depends on the interviewers locating and visiting all the households they are assigned.

3.2.3 Maps

This chapter describes how the field team will identify the sampled clusters and households to participate in the interview using the cluster maps and GPS coordinates. It also guides the team on how to minimize errors while picking GPS coordinates.

3.2.3.1 Cluster map and its role in the household survey

A map is a graphical representation of whole or part of the earth surface drawn to scale on a piece of paper or any other drawing media. The Cluster maps to be used in identification of sampled households were prepared using data collected during the creation of the Kenya Households Master Sample Frame (KHMSF). The maps show the boundaries of the clusters and the relative position of the structures containing the selected households. The maps are Interactive therefore:

- ❖ Allow zooming in and out, panning around, identifying specific features.
- ❖ The GPS locator shows your location on the ground.

The maps will be uploaded to the server by the cartographer(s) who will also assign them to the statistical assistants of individual counties. The statistical assistant is expected to download the maps into their tablets and use them during boundary and household identification.

The maps will assist in:

- a. Locating the general position of the Cluster.
- b. Identifying the Cluster boundaries.

- c. Locating the relative position of sampled structures within the cluster.

Cluster Map



3.2.3.2 GPS Coordinates for the center of the cluster and structures of the selected households

Global Positioning System (GPS) coordinates for the center of the Cluster (centroid) as well as that of the structures of sampled households will be uploaded for you in the system. These should be used together with the maps during identification.

The centroid will be loaded on the google map to guide you reach the cluster. It will be able to inform you how far you are from the cluster, direction and best route to follow to get there.

When you get to the cluster use the coordinates of the selected structure to take you to the specific structure. Where you have issues in identifying the selected structures always consult a cartographer who will guide you before you start an interview.

3.2.3.3 Map orientation

This is the process of aligning or matching map features (objects) with their corresponding features on the ground. Before using the map in the field, it is important that you align the map correctly with the features on the ground. Start by establishing the North direction in relation to where you are standing. The following examples will assist in the orientation of a map:

- a. Stretch out your arms and stand facing the direction from where the sun rises. You are now facing east. Your right arm is pointing to the South and your left arm to the North.
- b. Identify on the map a point, a facility or a feature, which you can identify on the ground.
- c. Identify on the map the road, track, or footpath on which you are standing and align the map such that the road, track/footpath on the ground and the one on the map point in the same direction.

Once you get to the Cluster, make sure that you clearly and accurately identify the Cluster boundary. This should be done with the guidance of the statistical assistant and cluster map provided.

3.2.3.4 Picking of GPS coordinates

There are several sources of errors that affect the GPS accuracy, these include; picking GPS under trees, power lines, between tall buildings, indoors, cloud cover and faulty tablets. While majority of these can be avoided, a few cannot while picking the GPS coordinates. Two types of GPS coordinates will therefore be picked during the Housing Survey to help minimize these errors; the picked GPS and the tapped GPS. The two GPS coordinates will complement each other.

Picked GPS is automatically picked by the tablet and therefore;

1. Ensure your tablet is not faulty.
2. Ensure your GPS accuracy is below 5m.
3. Pick the GPS coordinates in an open space i.e outdoor, away from power lines and canopy.
4. Give your GPS time to settle before picking.
5. Pick the GPS coordinates next to the structure where the respondent lives and not for example at the farm where you found him/her working.

The **Tapped GPS** is captured by tapping on top of the sampled structure. While tapping;

1. Ensure you zoom your map to a scale you can easily tap on top of the structure.
2. Remember to save the tapped GPS for it to be captured in the system.

TAPPED AND PICKED GPS



3.2.4 Identifying eligible respondents

To be “eligible” means to “qualify” for something. An eligible respondent is someone who is qualified to be included in our survey. You will interview the head of the household or any other most responsible member of the household. Some questions will be asked at the individual level, meaning you will be required to interview individuals within the household.

3.2.5 Problems in obtaining interviews

You may experience the following types of problems in obtaining an interview with a respondent:

- a) Eligible respondent not available. If the eligible respondent is not at home when you visit, enter the code for NOT AT HOME as the result for the visit and ask a neighbor or household member when the respondent will return. You should contact the household at least three times, trying to make each visit at a different time of day. Under no circumstances is it acceptable to conduct all three visits on the same day and then stop attempting to contact the respondent.

- b) Respondent refuses to be interviewed. The respondent's availability and willingness to be interviewed will depend in large part on the initial impression you make when you meet them. Introduce yourself and explain the purpose of the visit. You may emphasize the confidentiality of the information the respondent provides, and/or the duration of the interview. If the respondent is unwilling to be interviewed, it may be that the present time is inconvenient. Ask whether another time would be more convenient and make an appointment. If the individual still refuses to be interviewed, enter the code for REFUSAL as the result for the visit and report it to your supervisor.
- c) Interview not completed. A respondent may be called away during the interview or may not want to answer all the questions at the time you visit them. If an interview is incomplete for any reason, you should arrange an appointment to see the respondent again as soon as possible to obtain the missing information. Be sure that the interview is categorized in the CAPI system as PARTIALLY COMPLETED. You should also report the problem to your supervisor.
- d) Respondent incapacitated. There may be cases in which you cannot interview a person because they are too sick, because they are mentally unable to understand your questions, or because they are deaf, etc. In these cases, record INCAPACITATED.

3.3 Checking Completed Questionnaires

It is the responsibility of the interviewer to review each questionnaire when the interview is finished. This review should be done before you leave the household so that you can be sure that every appropriate question was asked and that all answers are clear and reasonable. If you identify a keying error that affects the skip instructions, you may need to talk further with the respondent. Simply explain to the respondent that you made an error and ask the question(s) again.

Anything out of the ordinary that occurred during the interview should be explained in the comments section at the end of the questionnaire. These comments are very helpful to the supervisor in checking questionnaires. Comments are also read in the office and used to resolve problems encountered during secondary editing.

3.4 Returning Work Assignments

At the end of the day, you will send the questionnaires you have completed to the server. The procedures for doing so will be presented in the CAPI training. Be prepared to tell your supervisor about any problems you experienced in locating a household or completing a Household Questionnaire or in conducting an interview with an eligible respondent. For difficult cases, at least three visits will be made to a household during the KHS in an effort to obtain a completed interview.

3.5 Data Quality

It is the responsibility of the supervisor to review both the Household Questionnaires and the Institutional Questionnaires while the interviewing team is still in the field. The types of checks the supervisor will perform will be discussed in the CAPI training. The supervisor will discuss with each interviewer the errors found in the collection of data. It may sometimes be necessary to send an interviewer back to a respondent in order to correct some errors.

CHAPTER IV: GENERAL PROCEDURES FOR COMPLETING THE QUESTIONNAIRE

To collect the information needed by the KHS, you must understand how to ask each question, what information the question is attempting to collect, and how to handle problems that might arise during the interview. You must also know how to correctly record the answers the respondent gives and how to follow special instructions in the questionnaire. This part of the training manual is designed to familiarize you with the KHS paper questionnaire that you are using for training. However, a number of the concepts presented also apply to tablet computer-based interviewing but are done automatically by the CAPI program.

4.1. Asking Questions

It is very important that you ask each question exactly as it is written in the questionnaire. When you are asking a question, speak slowly and clearly so that the respondent will have no difficulty hearing or understanding the question. At times you may need to repeat the question to be sure the respondent understands it. In those cases, do not change the wording of the question but repeat it exactly as it is written.

If, after you have repeated a question, the respondent still does not understand it, you may have to restate the question. Be very careful when you change the wording, however, that you do not alter the meaning of the original question.

In some cases, you may have to ask additional questions to obtain a complete answer from a respondent (we call this ‘probing’). If you do this, you must be careful that your probes are “neutral” and that they do not suggest an answer to the respondent. Probing requires both tact and skill, and it will be one of the most challenging aspects of your work as a KHS interviewer. You will notice that some questions contain one or more words in parentheses. As shown below, the presence of parentheses indicates that a sentence needs to be adapted to fit the respondent’s specific situation. In CAPI, most choices/substitutions will be done by the program.

a. Parentheses that indicate a choice must be made:

Example:

Which household member(s) name(s) are listed as owners for this [PARCEL]? GIVE LINE NUMBER(S) FROM THE HOUSEHOLD ROSTER

The Household Roster is a list that contains the names and information of all the people living in a household. You are asked to refer to this roster and indicate the line number(s) corresponding to the owner(s) of the parcel.

The use of parentheses, in the question "(Please provide Line Number(s) from The Household Roster)" shows that this is an instruction and choice that needs to be followed. It clearly states that you should identify the line number(s) to specify which household member(s) are the owners. This format helps ensure that you provide the requested information accurately and in line with how the questionnaire is structured.

b. Parentheses that indicate a substitution must be made:

Example:

Sex of {NAME}	MALE 1 FEMALE.....2
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Notice that the word in parentheses is in all capital letters. Words in all caps are instructions to interviewers that are not meant to be read out loud. Instead, in this example, you should substitute in the name of the individual the question is being asked about. For instance, if you are asking about the SEX of a male or female, ask “sex of Simon?”

4.2. Questions with pre-coded responses

For some questions, we can predict the types of answers a respondent will give. The responses to these questions are listed in the questionnaire. To record a respondent’s answer, you merely select the number (code) that corresponds to the reply.

Has [NAME] ever attended school/academic institution?

Example:

Yes1
No.....2

In some cases, pre-coded responses will include ‘OTHER.’ The OTHER code should be selected only when the respondent’s answer is different from any of the pre-coded responses listed for the question. Before using the OTHER code, you should make sure the answer does not fit in any of the specified categories. When you select the OTHER code for a particular question you must **always** write the respondent’s answer in the space provided.

Example

What is the type of dwelling unit?

Bungalow	1
Flat/Apartment	2
Maisonette	3
Swahili/Compound houses sharing facilities	4
Shanty	5
Manyatta/Traditional House	6
Compound houses not sharing facilities	7
Townhouse	8
Other, specify	96

4.3. Recording responses that are not pre-coded

The answers to some questions are not pre-coded but require that you write the respondent’s answer in the space provided.

Example:

How long does it take to go there, get water and come back for the Main Source of drinking water?

Minutes

4.4. Parentheses that record observations:

Some of the questions in KHS require that the interviewer observes and records the observations in the CAPI device.

Example:

What is the predominant material of the floor of the main dwelling unit?

In this case, the interviewer is expected to observe and record the predominant material used for the floor of the main dwelling unit. The term "predominant" implies that there may be more than one type of material used for the floor, but the survey is interested in the main material used for the floor.

4.5. Time Interview Ended

The CAPI program will automatically record the time the interview has ended. If there was an extended break during the interview time; for example, the respondent excused herself to care for a sick child and returned to complete the interview 45 minutes later, make a note to report how long a break was taken.

Be sure to thank the respondent for his or her cooperation. At this point, check your questionnaire carefully. Inform the respondent that other eligible members in his or her household will be asked to participate in the survey.

4.6. Return to Cover Page

Whether or not you successfully interview a household/institution, additional information is recorded on the cover page of the Household/Institutional Questionnaire.

4.7. Interviewer Visits

After you have contacted the household, you will need to write the result of your visit. A space has been provided on the cover page for recording the results of any call backs that you may have to make if you cannot contact the household on your first visit. Remember, you must make at least three different visits to try to obtain an interview with a household.

4.8. Result Codes

The result of your final visit to a household is recorded on the cover page of the Household Questionnaire. You will make every attempt to contact and interview the household, but sometimes it may happen that you make three visits to the household (at different times) and are unable to conduct the interview. In this case, the result of the third visit will be the final result code.

The following are descriptions of the various result codes:

- **Code 1 Completed.** Enter this code when you have completed the household interview.
- **Code 2 No household member at home or no competent respondent at home at time of visit.** This code is to be used in cases in which the dwelling is occupied, but no one is at home. If

no one is at home when you visit, or if there is only a child at home or an adult member who is ill, deaf, or mentally incompetent, enter Code '2' as the result of the visit. Try to find out from a neighbor or from the children when a competent adult will be present and include this information in the visit record.

- Code 3 **Entire household absent for extended period of time.** This code is to be used only in cases in which no one is at home and the neighbors say that no one will return for several days or weeks. In such cases, enter Code '3' as the result of that visit. Since the neighbors may be mistaken, you should make callbacks to the household to check that no one has returned. In cases in which no one is at home and you cannot find out whether they are gone for a few hours or a few weeks, enter Code '2.'
- Code 4 **Postponed.** If you contact a household, but for some reason, it is not convenient for them to be interviewed, then schedule a callback interview and enter Code '4' on the cover page as a result code for that visit. If there is some extreme circumstance such that the interview is never conducted, enter Code '4' for the final result code.
- Code 5 **Refused.** The impression you make during your initial contacts with members of a household is very important. Be careful to introduce yourself and explain the purpose of the survey. Stress that the interview takes only a short amount of time and that the information will be confidential. If the individual with whom you first talk is unwilling to cooperate, ask to speak with another member of the household, such as the household head. Suggest that you can return at another time if it would be more convenient. If the individual still refuses to cooperate, enter Code '5' and report the problem to your supervisor.
- Code 6 **Dwelling vacant or address not a dwelling.** In some cases, you may find that a structure number assigned to you is unoccupied, that is, it is empty with no furniture and is not being lived in. This is what we call "vacant," and you should enter Code '6.' Other times, you may find that a structure is not a residential unit. It is a shop, church, school, workshop, or some other type of facility that is not used as a living area. After making sure there are no residential units in the back of or above the premises, enter Code '6' as the result for the visit. Be sure to report the situation to your supervisor.
- Code 7 **Dwelling destroyed.** If the dwelling was burned down or was demolished in some other manner, enter Code '7.'
- Code 8 **Dwelling not found.** You should make a thorough search, asking people in the area whether they are familiar with the address or the name of the household head. If you are still unable to locate the structure, enter Code '8' as the result for the visit to that household and inform your supervisor.
- Code 9 **Other.** There may be times that you cannot interview a household and the above categories do not describe the reason. Examples of cases that would fit in the 'Other' category would be if the entire cluster is flooded and inaccessible or if the household is quarantined because of a disease.

4.9. Final Visit

After you have made your last visit to the household, the CAPI program will fill in the boxes under FINAL VISIT: the DAY, MONTH, and YEAR of the final visit, your assigned interviewer number, the final result code, and the total number of visits.

PART TWO: HOUSEHOLD MODULE

CHAPTER V: INFORMATION FOR HOUSEHOLD MEMBERS/DEMOGRAPHICS

5.1. SECTION A: Household Identification

Refer to 3.2.1 on locating sampled Households.

5.2. SECTION B: Household Member Roster

Be sure to read the introductory sentence (in Column B02) to inform the respondent that you are interested in getting information about all usual household members in the household.

B01: Line Number of Each Household Member. Within each household, every member will be assigned a unique number from 1 to N with N being the total number of members in the household. For example, if 5 people reside in the household, the ID numbers will go from 1 to 5. The ID numbers are assigned automatically – the interviewer does not need to assign the numbers. It is important to note that the same ID number is used for each household member for all of the modules.

B02: Names of Household Members.

The first step in completing the household schedule is to make a list of all persons who usually live in the household. To get a correct listing, you will have to know what we mean by a member of the household:

A household is defined as “a person or group of persons who usually reside together in the same compound under one or several roofs, are answerable to the same head and share the same cooking arrangement”. A household may consist of persons related by blood or unrelated persons or a mixture of both. In some cases, one may find people living together in the same structure, but each person has separate cooking arrangements. These persons should be treated as separate one-person households. A group of people living together such as in boarding houses, messes, construction sites, hotels, hostels, rescue homes, jails, military camps or boarding schools. These will not be considered as households.

The litmus test for determining a household would be establishing whether:

- a) They reside in the same compound
- b) They are answerable to the same head
- c) They share the same cooking arrangement

If all of the above conditions hold then you have adequately identified a household. If any of them does not hold, then you have more than one household. Note that domestic servants and other workers living and eating in the same household are to be included as household members.

Usual Household Member. is a person who spends or resides in the household for the most part of the year, for at least 6 months in a year. This will include students in boarding schools, those in hospitals, short term imprisonment, newborns, newly married couple and those on safari/temporary visit away from the households. However, short term visitors, long term inmates, those recently married away from the household, spouses and other members of the household who work and live elsewhere are excluded from this definition.

Sometimes, it is not easy to know whom to include in the household and whom to leave out. Here are some examples:

- a) A woman lists her husband as head of the household, but he lives somewhere else. If he does not usually live in the household you are interviewing, he should not be included in the listing.
- b) Sometimes, people eat in one household and sleep in another. Consider the person to be a member of the household where he or she sleeps.
- c) A person living alone is a household.
- d) A domestic worker is a member of the household if he or she meets the above three conditions of the

Criteria mentioned above. As your respondent lists the names, write them down, one in each row in B02, **beginning with the household head**. The person who is identified as the head of the household has to be someone who usually lives in the household. This person may be acknowledged as the head based on age (older), sex (often male, but not necessarily), economic status (main provider or breadwinner), or some other reason. It is up to the respondent to define who heads the household. There generally should not be a problem with this. If the person responding to the household interview is not the head of household, then you may record this person on the second line.

NB: The order of listing the members of the household should begin with the head of the household, then the spouse, the children, the relatives, other relatives and finally non-relatives.

B03: What is (your/NAME's) relationship to the household head?

Record how the person listed is related to the head of the household. Use the codes at the bottom of the page. **If the respondent is not the head of the household, make sure that you record the relationship of each person to the household head, NOT the relationship to the respondent.**

Example: if the respondent is the wife of the head of the household and she says that Simon is her brother, then Simon should be coded as Code 09 (OTHER RELATIVE) not Code 08 (BROTHER OR SISTER), because Simon is a brother-in-law of the head of the household.

If the head of the household is married to a woman who has a child from a previous marriage, that child's relationship to the head of the household should be coded as Code 11 (ADOPTED/FOSTER/STEPCHILD).

B04: (Are/Is) (you/NAME) male or female? The respondent must be asked to state the sex of each household member. Do not assume from the name that an individual is male or female.

B05: How old is [NAME]? Ask the ages in completed years for all members in the household. If one does not know their age, ask for the year of birth and calculate their age in completed years (already celebrated their birthday).

B06 What is (your/NAME's) marital status?

B06 is concerned with the current marital status of respondents who are 15 years or older. The CAPI program will not allow you to record an answer in B06 if the respondent is 14 years or younger.

The coding category 'married or living together' includes both respondents who are legally married and respondents in informal unions. An informal union is one in which the man and woman live together for some time, intending to have a lasting relationship, but have not had a formal civil or religious ceremony.

If a respondent states that a household member is “single,” probe to determine the appropriate coding category (‘divorced’, ‘separated,’ ‘widowed,’ or ‘never married’).

Possible responses are as follows:

- Married monogamous means married to only one person. It is important to be careful with women in polygamous marriages. The woman may say she is married monogamously because she has only one husband. However, because her husband has more than one wife, all of the wives are in a polygamous marriage.
- Married polygamous means married to more than one person. It may be legal in the country for a person to have more than one spouse. If so, all of the spouses are identified as married polygamous. This code will only be used if polygamous marriage is legal in the country.
- Separated means that the person is legally married, but lives separately from their spouse. It is possible for separated individuals to live in the same dwelling with their spouse.
- Divorced means that the person has gone through the legal procedures to dissolve the marriage.
- Widow, widower means that the individual’s spouse has died. In a polygamous relationship, this could occur when the husband has died and all of his wives are still living.
- Never married means that the individual has never gone through the legal or religious ceremony to legalize a relationship, and does not live in a non-formal union.

B07: What is [NAME]’s religion?

Ask the respondent to state [NAME]’s religion:

1. Catholics, code “1”: Those who believe in Catholic faith and recognize the Pope as the head of the Church.
2. Protestants, code “2”: Group of churches, which broke away from the Catholic Church e.g. Anglican Church of Kenya (ACK), Presbyterian Church of East Africa (PCEA), African Inland Church (AIC), Lutheran, Quakers (Friends), Methodists, Seventh Day Adventists (SDA), Salvation Army and Baptists.
3. Evangelical Churches, code “3”: These are evangelical churches eg CITAM, Redeemed, Full Gospel, Pentecostal, Deliverance, PAG, Kenya Assemblies, Winners, Apostolic church, Jehovah Witnesses etc
4. African Instituted Churches, code “4”: This category caters for Christians who are not covered under code “1” code “2” and 3 above e.g. Legio Maria, Israel, Church of Christ, Roho, African Independent churches etc.
5. Orthodox, Code “5”: Orthodox is the name of the branch of Judaism that strictly follows traditional beliefs and customs, derived from orthodox in the earlier meaning of “strictly observant”. It is distinguished by its doctrinal differences from the other divisions of the Christian Church.
6. Islam, code “6”: Those who profess the Islamic faith and recognize Muhammad as the prophet of God.
7. Hindus/ Sikh/ Confucius, code “7”: These are religions that originated South East Asian countries e.g India, Pakistan, Korea

8. Traditionalists, code “8”: Those who believe in divine powers, e.g. Dini ya Msambwa, Tent of the Living God, etc.
9. No religion/ Atheists, code “9”: These are people who do not believe in the existence of supernatural powers. They do not follow any particular religion.
10. Other Christian, Code “10”. Are individuals who confess Christian faith but are not affiliated to any of the above faiths e.g. people who don’t go to any church yet they consider themselves Christians.
11. Others Religion, code “11”: Include people with religious affiliations other than the above-mentioned e.g. Buddhists, Bahais, etc.

5.3. Difficulties in Performing Activities

B08_1 – B08_6 seeks to determine the levels of difficulties in performing some activities of daily life. The levels range from ‘No Difficulty’ to ‘Cannot Do at All’. The questions are to be asked of persons aged 5 years and above.

Disability is a physical, mental, or psychological condition or impairment that substantially affects a person’s daily activities or limits a person’s ability to perform one or more basic life activities such as; caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, earning a living, or working and interacting with other persons.

For B08_1 through B08_6, ask each question as it is written. Each question has four response categories which are read after each question.

Explanation on types of disability

- i. **Visual Impairment** - describes the various degrees of vision loss. A person is considered to have an eyesight or vision disability if he/she doesn’t have normal vision even if he/she wears eyeglasses or contact lenses.
- ii. **Hearing Impairment** - complete deafness or partial hearing in one or both ears (hard of hearing). Persons who are able to hear well with the aid of devices are not considered to be having this disability.
- iii. **Physical Disability** - refers to difficulties in moving (i.e. walking, climbing stairs, using hands, sitting upright or standing). This disability restricts one's physical movement, say body movement, or paralysis of legs, hands, or the whole body.
- iv. **Cognitive Disability** - affects people’s ability to perform activities like other people of similar age groups. They may have difficulty in remembering things or concentrating on what he/she is performing. It includes many different functions such as ability to pay attention, learn and retain information, solve problems, and use language to express thoughts. This disability hampers clear thoughts in the mind. It also exhibits problems in comprehending any new ideas or opinions or finding solutions and therefore restrains a person from learning or even coordinating functions/activities.
- v. **Self-Care Difficulties** - refers to difficulties in dressing, bathing, eating, grooming and hygiene, toileting or getting around the home or inside the home. The difficulties may have arisen as a result of other disabilities or impairments.
- vi. **Speech Impairment** - problems in communication or difficulties in producing oral speech sounds or problems with voice quality. They might be characterized by an interruption

in the flow or rhythm of speech, such as stammering. These delays and disorders range from simple sound substitutions to the inability to understand or use language.

It is critical that interviewers note that the word “disability” should never be mentioned while administering these questions. There should be no introductory phrase that mentions disability and interviewers should not insert such an introduction on their own. Doing so leads to under-identification of persons with disabilities. This is because the word “disability” is regarded negatively in most communities. People may feel stigmatized or be ashamed to be identified as having a disability. Also, even if people do not feel stigmatized, the word “disability” often implies a very significant condition. Persons who can walk around their homes but are unable to walk to the market may perceive their situation as not severe enough to be considered as having a disability. Interviewers should not presume by looking at the person that they know what those difficulties are. For example, a person in a wheelchair might be able to walk. They may just have a lot of difficulty doing so, and therefore use a wheelchair much of the time – or even occasionally when the need arises.

5.4. Migration

B09_1: What is [NAME’S] county of birth?

This question asks in which county the respondent was born. If the person was born outside of Kenya, select category ‘96’ and continue to the next question.

County Code	County Name	County Code	County Name	County Code	County Name
01	MOMBASA	17	MAKUENI	33	NAROK
02	KWALE	18	NYANDARUA	34	KAJIADO
03	KILIFI	19	NYERI	35	KERICHO
04	TANA RIVER	20	KIRINYAGA	36	BOMET
05	LAMU	21	MURANG'A	37	KAKAMEGA
06	TAITA TAVETA	22	KIAMBU	38	VIHIGA
07	GARISSA	23	TURKANA	39	BUNGOMA
08	WAJIR	24	WEST POKOT	40	BUSIA
09	MANDERA	25	SAMBURU	41	SIAYA
10	MARSABIT	26	TRANS NZOIA	42	KISUMU
11	ISIOLO	27	UASIN GISHU	43	HOMA BAY
12	MERU	28	ELGEYO-MARAKWET	44	MIGORI
13	THARAKA-NITHI	29	NANDI	45	KISII
14	EMBU	30	BARINGO	46	NYAMIRA
15	KITUI	31	LAIKIPIA	47	NAIROBI CITY
16	MACHAKOS	32	NAKURU		

B09_2: What is [NAME]'S country of birth?

This question is asked only to persons' who were born outside Kenya. Enter the name of the country in which the respondent was born. Do not put any numbers in the code boxes since the numbers will be entered at a later time.

B09_3: How long has [NAME] been living continuously in [NAME OF CURRENT CITY, TOWN OR VILLAGE OF RESIDENCE]?

This seeks to determine the length of residence of an individual. This question asks how long the person has been living in the locality where he/ she is living at the time of the interview, i.e., their current place of residence. Here, "living continuously" means without having moved away from a locality. For example, if the respondent has been away from her home only on visits, these periods should not count as having lived away. If they have moved from one dwelling to another within the same village or neighborhood, it also does not count as living away.

If he/ she has always lived in their current place of residence (that is, he/she has never lived in any other locality), select '95.' If he/ she is a visitor, select '96' for VISITOR.

If he/ she has lived in other places, ask them to count how many years they have been living continuously in the current place of residence (how many years have passed since he/ she moved to this locality). Record answer in completed years.

Example: If the answer is "three and one-half years," write '03.' If the answer is less than one year, write '00.'

B09_4: In which year did [NAME] move here?

Ask the respondent in which year the individual moved to his/ her current locality of residence. If they know the year, write it in the boxes for YEAR. If she does not know the year of his/ her move, select '9998' for DON'T KNOW YEAR.

B09_5 & B09_6: Prior Residence

Qs. B09_5 & 6 are about the place the individual lived just before they moved to the current residence.

B09_5: Just before [NAME] moved here, which County did he or she live in?

We ask about the county the individual lived in before they moved to their current residence. It's possible that they moved within a county in which case the response will be the same as reported in B09_1. If he/ she moved to the current residence from outside the country, select '96' for OUTSIDE OF Kenya.

In B09_6, we want to know which type of place (that is, city, town, or rural area) was the last one before her current place of residence. In B09_5, that is why we say "just before."

B09_7: What was the main reason for [NAME] moving to where you presently reside?

The purpose of this question is to find out the main reason for the respondent's move to where he/she is living now. All of the precoded reasons refer to the respondent's own motivation for making a move.

5.5. Education

Information on the educational history of all household members age 3 years and older is collected in this section. The key educational indicators of interest are enrolment rates and the highest grade completed.

Definitions

1. **School/academic institution** - This is a place or centre in which learning is offered to a particular group of persons at a given level of education (levels of education can be early childhood development education/pre-primary, primary, secondary, university, etc.). This also includes centres where special needs education is provided.

Note: for those in distance/open/remote/online, etc. learning, are considered to be registered in a school/learning institution, and in which case, the same definition applies.

2. **Pre-primary/Early Childhood Development Education (ECDE)** - This is an education programme offered to provide holistic integrated services that create a strong foundation for a child's cognitive (talents), psycho-social, moral, spiritual, emotional and psychomotor (physical education-PE) needs.

Note: Although the education section will target persons' age 3 years and above, the official target group for the pre-primary programme is children age 4-5 years. In addition, some pupils undergo the British International Curriculum (BIC) system that runs in the country parallel to the existing system. Under this system children age 3-5 years attend nursery/pre-primary; Early Years Foundations Stage (EYFS).

3. **Primary** - This refers to the level of education immediately after pre-primary and covers 8 years under the 8-4-4 system. Before the 8-4-4 system, there was the 7-4-2-3 structure in which the length of primary education was 7 years. In the new curriculum system (2-6-3-3), primary education lasts 6 years after pre-primary. While the 7-4-2-3 and 8-4-4 systems had end of cycle examinations - Certificate of Primary Education (CPE) and Kenya Certificate of Primary Education (KCPE) - the new system has a hybrid evaluation of learners.

Note: Some pupils undergo the British International Curriculum (BIC) system that runs in the country parallel to the existing system. There are 5 Key Stages under BIC. Primary education is under Key Stage 1 and 2 and it lasts for 6 years (lower primary 3 years and upper primary 3 years).

4. **Junior School** - This refers to the level of education under the Comprehensive School System under new curriculum system i.e., Competency Based Curriculum (CBC). Junior School comprises Grade 7, 8 & 9.
5. **Post Primary Vocational Training** - This refers to the level of education that is offered mostly to those individuals who complete primary education and are unable to proceed to secondary education. It is part of Technical and Vocational Education and Training (TVET). This level usually offers trade test courses e.g., carpentry, masonry, hair dressing, tailoring, etc. These courses are usually offered in vocational training centres (youth polytechnics). The study period for these courses is usually 1 to 2 years depending on the area of study. Upon completion, students sit for Government Trade Test (GTT) Examination and those who pass are issued with GTT Certificate.

a) TVET is defined by UNESCO as “those aspects of the educational process involving, in addition to general education, the study of technologies and related sciences and the acquisition of practical skills, attitudes, understanding and knowledge relating to occupations in various sectors of economic life”. TVET thus equips people not only with vocational skills, but with a broad range of knowledge, skills and attitudes that are now recognized as indispensable for meaningful participation in work and life. Examples of the benefits include self-awareness and

self-esteem, and strengthened interpersonal, citizenship, learning to learn, communication and entrepreneurial skills.

b) **Vocational skills** – these are practical or first-hand capabilities that help learners to have basic skills on how to carry out a given job/assignment effectively.

c) **Vocational Training Centre (Formerly Youth Polytechnic)** - This is a training institution that offers vocational skills training mainly to primary school leavers. The courses offered in vocational training centres last 1 to 2 years and may include Artisan I and II; Craft I and II for courses such as carpentry, welding, masonry, electrical, hair dressing and tailoring, etc.

6. **Secondary/'A' Level** - This refers to the level of education immediately after primary education and covers 4 years under the 8-4-4 system. Before the 8-4-4 system, the 7-4-2-3 offered secondary education lasting 6 years (4 years at Ordinary Level and 2 years at Advanced Level). Under the CBC, secondary education will be offered in Senior School and will comprise Grade 10, 11 & 12.

Note: Some pupils undergo the British International Curriculum (BIC) system that runs in the country parallel to the existing system. There are 5 Key Stages under BIC. Secondary education is under Key Stage 3 (Junior School) that lasts for 3 years, Key Stage 4 (Senior School) that lasts for 2 years and Key Stage 5 (Pre-University Studies) that also lasts for 2 years. At the end of year 11 (senior school) students sit for International General Certificate of Secondary Education (IGCSE) exams. At the end of year 12 (Secondary 12) students sit for Advanced Subsidiary (AS) exams while at the end of year 13 (Secondary 13) students sit for Advanced (A) level exams.

7. **Middle Level College/TVET** – This is a post-secondary education programme that offers various courses at certificate, diploma and higher national diploma level. The programme caters for students who have completed secondary education. The institutions that offer these courses include primary teacher training colleges that offer primary teaching certificate and diploma; medical training colleges that offer certificate and diploma in nursing/clinical medicine etc.; agriculture training colleges; media colleges; ICT colleges; technical training institutes; national polytechnics, among others.
8. **University-** This is the last cycle of the formal education programme in the country providing various courses according to sector professional prescriptions. This level of education offers pre-university courses, undergraduate degree courses and post-graduate courses.
9. **Non-Formal Education (NFE)** - This is an education programme that offers flexible learning for adults and children of school going age who are not able to join the formal system of education. The objective of the programme is to help learners acquire basic and post-basic literacy including vocational skills identified to be relevant and adequate for their level.

Note: Non-formal education is offered in centres/learning institutions invariably called non-formal schools (NFS).

10. **Informal learning** is defined as forms of learning that are intentional or deliberate, but are not institutionalized. It is consequently less organized and less structured than either formal or non-formal education. Informal learning may include learning activities that occur in the family, workplace, local community and daily life, on a self-directed, family-directed or socially-directed basis.

11. **Madrassa/Duksis** – this refers to learning offered to children who are Muslims.

B10: Ever attended school/academic institution 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 having attended school/academic institution. Individuals who have just enrolled in school (their first term) should be recorded as YES. If the answer is NO, skip to B12_a.

B11: Currently attending school/academic institution; Ask if NAME is currently attending school/academic institution. If a school/academic institution is not in session at the time of the interview, ask about the session just completed. If you establish that the member of the household is currently attending school/academic institution code 1, if not code 2 and skip to B13. If school is not in session at the time of the interview, ask about the session that was just completed.

B12: Level and grade/year currently attending

The objective of this question is to help in determining enrolment rates at every level/grade/year and computation of key indicators on education for purposes of planning.

Ask: Which level and grade/year is [NAME] currently attending? (see codes provided)

Example: A child currently attending year one of pre-primary should be recorded as attending LEVEL 01 and GRADE 01. A child attending primary school and is currently in Grade 6 should be recorded as attending LEVEL 02 and GRADE 06. A student currently attending Form 2 is recorded as attending LEVEL 05 and GRADE 02.

A student in university undergraduate year 5 should be recorded as attending LEVEL 07 and GRADE 05 while a postgraduate diploma student in first year should be recorded as attending LEVEL 72 and GRADE 01.

Levels and grades of education of persons attending schools/academic institutions offering will be captured under ‘other’.

Notes: In case you encounter respondents, who have repeated a grade, please record responses in regard to the grade the person is currently attending.

For example, a pupil had completed grade 6, but repeated grade 5 and is currently in this grade, which is lower than grade 6. How do you answer question B10? In this case, record level as 02 and grade as 05.

A student had completed Form 4 and sat for KCSE. However, due to his/her performance in KCSE, he/she repeated secondary school Form 3 and is currently in this grade. How do you answer question B10? In this case, record level as 05 and grade as 03.

B13: Highest level and grade/year of education completed

The objective is to determine the education attainment levels of the population in the country and their distribution.

Ask: What is the highest education level and grade/year that [NAME] has completed? (See codes provided)

Examples: A child who is currently in grade 3 of primary school (LEVEL 02) would have completed GRADE 02 (she has not yet completed the grade 3).

A man who has completed all the grades of primary school but has not gone on to attend secondary school would be LEVEL 02, GRADE 08 (under the 8-4-4 curriculum) or GRADE 07 (under the 7-4-2-3 system).

A man who left during his first year of secondary school (Form 1) would be recorded as LEVEL 05 and GRADE 00 because the highest level he attended was secondary, but he did not finish any grade at that level.

A respondent knows her son went to primary school but does not know what grade he completed. Record '02' for the level and '98' (DON'T KNOW) for the grade.

Notes:

1. **For courses completed within a shorter duration than the normal duration, record the number of years for the normal duration.** For example, an undergraduate degree course completed within three and half years. How do you record the highest grade completed? In this case record highest grade completed = 04.
2. **For courses whose normal duration is not in completed years, record completed years. For example,** a diploma course lasting for three and half years. How do you record the highest grade completed? In this case record highest grade completed = 03.

B14_1: This question seeks to determine **one-way distance in metres** that household members who are currently attending school travel from the dwelling to school.

B14_2: This question seeks to establish the main **mode of transport** used by household members currently attending school from the dwelling to school.

B14_3: This question seeks to determine the **amount of time** it takes for household members currently attending school to go to school using the form of transportation listed in B14_2. The question considers **time taken for only one way**.

B14_4: This question seeks to determine the **amount of money spent** by household members currently attending school to travel from dwelling to school using main mode of transport in B14_2 (one way). Record actual expenditure e.g fuel for car/motorcycle. **Note:** Where a school bus was used, let the respondent give you the cost per term.

5.6. Information and Communication Technologies (ICTs)

The 2023/24 Kenya Housing Survey seeks to capture the intricate relationship between housing and technological integration in Kenya's evolving landscape. This section gauges the status of mobile phone ownership, internet usage, and computer usage offer valuable insights into the socio-economic and digital facets of residential life. These technological metrics not only align with the survey's objectives to monitor and shape housing policies but also reflect on broader aspirations like the Bottom-up Economic Transformation Agenda (BETA) and the Sustainable Development Goals (SDG). By understanding a household's digital connectivity, the survey presents a well-rounded view of housing, emphasizing both its physical and digital dimensions in Kenya. The questions related to these indicators are discussed as follows:

B15_1_1: Ask whether <Name> owned a Mobile Phone in the last 3 months.

The intent of this question is to ascertain the actual penetration rate of mobile phone ownership in the country. An individual is considered to own a mobile phone if they possess a mobile phone with at least one active SIM card used for personal purposes within the time frame the last 3 months from the date of when the data is being collected and irrespective of the manner of acquisition. The term "ownership" includes both purchased and inherited mobile phones but excludes borrowed or temporarily used phones. Mobile phones refer to both feature phones and smartphones.

Inclusive Criteria: Persons considered to own a mobile phone MUST:

- i. Have a mobile phone, irrespective of the acquisition method, including gifts.
- ii. Possess a mobile phone provided by employers but utilized for personal tasks, such as making personal calls, accessing personal information on the internet, texting, etc.
- iii. Own a mobile phone for personal use, even if the SIM card is registered under another individual's name. This encompasses individuals below 18 years of age and adults who might not have had an ID during phone acquisition and hence used another person's ID.
- iv. Possess mobile phones but do not buy airtime themselves and instead receive airtime as gifts, perks, or for free.

The main criteria are that respondents should have a mobile phone for personal use with an active SIM card, regardless of its registration status, used within the defined 3-month period.

Exclusive Criteria: Persons NOT considered to own a mobile phone:

- i. Individuals possessing only an active SIM card (either registered or unregistered) but who do not have a mobile phone of their own and rely on borrowing a device from others.
- ii. Individuals with phones provided by their employers, which do not allow for any personal use.
- iii. Individuals who habitually use mobile phones belonging to their parents, spouses, or other acquaintances and do not possess a phone of their own.

Instructions for Enumerators: It is imperative for enumerators to probe deeply to ensure respondents accurately meet the criteria for phone ownership. Careful questioning and validation techniques should be employed to confirm that individuals fall into the correct category, ensuring reliable data collection.

B15_1_2: Ask whether <Name> has used a Mobile Phone in the last 3 months.

B15_2: Has <Name> used the internet from any location in the last 3 months?

The internet is a globally accessible public computer network, providing access to a multitude of communication services, such as the World Wide Web (WWW). It facilitates a variety of activities, including sending emails, entertainment, news, and data file transfers, irrespective of the device used. The primary intent of this question is to determine the penetration of internet usage within the country.

Locations & Devices: The internet can be accessed from various locations, including but not limited to personal internet-enabled devices, cyber cafes, homes, offices, schools, and public areas with Wi-Fi hotspots, like restaurants and streets.

Inclusive Criteria: Activities conducted via the internet comprise, but aren't limited to:

- i. Sending emails through platforms like Yahoo, Gmail, Hotmail, and other organizational email systems.
- ii. Use of platforms such as WhatsApp, Facebook, Instagram, Telegram, TikTok and Twitter.
- iii. Online shopping (e-commerce sites) such as Jumia, Amazon, Kilimall, Sky Garden, Uber, Bolt (formerly Taxify), Little Cab, Glovo, booking.com etc
- iv. Entertainment, including playing online games, watching videos on YouTube, Netflix, Showmax, and Viusasa.

- v. Educational activities, such as enrolling in online courses, research, and reading articles.

Instructions for Enumerators: For clarity, enumerators can provide respondents with examples of common online activities, such as using Facebook, WhatsApp, Tiktok, sending emails, searching on Google, etc. However, it's crucial to ensure that while these popular activities are highlighted, they are not the sole focus. Respondents might engage in other online activities, so enumerators should be comprehensive in their probing.

B15_3: Ask whether [NAME] has used the computer from any location in the last 3 months.

An individual is considered to have used a computer if they have accessed or operated a desktop computer, a laptop (portable) computer, or a tablet (or similar handheld computer) from any location within the past three months from the current date.

The intent of this question is to determine the proportion of individuals who have used a computer from any location within the last three months, reflecting the accessibility and familiarity of individuals with computer technology in the country.

Computer Categories

Desktop: A computer that is typically stationary, with users positioned in front of it, behind the keyboard.

Laptop (portable) computer: A transportable computer that can perform similar tasks as a desktop. This category includes notebooks and netbooks but excludes tablets and similar handheld computers.

Tablet (or similar handheld computer): A computer integrated into a flat touchscreen, primarily operated by touch rather than a physical keyboard.

Exclusions:

- i. Equipment with embedded computing capabilities, such as smart TV sets.
- ii. Devices where telephony is the primary function, like smartphones.

Inclusive Criteria:

Persons considered to have used a computer:

- i. Have directly operated or accessed any of the computer categories mentioned above.
- ii. Used the computer for diverse purposes such as writing, calculations, graphic design, internet browsing, gaming, and more.
- iii. Accessed the computer from any location, be it home, school, workplace, or any other place.

Instructions for Enumerators: Enumerators should ensure clarity in responses by asking detailed questions about the specific tasks performed and frequency. It's important to differentiate between computer usage and other digital devices to prevent misunderstandings.

5.7. Labour (Economic Activity Identification)

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

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

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.

5.7.1. Concepts and Definitions:

This section attempts to explain concepts and unfamiliar terms which have been used in the questionnaire, so that they are understood uniformly and are used consistently during the training, data collection, and analysis stages. Below are common concepts and definitions.

Labour Force Framework: The survey and the subsequent analyses of its results will be based on a labour force frame work; where total population is categorized 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 including the infirm (not physically or mentally strong, especially through age or illness), ailing, incapacitated and full-time students. In this survey, 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.

- i. **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.
- ii. **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 their own final use.
- iii. **A job** is defined as a 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. It 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.
- iv. **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

- v. **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.
- vi. **Own-use production work (i.e., work performed for own final use by the household or family)**
Own-use production work refers to activities performed to produce goods or provide services intended for final use by the producer, their household and/or family. This form of work is one of the oldest forms of organization of labour, whereby households produce mainly their own food, shelter, and other necessities, and provide care and other services for household members, their premises and durables. Persons in own-use production of goods are defined as all those of working age who, during a specified reference period, performed any activity to produce goods for own final use. The notion “for own final use” refers to production where the intended destination of the output is mainly for final use by the producer in the form of capital formation, or for final consumption by household members, or by family members living in other households.
- vii. **Volunteer work (i.e., non-compulsory work performed for others without pay):**
Volunteer work refers to activities performed willingly and without pay to produce goods or provide services for others outside the volunteer’s household or family. Persons in volunteer work are defined as all those of working age who during a short reference period, performed any unpaid, non-compulsory activity to produce goods or provide services for others; that is for economic units outside the volunteer’s household or family.
- viii. **Unpaid trainee work (i.e., work performed for others without pay to acquire workplace experience or skills):** Persons in unpaid trainee work are defined as all those of working age who during a short reference period, performed any unpaid activity to produce goods or provide services for others, in order to acquire workplace experience or skills in a trade or profession. However, learning a specific occupation in a classroom context does not constitute unpaid trainee work. Rather, the trainee must contribute to the production process of an economic unit in order to be considered as work. Nevertheless, unpaid trainees may receive some form of support, such as transfers of education stipends or grants, or occasional in cash or in-kind support (e.g., a meal, drinks). Unpaid trainees may or may not receive a specific qualification or certification.
- ix. **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.

5.7.2. Economic Activity Identification in the Last 7 Days

B16: Record “1” for members aged five years and above, otherwise code “2”. The module should not be administered to individuals coded “2”.

B16_1 Ask if in the last 7 days, [NAME] worked for at least one hour as an **employee** for wage, salary, commission, or any payment in kind, including doing paid domestic or farm work. This also includes the paid trainees and apprentice.

The question is targeted to persons working for pay for someone else, in a dependent relationship. This includes persons who worked in the reference week in any type of paid job, for example as employees or apprentices, including casual, informal and part-time employees, for as little as one hour.

B16_2 Ask if in the last 7 days, [NAME] **worked** for at least one hour in any kind of business activity, farming or other activity to generate income (e.g., as a trader, shopkeeper, barber, dressmaker, carpenter, taxi driver, car washer, etc.?)

The question refers to persons who worked in the reference week in any kind of business activity to earn an income in the form of profits, in cash or in kind, for as little as one hour. This includes persons who worked as employers, own account workers producing goods or providing services intended mainly for the market. It includes persons who worked in a business activity/farming with the intention of earning a profit, even if the business was not making a profit or was incurring a loss by the time of the interview.

However, if some family members worked as employees for pay, then they should be captured as such in B13_1.

B16_3: Ask if in the last 7 days [NAME] **Helped** for at least one hour in a business or farm belonging or run by this household. e.g., Help a family member engaged in an activity to generate income for the family; Help to produce farm products for sale or exchange; Help to make or sell things for sale or exchange; Guarding or cleaning the family business; etc.

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.

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);

B16_4: THIS IS A CHECK ON THE ANSWERS TO QUESTIONS B13_1 – B13_3. (DID SOME WORK 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 B17 otherwise proceeds to B14.

Part A2: Held a Job during the Last 7 Days

B17: This question is posed to those persons who in B16 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 question that seeks to establish whether there is a job or business or any activity that [Name] can return to if in the last 7 days, a member did not. If the respondent reports

that [NAME] could not return to any activity, or could return to work as Unpaid Apprentice/Intern or Volunteer the interviewer proceeds to B18 otherwise skip to B20.

Temporary absence from a job or business refers to an interruption from an existing job or business. That is, the person should have been previously working in a specific paid job or business and expected to return to that same job or business after the absence. Persons absent from their normal place of work for work-related reasons such as job-related travel or training should be considered employed, at work, in the reference week. That is, they should be captured as employed.

Persons who are about to start a new job or business but have not yet started to work by the interview date are not considered to be absent from work. Such cases, referred to as “future starters” will be identified in the next question on “Reasons for absence” and subsequently routed like other respondents who are not initially identified as employed. In the case of future starters, they can be identified as “unemployed” or “potential labour force”

Part B: Unemployed and Persons Not in The Labour Force

B18: Establish what action [NAME] has taken in the past 4 weeks to look for any kind of work or to start any kind of business. Rank the three main steps taken as given by the respondent.

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.

This is a person who is neither working nor looking for work because he/she is discouraged. He/She would usually take up a job when offered one.

B19: 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.

The purpose of this question is to identify respondents who are available for work whether or not they were looking for work.

The focus of this question is on the respondent’s time availability to start work in a short period (the week before the interview) should a job or business opportunity existed. The respondent should not be required to consider any specific type of job or pay. He or she should reply in reference to their time availability and not on the basis of the characteristics of the job or business.

Part C: Characteristics of the Main Job

B20: Ask the respondent status of [NAME]'s primary activity in terms of time. Status in employment refers to the type of relationship between the respondent and the unit they work for.

B21: 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 should be classified in the job at which they worked for the greatest number of hours during the reference period.

Occupational codes and descriptions are given in Appendix V of this interviewer's manual. They are based on the latest publication on occupations "Kenya Standards Classification of Occupations (KeSCO)".

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 for 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 an 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.

B22: 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 of 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 this interviewer's manual. They were based on the 2022 edition of the Kenya Standard Industrial Classification (KeSIC-version 1) 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, sale of life insurance, etc.

B23: 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). The employment sector may also be categorized as either formal 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 Organizations (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, Save the Child UK, International Red Cross, GTZ etc.
- Local NGOs includes: Green Belt Movement, Family Health Options Kenya, and 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 a State-owned enterprise (code “4”).
- If KNBS outsourced cleaning services from a private company, the cleaner will be classified as working in a Private owned enterprise (code “5”).
- A person who works as a cleaning person in someone’s home will be classified in an 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”).

B24: These questions seek information on the time spent in the main job in terms of actual hours, during the reference period. Hours actually worked refers to the time spent in a job for the performance of activities that contribute to the production of goods or services during the reference week. It includes direct hours carrying out the tasks and duties of the job, regardless of the location where they are performed; related hours spent maintaining or facilitating the work; down time due to interruptions of a technical, material or economic nature; and resting time spent for short periods according to established norms or national circumstances.

B25: This question demonstrates the distance the respondent travels from dwelling in order to get to the place where s/he works.

B25_1: This question seeks to establish the main mode of transport used from [NAME] dwelling to work.

B25_2: Determine the amount of time it takes the respondent to go to the place where s/he works using the form of transportation listed in B25_1

B25_3: This question seeks to determine the amount of money spent by [NAME] from dwelling to place of work using main mode of transport in B25_1 (one way).

5.8. SECTION C: Housing Amenities

C01: Drinking Water

C01_1: Indicate the main source of drinking water.

The purpose of this question is to assess the cleanliness of drinking water for households. 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. The main source of water for a household has an implication on hygiene and health status. Drinking or potable water is water safe enough to be consumed by humans or used with low risk of immediate or long-term harm.

Ensure you specify the other source of drinking water used.

Definitions of Water Source Codes	
<u>Response Categories</u>	<u>Definition</u>
Public Water Companies	This is water provided by a public water and sanitation and sewerage company/organization.
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 tube well or borehole through a pump which may be human, animal, wind, electric, diesel or solar-powered.
Protected 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 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.

Pond/Dam/Lake/Water pan/Stream/River (Surface Water)	Water located above ground and includes ponds, dams, lakes, water pans/stream, river. In the questionnaire we have split these options into two (pond, dam, lake, water pan and stream, river) as water from rivers and streams tend to be cleaner than water from dams and lakes.
Packaged 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



C01_2. Indicate how the household accesses drinking water. Whether it is piped into household buildings, piped into the compound, piped into the neighbor, a public tap/standpipe, harvested, delivered by a water vendor or fetched by household. If more than one method of accessing the water is used, record the main method.

Definitions of Water Source Codes	
<u>Response Categories</u>	<u>Definition</u>
Piped into household 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 into household compound (yard/plot)	Pipe connected in the compound but outside buildings to one or more taps
Piped to neighbor/Public tap, standpipe	Pipe connected to a tap at the neighbors and used by the household
Delivered by a water vendor via Tanker truck/ Cart with small tank/ Bicycles, Donkey	Water is obtained from a provider. Typically, the provider sells the water to households. The water could be delivered using a water truck, a cart (mkokoteni), a bicycle or a donkey.
Fetches by members of household	This means that members of the household fetch water from outside the household

Water Harvesting	<p>It means capturing rain where it falls or capturing the run off in your own village or town. And taking measures to keep that water clean by not allowing polluting activities to take place in the catchment. Water harvesting can be undertaken through a variety of ways:</p> <ul style="list-style-type: none"> • Capturing runoff from rooftops • Capturing runoff from local catchments • Capturing seasonal floodwaters from local streams • Conserving water through watershed management
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C01_3: Ideally, all households should be connected to safe and clean drinking water consistently. However, sometimes this is not the case and some households experience shortages in drinking water supply. This question seeks to ascertain the proportion of households that experience shortages in water supply. The respondent will be the one to determine what water levels are sufficient for their households.

C01_4: This question establishes how long it takes to get drinking water from the main source. This time includes the time taken to go to the water source, queue and go back. This question is not asked if the source of drinking water is located within the dwelling/yard/plot, if the household harvests rainwater or if the water is delivered by a water vendor. This could be the time that could have been used on other economic activities.

C01_5: Who usually goes to collect water from the main source of drinking water?

C02: Water for Other Uses

C02_1: The aim of this question is to find out the main source of water used by the household for other purposes including cooking and handwashing. The source could be different from that of drinking water. Example; the household could be buying packaged bottled water for drinking while using a borehole for other uses. As in question 1, Indicate the most frequent source of water for other uses. If water for other uses is obtained from several sources, probe to determine the source from which the household obtains most of its water. If the source varies by season, record the main source used at the time of interview.

C02_2. Indicate how the household accesses the water. Whether it is piped into household buildings, piped into the compound, piped into the neighbour, a public tap/standpipe, harvested, delivered by a water vendor or fetched by the household. If more than one method of accessing the water is used, record the main method.

C02_3: Ideally, all households should be connected to clean water consistently. However, sometimes this is not the case and some households experience shortages in water supply. This question seeks to ascertain the proportion of households that experience shortages in water supply. The respondent will be the one to determine what water levels are sufficient for their households.

C02_4: This question establishes how long it takes to get water from the main source. This time includes the time taken to go to the water source, queue and go back. This question is not asked if the source of water is located within the dwelling/yard/plot, if the household harvests rainwater or if the water is delivered by a water vendor.

C02_5: Who usually goes to collect water for other uses? Indicate household member

C03: Access to Clean Water

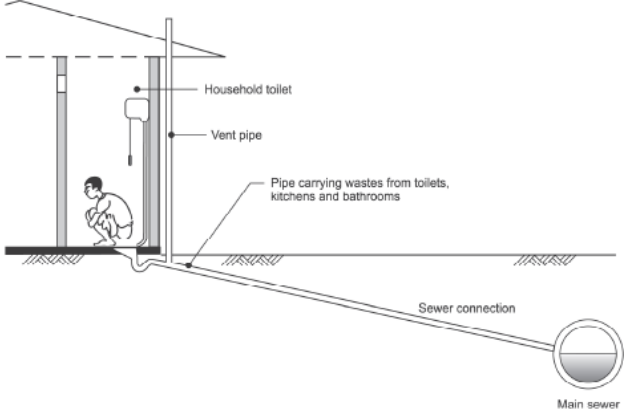
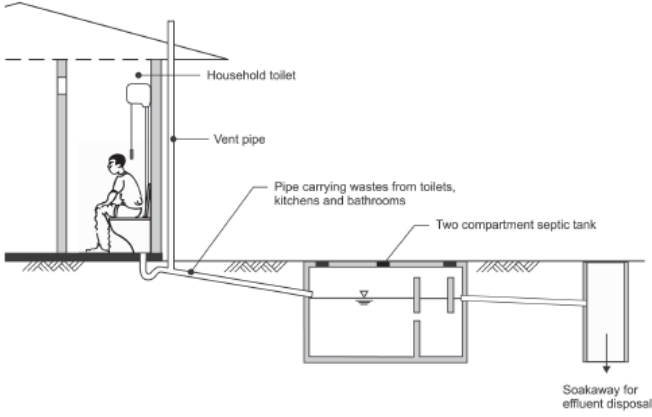
C03: What is the main reason for not having piped water connection? Ideally, all households should be connected to clean water, mainly attained by piping either from a water service provider or another water source. For households without piped water, either to household buildings or to the household compound, this question seeks to find out the reason for this. It could be due to financial constraints, water services not being available in the area, they could be comfortable with the other sources, there could be delays in connection, and any other reason should be specified.

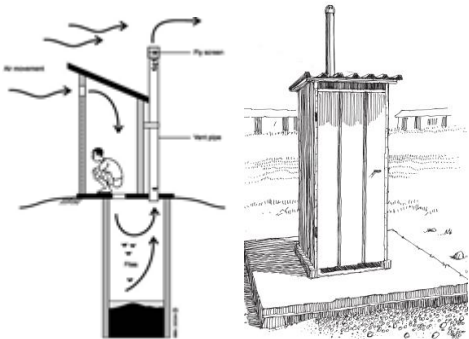
C04: Toilet Facilities

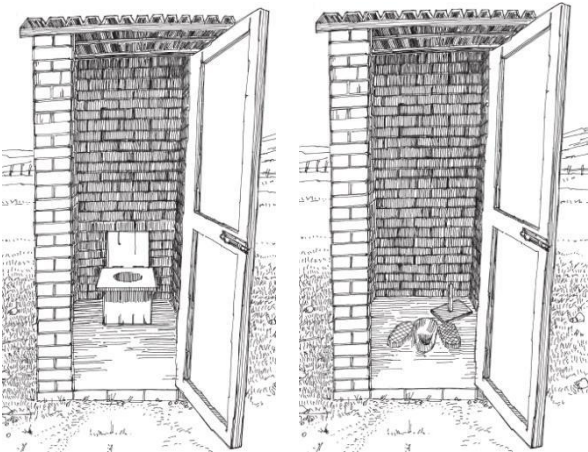
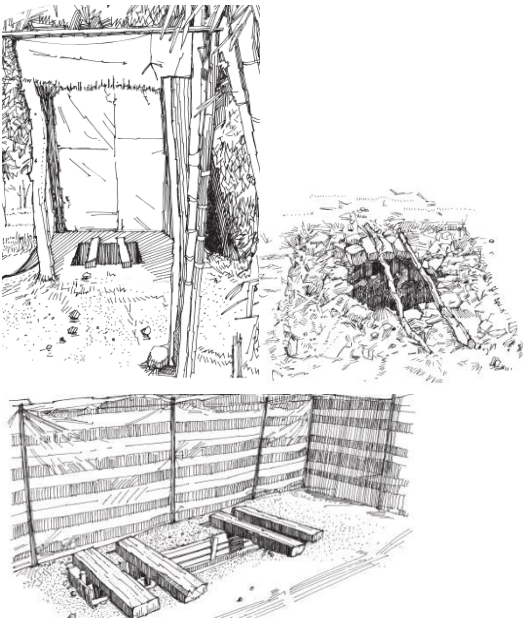
The purpose of this question is to obtain a measure of the sanitation level of the household, since toilet facilities are important for disease control and health improvement. If the respondent answers in general terms such as “flush toilet,” probe to determine where the toilet flushes to; likewise, if the respondent answers “latrine,” probe to determine the type of latrine. The table below provides definitions for the terms used in the codes for QC04.

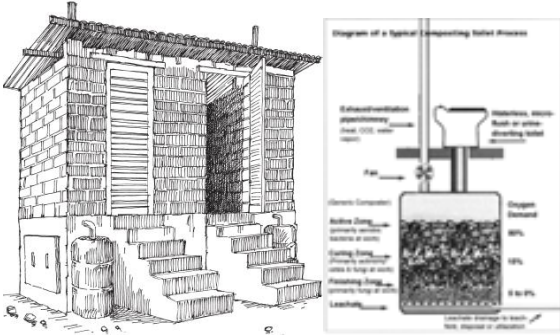
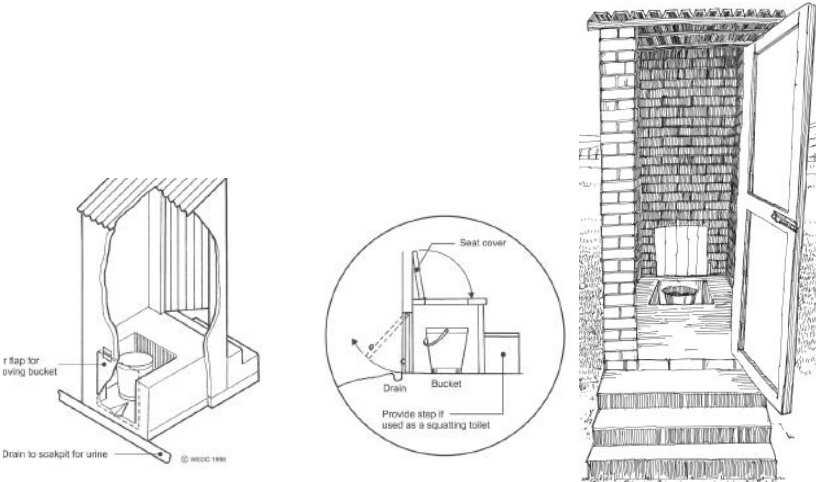
If you are not able to determine the toilet type based on your conversation with the respondent, ask to observe the facility.

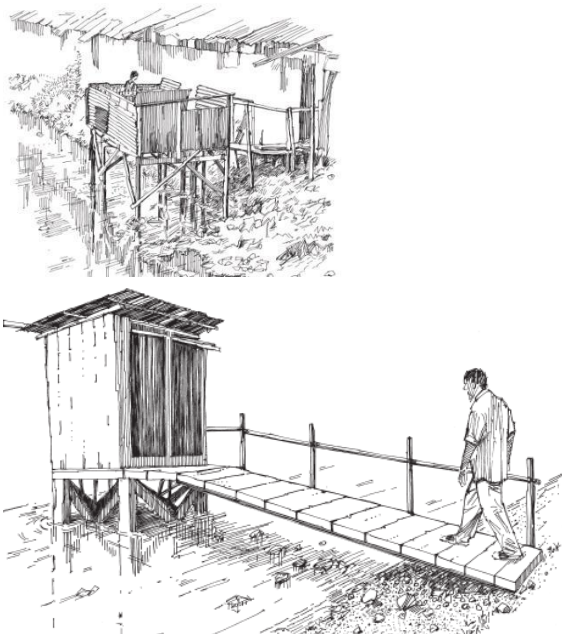
Definitions of Toilet Facility Codes		
<i>Response Categories</i>		<i>Definition</i>
Flush/pour toilet	flush	<p>A flush toilet uses a cistern or holding tank for flushing water and has a water seal, which is a U-shaped pipe, below the seat or squatting pan that prevents the passage of flies and odours.</p> <p>A pour flush 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>

<p>~ to piped sewer system</p>	<p>A system of sewer pipes (also called sewerage) that is designed to collect human excreta (faeces and urine) and wastewater and remove them from the household environment. Sewerage systems consist of facilities for collection, pumping, treating and disposing of human excreta and wastewater.</p> 
<p>~ to septic tank/biodigester</p>	<p>An excreta collection device consisting of a water-tight settling tank normally located underground, away from the house or toilet.</p> <p>A biodigester is a tank/ system which digests organic material biologically to produce water and gas</p> 
<p>~ to pit latrine</p>	<p>A system that flushes excreta to a hole in the ground.</p>
<p>~ to somewhere else</p>	<p>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.</p>

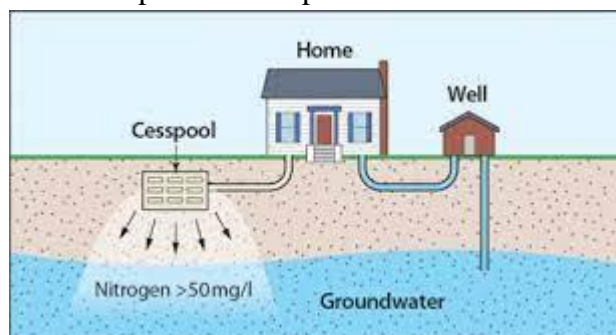
Pit latrine	Excreta are deposited without flushing directly into a hole in the ground.
~ ventilated improved pit latrine (VIP)	<p>A dry pit latrine ventilated by a pipe extending above the latrine roof. The open end of the vent pipe is covered with gauze mesh or fly-proof netting.</p>  <p>If the vent pipe is not covered by a gauze mesh or fly-proof netting, the facility should be classified as a pit latrine with slab not a VIP latrine. The inside of the VIP latrine is kept dark. If the door of the VIP superstructure is missing so that it is no longer dark inside the latrine, the facility should be classified as a pit latrine with slab, not a VIP latrine.</p>

<p>- pit latrine with slab</p>	<p>A dry pit latrine whereby the pit is fully covered by a slab or platform that is fitted either with a squatting hole or seat. The slab or platform should be solid and can be made of any type of material (such as concrete, logs with earth or mud, or cement). The slab or platform should adequately cover the pit so that pit contents are not exposed other than through the squatting hole or seat.</p> 
<p>- pit latrine without slab/open pit</p>	<p>A latrine without a squatting slab, platform or seat. An open pit is a rudimentary hole in the ground where excreta is collected.</p> 

<p>Composting toilet</p>	<p>A dry toilet into which excreta and carbon-rich material are combined (vegetable wastes, straw, grass, sawdust, ash) and special conditions maintained to produce inoffensive compost. A composting latrine may or may not have a urine separation device.</p>  <p>The diagram on the left shows a cross-section of a composting toilet building with a tiled roof and a small structure for the toilet. The diagram on the right, titled 'Diagram of a typical composting toilet process', shows a vertical cross-section of the toilet. It includes a 'Ventilation pipe' at the top, a 'Flush or other flushing toilet' at the top, and a 'Composting chamber' in the middle. The chamber is divided into layers: 'Active layer' (top), 'Curing layer' (middle), and 'Finished layer' (bottom). The layers are labeled with their respective oxygen demand percentages: 'Active layer' (80%), 'Curing layer' (10%), and 'Finished layer' (5 to 10%). The bottom layer is labeled 'Litter/substrate'. The diagram also shows a 'Ventilation pipe' at the bottom and a 'Ventilation pipe' at the top.</p>
<p>Bucket toilet</p>	<p>The use of a bucket or other container for the retention of faeces (and sometimes urine and anal cleaning material), which is periodically removed for treatment, disposal or use as fertilizer.</p>  <p>The diagram on the left shows a cross-section of a bucket toilet building with a tiled roof and a small structure for the toilet. The diagram on the right, titled 'Diagram of a typical bucket toilet process', shows a vertical cross-section of the toilet. It includes a 'Seat cover' at the top, a 'Bucket' in the middle, and a 'Drain' at the bottom. The bucket is labeled with 'Provide step if used as a squatting toilet'. The diagram also shows a 'Drain to soakpit for urine' and a 'Drain' at the bottom.</p>

<p>Hanging toilet/ Hanging latrine</p>	<p>A toilet built over the sea, a river, or other body of water allowing excreta to drop directly into the water.</p> 
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A **cesspool** is a pit or underground container that collects and stores untreated wastewater until it can be emptied and disposed of elsewhere.



C05-C06: Shared Toilet Facilities

QC05 asks about whether the toilet facilities are shared with one or more other households. QC06 aims to find out 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' in QC06. If they share it with two other households, record '03' in QC06. The number of households that share toilet facilities is an important measure of the level of hygiene in the household.

C07: Handwashing

These questions measure a key aspect of personal hygiene that has implications for the health of all household members, especially children. Ask the respondent to show the place where members of the household most often wash their hands. If the respondent indicates that there is no fixed place for handwashing, but the household uses a basin and jug of water or another type of mobile hand washing station, ask to see it.

If you are able to observe either the fixed place or the mobile hand washing station, note whether or not water is available and whether soap/detergent is present.

C08-C11: Energy

C08: Is this household connected to electricity (Main Grid)? Record YES (01) if the household has electricity (**main grid**) and skip to QC10. If there is no electricity in the household, record NO (02)

C09: It is government policy that all households should be connected to the main grid. For households not connected to the main grid, this question seeks to find out the reason for this. It could be due to financial constraints, grid services not being available in the area, they could be comfortable with other sources, there could be delays in connection, and any other reason should be specified.

C10_1: What is the main source of energy for lighting? This question is investigating what households are using for lighting their homes. The sources could be electricity from the main grid, private mini grid, solar systems/panels or wind. Installed solar systems are different from solar charged torches/lamps in that one takes a lot of investment and can light more than one bulb (similar to grid electricity) while solar charged torches take less investment and, in most cases, can only light one bulb.

The main grid is mostly connected by Kenya Power and Lighting Company (KPLC) and in rural areas it could be connected by the Rural Electrification and Renewable Energy Corporation (REREC). However, all power bills from the main grid are paid to KPLC. In areas where there is no connection to the main grid or households have not yet received metres, they could revert to using private mini grids as a source of lighting. These private mini grids are private companies licensed to offer electricity to the population, including households. Private mini grids can only be applicable for a specific area. Some households might have installed their own system of lighting that results in electricity. This might include a solar system, wind, biogas or a generator. Indicate the most frequent source of energy for lighting. If lighting is obtained from several sources, probe to determine the source from which the household obtains most of its light. Record none if the household has no source of lighting and other if the energy source for lighting is from a source not specified in the options, ensure you specify the other source of energy for lighting.



Two types
of a solar
system
that
generate
electricity



A solar charged lamp

C10_2: In the last 7 days, how many hours was electricity available each day on average from [NAME OF MAIN SOURCE]? Indicate average number of hours. **NOTE** this question is only applicable to those that responded "1" or "2" in C10_1

C10_3: What was the total duration of all the unscheduled outages/ blackouts in the last 7 days?
Indicate number of hours.

C10_4: In the last 12 months, were any of your appliances damaged because of issues in the electrical system (voltage surges)? Responses are Yes, No or Don't know. However, ensure you probe before coding 'don't know'.

C11: What is the main source of energy for cooking?

This question is investigating what households are mainly using for cooking. The sources could be electricity (from main grid, private mini grid, solar systems/panels or wind), biogas, LPG (mtungi ya gas), ethanol (example Jiko koko), firewood, processed biomass (pellets/briquettes/wood chips), charcoal, any agricultural residue, animal dung/waste. Select not applicable if the household does not cook and other if the household uses a cooking energy source not specified in the options. Ensure you specify the other source of energy for lighting.

Products of wood example:
Woodchips



Processed Biomass example: Briquettes



LPG



Biogas for cooking



Processed Biomass example:
Pellets



Ethanol example: Jikokoko



Products of wood
example: Sawdust



C11_1: Who usually goes to collect the main fuel for the cook stove your household uses most of the time?

Record the NAME of the person who spends the most time collecting the main fuel used for cooking (question C11) and copy the LINE NUMBER of this person from the list of Household Members Module. If multiple people spend the same amount of time collecting fuel, add additional names and line numbers.

If no members of the household collect fuel, code 01.

C11_2: On a single trip, how long does it take for this person to go there, get the fuel, and come back? Record the TOTAL numbers of hours and/or minutes the household member spends in transit.

If the household member is not sure, select 98.

C11_3: In the past month (the last 30 days), how many times has this person collected this fuel for household cooking?

Record the TOTAL number of times the household member collected this fuel in the PAST 30 DAYS. If the household member is not sure, write 98.

C11_4: In the past 12 months, did this person experience an injury while collecting or transporting fuel?

Circle ALL the injuries, if any that the household member **(WHO USUALLY GOES TO COLLECT THE MAIN FUEL IN D11_1)** experienced while collecting or transporting fuel for the household.

If the household member is not sure, record 98.

C12: This question is investigating what type of cookstoves households are using to cook. This could include a cooker (be it electric, LPG or biogas), an electric pressure cooker, an air fryer, Jiko koko (ethanol), an improved firewood/charcoal stove (modified to ensure efficient use of energy), an ordinary charcoal jiko, a kerosene stove, moveable firepan, three stone stove/open fire or any other not specified above. If the household does not cook in Q7 above, please skip this question.

Example of an improved
firewood Jiko



Example of an improved
firewood Jiko



Full LPG stove



Full electric stove



Moveable Firepan



Jiko Koko (Ethanol)



Air fryer



C12_1: Yesterday, how much time in total was spent preparing the [COOKSTOVE] and fuel for cooking, including setting up the fuel and lighting/turning on the cookstove but not including gathering fuel or cooking time?

Record the TOTAL number of hours and/or minutes it took YESTERDAY to prepare the main cookstove (recorded in question C12) and fuel for cooking. Include the time for lighting/turning on the cookstove, **DO NOT INCLUDE THE TIME SPENT GATHERING FUEL OR THE COOKING TIME.**

Record the time spent yesterday by anyone in the household, not necessarily the person (or people) in question C12_2.

C12_2: In the past month (the last 30 days), who in the household does most of the cooking, including cooking food, making tea/coffee and boiling drinking water?

Record the NAME of the household member who does most of the cooking (including making food, making tea/coffee, and boiling drinking water) and copy the LINE NUMBER of this person from the List of Household Members Module.

If the person who does most of the cooking is not a household member, write 01.

C12_3: Yesterday, how much time did this person spend cooking, including cooking food, tea/coffee, and boiling drinking water for household consumption?

Record the TOTAL number of hours and/or minutes it took YESTERDAY for the household member recorded in question C12_3 to cook (including making food, making tea/ coffee, and boiling drinking water).

If the household member is not sure, write 98.

C12_4: In the past 12 months, did any harm or injury happen from using this cookstove, device, or fuel?

For this question, record the answers for the MAIN cookstove or device indicated by the respondent in question C12.

Select ALL the injuries, if any that happened while using the cookstove, device, or fuel. If there were no injuries, select 01.

Smart Technologies

This question probes the integration of smart technologies in households, reflecting modern lifestyle choices and adaptability. As smart technologies become integral to homes, they redefine the residential landscape. Thus, the 2023/24 Kenya Housing Survey examines the technological dimensions of Kenyan households by offering insights into residents' preferences and adaptability, aiding in shaping housing policies and digital infrastructure decisions. It bridges the gap between housing characteristics and the rapidly evolving tech world.

C13: Ask “Does your household have any of the following smart technologies?”

1. **Fixed internet connection:** A fixed internet connection refers to a non-mobile, consistent internet setup primarily found in stationary locations. The objective behind this question is to gauge the prevalence and adoption of consistent, high-speed internet in residences. Such high-speed connectivity can enhance property values and signifies the advancement of a region's digital infrastructure. Examples include *Fiber optic cable* connections, offered by providers such as Safaricom home fibre, Zuku, POA, Hai internet, Jamii Telecom (Faiba fixed), Liquid network, Mawingu among others. Other technologies encompass *Digital Subscriber Line (DSL)*, *WIMAX*, *fixed CDMA*, and *Integrated Services Digital Network (ISDN)*. *Satellite* internet, which operates through radio waves and uses equipment like the Very Small Aperture Terminal (VSAT) dish antenna, is another example with providers like Starlink (a SpaceX initiative) and SKYNET.

The fixed Internet connection in the household should be working at the time of the survey.

Fixed internet connection Categories:

- *Fiber optic Cable:* Fiber optic cable is a type of network cable that contains strands of glass fibers inside an insulated casing. These fibers are designed to carry light, which is used to transmit data over long distances at speeds much higher than traditional metal cables. The main advantages of fiber optic cables include faster data transmission speeds, higher bandwidth capacity, and reduced susceptibility to interference. They are primarily used for high-speed internet connections, especially in metropolitan areas and for connecting continents.
- *DSL (Digital Subscriber Line):* is a technology for bringing high-bandwidth information to homes and small businesses over ordinary copper telephone lines. A DSL line can carry both data and voice signals, which means you can use the line for voice calls while simultaneously accessing the internet.
- *Satellite Internet:* Satellite internet is a type of internet connection that uses satellite signals to transmit data between a satellite dish at the user's location and an orbiting satellite. This satellite, in turn, communicates with a ground station, which is connected to the internet. Satellite internet can be accessed almost anywhere, making it a popular choice for rural or remote areas where other types of internet connections might not be available. However, it often has higher latency compared to terrestrial connections.
- *WIMAX (Worldwide Interoperability for Microwave Access):* This is a wireless broadband communication technology that provides high-speed wireless internet and data network access over long distances. It is often considered a part of the 4G wireless technology family. WiMAX can be used for a number of applications, including broadband connections, hotspots, and cellular backhaul. It is especially useful in areas that lack wired infrastructure. While WiMAX can technically support mobile broadband,

it's often utilized for fixed wireless access. This means that even though the connection is wireless, the receiving equipment (like an antenna or a receiver) is typically stationary in one location, making it a fixed broadband solution.

- *Fixed CDMA (Code Division Multiple Access)*: This is a digital cellular technology that uses spread spectrum techniques. Fixed CDMA refers to a stationary setup of this technology, primarily for telecommunication services, without the mobility feature. It's utilized in a specific location and does not offer mobility like its mobile CDMA counterpart. The fixed variant is often used for home or office phone lines in areas lacking traditional wired infrastructure.
- *ISDN (Integrated Services Digital Network)*: ISDN is a set of communication standards for simultaneous digital transmission of voice, video, data, and other network services over the traditional circuits of the public switched telephone network. Before the widespread adoption of broadband internet, ISDN was frequently used by businesses for high-speed data communication and video conferencing. It offers multiple digital channels through a single line, allowing for voice and data to be transmitted concurrently.

The question seeks to find if the household has any of the above fixed internet connection categories.

2. **Mobile internet connection**: This refers to accessing the internet using cellular networks instead of relying on physical cables or fixed infrastructure, mobile internet uses radio waves transmitted by cellular towers to provide connectivity. Its key advantage is portability, granting users the flexibility to browse the internet on the go wherever cellular reception exists. This connection often involves the use of a sim card based portable modem, mobile phone, USB wireless modem, tablet, or other SIM card-equipped devices. If there's WIFI access within a home powered by a mobile connection or a device using a SIM card, it falls under mobile broadband. Popular providers for these services in the region include Airtel, Telkom, Safaricom, Finserve (Equitel), and Faiba. As long as any member of the household has mobile internet then the household is taken to have the mobile internet. If one member of the household has a mobile phone with connection to the Internet and makes it available for all members, then it should be considered that the household has access to the Internet. The mobile Internet connection in the household should be working at the time of the survey.
3. **Computer/ Tablet/ Laptop**: The intent of this question is to determine the proportion of households who have a computer/ tablet/laptop. Owning a computer, tablet, or laptop at home enriches the household's digital ecosystem, offering an expansive interface for diverse tasks, from education to work. These devices, when integrated with smart technologies, enhance digital literacy, control, and monitoring capabilities, standing distinctively superior to basic phones. Their presence signifies a broader digital integration, suggesting both socio-economic elevation and an inclination towards a more comprehensive digital lifestyle.

Computer Categories:

Desktop: A computer that is typically stationary, with users positioned in front of it, behind the keyboard.

Laptop (portable) computer: A transportable computer that can perform similar tasks as a desktop. This category includes notebooks and netbooks but excludes tablets and similar handheld computers.

Tablet (or similar handheld computer): A computer integrated into a flat touchscreen, primarily operated by touch rather than a physical keyboard.

The question seeks to find if the household has any of the above computer categories.

4. **Smart lighting systems:** The intent of the question is to determine energy efficiency and modernization efforts of households. Smart lighting systems are advanced setups where you can control your lights remotely, often using a smartphone app. Brands like Philips Hue, LIFX offer lights that you can dim or change colors without needing to touch a switch. It's like having a remote control for your lights! Smart lighting systems can also include motion sensors that automatically turn on or adjust the lights when someone enters a room or when movement is detected. This is especially useful for security or energy-saving purposes
5. **Smart security systems like alarms, cameras, smoke detectors, and sensors:** The intent of the question is to gauge the adoption of advanced security solutions in homes. This data offers insights into residents' safety priorities, housing quality, and the broader trend of tech integration in residential spaces, informing housing policy and security infrastructure decisions. Smart security systems are advanced setups designed to monitor and protect homes from potential threats. They encompass a range of devices:
 - **Alarms:** Devices that sound an alert, often loudly, when a security breach is detected, like when a door or window is opened unexpectedly.
 - **Cameras:** This includes traditional CCTV setups and modern cameras which are embedded in objects, like light bulbs, doorbells, or even toys, making them discreet and seamlessly integrated into home decor. These embedded cameras capture and stream video footage in real-time, providing homeowners the advantage of remotely keeping an eye on their premises. Such advancements in camera technology offer enhanced peace of mind by ensuring safety and security in innovative ways.
 - **Smoke Detectors:** Devices that detect smoke, typically an indication of a fire, and sound an alarm to alert residents.
 - **Sensors:** These can include motion sensors that trigger alerts when movement is detected, door/window sensors that alert when opened or closed, and even environmental sensors that can detect changes in temperature or humidity.
6. **Smart door locks and garage door openers:** The intent of this question is to assess the penetration of automated access systems in homes. Understanding their adoption provides insights into homeowners' preferences for convenience and security, helping shape housing advancements and technology-related policies. Smart door locks and garage door openers are electronic systems that let you lock and unlock doors or open and close garage doors using a remote control, smartphone app, or even voice commands. Instead of using a traditional key, you can control them with a tap on your phone or a simple voice command, making them convenient and often more secure.
7. **Smart plugs:** The intent of the question is to gauge the adoption of intelligent energy management within households. Understanding the prevalence of smart plugs provides insights into how residents are embracing modern conveniences, enhancing energy

efficiency, and gaining greater control over their home appliances. This can also reflect on a household's awareness towards energy conservation and technology-driven lifestyles. Smart plugs are devices that fit into regular electrical outlets and allow you to control the power to any appliance plugged into them using a smartphone app or voice command. By using a smart plug, you can turn on or off devices remotely, set schedules for them, or even monitor energy usage. For example, if you forgot to turn off your heater, you could use a smart plug to switch it off from your office or while on the move.

Other smart technologies (specify): Indicate other smart technologies not covered in the above.

Household Expenditure

C14: What is the average monthly expenditure and savings for your household?

Ask the respondent to give the average monthly expenditure incurred by the household and also average monthly savings. The average monthly expenditure covers the expenses incurred in buying goods and services for household consumption and it excludes investment related expenditure. These goods and services for household consumption include; all food items, rent, expenses on water, expenses on sewerage, electricity, gas (LPG), liquid fuel, solid fuels (charcoal, firewood, domestic services and household services, internet, transport fares, petrol for use in a private vehicle, diesel for use in a private vehicle, kerosene/paraffin among others.

C15: Ask the respondent whether their living arrangements in their dwelling unit respect their cultural norms/ practices. Each and every community has its own different cultural norms and practices, even if you know the community they belong to, do not assume but rather ask for the respondent to respond.

C16: Ask whether the respondent has ever faced discrimination in accessing housing due to their Gender, Religion, Culture, Marital status, Social status or Physical status if they are persons living with disabilities, Tribe and Race.

C17: Ask the respondent if they consider their dwelling unit adequate for their use as a household. Record 1 if they say the dwelling units is adequate, 2 if they respond that it is adequate at the moment. For the two responses, skip to Section D. Record 3 if the respondent considers the main dwelling unit inadequate.

NOTE: Record what the respondent tells you. This is NOT an observation question.

The adequacy implied here includes space, facilities etc. It is possible for the house to be adequate for the household only at the moment because for instance a couple without children may be living in a single room at the moment, for now they may deem this adequate but foresee that in the future when they may have children, they think that the same may not be adequate. Such households consider the current house as adequate for now but hope to get a better one in future as their situations in life improves.

C18: Ask the respondent the factors that prevent them from having adequate dwelling units.

A household may be staying in a house which is not the best in their lives probably because, they cannot afford to buy land in the best place of their choice, the land which they have for

now may not have title or valid documents, no loan facility, high labour and material costs or the cost of purchasing finished houses is too high. Similarly, the breadwinner(s) may have low income. In other cases, the household may not want to move. Probe and code as appropriate.

5.9. Section D: Dwelling Units Characteristics

Information on the dwelling unit (s) occupied by the household is collected in this section starting with the main dwelling unit. Ensure you make a list of all the dwelling units occupied by the household.

D00: How many dwelling units does this household occupy?

Record the number of dwelling units that the household currently occupies.

D01: This is the line number of the dwelling units.

D02: Describe the dwelling unit(s)

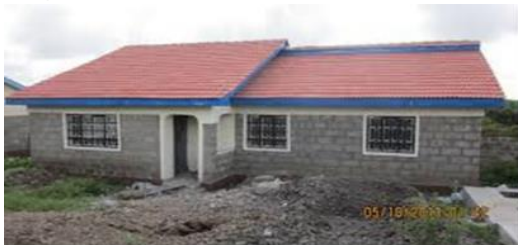
Make a complete list of all dwelling units occupied by the household starting with the main dwelling unit.

D03: What is the type of the dwelling Unit?

Code 1 for Bungalow, 2 for Flat/Apartment, 3 for Maisonette, 4 for Swahili/Compound sharing houses, 5 for Shanty, 6 for Manyatta/Hut/Traditional house, 7 for Townhouse and 96 for other and you specify.

This question determines the type of dwelling unit in which the household lives in. 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) **Bungalow:** Is a stand-alone dwelling unit without upper floors or upper rooms.



b) **Flat/apartment:** This is a housing type contained in a vertical development containing several similar housing units. It shares a common access through common stairways, elevator etc. Duplex unit will also be categorized as apartments.



Example of a Duplex apartment



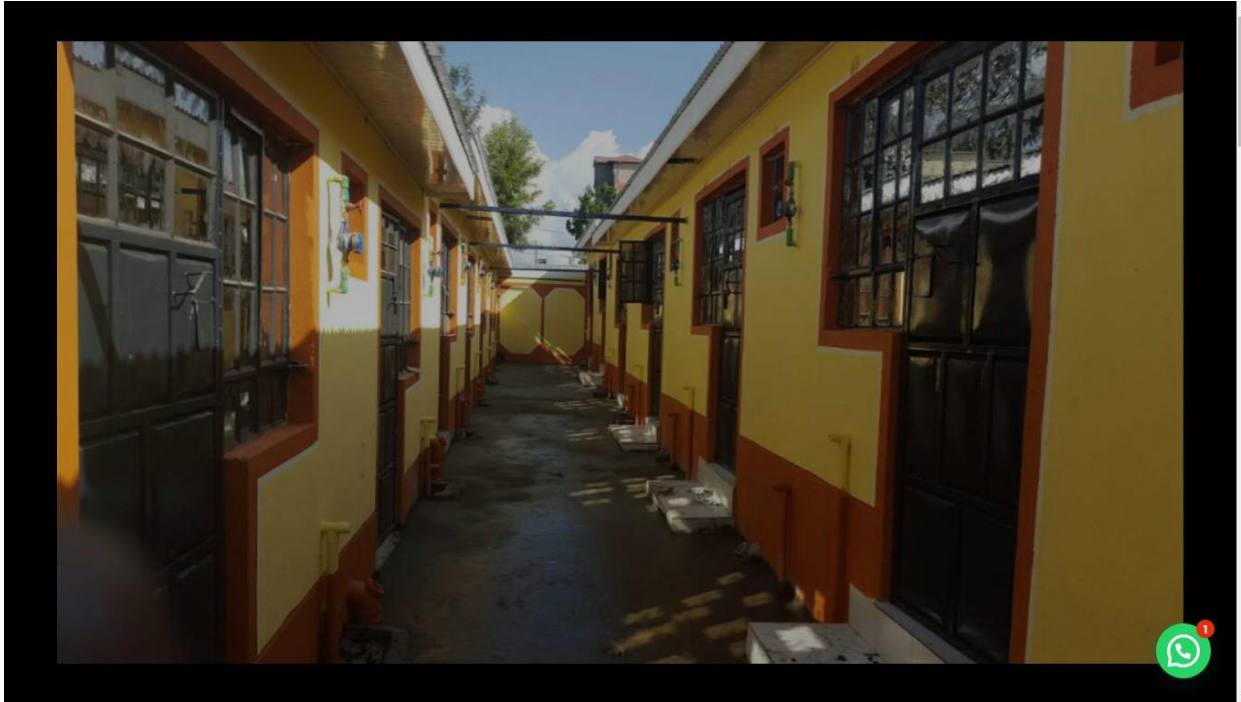
- c) **Maisonette:** Maisonettes are typically double storey, but may be higher. Each maisonette has access to the ground floor level, and this access is private to a particular maisonette. It is not shared with neighboring houses. There is therefore a greater sense of privacy than living in vertical flats.



- d) **Swahili/Compound houses sharing facilities:** 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.



- e) **Compound houses not sharing facilities:** They are several dwelling units in a structure with a single main door. Facilities such as toilets, bathroom and kitchen are **NOT** shared either by the same or different households living in single rooms within the main structure.



- f) **Shanty:** This typically denotes an informal house. The location of the house (in an urban, rural or peri-urban area, or in a high income or middle income or low-income area) is not important. What is important is whether the structure itself appears to be of a temporary nature and if the building materials appear to be temporary building materials such as cartons, plastic sheets etc



- g) **Manyatta/Traditional/Huts:** These include the more traditional house types including manyattas or other traditional homes.



- h) **Townhouse:** Townhouses share common walls but don't have common land





- i) **Other:** if the respondent describes a housing unit that does not fit in the above 9 categories, place it here and ask the respondent to specify what type of housing unit it is.

D04: Is the dwelling unit attached or detached. This is an observation and the interviewer should not ask the respondent

Code 1 for attached, Code 2 for detached.

A dwelling unit is attached if it shares a wall, ceiling/floor with another dwelling unit while a detached dwelling unit is one that is completely separated from other dwelling units by a piece of open land or one that does not share walls, ceiling/ floor with other dwelling units.

D05: Is the DWELLING UNIT connected with electricity

Record 1 if the DWELLING UNIT is connected with electricity **irrespective** of the source of electricity. Source of electricity can be solar, geothermal, wind.

Code 2 if not connected to electricity.

D06: Does the dwelling unit have piped water?

Code 1 if YES and 2 if NO

This question seeks to determine whether the DWELLING UNIT has piped water irrespective of the source.

D07: Ask whether the DWELLING UNIT has air conditioning.

Code 1 if the dwelling unit has air conditioning and 2 if the dwelling unit has no air conditioning. This question seeks to determine whether the unit has any type of air conditioning. These include: Air conditioner, cooling only with dehumidifier, split chassis, electronic with remote control and timer.

D08: How many Rooms does the DWELLING unit have?

A room has to be enclosed. A room that is divided by a curtain or some cartons should just be considered **as one room**.

D08_1: How many bedrooms does this dwelling unit have?

The respondent should give the number of bedrooms in the dwelling unit. In this case bedrooms are rooms that are designed for sleeping.

D09: How many habitable rooms does the dwelling unit(s) contain? (DO NOT COUNT BATHROOMS, TOILETS)

Record the number of habitable rooms available in all the dwelling units that belong to a household.

- **Habitable rooms**, refers to those that are used for living and excludes bathrooms, toilets, storerooms, granaries, offices, Garage etc.
- However, if the household uses the kitchen, or a garage, storeroom for eating and/or sleeping purposes, even for purposes of entertaining guests, then they should be counted as habitable rooms.
- If a room is used for functions beyond those conventionally accepted then they may be included as habitable rooms.
- 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.
- **NOTE:** 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.

D10: How many rooms in the dwelling unit(s) are used for SLEEPING?

Record the number of rooms in the dwelling unit(s). This will include bedrooms and any other rooms that are not designated for sleeping, but are used for sleeping.

D11: What is the Total floor area of all rooms in the DWELLING UNIT in SQM

Obtain the total floor area/ usable area of all the habitable rooms captured in C09 in Sqm.

This question attempts to establish the floor area available for the household. The room sizes of all the habitable rooms both in the main dwelling and other dwellings should be captured.

D12: Ask whether the household owns the dwelling unit, rents it or lives in the dwelling unit without pay.

Code 1 if the household Owns the dwelling unit, Code 2 if the household Pays rent/ leases the dwelling units, Code 3 if the household does not pay but has the consent of the owner not to pay, and code 4 if the household is squatting on the property without paying rent.

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.

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.

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 household is squatting.

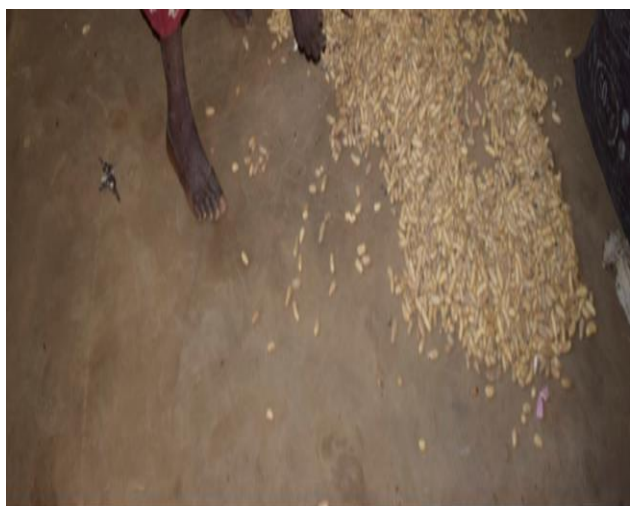
D13: Ask the respondent to give the number of persons living in the dwelling unit they occupy. Record the number. This is asked if D00 is more than 1.

D14: Record the predominant material of the floor for the dwelling unit. This is an observation and not a question since you will usually be able to see for yourself the kind of floor the house has. However, ask if you are not sure.

If there is more than one kind of flooring material, record the main type of material (the material that covers the largest amount of floor space). Capture the floor finish (refers to final materials applied on the floor) material. For example, a house could have a cement floor which has been capped 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. 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.

NOTE: If a household has ‘mkeka wa mbao’ or other temporary floor material, record what is beneath.

Earth/Sand



Carpet



Dung



Wood Planks



Polished wood



Vinyl



Ceramic tiles



Cement



D15: Record the predominant material of the exterior walls of the main dwelling unit. The wall material of the main dwelling unit can be used to check/confirm the construction cost if considered alongside other factors such as size etc. You should record the most dominant material e.g., 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. You should realize that the materials are mostly observable without posing the question to the respondent. However, ask the respondent if you are not sure.

Consider the main material that constitutes the structure. In cases where several materials are used, select the most dominant.

Uncovered Adobe

Adobe is a material used for building that is made of organic materials such as earth, clay, straw, and so on. In Spanish, 'adobe' translates as 'mudbrick', and buildings that are constructed from adobe have a similar appearance to cob or rammed earth buildings



Plywood

Plywood (sometimes referred to simply as 'ply') is an engineered sheet timber product that is widely used for construction purposes. It is manufactured from three or more thin layers of wood veneer, or 'plies', that are glued together to form a thicker, flat sheet.



Cardboard

Because of its lightweight nature, as-yet-unidentified durability in buildings and the general belief that it is a low-cost material, the most common application of cardboard in buildings is for temporary structures and low-cost shelters, intended for a short life span.



Reused Wood

The wood is usually milled and re-purposed for a new use or application, giving you an incredibly unique product with great historical value.



Iron Sheets

Metal sheeting installed as *wall* cladding offers a range of beneficial properties over traditional timber alternatives.



Bricks

Stone with lime



Cement Blocks

Covered Adobe refers to sun-dried brick



Wood Planks/Shingles



Wood shingles are thin, tapered pieces of *wood* primarily used to cover roofs and *walls* of buildings to protect them from the weather.

D16: Record the predominant roof material of the main dwelling unit.

The roof material for a house enhances the durability of the house as it protects the house from natural elements. Roofing material is considered to be the one that protects the household from effects of nature.

As with the floor material, you will usually be able to see for yourself what kind of roof material the house has. However, observing the roof material may not always be easy or you may be able to observe part but not the whole roof. Ask the respondent the type of roof material if you are not sure or if you cannot observe the roof properly. If there is more than one kind of roofing material, record the main type of material (the material that covers the largest amount of roof space). In the case of a flat where the top most floors have a tile roof, households that live in the top most floor will have their roofing materials as tiles while all other households in the lower floors will have concrete as their roofing materials.

Thatch/Palm leaf



Sod/mud/dung



Rustic mat



Cardboard



Wood planks



Iron Sheets



Calamine/Cement



Ceramic Tiles



Roof Shingles



5.10. SECTION E: Environment and Location

E01: Is your household a registered member of any neighborhood/estate association?

Here, we want to know whether the household is a member of any neighborhood/estate association. Probe whether they are a member of the association where they are residing or elsewhere.

E02: Seeks to understand the kind of facilities available in the village/estate. These include parking (communal, private-individual/private-multiple), swimming pool, security CCTV, security guard, open space available for public use, fire safety precaution, gym. Specify any other facility available at the village/estate.

E03-E05: Waste Disposal

E03: Solid waste can either be organic or non-organic. Organic waste can be composited in the garden (as manure), recycled or fed to animals. In-organic waste in the household could include papers, old pens and pencils, pencil shavings, food wrappers and packaging, food scraps and/or drink containers. This question is investigating the main method households are using to dispose of solid waste (both organic and non-organic) in their households that is neither composited, recycled or fed to animals. This waste could either be collected by the County Government, community association or by a private company. It could also be dumped in the compound, in a dedicated pit, in the street/vacant plot/drain or in a latrine. It could be burnt in the open or buried. If there is another source, please specify.

E04: This question seeks to find out how often waste is collected from households. The question is applicable for households who said their waste is either collected either by county governments, community associations, private companies or by youth groups. The waste could either be collected daily, twice a week, weekly, monthly or other period. Please specify the other period.

E05: This question is interested in the quantity of waste disposed off by a household each week regardless of whether the waste is collected, dumped, burnt in the open or buried. Please estimate the volume using a 20kg bucket. List the number of 20kg buckets disposed by the household in a week. If the waste disposed of is half of the bucket in a week, indicate 0.5 in the answer.

E06-E11: Other Characteristics

E06-07: This question seeks to find out whether the area that the household resides in is prone to floods (E06) and/or mudslides (E07). If either flooding or mudslides is experienced, indicate the severity of the occurrence, whether severe or mild.

- Severe flood is an area where a large amount of water covers an area which is usually dry, for example when a river flows over its banks or a pipe burst impact homes and businesses and causes property damage. In mild flooding on the other hand, there is minimal or no property damage, but possibly some public threat or inconvenience.
- Mudslides develop when water rapidly collects in the ground and results in a surge of water-soaked rock, earth and debris. Severe mudslides are large amounts of mud sliding down a mountain, usually causing damage or destruction.

E08: Ask the terrain of the land where the household dwelling unit is located. It could be flat/plain, slightly sloped, slope or steep.

E09-E10: Indicate whether the dwelling is located on or close to a river/lake/ocean, swamp, wetland, quarry, dumpsite, factory/industry or a forest, bars or night clubs, worship centers, airport or busy road and record the distance.

- A wetland is a place in which the land is covered by water—salt, fresh, or somewhere in between—either seasonally or permanently. Wetlands go by many names, such as swamps, peatlands, sloughs, marshes, muskegs, bogs, fens, potholes, and mires. Most scientists consider swamps, marshes, and bogs to be the three major kinds of wetlands.
- A quarry is a deep pit, from which stone or other materials are or have been extracted.



Quarry



Wetland

E11: Does the household experience noise, air and/or water pollution? List the severity of each of the options given. Code one (1) for severe occurrence, two (2) for mild occurrence and three (3) for no occurrence.

5.11. SECTION G: Transport and Infrastructure

The transport and infrastructure section provides a holistic understanding of residents' accessibility to essential services, the state of infrastructure in their vicinities and a comprehensive picture of how conveniently and safely residents can access basic services. Furthermore, assessing the functionality of government-provided utilities sheds light on the quality of life within neighborhoods, emphasizing the pivotal role infrastructure plays in community well-being. This emphasis on infrastructure seamlessly aligns with the BETA agenda, which seeks to bolster development by focusing on foundational aspects of modern living.

G01: Ask, what is the distance in metres/kilometers (one way) from your dwelling to the nearest primary school; secondary school; police station/post; health facility; bus stop; shopping center, worship center; recreation park/open space; market; social hall and/or pick up/drop off point.: The intent of this question is to gauge the accessibility of households to various essential facilities. Understanding this can offer insights into the convenience and infrastructural layout of the area, which can influence decisions related to housing preferences, urban planning, and public service delivery.

Categories include:

- **Primary School:** Distance to the nearest primary school. For instance, if a primary school is 500 metres from the dwelling, then the respondent should state "500".
- **Secondary School:** Distance to the nearest secondary school. For example, if the closest secondary school is 700 metres away, the respondent should indicate "700".
- **Police Station/Post:** Distance to the nearest police station or post. E.g., if the police station is 300 metres away, the response should be "300".
- **Health Facility:** Distance to the closest health facility, be it a clinic, hospital, or dispensary. If it's 800 metres away, then "800" should be noted.
- **Bus Stop:** Distance to the nearest bus stop. If the bus stop is 100 metres from the dwelling, the respondent should state "100".
- **Shopping Center:** Distance to the nearest shopping centre or mall. E.g., if it's 600 metres away, then "600" is the response.
- **Worship Center:** Distance to the nearest place of worship, whether it's a church, mosque, temple, or other religious establishment. If it's 400 metres from the home, then "400" should be mentioned.
- **Recreation Park/Open Space:** Distance to the closest park or open recreational area. If it's 450 metres away, the response should be "450".
- **Market:** Distance to the nearest marketplace where goods are sold. For instance, if it's 350 metres from the dwelling, then "350" is the answer.
- **Social Hall:** Distance to the closest social hall or community centre. If it's 750 metres from the home, the respondent should state "750".
- **Pick up/Drop off Point:** Distance to the nearest public transport pick-up or drop-off point. If it's 150 metres away, the response should be "150".

Note: Respondents should ensure measurements are in metres and represent the shortest distance one way. The research assistant does not need to measure the distance but should rely on the respondent's estimate.

G02: Ask, what is the distance to the nearest all weather/all-season road from your dwelling unit (Kilometers/metres): The intent of this question is to determine the accessibility and proximity of a respondent's dwelling to an all-weather/ all-season road. The availability and distance to such roads can influence the convenience, mobility, and economic opportunities for the residents, as well as property values. An all-weather/all-season road is one that is navigable and in usable condition throughout the year, irrespective of weather conditions like rain or drought. These roads are constructed to ensure durability and are typically free from problems like waterlogging or excessive dust.

Responses:

Kms: Distance in kilometers to the nearest all-weather/all-season road from the respondent's dwelling. For instance, if the road is 1.5 kilometers away from the home, the respondent should indicate "1" in the "Kms" column and "500" in the "Meters" column.

Meters: Distance in meters to the closest all-weather/all-season road from the dwelling. If the road is 500 meters away, then "500" should be entered here.

Note: Respondents should provide the measurement in either kilometers or meters, depending on which is more applicable. It's essential to ensure that the shortest and most direct route is considered while providing this measurement.

G03: Ask, What type of access road leads to your dwelling unit? The intent of this question is to understand the quality and condition of the primary road that respondents use to access their dwellings. The type of road can influence the ease of mobility, the wear and tear on vehicles, and potentially the value of the property. It also provides insights into the infrastructure development of a particular area.

Response Options:

Bitumen: A road surface made from bituminous macadam, a mixture of tar and aggregates, providing a smooth and durable surface. Commonly referred to as asphalt or tarmac in some regions.

Paved/Cabro: Roads made of bricks, stones, or blocks arranged in a pattern. Cabro, often made of concrete and used for aesthetic appeal and durability.

Gravel/Murram: A road surface made from crushed stone or gravel. "Murram" refers to a type of red soil, which, when compacted, forms a robust surface suitable for roads.

Earth: A road that is essentially the natural ground, without any added surfacing material. It might be compacted, but it's more susceptible to erosion, especially during heavy rains, and might be more challenging to navigate during wet conditions.

Note: Respondents should choose the type that best describes the primary road they use to access their dwelling. If they find that more than one category applies (for instance, if a road starts as bitumen but transitions to earth closer to their home), they should select the type that constitutes the majority of the road leading to their dwelling.

G04: Ask, Does the access road to your dwelling have street lights/High mast lighting? The intent of this question is to ascertain the level of lighting provided on the primary access road to respondents' dwellings. The presence of adequate lighting can contribute to increased safety and security during nighttime hours, as well as enhance mobility for residents and visitors. Understanding lighting infrastructure also provides insights into local governance priorities and community development.

Street Lights: These are lighting fixtures mounted on poles and placed at intervals along roadsides to illuminate streets and pathways during nighttime.

High mast Lighting: Refers to tall poles (typically higher than traditional street lights) equipped with powerful luminaires designed to illuminate a large area. High mast lighting is often used in areas that require extensive coverage, such as intersections, roundabouts, and parking lots.

Response Options: Tick "Yes" or "No" where applicable.

Note: If a respondent lives on a road that has only a small section illuminated (for instance, just near their dwelling), they should still select "Yes." The main emphasis is on the presence, not the extent, of the lighting.

G05: Ask, Does the Government provide the following utilities within your neighborhood? The purpose of this question is to determine the range and extent of public utilities and services provided by the government in the respondent's neighborhood. The information gathered offers

insights into the state of public infrastructure, reflecting the government's commitment to residents' welfare, safety, and overall quality of life. Additionally, it aids in identifying potential gaps or areas needing enhancement.

Responses:

Street Lighting: Lighting fixtures mounted on poles placed at intervals along streets to illuminate them during nighttime.

Pedestrian Walkways: Dedicated paths or sidewalks constructed primarily for pedestrians, ensuring safer movement without interference from vehicular traffic.

Cycling Pathways: Special pathways designed exclusively for cyclists.

Drainage: Systems or structures, such as gutters, drains, or channels, constructed to direct excess water away from roads, buildings, and other areas.

Sewerage: An infrastructure system designed to collect, transport, and treat wastewater.

Water: The supply of clean and potable water for domestic and other uses.

Roads: Infrastructure intended for vehicular and sometimes pedestrian traffic.

Health Facilities/Hospitals: Institutions that offer health care services, from primary care to specialized treatments.

Garbage Collection: The regular and systematic collection and removal of waste materials from households and other locations.

Recreation Facility (Parks, Public Space): Areas designated for relaxation, play, and community engagement, such as parks, playgrounds, and public squares.

Note: For each utility/service mark “Yes” or “No” where applicable. If none of these options are chosen, then skip to the next section

G06: Ask, Are the following utilities provided by the Government functional? The intent of this question is to gauge the operational status of the utilities (as listed under G05) and services previously identified as provided by the government in the respondent's neighborhood. This helps in understanding the effectiveness and reliability of these public utilities, shedding light on the maintenance and management efforts by the concerned authorities.

The utilities provided by the government are considered functional when the respective utility or service is not only available but is also in working condition, serving its intended purpose effectively.

5.12. SECTION H: Disability

H01: How would you rate the accessibility of your current housing in terms of mobility for persons with disabilities?

This question helps evaluate the overall accessibility of housing for individuals with disabilities. It is vital in understanding the extent to which mobility is hindered or facilitated in the housing environment, which, in turn, guides improvements in accessibility features.

Accessibility Rating Indicator provides a clear picture of the existing challenges and areas where improvements are needed. The rates vary from Excellent to Poor.

H02: How would you rate the overall safety of your housing, especially for people with mobility challenges?

Safety is a fundamental concern, especially for individuals with mobility challenges. This indicator helps assess the safety of the housing environment. It also seeks to identify and address safety concerns that could pose risks to residents with disabilities and the urgency of addressing safety concerns to prevent accidents and injuries. Here, the rates range from ‘Very Safe’ to ‘Very Unsafe’.

H03: How satisfied are you with the lighting in and around your housing, especially for individuals with visual impairments?

Adequate lighting is essential for the safety and well-being of individuals with visual impairments. This question seeks to evaluate the quality of lighting and the need for enhancements to ensure a safe and comfortable living environment and to know whether the lighting is sufficient for individuals with visual disabilities, impacting their safety and quality of life. Satisfaction levels vary from ‘Very Satisfied’ to ‘Very Unsatisfied’.

H04: Does your home have wide doorways and hallways to accommodate wheelchairs or mobility aids?

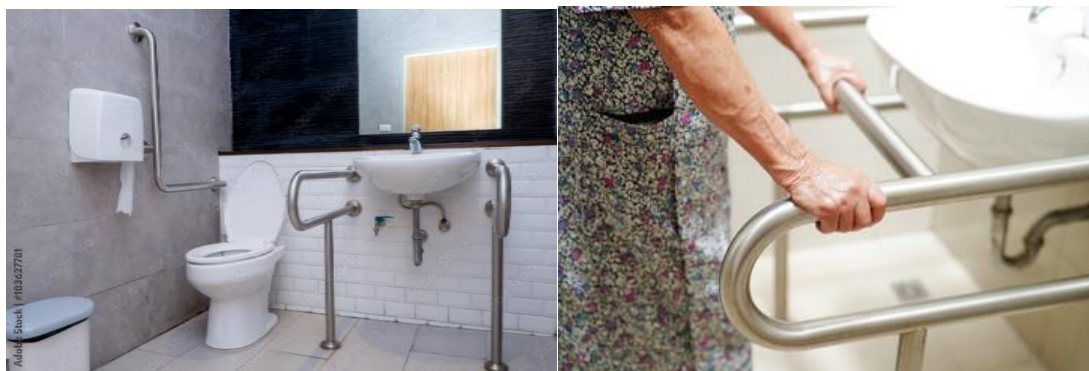
Wide doorways and hallways are critical for mobility and independence. This indicator assesses the basic infrastructure for accessibility, helping to identify whether housing units are designed to accommodate wheelchairs and mobility aids.

Those residing in flats or urban centres should be asked whether there are wide doorways or hallways within the compound.

H05: Are there any grab bars installed in the bathroom or near the toilet to assist with stability and prevent falls?

This question seeks to identify whether crucial safety features, such as grab bars, are in place to prevent falls and ensure the well-being of residents.

Bathroom safety is of utmost importance for individuals with mobility challenges. The presence of grab bars in the bathroom is vital for preventing falls and ensuring bathroom safety, especially for individuals with mobility challenges. This question helps identify the need for and presence of these safety features.



H06: Does your residence have an entrance ramp or no-step entry? The presence of entrance ramps or no-step entries is vital for ensuring that individuals with mobility challenges can easily enter and exit their homes. This question highlights the need for eliminating barriers to accessibility.



H07: Does your residence have lever-style door handles for easy use?

Lever-style door handles are essential for individuals with limited hand dexterity like the elderly, persons with disabilities, people with arthritis, children among others. This question helps in assessing the accessibility of door hardware, ensuring that residents can enter and exit their homes comfortably. Identifying their availability helps in addressing this specific need and improving overall accessibility.



H08: Does your housing complex have an elevator for multi-story buildings?

Elevators commonly known as 'Lifts' are crucial for individuals with mobility challenges in multi-story buildings. They vary in size and design. This question helps in determining whether such accommodations are in place, which significantly impacts residents' mobility and quality of life.



H09: Does your residence have visual or auditory smoke alarms for residents with hearing or visual impairments?

Smoke alarms that are accessible to individuals with sensory impairments are a safety necessity. Visual fire alarms usually include flashing strobe lights to alert those with hearing difficulties to an emergency. The alarms help ensuring that residents with hearing or visual impairments have the means to receive critical alerts during emergencies.

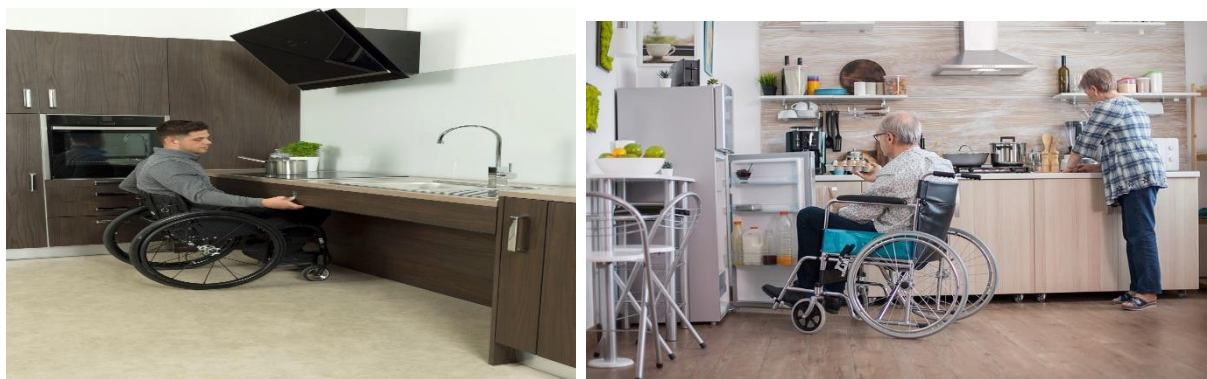


H10: Do the light switches and electrical outlets in your home have easy-to-reach heights for individuals who use wheelchairs or have limited mobility?

Accessible light switches and electrical outlets are essential for residents with limited mobility. This question assesses whether these basic utilities are within easy reach, ensuring residents' convenience and safety.

H11: Are there any accommodations in the kitchen area, such as lowered countertops or accessible cabinets, to make meal preparation easier for individuals with disabilities?

The kitchen is a central part of daily living, and accommodations in this area are critical for individuals with disabilities. This indicator assesses whether kitchen accommodations, such as lowered countertops and accessible cabinets, are in place to enhance residents' independence and quality of life by making meal preparation more manageable.



5.13. SECTION I: Land Ownership and Tenure

The section focuses on assessing the proportion of adult population that own land and have access to secure tenure rights to land. Ownership is defined as providing the landholder with rights to possess, use and transfer land. Secure land tenure and property rights enable people in urban and rural areas to invest in improved homes and livelihoods.

I00: Ask the respondent whether there is any member of the household who use, own or hold use rights to a parcel of land, either alone or jointly with someone else, irrespective of whether the parcel is used by them or another household, and irrespective of the use of the parcel (including dwelling plot, agricultural, pastoral, forest and business/commercial plots)?

The Question is a filter question to identify individuals who are eligible to respond to the questions in this module. If a household does not have any member who use, own or hold use rights to any parcels of land, the module will not be administered.

I01_1: List the parcel(s) that household members use, own or hold user rights. The first parcel to be listed should be the parcel on which the household resides, if the household owns or holds use rights to that parcel.

I01_2: Ask the respondent to give name and size of parcels that members of the household use, own or hold use rights. The roster of parcels should contain all parcels for which the household members hold use rights or owns at the time of the interview.

NOTE: The parcel name must be unique to each parcel, as it will be used to refer to the specific parcel throughout the remainder of the module e.g., Parcel A, B, C.....or Home parcel, Mary's parcel, David's parcel etc.

I01_3: How was the use or ownership rights of this [PARCEL] acquired? Ask the respondent how the ownership and use rights of each parcel were acquired.

I02: Which household member(s) name(s) are listed as owners for this [PARCEL]? Ask the respondent the name(s) of individuals who are explicitly listed on each parcel document as owner(s)/use right holder(s). Give the line number (I01a) of the household member who owns or holds use rights to every parcel from the household roster.

IO3: Location of this PARCEL. Ask the respondent the County which each parcel of land is located. Pick out the name of the county from the drop down list.

IO4: Ask the respondent the land category/classification for each PARCEL. The classification of land in Kenya is either public land, community land, or private land.

Community Land: This is land held by communities identified on the basis of ethnicity, culture or similar community of interest.

Private Land: This consist of registered land held by any person under any freehold or leasehold tenure and any other land declared private land under Act of Parliament.

IO5: Ask the respondent the tenure system for each [PARCEL]? The choices can be Freehold, Leasehold, Customary or Squatting.

Freehold: Under freehold land tenure, absolute ownership rights are envisaged, implying the right to own, control, manage, use and dispose of property. This gives the owner(s) absolute claim to a piece of land for a lifetime.

Leasehold: Under leasehold land tenure, ownership of land is rented to another entity, either by the State or an individual, by contractual agreement for specified periods from a few months to 999 years.

Customary: Under customary land tenure, land is owned by indigenous communities and administered in accordance with their customs. Ownership in this form of tenure, is vested in the tribe, group, community or family.

IO6: Ask the respondents the specific type of document for each [PARCEL].

- A Title deed (for freehold land) is the legal document issued under the seal of a land registry where the landowner has the maximum rights to the land without any time period or any other restrictions. Once you have this type of Title Deed, the land is yours and has no conditions on ownership.
- A certificate of lease (for leasehold land) is similarly issued under the seal of a land registry where ownership of the land is subjected to a definite period (maximum being 99 years). The lessee (occupant) holds rights to land for a specific period subject to conditions imposed on land rights by the lessor (landowner). The period can be 33, 50, 66, or 99 years for all urban plots.
- Short term lease is a periodic lease for a term of 2 years or less
- Sectional title is a legal document that confers ownership of a single unit within a larger property development. This type of ownership is common in shared property developments where multiple units are housed within a single property and a person can

have individual ownership of a unit within a development. Sectional titles can be for apartment, flat, maisonette, townhouse or office units.

- Transfer deed is a formal agreement used in to transfer property from its legal owner to another party
- Power of attorney (POA) is a legal document transferring the legal right to a designated person to manage and make decisions about another person's property.
- Trust deed is a legal document that comprises and sets out the terms and conditions of holding and managing land for the benefit of someone else.
- Settlement Scheme is a document given to people who are resettled in an area by the Government.
- Confirmation of Grant is a document given to a personal representative by the court after being satisfied with the proposed distribution of the estate to the beneficiaries of the estate and t must disclose their share. The personal representative then distributes the property among the beneficiaries in accordance with the confirmed mode of distribution.
- A letter of allotment is the document issued before a certificate of lease is processed in respect of a parcel of land allotted to an individual. Later on after payment of the stand premium and other charges, a lease certificate is issued to replace the allotment letter.
- Land sale agreement is a document between the seller and the buyer and their signatures witnessed and thereafter stamped at the lands registry to ensure legal compliance and validity binding the parties. It clearly outlines the terms and conditions for the sale of land. Without a written, signed and stamped Sale Agreement, the affected party will find it difficult or impossible to prove to a court of law that any agreement regarding the sale of land existed.
- Share certificate is a piece of paper indicating that you stand to be allocated a piece of land in case of winding up once liabilities are settled

I07: Ask the respondent the current uses of each [PARCEL] of land? Record all the activity that the land is being used for. Whether agricultural, pastoral, forest, residential, business/commercial, for later development or speculation. If the uses are more than one, record all the uses.

I08: Ask whether the household members who own the [PARCEL] have the right to sell it or part of it, either alone or with someone else. The question is phrased to ask specifically about the respondent's right to sell, either alone or jointly with someone else. An individual may have the right to sell land even in absence of legal documents.

I09: This question is for those who indicated to own land and are not able to sell the [PARCEL].
Ask the respondent who can decide whether to sell the [PARCEL].

I10: Ask whether the household members who own the [PARCEL] have the right to bequeath it or part of it, either alone or with someone else. Here, bequeath is defined as the de facto ability to transfer rights to the parcel either in life or in death. An individual may have the right to bequeath land even in absence of legal documents.

I11: This question is for those who indicated to own land and are not able to bequeath the [PARCEL]. Ask the respondent who can decide whether to bequeath the [PARCEL].

I12: This question identifies the likelihood of the owner involuntarily losing ownership/ use rights to the parcel in the next five years. Responses are made on a scale from 1 to 5, with 1 being not at all likely and 5 being extremely likely. Responses should be specific to the individual's rights to the parcel that they own or have use rights.

I13: This as a follow up to I12 to be asked to those who feel slightly, moderately or very extremely likely to lose their land. Ask the respondent the main reason for the likelihood of involuntarily loss of the ownership/use rights to land.

SECTION J: HOUSEHOLD INDIVIDUAL INTERGRATED MODULE

J02: Are you comfortable residing /living here?

This question seeks to find out if the household members are content with their current environment or they would wish to relocate to a different area/neighborhood. Where the household is content, skip to J04_1.

J03: What is the main factor preventing you from relocating to a better house in a better location?

Where a household is NOT content with their current location in J02, this question seeks to find out the main reason for this. It could be that they own the current dwelling unit, or it is close to work/school/place of worship/basic services/family/friends. It is also possible that the household members are used to the place or it is affordable to live there.

Safety of Neighborhood

This section aims at collecting information on safety of the neighborhood and it is important to note that this section will be administered to every usual household member who is 18 years old and above.

J04_1: Do you feel safe walking in this neighborhood at night/after dark?

This question seeks to assess the safety of the neighborhood while walking at night.

Code 1 for 'Yes', 2 for 'Yes, sometimes' and 3 for 'No'.

J04_2: Have you ever been a victim of a crime such as burglary/theft, or personal assault within this locality in the last 12 months?

This question determines incidences of crime and burglary in the locality in the past 12 months. The response to this question is either 'Yes' or 'No'. Cattle rustling is included.

Household Regulations This Section seeks to determine the extent to which household members are aware of various housing policies and regulations.

JO5: Ask the household members whether they are aware that housing is a right for all citizens under the constitution of Kenya 2010?

Article 21: Obligates the National and County Governments to observe, respect, protect, promote and fulfill the rights and take legislative, policy and other measures including setting of standards, to achieve the progressive realization of the rights guaranteed under Article 43.

Article 43: Ensures economic and social rights of every person including health, housing and sanitation; clean and safe water in adequate quantities; social security and education.

In particular, Article 43 (1) (b) stipulates that “*every person has a right to accessible and adequate housing and to reasonable standards of sanitation*”.

(If yes code 1 and if no code 2)

NOTE: Without introducing bias in the manner in which you pose the question, enquire and code appropriately, the respondent's awareness on housing rights to the citizens as set out in the new constitution.

JO6_1. Are you aware of rules and regulations in the building sector? Code yes or no.

JO6_2. Problems associated with implementation of rules and regulations in the building sector. Ask the respondent their thoughts on problems associated with implementation of rules and regulations in the building sector.

Code 1 for high approval charges, 2 for lack of titles/documents, 3 for sanctity of titles, 4 for bureaucracy, 5 for high professional fees, 6 for lack of information, 7 for corruption and 96 for others and you specify

- Despite the availability of set rules and regulations in the building sector, many builders and other stakeholders do not voluntarily abide by the same. Problems associated with implementation of these rules range from corruption, high approval charges, lack of titles/documents, sanctity of titles and bureaucracy.
- Many stakeholders regard these rules and regulations as complex, senseless and an infringement of an individual's right to own control and administer his property in a manner he/she deems fit as enshrined in the constitution.
- Without introducing bias in the manner in which you pose the question, obtain and respondent's perception and code appropriately

JO7: Ask the household members whether they are aware of the minimum housing requirement as set out in the National Housing Policy of 2016. The standard requires a structurally sound house with a minimum floor space of 7 sq meters per member of the household with sufficient ventilation and lighting with access to basic amenities particularly water and sanitation. This requirement is aimed at determining overcrowding.

Overcrowding: It is determined by the rooms and space available for the household members. Rooms-If two people of the opposite sex have to sleep in the same room, the accommodation will be overcrowded unless the two people are: Married, in a civil partnership or living together, or one or both of them is under ten years old. The number of

people of the same sex who can sleep in one room is restricted by the size of the room. Space- The number of people who should live in a home depends on the number of rooms, the size of the rooms and the ages of the people who live there. Rooms that are counted include living rooms and bedrooms (but not the kitchen or bathroom). For the room and space calculations: Children under one year old are ignored; children over one and under ten years count as a half; and rooms under 50 square feet are ignored. As a general rule: 1 room = 2 people; 2 rooms = 3 people; 3 rooms = 5 people; 4 rooms = 7.5 people; and 5 rooms or more = 2 people per room. However, the size of a room also determines how many people can sleep there: Floor area 50-69 square feet = 0.5 people can sleep there; Floor area 70-89 square feet = 1 person can sleep there; Floor area 90-109 square feet = 1.5 people

If the respondent is aware of the minimum housing requirement, code 1 and if they are not aware, code 2.

J08: If code 1 in J07, obtain from the respondent if they consider the minimum housing requirement useful.

J09-J11: These questions are intended to obtain the input of the respondent on the need or otherwise for government or public agencies in regulating rents, housing prices, and interest rate on housing loans and mortgages.

If yes in J09, J10 and J11, code 1 and if no in J09, J10 and J11, code 2.

Without introducing bias in the manner in which you pose the question, enquire and code appropriately, the respondent's opinion on whether the government or public agencies should regulate house rents.

J12_1: When the respondent moved to the dwelling unit (indicate the year)

J12_2: This question asks for the reasons why the respondent moved from their previous dwelling unit

These questions ask about Affordable Housing Scheme/Programme.

Question J13 asks whether the member of the household is aware of the Affordable Housing Scheme.

The Affordable Housing Program (AHP) is a programme by the Government aimed at bridging the annual gap of 200,000 homes by activating projects across the nation, as per the Kenya Vision 2030 blue print. The Program began in 2017 with the aim of creating 500,000 affordable homes. The Programme was later revised in 2022 as one of the priority areas (Priority no. 3 – Housing and Settlements) in the Kenya Kwanza Manifesto under the Bottom-Up Economic Transformation Agenda (BETA); whose objectives are:

- i. Catalyzing the affordable housing sector by undertaking projects on public land (at both national and county level);
- ii. Increasing the number of mortgages from under 30,000 to 1,000,000;
- iii. Integrating micro, small and medium sized enterprises (MSMEs) and the Jua Kali sector in the supply chain using ringfencing strategies;
- iv. Creating opportunities for affirmative action groups (especially in projects where public land is utilized)

- v. Creating local area employment opportunities for Kenyans where projects are located.

Question J14 asks whether the respondent is aware of exemption on stamp duty for first time home buyers under the Affordable Housing Scheme.

Stamp Duty Exemption for first time home buyers - The Tax Laws Amendment Act, 2018 amended the Stamp Duty Act by introducing Section 117(L) that allows for exemption from payment of stamp duty for first time home buyers approved under the AHP. The State Department for Housing and Urban Development (SDHUD) evaluates and registers all projects and developers under AHP.

Question J15 applies to those who responded Yes in J14 and it asks whether any member of the household has benefited from the exemption on stamp duty for the first-time home buyers.

Respondents who respond No in J15 ask J16 on the reasons why any member of the household have not benefited from the exemption on stamp duty for first time home buyers. Possible responses include; not being a first-time home buyer, tedious/bureaucratic process, procedure not in place, not aware of the process, has no impact on own project, never applied and other (specify).

Question J17 asks whether any member of the household is aware of affordable housing relief which is 15% of gross contribution to an Affordable Housing Scheme up to a maximum of KSh 9,000 per month.

Affordable Housing Relief - A resident individual who satisfies the Commissioner that in a year of income that the person is saving for a purchase under an affordable housing scheme approved by the Cabinet Secretary in charge of housing shall be entitled to a personal affordable housing relief of 15% of gross contribution to an affordable housing scheme up to a maximum of Ksh. 9,000 shillings per month (Kshs.108,000.00 per year).

Question J18 asks those who responded Yes in J17 whether the member of the household has benefited from affordable housing relief.

Respondents who respond No in J18 will be asked in J19, the reasons why the member of the household has not benefited from the affordable housing relief.

J20 – J22: These questions ask about interest paid on Housing Loans. Question J20 asks the respondent whether he/she is aware of tax deductibility of interest paid on Housing Loans for up to KSh 300,000 per year. For those who are aware, that is, they responded Yes in J20 ask in J21 asks whether they have benefitted from tax deductibility of interest paid on Housing Loans.

Deductibility of Interest paid on Housing Loans - Interest not exceeding Kshs. 300,000 per year paid by a person on a loan borrowed for purchase or improvement of residential premises occupied by the person shall be tax deductible.

The loan has to be borrowed from: -

- a) A bank or a financial institution licensed under the Banking Act.
- b) An insurance company licensed under the Insurance Act.
- c) A building society registered under the Building Societies Act.
- d) The National Housing Corporation established under the Housing Act
- e) A co-operative society registered under the Co-operative Societies Act.

Question J22 applies to those responding No in J21 and it asks the reasons why the respondent has not benefited from tax deductibility of interest paid on interest loans. Possible responses include; tedious process, not eligible, procedure not in place, not aware of the process, has no impact on own project or other (specify).

5.14. SECTION K: Tenants

This section collects information about tenants and it applies to those respondents who indicated code 2 “pays rent/lease” in C12 meaning they are renting the dwelling unit where they live.

K01: This question seeks to establish to whom the household pays rent for the main dwelling. The response options include the type of landlords such national or county government, parastatal, private company, employer, individuals and Faith Based Organization. It also establishes whether they pay directly to the landlord or through an agent.

K02: This question seeks to establish whether there is a formal agreement/contract in writing between the tenant and the landlord.

K03: This question seeks to establish the period the tenant has been staying in the dwelling unit and the response should be coded in completed years. If less than a year, code “00”.

K04: This question asks for the reasons why the respondent chose to rent a house in the estate/area/neighborhood where they live. This is a multiple response question and if more than one reason, rank them in order of priority.

K05: This question asks for the amount in Kenya Shillings the household pays for the dwelling unit.

K06_1 & K06_2: **K06_1** asks whether the rent paid by the household for the dwelling unit is inclusive of utilities such as electricity, water and garbage collection. **K06_2** asks the amount paid by the household per month for utilities.

K07: This question seeks to establish whether the rent paid by the household is subsidized.

K08_1 & K08_2: Question **K08_1** seeks to establish whether rent for the household dwelling unit has been increased in the last five years i.e. October 2019 - October 2023. If Yes in **K08_1**, **K08_2** seeks to establish the number of times the rent has been increased in the last 5 years.

K08_3: This question seeks to establish by how much, cumulatively, has the rent for the dwelling unit been increased in the last five years.

K09 & K10: **K09** seeks to establish whether the household sublet an extension or any part of its dwelling unit. If Yes, **K10** seeks to establish the amount of rent per month the household charges for the sublet of the extension or any part of its dwelling unit.

K11 & K12: Question **K11** seeks to establish who is responsible for minor repairs and maintenance of the main dwelling, while Question **K12** seeks to establish who is responsible for major repairs and maintenance of the main dwelling. The responses for both Questions **K11 & K12** are tenant, landlord/owner, agent or other (specify).

K13 & K14: Question **K13** asks respondents whether they have undertaken any repairs and maintenance of the main dwelling unit in the last 12 months. If Yes in **K13**, then ask **K14** about the cost incurred to undertake the repairs and maintenance.

K15: Would you like/prefer to rent another residential dwelling?

Question K15 asks respondents whether they would like or prefer to rent another residential dwelling.

K16: If Yes in K15, ask about the preferred type of rental dwelling. The type of rental dwelling includes; Bungalow, Flat/Apartment, Maisonette, Swahili, compound houses not sharing facilities, Shanty, Manyatta/Traditional House, Townhouse and other.

K17: asks about the number of bedrooms that the household would prefer in the preferred dwelling unit.

K18: asks about the amount of money the household would be willing and able to pay for the preferred dwelling unit.

K19: asks about the preferred location of the preferred dwelling unit. Locations are classified in counties and also whether they are in rural, urban or city.

K20: This question asks whether the household would purchase the dwelling unit where they currently live if given the opportunity.

K21: This question applies to two types of respondents; one type is those who are renting and do not own a residential house and the second type is those who already own a residential house. For those who are renting ask whether they would like to build or buy a residential house, while for those who already own a residential house ask whether they would like to build or buy another residential house.

K22: This question applies to those who responded Yes in K21 that they would like to build or buy a residential house. It asks about the preferred type of dwelling unit the household would wish to construct or buy, which includes Bungalow, Flat/Apartment, Maisonette, Swahili, compound houses not sharing facilities, Shanty, Manyatta/Traditional House, Townhouse or any Other, which should be specified.

K23 asks about the number of bedrooms the household prefers for the house they would wish to construct or buy.

K24: Asks about the preferred location the household would wish to construct or buy a residential house.

K25: The question asks the household how much it would be willing and able to spend if they were to buy or construct a residential house.

K26: This question is also applicable to those who responded Yes in K21. It asks about the plan the household has undertaken towards building or buying a residential house. Plans include savings to buy land/plot or buy a house or construct a house; taking a loan to buy or construct a residential house; purchased land/plot, construction in progress or household has no plans.

K27: This question applies to those who responded in K26 that they are taking a loan to buy a house or construct a house; i.e K26 = 4 or 5. It asks how much loan the household is currently able to access.

K28: This question applies to those responded 1, 2 or 3 in K26. The question asks about the percentage the household has managed to save in relation to the cost of the house the household wants to build or construct.

K29 -K33: These questions ask about any rent disputes between tenants and landlords. Questions K29 asks whether the household has ever had a rent dispute with a landlord. If Yes in K29, then ask Question K30 whether the dispute was arbitrated and who was the arbitrator. Question K31

applies to those who indicated in K30 that they used other means of arbitration apart from the rent tribunal Code 6 in K30. Question K31 asks respondents whether they are aware of the dispute resolution means known as the rent restriction tribunal. If in K31, the respondent responds that they are aware of the rent restriction tribunal then ask Question K32 on the reasons why they did not use the tribunal. Question K33 asks respondents about the most preferred choice for solving rent disputes. The choices are ranked with 1 as most preferred and 7 as the least preferred.

The Rent Restriction Tribunal (RRT) is a Tribunal under Judiciary established under Section 4 of the Rent Restriction Act Cap 296 of the Laws of Kenya.

Jurisdiction

- To determine disputes between landlords and tenants for dwelling houses which have standard rent not exceeding Kshs 2,500
- To make provisions for regulating the increase of rent, the right to possession, the exaction of premiums and fixing of standard rents in relation to controlled residential premises and for other purposes incidental thereto or connected with the relationship of landlord and tenant of a dwelling house.
- To resolve disputes between landlords and tenants of controlled residential tenancies in relation to service charge, repairs of house, recovery of rent arrears, refund of deposits, eviction, recovery of possession.
- Assessment and determination of standard rents of residential premises.
- Investigation of complaints where the provisions of the Rent Restriction Act have been flouted.

Clients are Landlords and tenants.

K34: Ask if there have been any house demolitions in the neighborhood in the last five years.

K35 & K36: Question K35 asks whether there are threats to the household of being evicted from the dwelling unit where they live. If Yes in K35, Question K36 asks the reason for the eviction threat. Possible responses for K36 include; Owner doesn't have legal document, post-election violence, land ownership disputes, evictions in the surrounding, rental disputes, no formal agreement with landlord or other (specify).

K37 & K38: Question K37 ask whether the respondent or any other member the household owns a residential house(s) anywhere else in Kenya. If they respond Yes in K37, Question K38 asks how many residential houses they own.

K39: Asks the **main** reason the household is renting a dwelling unit instead of staying in own dwelling.

5.15. SECTION L: Owner Occupied Module

L01_1: Ask the respondent how the household acquired the dwelling

- **Constructed:** Means that the household built the dwelling they are living in. One-off construction is when construction is done once, while incremental construction is done

in phases when one is producing an additional unit.

- **Purchased:** Means that the household bought the structure or is in the process of paying for the dwelling. The house could have been bought in cash, loan, mortgage or in kind.
- **Inherited:** Means that the household acquired the dwelling through inheritance from parents, relatives or friends.
- **Gift:** Means the dwelling was acquired as a gift without any payment.
- **Bartered:** Refers to instances where a household acquired a dwelling through exchange of some sort.
- **Other (Specify):** This is any other mode of acquisition that is not stated

L01_2: Ask the respondent the **MAIN** type of financing used to acquire the dwelling the household is living in. The options are

- **Cash/Saving** is monies kept aside for housing development and includes retained earnings of a corporation
- **Loan** is money that is borrowed to finance development irrespective of source and is expected to be paid back with interest
- **Mortgage** is a type of loan used to purchase or maintain a home, land, or other types of real estate. The borrower agrees to pay the lender over time, typically in a series of regular payments that are divided into principal and interest. The property then serves as collateral to secure the loan.
- **Scheme/Rent to Own:** Rent to own, also known as rent to buy, is a type of contract in which the tenant has an option to purchase the property they are renting at some point in the future. The rent goes towards the cost of the housing unit.
- **Other (specify)** Any other option should be specified.

L01_3: How many loans did you take for purchasing/constructing this dwelling unit? Indicate the number given by the respondent.

L02: For those who indicated the type of financing as either loan or mortgage, ask the respondent the source

- **Co-operative/SACCOs** A cooperative is an association of persons (organization) that is owned and controlled by the people to meet their common economic, social, and/or cultural needs and aspirations through a jointly-owned and democratically controlled business (enterprise). SACCOs are voluntary associations whereby members regularly pool their savings, and subsequently obtain loans which they use for different purposes. Generally, the idea behind establishment of SACCOS is to promote savings and make credits available to the members. Some SACCOs are regulated by Sacco Societies Regulatory Authority (SASRA) while others are registered with the Commissioner for Cooperatives.
- **Commercial/Microfinance Bank** is an institution licensed to receive deposits and make loans and is regulated by the Central Bank of Kenya (CBK).

- **Housing Finance Institutions** are companies offering property and financial solutions for developers and individuals in housing development.
- **Micro Finance Institution** is a form of banking service provided to low-income individuals or groups who otherwise wouldn't have access to conventional banking and financial services.
- **Employer schemes** are recognized borrowing arrangements for employees in an organization. The schemes may be targeted for housing or non-housing schemes.
- **Self-Help Groups/Chama** are informal groups/associations of people who come together to address their common problems and improve their living conditions. They are generally self-governed and peer-controlled.
- **Family/Friends within the country** This loan from friends or relatives should be repayable. Money given as a gift should not be included
- **Family/Friends outside the country** This loan from friends or relatives **who reside outside** the country should be repayable. Money given as a gift should not be included
- **Other(specify)** Any other type of financing should be listed and specified.

L03: This is a follow-up question for those who either used a loan or mortgage to acquire the dwelling. Ask the respondent what is the principal amount, the interest rate for all the financing sources used. The intended duration for repayment should be indicated in **months**.

- **Principal** is the actual sum of money that was borrowed from the bank, mortgage lender, or other lenders.
- **Interest** is the cost / charge you pay for borrowing the principal.
- **Duration for repayment** is the length of time a borrower will take to completely pay for a loan.

L04: Ask the respondent the year when each loan/mortgage was granted/issued.

L05: Ask the respondent whether the household is still servicing the respective loan/mortgage.

L06: Ask the respondent how much money per month the household spends to service the loan(s)/mortgage for the dwelling they are living in

L07: This question asks which year the construction of the main dwelling started

L08: This question asks which year when the main dwelling was completed.

L09: If the dwelling is not completely constructed, ask what proportion (per cent) of the construction work is done.

L10: This question applies to those who responded that they purchased the dwelling unit in L01_1. The question asks which year the household made the initial payment to purchase the main dwelling. This is the year when the 1st instalment was made.

L11: Ask the respondent whether the main dwelling was purchased when it was complete.

L12: This question applies to those responded No in L11. The question asks the year when the main dwelling unit was completed.

L13: Ask the amount of money that was used by the household to purchase or construct the dwelling unit. This question applies to those who responded 1 “purchased” or 2 constructed in L01_1.

L14: Ask the respondent if the household was to sell the dwelling unit today, how much they would the sell it.

L15: Ask how much the respondent would charge per month, if they were to rent the dwelling unit.

L16: Ask whether the household used any built environment professionals when constructing or purchasing the dwelling unit. This is multiple response question and you should record all that apply as per responses given by the respondent.

L17: For those who involved the built environment professionals, ask how much they paid for the services in KSh.

L18: For those who did not use built environment professionals, ask the **MAIN** reason why they didn't use them.

L19: Ask the main factor that influenced the household choice to build or purchase the dwelling unit in that area.

L20: Ask how much money the household pays annually for Land rates to County Government, Ground rent to National Government and Service Charge to the landlord in KSh.

L21: Ask whether the household have undertaken any improvements on the dwelling unit since 2019.

L22_1: If yes, ask what type of improvements were undertaken. The improvements can be Roof replacement, Demolition and alteration of wall, Extension of a house, Ceiling alteration, Floor finishes, Minor Repairs, Others (Specify).

L22_2: Ask how much money the household incurred to undertake the improvements.

L23: Ask whether the household have sublet an extension or any part of the dwelling unit.

L24: If yes, ask how much rent the household charges for the sublet an extension or any part of the dwelling unit.

L25: Ask whether there have been any demolitions in the neighborhood in the last 5 years.

L26: Asks whether the household fears that the dwelling could be demolished.

L27: If yes in L26, ask the reasons for such fears. The possible reasons are No legal documents, Political violence, Land ownership disputes, Evictions in the Surrounding, Non-Compliance to Regulations, Condemned/Dangerous Dwelling Unit, Other (Specify).

L28: Ask how often does the household carry out maintenance of the dwelling unit.

L29: Ask whether the household sought for development approvals of the dwelling unit from the county government.

L30: Asks if any member of the household owns any residential houses elsewhere in Kenya.

L31: If yes in L30, ask how many?

5.16. SECTION M: Other Houses Owned Elsewhere

This section seeks information on dwelling units owned by tenants and or owners in other places other than the units they currently occupy. These are the respondents that responded YES in K 37 and L30. In this section the interviewer will capture the line numbers on the household members who own dwelling units in other places other than the dwelling unit occupied by the household being interviewed, and subsequently, information on the location, number of rooms of the dwelling in question, its acquisition, its current use, its value and maintenance.

M01: This is the line number of the household member who owns a unit elsewhere.

M02: The interviewer should make a complete list of all the dwelling unit(s) owned elsewhere by this household. They should be identified by a description for example: ‘Rental flat in Githurai’ or ‘Bungalow in Ruai’.

M03: This question seeks information on the location of the dwelling unit owned elsewhere. The interviewer is expected to capture information on the county code and also specify if the unit is in the rural or urban area as provided by the respondent.

M04: Asks on the type of residential houses. E.g. bungalow, flat, maisonnette etc.

M05: This question seeks for information on the number of dwelling unit(s) for each type of residential house owned elsewhere.

M06: This question seeks information on how many bedrooms are in each of this/these dwelling units.

M07: This question asks how they acquired these/this residential house(s)

- **Self-built/Constructed:** Means that the owner built the dwelling in question.
- **Bought/Purchased:** Means that the owner bought the structure or is in the process of paying for the dwelling. The house could have been bought in cash, loan, mortgage or in kind including where the transaction was bartering.
- **Inherited:** Means that the owner acquired the dwelling through inheritance from parents, relatives or friends.
- **Gift:** Means the dwelling was acquired as a gift without any payment.
- **Bartered:** Refers to instances where the owner acquired a dwelling through exchange of some sort.
- **Other (Specify):** This is any other mode of acquisition that is not stated

M08: This question targets only the dwelling units owned elsewhere that were acquired by self-building. It seeks for information on whether development approvals for the dwelling unit in question were sought from the county government.

M09: This question also targets only the dwelling units that were acquired by self-building. It seeks for information on whether the owner of the dwelling unit sought the services of registered professionals during the development of the unit. Professionals include valuers, planners, architects, engineer (civil/structural, mechanical or electrical), quantity surveyors, land surveyors, building surveyors or others.

M10: This question seeks information on the **MAIN** use of the dwelling unit owned elsewhere. The interviewer will ask if the dwelling unit is used for rental income, as a second home, as a holiday home, if it is not in use or for any other use and code the response appropriately as per the provided options.

M11: This question seeks information on the value of the dwelling unit that is owned elsewhere in Kenyan Shillings. Value includes cost of land if bungalow or maisonnette.

M12: This question asks which year did the owner of the dwelling unit, owned elsewhere, last carried out maintenance of the dwelling.

CHAPTER VI: CHILD LABOUR MODULE

A **CHILD** means every human being below the age of eighteen years. *This module is administered to everyone in the household who is 5 to 17 years of age. Everyone 12 years old and older should respond for themselves. An adult should respond for children aged 5 to 11 years of age. If a member is not available at the time of the interview, try to make an appointment to interview the member at a later time before using a proxy respondent.*

6.1. Concepts and Definitions

6.1.1. What is Child Labour?

Child labour refers to work for which children are either too young or that may be physically or psychologically injurious to their health and well-being:

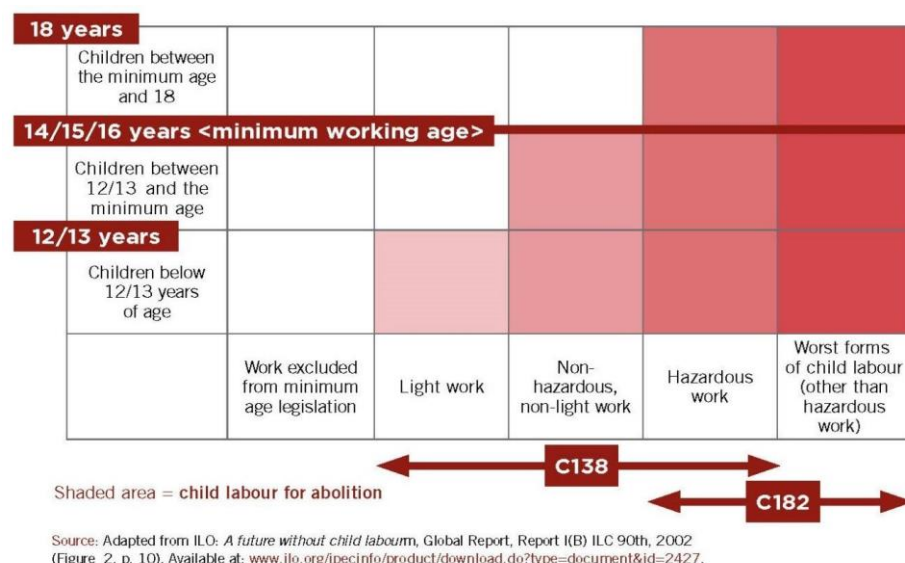


Not all work performed by children is child labour: child labour is work by children prohibited by the law.

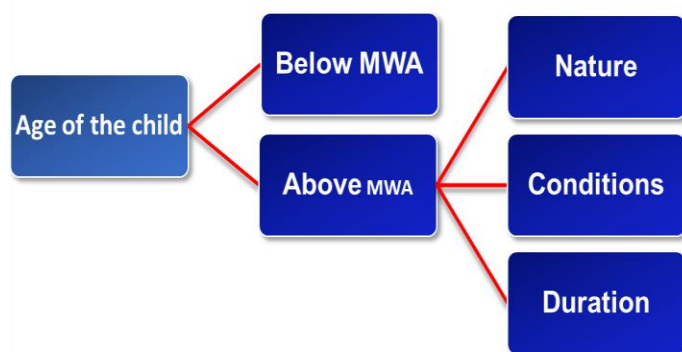
Children aged 5 to 11 engaged in the production of goods for their own final use and/or engaged in work performed for others in exchange for pay or profit for at least one hour.

Children aged 12-14 engaged in own-use production of goods for own final use and/or engaged in work performed for others in exchange for pay or profit, *except* those in permissible light

work. In accordance with international statistical guidelines, permissible light work is defined as non-hazardous work performed for fewer than 14 hours during the reference week. Children aged 15 to 17 years that work in industries and occupations designated as hazardous, or work for long hours and/or at night in industries and occupations not designated as hazardous.



6.1.2. Statistical Measurement of Child Labour



MWA - Minimum Working Age

Dwelling. A dwelling is defined as a type of construction (permanent building, shack, mud hut, tent etc.) used for habitation. A dwelling is the living unit occupied by a single household.

Household Member. A household member is a person usually resident in the household. An individual is held to be usually resident in a household under two conditions: (a) where s/he has been resident in the household for at least 6 months; (b) where s/he has been in the household for less than 6 months, but with the intention of remaining at least 6 months.

6.1.3. Forms of Work by Children

- a) **Own-use production work by children**, comprising production of goods and services for own final use;
 - b) **Employment work by children**, comprising work performed for other in exchange for pay or profit;
 - c) **Unpaid trainee work by children**, comprising work performed for others without pay to acquire workplace experience or skills;
 - d) **Volunteer work by children**, comprising non-compulsory work performed for others without pay;
 - e) **Other work activities by children**, not presently defined but including activities such as unpaid community services and unpaid work by prisoners, when ordered by a court or similar authority.
- Forms of work are identified on the basis of:

- The intended destination of the production (for own final use or for use by others)
- The nature of the transaction (monetary or non-monetary, and transfers)

Hazardous work: Work which, by its nature or circumstances in which it is carried out, is likely to harm the health, safety or morals of children and includes:

- work underground, under water, at dangerous heights or in confined spaces;
- work with dangerous machinery, equipment and tools, or which involves the manual handling or transport of heavy loads;
- work in an unhealthy environment which may, for example, expose children to hazardous substances, agents or processes, or to temperatures, noise levels, or vibrations damaging to their health;
- work under particularly difficult conditions such as work for long hours or during the night or work where the child is unreasonably confined to the premises of the employer.

Unpaid household services -This encompasses own-use production of services, or equivalently, production of domestic and personal services within the general production boundary by a household member for consumption within their own household, commonly called “household chores”, as well as volunteer work in households producing services for others.

Hazardous unpaid household services by children are those performed in the child’s own household, that is, unpaid household services performed (a) for long hours, (b) in an unhealthy environment, involving unsafe equipment or heavy loads, (c) in dangerous locations, and so on.

6.1.4. Respondents

Everyone should respond for themselves with the exceptions of children aged 5 to 11 years old, members who are unable to respond for themselves due to illness, disability or age, and members who are not available at the time of the interview. For those exceptions, ask an adult in the household who knows the person to respond. The interviewer should make every effort to have the child’s parent or guardian as respondent for children aged 5 to 11 years old. If a member is not available at the time of the interview, try to make an appointment to interview the member at a later time before using a proxy respondent.

6.1.5. Reference Periods

Reference week: Refers to the calendar week before the interview date, starting from [START DAY] to [END DAY]. The start and end day of the week are to be defined as per national circumstances (e.g., Monday to Sunday, Sunday to Saturday).

Last 4 weeks: Refers to the four calendar weeks before the interview date.

The Forms of Work Module establishes the employment status of the respondent. All countries have laws regulating the age at which children are permitted to work and the types of work children are permitted to do. This module collects information to determine the activities that children are performing in the employment sector, at school and in the home. This module also collects information on the activities the children perform in order to assess if the work may be hazardous.

6.2. Employment work by children

NBO Write the ID code of the person who provides information If the respondent is responding for him/herself, this ID code will be the same as the respondent's ID code. If the respondent is responding for someone else, write the respondent's ID code, which will be different from the individual's ID code.

NB1 Last week, that is from [DAY] to [DAY], did (you/NAME) work for someone else for pay for one or more hours? This question collects information on those respondents who are working for pay. Include persons who were temporarily not at their normal place of work for reasons such as job-related travel or job-related training required by the employer. Exclude persons who worked as self-employed, for example in a business or market-oriented activity with the intention of earning a profit, whether as employer or own-account worker, or helping in a family business. This includes casual or piece work for cash payment, or in-kind payment, or in exchange for food or housing.

NB2 Last week, did (you/NAME) do any kind of business activity, farming or other activity to generate income? This question refers to producing farm products for sale or exchange; making or repairing things for sale; selling things in the street, local market, or in a shop; shining shoes, guarding cars or similar activities for tips; any other activity to generate income; etc. This includes persons who worked as employers, own account workers producing goods or providing services intended mainly for the market, or as members working in a family business or farm producing mainly for the market. It includes persons who worked in a business activity with the intention of earning a profit, even if the business was not making a profit or was incurring a loss by the time of the interview. Exclude persons who worked in the reference week in any kind of paid job, as employees or apprentices. These persons should have been captured in the previous question. **NOTE:** It does not include normal housework.

NB3 Last week did (you/NAME) help in a business or farm operated by a household member? This question refers to helping a family member engaged in an activity to generate income for the family; helping to produce farm products for sale or exchange; helping to make or sell things for sale or exchange; guarding or cleaning the family business; etc.

NB4 Although (you/NAME) did not work last week, did (you/NAME) have a work activity from which (you/NAME) (were/was) temporarily absent? Asked only of persons who were not identified as employed in questions B1 through B3. Temporary absence from a job or business refers to an interruption from an existing job or business. That is, the person should have been previously working in a specific paid job or business and expected to return to that same job or business after the absence. Persons absent from their normal place of work for work-related reasons such as job-related travel or training should be considered employed, at work, in the reference week. That is, they should be captured as employed in questions B1 through B3.

Persons who are about to start a new job or business, but have not yet started to work by the interview date are not considered to be absent from work.

NB5 What type of work was this? Identifies the work from which the respondent was temporarily absent. Read each of the response options to the respondent and wait for the response.

Last week, did (you/NAME) do any work in...? Identifies persons who potentially did market-oriented work in agriculture, but did not self-identify in NB2. Read each of the response options to the respondent and wait for the response.

- Farming refers to crop production. Examples include growing any kind of produce such as cereals, rice vegetables, fruits, nuts, etc, and related activities such as preparing the land, harvesting.
- Rearing Farm Animals refers to animal production. Examples include raising or breeding cattle, sheep, poultry, goats, pigs, bee keeping, etc. It also includes activities to produce by-products such as eggs and dairy products.
- Fishing or Fish Farming refers to fishery and aquaculture activities. Examples include marine or freshwater fishing, farming fish, crustaceans, molluscs, etc.
- None of the above includes any sector of activity other than farming, rearing animals or fishing. In other words, all respondents whose work was not in those activities should be recorded in this response option.

NB6 Was this work that you mentioned in...? Identifies the industry of the agricultural work identified in NB5. Read all of the response options and wait for the reply. Multiple responses are valid, if respondents had work in multiple different sectors (e.g., a teacher who also works in farming).

- Farming refers to crop production. Examples include growing any kind of produce such as cereals, rice vegetables, fruits, nuts, etc, and related activities such as preparing the land, harvesting.
- Rearing Farm Animals refers to animal production. Examples include raising or breeding cattle, sheep, poultry, goats, pigs, bee keeping, etc. It also includes activities to produce by-products such as eggs and dairy products.
- Fishing or Fish Farming refers to fishery and aquaculture activities. Examples include marine or freshwater fishing, farming fish, crustaceans, molluscs, etc.
- Another kind of business includes any sector of activity other than farming, rearing animals or fishing. In other words, all respondents whose work was not in those activities should be recorded in this response option.

NB7 Thinking about the work in (farming, rearing animals [and/or fishing] (you/NAME) (do/does), are the products intended...? This question identifies the main intended destination of the product output from the work in farming, rearing animals or fishing in present time. Read all of the responses (except Don't Know) to the respondent and wait for a reply. Only one response is possible.

- Only for sale means that the production from the work mentioned in B7 is produced exclusively for sale to earn household income, and is not used for family consumption.
- Mainly for sale means that the production from the work mentioned in B7 is produced primarily for sale to earn household income, but is also used for family consumption.

- Mainly for family use means that the production from the work in mentioned B7 is produced primarily for household consumption, but surpluses can be sold for household income.
- Only for family use means that the production from the work in mentioned B7 is produced exclusively for household consumption and is not sold.

NB8 (Was/were) (you/NAME) hired by someone else to do this work? This refers to work done in the last week, even if the respondent was only hired to work during that week. It refers to any situation where the work was done in return for the promise of payment, whether actually received or not.

NB9 What kind of work does the child do in that place or business. Describe the occupation.

NB10 Asks what is the main activity of the place of business where the child works. Give a description of the main activity.

NB11 In total, how many hours did (you/NAME) actually work in (your/his/her) [main] income-generating activity last week? This is the actual number of hours worked. Write hours in 0.5-hour intervals. Round to the nearest 0.5 hours if necessary. Hours actually worked refers to the time spent in the most important job for the performance of activities that contribute to the production of goods or services during the reference week. It includes direct hours carrying out the tasks and duties of the job, regardless of the location where they are performed; related hours spent maintaining or facilitating the work; down time due to interruptions of a technical, material or economic nature; and resting time spent for short periods according to established norms or national circumstances. Record hours in 0.5-hour intervals. Round up or down to the nearest 0.5 hours if necessary. If the respondent cannot provide a total number of hours actually worked in the main job, assist with recall by asking about hours worked per day and days worked in the main job in the reference week.

6.3. Unpaid trainee work by children and Own use production of goods

NC1 In the last week from [START DATE] up to [last END DAY/yesterday] did (you/NAME) participate in any unpaid apprenticeship, internship or similar training in a workplace? This question refers to any unpaid activity to produce goods or provide services for others, in order to acquire workplace experience or skills in a trade or profession.

- “any activity” refers to work for at least one hour;
- “unpaid” is interpreted as the absence of remuneration in cash or in kind for work done or hours worked; nevertheless, these workers may receive some form of support, such as transfers of education stipends or grants, or occasional in cash or in kind support (e.g. a meal, drinks);
- production “for others” refers to work performed in market and non-market units that are owned by non-household or non-family members;
- acquiring “workplace experience or skills” may occur through traditional, formal or informal arrangements whether or not a specific qualification or certification is issued.

Included in unpaid trainee work are persons in:

- traineeships, apprenticeships, internships or other types of programmes according to national circumstances, when their engagement in the production process of the economic unit is unpaid; and

- unpaid skills training or retraining schemes within employment promotion programmes, when engaged in the production process of the economic unit.

Excluded from unpaid trainee work:

- periods of probation associated with the start of a job;
- general on-the-job or lifelong learning while in employment, including in market and nonmarket units owned by household or family members;
- orientation and learning while engaged in volunteer work;
- learning while engaged in own-use production work.

NC2 How many hours did (you/NAME) spend doing this last week? Record activities in 0.5hour intervals. Round to the nearest 0.5 hours as needed. If the respondent requires assistance to estimate the hours spent, invite them to describe the hours spent on each day of the reference week, one at a time.

NC3 This series of questions is designed to collect information on respondents engaged in own use production of goods other than farming or fishing. Each activity is covered with two questions:

- Does the respondent do the activity?
- Gathering wild food
- Hunting
- Preparing preserved food or drinks for storage
- Construction work on the family home
- Making goods for use by the household
- Fetch water
- Collect firewood
- How many hours did the respondent spend doing the activity in the last week? Write the time in 0.5 hour intervals. Round to the nearest 0.5 hours as needed. If the respondent requires assistance to estimate the hours spent, invite them to describe the hours spent on each day of the reference one at a time.

How many hours did (you/NAME) spend doing this last week? Record activities in 0.5 hour intervals. Round to the nearest 0.5 hours as needed. If the respondent requires assistance to estimate the hours spent invite them to describe the hours spent on each day of the reference week, one at a time.

6.4. Hazardous Work by Children

NDO Interviewer check: The questions on Hazardous Work are only administered to those children who are working according to the System of National Accounts. If any of the following criteria are met:

NB1 = 01 (work for someone else) and/or

NB2 = 01 (working business activity, farming or other activity to generate income) and/or

NB3 = 01 (helping in a family business or farm) and/or (helping in a business or farm owned or operated any a person that is not part of the household) and/or

NB4 (temporarily absent from work activity) and/or (work in family, rearing animals and/or fishing for consumption for own household (unpaid apprenticeship, internship or similar training in a workplace)

Continue to the questions on Hazardous Work (ND1). Otherwise go to the questions on Household Chores (NE1).

ND1: ND1_01 to ND1_17 This series of questions is designed to collect information on the activities that children do at their work which could be hazardous to them. In each case, the respondent answers yes or no to performing the task at work during the last week. If the respondent did not work in the last week, ask about the last week that the respondent worked.

The activities include:

ND1_01 Carrying or pushing or pulling heavy loads

ND1_02 Working high off the floor/ground

ND1_03 Using powered tools

ND1_04 Using sharp tools

ND1_05 Using big or heavy machines or driving vehicles

ND1_06 Working with fire, ovens or very hot machines or tools

ND1_07 Working in a very noisy place

ND1_08 Working indoors or outdoors where dust, sand, smoke or fumes make it hard to breathe or see clearly

ND1_09 Working in a place that is very cold or working outdoors in very rainy or wet weather

ND1_10 Working long hours in the hot sun

ND1_11 Working below the ground in mining wells or tunnels or other very small spaces

ND1_12 Working underwater

ND1_13 Working with or around agricultural chemicals

ND1_14 Working with liquids or powders that irritate the skin, burn easily, give off vapours that small bad or can explode

ND1_15 Working during the night time or very early in the morning when it is dark

ND1_16 Working in contact with large domestic animals, wild animals or around animal manure

ND1_17 Doing the same task over and over again at a fast pace for long hours

ND1_18 Do (you/NAME) generally feel safe at work? This question assesses children's perceived safety at work.

ND1_19 Have (you/NAME) ever been punished for mistakes made at work? This question covers punishment for mistakes at work.

ND1_20 Would (you/NAME) be allowed to leave your workplace if (you/NAME) were very ill, injured, had a serious family problem or wanted to quit? This question covers freedom of movement where the child is able to leave work if there was an emergency situation.

6.5. Unpaid household services in the own household (household chores)

Household Chores: All children respond to the questions on household chores.

NE1 to E_20 This series of questions is designed to collect information on the household tasks respondents perform. Record the hours spent for each task. Several of the household chores include additional questions regarding specific activities that the child may be doing. *These are additional indicators of the hazards that children may face while doing the activities.*

The questions are grouped as follows;

- Shopping
- Repair household equipment for the household

- Cooking
- Cleaning
- Washing clothes
- Help with or care for children/old/sick in the household
- Other household tasks
- How many hours did the respondent spend doing each of the activity in the last week? Write the time in 0.5-hour intervals. Round to the nearest 0.5 hours as needed. If the respondent requires assistance to estimate the hours spent, invite them to describe the hours spent on each day of the reference once at a time.

HOURS SPENT DOING HOUSEHOLD TASKS IN THE REFERENCE WEEK

Question categories include E1 Shopping E3 Repair of household equipment, NE4 Cooking NE7 Cleaning the house/utensils, N E11 Washing the clothes, NE15 Caring for children/old/sick, NE19 Other household tasks, specify

NE1 In the past week did (you/NAME) help with or do any shopping for this household?

NE2 In the past week did (you/NAME) carry heavy loads while shopping? Children may have to carry large shopping bags or baskets to bring the shopping from the market to the dwelling. Or the children may have to carry heavy loads on their heads. The distance travelled with the heavy load is not part of the question.

NE3 In the past week did (you/NAME) help with or do any repair of household equipment for this household?

NE4 In the past week did (you/NAME) help with or do any cooking for this household?

NE5 In the past week (were/was) (you/NAME) cooking using a hot stove (with fire, gas, or flames)? This question refers to children who are cooking and are in direct contact with a cooking method (stove, open fire, etc.) that has a flame for cooking. This puts the child in danger of being burned.

NE6: In the past week (were/was) (you/NAME) cutting or preparing food with sharp knives? Identify the children who, as part of their cooking chores, cooked or prepared food using sharp knives. Working with knives can be hazardous to the child.

NE7 In the past week did (you/NAME) help with or do any cleaning of the house/utensils for this household?

NE8 In the past week (were/was) (you/NAME) cleaning with soaps or chemicals/bleaches/liquids that irritate or burn your skin, eyes or nose? Not all cleaning products are dangerous to children. This question refers to children who are using dangerous cleaning products. If the product does not irritate or burn the skin, eyes, or nose, the answer is no.

NE9 In the past week (were/was) (you/NAME) climbing or cleaning hard to reach places from where if you fell, you might get injured? This refers to children who are climbing to high places while cleaning the house for the household.

NE10 In the past week (Were/Was) (you/NAME) sweeping, vacuuming, or mopping floors for long periods of time? This question refers to children who have spent long hours sweeping, vacuuming or mopping floors.

NE11 In the past week did (you/NAME) help with or do any washing of the clothes for this household?

NE12 In the past week (were/was) (you/NAME) washing clothes by hand? This refers to children who are washing clothes with their hands only. There is no washing machine for the child to use. The children can be washing the clothes by hand in or near the dwelling, or the child may be carrying the laundry to a water source to wash the clothes by hand.

NE13 In the past week (were/was) (you/NAME) ironing clothes? This refers to children using a hot iron to iron clothes.

NE14 In the past week (were/was) (you/NAME) carrying heavy washing baskets? Children may have to carry large baskets with laundry that is to be cleaned. Or the children may have to carry heavy loads on their heads. The distance travelled with the heavy load is not part of the question.

NE15 In the past week, did (you/NAME) help with or care for children/old/sick for this household?

NE16 In the past week (were/was) (you/NAME) carrying or lifting an adult/older person or a heavy child? For those children who are helping with or caring for children/old/sick in the household (NE15=01), this refers to the specific task of having to carry heavy people (adults or children) as part of the care.

NE17 In the past week (were/was) (you/NAME) bathing, showering or dressing any adults? For those children who are helping with or caring for children/old/sick in the household (NE15=01), this refers to the specific task of having to bathe, shower or dress any adult in the household as part of the care.

NE18 In the past week (were/was) (you/NAME) caring for a sick person? For those children who are helping with or caring for children/old/sick in the household (NE15=01), this refers to taking care of someone in the household who is ill.

NE19 In the past week did (you/NAME) help with or do any other household tasks for this household? (e.g. throwing garbage in the trash bin, etc.)

NE20 Asks how many hours did the child spend on each of the activities last week.

NE21 During the past week when did (you/NAME) usually carry out these activities mentioned above? This question is for children who attended school in the last week (B9=01). This question demonstrates if the respondent is doing household tasks at the times before or after school. Read the options and select all that apply. There may be more than one response.

Weekdays after school.....A

Weekdays before school.....B

Weekends.....C

PART THREE: INSTITUTIONAL MODULE

CHAPTER VII: GENERAL QUESTIONS

7.1. Introduction

This section provides guidance on how the interviewer should introduce himself/herself to the respondent of the interview. In CAPI, the introduction will appear on the screen. Interviewer will be required to mention s/he works with KNBS and that the survey is being conducted in conjunction with the State Department for Housing and Urban Development. In addition, the interviewer needs to inform the respondent that the data being collected is confidential and will only be used for policy and decision making.

7.2. General Particulars

This section provides information regarding the institution selected for the Kenya Housing Survey. It is important to ensure that the actual institution being interviewed matches what appears in the list issued. The identification information will be completed at the beginning of an interview. All these must be clearly and accurately recorded.

These include the name of the institution, the postal address, building name, the telephone number, website, email address, name of county, sub-county, details for the respondent and contact person.

NOTE: In the CAPI questionnaire this part should be completed by the interviewer (Research Assistant) as the respondent responds to the questions.

The Latitude, Longitude, and Altitude are GPS coordinates which should be picked at location of the establishment. However, in order to do this, you must always ensure that the GPS icon is turned on any time that you are picking coordinates. The GPS readings are best picked when in an open area i.e., not under a roof or a shade of a tree.

Contact person (Q. 1.9) versus Respondent (Q. 10)

Institution contact persons are often the CEO, Managing Director, whereas the respondent is the person filling / responding to the questionnaire.

7.3. Identifier Question

This question seeks to identify which establishment responds to which module in the Institutional Questionnaire. The respondent can be a Developer or Real Estate Agent. A developer will respond to modules 2, 3 and 4. Real Estate Agent will respond 5,6,7,8,9 and 10. If a respondent engages in all the listed activities, they will respond to all modules.

7.4. General Questions Developers

Q 2.1 a) Which economic activity/ies does your entity engage in, and what is their contribution to total turnover in 2023?

This question seeks to establish the kind of economic activity the entity does (Give Description) and contribution to total turnover of 2023. The enumerator will be required to give a brief description of the economic activity of the institution. The kind of economic activity is defined

as the type of production in which an establishment is engaged in. The kind-of-activity of the establishment is determined using the Kenya Standard Industrial Classification (KeSIC) for all economics activities- KeSIC Code. Examples include: construction of residential buildings, office buildings, stores and other public and utility buildings, farm buildings, installation of electrical wirings and fittings, plumbing, heat and air conditioning etc.

Q 2.1 b) What was the total turnover in 2023?

The aim of the question is to get data that can assist in classifying the enterprise as either small, medium or large. Turnover, also known as income or gross revenue, is the total amount of sales you make over a set period of time. Total or Gross Income is income before taxes and other compulsory deductions such as social security contributions. Gross income from paid employment is value of wages or salaries plus all associated allowances and benefits before regular deductions are made. Gross income from business enterprise consists of total revenue before taxation and depreciation allowance.

7.5. Employment and Earnings

Q2.2. What is the Employment and Earnings as at 30th June 2022 and 30th June 2023 (Full-time and part-time paid employees, working proprietors/partners, working directors and unpaid family workers)?

Employment: Persons in employment are defined as all those of working age who, during a short reference period, were engaged in any activity to produce goods or provide services for pay or profit. They comprise: persons at work during a short reference period, and also persons temporarily absent from work but holding a job.

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 organization is responsible for payment of relevant taxes and social security contributions and/or where the contractual relationship is subject to prevailing labor 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.

Casual workers: Casual work is the engagement of workers on a very short term or on an occasional and intermittent basis, often for a specific number of hours, days or weeks. They have no formal employment contract with the employer and their services may be done away with without notice.

Working Proprietors/Partners, Working Directors: This refers to individuals who are actively involved in the day-to-day operations and decision-making processes of a company or organization. Working directors have an active and hands-on role in the management and leadership of the organization. They are responsible for making strategic decisions, overseeing various aspects of the business, and ensuring that the company's goals and objectives are met.

Unpaid Directors: Unpaid directors are individuals who serve on the board of directors of a company or organization but do not receive a salary or compensation for their board roles. They typically provide guidance, make strategic decisions, and help oversee the company's operations. These individuals may have a personal or financial interest in the success of the organization but do not draw a regular income from it.

Proprietors: A proprietor is the owner or proprietor of a business. In many cases, small business owners, such as sole proprietors, may not pay themselves a regular salary from the business but instead take profits or dividends as a form of compensation. This means they may be "unpaid" in the sense of a traditional salary.

Family Workers not Employed Elsewhere: This category typically refers to family members who work in a family-owned business and are not employed elsewhere. These individuals may or may not receive a traditional salary or wages, as compensation may be informal or based on profit-sharing within the family business.

7.6. Type of Establishment

Q2.3 State the type of the Establishment

Select the type of establishment from the list. (Single response required).

National Government-This is established by the Constitution of Kenya, including various Ministries, Departments and Agencies.

County Government: The Country is divided into 47 Counties. Each county has a County Executive headed by a County Governor elected directly by the people and a County Assembly elected with representatives from wards within the county.

Parastatal/State Corporation: A company or organization which is owned and controlled by a country's government and often has some political power

Cooperative: A cooperative society is a group of individuals who have specific common needs. It is an economic enterprise, the purpose of which is to improve the economic status of owners or members. Most cooperative societies offer their products to their members and others do not serve non-members. Cooperative societies have varied classification depending on what their members are concerned with. Some of the common classifications include, Agricultural marketing societies, Savings and Credit Cooperatives (SACCOs), Transport cooperatives etc.

Faith Based Institution: an institution with or without non-profit status, which provides social services and is either religiously motivated or religiously affiliated.

Non-Profit Institution: an institution with non-profit status organized and operated for a collective, public or social benefit.

Private Business: an entity that operates as a business aiming to generate a profit for its owners. This includes individual businesses/self-employed.

7.7. Legal status

Q2.4a) What is the legal status of the institution?

The term "legal status of an institution" refers to the recognized and established legal position, structure, and standing of an organization, entity, or institution in the eyes of the law. This status is typically defined and governed by the laws and regulations of the jurisdiction in which the institution operates. It encompasses various aspects, including the entity's rights, obligations, and responsibilities within the legal framework. The following are types of legal statuses of institutions:

Types of legal ownership

Sole Proprietorship: This is a registered, unincorporated business run solely by one individual proprietor with no distinction between the business and the owner. The owner of a sole proprietorship is entitled to all profits but is also responsible for the business's debts, losses, and liabilities.

Partnership: Partnership in a business is when two or more individuals form a business together, agreeing to share the profits, losses, and management of the company. You don't have to file any paperwork to form a partnership. The arrangement begins as soon as you start a business with another person. As in a sole proprietorship, the partnership's owners pay taxes on their shares of the business income on their personal tax returns and they are each personally liable for the entire amount of any business debts and claims.

Private Limited Company: A company is limited by shares if the liability of its members who are citizens of this country is limited by the memorandum to the amount, if any, unpaid on the shares respectively held by them. A Private Company is also a company that is restricted from inviting the public to subscribe to its shares. The membership of a Private Company is restricted to a maximum of 50 members

Public Limited Company (PLC): Its Articles allow its members who are citizens of this country the right to transfer their shares in the company and the articles do not prohibit invitations to the public to subscribe for shares or debentures of the company

Foreign Private Company: A foreign private limited company is a private company registered in a foreign jurisdiction (e.g. China) seeking to register the same company in Kenya and getting a Certificate of compliance to conduct its business in Kenya. Like a local private limited company, a foreign private limited company is restricted from inviting the public to subscribe to its shares.

Foreign Public Company: A foreign public limited company is a public company registered in a foreign jurisdiction (e.g. China) seeking to register the same company in Kenya and getting a Certificate of compliance to conduct its business in Kenya. This registration enables the foreign public limited company to maintain its original corporate identity, structure and legal status as is in the foreign jurisdiction (e.g. China) in Kenya and to acquire legal status to trade locally. It can invite the public to subscribe to its shares.

Q2.4b) If 2.4a) = 1 (Sole Proprietorship) What is the Sex of the owner?

This seeks to determine the proportion of ownership of the entities by sex (male or Female).

Q2.5 If Q 2.4a = 2,3,4,5,6 What is the sex composition of the directors of the company?

If the response to Q 2.4a is either 2,3,4,5,6 ask the respondents to provide the sex composition of the directors of the company

This seeks to determine the proportion of ownership of the entities by sex (male or Female)

Q2.6 What is the ownership structure of the entity?

A company's ownership structure looks at who owns the respective company. Those with private structures can control who buys and sells shares. Companies with public ownership can have public investors buy and sell shares on the open market.

The shareholding can be:

- **Government Shareholding:** A company in which the government or state has possession of shares, property and assets of the organizations. Code Kenyan government or a Foreign Government.
- **Private Shareholding:** This means the ownership shares or interests are not publicly traded. Often, privately held companies are owned by the company founders or their families and heirs or by a small group of investors. Code Kenyan or Foreign.

Foreign: Foreign refers to the ownership of a business by individuals who are not citizens of that country (foreigners)/**are non-residents (do not reside in Kenya)** or by companies whose headquarters are not in that country.

NOTE: The shares can be spread across different owners. The figures given by the respondent should add up to 100%

Q2.7 In which year did the institution start housing development? (yyyy)

This seeks to determine the year that the institution started housing development **specifically**.

7.8. Registration

Q2.8 Is the establishment registered as a developer/contractor by any of the following institutions/associations?

Developer

A person who buys, improves, and sells buildings and land, as well as arranges for the construction of new buildings.

Contractor

The person or firm with whom an employer (the client) has entered into contract with.

This question seeks to find out if the developer/contractor has registered with professional institutions/associations. Select Yes or No for each of the following institutions/associations; *KPDA (Kenya Property Developers Association), NCA (National Construction Authority), KABCEC (The Kenya Association of Building and Civil Engineering Contractors), KFMB (Kenya Federation of Master Builders), KREDRB (Kenya Real Estate Developers Regulatory Board) and Any other institution not mentioned*

Q2.9 If Q2.8=2. What is the main reason you are not registered in any of the above? This seeks to get information on why the institution is not registered. **NOTE:** The respondent should only select **one** response. *Whether Expensive or Unnecessary or Too many regulations or Not eligible or Process too cumbersome or Not interested/beneficial or Other and specify.*

Q2.10a) How do you rate the following processes? Code if time taken for the following processes is *too long or reasonable*. Processes are: land acquisition, change of user, provision of infrastructure, financing and offtake.

Q2.10b) How do you rate the process of obtaining approvals from the following institutions?

Rate the process of obtaining approvals from County Government, National Environment Management Agency (NEMA) and National Construction Authority (NCA) by categorizing the *Time taken, Fee charged and efficiency of the process*.

Q2.11 Do you use the following forms of contracting in housing development?

Select Yes or No from the forms of contracting in your housing development given.

A contract is a binding agreement between two or more persons and that agreement is both binding and enforceable by law. This question seeks to find out what kind of contract the institution uses in their housing development.

Sub-contracting: Sub-contracting is the practice of assigning, or outsourcing, part of the obligations and tasks under a contract to another party known as a subcontractor.

Labour contracting: a type of contract where the contractor supplies labour only while the client supplies the materials for the project.

Self-Build: This is a delivery method where the individual undertakes a project and provides materials, equipment and labour for the construction of the project.

Turnkey: This is a delivery method in which a contractor works with a project owner under a single contract to complete all project stages. They provide all materials and labour and does all the work necessary to complete the project. Once the project is done it is handed over.

Other Specify: In case the respondent mentions other forms of contracting that are not on the list, add under others.

Q2.12a The Architects and Quantity Surveyors Act (Cap 525) sets professional fee for Architects at 6% of the total cost of the project. In your opinion is the fee equivalent to the service they provide?

This question seeks to get the opinion of the respondent in regards to the fees charged by consultants (architects and quantity surveyors).

Q2.12b) Do you negotiate this fee?

Indicate whether they negotiate this fee.

Q 2.12c) If Q2.12b=1 How often do you negotiate the fee?

Q2.13 a) The Architects and Quantity Surveyors Act (Cap 525) sets professional fee for Surveyors at 3.5% of the total cost of the project. In your opinion is the fee equivalent to the service they provide?

This question seeks to get the opinion of the respondent in regards to the fees charged by consultants (architects and quantity surveyors).

Q2.13b) Do you negotiate this fee?

Indicate whether they negotiate this fee.

Q 2.13c) If Q2.12b=1 How often do you negotiate the fee?

Indicate how often they do it: often or rarely.

Q2.14a) The Valuers Act (Cap 532) sets professional fee at 2% of the total cost of the project. In your opinion is this fee equivalent to the service they provide?

This question seeks to get the opinion of the respondent in regards to the fees charged by the valuers. And if they negotiate this fee, do they do it often or rarely.

Q2.14b) Do you negotiate this fee?

Indicate whether they negotiate this fee.

Q2.14c) If Q2.14b=1 How often do you negotiate the fee?

Indicate how often they do it: often or rarely.

Q2.15a) The Estates Agent Act (Cap 533) sets the professional fee at 3% of the total value of the unit. In your opinion is this fee equivalent to the service they provide?

This question seeks to get the opinion of the respondent in regards to the fees charged by the estate agents. And if they negotiate this fee, do they do it often or rarely.

Q2.15b) Do you negotiate this fee?

Indicate whether they negotiate this fee.

Q2.15c) If Q2.15b=1 how often do you negotiate the fee?

Indicate how often they do it: often or rarely.

Building Technologies

Q2.16 Are you aware of the existence of the following alternative building technologies?

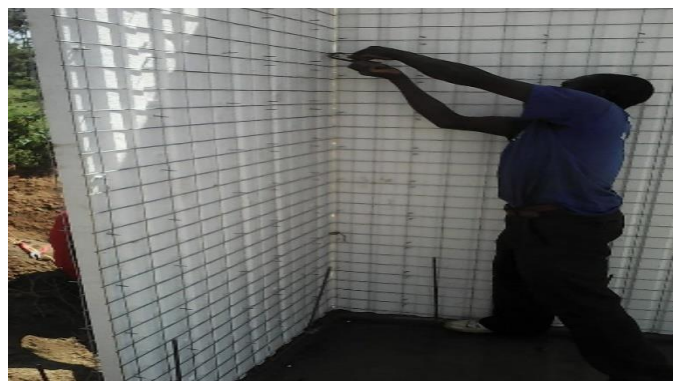
Select Yes or No from the following alternatives building technologies.

Stabilized soil blocks (normal or interlocking): Are building blocks made from ordinary soil



mixed with a small amount of cement and water.

Expanded polystyrene (EPS): It is a lightweight cellular plastic material consisting of small hollow spherical balls



Industrial Building Systems/ Prefabricated construction: Is a construction technique in which components are created in a controlled environment either onsite or offsite and then placed and combined into construction works.

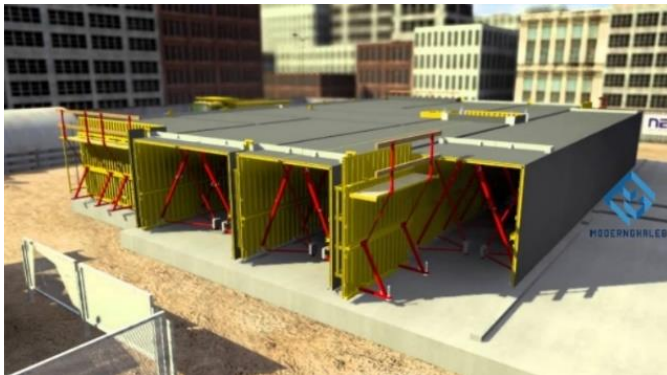


3D Printing Housing/Building technology: This refers to a building technology where a 3D printer (a machine allowing the creation of a physical object from a three-dimensional digital model) uses a converted blueprint or Computer Aided Design drawing to create a physical



structure by gradually printing the material in layers.

Tunnel Technology: Is a construction method that allows casting of walls and slabs in one operation resulting in a cellular reinforced cement concrete structure



Precast concrete: Is a construction product made by casting concrete in a reusable mold that is then cured in a controlled environment and brought to the construction site for use.



Prefabricated Panels These are pre-manufactured building components that can be assembled quickly and easily in any location



Aluminium Formwork is a construction system for forming cast in place concrete structures of a building.



Hollow concrete blocks (normal or interlocking): The *concrete hollow blocks* are highly resilient, tough and suitable for partitioning walls.



Cross laminated timber is a wood product made of several layers of structural grade lumber that are arranged crosswise and glued together.



Recycled plastic blocks



7.9. Challenges

Q2.17. To what extent are the following issues a challenge to housing development in Kenya

Categorize whether major, minor or not a challenge to what extent the following issues a challenge to housing development in Kenya; *Cost of Land, Lack of suitable land, Availability of suitable infrastructure e.g. Sewer, Access to credit, Cost of Financing, Cost of building materials, Cumbersome Approval process, Delays in Land transaction processes, Availability of equipment and machinery, Litigation (e.g Lack of credibility of official land documents) and Building restrictions.*

Q2.18 a). The Government has developed a number of interventions aimed at spurring growth of the housing sector. Are you aware of the VAT exemption on all construction inputs under the affordable housing scheme?

This question seeks to gauge the level of awareness on the interventions put in place for affordable housing delivery. Select **yes** regardless of whether the respondent is aware of VAT exemption on SOME or ALL construction inputs.

Exemption of Construction Materials from VAT ~ Goods imported or purchased locally for the direct and exclusive use in the construction of house under an affordable housing scheme approved by the Cabinet Secretary on the recommendation of the Cabinet Secretary responsible for matters relating to housing; are exempt from VAT.

If Yes continue or else No the skip to Q 2.19a.

Q2.18 b) If 2.18 a=1 Have you benefited?

This question seeks to find out if contractors/developers are taking advantage of interventions put in place for affordable housing delivery.

If Yes skip to Q 2.19a else if No continue.

Q2.18 c) if Q2.18 a=2 Why have you not benefited?

This question seeks to find out the reasons why contractors/developers have not taken advantage of interventions put in place for affordable housing delivery. Select Single response if *Tedious process or Procedure not in place or Not aware of the process or Has no impact on the project or*

Other then specify.

Q2.19 a). Are you aware of the reduction of corporate tax to 15% in the year of income for the construction of at least 100 residential units?

This question seeks to gauge the level of awareness on the interventions put in place for affordable housing delivery on reduction of corporate tax to 15% in the year of income for the construction of at least 100 residential units.

Preferential Corporate Tax Rate of 15% ~ A company that constructed at least one hundred residential units annually, subject to approval by the Cabinet Secretary responsible for housing, shall enjoy a corporate tax rate of 15% in that year of income.

If Yes continue else if No skip to Q 2.20

Q2.19 b) If Q2.19 a=1 Have you benefited? This question seeks to find out if contractors/developers have benefited from the interventions put in place for affordable housing delivery on reduction of corporation tax to 15% in the year of income for the construction of at least 100 residential units.

Q2.19 c) If Q2.19 a=2 Why have you not benefited?

This question seeks to find out the reasons why contractors/developers are not **aware of the reduction of corporate tax**.

The respondent gives one response:

- a) Tedious process
- b) Procedure not in place
- c) Not aware of the process
- d) Has no impact on the project?
- e) Other specify

7.10. Construction of Buildings

Q2.20. Between 2019 and 2023 did you do any of the following;

New building: refers to structures that have been put up and have never been lived in.

Extension: a room or set of rooms built into a house or similar building, after initial construction has been completed.

Alteration: any construction or renovation to an existing structure, other than repair or addition. Alteration means *change* other than repair or replacement of building materials or equipment.

Repairs: restoration of something that was damaged, faulty, or worn to a good condition.

Q2.21. How many housing development projects did your institution undertake in the period 2019 to 2023?

This question seeks information on the number of projects the institution undertook during the period 2019 to 2023.

Q2.22 Give details for each project in terms of name, type of housing units and location

This question seeks information on each of the projects in terms of name, type of housing unit and location.

CHAPTER VIII: PROJECT SPECIFIC QUESTIONS

8.1. General Particulars

The Questions in this section apply to each project listed in the general questions section.

Q3.1 Name of the project

Record the name of the project listed in the general questions section.

Q3.2 Location of the project

Record the county, sub-county and the Estate for urban/ Village for rural areas where the project is/was located.

8.2. Tenure Status

Q3.3 a). What is the land tenure status?

Record the type of tenure status. If freehold or tenancy at will, then skip to 3.4 else proceed to 3.3b

Definition and Types of Land Tenure – Land Tenure system

They define how access is granted to rights to use, control, and transfer land, as well as associated responsibilities and restraints. In simple terms, land tenure systems determine who can use what resources for how long, and under what conditions.

Land tenure refers to the rules and arrangements connected with owning land

Freehold- A Freehold title is where the landowner has the maximum rights to the land without any time period or any other restrictions. Once you have this type of Title Deed, the land is yours and has no conditions on ownership.

Leasehold- Is the interest in land for a specific period of time subject to payment of land rates to the county governments. A lease is usually granted for a period between 99 to 999 years with the Kenyan constitution limiting non-citizens to a maximum tenure of 99 years.

Tenancy at will- Is a property tenancy where either the tenant, the owner or landlord may terminate at any time. This operates without a contract or lease and does not typically define the length of a tenant's term or payment exchange. This is common in Coastal region.

Q3.3 b) If 3.3a=2 If leasehold, what is the remaining number of years of the lease?

Indicate the number of years remaining for the lease to end.

Q3.4 What is the land ownership status?

Indicate the land ownership status whether private or public or Community.

Private

Private land consists of –

- (a) registered land held by any person under any freehold tenure;
- (b) land held by any person under leasehold tenure; and
- (c) any other land declared private land under an Act of Parliament.

Public

Public land is;

- (a) land which at the effective date was un-alienated government land as defined by an Act of Parliament in force at the effective date;
- (b) land lawfully held, used or occupied by any State organ, except any such land that is occupied by the State organ as lessee under a private lease;

- (c) land transferred to the State by way of sale, reversion or surrender;
- (d) land in respect of which no individual or community ownership can be established by any legal process;

Community

Community land consists of--

- (a) land lawfully registered in the name of group representatives under the provisions of any law;
- (b) land lawfully transferred to a specific community by any process of law;
- (c) any other land declared to be community land by an Act of Parliament

Q3.5 a). For this project, did you ever do change of user?

Record Yes if you changed the user and continue else No, Then Skip to Q3.6a

Q3.5 b). What type of change was instituted?

Indicate the type of change whether; Residential Single-Dwelling to Multi-Dwelling, Residential Multi-Dwelling to Single-Dwelling, Agricultural to residential OR Commercial to residential.

Single-Dwelling: one dwelling used or adapted for use solely for habitation by not more than one family.

Multi- Dwelling- multiple yet separate housing units in a single building or several buildings on a site, used or adapted for habitation by several households.

Q3.6 a) Who is the main contractor for this project?

Record the name of the main contractor for this project.

Q3.6 b) What is the residency of the main contractor?

Indicate whether the main contractor is *Local* or *Foreign*.

An enterprise is a Local if the enterprise maintains at least one production establishment in Kenya and plans to operate that establishment indefinitely or over a long period of time (that is, one year or more).

An enterprise is Foreign if the enterprise maintains its production **outside** Kenya.

8.3. Type of Construction Work

Q 3.7. Type of Construction work

Indicate the type of construction work whether is new, *extension* or *alteration*.

New

New construction refers to structures that are brand new and have never been lived in. The allure of newly constructed homes is quite strong

Extension

A building extension, extension or addition is a room or set of rooms built onto a house or similar building after initial construction has been completed.

Alteration

Alteration means change, other than repair or replacement of building materials or equipment.

Q3.8 a) Who is the client for this project?

- i. Self
- ii. Government
- iii. Individual – residents

- iv. Individuals residing abroad
- v. Private company- Local
- vi. Private Company-Foreign
- vii. Faith Based institution
- viii. Community Based institution
- ix. NGOs
- x. Foreign government.
- xi. Embassies/high commissions/consulates and international organizations e.g UN

Q3.8 b) Did these factors influence you to build in this area? (Ask only if type of construction *is New*)

Record Yes or No for the listed factors.

- a. Availability of Land
- b. Access to building materials
- c. Access to infrastructure and services
- d. Devolution led growth
- e. Prospective future returns for investments
- f. Tax incentives

Q3.9 What type of contract arrangement has been used for this housing project?

A contract is a binding agreement between two or more persons and that agreement is both binding and enforceable by law. This question seeks to find out what kind of contract the institution uses in their housing development.

Sub-contracting: Sub-contracting is the practice of assigning, or outsourcing, part of the obligations and tasks under a contract to another party known as a subcontractor.

Labour contracting: a type of contract where the contractor supplies labour only while the client supplies the materials for the project.

Self-Build: This is a delivery method where the individual undertakes a project and provides materials, equipment and labour for the construction of the project.

Turnkey: This is a delivery method in which a contractor works with a project owner under a single contract to complete all project stages. They provide all materials and labour and does all the work necessary to complete the project. Once the project is done it is handed over.

Other Specify: In case the respondent mentions other forms of contracting that are not on the list, add under 'others'

Q 3.10 Date of commencement of work (mm/yyyy)

Indicate when the construction of the project started in month and year. This **DOES NOT** include purchasing of land, planning etc

Q. 3.11 What percentage of the project is complete?

Show what percentage of the project has been finished. This represents the proportion completed compared to what's anticipated to be done.

NOTE: If a project is an alteration or extension, indicate the percentage of completion of the alteration or extension.

Q 3.12. Date of project completion/ expected completion date (mm/yyyy)

Indicate the date of the project was completed or expected completion in month and year.

Q 3.13 Is the housing project purely residential or mixed use?

Indicate whether the housing project is residential or mixed use.

Residential

A residential building is defined as a building which is designed for people to live in.

Mixed Use

A mixed-use building is a property that blends residential, commercial, industrial, entertainment and even industrial uses into one space.

8.4. Floor Materials

Q 3.14 What is the main floor materials used for each project?

Indicate the main floor materials used for each project. (*Single answer is required*).

Consider the main material that constitutes the structure. In cases where several materials are used, select the most dominant. Refer to pictures in household module.

Earth/Sand

An *earth floor* consists of a combination of clay, *sand* and fibre

Wood Planks It's like your traditional hardwood flooring, except the pieces of wood are wide instead of strip-like, as you're used to seeing with traditional hardwood. The second meaning for wood plank flooring is an engineered wood plank that is more similar to laminate flooring in its construction.

Parquet or polished wood

Parquet is a *natural wood flooring* with unique features such as visible wood grain, tight knots, and visible tree roots. Polishing is a periodic cleaning and painting the parquet floor with polish to make it shiny and new.

Vinyl or asphalt strips

Vinyl is a flooring material made primarily of polyvinyl chloride. It is available in sheets or tiles, and comes in a wide range of styles and colors.

Ceramic tiles

Ceramic tiles are a mixture of clays and other natural materials, such as sand, quartz and water. They are primarily used in houses, restaurants, offices, shops, and so on, as bathroom wall and kitchen floor surfaces.

Cement

Cement floor (it is also called *concrete floor*, but contains cement, hence this name) is suitable for homes, offices, shower corners ...

Carpet

A *carpet* is a thick covering of soft material which is laid over a floor or a staircase.

8.5. Wall Materials

Q 3.15 What is the main wall materials used for each project? (*Single answer is required*).

Indicate the main wall materials used for each project.

Consider the main material that constitutes the structure. In cases where several materials are used, select the most dominant.

Uncovered Adobe

Adobe is a material used for building that is made of organic materials such as earth, clay, straw, and so on. In Spanish, 'adobe' translates as 'mudbrick', and buildings that are constructed from adobe have a similar appearance to cob or rammed earth buildings



Plywood

Plywood (sometimes referred to simply as 'ply') is an engineered sheet timber product that is widely used for construction purposes. It is manufactured from three or more thin layers of wood veneer, or 'plies', that are glued together to form a thicker, flat sheet.



Cardboard

Because of its lightweight nature, as-yet-unidentified durability in buildings and the general belief that it is a low-cost material, the most common application of cardboard in buildings is for temporary structures and low-cost shelters, intended for a short life span.



Reused Wood

The wood is usually milled and re-purposed for a new use or application, giving you an incredibly unique product with great historical value.



Iron Sheets

Metal sheeting installed as *wall cladding* offers a range of beneficial properties over traditional timber alternatives.



Bricks



Stone with lime



Cement Blocks



Covered Adobe refers to sun-dried brick



Wood Planks/Shingles



Wood shingles are thin, tapered pieces of *wood* primarily used to cover roofs and *walls* of buildings to protect them from the weather.

8.6. Roof Materials

Q 3.16 What are the main roof materials used for the project?

Indicate the main roofing materials used for the project. (*Single answer required*).

Tiles



Orientile, Decra



Asbestos Sheet



Shingles



Versatile range of roofing sheets



Concrete



Makuti



8.7. Source of Building Materials

Q 3.17. Where do you source most of your building materials?

Indicate the place where you most obtain the building materials. (Single answer required).

If within the country of the project, then skip to 3.19(a) else continue.

Q 3.18. What is the main reason for importing the materials?

Select the main reason for importing the materials. (*Single answer required*). Whether *Not available locally* or *Poor quality of locally available* or *Cheaper to import/cost cutting* or *Customer preference* or *other* where you specify.

8.8. Building Certification Systems

Q 3.19 a) Did/will you seek green building certification for this housing project?

If Yes continue else if No Skip to Q3.19c.

Green building certification systems are a set of rating systems and tools that are used to assess a building or a construction project's performance from a sustainability and environmental perspective. Such ratings aim to improve the overall quality of buildings and infrastructures, integrate a life cycle approach in its design and construction, and promote the fulfillment of the United Nations Sustainable Development Goals by the construction industry.

Q 3.19 b) If Yes, which one?

Select EDGE or LEED or Other where you specify.

Leadership in Energy and Environmental Design (LEED) is a green building certification program used worldwide. Developed by the non-profit U.S. Green Building Council (USGBC), it includes a set of rating systems for the design, construction, operation, and maintenance of green buildings, homes, and neighborhoods, which aims to help building owners and operators be environmentally responsible and use resources efficiently. EDGE green building certification helps create resource efficient buildings in an easy, smart and affordable way.

Excellence in Design for Greater Efficiencies (EDGE) is an innovation of the International Finance Corporation (IFC). It helps property developers create resource-efficient buildings quickly, easily and affordably. It is the next generation of environmental building certificate standards, incorporating a design tool to prove the financial case for constructing green buildings.

Q 3.19 c) If no, Why?

If No, just give the reasons from the list whether *Not aware of it* or *It is costly* or *Lengthy process* or *No need for it*.

8.9. Building Technologies

Q 3.20 a) Has this project used the following technologies?

Select Yes or No from the list of technologies.

Stabilized soil blocks (normal or interlocking)

Stabilized *Soil Blocks* (ISSB) are made of a compacted mixture of soil and a *stabilizing* agent such as lime or cement. They are formed in moulds.

EPS: EPS building technology is one of the alternative construction technologies today. The EPS panels are versatile and can be used for various construction applications because of their lightweight nature, stability, and strength. Experts inspecting an ongoing EPS construction

Industrial Building systems

The *Industrialized Building System* is a construction technique whereby components are manufactured in a controlled environment.

3D printing housing/building technology

3D-printed houses are life-size homes constructed using *3D printing*. They can be built within hours at a fraction of the cost, with minimal human oversight. Construction 3D Printing (c3Dp) or 3D construction Printing (3DCP) refers to various technologies that use 3D printing as a core method to fabricate buildings or construction components. Alternative terms for this process include "additive construction."

Tunnel Technology



Is a construction method that allows casting of walls and slabs in one operation resulting in a cellular reinforced cement concrete structure.

Precast concrete



It is a construction product made by casting concrete in a reusable mold that is then cured in a controlled environment and brought to the construction site for use.

Prefabricated panels: A prefabricated building (also known as a “prefab” or “modular building”) is a building that is constructed off-site at a climate-controlled facility. They are manufactured using factory-made units or “modules”. Then, the parts are delivered to the building site and assembled, using cranes and other construction machinery. Prefabrication allows companies to spend time building parts in advance – such as walls, light fixtures, and more.



Aluminium formwork



Aluminium Formwork System is a **construction system for forming cast in place concrete structure of a building**. It is also a system for scheduling and controlling the work of other construction trades such as steel reinforcement, concrete placement and mechanical and electrical conduits.

Hollow concrete blocks (normal or interlocking): The *concrete hollow blocks* are highly resilient, tough and suitable for partitioning walls.



Cross laminated timber is a wood product made of several layers of structural grade lumber that are arranged crosswise and glued together.



Recycled plastic blocks



Q 3.20 b) If Yes, why? (Applies for each technology selected above)

Give reasons for using each of the selected technologies.

From *Efficiency /quick installment, it a cheaper alternative, Understand the technology, Materials are durable, Client requirements, supported by laws, tax incentives, Availability of expertise* to *Others* then Specify. (Multiple answers required).

Q 3.21. Does the project have the following?

Select Yes or No from the list.

Rainwater harvesting: The two main ways of harvesting rainwater are collecting it from roofs and collecting surface runoff—the water that flows off and when it rains.

Solar water heating

Solar water heating (SWH) is heating water by sunlight, using a solar thermal collector. A variety of configurations are available at varying cost to provide solutions in different climates and latitudes. SWHs are widely used for residential and some industrial applications.

Solar Lighting

Solar Lighting is defined as the collection of solar energy from the sun using solar panels or photovoltaic cells and transform it into lighting throughout the day-time by using the photovoltaic effect. Solar lighting is one of the cheapest and easiest methods to preserve the environment and reduce electricity cost. These lights generate a huge amount of light so that it can be utilized in a variety of applications like to improve home security, for an event venue, to lighten up a garden etc.

Natural lighting Natural lighting, also known as daylighting, is a technique that efficiently brings natural light into your home using exterior glazing (windows, skylights, etc.), thereby reducing artificial lighting requirements and saving energy.

Wind energy

Wind is used to produce electricity by converting the kinetic energy of air in motion into electricity. In modern wind turbines, wind rotates the rotor blades, which convert kinetic energy into rotational energy. This rotational energy is transferred by a shaft which to the generator, thereby producing electrical energy.

Waste water recycling

Water recycling is the process of treating wastewater and reusing it. Recycled water can be reused for the same process, for irrigation or as an alternative to mains water in wash-down applications. Water recycling systems will vary according to the quality of wastewater to be treated and the intended application of the water.

Solid waste recycling

Solid waste recycling refers to the reuse of manufactured goods from which resources such as steel, copper, or plastics can be recovered and reused.

Green space

Is an area of grass, trees, or other vegetation set apart for recreational or aesthetic purposes in an otherwise urban environment?

Q 3.22 a) Were these services and infrastructure available within reach (prior to project commencement)? Respond to each.

Select Yes or No from the list of services and infrastructure on the land you built on prior to project start which are Water, Sewer, Electricity, Access roads, Street lighting and Fixed Broadband (e.g Fibre optic cable, DSL, cable, broadband over powerlines, etc).

Q 3.22 b) How long did it take to connect these services, and at what cost? Respond to each.

Indicate time taken in months and the cost in KSh.

Q 3.23. Are the following services part/included in the housing project design?

Options are Water, Sewer, Electricity, Access Roads, Street lighting, Fixed broadband Connectivity, Smart technologies, Social amenities (Social halls, Health facilities, Schools, Shopping centers) and Security – CCTV, Open/green spaces e.g. play area, sitting spaces, Parking.

- 1) **Fixed internet connection:** A fixed internet connection refers to a non-mobile, consistent high speed internet setup primarily found in stationary locations. Examples include *Fiber optic cable* connections, offered by providers such as Safaricom home fibre, Zuku, POA, Hai internet, Jamii Telecom (Faiba fixed), Liquid network, and Mawingu. Other technologies encompass *Digital Subscriber Line (DSL)*, *WIMAX*, *fixed CDMA*, and *Integrated Services Digital Network (ISDN)*. *Satellite* internet, which operates through

radio waves and uses equipment like the Very Small Aperture Terminal (VSAT) dish antenna, is another example with providers like Starlink (a SpaceX initiative) and SKYNET, among others.

- 2) **Smart lighting systems:** Smart lighting systems are advanced setups where you can control your lights remotely, often using a smartphone app. Brands like Philips Hue, LIFX offer lights that you can dim or change colors without needing to touch a switch. It's like having a remote control for your lights! Smart lighting systems can also include motion sensors that automatically turn on or adjust the lights when someone enters a room or when movement is detected. This is especially useful for security or energy-saving purposes
- 3) **Smart security systems like alarms, cameras, smoke detectors, and sensors:** Smart security systems are advanced setups designed to monitor and protect homes from potential threats. They encompass a range of devices:
 - **Alarms:** Devices that sound an alert, often loudly, when a security breach is detected, like when a door or window is opened unexpectedly.
 - **Cameras:** This includes traditional CCTV setups and modern cameras which are embedded in objects, like light bulbs, doorbells, or even toys, making them discreet and seamlessly integrated into home decor. These embedded cameras capture and stream video footage in real-time, providing homeowners the advantage of remotely keeping an eye on their premises. Such advancements in camera technology offer enhanced peace of mind by ensuring safety and security in innovative ways.
 - **Smoke Detectors:** Devices that detect smoke, typically an indication of a fire, and sound an alarm to alert residents.
 - **Sensors:** These can include motion sensors that trigger alerts when movement is detected, door/window sensors that alert when opened or closed, and even environmental sensors that can detect changes in temperature or humidity.
 - **Smart door locks and garage door openers:** Smart door locks and garage door openers are electronic systems that let you lock and unlock doors or open and close garage doors using a remote control, smartphone app, or even voice commands. Instead of using a traditional key, you can control them with a tap on your phone or a simple voice command, making them convenient and often more secure.
 - **Smart Sockets:** A smart socket refers to actual built-in outlets that have smart functionality integrated directly that can be controlled remotely through a smartphone, tablet, or voice-controlled personal assistants. They replace traditional outlets in the wall and can be remote controlled, scheduling, and energy monitoring. Some may also come with additional features like USB ports for charging. By incorporating smart sockets, developers ensure that homes are not just future-ready, but also provide residents with the means to monitor and control their energy consumption, leading to potential savings.
6. **Other smart technologies (specify):** Indicate other smart technologies not covered in the above list.

8.10. Source of Water

Q 3.24. What will be/was the main source of water for residents of this housing project?

Select the main source of water that will be used by residents once the project is complete.

8.11. Source of Energy

Q 3.25. Has the project made provision for these sources of energy for this housing project?

This question seeks to find out what sources of energy the residents of that project will use. Select all that apply. Options are *Main grid KPLC, Mini grid (private), Solar, Generator, Wind* and *Other that you Specify*.

8.12. Human Waste Disposal

Q 3.26 a). What is/will be the main mode of human waste disposal for this housing project?

Select the main mode of human waste disposal for the housing project. This is the mode for which, for most part of the year, human waste is disposed of for housing projects.

Main sewer: Means the sewage liquid waste from the structure is drained by pipes into a main trunk sewer line. This type of sewage disposal is common in main urban centers like Nairobi, Mombasa, etc

Septic tank: This is a tank into which household(s) sewage is conveyed and remains there until it is emptied. Examples of septic tanks are found in urban areas, where the tank is often located within the compound where you find dwelling structures.

Cess pool: This is a communal pool where liquid waste is drained into dwelling units until it is emptied.

Pit latrine (covered or uncovered).

-Pit latrine covered: This is a pit latrine without ventilation pipe but with covering (shelter).

-Pit Latrine uncovered: Means holes or dug pits with temporary coverings or without shelter.

Bioseptic Tank/Biodigester: This is like a septic tank but offers a compact sewage treatment system that safely processes and recycles human waste by use of bacteria and enzymes to clear odourless water.

Q 3.26 b) How was/is this housing project disposing off solid waste that is not composited (in the garden), recycled or fed to animals?

Q 3.27. Did/does this project have the following provisions for PWDs?

Options include ramps, designated parking lots, lifts, disability friendly toilets/bathrooms

8.13. Financing

Q 3.28 a) Did you seek to take a loan for this project?

Q 3.28 b) If Yes in 3.28a, ask was the loan request/application successful?

Q 3.28 c) If No in 3.28b ask what was the MAIN reason the loan was denied

Q 3.28 d) Where/whom did you borrow from/ denied?

Q 3.29 a). How is/was this housing project financed?

This question seeks awareness on how the project is being financed by the client.

The options are:

Loans - Implies borrowing to finance the development irrespective of source of loan.

Savings - These includes monies kept aside for housing development and includes retained earnings of a corporation.

Gift or inheritance - Financing that is not to be repaid or is inherited.

Investments (e.g. REITS) - REITs (Real Estate Investment Trust) enable fund-raising for development or purchase of real estate from multiple investors.

Installments from buyers (Off Plan) - Refers to the sale of properties where the physical structure has not yet been completed or even begun.

Grants - These are funds received mainly from Government, Bilateral/Multilateral agencies that are not to be repaid.

Contributions e.g. Retirement Benefits - This may include contributions of members in an organization. These include retirement benefits of members in a scheme, a SACCO, etc.

Other (specify)

Q 3.29 b). If the source of funds is a loan, where was it borrowed from, what is the repayment period and at what interest rate? This question seeks to find out the modes in which actors in housing fund projects. This is a multiple select question and code all that apply, and the interest charged for the loan.

All commercial banks, microfinance banks and mortgage finance companies will be pre-coded into the script.

The interest is a reflection of the cost of the loan.

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.

Source of Loan	Description
Commercial/Microfinance Bank	This is an institution regulated by the Central Bank of Kenya (CBK).
Housing Finance institution	These are companies offering property and financial solutions for developers and individuals in housing development.
Microfinance Institution	These are financial institutions that are not regulated by CBK. They are often characterized by their commitment to assisting typically poor households and small enterprises in gaining access to financial services. [see list provided page **]
SACCOs	SACCOs is an abbreviation for Savings and Credit Co-Operative Society. It's a member-based financial institution. Some Saccos are regulated by SASRA while others are registered with the Commissioner for Cooperatives.
Employer Scheme	Employer schemes are recognized borrowing arrangements for employees in an organization. The schemes may be targeted for housing or non-targeted schemes.
Multilateral organizations e.g. Shelter Afrique	These are institutions that are owned/managed by multiple countries for financing purposes. Include Shelter Afrique, World Bank etc..
Friends/relative	This loan from friends or relatives should be repayable. And not a gift.
Chama	These are largely informal groups that lend mainly within a membership framework.
Other (specify)	Provide other sources not provided...

Q3.30. What is the cost distribution for the following inputs/approvals to total cost of the project? Record the cost distribution for the inputs listed to total cost of the projects excluding cost of land. They include Construction Materials and Products, Construction Equipment, Construction Site Labour, Transport Cost, Cost of obtaining approval and All Other Inputs not classified elsewhere.

8.14. Housing Types

Q 3.31 a) Which of the following housing types are in this project?

Select the housing type that is in the project.

Bungalow – It does not have upper floors. It is a dwelling unit in its own compound. Some houses in the rural areas may not be self-contained. Such a house is normally but not always occupied by one household.



Maisonette – Is a semi-detached or terraced self-contained dwelling unit on two floors. There are usually many maisonettes in a single structure.



Flat/Apartment/Duplex Apartment- Is a dwelling unit joined to others in a single multi-storey building. Every flat is on a single floor i.e. all the necessary facilities are on the same floor. 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.



Example of A duplex apartment.



Q 3.31b) Is the building attached or detached?

This applies to swahili/compound houses sharing facilities or compound houses not sharing facilities.

Attached houses (row houses) are typically a row of similar houses that share common walls or floors.

A detached house is a stand-alone residential structure that does not share outside walls with another house or building.

Q3.31c). In the housing developments that you engage in, do you usually build in one go, in phases or both?

Indicate whether the housing developments were engaged at *One go* or *in phases* or *Both*.

Q3.31d) If you build in phases, why do you do so?

Choose one reason that made you to build in stages from the following; *Potential Flow of funds*, *anticipated change in design*, *change in construction cost*, *anticipated developments in the neighborhood*, *Other* and Specify.

Q. 3.32. & 3.33 Record details on type of residential buildings and Number of Bedrooms

BUNGALOW Options are: One Bedroom, Two Bedroom, Three Bedroom, and Four and above

MAISONETTE; Options are: Two Bedroom, Three Bedroom, Four and above

FLAT/APARTMENT Options are: Bed Sitter / Studio, Single rooms, One bedroom, Two Bedroom, Three Bedroom, and Four and above. A duplex apartment is also included in this category.

A studio/bedsitter apartment typically consists of one large room that serves as the combined living, dining, and bedroom and has a toilet and bathroom.

Single room flat is a form of housing that is typically aimed at residents with low or minimal incomes, or single adults. The toilets and bathrooms are shared among households. Example of such flats are those in Pipeline, Lucky Summer etc

TOWNHOUSE

SWAHILI/COMPOUND HOUSE SHARING FACILITIES

COMPOUND HOUSES NOT SHARING FACILITIES

Q3.34 & 3.35 seeks to find the number of units of each type of building with and without DSQ
Record the number of units with DSQ and without DSQ.

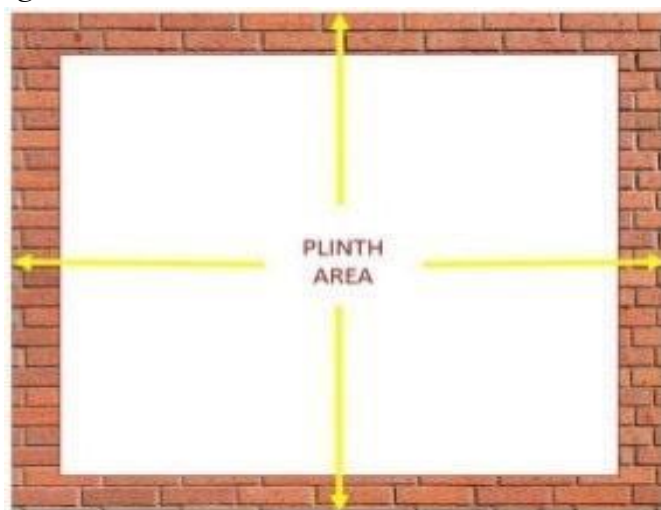
DSQ - Domestic Servant Quarters (DSQ) are small, self-contained living spaces that are typically located on the same property as a main house. They are often used to house domestic servants, such as cooks, cleaner, gardener, driver among other employees.

Q. 3.36a and Q 3.36b seeks to find the measurements for the properties the [Respondent] is providing information for.

Plinth Area (m^2) - Plinth area is the area that lies within the outer-to-outer dimensions of the walls of the building and is obtained by multiplying the out-to-out dimensions of the building at any floor level. The plinth area includes the thickness of the walls in the calculation, an 'external' measure if you will. It can be thought of as the area of ground the building covers.

Floor Area (m^2) - Floor area is the internal measure required to lay carpet which obviously does not include the thickness of the walls, an internal measure. It is also referred to as built-up area.

Figure **: Plinth Area versus Floor Area



Q 3.37 What is the average cost in KSh

This question seeks to determine the cost of housing units with DSQ and without DSQ

Q 3.38 Was this type of housing unit for? Sale =1, Rent=2, Don't Know=98

This question seeks to determine the proportion of housing units constructed for rent and for sale

Q3.39 If Q.3.38=1] How many of these units have been sold?

This question seeks to determine the proportion of housing units for sale that have been sold in each project.

Q 3.40 If Q.3.38=2] How many of these units have been rented out?

This question seeks to determine the proportion of housing units for sale that have been rented out in each project.

CHAPTER IX: NON-RESIDENTIAL BUILDING PROJECTS

9.1. Non-Residential building

A non-residential building is a building intended for purposes other than long term residential purposes .For example, warehouses, commercial garages, licensed bed-and-breakfasts.

Q 4.1 Have you developed non-residential buildings between 2019 and 2023?

Record Yes if you developed non-residential buildings and continue. If No, then skip to the last page.

9.2. Type of Commercial Development

Q 4.2 For non-residential buildings, indicate the type of commercial development.

CHAPTER X: REAL ESTATE MODULE

10.1. Objectives of the module

The broad objective of the Real Estate Survey is to construct a real estate price index for monitoring the performance of the real estate sector in the economy. Specifically, the survey will focus on;

- Collection of real estate data statistics to bridge the existing gap.
- Provide data for investors' decision making in investment in the real estate sector: availability of real estate properties, prices, rents, characteristics of properties.
- Meeting international and regional and domestic requirements for up-to-date statistics.

10.2. Details of the questionnaire

The questionnaire contains (4) sections covering the following modules. The modules will be administered to Both Housing Developers and Real Estate Agents.

- 1) Residential Property for Sale
- 2) Residential Property for Lease/Rent
- 3) Commercial Property for Sale
- 4) Commercial Property for Lease/Rent
- 5) Warehousing for Sale/ rent

10.3. General information of the establishment

Start by providing the name of the establishment as provided in the checklist. If the name has changed, provide the new details in the General Information.

Establishment: The establishment is defined as an enterprise or part of an enterprise that is situated in a single location and in which only a single productive activity is carried out or in which the principal productive activity accounts for most of the value added. In other words, an establishment can be defined, ideally, as an economic unit that engages, under a single ownership or control - that is, under a single legal entity – in one, or predominantly one, kind of economic activity at a single physical location - for example, a mine, factory or workshop.

Record the names, numbers and codes of the listed variables.

You must enter the name and code of the county where the establishment is located. Other details which you will be required to fill in include Name of Building, Street Name, Town, Postal address, Office/Mobile Phone contact, Email Address, website, Contact person's name, His/her details of the Email Address and Office/Mobile Phone contact.

10.4. General Questions

Economic Activities of the enterprise/establishment

Q 5.1 a) Provides the description of the economic activity/ies that the enterprise/establishment engages in and the contribution to total turnover in 2023.

Describe the list of economic activities the establishment engages in and give the relevant KeSIC code.

Q 5.1 b) What was the total turnover in 2023?

Employment and Earnings

10.5. Employment in Real Estate Agency Establishments

Question 5.2 Record the Employment and Earnings as at 30th June 2022 and 30th June 2023 (Full-time and part-time paid employees, working proprietors/partners, working directors and unpaid family workers) for establishments engaged in Real Estate Agency activities.

Type of Establishment

Q5.3 State the type of the Establishment

Select the type of establishment from the list. (Single response required).

National Government-This is established by the Constitution of Kenya, including various Ministries, Departments and Agencies.

County Government: The Country is divided into 47 Counties. Each county has a County Executive headed by a County Governor elected directly by the people and a County Assembly elected with representatives from wards within the county.

Parastatal/State Corporation: A company or organization which is owned and controlled by a country's government and often has some political power

Cooperative: A cooperative society is a group of individuals who have specific common needs. It is an economic enterprise, the purpose of which is to improve the economic status of owners or members. Most cooperative societies offer their products to their members and others do not serve non-members. Cooperative societies have varied classification depending on what their members are concerned with. Some of the common classifications include, Agricultural marketing societies, Savings and Credit Cooperatives (SACCOs), Transport cooperatives etc.

Faith Based Institution: an institution with or without non-profit status, which provides social services and is either religiously motivated or religiously affiliated.

Non-Profit Institution: an institution with non-profit status organized and operated for a collective, public or social benefit.

Private Business: an entity that operates as a business aiming to generate a profit for its owners. This includes individual businesses/self-employed.

Legal status

Q5.4 a) What is the legal status of the institution?

The term "legal status of an institution" refers to the recognized and established legal position, structure, and standing of an organization, entity, or institution in the eyes of the law. This status is typically defined and governed by the laws and regulations of the jurisdiction in which the institution operates. It encompasses various aspects, including the entity's rights, obligations, and responsibilities within the legal framework. The following are types of legal statuses of institutions:

Types of legal ownership

Sole Proprietorship: This is a non-registered, unincorporated business run solely by one individual proprietor with no distinction between the business and the owner. The owner of a sole proprietorship is entitled to all profits but is also responsible for the business's debts, losses, and liabilities.

Partnership: Partnership in a business is when two or more individuals form a business together, agreeing to share the profits, losses, and management of the company. You don't have to file any paperwork to form a partnership. The arrangement begins as soon as you start a business with another person. As in a sole proprietorship, the partnership's owners pay taxes on their shares of the business income on their personal tax returns and they are each personally liable for the entire amount of any business debts and claims.

Private Limited Company: A company is limited by shares if the liability of its members who are citizens of this country is limited by the memorandum to the amount, if any, unpaid on the shares respectively held by them. A Private Company is also a company that is restricted from inviting the public to subscribe to its shares. The membership of a Private Company is restricted to a maximum of 50 members

Public Limited Company (PLC): Its Articles allow its members who are citizens of this country the right to transfer their shares in the company and the articles do not prohibit invitations to the public to subscribe for shares or debentures of the company

Foreign Private Company: A foreign private limited company is a private company registered in a foreign jurisdiction (e.g. China) seeking to register the same company in Kenya and getting a Certificate of compliance to conduct its business in Kenya. Like a local private limited company, a foreign private limited company is restricted from inviting the public to subscribe to its shares.

Foreign Public Company: A foreign public limited company is a public company registered in a foreign jurisdiction (e.g. China) seeking to register the same company in Kenya and getting a Certificate of compliance to conduct its business in Kenya. This registration enables the foreign public limited company to maintain its original corporate identity, structure and legal status as is in the foreign jurisdiction (e.g. China) in Kenya and to acquire legal status to trade locally. It can invite the public to subscribe to its shares.

Q5.4b) If 5.4a) = 1 (Sole Proprietorship) What is the Sex of the owner?

This seeks to determine the proportion of ownership of the entities by sex (male or Female).

Q5.5 If Q 5.4a = 2,3,4,5,6 What is the sex composition of the directors of the company?

If the response to Q 2.4a is either 2,3,4,5,6 ask the respondents to provide the sex composition of the directors of the company

This seeks to determine the proportion of ownership of the entities by sex (male or Female)

Q5.6 What is the ownership structure of the entity?

A company's ownership structure looks at who owns the respective company. Those with private structures can control who buys and sells shares. Companies with public ownership can have public investors buy and sell shares on the open market.

The shareholding can be:

- **Government Shareholding:** A company in which the government or state has possession of shares, property and assets of the organizations. Indicate Kenyan or foreign.

- **Private Shareholding:** This means the ownership shares or interests are not publicly traded. Often, privately held companies are owned by the company founders or their families and heirs or by a small group of investors. Indicate Kenyan or Foreign.

Foreign. Foreign refers to the ownership of a business by individuals who are not citizens of that country (foreigners)/**are non-residents (do not reside in Kenya)** or by companies whose headquarters are not in that country.

NOTE: The shares can be spread across different owners. The figures given by the respondent should add up to 100%.

Q5.7 In which year did the institution start Real Estate business/operations? (yyyy)

This seeks to determine the year that the institution started Real Estate **specifically**.

Q5.8 Asks whether the establishment is registered with any of the following institutions.

Estate Agent Registration Board, Kenya Valuers and Estate Agents, if others, specify.

Q5.9 If not registered, give main reason.

Q5.10 Asks if the establishment provides housing financing arrangements/assistance to buyers/renters of the property.

Q5.11 If yes in 5.10, ask from what source of financing does the establishment make arrangements with. Cooperatives/SACCOs, Commercial Banks etc. Select all that apply.

10.6. Information on Ownership Real Estate Properties by Agents/Developers

In this section, provide the description involving the ownership of the property the Real Estate Agents/Developers deal with. In some instances, real estate agents may deal with real estate property on behalf of owners of those properties or may be having their own properties which they let.

Q.5.12, ask the establishment if any of the Real Estate Property/s that they Sell or Lease is owned by them.

Q.5.13 seeks to establish if the establishment deals with both Residential or Commercial property categories or one of the categories.

Q.5.14 If in Q. 5.12 the establishment owns the property they deal with, establish if the property was constructed or purchased.

Q.5.15 seeks to establish the type of real estate property that the establishment deals with. Options are Residential/Commercial for sale/lease.

10.7. The Residential Property Module

This module seeks to collect information on residential property sold/advertised for sale and leased as follows.

Section RA: Information on Residential Property Sold/ Advertised for sale

Section RB: Information on Residential Property Leased

10.7.1.Information on Residential Property Sold or Advertised for sale.

RA1: Ask the respondent to provide a list of residential properties which have been advertised for sale/sold since 1st January 2023. List these properties in this question. Since the survey will be conducted using Computer Assisted Personal Interviews (CAPI), type the list of properties in the space provided in the tablet.

RA2: Select from the list provided the types of Residential Properties offered for Sale since 1st January 2023.

The definitions of the above dwellings are as follows;

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

Maisonette – Is a dwelling unit on two or more floors.

Flat/apartment - 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.

Townhouse

Hostels

Swahili/Compound houses sharing

Compound houses not sharing

RA3: Indicate the number of Bathrooms each of the selected type of property unit contains. REMEMBER to answer this question for each type of residential unit.

RA4: Indicate whether the unit has a Parking Lot

RA5: Indicate whether the Unit has a Servant Quarter

RA6: Indicate the number of units on sale which are similar to the type of residential property selected in Q. RA2.

RA7: Indicate if the Residential unit (s) have the following services/ amenities;

- a) CCTV
- b) Elevator
- c) Garden Backyard/ Play Area
- d) Swimming Pool
- e) Backup Generator
- f) Fixed Internet Infrastructure
- g) Solar Water Heating System
- h) Solar Lighting System
- i) Solar security lighting
- j) Access ramp
- k) Gym
- l) Fire Safety Precautions

RA8 – RA11: This question collects information on the physical address of each property. The information required is as follows;

- a) **County Name:** This is the name of the county in which the property is located e.g. Machakos County.
- b) **Sub-County Name:** This is the name of the Sub-County in which the property is located.
- c) **Town:** this is the town in which the property is situated, for example Chumbi Town, Machakos junction.
- d) **Area/ Suburban/Estate Name:** The area/estate in which the property is located e.g. Imara Daima Estate, Simba Court, Nyayo Estate etc.

RA12: This question seeks to find the area covered by the floor of the property. The area includes floors of corridors, verandas, balconies and other utility ducts. NOTE: 'Record in Square Feet, Square meters.

RA13: This question collects information on the advertised/asking price of the property.

RA14: This question collects information on the month when the property was Advertised.

RA15: This question collects information on Land Size where property is built on (In Acres) or square metres/feet. Applies to STAND ALONE units. i.e. Bungalow, Maisonette

RA16: Record the year when the construction of the property/unit was completed.

RA17: This question seeks information on whether the advertised Property offered for sale in Q. RA1, was actually sold?

RA18: If the property was sold in Q. RA17, record the SALE Price.

10.7.2. Information on Residential Property for Lease/Rent

RB1: Ask the respondent to provide a list of residential properties which have been advertised or actually LEASED/RENTED since 1st January 2023. List these properties in properties in this question, Since the survey will be conducted using Computer Assisted Personal Interviews (CAPI), type the list of properties in the space provided in the tablet.

RB2: Select from the list provided the types of Residential Properties offered for Lease/Rent since 1st January 2023.

RB3: Indicate the number of Bathrooms each of the selected type of property unit contains. REMEMBER to answer this question for each type of residential unit.

RB4: Indicate whether the unit has a Parking Lot

RB5: Indicate whether the Unit has a Servant Quarter

RB6: Indicate the number of units on Lease/Rent which are similar to the type of residential property selected in Q. RB2.

RB7: Indicate if the Residential unit (s) have the following services/ amenities;

- a) CCTV
- b) Elevator
- c) Garden Backyard/ Play Area
- d) Swimming Pool
- e) Backup Generator
- f) Fixed Internet Infrastructure
- g) Solar Water Heating System
- h) Solar Lighting System
- i) Solar security lighting
- j) Access Ramp
- k) Gym
- l) Fire Safety Precautions

RB8 – RB11: This question collects information on the physical address of each property. The information required is as follows;

County Name: This is the name of the county in which the property is located e.g., Machakos County.

Sub-County Name: This is the name of the Sub County in which the property is located.

Town: this is the town in which the property is situated, for example Chumbi Town, Machakos junction.

Area/ Sub-Urban/Estate Name: The area/estate in which the property is located e.g., Imara Daima Estate, Simba Court, Nyayo Estate etc.

RB12: This question seeks to find the area covered by the floor of the property. The area includes floors of corridors, verandas, balconies and other utility ducts. NOTE: 'Record in Square Feet, Square meters.

RB13: What was the Advertised/Lease Price of [Name of Property]

This question collects information on the advertised/asking price for Lease/Rent of the property per month.

RB14: In Which Month was the property Advertised?

RB15: What is the Land Size where property is built on (In Acres) [Name of Property]

RB16: In Which year was the construction of [Name of Property] completed?

RB17: Indicate if the Monthly Rent Paid includes Service Charge?

RB18: Indicate the Amount of Monthly Service Charge if No in Q. RB17.

RB19: Asks if the rent of the unit has changed in the past 1 year.

RB20: If yes in RB19, ask by how much.

RB21: Do you use any software to help in rent collection? Software is designed to help landlords and property managers manage their rentals. Some benefits include;

- Saving time
- Less paperwork by sending SMS invoices and receipts.
- Proper record-keeping
- Allows you to communicate easily with tenants via Email and SMS.
- Automatically recording and reconciling tenant payments

This question seeks to establish which softwares are used in Kenya. Examples include e.g EazzyRent, ProHapa, Bomahut etc

RB22: How is rent mainly collected? Indicate the MAIN method used for rent collection. Bank transfer, cash or MPESA.

10.8. Commercial Properties Module

This module seeks to collect information on commercial property sold and let under the following sections.

Section RC: Information on Commercial Property Sold

Section RD: Information on Commercial Property Let

10.8.1. Information on Commercial Property for Sale

RC1: Ask the respondent to provide a list of Commercial properties which have been advertised for SALE and SOLD since 1st January 2023. List these properties in this question. Since the survey will be conducted using Computer Assisted Personal Interviews (CAPI), type the list of properties in the space provided in the tablet.

RC2: Select from the list provided the types of Commercial properties offered for Sale/sold since 1st January 2023. Note this is a MULTIPLE Select Question.

The following are examples of Commercial properties.

- a) Office Building
- b) Suite or Condominium
- c) Healthcare facilities/Medical or Dental Office Suite
- d) Industrial/ Warehousing
- e) Hotels & Hospitality
- f) Malls/ Mixed Use
- g) Special Purpose e.g cemetery, library
- h) Retail Purposes e.g a building with several retail shops carrying out different businesses

RC3: Indicate if the Commercial property has the following services/ amenities;

- a) Parking Lot/Garage
- b) CCTV
- c) Elevator/escalator
- d) Access Ramp
- e) Backup Generator
- f) Fixed Internet Infrastructure
- g) Fire Safety Precautions
- h) Lactating Spaces

RC4: Indicate the Size of the Property in either of the following units; Square Meters, Square Feet, Cubic Meters, Cubic Feet.

RC5 – RC8: This question collects information on the physical address of each property. The information required is as follows;

- a) **County Name:** This is the name of the county in which the property is located e.g., Machakos County.
- b) **Sub-County Name:** This is the name of the Sub County in which the property is located.
- c) **Town:** this is the town in which the property is situated, for example Chumbi Town, Machakos junction.
- d) **Area/ Suburban/Estate Name:** The area/estate in which the property is located e.g., Imara Daima Estate, Simba Court, Nyayo Estate etc

RC9: This question seeks to find the Land Size where property is built on. Record the land size in Acres

RC10: This question collects information on the advertised/asking price of the property.

RC11: This question seeks information on whether the advertised Property offered for sale, was actually sold?

RC12: If the property was sold in Q. RC11, Ask the month when the property was sold.

RC13: If the property was sold in Q. RC12, record the actual SALE Price.

RC14: Record the year when the construction of the property/unit was completed.

10.8.2 Information on Commercial Property for Lease/Rent

RD1: Ask the respondent to provide a list of Commercial properties which have been advertised for LEASE since 1st January 2023. List these properties in this question. Since the survey will be conducted using Computer Assisted Personal Interviews (CAPI), type the list of properties in the space provided in the tablet.

RD2: Select from the list provided the types of Commercial properties offered for Lease since 1st January 2023. Note this is a MULTIPLE Select Question.

The following are examples of Commercial properties.

- a) Office Building
- b) Suite or Condominium
- c) Healthcare facilities/Medical or Dental Office Suite
- d) Industrial/ Warehousing
- e) Hotels & Hospitality
- f) Malls/ Mixed Use
- g) Special Purpose e.g cemetery, library
- i) Retail Purposes e.g a building with several retail shops carrying out different businesses

RD3: Indicate if the Commercial property has the following services/ amenities;

- a) Parking Lot/Garage
- b) CCTV
- c) Elevator/escalator
- d) Access Ramp
- e) Backup Generator
- f) Fixed Internet Infrastructure
- g) Fire Safety Precautions
- h) Lactating Space

RD4: Indicate the Size of the Property in either of the following units;
Square Meters, Square Feet, Cubic Meters, Cubic Feet

RD5 – RD8: This question collects information on the physical address of each property. The information required is as follows;

- a) **County Name:** This is the name of the county in which the property is located e.g. Machakos County.
- b) **Sub-County Name:** This is the name of the Sub-County in which the property is located.
- c) **Town:** this is the town in which the property is situated, for example Chumbi Town, Machakos junction.
- d) **Area/ Sub Urban/Estate Name:** The area/estate in which the property is located e.g. Imara Daima Estate, Simba Court, Nyayo Estate etc.

RD9: This question seeks to find the Land Size where property is built on. Record the land size in Acres.

RD10: This question collects information on the advertised/rent price of the property per month.

RD11: This question seeks information on whether the advertised Property offered for lease/rent, was actually let/rented out?

RD12: Indicate the Month in which the property was actually let.

RD13: If the property was let, record the Price per month.

RD14: Indicate if the Monthly Rent Paid includes Service Charge?

RD15: Indicate the Amount of Monthly Service Charge if No in Q. RD14.

RD16: Indicate the services which are included in the Service Charge. Select among the services listed below;

- a) Electricity
- b) Water
- c) Lift Maintenance
- d) Generator Maintenance
- e) Cleaning
- f) Garbage Collection
- g) Security Personnel
- h) CCTV Installations
- i) Fire Fighting Installations

RD17: Record the year when the construction of the property/unit was completed.

10.8. Warehousing/Storage Space for Sale/Rent

This module seeks to collect information on commercial property sold and let under the following sections.

RE1: This question seeks information on the types of warehousing/storage facilities the establishment offers for SALE/RENT

The following are types of warehousing/storage facilities;

- 1) **Grain Silo**- used in agriculture
- 2) **General Merchandise Warehouse**- used to store goods that are readily handled, are packaged and do not require a controlled environment.
- 3) **Bonded Warehouse**- building in which goods liable to import duty and VAT are stored. Customs duty and VAT payments on these items are deferred until the goods are sold or removed from the warehouse.
- 4) **Refrigerated Warehouse:** These facilities maintain a controlled temperature to preserve quality of perishable goods.
- 5) **Storage Tanks**- containers that hold large quantities of liquids or compressed gases.

RE2: Indicate the capacity of the storage facility in Cubic Meters

RE3: Indicate the utilized storage space of the facility in Cubic Meters. This should not exceed the storage capacity of the facility indicated in RE2

RE4: Indicate the unutilized storage space of the facility in Cubic Meters.

RE5a – RE6b: Indicate the Annual Estimated Earnings in KSh for the year 2022 and 2023. This information is to be captured separately for both space Sold and Lease out.

CHAPTER XI: BUILDING FINANCIERS' QUESTIONNAIRE

11.1. Objectives of the module

For purposes of this survey the term financier has been defined as any person or institution whether private or public that provides formal or informal financing for housing construction and mortgage. This will include mainstream banks, micro finance institutions, housing finance institutions, SACCOs, building societies, employer schemes etc. The targeted respondents for this questionnaire include but not limited to: commercial banks, microfinance institutions, savings and credit cooperative societies (SACCOS), employer provided housing schemes and any other category of institutions that may be providing financial support to the housing sector.

11.2. Definitions

Commercial/Microfinance Bank: This is a financial institution licensed by CBK to take deposits and make loans for a diverse range of products, not only housing, e.g. Kenya Commercial Bank (KCB), Cooperative Bank of Kenya, Equity Bank, Standard Chartered etc. For purposes of this survey, this category includes Housing Finance and Savings & Loan which is part of KCB. Note

also that some Microfinance Institutions have now been converted to banks including K-REP and Jamii Bora.

Microfinance institution: An organization that typically provides financial services to the poorer and more vulnerable population than that which is served by commercial banks. They can be deposit taking or non-deposit taking.

SACCOs: A SACCO is a savings and credit co-operative society, usually registered by the Ministry in charge of cooperatives and Sacco Societies Regulatory Authority (SASRA). It can be deposit taking (with a front office or FOSA) or non-deposit taking.

Multilateral organizations: This an institution owned/managed by agreement between several countries to address a shared interest (i.e. Shelter Afrique)

Employers Scheme: A lending scheme that is funded via an employer. Usually, the employees contribute a certain percentage of their wage, and the employer matches with some contribution.

Contacting respondents

Each Research assistant will be given a list of institutions to visit and interview for this module. This list has been drawn in consultation with relevant regulatory authorities and other stakeholders. Where a comprehensive list of target institutions engaged in financing housing is not available, especially for institutions outside the major urban areas, guidelines will be provided on how to work with county field officers to identify targeted institutions that are located in the respective counties.

11.3. Financier Type

SE1: Type of financier – tick whichever is appropriate

In this question, the respondent will give information on the nature of the financial organization i.e. whether it is a Commercial/Microfinance Bank, housing finance institution, Microfinance institution, SACCO, Employer's Scheme, Multilateral organizations e.g. Shelter Afrique; Investments e.g. REITS, Kenya Mortgage Refinance Company, Chama or any other. (Refer to the list of definitions shown above.)

SE2: Do you have any savings products SPECIFICALLY geared towards saving for these Products? (If YES = 1, if NO = 2)

This simply requires a yes or no answer on whether the organization has any savings to each of the products listed. The products are:

- Land Purchase.
- Incremental building or financing for specific phase of housing project.
- Mortgage.

11.4. Loans

SE3: Does your institution provide loans for the following products? Provide details of the number and value.

This table lists the 8 types of financing products most commonly provided for housing. These eight products are enumerated below with their requisite definitions:

- a. **Land acquisition:** this is where a borrower is provided with finance to purchase land with no improvements on it. The financing is provided to simply buy the land as an asset on which he may build in the future.
- b. **Construction financing for sale units:** This constitutes financing provided for construction of housing (whether for one unit or many units) which is built for sale,.
- c. **Construction financing for rental units:** This constitutes financing provided for construction of rental units. The Financier typically provides financing for the construction and then allows the developer to repay the loan from the rental proceeds over a long period of time say 5 – 20 years.
- d. **Construction financing for Owner occupation:** This constitutes financing provided to somebody who wishes to build a house to stay in it him/herself.
- e. **Incremental construction financing:** This constitutes financing provided for the construction of housing in stages. The Lender provides the financing knowing that the borrower will not complete the whole housing unit with the loan, and knowing that the borrower will need other capital to complete his house.
- f. **Mortgage financing:** This is financing for homebuyers who are buying units which are already constructed or for constructing houses for owner occupier. It is generally provided for a longer duration than the loans above, and is for a set repayment rate every month for the duration of the loan. Please
note that loans which use a real estate security, but are not for purposes of providing housing are to be disregarded. E.g. If a bank lends to someone for their business, and the borrower pledges their home or other real estate as a security for this business loan, it is disregarded from this questionnaire.
- g. **Graduated loans:** This is a type of mortgage loan where the payment increases over time. The rationale is the borrower's income will grow over time, therefore in the beginning, his repayment is lower, and it increases in stages as the loan period elapses. (For example, you can have a 15-year loan with a payment of KSh 15,000 in year 1–5, KSh 20,000 in year 6–10, and KSh 25,000 in year 11 to 15). The total payment a borrower makes over the period of a graduated loan is higher than over a traditional, non – graduated loan, but a borrower may prefer the graduated loan as it is a way to enter the homeownership market.
- h. **Loans for purchase of rental properties:** This constitutes financing provided to owners of rental housing units, where the units are already constructed. The borrower is expected to pay back the loan from the rental proceeds.
- i. **Other:** If there are any other housing related loans provided by the Respondent Financial Institution, please list them here.

SE3b. Number of loans provided as at December 31, 2023 by product.

The respondent provides the total number of loans the Respondent Financial institution holds in each category (if available). A point of clarity: the respondent should provide information on all loans that the Respondent Financial Institution held as at Dec 31, 2023, including those that were created before 2023.

SE3c. Value of loan for this product as at December 31, 2023 in Kenya Shillings.

The respondent provides the value of each loan product in each category provided in SE3a. A point of clarity: the respondent should provide information on all loans that the Respondent Financial Institution held as at Dec 31, 2023, including those that were created before 2023.

SE3d. Value of Non-Performing Loans (NPLs) for this product as at December 31, 2023 (KSh) [by product]. A **non-performing loan** is one that is in risk of non-collection. Different financial institutions may have different criteria after which they regard an outstanding loan balance as non-performing. This could be after 30 days, 60 days, 90 days, 120 days or 180 days.

SE4: As at 31st December 2023, what % of your housing (**Total of all housing related loans-mortgage/construction/finance**) loan portfolio is comprised of non-performing loans?

SE5a: How long (number of days) after the due date is a loan regarded as non-performing?
Indicate whether it is 30, 60, 90, 120 or 180 days.

11.5. Housing Types and Unit Financed

SE5b: Total number of units financed by mortgage by type of unit.

These questions ask about the number units that were financed through mortgage. This question is administered if SE3, option 'f' = 1 Have mortgage finance. Code:

- a. Apartments
- b. Houses (Bungalow, Maisonette)

SE6: [If SE3f = 1 Have mortgage finance] Do the following additional fees apply for mortgage borrower and what % of the loan does this comprise of?

The question seeks information on additional payments that a borrower is supposed to make before he/she is issued the loan and the Definitions of each of the additional payments:

•**Valuation fees: Fees paid for the valuation of the property.** The valuation is usually done by a valuer appointed by the institution

•**Conveyancing (legal) fees:** This is the fee paid to legal experts towards processing of such documents as title deeds, leases, transfer of documents, registration of documents etc

•**Mortgage insurance:** Mortgage insurance is an insurance product that will pay the lender the outstanding loan on behalf of the borrower in case of the borrower having a certain problem.

•**Stamp duty:** This is a tax paid to Ministry of land for any property transfer and currently stands at 4% of the value of the property. However, the rate varies depending on the county.

•**Building Insurance:** This is an insurance product that will be paid by the borrower to the financial institution to insure the property.

SE6a. Yes=1, No=2, Provided by external party=3

SE6b. What is the value of fees as a % of loan principal? Indicate value of the fees given by the respondent.

SE7: Average Rate of Interest (%) for mortgage loans granted in the year 2023. Indicate the rate per annum.

SE8: If you provide a short-term fixed rate then a variable rate (i.e. SE9 c), on average, what is the duration of the fixed rate. Give duration in years

11.6. Mortgage for Target Groups and their Demand

SE9: Do you have construction or mortgage products specially designed for youth, women, PWDs, Sharia compliant or multi-generational lending? Is the demand for these products low, medium or high?

This is an open-ended question asking whether there are products designed for specific target groups within the society such as the youth, women, people living with disabilities, sharia compliant persons and multi-generation mortgages. These groups have traditionally been assumed to have lower access to financial services. This question aims at getting data on any deliberate steps being made to increase financial access for these groups.

Definitions:

- a. **Sharia compliant** refers to a banking system that complies with Islamic law.
- b. **Multi-generational lending** is a form of long-term arrangement where the loan may be repaid by people in different generations, e.g. a son taking over a mortgage that used to be repaid by the father.

SE10: How do you encourage borrowers to pay on time?

This question intends to establish the various ways in which the respondent institution encourages its borrowers to pay on time. This may include penalties on late payments, lower interest rate on subsequent loans, interest rebates or other innovative ways. Interest rebate is a reduction on interest payable by the borrower. The respondent may record more than one method that the institution applies.

SE11: Have you used the following actions for recovery processes for non-performing loans in the last 5 years?

Here the respondent will list the different processes they use to recover non-performing loans.

Definitions:

- a. **Rescheduling** a loan refers to an arrangement where the loan is readjusted to make it more affordable to the borrower. E.g. the term can be increased, previous arrears can be capitalized onto the outstanding principle, and the repayment schedule can be changed to allow for lower payments for a certain period of time before increasing to higher payments. This is usually done to assist the borrower to overcome a temporary financial difficulty.
- b. **Auction property publicly:** refers to the practice where a creditor follows legal procedures to sell the property in public to the highest bidder in order to offset outstanding loans. The Lender is required to pay any money recovered over and above the outstanding loan balance (plus recovery costs) to the borrower.
- c. **Sale by private treaty:** This is where a borrower agrees to sell a property to a third party privately, and uses the proceeds of the sale to pay off an outstanding loan.
- d. **Refinance with another institution:** is where a borrower gets a loan from a different institution and uses the funds to pay off a loan, e.g. a borrower approaches his co-operative society to obtain funds to pay off a bank loan.
- e. **Receivership:** This is where the borrowing entity has been unable to repay a loan and his property is put under independent management for the purpose of recovering the outstanding loan. The receiver is in charge of managing the assets of the borrower and uses the proceeds to pay back the borrower's debtors.

- f. **Notional rent:** This is a scenario where the borrower changes from paying his mortgage (which comprises principal and interest) and pays an amount equivalent to the rent that would be payable on the property.
- g. **Other~ specify**

11.7. Access to Mortgages

SE12: What are the key barriers to lending for mortgage and construction financing?

The question seeks for information on the key barriers to providing finance for construction and mortgage. Record only one response.

SE13: Are there restrictions on the maximum amount of funding that can be channeled towards financing of housing (construction and mortgages)?

This question seeks to find out whether the organization has a specific policy on the maximum amount that can be committed to housing construction financing and mortgages.

SE14: If yes to question SE13 what are the restrictions based on?

Several options are provided. The respondent will list the most important three restrictions.

SE15: Are there financial incentives currently in place to promote more lending for housing?

This is a yes or no question that intends to collect information on whether finance institutions are aware of existing incentives such as VAT exemption. They will also give their opinion on the effectiveness of any reported incentives.

SE16: Which of the given challenges do you face with recovering on your housing construction loans/ mortgage loans?

This is a single select question. Indicate the MAIN challenge.

CHAPTER XII: INSTITUTIONAL AND REGULATORY FRAMEWORK MODULE

The Institutional and Regulatory Framework questionnaire is comprised of five sets of questionnaires focusing on County Governments; National Environmental Management Authority (NEMA); State Department for Land; State Department for Housing and Water and Sewerage Service Providers.

NOTE: Projects of strategic national importance are approved by the ministry and not the county. Therefore, they are excluded from this questionnaire.

12.1. County Government Questionnaire

The following questions will be administered to the county governments: –

CG 1: How many residential building applications for housing development did you receive in 2022 and 2023?

Despite the acknowledged importance of housing, the Kenya housing sector is characterized by deteriorating housing conditions countrywide arising from demand that far surpasses supply particularly in urban areas. The expected answer is in terms of numbers.

CG1_1: Have you digitalized your processes for residential building applications? Code yes or no.

CG1_2: Are your land records georeferenced? Yes or No

Definition of georeferenced: A georeferenced digital image has been tied to a known Earth coordinate system, so users can determine where every point on the map or aerial photo is located on the Earth's surface.

CG1_3: If yes, what percentage are georeferenced?

CG 2: When considering the residential building applications, do you consult the following institutions:

- 1) Physical Planning Department
- 2) NCA
- 3) Public Health
- 4) State Department for housing
- 5) NEMA
- 6) KURA
- 7) Others (specify).

According to Section 58 of the Physical and Land Use Planning Act, 2019, the county governments are responsible for development control within their areas of jurisdiction. This entails receiving development permission applications for any development within their area of jurisdiction. The County Government is expected to consider development applications and either approve, reject approval, defer or approve with conditions.

But before this takes place, the law demands county government to consult and get comments from the Director of Physical planning, Public Health, National Environmental Management Authority (NEMA) or any other institution mentioned above, whose opinion may assist the County Government to arrive to the right decision without any bias. Housing development is one such application which impacts not just a developer but also the neighborhood. In this question, the expected answer is to know whether the County Government adequately consults before they approve an application as required by law.

CG 3: On average, how long does it take for one to get an approval?

In development control, the Physical and Land Use Planning Act, 2019 Section 58 (6) states that where an applicant does not receive written response for development permission within sixty days such permission shall be assumed to have been given in terms of this Act. However, most of the County Government s sometimes delay because of different approval procedures. This tends to delay and eventually increases the cost of implementing housing projects. The answer should be in terms of days, weeks or months.

CG 4: Of the received applications in the year 2022 and 2023 how many did you approve?

Under the Physical and Land Use Planning Act, 2019; Section 56 (c) county governments shall have the power within their areas of jurisdiction to consider and approve all development applications and grant all development permissions.

The expected answer should be in terms of numbers. The challenges expected are possible poor documentation by County Governments especially those that do not have fully fledged development control sections, where there is lack of approved Local Physical Development Plans and where the county does not have up to date data on land registered within its jurisdiction. Another challenge is plans may be approved without being registered.

CG 5: Of the ones approved, how many housing only, commercial only, warehousing, mixed use? Reference period is 2022 and 2023.

CG 6: What are the common reasons for declining approval?

While handling housing plans development applications, the County Governments have a number of factors to consider. These factors include how the application has addressed to health and safety, land ownership, land user, developments within neighborhood and permitted land use zoning. This question is set to achieve common factors which lead to County Governments to decline to approve housing development applications.

CG 7: What is the average cost of approving a housing development plan?

County government charges are published in their yearly finance bills. County Governments may consider the floor area while assessing the amount to be paid by an applicant. Approval costs for building plans are costed per unit area.

CG 8: In your staff establishment, do you have the following professionals:

- i. Architects
- ii. Civil engineer
- iii. Electrical engineer
- iv. Structural engineer
- v. Physical Planner
- vi. Quantity surveyor
- vii. Land surveyor

In housing development, different professionals are used at various stages of the construction process. Their inputs are extremely crucial to housing development project if a project has to be professionally planned, construction done as per the required standards and if environmental plans have to be taken care of. These professionals play the leading role in advising the County Government on whether a plan should be approved or not. The purpose of this question is to seek whether County Governments have the necessary professionals handling housing development applications. This will also help to give an indication of the standards of housing developed approved by County Government.

CG 9: What factors are considered in approving/not approving change of user or extension of user?

For the county to consider a change of user/extension of user application, it is guided by certain factors among them the land tenure system, neighborhood development, views from

stakeholders, the nature of application, zoning regulations and existing bylaws. The law requires the county to give a public notification in the print media and placing a notification board on the site where the intended change of user/extension of user is being applied for. The possible answer will vary from county to county depending on land management systems put in place by the county governments.

CG 10: How many completion certificates did you receive/issue in the year 2022 and 2023 for housing only, commercial only, warehousing, mixed use?

This question is intended to get answers on whether approved building plans are implemented within the stipulated time frame, which categories of housing plans are completed in time. The question will also help to understand whether the county monitors the construction process to completion level of being satisfied that the plan has been implemented as approved.

CG 11: Have you ratified code 95 (revised building bylaws)?

The building and construction industry in Kenya is regulated primarily by the Building Code and other physical planning regulations. The Building Code contains laws and regulations on:

1) Sitting and space buildings—space in front of buildings, side spaces, minimum measurement of courtyard, means of access, external passage, service areas, building lines, sitting of buildings, access of plots, frontage, public buildings, boundary walls, obstruction to view and waiver as to height

2) Building materials— second hand materials, testing of materials, application standards and codes of practice and protection of persons and property

3) Building sites—drainage of subsoil, preparation of sites, prevention of damp, sites filled with offensive materials, identification of plot boundaries

4) Foundations—strip foundations for domestic buildings, reinforced concrete foundations; general load bearing foundations

5) Walls—dimensions, non-load bearing walls, partitions and individual panels, rendering, foundation walls, chimneys, cavities.

As a result of limitations in the provisions of this regulatory framework, building and housing delivery has been slow and out of step with demand for such housing and facilities.

CG 12: What is the main challenge in the residential building approval?

In housing development process, there are so many rules and regulations a developer must meet before approval. Some of these are Acts of Parliament and County Government subsidiary legislations. Challenges can be:

- a) developers not meeting the minimum requirements for approval
- b) developers not knowing what is expected of them
- c) political interference
- d) lack of capacity (no professionals in the built environment)
- e) lack of co- operation from the professionals
- f) lack of approved Local Physical Development Plan
- g) land tenure system
- h) Other, specify.

CG 13: What measures have you put in place to address these challenges?

Kenya's Building and Construction industry is governed mostly by outdated laws lacking effective and objective controls and enforcement mechanisms, thus we require new approaches to address the challenges.

CG 14: Are there informal settlements/slums in your area of jurisdiction?

If yes for County Governments, how many? What is the proportion of your area covered by informal settlements/slums? Informal settlements (often referred to as squatter settlements or shanty towns or slums) are dense settlements comprising communities housed in self-constructed shelters under conditions of informal or traditional land tenure. The need for identification of slum areas is growing rapidly, as the number of slums in cities all over the world is increasing and their quality is deteriorating.

CG 15: What measures is the County Government undertaking to improve slum/informal settlements

Slum and informal settlements are still major urban phenomena in all urban centers. They accommodate 50–60% of urban population in large towns and about 30% in smaller towns. The government in acknowledging the daunting living conditions of majority of urban population has taken steps to improve the living and working conditions in all slums and informal settlements and also curb growth of new settlements.

The measures the County may be undertaking to improve slum/informal settlements include:

- a) providing the infrastructure services
- b) regularization of tenure
- c) facilitation of access to affordable housing
- d) Relocation
- e) Other,specify

CG 16: Which of the following raw materials is commonly used for foundation and walling?

- 1) Riversand
- 2) Crushed sand
- 3) Quarry stones
- 4) Machine cut ballast
- 5) Manual processed ballast
- 6) Other, specify

Machine cut ballast



Manual processed ballast



Quarry stones



Riversand



Crushed sand



CG 17: What is the average percentage of the County Government budget devoted to housing from 2019-2023 for development and maintenance? Including slums and informal settlement improvement.

In this question, development means construction and maintenance of housing units and housing infrastructure while maintenance means works necessary to keep and restore every part of building components and surroundings to a currently acceptable standard.

CG 18: Please provide the number of urban centers with an approved Local Physical Development Plan?

The Physical and Land use Planning Act, 2019 provides for plans that are to be developed at county level with planning authority domiciled at the CECM (*County Executive Committee Member*) in charge of physical planning. The Act also describes the approval processes and roles of County Directors of Physical planning in plan preparation. The Urban Areas and Cities Act, 2011 PART V section 36(3) states that: A county government shall initiate an urban planning process for every settlement with a population of at least two thousand residents. The question seeks to find out whether urban areas within counties have prepared Integrated Urban Development plans and if they do how many are approved.

CG 19: Why have these plans not been approved?

This question seeks to get the reason why these plans are not being approved.

CG 20_1 & CG 20_2: What is the total area planned for residential housing development?

Once the Department of Physical Planning prepares a plan, it is supposed to set land for development of residential housing in basis of density i.e. high, medium and low density. This is irrespective of whether the land is under freehold or leasehold. We expect to know whether we have land set aside for housing in urban areas. Note that the first table is for approved plans and second is for unapproved plans.

CG 21: What is the total area under planned housing in county urban centers?

Figures given should be for both private and public land.

CG 22: What steps is the government taking to facilitate the release of urban land under freehold title for residential development?

From 1980 to late 1990s, a lot of government land was procedurally and unprocedural allocated to private individuals. Public institutions like schools, research stations lost a lot of their land through ‘land grabbing’. This means, most of the urban development is taking place on free hold land within the urban areas. Therefore, the government must facilitate through policy incentives for this kind of land to be released to planned urban development. Possible steps that the government is taking are:

- 1) Legally enforcing land rights
- 2) Provision of long-term leasehold titles
- 3) Streamlining the legal and administrative systems that govern land
- 4) Registering land at scale and with public funds
- 5) Adjudicating between competing ownership claims. Adjudicating refers to the process of settling a legal case or claim through the court or justice system.
- 6) Ongoing reforms to ensure continued use of the formal system
- 7) Public participation
- 8) Compensation
- 9) Other, specify

CG 23: How many applications for change of user/extension of user have you received from 2019 to 2023?

The possible answers will help us to understand which urban centers are experiencing a high level of change and extension of user related to housing.

CG 24: Of these change of user applications, how many are from residential to other uses and from other uses to residential

The possible answers will help us to understand which urban centers are experiencing a high level of change and extension of user related to housing.

CG 25: How are you controlling development in areas planned for residential housing development?

Preparation of local PDPs and their implementation involves a number of stakeholders. In the implementation, there must be effective development control. The planner may play the role of advisor to the stakeholders. This is a multiple select question.

12.2. National Environmental Management Authority (NEMA)

National Environmental Management Authority questionnaire contains the following questions:

NEMA1: How many license applications for housing development did you receive in 2022 and 2023?

The Kenya Government policy on all new projects, programmes or activities requires that an environmental impact assessment be carried out at the planning stages of the proposed undertaking to ensure that significant impacts on the environment are taken into consideration during the design, construction, operation and decommissioning of the facility.

NEMA2: Of the ones you received in 1 above, how many did you license?

Before NEMA issues a license for a housing development project, it is required to source for comments from its lead agencies. The comments are supposed to be received within 21 days after which NEMA considers whether to issue a license or not based on professional comments received from the lead agencies. This determines the number of housing projects NEMA will issue a license in a given year

NEMA3: Of the ones licensed, how many were housing only and mixed use?

NEMA4: What factors do you consider before you license/refuse to license a housing development project?

NEMA5: What factors do you consider when assessing cost for a license in respect to housing development?

NEMA6: On average, how long does it take for a housing development applicant to get a license once a report is taken to NEMA?

NEMA7_1: Do you enforce implementation of Environmental Management Plan and Environmental Audit for housing? Responses should be yes or no.

An Environmental Management Plan (EMP) is a document created by an institution that provides a framework for dealing with the pollution risks associated with their site and activities. In many cases, it simply formalizes practices already undertaken on site. Once an institution has an EMP, it has an advantage as far as knowing the legal requirements and managing pollution risks according to best practice. EMPs can also help institutions increase efficiencies and reduce costs. On the other hand, Environmental Audit (EA) is a general term that can reflect various types or evaluations intended to identify environmental compliance and management system implementation gaps, along with related corrective actions.

NEMA7_2: If no, why?

NEMA8: What are your main challenges in the licensing process?

Possible answers are: – proponents not meeting the minimum requirements for licensing, proponents not knowing what is expected of them, political patronage, inadequacy of lead experts articulating environmental concerns in housing development projects, lack of cooperation from various institutions, conflict between NEMA and other agencies, failure of lead agencies to give feedback in time among others.

NEMA9: What measures have you put in place to address these challenges?

12.3. Lands Department (LD)

LD1: What are the requirements for land transfer under lease and freehold?

Leasehold refers to that land which belongs to government for public use in terms of utility and purposes. Government land can also be leased to individuals for a specific period normally 99 years. The lessee pays annual land rent to the government. Once the lease has expired, the developer must apply for renewal. Under freehold, land is owned by individuals for an obsolete time period. Transfer of such land is governed under land Act 2012.

LD 2: What factors do you consider in allocating land for housing development under leasehold?

LD 3: How many applications for land transfer did you receive in 2023?

LD 4: Of those in LD3, how many were processed? The response should be in figures

LD 5: What are the reasons for declining the transfer?

- 1) Land dispute
- 2) Encumbrance is a third party's right to, interest in, or legal liability on property that does not prohibit the property's owner from transferring title
- 3) Failure to pay transfer fees
- 4) Invalid ownership documents
- 5) Lack of consent
- 6) Court order
- 7) Outstanding land-related taxes, fees or penalties
- 8) Other, specify

LD 6: On average, how long does it take to transfer property once application is launched?

Transfer of property undergoes certain processes where transfer document must be authenticated, required fees paid and the transfer documents are processed for issuing of new titles. Certain factors may delay such transfers for example not providing all required documents, where there is a dispute, where a caveat has been placed on property or and names in the documents do not correspond to those in the identification cards or PIN card.

LD 7: In cases where there delays in property transfer, what are the reasons?

LD 8: What measures have been put in place to improve land management?

Land is a finite resource. This calls for proper planning and management for the common good.

LD 9: How will the measures in LD8 impact the process of land transfer?

It is the interest of an applicant for land transfer to have the process completed within the shortest reasonable time possible. However, due to institutional weaknesses (Ministry of Lands), such transfers are not done within the required time frame. Certain measures like training, improvement of work environment, amendment of certain Acts, formation of new institutions (National Land Commission) are expected to re-engineer land transfer process to be faster and effective.

LD 10: How many applications have been received under the Sectional Properties Act, in 2023?

The Sectional Act provides for the division of buildings into separate units that can be owned by individual proprietors while sharing common areas or facilities.

LD 11: Of those received, how many have been processed?

LD 12: What are the challenges in processing Sectional Titles?

12.5. State Department for Housing and Urban Development

SDHUD1: What measure(s) are being undertaken by the government to attract investment in housing development for local investors and foreign investors?

Housing is one of the principal sectors that can revitalize economic growth in Kenya with shelter being recognized as one of the tools of development. Investment in housing and related infrastructure and services have effects on the national income that go far beyond the direct investment itself by triggering forward and backward linkages through additional investments in building materials production, transportation, marketing and jua kali (fabrication of construction materials).

SDHUD2: Which policy initiatives have been initiated by the government to facilitate access to physical infrastructure for housing development?

SDHUD3: What policy initiatives has the government put in place towards lowering the cost of housing development inputs?

SDHUD4: What measures has the government put in place to create awareness in the affordable housing projects?

SDHUD5: What programs has the government undertaken to ensure that the right to housing is realized as envisioned in the constitution?

SDHUD6: What incentives have you provided in the affordable housing scheme and how many developers have benefited from the incentives?

SDHUD7: What are the challenges the ministry is encountering in facilitating delivery of housing to urban areas and rural areas?

SDHUD8: What measures have been put in place to address these challenges?

SDHUD9: Give comments on implementation of housing policy?

12.6. Water and Sewerage Service Providers (WSSP)

Water and sewerage service providers' questionnaire contain the following questions: –

WSSP1: How many applications did you receive for water connections in the year 2022 and 2023?

Before liberalization of the water sector, County Governments and national water corporation, community self-help groups were largely involved in provision of treated tap water. In the year 2003, enactment of the Water Act gave room to establishment of Water and Sewerage Service Boards who took over the functions of water provisions by County Governments. This was meant to enhance efficiency and increase connectivity. This was to enhance the area of coverage, improve in maintenance of the network and be self-reliant in terms of finance. A possible answer is the number of the connection received in one year.

WSSP2: Of the ones received, how many were for residential buildings and mixed-use building?

Possible answer is the number to determine the percentage which went to residential and mixed use building.

WSSP3: How many applications did you receive for sewer connection in the year 2022 and 2023?

WSSP4: Of the ones received, how many were for residential and mixed-use connection?

WSSP5: What is the percentage of sewer coverage?

Possible answer is an estimate of the sewer coverage for 2022 and 2023.

WSSP6: What are your plans to increase the coverage to residential neighborhood for water and Sewer?

Possible answer is in terms of new connections, area and volume.

WSSP7: How much does it cost to connect the sewer line per meter?

Expected answer is a relative cost

WSSP8: What are the common reasons for declining approval?

Among the possible answers include failure by the applicant to produce all the relevant documents, where there is problem of way leave, where there is a dispute and where an applicant is not cooperating to meet some requirements among others.

WSSP9: How long does it take for one to get water connections after satisfying all the conditions?

The duration can be days, weeks or months.

WSSP10: How long does it take for one to get sewer connections?

The duration can be days, weeks or months.

WSSP11: What are the average charges for residential water and sewer connections?

WSSP11_1: What factors do you consider in ensuring fair distribution of tap water to all categories of residential i.e., low density, medium density, and high density?

Low density refers to single dwelling unit in one-acre piece of land and above.

Medium density is between $\frac{1}{2}$ – 1 acre while high density is below $\frac{1}{2}$ acre i.e., several home steads close to each other in a given piece of land.

WSSP12: Do you undertake water connections in the informal settlements/slum areas?

The purpose of this question is to see whether the Board connect clean water to all people irrespective of level of income and or where several applicants are staying in an area that is not planned and do not possess ownership documents.

WSSP13: How many cubic meters of water did you dispense to residential area in the year 2022 and 2023?

WSSP13_1: Have smart meters been introduced for water and sewer?

WSSP14: What challenges are you encountering in facilitating delivery of water?

Challenges may include breakdown of pipes, illegal connections, lack of plans for residential areas, high energy cost and conflict with stakeholders at the source of water.

WSSP15: What measures have you put in place to address these challenges?

WSSP16: What is your view in regard to rain water harvesting?

WSSP17: To what extent is treated water being used for other purposes other than residential purposes?

CHAPTER XIII: BUILT ENVIRONMENT PROFESSIONAL'S MODULE

13.1. Objectives of the Module

For the purposes of this survey and its instruments, professionals refer to qualified persons whose work targets the built environment, including: Valuers, Architects, Planners, Engineers (Civil/Structural/Mechanical/Electrical), Building Surveyors, Land Surveyors, and Quantity Surveyors. For Engineers, indicate by ticking whether it is Civil, Structural, Mechanical or Electrical.

DEFINITION OF BUILT ENVIRONMENT PROFESSIONAL

Physical planner- A trained person whose job is to develop comprehensive plans and designs for the use of space within cities, towns, developments etc.

Architect - A trained person who plans, designs and oversees the construction of buildings.

Structural Engineer - A trained person that analyses, design, plan, and research structural components and structural systems to achieve design goals and ensure the safety and comfort of users or occupants of buildings.

Quantity Surveyor- A trained person who calculates the cost of materials and labour on a construction project based on an architectural plan.

Electrical Engineer - A trained person concerned with the study, design, and application of equipment, devices, and systems which use electricity, electronics, and electromagnetism.

Mechanical Engineer – A person trained to design and construct machines.

Civil Engineer- A person trained in the design and construction of public works, such as bridges or dams, and other large facilities.

Valuer - A person trained to assesses the monetary worth of something e.g land

Land Landscape Architect - A trained person that designs and plans outdoor spaces to achieve aesthetic, environmental, and functional goals.

Interior Designer - A trained person who specializes in designing architectural interiors and their furnishings

Environmental Impact Assessment and Audit Expert - A trained person in assessing the environmental consequences of a plan, policy, program, or projects prior to the decision to move forward with the proposed action

Real Estate Agent - person who is authorized to act as an agent for the sale of property

13.2. General particulars about the professional

PROF 1: To which profession do you belong?

Code 1 for Valuer, 2 for Architect, 3 Land Scape Architect, 4 for Planner, 5 for Land Surveyor, 6 for Quantity Surveyor, 7 for Building Surveyor, 8 for Civil engineer, 9 for Electrical engineer, 10 for Structural, 11 for Mechanical Engineer, 12 for Interior designers, 13 for Environmental impact, 14 for Real Estate Agent and 96 for other (specify).

- ☐ For this question, code the profession given by the respondent without paying much regard to academic qualification. You do not have to see the academic certificates as proof of qualification.

PROF 2: In which county are you based? i.e., from which county do you primarily operate?

- ☐ Definition of 'based' is location(s) where fundamental and majority of operations are concentrated or coordinated from. (Research assistants will code as appropriate.)
- ☐ For this question, you may encounter a respondent who does not know the name of the county in which she/he operates. In such instances, refer to the code list of the 47 counties and probe from the respondent which of the 47 she/he belongs to.
- ☐ For respondents who operate in more than one county, code the one where **most** activities are undertaken.

List of Codes for all 47 Counties in Kenya

Code	County	Code	County
1	MOMBASA	25	SAMBURU
2	KWALE	26	TRANS-NZOIA
3	KILIFI	27	UASIN GISHU
4	TANA RIVER	28	ELGEYO MARAKWET
5	LAMU	29	NANDI
6	TAITA TAVETA	30	BARINGO
7	GARISSA	31	LAIKIPIA
8	WAJIR	32	NAKURU
9	MANDERA	33	NAROK
10	MARSABIT	34	KAJIADO

11	ISIOLO	35	BOMET
12	MERU	36	KERICHO
13	THARAKA	37	KAKAMEGA
14	EMBU	38	VIHIGA
15	KITUI	39	BUNGOMA
16	MACHAKOS	40	BUSIA
17	MAKUENI	41	SIAYA
18	NYANDARUA	42	KISUMU
19	NYERI	43	HOMA BAY
20	KIRINYAGA	44	MIGORI
21	MURANGA	45	KISII
22	KIAMBU	46	NYAMIRA
23	TURKANA	47	NAIROBI CITY
24	WEST POKOT		

PROF3: Do you operate from a formal office?

Code 1 for yes and 2 for no.

This question seeks to establish whether a formal base of operation (with an address) exists. Some respondents may want to give an impression that they have an office when they do not. Probe by asking about the physical location and address for their purported office.

- For those who operate from their houses, code 2 for No.
- For those who share offices with businesses or persons, code 1 for Yes.

PROF 4: In which other counties do you typically operate?

Refer to the list of county codes in question PROF 2.

The intention is to establish the geographical scope and coverage of the professional's practice, and to determine the diversity, inclinations, and trends of actual practice. For instance, if engagement of professionals is on the rise or decline in specific counties or regions, findings of the survey could form the basis of establishing what could be the reasons for this.

For those professionals who do not operate in more than one county Code 99.

For those professionals who operate in several other counties, record at most 2 of those other counties with majority of activities.

PROF 5: For how many years have you been practicing?

Code 1 for 0–5 years, 2 for 6–10 years, 3 for 11–19 years and, 4 for 20 years+.

It is useful to establish the length (and scope) of experience and composition of professionals, for example, if there are younger, more dynamic, tech-savvy persons penetrating the industry as professionals. This question will also help establish the numbers of young professionals entering the industry.

- Some respondents may not remember how long they have been practicing. Ask probing questions as to when they graduated from college, how long they stayed without practicing after college etc.

- Some respondents may want to exaggerate the number of years they have been practicing. Ask probing questions as before to establish the correct number of years.

PROF 6: What is the nature of your employment?

Code 1 for Self-employed/sole proprietorship, 2 for Self-employed/partnership, 3 for Employed by public agency, 4 for Employed by private company.

Government policy proposes various strategies including public private partnerships to enhance housing delivery. Determining the prevalent and preferred modes of engagement and practice can help to guide and inform implementation or modification of such policies. It also helps to show the modes of employment that are leading or lagging in production of housing. Employment may be in several forms such as:

- Self-employed/sole proprietorship refers to somebody who operates a professional practice on his/her own, whether s/he has employees or not.
- Self-employed/partnership refers to somebody who operates a professional practice together with others. They may or may not have employees.
- Employed by public agency refers to professionals who are either employed by national government, county governments or parastatals.
- Employed by private company. A private company is a firm that is privately owned.

PROF 7: How many professionals in the building sector are engaged in your firm?

Record the number of male and female for each category of professionals in the columns that match their qualifications.

This question builds on question PROF 6, and recognizes that the vibrancy and functioning of the building sector and construction industry has a direct impact on urban and national economic development, employment generation and income. The question should be directed to the CEO, Principal, or Senior Partner in the firm or agency.

- The question **does not cover accountants, lawyers and other professionals** who are employed in the respondent's firm but not engaged in the building sector.
- Firm here refers to that professional practice that the respondent runs.
- For Engineers, indicate by ticking whether it is Civil, Structural, Mechanical or Electrical.

	Degree Holders		Diploma / Certificate Holders	
Profession	Males	Females	Males	Females
Valuer				
Architect				
Planner				
Land surveyor				
Quantity surveyor				
Building Surveyor				

Engineer (Civil / Structural or Mechanical or Electrical)				
Interior designers				
Environmental impact				
Other (Specify)				

13.3. Types of Projects and Technologies

PROF 8: How many projects have you undertaken/been involved in, in the last 2 years?

The intention is to establish the scope, capacity, and focus of the professional's practice.

In terms of housing demand, this question seeks to highlight trends i.e., what type of houses are being built, where they are being built, whether there is preference/demand for certain housing types over others, and get indications on why this is so.

Type	No. of projects	No. of units	Cost of construction	Cost of project inclusive of land
Residential single unit				
(a) Maisonette				
(b) Bungalow				
(c) Other (specify)				
Residential multiple units				
(a) Townhouses				
(b) Flats				
(c) Swahili house				
(d) Compound houses not sharing facilities				
(e) Other (Specify)				
Commercial				
Institutional				
Any other (Specify)				

- Residential Single Units refers to stand alone houses (bungalows, maisonettes)
- Residential Multiple Units refers to more than one house in the same plot, which may or may not be attached to one another.

PROF 9: Out of the projects listed in PROF 8, are there some that you have undertaken for clients outside Kenya? Code 1 for Yes, 2 for No.

PROF 10: If Yes in PROF9, which country? Code the name of the country

PROF 11: How much did you receive as payment for the service(s) offered? Per country. Give amount in KSh.

PROF 12: Do you advise your clients to use alternative materials and alternative appropriate technologies in building?

Code 1 for Yes, 2 for No and 3 for Not Applicable.

Supply of building materials (availability, quality) and use of technology directly affect housing supply. Dependence on importation of essential building materials components is likely to be influenced by externalities (particularly rising costs), affecting the quantity and cost aspects of supply. Promotion of appropriate building materials and technologies can contribute to local employment opportunities, create a more suitable/better-adapted housing stock, and harness natural resources in a sustainable manner. This question seeks to understand the attractiveness of, and challenges which hinder embracing of alternative materials and technologies, and what can be done to overcome these obstacles.

PROF 13: If yes, which ones?

1. Stabilized Soil Blocks – these are un-burnt building blocks made by compacting soil mixed with little cement and sand. This is walling material.
2. Reinforced concrete panels – these are panels made of concrete (cement, sand, and ballast) and re-enforced with metal mesh or metal bars. This could be walling, roof or floor material.
3. Prefabricated panels – these are sections of a house that are factory designed and made ready for assembly on site.
4. Solar Energy Systems – solar heated water, solar heated power.
5. Biogas Energy Systems – these use animal waste to generate gas used for domestic purposes.
6. Rainwater Harvesting – this is capturing, harnessing, and storage of rainwater for domestic and non-domestic purposes.
7. Sewer treatment systems – this is the cleaning and recycling of sewage/domestic waste for non-domestic purposes.
8. Others (Specify)

PROF 14: If yes in PROF 12, why?

Code 1–6 as appropriate.

1. Environmentally friendly – reduce the consumption of energy in production
2. Promote local/traditional ways of construction
3. Maximize on naturally available resources (sun, soil etc.)
4. More economical in the long run – realizing savings on electrical bills, water bills etc.
5. Less time for construction
6. Others (Specify)

PROF 15: If no in PROF 12, why?

Code 1–8 as appropriate.

1. Do not understand technology / material
2. Materials are not durable

3. Expensive
4. Challenges in maintenance
5. Other building parts of the system not available (e.g. doors, windows etc.)
6. Not readily accepted by markets/clients
7. Not supported/enabled by laws/legislation
8. Others (Specify)

PROF 15_1: Do you advise your clients to incorporate green building interventions in their housing development? Code yes, no or not applicable

PROF 15_2: If no in PROF15_1, why don't you advise your clients to use green building interventions? Code the MAIN reason as given by the respondent.

PROF 15_3: Have you been certified by any of the green building certifications such as EDGE, LEED or any other? This is a yes or no question.

13.4. Approval Process

PROF 16: What percentage of your clients does not prefer to go through the official approval process?

Code 1 for 0%; 2 for 1–10%; 3 for 11–30%; 4 for 31–50%; 5 for 51–70%; 6 for 71–84%; 7 for 85% +.

This question seeks to explore how laws, codes, ordinances and rules in the housing sector affect clients. The question helps to unveil whether legislation is enabling or constraining development and/or the fulfillment of a client's work/project. For instance, particular type(s) of legislation may have serious cost implication and therefore cause avoidance by those who are short on finances, or a particular procedure to be followed is lengthy and time-consuming, and drives clients to informal channels and/or extra-legal practices.

PROF 17: For those who declined to go through official approval, what do you believe are the reasons?

1. Lack of knowledge of approval processes
2. High cost of approval
3. Approval takes too long
4. High corruption demands
5. Complacency and laxity of officials in local authorities
6. Lack of appreciation of the approval process
7. Lengthy, time-consuming procedures
8. Other (Specify)

In cases where more than one reason is given, indicate the appropriate code for each reason, without prioritization of reasons.

13.5. Housing Developments -Costs and Challenges

PROF 18: In your view, what steps should be taken to reduce costs of housing construction?

The Kenya Constitution 2010 recognizes housing as a social right. The National Housing Policy emphasizes the need for producing decent and affordable housing for all Kenyans. This question invites ideas/constructive opinions on what can be done on housing delivery with regards to

legislation, financing, incentives, management systems, use of appropriate technology, approval processes and procedures etc.

Code 1–6 as appropriate.

1. Adopt and encourage use of affordable construction materials
2. Subsidizing cost of construction of houses for citizens, by government
3. Provision of incentives and (tax) concessions for construction of low–cost housing by builders/developers
4. Provision of adequate infrastructure (access roads, sewer lines etc.) by government and local authorities to encourage builders/developers
5. Lower cost of construction materials
6. Other (Specify)

PROF 19: In your view, what steps should be taken to improve housing conditions (quality of housing)?

Code 1–5 as appropriate.

1. Improve mechanisms for monitoring, regulation, and enforcement of standards of housing by government.
2. Promote awareness on housing rights (e.g., access to potable water) among citizens.
3. Provide access to enabling financing.
4. Upgrade all slums.
5. Green building interventions e.g. solar panels
6. Other (Specify)

PROF 20: In your professional view, what are the key challenges facing the housing sector/housing development in Kenya?

Code t–9 as appropriate.

1. High cost of land
2. High cost of building materials
3. High cost of finance
4. High poverty levels
5. Unfriendly approval processes
6. Poor coordination among housing sector stakeholders
7. Lack of awareness of requirements in approval processes
8. Inappropriate institutional and legal frameworks
9. Other (Specify)

PROF 21: What can be done to address or overcome these key challenges?

Code 1–11 as appropriate.

1. Set aside more land for housing development
2. Create tax incentives for building materials
3. Subsidize cost of building materials by government
4. Use alternative appropriate building materials and technologies
5. Reduce high interest rates on mortgages
6. Create a 'one–stop–shop' approval process

7. Create on-line approval facility
8. Reduce land-related transfer costs
9. Promote awareness of approval requirements
10. Review institutional and legal frameworks
11. Other (Specify)

PROF 22: Looking at the design and construction processes, how can maintenance cost of buildings/homes be reduced?

Code 1–5 as appropriate. You may code more than one response where necessary.

1. Ensuring good quality building materials are used
2. Ensuring sound workmanship is engaged
3. Using locally available materials whose replacement parts are also locally available
4. Using materials and techniques that are well understood by local workmen/artisans
5. Other (Specify)

Often the cost of housing construction is described as being prohibitive –post construction maintenance can be overlooked, sidelined, or neglected altogether by clients and professionals. This can be detrimental to the performance, appearance, and experience of the housing unit(s) in the long run. This question looks at how to make maintenance of buildings/homes easier and ultimately less costly.

13.6. Registration

PROF 23: Are you registered as a professional?

Code 1 for Yes and 2 for No.

For respondents who say yes, skip the next question.

PROF 24: If not registered, why?

Code 1–7 as appropriate. You may code more than one response where necessary.

1. Do not see the need – can find clients and work without being registered
2. In the process of gaining experience to be eligible for registration examinations
3. Registration process is tedious and long
4. Do not have enough money for registration process
5. Lack of internship opportunities under registered professionals
6. Change in career pursuits
7. Other (Specify)

Many unregistered professionals are engaged in housing production and are helping meet demand/need. The question seeks to find the truth on the registration and level of professionalism in the building industry.

PROF 25: What key laws/legislation regulates practice of your profession?

Code as appropriate.

1. Architects and Quantity Surveyors act (cap. 525)
2. Engineers act (no. 43 of 2011)

3. Estate Agents act (cap. 533)
4. Physical Planners Registration act (no. 3 of 1996)
5. Public Health Officers (training, registration and licensing) act (no. 12 of 2013)
6. Survey act (cap. 299)
7. Valuers act (cap. 532)

Professional practice is guided and regulated by national legislation (e.g., acts of parliament). Some respondents of the previous question may answer that they are registered as professionals, but may not be. Registered professionals would typically be conversant with the laws, legislation, and acts etc. that govern the operation of their profession. This is basically a question to help filter the registered/qualified and unregistered /unqualified professionals.

PROF 26: Do you have an indemnity cover?

Code 1 for Yes and 2 for No.

Indemnity cover is a form of professional liability insurance that helps protect professional advice and service providing individuals and companies from bearing the full cost of defending against negligence claims made by a client, and damages awarded in such a civil law suit.

Highlighting professionalism and risk management in the industry, this will determine prevalence of such protection mechanisms/cover and what prohibits their use. Again, this can also serve as an additional filter to determine the truly registered/qualified versus the unregistered /unqualified professionals, as registered professionals typically have indemnity cover.

PROF 27: If no, why?

Code 1–5 as appropriate.

1. Do not see the need for it
2. Cannot afford it
3. Do not qualify for cover
4. Indemnity cover has expired
5. Other (Specify)

PROF 28: Which of the following professional fees structure do you prefer?

Code 1–4 as appropriate.

1. Regulated (fixed, mandatory) fees structure
2. Guided (not mandatory) fees structure
3. Fee structure to be determined by market forces (fees determined by demand and supply of professional's services)
4. Other (Specify)

Cost/affordability of housing production is in part influenced by professionals' fees. This question seeks to determine the preferred/more attractive approach to fees. Client's paying of professional fees also rightly creates the expectation that their work will be handled in a competent, legal, and professional manner. It is claimed that clients avoid engaging professionals because their fees are too high, causing them to engage unqualified/unregistered workmen or bypass processes altogether in order to save on cost.

PROF 29: Why the selected preference?

Code 1–4 as appropriate.

For Regulated (fixed, mandatory) Fees:

1. Eliminates risk of unfair competition from professional colleagues who are undercharging
2. It protects the clients from exploitation by greedy professionals
3. It protects the professionals from exploitation by mean/stingy clients
4. Other (Specify)

For Guided (not mandatory) Fees:

Code 5– 8 as appropriate.

5. It gives professionals flexibility to determine fees based on circumstances
6. It allows professionals to provide services to clients unable to afford regulated professional fees
7. Reduces risk of a professional being disciplined by a professional board for over or under charging
8. Other (Specify)

For Fee Structure to be determined by market forces:

Code 9– 12 as appropriate.

9. It rewards quality professional services – the professional can charge fees commensurate to quality
10. Reduces risk of professional being disciplined by professional board for over or under charging
11. It can help professional to evade taxes
12. Other (Specify)

13.7. Opinions on Construction

PROF 30: In your opinion, in the Kenyan context why do certain buildings under construction collapse?

Code 1–12 as appropriate. You may code more than one response where necessary.

1. Faulty building designs
2. Faulty construction of buildings
3. Poor co-ordination of government institutions involved in approval processes
4. Approval of unworthy buildings
5. Use of sub-standard building materials
6. Use of 'quacks' or unqualified workers for building construction
7. Use of 'quacks' or unqualified workers for building supervision
8. Theft of building materials from construction sites
9. Adverse weather conditions
10. Hurried construction of buildings
11. Cutting corners on approval procedures by clients

12. Other (Specify)

This question seeks to determine where the problem/challenge areas are with regards to enforcement and adherence to those codes, regulations, and processes, with the hope that responses can guide remedial measures and interventions to ensure safe and sound construction practices.

Buildings under construction collapse for various reasons. These could be issues of policy, design, construction, and regulation among others. This question aims at getting the perceptions of professionals on factors that contribute to this collapse of buildings.

PROF 31: In your opinion, why do buildings that have gone through all the steps in the approval process still get demolished by government?

Code 1– 14 as appropriate.

You may code more than one response where necessary.

1. Poor co-ordination of government arms involved in approval processes
2. Cutting corners on approval procedures by clients
3. Insufficient data and record-keeping by government departments
4. Use of unregistered professionals e.g. estate agents, property valuers etc.
5. Politics
6. Targeting of specific tribes
7. Corruption
8. Forgery of land documents e.g. titles
9. Negligent land officers
10. Incompetent land officers
11. Security reasons
12. Poor planning by government
13. Uncaring government
14. Others (Specify)

This question seeks to determine where the problem/challenge areas are with regards to enforcement and adherence to those codes, regulations, and processes, with the hope that responses can guide remedial measures and interventions to ensure investment in housing is not lost.

13.8. Professional Bodies

PROF 32: What benefits do you get from your professional body?

Code 1–8 as appropriate. You may code more than one response where necessary.

1. Promotion of integrity among professionals
2. Direction in matters of professional practice
3. Provision of professional opinions on the matters pertaining to violation of statutes
4. Liaising with government and regulatory agencies on registration and licensing of professionals
5. Continuous Professional Development
6. Publicity of your professional services
7. Defense of professionals in the event of unfair accusations

8. Others (Specify)

Qualified professionals are encouraged to be registered with their umbrella professional bodies, whose mandates provide a variety of opportunities, advantages, and benefits. This question seeks to determine the relevance of the bodies – whether they deliver on their core business and mandate, and what can be done to enhance their role and service.

PROF 33: How do you think your professional body can serve you better?

Code 1–7 as appropriate.

1. Host more education workshops / professional development opportunities
2. Lobby government for better regulations concerning transactions and ownership of land
3. Promote awareness of professionals / skills
4. Ensure practicing professionals are licensed and hold insurance
5. Recognize and award outstanding professionals
6. Create a loan facility for professionals
7. Other (Specify)

PROF 34: Is the registration board under which you operate effective in regulation enforcement and discipline?

Code 1 for Yes and 2 for No.

Boards of Registration for Professionals have mandates that include registration, regulation, and provision of disciplinary action. In order to be registered and practice as a professional in Kenya, one must be registered with the specific registration board. Professional bodies, however, such as Architects Association of Kenya (AAK), have members whose registration is voluntary. Although it has its own self-regulating mechanism, AAK is not mandated to discipline its registered professionals – this is the responsibility of the Board of Registration of Architects and Quantity Surveyors (BORAQS).

PROF 35: If yes, what makes it effective?

Code 1–6 as appropriate.

This question seeks to determine what is working well, what is not in terms of regulation and enforcement, where the problem/challenge areas are, with the hope that responses can guide remedial measures and interventions that will help the body deliver on its mandate and improve the quality of housing production in Kenya.

1. Its mandate is supported by legislation
2. Commitment and integrity of board members
3. Proper compensation for board members
4. Clear rules and regulations
5. Payment of subscription, registration and other fees
6. Other (Specify)

PROF 36: If no, what can be done to enhance its effectiveness?

Code 1–6 as appropriate.

1. Strengthen enabling institutional and legal frameworks

2. Select board members with commitment and integrity
3. Provide adequate compensation for board members
4. Provide clear rules and regulations for the board
5. Improve collection of subscription, registration and other fees
6. Other (Specify)

PROF 37: What can be done to help housing sector professionals deliver even better in housing production?

Code 1–7 as appropriate.

1. Create loan facilities for graduates (e.g., to set up an office etc)
2. Continuously review training curricula for built environment students
3. Enable/facilitate attachment or internship opportunities with relevant institutions, companies etc.
4. Improve learning facilities in tertiary institutions
5. Recognize and award top-performing interns in the industry, by professional bodies
6. Eliminate 'quacks' from the building industry/housing sector
7. Other (Specify)