# ENUMERATOR MANUAL

# FOR THE MODEL LABOR MODULE

# DESIGNED FOR MULTITOPIC HOUSEHOLD SURVEYS

# Survey Design Note

This example manual corresponds to the Model Labor Module for Multitopic Household Surveys. Users are reminded that the content of this manual must be modified in sync with any modification to the labor module (questions, responses, numbering) and local context (key definitions, protocols, working age, etc.).Example manual language for the optional section on own-use production of goods is also included. For further guidance on the labor module, see the LSMS Guidebook, *Employment and Own Use Production in Household Surveys: A practical guide for measuring labor* (Durazo et al 2021).

# This manual section is designed to be incorporated into a training manual for a multi-topic household survey or other surveys as needed. To be a stand-alone manual, additional key topics may need to be addressed (enumerator protocols for approaching households and obtaining interview permission; roles of enumerators, supervisors, and field managers, etc.).

# LABOR MODULE

**Description:** The Labor Module includes two sections – the main section on labor plus an additional section on own-use production of goods. This (main labor) section asks about employment of all household members of working age, defined in this survey as 15 years or older [working age is different across countries and should be adapted accordingly].

**Respondent**: Every effort should be made to allow household members to answer for themselves. When this is not possible, a proxy respondent is preferable to not being able to collect the data.

**Reference period**: As per international standards, the reference period is **last week** – being the last full/completed week prior to the date of the interview. For example, if the interview is conducted on a Tuesday September 15th, the reference period is from Monday of the week prior through last Sunday, and would be explained as, “*last week, that is from Monday September 7th up to Sunday September 13th*.” If the interview is on a Thursday, or any other day of that same week, the reference period remains the same. Although asking about “last week” is sufficient for most questions, the full reference period (with dates, as indicated above), should be used at the start of the interview and as needed throughout to help prompt the respondent in recalling information from the correct time frame.

**General conventions for administering the labor module:**

* Regular text: Indicates text to be read out loud to the respondent.
* ALL CAPS: indicates response categories and filters that are NOT to be ready out loud.
  + It is especially important to follow this guidance regarding response options, as in some such cases reading the options may bias the respondent’s answer.
  + When responses are not read out loud, code the most appropriate answer based on the respondent’s answer. If there is any double about which code is appropriate, consult with your supervisor immediately after the interview.
* [PARENTHESIS]: Indicates that a choice or a substitution must be made. When using CAPI, substitutions should be automatically filled in.
* **Bold text:** Should be emphasized when asking respondent.
* Question numbers beginning with E (E1, E2, etc.) are instructions or guidance for the enumerator, to ensure proper flow of the questionnaire. In CAPI interviews, most of these will be programmed directly into the flow of the questionnaire.
* Skip instructions: Some questions are not asked of everyone but instead depend on the answer to previous questions. An arrow or the symbol “>>” instructs which question to skip to. Read through the entire questionnaire carefully to understand the flow of questions.

**Definitions:**

* ***Work is any paid or unpaid activity to produce goods and services*** (i.e., any productive activity). This includes employ­ment (see below) as well as time spent providing services or producing goods for own use. Own-use work includes both goods (e.g., farming, fishing, preserving foods for storage, sewing your own clothes) and services (e.g., childcare, eldercare, food and meal preparation for immediate consumption, other household chores).
* ***Employment*** is a specific subset of work, defined as ***work done for pay or profit***. The questions in this module will help you work with the respondent to determine which activities qualify as employment.

### **RESPONDENT**

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| **ID** | **Identification code of all household members** |
| **E1** | **Is the respondent 15 years or older?** |
| **0a** | **Enumerator: Is [NAME] reporting for him/herself?**  Every effort should be made to collect information directly from each household member regarding their own labor activities. Only when this is not possible, information can be collected from another adult household member. |
| **0b** | **Enumerator: Who is responding on behalf of [NAME]?**  Write or select the identification code of the proxy respondent. |

### **WAGE**

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| **1a** | **Worked for someone else for pay**  Select ‘YES’ if ***last week*** the person did any form of paid work that was not for a household member, for one hour or more. The question is asked of everyone and intended to capture persons working for pay for someone else, for example as employees or paid apprentices, including casual, informal, and part-time employees. Paid agricultural work for others (not the respondent’s own household) is included.  Payment covers ***all forms of remuneration*** – wage, salary, tips, commissions, etc. – paid in cash or in-kind or under a commitment of deferred payment.  This question excludes persons who worked as self-employed, for example in a business or market-oriented activity with the intention of earning a profit, or those helping in a household enterprise. These persons will be captured in subsequent questions. |
| **1b** | **Hours worked last week**  Record the ***total*** number of hours the person worked for a wage, salary or any other pay during the ***last week***. Record the hours ***actually*** worked, ***not*** the number of hours they normally or usually work in a week. Include break times but exclude commute time (the time going to and from work). |

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### **NON-FARM HOUSEHOLD ENTERPRISE (NFE)**

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| **2a** | **Run a non-fam household enterprise**  Select ‘YES’ if ***last week*** the person worked in a NFE that they manage or operate, for one hour or more. NFEs are also commonly referred to as household businesses and include any kind of business activity to earn an income in the form of profits (in cash or in kind) such as craftsman, hairdresser, shopkeeper, making and selling of food, medical practice, and so on. Only include here business activities for which the person manages or operates the NFE, meaning they make decisions about running the business, such as the types of good and services offered, hours of operation, the hiring of employees (when applicable), etc. Include all businesses the person operated or managed last week, even if at the time any were not making a profit or were incurring a loss.  This question excludes household farming, livestock, fishing, and forestry (hunting/foraging) activities; these persons should be captured in question 4a (see below). Exclude persons who worked last week in any kind of paid job (employees or paid apprentices); these persons should have been captured in question 1a. |
| **2b** | **Hours worked**  Record the ***total*** number of hours the person worked ***last week*** in any and all NFEs managed or operated by the household. Record the ***hours actually worked***, ***not*** the number of hours they usually or normally would have worked. Include break times but exclude commute time (the time going to and from work). |

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| **3a** | **Worked in a non-farm household enterprise**  Select ‘YES’ if the person worked in a NFE operated by another household member ***last week*,** for one hour or more. Exclude enterprises in which the person makes decisions about running the business; these activities should have been captured in question 2a. |
| **3aa** | **Recovery question for working in a NFE**  Select ‘YES’ if ***last week*** the person did any activities to help another household member in any NFE for one hour or more. This question is asked when the answer to Q3a is ‘NO’. Some respondents may spend time contributing to these NFEs but may not consider their input to qualify as a job or *work.* However, for the purpose of this survey, these activities are classified as work and additional information must be collected from the respondent. The question intentionally does not include the word “work”, and any translations or explanations should exclude the word as well. |
| **3b** | **Hours worked**  Record the ***total*** number of hours the person worked ***last week*** in any NFEs operated by another household member. Record the hours ***actually*** worked, ***not*** the number of hours they usually or normally would have worked. Include break times but exclude commute time (the time going to and from work). |

### **FARMING & RELATED ACTIVITIES**

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| **4a** | **Worked on crops, livestock, fishing/fisheries, and forest-related activities**  Select ‘YES’ if the person did any of the following work ***last week,*** for one hour or more:   * Any **farming-**related work on land owned, rented, or otherwise used by members of this household. Exclude paid farming work on non-household land, which should be captured in question 3a. * Any **livestock-**related work with animals owned or rented by members of this household. This includes breeding, raising, or caring for livestock (cattle, sheep, goats, etc.) as well as any other animals raised for meat, goods, or services (donkeys, poultry, rabbits, bees, etc.). Exclude employment looking after another household’s animals (e.g., work for payment as a herder), which should be captured in 1a. * Any **fishing-**related work, such as fishing, aquaculture, shellfish collection, etc. Exclude employment in fishing and aquaculture activities (e.g., work for a non-household member for payment as a fisherman), which should be captured in 1a. * Any **forestry-**related work, such as collecting wood or plants, foraging for food or other goods, and hunting in forests or other uncultivated areas (grasslands, seashores, etc.). Exclude employment in forestry activities (e.g., working for a non-household member for payment in any of these areas, receiving payments for forest services), which should be captured in 1a. |
| **4aa** | **Recovery question for household farming**  Select ‘YES’ if the person helped ***last week*** in any of the farming, livestock, fishing, or forestry activities listed above, for one hour or more. This question is asked when the answer to Q4a is ‘NO’. Some respondents may spend time contributing to these activities but may not consider their input to qualify as *work.* However, for the purpose of this survey, these activities are classified as work and additional information must be collected from the respondent. The question intentionally does not include the word “work” and any translations or explanations should exclude the word as well. |
| **4b** | **Hours worked**  Record the ***total*** number of hours the person worked in any of these household agricultural and related activities ***last week*.** Record the hours ***actually*** worked, ***not*** the number of hours they usually or normally would have worked. Include break times but exclude commute time (the time going to and from work). |
| **5** | **Main intended destination of production**  The main intended destination of the products from **the person’s work** in household farming, fishing, livestock, or forestry activities. This question relates specifically to **the output of each person’s own work** in farming, fishing, livestock or forestry activity, not the total output of the household.  Ask the respondent to select the answer that applies best. ONLY FOR SALE means that the person intends to ***sell all the output*** from their work in these activities. MAINLY FOR SALE means a ***more than half*** of the output from this person’s activities was/will be ***sold or bartered*,** but some lesser portion was/will be consumed by the household. MAINLY FOR HOUSEHOLD USE means a ***more than half*** of the output from this person’s activities was/will be ***consumed by the household***, but some lesser portion was/will be sold or bartered. ONLY FOR HOUSEHOLD UES means that ***all the output*** from this person’s activities will be ***consumed by the household***. |

### **GENERAL RECOVERY QUESTIONS**

These questions are to assess whether the person’s activities during **last week** qualified as **work or** **employment**. If the person has NOT yet confirmed any employment, additional questions are asked (to see if any activities that qualify as work or employment can be “recovered”).

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| **E2** | **Enumerator: Review questions Q1a, Q2a, Q3a, and Q4a [Q3aa andQ4aa]: Is there any YES?**  Q6a – Q7 are only asked if the response to this is ‘NO’. |
| **6a** | **Run a business, farm, or do any income-generating activity**  Record ‘YES’ if the person ran/operated any sort of activity meant to generate income, such as making things for sale, buying or reselling things, provided paid services, growing products, raising animals, catching fish, hunting or foraging for sale. This includes all activities explained above in Q2a, Q3a, and Q4a. The words “work”, “job”, or “employment” MUST NOT be used, as the intent is to capture activities that meet the definition of work or employment even when individuals themselves do not consider the activities to do so. |
| **6aa** | **Help with a business, farm or paid job of another household member**  Record YES if the person HELPED any household member with their activities in any sort of work or employment listed in Q1a, Q2a, Q3a, and Q4a. If a respondent helps another household member with their paid job (e.g., activities under Q1a and not a household enterprise), and the respondent is not paid for this activity, this qualifies as employment. Examples of such work include a son who helps his mother grade papers, where the mother is employed as an elementary school teacher; and a wife who helps her husband cut vegetables, as part of his paid employment as a cook at a restaurant (that is not owned by the household). Both the wife and the son are classified as employed, although not affiliated with the school nor with the restaurant. A respondent who “helps” with activities of a household enterprise of another household member is classified as an employed.  As in the previous question, the words “work”, “job”, or “employment” MUST NOT be used; again, the intent is to capture activities that meet the definition of work or employment even when individuals themselves do not consider the activities to do so. |
| **6b** | **Hours worked**  Record the ***total*** number of hours the person worked or helped in any of these activities ***last week*.** Record the hours ***actually*** worked, ***not*** the number of hours they usually or normally would have worked. Include break times but exclude commute time (the time going to and from work). |
| **6c** | **Work was on crops, livestock, fishing, or forestry activities**  Record ‘YES’ for any of the activities indicated above in Q4a. |
| **7** | **Main intended destination of production**  See Q5 above for guidance. |
| **E3** | **Enumerator: does Q5=3 or 4, or Q7=3 or 4?**  This confirms whether the work performed is employment (when the goods are for the market) or own-use production of goods (when the goods are for household use). |
| **E4** | **Instructions for which section to ask next, based on responses so far** |

### **TEMPORARY ABSENCE**

Asked only of persons that did not report any work at all (questions Q1a, Q2a, Q3a, Q3aa, Q4a, Q4aa, Q6a, and Q6aa are ALL NO).

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| **8** | **Absence from a job, business, or household farm**  Select ‘YES’ if the person **normally or regularly** works in a job, business, or household farm (incl. agriculture, livestock, fishing, forestry) and expects to return to this activity. |
| **9** | **Reason for absence**  Record the ***main reason*** why the person was temporarily absent from their normal or regular work ***last week***. **DO NOT read response categories out loud.**   * Code 2: Includes all persons who indicated not having worked in the reference period because it was their low or off-season. This excludes short periods (e.g., less than two weeks) of low activity during the active season, which should be coded as 3. * Code 3: Includes situations where the respondent was not working for the entire reference period due to the working time arrangement or the nature of the work. This includes for example, persons who work on schedules such as two weeks on and two weeks off; persons on time off as compensation for time previously worked and other flexible working time arrangements. It also includes persons working in agriculture or in other industries where the nature of their work may include short periods (e.g., lasting 1-2 weeks) with no activity during the productive cycle. Note, however, that the off-season should be recorded as Code 2. * Code 6: Refers to the statutory period of maternity or paternity leave around the time of childbirth, as established in national legislation. It excludes maternal or parental leave that may be requested at different times for childcare purposes, which should be recorded as Code 8. * Code 7: Includes all kinds of education or training, not paid by nor required by the employer. Note that persons attending education or training covered by the employer are to be considered as “Employed, at work” and captured in Q1a as such. * Code 9: Includes involuntary breaks due to work interruptions for economic reasons such as a lack of available business, a lack of materials, difficulties with permits, etc. This also includes any absence where a person is temporarily laid off by their employer. * Code 11: This includes only people who were involved in a labor dispute. Involuntary absences because of a labor dispute involving others (e.g., strike of public transport affecting the respondent’s ability to get to work) should be coded as 9. * Code 12: Refers to *involuntary* breaks in work due to long term disability. |
| **10** | **Return to work within 3 months**  Refers to the expected ***total duration of the absence*** and includes both the time already absent plus the expected future period of absence. If the respondent is unsure when they will return, probe them by asking if they think it will be more or less than 3 months in total. |
| **11** | **Continued work during low or off-season**  Asked only when reason for absence is because of the low or off-season (Q9=2). Record ‘YES’ if, during the period considered as low or off-season, the person continued to perform at least some of the tasks or duties of their work. For example, clearing a field, applying fertilizer, checking orchards for overall tree health, buying supplies for a construction business, repainting their seasonal shop, etc. – anything in preparation for the high or active season. |
| **12a** | **Work was on crops, livestock, fishing, or forestry activities**  Record ‘YES’ for any of the activities indicated above in Q4a. |
| **12** | **Main intended destination of production**  See Q5 above for guidance. |

### **JOB SEARCH**

Asked only of persons that do not have any employment. This includes persons with (a) no work in any activity or (b) work ONLY in household farming/livestock/fishing/forests where the intended use of output is only or mainly for household use. These questions will help in measuring unemployment and other types of labor underutilization.

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| **13** | **Efforts to find a paid job**  Select ‘YES’ if the person has taken any **concrete action** in the ***last four weeks*** to find paid work, such as actively asking around for work, applying for jobs, registering with a public or private employment agency, etc.  Select ‘NO’ if the person wanted to find work but did not *actively* do anything towards it or if the person actively looked for work more than four weeks ago and in the meantime was only waiting to hear back from someone. |
| **14** | **Efforts to start a business**  Select ‘YES’ if the person has taken any **concrete action** in the ***last four weeks*** to start a business, such as seeking financial help for a proposed business, developing a business plan, applying for a permit, etc. Select ‘NO’ if the person wanted to start a business but did not *actively* do anything towards it.  Asked only of persons who answered ‘NO’ to the previous question (Q13=2). |
| **15** | **Main actions to find paid work or start a business**  Record the **main actions** taken by the person in the ***last four weeks*** to find paid work or start a business. RECORD UP TO 2 ACTIONS. If the person reports doing only one thing, probe for anything else; if there is nothing else, use code 15 (NO SECOND ACTIVITY) for Action 2. **DO NOT read response categories out loud.** |
| **16** | **Length of time trying to find paid work or start a business**  Record the amount of time the person has been **without work *and* actively trying** to find a job or start a business. For example, if the respondent has been looking for work for 6 months but did some work for pay 3 months ago then the duration for Q16 would be 3 months. **DO NOT read response categories out loud.** |
| **17** | **Desire to work**  Record ‘YES’ if the person **wants to work** at present. Do not probe or question their response, regardless of any previous answers or information provided. |
| **18** | **Main reason person did not try to find a paid job or start a business**  Asked only of persons who did nothing to find a paid job or start a business (Q13 and Q14 are both ‘NO’) but have a desire to work (Q17 is ‘YES’).  Code the response for the main reason the person did not look for work in the ***last four weeks***. If the respondent mentions more than one reason, ask them to confirm which one is the main reason.  **DO NOT read response categories out loud.** |
| **19** | **Availability to work last week**  Select ‘YES’ if the person reports being available to work in the ***last week***, meaning the person had the time and capacity to work in any form if there had been any possibility to do so. Select ‘NO’ if the person reported having no time to work for any reason. |
| **20** | **Availability to work within next 2 weeks**  Record ‘YES’ if the person is available to start working ***within the next two weeks*** if a job or business opportunity were to become available. This is only asked of respondents who were not available to work in the reference week (i.e., they said ‘NO’ to Q19). |
| **21** | **Reason not available to start working**  Record the **main reason** why the person is not available to work ***within the next two weeks***. This is only asked of people who are not employed and not available to work, but willing to work. **DO NOT read response categories out loud.** |
| **22** | **Main activity at present**  Read ALL the options out loud and record what the respondent reports as the ***main*** current activity. This is a self-perception question. It should reflect what the respondent feels best describes their mainly activity. It could be the activity they spend most time on or the activity they feel is most important but should be up to the respondent to determine this. The notion of “at present” is to be interpreted as understood by the respondent (and does not have a pre-defined reference period as other questions do). |

### **MAIN JOB**

Asked only of respondents who are defined as employed based on the responses provided thus far. This includes those who reported (1) work in any paid activity outside of household farming/fishing/livestock/forests; (2) work in household farming/livestock/fishing/forests where the stated intended use of output is only or mainly for sale; and/or (3) either of 1 or 2 above, even if absent during the reference week.

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| **23** | **Multiple jobs**  Select ‘YES’ if the respondent has more than one job or business. A self-employed person who works for more than one client is not considered to have more than one job or business. A separate job should involve working in a different economic activity or in a different status in employment. For example, a person who runs their own business and also works as a government employee; or a self-employed person who runs a convenience shop during the day and drives a taxi during the evenings. For employees it refers to the number of employers they have, for example an employee of a real estate agency has one job, regardless of how many clients they might serve through that agency. |
| **E5** | **Statement for multiple job holders**  Read the statement to respondents who report having multiple jobs, to help identify their main job, which will be asked about in the following questions. NO RESPONSE IS REQUIRED. The main job is defined (as per international standards) as the one in which the person usually works the most hours, even if they were absent from it last week. If the hours of work are the same in multiple jobs, the main job/business is the one that generates the highest income. Care should be taken to ensure that respondents report on their main job even if they were absent from it last week. |
| **24a, 24b** | **Occupation in main job /business (title and main tasks and duties)**  Give a **detailed**description of the **activity the person does** in their main job, including the position, and type of industry and workplace, e.g., “cook in a restaurant”, “managing a restaurant”, “assistant in a pharmacy”, etc. Do NOT just write “restaurant” or “manager”. For example, if the respondent says he/she is a teacher, the interviewer should inquire further as to what type of teacher- primary school, vocational school, subject matter taught, language, etc. and then record both the title and the tasks and duties reported.  DESIGNER NOTE, TO BE REMOVED FROM FINAL MANUAL: Many CAPI programs may have drop-down menus, auto-complete descriptions, or other programming features to help complete this section. The examples should be adapted to list nationally relevant tasks and duties. Detailed descriptions should be provided in the examples, as these are meant as guidance for the interviewer, and not to be read aloud. This includes examples of relevant main task and duties associated with that occupation (e.g. transporting goods between cities) to highlight the type of information required for detailed coding. When using PAPI, supervisors or coding specialist will fill in ISCO codes after interviews are completed. REPLACE THIS NOTE WITH INSTRUCTIONS SPECIFIC TO THE QUESTIONNAIRE FORMAT TO BE USED IN THE SURVEY.] |
| **25a, 25b** | **Industry in main job**  Give a **detailed** description of the **main activity of the establishment** in which the work is carried out. For example, a cook in a restaurant works in a different industry than a cook at a hospital.  DESIGNER NOTE, TO BE REMOVED FROM FINAL MANUAL: Many CAPI programs may have drop-down menus, auto-complete descriptions or other programing features to help complete this section. The examples should be adapted to list nationally relevant activity of the industry. Detailed descriptions should be provided in the examples, as these are meant as guidance for the interviewer, and not to be read aloud. When using PAPI, supervisors or coding specialist will fill in ISIC codes after interviews are completed. [REPLACE THIS NOTE WITH INSTRUCTIONS SPECIFIC TO THE QUESTIONNAIRE FORMAT TO BE USED IN THE SURVEY.] |
| **26** | **Status in employment**  Status in employment refers to the type of relationship between the person and the entity they work for. Record the status of the respondent in the main job.   * Code 1: The person owns and/or runs a household business (farm or non-farm enterprise) and may or may not have employees working for him/her. * Code 2: The person participated in any activity to support the operation of a business activity (farm or non-farm enterprise) of a household member living elsewhere. * Code 3: The person holds a job with a written or oral contract which gives them a basic pay that is not directly dependent on the revenue of the entity where they work. * Code 4: The person is paid on a temporary basis to acquire workplace experience or skills. * Code 5: The person helped with any of the tasks or duties of an employee job held by a household member living elsewhere. For example, a daughter who grades exams for his father as part of his job as a teacher. |
| **27** | **Months worked (during past 12 months)**  Record the ***actual number of months,*** of the past 12 months, during which the person worked in their main job. |
| **28** | **Weeks per month usually worked**  Record the number of weeks the person ***usually*** worked in their main job, during the months when they worked. If the number of weeks vary by month, ask the person to estimate an average over months actually worked during the ***last 12 months***. |
| **29** | **Days per week usually worked**  Record the number of days per week that the person ***usually*** worked in their main job, during weeks when they did any work. If the number of days vary ask the person to estimate an average over ***the last four weeks.*** |
| **30** | **Hours per day usually worked**  Record the number of hours per day the person ***usually*** works in their main job, referring only to the days they worked. If the number of hours per day vary ask the person to estimate an average over ***the last four weeks***. |
| **31a, 31b** | **Usual earnings**  Record the amount ***usually*** received, in cash or in kind. For those who are employed by others, record their combined wages, salaries, and other payments. For persons in self-employment or working in NFEs, record ***profits*** which means the total income *minus* costs. For any in-kind earnings, ask the respondent to estimate that value in local currency.  Record also the time period this payment covers. Let the respondent report their earnings in whichever timeframe they prefer (hourly, monthly, etc.) – as this will help them to report more accurately. |
| **32** | **Type of enterprise/establishment**  Asked only of persons who report that they work for someone else in their main job (as an employee, or paid apprentice/intern, that is Q26=3 or 4).  Record the type of enterprise or establishment for the person’s main job. If in doubt, probe to make sure you select the correct type. Government may be at different levels including Federal, state and local government and some of the workers may include teachers, hospital staff and police force. |
| **32 b** | **Place of work**  Record the physical location where the work takes place. This question is NOT asked to persons who work in government enterprises, international organizations or ambassies, or for private households as domestic workers. For example, a government doctor who works on call in different households works in government (code 1) even though the usual place of work may be the patients’ households. Moreover, a domestic worker hired by an agency should be recorded as code 4 (private household), while a nurse hired by an agency to work in a government hospital through an agency would be code 1 (government). |
| **33** | **Incorporation of the business**  Record whether the business the respondent is working in is incorporated. Incorporation refers to the process of establishing a business/establishment with a separate legal identity from its owner(s), which limits the liability of the owners in case of losses by the business. |
| **34** | **Registration of the business**  Record whether the business is registered in the national business register. This includes for example, registration under factories or commercial acts, tax or social security laws, professional groups’ regulatory acts, or similar acts, laws or regulations established by national legislative bodies. |
| **35** | **Accounts and record-keeping**  Record what level of accounts/records (balance sheet, profit and loss statement etc.) the business keeps. The enumerator must read the response options aloud.   * Code 1 refers to written accounts kept for tax purposes as per the national context. This may include business balance sheets, profit and loss statements, registers of assets, etc. It also includes simplified accounts required by tax or other public authorities for small business operators. Code 1 **is not asking** whether or not taxes are submitted/paid, but rather whether complete accounts are kept. * Code 2 refers to written records of accounts kept by the business for internal purposes and not intended for submission to the tax or other public authorities. * Code 3 means some records may be kept, for example receipts of purchases, lists of expenses or payments, but no balance sheets are maintained. * Code 4 means no records are kept. |
| **E6** | **Enumerator: Is Q26==3 or Q26==4?**  Q36-39 are only asked to respondents in a paid dependent employment relationship (e.g., employee or apprentice/intern). |
| **36** | **Establishment size**  Record the number of persons working in the enterprise/establishment including the owner and the person themself. Include all workers regardless of their status in employment (employees, paid apprentices, contributing family workers, business co-operators, etc.), whether full-time or part-time, with a temporary contract or agreement, etc., even if absent during the reference week. |
| **37** | **Status of contract**  Record the status of the person’s contract/agreement in their main job. For non-permanent jobs with contracts, record the total duration of the current contract or agreement, including both the elapsed duration and the remaining time.   * Codes 1, 2, 3 & 4 cover various types of written agreements possible between the respondent and their employer which indicates their duties/role and working conditions. * Code 5 covers situations where there is no written agreement, but the conditions have been orally agreed between the respondent and the employer. |
| **37b** | **Taxes on employment**  Care should be taken to ensure answers refer to who is responsible for paying income tax, and not on whether or not any income tax is actually paid (for any reason, including for example, because the income earned is below a threshold required for payment of income related tax). Depending on the answer to this question, some respondents may be classified as self-employed even when they might self-identify as working for someone else (i.e., as employees, apprentices, etc.). |
| **38a-**  **38i** | **Benefits**  Record all types of benefits that are offered by the employer. Enumerators must read all options out loud and record YES or NO for each type.   * Paid annual leave or holiday/vacation leave: The person is entitled to a certain number of days of leave per year, without any reduction in salary. * Paid maternity or paternity leave: The person is entitled to paid leave for the birth of a child. * Paid medical/sick leave: The person is entitled to any paid absence from work in case of illness or for other medical reasons. * Health insurance benefits: The person’s employer is contributing to (paying for or providing) partial or full health insurance coverage. Note that the question is **not** asking if the person is insured, but whether the employer provides such benefits. * Pension/retirement account: The person is enrolled in a pension or other retirement benefit scheme through their main job, and their employer pays part/all of the contributions to it. Note that the question is **not** asking if the person has any form of pension, but whether the employer contributes to it. * Disability pension: The person is enrolled in a disability pension scheme through their main job. * Paid/subsidized meals at work: The person is entitled to paid/subsidized meals at their main job. Note that the question is **not** asking if the person is eating those meals, but whether the employer contributes to it. * Transport subsidy: The person is entitled to subsidized transport to/from their main job. Note that the question is **not** asking if the person is using this form of transport, but whether the employer contributes to it. * Other benefits: The person is entitled to any other benefits from their employer in this main job. |
| **39a-**  **39e** | **Difficulties experienced**  Record all difficulties that the respondents confirm they have experienced in their main job. Enumerators must READ ALL options aloud and record YES or NO for each type. |
| **E7** | **Enumerator: Is Q23==1?** |
| **E8** | **Statement for persons with multiple jobs**  Read the statement to respondents who reported having multiple jobs, to help them identify which one should be reported as their second job. No response is required. The second job is defined as the one where the person usually works the second highest number of hours, even if absent during the reference week. |
| **40 - 47** | **Details of second job**  These are the same questions asked about the main job, but now asked about the second job. See above for guidance. |
| **48** | **Looking for additional paid work**  Select ‘YES’ if the person has been **actively searching** for paid work during the ***last four week*s**. This question refers to both (1) searching for an additional job to the current one(s) and (2) searching for a new job to replace the current one. The search can be within the current place of employment or elsewhere. Any active measure to seek employment should be recorded as a ‘YES’.  Asked only of persons who have at least one job. |
| **49** | **Desire to work extra hours**  Select ‘YES’ if the person wants to work more hours per week than usually worked (regardless of availability), provided the extra hours are paid. The extra hours may be in any of the current job(s) or in a different job. The question refers to the usual working hours in all jobs regardless of the hours actually worked in the reference week. |
| **50** | **Availability to work extra hours**  Select ‘YES’ if the person reports being able to start working more hours within the **next two weeks**. The question refers to time availability with respect to their usual situation. |
| **51** | **Total number of additional hours**  This refers to the person’s preferred working situation (not the maximum number they could feasibly work). Record the number of additional hours per week the person would be interested and available to work. The enumerator can remind the respondent to take into account the usual hours already worked in all jobs but should not calculate or determine the answer for the respondent.  Asked only of persons who are available to work extra hours. |
| **52** | **Desire to change employment**  Select ‘YES’ if the person would like to change their current employment situation. This question captures whether the person is satisfied with their current working arrangement. The response should not consider whether such a change is possible. If the person holds multiple jobs, this question refers to their overall employment situation and not just their main job. For example, a person may wish to change from having two part-time jobs to one full-time job and this should be recorded as ‘YES’. |
| **53** | **Main reason for desire to change employment**  Record the ***main reason*** why the person wants to change their employment situation. The question refers to their overall employment situation, not just their main job. |

**OWN-USE PRODUCTION OF GOODS SECTION**

**Survey Design Note:** This section captures time spent working in own-use production of other (non-farm) goods, for a complete accounting of this type of work activities. This section is optional and should be used in survey or country contexts where comprehensive measures of participation in own-use production of goods are desired. As with the above manual section for the main labor module, this manual section must be updated and revised as needed based on survey and country context. The set of activities included should be reviewed and revised for country relevance. A sub-section for own-use provision of services will be forthcoming.

**Description:** This section asks about own-use production of goods not covered in the main module (i.e., non-agricul­tural goods produced for household use). It is administered to all household members ages 15 years or older.

The purpose of this section is to collect information on those engaged in own-use production of goods other than farming (or livestock or fishing or forestry activities), which are covered in the main module above.

Respondent, reference period, and general conventions for administering this section are the same as the main labor module (see above for guidance).

### **RESPONDENT**

|  |  |
| --- | --- |
| **ID** | **Identification code of all household members** |
| **E1** | **Is the respondent 15 years or older?** |
| **0a** | **Enumerator: Is [NAME] reporting for him/herself?**  Every effort should be made to collect information directly from each household member regarding their own labor activities. Only when this is not possible, information can be collected from another adult household member. |
| **0b** | **Enumerator: Who is responding on behalf of [NAME]?** |

### **OWN-USE PRODUCTION OF GOODS**

ALL questions refer to goods **mainly or only** **for use by the household.**

|  |  |
| --- | --- |
| **E2** | **Statement for own-use production of goods**  Read the statemen, making clear to the respondent what period of time is covered by the questions. |
| **1a** | **Gathering wild food**  Record ‘YES’ if the person gathered any wild food. This includes gathering wild fruits, nuts, mushrooms, roots and medicinal and other plants intended mainly for household use. DO NOT include any harvesting activities (crops, fruits, vegetables) nor cases where the respondent had to pay someone else for the products gathered (for example gathering apples in another person’s orchard and then paying for the apples). |
| **1b, 2b, 3b, 4b,**  **5b, 6b,**  **7b** | **Time spent doing this activity last week**  Record the total amount of time the person spent in this activity during the reference period (last week, Monday through Sunday). **This follow-up question (part b) is asked for every activity question that the person reports having done (part a = YES).** |
| **2a** | **Hunting animals**  Record ‘YES’ if the person spent any time hunting and/or trapping animals to obtain meat, hair, skin, bone, or other products mainly or only for household use. DO NOT include any activities that involve raising livestock or other animals. |
| **3a** | **Making goods (handcrafts)**  Record ‘YES’ if the person spent any time producing non-food household goods. This includes making pottery, furniture (e.g., cutting, carving, sanding, varnishing, painting, assembling wood products); clothing, and other textiles (e.g., weaving, spinning, sewing, leather work, embroidery, needlework, knitting, etc.); and making shoes, footwear, handbags, carpets, baskets, mats, paper, paper products, soap, perfume, candles, utensils and so on. |
| **4a** | **Fetch water from natural or public sources**  Record ‘YES’ if the person spent any time fetching water from natural or public sources for household use. This includes drawing water from wells, rivers, ponds, or lakes; or fetching water from public distribution centers including pipes. Include as well time spent getting to and from the water source, as well as time spent waiting (in line) to access the water source. DO NOT include the purchase and transport of water from shops or the transport of water from different areas within the household compound, such as a private patio. |
| **5a** | **Collect firewood or other natural products for use as fuel**  Record ‘YES’ if the person spent time cutting, collecting, and/or transporting (e.g., on foot, using hand or animal carts) firewood, dung, peat, or other fuel products. DO NOT include activities to purchase products for use as fuels or transportation of purchased products. |
| **6a** | **Preparing food or drinks to preserve**  Record ‘YES’ if the respondent spent any time preserving food or drink for later consumption. This includes activities such as processing and preserving meat and fish products (e.g., curing, smoking, drying, salting); making dairy products (butter, cream, cheese, etc.); processing and preserving fruits and vegetables (e.g., pickling, salting, roasting, grinding, oil pressing, jam- and jelly-making, canning); processing grains (e.g., husking, drying, threshing); making flour, grain mill products, starches, and starch products; brewing, fermenting, and preparing drinks for storage. DO NOT include the preparation of foods/meals and beverages intended for immediate consumption or consumption in a short period after their preparation (e.g., meals which are prepared then frozen to be consumed later). |
| **7a** | **Construction work to renovate, extend, or build the household’s dwelling**  Record ‘YES’ if the person spent time on activities related to the construction and major repair of household dwellings and other structures (roof, walls, and fences; animal sheds; storage facilities for produce, garage; demolition or wrecking of building structures). Include time spent acquiring inputs and materials for construction or major repairs (collecting wood and other materials, making bricks, etc.) except when inputs and materials are purchased. DO NOT include time spent on rather minor maintenance activities such as painting, decorating, or maintaining the home, doing minor repairs, installing fixtures and fittings such as lights, bathroom fittings etc. (these minor maintenance activities are considered own-use production of services). |