# INTERVIEWER MANUAL

# MODEL LABOR MODULE FOR MULTITOPIC HOUSEHOLD SURVEYS

# Survey Design Note

# This example of interviewer 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).

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

# MODEL LABOR MODULE

**Description:** This section asks about employment and own-use production of agricultural goods of all household members in working age normally 15 years or older (working age is different across countries and should be adapted).

**Respondent**: Household members should 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 the Monday of the week prior through last Sunday, which is Monday September 7th 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.

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

* Regular text: Indicates text to be read out loud to the respondent.
* CAPS: INDICATES RESPONSE CATEGORIES AND FILTERS NOT TO BE READ OUT LOUD
  + 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.
* **Bold text:** Highlighted for emphasis.
* 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 can 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 or creating services and goods for own use. This “own-use production” 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 performed for pay or profit***. The questions in this section 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]?** |

### **WAGE**

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| **1a** | **Worked for someone else for pay**  Select YES if [last](#past_seven_days) weekthe 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 includes **all forms of remuneration** – wage, salary, tips, commissions, etc – paid in cash or in-kind or under a commitment of deferred payment.  Exclude 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 family business or family farm. 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 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). |

### **HOUSEHOLD-BUSINESS**

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| **2a** | **Worked in a (non-farm) household business**  Select YES if [last](#past_seven_days) week the person worked for themselves or in a non-farm household enterprise (NFE) that they manage or operate, for one hour or more. NFEs are also commonly referred to as family 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 in 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 business the person operated/managed last week, even if at the time it was not making a profit or was incurring a loss.  Exclude household farming, livestock, fishing, and forestry activities. Exclude persons who worked last week in any kind of paid job (employees or 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 non-farm enterprise or household business that they manage or operate. 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). |

### **HELP IN A HOUSEHOLD BUSINESS**

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| **3a** | **Helped in a (non-farm) household business**  Select YES if the person has helped in a non-farm business operated by another household member [last](#past_seven_days) week, for one hour or more. Exclude business activities/enterprises in which the person makes decisions about running the business; these persons should have been captured in question 2a. |
| **3b** | **Hours worked**  Record the **total** number of hours the person helped [last](#past_seven_days) week in any non-farm household business operated by another family 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). |

### **HOUSEHOLD FARM & 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 work on land cultivated by others (e.g. helping the neighbor harvest). These persons should have been 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 work 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.* The question intentionally does not include the word “work”, yet such activities do qualify as such. |
| **4b** | **Hours worked**  Record the **total** number of hours the person worked (or helped) 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 obtained from **the person’s work** in household farming, fishing, livestock, or forestry activities. This relates specifically to the output of each person’s own 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 SOLD means a **greater proportion** 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 **greater proportion** 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**. |

### **RECOVERY QUESTIONS**

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

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| **E2** | **Enumerator: Review questions Q1a, Q2a, Q3a, and Q4a [andQ4aa]: Is there any YES?** |
| **6a** | **Run a business, farm, or any income-generating activity**  Record YES if the person ran/operated any sort of activity meant to generate income. 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 Q2a, Q3a, Q4a, and also Q1a. Examples of Q1a include a son who helps his mother with grading exams as part of her job as a teacher or helps his father cut vegetables as part of his paid employment as a cook at a restaurant (not owned by the household). 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 sub-section to conduct, based on responses so far.** |

### **TEMPORARY ABSENCE**

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

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| **8** | **Absence from a job, business, or family farm**  Select YES if the person **normally or regularly** works in a job, business, or family 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 out response categories.** |
| **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 family farming/livestock/fishing/forests where the intended use of output is only or mainly for household use.

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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 4 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 4 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 16 (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. **DO NOT read response categories out loud.** |
| **17** | **Desire to work**  Record YES if the person **wants to work** at present. |
| **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 NO) but have a desire to work (Q17 is YES).  Select the main reason the person did not look for work in the **last four weeks**. **DO NOT read response categories out loud.** |
| **19** | **Availability to work last week**  Select YES if the person was available to work in the **last week**, i.e. would have had the time and capacity to work in any form if there had been any possibility. Select NO if the person had no time to work (e.g. student, household chores), was physically or mentally unable to work (e.g. too young or old, long illness, disability), or unable to work for any other 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. |
| **21** | **Reason not available to start working**  Select the **main reason** why the person is not available to work within the next 2 weeks. **DO NOT read response categories out.** |
| **22** | **Main activity at present**  Read the options out load and record what the respondent reports as the main current activity. |

### **MAIN JOB**

Asked only of persons 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 family 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, even if absent during the reference week.

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| **23** | **Multiple jobs**  Select YES if the person 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 an agency has one job, regardless of how many clients they might serve through that agency. |
| **E6** | **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”.  NOTE: Many CAPI programs may have drop-down menus, auto-complete descriptions or other programing features to help complete this section. When using PAPI, supervisors or coding specialist will fill in ISCO codes after interviews are completed. [REPLACE THIS 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.  NOTE: Many CAPI programs may have drop-down menus, auto-complete descriptions or other programing features to help complete this section. When using PAPI, supervisors or coding specialist will fill in ISCO codes after interviews are completed. [REPLACE THIS 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 person in the main job.   * Code 1: The person works on their own account or with partners. They hold a “self-employment” type of job (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 or a family 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 or a family member living elsewhere. For example, a son who helps his mother with grading exams as part of her 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 previous 4 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 previous 4 weeks. |
| **31a, 31b** | **Usual earnings**  Record the amount usually received, in cash or in kind. For those employed by others this will be in the form of wages, salaries, or other payments. For persons in self-employment or working in non-farm enterprises (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 |
| **32** | **Type of enterprise/establishment**  Asked only of persons who reported that they worked as for someone else in their main job (as an employee, or paid apprentice/intern) (Q26=3 or Q26=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. |
| **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]. |
| **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 01 **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. |
| **E7** | **Enumerator: Is Q26==3 or Q26==4?** |
| **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. |
| **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-i** | **Benefits**  Record all types of benefits that are offered by the person’s main job. Enumerators must read all options out loud.  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 of parental leave: The person is entitled to paid leave for the birth of a child.  Paid medical/sick leave: The person is entitled to 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 contributes to it.  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 into 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.  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.  Other benefits: The person is entitled to any other benefits from their employer in this main job. |
| **39a-e** | **Difficulties experienced**  Record all difficulties that the person confirms they have experienced in their main job. Enumerators must read all options aloud. |
| **E8** | **Enumerator: Is Q23==1?** |
| **E9** | **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**  Asked only of persons who have at least one job.  Select YES if the person has been **actively searching** for paid work during the **last four weeks**. This question refers to either (1) searching for an additional job to the current one(s) or (2) searching for a new job to replace the current one. The search can be within the current economic unit or in a different economic unit. Any active measure to seek employment should be recorded as a YES. |
| **49** | **Desire to work extra hours**  Select YES if the person is 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 could 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. |
| **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. |

MODEL OWN-USE PRODUCTION OF GOODS MODULE

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

**Description:** This module 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 sub-section is to collect information on those engaged in own-use production of goods other than farming (or livestock or fishing activities), which are covered in the above module.

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

### **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]?** |

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

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

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| **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 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** | **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); 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). |