



KINGDOM OF TONGA

**2009**

**HOUSEHOLD INCOME & EXPENDITURE SURVEY**

**FIELDWORK MANUAL  
FOR  
SURVEY FIELDWORKERS**

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# **1. GENERAL**

## **1.1 Introduction**

This manual is intended to be used by the project management team, supervisors, interviewers and other staff working on the Tongan Household Income and Expenditure Survey (HIES) 2009. The main purpose of the manual is to assist both supervisors and interviewers in ensuring the timely and accurate completion of the survey questionnaires. It contains guidelines and procedures for the conduct of the HIES during fieldwork. All persons involved in this survey, other than the respondents, are required to study and understand fully the instructions and procedures that are contained in this manual.

The success of this survey depends largely on the manner in which the staff conduct themselves during both the training and fieldwork. It is essential that staff adhere to this manual, and any instructions given, so that the output of this survey is of the highest quality possible.

## **1.2 Purpose and Objective of the Survey**

The purpose of the HIES survey is to obtain information on the income, consumption pattern and incidences of poverty for different groups of people in Tonga. This information will be used to guide policy makers in framing socio-economic developmental policies and in initiating financial measures for improving economic conditions of the people.

Some more specific outputs from the survey are listed below:

- a) To obtain expenditure weights and other useful data for the revision of the consumer price index;
- b) To supplement the data available for use in compiling official estimates of household accounts in the systems of national accounts;
- c) To supply basic data needed for policy making in connection with social and economic planning;
- d) To provide information on income and expenditure distribution within the population;
- e) To provide data for assessing the impact on household living conditions of existing or proposed economic and social measures, particularly changes in the structure of household expenditures and in household consumption;
- f) To gather information on poverty lines and incidence of poverty throughout Tonga
- g) Provide data for nutritional analysis of household food consumption

### **1.3 Confidentiality of the Information**

All information furnished during this survey will be kept strictly confidential. The Tonga Statistics Department currently operates under the Statistics Act 1978. The relevant sections of this Ordinance, relating to the confidentiality issues of the survey are listed below.

#### **(a) Oath of Office**

The Government Statistician and every person employed or deemed to be employed pursuant of the Statistics Act shall before entering upon his/her duties, take and subscribe the following oath or affirmation:

I ..... do solemnly swear (or affirm) that I will faithfully and honestly fulfill my duties as an employee of the Statistics Department in conformity with the requirements of the Statistics Act 1978 and of all rules and instructions there under and that I will not without due authority in that behalf disclose or make known any matter or thing that comes to my knowledge by reason of my employment.

#### **(b) Prohibition against divulging information**

Subject to this Section and except for the purposes of a prosecution under this Act -

- (a) no persons, other than a person employed or deemed to be employed under this Act, and sworn under Section 7, shall be permitted to examine any identifiable individual return made for the purposes of this Act; and
- (b) no person who has been sworn under Section 7 shall disclose or knowingly cause to be disclosed, by any means, any information obtained under this Act, without the authority of the Minister or the Government Statistician in exercise of their powers under this Act;
- (c) all returns and document containing information obtained under this Act which enable identification of individuals or establishment shall be kept at all times in a manner reasonably calculated to prevent any unauthorized person having access thereto.

#### **(c) Failure to provide information**

Every person who, without lawful excuse –

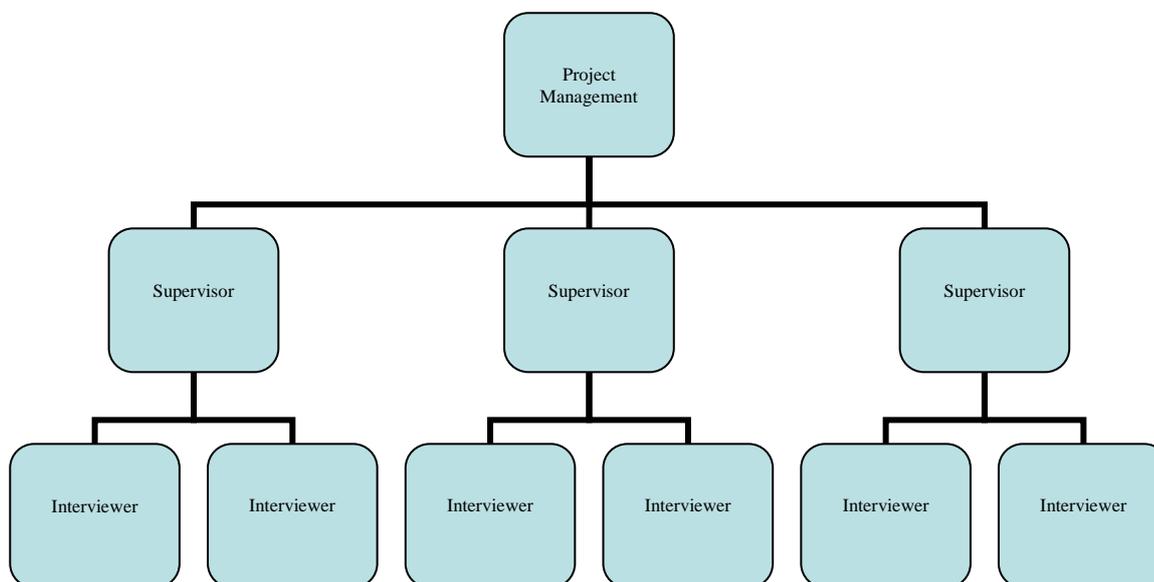
- (a) refuses or neglects to answer, or willfully answers falsely, any question requisite for obtaining any information sought in respect of the object of this Act or pertinent
- (b) thereto that has been asked of him by any person employed or deemed to be employed under this Act, or
- (c) refuses or neglects to furnish any information or to fill in to the best of his knowledge and belief any schedule or form that he has been required to fill in, and to return the same when and as required of him pursuant to this Act, or knowingly gives false or misleading information or practices any other deception thereunder is,

for every such refusal or neglect, or false answer or deception, guilty of an offence and is liable on conviction to a fine not exceeding \$100 or to imprisonment for a term not exceeding 3 months or both.

## 2) DUTIES AND RESPONSIBILITIES

### 2.1 Survey Team Structure

The overall organisation and control of the HIES will be by the responsibility of the staff from the Tonga Statistics Department. Some of the staff will be appointed as supervisors while others will be monitoring and assisting the survey conduct from the statistics office in Nuku'alofa.



The project management team will consist of the following people:

Project Manager	'Ata'ata Finau (Government Statistician)
Project Co-ordinator	Masiva'ilo Masila
Team Leader	Viliani Fifita
Team Leader	Sione Lolohea

The supervisors will be responsible for each division making up Tonga. The number of supervisors and interviewers for each division will be:

<u>Division</u>	<u>Supervisors</u>	<u>Interviewers</u>
Tongatapu (urban)	2	9
Tongatapu (rural)	3	16
Ha'apai	1	5
Vava'u	1	7
Eua	1	4
Niuas	1	1

This will result in roughly 5 interviewers per supervisor. The main form of communication will be that interviewers will report to supervisors who will in turn report to the project management team. If a supervisor cannot address a problem in the field, then it is appropriate for the project management team to have direct contact with the interviewer to address the problem.

## **2.2 Functions and Responsibilities of Supervisors**

- (i) Ensure that all schedules and materials are distributed to interviewers according to the instructions of the time specified by the HIES team.
- (ii) Assist interviewers with the listing exercise of all private dwellings for their selected census block.
- (iii) Assist interviewers with the systematic sampling of 12 private dwellings from their updated list.
- (iv) Ensure that the interviewer understands which household he/she is responsible for and that none are left out.
- (v) Visit interviewers on a regular basis during the whole process of fieldwork to make sure they are carrying out their responsibilities correctly and consistently
- (vi) During the first week of the first round, accompany each interviewer to the household to give more confidence to the interviewers.
- (vii) Make sure all forms from their interviewers are accounted for at the end of each 2 week diary keeping period.
- (viii) Check for completeness of all questionnaires and deal with any problems that might arise in the field.
- (ix) Ensure the household envelope has been correctly filled in.
- (x) Dispatch all completed questionnaires (in sealed envelopes) to the Statistics Office after he/she is fully satisfied that;
  - (a) All the entries of the questionnaires are properly completed.
  - (b) All the households in the sample selected and all members of the household are covered.

## **2.3 Functions and responsibilities of Interviewers (Enumerators)**

Interviewers are responsible for the proper completion of the diary and questionnaires for every household as assigned to him/her by the supervisor during the survey period. Specifically, they are required to:

- (i) For the first 1-2 days, travel around the selected census blocks of their responsibility and do a listing of all households within the census block boundary.
- (ii) With assistance from their supervisor, select a sample of 12 households from the updated household list.
- (iii) Visit each selected household; introduce the survey to the household, list members of the household, and drop off the first week diary to each person aged 15+, after explaining how it works.
- (iv) Distribute the second diary just before the end of the first diary week, and collect the first set of diaries after the first diary week.
- (v) Visit the household at least every 2 days during the diary keeping period to check on the progress of the diary.

- (vi) Conduct face-to-face interviews with the household to complete the following materials:
  - a) Household Questionnaire
  - b) Individual Questionnaires (part 1 and 2)
- (vii) Make sure all forms have been completed correctly, and accounted for.
- (viii) Fill in the appropriate details on the front of the household envelope.
- (ix) Return all materials used in the survey to the supervisor.
- (x) Immediately raise any concerns or issues with fieldwork to their supervisor for prompt action during the fieldwork exercises. Do NOT wait until the last day or after the fieldwork to raise these concerns.

### **3 TIMING OF EVENTS**

The 2009 Tongan HIES will be conducted over 4 rounds, each round representing 1 quarter of the year. The details for the first round, including the training activities of field staff, as well as the general timing of the remaining 3 rounds can be found below.

#### **3.1 Timing for round 1 training and fieldwork**

The training for field staff on Tongatapu (and supervisors for the outer islands) will take place during the week 2<sup>nd</sup> of February to 6<sup>th</sup> of February. At the completion of this training, supervisors for the outer islands will travel to their respective islands and undertake the training of field staff for each outer island division.

Given the small number of field staff in the outer islands, it is expected that the training of additional field staff will only take a couple of days – most likely taking place on the 9<sup>th</sup> and 10<sup>th</sup> of February (Monday and Tuesday). The remaining days of that week will be spent by interviewers travelling around their respective census blocks and undertaking the listing and selection of households (details for this can be found in section 4).

The next two weeks (16<sup>th</sup> of February to 1<sup>st</sup> of March) will be the diary keeping period. The household and individual questionnaires will need to be filled in as well during this time. This is a very busy time so interviewers need to make sure they are top of their workload early on.

The last week will then be spent by interviewers (and supervisors) making sure all forms for all household are accounted for and delivered safely back to the statistics office for processing.

In summary, the timing of events for round 1 will be:

#### **2 February – 6 February**

Training of Tongatapu field staff and supervisors for outer islands

#### **9 February – 13 February**

Tongatapu: Undertake listing of households and select 12 households per census block

Outer Island: Train field staff (9/2-10/2) and undertake listing of households and selection of 12 households per census block (11/2-13/2)

#### **14 February – 1 March**

The diary keeping fortnight will be from the Monday 16/2 – Sunday 1/3. All household and individual forms should also be filled out during this time.

#### **2 March – 6 March**

Collect all outstanding forms, check for completeness and deliver back to statistics office in Nuku'alofa.

### **3.2 Timing for remaining rounds**

As stated earlier, the survey will be conducted over 4 rounds. The plan will be to use the same interviewers in rounds 2-4 as those used in round 1. No doubt some interviewers will not be available for the field work for the later rounds so they will need to be replaced by the reserve interviewers. A 2 day training programme by the supervisors will take place prior to the field work to explain the survey. The field work will then take place over the middle weeks of each quarter straight after this training. The anticipated timing of field work for rounds 2-4 is:

Round 2: 4 May – 29 May

Round 3: 3 Aug – 28 Aug

Round 4: 2 Nov – 27 Nov

## **4 PROCEDURES IN THE FIELD**

### **4.1 General**

The field activities are the most important stage of the survey. The identification of the households and the arrangement of the visiting periods are important to ensure that the objectives of the survey are met and that errors which occur in the field, can be corrected and handled without further cost. Each household will be observed for a period of 2 weeks and questions will be asked of their expenditure and income for the last 12 months.

### **4.2 Listing and Selection of Households**

During the first week of field work, interviewers, with assistance from their supervisors, will be required to update the household list for their respective census block and select 12 households. To assist with this process, field staff will be provided with maps and the most recent household listing for that block, based on the 2006 population census.

#### *Household Listing Exercise*

The interviewers will be required to walk around the entire census block, using the map as a guide, and list all current households in the block, and mark on the list the household head for each household. If the dwelling for that household no longer exists (which should be rare) or is not permanently occupied by people, leave this spot as blank in the new list. If a new private dwelling is located in the block, add the households associated with this dwelling to the bottom of the list. For dwellings not regarded as a private dwelling (eg, hotels, motels, hospitals, etc) leave them as blank also.

An example of how the updated household list should look can be found in Appendix 1 of this manual. It is extremely important to make sure all current households are included in the updated list, and only appear once on this list. Any households left off the list for whatever reason will not have a chance of being selected in the survey, which will bias final results. The maps provided to you by the Statistics Department, along with the 2006 census listing, should be used extensively during this exercise to assist you in producing the most accurate list of households for the census block possible. The numbers on the map (not satellite imagery) should match the numbers on the 2006 household list, which will help you to ensure the entire census block has been covered appropriately. If any problems arise during this listing exercise, then call on the assistance of your supervisor.

#### *Selection of Households*

Once an updated list of households has been produced, a sample of 12 households needs to be selected. This can be done by following the following steps:

Step 1) Count the number of households on the updated list (call this value “x”)

Step 2) Determine the skip for the census block by dividing the number of households by 12 ( =  $x/12$  ). For example, if there are 73 households, the skip would be  $73/12 = 6.08$ . (nb: compute this number to 2 decimal places)

Step 3) Produce a random start for the selections by randomly selecting a number to 2 decimal places between 0 and the skip (6.08 in the example above) – an example may be 1.31.

Step 4) Determine the 12 selection numbers for the census block by adding the skip to the random start. For example:

Selection 1: 1.31 (random start)  
 Selection 2:  $1.31 + 6.08 = 7.39$   
 Selection 3:  $7.39 + 6.08 = 13.47$   
 Selection 4:  $13.47 + 6.08 = 19.55$   
 etc

Step 5) Round the selection numbers up to the next whole number to determine which households on the updated list need to be selected in the survey. For example:

Selection 1:  $1.31 \rightarrow 2$   
 Selection 2:  $7.39 \rightarrow 8$   
 Selection 3:  $13.47 \rightarrow 14$   
 Selection 4:  $19.55 \rightarrow 20$   
 etc

Step 6) Mark the selected households on the updated list as being selected.

NB: These selected 12 households must be retained for the field work. Do not change to a different household if it looks like it might be difficult to enumerate one of the selected households.

### **4.3 Dwelling v Household**

During the listing household exercise described above, it is important that the list comprise of households as opposed to dwellings. It is possible that a dwelling may comprise of more than one household. For the purpose of this survey, a household is defined as:

*“those persons who usually eat together and share the work of preparing the food and/or the cost of providing it”*

Normally household members also live and sleep in the same building but experience has shown this is not always so, which is why the definition is based on eating together rather than on living or sleeping in the same building.

As an example, take a family consisting of a father, mother and teenage unmarried son, an adult married son and his wife and two small daughters. If they share eating arrangements they should be treated as one household. This would remain true even if the father works as a night watchman and does not sleep at home six nights a week, or if the teenage son often spends the night away. It also remains true if, for instance, the men in the household spend the night fishing and stay on a small island offshore in a temporary shelter and return home next morning.

A household may be found in a variety of forms. It may be spread out over more than one building. Members of a family may sleep in two or even more buildings but share one place to cook and eat. They should be treated as one household. Two or more households can be found in one building. Two or more families who share the same building but who do not normally prepare food and eat together should be treated as two households, e.g. blocks of flats or servants who have their own quarters.

Households may be found in buildings intended primarily for other purposes. A family may live in the back of their shop for instance. Take care in ensuring these households are not missed.

#### **4.4 Making the First Visit to the Household**

After determining the 12 household selections for the census block, the interviewer must make a first visit to the household to introduce the survey to the members of the household and drop off the first week diary to all household members aged 15 and over.

To assist with the first visit, a primary approach letter has been prepared for the household head, on behalf of the Government Statistician, explaining the objectives of the survey, detailing the confidential nature of information provided, and seeking the co-operation of the household members in participating.

This visit should take place at least 2 days before the first day of diary keeping by the household (scheduled for Monday 16 February for round 1). That is, for round 1, the diaries for all persons aged 15 and over should be dropped off no later than Saturday 14 February.

During this first visit, the front page of the household questionnaire can be filled in to determine how many persons currently reside in that household. This sheet can then be used to determine how many diaries need to be left with the household members (all persons aged 15+).

Time should be taken to carefully explain the procedures for filling in the diary, as the household members will not be familiar with its format. Carefully go through each of the 4 sections contained in the diary with all available household members aged 15+ during this visit.

Advise the household you will be making regular visits to the household over the two week period to provide any assistance you can offer with filling in the diaries and to complete the household and individual questionnaires. To assist with this process, ask the household head when the most appropriate time to visit would be to maximize the opportunity of meeting up with the relevant household members required for interview. To assist with this, a scheduling sheet has been added to this manual in Appendix 3 to record information for each of the 12 households on when best to visit.

**Important note:** To gain the co-operation of the household, it is very important to be polite as possible during this first visit. Do not rush this first visit and take the time to answer any questions or concerns household members may have with respect to the survey. If it appears that a household is not likely to be willing to participate in the survey, seek the assistance of your supervisor, but don't push the household too much.

#### **4.5 Dealing with Refusals**

When visiting the household for the first time there is every chance the members of the household may refuse to partake in the survey. Should such a situation arise, make every effort to encourage the household to participate, explaining in more detail the confidential nature of the survey and importance of the information from their household in assisting the survey to be a success.

If the household still refuses to participate, interviewers should notify their supervisor and have them make an attempt to encourage the household to participate. If there is still no luck in convincing the household to participate then treat the household as a “refusal” and concentrate on the remaining households within the census block.

Nb: The household should not be treated as a “refusal” without approval of the supervisor first.

#### **4.6 Completing and Checking of Diaries**

The diaries are a very crucial component to the success of a Household Income and Expenditure Survey. It is very easy for household members to forget to fill in the diaries at times during the 2 week period, making it extremely important for the interviewers to make visits every 2 days at a minimum to check on their progress. In particular, the recording of information in Section 2 – Home Grown/Produced Items and Section 3 – Gifts Given and Received, is forgotten, so politely prompt the household members about these two sections in particular when you visit.

Towards the end of the first diary week, you will be required to provide each household member aged 15 and above with a second diary to be filled in during the second week. Soon after completion of the first week, collect all diaries for the first week checking at the time that nothing has been forgotten, especially with respect to gifts given and received.

During the daily visits to check the diary progress, make sure all information for each record has been correctly recorded, and where necessary assist the household members with any sections they may be having trouble with. That is, for sections 1 and 2, make sure quantities and units are recorded for each item, and most importantly, the amount paid is recorded for section 1 and the estimated value of home grown/produce items is recorded for section 2.

Leave the shaded areas blank as they will be filled in back at the office when the forms are returned.

#### **4.7 Conducting the Interviews**

The interviews you will need to undertake for each selected household are:

- Household Q: One per household – generally asked of household head
- Individual Q (part 1): One per person – covers all household members
- Individual Q (part 2): One per person – covers only members aged 15+

For the individual Qs, whilst it is preferred that you interview the individual themselves, it is expected that this won't always be possible – this will especially be the case for part 1 and young children. In such cases, ask the questions on behalf of these individuals of any responsible adult within the household who is present.

You will be asking the members of the household to provide you with personal information. They are not familiar with the questionnaires or the procedures of this survey, and for these reasons many people can be expected to be rather nervous or even angry. It is your job to adopt a friendly and helpful approach on all occasions so as to reduce tension to a minimum. Hence you are expected to wear our Tonga traditional wear and provide your ID with the uses of Tongan formal words during your conversation. Therefore the success of collecting this information depends on knowing what to do in each household and doing it efficiently in a timely manner. Some guidelines for interviewing are:-

- Do not hurry the interview, especially at the beginning. Instead take some time to exchange greetings and then explain what the interview is about. Answer as best as you can any questions you may be asked.
- Confine your interviews to the responsible members of the household. The Head of the Household must be interviewed. Do not interview children, servants or neighbors of a household about its members except to find out the best time to call back if no responsible member has been available on the first two visits.
- Never permit the person you are interviewing to examine a form filled out for another Household. Keep such forms well out of sight to avoid such possibilities arising.
- Do not express surprise or disapproval at any answers you may get to the questions, including the way you look or by the tone of your voice. Your job is to record the facts, as they are reported by the respondents.
- Do not reveal your opinion of the questions to respondents. The respondent should feel that these are serious matters and that their answers are important. Ask the questions as if you are confident that you will receive an answer.
- Ask the questions exactly as they are worded on the questionnaire and exactly in order in which they appear on the form. Observe the skip patterns carefully and note where some questions apply only to persons of a certain age.
- Maintain a friendly manner. Avoid getting into argument or controversial discussion. Do not discuss controversial or political events. Remember you have a lot of work to do, it must be done well and many people must be interviewed in the time available.
- If you think any statement is incorrect, do not write it down at once but also do not say it is wrong. The best way to deal with such a case is to discuss it further until it becomes obvious that the original statement was wrong. Remember, when leaving the household; thank the household head and any other members of the household for their cooperation and assistance.
- Lastly it is important to note that all questionnaires except the household diary are to be interviewed and not to be dropped off to the household for them to fill in the questions. If a household requested for that they can fill in their questionnaires themselves then you **MUST** not give the questionnaires without the approval of the supervisors.

#### **4.8 Accounting for all Survey Forms**

At the completion of the 2 week diary keeping period, you will need to make sure all forms are accounted for. You should already have all completed questionnaires (both household and individual) as well as the diaries for week 1. It will therefore be the second week diaries that need to be collected from each household.

Before passing on the materials to the supervisors for their return to the statistics office, it is crucial that all forms are checked for completeness. That is, every interviewer must have 12 households worth of forms, and for each household the following should be provided:

- One envelope to hold all the forms relating to that household
- One household questionnaire
- Numerous individual questionnaires (part 1) – 1 for each person
- Numerous individual questionnaires (part 2) – 1 for each person aged 15+
- Numerous diaries – 2 for each person aged 15+

#### **4.9 Other Important Information**

As you work with survey materials please remember the following:

- a) Advise your supervisor immediately if you are unable to do your work because of illness or any other reason.
- b) The questions are quite long, so don't leave them to the last week since they will not be completed on time.
- c) It is very difficult to go back and visit the households once the fieldwork is completed so it is important to check that materials are done probably and completed before submission to the NSO.
- d) The information taken in this survey must remain **confidential**. There are penalties laid out in the Statistics Act, 1978, for persons who tell others about information learnt in the course of their survey duties. The only persons permitted to see or hear information taken from persons being interviewed are your District Supervisor and officers in the Survey Division to whom he/she reports. You are not to give other interviewers information you get from your own Census Block (CB). Make sure that members of the households you interviewed later cannot see the forms you have filled in from previous households. These rules are necessary if the public is to have trust in the survey division and so they can be sure that information given to survey interviewers is used for survey and statistical work only.
- e) The Statistics Department is forbidden by law to give information about any person to any other person or to another Government Department. You should inform members of the public of this fact if they raise the matter of confidentiality. The public in Tonga has a fine record of willing cooperation with survey-takers, and this is based on past experience with trustworthy interviewers. The survey authorities are extremely anxious that this situation continues.
- f) Please check all the information that you fill in on your forms very carefully. Make sure that all the Households listed in your CB have been surveyed completely before you hand them over to your District Supervisor for checking.

## **5) SURVEY QUESTIONNAIRES AND MATERIALS**

### **5.1 Survey Questionnaires**

For each household the following survey questionnaires will be required:

#### *a) Household Questionnaire*

There is one of these forms to be filled out for each household (preferably with the household head). The form is approximately 20 pages, and focuses on dwelling characteristics and household expenditure on major items. The front cover of this form should be used to provide a listing of all persons making up this household.

#### *b) Individual Questionnaire (Part 1)*

There is one of these forms to be filled out by every person in the household. The form is only 2 pages and collects basic demographic information as well as information pertaining to education, health and labour force status.

#### *c) Individual Questionnaire (Part 2)*

There is one of these forms to be filled out by every person aged 15 years and older in the household. The form is approximately 12 pages, and focuses on personal income.

#### *d) Individual Diary (x2)*

There are two of these diaries (1 for each week) per person aged 15 years and older. Each person meeting this age restriction are required to record every expenditure they purchase during the 2 week period, as well as record the consumption of home produce. Gifts received and given should also be recorded in these diaries.

#### *e) Household Envelope*

All forms pertaining to the household should be placed in the household envelope when completed. The household envelope contains household identification information so they can be monitored through the data collection.

### **5.2 Materials for Household Listing and Selections**

To assist both interviewers and supervisors undertake the listing of households and selections, interviewers will be provided with the following materials:

a) Satellite Imagery Map

Each interviewer will be provided with a recent satellite imagery map illustrating where building structures are located within the census block boundaries they are responsible for covering.

b) Additional Map with household numbers

Each interviewer will also be provided with an additional map which numbers dwellings within the census block boundary as recorded during the last population census.

c) Household Listing

Each interviewer will be provided with a household listing detailing the “household number” and “household head” as recorded during the last population census. NB: This list needs to be updated during the listing exercise

d) Selection Sheet

Each interviewer will be provided with a sheet to assist with generating the selection numbers for the 12 households to be selected in the census block.

**5.3 Other Materials**

The following materials will also be provided to field staff to assist with the collection:

1. Field work manual for survey fieldworkers (this manual)
2. Questionnaire manual for survey fieldworkers
3. ID badge
4. Certificate of Authority and Appointment as a Survey Interviewer
5. A ball point pen, pencils and pencil sharpeners
6. Clipboards
7. Survey bag
8. Umbrella

Supervisors will also be provided with a calculator to assist with selecting the households from each selected census block.

**Appendix 1: Example of updated household listing**

H/hold No.	Name of Head of Household (census)	Status	Name of Head of Household (new)	New HH #	Selection
1	MALCOLM MACPHERSON	Occupied	MALCOLM MACPHERSON	1	
2	SIOSIFA MOTUAPUAKA MA'U	Occupied	SIOSIFA MOTUAPUAKA MA'U	2	Selection 1
3	SALESI LUANI	Occupied	SALESI LUANI	3	
4	VACANT	Vacant			
5	MAMANA LEHA'ULI	Occupied	MAMANA LEHA'ULI	4	
6	ALA FOLIAKI	Occupied	ALA FOLIAKI	5	
7	KOLO FEKITOA	Occupied	KOLO FEKITOA	6	
8	PITA PUA	Occupied	PITA PUA	7	
9	ESALA ALA	Occupied	ESALA ALA	8	Selection 2
10	ALIPATE HAVEALETA	Occupied	ALIPATE HAVEALETA	9	
11	ISIKELI VAVE	Occupied	ISIKELI VAVE	10	
12	FINE 'AHOLELEI	Occupied	FINE 'AHOLELEI	11	
13	TULE VAKA	Occupied	TULE VAKA	12	
14	MESAKE FOLIAKI	Occupied	MESAKE FOLIAKI	13	
15	TANGIKEI FILIPE MAHE	Occupied	TANGIKEI FILIPE MAHE	14	Selection 3
16	VACANT	Vacant			
17	UATE TO'A	Occupied	UATE TO'A	15	
18	EVA MAI-QUESTHOUSE(INSTITUTION)	Institution			
19	ELISIVA HELU	Occupied	ELISIVA HELU	16	
20	MELE PATIOLA STRAHAN	Occupied	MELE PATIOLA STRAHAN	17	
21	TAMINI SAAHI	Occupied	TAMINI SAAHI	18	
22	LAULA FINAU	Occupied	LAULA FINAU	19	
23	LAFITANI MAHE	Occupied	LAFITANI MAHE	20	Selection 4
24	PISILA SOVALENI	Occupied	PISILA SOVALENI	21	
25	DAWSON KAVALIKU	Occupied	DAWSON KAVALIKU	22	
26	VACANT	Vacant			
27	MOLISI MILA	Occupied			
28	GRAHAM MALA'EFO'OU	Occupied	GRAHAM MALA'EFO'OU	23	
29	SAMIU EKUASI	Occupied	SAMIU EKUASI	24	
30	SEMISI MILA	Occupied	SEMISI MILA	25	
31	PAULI MAAMALOA	Occupied	PAULI MAAMALOA	26	Selection 5
32	VACANT	Vacant	SAMMY VENTURA	27	
33	VACANT	Vacant			
34	VAIKALAFI AHOKAVA	Occupied	VAIKALAFI AHOKAVA	28	
35	MO'ONI 'AHOLELEI	Occupied	MO'ONI 'AHOLELEI	29	
36	SIAOSI TALANOA	Occupied	SIAOSI TALANOA	30	
37	TANIELA FOLIAKI	Occupied	TANIELA FOLIAKI	31	
38	VACANT	Vacant			
39	TAUMOHA'APAI MILA	Occupied	TAUMOHA'APAI MILA	32	Selection 6
40	HEPETI FAUPULA	Occupied	HEPETI FAUPULA	33	
41	VAINIKOLO MAHE	Occupied	VAINIKOLO MAHE	34	
42	TALAIASI AHOLOKA MILA	Occupied	TALAIASI AHOLOKA MILA	35	
43	GREED TONGAMOA	Occupied	GREED TONGAMOA	36	
44	KETISI KENGIKE	Occupied	KETISI KENGIKE	37	
45	VILIAMI MOHENOA	Occupied	VILIAMI MOHENOA	38	Selection 7
46	SENOLINA LATU	Occupied	SENOLINA LATU	39	
47	FE'AO HUI	Occupied	FE'AO HUI	40	
48	MOSESE MATUI	Occupied	MOSESE MATUI	41	
49	VACANT	Vacant	LILLY PUSCANA	42	
50	AFA SAVIETI	Occupied	AFA SAVIETI	43	
51	LIGI ANGLAU	Occupied	LIGI ANGLAU	44	Selection 8
52	LATU SAVIETI	Occupied	LATU SAVIETI	45	
53	PITA TENGANE	Occupied	PITA TENGANE	46	
54	KUSITAFU WOLFGRAMM	Occupied	KUSITAFU WOLFGRAMM	47	
55	TU'AMELIE PAEA	Occupied	TU'AMELIE PAEA	48	
56	MAILE MALIMALI	Occupied	MAILE MALIMALI	49	
57	VACANT	Vacant	TONY JONES	50	Selection 9
58	AFUHA'AMANO PONGIA	Occupied	AFUHA'AMANO PONGIA	51	
59	LEA PELE	Occupied	LEA PELE	52	
60	MAKA TONGA	Occupied	MAKA TONGA	53	
61	SIONE LALAH	Occupied	SIONE LALAH	54	
62	LOLIE PAEA	Occupied	LOLIE PAEA	55	
63	SIUA	Occupied	SIUA	56	
64	SIA VEHIKITE	Occupied	SIA VEHIKITE	57	Selection 10
65	VILIAMI FIFITA VEA	Occupied	VILIAMI FIFITA VEA	58	
			TEVITA TO'OFOHE	59	
			HAIKENI TAULAFO	60	
			SIOMITA 'AHOKAVA	61	
			MELE'AMUSIA TU'ULAU	62	
			SIONE PAHULU TU'IPULOTU	63	Selection 11
			SOSIUA MAFI	64	
			VILIAMI TU'IPULOTU	65	
			PAEA TU'IPULOTU	66	
			POUONO FINAU	67	
			LOLO NGALU	68	
			V MAPELE 'OTUMULI	69	Selection 12
			VILIAMI VAKALAH	70	
			SIONE TUPOU MOALA	71	
			LISIA TAUFU	72	
			KASONI LATU	73	

**Appendix 2: Example of selection of 12 households**

Number of private households on frame (occupied & vacant)		<b>64</b>
Number of private households on updated list (occupied)		<b>73</b> (a)
	Skip (=a/12)	<b>6.08</b>
	RStart	<b>1.31</b>

<u>Selection</u>	<u>Actual No.</u>	<u>Rounded No.</u>
Selection 1	<b>1.31</b>	<b>2</b>
Selection 2	<b>7.39</b>	<b>8</b>
Selection 3	<b>13.47</b>	<b>14</b>
Selection 4	<b>19.55</b>	<b>20</b>
Selection 5	<b>25.63</b>	<b>26</b>
Selection 6	<b>31.71</b>	<b>32</b>
Selection 7	<b>37.79</b>	<b>38</b>
Selection 8	<b>43.87</b>	<b>44</b>
Selection 9	<b>49.95</b>	<b>50</b>
Selection 10	<b>56.03</b>	<b>57</b>
Selection 11	<b>62.11</b>	<b>63</b>
Selection 12	<b>68.19</b>	<b>69</b>

**Appendix 3: Visiting Schedule**

**Please use this form to record information from the household on when the most appropriate times to visit are, and what times should be avoided**

Household 1 Notes: .....
Household 2 Notes: .....
Household 3 Notes: .....
Household 4 Notes: .....
Household 5 Notes: .....
Household 6 Notes: .....
Household 7 Notes: .....
Household 8 Notes: .....
Household 9 Notes: .....
Household 10 Notes: .....
Household 11 Notes: .....
Household 12 Notes: .....