

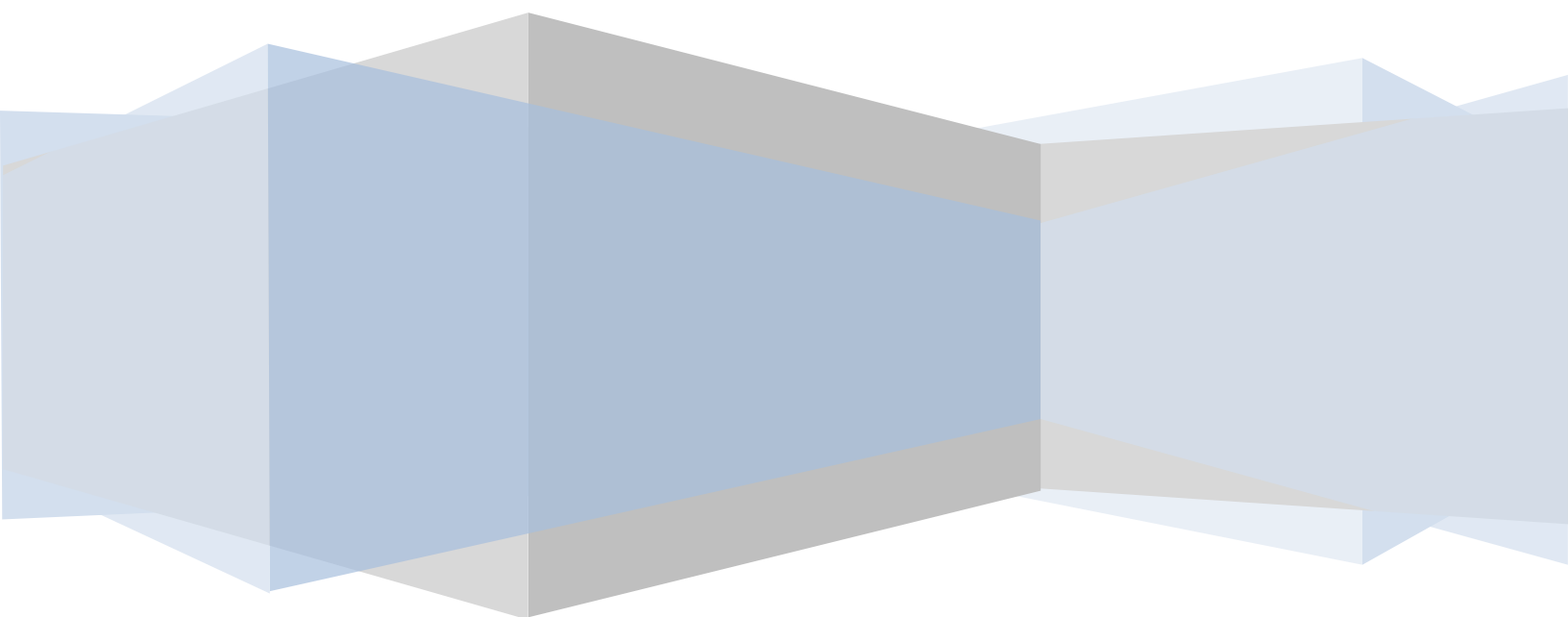
**UNFPA Somalia**

# **Enumerator Manual**

## **PESS 2013**

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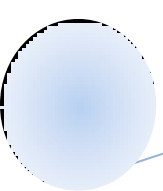
**Technical Support Unit**



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## Chapter 1: Introduction

### 1.1. Population Estimation Survey (PESS)

Population data is crucial for socio-economic development planning and informed decision making. Currently, there is a lack of accurate and recent demographic data, which leads to major drawbacks in planning. The population estimation survey (PESS) will therefore help to bridge this dearth of information by providing among others reliable population estimates for the 18 regions that were in existence before the outbreak of civil war in 1991.

### 1.2. Objective of the Survey

The main objective of this survey is to an estimate of the population of Somalia, more specifically to provide:

- (i) Reliable population estimates by regions, rural, urban, nomadic and IDP populations,
- (ii) Age-sex structure of the population,
- (iii) Socio-economic characteristics of the population including education and labor force data
- (iv) Data for constructing a sampling frame for use for further surveys.

### 1.3. Organization of the Survey

The 2013 Population Estimation Survey PESS 2013 is being managed through an elaborate structure as detailed below:

- **UNFPA Technical Support Unit:** is based in Nairobi and is composed of experts in demography/statistics, cartography, Geographic Information System (GIS), survey methodology, sampling and programme management. It oversees the implementation of all the phases of the survey.
- **Zonal Survey Directors and Deputy Survey Directors:** coordinate all the PESS operations at the zonal level. They report to the Technical PESS Task Force in their respective areas and are charged with the following responsibilities:
  - 1. To prepare all survey logistics
  - 2. To Provide effective leadership and co-ordination of the project for assigned areas and liaise with government authorities to ensure endorsement and smooth implementation
  - 3. To supervise training of enumerators , regional coordinators and supervisors in their respective zones,
  - 4. To supervise main survey field work in their respective zones,
  - 5. To collect all PESS documents from regional coordinators, verify and transmit them to UNFPA local office in Somalia,
  - 6. To write a comprehensive and detailed report for PESS Technical Support Unit.
- **Regional Coordinators:** In-charge of all PESS operations in their respective regions.

1. Training enumerators and supervisors at the regional level
  2. They perform pre-deployment planning and reconnaissance
  3. They supervise main survey field work in their respective regions,
  4. They ensure respondent compliance to participate in the PESS
  5. They collect all PESS documents from district coordinators, edit and transmit to Zonal Survey Directors,
  6. They write a comprehensive and detailed report for submission to the Zonal Survey Director.
- **District Coordinators:** they coordinate all PESS activities in their respective districts, and they will be responsible for:
    1. Collect all PESS documents from supervisors, to do field-editing and transmit to regional coordinators,
    2. Supervise the supervisors in the district,
    3. Ensure quality.
    4. Solve problems encountered by enumerators and supervisors in their respective districts.
    5. Write a comprehensive and detailed report for submission to the regional coordinator.
  - **Listing personnel:** his/her responsibility is to list the households within the EA boundaries to enhance quality assurance of complete coverage of selected EAs, and they will be responsible for:
    1. Identify the boundaries of the EA;
    2. Update the map showing the location of the EA with landmarks and road names;
    3. List all households in the EA in a systematic manner;
  - **Supervisors** are team-leaders for a group of 3 enumerators in the rural and 5 in the urban. They are responsible for:
    1. Ensuring quality of work performed by Enumerators,
    2. Checking quality of work done on sample basis,
    3. Ensuring smooth conduct of the enumeration in their respective areas of supervision,
    4. Collecting completed survey questionnaires and forms from enumerators, and transmit to District Coordinators.
    5. Filling in the population summary sheets and forward to the District Coordinators
    6. Write a comprehensive and detailed report for submission to the District Coordinator.

- **Field Editors:** Each field work enumeration team contain will have an editor to be responsible for:
  1. Accuracy and completeness of information that has been gathered and recorded through the survey process.
  2. Ensuring that data are properly edited and corrected as per the editing rules provided.
  3. Reviewing all questionnaires for errors and omissions prior to data entry.
  4. Collating questionnaires according to region and district and fully document all transfers of questionnaires.
- **Enumerators:** are responsible for collecting information from the members of the sampled households. . The success of the survey depends on their ability to collect reliable and accurate information from respondents. The enumerator is the crucial link between the data providers (your respondents) and the survey management.

#### 1.4 Confidentiality of the Information

The information you obtain is confidential and will be used for statistical purposes only. You are not permitted to discuss or share the information with anyone who is not an authorized officer associated with the PESS exercise. Make all entries on the questionnaire yourself. On no account should you allow any unauthorized persons to fill any part of the questionnaire. Do not leave your questionnaires lying around where unauthorized persons may have access to them.

#### 1.5 Role of the Enumerator

The enumerator's role is central to the success of the survey. It is important therefore, that all enumerators carefully follow the laid down procedures, and fully understand the contents of the questionnaire. Your duties and responsibilities include:

- Attending training, identifying your Enumeration Area (EA), locating all structures and visiting every household in the area assigned to you;
- Ensuring that you have all the necessary materials to be used for enumeration before the exercise.
- Asking all questions in the questionnaire. You **MUST MAKE** every effort to obtain complete and accurate answers and record them correctly and legibly;
- Being polite, patient, presentable and tactful at all times so as to win public cooperation which is critical to the success of the survey;
- Checking the completed questionnaire to be sure that all questions were asked and responses were neatly and legibly recorded before you leave the household;
- Making call-backs on respondents who could not be interviewed during earlier visits;
- Preparing debriefing notes for the supervisor on any problems/noteworthy issues encountered;
- Forwarding to the supervisor all questionnaires (used and unused), maps, notebooks and any other materials as directed.

## 1.6 How to Handle Interviews

The enumerator and the respondents are in most cases strangers to each other and therefore one of the main tasks of the enumerator is to establish rapport with the respondent. The respondent's first impression of you will influence her/his willingness to cooperate in the survey. Make sure that you are presentable and friendly at all times.

Act as though you expect friendly cooperation and behave so as to deserve it. Start interviewing only when you have observed the following: exchanged proper greetings; identified yourself; explained the purpose of your visit; and have answered any questions and/or clarified issues about the survey that the people may ask. However, do not spend too much time asking and/or answering unnecessary questions. You may avoid such questions by indicating that you have limited time. You are advised to avoid long discussions on issues which are not related to the survey and which may consume a lot of your time.

After building rapport with the respondent, ask questions slowly to ensure the respondent understands what he/she is being asked. After you have asked a question, pause and give the respondent time to think particularly for questions requiring a recall of 24 months or more. If the respondent feels rushed or is not allowed to form his/her opinion, he/she may respond with "I don't know" or give an inaccurate answer. Ensure that the information given is correct by keeping the respondents focused on the questions.

Always stress the confidentiality of the information you obtain from the respondent. Never share a completed questionnaire with other interviewers or supervisor in front of a respondent or any other person. This will automatically erode the confidence the respondent has in you.

***The following guidelines will assist you to handle interviews appropriately:***

1. Ensure that you understand the exact purpose of the survey and each question. This will help you to know if the responses you are receiving are adequate.
2. Ask the questions exactly as they are written. Changes in wording, even if they are small, may alter the meaning of a question. Always read out the question in the way they have been phrased on the questionnaire
3. Ask the questions in the same order as they are given in the questionnaire. Do not change the sequence of the questions.
4. Ask each question, even if the respondent answers multiple questions at once.
5. Help your respondents to feel at ease, but make sure you do not suggest answers to them. During the interview, let people take their time to answer. Do not ask leading questions. Do not accept at once any statement you believe to be incorrect. Tactfully ask further questions to obtain the correct answers, i.e. probe.
6. Remain neutral throughout the interview. Please note that most people are usually polite especially to strangers. They tend to give answers that they think will please the interviewer. It is therefore extremely important that you remain absolutely neutral. Do not show any surprise, approval or disapproval of the respondent's answer by your tone of voice or facial expression nor communicate judgements on answers given by the respondent.



**Box 0: What to do if the respondents gives an incomplete or unsatisfactory answer?**

The enumerator must probe by asking follow-up questions to elicit an appropriate response. Probing should be done in non-directive manner by subtly pursuing the questions at hand without pushing the respondent to select one answer over another.

Ask follow-up questions such as “What exactly do you mean? “Anything else?” Tell me more about this. Simply repeating the question could also be a useful method of probing.

7. **For questions requiring recalling time periods**, try to use annual celebrations or seasonal events as points of reference such as EID Adha/Arafat, Milad Nabii etc.
8. Do not rush the interview. Give the respondent time to understand the question.
9. Do not leave any question unanswered unless you have been instructed to skip it.
10. Record answers immediately the respondent gives you the responses. Do not write answers in a notebook for transfer to the questionnaire later.
11. Check the whole questionnaire before you leave the household to be sure it is completed correctly.
12. Always remember to thank the respondents for their cooperation before leaving the household.

It may happen that someone refuses to answer your questions. This is mostly because of misunderstanding. Remain courteous.

Stress the importance of the survey and that the information to be collected is confidential; that no one outside the survey organization will be allowed access to the records; that details of individual people are never released for any purpose whatsoever and that survey results are published only as numerical tables. You should be able to clear any misunderstanding. Otherwise report the incident to your supervisor or any other responsible survey official at the first opportunity.

### 1.7 Required Materials

**During Training:** On the first day of your training, you will be issued with the following materials:

- A note book
- Household questionnaire, Nomadic cards
- Enumerator's instructions manual
- Code list of activities, list of countries and list of events
- Screening Form and Summary sheet
- Identification document
- EA Maps
- pen, pencil, eraser and sharpener
- A sample call-back card and document wallet

**After Training:** Upon successful completion of your training, you will be issued with the following materials:

- Booklet for each EA, and for each water point
- Household questionnaire
- Different summary sheetsListing forms for survey at the water point
- Code list of occupation/activities, countries and historic events (annexes 2-4)
- An identification badge
- Map of your assigned area
- A field note book
- An additional pencil
- Call-back cards for urban areas only
- Chalk/Cards
- Bag

Return all the questionnaire, map(s) and the note book(s) to your supervisor (both filled and unused) at the end of the enumeration period as a prerequisite to getting your final payment.

## Chapter 2: General Instructions

The PESS survey provides definitions of specific terms and instructions that reflect the sections that are to be completed in the questionnaire; some of the sections and/or items are clear and straight forward while others are specifically explained here below as to what is expected and on how to fill them. Therefore, it is imperative to use this manual whenever in doubt of what to do and how to do it. All the writing should be made legibly, preferably in CAPITAL letters so that everybody can read them easily.

### 2.1. Some Key Concepts of the Population Estimation Survey of Somalia

#### 2.1.1. Household

A household is a person or a group of persons who reside in the same homestead/compound but not necessarily in the same dwelling unit, have same cooking arrangement, and are answerable to the same household head. Note that a household could consist of one person only.

There are three important questions used to identify a household:

- a) Do the persons reside in the same compound? (i.e. the persons in the household may reside under same roof or several roofs in the same compound)
- b) Are they answerable to the same head? (i.e. persons in a household are answerable to person they recognise to have authority)
- c) Do they have the same cooking arrangement? (i.e. members of a household cook together)

If the answer to each of the above criteria is “YES”, then you have adequately identified a household. If the answer to one or more of these criteria is “NO”, then there are more than one household.

It is important to remember that members of a household are not necessarily related (by blood or marriage).

#### 2.1.2. Identifying Households:

Determination of households may not be easy. However, the following examples should guide you in deciding who should form a household.

- A household may consist of one or more persons and may occupy a whole building or part of a building or many buildings in the same compound/homestead.
- If two or more groups of persons live in the same dwelling unit and have separate cooking arrangements, treat them as separate households.
- A domestic worker who lives and eats with the household should be included in the household. If the domestic worker cooks and eats separately, he/she should be enumerated as a separate household.
- In a polygamous marriage, if the wives are living in separate dwelling units and have separate cooking arrangement treat the wives as separate households. Each wife with other persons who live with her will therefore constitute a separate household. The husband will be listed in the household where he will have spent the date of the survey. If the wives cook

together and live in the same compound, and are answerable to one head, treat them as one "household".

### **2.1.3. Household Head**

This is the most responsible/respectable member of the household who makes key decisions of the household on a day to day basis and whose authority is recognized by all members of the household. It could be the father, the mother or any other responsible member of the household depending on the status of the household

### **2.1.4. Respondent**

This is the person who answers survey questions during enumeration. This may be the head of household or any other member of the household who can provide most if not all the information about the household members at the time of the interview as per the questionnaire requirements.

### **2.1.5. Structure**

A structure is a building used for purposes of residential, business or any other activity. For survey purposes, a structure constitutes a building used for dwelling purposes. In rural areas, most of the structures will be found within a homestead. A structure can contain one or more dwelling units. In urban areas a structure may contain several dwelling units. For example, storied buildings, or any other building contain more than one dwelling unit.

### **2.1.6. Dwelling Unit**

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

## **2.2. Enumeration Area (EA)**

The country has been divided into small counting units called Enumeration Areas (EAs) during cartographic mapping for purposes of sample selection and enumeration of all selected samples.

The map of the EA will help you to identify the EA boundaries and plan your work in a manner that will ensure that the team be able to completely cover the selected enumeration area, not missing any households.

During cartographic mapping each district/urban/settlement was divided into EAs and map(s) drawn for each level. Ideally, an EA should constitute on average about 100 households, but may vary from 50 to 149 households. It may comprise part of a settlement, a whole settlement or group of settlements. However, owing to other factors, mainly population density, geographic terrain and distances to be travelled, EAs have been conveniently demarcated to facilitate effective canvassing by an enumerator.

During the enumeration you will be part of an enumeration team that will be in charge of a number of EAs. Your supervisor will assign to you at the beginning of the day the households that you must visit that day. The boundaries of your EA which in most cases follow easily identifiable features (such as rivers, streams, roads, tracks and footpaths) are shown on the map. Your supervisor with the assistance of a local guide will help you to identify the EA boundaries. Make sure you acquaint yourself with the portion of the EA assigned to you before you start work. Then plan your work in

an orderly way, by starting the enumeration from a convenient point. You will save yourself much walking time and a great deal of trouble if you do this. Inform your supervisor where you will start and which paths you will follow so that he/she can easily locate you and in addition give her/him your mobile number.

### 2.3 Who and When Should you enumerate?

You must obtain particulars of all persons usual members of the household. However, it is not likely that you will see all members of the households, nor is it absolutely necessary that you should. It will be best if the head of the household is present. However, it will be enough if there is one responsible adult who can give the information required.

Sometimes there are persons who would normally have been outside their household during the survey but who are/were temporarily absent due to the nature of their work and are/were elsewhere within the borders of the country. Examples are watchmen, nurses, police officers and shift workers on night duty, herdsman out with livestock, night fishermen, hunters, honey harvesters and persons attending hospital outpatient departments at night. Such persons are to be enumerated with their usual household members.

The enumerator will be required to enumerate the households in the language in which the household members are most comfortable.

### 2.4. What happens if there is no one at home

It may happen that when you visit a house that is inhabited you are unable to obtain any information, either because there is no one at home, or because all adults are away at the time, or for some other reason those present cannot provide information.

- If only children are at home, enquire from them when their parents or guardians or any other responsible person are likely to be at home and arrange for the next visit accordingly.
- If there is no one at home, ask the neighbours if anyone was there on the survey reference date. If there was, enquire whether they have any idea when members of the household are likely to be at home and arrange your next visit accordingly. If you are working in an urban EA, consider filling in a Call-Back Card stating the day and time of your next visit and leave it with a neighbour or push it under the door so that the people are aware of your intended visit. (Do not leave a Call- Back Card if you think this is not a safe or efficient option).
- If you are in a rural EA, leave word about the time of your next visit. Keep a record of the call-backs. If after several visits you do not succeed in finding any responsible person at home, note the address and inform your supervisor about it. Call-backs involve extra work for you, but they are necessary.

### 2.5. What happens if you worked outside your designated area or even outside the EA?

If you have crossed your boundary by mistake, return to your area and go on with your work. Make a note of the affected households and immediately inform your supervisor to ensure that the household will not be enumerated a second time. If the household was outside

the EA, your supervisor will make sure that the wrongly enumerated households will be removed from all records

### **2.6. The Main Survey Questionnaire**

The main survey questionnaire will be used to cover persons in the households in urban and rural areas, in IDP settlements and at water points. You will be receiving a certain number of questionnaires. You shall have to account for all of them. You must handle these forms with utmost care and avoid crumpling or mutilating them. Details on how to complete the main questionnaire are provided in chapter 3 of the manual.

### **2.7. Checking your Work**

Check your work before you leave the household to make sure that you have filled the questionnaire accurately and fully in order to avoid you being sent back to correct errors. In particular, check that you have enumerated everybody who will have spent the survey date in the household and that all the relevant questions have been answered correctly.

### **2.8. Relations Between you and the Supervisor**

A supervisor has been appointed to supervise your work and that of some other enumerators. His/her role is to assist you in accomplishing your task and to perform strict monitoring of the data collection in order to ensure a smooth process of the data collection and the quality of data collected. The efficacy of your work depends on your collaboration with your supervisor consequently:

- Expect to be supervised at any time;
- Report and discuss your challenges and 'grey areas' with the Supervisor;
- Follow supervisor's advice and instructions.

## Chapter 3: How to Fill in the Main Questionnaire?

### 3.1 General Rules

1. Complete the questionnaire yourself
2. Keep it clean
3. Write legibly in capitals using only the pencil provided
4. Code strictly in the boxes provided on the questionnaire
5. Start each household on a separate questionnaire.
6. It is important that each enumerator asks the questions in the same way. You must, therefore, understand the form, the order in which the questions are to be put, and for which groups or household members the questions should be asked.

### 3.2 Layout of the Survey Questionnaire

The Main Survey Questionnaire is divided into five sections:

- Section A: Household identification information.
- Section B: Housing characteristics and Household Assets
- Section C: Individual characteristics of household members
- Section D: Population mobility
- Section E: Demographic events occurring to the household

Besides these main sections there are some items of survey control information that need to be recorded on the questionnaire.

### 3.3. The PESS 2013 Household Questionnaire

#### **The box showing the number of questionnaires used for the household**

If there are more than twenty people in the household you must enter the remaining household members on a separate additional questionnaire, and indicate this on the top of the cover page of the questionnaire in the box shows below

	<b>of</b>	
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For example, if there are 25 people in a household, you would document the first questionnaire as being “1 of 2” and the second questionnaire as 2 of 2“. Make sure to transfer the identification information (section A) from the first questionnaire to the second (and subsequent) questionnaires. Use only the first questionnaire for recording the information for the household in Sections B, D and E. If the household has fewer than 20 members, write in the box:

1	<b>of</b>	1
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#### 3.3.1. Section A: Identification Information

The Geographic Identification section is the one of the most important sections in the

questionnaire. The information contained in this section is used to uniquely identify a household. It is crucial that the information in this section is complete and accurate. This section **MUST BE COMPLETED** for each household, even if the head of household refuses the interview.

For the PESS a classification is used of 18 regions and 91 districts as they existed at the time of the civil war that started in 1991. A full list of region and district codes is appended to this manual in Annex 1.

There are eight data fields to identify a household in this section, A1 to A8. A household is uniquely defined by a string of codes consisting of the codes for A1 to A5: see example in Box 2 below.

Before the enumeration starts in the Enumeration Area, an initial list of households in the Enumeration Area will be made. This list will contain the codes to be used for items A1 to A6 and your job is merely to precisely transcribe the codes from the daily work list assigned to you by your supervisor to the questionnaire.

In practice you may find a situation in which a structure, dwelling unit or household was omitted during the listing. In Box 1 we explain what to do in such situations.

**A1: Region:** the region is the largest administrative subdivision in Somalia. There were 18 regions before the war. See Annex 1 for the region codes. Write the name and code of the region in which your Enumeration Area is located.

**A2: District:** This is the territorial unit below the region. There are 91 pre-1991 war districts in Somalia. Enter the name and code of the district where your Enumeration Area is located. The numbering of district codes is unique within the region. The district that contains the regional capital will always be 01. See Annex 1 for the district codes

**A3: Enumeration Area Code:** Enumeration Area (EA) is a statistical subdivision established for the PESS purposes consisting of between 50 and 149 households;

(i) In rural areas an EA could be one settlement, part of a settlement, or a group of settlements. If the latter, all settlements in the same Enumeration Area will have the same Enumeration Area code

(ii) In urban areas, an EA will be within the boundaries of the major administrative subdivisions of a town, e.g. Degmada, Laanta, or Waaxda). The Enumeration Area is not uniquely defined within the district, because the first EAs in an urban area, rural area, IDP settlement or water point in a district will all be given code 001. Within each of these four strata, the first EA in a district is 001, the second 002 etc. Transcribe the Enumeration Area code from your supervisor's household listing to the questionnaire.

**A4: Household Serial No in the EA:** Each Household is uniquely defined within the EA. The first household in the EA is 001; the 127<sup>th</sup> household is 127, etc. The households that you will interview are listed before the enumeration starts. Your task is to correctly transcribe the serial number of the household from this initial listing to the questionnaire.



**BOX 2: What to do if a household in your EA is not on the list?**

The purpose of the PESS is that all households within the boundaries of the EA will be enumerated. In practice it may happen that due to an oversight (e.g. a particular dwelling unit has more households than listed) or due to the time gap between the listing and the enumeration one or more households are not listed.

If you meet a not-listed household, immediately contact your supervisor by mobile phone and explain the situation. The supervisor will tell you which household serial number to use for this household, then proceed with the interview of this not-listed household.

If you cannot reach the supervisor and a member of the not-listed household is available for an interview, go ahead with conducting the interview. Assign to the not-listed household a temporary number: 301 for the first not listed household, 302 for the second not-listed household etc. Report the case(s) to your supervisor at the first possible occasion, and he/she will add the household to the list and adjust the code on questionnaire and list if necessary

If you cannot reach the supervisor and a member of the not-listed household is NOT available for an interview, start a questionnaire for this household, assign a temporary household serial number 301, 302 etc as above, and continue with your work. Report the case(s) to your supervisor at the first possible occasion, and he/she will most likely ask you to make a call back to the household.

**A5: Enumeration Area (EA) Type:** This is a code assigned to an EA to indicate its type, categorized as 1= rural, 2= urban, 3= IDP and 4 = waterpoint. Enter the appropriate code in the box provided

**Box 3: The unique code for each household included in the PESS**

Each household included in PESS will have a unique code. A full household identifying code is composed of 11 digits which is broken down as follows:

1<sup>st</sup> and 2<sup>nd</sup> digits represent the Region, e.g. 14 = Bay region

3<sup>rd</sup> and 4<sup>th</sup> digits represent the District; e.g. 1401 = Baidoa district, the first district in Bay Region

5<sup>th</sup>, 6<sup>th</sup> and 7<sup>th</sup> digits represent the Enumeration Area code, e.g. 011 would be the 11<sup>th</sup> EA within a given district

8<sup>th</sup> 9<sup>th</sup> and 10<sup>th</sup> digits represent the household serial number in the EA, e.g. 087 would be the 87<sup>th</sup> household within a given EA

The 11<sup>th</sup> digit represents the EA type, e.g. 2 = an EA in an urban area

The full string of 11 digits identifies the household uniquely. For example, 14010110872 = the 87<sup>th</sup> household in the 11<sup>th</sup> urban EA in Baidoa district in Bay Region

**A6: Housing Structure Serial Number in the EA:** A structure is a standalone building used for the purposes of residential, business or any other activity. For PESS purposes, a structure constitutes a

building used for *residential/living/dwelling purposes only*. A structure can contain one or more dwelling units. Especially in urban areas it will be common that a structure contains several dwelling units. For example, storied buildings or apartment blocks will contain more than one dwelling unit. Housing structures serial numbers will be given to the enumerator by the supervisor. Transcribe the correct serial number for each housing structure in the space provided. A housing structure number should have three digits (001, 002, etc) that will be unique within the EA

**A7: Dwelling Unit Serial Number In the structure:** A dwelling unit is a place of abode or residence occupied by one or more households with a private entrance and excludes business premises and institutional households like schools, hospitals, prisons, and hotels. Households are found in dwelling units. The numbering of dwelling units should be sequential within the structure and has two digits. For example, if a big apartment block (= housing structure) contains 12 dwelling units, number them 01, 02, .... 12.

**A8: Number of Households in Dwelling Unit:** A household is a person or group of persons who reside in the same homestead/compound but not necessarily in the same dwelling unit, have same cooking arrangement, and are answerable to the same household head. A dwelling unit can contain more than one household. For example, if an extended family share the same dwelling, but consists of three separate households, you must record the number of households in two digits in the space provided as: 03

**Box 4: Questions A6-A8: not applicable for nomadic populations**

Nomads per definition do not live in housing structures or dwelling units. For the survey at the water points, fill the space for the answers with zeros, as shown below:

A6	Housing Structure Serial No. in EA	0	0	0
A7	Dwelling Unit Serial No. in Structure	0	0	
A8	No. of households in Dwelling Unit	0	0	

### 3.3.2. Section B: Housing Characteristics and Household Assets

The questions in this section are mainly asked to establish the economic status of the household. The answer categories to questions B1 to B7 are ranked from high (relatively wealthy) to low (not so wealthy).

**B1: “What is the main source of energy for lighting?”**

Ask the head of household: “What is the main energy used for lighting in this household? “

Write the code corresponding to the type of lighting.

Source of energy for lighting	Code
Electricity	1
Solar energy	2
Kerosene	3
Firewood	4
Torch	5
Other (specify:)	6

**B2: “What is the main source of energy for cooking?”**

Ask the head of household: , “What is the household’s main source of energy for cooking?”

If several sources are used by the household, consider the one that is more frequently used. Write the code corresponding to the answer:

Main source of cooking energy	Code
Electricity	1
Liquefied Petroleum Gas (LPG)	2
Kerosene	3
Charcoal	4
Firewood	5
Agricultural crop residue	6
Livestock dung	7
Other (specify):	8

**B3: “What is the main source of drinking water?”**

Ask the head of household: "What is the main source of drinking water used by this household?"

The main distinctions are piped water, water in bottles bought in shops, underground water sources (boreholes, dug wells, but also springs) and least safe open water sources like streams, canals, dams, pools etc. Rain water is not listed as a source as it depends how safe rainwater is being collected and stored.

Enter the code corresponding to the response as indicated in the following table.

Source of drinking water	Code
Piped water into dwelling (tap inside)	1
Piped water outside dwelling (public tap)	2
Bottles	3
Borehole	4
Dug Well	5
Open water	6
Other (specify):	7

**B4: “How does the household dispose of human waste?”**

Ask the head of the household: "How does the household dispose of human waste?"

Write the code corresponding to the answer as follows.

Human waste disposal	Code
Flush toilet	1
Pit latrine	2
Bucket	3
Bush/field	4
Other (specify):	5

**B5-B7 Main material used in walls, roof and floor of the abode in which household lives****Box 5: How to handle the questions about materials used in walls, roof and floor?**

These three questions should not be asked to the nomadic population at the water point, because the enumerator will not be able to see the abode in which the nomadic household resides.

If you are able to observe for yourself what the main material of walls (B7), roof (B8), and floor (B9) is, do not ask the respondent these questions, but record the correct answer without asking.

**B5. Main material of the walls** *(By observation)*

If possible, answer this question yourself through observation.

If the material of outer walls of the household main building consists of different materials, the dominant material is considered. After careful examination of the walls, write the code that best fits the situation.

Depending on the answer, write one of the following codes:

Main material of walls	Code
Stone/Brick/Block	1
Mud and wood	2
Wood only	3
Iron sheets	4
Grass/Dirt	5
Other (specify):	6

**B6. Main roofing material** *(By observation)*

If possible, answer this question yourself through observation.

Identify the main roofing material used, and write the appropriate code as follows:

Main roofing material	Code
Concrete	1
Tiles	2
Iron sheets	3
Wood	4
Palm leaf/sod	5
Other (Specify):	6

**B7. Main floor material**

If possible, answer this question yourself through observation. However, if you are not interviewing the household inside the house, you should ask the question.

Record your answer, however obtained, and using the following answer categories:

Record the correct answer as follows:

Main floor material	Code
Cement	1
Tiles	2
Wood	3
Earth	4
Other (Specify):	5

Do not write names of floor covering materials like vinyl or carpets. Wood includes parquet flooring.

**B8: “Does your household have the following properties?”**

Ask the head of household the questions as phrased in the heading.

The answers to each of the 7 items are either 1= Yes or 2= No, and the number to be written in the column to the right.

Radio	
Refrigerator	
Freezer	
Television	
Car	
Agricultural land	

**B9 “How many of the following livestock does your household own?”**

Live stock is a main source of wealth in Somali society, so it is important for the PESS to ask this question about ownership of camels, goats and sheep, cattle and also horses and donkeys. This information together with questions asked about the economic activity will help in getting a good idea about the extent to which Somali society depends on livestock for making a living.

The numbers of the various livestock should be entered on the questionnaire in 4 digits, in the table shown below. The PESS will not make a distinction between sheep and goats (=shoats) and their numbers recorded in the appropriate row. If the household does not own a particular animal, write 0000.

Camel				
Cattle				
Shoats				
Donkeys				
Horses				

**3.3.3. Section C: Individual Characteristics of Household Members**

This section is the core of the PESS questionnaire and will give information about the number of people living in the households in your Enumeration Area (EA). This information will be used to estimate the size of the entire population in your country. It is therefore very important not to miss any households, or household members within a given household.

A maximum of 15 questions (C2-C16) will be asked about individual members of the household that include a person's name and relationship to the head of the household (C2-C3), demographic characteristics (C4-C7), educational characteristics (C8-C11), and labour force characteristics (C12-C13). Several questions should only be asked to members of household who have reached a certain age.

**3.3.3.1 Whom to include as household members? ‘Usual residence’ criterion’**

The PESS survey will include as a member of household all those who usually live in the household. Application of this concept of ‘usual residence’ at the household level will give us the ‘de jure’ population for the country, region or district the household belongs to. The **de jure population** of a defined area consists of all usual residents, whether or not they are present.

“**Usual residence**” is defined for census and survey purposes as the place at which the person lives at the time of the survey, and has been there for some time or intends to stay there for some time.

Generally, most household members enumerated have not moved for some time and thus

Defining their place of usual residence is clear. For others, the application of the definition can lead to many interpretations, particularly if the person has moved often, or is away for considerable periods within the year as is the case in Somalia where people move away from the usual residence in search of seasonal or casual work or in the case of the nomadic population in search of water and grazing areas.

To determine who is temporary absent and who is not, for the PESS we will follow the UN recommendation of applying to the concept of 'usual residence' a threshold of 12 months according to the following criteria: *"the place at which the person has lived continuously for most of the last 12 months (that is, for at least six months and one day), not including temporary absences for holidays or work assignments, or intends to live for at least six months.*

This definition should be interpreted in particular situations as follows:

1. **Seasonal workers:** exclude from the household if they are away for more than 6 months in the last year, include if less than 6 months
2. **Students at boarding schools and living away from family homes at Universities:** exclude from the household if they are away for more than 6 months in the last year, include if less than 6 months
3. **Casual labourers:** people may leave the rural areas during the dry season when there is no work there in search for work in urban centers; exclude from the household if they are away for more than 6 months in the last year, include if less than 6 months

**Box 6: What to do if you are not sure whom to include or exclude as household member?**

1. Include the member in the household (it is easy to strike out a member, more difficult to later include the person!)
2. Make a note of this particular case and discuss with your supervisor
3. Make a change to the questionnaire, if so advised by the supervisor.

**Box 7: Nomads and 'usual place of residence'**

The concept of 'usual place of residence' does not go well with a survey among the nomadic population who per definition do not have a permanent place of residence and are very mobile. For purpose of PESS please list ***all members of the nomadic household that usually stay together in one place towards the end of the last rainy season.*** This is the time that the household is least mobile. Household members who are temporarily away herding livestock should always be included as part of the household.

**A final point:** Be aware that the people you interview may be thinking of a household as their family which could result in adding many persons who are not household members. Please remember the three criteria for defining a household:

1. Sharing cooking arrangements
2. Answerable to one head of household
3. Living together

### 3.3.3.2 Listing the household members (C1 to C3)

In the listing of the members of the household you need to work with three questions simultaneously, namely: (i) C1: Serial Number; (ii) C2: Full names of household members; (iii) C3 Relationship to the head of household

For the listing of household members you need to go through a process of asking questions that ought to be recorded in C2 (full names of household member) and C3 (relationship to the head of household). The household members should be listed in a particular order. This will help in making sure that no members of household are missed out.

The first question you should ask is: *"Please tell me the **name** of each person who usually lives here, starting with the Head of the Household".*

The head of household is the person recognized as such by other household members. A person, man or woman, living alone is the head of his/her household. The serial number (in column C1) of the head of household is always | 0 | 1 |.

After you have been given the names of household members, confirm whether the list is complete by asking: *"Are there any others who live here, even if they are not at home now?"*

#### **The order in which the members of household must be listed**

The members of household must be listed in a particular order, always starting with the head of household (HH) who must be identified first and has serial no. |0|1|.

There is a clear and simple logic behind the order starting with the **nuclear family** within a household (1 head, of household); 2. spouse and 3. unmarried children), followed by **extended family** (4 married children and families; 5= other relatives) and finally 6. **non-relatives**.

This sequence is also listed on the questionnaire in the heading of question C2 and will guide you in most cases.

In complex extended polygamous households in which the head of household lives together with more than one wife in the same household the same principles apply (nuclear family before extended family before non-relatives), but the actual listing can become quite involved as follows:

1. Head of household
2. Unmarried children of the head of household whose mothers are no longer part of the household (from oldest to youngest);
3. The first wife of the head of household;
4. Unmarried children of the first wife she had in her previous relationships (from oldest to youngest);
5. Unmarried children belonging to head of household and first wife (from oldest to youngest)



6. The second wife and unmarried children (according to the procedure applied to the first wife; repeat sequence 3-5);
7. Other wives and unmarried children (always according to the procedure applied to the first wife; repeat sequence 3-5);
8. Married children, their husbands and their children living with them (according to the procedure applied to the head of household and his wives);
9. The parents of the household head (father and/or mother);
10. Other relatives of the head of household who usually sleep in his household and recognize his authority, possibly with their spouses and their children;
11. Parents of the head of household's wives;
12. Other relatives of the wife or wives of the head of household;
13. Unrelated including the servants who ate and slept in the household with their spouses if any and their children, otherwise, they are part of a different household from that of their boss.

### **Polygamous husband not staying in the household**

In practice polygamous families may actually form separate households. In such case, **the** polygamous husband should be listed in the household where he will have spent the night before the date of the survey. If that is in another household than the one where you are interviewing, the wife of the polygamous husband should be placed in line 01 and should be considered the head of household (question C4= 1). In case the household contains more than one wife of the absent polygamous, the highest ranking wife should be placed in 01.

### **3.3.3.3 The questions for individual household members explained (C1 to C16)**

#### **C1: Serial number:**

The serial number consists of two digits. These figures indicate the serial number of the individual within the household. If the household contains more than 20 members, start a new questionnaire for the 21<sup>st</sup> and following household members

#### **C2: Full names of each member of household:**

The names of the individual members of household are only used for purpose of reference during the interview and afterwards if there are issues with the filling of the questionnaire that ought to be sorted out. The names will not be entered during data processing.

The rules for recording the names are as follows:

- Register legibly the full name of each member of the household.
- For Somalis this means the triple sequence of *<own name- father's name- grand father's name>*.
- For non-Somalis who do not follow the triple naming system, record the first and family name
- For babies who do not have a name yet, record by writing "child" followed by the serial number of the mother if she is listed in the household, and by | 0 | 0 | if the mother is not

listed in the household. (**Examples:** “child |\_0\_|3” if the order number of the mother is |\_0\_|3|, “child |\_0\_|0\_| if the child's mother is not in the household.)

### C3: Relationship to head of household

The relationship is the relationship by marriage, blood or adoption of a household member to the head of household (HH). Pay special attention when the respondent is not the head of household; make sure you record the relationship of each person to the head of the household and not to the respondent/interviewee. To fill this column, ask one of the following questions:

1. “Who is <name> to you? ”, if the head of household is the respondent;
2. “Who are you to the HH?”, if the question is asked to the respondent about him/herself?
3. “Who is <name> to the HH?”, if the question is asked of another person who is not the head of household or the person concerned by this question?

Depending on the response, record the appropriate code using the following table:

Relationship to head of household	Code	Meaning
Head of Household	1	Person recognized as such. In the case where the household consists of one person, that person is the head of household. The head of household may be a man or a woman.
Spouse	2	Wife or husband of head of household
Daughter/Son	3	Biological child of the head of household
Brother/Sister	4	Household member who have a father and/or mother in common with the head of household
Parent	5	Biological father or mother of the head of household
Grandchild	6	Child of a biological daughter or son
Other relatives (specify)	7	Other household member related to the head of household: cousin, uncle/aunt, brother/sister in-law, parent-in-law, etc.
Unrelated	8	Household member without relationship to the head of household

In all cases where you have coded a member of household as 7= other relatives, you must describe the relationship in more detail by referring to other members of household where possible. For

example, describe a sister-in-law as 'sister of 2 (spouse)'; a grandson as son of <line number of child of head of household) etc.

#### **C4: Sex:**

Always ask the respondent: *"Is <name> male or female?"*

It is important that there is never missing information for this important item. Never guess the sex of a person from his/her first or last name

Write the appropriate number: 1 for male, 2 for female in the box.

#### **C5 and C6: Month and Year of Birth, and Age at last birth day**

A person's age is the most important question in section C, because almost all data analyses use age, and planning for social services for the Somali population will always be related to age.

Given the importance of this question, we ask it in two different ways, that is with reference to the date of birth in months and year (C5) and to the age at last birthday in years (C6).

#### **The sequencing of questions to establish age**

##### **First ask question C5: *"Do you know <name's> date of birth?"***

\* If you get an answer, write it in the boxes provided for this purpose. For purpose of the PESS it is sufficient to record month and year only, using four digits in the following format: *mm/yyyy*. You must convert the month to a number. So, January = 01, February = 02, etc.

*Example:* 1st of May 2008, will be entered in the grid as | 0 | 5 | 2 | 0 | 0 | 8 |

If the respondent only knows the year of birth, record this using the same format, and insert XX for the missing information for the month of birth

*Example:* Year of birth is 1967, will be entered in the grid as | X | X | 6 | 7 |

\* If the interviewee does not know date of birth of the household member at all, enter the missing information as follows: | X | X | X | X |

##### **Next ask question C6: *"How old is <name> in completed years?"***

Record the age in completed years in the C6 column. For a child under one year (less than 12 months), enter | 0 | 0 |. For anyone with an age greater than or equal to 95, enter | 9 | 5 |

If the respondent does not know the age of the household member, enter | 9 | 9 |. This solution should be used as little as possible, and not before the enumerator has made effort to estimate the age of the concerned member of household

#### **What to do if you cannot get any information on date of birth or age?**

If the respondent/interviewee does not know the age of the household member nor the year of birth, there are two methods you can use to help the respondent to estimate the age of the member of household:

**1. Relate the age of the person with unknown age to a related member of household with known age**

*Example:* The respondent does not know the age of the sister of the head of the household; the head of the household is 47 years old. Ask about the birth order of the head of the household and his sister. If the sister was a first-born, the head of household a sixth-born, the sister is older than the head of household by about 5 birth intervals. Taking a birth interval as 2 years, you can estimate the age of the sister as  $47 + (5 \times 2) = 57$  years.

**2. Use the historical event calendar**

A calendar of historic events is a tool to help you estimate a person's age using a list of historic events with known dates that respondents in a survey are likely to remember.

Calendars of historic events were prepared separately for Somaliland, Puntland and the South and Central parts of Somalia (Annex 2-4 to this manual).

**Box 8 The use of the historical events calendar in estimating a person's age**

You will often meet situations where a respondent does not know very well the age or date of birth of the members of his household, especially for the older persons in the household.

In such cases the enumerator must make the best possible estimate of a person's age. A calendar of historic events is a tool to help you, and such calendars were prepared separately for Somaliland, Puntland and the South and Central parts of Somalia (Annex 2-4 to this manual).

*Example:* The Somali-Ethiopia war took place in 1977, that is 36 years ago. If the respondent knows that at that time a member of his household was already born, but still an infant, the age of this person can be given as 37 or 38.

**C7: "What is the marital status of <name>?"**

Question C7 about the marital status needs to be asked to persons 15 years or older only.

Marital status of an individual is the condition of that individual regarding marriage. A marriage is a union between a man and a woman in the forms prescribed by custom, religion or law. You should ask the following question: "*Is (Name) currently married?*" If 'Yes', write code 2 (married) and if 'No' ask (*name*)'s status regarding marriage and write the corresponding codes as shown below:

Status	Code	Meaning
Never married	1	Person has never been married
Married	2	Person is currently married according to law or customary law
Separated	3	Legally married person who does not live with his/her spouse anymore, but the marriage is not yet dissolved or the divorce not yet pronounced by law or customary law
Divorced	4	Person whose marriage has been dissolved by law or custom
Widowed	5	person whose spouse (husband or wife) died and has been not yet remarried

### **Literacy and Educational characteristics: (questions C8 to C11)**

The questions about education should be answered only for members of household who are 6 years or older. It covers the topics of literacy, school enrolment and highest level of education completed.

#### **C8: “Can <name> read and write? (for persons 6 years and above only)**

This question checks the ability of a person to read and write (with understanding) a text in any one language. Write the appropriate code corresponding to the answer given.

Literacy status	Code	Meaning
Cannot read or write	1	Person who does not know how to read or write
Can read only	2	Person can read a text in any language
Can Read and write	3	Person who does read or write(with understanding) a text in any language

#### **C9: Is <name> currently enrolled in school?” (for persons 6 years and above only)**

This question simply asks whether the person is currently enrolled within a school, irrespective whether the school system is formal or informal. If the survey is conducted during the long school holiday at the end of a school year, the answer should be ‘1 =Yes’ if the person concerned intends to continue schooling.

School enrolment	Code	Meaning
Yes	1	Person is enrolled in school system
No	2	Person is not enrolled in school system

For those who are not enrolled in the school system (C9=2), skip to question C11

**C10: Level of school <name> is enrolled in** *(for persons 6 years and above only)*

If the person is currently enrolled at school, ask “**Is <name> enrolled in <type of school>?**” The possible answers are on the questionnaire. Choose the level of school in your initial question that most closely matches with the age of the person you are referring to.

If the survey is conducted during a long school holiday, the question should be answered with reference to the level of school that the person will be enrolled in at the beginning of the new school year.

Write the appropriate code corresponding to the answer as given in the following table.

Level of school	Code	Meaning
Informal school	1	Person who is enrolled in informal education, including pre-primary/nursery schools
Koranic school	2	Person enrolled in Koranic school
Primary school	3	Person who is enrolled in a primary school
Secondary school	4	Person who is enrolled in a secondary school
College	5	Person who is enrolled in a college, including vocational training institutes
University	6	Person who is enrolled in a university

**C11: “What is the highest level of formal education completed by <name>?”** *(for persons 6 years and above only)*

This question is meant to get information about the level of formal education that the general population of those 6 years and over have completed. Completing a certain level of formal education means that the person completing has obtained a certificate, diploma or degree.

Those who have only been attending or completing informal training or koranic school should be classified as 1=None.

Highest level of formal education completed	Code	Meaning
None	1	Persons who (i) have never been to school; (ii) have only attended but not completed primary school, or (iii) have only attended/completed informal schooling, including Koranic school
Primary	2	Persons who graduated from primary school
Secondary	3	Persons who graduated from secondary level
College	4	Persons who graduated from a vocational training institute or college
University	5	Persons who graduated from a university irrespective of the degree (Bach, Masters, PhD)
Unknown	6	

**Level and type of economic activity/occupation (questions C12 and C13)**

These two questions will be asked for members of a household who are 10 years and older only

**Purpose of the two questions**

Question C12 is about the economic activity status of the members of household who are 10 years or older. This question is designed to divide the population into three groups:

- i. The working population, also called the labour force (economically active AND working)
- ii. The unemployed = those who are economically active, but NOT working, and seeking work
- iii. Those who are not economically active: housewives without any economic activity, disabled persons, students, retired persons, etc

**Box 9: Definition of 'working' for PESS purposes:**

Somebody is 'working' if he/she was engaged in any kind of productive activity such as work for payment, profit or family gain (including produce for own consumption) for most of the time in the last 12 months before the survey.

For all those who are categorized as 'working', you will record in question C13 the occupation the person is engaged in. For this we will use a classification of about 40 items that will cover the most common occupations in the Somali economy. The list of categorized economic activities is given in appendix 4.

**C12: What has <name> mostly been doing in the last 12 months?** *(for those aged 10 years and over)*

With this question the respondent should give some information that will help you determine whether the member of household is working, unemployed or not working, also called the 'economic activity status'.

The reference period is 12 months. Within this period it is possible for someone to change the 'economic activity status', e.g. someone could have been in school (= 'not economically active'), graduates and starts looking for work (= 'unemployed') and then finds a job (= 'working').

In such cases of change in 'economic activity status' during the year, ask the respondent further questions to find out which 'status category' occupied most of the 12 months prior to the PESS survey. For example: if the school leaver who looked for work and then found it was in school for 2 months, looked for work for 3 months and then worked for 7 months, enter this person as 'working'.

***If the period spent in different 'economic status categories is roughly the same*** (for example, someone was unemployed for 6 months and worked for six months), record the person in the highest economic status category, in this example therefore enter the person as 'working'.

There can be different reasons why part of the population is not working. The possible answers are given on the questionnaire and described in the following table.

Economic activity status	Code	Meaning
Working, including economically active housewives	1	People who work for payment, profit or family gain for most of the year preceding the survey
Not working and looking for a job	2	People who are unemployed/out of work but have been looking for a job for most of the time in the past year; it includes those who people who have never worked before and are looking for a first job;
Housewife	3	Woman engaged exclusively in housework for family or friends and not seeking work;
Student	4	Person attending school full time and not engaged in any economic activity
Retired	5	Person who has been previously active and having reached the age limit was retired and lives solely on his pension;
Disabled	6	Persons who is unable to work for whatever reason
Other not working ( <i>specify</i> )	7	e.g. persons who has a source of income (e.g. rental house) allowing him/her to live without working;

**Special groups that should be included among working population:**

- **Housewives who are at least part-time engaged in economic activities.** In Somali society women in rural areas spend a lot of time at home caring for their families, and they may not consider themselves as 'workers' as they spend most of their time at home and they do not earn anything. For the purpose of PESS, activities like fetching water or fetching firewood or petty trading (selling some cooked food in the market) are considered economic activities that will classify such housewives as 'workers'.
- **Family workers who help on the family farm or business without payment:** school children can often be in this category if they contribute to the family by e.g. fetching water, collecting firewood, looking after livestock, etc.
- **Part-time workers:** the PESS is not a labour force survey and does not distinguish between full-time and part-time workers. Define a part-time worker as C12, 1 =working as long as the respondent declares this as the status of his/her member of household, irrespective of the number of hours per week, or days per month worked. Do not spend time probing into the exact number of hours that a person has worked. If it is clear that the



person has conducted economic activity on a regular basis during the past 12 months, include him/her as a 'worker'

- **Working student:** a student who besides his/her studies works part-time throughout the year to e.g. earn college fees should be classified as a 'worker'
- **Family workers working without financial gain:** a school pupil who routinely contributes to the welfare of the family after school hours should be classified as a 'worker', (provided the pupil is 10 years or older).

### C13: "What is <name's> occupation?"

This question is only to be asked for everyone 10 years and above and who are working (C12=1).

Always write the information that the respondent is telling you in the space provided. The answer could be e.g. teacher, electrician, farmer, camel herder, cattle herder.

Then make sure that you have enough information to code the economic activity or occupation into one of the 40 groups given in Annex 3: Classification of Economic Activity and Occupation.

You should be very familiar with this classification that includes all of the most common occupations in the Somali society. The following notes will help you navigate through this classification:

- **Coding system:** The codes for each group consist of 2 digits from 10 to 95
- The coding system is based on the International Standard Classification for Occupation. This is a 4-digit coding system with about 600 entries
- The first digit indicates major occupational groups from A= Managers and B=Professionals, etc to H= Elementary Occupations. The latter are occupations that require little formal education.
- Within most major groups there are subgroups. In the annex examples are given (see last column) of the type of occupations that belong in the subgroup
- Major groups A=Managers and C = Clerical workers and I = Armed forces Occupations are not subdivided
- Subdivided major groups usually have a last subgroup 'Other' (rest category) for any occupations falling in the main group that are not specified in previous subgroups of the major category. Examples: 26 = Other Health professionals; 31 = other teaching professionals; 68 = Other primary sector workers; 79 = All other craft workers
- **More detail for health and education occupations:** In the second group B= Professionals, associate professionals and technicians there is more detail for health and education workers. For health workers we have distinguished separated general practitioners from nurses, midwives, community health workers etc.; for teaching professionals we have distinguished teachers by the level of the school: e.g primary school teachers, secondary school teachers.

- **Common Somali economic activities/occupations:** Most of the workers in the Somali economy will fall in category E: Agricultural, livestock, forestry and fishery workers.
- **Crop growers** are coded as 61. However, please ask crop growers what type of crops they grow. Maize or sorghum growers = 62 and most of these farmers will be subsistence farmers that mainly produce for own consumption. Code 63 is for growers of rice, cow peas, sesame, groundnut, the main cash-crops in Somalia. Code 64 is for farmers who predominantly grow vegetables. The details of which crops are grown is very important.
- **Raisers of livestock** are coded 65. You do not need to record the type of livestock that the person is raising.
- **Agro pastoralists:** Persons who grow crops and raise animals are agro-pastoralists (code 66)
- **Petty traders** are coded 51 in the main group D =Service and Sales workers
- **Home-based craft workers** are coded 71-73, depending on the type of craft work done.

Before you start the enumeration work, study the classification carefully and be familiar with the codes for the most common occupations. This will help you to quickly find the appropriate two-digit code for each working person in the households you will be interviewing.

**C14: Did <name> come to the country after December 2012?** *(for those aged 15 years and over)*

This question is designed to capture the extent to which households contain members who returned from the diaspora in 2013.

Record for each of the persons in the household 15 years and older whether they returned from abroad in 2013. The answer is either 1= Yes, or 2 = No. If the answer is 2=No, skip to C16

**C15: “ Which country did <name> come from?”** *(only for those who came to the country in 2013).*

If the answer in C14, 1= Yes, ask for the name of the country they returned from, specify this in the space provided in column C15, and finally add the code for this country in the two-digit space provided. A list of country codes is attached in Annex 4.

**C16: “Was <name> registered as a voter for the last election?”** *(for those aged 15 years and over)*

You should ask if <name> was registered as a voter for the last election held in 2010. Write 1= Yes, 2 = No and 3 = Not Applicable. Question C16 is only applicable for Somaliland. If you work in Puntland and in South and Central Somalia, write ‘3’ in C16 column.

### 3.3.4. Section D: Population Mobility

This section is designed to obtain information about the mobility of the interviewed households. It

consists of 9 questions. Questions D1-D6 apply to the sedentary population in urban and rural areas and in IDP settlements.

**NOTE: If you are interviewing nomadic households at the water points, immediately skip to question D7.**

**D1: “Did this household move from a different place?”**

The purpose of this question is to establish whether the household has always lived in the current place or whether it moved to the current place in the past. ‘Place’ is defined as a town, rural settlement or IDP settlement. Please note that it is possible that the ‘different place’ is within the same district, e.g. if a household has moved from one settlement to another within the same.

Did household relocate from a different place?	Code	Meaning
Yes	1	Household has not always lived in the current town, rural settlement or IDP settlement, but has moved to the current place in the past
No → E1	2	The household has always lived in the current town, rural settlement or IDP settlement
Do not know	9	

**D2: “What was the main reason for moving?”**

With this question we want to find out which households were forced to move to the current place or whether they moved voluntarily. Write the 1-digit code corresponding to the correct answer in the box on the questionnaire. If 6= Other reason, specify the answer

Reason for relocating	Code	Meaning
Insecurity	1	Households forced to relocate because of civil strife, war or other insecurity reasons
Drought	2	Households forced to relocate because of drought, e.g. nomads who lost livelihood
Floods	3	Households forced to relocate because of floods
Livelihood (economic reasons)	4	Households who voluntarily moved because of better livelihood opportunities (e.g. work) in current
Lack of access to services	5	Households who voluntarily moved because of better access to services (e.g. schools, hospitals) in current place
Other reason (specify)	6	Any other reason not listed above
Do not know	9	

**D3: “For how many years has this household lived in this place?”**

Write in the boxes on the questionnaire the two digit number of completed years since the household arrived in that place. If the household has been there for less than one year **write | 0 | 0 |**. If the respondent cannot recall the exact number of years, please record an estimate. If the respondent has no idea at all, **write | 9 | 9 |**.

**D4: “What is the name of the district you lived in before you moved to this place?”**

Write the name of the district in the space provided. Then fill in the 4-digit code for the district from the list of pre-1991 war regions and districts given in Annex 1 in the boxes on the questionnaire: | | | |.

**Special cases:**

**The district mentioned by respondent is not listed.** This might be a district formed after 1991. Check whether this is indeed the name of a currently used administrative district in your country and enter **| 0 | 0 | 0 | 0 |** in this field.

**The household has moved to the current place from abroad.** Write name of the country in the space provided. Leave the four digit boxes blank: enter | | | |.

**Respondent does not know the district from which they moved.** Use the normal codes for a Do not Know answer; enter **| 9 | 9 | 9 | 9 |**.

**D5: “What was the type of your previous place of residence?”**

This question will allow the survey analysts to study migration between urban, rural and nomadic areas and for movements to and from IDP settlements.

Type of previous place of residence	Code	Meaning
Rural	1	Previous place was in a rural settlement (independent, main, satellite, road side) but does not include any district capital
Urban	2	Previous place of residence was in an urban area. All district capitals are ‘urban’
IDP settlement	3	
Nomadic area	4	Temporary nomadic settlement. (previous place of residence was not well defined because of nomadic lifestyle).
Don’t know	9	

**D6: “ What are your plans regarding your place of origin the coming year? (Last question of this section; whatever answer is given, skip to → E1)**

The place of origin is the same as the previous place of residence. Here are the possible answers:

Plans for previous place of residence	Code	Meaning
Stay here in the current location	1	Household has planned to stay where they are in the nearby future
Return to place of origin	2	Household wants to return to where they came from <b>permanently</b>
Temporarily return to place of origin	3	Household wants to return to where they came from temporarily
Relocate to another place permanently	4	Household wants to leave current place and relocate to another place.
Have no plans.	5	The household has not given the question any thought.
Do not know	9	The household has thought about the question, but has not made up their mind.

#### **D7-D9 Questions for nomadic population on their mobility.**

These questions are only applicable for the survey among the nomadic population at the water points.

#### **D7: Where does your household usually stay in the rainy season?**

The nomads are captured in the PESS at the water points near the peak of one of the two dry seasons. Nomads are particularly mobile during the dry season when they are in search of water and grazing for their livestock. Question D7 aims to capture where the nomadic households usually stay during the wet seasons when they are likely to be less mobile. The main interest is to find out in which district, region or country they usually stay in the wet season relative to the district in which the water point where they are interviewed is located.

The enumerator should always specify the name of the district, region or country where the household normally stays in the wet seasons

Place where household normally stays in wet seasons	Code	Meaning
Same district	1	Household stays in wet season in the same district as the water point where household is interviewed
Different district within the same region	2	Household stays in wet season in the same region as the water point where household is interviewed
Different region	3	Household stays in wet season in a different region as the water point where household is interviewed
Neighbouring country	4	Household stays in wet season in a neighbouring

		country, that is Ethiopia, Kenya or Djibouti.
Don't know	9	

**D8: “How many months does your household normally stay in the place referred to in D7?”**

The answer is to be given in number of months: from 01 to 12

**D9: “How many times during the last 12 days (including today) has your household been watering livestock at this water point?”**

The purpose of this question is to find out the extent to which nomadic households, especially those who own different types of livestock make use of the water point where the survey is carried out.

The answer is to be given in a single digit, from 1 (minimum number) to 9 times

### 3.3.5. Section E: Demographic Events

**E1: “How many previous members of this household are currently in the diaspora?”**

Many Somali families have relatives living and working abroad (‘in the diaspora’) and are often important in sustaining the livelihood of the families as well as the development of their communities inside the country.

This question is intended to collect data on the number of persons (men and women) who used to belong to the household in the past who are now living abroad ‘in the diaspora’.

Please note that members of the extended family living in the diaspora who never belonged to the household as per the PESS definition should not be included. Please make sure NOT to include persons who have returned from the diaspora.

Record separately the number of male and female former members of households who are now living abroad in the space provided.

**E2: “Did this household have any live births during the last 24 months (including those who died)? “**

The question is intended to collect data on live births that occurred in the last 24 months within the household. If the answer is 1 = Yes, you must proceed to the questions E3-E8 in the Table below. If the answer is 2= No, skip to question E9 about deaths that occurred in the household in the last 24 months.

**The live birth table (questions E3-E8)**

For each of the births that occurred in the household in the last 24 months (E3 = serial number), we need to know the sex of the new born (E4), the age of the mother at the time of the birth (E5), whether the child is still alive (E6) and in case mother and/or child are still members of the household, the line numbers used in the list of usual residents of the household (from section C, C1 Serial number).

It is very important to collect information on the age of the mother at birth. This information can be used to study the level and trends in fertility in the country in more detail.

**E3: Serial number of live births occurring to household**

There is space for a maximum of five live births on the questionnaire.

**Box 10: What to do if more than 5 live births took place in the household in the last 24 months?**

If there were more than 5 births in the household during the last 24 months, continue the registration of additional births on another questionnaire. Indicate on the top of the questionnaire in the    of    box that more than one questionnaire was used for this household in the same way that an additional questionnaire is used if there are more than 20 members in the household

**E4: Sex of the live birth**

Record whether the live birth was a baby boy (1 = Male) or a baby-girl (2 = Female)

**E5: Age of the mother at the time of birth**

Ask the respondent about the age of the mother at the time of birth in completed years.

**If the mother is currently still alive and living in the same household,** check whether the mother is indeed listed in the household, and also check whether the mother's current age is equal to or at most two years higher than the age given to you in E5.

*For example: mother's age at time of birth is 24. The current age of the mother should be within the range of 24years + (0-24 months) = 24-26 years.*

**E6: "Is new born child still alive? "**

Now ask whether the live birth that occurred up to 24 months ago is still alive. The answer for each new-born is either 1= Yes or 2=No.

**E7-E8 Line number in list of household members (If mother and/or child are still member)**

These two fields are needed to be able to verify and match information only.

Not all newborns to the household in the past 24 months will still be member of the household at present. The most common reasons would be that (i) the child may no longer be alive or (2) the

child (and its mother) may now belong to a different household. Similarly, not all mothers of newborns will still be present. The most common reasons would be that (i) the mother is no longer be alive or (2) mother formed her own household after child birth.

If mother and or child are still member of the household, record in columns E7 and E8 their line number in the household roster.

This question is also another check on the completeness of the list of household members.

**E9: “Did this household have any deaths among its members during the last 24 months?”**

The question is intended to collect data on the deaths that occurred in the last 24 months within the household. If the answer is 1 = Yes, you must proceed to the questions E10-E16 in the Table printed on the questionnaire.

If the answer is 2= No, you have come to the end of the interview.

**Table for deceased persons occurring to the household (E10-E16)**

**E10: Serial Number of the person died**

Since in Somalia it’s difficult to ask for the name of the persons who died, record the number of deaths and ask information about each of them using their rank number. Use line number 1 for the first death, 2 for the second, etc. There is space for 5 deaths.

**Box 11: What to do if more than 5 deaths occurred in the household in the last 24 months?**

If there were more than 5 deaths in the household during the last 24 months, continue the registration of additional deaths on another questionnaire. Indicate on the top of the questionnaire in the **1 of 1 box** that more than one questionnaire was used for this household in the same way that an additional questionnaire is used if there are more than 20 members in the household.

**E11: “What was the sex of the <first, second, third> deceased person?”**

Record code 1 = male and code 2 = female. Do not guess sex of the deceased from the name, if a name is mentioned.

**E12: How old was <first, second, third> deceased person when he/she died? ”**

Enter the age mentioned to you in completed years. You should strive to get as precisely as possible the age at deceased. Do not accept a ‘don’t know’, it is better to have an estimated age than no age.



For a child who died before first birthday, (less than 12 months), enter |0|0|  
For anyone who died at age 95 years old and above, enter |9|5|. If by any means you cannot get the age, enter |9|9|. This solution should be used as little as possible.

**E13 to E16: Pregnancy related deaths for women aged 10 to 49 years only.**

In this section we want to know how many of the deaths can be considered pregnancy-related deaths, a approximation for maternal deaths. For a death to be a pregnancy-related death it must have occurred to women between the age of 10-49 while she was pregnant, during delivery or in the two months following delivery.

It may be noted that a pregnancy-related death is defined by the mentioned period surrounding delivery and does not take into account the exact cause-of-death which is hard to establish without the assistance of medically-trained personnel.

**Screening for women aged 10-49 years:**

From questions E11 (sex) and E12 (age) check whether there are any women aged 10-49. If yes, proceed with E11; if no, end the interview

**E13: “Was < deceased women aged 10-49> ever married?”**

First ask the “was she ever married?”. If the deceased women was married, carry on with question E14; if she was not married, be sensitive to the Somali culture in which pregnancy outside marriage can be a taboo, because the next question E14 could cause embarrassment. Only proceed if you sense this is not causing embarrassment.

**E14: “Was < deceased women aged 10-49> pregnant when she died?”**

If the answer is 1=Yes end the interview. If the answer is 2 = No, continue with E15.

**E15: “Did < deceased women aged 10-49> die during delivery?”**

If the answer is 1=Yes, end the interview. If the answer is 2=No, ask question E16

**E16: “Did < deceased women aged 10-49> die during the two months following delivery?”**

Whatever the answer is (1= Yes or 2 = No), this was the last question. End the interview.

**3.4 Checks to make sure that you have completed the questionnaires accurately and completely**

Before leaving the household the enumerator must check the following items on the questionnaire. It is better to check your work on the spot than to have your supervisor send you back to correct mistakes.

1. Is the information in Section A: Identification Information complete?
2. In general, is your handwriting on the questionnaire easy to read for others?
3. Have you indicated the number of questionnaires used for this household: 1 of 1; or 1 of 2, 2 of 2 etc. Remember this may happen if there are more than 20 members of households, or if more than 5 live births or deaths occurred to the household in the past 24 months.
4. Are all questions in Section B: Housing Characteristics and Household Assets answered?
5. In section C Individual Characteristics:
  - **check the skipping patterns**, i.e. have all questions relevant to particular members of household (persons, 6 years and over, 10 years and over, 15 years and over) been answered?
  - Check that **no boxes are left blank**, except for questions that are not applicable to certain members of household (skipped questions).
  - **code for missing information**: Check that if the respondent was not able to provide information for a particular member of household, ('Don't know') that the field is filled in with the code '9', '99', '999' or '9999' depending on the number of digits with which a question is coded.
6. Have you circled the line number of the main respondent in C1?
7. For sections D and E, have you checked skipping patterns and codes for Don't know information?
8. **Coding afterwards for certain questions**: questions C13, C15 and D4 require coding by enumerator. In order to save interview time, you may decide to do the coding after the visit to the household as long as you have got the specific information that will enable you to code the information properly. The questions concerned are C13 = Type of Economic Activity/Occupation; C14 = Country from which <person> came in 2013 D4: Name of previous district <person> lived in.

If in the checking process you find that things have gone wrong or that there are mistakes or omissions, ask further questions and correct your records. The questionnaires must be complete and accurate in all respects before you leave the household.

When you are satisfied that everything is in order,

1. Fill in the summary information for the household (males/females in household) ) in the table at the bottom of the first page.
2. Fill in the result of interview (1=completed, 2=partially completed, 3=not completed – refused; 4=not completed – not able to visit) also at the bottom of page 1
3. Sign the questionnaire against your name, ID and date of interview

4. Handover the questionnaire to your supervisor at the first opportunity. You will only be paid after you have handed in all the documents (used and unused questionnaires and map(s), etc) and the Supervisor is satisfied that you have done a good job.

Before you leave the household, ***thank the respondent!!***

## Chapter 4: Household enumeration at the water points

### 4.1 The methodology

**Water point approach:** The enumeration among the nomads differs from the one among the sedentary population. To enumerate the nomads the PESS has adopted the water point approach, that is nomadic households will be interviewed when they are visiting a water point, they are not visited by enumerators in their aqal or in temporary nomadic settlements.

In each district of the country a sample of water points has been drawn. For the purpose of the PESS each selected water point is considered an Enumeration Area.

**12-day period for the entire water point survey:** The period for the water point survey will be twelve days, the longest period that a camel can be away from a water point. A shorter period would reduce the likelihood that all camel-herding nomadic households are captured; a longer period would increase the chances for double-inclusion of camel-herding nomadic households .

**Each water point surveyed for 24 hours (One-day model):** Each selected water point will be surveyed for 24 hours, this is the one-day model of the water point approach. All water points during the survey will be covered on one of the twelve days in the enumeration period. The one-day model is simple, because it reduces the likelihood that the same household will be double-counted in the survey. The only low-chance possibility for this to happen is if a household owning different types of livestock take the different types to different sampled water points on the same day. This simplifies the screening process.

**Near peak of the dry season:** the twelve-day period should be planned towards the end of the dry season when a minimum of water points are functional (not dried up) and nomads have a maximum chance of being found at the selected water points.

### 4.2 Planning for the work at the water points

The planning for team size, team composition and the fielding of the teams is the responsibility of the senior management of the PESS survey in the zones. The PESS Deputy Survey Director carries prime responsibility, supported by the Regional Coordinators. The teams conducting the survey at the water point will consist of one or more supervisors and enumerators.

**Factors affecting team size at water point:** The size of the team will depend on the expected interview work load at each of the water points. Unlike urban and rural EAs - which are designed to have around 100 households and therefore have a known approximate interview work load-, the interview work load at the water point will be much more variable.

The key factors determining the interview work load and therefore the required team size depend on several factors, including:

- i. The **capacity** of the water source which relates to the ***estimated number of nomadic families using it***. Usage by households was estimated prior to the survey by the mapping teams by talking to locally knowledgeable persons.

- ii. The **live-stock mix** that comes to the water point. Camels, shoats and cattle differ regarding the number of days they can do without water. Camels need to drink water (and therefore visit a water point) at least once in 12 days, shoats once in 3-4 days, cattle once every two days. Daily workload at a water points in a predominantly 'camel' area will be relatively low compared to e.g. water points in areas not dominated by camels.
- iii. **Number of water-drawing points in an area known as one water point:** some types of water points are single, like e.g. a 'barked', a man-made water reservoir; others are multiple, e.g. along a stream there may be many places where animals can drink. 'Multiple' water points are likely to be near each other but covering a larger geographical area and may require more staff to cover the entire water point.
- iv. **Concentration of watering activity during the day/peak demand:** some water points may only be used during part of the 24 hour day. For example, camels tend to be watered very early in the morning, before 6 a.m., and in an area with predominantly camels, the water point may be unused for large parts of the day. The teams should however be large enough to cover the rush hours at the water point.

**Other planning factors:** other factors to be taken into consideration when planning for the survey at the water points and the time needed to cover a water point are:

- i. **Accessibility of the water point for vehicles.** Some water points can only be reached by boat, on donkey or camel back, or on foot
- ii. **Distance from the nearest district capital**
- iii. **Availability of accommodation near the water points** which is needed to start work at the water point in time and to cover the water point for the 24 hour period

#### 4.3.1 Clusters of five water points in a relatively small area

Vehicle rent and fuel costs make up a large part of the total cost of the main survey, especially if large teams are needed to cover one particular water point, and if the sampled water points are very spread out over an entire region requiring more travel time, coverage of long distances and higher fuel costs.

In order to reduce the costs involved in the survey and to make the implementation of the water point survey more manageable, **clusters of five water points relatively near each other** were selected for the main survey. This approach reduces travel time and fuel costs within the cluster.

**Why five water points in a cluster?** It was estimated that one enumeration team would be able to cover the entire cluster of five water points within the allocated 12 day period for the entire water point survey. Rather than logistically manage many separate water points, the focus is now on managing a far fewer number of clusters of water points in a relatively small area.

The cluster approach also offers opportunities for splitting the cluster enumeration team if some of the water points in the cluster are relatively small (few households using it), or have a single watering hole (easier to control).

#### 4.4 Implementation of the fieldwork at the water points

The implementation of the survey at the cluster of water points is the responsibility of the senior management of the PESS survey in the zones: the Deputy Survey Director and the regional and district Coordinators.

After the sample is selected they need to collect information about the functionality of the water point as well as the information needed to help estimate the right number of enumerators to ensure that the work at the water points will be properly covered during the one-day. It is essential that at this stage contact is made with local people and/or people who control the water point to have guidance on usage of the water point (approximately when and how many households).

Then they need to make all logistical arrangements from travel to and from water points, to make necessary arrangements for enumerators and supervisors to stay near the water point prior to the start of the survey.

The situation and topography in different parts of the country vary which means that it will not be possible to make definite suggestions about field implementation. The following notes should be read as a guide, not as a law:

1. All water points sampled needed to be covered in a 12-day period
2. Individual water points in a cluster are likely to vary in 'work load' and may not require the same size of the team needed to cover it.
3. Minimum team size is one supervisor and three enumerators.
4. If a larger cluster enumeration team is needed, vehicle capacity (maximum 1 supervisor and 4 enumerators to a vehicle) should be considered.
5. The time that work at the water point starts is not critical as long as the water point is covered for 24 hours. In other words, whether a water point is covered from 10 am to 10 am the next day or from 3pm to 3 pm the next day does not make a principal difference.
6. However, it is practical and would save time to start the survey at a time that the first livestock is expected at the water points (which in camel-herding areas could be as early as 3am). The advantage is that the survey can be stopped if there is no activity at the water point any more before the end of the 24 hour period. For example, with a 3am start it may be possible to end the survey at 9pm if no households have shown up for watering for a while before 9 pm and it is unlikely that some will show up between 9pm and 3am. But if the survey starts at 8am, the team will need to cover the water point till 8am the next day, even if there is no watering activity during the evening and the night.
7. Be careful by cutting short the number of hours spent at the waterpoint to less than 24 hours. Every missed household will affect the estimate of the nomadic population in the region or district.

#### 4.5 Interview procedures at the water point

The procedures at the water points therefore consist of two parts:

- i. Listing of all households coming to the water point = screening for nomadic households
- ii. Interviewing the eligible nomadic households using the standard PESS questionnaire

#### 4.5.1 Listing and screening

The listing exercise is the most important part of the survey at the water points. We recall that in urban and rural EAs a listing of households helps to control that all households and its members are counted, the best way to avoid underestimation of the urban and rural populations. In the same way, the listing of all households using the water points (irrespective of whether they are nomads, semi-nomads, agro-pastoralists, or non-pastoralists) will provide the PESS teams with crucial information that can be used to estimate the number of full nomads and semi-nomads (= agro-pastoralists) in the country.

This is achieved in two ways:

- (i) Including a question about household size (number of males and females) of the nomadic households as part of the listing. This is done because due to circumstances at the water point it cannot be guaranteed that all nomadic households eligible for an interview can actually be interviewed.
- (ii) Using as the main criterion for defining a nomadic household the lack of a permanent place of residence, in line with approaches proposed in authoritative literature.

The screening is carried out by asking a number of questions to the most senior person who accompanies the livestock to the water point. This person will sometimes be the head of a nomadic household, but more commonly they will be young adult members of the nomadic household. In some cases the person herding the livestock may be an employee who does not belong to the household that owns the livestock brought for watering.

The purpose of the screening is to make sure that only nomadic households coming to the water point are enumerated during the survey.

**A nomadic household is defined as a household that normally stays in a temporary nomadic settlement, and that depends on livestock (camels, shoats, cattle) for their livelihood.**

Households, even if they predominantly depend on livestock but have a permanent place of residence somewhere will for purpose of the PESS be accounted for in this permanent place of residence.

#### 4.5.2 Interviewing the eligible nomadic households

As soon as a household is listed and found to be a nomadic household, the enumerator should immediately proceed with the interview. The standard PESS questionnaire, as discussed in Chapter 3, will be used for nomadic households identified in the listing/screening process.

### 4.6 Module 3: The Water Point Survey Listing Form (WPSLF)

#### 4.6.1 Introduction

The listing at the water points is carried out by using module 3: the water point survey listing form (WPSLF). This tool will be used by all enumerators and may also be used by the supervisor(s) during periods of peak busyness at the water point.

Each listing form has space to list 14 households. More listing forms must be used if the number of households you screen during the 24 hours is more than 14. Each enumerator should use its own form. Never share 'your' form with a colleague.

See Annex 6 of this Enumeration Manual for a copy of the WPSLF

#### 4.6.2 The content of the Water Point Survey Listing Form (module 3):

**The heading:** In the heading it states that this is Module 3, the Water point Survey Listing Form used for the PESS 2013.

**The second row of the form:** this is the heading which you need to fill in before listing the first household. It contains the following identification information:

- i. **Date:** the actual date in [DD]/[MM] format, e.g. 20<sup>th</sup> September is [20/09]. The survey at the water point will be done for a 24 hour period. This could span two calendar days. Record the date of the day that the work starts at the water point.
- ii. **Region/district code where water point is located:** This is a four digit code, see annex 1 for the codes of the regions and the districts within the regions.
- iii. **Water point code and name:** this information will be given to you by your supervisor
- iv. **Enumerator ID code and name:** the screening sheet that you are using will only be used by you, even if you only screen fewer households than space provide on the form. Enter your name and enumerator ID in the space provided.
- v. **Number of sheets used:** The screening form allows for information for 14 households. If the number of households you screen on the one day exceeds 14 households, you must continue on a second sheet. At the end of the work at the water point you must indicate how many listing forms you used in the boxes    of    on the right-hand side.

*Example:* If only one questionnaire is used, fill the box like this: [1] of [1]. If two sheets are used fill the box in the first questionnaire like this [1] of [2] and the box in the second questionnaire like this [2] of [2]; use the same method if more than 2 sheets are used.

#### **The questions in the listing form:**

This is the main part of the screening form and consists of 10 columns, called W1 to W10. Some of these columns are questions to be asked to the respondent, others are columns you will use to help you doing the screening for new nomadic households correctly and to add key summary information for interviewed households.

#### ***W1: Household sequential number: x01***

The three-digit code household sequential number must be unique for the water point. In order to make sure that the same code is not used by any other enumerator, your supervisor will tell you



what will be the sequential number for the first household you will be screening at this water point. Make sure you enter this allocated number correctly to your listing form before you start the screening.

*For example:* if there are 8 enumerators in your water point survey team, the supervisor may allocate the first digits of the sequential number as 1, 2, 3, 4, 5, 6, 7 and 8 to each of the eight enumerators. If you are the 4<sup>th</sup> enumerator, the first household you will be listing would then be 401. If you are screening 23 households during the day, the household sequential numbers would be 401 to 423.

**Note:** If in the course of your work you make a wrong entry in a row and you will start afresh on a new row, do not give a household sequential number to the wrong row entry.

**Box 6: The importance of good household sequential numbering and transferring:**

If the household you screened is eligible for an interview, this household sequential number **MUST** be correctly transferred to the main survey questionnaire, field A4. This will help to correctly link information in the listing form questionnaire with the information from the main questionnaire.

***W2: "What types of livestock did you bring to the water point today?"***

**Purpose of question:** This question is an easy starting question to establish contact with the respondent. The answer to this question can also be used in combination with W3 to establish whether this is a split nomadic household that have different types of herds of livestock that may be found in different locations during the dry season.

Generally only one type of livestock is brought to a water point at any one time, given the different needs for watering etc. In rare situations where more than one type is brought to the water point, write the combination of codes, as shown in the table below:

<b>W2: Type of livestock brought to the water point</b>	<b>Code</b>	<b>Meaning</b>
Camels	1	Only camels brought to water point
Shoats (goats and sheep)	2	Only goats/sheep brought to water point
Cattle	3	Only cattle brought to water point
Camels and shoats	4	Camels and shoats brought to water point
Camels and cattle	5	Camels and cattle brought to water point
Shoats and cattle	6	Shoats and cattle brought to water point
Camels, shoats and cattle	7	All three kinds of livestock brought to water point

***W3: "What types of livestock does the household you belong to own?"***

**Purpose:** The main purpose of this question is to get an indication of the number of nomadic households that may be split (living in different localities) during the dry season. This could be the case if livestock brought to the water point (W2) differs from the livestock owned (W3) by the household. The classification of livestock mix in W2 is almost the same as in W3 with the exception of an extra **category W3=8 (None)**.

W3:Types of livestock owned by household of respondent	Code	Meaning
Camels	1	Only camels brought to water point
Shoats (goats and sheep)	2	Only goats/sheep brought to water point
Cattle	3	Only cattle brought to water point
Camels and shoats	4	Camels and shoats brought to water point
Camels and cattle	5	Camels and cattle brought to water point
Shoats and cattle	6	Shoats and cattle brought to water point
Camels, shoats and cattle	7	All three kinds of livestock brought to water point
None	8	Household does not own any type of livestock and could be a non-nomadic household

**Why do we need the W3, 8 = None category?** It can happen that nomadic families employ herdsmen to take their animals to the water point for watering who do not belong to the livestock-owning household. Respondents should only be answering questions about the household they belong to, not about the household of their employer. The employed herdsmen should therefore answer question W3 about livestock ownership with reference to his own household. But his own household may not own any livestock. *Is a household that owns no livestock automatically non-nomadic?* One would think so, but it is not certain. It is also possible that the respondent is part of a destitute nomadic household who lost their livestock, still largely depend on livestock for their livelihood (through herding livestock for others) and live in a temporary nomadic settlement. This is still a nomadic household

Also in case of W3, 8 = None, simply proceed to the next questions that will determine whether this household ought to be interviewed.

**W4: "Is your household predominantly relying on livestock for its livelihood?"**

A nomadic household has to depend on livestock for their livelihood to some extent and is very likely to be nomadic if it depends on livestock almost entirely. Households who do not predominantly depend on livestock are in most cases households who also do some agricultural work – growing of staple crops, cash crops, or vegetables.

This question does not determine whether or not a household will be considered 'nomadic', but is nonetheless key to the screening process and helps to identify agro-pastoralist households.

The only two answers are:

<b>W4: Predominant reliance on livestock for livelihood</b>	<b>Code</b>	<b>Meaning</b>
Yes	1	
No	2	

*If W4,2 = No:* Households who besides livestock also have other means of livelihood (like crop growing or selling goods) are probably not pure nomadic households, but the main criterion to determine nomadic status is whether they lack a permanent place of residence somewhere. Continue with question W5.

**W5: “Does the household you belong to normally stay in a temporary nomadic settlement?”**

This is the second and determining screening question with only two possible answers:

<b>Does household stay in TNS?</b>	<b>Code</b>	<b>Meaning</b>
Yes	1	Household eligible for interview → write W7 = 1
No	2	Household is not nomadic → continue with W6

*If W5, 1 = yes,* the household stays in a temporary nomadic settlement and is a nomadic household, and is eligible to be interviewed. Go to question W7 (Household eligible for interview?) and write 1 =Yes; then go to questions W8 and W9 before proceeding with the main interview.

*If W5, 2 = No:* This means that the household does not live in temporary settlements, therefore has a permanent place of residence somewhere and is therefore not a nomadic household as per the PESS definition and should therefore not be interviewed.

However, in order to make sure that we do not miss nomadic households eligible for an interview, question W6 is asked to have the respondent clarify that indeed the household stays in a permanent place of residence.

**Box 7: How to handle the ‘21 case’: not predominantly depending on livestock for livelihood (W4=2), but ‘Staying in a TNS’ (W5= 1)**

This is a rare but not impossible situation. If you meet a respondent answering in W4, 2 = household does not predominantly depend on livestock, but is nonetheless staying in a TNS (W5=1), please probe whether you have understood the respondent correctly, or whether one of the two answers is not correct. If the latter, amend the answer and proceed according to the corrected information.

**W6: “Where is your household normally staying?” (for 12 combination in W4 and W5 only)**

This question is only asked for those who responded to W4,1 (= predominantly relying on livestock) and W5, 2 = No (not living in TNS).

Households who predominantly depend on livestock but say they do not live in a temporary nomadic settlement are strictly speaking non-nomadic as per the definition used in our survey. Cases like these should be rare. The purpose of this question is to clarify from such households whether they are truly belong to the settled sedentary population.

This is the last screening question with only two possible answers:

Where household normally stays?	Code	Meaning
Urban area, rural settlement	1	Household not eligible for interview → write W7 = 2
Grazing area	2	Household is eligible → write W7 =1

*If W6 =1:* , If the household is staying in an urban area or rural settlement, the household is sedentary, i.e. it has a permanent place of residence and is a non-nomadic household. Go to question W7 (Household eligible for interview?) and write 2 =No, then end the interview with the respondent.

If the household replies they are staying in 2= grazing area, the household is nomadic after all. Probe for consistency with the answer given in W5, and if you are satisfied the household is nomadic, go to question W7 (Household eligible for interview?) and write 1 =Yes; then go to questions W8 and W9 before proceeding with the main interview.

### **W7: CONTROL FIELD: Household eligible for interview?**

This 'question' is a control field for enumerators use only. The question should not be asked to the respondent. The answer to this question determines whether you should continue with conducting the main interview, or whether you can finish with the listing and end the contact with the respondent.

This field must always be filled in for all listed households. There are two possible answers based on answers given in questions W4-W6

Household eligible for interview?	Code	Meaning
Yes	1	Household eligible for interview → continue with W8 and W9 before proceeding to main questionnaire interview
No	2	Household not eligible for interview → end interview

If the household is not eligible, end the interview and continue with the next household to be listed.

If the household is eligible, go to questions W8 and W9 then continue with the interview using the standard questionnaire for the households.

## **W8 and W9 The number of males and females in the eligible nomadic households**

It is essential for the estimation of the nomadic population that numbers of males (W8) and females (W9) for all nomadic households visiting the water points are recorded. This information will of course also be collected through the main survey questionnaire, but in practice it may not be always be possible to interview all eligible households at peak times at the water point.

By asking these two questions before the interview we achieve that (i) essential information is collected for all nomadic households (ii) for those households who will also be interviewed a comparison can be made between numbers of males and females in the household before and after the interviews. This information is useful in adjusting the final estimates for the nomadic population.

Consider these two questions therefore as an introduction to the start of the main interview. Record the number of males in column W8, the number of females in column W9, then proceed to the main interview.

### **Box 8: What do I do if the numbers of male and female members of household after the interview differ from the numbers given to me before the interview?**

Never change the numbers that you have entered in column W8 and W9, even if they differ!!

## **Conducting the interview with eligible households using the survey questionnaire**

The instructions how to conduct the main interview are described in Chapter 3.

Before you ask the first question, fill in the household identification particulars in section A and transfer the three digit household sequential code correctly from the listing form to field A4 in the main questionnaire.

For every eligible household you fill in section A of the main questionnaire, even if the interview is being refused or cannot take place for other reasons.

After you have completed the interview, go back to the water point survey listing form to enter the result of the interview in W11. It should match with the same information in the summary table at the bottom of the cover page of the main questionnaire.

### ***Columns 11: Result interview***

In this column you record the outcome of administering the questionnaire.

<b>Result of interview</b>	<b>Code</b>	<b>Meaning</b>
Completed	1	
Partially completed	2	
Interview not done: refused	3	
Interview not done: other reason ( <i>specify</i> )	4	Interview not done for other reasons A common reason would be that there were more households to be interviewed than enumerators to interview them

**The bottom row of the Water Point Listing Form (Module 3): for supervisor only**

The recording of the sheet summary information (variables W11-W16) will be the responsibility of your supervisor. Do not write anything in this space.

**4.7 Finally... at the end of your working day at the water point**

After you have completed the work at the water point, (or at an earlier occasion if your supervisor asks for it), hand the water point survey listing forms together with the questionnaires to the supervisor. Take special care for the following:

- Make sure you have indicated the number of listing sheets given to him, e.g.: 1 of 2, 2 of 2
- Fill in the document flow sheets and ask the supervisor to sign for receipt for all materials you have returned to your supervisor.

**4.8 Supervisor instructions at the water point**

You know that as the supervisor you are particularly responsible for (1) ensuring the smooth conduct of the enumeration (2) checking the quality of the enumerators under your supervision, (3) ensuring that questionnaires and quality forms are received from the enumerators verified by you and passed on to the district coordinator.

In this section specific instructions or tips are given to guide your work.

**4.8.1 Smooth conduct of the enumeration**

The water point is a particularly challenging place conducting a survey. It is possible that at very big water points or at certain times of day the number of households at the water point is so large that the enumeration staff cannot cope with the interview work load. Or the respondent during the interview is pre-occupied with the animals and cannot give proper attention to the questions asked. Water points vary in nature, how busy a water point is not known in advance, the area covered by the water point could be quite large, etc. This requires that you as supervisor must be flexible in doing your job as well as you can. Fixed rules cannot be given how to do this, you must adapt to the situation as well as you can.

But there are certain principles that you must follow:

1. Complete listing of all households coming to the water point is absolutely crucial.
2. Conducting interviews with all eligible households is obviously the best, but it is acceptable if during the rush hours a (limited) number of nomadic households cannot be interviewed.
3. It is better to have fewer questionnaires completely and peacefully completed than more questionnaires that are only partially filled in and of dubious quality
4. The best time to interview nomadic households is while they are waiting for their turn to water their animals. At that time the only responsibility of the herdsman is to keep the flock together in one place. So always try to interview an eligible household at this time, and avoid as much as possible that the interview is still taking place when the livestock is being watered or when the watering is finished and the household wants to leave the area.

5. It is not desirable for an enumerator to follow a nomadic household for an interview when the household is leaving the water point. The information you get is not likely to be reliable and you lose control over your enumerators if they are leaving the area of the water point.
6. Once after listing an enumerator starts interviewing a household encourage the enumerator to finish the entire questionnaire. Try to organize the work at the water point in such a way that the enumerator is able to ask all questions on the questionnaire to avoid partially completed questionnaires

**Box 9: Hints for supervisor on how to organize the work at the water point**

1. Focus your work on assigning your enumerators to the listing of the households coming to the water point. In quiet circumstances, the supervisor should not do the listing him/herself.
2. Assume that each enumerator will continue with the interview if the household is eligible. This means that the enumerator could be occupied for the next 20-40 minutes
3. If it gets busy at the water point and all enumerators are occupied with either listing or interviewing, you as the supervisor will do the listing of the newly arriving households yourself, but NEVER start interviewing eligible households. Kindly request the respondent of the listed households to wait to be interviewed till one of the enumerators becomes available.
4. We repeat: the supervisor should NEVER be involved in conducting the actual interview
5. If there are many newly arriving households coming to the water point and you as supervisor can no longer cope with the listing workload, call on help from the first enumerator who becomes available after having completed an interview to assist you with the listing task.
6. When the rush is over, start re-assigning enumerators to not-yet interviewed eligible households. When you re-assign a household listed by you to an enumerator, *tell the enumerator the household sequential number used on your listing form.*
7. If it is clear that due to the busyness at the water point it will not be possible to interview all nomadic households, give priority to interviewing who have more recently arrived and are likely to be more peaceful to provide reliable answers.

**4.8.2 Checking on the quality of work of your enumerators**

The water point listing form sheets filled in by your enumerator is the tool to quality check the information. The supervisor has got two specific tasks:

1. Complete the bottom row of the listing sheets filled in by the enumerator
2. Transfer this information to the Water point Supervisor Summary Sheet

**Bottom row of the Water Point Listing Form (Module 3):**

The bottom row of the water point listing form is for the use of the supervisor. He/she must enter the totals on the sheet for 6 statistics, called W11 to W16.

### **W11: Total number of listed households on the sheet**

This is number of valid entries on the sheet. This will usually be the same as the number of filled in rows on the form. Be aware that the enumerator may have made a wrong entry in a particular row and started afresh on the next row.

### **W12: Total not eligible households**

You get this total by counting how many entries in column W7 =2 (not eligible).

Before writing the total in field W12 (bottom row) check whether the enumerator has correctly used the eligibility rules that apply to answers to the screening questions W4-W6. If you spot an inconsistency, check with the responsible enumerator.

Not eligible households (W7=2) are identified by the highlighted cases derived from questions W4-W6 as follows:

W4	W5	W6	W7
1	2	1	2
2	2	-----	2
1	1	----	1
2	1	----	1
1	2	2	1

### **W13: Total eligible households**

You get this total by counting how many entries in column W7 =1 (Eligible).

Before writing the total in field W12 (bottom row) check whether the enumerator has correctly used the eligibility rules that apply to answers to the screening questions W4-W6. If you spot an inconsistency, check with the responsible enumerator.

Eligible households (W7=1) are identified by the highlighted cases derived from questions W4-W6 as follows:

W4	W5	W6	W7
1	1	----	1
2	1	----	1
1	2	2	1
1	2	1	2
2	2	-----	2

### **W14: Total number of males, W15: Total number of females**

Do the following:



- (i) Check if these figures are given for all eligible households (W7 = 1). If blank on the form, there is a missing value. Write the code '99'
- (ii) Verify that the enumerator has not changed originally given figures by data on number of males and females identified by the main survey questionnaire for those households where a full interview was conducted.
- (iii) Then: add up the entries, not counting the inserted codes '99', if any.

#### **W16: Total interviews done**

Do the following:

- (i) Add up the number of times codes 1 (=interview completed) and 2 (= interview partially completed) are given in column W10. This will be the minimum number of (partially) filled in questionnaires that you expect to have received from the enumerator
- (ii) Check whether you have received a questionnaire for every household for which the list says an interview was done
- (iii) Check for consistency of household sequential codes in list and on questionnaire: is the number the same on both documents?

You have now completed your work on one sheet of the Water Point Survey Listing Form for one enumerator. Repeat the same process for subsequent sheets of the same enumerator, then the sheet(s) for the next enumerator, including sheets used by you as the supervisor.

#### **4.8.3 Supervisor water point summary sheet (Module 3a)**

See a copy of this form in Annex 7 to this manual.

The heading information of this module 3a is the same as for the listing form except that the enumerator name and ID is replaced by the supervisor name and ID.

This sheet is designed to summarize all information available from the listing forms onto a single A4 sheet. The summarized information contained in variables W11-W16 of the listing sheets is transferred for each sheet to the supervisor water point summary sheet into columns WS4-WS9.

The first three column of this sheet are:

- **WS1** Identification number of enumerator or supervisor who prepared the listing sheet
- **WS2** Name of enumerator or supervisor who filled in the listing sheet
- **WS3:** Sequential sheet number of each enumerator/supervisor: |\_\_|of |\_\_|

The bottom row gives the totals for all sheets for the six variables. And summarizes the totals for the entire water point.

#### **4.8.4 Finally... at the end of your working day at the water point**

After you have completed the work at the water point, check all forms and questionnaires as instructed. This includes questionnaires, listing forms and water point summary sheets and

prepare the parcel to be forwarded to your district coordinator. Make sure all questionnaires are accounted for, also empty unused questionnaires and questionnaires for households that were not filled in because they refused or for whom the interview could not be held for other reasons

Fill in the document flow sheets and ask the district coordinator to sign for receipt for all materials you have returned to your him/her.

# ANNEX1: PRE-1991 WAR REGION AND DISTRICTS NAMES AND CODES

Magaca Gobolka	Sumada Gobolka	Magaca Degmada	Sumada Degmada
Region_Name	Region_code	District_Name	District_Code
Awdal	01	Zeylac	0101
Awdal	01	Lughaye	0102
Awdal	01	Baki	0103
<b>Awdal</b>	<b>01</b>	<b>Borama</b>	<b>0104</b>
Woqooyi Galbeed	02	Berbera	0201
Woqooyi Galbeed	02	Gebiley	0202
<b>Woqooyi Galbeed</b>	<b>02</b>	<b>Hargeysa</b>	<b>0203</b>
Togdheer	03	Sheikh	0301
Togdheer	03	Buuhoodle	0302
Togdheer	03	Odweyne	0303
<b>Togdheer</b>	<b>03</b>	<b>Burco</b>	<b>0304</b>
Sanaag	04	Laasqoray	0401
Sanaag	04	Ceel Afweyn	0402
<b>Sanaag</b>	<b>04</b>	<b>Ceerigaabo</b>	<b>0403</b>
Sanaag	04	Badhan	0404
Sool	05	Taleex	0501
Sool	05	Xudun	0502
Sool	05	Caynabo	0503
<b>Sool</b>	<b>05</b>	<b>Laas Caanood</b>	<b>0504</b>
Bari	06	Bandar Beyla	0601
<b>Bari</b>	<b>06</b>	<b>Bossaso</b>	<b>0602</b>
Bari	06	Qardho	0603
Bari	06	Caluula	0604
Bari	06	Iskushuban	0605
Bari	06	Qandala	0606
Nugaal	07	Burtinle	0701
<b>Nugaal</b>	<b>07</b>	<b>Garowe</b>	<b>0702</b>
Nugaal	07	Eyl	0703
Nugaal	07	Dongoroyo	0704
Mudug	08	Galdogob	0801
Mudug	08	Xarardheere	0802
Mudug	08	Jariiban	0803

<b>Mudug</b>	<b>08</b>	<b>Gaalkacyo</b>	<b>0804</b>
Mudug	08	Hobyo	0805
Galgaduud	09	Cadaado	0901
Galgaduud	09	Ceel Dheer	0902
Galgaduud	09	Dhuusamarreeb	0903
Galgaduud	09	Ceel Buur	0904
<b>Galgaduud</b>	<b>09</b>	<b>Cabudwaaq</b>	<b>0905</b>
Hiraan	10	Jalalaqsi	1001
Hiraan	10	Bulo Burto	1002
<b>Hiraan</b>	<b>10</b>	<b>Belet Weyne</b>	<b>1003</b>
Middle Shabelle	11	Adan Yabaal	1101
Middle Shabelle	11	Cadale	1102
Middle Shabelle	11	Balcad	1103
<b>Middle Shabelle</b>	<b>11</b>	<b>Jowhar</b>	<b>1104</b>
<b>Benadir (Mogadishu City)</b>	<b>12</b>	<b>Abdiaziz</b>	<b>1201</b>
Benadir	12	Bondhere	1202
Benadir	12	Daynille	1203
Benadir	12	Dharkenley	1204
Benadir	12	Hamar Jabab	1205
Benadir	12	Hamar Weyne	1206
Benadir	12	Hodan	1207
Benadir	12	Howl Wadag	1208
Benadir	12	Huriwaa	1209
Benadir	12	Kaaraan	1210
Benadir	12	Shibis	1211
Benadir	12	Shangaani	1212
Benadir	12	Waabari	1213
Benadir	12	Wadajiir	1214
Benadir	12	Wardhiigley	1215
Benadir	12	Yaagshiid	1216
Bakool	13	Ceel Barde	1301
Bakool	13	Rabdhuure/(Yeed)	1302
Bakool	13	Waajid	1303
Bakool	13	Tayeeglow	1304
<b>Bakool</b>	<b>13</b>	<b>Xudur</b>	<b>1305</b>
Bay	14	Diinsor	1401
Bay	14	Qansax Dheere	1402

Bay	14	Buur Hakaba	1403
<b>Bay</b>	<b>14</b>	<b>Baydhaba</b>	1404
Lower Shabelle	15	Baraawe	1501
Lower Shabelle	15	Sablaale	1502
Lower Shabelle	15	Kurtunwaarey	1503
<b>Lower Shabelle</b>	<b>15</b>	<b>Marka</b>	<b>1504</b>
Lower Shabelle	15	Afgooye	1505
Lower Shabelle	15	Qoryooley	1506
Lower Shabelle	15	Wanla Weyn	1507
Gedo	16	Doolow	1601
<b>Gedo</b>	<b>16</b>	<b>Garbahaarey</b>	<b>1602</b>
Gedo	16	Ceel Waaq	1603
Gedo	16	Luuq	1604
Gedo	16	Belet Xaawo	1605
Gedo	16	Baardheere	1606
<b>Middle Juba</b>	<b>17</b>	<b>Bu'aale</b>	1701
Middle Juba	17	Jilib	1702
Middle Juba	17	Saakow	1703
<b>Lower Juba</b>	<b>18</b>	<b>Kismaayo</b>	<b>1801</b>
Lower Juba	18	Afmadow	1802
Lower Juba	18	Badhaadhe	1803
Lower Juba	18	Jamaame	1804

## ANNEX 2: CALENDER OF EVENTS

ANNEX 2.1 CALENDAR OF HISTORICAL EVENTS - SOUTH AND CENTRAL SOMALIA		
EVENT NAME	YEAR	Age in years
Italian invasion in Somalia	1940	73
Dhagax Tuur war	1948	65
Somalia independence	1960	53
Somali-Ethiopian war I	1964	49
Somali military coup	1969	44
Written Somali script	1972	41
Dabadheer drought/ abaartii dabadheer	1974	39
Somali-Ethiopian war II	1977	36
North Somalia War Siad Barre government	1988	25
Civil war	1991	22
Elected Ali	1991	22
Clan based civil war	1992	21
Severe drought	1992	21
Election of president Abdi Kassim (TNG)	2000	13
Islamic court	2005	8
Ethiopian and Islamic court	2007	6
Election of President Abdullahi Yusuf	2006	7
Ethiopian-Alshabab war	2007	6
Election of President Sheikh Sharif	2010	3
Severe drought	2011	2
Mogadishu overthrow by Alshabab	2011	2
Explosive of Hargaha iyo saamaha (Hide and skin agency)	2011	2
Election of President Hassan Sheikh Mohamud	2012	1

**ANNEX 2.2 CALENDAR OF HISTORICAL EVENTS - PUNTLAND**

<b>EVENT NAME</b>	<b>Year</b>	<b>Age in Years</b>
British occupy Italian Somalia	1941	72
Italian Somalia becomes a UN trust territory under Italian control.	1950	63
Italian Somalia renamed Somalia and granted internal autonomy	1956	57
Aden Abdullah Osman was elected President.	1960	53
Somalia independence	1960	53
Somali - Ethiopian war I	1964	49
Abdirashid Ali sharmarke was elected president	1967	46
Muhammad Siad Barre assumes power in coup after Shermarke is assassinated.	1969	44
Assasination of President Abdirashid	1969	44
Written Somali script	1972	41
<i>Dabadheer</i> draught	1974	39
Somali-Ethopian war II	1977	36
Peace accord with Ethiopia.	1988	25
Bosaso-Garowe road construction	1988	25
Somalia-SNM war	1988	25
Somalia civil war	1990	23
<i>SSDF- Etihad</i> war	1992	21
Convention establishes Puntland State of Somalia	1998	15
President Abdullahi Yusuf elected in Garowe convention	1998	15
Armed dispute between two political factions	2001	12
The two political factions sign a peace agreement in Bossaso	2003	10
A tsunami hits the coast of puntland	2004	9
H.E. Mohamud Muse Hersi (Adde Muse) elected as President	2005	8
H.E. Abdirahman Mohamed Mohamud (Farole) elected as President	2009	4
Puntland Supreme Court certifies constitutional adoption	2009	4

<b>ANNEX 2.3 CALENDAR OF HISTORICAL EVENTS - SOMALILAND</b>		
<b>EVENT NAME</b>	<b>Year</b>	<b>Age in Years</b>
Italian invasion of Somaliland	1940	73
Clearly remembers British Somaliland	1945	52-68
Somaliland independence from Britain	1960	53
Somali - Ethiopian war I	1964	49
Somali military coup	1969	44
Written Somali script	1972	41
Dabadheer drought/ abaartii dabadheer	1974	39
Somali-Ethopian war II	1977	36
SNM foundation year	1982	31
SNM mountain war	1984	29
Borama primary school bombardment by Ethiopia	1984	29
SNM- Siad Barre regime war in Somaliland	1988	25
Refugee years	1988-1991	22-25 years
Somaliland declaration of Independence	1991	22
President Egal elected in Borama conference	1993	20
Borama Conference	1993	20
Clan-based Somlail;and civil war	1994	19
Somaliland third clan conference	1997	16
Somaliland constitution referendum	2001	12
Somaliland first local election	2002	11
President Egal dies	2002	11
Somaliland first presidential election	2003	10
Somaliland Parliament election	2005	8
President Siilaanyo elected	2010	3
Somaliland second local election	2012	1



**ANNEX 3: LIST OF ECONOMIC ACTIVITY**

Code	Activity	Definition
<b>A. Managerial Activity</b>		
10	Managers	Senior government officials, Traditional chiefs and heads of village; Managers in business: finance human resources, marketing, policy and planning; Managers in the production/manufacturing sector, incl agriculture and construction, transport/distribution, ICT; Managers in the service sector, incl health/education, retail/wholesale; hotel and restaurants, sports
<b>B. Professionals, associate professionals and technicians in health, education and other sectors</b>		
21	General practitioners and medical specialists; assistants to general actioners or medical specialists	
22	Nurses	
23	Midwives	
24	Pharmacists, pharmaceutical assistants, dispensers of medicines	
25	Community Health workers, Traditional Birth Attendants	
26	Other health professionals/associate professionals	Veterinarians, Dentists, Etymologists, Physiotherapists, Nutritionists, Veterinary technicians, . Physiotherapy technicians/assistants, Dispensing optician; Health inspectors, etc.
27	University and higher education teachers	
28	Vocational education teachers	
29	Secondary education teachers	
30	Primary school and early childhood teachers	
31	Other teaching professionals	Including special needs teachers, IT trainers

32	Business and administration (associate) professionals in private and public sector	Accountants, financial and investment advisers, training professionals, sales and marketing professionals; Finance dealers, loans officers, accounting assistants, commercial sales representatives, clearing and forwarding agents, contractors, real estate agents, office supervisors, administrative and executive secretaries, customs and border inspectors; customs and border inspectors, government tax officials, licensing officials, police inspectors
33	Information and communications technology professionals and technicians	Software developers, system analysts, web designers, database/network professionals, system administrators; ICT operators; user support technicians; computer network technicians, web technicians, telecommunication and broadcasting technicians
34	Science and engineering (associate) professionals	Farming and livestock advisers, engineers, scientist, architects, surveyors, cartographers, town planners; Engineering technicians, including electrical engineering; draughts persons, construction supervisors, manufacturing supervisors, process control technicians, Technicians in agriculture, forestry, fisheries, ship-and aircraft controllers
35	Other professionals, including legal, social/cultural professions	Lawyers; librarians, economists, sociologists, psychologists, imams/sheiks (religious professionals); journalists, translators, artists including musicians, radio/TV announcers; social workers, sports and fitness workers, photographers, chefs
<b>C. Clerical Activity</b>		
40	<b>Clerical support workers</b>	General office clerks, secretaries, keyboard operators, typists; Bank tellers, client information workers; Data entry clerks, accounting and bookkeeping clerks, stock keeping clerks
<b>D. Service and Sales workers</b>		
51	Petty Trading in informal sector Selling of goods (food or commodities) in small quantities in the street, at a market stall or from home	This is petty trade. It is sold in small quantities, the activity does not require a big capital outlay, and it targets the poor). Petty trading belongs to the informal sector

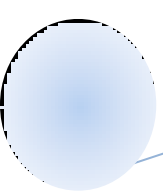
52	Commodity Trade/sales workers in the formal sector	Shop keepers, shop supervisors, shop sales assistants; cashier and ticket clerks; service station attendants; food service counter attendants
53	Service sector workers: all workers who offer a service (not a commodity) that requires a skill	Childcare workers, health assistants; Fire-fighters, police officers, security guards, prison guards travel attendants, conductors; cooks, waiters; hairdressers; housekeeping and cleaning supervisors (in homes and offices); driving instructors, etc;
<b>E. Agricultural, livestock, forestry and fishery workers (primary sector)</b>		
61	Crop growers (agricultural workers)	
62	Growers of maize, sorghum	
63	Growers of rice, cow peas, sesame, ground nut	
64	Growers of vegetables	
65	Raisers of livestock, including herding	
66	Agro-pastoralists (mixed farmers)	
67	Fishermen, fishery workers	
68	Other primary sector workers, including forestry workers, hunters and gatherers	
<b>F. Craft and related trades workers</b>		
71	Home craft work using natural products (hay, grasses, clay, trees/shrubs) from the environment	Basket weavers, rope makers, potters, wood carvers
72	Home craft workers using textile, leather and related materials	Tailors, seamstresses, leather curers, tanners
73	Home-based producing or processing of food for sale	includes processing of camel milk, producing ghee, butter, cheese
74	Trained construction workers, including electricians	house builders, brick layers, stone masons, carpenters and joiners, ; roofers, floor layers, tile setters, plasterers, plumbers, air conditioning mechanics, painters, spray painters; electricians, electrical mechanics, electrical installers/fitters, ICT

		installers
75	Metal, machinery and related trades workers	Welders, metal workers, blacksmiths, toolmakers, motor vehicle mechanics, bicycle repairers, agricultural machinery repairers
76	Food processing trades workers (preparing food for sale)	Butchers, bakers, fishmongers, dairy product makers, fruit preserves/jams, etc
77	Garment and related trades workers	tailors, dress makers, seamstresses, embroiderers, upholsterers, tanners, shoemakers,
79	All other craft workers	including jewelers, sign writers, engravers, glass cutters, printing trade workers
<b>G. Stationary and mobile plant and machine operators, and assemblers</b>		
81	Factory workers in manufacturing and industries	Anyone working in industries of any kind, including drivers of mobile plants (earthmovers, cranes, forklift operators, ship's deck crew.
82	Drivers	car, van and motorcycle drivers; heavy truck drivers; bus drivers;
<b>H. Elementary occupations (Unskilled)</b>		
91	Crop farm labourers (incl casual workers)	
92	Labourers in construction	
93	Water and firewood collectors	
94	Cleaners and servants	in homes, hotels, offices;
95	Other elementary occupations	including refuse workers,

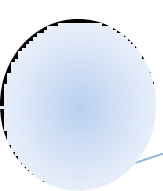
**ANNEX 4: LIST OF COUNTRY**

<b>Code</b>	<b>Name of County (English)</b>
<b>AFRICA</b>	
01	Somalia, Somaliland and Puntland
02	Ethiopia
03	Kenya
04	Djibouti
06	Sudan
07	South Sudan
08	Egypt
09	Libya
10	Tunisia
11	Morocco
12	Algeria
13	Uganda
14	Tanzania
15	South Africa
16	Mozambique
17	Nigeria
18	Ghana
19	Other African country
<b>EUROPE</b>	
20	United Kingdom
21	Sweden
22	Norway
23	Denmark
24	France
25	Germany
26	Netherlands
27	Russia
28	Poland
29	Italy
30	Spain
39	Other European country
<b>NORTHERN AMERICA</b>	
41	USA
42	Canada

<b>LATIN AMERICA AND THE CARRIBEAN</b>	
50	Mexico
51	Guatamala
52	Cuba
53	Brazil
54	Colombia
55	Argentina
59	Other Latin American/Caribbean country
<b>ASIA</b>	
61	Saudi Arabia
62	Yemen
63	Oman
64	Bahrain
65	Kuwait
66	Qatar
67	United Arab Emirates
68	Iraq
69	Jordan
70	Palestinian Territory
71	Syria
72	Iraq
73	Turkey
74	Iran
75	Afghanistan
76	India
77	Bangladesh
78	Pakistan
79	Indonesia
80	Philippines
81	Thailand
82	China
83	Japan
89	Other Asian countries
<b>OCEANIA</b>	
90	Australia
91	New Zealand
99	Other Oceania (incl Pacific islands)



**ANNEX 5: HOUSEHOLD QUESTIONNAIRE**





## ANNEX 6: LISTING FORM FOR SEDENTARY POPULATION

Date:.....

	of	
--	----	--

<b>Region :</b>	<b>District :</b>	<b>Town/Sett:</b>
<b>EA identification:</b>	<b>Lister Name:</b>	<b>Supervisor Name:</b>

S. No.	Address (identifiable landmarks if no address)	Structure number in the EA (3 digits)	Dwelling unit number (Within structure; 3 digits)	Household number in the EA (3 digits, sequential from 1 to the last household)	Number of males in the household	Number of females in the household	Name of the Head of household	Interview status 1=Completed, 2=Partially completed, 3=Refused 4=Not able to visit
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1								
2								
...								
..								
..								
28								
29								
30								
<b>Total Form</b>								

<b>Total EA</b>						
-----------------	--	--	--	--	--	--

## ANNEX 7: LISTING FORM FOR WATER POINT

MODULE 3			WATERPOINT SURVEY LISTING FORM						PESS 2013	
Date: <u>  </u> / <u>  </u> / <u>  </u> d d m m		Reg/District code: <u>  </u> / <u>  </u> / <u>  </u> / <u>  </u>	WP code and WP name ==>	<u>  </u> / <u>  </u> / <u>  </u> 3	Enumerator code and name ==>	<u>  </u> / <u>  </u> / <u>  </u> -	Sheet <u>  </u> of <u>  </u>			
W1	W2	W3	W4	W5	W6	W7	W8	W9	W10	
HH Seq no  x01, x02, etc	<b>"What types of livestock did you bring to the water point today?"</b>  1= camels; 2 = shoats; 3 = cattle 4= camels and shoats 5= camels and cattle 6 = shoats and cattle 7= camels, shoats and cattle	<b>"What types of livestock does the household you belong to own?"</b>  1= camels; 2 = shoats; 3 = cattle 4= camels and shoats 5= camels and cattle 6 = shoats and cattle 7 = all three types 8= none	<b>"Is your household predominantly relying on livestock for its livelihood?"</b>   1= Yes 2= No	<b>"Does the household you belong to normally stay in a temporary nomadic settlement?"</b>   1= Yes ==> Eligible <i>(write W7 =1)</i> 2 = No	<i>If W4=1 and W5=2:</i> <b>"Where is the household normally staying?"</b>  1= Urban area, rural settlement ==> not eligible <i>(write W7=2, then END)</i>  2= Grazing area ==> eligible <i>(write W7=1)</i>	<i>Enumerator:</i> Check whether W7 is filled in for all households. <b>Household eligible for interview?</b>  1= Yes 2= No ==> <b>END</b>	<i>If household is eligible for interview (W7=1), ask questions W8 and W9, then proceed with main questionnaire</i>  <b>"How many males are there in the household you belong to?"</b>	<b>"How many females are there in the household you belong to?"</b>	<b>Result interview</b>   1. Completed; 2. Partially completed 3. Not done: refused 4. Other reason <i>(specify)</i>	
<b>FOR USE BY SUPERVISOR ONLY: TOTALS ON SHEET</b> <i>(all values in two digits) ==&gt;</i>				(W11): <u>  </u> / <u>  </u>	(W12): <u>  </u> / <u>  </u>	(W13): <u>  </u>	(W14): <u>  </u>	(W15): <u>  </u>	(W16): <u>  </u> / <u>  </u>	
				Total listed hhs <i>(W2= valid entries)</i>	Total not eligible hhs <i>( W7 = 2)</i>	Total eligible <i>( W7 = 1)</i>	Total males (sum W8)	Total females (sum W9)	Total interviews done <i>(W10 = 1,2)</i>	

MODULE 3a		SUPERVISOR WATERPOINT SUMMARY SHEET					PESS 2013	
<b>Date:</b> <input type="text"/> <input type="text"/> : <input type="text"/> <input type="text"/> <div>d d m m</div>		<b>Reg/District code:</b> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<b>WP code and WP name ==&gt;</b> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<b>Supervisor code Name ==&gt;</b> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<b>WP summary sheet ==&gt;</b> <input type="text"/> of <input type="text"/>	
WS1	WS2	WS3	WS4	WS5	WS6	WS7	WS8	WS9
<b>ID no</b>	<b>Name Enumerator</b> (or Supervisor) who filled Waterpoint Listing Form (WPLF) sheet	Sheet number	Total house-hold screened	Total not eligible	Total eligible	Total interviews conducted	Number males in eligible households (before interview) interviewed	Number females in eligible households (before interview) interviewed
		<input type="text"/> of <input type="text"/>						
		<input type="text"/> of <input type="text"/>						
		<input type="text"/> of <input type="text"/>						
		<input type="text"/> of <input type="text"/>						
		<input type="text"/> of <input type="text"/>						
<b>TOTALS FOR THE WATER POINT</b> Sum columns WS4 - WS9 ==>								
			Screened (from W11)	Not eligible (from W12)	Eligible (from W13)	Interviews (from W16)	Males (from W14)	Females (from W15)

## **ANNEX 8: SUMMARY AND CONTROL SHEETS**