HOUSEHOLD SURVEY FOR THE AFRICAN MIGRANT PROJECT: KENYA

Final Report

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1.   Introduction

Kenya is one of the countries covered in the World Bank Household Survey of Migrants in Africa. The field work was conducted between 24th October 2009 and 22nd December 2009. A total 1942 households were covered in 17 districts capturing all eight provinces in Kenya with a total of 8,239 individuals. Of the total households, 37% had international migrants, 29% internal and the rest did not have migrants.   Among the household members covered 36% were international migrants and 30% internal migrants.

The overall objective of the survey was to help improve the understanding of the impact of migration and remittances on the economic and social situation in sub-Saharan Africa. Presently, the knowledge base on migration and volumes and utilization of remittances in sub-Saharan Africa is quite limited. By providing rich and detailed information on the impact of migration and remittances at the household level, this survey greatly increases the ability to maximize the socio-economic impact of migration and remittances in Africa.

To these ends, the survey aimed to generate data, which would be used to study the socio-economic impacts of migration, remittances and their utilization at the household level.   There are three types of households investigated: a) Non migrants; b) Internal migrants and c) International migrants.

This report covers the final methodology used in the study, the interviewers guide and summary of key findings.

2.   Methodology

The study used the Kenya National Bureau of Statistics (KNBS) National Sample Survey and Evaluation Programme (NASSEP IV) sampling frame which has 69 districts as stratum comprising both urban and rural areas. The sample design for the study was multi-stage with the first stage covering the primary sampling units (PSUs) which was a sample of clusters developed during the 1999 census. The second stage was selection of households within the clusters. A re-listing of all households in sampled clusters was carried out to up-date the 1999 and also to be able to classify households into the three strata of interest in this study: international migrant households, internal migrant households, and non-migrant households. At the household level, interviews were held with the household head/spouse or other responsible adult with the requisite information about the household.

The study uses a purposive survey methodology that first selected districts with the largest concentration of international migrants, and then selected clusters also with the highest concentration of international migrants. This was done based on the information of previous household surveys and the knowledge of the administrative officers, statistical officers and cluster guides.

Sampling Frame

At the time of the study, the available National Census was conducted in 1999[1]. This census did not contain questions on remittances but had questions on migration. The migration question asked then was where family members were living in the last one year. This means that the census captured either those who had come back or those who had come visiting and were to return to where they migrated to. It did not distinguish clearly the migration component. Further, the census was conducted 10 years ago which meant it does not provide the current status on aspects of migration. The Kenya Integrated Household Budget Survey (KIHBS) 2005/06 and the Financial Services Deepening survey (FSD) are two surveys that have recently been conducted with an element of migration and remittances. However, the information is not adequate for the current survey. For example, the KIHBS has a question that captures issues of remittance linking them to the transfers received from abroad. Although it has about 13,000 households, only about 125 households indicated they had received such transfers. This was a very small sample compared to what was envisaged by the current study. The Financial Services Deepening survey (FSD) (2006/07) also has a question on cash transfers from abroad but all this is related to issues of access to financial services and not to issues sought in the current study. Thus, it could not be used for the current study. The KIHBS and FSD surveys was based on the KNBS NASSEP IV and although one may have thought of revisiting the households that were covered for additional information, it is against the KNBS regulations to conduct such follow-ups and the households identities are not provided.

The Kenya National Bureau of Statistics household survey sampling frame, the National Sample Survey and Evaluation Programme (NASSEP IV), is based on the 1999 population and housing census. The objective of NASSEP IV frame was to construct a national master sampling frame of clusters of households in both rural and urban areas in Kenya using a sound sampling design. This sampling frame has a total of 1,800 clusters of which 1,260 are rural and 540 are urban as indicated in Appendix Table 1. Each cluster holds about 80 to 100 households. The framework is based on the old administrative units comprising of 69 districts in 8 Provinces. Currently, the districts have been subdivided and increased to 265 but this does not distort our sampling frame based on NASSEP IV as the new districts are curved out of the old districts.

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[1] The most recent population and housing census was conducted in August 2009, and is not currently available.

The Sample

This study utilized the NASSEP IV frame to select 102 clusters (5.6% of the total clusters) in 19 districts which yielded a total sample of 2,448 households assuming an average of 24 households in each cluster. The districts were selected first, then the clusters in each district and finally the households in each cluster. Households in each cluster were re-listed (updated) and grouped into three strata--international migrant, internal migrant and non-migrant households. In the selection of clusters in each district, at least one of the targeted five clusters was urban with exception of Nairobi and Mombasa which are purely urban.

The study however ended up covering 92 clusters (5.1% of the total clusters in NASSEP IV) from 17 districts. Two targeted districts-Kajiado and Baringo- were not covered due to logistical problems. First of all, the team was expected to finalize the field by 15th December so that the analysis could begin and be on time. When the fieldwork was winding up on 22nd December, the two districts were yet to be covered. Two, the two districts have more transport challenges and the team was therefore expected to use KNBS transport facilities and more research assistants to capture the households which are more widely spread on the ground. This required adequate funding and by the time the fieldwork was winding up no funds had been received from World Bank. Third, even when the funds were received in January, the team considered that the study would be capturing households in a different consumption cycle, having just gone through the festive season. Given all these factors, this saw a total of 2,123 household covered out of 2, 208 (96% of the total targeted). Of these, some households were later dropped due to a lot of missing data especially due to non response, and at the end a total of 1,942 households were cleaned up for analysis. This including 953 are urban and 989 rural drawn from 51 rural and 40 urban clusters.

Selection of Districts

There was a particular interest in investigating households that had international migrants and which may have received transfers from abroad. A random sample of the population would not produce adequate number of households that had received transfers or had international migration, as we learnt from the KIHBS data set. As indicated earlier, out of 13,000 households surveyed under KIHBS only 125 households receiving remittances from abroad. With this experience and information, this study selected the top nineteen districts from KIHBS (2005/07) that showed households with migration characteristics. The key factor used was that the households indicated they received cash transfers from abroad. Districts with more than one household fulfilling this criterion of having received transfers from abroad were considered. In addition, Financial Services Deepening survey (FSD) survey results were used to confirm that the selected districts had reported having received money from abroad. In addition, since this is a relatively rare phenomenon in Kenya, the selection of districts is designed such that households with the relevant characteristics have a high probability of being selected. As such those districts with a presence of cash transfers mechanisms such as M-PESA, Western Union, or Money Gram services were

considered. All these information was used to update the information from KIHBS.

Selection of Clusters

In each district, 5 clusters were selected of which at least one cluster was an urban cluster as defined by KNBS, except for Nairobi and Mombasa which are purely urban. Some other district had more than one urban cluster selected based on their number of clusters and accessibility to rural clusters for example Garissa. The study covered 10 clusters in Nairobi and 6 in Mombasa with an attempt made to capture this across various income group levels.

In selection of the clusters, the supervisors sat down with the KNBS statistics officers, cluster guides, village elders, administrative officers (Chiefs and sub-chiefs) to map out clusters where the probability of getting an international migrant was high. Of this probabilities were very subjective as it was based on how well these people understood the composition of the households in the areas they represent. This helped to identify the five clusters targeted for study. Table 1 shows the distribution of the districts across the Provinces based upon the above selection criteria and the number of clusters in each district.

Table 1   Distribution of the sample districts

Serial No.	Province	District	Rural clusters	Urban Clusters
1	CENTRAL	KIAMBU	4	1
2	CENTRAL	THIKA	3	2
3	COAST	MALINDI	3	2
4	COAST	KILIFI	1	4
5	COAST	MOMBASA	0	6
6	EASTERN	EMBU	4	1
7	EASTERN	MACHAKOS	3	2
8	NORTH EASTERN	GARISSA	1	4
9	NYANZA	RACHUONYO	4	1
10	NYANZA	SIAYA	4	1
11	NYANZA	KISII	3	2
12	NYANZA	MIGORI	4	1
13	NAIROBI	NAIROBI	0	10
14	RIFT VALLEY	NAKURU	3	2
15	WESTERN	KAKAMEGA	3	2
16	WESTERN	LUGARI	3	2
17	WESTERN	VIHIGA	3	2

Selection of Households

The selection process involved re-listing of the households in each cluster so as to update the list of occupied households and identify the three groups of households. Each group or stratum was treated as an independent sub-frame and random sampling was used to select households in each group. The listing exercise was facilitated by the respective District Statistical Officer (DSO). An instrument was developed to capture the basic characteristics of households in

terms of household headship, number of members, and whether contain international or internal migrants and number.

A total of 24 households per cluster were targeted for selection for interview making a minimum of 120 households in each district except Mombasa and Nairobi. Experience on the ground was different and this saw variations on the household selected in the sample. The factors considered included availability of international migrants and a rule that in each cluster a maximum of 10 non-migrant households were surveyed (the expected rule was 10 non-migrants, 7 local migrants and 7 international migrant). However due to the rarity of international migrants, in the sampling process, international migrants were given a priority so that in each cluster almost all were included in the sample.

In the re-listing exercise, households were assigned identification numbers. When the number of households listed in a stratum exceeds the number to be sampled, households in that stratum were selected randomly. However, the procedure results in unequal selection probabilities of households in the three strata, which needs to be kept track of through the supervisor sampling sheets.

For the identification of the respondent household and clusters, the NASSEP IV sampling frame had adequately documented facilitating identification of selected clusters and households on the ground. Each cluster had a map and a listing of the households within it. The maps indicate the location of the structures and the households. This enabled the interviewers reach the selected household.

3. Data Collection

To carry out the data collection and ensure that data collected is of high quality, both supervisors and enumerators were trained for two days in different sessions. At the initial point the supervisors were trained on the questionnaire, re-listing process and selection of households. First of all, the research team in Nairobi held a one day workshop with Prof Bilsborrow and Ms. Plaza to finalize on the instruments and sampling procedures. Then the research team trained the supervisors for two days going through the re-listing instrument, the listing sheet, the selection process of households across the three groups and the field questionnaire. The training on the questionnaire reviewed the background, objectives and rationale of the household survey for the project, overview of the proposed scientific methodology for the survey, and an item-by-item familiarization with the instrument for fieldwork, contextualization of issues raised and potential responses and case studies. The training also outlined the project management structure, including reporting lines, roles and conduct of each team member, potential challenges and implications, documentation and field reports as well as relationships with respondents. In training the supervisors on the re-listing and selection of the households, the supervisors spent a day in the field in Nairobi.

The second level of training involved the interviewers. The first group was trained in Nairobi, by the supervisors and the research team. For the supervisors this was again a training ground for them as they were expected to train interviewers in each district they were allocated. The interviewers were trained on the

questionnaire and re-listing process. In each selected district, the supervisors spent the first two days training the interviewers recruited on the ground, sampling the clusters, re-listing households and sampling households. They also took the interviewers through some sort of pre-testing to ensure that they understood the questionnaire and were comfortable with the questions.

The District Statistical Officer and the KNBS Officer in charge of the sampling frame were contacted to confirm from the cluster and district maps that the location of the selected clusters is in order. In some areas, cluster guides were part of the research assistants collecting data and this helped in administering the questionnaires with individuals that household members were familiar with.

4. Field Supervision and issues

The research team was responsible for the overall supervision of the field activities, providing intellectual coordination for the project and in consultation with the World Bank Migration Study team, took final decisions on all matters relating to the project. The team also carried out the day to day management of logistics and technical aspects the project. The supervisors oversaw the data gathering at the district level.

The research team ensured that before the supervisors embarked on a district they got the appropriate information about the District Statistical Officers (DSOs) especially their contact and the availability of KNBS research assistants in each district. This was cleared with the KNBS staff in Nairobi granting permission to visit the specific district. The research team also responded to questions from the respondents in the field who wanted reassurance on the survey before participating in filing in the questionnaires. They also liaised with the supervisors to agree on the sampling method after the re-listing is finalized.

The supervisors were responsible for recruiting enumerators at district level, panel discussion with the administrative officers, KNBS officers and community leaders to brainstorm on distribution of international migrants across the clusters, guiding the re-listing of household and sampling, and ensuring that enumerators are trained and deliver quality questionnaires. They were expected to check the quality of the questionnaires before they were finally submitted. Any issues encountered were shared with the research team and decision made.

A key challenge was covering the targeted cluster within the expected time. Initially the plan was have a smaller number of enumerators with more man-days but we realized it was taking time to finish a data collection in a district and took more enumerators with fewer man-days each. Further, we had planned to use KNBS research assistants and cluster to assist in the data collection but they got engaged in a new KNBS assignment and therefore had to rely on non-KNBS enumerators.

Initially we hoped to recruit all enumerators from the ground but realized it was taking time to identify the potential enumerators as we needed to liaise with the DSOs. Supervisors in some cases thus took some enumerators from outside the region and this to some extent created competition with the locals. In some areas there was some sort of resentment and preference to use the cluster guides and research assistance from the area that households could identify with.

In Nairobi, the key challenge was finding the residents of the houses during the day as most of them were at work. So the enumerators had to visit either on weekends or after work. In this case they found themselves having to visit the households for even three times to finish the questionnaire.

During the re-listing the main challenge was finding the dwellers of some units especially the single persons and in some cases left a note behind for them to indicate when they would be available. In some cases they responded and other cases they didn't. As such in some cases we ended up dwelling units without members. In some cases we found some older enough children who gave us an indication of the household type and would clarify the situation during the interviews. Some households changed their categorization during the interview period say for example, from having international migrant to having local migrant.

A lot of the cases where we got unanswered questions were mainly on details of the migrants, amount of remittances sent and utilization, and individual household members' details. We did not include questionnaires that had more than 50 percent missing information across the various categorization of households.

5. Data entry and processing

Data was entered using SPSS. The data analyst prepared the code book. Data entry was conducted at a central point in Nairobi with a group of data entry assistants under leadership of a data analyst. The data analyst ensured that the code book is updated where necessary in the process of data entry. Questionnaires were entered as they came from the field. The supervisors spent some time responding to queries identified in the questionnaires.

Descriptive statistics were prepared at different stages in the process of data cleaning. The first statistics were generated with the first one hundred questionnaires and this helped to identify consistency in the data entry and also to get an indication on the quality of data. Similar exercise was repeated when half of the questionnaires were entered.

Initially data was entered by the households. Versions of individual households' data sets were generated for various sections with the help of Prof. Mario Navarrete.

Data editing was conducted through a period of nearly three months. After data entry, the data analyst together with the team leader worked together to clean up the data and check for inconsistencies. The team also corresponded with Prof Mario Navarrete in identifying and correcting all inconsistencies in the original data especially for the individual households' data sets.

Table 1 Coverage and Distribution of NASSEP IV

Province	District	Rural clusters	Urban clusters	Total
Nairobi	**Nairobi**		**108**	**108**
	Kilifi	21	6	27
	Kwale	21	6	27
	Lamu	15	4	19
	Mombasa		32	32
	Taita Taveta	21	8	29
	Tana River	15	2	17
	Malindi	18	8	26
Coast		**111**	**66**	**177**
	Embu	18	8	26
	Isiolo	15	4	19
	Kitui	18	4	22
	Makueni	18	4	22
	Machakos	24	10	34
	Marsabit	15	4	19
	Mbeere	18	2	20
	Meru Central	24	8	32
	Moyale	15	2	17
	Mwingi	15	2	17
	Meru North	24	6	30
	Tharaka	15	2	17
	Meru South	18	2	20
Eastern		**237**	**58**	**295**
	Garissa	15	8	23
	Mandera	15	6	21
	Wajir	15	6	21
North Eastern		**45**	**20**	**65**
	Kiambu	24	10	34
	Kirinyaga	24	6	30
	Muranga	21	4	25
	Nyandarua	21	4	25
	Nyeri	24	10	34
	Thika	24	12	36
	Maragua	24	2	26
Central		**162**	**48**	**210**
	Baringo	18	6	24
	Bomet	18	6	24
	Keiyo	18	4	22
	Kajiado	21	8	29
	Kericho	24	6	30
	Kiobatek	15	4	19
	Laikipia	18	6	24
	Marakwet	15	2	17
	Nakuru	24	14	38
Rift valley	Nandi	24	6	30

	Narok	18	4	22
	Samburu	15	4	19
	Transmara	18	4	22
	Tranzoia	24	6	30
	Turkana	15	2	17
	Uasin Gishu	24	12	36
	West pokot	15	2	17
	Buret	18	4	22
		342	**100**	**442**
	Gucha	21	4	25
	Homa Bay	21	6	27
	Kisii Central	21	8	29
	Kisumu	15	24	39
	Kuria	15	4	19
	Migori	21	6	27
	North Kisii	21	6	27
	Rachuonyo	18	4	22
	Siaya	24	8	32
	Suba	15	4	19
	Bondo	18	6	24
	Nyando	18	4	22
Nyanza		**228**	**84**	**312**
	Bungoma	21	12	33
	Busia	15	8	23
	Mt Kenya	15	4	19
	Kakamega	18	8	26
	Lugari	15	6	21
	Teso	15	4	19
	Vihiga	18	6	24
	B/Mumias	18	8	26
Western		**135**	**56**	**191**
Total		**1260**	**540**	**1800**

Appendices

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Field work manual

a)   Definitions

- **Household:** A household is a person or group of persons who reside in the same homestead/compound but not necessary in the same dwelling unit, have same cooking and eating arrangements and are answerable to the same household head. It is important to remember that the members are not necessary related by blood or marriage. For example, 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. The members are those who normally live in the household and not necessary spent the night in the household.

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

- **Household members:** Persons who are currently living in the household and have common cooking and eating arrangements.

- **Respondent:** This is the person who answers the questions during enumeration. This maybe 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.

- **Non-household member:** This includes the relatives who are currently not members of the household. For example, a brother who has migrated and is not part of the sister's household.

- **Current migrants:** Current migrants include those households members who used to live in the household but are currently living outside the household either within the country in a different district (internal migrant) or outside the country (external migrant). These are members who have been away for more than six months without returning.

- **Return migrants:** Return migrants include those household members who used to live outside the household either within the country or outside the country BUT have now returned to live in the household.

- **Remittances:** Remittances include the value of money (cash) and food and non food goods received by the household either from a current migrant, a non household member or a return migrant.

b)   *Role of the interviewer*

The interviewer will:
- be patient and tactful when interviewing household members in order to win their cooperation and trust;
- avoid anticipating or suggesting answers from interviewed household members;
- collect the best quality data and be able to correct completed questionnaires, if necessary;
- ensure interviewed households of the complete confidentiality of all collected data and the non taxation purpose of the study;
- follow the instructions established during interviewer training;
- know the content of the survey manual;
- follow the instructions given by the team supervisor;

The interviewer will review each completed questionnaire before leaving the household. This verification will help ensure that each question has been asked and responded to, and that each answer is clear and readable. The questionnaire will be completed with a ballpoint pen and not in pencil

The questionnaire is not to be revised. Rewriting answers on a new questionnaire would be a source of errors. Answers will be written directly in the questionnaire so to be clear and readable. The interviewer can use the margin of the questionnaire sheet for calculation and computation.

In addition, all remarkable or extraordinary information should be recorded in the sheet margin near the appropriate question or section. This information will help the team supervisor verify completed questionnaires

c)   *Role of the supervisor*

The supervisor will

- Ensure that the logistics are done appropriately to facilitate the movement of the interviewers

- Train of enumerators on the ground

- Ensure the questionnaire has been filled appropriately

d)   *Field preparation for household interview*

Preparation of the team to local area

Field preparation for the survey consists of presenting the survey team to the district statistics officers, village elders and provincial administration before the actual household survey begins. It is very important that the supervisor introduce his survey team to the traditional authorities in the census unit, village or administrative unit. The supervisor should clearly explain to the traditional

authorities the objectives of the survey, the way that the survey will be conducted, and the estimated time needed to complete the survey. Here, it is VERY important to reassure the population that the survey is not concerned with taxation. It should be stressed that household cooperation with the survey team is essential to gathering the best quality data and that households are not required to participate in the survey. It is also important to emphasize that all collected data will remain confidential and anonymous.

Quick census of households in clusters

Before administering the actual survey questionnaire, a quick census of households should be taken in each census unit (or enumeration unit). The purpose of this quick census is to classify households into one of three categories: households with no migrants, households with internal migrants and households with international migrants.

The quick census will provide a list of all the private dwellings in the census unit. Non-private dwellings, such as prisons and hospitals, will not be listed, although private dwellings associated with institutions (e.g., caretakers' residences at a hospital) should be listed. No buildings that are not currently inhabited should be included on the list. The list will include a unique dwelling unit number for each dwelling found in the census unit, together with some identifying characteristics of the dwelling so that it can readily be identified. Households residing in each dwelling will then be listed. When using the list, you should bear in mind that it is possible for a single household to be resident in several dwellings or, vice versa, for several households to be resident in a single dwelling.

In the quick census it is important to interview household member or a person like the village elder who is capable of providing information on the migration status of the household. The person interviewed should be able to tell if the household has no migrant, an internal migrant or an international migrant. The purpose of the quick census is to classify the migration status of the household.

Household selection for actual household interviewing
After the quick census is completed in a census unit, the interviewing of households using the survey questionnaire will begin. The supervisor will select 25 households from each clusters distributed among the three categories of households: non migrant, internal migrant and international migrant. The process of selection for interviewing will be as follows:

In each census unit, the supervisor will enumerate sequentially the households in each of the three categories. The supervisor will determine the households to be selected in each census unit by dividing the total number of households in each category in the census unit by the number of households to be interviewed in each category in the census unit. For each category of households, the supervisor will determine the first household to be selected for interviewing by randomly selecting a number between 1 and the previously determined selection step.

For the interviewing process, each interviewer will be given a household listing form that will identify the actual household for interviewing in that census

unit. The interviewer will locate these households within the census unit and begin interviewing them as soon as possible.

If the interviewer is unable to interview one of the selected households, he must contact the field supervisor as soon as possible. The field supervisor will investigate the problem and if necessary instruct the interviewer on the replacement household to be interviewed. However, it is expected that there will be very few cases where the interviewer will need to replace one of the originally selected households.

e)   Recommended type of interviewer behavior

In administering the survey questionnaire, interviewers should be able to explain the definition of household to be used in the survey: "***A household consists of a person or groups of persons, irrespective of whether related or not, who normally live together in the same housing units or group of housing units and have common cooking and eating arrangements. The head of household is a person who is responsible for generating and managing the largest part of the household income.*** This definition means that the household head could be different from the oldest member of the household. ***Household members include only those persons who are currently living in the household.***" The census will be done from household to household. The interviewer will firstly present himself to the compound or household head who indicates him the appropriate respondent.

In administering the survey questionnaire, it is important that the interviewer record responses to questions on the actual survey questionnaire. This means that survey questionnaires need to be printed up and distributed to field interviewers BEFORE the actual household survey begins.

In administering the survey questionnaire, it is also important to interview either the head of the household or the person most knowledgeable about household behavior. It is possible that the person interviewed may vary from section to section of the survey. For example, in section 1 (Household roster) it will probably be best to interview the head of the household. However, in section 3 (Household assets and expenditures) it might be best to interview the person most responsible for making household purchases. Finally, in section 7 (Return migrants) it might be best to interview the return migrant himself, if the household has a return migrant.

Interviewers should be kind, considerate and patient with the people whom they are interviewing. They should avoid frustrating interviewed households and they should NEVER adopt a superior air towards interviewed households. During the interview it is very important that interviewers NOT anticipate or suggest answers to respondents. It is also important that the interviewer listens keenly to the responses and is able to relate very quickly with the questionnaire so that the respondent does not feel like the interviewer is repeating things he/she has already tackled. At the end of each household survey, interviewers should thank the members of the household. At the end of surveying in the census unit, village or administrative unit, interviewers should thank the traditional authorities.

Interviewers should also return all things they may have borrowed from anyone in the area.

f)   Understanding the survey questionnaire

The survey questionnaire has 7 sections. Every question is important, and should be completed as fully and accurately as possible. The goal is to collect the BEST possible information from household respondents on each and every question. All answers are to be recorded on the actual survey questionnaire.   Each household member is assigned an ID and this ID remains the same throughout the questionnaire.   In other words, the ID of a household member does NOT change from one section of the questionnaire to another. When interviewing household members, try to interview them one at a time.   Do not interview several household members together.

In administering the survey questionnaire, begin with the cover sheet and section 1 (Household roster). It is very important to complete section 1 before going on to any other section of the questionnaire. For each page of the questionnaire, first fill in the heading.

COVER SHEET: The cover sheet asks for basic information on the household, such as location of household, name of household head, village/town and enumeration area. It is very important to fill this cover sheet out correctly, so that – if some information is incorrect -- the household can be located again. Be sure to record any comments or remarks at the bottom on the page.

SECTION 1: HOUSEHOLD ROSTER
This section collects basic demographic data on each and every member of the household. It is VERY important that this section be completed accurately and completely. Be sure to record the information on a SEPARATE line for each person. In other words, line (1) is for information on the household head, line (2) is for the spouse, etc.

List all members **currently** living in the household in column (**Q**) 1.1. In Q1.2 to 1.8 information is collected on the relationship of each member to the household head, his/her sex and age, marital status, birth place, religion and ethnicity. Note that the household head is not necessary the "*father"* or the "*mother".* The birth place is important in identifying the place of origin and it is in this case the district of born. The age of the person should be considered at the last birthday.
Q1.9-Q1.12 collect information on the educational status of each member of the household.   The total number of years of schooling completed refer to the highest level indicated in Q 1.9. For example, primary school, 10 years. The last two questions in section 1 are about the current work situation and occupation of each member of the household.

Note that question 1.3 is implied by the response in 1.2 and you do not have to ask the question. For question 1.13 ask what occupation and then categorize appropriately.

SECTION 2: HOUSEHOLD CONDITIONS
Section 2 collects information on household conditions and characteristics. Please interview the main person responsible for each dwelling. In this section

there is only one response for each household. The Q2.1 asks for the tenure status of the dwelling whereas Q2.2 and Q2.3 ask about its construction and the material of its exterior walls. Information on cooking room and the total number of rooms are in Q2.4 and Q2.5. The last questions in this section ask about the presence of electricity and the source of drinking water for the household. Question 2.3 need not be asked the interviewer can observe this from far. For question 2.6 note that we have various sources of electricity including hydroelectric, solar energy and wind energy. Probe to get a clear picture.

SECTION 3: HOUSEHOLD ASSETS AND EXPENDITURE

Section 3 is VERY important because it collects information on the assets and expenditures of the household. The goal of this section is to understand the current welfare status of the household, that is, is the household rich or poor. Please note that in this section there is only one response for each household.

Q3.1 asks a series of questions on the type of assets owned by the household. Assets included here include both immovable assets (land, house) and movable assets (bed, radio, bicycle, cart, and car). Please note that all assets here are about assets owned by the household **at present,** that is, **on the day of the interview.**

Q3.2 asks a series of questions on household expenditures. Please note that this expenditure section is divided into two different periods of recall: the past one week AND the past 6 months. For household expenditures which are frequent (like expenditures on food, meat and transportation), the expenditure period is **the past one week.** For household expenditures which are less frequent (like expenditures on clothing, furniture, housing, education and health), the expenditure period is **the past six months.** Please make sure to record ALL household expenditures in a particular category. For example, the expenditure category "food" includes expenditures on ALL types of food: grains, cassava, plantain, pulses, fruits, vegetables, etc.

Be careful not to ask whether a household has bought e.g. a computer in the past six months yet they indicate in question 3.1 they do not own one.

SECTION 4: USE OF FINANCIAL SERVICES

Section 4 collects information on the household use of financial services. The purpose of this section is to see if households with migrants and remittances tend to use banks more often than households without migrants.

Q4.1 asks whether anyone in the household has a bank account. It is important here to copy the ID of each and every person in the household who has a bank account. Q4.2 collects information on how long each person has had a bank account and Q4.3 asks why each person decided to open a bank account. The last two questions in this section ask about whether the person has an ATM card or uses a mobile phone to make bank transactions.

Question 4.5 it must be clear to the respondent that we are not dealing with the mobile money transfer but management of bank account using the mobile phone. So it is knowing whether they can withdrawal and/or deposit money to their account using the mobile phone.

SECTION 5: **MIGRATION AND REMITTANCES FROM FORMER HOUSEHOLD MEMBERS**

Section 5 collects information on internal and international migration and remittances from former household members who are currently living outside of the household. "Former household members" here means any person who used to live in the household, but is CURRENTLY living away from the household in another place within the country OR in another country. The person who is CURRENTLY living outside the household may have moved away for the purposes of work, marriage, education, or other reason. It is very important in this section to only list those members of the household who are CURRENTLY living outside of the household.

Q5.1 asks if the household has any former member who is currently living outside of the household. If the reply is "yes," then it is important to list each and every former household member who is currently living outside of the household. That person may be currently living outside of the household for the purposes of work, marriage, education or other reason.

Q5.2 to Q5.4 ask about the sex, age and relationship to the head of household of each former member of the household who is currently living outside of the household. Q5.5 asks the name of the country where this person was born. Please remember to specify the country.

Q5.6 collects information on the PRIMARY reason why each former household member is currently living outside of the household. In this question list only ONE reason why each person is currently living outside of the household.

Q5.7 asks about the "work status" of each former household member who is currently living outside of the household.

Q5.8 to 5.14 ask various questions about each former household person who is currently living outside of the household: where they live, their marital and living status, and their level of completed schooling or education. It is important that these questions are asked about each and every person currently living outside of the household. Again remember to indicate the country they live currently. The choices given are the major destinations of migrants. If it is another country indicate.

Q5.8a,b,c,d are additional questions that must be asked about the migrant. They look at the means of transport used, how the trip was financed and where the migrant lived before moving to where they are now.

Q5.15 to Q5.17 ask questions about the current work situation and occupation about each and every person currently living outside of the household.

Q5.18 to Q5.21 ask about remittances -- in money or cash -- sent to the household from each former household member currently living outside of the household. It is important here to record remittances sent by each and every person currently living outside of the household. All monetary amounts are recorded in local currency.

Q5.22 collects information on how the household spent the cash remittances sent by all former household members who are currently working outside of the household. The reference period is the last 12 months. This question collects information on ALL cash remittances sent by all former household members who are currently migrants. The question asks for the amount of remittances spent by the household on various categories, such as food, education, health, rent, housing, and business. Please record all expenditures in local currency.

Q5.23 to Q5.24 ask about remittances – in food and/or goods – sent to the household from each former household member currently living outside of the household. It is important here to record remittances sent in food and/or goods by each and every person currently living outside of the household. Please value all food and goods in local currency.

Q5.25 asks about the type of goods sent to the household by former household members who are currently working outside of the household. The reference period is the last 12 months. There may be multiple responses for this question.

Q5.26 to Q5.28 ask about how household behavior might have changed with the receipt of remittances from former household members currently living outside of the household. Information is collected here about whether the household opened a bank account or built a dwelling after the receipt of remittances from former household members who are currently working outside of the household.

Please note that these questions are linked to questions answered before. When asking the question kick-off from the response given before. For example you do not want to ask 5.26 if previously the answer given was that the household has no member with a bank account.

Q5.29-5.32 these are additional questions that follow up whether the household sends money to the migrant and the purpose of the amount remitted outside the country. It is not always that migrants send money back home, students for example will be receiving money from back home when they go to study abroad.

SECTION 6: **MIGRATION AND REMITTANCES FROM NON-HOUSEHOLD HOUSEHOLD MEMBERS**

Section 6 collects information on internal and international remittances received from non-household members. In other words, households without migrants may well receive remittances from friends, relatives and other people who are not members of their households. Households without migrants can also receive remittances from people for the repayment of loans or debts.

Q6.1 asks if the household received any money or goods from any non-household migrant person during the last 12 months. If the reply to this question is "Yes," then it is important to list each and every non-household migrant person who sent money or goods to the household.

Q6.2 to 6.11 are identical in wording to questions asked in the previous section (section 5). For each question, it is important to record the responses for each and every non-household person.

SECTION 7: **RETURN MIGRANTS**

Section 7 collects information on household members who used to live in another part of the country OR in another country, and have since returned to the household to live. For the purposes of this survey, these people are defined as "return migrants." "Return migrants" here include all members of the household who used to live outside of the household for at least 3 months during the last 5 years, and have since returned to the household to live.

Q7.1 asks if the household has any person who used to live outside of the household in another part of the country OR in another country, and has since returned to the household. The reference period here is the last 5 years; in other words, any person who used to live outside of the household at any point during the last 5 years should be recorded. Please list each and every "return migrant" in this question.

Q7.2 to 7.14 are identical in wording to questions asked in Section 5. For each question, it is important to record the responses for each and every "return migrant."