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**INSTITUT NATIONAL DE LA
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Peace – Work – Fatherland

**NATIONAL INSTITUTE OF
STATISTICS**

**COMPLEMENTARY SURVEY OF THE FOURTH CAMEROON
HOUSEHOLD SURVEY
(EC-ECAM4)**

Instruction manual for enumerators and interviewers

August 2016

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FOREWORD

Cartographers/enumerators/interviewers!

The operation in which you are taking part is a survey that will enable to elaborate the poverty maps at the level of councils/subdivisions. It is the complementary survey of the fourth Cameroon Household Survey (EC-ECAM 4). The data collection of the main survey took place during the last quarter of 2014.

The Government attaches much importance to its realization and its success depends essentially on you, on the way you will administer the questionnaires, and on your attitude towards the interviewees.

Strictly follow the advices given to you in this manual. It results from several years of experiences.

Simply explain your work. Do not involve yourselves to the inner problems of households or to topics that could take you far from your work.

Use well the material that will be given to you and return it to the National Institute of Statistics at the end of works.

Introduction

The complementary survey of ECAM 4 (EC-ECAM 4) is a national wide operation of data collection initiated by the Government and executed by the National Institute of Statistics.

This big data collection operation is an extension of the four ECAM that enabled to evaluate on the field the methodology adopted the feasibility of the data collection tools, and to run in the procedures and operating and production programs of indicators on the poverty and the living conditions of households.

The EC-ECAM 4 globally aims at producing indicators on the living conditions of households. These indicators will serve to establish the poverty map of Cameroon. Specifically, they must permit the production of the poverty profile at the most detailed level which is the council/subdivision, the follow up and evaluation of the national strategy for the growth and employment and of the progress towards the reach of the objectives prescribed within the Growth and Employment Strategy Paper (GESP). It is also a matter of presenting to the government a baseline situation about the offer and the demand of lodging, and constructible lands in urban area, in order to enable him addressing its policy about the habitat. Also, this study will enable to control the state of technical and commercial relationships between ENEO and its subscribed customers. The poverty map will be tools helping to take a decision at the finest level (Council/Subdivision).

Capitalizing the teachings of these preceding experiences in the data collection, the present manual is a guide that presents the objectives of the survey and the various sections of the questionnaires (household, council, education and health), the plan for the organization of the data collection and the filling of questionnaires. It aims at helping the enumerator to do his/her task with efficiency and effectiveness. The success of this operation as well as the pertinence of the results and the analysis depends on the quality of the data collected on the field.

The good understanding and the strict respect of the instructions contained in these manual are the conditions for the success of this survey.

This manual has four parts:

- i. The first part presents the operation, its objectives, the awaited results and the field of its execution.
- ii. The second part gives instructions related to the cartography and the numbering of households. It describes the cartography process, the numbering and the updating of selected Enumeration Areas (EA).
- iii. The third part deals with the administration and the filling of questionnaires while reviewing all the various sections. For each section of the various questionnaires, the manual brings some precisions on the way to ask questions and register the answers.
- iv. The last part gives a general idea on the practical organization of the data collection and gives cases study that help to better assimilate the filling of questionnaires.

PART 1: PRESENTATION OF THE SURVEY

The EC-ECAM 4 is an operation that will enable essentially to elaborate the poverty map at the level of 360 councils in Cameroon.

1.1. Objectives of the survey

1.1.1 Main objective

The main objective of the ECAM 4 Complementary Survey is to produce indicators on the living conditions of the populations. These indicators must help to build the poverty profile at most disintegrated level which is the council, the follow up and evaluation of the national Strategy for the Growth and Employment (SGE) and the level of reach of the Millennium development Goals (MDG)¹. It will also be a matter to provide to the government a baseline situation about the offer and the demand of lodging, and constructible lands in urban area, in order to enable him addressing its policy about the habitat. Also, this study will enable to control the state of technical and commercial relationships between ENEO and its subscribed customers. Lastly, these indicators will help equally to evaluate at mid-way the process of the decentralization.

1.1.2 Specific objectives

Specific objectives of this survey are:

▪ As concerning the Poverty Map

- To produce the below-national poverty cards ;
- To evaluate the demand of education (including the professional training), of health, of access to ownership, of potable water, of good habitat conditions, of technologies of information and communication, etc. ;
- To produce basic data for the improvement of various official statistics to be put at the disposal of the public, notably those related to basic infrastructures.
- To evaluate the offer and the demand in terms of health and education;
- To evaluate the functioning of councils and their level of implication in the decentralization process.

▪ As concerning the study of offer and demand of lodging and land in Cameroon.

- To describe and to analyze in a global way the nature of the existing park in lodging (in quality and in quantity) on the one hand, and in each town retained on the other hand;
- to define the potential and solvent demand in lodging on the quantitative and on the qualitative aspect, and lands (cost and surface area) in the town retained;
- to present the evolution of offer and demand (potential and solvent) in social lodging and of standing (public and private) in time;
- to clearly bring out the solvent and potential demand in lodging, in terms of standing (standards), status of occupation, type of material, cost, acquisition mode.

¹It could also serve as reference situation for the follow up of some indicators of the Sustainable development Goals

▪ **Survey on the satisfaction of consumers of the electricity sector in Cameroon.**

- To check the realization of the contractual obligations of AES SONEC in terms of relevant provisions of Service Providing , notably the quality of the electric tension;
- to evaluate the magnitude of power cuts on households;
- to evaluate the impacts of late intervention on the level of satisfaction of users of electricity;
- to identify the frauds of both parties;
- to evaluate the proportion of subscribers on non-subscribers, the proportion of *divisional* meters on ‘‘Normal’’ meters.

These objectives can be reached only if data collected on the field are of good quality. All the data collection tools were tested and validated with a pilot survey, in order to run in the methodology and to avoid the incoherencies that might spring up during the interviews. The study concerns a sample of 108 000 households.

1.2 Expected results

In relation with the fixed objectives, the main awaited results of the ECAM 4 Complementary Survey are the following:

- Below-national poverty cards are elaborated ;
- A poverty profile describing the populations and bringing out the various living standards in terms of access to education, to health, to ownership, to potable water, to good habitat conditions, to technologies of information and communication, etc. and studying the effect of the economic activity, of the level of education, of the composition of the households, etc. on the living conditions of populations;
- basic data for the improvement of various official statistics are available;
- information on the offer of health and education services are available at the level of councils;
- information about the functioning of councils and their level of implication in the decentralization process are available.

1.3 Scope of the survey

1.3.1 Geographical scope and statistical unit

The geographical field of the survey is the national territory. The operation concerns the whole of the ordinary households (different from collective households: boarding schools, barracks, hospitals, convents, etc.) residing on the whole national territory, excluding members of diplomatic corps and their households, and the administration (Councils, MINEDUB, MINESEC and MINSANTE).

The data collection will be done with households and some administrations, notably all the councils, the sub divisional inspectorates of basic education, divisional delegations of secondary education, the sub divisional offices, and the district health services.

For the data collection with households, the statistical unit is the household. It is about a set of one or several persons (socio-economical unit), having or not a blood or marriage link, living in one or several lodgings of the same compound (this set of lodgings constitute a dwelling unit), putting together their resources, in order to provide for current expenses, taking most often their meals together, and recognizing the authority of only one person as the head of the household (or reference person).

Observation units are at the same time the household (lodging, habitat, etc.) and individuals (demographic and socio-economical characteristics). Analysis will be on households typed according to some characteristics (place of residence, situation of activity of the head, composition, etc.), but

equally on individuals.

1.3.2 Stratification

The objective is to produce a poverty profile at the national level and at the level of the 360 councils, in order to detect the particularities of each council. As at ECAM 4, 12 survey regions are defined. It is about the towns of Douala and Yaoundé, and the ten administrative regions of the country, the Centre being considered without Yaoundé and the Littoral without Douala. Three strata are defined: an urban stratum made of big towns, a semi-urban stratum made of medium side towns and a rural stratum made of villages. Douala and Yaoundé regions are considered as completely urban.

1. 4 Presentation of the sample and survey personnel

1.4.1 Size and distribution of the sample

The sample of this survey is made of 108 000 households distributed in 6 387 clusters, also called survey areas, within the 360 councils that cover the national territory (Table 1). All sub divisional inspectorates of basic education, all the divisional delegation of the secondary education, all the councils and district health services of the national territory are also part of the sample.

Table 1: Distribution of the sample of clusters and the sample of households between the survey regions

Survey region	Number of councils	Number of clusters	Number of households
Douala	6	112	1 800
Yaoundé	7	140	2 100
Adamaoua	21	384	6 300
Centre without Yaoundé	63	1 025	18 900
East	33	538	9 900
Far -North	47	938	14 100
Littoral without Douala	28	447	8 400
Nord	21	407	6 300
North-West	34	668	10 200
West	40	734	12 000
South	29	481	8 700
South - West	31	514	9 300
Overall	360	6 388	108 000

1.4.2 Duration, personnel and organization of the data collection

Data collection will last 90 days. It includes the cartographic and numbering phase. Practically, data collection in each enumeration area begins with cartography and numbering of all households. Then, the drawing of sample households which shall be interviewed immediately by the agents. To do it well, a specific number of interviewers and controllers, monitored by supervisors was retained and proportionally to the number of clusters in each survey region as distributed in table 2.

As for the organization of the collection, it will be done according to the closeness of the subdivisions, clusters and the availability of the logistics and material for collection put at the disposal of the team. It will be done according to the specificities and the level of remoteness and insecurity of each survey region.

Table 2: Distribution of the data collection personnel in survey regions

Survey region	Interviewers	Controllers	Overall
Adamaoua	36	9	45
Centre without Yaoundé	102	26	128
Douala	12	3	15
East	53	13	66
Far-North	81	20	101
Littoral without Douala	47	12	59
North	36	9	45
North -West	59	15	74
West	69	17	86
South	47	12	59
South -West	51	13	64
Yaoundé	16	4	20
Overall	609	153	762

PART 2: CARTOGRAPHY AND NUMBERING

The main goal of cartography and numbering of households is to create a complete and updated list of all households living in all EAs concerned by this survey. During the numbering operation of households, each cluster selected will be visited in order to:

- (1) draw the sketch of structures in the cluster, and (2) record on a form, the list of all structures as well as the names of all household heads found in the structure.

This manual gives the general instructions for the numbering of households on the field, as well as the responsibilities of cartographers and enumerators and the definitions of term used.

2.1. Definitions

The basic documentation for the household numbering comes from the 3rd General Population and Housing Census carried out in 2005 by the Central Bureau for Censuses and Population Studies (BUCREP).

Enumeration area (EA): It is the smallest geographic statistical unit created during the population and housing census. For example, an EA can be a bloc in town, a village, or part of a village, or a group of small villages. The EA must have well defined limits on a map. The number of household in an EA is small enough that only a census agent can cover it during the census. The size of the EA is uniform enough, but the number of household per EA can vary.

Basic map: it is a reference map of the EA given by BUCREP. It shows the limits of the EA with its main physical characteristics like roads. This map also shows how to get to the EA.

Cluster: it is the smallest unit of ECAM4. It coincides with the EA or part of the EA (for example half of an EA can be a cluster). *Only your supervisor will authorize you to take part of the EA to make a cluster.*

Block: concentration of structures delimited by natural limits like streams, slums, bush or by artificial limits like roads. This notion should not be mistaken with that of administrative block which is an administrative sector of quarters that are relatively wide.

Location plan: It is a sketch produced during household numbering and which indicates the main access to the EA as well as the main roads and the main reference points of the cluster. Often, it can be useful to include some important reference points of the neighbouring EA.

Sketch: It is a drawing done during household numbering, with the location or the marks of all structures identified during numbering operation in the EA and which enables the interviewer to identify the selected households. A sketch also includes information of identification of the EA, information on the location (quarter head's house, schools, health centres, wells, markets, car parks, etc.), information about the access, the main physical characteristics and reference points like mountains, streams, roads and electric pools.

Structure: It is a building used for lodging or not. It includes one or several rooms and can be made up of one or several lodging units, for example: modern villa, isolated house, building with flats, fenced house (urban area), compound or saré (rural area). In case only one household occupies several houses, as in the rural area, all the houses fenced or not constitute a structure.

Lodging unit: it is the entire house occupied by one or several ordinary households, for example: house, flats, set of rooms in a house, etc

Lodging: it is a house or a set of houses taken as a residence for a household (for example, an individual house, a flat or a group of rooms in a house). However, a lodging unit can equally be occupied by more than one household.

Household (ordinary): it is a set of persons, relative or not, who recognize the authority of one and same individual called "household head". They most often live under the same roof, in the same yard or the same compound. They most often take their meal together and they generally share the current expenses of the household. Examples of households are:

- a man living with his wife (wives) with or without children.
- a man living with his wife (wives) with their unmarried children and their parents.
- *a man living with his wife (wives) with their married children, in order to provide some essential needs* (the group acknowledges the authority of only one person).
- a single man or woman with or without children and who provides alone to his/her essential needs.
- a widow or widower or divorcee with or without children.
- a person who rents a room of a house and who does not take his meals with those of the landlord's/landlady's house will be considered as an independent ordinary household. It is the case of single persons or married persons living alone.

a group of single persons sharing the same lodging is an ordinary household if they acknowledge the authority of one person who is the household head. Else, they are separated households

Household head: it is a person usually living in the household and recognized as such by all household members.

Household member: It is any person that usually lives in the household. A person usually lives in a household if he has already spent six months or more or has the intention of spending six months or more there. Be careful with the expression "usually lives in the household". For example, a woman can declare that her husband is a usual member of the household, but you notice that he left since a year to go for work in another town. In this case, this man is no longer a member of that household. Do not inform the respondent about the answers you are recording. In the preceding example, the woman may find it abnormal not to take her husband as a household member.

Size of the household: it is the number of persons that usually live in the household (whether they are present or not when you are numbering).

NB : A husband who went abroad since six months while leaving his wife and children at home in Yaoundé is no longer a member of the home in Yaoundé. It is likewise the case of children who left the household to go for studies for a duration superior or equal to 6 months.

Households are found in lodgings, lodging in structures and structures inside the clusters. In some cases, one can find a group of persons living together in the same house, but each person has a

separate kitchen and they do not share together their meals or do not recognize the authority of one person among them as household head. In this case, each one constitutes a household of one person. Collective living as in hotels, residential houses, guest houses, prisons, military camps or boarding schools will not be considered as households and, consequently, are not included in the survey.

The notion of household is not to be mistaken with that of the family. As a matter of fact, all members of a family have a relationship and may not live in the same compound. This is not the case of household members.

The decisive way to identify a household would be to ask the following questions:

1. do these persons live in the same structure (hut, house, flat, compound or saré, etc.)?
2. do they all recognize the same person as the head of the household?
3. do they usually share together the same meals?
4. do they put together generally all or part of their income to provide the needs of the household?

If the answer to each of the above questions is “Yes”, then you have well identified a household.

Example

A son living in a house different from his parents’ in the same compound and who shares with them their meals and uses part of his income for expenses profitable to all of them (feeding, school fees of the younger ones, maintenance of the lodging, etc.) is part of the household of his parents, because the answer to the 4 questions is YES, YES, YES, YES.

If the answer to one of these question is No, then it is not a household. Note that househelps and other workers living and eating in the same home must be taken as household members. Some difficult cases may occur. In this situation, see your supervisor.

Examples

Case (i): Suppose that you meet a household of a polygamist composed of a man and 3 wives who live in the same structure. Consider for example that each woman lives in a different unit and cooks her own food and the 3 women serve to their husband food in the same place or different place. In this case, answers to the questions are:

- Yes, they live together (same structure),
- Yes, they all recognize the same household head,
- No, they do not cook together/do not eat together the same meals.

In this case, the women are not members of the same household. Consequently, they constitute each a household, whereas the man will be head of one of the households.

Case (ii): A tenant living in the same compound with his landlord but independently is not part of the landlord’s household, even if such a tenant is regularly invited for meals in the landlord’s house for free or not. Answers to the 4 questions will be Yes, No, No, No.

Case (iii): Three single persons live in a house, they share rents, water and electricity bills, but they eat separately. Answers to these questions are Yes, No, No/Does not know. This implies three households.

Case (iv): Take the case of two families and a single person living in the same house. Each of the families cooks separately and the single eats with them. The answers to the questions will be: Yes, No/ Does/ Not Know, No, No They are therefore three households.

Case (v): A poor neighbour (widow, invalid, unemployed, etc.) invited in an almost regular way to eat in the household (or a neighbor to who they send part of the food cooked), is not part of the household.

This neighbour is helped by the household; he is not under his care. Answers to the 4 questions are No, No, Yes, No.

Important: What precedes shows that if the answer to one of the three questions is No, then it is more than one household. The 4 questions should always guide you.

2.2. Responsibilities of cartographers and enumerators

All those working for the numbering will work in teams. Each team includes two agents. One is the mapping agent and the other is the numbering agent. The team works under a supervisor chosen by the central coordination of the operation. The team benefits from the administrative support of the Regional Chief of Statistics.

Supervisors are in charge of:

- 1) contacting authorities in the region in order to inform them about EC-ECAM4, the mapping operation and the numbering of households so as to get their cooperation;
- 2) giving to the team basic maps of EA selected for EC-ECAM4;
- 3) giving to the team the needed material for the numbering (numbering forms for households, mapping forms, etc.);
- 4) assigning EA to teams;
- 5) watching over the payment of allowances to teams on the field;
- 6) organizing the transportation and the posting of teams on the field;
- 7) checking and ensuring that the work is well done;
- 8) organizing the reception and the sending of forms filled at the central level

The *agents* must:

- 1) contact the administrative and traditional authorities of the locality of the selected EA to inform them about EC-ECAM4, about the mapping work and the numbering work to be done, and to get their cooperation;
- 2) recognize the limits of the EA;
- 3) make a plan of the EA;
- 4) draw the sketch of the EA while presenting as much as possible all the numbered structures;
- 5) number systematically all household of the EA;
- 6) inform the supervisors about problems faced on the field and follow their instructions to solve them.

Agents of the same team must work together. They will first recognize the limits of the EA. Then the *mapping agent* will take care of the mapping works while the *numbering agent* will be filling the household numbering form.

2.3. Steps of cartography and numbering of households

The operation of household numbering includes three main steps: the location of each EA, the preparation of the map and the sketch of each EA and the list of all households living therein. In some cases, the segmentation is necessary and it will be described in the points ahead in this manual.

For each team, supervisors will choose one of the agents as *mapping agent* and the other as *numbering agent*. Though the two agents have different tasks, they must move together in the cluster, the

mapping agent will make the plan and the numbering agent will get information about the structures and households.

Step 1: Location of the cluster

The supervisor will give to the team a file containing the basic map of the cluster assigned to the team. Upon arrival in the cluster, the team must first go round the cluster in order to identify its limits and draw the **location plan** of the cluster (described below). This must be done with the help of local authorities inside the cluster. During this first visit, the team must determine the best and the most efficient way to later make on the list of all structures and households of the cluster.

In most cases, the limits of the cluster are elements like streams or infrastructures like roads or rail ways. However, in some cases, like in rural area where the limits of the cluster may not be visible, special attention should be given to the information provided by the base map. In such cases, the assistance of local authorities will be particularly useful.

In urban area, a cluster can be divided into blocks of houses. In rural area, it can be divided into portions following roads, streams, etc. It is very useful that the agents should quickly make the plan of the cluster while indicating the limits of the blocks of houses or sections, with the position of reference points like administrative buildings, mosqs, main roads, etc. Even reference points inside neighbouring EA will be useful to help the interviewers to easily find the EA to be interviewed. This preliminary plan will help the team during data collection.

After the identification of the limits of the cluster, the team will go back to make the **list of households** and draw the sketch of the EA. A sketch is a detailed map of the cluster that shows all its structures and items like roads.

Step 2: Preparing the sketch of EA

The mapping of the cluster and household numbering list must be systematically done so as to avoid all omissions and duplicates. The cluster must be divided in parts if possible, a part being a block of structures. The team must finish with one block before moving to the other one. In each block, you have to begin in a corner and move towards the right round the block. In the rural area where structures are often in small groups, the team must work in one group at a time. In each group, begin from the centre and move clock-wise around the centre. Illustrations of movement are presented below.

Continuous movement

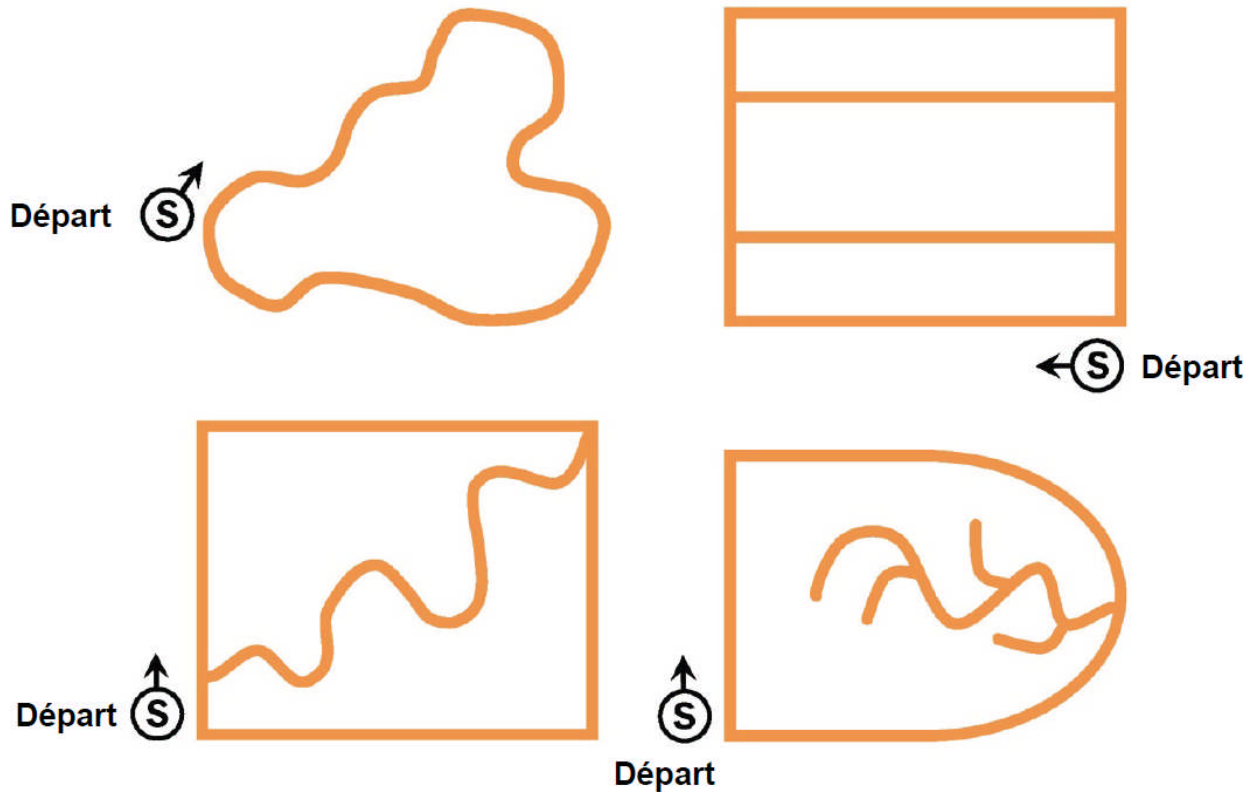
Once you are certain about the geographical situation and the delimitation of the EA, you must determine the most efficient way to move on the roads and paths inside the EA. Inside the EA, you must move in a way that you cover the two sides of the roads of the entire EA. To make things easy, it is advised that you move following the right side clock-wise. All limits of the EA must be followed (including railways, fluvial ways, electric lines and other invisible limits) because they can enable you to see some hidden structures. It is called the way of continuous movement. For maps showing well traced roads, organized in standards quarters, the way to follow is simple. But, for quarters with many junctions and with particular angles and internal areas, it can be difficult. The rules to correctly cover an EA are described below.

Use a plan of location to determine the best way of continuous movement inside the EA.

➔ *Departure point*

Always begin your movement on a logical departure point. The departure point can be an intersection at the frontier of two EA, often a corner. **Chart 4.1** gives examples, with letter « S » representing the departure point and the lines representing the roads, paths, ways, etc.

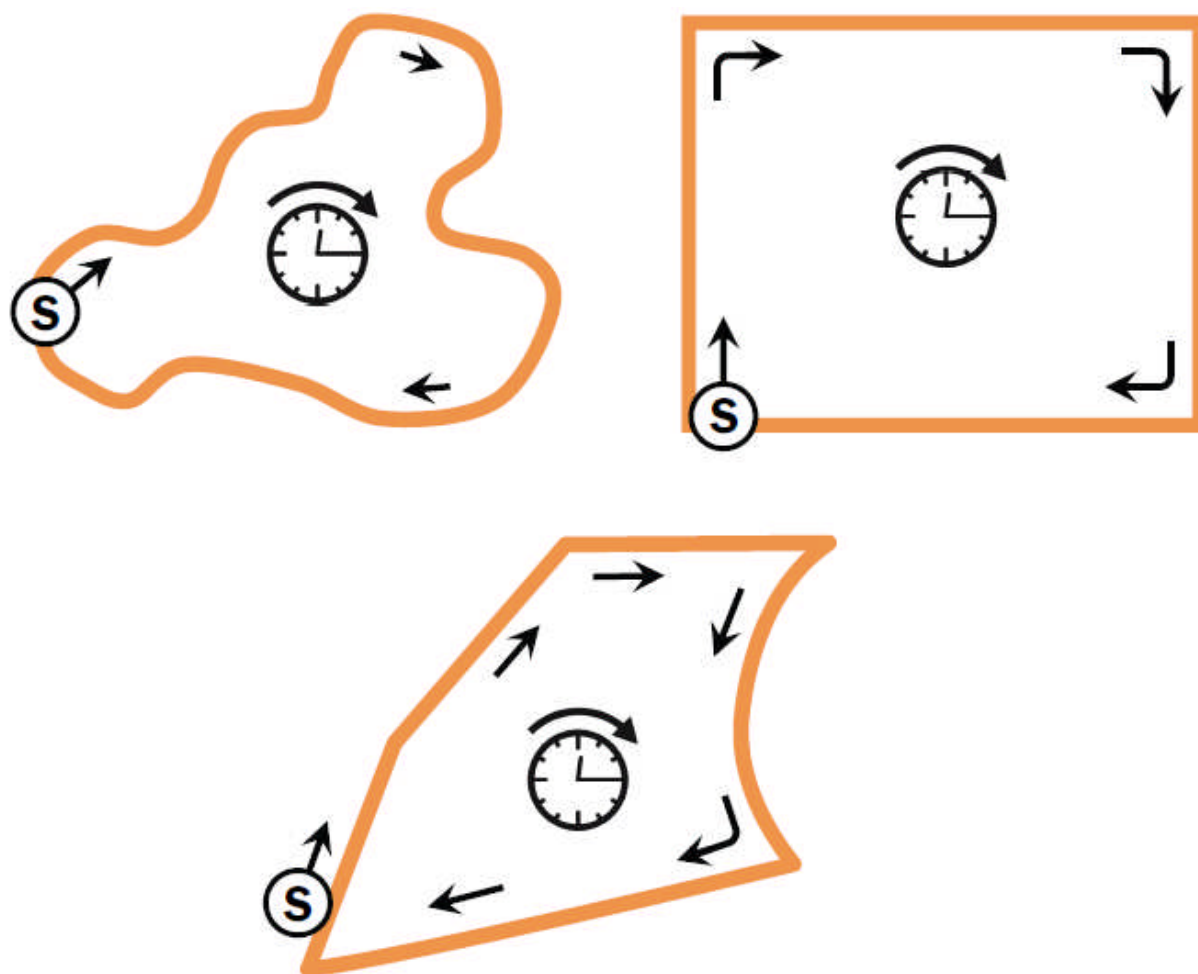
Chart 4.1: Example of departure point



➔ *Clock-wise movement*

Move clock-wise. While moving clock-wise from the departure point, draw arrows indicating the way taken. This enables you to map out the roads and to list out the structures found on your right. The arrows enable you to remain focused while on the field and, later on, help the personnel of the survey to check the ways taken as they make the quality control. Simple example showing how to go from the right are presented in **chart 4.2**.

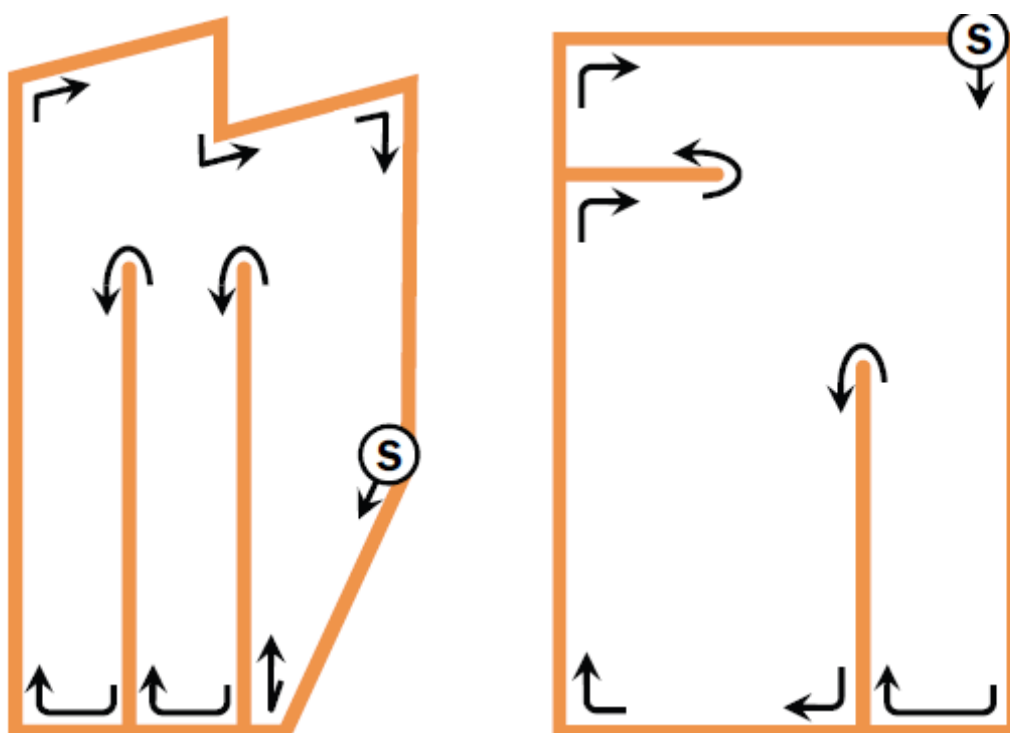
Chart 4.2: Examples of clock-wise movement



➔ *Always turn right*

While moving clock-wise, always go right as much as possible. When you reach a road, way or pathway, turn right and move along the road, while mapping or taking down notes about structures on your right. If you are on a dead end road (road with no outlet), make a u-turn and move to the other side of the road, and continue to map out the structures on your right. You must not change your way of doing, even if the road is one way. **Chart 4.3** gives examples of two bends always taken from the right.

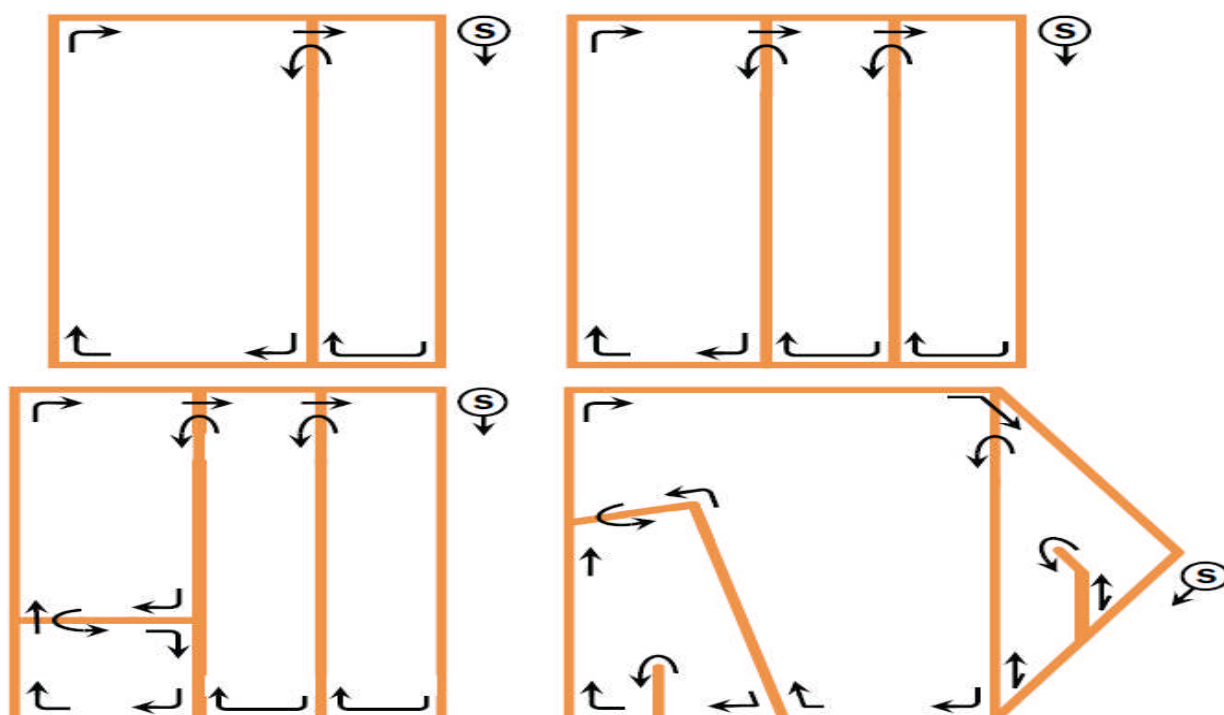
Chart 4.3: Examples of movement on the right



➔ *Make U-turn at the limits of an EA*

When you reach the limits of an EA, make a u-turn and move to the other side of the road and count the other structures on the right. Be careful that this does not take away from the limits of the EA. In most cases, a u-turn will take place on roads that ends at the limit of an EA. If you find yourself in a situation where the limits of the EA are not clear, have changed or do no longer exist, call your supervisor for help. **Chart 4.4** gives examples of u-turn at the limits of an EA.

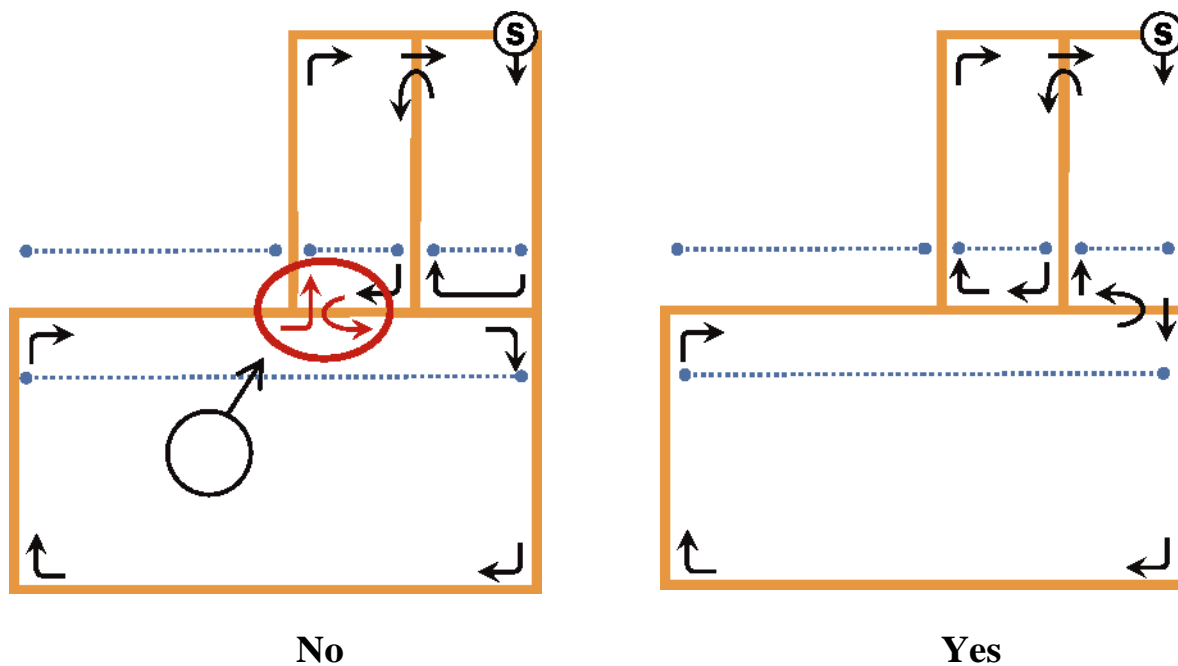
Chart 4.4: Examples of U-turn at the limits of the EA



→ Do not cut road sections

A section of the road is part of the road included between two junctions or between a junction and a road end. This means that if you begin at a junction and you move along the road, you will continue on that road ends, or until you meet another junction that cuts the road on both sides or only on the left. If the road that meets the one where you are found is on your left, then the road is not cut. It is essential that sections of the roads be continuous in a way that the staff in charge of quality control, later on finds your steps easily. The bends on the right upon themselves DO NOT CUT sections of the roads, though you may skip one bend on your right in order not to cut a section of the road. **Chart 4.5** gives examples of road sections and how to move along those sections without cutting them.

Chart 4-5: Examples of continuous movement along road sections



Sketch of the cluster

On the *sketch of the EA*, make a detailed drawing of the cluster where all structures of the cluster will be seen. It is important the mapping agent and the numbering agent work together and coordinate their activity, because the structures number that the mapping agent will indicate on the plan must match with the serial number that the numbering agent will give for the structures.

On the sketch, indicate the departure point with letter S. Place a small square where a structure is found in the cluster. If it is a non-residential structure, specify its usage (for example, a store or a factory). Number all structures serially beginning with “001”. Each time that there is a rupture in the numbering of structures (for example, when they leave from one block of houses to another one), show with an arrow, how the number go from one group of structure to another). Though it is often difficult to position exactly a structure on the plan, even its approximate position will help to find it out later on. Put on the plan all indications necessary to locate the structures (for example, the location of a park, a school, a mosque) and all roads (the Annex gives standards symbols used in mapping). Often it is useful to add some indications that are found even outside the cluster, for they can serve as reference-points.

Write the number of a structure at its entrance. This number should be the same as the serial number of the structure written on the household numbering form and on the sketch of the cluster. In case a structure has several houses, all houses have the same structure number. In order to distinguish the EC-ECAM 4 numbers from any other one found on the structure, the number should be preceded with “EC-ECAM 4”; For example, on structure number 3 of cluster 0026 that has only one household, write EC-ECAM4/0026/003/01, on structure number 054 of the same cluster and that has 3 households, write EC-ECAM4/0026/054/01 to 03. On the contrary, for structure 188 of cluster 0326 that has no household, write EC-ECAM4/0326/188/00. Generally, to differentiate structures, we will either write **EC-ECAM4/XXXX/YYYY/ZZ (first format)** or **EC-ECAM4/XXXX/YYYY/01 to ZZ (second format)** depending on cases.

XXXX: is the serial number of the cluster (EC-ECAM 4 Number);

YYY: is the structure number inside the cluster;

ZZ: is the total number of households inside the structure

If there is no household or if there is only one household, then ZZ is respectively 00 or 01 and the number written on the structure takes the first format. If on the contrary, there are more than one household in the structure, the number written on the structure takes the second format.

Inside the various structures, you should write the numbers in front the doors of the various inhabited households. The number in front of the door of a household must be as follows **EC-ECAM4/XXX/YYYY/ZZ**. Here, ZZ is the number of the household inside the structure. So, the number of a household of a structure that has only one household is at the same time his structure number. On the contrary, in the above mentioned structure number 054 of cluster 0026, you will have to distinguish the numbers EC-ECAM4/0026/054/01, EC-ECAM4/0026/054/02 and EC-ECAM4/0026/054/03 on the three doors of the various households of the structure.

2.4. Step 3: Household numbering

The numbering agent will use the *household numbering form* in order to record all households in the cluster. Begin by filling the EC_ECAM 4 code of the cluster. The first two columns will be filled later on at the end of numbering; do not fill them.

Fill the household numbering form as follows:

Column (1) [**Structure Number**]: for each structure, write the same serial number given by the mapping agent on the sketch of the cluster.

Column (2) [**Address/description of the structure**]: Write the address of the structure. For structures having no address (mostly in rural area), describe the structure and give characteristics that will enable to find it out (for example: in front of the school, close to the modern butcher’s shop, etc.)

Column (3) [**Residence Y/N**]: indicate if people stay in the structure by writing Y to say yes. In case the structure is used for commercial, administrative or other purposes, write N for No. Structure used for commerce and habitation (for example, a combination of houses and stores) will be taken as residence. Be very careful for lodging found inside a structure used for commercial purposes. For example, for a watchman who lives in a factory, the factory must be taken as a residence and the household of the watchman recorded on the household form.

NB. Do not forget to number the non-inhabited structures and the ones under construction, as well as structures where households are absent (that is to say inhabited structures but with occupants temporarily absent) and where people are refusing to answer questions. In such cases, in column (7) (observations), explain (for example, under construction, household absent, refusal, etc.).

During numbering, make a difference between secondary residence and main ones. Secondary residence will be taken as non-residence (N at column 3). For instance, it can happen that a household that usually stays in Yaoundé has a residence in an EA in Mbalmayo selected for the survey. If this residence is used only for some stays of the household in the locality, it should be taken as non-residence (N at column 3).

Column (4) [**Household number inside the structure**] : it is the serial number given to each of the household found in a structure. The first household in the structure will always have the number “01”. If there is a second household in the structure, that one will be recorded on the next line; number “02” will be written in column (4) and column (1) will not be filled.

Column (5) [**Name of the household head**]: Write here the name of the household head. There is only one per household.

Column (6) [**Size of the household**]: Write here the number of persons that usually live in the household.

Column (7) [**Observations**]: this space is reserved to specific remarks that concern the structure or the household. Also write here all specific instructions that will help to locate the structures and identify the households during the main survey.

If the structure is a building with many flats or a square, give only one serial number to the building or the square (on the plan of the cluster, you will draw a small square with only one number), but you will fill column (2) to (7) for each household. Each household must have its own identification, this being the household number. In case of distinct households inside the same square, give a number to each household.

Pay much attention in order to find hidden structures. Check for example if a path is not leading to a structure. The inhabitants of the cluster will always help the agents to find the households if they cooperate.

Before handing any form to the supervisors, the agents must check that the plans of the cluster are well done, that information to locate the cluster are clear enough and that the household numbering forms are well filled.

2.5. Partitioning of large EA

A number of EA drawn for ECAM 4 sample are very large and will be partitioned into many parts among which only one will be inside the sample. The EA of very big size that can be eventually partitioned must be checked by the controller and the supervisor. However, the final decision for the partitioning of the EA is validated by the supervisor. For each EA to be partitioned,

1. First make the sketch by identifying clearly the limits of the EA and by using as much as possible, natural characteristics like a stream or physical characteristics like roads. On this sketch, identify the limits of all localities that the EA includes;

2. Create segments. The ideal is to create segments with approximate equal size in terms of surface area, but it is important that the boundaries of segments be easily identifiable;
3. Mark clearly on the EA map, the limits of segments, and serially number the segments.
4. Rapidly count the structures in each segment. It is about counting each segment;
5. Sum up all structures of all segments of the EA;
6. Calculate the percentage of the total number of structures for each segment. Though these percentages are not exact, you should make sure that their sum equals 100 for each of the EA to be partitioned.

Example: In each EA of 184 structures divided into 3 segments which have been counted and the figures below have been obtained:

Segment 1	26 structures,	that is 26/184	14%
Segment 2	70 structures,	that is 70/184	38%
Segment 3	88 structures,	that is 88/184	48%
Overall EA	184 structures	that is 184/184	100%

7. On **the segmentation form**, write for each segment the number and the percentage of structures as well as the cumulated percentage of structures. The last cumulated percentage is always equal to 100.

Example:

Segment N ^o	Structures number	Percentage	Cumulated percentage
1	26	14	14
2	70	38	52
3	88	48	100

8. For each EA to be segmented, a random number is available in the “list of random numbers for partitioning” kept by the controller. Compare this random number to the cumulated percentages. The selected segment is the first segment which the cumulated percentage is superior or equal to the random number.
9. Make a detailed sketch of the selected segment and count all the households that it includes.

2.6. *Quality control*

It is the duty of the supervisor to make sure that the work of the agent is well done. The verification procedure below is recommended:

1) Verification of the limits of the EA

Verify the limits of the EA to make sure that they have been well followed. In the case they are not so, correct it systematically.

2) Verify that the numbering is exhaustive.

- Carry out an independent numbering of a geographical segment of some clusters already numbered by the agents. For this, it will be a matter of selecting randomly some households from the numbering form and making sure that the neighbors of these households were numbered;

- Check the exactness of the sketch and compare the new list of households to that of the agents;

- If there are mistakes in 2 percent or more of cases, the numbering procedure should be reexamined with the agents and they should be sent back to the EA to redo the work. If the mistakes are less than 2 per cent of case, it is not necessary to restart the numbering, but the household forms should be corrected.

2.7. Selection of sample households

When the file for household numbering and other material for numbering are put together, supervisors must give them a serial number (in the second column on the left of the numbering form for all ordinary households occupied and numbered. It is this serial number that will be used as households' identifier. This work is very important because it can influence the number of households found and the sampling weight. It is mostly the decision to consider or not to consider a household during the allocation of household's number while referring to the observation in column 7 that matters. The principle is to give a number to all ordinary households occupied during the main survey. An occupied household is the one with a lodging inhabited during the numbering and still occupied during the main survey; a household absent during numbering but which is present during the main survey is taken as an occupied household; a household that refused to be numbered is also considered as an occupied household because during the main survey, interviewers will endeavor so that all selected household be interviewed.

To occupied ordinary households includes: household occupied during numbering, households that are temporarily absent but that will be present during the main survey, household that refused because they may accept interviews during the main survey after sensitization.

The numbering must be done continuously. When you meet a “non-residential” structure or an empty lodging, skip the corresponding spaces in the columns, and continue the numbering as soon as you find an occupied household. Likewise, allow the spaces unfilled for non-inhabited structures and continue the numbering as soon as you find an inhabited structure. See annex for cases of forms already filled.

PART 3: INSTRUCTIONS TO FILL THE QUESTIONNAIRES

3.1 Presentation of instruments for data collection

The questionnaires conceived for this operation are first of all for data collection for which the appropriate processing will enable to reach the goals of the survey. There are two types of questionnaires: one household questionnaire and one administration questionnaire (council, Health, Basic Education, Secondary Education).

✓ The household questionnaire has two big parts apart from the general information:

- a) The sections concerning all individual of the household. It is notably sections 01 (composition of the household and characteristics of its members), section 02 (education of household members) and section 03 (economic activity of household members and access to loan)
- b) The sections concerning the collective data of the household as an entity. In this category, are found: section 04 (Dwelling and living environment of the household) and section 05 (equipment/ durable goods and patrimony of the household), sections 06 (Access to basic infrastructures), section 07 (Residential mobility) and section 08 (Agriculture).

✓ There are administration questionnaires: council, health, basic education and secondary education.

- The Council questionnaire has five sections: General information, council planning, information about some basic infrastructure, council budget, structure of the council manpower and decentralization.
- The Health questionnaire has 03 sections: general information, information about the health personnel, and information about the health infrastructure.
- The Basic Education questionnaire has 02 sections: general information, information about the maternal and the primary education.
- The secondary education questionnaire is divided into 02 sections: general information, information about secondary education.

The goals of the present survey will be achieved if only the filling of questionnaire is well done on a triple plan:

- asking the right information ;
- right answer of the interviewees ;
- faithful recording of adequate answers.

3.2 Unfolding of the interview

3.2.1 How to establish a good relationship with the respondent

➤ Give a good impression from the beginning

When you meet the respondent for the first time, do your best to let him fill at home. Put him in good mood to be able to interview him. Meet him with a smile and introduce yourself. After greetings, for example, "Good morning Sir" or "Good morning Madame", you can introduce yourself in the following manner

"My name is _____. I am an interviewer in the survey termed "Complementary Survey of the fourth Cameroon Household Survey: EC-ECAM4. It is a study on the living conditions of households. I would like to inform you that your household has been randomly chosen to be part of our study on the living conditions of households and I would like to discuss with you on this subject".

➤ **Always have a positive approach.**

Always be relaxed and polite.

You should not make as if you want to apologize, and do not use expressions such as "Are you too busy?" or "Will you spare a few minutes?" or "Will it disturb you if you have to respond some questions?". Such questions risks leading you to a refusal even before you start. Rather tell the respondent "I would like to ask you few questions" or "I would like to talk to you for a moment?"

➤ **Emphasize on the confidentiality of the answers if need be**

If the respondent hesitates in answering certain questions, tell him/her that the information you are collecting remains confidential and serves only for statistical purposes; that no one's name shall be made mention of in any report. Assure him or her that the law forbids you from communicating this information to any one apart from your chiefs in this survey.

➤ **Answer sincerely to the questions of the respondent.**

It could happen that the respondent asks you some questions on the interview or on the duration of the interview, give him honest answers without manifesting the least anger. Always have on you, your identity card and badge and don't hesitate to present it on a simple request.

➤ **Always look serious by respecting for example your appointments with any household member.**

3.2.2 Advice on how to carry out well the interview

➤ **Be neutral throughout the interview**

Remain completely neutral during the interview. Do not let the respondent have the impression that his answer is right or wrong either through the expression of your face or the tone of your voice. Never give the impression that you approve or disapprove the answers given by the respondent.

➤ **Never suggest any answers to the respondent except in certain cases as prescribed by the manual.**

➤ **Never change the sense or the sequence of questions**

If the interviewer has not understood a question well, you have to repeat the question slowly and clearly. If he still does not understand, reframe the question making sure you do not change the original sense. In this manual, certain questions have been reframed and you have to ask them the way they are in the manual.

➤ **Tactfully treat respondents who hesitate**

It could happen that certain respondents manifest some lack of interest for the interview and refuse to answer some questions asked or do not continue the interview. It is your duty to rekindle their interest in the conversation. Spend some time with him talking of things not concerning the interview (for instance, his town, his village, the weather, etc.).

➤ **Do not have preconceived ideas**

➤ **Do not hurry during the interview**

Ask the questions gently so that the respondent should better understand what is being asked. After asking one question, wait and give him the time to think. If he feels hustled, he shall give incorrect answers or say simply "I don't know". On the contrary, if it is the respondent who seems to be in haste, tell him gently that you are not in haste and invite him to work calmly with you.

3.2.3 Language of the interview

The EC-ECAM4 questionnaire is written in French and English languages. Use any of the two official languages with which the respondent feels at ease. If it happens that in a given household neither French nor English languages are spoken, a member of the team shall make efforts to translate the questions for the respondent without changing the meaning of the question.

To sum up, you should respect the four principles below in order to increase the chances of success in your work.

- a) Never engage interviews in a survey area without first of all contacting the administrative and traditional authorities of the area concerned.
- b) Start discussions in each area of survey with households that are free and accessible, which could eventually facilitate your task in other households.
- c) A poor mastery of your subject matter creates doubts in the minds of the respondent and could lead to unwillingness even with those who were ready to cooperate. **Make sure you master your topic.**
- d) You should always be courteous and know how to integrate yourself wherever you work. You should never make promises.

The next chapter of this manual is a filling guide furnishing for every section the target population, general objectives and precise details on the manner of filling. These precisions go from the definition of concepts to the manner in which the questionnaires are filled passing through the manner in which the questions are asked.

3.3. Filling of questionnaires

The household questionnaires are forms that will be administered in each sample household. Each section is made up of a set of questions that must be asked in order and systematically. The interviewer will however avoid asking explicitly questions that the answers derive either from preceding questions (what is the sex of your spouse?), or from what he can observe and take note (what is the main material of your floor?).

The questionnaire is essentially pre-codified and in general two reactions are expected from the interviewer following the respondent's answers.

- write in a box, a figure corresponding to the answer given;
- write a series of information giving the reaction to a question with answer containing several items (quantity, value, measuring unit for a product consumed for example).
- write in full the description corresponding to the answer of the interviewee in the case of modality "Other to be specified".

Attention: In case the interviews are done with paper questionnaires, the entire questionnaire must be filled by you, with a blue ball point.

Exceptionally, it can happen that the number of sheets for a section of the questionnaire is not enough; in this case, ask for additional sheets or questionnaires from your controller; these sheets will later be gummed on the appropriate places!

Remember that every time that the answer is "other", you must first write the corresponding code, then specify in full the declaration of the respondent on the space reserved for the answer or even at the margin of the questionnaire while indicating with an arrow.

When you have to write a number, it is advisable to tally it to the right. This instruction is valid coded variables.

If necessary, make specified and short written and pertinent observations on the questionnaire (the last page of the main questionnaire is meant for it) and always note the maximum information in your exercised book to shed light on situations/answers that seem ambiguous or not clear.

In case of an error, cancel neatly with two lines and recopy the answer to the right or to the left or the reserved space or get the cursor back to the space and type anew.

Always refer to your instructions manual and to your controller for any technical problem. This manual must be considered as your main document during the whole survey and you must have it on you during the data collection

3.3.1. Household questionnaire

SECTION 00: GENERAL INFORMATION

This section has three parts: the identification and information about the household, the information about data collection.

3.1.1 - Identification and information about the household

Four variables of this sub part help to identify the sample household in a unique way. It is about variables Q1 (Survey region), Q2 (serial number of the EA) Q3 (structure number inside the EA) and Q4 (serial number of the sample household).

Q1: Survey region

First write in full the name of the town or region, then copy the corresponding code. The two towns, Douala and Yaoundé, considered as regions, have respectively the following codes: 01 and 02. Codes of other regions go from 03 to 12; Adamaoua region has code 03, whereas the South-West has code 12. These codes are found in the document of nomenclatures (nomenclature of the administrative units)

NB: Do not write Centre or Littoral when you are working in Yaoundé or Douala.

Q2: EA Sequential Number

This number is found in the nomenclature of the survey areas. Write it while tallying to the right.

Q3: Structure number inside the EA

It is the number given to the structure during the numbering. This number is also given to you by the controller.

Q4: Serial number of the sample household

It is the number given to the sample household after the drawing of households. This number is equally given to you by your controller

B – Household information

Q5: Division

Write in full the name of the division in which you are carrying out the survey as well as the corresponding code in the box reserved for it. See the nomenclature of administrative units for the code of the divisions. In CAPI, this information is already loaded in the application.

Q6: Subdivision /Council

Same instructions as in Q5.

Q7: Village/Quarter

Write in full the name of the village (case of rural area) where you are. In the urban/semi-urban area, write the name of the quarter where you are found. For Yaoundé/Douala and other headquarters of the region, write and type the corresponding code from the document of nomenclature.

Q8: Stratum of residence

Information for this question is in the nomenclature of the survey areas and will be remembered to you by your controller for each EA.

Write first of all the stratum in which you are (“urban stratum”, “semi-urban stratum” or “rural stratum”) then copy the corresponding code

NB: Do not have preconceived ideas and do not make any judgment on the qualification of the strata. The codes will be communicated to you by your controller or as you will find them in the nomenclature of the sampling base.

Q9: Name of the household head

Write in full the name of the head of the household in which you are conducting the survey. The ten first letters of this name will then be written in the boxes provided for then such that they can refer to the head of the household by that name if it happens that they come back to the household later on. If the

interviewee refuses to give his or her real name, try to register at least an appellation of the head of the household well known and regularly used to call him/her. Separate names by skipping a box, such as to render them identifiable.

Q10a and Q10b: Telephone number

This question concerns the household head. Ask the question to know if (Name) has a functional phone number (Camtel, MTN, Orange, Nexttel). By functional telephone, we mean a telephone which is presently used to receive and to make calls or which will be used to do so during the 30 coming days. If the answer is “Yes”, write code 1 in the space provided and ask him the numbers corresponding to each operator (the most used ones). If the answer is “No”, write code 2 in the space provided and move to the question Q11.

Q11: Number of persons in the household (including visitors and absent residents)

It is the number of persons identified in the household whether they are present resident, absent residents or visitors (see definition in Introduction of section 01 below)..

Q12: Religion of the household head

Religions have been regrouped as follow:

1. **Catholic:** this modality regroups the Roman Catholic Church and the Greek Orthodox Church.
2. **Protestant:** This modality regroups the Cameroon Presbyterian church (EPC), Presbyterian Church of Cameroon (PCC), Union of Baptist church of Cameroon (UEBC), Baptist Church of Cameroon, Lutheran church, Methodist church, Evangelic Mission of Cameroon (MEC), Evangelic Church of Cameroon (EEC), African Presbyterian Church (EPA).
3. **Other Christians:** This modality regroups all the Pentecostal (true church of God, LEMEC, Apostolic, Full Gospel, Living Word Fellowship, Bethel, Christian Missionary Fellowship International (CMFI), King’s Chapel, Holy Church of Christ), 7th day Adventist and all the other Christian churches not named elsewhere.
4. **Moslem:** This modality regroups all those who believe in ALLAH and Mohamed.
5. **Animist:** This modality regroups all those who confer on things, a soul analogous to a divinity (it is those who believe in skulls or other objects).
6. **Other religions:** This modality regroups all the religions that where not named elsewhere (Jehovah witness).
7. **No religion:** This modality concerns those who do not believe, they are without religion.

NB: In order not to create some susceptibilities, write in full the religion declared by the head of the household you will put the code later on in his/her absence.

C - Information on data collection

The aim of this second block is to identify the team of persons concerned by the data collection in a specific household (interviewer, controller, supervisor, main respondent), the date of the beginning and of the end of the data collection. It helps also to have an idea on the result of the data collection in the household as well as on the quality of the data collected there.

Q13: Interviewer

Write in full your names and your number as interviewer. This number is given by the controller.

Q14: Controller

This variable is filled by the controller who writes in full his/her names as well as his/her number after the control of the questionnaire.

Q15: Supervisor

This variable is filled by the supervisor who writes in full his/her names as well as his/her number after the control of the questionnaire.

Q16: Date of the interview

Write the date of your first day of interview in the household in day and month. Example: If you start the interview in a household on the 30 September 2016, write:

3	0	0	9	2	0	1	6
---	---	---	---	---	---	---	---

Q17a: Beginning hour**Q17b: Starting hour****Q18: Result of the data collection**

This variable is filled at the end of data collection by the interviewer and checked by the controller. Write the corresponding code

01= *Complete interview*: if all sections were filled

02= *Incomplete interview*: if at least one section has not been filled

03= *Absence*: if there is nobody the day of interview

04= *Has gone for a long time*: if the respondent is absent for a long time

05= *House empty /destroyed*

06= *Refusal*

96= *Other (to be specified)*

Q19: Judgment on the quality of the interview

1= *Very good*

2= *Good*

3= *Average*

4= *Bad*

5= *Very bad*

Q20: Name and serial number of the main respondent

Write the name and the serial number of the person who answered mainly answered the household questionnaire.

This number is obtained from section 01.

SECTION 01: COMPOSITION OF THE HOUSEHOLD AND CHARACTERISTICS OF ITS MEMBERS

Objective and target population

This section must be administered to all the members of the household, beginning with the household head.

This section helps to collect some socio demographic characteristics of household members such as the age, the sex, the status of residence, the marital status, the relationship. The goal is to identify the entire household. Consequently, information concerning all household members (residents and visitors) are collected in this section.

The notion of household

A household is made of one or several persons, related or not, living in one or several lodgings of the same compound, taking their meals together and putting together part or all their resources in order to satisfy their current and basic needs. These persons recognized the authority of only one person called household head.

This notion is not to be taken for that of the family. In fact, all the members of a family have a relationship and may not live in the same compound; it is not the case for members of a household.

Collective households are not concerned by this survey. It is about:

- Members of religious community living in convents or monasteries;

-
- Students housed in boarding schools, prisoners, etc.;
 - Workers housed in hostel;
 - Sick persons or inmates of an establishment of cares for a duration exceeding six months (leper hospital, re-education centres, retirement homes, etc.)

Four fundamental criteria help to determine if we have or not a household:

1. The criterion of common residence (house, apartment, compound or saré; etc.)
2. The criterion of meals taken in general together, very often in the evening.
3. The criterion of resources put partially or totally in common. Expenses made with part or all the resources brought by a member are to a certain extent profitable to all the members of the household.
4. The criterion of the recognition of the authority of the head of the household. This recognition is often implicit and in case of doubt, you can use the age to discriminate. That is to say, you consider the oldest as the household head.

Taking into consideration only one or two criteria is not enough to define a household.

The following cases illustrate some situations.

- A tenant living in the same compound with his landlord but independently is not part of the landlord's household. Even if such a tenant is occasionally invited to share some meals in the landlord's household or takes regular meals at the landlord's that he/she pays somehow.
- On the contrary, a person living in a separate house but in the same compound with his parents and sharing meals with them and using part of his incomes for some expenses profitable to all (food, school fees of his junior ones, maintenance of the lodging, etc) is a member of his parents household.
- A poor neighbour (widower, invalid, jobless, etc.) invited more or less regularly to share meals with the household (or a neighbour to who part of cooked food is sent) is not part of the household. The neighbour is helped by the household; he/she is not under the household.
- A husband who went since more than six months to work abroad is no longer member of the household. It is equally the case of children who left the household for studies for duration of six months or more.

The notion of residence

The notion of residence is related to that of usual home and also to that of the duration in the household or out of the household the date of the beginning of the interview in the household.

A person will be a resident in the household if he/she lives usually there since six months at least or since less than six months but intends to be there for at least six months (marriage, changing of house, etc.)

A resident will say to be present if he/she spent the night preceding the day of the start of the survey in the household and absent if otherwise. But this absence should not be up to six months.

NB: For persons working in the night (night watchmen, nurses, etc.), consider them as present resident in their household if they spent the preceding night at the job side.

A visitor is any person who is present in the household at the date of the interview since less than six months, but who is just passing at least for a night; the total duration of his stay in the household will not reach six months (including the duration already spent in that household at the date of the survey).

NB: All the sections of the questionnaire, having questions with individual answers, concern resident (present or absent) as well as visitors.

Filling instructions.

Write in full the names of each member of the household in the first frame before filling for each individual, answers to questions of the section. The first person to be registered is the head of the household (who can be a man or a woman) who receives the serial number 01. Then are registered, the children of the head of the household whose the other parent is not or no longer member of the household,

then the spouse(s) of the head of the household, each followed by his/her children, then the other parents of the head of the household and finally by non-related persons.

In order to be sure that no household member had been forgotten, first write the names on a rough paper and copy them out later on the questionnaire in the above described order.

NB: This section must be filled individual after individual, that is to say column after column, after having set the list of household members. Strictly respect the instructions in order to better avoid filling errors.

Q1: Serial number

Numbers are pre-printed on the questionnaire and correspond to the above order of registration given to you. The head of the household takes serial number 01. The serial number of each member constitutes henceforth a code to identify that person in all the rest of the questionnaire

If you notice later on that you forgot to register a household member in the normal order, it is not necessary to start at fresh the registrations, put this member at the end of the recordings.

In the continuation of the questionnaire and of this manual, (Name) will refer to any member of the household previously recorded, and presently concerned by the interview. It will be the household head if the interview concerns him and John if the interview concerns John

Names and first names of the household members

Write/type the names and first names of each of the household members column after column beginning with the household head.

Q2: Of which sex is (Name)?

Do not rely on the physiognomy or to the Christian name of (Name) to fill this question. It is always wise to get the assurance without embarrassing the respondent, by using questions like "*Augustine is a girl of which age*". Avoid questions such as "*what is the sex of Madam?*"

Q3: What is (Name's) relationship with the household head?

The relationship expresses the relationship or filiations of each household member with the household head. Write the codes previewed to that effect. They are in the questionnaire or they can be displayed in the list given by CAPI. For this, be very careful when the household head is not the respondent. Make sure you record the relationship of each person with the household head and not the relationship with the interviewee. For example, if the interviewee is the wife of the household head, and she says Simon is her brother, Simon must be coded in 13 (*OTHER RELATIVE*), and not at 08 (*BROTHER OR SISTER*), since Simon is the brother-in-law of the household head. If the household head is married to a woman who had a child from a preceding marriage the relationship of that child with the household head is coded in 11 (*Adopted/In guard/child of one of the spouses*).

To be more explicit, ask the following question to the respondent: "*who is (Name) for you?*" "if it is the household head responding or "*who is (name) to the household head?*", if it is someone else answering.

NB: Modality 12 concerns domestic servants who live in the household. Modality "domestic servant" has priority on all the other modalities when it is declared. For example if the household head's cousin is a servant living in this household, she will be considered as "domestic servant"

If in a household with many women married to the same man, one of them is the household head, the other women will have code "14= *Without relationship*"

Q4: How old is (Name)?

It is the age in complete years that is to say the age at the last birthday. If the interviewee gives his / her year of birth without specifying the day and the month, ask if the birthday of 2016 has passed. If the answer is yes, (Name's) age is 2016 - year of birth). If the answer is no (Name's) age is equal to (2016 -year of birth - 1)

For old people who do not know their age, ask questions related to some events such as their age when they had their first child, the age at the first marriage, at the First World War, at the independence etc. Do as follows: "*How old were you when you had your first child*" or then "*How old were you when you first got married or when you got married?*" if the interviewee got married only once). From there you can

calculate the interviewee's age. Write down the figure in the boxes provided for it.

Table 2 of the next page helps you to calculate the ages from the year of birth. In the first column, you have the years of birth without the birthday having passed 2016, whereas in the second column the birthday is passed in 2016. Column three gives the present age of the interviewee.

- ◆ Example: The interviewee states that he is born in 1965. Ask if his birthday in 2016 has already passed.
- ◆ If the answer is yes, the age is $(2016 - 1965 = 51)$ or you read 1965 in column 2 (birthday already passed 2016) and write down the corresponding age which is in column 3. The age is 51 years.
- ◆ If the answer is no, his age is $(2016 - 1965 - 1 = 50)$ or you read 1965 in column 1 (birthday has not yet passed in 2016) write the corresponding age column 3 (present age). The age is 50 years.

Write 95 for persons aged 95 years or more and 98 for "Do not know". Go to question Q6 if the person is less than 10 years. Otherwise, move to Q5.

Table 2 : Coherence age-date of birth for EC-ECAM4 in 2016

Year of birth		Present age (Column 3)	Year of birth		Age actuel (Column 3)
Birth day not yet passed in 2016 (Column 1)	Birth day already passed in 2016 (Column 2)		Birth day not yet passed in 2016 (Column 1)	Birth day already passed in 2016 (Column 2)	
Do not know			Do not know		
2016	-	0	1967	1968	48
2015	2016	0	1966	1967	49
2014	2015	1	1965	1966	50
2013	2014	2	1964	1965	51
2012	2013	3	1963	1964	52
2011	2012	4	1962	1963	53
2010	2011	5	1961	1962	54
2009	2010	6	1960	1961	55
2008	2009	7	1959	1960	56
2007	2008	8	1958	1959	57
2006	2007	9	1957	1958	58
2005	2006	10	1956	1957	59
2004	2005	11	1955	1956	60
2003	2004	12	1955	1955	61
2002	2003	13	1953	1954	62
2001	2002	14	1952	1953	63
2000	2001	15	1951	1952	64
1999	2000	16	1950	1951	65
1998	1999	17	1949	1950	66
1997	1998	18	1948	1949	67
1996	1997	19	1947	1948	68
1995	1996	20	1946	1947	69
1994	1995	21	1945	1946	70
1993	1994	22	1944	1945	71
1992	1993	23	1943	1944	72
1991	1992	24	1942	1943	73
1990	1991	25	1941	1942	74
1989	1990	26	1940	1941	75
1988	1989	27	1939	1940	76
1987	1988	28	1938	1939	77
1986	1987	29	1937	1938	78
1985	1986	30	1936	1937	79
1984	1985	31	1935	1936	80
1983	1984	32	1934	1935	81
1982	1983	33	1933	1934	82
1981	1982	34	1932	1933	83
1980	1981	35	1931	1932	84
1979	1980	36	1930	1931	85
1978	1979	37	1929	1930	86
1977	1978	38	1928	1929	87
1976	1977	39	1927	1928	88
1975	1976	40	1926	1927	89
1974	1975	41	1925	1926	90
1973	1974	42	1924	1925	91
1972	1973	43	1923	1924	92
1971	1972	44	1922	1923	93
1970	1971	45	1921	1922	94
1969	1970	46	1920	1921	95
1968	1969	47	1919	1920	96

Q5: What is the matrimonial status of (Name)?

It is about the factual situation.

- **“Single”**: Anyone who has never been married and is not in free union
- **“Married monogamous”**: Any person married to only one spouse. It concerns de facto situation. In fact, a man married under the monogamous regime but who lives as husband and wives with several spouses is considered in the framework of EC-ECAM4 as polygamous.
- **“Married polygamous”**: All men married to many wives or married women having at least one co-spouse. In other word, it is the various spouses of the polygamic marriage. Watch out, a married man who on his marriage certificate has the status of polygamous, but who has only one wife is monogamous in the facts.

The notion of marriage is the one that is declared by the interviewee (civil, religious, traditional, etc.). The question asked here can be: *is (Name) married?* Knowing that the answer will orientate the rest of the conversation for this question. Do not forget that in case where (name) is married, you have to specify if it is polygamous or monogamous and in case of a single person, you have to verify if (name) is not in free union. You can verify if the respondent is in free union by asking the following question. *You said you are not married but are you living as “husband and wife” with a man or woman?*

“Widow(er)”: Any person who was married previously, but the spouse died and he is not engaged in another union.

- **“Separated/Divorcee”**: Person whose marriage has been broken not by the death of the spouse or is being broken (separation granted by the court) and who is not engaged in another union.

- **“Free union”**: This modality will be attributed to persons who live with a partner when no marriage, be it traditional, court (or council) or religious has been celebrated.

NB: This question will be asked only to persons of 10 years and more.

For more precision asked the head of the household if there are married persons in the household and get their names. You will first of all write these names on a sheet of paper before registering the matrimonial status of each member of the household in the questionnaire.

Q6: What is (Name’s) nationality?

Modality “2=other CEMAC” concerns citizens of the following countries: Congo (Brazzaville), Gabon, Equatorial Guinea, Central Africa Republic (RCA) and Chad. These countries form with Cameroon the Economic and Monetary Community of the Central Africa (CEMAC).

Q7a: Does (Name) usually live in the household?

Ask the question and report the answer. Usually means that the person lives in the household since 6 months or have the intention to live there during at least 6 months.

NB: The household head must usually live in the household (Q7a = 1).

Q7b: Did (Name) spend last night in the household?

It is a matter of knowing if (Name) spent in the household the night before the passage of the interviewer.

Questions Q8 and Q9 are asked to the people who usually live in the household (Q7a =1).

Q8: Is (Name) in a handicap situation?

It concerns mainly a physical or mental handicap, visible or not. You must be careful and tactful. Ask if (name) is suffering from a trouble or pain, which can make him feel disadvantaged compared to others. Go further to ask which one in order to know if it is really a handicap. If the answer is “no”, go to Q10 in case the interviewee is less than 18 or to Q12a if no.

Q9: If yes, what is the main handicap?

In case of many handicaps (except dump-mute which constitutes a separate modality), note the most invalidating one according to the respondent’s declarations. In the absence of information, in the decreasing order, take mental handicap, plastic handicap, hearing handicap, sight handicap and speaking handicap.

Let us recall here that:

- The handicap of the sight concerns the blinds and ill-sighted persons.

-
- The handicap of speaking for dumb and those who speak with difficulties “stammerer”, etc.
 - The handicap of the hearing for the deaf and the hearing impaired persons.
 - The mental handicap for the fools and mad persons, etc.
 - The spastic handicap for a person who cannot totally use one of his/her limbs, (superior or inferior). Lamé person, one armed person, atrophied, paralyzed or amputated limbs, etc.
 - The deaf-mute for a person who at the same time has hearing handicap and speaking handicap

Questions Q10 and Q11 are asked to persons aged less than 18 years ($Q4 < = 18$).

Q10: Serial N° of (Name’s) father

If (name) is less than 18 years, ask his biological father’s name. if the latter lives in the household , write here his serial number that appears in the first line (Q1) of this very section. If the is dead, write 97 or write 00 if he lives out of the household

Q11: Serial N° of (Name’s) mother

Same instruction as in Q10.

Check that questions Q10 and Q11 are filled effectively for all persons aged less than 18.

Questions Q12a and Q12b are asked to people aged 15 or more ($Q4 \geq 15$).

Q12a: Does (Name) have at least one functional phone number?

For each person aged 15 years or more, ask the question of knowing if (Name) has a functional telephone number (names of the operators). A functional telephone number is a number which is presently used in order to receive and/or to make calls or which shall be so in the course of the next 30 days. Write the code corresponding to his/her answer and move to the next operator

Q12b: If yes, for at least one of the four operators, write the phone number currently used,

If yes, for at least one of the operators, ask and write/type the most used phone number.

SECTION 02: EDUCATION OF HOUSEHOLD MEMBERS

Objective and target population

This section concerns all the individuals registered in the household and aged 2 years or more. It must be filled individual after individual, i.e. column after column. The number of filled columns must necessarily be equal to the number of persons aged at least 2 years in the household.

It aims at getting information on the education of household members: literacy, school attendance, present attendance, reasons of non-attendance, level of education, higher diploma, last class successfully attended, and education demand in term of linguistic system, type of establishment and training wished.

Filling instructions

Q1: Serial number

Transcribe the serial numbers from section 01 (Q1).

Q2: Has (Name) ever gone to school or nursery school?

It concerns the attendance of a school or an establishment of the formal educational system at a given moment of the life of the individual. The concerned studies here are of the type “pre-scholar education (nursery)”, “primary education” “general secondary education”, “technical or professional education” (National Higher Diploma (BTS) in accounting, CAP in electricity, etc.). Are excluded here, the kindergarten, day cares and coranic schools.

NB: A child in kindergarten or day care is not in any school.

If the interviewee answers “yes”, go to question Q4. If he/she answers “DK”, go to Q6

Q3: Why has (Name) never gone to school?

If several reasons caused the person not to attend a school, tell him/her to give you the main reason. Then, whatever the reason given, go to Q6.

Q4: What is the highest level of education for (Name)? What is the last class that (Name) successfully completed in this level? What is the type of teaching?

The various levels here are: the pre-scholar, the primary, the secondary 1st cycle, the secondary 2nd cycle, the higher level. First record the level of study reached, even if it has not been completed. The highest level reached corresponds to the last class completed with success in that level. Then, record the class. For example, a child who reached form 1 and who did not successfully complete this class will be recorded LEVEL 2 (for secondary 1st cycle at Q4N) and “CLASS 0” (for form 1 no completed at Q4C). The type of teaching here is either the technical teaching or the general one.

Q5: What is the highest diploma for (Name)?

Write the code corresponding to the interviewee’s answer.

Examples

- If the person stop his/her studies after having gone through class 6 but has not yet got the FSLC, write code «1 = without diploma».
If the person is presently in 2nd, his/her highest diploma can be BEPC. If he/she has got it, write code «3 = BEPC/CAP/GCEOL». If he/she has not got it, ask him/her if he/she has the CEPE/CEP: If yes, write «2 = CEP/ CEPE /FSLC», if not write code 1.

For each certificate not found in the list, it is a matter of getting its equivalent with the certificates of the formal system before coding it. For example, a household member holder of a DESS (Diplôme d’Etudes Supérieures Spécialisées), will be coded 8 at this question.

Q5a: Since how long did (Name) get this highest diploma?

It is matter of getting here in month, if smaller or equal to 2 years, and in complete years if above 2 years, the duration between the date of obtaining of that certificate and the date of interview.

Questions Q6 to Q7 are only for persons aged 15 years or more (S01Q4 >= 15).

Questions Q6 and Q7 aims at getting the literacy which is the ability to read and to write a simple sentence in French or in English. A simple sentence is a sentence having a subject, a verb and a complement.

Q6: Does (Name) know how to read and write a simple sentence in French?

Ask the question and write the code corresponding to the interviewee's answer. A simple sentence is made up of a subject, verb and complement.

Q7: Does (Name) know how to read and write a simple sentence in English?

Ask the question and write the code corresponding to the interviewee's answer.

Questions Q8 to Q15 are only for persons aged 3 to 24 years, whoever went to school (Q2 = 1).

Q8: Was (Name) going to school during the school year 2015/2016?

As in question Q3, school attendance concerns the establishments of the formal education system. This question refers to the ongoing school year (2015/2016).

Write the code corresponding to the interviewee's answer. If the interviewee answers "No", write 2 and go to question Q10

Q9: During the academic year 2015/2016, in which level was (Name)? During the academic year 2015/2016, in which class was (Name)? During the academic year 2015/2016, which type of teaching was doing (Name)?

First record the level of studies, then record the class reached (completed or not) found in that level and finally the type of teaching (technical or general). For example, a child in form 1 during this school year 2015/2016, school year, will be recorded LEVEL 2 (for secondary at Q9N) and class 1 (Q9C) and type of teaching 1 (Q9T).

Q10: Did (Name) attend a school during the school year (2014/2015)?

Same instructions as in Q8.

Q11: During the academic year 2014/2015, in which level was (Name)? During the academic year 2014/2015, in which class was (Name)? During the academic year 2014/2015, which type of teaching was doing (Name)?

Same instructions as in Q9.

Q12a : Will (Name) attend a school during the 2016/2017 academic year?

Same instructions as in Q8.

Q12b: During the 2016/2017 academic year, in what level is/will be (Name)? During the 2016/2017 year, in which class is/will be (Name)? During the year 2016/2017, which type of teaching is/will be (Name) undergoing?

Same instructions as in Q9.

Q13: Why has (Name) not gone or will not go or has stopped going to school?

In case where the interviewee signals several reasons that may have pushed the person to stop going to school, lead him/ her to give you the main reason. It can happen that the interviewee does any longer attend a school because his/her intellectual capacities are limited, he is therefore not able to continue with his studies; in this case we will write modality «3 = *school failure* ». If the answer is 7 for « *Too young* », go to the next column or to section 4 (*if it is the last person*).

Example: If the interviewee declares that he/she is not attending school because the cost is too high and says besides that he/she got a job or that he/she is learning a trade, ask him/her the following question: If they reduced the cost of education at the moment you stopped going to school, would have you continued to go to school? If the interviewee says "yes" write code 1 = "*cost too high*" because it is the main reason. On the contrary, if the interviewee says "no", write modality 2 = "*employment/apprenticeship*".

Q14: At what age did (Name) stop schooling (Age in complete years)

This question is for persons who stopped or completed their studies, that is to say, they answered "no" at Q9. Write in complete years the respondent's age when he stopped going to school.

Q15: Does (Name) intend to resume with classes?

If the interviewee's answer is "yes", make sure that it is not a joke. Try to know how he/she will do it.

If the interviewee hesitates, write 8 for "do not know".

Whatever the interviewee's answer, go to next individual. If last individual go to section 03. .

SECTION 03: ECONOMIC ACTIVITY OF HOUSEHOLD MEMBERS AND ACCESS TO LOANS

This section enables to get on the one hand, the situation of activity of each household member aged 5 years or more and on the other hand, the access of the household to capital and the associative life.

Filling instructions

3.1 Economic activity of household members

This sub section must be administered to all household members aged 5 or more, including visitors. The number of columns filled must be equal to the number of persons aged 5 or more found in the household.

This sub section helps to grasp the situation of activity of each household member aged at least 5 years (5 years or more). Questions of this sub section must be asked individually to each household member while respecting the age criterion (5 years or more) during a talk based on a direct relation interviewer- interviewee.

The quality of answers depends on:

- The relation of confidence that you established with the interviewee;
- Your capacity to master concepts used, as well as your capacity to insure the “translation” of these concepts in a simple and understandable vocabulary to the interviewee.

ACTIVITY – EMPLOYMENT – UNEMPLOYMENT

According to the ILO, are considered as active persons, those persons likely to participate in the economic activity (to offer the manpower for the production of goods and services). The notion of activity retained here refers to the economic concept of production as it is defined in the United Nations Accounting System. So, “The activity aims at producing goods and services, marketable or not, for a salary or a pay, in cash or in kind (remunerated employment) or a benefit or a family gain (non-remunerated employment).

The **active persons** are persons who exercised an economic activity (in the meaning of the activity defined above) for at least one hour in the last 7 days, or who have an employment but did not work during the last 7days, or who sought a job during the past 4 weeks. The active population is therefore the sum of two categories: the occupied active persons and the unemployed persons.

The **occupied active persons** are those who have an employment. It is considered as an employment, any activity done at least during an hour against an income in cash or in kind during the last 7days. Are however classified in this category, persons having an employment, but who did not work during the period under review because of leaves (professional, sick or maternity) or holiday, or even temporary cessation of work for strike, slack season, technical stop etc., that will last less than one month. Furthermore, non-remunerated family helps, apprentices, and trainees are equally considered as occupied active persons.

The **unemployed persons** are persons of working age who satisfy simultaneously to the following 3 conditions:

- Not to have an employment (in the meaning of the preceding definition);
- To take steps to get one (effective seeking);
- To be available to work immediately.

Q1: Serial number (code of the person)

It is the number given to the interviewed person in section 01. Transcribe it here.

Q2: During the past 12 months, that is since _____, has (Name) carried out an economic activity?

If you conduct the survey on 28th September 2016, ask the following question: « *During the last 12 months, that is since 28th September 2015, has (name) carried out an economic activity?* »

Q3: During the past 4 weeks, that is since _____, has (Name) worked even just for an hour, as own account, as remunerated or not employee, apprentice or family help?

If you conduct the survey on Thursday 29th September 2016, the reference period is since « Tuesday, 29 august 2016 ».

Q4: During the past 7 days, that is since _____, has (Name) worked even just for an hour, as own account, as remunerated or not employee, apprentice or family help?

If you conduct the survey on Thursday 29th September 2016, the reference period is since Thursday, 22 May 2016 till Wednesday 28. If the respondent says he worked during the past 7 days, write code 1 and move to question Q8.

NB. A bricklayer or a break down mechanic who has a workshop where he/she spends time waiting for customers, has worked during the last 7 days or during the last 4 weeks even if he/she hasn't had only one customer during these periods.

Take note that these interviewees will be tempted to answer "No" for questions Q2, Q3 and Q4 and you notice it in questions Q6 and Q7. You should therefore go back and record "Yes" for these questions depending on the case. If on the contrary, the bricklayer or break down mechanic does not have a work shop, we consider that he/she has worked if he/she has effectively carried out a task during the corresponding period.

Q5: Though (Name) declared having not worked during the last 7 days, did he/she carry out any of the following activities during the last 7 days at home or outside ?

The aim of this question is to identify persons who effectively worked but do not declare it spontaneously. You have to be particularly attentive and try to know with additional questions if the person effectively worked during the week preceding the survey.

Propose modalities from 01) to 09) to the interviewee. If he/she has done at least one of these activities, write the code corresponding to the activity. If there are many, get just the main one. Go to question Q8. If the interviewee realized none of the activities from 01) to 09), write 10 for "no activity of that type" and continue go to question Q6.

- **Modality 04 "Delivering a service":** Activities for another household, remunerated or not. For example fetched firewood for another household, repaired the moulinette of the neighbour, did masonry work in another household, etc.
- **Modality 05 "Helping in a family enterprise":** Family-aid in an enterprise of the household not having remuneration in cash or in kind.
- **Modality 07 "Student who works (did a job)":** The notion of occupied active has primacy on any other one (unemployed and inactive); a student who realized a work (for example he is painter-artist or offer private classes) is considered as occupied active person and must be declared as such.
- **Modality 08 "Working for another household":** Non domestic activities that are remunerated, for another household.

Q6: Though (Name) did not work during the last 7 days, does he/she have an employment?

This question helps to identify occupied active persons who are not working for the moment. If the interviewee declares that he/she has an employment, write 1 for "yes" and continue to question Q7. If he/she declares that he/she has no employment, write 2 for "no" and go to Q14

Q7: Why did (Name) not work during the last 7 days?

The first seven modalities correspond to persons who temporary stopped working, and who will surely go back to their employment when the job stop is finished. If the interviewee's answer corresponds to one of the first seven modalities, write the corresponding code and continue to the next question. If the interviewee's answer instead corresponds to the 2 last modalities (« *Redundancy/dismissal or end of*

contract », « Other »), write the corresponding code and go to Q14.

Questions Q8 helps to get information on the main activity of each individual identified as “occupied active person”. Information collected deal with the type of employment occupied, the main employment, the trade and the profession.

The main employment is defined by a profession, the activity of the enterprise where the employment is exercised, a socio professional category abbreviated as SPC and the institutional status of the enterprise in which the employment is exercised.

The main employment is the one the interviewee exercised during the last 7 days preceding the survey or the employment he/she usually do. The determination of the main employment can bring problems in the case where the interviewee exercises several employments. In general, the main employment is the one declared as such by the interviewee. In case the interviewee exercises several employments and is hesitant to determine his/her main employment, consider the one to which he devotes most of his time; if he hesitates, consider the employment that yields the most important income.

Q8: What is the name of the post, the task of the main employment that (Name) exercised during the last 7 days or that he/she usually exercises?

You will try to get maximum information that will help to define the profession of the interviewee. Among other information, you will write clearly the name of the profession, the post the interviewee occupies within the structure where he works, the tasks assigned to him/her, his/her category (grade, incremental position).

NB: Teacher, computer scientist, farmer are not specified professions; whereas, general secondary and high school teacher (PLEG), data entry agent, horticulturalist are more descriptive.

For interviewees working in the army, specify their function and grade. For those working in the public service, specify if they are civil servants or contract officers and specify their categories.

NB: You must copy in full, concisely and clearly all this information in the questionnaire. If the space provided is too small to copy, you can use the margins of the page.

The nomenclature used for the codification of this question is the one of employments, professions and trades.

Q9: What is the main activity of the enterprise in which (Name) exercises his/her main employment, and which type of product does it supply/ fabricates?

This question helps to identify **the main activity carried out in the interviewee’s enterprise** in order to get a classification of employment by branches of activity. The main activity of an enterprise is that which the company realizes the most important turnover.

A branch of activity is made of enterprises which are engaged in the same type of activity or similar activities.

NB: The notion of enterprise raised in this question does not refer necessarily to the existence of production infrastructures (a physical place made especially for the business like a store or workshop), a staff, signboard, etc. This notion instead refers to a production unit which is a structure mobilizing production factors (work and capital) to generate a production of goods or services. So jobs which are done at home or of hawking character will be considered as production units and then as enterprises. For example: a dressmaker who works alone in the house and makes dresses for private customers (neighbours who come and place orders), is considered as a manager of production unit, consequently an enterprise. It is the same thing for a hawker.

As at the previous question, you have to copy in full all the information that interviewees will give you with regard to the activity carried out by their enterprise or with regards to the type of product that the latter produces. If the space provided is not sufficient for the transcription, you can use the margin.

Example: For a chief accountant at the Brasseries du Cameroun, the activity (of his enterprise) is “production of fizzy and alcoholic drinks».

There can be confusions between some activities (notably between caterings or between industry and commerce) when information collected is incomplete. You will systematically ask persons selling products if they fabricated them themselves (in this case, they are classified in industry or restaurant) or if they bought them already fabricated (in this case they are classified in the commerce).

Examples: 1- A lady who makes puff puff, beans and pap is a restaurant owner and not a trader.

2- A "butcher" who buys live animals, slaughters them or makes them slaughtered then sells the meat is not a trader, contrary to the one who buys trotters of slaughtered animals to sell in kilograms.

The nomenclature to be used for the codification of this question is that of activities.

You will also note clearly the company name or the sign of the enterprise where the interviewee exercises his employment. Then you will code the eight (8) first letters of that company name. For example, if you are interviewing an agent of AFRICA SECURITY, write in full AFRICA SECURITY, then code |A_|F_|R_|I_|C_|A_|_|S_|E_|

If the enterprise has no company name or sign, write the name of the interviewee.

Q9A: What is the socio professional category of (Name) in this employment?

This refers to the rank of the interviewee in the enterprise or production unit where he works. Ask the question as follows: "are you a senior executive, a foreman, a labourer, etc.?" You will go through all the modalities listed in the questionnaire until the interviewee will give you the adequate answer.

Socio professional categories

01-Senior executive officer / engineer/assimilated: It is about persons who participate effectively in the management of the enterprise (production unit) or who have duties within which they can take important initiatives in an enterprise which is not theirs. These persons are often called "conception staff". In general persons who have GCE AL + at least three successful years in higher education are considered here.

Example: Remunerated directors and managers, service heads, research officers, production engineers, maintenance chiefs, etc.

02-Medium senior staff/foreman: Execution staff who can equally participate in the conception in the enterprise (production unit) which is not his own. It is an intermediary category between the senior executive officers and the employees / labourers. This category is made of persons who are assistants to high rank officer. These persons control and supervise works conceived by senior executive officers (in a higher level). They do tasks which require a high level of competence in a specialised technique. They organize, control and lead the daily activities of a group of workers who are under them. In general, are considered as such persons of a level higher than six successful years in the secondary education and less than the third year of higher education. The criterion of diploma is not the only one that helps to make this classification.

Example: foremen, technicians, chiefs of maintenance in general mechanic, clerk of works, crew leaders etc.

03-Skilled employee/labourer: Executing staff having received in general, a professional training related to tasks given to him. By assimilation, persons working with a diploma which is generally not higher than the level of five successful years of secondary education, and persons of a lower level but having followed an appropriate professional training for their job.

04-Semi-skilled employee/labourer: Executing staff in general with level less than 4 years of secondary school and having received no on the job training for tasks assigned to them.

05-Labourer: Person exercising an employment that needs no particular skill.

06-Employer (Boss): Person who exploits his own enterprise (production unit) and who employs at least one wage earner paid in cash or in kind. Co proprietors of an enterprise belong to this category.

07-Own account workers: Sometimes called independent workers, they are persons who exploit (manage) their own enterprise (production units) and employ no wage earner, at most they use apprentices or family helps.

08-Family helper: Person having a job in an enterprise managed by a parent staying in general with him in the same household, but who cannot be considered as a partner, for having a degree of engagement which cannot be compared with that of the manager of the unit. This person is therefore working in a micro enterprise belonging to the household (small workshop, small business at home, handicraft, agriculture, etc) in which he lives without receiving a fixed remuneration in cash or in kind. The non-contractual compensation for his work is often paid in kind (housing, feeding, etc.). Don't mistake a family helper for domestic servant, for the latter is remunerated (wage earner).

09-Apprentice: Person learning a trade. It is often the case for someone who wants later on to settle on own account in the same activity. He can be asked to pay apprenticeship fees. He may or not receive allowances (transport, food, etc.) which cannot be considered as a salary.

NB: 1. For workers in the pre-employment probationary period or on trial period, they will be given the socio-professional category to which they aspire.

2. The socio-professional category is not linked to the form of remuneration. Some workers, notably taxi-men, seller-aids, house girls, etc. have contracts (written or not) which makes that they do not see now all their remuneration. Depending on the case, they will be classified as:

- ◆ “skilled employees/labourer” or semi-skilled employee/labourer” following the qualification (case of taxi-men or some seller aids who have completed the apprenticeship);
- ◆ labourers (case of house girls having a fixed salary even if they live in the household of the employer),
- ◆ apprentices (case of seller aids in the course of apprenticeship);
- ◆ family helpers (case of seller aids and house girls who did not make arrangement on their remuneration, living generally in the household of the employer and generally having a family relationship with the latter).

Q10: The enterprise in which (Name) exercises his/her main employment (or that he/she manages) is:

This question helps to understand the nature of the enterprise in which the interviewee is working. We mean by:

“*Associative enterprise*”: Units of the “social” sector like cooperatives, associations, churches, trade unions, NGOs (Non Governmental Organizations), etc., which belong neither to the public nor to private sector.

“*Household*”, house personnel in a household (house servants, driver, watchmen, gardener and general servant) who work for a household.

Take note: 1- In some cases, house personnel (cook, driver, watchmen, etc.) can be put out at the disposal of one high authority (General Manager for example) and be paid by the enterprise employing this high authority. In this case, he is not house personnel, but a wage earner of this enterprise.

2- Workers who work at home (hair dressers, producers of puff puff, etc.) work in a private enterprise and not in a household.

NB: Some interviewees (especially employers and own account workers) can make a confusion between the institutional sector of the production unit and the one of the enterprise in which he is rendering a service. Let us take the example of a carpenter (employing only 2 apprentices) who has his small carpentry enterprise and who has a contract to make few benches at the eve of the re-opening of schools for a government school of the locality. This carpenter remains a worker for own account in a small private enterprise and not in a public establishment. Practically, one cannot be employer or worker for own account inside a public or para-public enterprise since the latter belongs to the State.

Council workers and more generally workers of local collectivities should be sent to modality ‘1’ corresponding to “public administration”.

Q11: Does the structure in which (Name) exercises this employment have?

A. A tax payer number?

B. A trade/business register?

C. Registration at the National Social Insurance Funds?

This question helps to know if the enterprise is registered to taxation. There three aspects of registration considered here: Fiscal (tax payer number) Juridical (trade business register) and Registration at the National Social Insurance Funds.

Begin by asking: *Does the structure in which (Name) exercises this employment have a **tax payer number**?* Record the code corresponding to the interviewee’s answer and move to the next item.

It is possible for some interviewees (wage earners, employees) not to know if their enterprise has or does not have a tax payer's number; in that case, write 8 for "Don't know".

NB: The possession of a license or a document showing payment of liberal tax testifies that the person has a tax payer's number

Q12: Does the structure in which (Name) exercises this employment keep a formal account (i.e. following an accounting plan, OHADA for example)?

The keeping of formal accounts refers to the registration of activities in an official accounting system (OCAM or OHADA) that is to say, this accounting system helps to make the balance sheet and the operating account to be declared to taxation authorities. The modalities are similar with those in the preceding question.

Q13: Does (Name) have a secondary employment?

Some persons have several employments. A teacher of the public sector can also teach in a private school. An officer working in an enterprise can own a taxi, a health technician can make agro pastoral activities. For all these persons, it is a secondary activity. The aim of this question is to identify these persons.

NB: The interviewees often forget to mention that they have one or several secondary activities. You have therefore to insist with the interviewee in order to know if he/she is not effectively doing some marginal employments. Don't neglect any activity even if it seems a minor, occasional, or parallel one (examples: parallel work of a civil servant, helper in a family enterprise during hours where one is not busy in the main employment). Besides, it is suitable not to make confusion between a secondary and a previous employment. The latter is the activity you did before the present ones. On the contrary, a secondary employment is the one which is exercised at the same time and in addition to the main employment.

Whatever the answer to this question, go to the next individual or if last individual move to sub section 3.2.

Q14: Has (Name) sought a work during the last 7 days, that is since.....?

It is any step that can lead to a job or to the creation of an employment for oneself (looking for funding, equipment, location, etc.).

The seeking of employment concerns only persons without employment, it does not concern persons that have already an employment (following the meaning in first box of the section) and who are seeking another one may be in order to have better remuneration conditions.

Q15: Did (Name) look for a work during the last 4 weeks, that is since.....?

This question is identical to the preceding one, the only difference being that it is on 4 weeks.

Q16: If (Name) finds a job today, when would he/she be ready to take it?

This question helps to be sure of the availability of the person who declared having sought a job (or not), if he/she finds a job or was offered one. Ask for example the question as follows: "If you find a job (or if you are given a *job*) will you be available to start?" If the interviewee answers "yes", probe in order to know if it is immediately or within 15 days. Write the code corresponding to the interviewee's answer.

Q17: Though (Name) did not seek an employment these past 4 weeks, would he/she be immediately available if he/she were proposed an employment now?

It is a matter of identifying the « discouraged unemployed persons »; i.e. persons without employment, who are available to work but who are no longer seeking employment because they are convinced of not finding it. Write the code corresponding to the interviewee's answer. Write the code corresponding to the interviewee's answer.

Whatever the answer to this question, go to the next individual or if last individual move to sub section 3.2

3.2 Access to loans

The means of households are generally not enough, or they are inexistent. Loans are therefore a way that could help them to do a productive investment. It is therefore a matter here of measuring the access to loans in general and to loans for production or investment in particular. For this last type, they will get the information that will enable to calculate: the granting rate for loans, the reasons of refusals by the financial institutions, the types of loans obtained, the amount as well as the duration.

Q18: Did any member of your household attempt to obtain from a bank a loan to make business (for production or investment) during the last 12 months?

Here, only loans given by formal financial institutions (bank and microfinance establishments) meant to finance a production circuit of the household or its productive investments are considered. Loans for current consumption are excluded. As such, loans for the construction of a house for habitation of the household members and loans for the purchase of a personal car are not taken into account. On the contrary, a loan to construct a house (studio, room) for rent and the loan to buy a public grinding machine are considered. If the respondent answers “No”, go to question Q20a

NB: Banks and microfinance are financial institutions that enable the economic agents to realize the economic operations. Yet, the difference between these two institutions is in the conditions of access to loans. In the first case, they are more rigid and in the second one they are amenable or flexible. Microfinances are accessible to all social layers, unlike banks.

List of the 13 approved banks in Cameroun: 1. Société Générale des Banques du Cameroun (SGBC or SGC), 2. Afriland First bank, 3. Banque Internationale du Cameroun pour l'Épargne et le Crédit (BICEC), 4. Citibank NA Cameroun, 5. Ecobank Cameroun SA (EBC), 6. BGF BANK, 7. Commercial Bank of Cameroon (CBC), 8. SCB Cameroun, 9. United Bank For Africa (UBA), 10. Union Bank of Cameroon (UBC), 11. Standard Chartered Bank Cameroun, 12. National Financial Credit (NFC), 13. Banque Atlantique.

Q19: Did he/she get the loan?

It is a matter of knowing if the bank gave him/her the solicited loan for business (production or investment). Go to Q20a if the answer is “Yes”, else go to Q20.

Q20: Why did he/she not obtain the loan?

It is a matter of getting the reason for which the interviewee thinks that the loan for business was refused to him. Get the interviewee's answer and encircle the code corresponding to that answer. Write that code in the space provided.

Q20a: Did any member of your household attempt to obtain from a microfinance a loan to make business (for production or investment) during the last 12 months?

It is the same type as in question Q18, but this time, given by a microfinance. Simply ask the question. If the interviewee says he got a loan from a microfinance, ask him the name of the institution and confront it to the list of microfinance approved by the Bank Commission for Central Africa, at your disposal to be sure that it is effectively a microfinance.

Q20b Did he/she get the loan?

It is a matter of knowing if the bank gave him/her the solicited loan for business (production or investment). Go to Q21 if the answer is “Yes”.

Q20c: Why did he/she not obtain the loan?

It is a matter of getting the reason for which the interviewee thinks that the loan for business was refused to him. Do not read the modalities. Get the interviewee's answer and encircle the code corresponding to that answer. Write that code in the space provided.

Q21: Did any member of your household obtain a loan, irrespective of the source, during the past 12 months?

Unlike in Q18, it is all type of loans including the current consumption loans. But this time, the loan can as well be given by a formal or informal financial institution, or by a third person. If the interviewee answers “No”, go to Q29.

Q22: Total number of loans obtained

It is the total number of loans obtained by all members of the household during the past 12 months by all the household members. If the number is bigger than 9, record 9.

NB: The questions Q23 to Q28 are asked loan after loan for the 5 main loans obtained by the household members. The idea of main is left to the appreciation of the interviewee and in case of any doubts, consider according to the loan amount.

Q23: Serial number of the household member who obtained the loan

Write the serial number (**refer section 1**) of the member who obtained the loan. Record the serial number of the household member as many times as he/she obtained loans. For instance, if a member obtained 2 loans, record his or her serial number twice.

Q24: What are the types of loans obtained?

For the main loans (5 at most) received, record the types. The codes for the various types are found on the right hand margin of the questionnaire.

NB: It is a matter of recording the different types of loans obtained. If the respondent obtained loans from different sources, record the loans and their various sources on different lines.

Specify the type of loan if the answer is “*other production loan*” or *other consumption loan* (specify). Like in Q13, only productive equipment loan should be considered.

1= *Production loan*: loan taken to finance several posts of the chain of production of goods and services. For example, loan obtained to buy raw material, consumables, to pay the rent of the enterprise/production unit, etc.

2= *Export loan*: loan to convey the production of the enterprise out of the country.

3= *Importation loan*: loan to convey the goods and service from abroad to the enterprise in the country.

4= *Production equipment loan*: it is a loan meant to finance the lasting material needed for the production of goods and services by the enterprise. For example, loan to acquire a machine, furniture, etc. for the production unit.

5= *Other production loan*: it is a specific production loan different from modality 2, 3 and 4 above. For example, a loan obtained to pay only the rent of the enterprise.

NB: these modalities do not exclude each other. The first one is more global and the others are specific.

Q25: What is the source of the loan?

Specify the type of institution that granted the loan.

Modality 02 (MFE) concerns the Microfinance Establishments, that were formally called COOPEC (Coopératives d’Epargne et de Cr  dit).

Modality 07 (Njangee) is a financing source to which the household most often go to, for the financing if their economic activities or for the acquisition of goods for consumption, because of their difficulties of providing required guarantee from the formal financial institutions.

There are several ways to get money from a njangee:

- The funds lent periodically to members and for which the highest amount, the interest rate and the duration are known;
- the savings of the members;
- the cyclic funds which the members benefit from, one after the other ; by purchase, by drawing, or in a known order of the members.

Talk with the interviewee, in order retain only amount corresponding truly to a loan (to be recorded in Q27), do not consider his savings.

Q26: What is the duration of the loan?

First specify the time unit (TU) with the help of the codes and then give the number.

Example

If the duration of the loan is 1 month 2 weeks, choose week as time unit (TU=1) and put 06 as number of weeks (Number = 06)

If the duration of loan is one year and three months, choose month as time unit (TU = 2) and put 15 as number of months (Number = 15)

If the duration of the loan is 2years, choose year as time unit (TU=3) and put 02 as number of years (Number = 02)

Q27: What is the amount of the loan granted?

Here, it is the actual amount given to the person who requested for the loan.

If the respondent had requested for 1, 200 000 CFAF for example and the bank gave him 1,000 000 CFAF, write 1 000 000 even if he had effectively received a sum less than 1,000 000, after deducing bank charges and other costs of banks transactions.

Q28: What was the effective main use of that loan?

Here the objective is to know whether the respondent actually used the loan (totally or partially) for business. It can happen that a person get a loan to make business, but uses part for something else than business. They want to get the main use of the loan.

Example: Mr FOKOU got a loan of 1 million CFAF to increase his ironmongery, at the end, he effectively used 400 000 CFAF for the ironmongery and 600 000 CFA F for current consumption. The appropriate code here is 2 for consumption.

By convention, modality 1(Production/investment) is chosen if half at least of the loan was used for business. So, if Mr FOKOU used 500 000 CFAF for ironmongery, the code would have been 1.

Q29: Does at least one member of your household belong to an association

We retained here apolitical and lay (secular) association which could give help to the respondent. Thus political and religious associations are excluded.

SECTION 04: DWELLING AND LIVING ENVIRONMENT OF THE HOUSEHOLD

Objectives and target population

This section must be administered preferably to the household head or his/her spouse. However, questions related to the observation of the lodging (material of the wall, material of the floor, material of the roof...) can be answered with the help of any household member as well as the simple questions (number of rooms of the lodging, duration of occupation of the lodging, drinking water supply mode...) while waiting for the household head or his spouse for delicate questions (land issues, expenditures of the household...). It aims at getting on the one hand, the characteristics of the household notably the type of lodging, the surface area, the number of rooms, the type of toilet, and on the other hand, the living environment of the household, among others the occupation status, the mode of supply in drinking water, the main source of lighting, the security of land occupation.

Filling instructions

4.1 HOUSING CHARACTERISTICS

Record the main characteristic that is to say, that which dominates or that which represent most, the situation of the household.

Q1: Type of lodging

Get the type of lodging of the household just by observing.

- *Isolated house*: A one-piece house in a courtyard, not having the standing of a villa.
- *House with many lodgings*: a house divided into many independent accommodations.
- *Modern villa*: individual house of modern standing with permanent material and having certain magnitude (garden, swimming pool, air conditioning...).
- *Duplex*: individual house with definite material having two levels.
- *Mansion*: Individual house with definite material having two levels with some standards like for example the garden, the fence, the air conditioning,
- *Building with apartments*: it is a modern type of building of one to several levels divided into apartments (section of a house or block composed of many rooms, isolates sections surrounded by walls or simply separated, serving as living area)].
- *Compound or "Saré"*: totality of buildings or separated constructions in the area and generally disposed around a main building, for habitation and housing a household.

Q2: Main material of the walls?

Observe the main material used for the walls and record the code corresponding to the material used. In case more than one type of material is used, ask the respondent to tell you the predominant one, that is, in terms of quantity. For instance, a house built in pisé (bamboos walls, iron rod and ground) remains pisé even if it has been plastered.

Q3: Main material of the roof?

Same as in Q2. Observe the main material of the roof and write the corresponding code.

Q4: Main material of the floor?

Same as in Q2. Observe the main material of the floor and write the corresponding code.

Q5: What is in m², the surface area of your lodging?

Ask the interviewee to evaluate the total surface area of his/her lodging (and not the land on which the lodging is found. You must help him/her.

If the surface area is not a decimal number, use the normal rule of rounding up. For example, if it is 232,56m², write 233.

If the interviewee evaluates the dimensions of his/her lodging to be 15 meters long and 10 meters

large, then, you are the one to calculate the surface area that will be $15\text{m} \times 10\text{m} = 150\text{m}^2$. Write 150 in the space provided for that.

NB. : The rooms that are separated from the main house (WC, kitchen, etc.) must be included in the surface area of the house. For a household living for example in a compound or saré, sum up the surface area of each lodging of the compound. If the lodging has several floors (duplex, ...) sum up the surfaces occupied in each level.

For houses having several lodgings, evaluate only the surface area of the house occupied by the household.

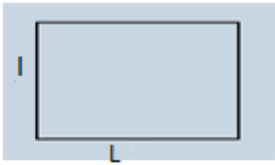

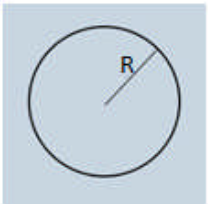

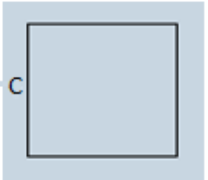
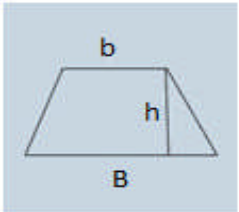
Write 950 if the surface area is superior to 950 m^2 .

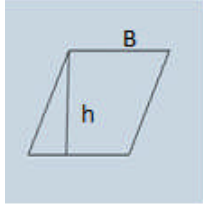
Practical cases to determine the surface area according to the shape of the lodging

The lodging will generally be rectangular, square, circular or trapezoidal, or an association of the shapes below. In households, some respondents will directly give the surface area of their lodging, while some will not. In this second case, you must help the household to estimate the surface area. So, to estimate without a measuring tool, you can use your steps to measure the length, the width or the ray of the base of the lodging. Each should measure the length of his steps with a decameter. During the collection, you will do as follows:

- 1- Go round the house in order to get the shape;
- 2- If the shape is closer to one of the shapes below, get the approximate measurements with your steps and apply the corresponding formula.

NB: the shapes refer to the base of the building.

Formula calculation for	Geometric shape	Examples
Rectangular shape surface area (in m^2) : $S = L * w$ L=Length (in m) w= width (in m)	RECTANGLE 	
Circular shape surface area (in m^2) : $S = R * R * 3.14$ R=Rayon(en m)	CIRCLE 	
Square shape surface area (in m^2) : $S = s * s$ s=side (in m)	SQUARE 	
Trapezoidal shape surface area (in m^2) : $S = (B + b) * h * 0,5$ B=Bigger base (in m) b=Smaller base (in m) h=Height (in m)	TRAPEZE 	

Parallelogram shape surface area (in m ²): $S=B \cdot h$ B=Base (in m ²) h= Height (in m ²)	PARALLELOGRAM 	
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Q6: In square meters, what is the surface area of the floor space?

The floor space as applied by the urbanism methods is the vertical projection on the floor, of the whole building including the sides and roofs.

The measurement of the floors space is therefore totally different from that of the base. As a matter of fact, the floors and the acmes that do not extend as well as the underground floors are not counted in the floor space. **Any element of a building or any construction creating a volume which can be projected on the ground is part of the floor space.**

To this respect, we will consider:

- the ground surface of the ground floor of a building ;
- the unclosed surfaces of the ground floor for which the projection to the ground is possible : elevated terrace or terrace covered with a roof sustained with some pillars.
- the extensions of the roof sustained by pillars
- External bannisters for access ;
- the basins of swimming pools (covered or not, inside or outside) or for water retention ;
- a shelter for cars. Opened but covered with a roof sustained by some pillars or walls.
- a parking, well closed and separated from the house ;
- a shelter with garden, an independent workshop... closed or not or similar to the above car shelter;
- a shelter for dustbin similar to the above car shelter;
- a balcony or a storey terrace on the ground floor;
- any construction on the ground floor

Once the projection on the floor is done, calculate the surface area by using the basic formula. If more than 950 m², write 950.

Q7 : Total Number of: Palours , Inner toilets , Inner kitchen

- the parlour is the space of the lodging reserved for welcoming invitees and for entertainment of the household (reading, watching tv, listening to music, etc.) and for receiving invitees. It has furniture (arm chairs, chairs, etc.) low table, library cupboard, bar, or eventually audio video material (TV, derg, DVD reader, Hi-fi derg, video game appliance, etc.). In many habitations, parlour and eating room share the same space.
- A dining hall is a room of the building where the members of the household eat together. It generally has a big table and chairs. In several homes, Palours and dining room share often the same space. In this case, do not consider that these homes have a dining section.
- A modern bathroom is equipped with a minimum of modern sanitary material (bathing water pipe, /pool and flushing toilet). This bathroom can be functional or not. However, if it is degraded at an advanced level, it will not be considered.
- a traditional toilet does not have a minimum of sanitary material defined above.

- A modern kitchen has a functional sink (with a water point) and enough space to contain the modern appliances for cooking and for the conservation of fresh foodstuffs.
- A traditional kitchen is a room external to the main building used for cooking and having no sink.

Record the number of rooms for each type

Q8: Total Number of sleeping rooms

A bedroom is a space reserved for sleeping or resting, and which has at least a bed.

Record the total number of sleeping rooms of the lodging, the number of bedrooms with surface area below 10 m^2 and the number of those equal to 10 m^2 or more.

NB: Make sure that the number of rooms with a surface area below 10 m^2 plus the ones with the surface area superior or equal to 10 m^2 are equal to the total number of rooms.

Q9: To which category belong the lodging ?

The interviewee should say if the lodging was built for one or several household. Record code 1 if it was built for only one household, and code 2 if else. It is not a matter of knowing if the lodging has many households, but the number of households that this building is supposed to lodge.

Q10: Total number of rooms of the lodging/rooms for sleeping?

This question has two aspects:

a. How many rooms does your dwelling have in total?

Rooms are isolated and well separated parts. In the case of common lodging, the rooms that are used together are counted.

NB: i)- are counted here, only the main rooms of the lodging (rooms, waiting rooms, eating rooms, offices, etc.) Secondary rooms like kitchen, bathrooms, antichambers, corridors, etc. are not counted as rooms.

ii)- Rooms for professional use exclusively are not counted. However, those with mix usage are counted.

Example: A shop owner who lives in his shop has one room.

It is not only bedrooms. It concerns also any space (kitchen, parlour, store, ...) used for sleeping.

b. How many rooms do you use for sleeping?

Example: you interview a household of 4 members (the household head, his spouse and their two children) living in a studio (one room and one parlour). If the children usually spend the night on a mattress in the parlour, the total number of the lodging is 2 and the number of rooms used for sleeping in this household is 2. Consider only the interviewee's declaration.

NB : The number of rooms usually used for sleeping cannot be superior to the total number of the rooms of the lodging, i.e. $Q10b \leq Q10a$. But, in case the secondary rooms (kitchen, parlour, store, ...) are used for sleeping, one may have $Q10b > Q10a$.

Q11A : What type of toilets do your household members usually use?

Note that the question concerns the toilets that are used by the household members and not the ones that the household owns.

FLUSHING TOILET corresponds here to the type of modern toilets where the water takes away the dirt through a channel, whether water is coming from a pipe or is being poured with some buckets.

HOLES/TOILETS can be of two types: WITHOUT SLAP/OPEN HOLE/SUSPENDED, it is therefore holes or toilets that are not harnessed (often it is just a simple hole, at times covered with a simple

plank; or HARNESSED, i.e. they are toilets that are arranged or improved (generally with a pipe, and/or covered with cement that can be cleaned) that provides an outlet different from the hole itself.

If the interviewee answers that the household members go in the nature, encircle '12' NO TOILET/BUSH/FARM in case the household has toilets but most the members go but in the farm.

Q11B. With how many household do you share these toilets?

Ask the question in stages: First ask the question of knowing if the household shares the toilets used by other households. If the answer is No, record 00 and move to the next question. In case the answer if Yes, ask the question, with how many household do you share this toilet. If the household does not know with how many household he shares the toilet, write code 98.

Q12: In your household what is the main source of energy used for cooking?

It is the source most used by the household. In case several sources are used, if you do not succeed in making a difference, choose the most comfortable one. Modality 2 "*Wood picked/received*" will most often be found in the rural area.

NB.: For a household that most often uses gas and for which because of shortage, uses temporarily wood or kerosene for example, the main source of energy is the gas.

Although the Liquefied Petroleum Gas (LPG) and natural gas have the same functionality in households, these two power sources are distinguished beyond their composition by the fact that LPG is sold in bottles while natural gas is dispensed through an inter-connected network

Biogas meanwhile is a gas produced from plant or animal organic matter.

Coal/lignite is a mineral used as fuel. It is different from charcoal.

Q13: How do you get rid of dirty/used water?

Encircle, then write the code corresponding to the means most often used.

Q14: How do you get rid of your household dirt?

Encircle, then write the code corresponding to the means most often used.

Q15: Is your lodging equipped with a fire extinguisher?

Write the code corresponding to the interviewee's answer?

4.2 LIVING ENVIRONMENT OF THE HOUSEHOLD

Q16: For how long has your household been occupying this lodging?

The duration of occupation of the lodging by the household is in terms of days, month or year. It is evaluated in:

- **Days** if the household has been there since less than 30 days;
- **Months** if the household has been there since 30 days to less than a year ;
- **Year** if the household has been there since at least a year.

Fill the time unit (day, months, year), and fill the corresponding duration.

Q17: What is the occupancy status of your lodging?

Ask the question as follows: "*Are you the owner of this house*"? If the answer is yes, ask him if he is the owner with or without a land title, owner with or without authorization to build or to implant. If he is on rent, ask him/her the mode of renting.

- *Hire purchase*: mode of hiring in where the tenant acquires the lodging after some time after having paid installments as agreed with the landlord.
- *Lodged by the employer*, rents are paid in part or totally by the employer

-
- Lodged by a parent or a friend, free of charge.

Q17A: What is the type of title deed you have for this land where your lodging is built?

This question concerns the owners having a title deed for the land on which their lodging is built.

Q17B: How long has your household spent already to get this title deed?

This question must be adapted to the answer of Question Q17A. They want to get either the time spent by the household in order to get the title deed, or the duration already spent in the process of getting that title deed for the land on which the lodging is built. That duration is in terms of months if it is inferior to 2 years or in terms of year if it is else. Once the answer is got from the interviewee, write the time unit in the first digit space then the duration.

Q17C: What amount has your household already spent to get this title deed?

As in the previous question, adapt the question with the answer given in Q17A. Through this question, it is a matter of getting all the expenses done by the household for the obtention of the title deed of his land or the expenses already done in the process of getting the title deed. Include therein, the regular and non regular expenses.

Q17D: What is the total surface area of the land on which your lodging is built?

Ask the interviewee to evaluate the surface area of the land on which the lodging is built. Write it in m².

This question concerns ONLY the owners (all categories) of their lodging, as well as the household whose status of occupation is hire-purchase. After having asked that question, go directly to question Q18.

Q17E: Do you have a written and signed contract between you and the landlord for the renting of your lodging?

This question concerns households who declared in Q17 that they are tenants. Ask if the household has a written contract signed with the landlord for the hiring of the lodging.

Q18: What is the amount of your rent or if you were to pay rent for the house you are occupying, how much would you have paid?

This question is addressed to all households whatever their occupancy status.

For those on rents, ask the following question “How much do you pay as rents per month?” For households living in their personal houses or those housed free of charge, ask the following question “If you had to put your house on rent, how much will you require per month?”

NB: For non renting households, it is a matter of getting the amount that they would have paid if they were renting their lodging presently and not the amount that he/she would have taken from somebody if they were giving the lodging out for renting

Q19: Is your household the first occupant of this lodging?

Whatever the occupancy status of the household, ask if that household is the first to occupy this lodging.

Q20: How did your household get this lodging?

Ask the means by which the household got the lodging and record the code corresponding to the answer given.

NB: A formal estate agent has an accreditation from the MINH DU to function. In the context of the survey, a formal estate agent will be identified from his work premises. Else, it will be informal estate agents. See the list of formal estate agent in appendix 3 and the list of estate promoter in appendix 4

07= Council: the household has acquired the lodging from the council.

08= an estate promoter is an approved private structure that arranges plots and builds lodgings for sale.

09=direct purchase: A private individual who bought lodging from another one.

Q20A: How many times have you changed the lodging during the past twelve months?

Ask the number of times that the household has changed lodging during the past twelve months. If the household has not change lodging during the past twelve months, write 0 and move to Q23.

Questions Q21A to Q22 concern household which have changed the lodging during the past twelve

months.

Q21A: What type of lodging was your household occupying before settling in this one?

Same instructions as in Q1.

Q21B: What was the main material for the walls of that former lodging?

Same instructions as in Q2 for the former house occupied by the household.

Q21C: What was the main material of the roof of that former house?

Same instructions as in Q3 for the former house occupied by the household.

Q21D: What was the main material of the floor of that former lodging?

Same instructions as in Q4 for the former house occupied by the household.

Q21E: What was the number of rooms of that former lodging?

Same instructions as in Q7 for the former house occupied by the household.

Q22: For which main reason has your household changed its lodging?

This question is for household that have ever changed their lodging. Get the main reason that caused the change of the lodging.

Q23: Is your household intending to change the lodging?

Ask if the household is intending to change the lodging.

Q24: For which main reason is your household intending to change the lodging?

This question is for households that intend to change their lodging. It is the main reason that causes the household to change the lodging.

Q25: What is the type of lodging you wish to have?

Same instruction as in Q1.

Q26: Compared to your present lodging, is your household intending to occupy a smaller one, a lodging of the same size or a bigger one?

Ask the question and record the code corresponding to the answer.

Q27: What is the occupancy status you wish for your future lodging?

Ask the following question: « *will you be owner of your lodging?* », If the interviewee answers No, ask him if he would like to be a tenant or lodge by the employer. If he chooses to be tenant, ask for the renting mode: hire-purchase or simple renting.

Q28: How much do you estimate the amount you can provide in order to be owner of the lodging you wish to have?

This question is only for households that intend to be owners of their future lodging (Q27=01 or 02). After having asked this question, go to Q30.

Q29: How much do you estimate the amount of the rent you will pay per month? (In CFAP)?

This question is only for household that intend to be tenant in their future lodging (Q27=06). It is a matter of getting from this type of household, the amount of the monthly rent.

Q30: What has the household already done for the lodging he wishes to have?

It is about anything done in order to get the lodging.

If the respondent gives you many things done, insist to get the main one. Modality 07= Building works underway has a priority on any other modality.

Q31: When is your household intending to change the lodging?

It is the duration till the moment the household will change the lodging. You must in function of the duration given, record the corresponding code.

Q31A: Is your household intending to acquire a piece of land in order to build a/several lodgings?

It is matter of knowing if the household envisages acquiring a plot for the needs of construction of the lodging, either by purchase or by exploiting a family land. Lands for agricultural needs or other needs are not considered here. Ask the question and register the code corresponding to the answer. If No, go to Q32.

Questions Q31A to Q31G concern households that envisage to acquire a land to build one/several lodgings.

Q31B: In which subdivision would you mainly like to acquire that piece of land in order to build?

Record the code corresponding to the interviewee's answer.

Q31C: What surface area would you like to acquire?

Record in m² the answer given.

Q31D: How much are you ready to buy a square meter?

Ask the household how much the household would be ready to pay for each square meter of land. It is not here the total cost of the land. In case the interviewee evaluates globally the prices of the surface area of the land that he would like to acquire, you have to bring it back that cost to a m².

Q31E: By which means do you intend to acquire it?

Record the code corresponding to the answer given. The heritage/Family corresponds to the acquisition of a land by heritage. The exploitation of a family land is like an acquisition without a purchase operation, just the exploitation of the family patrimony for the construction of lodgings. If the respondent says he wants to exploit a family land, go to question Q32.

Q31F: How do you intend to finance the purchase of that land?

Record the code corresponding to the answer given.

Q32: What is your main source of drinking water?

It is a matter of getting through this question, the main mode of drinking water supply of the household (the mode giving the greatest part of drinking water consumed in the household).

The word **Tap** refers to a service of supply of water. It is the water that flows in each house and which has been treated or at least controlled to be potable.

- « **Private tap SNEC/CAMWATER/CDE** »: case of a household having a SNEC/CAMWATER meter that he uses alone. He directly pays his bills at the agency.

- « **Common tap SNEC/CAMWATER/CDE (main user)** »: case of household connected to a SNEC/CAMWATER meter that he shares with other households and insures the management (whether he has an individual meter or not). To insure the management means that he receives and pays the bills, whether he is owner of the meter or not

- « **Common tap SNEC/CAMWATER/CDE without individual meter** »: case of a household not having an individual meter and connected to a SNEC/CAMWATER meter that he shares with other households without taking upon him the responsibility of the management

- « **Common tap SNEC/CAMWATER/CDE with individual meter** »: case of a household having an individual meter and connected to a SNEC/CAMWATER that he shares with other households without taking upon him the responsibility of the management.

- « **Retailer of water from tap SNEC/CAMWATER/CDE** »: case of a household having no connexion to the water distribution network and who gets supply from resellers of SNEC/CAMWATER water (including the resellers in the trucks and carts)

- « **Other individual tap** »: case of a household having a subscription for water different from SNEC/CAMWATER that he uses alone.

- « **Public tap** »: water point from which the population can get tap water. Public taps can be having one or several taps and they are generally built up with cement blocks or concrete.

- « **Other common tap** »: case of a household connected to a distribution network different from SNEC/CAMWATER that he shares with other households.

- « **Sinking well/boreholes** »: a hole dug with a specialized appliance that enables to reach the ground waters. The boreholes are made up of pipes thanks to which the holes with some little diameter are protected from collapse and infiltration of dirty water. The water is conveyed from there with a pump that can function with energy supply from human being, wind, electricity, gasoil or solar energy.

« **Protected wells**»: well protected from dirty water by some well coating or some pipe lifted up from the floor and a platform that takes away the water thrown from the well. Besides, a protected well is covered to avoid animal excrements and dirt.

« **Unprotected wells**» : an unprotected well is the one for which one of the two sentences is true: (1) the well is not protected from flowing dirty water; (2) the well is not protected from animal excrements and dirt.

« **Protected water source**»: a protected water source is the one which is protected from flowing dirty water and animal excrements and dirt. The source is generally protected with a cover made up of bricks, cement or concrete and which is built around the source, in a way that water flows directly from the cover in a pipe, without being exposed to outer pollution.

« **Unprotected water source**»: an unprotected water source is the one tempered with dirty flowing water, animal excrements and dirt. Generally, unprotected water source do not have a cover (as describe above).

- « **Rain water**» : rain water refer to water from rain got from the roof and kept in a container, a tank for use. Underground water from rain or from hillside should not be counted here.

- « **Lorry tank**»: the lorry tank used as water source is for transportation and selling of water.

- « **Cart with a small tank/drum**» the cart having a small tank/drum is used by a water supplier who carries water in a collectivity in order to sell. The transportation could be done also by using a donkey, a vehicle, or other means to pull the cart.

- « **Surface water (stream, river, dam, lake, pool, irrigation channel)**»: the surface water is a water coming from sources like stream, river, dam, lake, water pool, irrigation channels from which water is directly carried.

- « **Water in sachets**»: water in sachet is water bought and found inside a sachet. In principle, this water is potable, but it can also be of doubtful source.

- « **Mineral water in bottles**»: It is water bought inside a bottle. Notice that the code exclusively refer to water from bottle sold in the market. It often happens that household members keep water in bottles either from the source or other places. This water cannot be recorded under the same code as water in bottle.

- « **Other (to be specified....)** »: it is any other mode of water supply not mentioned above.

NB: Household who get their water from the administration/enterprise will be coded in *other to be specified*.

Q33: Where is the tap found?

This question aims at identifying households that go outside their lodging to get drinking water. A tap found outside and belonging to the household if found *in the house/compound*.

Q34: At the place where you fetch drinking water, how many persons are there on average when you are fetching water?

Through this question, they want to know if there is affluence at the place of water supply. Ask the question and write the code corresponding to the answer given depending on the number of persons found at the place of water supply.

Q35: How far is this source away from your lodging?

Ask the interviewee to give you the distance that separates his household from the drinking water supply source. Write it in meter if less than 100 m, and in Km if 1000 m or more. For the distances recorded in Km, apply if needed, the rounding up/down rule.

Q36: How much do you buy 10 litres of drinking water?

Write the amount you buy 10 litres of water. Generally, the price of drinking water is set on the basis of a certain quantity of water. If this volume does not correspond to 10 litres, you have to evaluate the price based on 10 litres.

Q37: What is the main source of lighting of your household?

Encircle and write the code corresponding to the main source of lighting used by the household.

In the case of electricity use, it is not only a matter of knowing if the household has an electric subscription or not, it also a matter of identifying the type of subscription of the household in case there is any. To do that, ask the household head who has a subscription, to describe it to you.

- « *Private AES-SONEL/ENEO meter* »: case of a household having an AES SONEL meter that he uses alone.

- « *Collective meter (main user) AES-SONEL/ENEO meter* »: case of a household connected to an AES-SONEL that he shares with other households and he manages it (whether he has an individual meter or not). Managing means that he receives the bills and pay them, whether he is owner of the meter or not.

- « *Collective meter AES-SONEL/ENEO without divisional meter* » : case of a household not having an individual meter and connected to an AES-SONEL meter that he shares with other households without managing it.

- « *Collective meter AES-SONEL/ENEO with divisional meter* »: case of a household having an individual meter connected to an AES-SONEL meter that he shares with other households without managing it.

- « *AES-SONEL/ENEO without meter (direct)* »: case of a household using electricity supply by the AES-SONEL with a direct connection to the pool without meter.

- « *Other* »: candle, etc.

Q38: If connected to electricity, how much does your household spend often per month?

The interviewee must give here the average amount of the expenses done every month for electricity.

This amount includes irregular charges frequently paid to ENEO agents.

Q39: Was your household victim of floods during the past twelve months ?

Record the code corresponding to the answer given. If No, go to Q39D.

Q39A: How many times during the past 12 months?

Record the number of floods for which the household was victim during the past twelve months.

Q39B: What was the maximum duration of these floods?

For the floods suffered by the household during the past twelve months, record the duration at the level of the household of the flood that lasted for long. Record in minute if inferior to one hour, or in hour if else.

Q39C: What was the maximum height of waters?

For the floods suffered by the household during the past twelve months, record the height at the level of the household of the height of the flood that was the highest. Record in centimeters if inferior to one meter and in meter if else.

Q39D: Were you expelled from a lodging during the past 12 months?

It is a matter of knowing if the household was expelled from a lodging during the past twelve months. Record the code corresponding to the answer given.

Q39E: Is there any risk that you may be expelled from your lodging at a given time?

It is a matter of knowing if the household thinks there is no risk of driving him away from the lodging that it occupies. Record the code corresponding to the interviewee answer.

Q39F: Does your quarter have street light in the night?

Ask the question as it is written and record the code corresponding to the answer.

Q39G: By living in this lodging do you risk the following?

Ask the question for each type of risk and record the code corresponding to the answer.

Q39H: Are (is) there (a) garbage deposit point(s) in 50 m ray from your house?

The non regular garbage deposit points are the ones that are not meant for the deposit of garbage. Record the code corresponding to the answer.

Q40: Would you be ready to take on rents a studio or an apartment in a building?

Ask the question as it is written and record the code corresponding to the answer. If the household is not ready to hire one of the types of lodging, go to question Q42.

Q41: How much would you be ready to spend per month in order to rent a studio or an apartment in a building?

Ask how much the household would be ready to spend per month in order to hire a studio or an apartment in a building. Record separately the amount for the studio, for one apartment of 2 rooms and for an apartment of 3 rooms.

Q42: Would you be ready to acquire a studio or an apartment in a building?

Ask the question as it is written and record the code corresponding to the answer. If the household is not ready to acquire one of the types of lodging, go to question Q45.

Q43: In which state do you wish to acquire your studio or apartment?

Through this question, they want to know the state of the studio or the apartment in the building that the household would be ready to acquire. The modality *totally completed* will be recorded if the household desire a studio or an apartment totally built. The modality to be completed in the future corresponds to the case where the big works have already been done and just the finishing touches are left.

Q44: How much would you be ready to spend in order to acquire a studio or an apartment in a building?

Ask how much the household would be ready to spend in order to acquire a studio or an apartment in a building. Fill separately the amount for the studio, for an apartment of 2 rooms and for an apartment of 3 rooms.

Questions Q45 to Q53 concern household owner who have built their own lodging. (Q20=10)

Q45: How did your household acquire the land on which your lodging is built?

Ask by which means the household acquired the land on which the lodging is built and record the code corresponding to the answer.

Q46: What is the main source of financing for the purchase of the land on which your lodging is built?

It is the main source that enabled to finance the purchase of the land.

Q47: Per m², how much did you spend to acquire it?

It is the amount per m² that the household has spent to acquire the land.

A complete *developed land* is an arranged portion of land, where the access roads and other various necessary networks are put to place to reach the land. They find therein the public network of water conveyance, electricity.

A land is partially arranged if some networks are not available.

A plotted land is from a big set where the arrangements are done or are previewed.

Q47B: Which year did you acquire it?

Ask the question and record the code corresponding to the answer given.

Q48: How much would you be ready to spend per m² to buy this very land today?

Ask the household how much he can pay in order to buy the m² of that very land today

Q48A: How many independent buildings are built on this land?

Ask the household to give the number of building built on this land. Kitchens, toilets and stores are not counted. Boys' quarters are not counted. They are just extensions of the building.

Q49: What is the main source financing for the construction of the lodging of your household?

This question aims at knowing the main source of financing used by the household head for the construction of its lodging.

Q50: Which building authorization does your household have for your lodging?

This question enables to know if the household has a building permit or implantation permit. Ask the question and record the code corresponding to the answer.

Q51: How long have your household already spend in order to get that authorization?

They want to know the time spent or already spent by the household in order to get the building permit or the implantation permit. The time spent is express per day.

Q52: How much have your household spent for the acquisition of that building authorization?

Through this question, it is a matter of laying hold on all the expenses done or already done by the household in order to obtain the permit (include here the regular and non regular expenses).

Q53: Which technical assistance did you consult for the conception and the construction of your lodging?

Through this question, they want to get the level of professional technical assistance for the conception and the construction of lodging. A lodging that benefitted from a professional technical assistance is the one that was conceived by an architect/engineer, or done by a BPW enterprise. Practically, the households consult the professional bricklayers for the construction of their lodging. In this case, if the building works did not benefit from any technical assistance of an architect or an engineer, the corresponding answer will be modality 1, without technical assistance (without architect or engineer).

Q54: Does at least a member of your household own another land built or not built, apart from this one?

Through this question, they want to know if a member of the household has a built land or not. Ask the question and write 1 for yes or 2 for No.

Adapt the way of asking the question, according to the occupation status of the household. If the household is owner, ask the question as follows: Is at least one member of your household having a built land or not different from this one? If not, ask the question as it is written.

From Q55 to Q68, record the information for each land owned by the household.

Q55: Land N°?

It is the number corresponding to the serial order of the land.

Q56: In which town is that land found?

Same instruction as in Q31B.

Q57: Is your household having a title deed for that land?

Ask the question, and record the code corresponding to the answer.

Q58: Which type of title deed do you have for that land?

Same instruction as in Q17A.

Q59: How long has your household wait (already waited) to get that title deed?

Same instruction as in Q17B.

Q60: What was the state of the land at the time of purchase?

See Q47A.

Q61: What is the surface area of this land?

Write the surface area of the land in m² if inferior to 1 ha; or write it in hectare if else. One the answer of the interviewee known, write the unit in the first digit space then the number in the second one.

Q62: Have you built a house on that land?

This question aims at knowing if the household has built a structure for habitation on the land. If yes, continue to Q63; if not, move to the next land. If it is the last land, go to sub-section 4.3.

Q63: To which type does this house belong?

Same instruction as in question Q1.

Q64: What is in square meter (m²) the surface area of the house on the floor?

Same instruction as in question Q6.

Q65: Since when is your household having this lodging?

It is matter of knowing the time spent between the date where the household rendered his lodging habitable (according to him) and the day if the survey. Write the answer in Months if less than two years; or in Years if else.

Q66: What is the main source of financing for the construction of this house?

Same instruction as in question Q49.

Q67: Which building authorization does your household have for this lodging?

Same instruction as in question Q50.

Q68: How long has your household waited (waited already) to get this building authorization?

Same instruction as in question Q51.

4.3 ENVIRONMENT OF THE HOUSEHOLD

This sub section enables to lay hold on the information concerning the environment in which the household lives. It will be a matter of observing the household and the various disturbances undergone by the household.

NB: The grey questions must in principle be filled by the interviewer just by observation. It is better you go round the neighborhood (in a 200 m radius) of each household selected in order to see it environment before coming to the household for interviews.

Q69: Which type of way leads to this household's lodging?

Directly answer this question by observing the environment of the household.

Q70: On which type of relief is your lodging built?

« Valley/deep grounds/marsh/swamp » corresponds to lodgings situated between two mountains or two hills or in swampy areas.

Q71: Is there any non harnessed flowing water (stream, river, marsh, lake, ...) in the neighbourhood of this lodging (within a radius of 100 m)?

The neighbourhood refers to a 100 m radius around the lodging.

Q72: Is there any petrol station, an oil or gas depot or a big industry in the neighborhood of this lodging (within a radius of 100 m)?

The neighbourhood refers to a 100 m radius around the lodging.

Q73A: In the neighbourhood of this lodging, is there any railway (within a radius of 200 m)?

The neighbourhood refers to a 200 m radius around the lodging.

Q73: In the neighbourhood of this lodging, is there any airport (within a radius of 1 km)?

The neighbourhood refers to a 1 km radius around the lodging.

Q74: Is there any power station/plant or a high or medium voltage electricity line in the neighbourhood of this lodging (within a radius of 50 m)?

The neighbourhood refers to a 50 km radius around the lodging.

Q75: Is there any relay pool or antenna of a telephone service provider in the neighbourhood of this lodging (within a radius of 100 m)?

The neighbourhood refers to a 100 m radius around the lodging.

Q76: Within 50 m radius, how are the tracks in the immediate environment of the household?

Directly answer this question by observing the environment of the household.

Q77: Are there many electric wires connecting the neighborhood?

Directly answer this question by observing the environment of the household.

Q78: Are the following risks to the lodging of the household?

Observe the environment of the household in order to evaluate the risk to which its lodging is exposed. If there is a risk of landslide or floods, write 1 in the corresponding space. If any other risk, specify it and fill 1 in the corresponding space.

SECTION 05: DURABLE EQUIPMENT/ GOODS OF THE HOUSEHOLD

Objectives and target population

This section must be administered preferably to the household head or his/her spouse. It aims at getting on the one hand, the quantity of equipment owned presently by the household (Q0 to Q28) and on the other hand, the land patrimony owned by the household (Q29 to Q36). This section also concerns the cattle (question Q37 to Q42) or the poultry (Q43 and Q44) and the rodents (Q45 and Q46) presently bred by one or several household members.

Filling instructions

5.1. DURABLE EQUIPMENT/GOODS OF THE HOUSEHOLD

For this sub-section, the possession of a good concerns the non precarious enjoyment or usage (since 6 months or more or that will last at least 6 months) by the household of that goods, regardless of the date and the mode of acquisition. The first function of the goods is the one to be considered. So, for a cell phone that has a radio, the household has a cell phone and not a radio.

Example: 1. A household that received a freezer from a household friend to keep following his departure to the village 3 years ago and is currently using it to conserve goods, owns a freezer. During this time the real owner is not enjoying from the services of the freezer and so, in the sense of EC-ECAM4, he does not own that freezer.

2. Case of a commercial director of a big company who benefits from a service car.

Do not take into consideration equipment used for the production of goods and services (for example, a deep freezer used in preserving drinks cold in a bar owned by the household). As a matter of fact, these equipments are used here for the enterprise and not for the household. Do not consider the equipments that are bad or out of use, which the residual value is null, as for example a fan put in the store and which can no longer be used.

Q0 : Is the household having an internet connection?

It is a matter of knowing if the household has a device (telephone, internet key, modem, etc.) that enables him to most often have access to internet.

Do not count here internet connection used for trade.

Q1 to Q38: What is presently the number of functional [durable equipment/goods] in your household?

It is the total number of durable equipment/goods of that type (no matter the trademark, the age, the cost, the size, ...).

For each question of this sub section, ask the question in two phases.

- First ask if the household or at least a household member has the equipment presently.
- If yes, record the number of equipment owned by the household.
- If no, record 0.

5.2. ELEMENTS OF THE HOUSEHOLD PATRIMONY

This sub-section aims at capturing some elements of the household patrimony. These elements integrate those used by the production unit of the household.

- **Q29: What is the number of agricultural tractor/ machine?**
- **Q30: What is the number of Rickshaw/Cart/ wheelbarrow?**

- **Q31: What is the number of Cow(s), donkey (s) for ploughing?**

These are animals used in the context of farm works (ploughing, transportation, etc.).

- **Q32: What is the number of House for lodging not occupied by the household?**

About fix phone, they want to get the number of telephone lines owned by the household and **not** the number of telephone set used in the household.

Q33: What is the number of lands exploited (agriculture and breeding, etc.) by your household / what is the surface area of these lands?

This question has two aspects:

a. What is the number of lands exploited (agriculture and breeding, etc.) by your household ?

Write the number of exploited lands.

The owner of an exploited land (for agriculture, breeding, etc...) is the one who has the legal right on the land. To be owner of an exploited land does not mean that it is that owner who exploits it.

Example: The spouse of the household head has made a farm for her own account on a piece of land given by a land supplier. We consider that the spouse does not possess a land

b. What is the surface area of these lands?

Here, the coding is done either in m², or in hectare. If the total surface area of lands is strictly below 1ha or 10 000 m², code in m², else, code in ha.

We recall here that 1ha = 10 000 m² and corresponds to a square farm of 100 m by 100 m or a rectangular farm of 200 m by 50 m. If the total surface area is not an integer in hectares, round it up. For example if the area is 65 000 m² = 6.5 hectares, write “007” in the corresponding box. If on the contrary, the area equal 4500 m = 045ha, record “000” in the corresponding box;

If the respondent cannot directly evaluate the surface area, ask him the number of stems (of cacao, coffee) found on his or her exploited land and estimate the surface area using the following conversion rule: 1000 stems corresponds to about 1500 m².

Example: If respondent declares that his coffee farm has 12 000 stems, the cultivated surface area of the farmland is calculated as follows: (12000/1000) * 1500= 12 * 1500= 18000 m² = 1.8 ha. You will therefore register 002 in the space provided.

Q34 : What is the number of lands unexploited (agriculture and breeding, etc.) by your household / what is the surface area of these lands?

This question has two aspects:

a. What is the number of lands unexploited (agriculture and breeding, etc.) by your household?

Write the number of unexploited lands.

An unexploited land is the one on which the owner has invested nothing.

The codes of surface area and the surface area are recorded just a in Q33.

b. What is the surface area of these lands?

Write the interviewee's answer. If the interviewee cannot evaluate the surface area, estimate it by getting information about the dimensions of lands and their shapes. Estimate then sump up all the estimates.

Q35 : What is the number of houses to rent?

It is the number of houses that the household has put on rent at a given moment during the twelve months before the survey.

Q36: What is the number of exploited ponds?

This question has two aspects:

a. What is the number of ponds exploited by your household?

Write the total number of ponds exploited by the household.

b. What is the surface area of these ponds?

Write the interviewee's answer. If he cannot evaluate the surface area, estimate it by getting information about the shape and the dimensions of the ponds. Estimate and sum up the estimates.

The codes of surface area and the surface area are recorded just a in Q33

Q37: Possession of cattle, flock or farmed animals?

This question concerns the cattle or the poultry present bred by one or several household members.

Encircle the code corresponding to the interviewee's answer and write the code in the space provided for that.

If the interviewee answers yes, go to Q38. Else, move to the next section.

Q38 à Q46: How many heads of [Name of the specie] does the household own presently?

Adapt the question according to the specie. For cattle, ask as follows: **How many heads of [Name of the specie] does the household own presently?** For poultry, ask: **How many** [Name of the specie] does the household own presently?

Write the interviewee's answer in the space provided while tallying on the right. In the case of cattle (cows, goats, sheep), one can first ask the number of herds of the specie, then the number of heads per herds. A simple calculation will enable to get the interviewee's answer to be written in the questionnaire.

If there are several breeders of the same species in the household, sum up the number given by each of them.

Write while tallying on the right, the number of heads of cattle/poultry declared by the interviewee. If the respondent says he/she has 10 fowls, and no rabbit, write as follows:

Fowls |_|_|_|_|1_|0_|; Rabbit |_|_|_|_|0_|.

NB: Cows used for ploughing must not be included in the cheptel bred.

SECTION 06: ACCESSIBILITY TO BASIC INFRASTRUCTURES

Objectives and target population

This section is directed to the household head or to his/her spouse, or to any adult household member who can provide information needed. The objective here is to measure the degree of accessibility to certain basic infrastructures (school, health centres, roads, etc.). These are functional infrastructures i.e. since at least 6 months or since less than 6 months but which will be functional for at least 6 months.

All household must be interviewed, even if a household does not use a given infrastructure. The filling of this section is done per line. So, you must fill the questions for each infrastructure before moving to the next one.

Filling instructions

You are requested to have a good knowledge of your enumeration area; this is valid to urban area as well for the rural area. When you arrive an enumeration area, make a walk round the area in order to identify the existence of certain infrastructures, those which are in the EA are normally registered in the last column of the enumeration form. This shall permit you to better control the answers that shall be given by the households. Your controller could eventually give you information on their existence and the number of certain structures that he or she should have visited. Use these information to assist the respondent identify easily the infrastructure and estimate the time to reach it.

Particular cases:

- Pharmacies and pro pharmacies that are to be taken into consideration will exclude the small pharmacies found in hospitals;
- Motor parks here designate places that permit persons of a given area who would want to travel by land to pick up a vehicle (bus, car, etc.).
- You have to insist that it is about the nearest infrastructures, whether the respondent benefits from the services or not. In other words, if you notice that the basic infrastructure mentioned by the household is not the nearest as you have identified it during the enumeration of the EA, you must tactfully inform him that there is a nearer infrastructure and invite him to answer questions about it.
- The code “998” should rarely be written. Efforts should be geared towards recalling the respondent of the existence of an infrastructure.
- **Potable water** is treated water which could be drunk without danger. They generally come from water conveyance (SNEC/CAMWATER/CDE, SCANWATER etc.), sinking wells, protected and protected and equipped springs.
- If you are in a rural stratum, do not ask question for infrastructures 15 (nearest refuse can/refuse collection point) and 19 (nearest public light pool)

Q0: Serial number of the respondent

Write the serial number of the main respondent of this section.

Q1: Type of infrastructure

It is the name of each infrastructure

Q2: How far is (name of infrastructure) from your lodging?

Ask the respondent to tell you the distance between his house and the infrastructure. For example: « *How far from your house is the nearest government primary school?* ».

Write in meter that distance while tallying to the right if less than 1 km, or write in kilometer if the distance is 1 km or more. For the distance recorded in Km, round it, if needed.

Examples: If distance is 400 metres, write 1 for the unit and 400 for the distance. If it is 1.4 km, write 2 for 001 for the distance. Likewise, if the distance is 2.5 km, write 2 for km and 003 for the distance.

Generally, populations have the tendency of misappreciating the distances in rural area. So, it is necessary for the interviewer to have a good knowledge of the cluster in order to help the household to answer this variable.

NB: Codes 7 and 8 must be very rare. Endeavour to explain well the infrastructure to the interviewees and help them to estimate the distances.

Q3: Does at least a member of your household use [name of infrastructure]?

Ask the question while adapting it to the infrastructure concerned.

Example 1: In the case of a school, ask the question in the following manner: *“Does at least a member of your household go to this school?”*

Example 2: In the case of the electrical pole, ask the question as follows: *“Is your household connected to this nearest AES/SONEL electrical pole?”*

Q4: What is the main means of transport that your household uses/may use to go to [name of infrastructure]?

If the household does not use the infrastructure, the respondent is supposed to give the main mean of transport households' members would use to reach the concerned infrastructure.

Q5: What average time is needed to reach [name of Infrastructure] with the main means of locomotion that may be used / that is used by your household?

Ask the respondent to evaluate the average duration in minutes one has to take to reach the concerned infrastructure while using the main means of transport of the household. Ask the question even if he is not using the infrastructure in question. If it is a school that household's children attend, ask the respondent the length of time those children take to go to school using their main means of transport. If the respondent does not know, that is, if he or she does not know (no matter are your explanations or indications) where the infrastructure is located and not that he or she does not know the length of time necessary to reach the infrastructure, record 998.

Attention: You must systematically check the coherence between information declared by the respondent at questions Q5, Q4 and Q2. As a matter of fact, for the same means of transport (On feet for example), and for two infrastructures situated at comparable distances, you must not have incomparable durations.

Counter example: It appears not to be normal that for the same household, one takes 20 minutes to reach the nearest primary public school located 1 km far from the house, whereas one would reach the nearest tarred road with 120 minutes on foot, knowing that this road is located at 3km from that house.

Q5a: If you were to go on foot, what average time would you need to reach [name of Infrastructure]

This question must be asked to households who declared that they use a means of transport different from the feet (bicycle, car, motorbike, etc.) to go to the infrastructure. That is Q4 different from 1.

Q6: How do you appreciate the services offered by [name of infrastructure]?

This question should be asked to all households including those who do not use a given infrastructure. As a matter of fact, a household may not use because of some dissatisfaction.

In the case of a school, ask the question as follows: Are you satisfied with the services of this school?

If the interviewee finds very satisfactory, satisfactory the services offered, or is indifferent, write the corresponding code and go to the next infrastructure or next section; else continue to Q7 if there is still an infrastructure listed in the table. If not, go to the next section (section 07).

Q7: What are in order of importance the two main reasons of this dissatisfaction?

The respondent must give two major reasons for the dissatisfaction. These must be classified by order of importance, the first one being the most important.

SECTION 07: RESIDENTIAL MOBILITY

Objectives and target population

This section must be administered preferably to the household head, to his/her spouse or eventually any other adult of the household who can conveniently give the information required. It helps to study the stability of households, to determine the motives of migrations, to measure return migration, that is to say the fact to leave the town for the village and to examine the adjustments on household size. This section tackles the migration of the household and that of its members.

The notion of the household is at the centre of this section; it is therefore primordial to master it at the risk of passing completely besides the information wanted. We remember that a member of a household is any person living usually in the household, that is to say any person living in the household since at least 6 months or who settled in the household with the intention to live for more than 6 months.

Filling instructions

Q1 : Where was your household living at the end of 2007?

Although apparently obvious, this question can become complex enough, if the concept of “household” is wrongly understood as illustrated by the cases below. If the household did not exist in 2007, go to Q3.

Case 1: If the household has changed the head and that the present household head was not a member of the household at the end of 2007, we consider that the household did not exist at that moment.

For example, a household whose head died or left the household in 2008 and who since then, continue to function with another head (the widow or one of the sons) who was member of this household at the moment of death or the departure, was very well existing at the end of 2007. Furthermore, one of the children of the household head who was living in another household (without being the head there) at the moment of the decease of his father and who later on succeeded at his father and came to settle in the household of his late father as the household head creates a new household. But, if while succeeding at his father he continues to live in his household, he will only be the family head in his late father’s household.

Case 2 : A person member of a household at the end of 2007 and who settled in an autonomous way in a separate lodging 8 months ago and by so doing created his own household and the latter was not existing sine 8 months only, it was therefore not existing in 2007.

Case 3: A household that was existing very well in 2007. The household head died in April 2010. Following this death, the widow and the children of the late household head, due to economic difficulties, were forced to settle in a different household (for example that of the junior brother of the deceased) till august 2011, date on which they definitely left the household of the deceased’s brother, to settle elsewhere in an autonomous way. If you are interviewing the household of the widow and her kids, you will consider that the household exists since august 2011. In fact, from April 2010 to August 2011, the widow and her kids were full members of the deceased’s brother household.

Case 4: A household that existed at the end of 2007, whose head divorced in 2008 continue to exist whereas his wife, who went to settle elsewhere created a new household or joined another household.

Q2: How many persons had your household at the end of 2007 ?

It should be recalled that a member of a household is any person usually living in the household

Q3: Where was your household living 12 months ago, that is to say since2015?

This question is similar to Q1, at the only difference that we are interested with the place of residence of the household 12 months ago, that is at the same month last year.

Q4: How many persons had your household 12 months ago, that is to say since ...2015?

This question is similar to Q2, with the only difference that we are interested with the size of the household 12 months ago, that is the same month last year.

Q5: Where was your household living before settling in this locality?

This question enables to get the mobility of households. The locality here refers to the town or the village. They will consider that a household has change the locality if previously it was staying in a different locality.

For households which did not change the locality (code 1), transcribe the number of the division of residence registered at S00Q5. For households which change the locality, you must lead them to indicate whether the locality belongs to the rural or urban part of the same or different Sub Division.

You ask question Q6 only if the household has never changed the locality, or else, go to Q8.

Q6: Was your household in the same lodging 12 months ago?

If the household was in the same lodging 12 months ago, go to Q9, if not, continue to Q7.

Q7: For which main reason did your household change the lodging?

It concerns the main reason of the changing of lodging. Go to Q9.

Q8: For which main reason did your household change the locality?

It concerns the main reason. The modality «lodging problem» refers to promiscuity, to insecurity, very poor state and difficult access to lodging.

The following three questions (Q9, Q10 and Q11) bear on the future and eventual migration of the household. It is a question of knowing if the household is contemplating to migrate; if yes to where and for which reason.

Q9 : Is your household intending to change the locality in the next 12 months, that is to say between now and2017 ?

If answer is «yes», go to Q10. If “No” or “does not know”, go to the next section.

Q10: If yes, in which other locality are you planning to settle next time?

Ask the respondent the name of the locality where his/her household is planning to settle, then ask him/her the name of the subdivision to which the locality belongs and lead him/her to indicate if the locality is in the same subdivision, or same division or same region or if the household is planning to go abroad.

Q11: Why are you intending to change the locality?

It concerns the main reason.

SECTION 08: AGRICULTURE

This section must be the mainly administered to the household head or his spouse. Yet any person who can have more reliable information should be contacted.

First ask Q1 for each of listed products “*Have the members of your household cultivated/farmed [name of the product] during the past 12 months?*”. Then, ask questions Q2 to Q10 for each product cultivated/formed.

NB : In this Sub-section, all products cultivated are taken into account, whatever their beginning year for the cultivation of the culture. In case where the product farmed is recent and there is no fruit during the period, 0 for the production and make an observation about it.

Preliminary remarks

RP1: in this section, auto consumption does not include the gift in kind. These gifts in kind are made up of products given to relatives and friends not household members (an example is the case of parents in the village who regularly send goods to their children in town). Auto consumption is the fact for the household (i.e the household members) of subtracting part or all the production generated by the household (i.e household members) during the reference period for consumption in the household. The estimate of the value of products auto consumed is done by clearly writing the value in CFAP and the period to which it refers, then by proceeding to the calculation of the annual value in thousands of CFAP. ***Remember to probe the interviewee, in order to take into account all the auto consumption recorded in the household for a product/specie during the past 12 months***

RP2: The estimate of the value of production (sale) is done for the past 12 months preceding the passage of the interviewer and must take into account all the productions (sale) occurred during that period. ***In case there may be more than one episode of production (sale) over the period, consider all these episodes in the calculation of the total value. Clearly write the value and the periodicity of productions (sales) of products as declares for each episode. Probe to get all episodes. For each episode, make the total estimate of production for the episode. . Sum up the amounts obtained for these various episodes. The value obtained must be expressed in FCFA.***

Example 1: During your passage in a household, the interviewee answers: “I harvest tomatoes each week for about 5, 000 FCFA. But during the four months of dry season, my production in tomatoes can be about 3,500 CFAP per week”. In this case, we notice that the household produces tomatoes every week over the year. We will write $(3\,500\text{ FCFA} \times 4 \times 4.3) + (5\,000\text{ FCFA} \times 8 \times 4.3) = 232,200\text{ FCFA}$ for the value.

Example 2: A household declares that he sells during the year 16 bags of groundnuts in three episodes:

- 04 bags at 35, 000 FCFA a bag during the first harvest;
- 03 bags à 40, 000 FCFA a bag just after the period of harvest
- 09 bags à 60, 000 FCFA a bag during the period of sales (shortage)

In this case, the yearly value of sales for the groundnuts to be written is: $(4 \times 35,000 + 3 \times 40,000 + 9 \times 60,000) = 800,000$.

Q1 : Have members of your household cultivated [name of the product] during the past 12 months?

It is a matter of knowing if a member of the household have cultivated (name of the product) during the past 12 months. Record the code corresponding to the interviewee's answer and move to the next product. After having listed all the products, move to Q2 and unfold line after line for each of the products cultivated.

Q2 : Which type of seeds did you use?

Ask the type of seed used for [name of product]. Write the interviewee's answer in the provided space. Modality 3 means that the traditional seed and the improve one have been used. Probe the interviewee to know if several household members cultivate [name of product] so as to get all types of seed used.

There are two types of seeds: the traditional ones and the improved ones.

Q3: How much do you estimate the value of all your production, including the quantity you offered to other households during the past 12 months?

Write the estimate about the value of production of [name of product] while referring to instruction RP2.

Q4: Has your household consumed products born from this activity?

Write the code corresponding to the interviewee's answer in the space provided. Go to Q6 if the answer is "No", if not go to Q5.

Q5: How much do you estimate the value of products consumed by your household?

Write the estimate of the value of auto consumption of [name of product] while referring to instruction RP.1.

Q6: Did you sell all or part of that harvest?

Write the code corresponding to the interviewee's answer in the space provided. Go to Q9 if the answer is « No », if not go to Q7.

Q7: What is the total amount of these sales?

Write the estimate of the value of sales of [name of product] while referring to instruction RP2.

Q8: Through which channel did you sell this product?

Encircle the code corresponding to the interviewee's answer and write it in the space provided.

Q9: Did you use fertilizers for this product?

Write the code corresponding to the interviewee's answer in the space provided.

Q10 : Did you use pesticides?

Encircle the code corresponding to the interviewee's answer and write it in the space provided.

3.3.2. Council questionnaire

The transfer of skills and the resources of the State towards the councils is in the decentralization for which Cameroon is committed. This mode of organization and of management of the State has as end, the local development, the promotion of governance and the local democracy and the improvement of the context and the living conditions of the populations.

This questionnaire has as objective to collect information on : council planning, infrastructures existing at the level of the council, the budget of the council, the available manpower on some aspect of the decentralization.

SECTION 00: GENERAL INFORMATION

A. IDENTIFICATION OF THE COUNCIL AND INFORMATION ABOUT DATA COLLECTION

Q1: SURVEY REGION

See filing instructions of the household questionnaire.

Q2: DIVISION

See filing instructions of the household questionnaire.

Q3: SUBDIVISION/COUNCIL

See filing instructions of the household questionnaire.

Q4: Does your council have a phone contact, a post office box, an E-mail address and a web site?

It is a question here to have complete information helping to contact the council in case need arises.

Ask to know if the council has a functional phone number. If the answer is « yes », record code 1 in the provided box and ask by order of availability the functional numbers. If the answer is « No » record code 2 in the provided box and continue to Q4c and Q4d.

Q5: NAME OF THE MAYOR

Ask the names and surnames of the mayor and write them in the space reserved to that effect.

Q6: NAME OF THE RESPONDENT

It is here about inscribing the name of the main respondent to the questionnaire.

Q7: FUNCTION OF THE RESPONDENT

Ask the function occupied by the respondent at the level of the council.

Q8: CONTROLLER

This variable is filled by the controller who writes in full his/her names and surnames as well as his code after the control of the questionnaire.

Q09: SUPERVISOR

This variable is filled by the supervisor who writes in full his/her names and surnames as well as his code after the control of the questionnaire.

Q10: DATE OF THE SURVEY

Write the date of the day of survey in the council in day months and year.

Example: If you start the survey in the council on the 17th October 2016, write:

1	7	1	0	2	0	1	6
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Q11: RESULT OF THE DATA COLLECTION

This variable is filled at the end of the data collection by the controller and verified by the supervisor. Write the corresponding code.

1= *Completely filled*: if all the sections have been filled

2= *Partially filled*: if at least one section has not been filled

3= *Absence of competent person*: if you are told at the council that competent persons that could give you reliable answers are absent.

4= *Refusal*: if the respondent refuses to submit to the interview

6= *Other (to specify)*

A. INFORMATION ABOUT TRADITIONAL FONDOMS (Must be collected from the sub divisional offices)

Q12: Number of 1st class chiefdoms (fondoms)?

The number of fondoms must be collected from the Sub divisional Office of the council. These are fondoms that are in the subdivision even if the territory of command of the chief/fon goes beyond the council/subdivision.

Q13: Number of 2nd class chiefdoms (fondoms)?

See Q12 instructions.

Q14: Number of 3rd class chiefdoms (fondoms)?

See Q12 instructions.

SECTION 01: COUNCIL PLANNING

Q1: Are there documents of local planning or programming in your council?

The question is to know if the council has documents of local planning or programming like Council Development Plan or Local Development Plan (CDP/LDP), Average Term Expenditures Framework (ATEF), the Campaign Plan, Annual Investment Plan (AIP), etc.

If the interviewee answers yes for one of the documents, register **1** in the corresponding box and go to the next question. If the interviewee's answer is no, register 2 in the box and go to question **Q4**.

Some definitions

Council Development Plan or Local Development Plan (CDP/LDP): is a tool for the strategic orientation of the average term (5years) local development. It is a framework that retraces the whole coherent and concerted programmes and projects of development to be executed in convenience with the national and regional orientations and which specifies the aim, the objectives, the strategies and the results to be reached within a given time, as well as the necessary means in function of the potentialities and constraints of the milieu, the choices made by the municipal council, the civil society and the partners in development. At the level of the council, they will talk about CDP and at the level of the local development process (villages or communities), they will talk about the LDP. These documents are elaborated by the council authority with the active participation of the representatives of the devolved technical services, based on all the available documentation (technical diagnosis, community priorities and council synthesis, and results of enlarged exchanges).

Average Term Expenditures Framework (ATEF): is a very useful tool to fill the frequent empty space between the development policies and their budgetary translation. , since these ones are tools to manage the tension between the objectives and the budgetary constraint.

Campaign Plan: it is the mayor's vision in relation to his municipal's campaign.

Priority Investment Programme (PIP): it constitutes the essential tool of planning in order to target the average term (3 years horizon). It is defined for a shorter period than that of the Council Development Plan (generally 5 years) and bears on the whole public investments that the council is proposing to realize. It has the same structure of presentation with the Council Development Plan, but the objectives are reviewed according to its period of validity. In addition, the PIP is the necessary technical base for the preparation of the annual planning tools (annual investment plan and the Budget). It is about one statutory tool of planning, that can be subject to annual revisions, and that constitutes the reference for the council public investment.

Annual investment Plan (AIP): is the connection tool of the CDP and PIP to the council annual budget. It is established annually.

Structured like the PIP, the AIP reconciles the pluri annuallity in the planning and the principle of the budgetary year.

Basic framework for the Environmental and Social Management (BFESM): is a tool that identifies and presents for the environmental measures, actors of their implementation, of the follow up as well as the estimate of the said measures.

Contracting Plan (CP) : it is a follow up matrix which give information respectively on the description/quantity, basic data (number of bids, estimated cost, contracting modality, prior

review, realization date, bid invitation documents, handing over bid, evaluation of bids and attribution of contracts.

Master town planning (MTP): is a long term planning tool for the development of town agglomerations (the town and its immediate environment). It determines the general destination of lands in the urban perimeter. It localizes areas to be urbanized, areas not to be urbanized or to be protected due to their specificities and finally big infrastructural equipments.

Soils Occupation Plan (SOP): *it is a document that fixes the general rules and the soils use servitudes*, in the framework of the orientations of the Master Plans with which they must be compatibles. There are several essential objectives, namely: (1) To organize urban or to be urbanized areas while taking notably into account the needs for the habitat, employments, services and transport, (2) To protect natural areas, notably because of the agronomic value of the grounds or the existence of natural predictable risks. This council development planning tool helps the councils to preserve the localization of public equipment by reserving a sit for it. It helps also to classify as Classified Wooded Space, groves, forests, parks, hedges, and isolated trees.

Q2: If yes, which of these planning documents are used in your council?

If the interviewee answered yes to the preceding question, ask, for each document, if he used it in the council or not. In case where it was used, ask if it was adopted and validated by the supervisory institution and updated. The updating here refers to the adequation between the period of validity of the document and the ongoing period (year, mandate, quinquennium). If that is the case, register code 1 « yes, adopted and validated ». But, if it was not adopted or approved or updated, enter code 2 « yes, not adopted or not approved or not updated ». Enter code 3 if the document was not used by the council.

Q3: Did you associate the populations to the elaboration of these documents?

One of the strong points of the decentralization is the participatory management. This question aims at knowing if the communal executive associates the populations to the conception/elaboration of the management tools.

Q4: What are, by decreasing order of importance, the three main objectives pursued by your council till the end of the ongoing financial year?

It is a question of identifying the three main objectives set by the council and that must be achieved during the ongoing financial year.

Q5: What are, by decreasing order of importance, the three main objectives pursued by your council till the end of the ongoing mandate?

It is a question of specifying the three main objectives to reach by the communal executive before the end of the mandate.

SECTION 02: INFORMATION ON SOME INFRASTRUCTURES

A. Road infrastructures

Some definitions

Coated roads: It is a road of which the rolling couch has received a coat. This coat can be made of bitumen, pavements, laterite, pozzolana, gravel, clay, asphalt, concrete, etc.

Asphalted road: It is a road of which the rolling couch has received an asphaltic coat

Non couched road: It is a road of which the rolling coat has received no coat. There are generally earth road.

Q1: What is the mileage (linear) of the road network of your council/subdivision?

The question aims at estimating **the number of kilometers** of the council network. For each type of road (coated roads, non-coated roads), ask the number of kilometers that exist in the whole and that constructed since 2010 in the council.

If the linear is inferior to 1 km, enter code 1 in the first box and write the length in meters.

If the linear is superior or equal to 1 km, enter code 2 and register the length in km.

Register code 3 if there is no infrastructure of that type in the council and 8 if the linear of the infrastructure is unknown.

Q2: What appreciation do you make on the global state of road infrastructures according to the type in your council?

We want here to evaluate the degree of appreciation that the interviewee has on the global state of road infrastructures of the council according to the type. Encircle the answer of the interviewee and write the corresponding code in the box previous to that effect. Register code 6 « not concerned » when the council does not have this type of road.

B. Commercial infrastructures

Q3: Does the following of type of market exist in your council ?

We want simply to know if the types of market cited are present in the council. Ask the question for each type and register the answer in the box. Daily markets are those that take place every day. Periodic markets are those that take place according some frequency (once a week, twice a week, etc.). A frontier market is a market which is at the border between Cameroon and neighbouring country

Q4: What is the number of regular sites used for markets?

It is a question here to capture the number sites authorized by the where are organized purchases and sales of goods and services. Generally, the council levies the site duties on these sites. It is not about some squares where are found few shops or few persons selling.

Q5: What is the number of: sheds/shops/counters/trading complexes/services stations?

Register the numbers corresponding to each item.

Q6: What appreciation do you make on the global state of the trading infrastructures council/subdivision?

We want here to bring a judgment on the state of the trading infrastructures of the council/subdivision on the whole.

C. Public infrastructures for drinking water supply

Q7: What is the number of functional infrastructures for drinking water supply accessible and free of charge for the public in your council?

The objective of the question is to get the number operational points for the collection of drinking water where the population can have access free of charge in the council. For each type (borings, harnessed wells, street-fountain, harnessed springs), ask the total number that exist and those that were constructed since 2010.

D. Sport infrastructures

Q8: What is the number of functional sports infrastructures in your council/subdivision?

It is a matter of giving the number of functional sports areas specific/adapted to each type of sport cited and recognized at the level of the council. A functional sports infrastructure is an infrastructure on which the sport concerned is practiced. For each type of sport, register in the corresponding box the total number of existing infrastructures and the one constructed since 2010 while distinguishing those of the public sector from that of the private sector.

Q9: How do you find the global state of sports infrastructures in your council?

It is the appreciation of the interviewee about the state of the whole of sports infrastructures that exist in the council/ subdivision.

E. Public transport means

Q10: What is the main means of public transport in your council?

It is the mode of public transport most used by the population in the council.

Q11: What is the number of « means of transport » operational in the council?

For each mean cited, write in the corresponding space, the total operating number in the council.

F. Street lighting

Q12: Is there any public lighting system in your council?

The question aims at knowing if the council has a public lighting system.

Q13: If yes, what is the length of the council road having street light?

The question aims at knowing the number of kilometers of the public lighting of the council. If the number is inferior to 1 km, write 2 and record the duration in Km.

If it is superior to 1 km, write code 2 and write the length in kilometers.

Record code 8 if length of the council road in km is not known.

Q14: What is the number of lighting points (Number of poles bearing the street lights) ?

This question aims at getting the total number of public lighting pillars in the council.

Q15: What is the source of energy that enables to supply the public lighting system?

Fill here the code corresponding to the source that supplies the public lights in the council.

(1= ENEO/AES-SONEL, 2 = Solar energy 3= Generator). Code 4= Mixed, must be fill if the public lighting as more than one source. Write 5= Other (specify), if it concerns any other source different from the ones cited above, and specify the source.

SECTION 03: COMMUNAL BUDGET

Q1: What was the amount (in thousands) of the total revenues of the council for the years hereafter?

It is about all the revenues of the council for each of the five exercises cited. This information is found in the administrative account of the council. Register the value in thousands of CFA Francs in the box while tallying on the right.

Round up the amounts having the whole part.

Q2: What was the amount (in thousands of FCFA) of base revenue generated during the following years?

According to the budgetary nomenclatures, the revenues of the council are made up of recipes from communal taxes and from the products of exploitation and communal services.

Ask the information for each of the years.

Register the value in thousands of CFAF in the boxes while tallying to the right.

Q3: What was the amount (in thousands) of own resource awarded to investment for the years hereafter?

It concerns the amount of council resources used for investment. Do not count here the revenues of investment given by the government or debts.

It is about the share of effective expenses devoted to investment for the four last budgetary exercises and a prevision for 2016. Register the value in thousands of CFAF in the boxes while tallying to the right.

Q4: What was the amount (in thousands) of the gross savings for the years hereafter?

It is about the difference between the operating revenues and the expenditures for functioning. It is meant for investment and enables to evaluate the auto financing of the investment for the budgetary years cited. Register the value in thousands of CFAF in the boxes while tallying to the right.

Q5: What was the amount (in thousands) of investment revenues without debts of your council for the years hereafter??

Q6: What were the amounts (in thousands) of the following sources of revenue?

For each source cited, ask the amount received and write the value in the corresponding spaces.

Q7: What was the amount (in thousands) of the total effective expenditures for the years hereafter?

This question aims at getting the amount of all the expenses done by the council for each of the years cited. These are not previsions.

Q8: What was the amount (in thousands) of the effective total operating expenses for the years hereafter?

They want to get the amount of operating expenses of the council for each of the years cited writ it in thousands of CFAF.

Q9: Were the administrative accounts approved during the year (year)?

It is a question of knowing if the administrative account was approved by the communal council. Ask the question for each of the years and code 1 if yes and 2 if no.

Q10: What is the number of ordinary session of the municipal council held during the years hereafter?

SECTION 04: STRUCTURE OF THE COMMUNAL MANPOWER

This section helps to grasp some information on the available manpower within the council. It is about notably the number of the personnel (men, women and total), the manpower according to the age brackets and the highest diplomas.

SECTION 05: DECENTRALIZATION

This section must preferably be administered to the mayors/deputy mayors or Secretary General of the council.

Q1: What are the legislative texts on the decentralization process that you are aware of?

It is about the following four (4) major texts:

- A. Law N° 2004/017 of the 22nd July 2004 bearing on the orientation of the decentralization ;
- B. Law N° 2004/018 of the 22nd July 2004 fixing the rules applicable to councils ;
- C. Law N° 2004/019 of the 22nd July 2004 fixing the rules applicable to regions;
- D. Law N° 2009/019 of 15 December 2009 fixing the local tax system.

Simply ask the question to the respondent and register the corresponding answer.

Q2: Is decentralization effective in Cameroon?

It is about to make sure of the effectiveness of the transfer of competences and resources. Ask simply the question to the respondent and register the corresponding answer.

Q2a: Have you received resources for the exercise of transferred skills in your council in the following domains:

It is a matter of knowing if the transfer of resources has followed the transfer of competences in the councils for each of the following domains: Economy, Social, Health, Education, Culture, and Sport. In case the transfer of resources for one domain is effective, ask if it about the financial resources only (1) or human resources (2) or material resources (3) or rather at least two out of the three (4).

Ask simply the question to the respondent and register the corresponding answer.

Q3: In the framework of the general grant for investment and the transferred GDP, does the State consider the projects registered in your planning documents?

It is a matter of knowing the level consideration by the State, of the investment projects identified in the council.

Q4: What is the degree of appropriation of the concept of decentralization by?

It is a matter of knowing how each group of actors (Mayors and deputy mayors, Secretary Generals, Rate collector, and populations, has appropriated the concept of decentralization.

Ask simply the question to the respondent and register the corresponding answer

Q5: Is there in your council at least one convention of decentralized cooperation?

The State, through the law fixing the rules applicable to councils, has given the possibility to the councils to sign decentralized conventions of cooperation or to adhere to syndicates of councils in order to mutualize their resources to solve common problems. It is a matter her of knowing if the council is in partnership with other national or foreign councils. If the answer is yes, write 1 in the corresponding space. Else, write 2.

Ask simply the question to the respondent and register the corresponding answer.

Q6: What is the level of involvement of the municipal councilors in the process of decentralization?

Ask simply the question to the respondent and register the corresponding answer

Q7: What is the level of involvement of populations in the process of decentralization?

Ask simply the question to the respondent and register the corresponding answer.

Q8: What are the opportunities attached on the implementation of the process of decentralization?

It is about the following opportunities:

- A. Good local governance
- B. Participative development
- C. Local development
- D. Other (specify)

Ask simply the question to the respondent and register the corresponding answer

Q9: What are the threats linked to the implementation of the decentralization process?

- A. Threats of national unity
- B. Threats national integration
- C. Threats of the efficiency of the public action
- D. No threat
- E. Other (specify)

Ask simply the question to the respondent and register the corresponding answer.

Q10: What are the three (3) main obstacles in the implementation of the decentralization process?

It is about the threats below:

It is about the following obstacles:

1. Lack of financial resources
2. Deficiency of competence
3. Problem of evaluation of performances
4. Reticence to the change
5. Lack of information
6. Absence visible objectives in the administrative reforms
7. Poor motivation of the personnel
8. Difficulty to pay the innovation and the productivity of the personnel
9. Other (specify)

Ask simply the question to the respondent and register the corresponding answer.

Q11: Are the fruits of decentralization already visible in your council?

Ask simply the question to the respondent and register the corresponding answer.

4.3.3. Administrations questionnaire

3.3.3.1 Basic education questionnaire

This questionnaire is filled at the level of the sub divisional inspection of the basic education. It helps to grasp information for each cycle (nursery and primary) and for each sector, on the number of students, teachers, and the number of functional classrooms during a given school year. Besides, it helps to collect opinions on the functioning of the basic education in the subdivision. Questions Q101 to Q103 concern the school year 2013/2014, 2014/2015 and 2015/2016

SECTION 00: GENERAL INFORMATION

Q001 to Q004:

Same instructions as for the council questionnaire.

Q6 à Q14:

Same instructions as for the council questionnaire.

Q005 : NAME OF MAIN RESPONDENT

Ask the name and first name of the main respondent and write it in the spaces provided for that. It is the name of the person who provided most of the information.

Q006: FUNCTION OF MAIN RESPONDENT

Ask the function of the respondent at the level of the inspectorate of the subdivision and write it in the space provided for that.

Q007: CONTROLLER

This variable is filled by the controller who writes his names his code after having verified and controlled the information collected.

Q008: SUPERVISOR

This variable is filled by the supervisor who writes his names and his code after having verified and controlled the information collected.

Q009: DATE OF SURVEY

Write the day, the month and the year of your first passage at the inspectorate.

Q010: RESULT OF DATA COLLECTION

This variable is filled at the end of data collection by the controller and verified by the supervisor.

SECTION 01: INFORMATION ON THE MATERNAL AND PRIMARY EDUCATION

Q101: What was the total number of pupils registered in each cycle for following school years in your subdivision?

It is about the total number of pupils registered per cycle (nursery or primary) and for a sector during the specified years. For the primary cycle, you will register also, the number of pupils below 12. Make sure that the total is effectively the sum of the various numbers of the column.

Q102: What was/is the total number of teachers in each cycle during the following school years in your subdivision?

It is about the total number of teachers dispensing lessons in a given cycle in the council for a given school years. This number is given also for each sector. For the public sector, besides the total number we will also register the total number of teachers taken charge of by the State and those taken charge of by the PTA or the council. For the primary cycle, they will in addition register the total number of teachers trained in GTTC, ENIEG/ENIET. Make sure that the total is effectively the sum of the various numbers of the column.

Q103: What was /is the total number of functional classrooms in each cycle for the following school years in your subdivision?

For each cycle, register the number of functional classrooms. This information is given by sector. A classroom is said to be functional when they dispensed lessons there, or it is likely to be used for classes during the school year considered. Make sure that the total is effectively the sum of the various numbers of the column.

Q104: What appreciation do you make on the basic education in your subdivision for each of the following points?

Ask the question for each of the following items: the quality of premises, the quality of the teachings and tools /awakening devices of games.

Q105: What are the main difficulties faced by the basic education in your subdivision

This question aims at getting difficulties faced by the basic education in the subdivision. It is a multiple choice question. Allow the interviewee to speak and registered the code that corresponds to the interviewee's answer.

3.3.3.2 Secondary education questionnaire

This questionnaire is filled by the divisional delegation of secondary education. Just as the basic education questionnaire, it helps to grasp on the one hand information on the number of students, of teachers and functional classrooms during a given school year and on the other hand those on the appreciation of the functioning of secondary teachings in the subdivision. For each questionnaire, information will be given for a considered subdivision.

SECTION 00: GENERAL INFORMATION

Q01 to Q10

Same instructions as in the basic Education questionnaire.

SECTION 01: INFORMATION ON THE SECONDARY EDUCATION

For all the questions of this section, instructions are almost the same as those of the basic education questionnaire.

Q101: What was/is the total number of pupils registered for the following academic years in _____ subdivision (PUT THE NAME OF THE SUBDIVISION)?

It is the total number of pupils registered in one cycle (secondary general and secondary technical) and for a sector during the years specified.

Q102: What was/is the total number of teachers in each level for the following academic years in _____ subdivision? (PUT THE NAME OF THE SUBDIVISION)?

Here you will register the total number of teachers that teach in a given cycle, in the council during the years specified. That number is also given for each sector. For the public sector, a part from the total number, you will also record the number of government teachers and those recruited by the PTA or the council. Also, for each of the cycles, and for each of the sectors, you will first record the number of those having undergone a vocational training for teachers (ENS, ENSET, ...), and the global number of teachers.

Q103: What was/is the total number of functional classes for the following academic years in _____ subdivision? (PUT THE NAME OF THE SUBDIVISION)?

For each cycle, record the number of functional class rooms. This information is given per sector. A class room is functional when they have taught therein or if it is possible to teach therein during the specified academic year.

**Q104: How do you find the Secondary education in _____ Subdivision for each of the following points?
(PUT THE NAME OF THE SUBDIVISION)**

Ask the question for each of the following items: the quality of premises, the quality of teachings and the tools for learning or gaming.

Q105: What are the difficulties faced by the secondary education in _____ subdivision? (PUT THE NAME OF THE SUBDIVISION)

This question aims at getting the difficulties faced by the secondary education in the subdivision. It is a multiple choice question. Allow the respondent to speak and register the code corresponding to his answers.

3.3.3.3 Health questionnaire

This questionnaire is filled from the health districts and/or health areas. It helps to get information on the health personnel and the sanitary infrastructures. It helps equally to have an appreciation of the global state of the sanitary infrastructures in each health area. It is administered in priority at the health district with the information given by the health areas. But, this information can be collected directly from the health areas in case they are not available or disaggregated at the level of the health district.

SECTION 00: GENERAL INFORMATION

Same filling instructions as in the household questionnaire.

Q3A: write in full the name of the health district where you are interviewing, as well as the corresponding code in the space reserved for that (**See nomenclature of districts and health areas**).

Q3B: write in full the name of the health area where you are interviewing, as well as the corresponding code in the space provided (see nomenclature of districts and health areas).

SECTION 01: INFORMATION ON THE HEALTH PERSONNEL

Q1: Total number of general practitioners

Q2: Total number of medical specialist doctors

Q3: Total number of teeth surgeons

Q4: Total number of state nurses (IDE)

Q5: Total number of nurses

Q6: Total number of midwives

Q7: Total number of assistant-nurses (nursing aid)

Ask the question and register the answer given.

SECTION 02: INFORMATION ON THE SANITARY INFRASTRUCTURES

Q2: What is the number of functional health facilities of each type in the health area of [Name of the health area]?

For each type of sanitary infrastructure, ask the number functional structures.

A structure is said functional if it offers provisions of service.

Q3 : Globally, how do you find the state of health facilities in the health area of [Name of the health area]?

For each type of infrastructures (public, lay private and confessionnal private), register the code corresponding to the appreciation made.

Q4: What are the main three (03) difficulties faced by the health system in your in the health area

This question aims at getting the difficulties faced by the health system in the health area. Record by order of importance the answers of the interviewee. DO NOT READ THE ANSWERS TO THE RESPONDENT. Write the code corresponding to his answers in the spaces provided.

Example: if the respondents cites by order of importance, absenteeism, the lack of material, and the lack of surgeons, as main difficulties, write |C__||_A_||_D_|

- A. Insufficiency of materials (it concerns the beds, delivery tables theatre, etc.)
- B. Absence of infrastructures (it refers to health structures, delivery rooms, etc.)
- C. Temporary unavailability of human resources (persons that are absent from their place of posting)
- D. Insufficiency of skilled personnel
- E. Insufficiency of financial resources
- F. Unavailability of essential drugs (these are first aids drugs like anti-inflammatory drugs, anti-malaria, antibiotics, etc.)
- G. Unavailability of sources of energy and/or water
- H. Other (to be specified) (write any other difficulty mentionned by the interviewee.

APPENDICES

Appendix 1. Standard symbols of cartography

Orientation towards the North



Limits of the EA



Tarred road



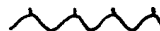
Carriageable road



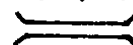
Path or track



Stream



Bridge



Pond, lake, etc...



Mountain



Water point (wells, fountain, etc.)



Market



School, college, etc...



Administrative building



Church, temple, etc...



Mosque



Cemetery



Residential structure



Non residential structure



Empty structure



Hospital, dispensary, PMI, etc.



Electrical pole



Tree or bush

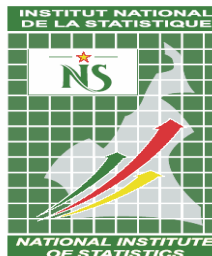


Appendix 2 : Examples of cartography and numbering forms

REPUBLIQUE DU CAMEROUN

Paix – Travail – Patrie

**INSTITUT NATIONAL DE LA
STATISTIQUE**



REPUBLIC OF CAMEROON

Peace – Work – Fatherland

**NATIONAL INSTITUTE OF
STATISTICS**

COMPLEMENTARY SURVEY OF THE ECAM 4 (EC_ECAM 4)

Site Plan of the EA

Region: I_I_I . **Division:**..... I_I_I

Subdivision : I_I_I_I **EA N°:** I_I_I_I **CLUSTER N° :** I_I_I_I_I

Name of the locality : **Area of residence:**

Observations:

Access roads:

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Housing possibility:

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Other useful information :

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REPUBLIQUE DU CAMEROUN

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INSTITUT NATIONAL DE LA
STATISTIQUE



REPUBLIC OF CAMEROON

Peace – Work – Fatherland

NATIONAL INSTITUTE OF
STATISTICS

COMPLEMENTARY SURVEY OF THEECAM 4 (EC-ECAM 4)

Sketch of the EA

Region: I _ I _ I

Division:..... I _ I _ I

Subdivision: I _ I _ I _ I

EA N°: I _ I _ I _ I **CLUSTER N°:** I _ I _ I _ I

Name of the locality :

Area of residence: I _ I

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NATIONAL INSTITUTE OF
STATISTICS

COMPLEMENTARY SURVEY OF THE ECAM 4 (EC_ECAM 4)
Segmentation form

Identification	
Title	Code
<i>Region :</i>	<i>I _ I _ I</i>
<i>Division</i>	<i>I _ I _ I</i>
<i>Subdivision</i>	<i>I _ I _ I</i>
<i>EA:</i>	<i>I _ I _ I _ I</i>
<i>ECAM 4 Cluster:</i>	<i>I _ I _ I _ I</i>
<i>Urban/Rural:</i>	<i>I _ I</i>
<i>Name of the locality:</i>	
<i>Name of cartographer:</i>	<i>I _ I _ I _ I</i>
<i>Name of the enumerator:</i>	<i>I _ I _ I _ I</i>

Number of segments : |__|

Segment number	Number of structures	Percentage	Cumulated percentage
1			
2			
3			
4			
5			

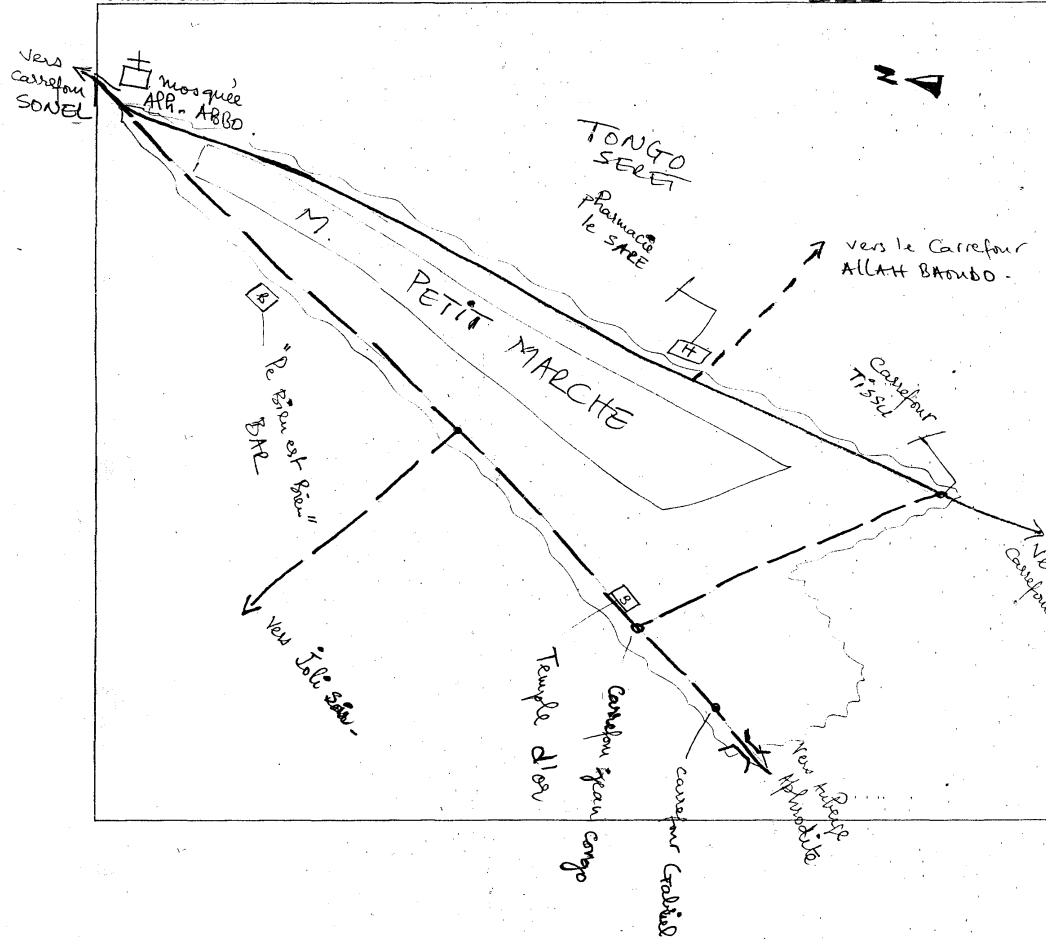
Random number:

Number of the chosen segment

Enquête Démographique et de Santé EDSC-III_2003
Fiche de cartographie

Plan de situation de la ZD

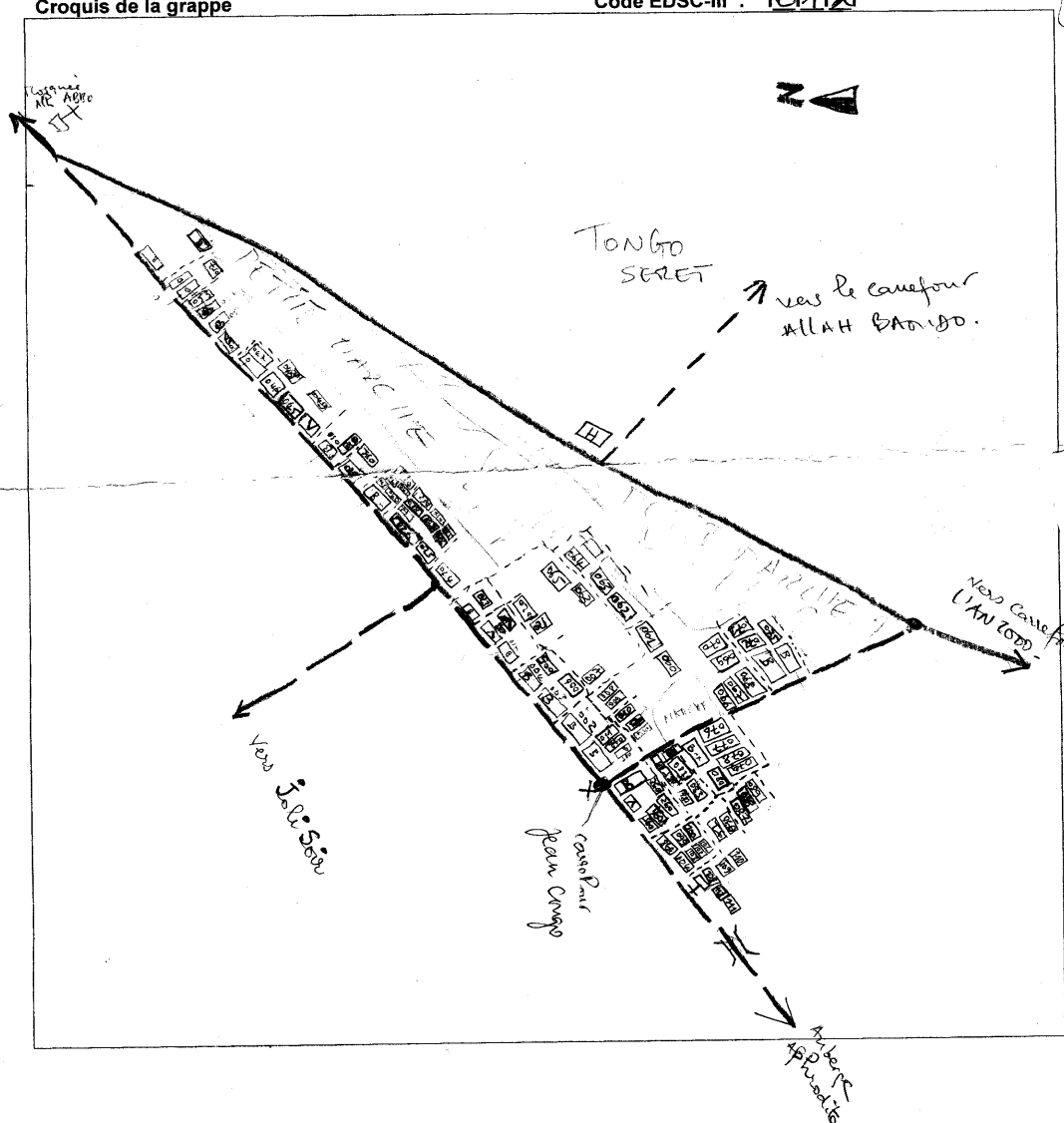
Code EDSC-III : 104121



Enquête Démographique et de Santé EDSC-III_2003
Fiche de cartographie

Croquis de la grappe

Code EDSC-III : 101121



Laisser en blanc		Numéro de la structure (1)	Adresse / Description de la structure (2)	Résidence O/N (3)	Numéro du ménage dans la structure (4)	Nom du chef du ménage (5)	Taille du ménage (6)	Observation/ état d'occupation du ménage (7)
Numéro ménages tirés	Numéro Séquentiel du ménage							
	001	001	maison en terre et toit en paille	0	01	M AGWE	10	
	✓	002	maison en brique - 11 - 11 -	N	00			en chantier.
	002	003	maison en terre et toit en paille	0	01	M PROUDSI	06	
1	003	004	maison bien équipé, blanc de ciment et en paille	0	01	M KIDINA Luc	15	
✓	005	005	maison en Plac-dur + Paille (bitu)	N	00			Egl.e.
	004	006	maison en terre, toit en paille	0	01	M KARRO	10	
	005	007	maison bien équipé, blanc de ciment	0	01	M JANDU Francis	07	
	006	008	maison en paille, toit en terre	0	01	M DAKIN	06	
	007	009	maison en terre et en toile	0	01	M KEMOY	10	
	008	010	maison en terre et en toile	0	01	M AVOI	03	
	009	011	maison en terre et en toile	0	01	M ANIKED	10	
2	010	012	maison en terre équipé et en toile	0	01	M AHDO	05	
	011	013	maison en terre, non équipé et en toile	0	01	M ESSENGUE Ruyite	16	
	012	014	maison bien équipé, blanc de ciment	0	01	M NABAMA	10	Abjant.
	013	015	maison en brique et paille, en paille	0	01	M ANNON D.	04	
	014			0	02	M NGATTASSA	03	
	015			0	03	M BART	01	Le feuillier.
3	016			0	05	M ABROU	01	
	017			0	06	M DIONA BANOI	01	
	018	016	maison bien équipé, blanc de ciment et en paille, toit en paille	0	01	M BINEYET	06	
	019	016	maison bien équipé, blanc de ciment et en paille, toit en paille	0	01	M BINEYET	06	
	020		petite maison de ciment maison principale.	0	02	M MBOUH	02	

Appendix 3: List of formal estate Agents

The formal estate Agents below divided by Region, are authorized to carry on the entire national territory, pursuant to Decree No. 2007/1138 / PM of 3 September 2007 laying down the procedures for implementing Law No. 2001/020 of 18 December 2001 on the organization of the profession of estate agent

:

N°	STRUCTURE	HEAD OFFICE	MANAGER	TPHONE
CENTRE REGION				
1	S.C.I CABINET D'EXPERTS EN GESTION DE PATRIMOINE B.P : 13 553 Yaoundé	Yaoundé	Mr. MOUGANG TANKWA Alain	22 23 11 22 677 71 35 56
2	ETS LE CHATEAU IMMOBILIER B.P. 11919 Yaoundé	Yaoundé	Mr. FOTSING Pierre	22 21 38 95 677 70 50 71 699 95 73 21
3	ETS DYNA IMMOBILIER B.P. 486 Yaoundé	Yaoundé	Mme HERAUD epse ATANGANA Renée Georgette	22 03 36 86 699 82 08 97
4	EXPRESS IMMOBILIER LA VALLEE SARL B.P. 12340 Yaoundé	Yaoundé	Mr. KOUINCHE Albert	22 22 41 52 699 89 04 22
5	CIECA CONSULTING LTD B.P. 8398 Yaoundé	Yaoundé	Mr. DJOUHASSI Daniel	699 99 76 45 675 14 39 97
6	AGENCE IMMOBILIERE CONTINENT B.P : 13 555 Yaoundé	Yaoundé	Mr. FOALEN FOTSO Yves	22 06 21 29 99 82 92 73
7	KE M.A IMMOBILIER B.P : 14 759 Yaoundé	Yaoundé	Mr. KEMCHE Maurice	22 07 06 63 696 24 38 42
8	Laina Immobilier B.P : 33 140 Yaoundé	Yaoundé	Mme NDI ZAMBO MINKA Alainne Léopoldine	22 23 36 90 696 61 68 11
9	ETS GARICH INTERNATIONAL B.P : 862 Yaoundé	Yaoundé	Mr. GAPIN	694 48 75 99
10	CASTEIN SARL B.P: 12 371 Yaoundé	Yaoundé	Mr. POUMBA OTTO	22 04 71 74 677 78 39 84 697 24 08 34
11	HERVAL LAND CONSULTING B P 7579 Yaoundé	Yaoundé	EKONGOLO MBONDI	677 70 67 51 22 31 02 52
12	BOURSE NATIONALE DE L'IMMOBILIER BP 30145 Yaoundé	Yaoundé	OMBANE EKATA CHARLES	677.15.84.69

N°	STRUCTURE	HEAD OFFICE	MANAGER	TPHONE
13	ETS LA ROCHE B P 5788 Yaoundé	Yaoundé	KOUAMEDJO PHILIPPE	22 20 02 4 3
14	LOGEMENT DU CAMEROUN BP 851 Yaoundé	Yaoundé	NGUETSA RENE	22.09.69.24
15	GROUPE IMMOBILIERE L'HABITAT BP 6562 Yaoundé	Yaoundé	ESSONO NGA DENIS	6 98 81 44 67 22 20 77 71
16	SCI DJA IMMOBILIER BP 14885 Yaoundé	Yaoundé	ABENKOU EBA'A PAULETTE	22 74 52 51
17	ETS CREPUSCULE BP 2078 MESSA Yaoundé	Yaoundé	PASSO MATHIAS	677 45 36 29
18	KN ET FILS Yaoundé	Yaoundé	KETCHAJUENE CLAUDE	699.00 18 26 677 59 88 88
19	SCI DYNAMIQUE CONSTRUCTION Sarl BP: 7001 Yaoundé	Yaoundé	TAHYNOU KEUKANG Lambert A	
20	Société Civile Immobilière LE LOGIS	Yaoundé	MBANGHEU Théodore	
21	Société Civile Immobilière « GNF » BP 3423 Yaoundé	Yaoundé	NJITAP FOTSO Gérémi Sorelle	22 22 56 48
22	ETABLISSEMENT COUNSELLING – VALUATION AND STRATEGIES BP 3076 Yaoundé	Yaoundé	NYA FINKE Charles	
23	ETABLISSEMENT DE GESTION IMMOBILIERE (EGI-FAL) BP : 33 160 Yaoundé	Yaoundé	FOTSO ABRAHAM	Tél: 677 452 709/698 079 109 ibrahim1fotso@yahoo.fr
24	SCI UNIVERSAL SUNSHINE BP:35 378 Yaoundé	Yaoundé	ATANGANA MBALLA Marie C	Tél: 660 753 741/697178 225 Universalsunshine2012@yahoo.fr
FAR-NORTH REGION				
1	SOCIETE AL FALLAH IMMOBILIER BP 245 Maroua	Maroua	Mr. Djibril WAZIRI	695 64 30 93
LITTORAL REGION				
1	AFRICA KOM'S & INDUSTRY Co.LTD B.P: 4087 Douala	Douala	Mr. KOMMEGNE Félicien	33 40 96 58 677 76 06 00 699 86 47 43

N°	STRUCTURE	HEAD OFFICE	MANAGER	TPHONE
2	SCI GROUPE AGYFF B.P. 2739 Douala	Douala	Mr. KAMLA NGANGHUI Romain Ledoux	33 42 70 91 677 50 76 62 699 70 09 95
4	SOCIETE CIVILE IMMOBILIERE FOK B.P. 5844 Douala	Douala	Mr. FOKA Gabriel	33 42 60 19 Fax: 33 43 40 38
3	SCI SYNERGIES B.P. 3166 Douala	Douala	Mr. BANDJI Jacques	699 18 88 87 699 88 33 67
5	Centre de Gestion et de Promotion Immobilière (CEGIPI) B.P.5114 Douala B.P. 15012Yaoundé	Douala	Mr. MBOUM Félix Désiré	77 50 05 84 699 99 84 50
6	SCI VENISE B.P. 7090 Douala	Douala	Mr. OUM Simon	33 30 64 85 77 60 90 38
7	COMPAGNIE AFRICAINNE DE DIFFUSION (CAD) B.P : 492 Douala	Douala	Mme DUBOS Monique	33 42 81 52 22 22 21 33
8	GROUPE PAZAGA B.P : 2984 Douala	Douala	Mr. TCHATCHOUA MENLENOU Mignot	33 42 75 03 699 99 67 81 699 78 65 66
9	LOGEMENT DU CAMEROUN (LOGE- CAM) B.P : 12395 Douala	Douala	Mr. EYALA PRISO	33 43 36 07 33 08 19 06
10	La MIC SARL B.P. 12 975 Douala	Douala	Mr. BONA BONA Théophile Marcel	33 43 71 16 699 96 86 83 699 42 91 43
11	SCI JOYCE B.P. 5621 Douala	Douala	Mr. KENFACK Etienne	99 57 63 40
12	CABINET SYKAM BP 2739 Douala	Douala	Mr KAMLA NGANGHUI Romain Ledoux	33 04 75 72 677 50 76 62 699 70 09 95
13	CAMEROON NEGOCE AND SERVICES BP 18125	Douala	TEKOUDJOU HOSSIE	677 91 92 85

N°	STRUCTURE	HEAD OFFICE	MANAGER	TPHONE
14	GROUPE AGYFF EXPERTISE BP 2739 Douala	Douala	MELI KEUBOU ALEXIS	33 42 70 91 699 70 09 95
15	SCI MAISONS D'AFRIQUE B P 15324	Douala	TCHOKONDEU LEOPOLD ALAIN	679 80 26 38 679 50 79 73
16	C.K IMMOBILIER SARL BP 15387 Douala	Douala	KOUTCHO COLBERT	677.65.23.75
17	SOCIETE CIVILE IMMOBILIERE FRAGILIKO BP 8180 Douala	Douala	KOM Epse TCHOUEUTE Régine	
18	CHAMPION IMMOBILIER SARL BP 17637 Douala			655882435 1.championimmobilier @sfr.fr
NORTH-WEST RÉGION				
1	LANDLORD MIJU SARL B.P : Commercial Avenue Bamenda	Bamenda	Mr. MBAH SHUPONG Michael	33 14 43 91 677 83 12 21 697 63 08 25
WEST REGION				
1	ETS NGUEKAP	Bafoussam	NGUEKAP EMMANUEL	699 99 41 14
2	SCI IMMOBILIERE ALPHA BP 116 Bafoussam	Bafoussam	NGOUAPO JUSTIN	696 65 27 77
3	SCI CDIM SARL	Dschang	TANEGONG YATABONG Cabrelle	679 476 687/665 515 767 cdimsarl@yahoo.fr cabrelle.tanegong@yahoo.fr
SOUTH-WEST REGION				
1	FIRST GROUP HOLDING COMPANY B.P: 590 Limbé	Limbé	Mr. DIMA Gabriel	677 76 06 00

Appendix 4: List of estate promoters

Approved estate promoters below divided by region, are authorized to carry on the whole national territory on 20 December 2015, pursuant to Decree No. 2007/1419 / pm 02 November 2007, laying down the conditions of application of law No. 97/003 of 10 January 1997 on estate promotion:

N°	STRUCTURE	MANEGER	PHONE /email
ADAMAOUA REGION			
1	AGENCE POUR LA PROMOTION FONCIERE ET IMMOBILIERE DU CAMEROUN BP : 594 Ngaoundéré	ALIOU MOUSSA	99 82 89 24 77 65 09 65 Aliou99@yahoo.com
CENTRE REGION			
1	S.C.I CABINET D'EXPERTS EN GESTION DE PATRIMOINE B.P : 13 553 Yaoundé	Mr. MOUGANG TANKWA Alain	22 23 11 22 77 71 35 56 cegepsa@yahoo.fr
2	SCI-SOCIMCAM SOCIETE CIVILE IMMOBILIERE B.P : 1 019 Yaoundé	Mr. KPOUMIE ISSAH	22 00 62 93 99 59 21 59 sci.socimcam@yahoo.fr
3	SOCIETE CIVILE IMMOBILIERE DE L'AFAMBA Groupe S.O.C.I.A-CGI-SIL B.P : 5 123 Yaoundé	Mr. FOUDA ONAMBELE Jérôme Gabriel Henri Pierre	22 21 43 90 22 21 43 89 info@sociacgi.com
4	C & B CONSTRUCTION B.P : 11 122 Yaoundé	Mr. FOTSO BOPDA Charles Christophe	22 00 09 01 99 41 39 21
5	MUTUELLE POUR LA PROPRIETE FONCIERE Groupe d'Initiative Commune MUPROF-GIC B.P : 15 505 Yaoundé	Mr. DJOKO Anatole	22 22 68 36 99 90 96 68 muprofgic@yahoo.fr / djokokemo@yahoo.fr
6	CIECA CONSULTING LTD B.P : 8 398 Yaoundé	Mr. DJOUHASSI Daniel	99 99 76 45 75 14 39 97
7	OBEMO COMPANY LTD B.P : 2 871 Yaoundé	Mr. OBI OBALLE Benjamin	22 22 20 40 77 66 49 14 obemo1@yahoo.fr
8	SOCIETE DES OPERATIONS FONCIERES ET IMMOBILIERES DU CAMEROUN (SOFICAM S.A) B.P : 8 486 Yaoundé	Mr. ONANA MEDJEME Sylvestre Magloire	73 33 90 10 94 44 73 48 22 22 50 73
9	SOCIETE CIVILE IMMOBILIERE BROTHERS & SONS B.P : 12 831 Yaoundé	Mr. DJOMGOUE Paul Eric	99 86 32 29 22 20 01 81
10	SOCIETE CIVILE IMMOBILIERE LES PYRAMIDES B.P : 3 936 Yaoundé	Mr. YANZE ZIEMI Christophe René	33 42 03 75
11	AUTHENTIC DEVELOPERS CORPORATION Groupe Cameroon S.A B.P: 15 922 Yaoundé	Mr. NKAP BELA Bernard	22 23 54 28 99 60 12 17 bbnkap@adcafrica.com bbela22@gmail.com

N°	STRUCTURE	MANEGER	PHONE /email
12	DANY FLASH RESIDENCES B.P: 4 496 Yaoundé	Mr. JONAS DJAYEP	22 21 22 56
13	Ets. SAWA PALACE B.P: 25 035 Messa –Yaoundé-	Mr. NJO EDIMO Richard	22 22 96 26 77 60 63 63
14	SOCIETE COOPERATIVE DES BATISSEURS DU LOGEMENT SOCIAL AU CAMEROUN (LOGGIA) B.P: 15 795 Yaoundé	Mr. BILONG BILONG André	77 23 77 64 bilaspro@yahoo.fr
15	INTERNATIONAL BUILDING CORPORATE B.P : 3 092 Yaoundé	Mr. TONDJI NYA Yves Désiré	79 82 69 22
16	SOCIETE CIVILE IMMOBILIERE D'ETOA B.P : 5 324 Yaoundé	Mr. Victor YENE ESSOMBA	96 63 07 75
17	EXPRESS IMMOBILIER LA VALLEE SARL B.P : 12 340 Yaoundé	Mr. SIMO Gabriel	22 22 41 52 99 22 30 69 eiv_sarl@yahoo.fr
18	SOPRIN B.P: 4 994 Yaoundé	Mr Fulbert NDOE	22 23 20 90 99 97 45 74
19	SOCIETE IMMOBILIERE COMMERCIALE ET INDUSTRIELLE (SCI SICET) B.P: 1 216 Yaoundé	Mr NGAHANE Isaac	33 43 49 61 22 23 96 95 ingahane@yahoo.fr
20	SOCIETE CIVILE IMMOBILIERE TOWA & FILS (SCI TOWAF) B.P: 6 694 Yaoundé	Mr TOWA FOTSO Luc	22 00 19 16 22 21 15 08
21	SOCIETE FINANCIERE FONCIERE ET IMMOBILIERE (SFFI) B.P: 6 077 Yaoundé	Mr ESSIMI NGONO Paul	77 71 31 08
22	SOCIETE AFRICAINE DE PROMOTION IMMOBILIERE (SAPI S.A) B.P : 11 834 Yaoundé	Mr. EPOTE ELOMBO Ezékiel	22 20 67 32 77 70 74 50
23	SOCIETE COOPERATIVE DE LOGEMENT AU CAMEROUN (LOGECAM) B.P : 851 Yaoundé	Mr. NGUETSA René	77 69 61 77 renguetsa@yahoo.fr
24	SOCIETE CIVILE IMMOBILIERE HIETEG CONSULT INC BP 13 553 Yaoundé	Mr TEGACHOUANG Félix	77 95 23 55 felix_tega@yahoo.fr
25	SCI PARADICIO BP 13 592 Yaoundé	Mr MBOGO OTABELA	96 01 43 26 mbogo_flamboyant@yahoo.fr
26	CONVERGENCE SA BP 11 725 Yaoundé	Mr ATANGANA Stanislas Victor	22 20 46 80 22 21 68 46
27	SCI BLUE OCEAN PROPERTIES B.P 3732 Yaoundé	NGEN WILLIAM	76 75 83 83
28	DEPRO –AFRICA (FILIALE CABINET MEDCOUNCIL-QUEBEC B.P. 13785 Yaoundé	MOUKALA LUCIEN THEOPHILE	96 38 68 45 lucien@medconcil-quebec.com

N°	STRUCTURE	MANEGER	PHONE /email
29	GROUPE IMMOBILIER L'HABITAT BP : 7662 Yaoundé	ESSONO NGA DENIS	98.81.44.67 22.20.77.71 essononga@yahoo.fr
30	SOCIETE CIVILE IMMOBILIERE KOUOTOU B P 5482 Yaoundé	KOUOTOU IBRAHIM	99 94 66 89 ibrahim_kouotou@yahoo.fr
31	SOCIETE AIC BP 7011 Yaoundé	MARIE ROGER BILOA	70 68 59 00 mrbiola@gmail.com
32	IMMOBILIERE HORIZON SARL B p 1452.Yaoundé	MBASSA NDINE ROGER VICTOR	22 22 40 97 99 92 76 40 Ndine.mbassa@yahoo.com
33	MUTUELLE POUR L'HABITAT AU CAMEROON (MUHACAM) BP 15218 Yaoundé	TOGEM JOSEPH	94.7027.55 muhacam@yahoo.fr
34	CABINET ARCH'DIA SARL B P 233 Yaoundé	YISSIBI DIEUDONNE	77.76.28.67 archidia2000@yahoo.fr
35	MG CONSTRUCTION SARL. B P 327 Yaoundé. Etoudi.	ATANGANA EMMANUEL.	94.33.08.21 237.90.250.192 mg.c@wanadoo.fr
36	CAMEROON HOUSING CORPORATION (CHC) B P 1130 Yaoundé	NJONG NJONG ERIC.	22.23.53.76
37	SCI FONCIERE MOURANKO BP : 35 351 Yaoundé	NKOUTCHOU KOUOKAM Francis	677 34 18 48
38	SOCIETE DE PROMOTION ET DE GESTION IMMOBILIERE BP : 4 531 Yaoundé	CHENDJOU Pierre	22 23 51 96 77 70 55 00
39	SCI ABBAS IMMOBILIER B P 4595 Yaoundé	ASMAOU MAIDADI	74.68.94.93
40	LA CENTRALE IMMOBILIERE BP 2 659 Yaoundé	FEZEU Maurice	94 73 80 03 76 90 90 79 centraless@yahoo.fr
41	AFRICA SHELTER COMPANY BP 24 201 Yaoundé	NJIKE Déborah	50 86 36 68 77 50 15 69 africasheltercompany@yahoo.fr
42	ETS KUNTZ INTERNATIONAL INC BP 1 962 YAOUNDE	WANKO NICODEME	51 78 99 76 22 20 78 44
43	SCI ESCAM B P 5900 Yaoundé	ONDOA ONDOA ANICET CLAUDE	
44	SCI "EBEBEYIN IMMOBILIERE" BP 511 Ebolowa	Dr Lucie Françoise BIYITI	22 23 53 76 77 69 23 65
45	Société Civile Immobilière « GNF » BP 3423 Yaoundé	NJITAP FOTSO Gérémi Sorelle	22 22 56 48 claywem@yahoo.fr
46	ETS CIB CAMEROON B P 14070 Yaoundé	Nkodo Belinga joseph	79 64 56 16 Nkodobelingajoseph@yahoo.fr

N°	STRUCTURE	MANEGER	PHONE /email
47	SCI FON B P 7155 Yaoundé	Fon Puis Nde	97 21 07 22 73 23 83 18
48	SCI IMMOBILIER MAKOUN ET FILS BP 35140 Yaoundé	Makoun jean II	6 95 56 49 39
49	SCI NANDA IMMO B P 33322 Yaoundé	Ndjakam ROGER	6 96 41 31 14 6 72 62 29 71
50	SCI LOGELLA B P 3107 Yaoundé	Ongono David	6 99 98 21 96
51	TIMOFORH SARL BP 212 Yaoundé	TEKWE TIMOTHY FORH	22.06.4678 750618 63 timoforh@yahoo.fr
52	SUNWORLD HOUSING DEVELOPMENT CORPORATION S.A BP : 35371 Yaoundé	AYONGO MEVAA JEAN RENE	675 64 33 21
53	CHINA COMMUNICATION CONSTRUCTION COMPANY LTD BP 15823 YAOUNDE	LI YUFEI	679 78 82 18
54	SOCIETE O-YA SARL BP: 35211 Yaoundé	AISSATOU OUMAROU OUMOUL	6 72 30 98 37 6 56 87 81 80
55	SCI MYRAHOME BP: 35499 Yaoundé	NJOMO Luc Prosper	Tél: 6 50 31 68 71
56	SCI REMAX BP: 13 555 Yaoundé	VOUNDI Fabienne Marie Noëlle épse OLYMPIO	Tél : 6 99 92 21 29
57	SCI AFG BP 35 134 Yaoundé	NKEMLA Albert	Tél : 22 23 89 08 22 22 58 03 Email : info.afrigroupe@sciafg.com
58	SIECA AFRIQUE CENTRALE SA BP : 15 356 Yaoundé	TSAMBOU Célestin Hermann	Tél : 6 79 83 66 12
59	TOPMODULAR ASUNCION CAMEROON SA BP: 4 213 Yaoundé	BAILA Maurice	Tél : 6 79 44 26 28 6 99 23 64 74
60	SOCIETE INCO INTERNATIONAL SARL BP: 972 Yaoundé	EDZOA Simone AUBIEGE	Tél : 6 77 76 62 36 6 98 56 15 24
61	SCI LE LOGIS BP : 20 487	MBANG HEU Théodore	Tél : 697 30 39 40
62	SOCIETE KEMET HOME SARL BP: 2 406 Yaoundé	SIME Brice Steve	Tél: 699 56 71 16 bricesime@yahoo.com
63	SCI GESTION FONCIERE DU CAMEROUN « GEFCAM » BP 30 502 Yaoundé	FOPATCHINDA MEPHOU	Tél : 690 544393
64	ETABLISSEMENT MVOGO et FILS BP : 90 Mfou	MVOGO AMOUGOU Roger	Tél : 693 14 07 31
65	COUNSELLING VALUATION AND STRATEGIES (CVS) BP 3076 Yaoundé	NYA FINKE Charles	Tél : 69959 04 23/675 80 71 22

N°	STRUCTURE	MANEGER	PHONE /email
66	SCIMETRO INVESTMENTS PLC BP 8 624 Yaoundé	MALIKE EKOE Véronica	
67	SCI HIBISCUS BP : 11543 Yaoundé	GUELA SIMO Célestin	
LITTORAL REGION			
1	AFRICA KOM'S & INDUSTRY Co.LTD B.P : 4 087 Douala	Mr. KOMMEGNE Félicien	33 40 96 58 akicoltd@yahoo.fr
2	ENTREPRISE GENERALE DES TRAVAUX PUBLICS ET BATIMENTS (E.G.T.P & B) B.P : 3 317 Douala	Mr. KAYE Martin	33 43 86 91 77 75 04 96 egtpb@yahoo.fr
3	CREBAT Sarl B.P : 2 538 Douala	Mr. YAMDJEU TIABO Georges	33 40 21 68 33 40 35 61 Crebat_95@yahoo.fr
4	SOCIETE CIVILE IMMOBILIERE FOK B.P : 5 844 Douala	Mr. FOKA Gabriel	77 76 41 43 99 91 00 66 33 42 60 19
5	CENTRE DE GESTIONS IMMOBILIERES ET DE PROMOTEURS IMMOBILIERS B.P : 5 114 Douala	Mr. MBOUM Félix Désiré	77 50 05 84 99 99 84 50 cegipti@yahoo.fr
6	SOCIETE D'AMENAGEMENT DE DOUALA (SAD) B.P : 4 747 Douala	Mr. MBASSA NDJEMBELE Manfred	33 43 11 43 mbsad2003@yahoo.fr
7	SOCIETE CIVILE IMMOBILIERE OASIS B.P : 12 570 Douala	Mr. MOUAFO Thomas d'Aquin	33 08 39 80 t_mouafo@yahoo.fr
8	GROUPE PAZAGA B.P : 15 371 Douala	Mr. TCHATCHOUA MENLENOU Mignot	99 99 67 81 Groupepazaga20032002@yahoo.fr
9	SOUTWEST INTERNATIONAL CONSTRUCTION CORPORATION B.P: 12 964 Douala	Mme Brigitte SOPPO NGALLE	33 12 73 42 97 42 36 96 agoatca@yahoo.fr
10	SCI LES NOUVEAUX IMMOBILIERS B.P : 8 680 Douala	Mme NGOCK Pauline Florence	74 57 97 19 94 26 29 87 33 14 01 20 lnimmobiliers@yahoo.fr
11	CABINET SYKAM B.P : 2 739 Douala	Mr KAMLA NGANGHUI Romain Ledoux	33 04 75 72 99 70 09 95 77 50 76 62 cabinetsykam@yahoo.fr
12	BATIM-CAMEROUN B.P: 753 Douala	Mr Protais AYANGMA AMANG	33 42 48 61 99 50 53 45 bwete@batim.com info@batim.com
13	IREL SARL B.P: 17 637 Douala	Mr NZINGUET Jean	97 56 33 38 99 96 58 66
14	TECHNOLOGIE IMMOBILIERE DU CAMEROUN (TIC) B.P : 18 273 Douala	Mr ALI ADJI	99 84 82 70 70 71 28 16 aliadjji@yahoo.fr
15	MUTUELLE POUR LA PROMOTION DE L'HABITAT AU CAMEROUN (ABRICAM) BP : 2739 Douala	Mr YEMENE Augustin	77 50 76 60
16	SOCIETE CIVILE IMMOBILIERE SCI HIBISCUS B.P12453 Douala	DJEUHON FEDERIC	33 42 13 41

N°	STRUCTURE	MANEGER	PHONE /email
17	SOCIETE CIVILE IMMOBILIERE LES 3 »R » B.P.1441 Douala	MFEUNGWANG RICHARD	33 06 41 23
18	GROUPE SCAC AFRIQUE B.P.5445 Douala	MBUTCHO SALOMON	33 42 54 30
19	CRAFT CONTRACTORS INTERNATIONAL CAMEROUN S.A B.P :9119 Douala	KAMDEM MATHURIN	99.98.35.53 75.30.00.85 Info@craft-contractors.com
20	LA SOCIETE CIVILE IMMOBILIERE –MIVACY BP 12793- Douala-Akwa	NZOUETOH NANA MILLIE RODRINE	75.34.33.01 mivacy@ymail.com
21	LISOCOR AND PARTNER WORLD B P 478 Douala	NDOUMBE VICTOR DIDIER	33 42 65 99 didierndoumbe@yahoo.fr
22	SOCIETE CIVILE IMMOBILIERE ET § T B P 15377 Douala	TIAKO ETIENNE	33 43 22 80 etiako@ett-group.com
23	SCI IMMO PLUS Bp 3191 Douala	OUSMANOU NGAM	73.30.71.85 sciimmoplus@gmail.com
24	CENTRIQ REAL ESTATE INVESTMENT MANAGMENT B P 4517 Douala	GILLES TCHANGOM	33.43.67.00
25	SOCIETE FONCIERE DU CAMEROON .SG B P 8554 Douala	HORTANCE JAQUELINE	99.87.65.14 Hortanceterry05@yahoo.com
26	INTERNATIONAL SERVICES COMPANY LTD B P 4555 Douala	MISSI JEAN RAYMOND	99.77.13.27 sogeicsarl@yahoo.fr
27	SCI JABALI INVESTMENT BP 2 192 Douala	NGONO ALAIN BLAISE	+(254) 789153827 Jabali.investment@gmail.com
28	CK IMMOBIER SARL. BP 15387 Douala	KOUATCHO CLOBERT	77.65.23.75 96.37.68.86 metrocollege@wol.co.za
29	SCI CONSORTIUM DES REALISATIONS TECHNIQUES DU CAMEROUN B.P 472 Douala	MOUDIYO PAUL	22.22.05.38
30	SCI PERES BP 1590 Douala	NDJIKE FOTSO	33 42 10 66
31	SCI CECILE BP : 15 333 Douala	FUMI Fidèle	99 17 39 40 75 21 68 88
32	MILLENIUM IMMOBILIERE SA BP : 7 254 Douala	KETCHA MANGWI épse TESSA	22 05 36 77 77 93 38 95
33	CABINET D'ARCHITECTURE KALOUPÉ SARL BP 17 889 Douala	TIENTCHE KALOUPÉ Martin	99 60 82 63
34	Société Immobilière JACK S.A BP : 1051 Douala	KENMOE Jacques	77 07 15 86
35	TANSFERT SOLUTION SERVICE B P 2822	KANDEM KOUAM ISAIE	96 96 66 66 33 42 14 42
36	COOPERATIVE IMMOBILIERE ET AGRO ALIMENTAIRE DU CAMEROUN	TCHUENTE ELIE	677 58 51 56 237 33 40 38 10

N°	STRUCTURE	MANEGER	PHONE /email
37	SOCIETE CIVILE IMMOBIERE FRAGILIKO BP : 8180 Douala	KOM Epse TCHOUEUTE Régine	97 40 14 43/70 80 9747 fragiliko@yahoo.fr
38	SOCIETE CIVILE IMMOBILIERE CONSULTING AND DBTS RECOVERY BP : 11285 Douala	KAKENGNE Mathieu	677 70 95 04 kengnakengr@yahoo.fr
39	AFRICAN POOL CONSTRUCTION BP: 12233 Douala	DJOMOU NANA François	233 37 53 77 233 37 53 78
40	SOCIETE HORIZON DEVELOPMENT GROUP S.A BP: 5482 DOUALA	JOB MICHEL YOCHAN JING	Tél : 6 77 55 11 43 Email : myljob@yahoo.fr
41	SOCIETE POSSI ESTATE BP 9493 Douala	MOFFO Thomas	Tél : 6 79 74 12 05 6 52 54 49 61
42	SOREPCO S.A BP: 2854 Douala	TOWO DIEMMO Patrick	
43	SOCIETE CIVIL IMMOBILIERE GEVOUL BP:71 SOUZA	NDIGJOB MENGUE Hedwige	Tel : 655 55 15 15 sci_gevoul@yahoo.fr
SOUTH-WEST RÉGION			
1	FIRST GROUP HOLDING COMPANY B.P: 590 Limbé	Mr. DIMA Gabriel	33 43 81 39 77 76 06 00 firstgroup@firstgroup-cm.com
2	LIFECO ENTERPRISE B.P : 560 Limbe	Mr. LIFANDA Samuel EBIAMA	33 33 22 27 99 91 08 46 lifanda@limbecity.com
3	REINCO B.P : 317 Limbe	Mme EONNE née YEN NYEMB Anette Florine	99 96 05 37 99 95 40 83 reinco2005@yahoo.com

N°	STRUCTURE	MANEGER	PHONE /email
4	OPTION FOR HOMES HOUSING COOPERATIVE SOCIETY LIMITED B.P 1337 Limbé	NGEDE EMMANUEL METUGE	79 84 62 63 77 59 18 00 metugelawchamberslimbe@yahoo.fr
5	NEW HORIZON PRIVATE LIMITED COMPANY. B P 80 Limbé	SHEWA MOISE NJIENGOM	77 44 03 91 333.32.22
6	ANUCAM EDUCATIONAL BOOBS PLC BP: 29 BUEA	FOLEFAC VINCENT ANU	6 77 64 81 13
NOTH-WEST REGION			
1	COCAM LTD B.P : 614 Bamenda	Mr. NGOLLE SONE Edward	33 36 20 63 77 58 40 44
2	AURORA BUILDING MATERIALS COMPANY Ltd P.O Box : 318 Mankon, Bamenda	Mr. TAWAH CHE CRECY	33 07 31 51 70 87 97 16 cctawah@aol.com
3	NJN HOMES REAL ESTATE .B P 66 Bamenda	NCHO JULIUS NCHO	76 68 03 51 nincho@yahoo.com
4	SCI CIVIL IMMOBILIERE FOWARMA B P 777 Bamenda	Foncham Valentine Chich	77 85 24 11
WEST REGION			
1	ENTRPRISE D'ETUDES ET DE REALISATION DE BATIMENTS ET TRAVAUX PUBLICS ENER BTP SARL BP : 10 BANDIOUN	KAMGA	6 99 50 08 72
SOUTH REGION			
1	SCI "EBEBEYIN IMMOBILIERE" BP 511 Ebolowa	Dr Lucie Françoise BIYITI	22 23 53 76 77 69 23 65
2	Société Civile Immobilière de l'Océan BP: 232 Kribi	WATAT Jean Célestin	99 97 70 83 22 02 79 82 immobiliereoceen@yahoo.fr