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FOURTH CAMEROON HOUSEHOLD SURVEY: ECAM4

INTERVIEWER'S INSTRUCTIONS MANUAL

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CONTENTS

FOREWORD.....	3
INTRODUCTION.....	4
CHAPTER 1: PRESENTATION OF THE SURVEY	5
1.1 Objectives of the survey	5
1.2 Expected results.....	5
1.3 Scope of the survey.....	6
1.4- Presentation of the sample and the personnel of the survey.....	6
1.4.1 Size and distribution of the sample	6
1.4.2 Duration, personnel and organization of the data collection.....	8
CHAPTER 2: PRESENTATION OF INSTRUMENTS FOR DATA COLLECTION, AND UNFOLDING OF INTERVIEWS.....	9
2.1 Presentation of instruments for data collection.....	9
2.1.1 Presentation of questionnaires	9
2.1.2 Presentation of the household daily account booklet.....	10
2.2 Conducting the interview.....	10
2.2.1 How to establish a good relationship with the respondent.....	10
2.2.2 Advices on how to carry out the interview	11
2.2.3 Language of the interview.....	11
CHAPTER 3: FILLING OF QUESTIONNAIRES	12
3.1 SECTION 00: GENERAL INFORMATION.....	13
3.1.1 Identification of the household	13
3.1.2 Information on the household	13
3.1.3 –information on data collection	14
3.2 SECTION 01: COMPOSITION OF THE HOUSEHOLD AND CHARACTERISTICS OF ITS MEMBERS.....	17
3.2.1 Objective and target population.....	17
3.2.2 Filling instructions.....	18
3.3 SECTION 02: HEALTH OF THE HOUSEHOLD MEMBERS.....	24
3.3.1 Objective and target population	24
3.3.2 Filling instructions	24
3.4 SECTION 03: EDUCATION AND TRAINING OF HOUSEHOLD MEMBERS	28
3.4.1 Objective and target population	28
3.4.2 Filling instructions	28
3.5 SECTION 04: ECONOMIC ACTIVITY AND INCOMES OF HOUSEHOLD MEMBERS.....	33
3.5.1 Objective and target population	33
3.5.2 Filling instructions:	33
3.6 SECTION 05: ENVIRONMENT OF THE HOUSEHOLD	49
3.6.1 Objectives and target population.....	49
3.6.2 Filling instructions	49
3.7 SECTION 06: HOUSING AND HOUSEHOLD EQUIPMENT	52
3.7.1 Objectives and target population.....	52
3.7.2. Filling instructions	52
3.8 SECTION 07: MIGRATION AND RESIDENTIAL MOBILITY	62
3.8.1. Objectives and target population.....	62
3.8.2 Filling instructions	62
3.9. SECTION 08: ACCESSIBILITY TO BASIC INFRASTRUCTURES	67
3.9.1 Objectives and target population.....	67
3.9.2 Filling instructions	67
3.10 SECTION 09: PERCEPTIONS OF LIVING CONDITIONS AND GOVERNANCE.....	69
3.10.1 Objectives and target population.....	69
3.10.2 Filling instructions	69
3.11 SECTION 10: OTHER HOUSEHOLD NON REAL ESTATE PATRIMONY ELEMENTS DURING THE LAST 12 MONTHS	76
3.11.1 Objectives and target population.....	76
3.11.2 Filling instructions	76

+

3.12 SECTION 11: LANDED PATRIMONY, ACCESS TO CREDIT FOR PRODUCTION AND SOCIAL CAPITAL OF THE HOUSEHOLD.....	79
3.12.1 Objectives and target population.....	79
3.12.2 Filling instructions	79
3.13 SECTION 12: AGRICULTURE AND ACTIVITIES OF THE RURAL AREA	85
3.13.1 Objectives and the target population.....	85
3.13.2 Filling instructions	86
3.14 SECTION 13: RETROSPECTIVE EXPENSES AND ACQUISITIONS OF THE HOUSEHOLD	93
3.14.1 Objectives and target population.....	93
3.14.2 Presentation of section 13 questionnaire.....	93
3.14.3 Filling instructions	94
3.15 SECTION 14: HOUSEHOLD DAILY EXPENDITURES AND ACQUISITIONS	103
3.15.1 Objectives and target population.....	103
3.15.2 Period considered and the general collection method for this section	103
3.15.3 Filling instructions for section 14	106
3.16 SECTION 15: TIME USE	112
3.16.1 Target population and objective.....	112
3.16.3 General instructions	113
3.16.4 Filling instructions	113
3.17- SECTION 16: GOVERNANCE, PEACE AND SECURITY.....	117
3.17.1 Objectives and target population.....	117
3.17.2 Filling instructions	120
CHAPTER IV: ORGANISATION OF DATA COLLECTION.....	136
4.1 Organization of the task of data collection	136
4.2 Organization in Yaoundé and Douala.....	136
4.3 Organization in the other urban and semi urban strata	137
4.4 Organisation in rural areas.....	140
CHAPTER V: SOME STUDIES OF PRACTICAL CASES FOR THE FILLING OF QUESTIONNAIRES.....	143
5.1- Case Study on section 01 to 04	143
5.2- Case Study on Section 13.....	144
5.3- Case study on section 14 and account booklets.....	149
ANNEX.....	152

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FOREWORD

Interviewers!

The operation you are taking part in is the “**Fourth Cameroon Household Survey**”. The first one took place in 1996, the second one in 2001 and the third one in 2007.

The Government attaches much importance to the realisation and the success of this survey.

This success depends on you, on how you administer the questionnaires and on your attitude towards the persons to be interviewed.

You are called upon to follow scrupulously the instructions in this manual. It is the fruit of collective experiences gathered over several years.

Simply explain what you are out to do. Do not dig into internal problems of the household or get into questions that will keep you away from your intended job.

Make good use of the material at your disposal and endeavour to return it to the National Institute of Statistics at the end of work.

INTRODUCTION

The **Fourth Cameroon Household Survey** (ECAM 4) is a national operation on data collection initiated by the Government and carried out by the National Institute of Statistics (NIS).

It aims at producing indicators on the living conditions of the populations. These indicators will help to update the poverty profile, the follow up/evaluation of the national strategy for the growth and employment and the progress towards the reach of the Millennium Development Goals (MDG). They will also help to evaluate the effects of the macro-economic programmes and policies implemented in Cameroon during the past seven years on the living conditions of households. This objective can only be reached if the data collected on the field are of good quality. The study is targeting a sample of about 13 000 households.

This important data collection operation follows up the ECAM1 of 1996 and ECAM2 of 2001 as well as the ECAM3 of 2007 which helped to evaluate on the field the methodology adopted and the feasibility of the data collection tools, and to run in the operating procedures and programmes and to produce indicators on poverty and the living conditions of households.

Capitalizing the lessons of these previous experiences in the matter of data collection, the present manual is a guide that presents to you the objectives of the survey and the different sections of the questionnaire, the organisational scheme of data collection and the filling of questionnaires. It aims at helping the interviewer to accomplish his/her task efficiently within the time limit. The success of this operation, the relevance of the analysis and results depends on the quality of data collected on the field.

A good understanding and the strict respect of the instructions contained in this manual shall condition the success of this survey.

This manual is divided into five chapters:

- Chapter one presents survey, its objectives, expected results and the scope of the study. A good understanding of the objectives simplifies the understanding of the specific stratification and explains the choices carried out in the questionnaire.
- Chapter two presents of the data collection tools and ends with some practical advices.
- Chapter three talks about the administration and the filling of questionnaires. It presents the various sections of the questionnaires. For each section, the goals and the target population is presented, before specifying the way the questions should be asked and answers recorded.
- The last two chapters concern respectively the practical organization of the data collection and on the study of some cases enabling to master the filling of questionnaires.

CHAPTER 1: PRESENTATION OF THE SURVEY

1.1 Objectives of the survey

1.1.1 Main objective

The main objective of the survey is to provide indicators on poverty and living conditions of populations. These indicators will enable to update the poverty profile, the monitoring and the evaluation of the national strategy of growth and employment and progress towards the achievement of Millennium Development Goals (MDG). They will also enable the evaluation of effects macro-economic programs and policies implemented in Cameroon during the past seven years about the living conditions of households.

1.1.2 Specific objectives

The following are the specific objectives of this survey:

- to study poverty under some of its forms at the national and regional levels: monetary poverty, poverty in terms of households' living conditions, poverty of potentialities and subjective poverty;
- to study the dynamics of poverty between 2007 and 2014, in view of evaluating the effects of macroeconomic policies of these last years on the living conditions;
- to evaluate the living conditions of the average class;
- to evaluate the education demand (including professional training) and to identify its main determinants;
- to produce the infra national poverty maps;
- to appreciate the phenomenon of child labour (aged 5 to 17) in 2014;
- to produce basic data for the improvement of various official statistics to be put at the disposal of the public, notably those concerning agriculture and activities of the rural area;
- to measure the domestic or household economy;
- to constitute a drawing base for mobile telephone survey on living conditions of households;
- to determine the weight necessary for the calculation of the Harmonized Prices Index to the Consumption (IHPC). This index is used within the framework of the multilateral monitoring of EECA sub-region countries.

1.2 Expected results

In relationship with the goals set, the main results expected from ECAM 4 are as follow:

- A poverty profile describing poor populations and highlighting differences in living conditions in terms of access to education, health, property, potable water, decent housing conditions, technologies of information and communication, etc., studying the influence of economic activity, education, household composition etc., on living conditions;
- A study on poverty dynamics between 2007 and 2014 and the influence of macro-economic policies, structural reforms on poverty;
- A study on the living conditions of the average class;
- A report that details all statistics on education demand (including professional training) and its determinants ;
- Infranational poverty maps elaborated;
- A report on the phenomenon of child labour;
- A report on agriculture and activities of the rural area;
- An atlas on the living conditions of households, which summarizes the main indicators at the national and regional levels, by area of residence and according to the gender;
- A report on the domestic or household economy;

- Weights for the calculation of the Harmonized Prices Index to the final Consumption of households for multilateral monitoring available;

1.3 Scope of the survey

1.3.1 Geographical scope and Statistical unit

The geographical scope of the survey is the national territory. The operation concerns all ordinary households (in contrast to collective households: boarding schools, barracks, hospitals, convents, etc.) residing all over the national territory excluding members of the diplomatic corps and their households.

The statistical unit is the ordinary household defined as a set of one or several persons (socio-economic unit), having or not having a blood, marriage relationship, living in one or several lodgings of the same compound (this set of lodgings constitutes a residential unit) putting together all or part of resources to meet current household expenditure, taking very often their meals together, and recognising the authority of only one person as head of household (or reference person).

The units of observation are the household (lodgings, housing, and indivisible household expenditures, etc.) and individuals (demographic characteristics, individual expenses, etc.). Analyses will be done essentially on households following some of their characteristics (place of residence, activity status of household head, composition, etc.), as well as on individuals.

1.3.2 STRATIFICATION

The proclaimed objective is to make a poverty profile at national level and at the level of the ten regions, to reveal regional specificities and improve the implementation of the policy of decentralisation. Moreover the question on the fact that poverty is a rural phenomenon and the pauperization in the urban area remains a major preoccupation of the government.

Like in 2001 and 2007 during the ECAM II and ECAMIII, Douala and Yaoundé will be urban strata. Each of the ten regions will have three strata i.e. a rural stratum, a semi urban stratum and an urban stratum. The survey will thus cover 32 strata: 10 rural, 10 semi-urban and 12 urban.

1.4- Presentation of the sample and the personnel of the survey

1.4.1 Size and distribution of the sample

The sample size of ECAM4 is 12 847 disseminated in 1024 clusters, also called survey areas, in the 12 survey regions that cover the national territory (Table 1).

Table 1 : Distribution of the cluster sample and household sample in the survey region and by area of residence

Regions	Urban area				Semi urban area				Rural area				Total			
	Household	CLUSTER	interviewers	controllers	Household	CLUSTER	interviewers	controllers	Household	CLUSTER	interviewers	controllers	Household	EA	interviewers	controllers
DOUALA	1 500	150	76	19	-	-	-	-	-	-	-	-	1 500	150	76	19
YAOUNDE	1 480	148	74	19	-	-	-	-	-	-	-	-	1 480	148	74	19
ADAMAOUA	360	30	16	4	180	12	6	2	360	24	4	1	900	66	26	7
CENTRE-Yaoundé	396	33	18	4	180	12	6	2	405	27	4	1	981	72	28	7
EAST	360	30	16	4	150	10	6	2	360	24	4	1	870	64	26	6
FAR-NORTH	504	42	22	5	135	9	4	1	615	41	8	2	1 254	92	34	8
LITTORAL-Douala	360	30	14	4	225	15	8	2	225	15	4	1	810	60	26	7
NORD	444	37	18	5	105	7	4	1	525	35	7	2	1 074	79	29	8
NORTH-WEST	420	35	18	5	180	12	6	2	480	32	6	1	1 080	79	30	8
WEST	456	38	19	5	135	9	6	2	495	33	6	1	1 086	80	31	8
SOUTH	360	30	15	4	105	7	4	1	360	24	5	1	825	61	24	6
SOUTH-WEST	432	36	18	5	90	6	4	1	465	31	6	1	987	73	28	7
CAMEROON	7 072	639	324	83	1 485	99	54	15	4 290	286	54	12	12 847	1 024	432	110

1.4.2 Duration, personnel and organization of the data collection

In each region and in each stratum (urban, semi urban or rural), the duration of the survey will last two months and a half. In urban and semi urban strata, the field work is divided in 4 shifts of 18 days each; in rural strata, there are 10 shifts of 6 days each. This constraint implies an appropriate organization, precisely a distinction between urban, semi urban and rural teams in each region. Each shift corresponds to the duration of field work to be spent by a group of 2 interviewers in a cluster.

Besides the 432 interviewers in charge of effective data collection in various clusters where they are temporarily posted, the officering personnel in the field work is ranked as follow: controllers (110), regional supervisors (30), general supervisors (4) who ensure the coordination of the survey.

The following figures on the field personnel is distributed according to the work load to be done by an interviewer (respectively 5, 6, 7 or 8 households per shift depending to the region and the stratum concerned by the survey) and ratio of about 4 interviewers per controller, and 16 to 20 interviewers per supervisor depending on the remoteness of the region.

Data collection works are unfolded within 6 days in the rural area, 18 days in the urban and semi-urban areas and 1 to 2 days of catch up and travelling, when the team needs to change the locality/place of bedding.

The following chapters detail the activities to be done for each of the two stages of field work.

CHAPTER 2: PRESENTATION OF INSTRUMENTS FOR DATA COLLECTION, AND UNFOLDING OF INTERVIEWS

2.1 Presentation of instruments for data collection

2.1.1 Presentation of questionnaires

The questionnaire satisfies the aim of data collection for which appropriate treatment will enable us to attain the objectives of the survey. Apart from section 00 (General information), it is centred on 16 sections, each handling a particular domain. Each section specifies the target population in a way of insuring that the eligibility to the section does not depend on the interviewer, the controller or the supervisor.

The questionnaire is sub divided into three main parts:

- a) The sections concerning all household members. It is about section 01 (composition of the household and characteristics of its members) and section 02 (Health of household members).
- b) The sections that shall be administered only to a category of individuals of a household; that is: section 03 (education and training of household members), section 04 (Economic activity and income of the household members), Sub section 07.2 (Emigration of household members) and sections 15 (Time use survey) and section 16 (Governance, peace and security).
- c) The sections related to data collected on households as an entity. In this category, are found sections 05 (Environment of the household), section 06 (housing and household equipments), sub section 07.1 (migration and residential mobility of the household, section 08 (Accessibility to basic infrastructures), section 09 (Perceptions of living conditions), section 10 (Others household non real estate patrimony elements during the past 12 months), section 11 (Real estate, access to loan for production and social capital), section 12 (Agriculture and activities of the rural area), section 13 (Retrospective expenditures and acquisitions of households) and section 14 (Daily expenditures and acquisitions of households).

Each section aims at defining a particular domain for specified objectives of analysis. These objectives shall not be attained except the filling is correctly done on the following 3 aspects:

- a good demand of information;
- a good answer to the question; and
- a faithful recording of answers.

For practical reasons, the questionnaire has been sub divided into six booklets for semi urban and urban areas and into four booklets for rural areas:

- sections 00 to 12 constitute the main questionnaire (first booklet);
- sections 13 and 14 constitute the second part in rural strata and respectively the second and third booklet in urban and semi urban strata;
- section 15 on time use constitute the third booklet for the rural strata and the fourth for the semi-urban and urban strata;
- section 16 on governance, peace and security constitutes the fourth for the rural strata and the fifth for the urban and semi-urban strata.
- the account booklet constitute document for the urban and semi-urban strata

In order to facilitate physical distinction between various questionnaires to be administered, following the stratum, several colours for the cover pages have been chosen:

- green for the main questionnaire and orange for time use (section 15), and grey for section 16 on Governance, Peace and Security which concern every sampled household, whatever the stratum;
- pink for questionnaire section 13, red for questionnaire section 14 and yellow for account booklet, to be used in urban and semi urban areas;
- blue for joined questionnaire 13 and 14 that concerns only rural areas;

2.1.2 Presentation of the household daily account booklet

The **account booklet as the name** indicates, is a booklet in which is recorded all daily expenditures or money given out by members of the household living in urban and semi urban areas including aid and gifts to other households or institutions, and also acquisitions, aids and gifts received by the household. It is of reduce size to facilitate its handling.

In addition to the cover page on which is recorded some information that permits the identification of the owner of account booklet with respect to the household, the cluster and the survey region (or one of the towns Yaoundé, Douala) in which he/she lives. The daily account booklet has pages inside. The first page gives instructions on the type of expenditures or acquisitions that should be recorded in the booklet and indicates how to fill it. The next pages each have a table in which various daily expenditures and acquisitions, which will be later transcribed in section 14, are written down.

The daily account booklets are given only to household members who fulfil some conditions.

Eligibility criteria for an account booklet

Head of the household or his spouse or any other member of the household of at least 15 years old that fulfils at least one of the following conditions:

- The household member (other than the household head or spouse) who has a job;
- The household member who receives money for household daily expenditures (You have to ask the following question to the interviewee: "who in the household receives money to meet up with daily expenditures").

The manner in which this booklet should be filled is better developed in section 14 of the manual.

2.2 Conducting the interview

2.2.1 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/her be at ease. Put him/her in good mood to be able to interview him/her. Meet him/her with a smile and introduce yourself. After greetings, for example, "Good morning Sir" or "Good morning Madam", you can introduce yourself in the following manner:

"My name is _____. I am an interviewer of the "Fourth Cameroon Household Survey: ECAM4. It is a study on the living conditions of households. I would like to inform you that your household has been luckily chosen at random 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 "*Would you mind answering some questions?*". Such questions risk 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?*"

➤ Emphasise on the confidentiality of the answers if need be

If the respondent hesitates in answering some questions, tell him/her that the information you are collecting remains confidential and serves only for statistic 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, forms for confidentiality as well as introductory letters to households and do not hesitate to present them on a simple request.

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

2.2.2 Advices on how to carry out 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 on 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 some 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.

➤ Tactfully treat respondents who hesitate

It could happen that some 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/her 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/her 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/her to work calmly with you.

2.2.3 Language of the interview

The ECAM4 questionnaire is written in French or 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 sense of the question.

In summary, in order to increase the chances of success in your work, you should respect the four principles below.

- a) Never begin interviews in a survey area without first of all contacting the administrative, municipal and traditional authorities of the area concerned.
- b) Begin interviews in each survey area with households that are free and accessible, that 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 reticence 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.

CHAPTER 3: FILLING OF QUESTIONNAIRES

Questionnaires are forms to be administered in each sample household. Each section is made of a set of questions that must be asked in the order and systematically. The interviewer will however avoid asking explicitly questions that answers derive either from preceding questions (what is the sex of your spouse?), nor from what you can observe and take note (what is the main material of your floor?).

The questionnaire is essentially pre-coded and in general, we expect two reactions from the interviewer following the respondent's answers.

- Write/key-in a box, a figure corresponding to the answer given;
- Write/key-in a set of information giving the reaction to a question whose answer contains several items (quantity, value, measuring unit for a product consumed for example).
- Write/key-in in full the description of corresponding to the interviewee's answer in case of modality "Other to specify".

Attention: In case of eventual interview on paper questionnaire, 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 write/key-in 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 if on the paper.

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

If necessary, make specified and short written and pertinent observations on the questionnaire (the last page of the main questionnaire is meant for it) or in OBSERVATION as specified by the CAPI manual, and always note the maximum information in your block note (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 if the interview is on paper or go to the corresponding box and key-in the value again.

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.

3.1 SECTION 00: GENERAL INFORMATION

This section comprises three parts: the identification of the household, information on the household, information on the data collection.

3.1.1 Identification of the household

Three variables of this sub part help to identify in a unique manner the sample household. It is about variables **Q1** (Douala/Yaoundé/Province), **Q2** (Cluster Serial number) and **Q5** (serial number of the sample household).

Q1: Survey region

First write in full/key-in the name of the region, and then copy the corresponding code. The two towns, Douala and Yaoundé, have respectively the following codes: 01 for Douala, 02 for Yaoundé. Codes of other survey 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 survey areas).

NB: Don't write Centre or Littoral when you are working in Yaoundé or Douala.

Q2: Cluster serial Number

This number is given to you by your controller. Write it while tallying to the right.

Q5: Serial number of the sample household

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

3.1.2 Information on the household

This part identifies, localizes and gives some information on the household: the place of residence (village/quarter, the subdivision, etc.) The total number of persons in the household (including visitors), the name of the head of the household and his religion

Q6: 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 the survey areas for the code of the divisions. In CAPI, this information is pre-coded.

Q7: Subdivision

Same instructions as at Q6.

Q8: Village/Quarter

Write in full or key-in the name of the village (case of rural area) where you are. In the urban/semi-urban area, write or key-in the name of the quarter where you are found. For Yaoundé, Douala and the other headquarters of regions, write/key-in after the corresponding code while referring to the document of nomenclatures.

Q9: 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 cluster.

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

NB: *Don't have preconceived ideas and don't make judgements 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.*

Q10: 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.

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

Write the number of persons identified in the household after the administration of the questionnaire. This number must correspond to the number of persons listed in section 01.

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 (CMCI), 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 were 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.

3.1.3 –information on data collection

The aim of this third 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 the quality of the data collected there.

Q13: Shift number

The shift varies from 1 to 4 for semi-urban and urban strata, and from 1 to 10 for the rural stratum.

Q 14: Interviewer

Write in full or key-in your names. In your team, your controller will give you a number following the alphabetical order; write then that number in the box provided for it.

Q15: 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.

Q16: 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

Q17: Starting 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 20 October 2013, write:

| 2 | 0 | 1 | 0 | 1 | 4 | The year 13 is pre-printed on the questionnaire.

Q18: Ending date of the survey

It is about the date of the last passage in the household and which corresponds to the date of the last registration of expenditures in the household.

Q19: Result of the data collection

This variable is filled at the end of the interview by the interviewer and verified by the controller. The interview is complete (code 1): if all the sections of the main questionnaire (00 to 12), all the sub sections of the section 13, all the days of expenses of section 14, section 15 or section 16 have been filled.

The survey is incomplete if:

- one or several sections have not been filled for some members (code 2) ;
- all complete except section 13 not filled for all the members (Code 3);
- all complete except section 14 not filled for all the members (code 4).
- all complete except section 13 and 14 not filled for all the members (code 5).

A questionnaire is “completely not filled”, if the interviewee categorically refused to participate to the interview (code 9), or the interviewer did not succeed to meet the interviewee in the household (code 7), or that the interviewee is in a state to be interviewed (case of handicapped persons or serious patients) (code 10). For such cases, make clear observations on the situation you faced. Specify nevertheless in observation, the type of lodging, the main material of the walls, the roof and eventually the material of the floor and the mode of lighting of this household.

NB. *Incomplete sections of the questionnaires and reasons for which they were not completed must be written and well explained at the end of the main questionnaire in observation while indicating every time the section and the question concerned.*

Q20: Judgement on the quality of the interview

At the end of the interview in the household, summarize globally your personal opinion on the quality of the information gathered while retaining one of the 5 modalities appearing on the questionnaire. In case you judge that the quality of the interview (or data) was poor or very poor, you must necessarily make an observation to explain the situation in the space reserved for it at the end of the main questionnaire.

Q21: Name and serial number of the main respondent

At the end of the survey in the household, write the name of the household member who globally answers the highest number of questions, then carry over (copy) his/her serial number.

Q22: Number of the optional section to be administered (15 or 16)

In each household, only one of the two sections 15 (on Time use) and 16 (governance, peace and security) will be administered. If the sample household number is even, section 16 will be administered. If the sample household number is odd (except for sample household having number 15), section 15 will be administered. For sample household having the sequential number 15, if the cluster number is even, fill section 16; if the cluster number is odd, fill section 15.

Write the section number of the section to be administered. You must fill this question during the preparation of your first visit in the household and not during the interview.

Q22a: Number of eligible persons to the optional section in the household

If section 15 is the optional section to be administered, it is a question of reporting the total number of persons of 10 years and more that are members of the household and the household heads and their spouses even if they are less than 10 years.

If section 16 is the optional section to be administered, it is about the number of household members aged 18 years or more. Careful: If the household head is less than 18 years, he/she is not eligible to section 16.

Q22b: Name and serial number of the eligible person (s) selected for the optional

It is a question of listing persons that have been listed to answer the optional section. If section 16 is the section to be administered, only one line will be filled. If section 15 is the section to be administered, one to six lines will be filled.

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

3.2.1 Objective and target population.

This section should be administered by order of preference, to the head of the household, his/her spouse or any other adult person capable to give information.

This section helps to collect some demographic characteristics of the members of the household such as the age, the sex, the status of residence, the marital status, the relationship. Some questions on immigration are also tackled in this section. Variables grasped in this section help to identify eligible persons to some sections or questions.

We are trying to identify all the members of the household. For that, information concerning all the persons of the household (residents or visitors) is 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 or basic needs. These persons recognised the authority of only one person called head of the household (HH).

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, which 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:

- The criterion of common residence (house, apartment, compound or saré; etc)
- The criterion of meals taken in general together, very often at a specific moment within the day.
- 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.
- 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 that you consider the oldest as the head of the household.

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.
- In the other hand, 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 not 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 reach 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; the total duration of his stay in the household will not reach six months.

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

3.2.2 Filling instructions.

Write/key-in 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.

Attention: The list of household members and all the rest of section 01 of the questionnaire is filled once forever the first day of the survey in the household. This information can only be modified in case you notice that there was a mistake on the list of persons, omission or error on one information. In particular, departures or arrivals observed from the persons of the household during the survey should not be taken into consideration here after the first visit. This is a delicate section on which is based almost all the questionnaire. Consequently, information of this section must be collected and registered with rigor.

In order to be sure that no member of the household had been forgotten, first write the names on a rough paper and copy them out later on the questionnaire in the order described above. After you have verified that all the persons of the household have been registered, tick below the page of the questionnaire related to section 01, the box after the Nota Bene “NB: verify that all the members of the household have been registered”.

NB: This section must be filled individual-by-individual, that is to say line-by-line, after the establishment of the list of members of the household. Respect scrupulously instructions in order to better avoid filling errors.

Q1: Serial number

Numbers are pre-printed on the questionnaire and correspond to the order of registration that was given you above. 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 member of the household in the normal order, it is not necessary to start at fresh the registrations, put this member at the end of the registrations.

In the continuation of the questionnaire and of this manual, (Name) will refer to any member of the household previously registered, on which the interview is being conducted. It will be the head of the household if the interview is on the household head and on John if the interview is on John.

Q2: Of which sex is (Name)?

Do not rely to the physiognomy or to the Christian name of (Name) to fill this question. It is always wise to get the assurance without hurting the respondent, even using the following 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 relation or filiations of each member of the household with the household head.

Use codes situated below the page or those on the drop-down list in case of CAPI. For it, be very careful when the interviewee is not the household head; make sure that you record the relationship of each person with the household head and **not with the respondent**. For example if the respondent is the household head and she says Simon is her brother, then Simon will be coded in 13 (OTHER PARENTS), and not in 08 (BROTHER OR SISTER), since Simon is the brother-in law of the household head. If the household head is married to one wife who has a child from a previous marriage, the relationship of this child with the household head should be coded in 11 (ADOPTED/IN GUARD/HUSBAND'S/WIFE'S CHILD)

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

NB: Modality 12 concerns domestic servants who live in the household. Modality "domestic servant" takes precedence 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 head of the household, the other women will have code "*14=without relationship with the household head or his/her spouse*" if the husband is not in the household « 13 = Other relatives » if the husband is in the household.

Q4: How old is (Name)?

We want to have 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 date, ask if the birthday of **2014** has passed. If the answer is yes, (Name's) age is **2014** - year of birth). If the answer is no (Name's) age is equal to (**2014** -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 Second 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.

Write down 95 for anybody aged 95 years and more. If there is no way to get the age, write 98 for DK.

Table 1 of the next page will help you to calculate the ages from the year of birth. In the first column, you have the years of birth without the celebration of the birthday in **2013**, whereas in the second column the birthday is celebrated in **2013**. Column three gives the present age of the interviewee.

Example:

The interviewee states that he is born in 1965. Ask him if he has celebrated his birthday in **2014**.

- If the answer is yes, the age is (**2014** -1965 = 49) or you read 1965 in column 2 (birthday already celebrated in **2014**) and write down the corresponding age which is in column 3 (present age). The age is 49 years.
- If the answer is no, his age is (**2014** - 1965 - 1 = 48) or you read 1965 in column 1 (not yet

celebrated your birthday in **2014**) write down the corresponding age which is in column three (present age) the age is 48

Record 95 for persons aged 95 years or more and 98 for Don't Know (DK). Go to question Q6 if the person is less than 10 years old. Else, continue to Q5.

Table1: Coherence age-date of birth for ECAM4 in 2014

Year of birth		Present Age column 3)	Year of birth		Present Age column 3)
Birth day not yet passed in 2014 (Column 1)	Birth day already passed in 2014 (Column 2)		Birth day not yet passed in 2014 (Column 1)	Birth day already passed in 2014 (Column 2)	
Don't know			Don't know		
2014	-	0	1965	1966	48
2013	-	0	1964	1965	49
2012	2013	1	1963	1964	50
2011	2012	2	1962	1963	51
2010	2011	3	1961	1962	52
2009	2010	4	1960	1961	53
2008	2009	5	1959	1960	54
2007	2008	6	1958	1959	55
2006	2007	7	1957	1958	56
2005	2006	8	1956	1957	57
2004	2005	9	1955	1956	58
2003	2004	10	1954	1955	59
2002	2003	11	1953	1954	60
2001	2002	12	1952	1953	61
2000	2001	13	1951	1952	62
1999	2000	14	1950	1951	63
1998	1999	15	1949	1950	64
1997	1998	16	1948	1949	65
1996	1997	17	1947	1948	66
1995	1996	18	1946	1947	67
1994	1995	19	1945	1946	68
1993	1994	20	1944	1945	69
1992	1993	21	1943	1944	70
1991	1992	22	1942	1943	71
1990	1991	23	1941	1942	72
1989	1990	24	1940	1941	73
1988	1989	25	1939	1940	74
1987	1988	26	1938	1939	75
1986	1987	27	1937	1938	76
1985	1986	28	1936	1937	77
1984	1985	29	1935	1936	78
1983	1984	30	1934	1935	79
1982	1983	31	1933	1934	80
1981	1982	32	1932	1933	81
1980	1981	33	1931	1932	82
1979	1980	34	1930	1931	83
1978	1979	35	1929	1930	84
1977	1978	36	1928	1929	85
1976	1977	37	1927	1928	86
1975	1976	38	1926	1927	87
1974	1975	39	1925	1926	88
1973	1974	40	1924	1925	89
1972	1973	41	1923	1924	90
1971	1972	42	1922	1923	91
1970	1971	43	1921	1922	92
1969	1970	44	1920	1921	93
1968	1969	45	1919	1920	94
1967	1968	46	1918	1919	95
1966	1967	47	1917	1918	96

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

It concerns de facto situation. “*Single*”: Anyone who has never been married and is not in free union

“*Married monogamous*”: Any person married to only one spouse. 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 ECAM4 as polygamous

“*Married polygamous*”: All men married to many wives or married women having at least one co-spouse. Watch out, a married man, who on the marriage certificate is polygamous but who actually lives with only one spouse is “*married monogamous*”.

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. Don’t 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 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, being it traditional, court (or council) or religious has been celebrated.

NB: This question is asked to person of 10 years or 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 mean 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: has (Name) spends last night in the household?

We want to know if (Name) spends in the household the night before the passage of the investigator.

The questions Q8 to Q13 are asked to the people who usually live in the household (Q7a =1).

Q8: Since how long (Name) lives in this household?

It is a question here to know since when (name) lives in the household without interruption. For example, for a child born in the household on the 03 February **1993** and who lived there till march **2003** and when at his/her uncle’s for two years before coming back in the household (in January **2005**) where he/she resides since then is member of the household since January **2005** and not since February **1993**. If therefore the date of the passage in the household is 25 October **2014**, he/she has made 9 years 5 months in the household: we write then 09 for year.

If the duration is less than 2 years, write in complete months, otherwise write in complete years. The answer to this question may correspond to the date of marriage, for example for a woman who lives in her present the household since her marriage.

NB: For the household head, the duration is calculated from the date he/she became autonomous.

Questions Q9 to Q11 concern the subdivision of residence before the last administrative partitioning of April 2013. So, for a resident of Nkolbisson in the former Yaoundé 2 sub division, and who after the partitioning of April 2013 is henceforth found in Yaoundé 7 subdivision, we are interested in his residence on his former subdivision which is Yaoundé 2.

Q9: Since how long (Name) lives in this subdivision?

This question aims at tackling the immigration aspect of members of the household. As at Q8 it is about the time between the last settlement in the present subdivision and the date of the survey.

If the individual lives in the subdivision since birth, write code 97 in the boxes and go to Q12. Otherwise, register the number of complete years or months that he/she has, at the date of the interview, spent in the subdivision. Travels inside the subdivision (changing of lodging in the same subdivision) are not taken into account. If the duration is less than 2 years, write it in months, otherwise write in years.

Q10: Where was (Name) living before settling in this subdivision?

This question helps to grasp the place of origin of members of the household who come into the subdivision as well as the degree of urbanisation of the subdivision of origin. Write down the code corresponding to the given answer (2 for example if the subdivision of origin is in another division of the same region, 5 if he/she is from Nigeria and 6 if he/she is from an African country out of CAMEC countries and Nigeria, etc. Then ask if the locality where he/she was living before coming to settle here is/was a town or village. Write “1 for town” and “2 for village”

Q11: Why did (Name) come and settle in this subdivision?

It concerns the main reason that led (Name) to come and settle in the subdivision. Modality “1=work” refers to those who came and settle to continue or start an activity (transfer, appointment, etc.) whereas modality “2= Looking for an employment” concerns persons who came to seek a job.

Remark : for children who parked out with their family, the reason is always “ 7 = Follow or join the family”

Q12: Is (Name) victim of any handicap?

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 Q14 in case the interviewee is less than 18 or to Q16 if not.

Q13: If yes, what is the main handicap?

In case of many handicaps (except dumb-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's 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). Lame person, one armed person, atrophied, paralysed or amputated limbs, etc.
- The deaf-mute for a person who at the same time has hearing handicap and speaking handicap

If you meet a handicap that does not appear in this list, write code 7 and specify the nature of the handicap. If the interviewee is 18 years or more, move to the next column. If not, go to Q14.

Questions Q14 and Q15 are asked to persons aged less than 18 years (Q4 < = 18).

Q14: Serial number of the father for persons of less than 18 years

If (name) is less than 18 years, ask his father's name then, write the serial number of his/her biological father that appears in the first line (Q1) of this very section and that corresponds to the name of the father of the concerned person if he/she is in the household. However, write 97 if the parent in question is dead and write 00 if he lives out of the household.

Q15: serial number of the mother for persons of less than 18 years

Same instructions as at Q14.

NB: Verify that questions Q14 and Q15 are effectively filled for all persons of less than 18 years.

Questions Q16 are addressed to everyone in the household.

Q16 : Is (name) having a functional phone number ?

For persons aged 15 years and more, Ask the question to know if (Name) has a telephone number of (Name of the operator). A functional telephone number is a number which is presently used in order to receive and make calls or which shall be so in the course of the next 30 days. If the answer is "No", write code 2 in the space provided and move to the next operator. Write the code corresponding to his/her answer and ask to get his /her most used phone number. Write the phone number in the space previewed for that and continue the interview in the next column.

3.3 SECTION 02: HEALTH OF THE HOUSEHOLD MEMBERS

3.3.1 Objective and target population

This section is addressed to all the household members; it must be filled individual by individual, that is to say column by column. Interview any person of the household likely to give the required information, however, for little children of less than 10 years, interview in priority, the mother or the main person in charge of the child.

This section aims at getting information on their health. It collects information on the last health consultation and try to evaluate the importance of the access to health care, the extent of the prevalence and the incidence declared for some diseases such as malaria, diarrheic diseases, respiratory diseases.

3.3.2 Filling instructions

Names and surnames

Transfer the names and surnames of all the members of the household from section 01. Make sure that you write each name against the serial number that was assigned to it in section 01.

Q1: Serial Number

Q2: Was (name) sick at a given moment during the last two weeks?

The sickness is perceived from the point of view of the respondent, in other words, you have to accept his declaration. If the answer is “no” or “don’t know”, go to Q5.

NB: specify correctly the time period concerned by this question. The superior limit of period is the eve of your first visit in the household.

Example: if you are in the household on Wednesday 24 September 2014, ask the question as follow: was (name) sick during the past two weeks that is to say from Wednesday 10 September 2014 to Tuesday 23rd September 2014 Inclusive?”

Q3: Of what illness suffered (Name)?

This question is for household members who were sick during the last two weeks. Ask the question to the respondent to know what illness (Name) suffered during the period if he/she declared to have suffered from an illness. You have the possibility to record up to three illnesses for every person who suffered from illness during the period. If the respondent declares more than three illnesses, ask for the three most serious (those that have threatened him the most). Consider only what the interviewee declares.

Q4: Did (Name) have a consultation for that illness?

This question is asked only to members of the household who were sick during the past 2 weeks. Explain very well to the respondent that it is about the disease of the past two weeks. For each of the above stated illnesses, you will ask the respondent if he/she had a consultation. Report the answers of the respondent respecting the order followed to Q3.

Q5: When did he/she lastly have a health consultation?

This question concerns all the members of the household, including those who have not been sick during the last two weeks. The consultation can be an advice got from a health professional, a traditional practitioner, a hawker of medicines. For some, the last consultation can last for less than two weeks whereas for others it can have taken place since many months, even many years. For some others again, the last consultation can coincide with that of the preceding Q4 relative to the disease of (Name) which occurred during the last 2 weeks.

Here we are interested by the last health consultation whatever it is. Explain to the respondent that the consultation here does not concern only cases of sickness. You can go to the hospital for an antenatal or postnatal consultation or for a check up, etc.

If the last consultation took place more than 12 months or more ago, go to Q12

NB: a new born who is examined by a medical doctor at birth before leaving the hospital has been consulted by the doctor. Some vaccinations are preceded by a small consultation (hepatitis, tuberculosis, etc); in these cases, we take note that there was consultation.

Q6: By who was he/she lastly consulted?

Some interviewees will tell you that they were in a health centre where they were consulted by a medical doctor. In general, in the rural area and even in urban strata, personnel of health centre (and often informal sellers of modern medicine) are called “docta”, which means “doctor”. In such a case, having been consulted by a “docta” does not always mean that the person was consulted by a medical doctor. If you are not careful, you will collect wrong data. So, take note that health centres are headed by a nurse and not by a medical doctor!

“A *pharmacist*” is a health personnel qualified to give precisions on drugs. It can happen that a patient, for one reason or another, goes directly to the pharmacist who advises him/her an adequate treatment.

“A *medical doctor*” is a modern health personnel qualified to examine and prescribe treatment to patients.

“A *health personnel*” (nurse, midwife, etc) is in charge of giving treatments to patients after the medical doctor’s prescription.

In some cases, they are contacted by patients and it happens that they make prescriptions; this is normally supposed to be done under the supervision of a medical doctor.

“A *tradi-practitioner*” is a person, who, in a fixed or unfixed place, carries out health activities in a non-structured sector. The majority of products proposed to patients are natural (skins, roots, leaves, decoctions, etc.) He/she also uses mystical methods such as incantations, charms and sometime prayers and biblical or koranic verses. You find in this group traditional healer, witch-doctor, etc.

“An *informal hawker of modern medicines*” is a seller of pharmaceutical products who move from door to door or market to market; we include in this category all the drugs sellers settled informally (elsewhere than in a pharmacy)

Modality “informal hawker of modern medicines” will be taken in cases where the patient (member of the household) was consulted by this hawker before the eventual purchase of drugs. This supposes that the hawker first of all listen to the patient before advising specific products. Otherwise, you will ask other questions to the respondent in order for him/her to specify his/her answer before you register.

“*Other*” includes informal sellers of traditional medicines, PMI non integrated in health structures listed before and nurse consultation rooms. We are facing today a more and more frequent phenomenon, it is the resort to student medical doctors, for health consultation. If the respondent says that his/she was consulted by a student medical doctor, for example a student of the faculty of medicine and biomedical sciences (FMSB), register code 6 “other” and specify.

If modalities 4, 5 or, go to question Q8.

Q7: In which sector was he/she consulted?

It can be public, para-public sector, or private (lay or confessional) sector.

The public sector is a social sector not aimed at earning money. Enter in this sector all the public hospitals, namely reference hospitals (general hospitals Yaoundé and Douala, central hospital Yaoundé, Chantal Biya Foundation, University Hospital Centre (CHU), Jamot hospital, Gynaeco-obstetric and paediatric hospital of Yaoundé and Laquintinie hospital of Douala.), regional hospitals, district hospitals, medical centre of subdivision and public health centres, public PMI.

The para public sector is also a social sector not aimed at earning money. It regroups para public health units (National Social Insurances Fund hospitals, CDC hospitals and, etc).

NB: Public and para public health units have no right to make profit on patients; they globally have state financings, gifts and donations, financings from foreign donors and financings from other sources.

Lay private sector includes structures that function on an autonomous budget and live on the profit made. These structures do not belong to the state and do not belong to religious organization. Example: fouda clinic, Soppo clinic, Adeso clinic, consultation rooms, by assimilation Ad Lucem dispensaries and hospitals since it is about a Non Governmental organization.

N.B: Health CIG / NGO and informal hawkers of medicines belong to lay private sector.

Confessional private sector is made of structures that belong to religious congregation. The majority is not lucrative units. Their funding come from national, international and government aids.

Examples: Catholic Hospital, protestant, Baptist and Presbyterian hospitals, etc

Q8: What was the main reason of this choice?

Modality “6 = relations” concerns all the cases where the interviewee consulted his/ her friends or parents for free or not costly services and/or for good quality services.

Q9: In which type of health unit was he/she consulted? In case where one structure fulfils more than one criterion of classification, consider the most valorising type. By decreasing order, the types are as follow;

First class hospital: It is a reference hospital having a moral personality, having a very high technical level. It is qualified to receive the most complex cases of pathology. It was conceived to limit cases of sanitary evacuations abroad. They correspond to general and central hospital in the classification of MINSANTEExamples: they are the General Hospitals of Douala and Yaoundé, the University Hospital Centre (CHU) and the Gynaeco-obstetric and paediatric hospital of Yaoundé (HGOPY) and by assimilation the central hospitals (of Yaoundé, Hôpital LAQUINTINIE of Douala, hôpital de la CNPS of Yaoundé, Hôpital Jamot of Yaoundé, hôpital militaire of Yaoundé and the CHANTAL BIYA Foundation of Yaoundé)

Regional hospital: It is a reference hospital at the level of the region, in principle owned by the State and based at the regional headquarters. Its technical level is the highest of the region. It receives cases that are less complex than those of general hospital. Are foundin this category the regional hospital of Ngaoundéré, de Bertoua, Maroua, Yagoua, Edéa, Garoua, Bamenda, Bafoussam, Ebolowa and Nkongsamba,

District hospital: It is a reference hospital at the level of the health district. A health district being a geographical domain made of a set of health areas, entities at the peripheral level covered each by an integrated health centre. A district hospital is headed by a medical doctor and welcome difficult cases sent from integrated health centres. Are assimilated to this category, other private or Para public health units not classified above and headed by a medical doctor. Its territorial competence can go beyond a subdivision.

Examples: Protestant hospital of Tokoméré in the Far North, of Doungué in the Littoral, Ad Lucem Hospital of Mbouda in the West region, Ngo Mapubi district hospital in the Centre, Biyemassi district hospital in the Centre.

Sub divisional medical centre: It is a state health structure at the level of the subdivision headed by a medical doctor and not having the rank of district hospital.

Integrated health centre/ health centre: It is a structure (integrated) inside a community having a minimum packet of curative, preventive and promotional activities to answer to the identified needs of the population in order to develop a partnership relation between the population and the health centre. The health centre works under the express supervision of the chief medical doctor of the health district. An integrated health centre can be public or private.

NB: Enter in this category, dispensaries, health houses and some PMI having the status.

Pharmacy: it is a formal establishment specialized in the sale of modern medicines and in principle does not examine patients and does not prescribe drugs. But, it happens that, faced to some diseases, persons go there to explain their sickness and buy the required drugs.

Medical clinic/ consultation rooms: It is unit not classified elsewhere and headed by a medical doctor or a chief of the clinic or consultation room, in which patients are operated upon or treated. In principle, health establishments classified here are of higher standing than consultation room's headed by a nurse.

School/job side infirmary (sick bay): this modality refers to school/university infirmaries that some schools or universities have and to first aid centre found in some enterprises.

Home/visit of medical doctor or health personnel: This modality is registered as well in the case where the medical doctor or the health personnel came to consult the patient in the household, as the case where the patient went to the home of the medical doctor or health personnel.

Tradi-practitioner: see O6

Health CIG/NGO: In principle, health CIG are functioning illegally, but their importance in some localities forces us to take them into consideration, in order to measure their weight in the offer of health care.

Informal modern medicines seller: see O6

“Advice by telephone”: makes reference to the case where the interviewee called by phone a health personnel (being him/her from the modern sector or not).

Modality “other” see Q6

Q10: What was the cost of that consultation?

The cost does not include transport fair to go to the consultation place, medicines and laboratory charges too are not included. But it includes the total money spent to see the doctor or the health personnel in general and the amount for the consultation card if it was paid. If the patient paid irregular charges in order to be rapidly received by the health personnel, include these charges in the cost. The respondent must give the cost in CFAF. If the consultation was free of charge, write | 0 | 0 | 0 | 0 | 0 | 0 |.

Remark: If a gift in kind was given as consultation fees, estimate the value of the gift and put it in the space provided. In some health units, consultation by health personnel is submitted to the purchase of a health exercise booklet bearing generally the logo or the name of the health unit. If you face such a case, include the price of the booklet in the consultation cost.

If the respondent referred to an informal hawker of medicines, who, after listening to him/her recommended a drug that he/she bought, consider that the consultation cost is nil, because the amount paid corresponds entirely to the cost of medicines.

Q11: what was the main reason of this consultation?

Prenatal cares: they are cares given to pregnant women before the birth of the child. The first prenatal visit starts as from three months of pregnancy and sometime earlier.

Postnatal cares; they are cares given to women and children after delivery. In general, the duration of postnatal follow up is one year maximum, on systematic rendezvous. Take note that during this period, a woman can be consulted for a different reason: disease, wound/accident for example.

Q12: Do you think that (Name's) present health state is good, fairly good, average or bad?

Q12. Do you think that (Name's) present health state is good, fairly good, average or bad?
Ask the question as follow: "Do you think that (Name's) present health state is good, fairly good, average or bad?" Allow the respondent to appreciate personally his/her present health condition or that of the person for which he/she is answering.

3.4 SECTION 03: EDUCATION AND TRAINING OF HOUSEHOLD MEMBERS

3.4.1 Objective and target population

This section concerns all the individuals registered in the household and aged 2 years or more. This section must be filled individual by individual, that is to say column by 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 and training 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.

Questions related to education, the school attendance and the diploma refer **only** to teaching establishment or diplomas of the formal system, recognized by the ministries of basic education, secondary education, higher education and ministry of public service. Trainings, attestations and other diplomas delivered by training centres, even if they are recognized by the ministry of labour or the ministry of employment and professional training (MINEFOP) should not be taken into considerations here.

Interview any member of the household likely to give the information asked for.

3.4.2. Filling instructions

Name and surnames

Before going to the questions proper, transcribe from section 01 (composition of the household) names of all the household members and who are aged 2 years or more on the first line

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, nurseries and day-nurseries. A child registered in the nursery or day-nursery would be considered as not going to school.

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

Q3: Why does (Name) never go a 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: A. What is the highest level of education for (Name)? B. What is the last class that (Name) successfully completed in this level?

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 at Q4N and class 0 at Q4C).

Q5:What is the highest diploma of (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 ‘seconde’, 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 = CEPE (CEP)/FSLC», if not write code 1.

- For interviewee without level of education (code 1 chosen), go to Q6.

For interviewees without level of education (code 1 chosen), move to question Q6.

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

It is the duration (in months if inferior or equal to two years and in complete years if superior to two years) that separates the date of obtaining this diploma from the date of interview.

Continue the interview at Q8 if $Q4A > 1$. Continue at Q6 if the person is aged 15 years or more ($S0Q4 \geq 15$).

Questions Q6 to Q7B concern only persons aged 15 years or more (S01Q4 \geq 15).

Questions Q6, Q7a and Q7b aim at laying hold on literacy which is the aptitude to read and to write a simple sentence in French or in English. A simple sentence is a sentence made up of 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.

Q7a : 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.

Q7b: Does (Name) know how to read and write a simple sentence in Arabic?

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

Q7c: Does (Name) know how to read and write a simple sentence in national language?

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

Write the main language different from French or English declared by the interviewer.

Questions Q8 to Q19 concern only persons who have ever gone to school S03(Q2 = 1).

Q8: At what age did (Name) start going to school? (give the age in complete years)?

This question concerns only persons who have ever been to school or who are still there. It here a matter of knowing in which age in complete years they started school. Write the interviewee's answer in complete years.

Q9: (Name) going in a school during the school year (in 2013/2014)?

As in question Q3, school attendance concerns the establishments of the formal education system. This question refers to the school year 2013/2014.

Write the code corresponding to the interviewee's answer. If the interviewee answers "No", write 2 and go to question Q18.

Q10: A. During this year 2013/2014, in what level was (Name)? B. During this year, in which class was (Name)?

First record the level of studies, then record the class reached (completed or not) found in that level. For example, a child in form 1 during this school year and who was in class 6 during the 2012/2013 school year, will be recorded LEVEL 2 (for secondary at Q10A) and class 1 (Q10B).

Q11: In which linguistic sub-system was (Name) schooling in 2013/2014?

The linguistic sub system refers to the basic language in which the classes are being lectured in the establishments of (Name). The basic language here refers to the main one used in the teaching system of (Name). The interviewer will for example, ask in case something is not clear, ask the examination that (Name) will write at the end of the cycle. If it is an exam of the Anglophone system, then the linguistic sub system is an Anglophone system.

In case this sub-system is neither francophone, Anglophone, nor bilingual, write code 4 and write the linguistic sub system.

NB. : A child registered in a bilingual college is not necessarily in a bilingual sub-system. If he is in 2^{nde} C francophone, it is « Francophone », if he is in FORM 5, it is « Anglophone » and if he is in a bilingual class, it is the « Bilingual » sub system which was introduced recently in the educative system.

Q12 : Is this linguistic sub-system the one that was chosen for (Name)?

It is a matter of knowing if the linguistic sub system in which the pupil is found is the one that was wished for him/her. Write the code in the corresponding space. If “Yes” (Code 1), go to Q14 or « DK » (code 8), then go to question 14.

Q13 : If no, why?

It is a matter of knowing the reasons for which the sub system attended by (name) is not the one wished for him/her. Write the code in the corresponding space.

Q14 : Is (Name) going to school full time or half time during the school year 2013/2014?

It is a matter of knowing approximately here, how much time the interviewee devotes for school.

Examples

- Evening classes and pupils that alternate between mornings and evenings shifts are considered as « half-time »
- All those who are attending a continuous day program are on “full time”.

Write the code corresponding to the interviewee’s answer.

Q15: Which type of school was he/she attending in 2013/2014?

Lead the interviewee to give you specifically the type of school attended by the concerned individual.

The private teaching can be lay confessional. The confessional teaching establishments include all those created by religious persons (Catholics, Protestants, Adventists, etc.). The lay establishments do not belong to any Lay religious obedience. These establishments can have day classes and evening classes. If the interviewee says he/she is registered for day classes and for evening classes, you will record day classes only.

The modalities “community school” means the type of school establishments created either by the collectivity of the locality concerned (parents schools,...) or and NGO that works for education in the locality.

Write the code corresponding to the interviewee’s answer.

Q16: Why did they choose that (Name) attend this type of establishment?

Allow the respondent to express him/her self and write the code corresponding to the main motive.

Q17: What was the amount of fees required (and effectively paid) for (Name) in 2013/2014 academic year, including expenses in kind?

Lead the respondent to give you with precision the amount of fees of the different items: registration, school fees, PTA, and others. As far as the value of ‘other’ is concerned, lead the respondent to tell if he/she had to pay some fees in kind to the school such as reams of papers, computer fees, laboratory fees, toilet roll,... Evaluate the cost of this stationery and put the amount in “other”.

Write the amount in CFAF. If the amount of school fees is 100 000 CFAF, write |1_0_0|0_0_0|... If the school does not demand that type of fees, write |_0_|0_|0_|0_|0_|0_|0_|

NB: It concerns compulsory fees at the level of the school. So, fees paid for negotiation are not taken into consideration in this question.

Q18 : Did (Name) attend any school during the 2012/2013 academic year?

If the individual attended any school at any moment during the 2012/2013 academic year, write 1 and move to the next question. If not, write Code 2 and go to question Q19a. If the interviewee declares not to know, write code 8 and move to question 19a

Q19 : During this year in which level was (Name) ? During this year in which class was (Name) ?

The various levels here are: pre-scholar, primary, secondary 1st cycle, secondary 2nd cycle and the higher level. Write the level corresponding to the interviewee's answer and the class attended, as previously in Q10.

Write the level corresponding to the class attended by (Name) during the 2012/2013 academic year, then record the class. For example, a child in form 1 during the 2013/2014 year and who was in class 6 during the academic year 2012/2013, will be recorded LEVEL 2 (for secondary at Q19N) and class 1 at Q19C).

Q19a: Will/is (Name) attend(ing) a school during the academic year 2014/2015?

In some cases, pupils may not have found a school, or there may be no admission yet, or school may not have resumed effectively. However, if the parents are sure that the child will go to school, you should consider this child as going to school.

If the individual is presently attending a school or has the intention to attend a school in 2014/2015 (waiting for the admission, the effective starting of classes, etc.), write 1 and go to the next question.

Q19b| During this year, at which level was (Name)? During this year, in which class was (Name)?

Same instructions as at Q19a

Questions Q20 to Q23 concerns persons who have attended a school (Q2 = 1), but is not attending or does not intend to attend school in 2014/2015 (Q19a=2).

Q20 : Why is (Name) not going to school or why did he/she stop 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 not 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 continue 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”.

Q21 : At what age did (Name) stop going to school? (Age in complete years)

This question is addressed to persons who stopped or completed their school studies, that is to say that they answered “no” at Q9. Write the respondent's answer in complete years. It can happen that there are persons that suspended their schooling in 2012/2013 for any reason whatsoever. For these persons, code “97” to say *that (Name) is schooling in 2013/2014, then go to question Q24*.

Q22 : Is (Name) planning to go back to school?

If the interviewee's answer is “yes”, make sure that it is not whimsical. Try to know how he/she will do it. If the interviewee hesitates, write 8 for “don't know”.

Whatever the interviewee's answer, go to question Q14

Q23 : In which month/year did (Name) go to school for the last time?

First of all write the code of the month, from 01 to 12 for the months from January to December. Then write the code of the year (the last two digits of the year; example: 2009 = |_0_|_9_|, 1997 = |_9_|_7_|). Write in the box corresponding to the month; 97 if in the 1st school year and 98 if does not know.

Modality “in the first school year” concerns individuals who did not attend school for more than a year.

Questions Q24 to Q29 concern persons aged 10 years or more (S01Q4 >= 10)

Q24: Is (Name) undergoing or has undergone a technical, professional training or an apprenticeship?

It is a matter of asking the interviewee if he/she has undergone a technical, professional training an apprenticeship (even the on the job apprenticeship).

Persons (that have been) students of technical secondary (high) schools will be considered as having had a professional training.

Write the code in the space previewed for that.

If the interviewee's answer is « No » (code 2 written), or if « does not know » write 8 and go to Q27.

Q25 : What is the speciality of the main training and its level ?

Ask the interviewee the training undergone. The nomenclature of trainings will enable you to codify this question. Take the interviewee's answer and write the corresponding code, using the nomenclature.

NB: *Note that theoretical trainings can become professional as from a certain level (Master and more)*

Q26 : Is this training the one that was chosen for /by (Name)?

Ask the interviewee the main training undergone. The nomenclature of training will help you to codify the specialty and the level. Write the code corresponding to the interviewee's answer.

Q27 : Would (Name) wish to undergo a (or another) technical, professional training or an apprenticeship?

Ask the interviewee if he/she desires to undergo another training. If the answer is "No" or "DK" go to the next individual or to section 04.

Q28 : If yes, which one, give the specialty and the level?

If the interviewee answered « Yes » at Q27, ask him/her which training it is. The nomenclature of trainings will help you to codify the specialty and the level. Take the interviewee's answer and record it in the corresponding code from the nomenclature.

Q29 : Is that training available in Cameroon?

We want to know if the interviewee desires a training that, as far as he /she is aware, exist or not in Cameroon. Take faithfully the interviewee's answer and not what corresponds to your personal knowledge.

3.5 SECTION 04: ECONOMIC ACTIVITY AND INCOMES OF HOUSEHOLD MEMBERS

3.5.1 Objective and target population

This section must be administered to all the household members aged at least 5 years, including visitors. The number of columns filled must necessarily be equal to the number of persons aged at least 5 years found in the household.

This section helps to grasp the situation of activity as well as all type of incomes (born or not from employment) of each member of the household aged at least 5 years (5 years or more).

Questions of this section must be asked individually to each member of the household while respecting the age criterion (5 years or more) during a talk based on a direct relation interviewer-interviewee. Exceptionally, a member of the household, preferably the household head or his spouse can answer for another one absent.

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.

3.5.2 Filling instructions:

Subsection 4.1-Economic activity

This sub-section helps to classify the given population (individuals of at least 5 years) into 3 categories: occupied active persons, unemployed persons and inactive persons.

Every person aged at least 5 years must be submitted to this section (including visitors) students going to school or not; etc.).

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 7 days, 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 7 days. 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

It is the number given to the interviewed person in section 01. You have to recopy it from that section after the registration of full names of the interviewee in the space provided for it.

Q2: Has (name) ever carried out any economic activity as paid or unpaid employee, as an apprentice, family help or own account?

These are economic activities (production of income generating goods and services) as defined in the preceding box. These activities should not be mistaken with the non-income generating activities such as household activities in one's own household. If the answer is "No", go to Q4

Watch out : Activities of the rural area realized for autoconsumption (agriculture, rearing, etc.) but that are sold (even in part) must be taken as economic activities.

NB. If a person said "No" at Q2 and it is noticed after (while asking Q4 to Q9) that the person has or has had an employment, therefore, do not forget to correct Q2 and to ask him Q3.

NB : Employment is defined as a set task assigned (or that can be assigned) to someone and that must be realized by that person.

Q3: How old was (name) when he/she began to work for the first time?

Here, it is the first integration on the job market. Even if the interviewee had worked and went back to school before finding another job, we take his/her age when he/she worked for the first time. Write the answer in complete years.

Q4. Was (name) engaged in any economic activity during the last 12 months that is since...?

If you conduct the survey on thursday 25th September 2014, ask the following question: "During the last 12 months, that is since 25th September 2014 has (name) carried out an economic activity?"

Q5. During the last 4 weeks, that is since ----- has (name) worked for at least one hour for own account, as a remunerated employee or not, apprentice or family help?

If you conduct the survey on Thursday 25th September 2014, the period of reference is since Thursday 18 September 2014.

Q6. During the last 7 days that is since----- , has (name) worked for at least one hour for own account , as a remunerated employee or not , apprentice or family help?

If you conduct the survey on Thursday 25th September 2014, the period of reference is since Thursday 18th September 2014.

NB. A brick layer 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 had had only one customer during these periods.

Take note that these interviewees will be tempted to answer "No" for questions Q4, Q5 and Q6 and you will have to mention it in questions Q8 and Q9. 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.

Q7. Although (Name) declares that he/she did not work during the last 7 days, did he/she realize one of the following activities during the last 7 days, at home or elsewhere?

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 7 days preceding the survey.

Propose modalities from 01 to 09 to the interviewee. If he/she has done at least one of these activities, write 1 for "yes" and go to question Q10. If the interviewee realized none of the activities from 01 to 09, write 2 for "no activity of that type" and continue go to question Q8.

Meaning of some modalities.

Modality 04: "Delivering a service": Activities for another household, remunerated or not. For example fetch firewood for another household, repair the moulinette of the neighbour, do 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 (realizes a work)": 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 teaches private classes) is considered as occupied active person and must be declared as such.

Modality: "Working for another household". Non domestic activities that are remunerated, for another household.

Q8: Even though (Name) declares that he/she did not work during the last 7 days, is he/she having a job?

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 Q9. If he/she declares that he/she has no employment, write 2 for "no" and go to Q35.

Q9: Why did (Name) not work the past 7days?

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 Q9a. 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 Q35.

Q9a : How long in total will your temporary absence from work last?

For those who temporarily stopped their employment during the past 7 days (Q9=1 to 7), ask for the duration of this temporary suspension from the day preceding the passage of the interviewers in the household. You will get the duration previewed while excluding special case. For example, an occupied active person who is on leave who will be oblige to go to his work place just to hand over some documents is still on leave.

If the interviewee's answer is « More than 4 weeks » or « Does not know », go to Q35.

Q9b: Is it possible for you to resume your activity or your employment with the same employer after your temporary absence?

Write the code corresponding to the answer.

Questions Q10 to Q32 help to get information on the main activity of each individual identified as "occupied active person". Information collected deal with the type of employment occupied (characteristics of the enterprise, characteristics of employment, remuneration conditions, etc.)

The main employment is defined by a profession (Q10), the activity of the enterprise where the employment is exercised (Q11), a socio professional category abbreviated as SPC (Q12) and the institutional status of the enterprise in which the employment is exercised (Q13).

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 the case where the interviewee exercises several employments and is hesitant to determine his/her main employment, consider the employment that yields the most important income.

Q10: What is the name of the main trade, the profession, the post, the task, the 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 grades. 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.

Q11. What is the main activity of the enterprise in which (Name) exercises his/her main employment, and which type of product does it produces?

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 realises 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 area 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 mobilising 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 frizzy and alcoholic drinks"

Confusions are possible 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 pulp 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_|

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

Q12. What is the socio-professional category of (Name) in this employment?

It refers to the rank of the interviewee in the enterprise (or the production unit) where he works.

Ask the question as follows: "Are you a senior executive, medium executive, a labourer etc?"

You call all the modalities which are in the questionnaire until the interviewee gives the 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) 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 had a training on the site for tasks assigned to them.

-05: *Labourer:* Staff doing a job which does not need a special qualification.

-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 receive 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).

Q13. The enterprise in which (*Name*) exercises his 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*”: a unit of the “social” sector like cooperatives, associations, churches, trade unions, NGOs (Non Governmental Organisations), 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 two 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 communities should be sent to modality ‘1’ corresponding to “*public administration*”

In case the interviewee answers 'public administration' (modality 1) or household (modality 7) therefore he is not concerned by questions Q14, Q15 and Q16. Go then directly to question Q17

Q14. How many persons in total work in this establishment (including (*Name*)) ?

Here it is about the establishment and not the enterprise, that is to say the physical place where the interviewee works. As a matter of fact, in the case of an enterprise with several establishments (for example an enterprise which has branches in different towns), it is not likely that the interviewee knows the total number of people working in that enterprise. On the other hand he can know the approximate size of the branch employing him. You will therefore register the total number of people working in the establishment (including apprentices and family helps).

Example: In the case of Mr. Jean who works in Fokou company Melong agency, the number of employees to register is that of the Melong agency in which he is working.

The head of Maroua CRTV antenna must give the number of persons who work with him in that antenna and not the number of person working in CRTV in general.

In case of a taxi driver, who is not the owner of the vehicle, who exclusively is helped by another driver, we shall consider that the enterprise has 3 persons (2 drivers and the owner is considered as manager).

Q15. Is the structure in which (Name) exercises this employment registered?

This question helps to know if the enterprise is registered. Three aspects of the registration are taken into consideration here: fiscal (taxpayer's number), legal (business registration number) and the registration at the National Social Insurance Fund (CNPS/NSIF)

In order to facilitate the understanding of the interviewee, you can go through all the modalities of the registration. For example, you could ask: "*Does the structure in which (Name) exercises his/her employment have a tax payer's number*" if the answer is yes, register "1" if "no", go to the next modality. 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" Continue in any case to Q16.

NB: The possession of a license or a document showing payment of liberal (global) tax testifies that the person has a tax payer's number .It is the case of taxis and travelling agencies possessing a trading license (patente) , they therefore have a tax payer's number.

Q16. Does the structure in which (Name) exercises this employment have formal accounts number?

We want to know if the enterprise of the interviewee keeps formal accounts. The keeping of formal accounts refers to the registration of activities in an official accounting system (OHADA and others) that is to say that this accounting system helps to make the balance sheet and the operating account to be declared to taxation authorities.

Q17. Does (name) have a labour contract in this establishment? If yes, which type of contract?

This question enables to know the type of relation between the employer and the employee through the type of contract.

1=“*Open ended contract*”: It is a contract written and signed by the employer and the employee and the duration is not specified in the contract.

2=“*Fixed term written contract*”: It is a contract written and signed between the employer and the employee with the duration specified in the document.

3=“*Open ended oral contract*”: It is just an oral agreement between the employer and the employee. It is of the domain of non written contracts. The duration is not specified in the contract.

4=“*Fixed term oral contract*”: It is just about a verbal contract between the employer and the employee. It is of the domain of non written contracts. The duration is specified.

5=“*No contract at all*”: There is no written or oral contract, no clear arrangement between the employer and the employee.

6=“*Not concerned*”: For independents people (boss or employer or own account worker).

Go to Q18 if the transcribed code is 1, 3 or 5; go to Q20 if code 6 is transcribed. Else, go to Q17a.

Q17a: Why is the contract or agreement of (Name) a fixed-term one?

This question concerns only those having a written or oral fixed term contract (Q17=2 or 4). Consider the main reason for which the interviewee has fixed term contract.

Q17b: What is the duration of (Name's) contract or agreement?

This question concerns only those having a written or oral fixed term contract (Q17=2 or 4). Ask for the duration, in months, of the contract of the interviewee and record its corresponding code in the space provided for that.

Q18: Does (name) have a pay slip within the framework of this employment?

It is any document the employer gives to the employee to justify the payment of the salary (pay voucher, payment receipt, receipt, attestation etc.)

Q19: Is (name) affiliated to a social security system (CNPS/ NSIF, regime of civil servants and equivalent, etc.) within his/her employment?

The problem here is to know if the person is registered with a public institution like the National Social Insurance Fund (NSIF) specialised in the coverage of industrial risks (accidents, illnesses, etc.) payment of family allowances, old age and invalidity pensions, etc.

Social security

The national system of social security is a system legally set, that ensures the financing of transfers to persons having specific needs in case of old age, invalidity, survival, sickness, maternity, industrial accident and unemployment, as well as help to families and for health cares, (**Convention n° 102 (1952)** about social security (minimum norm) of the International Labour Organization.

National systems of social security generally includes the following type of regimes :

- regimes of social insurance that put in common the resources for all the population that they cover on the basis of social solidarity ;
- the non contributive regimes, by which public authorities offer uniform services that are generally financed by the general returns of the State.

NB: Social security is different from social protection. The latter includes besides social security, all measures enabling to offer an adequate housing and feeding, to insure access to education and to alleviate poverty and social exclusion.

There are complementary regimes of social protection that come for example from collective agreements, or from individual contracts provided by the law. The majority of these systems carry out their activities in the informal and are organized by the population in njangee, quarter or village meetings, notably for funerals, sickness, births. Actions taken undertaken social assistance actions.

The present system of social security of Cameroon is based on the one hand on the system of workers according to the labour code monitored by the **National Social Insurance funds** and on the other hand by the **regime of civil servant and equivalents** monitored by the state through the Ministry of Finance, (*Ministry of Social Affairs, National Report on Social Protection, June 2008*).

State workers following the labour code, who were once monitored by the NSIF, were transferred to the Ministry of Economy and of Finances since 1993.

Persons covered by the regime of social security in Cameroon are:

- the wage earners according to article 1 of the labour code;
- the equivalent grades;
- the voluntary insurants;
- family members of the insurants;
- civil servants in detachment.

Q19a: Does the employer of (Name) pay contributions to social security for him/her?

Ask the question to the interviewee to know if his/her enterprise pays social contributions for him/her.

Q19b: Do you (Does Name) benefit from annual leaves?

Ask the interviewee if he/she enjoys his/her right of having annual leaves. If the interviewee chooses not to enjoy his/her leave whereas the enterprise grants him/her, the answer will be affirmative (code 1).

Q19c: Would you (Name) benefit from any paid annual leave in case of industrial accident?

It is a matter of knowing if the interviewee still gets his/her salary after an industrial accident that hinders him/her from working because of sick leave.

Q19d: Does (Name's) employer deduce some taxes from his/her income?

It is a matter of knowing if the employer subtracts or holds part of the payment at the source as taxes.

Q19e: In this employment, is (Name) a member of a syndicate or a similar association of employees, that can defend his/her work rights or participate to collective negotiations?

Ask the question to the interviewee and write the code corresponding to the answer of the interviewee.

Q20: Does the employment that (Name) exercises correspond to any training he/she received?

This question helps to evaluate the adequation between the training received by the interviewee and the employment occupied. If the interviewee received a training of any nature (formal, on the job training , etc.) in relation with his main employment, write 1 for « yes », otherwise write 2 for « no » Continue to question Q21.

Q21: At what moment of the day does (name) exercise his/her main job?

There are day workers and night workers. The day corresponds to a period from 6 am to 8pm. The rest of the period is considered as the night. If working hours interfere on two periods, (from 3pm to 11pm for example) therefore you consider that the worker works in the night and in the day (modality 3)

Q22: Since how many years is (Name) exercising this employment?

It is a matter of knowing the number of years spent in the employment in complete years. This duration is coded in months if the interviewee has worked for less than two year and in complete years if the interviewee is two years or more in the exercise of his present employment. First code the unit (months, complete years) in the first box and write the number related to the unit in the last two boxes. If the interviewee has difficulties to give the number of years, ask him since which date he/she is exercising this employment and make the calculation yourself.

NB: Be careful with the notion of employment. We are referring to the one done presently. For example a person who during his active life time has always worked as a 'secretary', but who first worked in a big private enterprise and now works in a small enterprise, has had two different employments. Of course it is the time spent in the present employment (the one of the small enterprise) that we want to evaluate. In the same way, a person who has always worked in the same enterprise but who was "*skilled labourer*", got a promotion and is now "*medium senior staff*" has exercised 2 different employments.

Q22a: Through which channel did (Name) get this employment (or undertook this activity)?

It is a matter of getting the main channel through which (Name) got his/her present employment (or undertook his/her present activity). The question concerns all the active occupied persons, even if it looks convenient only for dependent workers (wage earners, family aids, apprentices).

« *Personal initiative* » refers to self employment. Recommendations are part of “*personal relationships*”. Specify if the modality is “other”.

Modality “*Special public recruitment*” refers to special recruitments to the public service like the recent recruitment of 25 000 young graduates to the public service.

The private recruitment office can be for example the Labour Force Office (BMO).

NEF means National Employment Fund, **PIAASI** is Projet Intégré d'Appui aux Acteurs du Secteur Informel (Integrated Project to Support for Actors of the Informal Sector), **PAJER-U** is Programme d'Appui à la Jeunesse Rurale et Urbaine (Support Programme to the Rural and Urban Youth) and **FONIJ**, Fonds d'Insertion des Jeunes (Youth Insertion Fund).

Q22b: Is (Name) satisfied with his/her employment

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

Q23: How many months did (Name) devote to this employment during the last 12 months?

Indicate here the number of months the interviewee devoted to his/her main employment within the

past 12 months or that he/she you usually devote to it annually. Here it is about the calendar months (January, February, etc.). So an interviewee who worked from 29th January to the 03rd march worked for 3 months, January, February and March.

NB: In the case of teachers, the number of months dedicated to the job corresponds to the number of months paid or owed (in general 12 months in the public sector and often less than 12 months in the private sector).

Q24: How many days per week does (name) usually devote to his/ her job?

If the interviewee did not work during the last 7 days for any reason (strike, illness, leave etc.) write the usual number of working days per week.

Q25: How many hours per week does (Name) usually devote to his/her work?

As in Q24, write the usual number of working hours per week, if the interviewee did not work during the last 7days. If the interviewee is not able to give directly the number of working hours per week, you can help him/her by asking the number of hours he/she usually devote to his/her activity per day, then you multiply it by the number of working days per week.

If the number of working days is superior or equal to 95 hours, write 95.

If the result got is superior or equal to 40, go to question Q27; if it is less than 40 continue to question Q26.

For example, if an interviewee worked for 3 days and averagely 8 hours per each of these days during the past 7 days preceding the survey, the result of the multiplication is $3 \times 8 = 24$. This result is inferior to 40, continue to Q26.

NB: We grasp the effective number of hours at work and not the previewed number of hours. You have to help the interviewee to calculate if necessary. Lunch break and the time spent in transport to go to the job side or to go back home will not enter in the estimate of the number of working hours per week of the interviewee.

Example: If we consider the case of a housewife who does her business in the house or a shop keeper who spends his night in his store, therefore the number of working hours per week is calculated compared to the time effectively dedicated to the commercial activity (by effectively staying behind the goods).

Q26. If (Name) worked less than 40 hours during the last 7 days what is the reason?

If the interviewee gives a reason different from the 4 first, specify clearly the motive and write code 5.

Q27. Concerning the number of hours that (Name) devotes to his work per week, is he/she ready to work more in this employment or in a different employment?

Ask the question and write the code corresponding to the answer of the interviewee.

Q28. Does (Name) have right to [name of the advantage] in his/her main activity?

It is about the advantages the interviewee benefits and not to know if he/she is entitled to them. This question is especially valid for dependent workers (wage-earners, family aids and apprentices). But in some cases, it can apply too to independent workers (employers, workers for own account).

Some of these advantages can be included in the salary. It is for example for the majority of civil servants: family allowances, housing allowance, old age, invalidity and death pension, (retirement pension). Equally, all civil servants have right to paid leaves even if they do not always get it.

In general, wage-earners of the formal sector (private and public) are beneficiaries of the advantages quoted, but it is better to verify.

Some advantages are not included in the salary. An enterprise can for example put to place a transportation system (carrying of people) of his staff without giving them money.

For each of the items, ask the question and record the code corresponding to the answer.

Q29. How is (Name) paid, or how does he/she get his/her income, in his/her main employment?

It is a question of specifying the main form under which the interviewee is remunerated in his main employment. If the interviewee declares several forms of remuneration, take the one which yields usually the highest income on 12 months. It should also be noted that an independent worker is always remunerated with benefits.

Modality 2 = “*At a day or per hour of work*”: It is the case of labourers who are paid per day or of some part time teachers paid per hour.

Modality 3= “*At the task*”: Here a price agreed for a given piece of work a total amount that the worker will receive when he/she does the work. A piece of land to be cleared or to cultivate for a certain amount for example.

Modality 4=“*On commission*” refers to remuneration by a percentage of the amount of transactions realised.

Modality 6=“*In kind*” concerns also farmers whose income are obtained by the way of harvests.

Example: A marketing agent who has 15 000 CFAF as fixed salary and 50 000 CFAF as commission is paid “*on commission*”.

If the interviewee is not paid i.e code 7, go to question Q32.

Q30. In his/her main employment, how much did (Name) earn last month or during the last 12 months (or at how much does he/she estimate his incomes from this work), including advantages in cash or in kind?

This question is very important in the one hand and in the other hand very difficult to grasp. It is therefore good to pay special attention to it. Take your time and don't hesitate to help the respondent to remember his/her incomes including all its advantages in kind or in cash (allowances, bonuses, ration money) in the framework of this employment. If necessary, write accounts on a piece of paper.

Examples: 1-For a watchman who is fed by the employer, calculate the price of a meal and add it to the salary to have the estimate of his revenue.

2- For a house girl who lives in the household, lodging and feeding should be taken into account if she has no family link with the household head. Generally speaking, people lodged by the employer (Answer 6 to question Q2 of section 6), the rents estimated supported by the employer should be added to the salary in order to evaluate the remuneration.

For an apprentice carpenter who or not the apprenticeship fees and who uses dirty wood to fabricate some furniture that he sells to have pocket money should be included in his revenue.

If the interviewee declares the amount, write code 01 if the amount given is per month or code 02 if the amount is instead per year; then write clearly with a pencil the result declared then code it in CFAF after verification.

For dependent workers in general, indicate the total sum (net stoppages and contributions) received during the month preceding the survey. If possible, consult the pay slip of the last month. For wage earners, the calculation of the monthly income (net salary) does not bring a problem, since the majority of them have monthly salary. In case this income is not monthly you have to convert it. For example if it is about a daily income, multiply it by the number of working days in the month.

NB: In case of salary arrears, just consider what the person who is supposed to earn during the reference period.

For employers and own account workers, you have to calculate to get the net operating income. This income is equal to the total receipts minus the total expenses (intermediary consumptions, staff expenses, taxes, interests and investment expenses). For non-wage earner workers, the month may have no meaning as reference period (case of farmers and animal breeders). Let the respondent be free to choose the reference period that suit him/her better, to establish his/her income. You will

help him/her if he/she has difficulties to estimate his income. It is later on that you can convert the income into monthly or annual income.

In case the respondent uses the week as reference period, remember that a month has 4.3 weeks

Beyond the above instructions, how to manage enterprises that have lasted just for days or weeks? For this concrete case, ask the period during which the enterprise functioned and suppose that the behaviour of the enterprise remains constant to extrapolate incomes on one month.

NB: Incomes born from seasonal activities or unsteady activities should be annual.

INCOME OF ACTIVITY

Case of a wage earner.

It includes salaries, remunerations or other gains in cash or in kind generated by the activity.

Salaries, pays and other gains drawn from the activity covers the following notions:

- Direct salaries and remunerations (it is about remuneration in cash or in kind given to wage-earners after deduction of contribution for social security paid by the employer, and other obligations of wage-earners following the number of working hours or of task made, the salary is paid at regular intervals (month, week, day). Its amount is calculated either presumptively (to the time) or according to the quantity of work done (piece -work), or according to the general output of the enterprise (allowance);
- Remunerations of non-worked hours (paid leaves or public holidays)
- Allowances and bonuses (seasonal or end of year allowances or profit sharing)
- Housing and family allowances, directly paid by the employer
- Other advantages in cash or kind drawn from the activity (it's all income that can be drawn from whatsoever activity)

Case of an independent worker (own account worker)

It corresponds to the net income from the enterprise, that is to say the benefit or a mixed income for the IPU since in their case it is difficult to evaluate the benefit. Mixed income can be defined as GOS (Gross Operating Surplus = total returns – total charges (of IPU) for a given period)

The benefit represents financial product realised by a production unit thanks to its activity.

If in spite of efforts made, the interviewee does not want or cannot give an amount of income he/she has the possibility of declaring an interval of income. Ask the following question:

« Is this amount superior to 1 152 000 francs CFA per month, between 576 000 and 1 152000 francs CFA per month or between 288 000 and 576 000 francs CFA per month? », etc. By so doing, go through all the modalities from 16 to 10, until the interviewee situates him/herself in a specified interval of income in case he/she is making a monthly evaluation of his/her income. If he/she is instead making an annual evaluation of his/her income, go through modalities 26 to 20the same way.

When the respondent has situated him/herself in an interval, write the code of that interval and go to question Q31, the amount should therefore not be filled.

NB: For persons who have not worked during the last months, it is convenient to carry out an annual evaluation of the income.

Q31. How have incomes from the main employment of (Name) evolved as compared to the same month a year ago (monthly evaluation) or as compared to the 12 months preceding the last 12 months (annual evaluation) ?

The aim is to measure the evolution of the incomes as compared to the previous year for those whose duration in the employment is at least one year (those who did not change employment within the past 12 months, that is the answer to the first position of Q22 is 1 And the second position superior or equal to 12 months or the first position of Q22 is 2).

If the answer to the first position of Q22 is inferior to twelve months (first position is 1 and second

position inferior to 12), write 4 for “not concerned and continue to Q32. Otherwise ask the question as it is, while adapting it following the monthly or annual evaluation of incomes at the previous question.

Q32. Is it a permanent or a temporary work?

Ask the question while reading the modalities to the interviewee.

“Regular” is a job done throughout the year without interruption for seasonal reasons,, cessation of activity other than leaves, internship, etc.

“Occasional at the day”: is a job that one does in a given day and is paid. It is not sure to get the same job the next day.

“Occasional at the task”: is a job done punctually within the framework of the execution of a task.

“Occasional seasonal”: is a job having a set period that comes in a cyclical way.

Q32a: What are the months during which (Name) exercised his/her employment during the past 12 months?

Write the letters in the order obtained in the spaces previewed for that. A person who says, is working as occasional cannot have worked over the whole period of 12 months.

Q33. Does (Name) have at least 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.

If the interviewee’s answer is « No », go to Q34a.

Q34. At how much can they estimate the total incomes from all the secondary employments of (Name) including advantages in cash and in kind during the past twelve months?

This question is identical to question Q30, the only difference being that it targets the secondary activity. It must be filled following the same instructions.

NB : - For persons having a secondary employment but who did not work during the last months, it is convenient to carry out an annual evaluation of the income.

- In case of several secondary activities, it may be necessary to harmonise the periodicities of the various secondary employments income before the filling.

Q34a: What was (Name’s) situation of employment during the past 12 months ?

It is a matter of knowing for each of the past 12 months the situation of (Name’s) employment. Write the code of the month before writing the code corresponding to the answer for each month.

Begin with the month that come before the month of the survey in the household, and for each month, ask to know if (Name) had an employment. If the answer is No, write 2 for *had no employment* in the space corresponding to that month.

NB: If the interview in the household takes place on the 15 October 2014, month number 1 is September 2014 (code 09), month number 2 is August 2014 (code 08), month number 3 is july 2014 (code 07), ..., and month number 12 is October 2013 (code 10).

Q34b: Is (Name) considering himself/herself as having an employment, being an unemployed, or inactive person?

This question refers to the subjective approach of the employment. It is a question for occupied active persons to give their opinion on the perception that they have on their employment. They can have an employment and consider oneself as an unemployed person or inactive. After this question, go directly to Out of Employment and Out of Transfers Incomes (Q44)

Q35: Has (Name) sought for a job during the last 7 days, that is to say 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.

Q36: Has (Name) sought for a job during the last 4 weeks, that is to say since_____ ?

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

Q37: If (Name) finds a job today, within which time will 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), to occupy an employment, if he/she finds a job or was offered one. Ask the question as follows: "*If you find a job (or if you are given a job) within which time will you be available to start it?*" 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, then go to Q40. If not go to Q43.

Q38. Why did (Name) not seek an employment (or does not desire to work)?

This question is for persons who are not working and who did not seek a job during the 4 weeks preceding the survey. Reasons for the non search of employment are grouped according to the voluntary or involuntary aspect of them. It is a matter here of getting the main reason. If the interviewee gives you many reasons, insist to get the main one.

If the reason is voluntary (ie codes 7 to 11), go to Q43.

Q39. 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. If the answer is « No » go to Q43

Q40. Is (Name) looking for a first employment or has he/she ever worked for a job?

It is about distinguishing former active occupy persons (persons having worked as wage-earners or not and seeking a job presently) from first job seekers (persons without employment and seeking the first employment) the notion of employment here ne not concern only the wage-earning employment, but also that of non-wage-earning.

Q41. Since when is he/she without a job and seeking a job?

It is about the date since when the individual is actively seeking a job, or without a job and available to work. You will have to indicate the month and the year (for example, for a person in the unemployment since January 2006, code month = 01, year = 2006). It must be a real continuous period of unemployment, (therefore of active job seeking.) or at least of availability to work.

Adapt the question according to the fact that the interviewee is seeking a job or not and is ready to work.

Example: Let us suppose that a graduate from university completed his studies in August 2007; he was on holidays till the end of September, between October and December he was helping his father in farm activities (he is really a family help); from January 2008, he applies for a job in the enterprises; write down month = 01, year = 2008.

NB: It is a question of date and not of duration.

Q42. Through which main channel is she/he seeking for a job?

The most interviewees will give several means. Insist to have the two main channels and classify them in order of importance in the digit spaces, by beginning with the one that he uses most often. Record 99 in the second digit if the interviewee says he uses only one channel. . The modality « *small announcements (radio, newspaper, posters, etc.)* » corresponds at the same time to the reading or listening of communiqués related to job offers, to competitive examinations and to announcements made by the interviewee for job applications.

Q43. How does (Name) mainly provide for his/her needs?

In case the interviewee gives several modalities, insist to have the source which gives the most substantial income.

SUBSECTION 4.2- OUT OF EMPLOYMENT AND OUT OF TRANSFERS INCOMES

Q44. Apart from employment incomes, does (Name) receive any of the following types of incomes?

It is related to all the incomes, in cash or in kind, others than transfers and those that are linked with the activity (main employment and secondary employments).

Incomes must be treated in sequential manner and in the order given in the questionnaire. For each type of income register in the first line 1 for “yes” or 2 for “no” depending on how the interviewee perceives or not that type of income. On the second, clearly register the amount and the periodicity of the incomes perceived. On the third line, convert, if necessary, the amount perceived following the monthly periodicity and write down in CFAF. Remember in the conversion that a month is 30 days and has 4.3 weeks and a year has 12 months.

Example:, a person declares that he/she has a quarterly retirement pension of 90 000 francs CFA. On line A “work pension», at the level of the first sub-line, code 1 for “yes”; on the second sub-line, register, clearly write 90 000 CFAF per quarter. On the third sub-line, code 360 000 CFAF (90 000 multiplied by 4).

NB. Transfers received or sent to other households are recorded in section 13. Money sent by a household head who lives in another household to his spouse is a transfer received from a household for the spouse. This amount should instead be recorded in section 13.13.2. Whereas pensions from a law decision (food pension following a divorce case for example) are classified in Q44B.

Some incomes can be perceived at the level of the whole household; in that case you will register them only with the household head. You will be vigilant not to register them again with another member of the household who may declare them.

A: Work pensions: It is about retirement or invalidity pensions following an industrial accident.

B: Other pensions: This item concerns food pensions, pensions to widows/widowers or to orphans.

C: Scholarship: This item concerns incomes that some students perceive for their scholarship

D: Land or real estate incomes: Incomes from the renting of non-built lands or of buildings. A civil servant that lets a 2 rooms- house built next to his/her main house or a room of the house where he/she lives has an income from property.

E: Stocks and shares: incomes from shares and obligations that the interviewee has on an enterprise or on the State. It can also be about income from financial investments (savings) reselling of shares, etc.

F: Exceptional and occasional money entries in kind and in cash: This item concerns irregular incomes (excluding incomes from employment and transfers in cash or in kind received during the 12 last months. Specify below the questionnaire the nature of those entries.

Example: gain from gambling, money picked, reimbursement from insurance, selling of land, house, etc.

Questions Q45 and Q46 concern only persons aged 15 or above.

Q45. What was the situation of activity of (Name) at the end of 2007?

Note that public or parapublic enterprises are equally taken at modality 4 (employee of the public and parapublic). (If 7 to 9, go to Q47).

Watch out: Since we are dealing with the situation of activity, students/pupils of 2007 are those who were not at the same time active occupied in 2007. For students/pupils of 2007, you should probe the interviewee to know if they were not having any economic activity.

Q46. How have evolved all the income of activity of (name) compared to what he/she had at the end of the year 2007?

For people who were doing nothing at the end of the year 2007 and who do not carry out any activity now, consider that their activity revenue has not changed. Somebody who started working in 2004 and saw his income increasing, will be coded 1.

Q47 : Name and serial number of the respondent

Write the name of the household member who answered majority of question column after column, then write his serial number.

Verify all the interviewee's answers and move to the next interviewee or to the next section if for this section you have interviewed all eligible persons of the household.

3.6 SECTION 05: ENVIRONMENT OF THE HOUSEHOLD

3.6.1 Objectives and target population.

This section should be administered only to the household head or to his spouse. It helps to have information on the environment in which the household lives. It will be especially to grasp/observe the site of the household and different disturbances suffered by the household.

3.6.2 Filling instructions

NB: the questions in grey colour must in principle be answered by the interviewer through a simple observation. It is convenient to first go round (in about 200 radius) each household selected in order to see its environment before getting in for interviews.

3.6.2.1 Site of the household.

Q1. Which type of way leads to this household?

Interviewer, answer directly this question by observing the household environment.

Q2. How many months during a year does the nearest carriageable road to your house function?

This question aims at measuring the accessibility to the lodging during the different periods of the year (rainy season and dry season). As a matter of fact, some roads can be used by vehicles in the dry season but not in the rainy season. These are roads that pass for example on river beds or in swampy areas that can be used only in the dry season.

Q3: On which type of relief is this lodging built?

“Valley/deep grounds/marshes” correspond to houses situated between two mountains or two hills or in swampy areas.

Q4: Is there an un-cleared farm or land in the surroundings of this lodging (in a radius of 100)?

The notion of neighbourhood refers to a radius of 100 meters around the lodging.

Q5: Is there any non harnessed stream (river, stream, marsh, lake, ...) in the neighbourhood of this household in a radius of 100 m2.

The notion of neighbourhood refers to a radius of 100 meters around the lodging.

Q6: Is there any petrol station, oil or gas depot in the surroundings of this lodging (in a distance of 100)?

The notion of neighbourhood refers to a distance of 100 meters around the lodging

Q7: In the neighbourhood of this lodging is there any railway (within a radius of 200 m) or an airport (in a radius of 1km)?

The notion of neighbourhood here refers to a radius of 200 metres around the lodging as concerns the railway and 1 km as concerns the airport.

Q8: Is there any high or medium voltage electricity line in the neighbourhood of this lodging (in a radius of 50m)?

The notion of neighbourhood here makes reference to a ray of 50 meters around the lodging.

Q8a: Is there any relay pylon or antenna of a telephone service provider in the neighborhood of this lodging (within a radius of 1000 m)?

Just as in the preceding question, the neighborhood refers to a radius of 100 meters around the house.

Q9: Is there any fence surrounding this lodging?

The fence or barrier here can be of any type whether in permanent material (cement block, concrete, freestone) or in temporal material (straw; bamboo; ...) In some regions like the west, these can be

flowers, or trees planted in the form of fence, with less space from each other surrounding the lodging.

Q10. Has one member of your household been victim of physical violence (assault, theft, etc) during the last 12 months?

It is a question here is to know if a household member has been victim of violence during the last 12 months whatever the place, where the incident occurred. Physical violence refers here to body or material prejudices undergone.

If the answer is “no” go to Q12

Q11. If yes, did these acts occur in your quarter / village?

It is about here is to know if the violence suffered by a household member occurred in the quarter/village where the household lives. In urban area, the question is asked in reference to the quarter and to the rural area, refer to the village by asking the question.

NB: Here, violence between members of the same household is not taken into consideration.

3.6.2.2 Disturbances suffered by the household

This subsection enables to measure disturbances suffered by the household. These disturbances are related to unpleasant noises, floods in the rainy season, running used water from neighbours, running water from public sewers, unpleasant odours, presence of insects and disturbing animals in the direst vicinity of the household.

During the last 6 months, have you been disturbed in your lodging with noises?

For each of questions Q12 to Q15, it is a matter of knowing if the household was exposed during the past 6 months to each of the types of noise listed. If the answer is No, encircle and write code 4 “Never”. Else, probe the interviewee for a better precision of the frequency of noises (Yes, regularly; Yes, from time to time; Yes, scarcely).

Q12: Noise from the neighbouring households?

If the answer is “No” encircle and write the code 4 “never”. Else, probe the interviewee for a better precision of the frequency (Yes regularly, Yes from time to time, Yes scarcely) of these noises.

Questions Q13, Q13a, Q13b and Q14 are filled the same way as in Q12.

Q15: Other disturbing noises? (to be specified)

Specify other types of noise and write them in the questionnaire. If there are many, write all the answers of the interviewee, then make a global appreciation of the frequency.

Q16: During the last 12 months were you disturbed in your lodging by floods during rainy season?

Floods caused by other sources than rain, (tubes of SNEC broken for example) are not taken into consideration.

Q17: During the last 30 days, were you disturbed in your lodging by the flow of used water from your neighbours?

Problems caused by flow of water do not depend on the season. So, the question covers all the last 30 days.

Even a household that lives far from used water can be disturbed by the flow of this water, either because of odours or due to mosquitoes they can originate.

Insist on the frequency when the household is disturbed.

Q18: How do you get rid of your household garbage?

Note the main mean used by the household to get rid of its garbage. Modality “4= Recycled” refers here to the use of household garbage for the production of other goods such as fertilizers, etc.

Q19. During the last 30 days were you disturbed in your lodging by persisting odours?

This question should be asked without restriction of the origin of the odour. In fact, bad odours can have many sources. Flow of water, public sewers refuse dumps, pollution from industries, toilets of neighbours.

The seven questions that follow (Q20 to Q26) help to evaluate disturbances suffered by the household as concerns insects and animals.

During the last 30 days did you notice in your lodging the presence of the following disturbing insects or disturbing animals?

For each of questions Q20 to Q26, it is a matter of knowing if the household noticed the presence of these harmful animals in its lodging. If the answer is “No” encircle and write code 4 “Never”. Else, probe the interviewee for a better precision of the frequency of the presence (Yes, regularly; Yes, from time to time; Yes, scarcely) of these animals.

Q20: Presence of mosquitoes?

Q21: Presence of cockroaches?

Q22: Presence of ants?

Q23: Presence of other harmful insects?

Q24: Presence of rats (mice)?

Q25: Presence of giant rats?

Q26: Presence of other disturbing animals?

Q27. How many times have agents of mobile hygiene service disinfected your lodging during the last 12 months?

Give the number in the box provided. If more than 8 visit, write 8.

3.7 SECTION 06: HOUSING AND HOUSEHOLD EQUIPMENT

3.7.1 Objectives and target population

This section must be administered only to the household head or his/her spouse. It helps on the one hand at getting the characteristics of the household in terms of the status of the occupation of the house, the type, the surface area, number of rooms, source of drinking water, main source of lighting, type of toileting facility, etc. and on the other hand to evaluate (in quantity and value) the equipments owned by the household during the last 12 months.

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

3.7.2. Filling instructions

NB. Questions Q5, Q12, Q13 and Q14 must in principle be answered by the interviewer through simple observation. In case a simple observation is not possible, the questions must be asked.

Sub section 06.1: Housing characteristics

NB: Questions in grey must be in principle filled by the interviewer on simple observation, without asking.

Q1: For how long have you been living in this house?

The duration of occupation can be answered in terms of days, months or complete years:

- the day if the household occupies the lodging since less than 30 days (UTPS=1)
- the month if the duration is superior or equal to 30 days and inferior to one year (UTPS = 2)
- the year if the duration is superior or equal to one year (UTPS= 3).

The « Number » corresponds to the number of days, months or years of the chosen time unit.

NB: The duration of occupation of the lodging must be continuous at least 6 months or less than 6 months with the intention of spending at least 6 months).

Example: if the household occupies the lodging since 5 months 12 days, then the UTPS=2 and Number =05

Q2: What is your occupancy status of this lodging?

Ask the question in the following manner “*Are you the owner of your lodging*”? If the answer is yes, ask him if he is owner with land title/authorization to build/building permit or not. Write the right modality. If he is on rent, ask him/her the method of renting. We mean by:

- ◆ *Rent pending purchase* like the houses built by the Cameroon Housing Company usually called in French as “Société Immobilière du Cameroun (SIC).
- ◆ *Lodged by the employer*, rents are taken care by the employer
- ◆ *Lodged by a parent or a friend*, free of charge.

NB: The authorization to build, or any document permitting to build will be considered as building permit.

Q3 : 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 non decimal, 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 15mX 10m= 150m². 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 lodging. For a household living for example in a compound or saré, sum up the

surface areas of each lodging of the compound. If the lodging has several floors (duplex, ...) sum up the surfaces occupied in each level.

For lodging having several floors, you will have to multiply the surface area on the floor (ground) by the number of floors.

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 m².

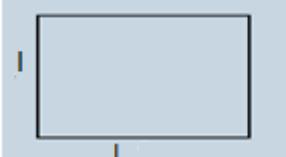
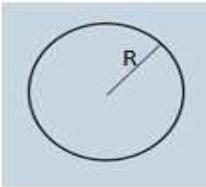
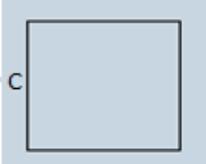
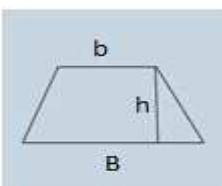
Practical cases on how to calculate the surface area according to the form or the lodging

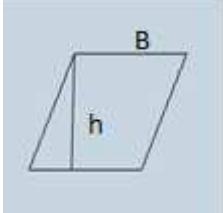
Lodgings will generally have a base of rectangular, square, circular or trapezoidal form or an association of the various forms below. In households, some respondents will give directly the surface area of their lodging, others will not be able to give.

In case the respondent is not able to give, you must help the household to estimate this surface area. So, to do this estimate without a decametre, you can use the « method of steps » to measure the length, the width or the ray of the base of the lodging. Before that, each one will use a decametre to measure the length of his/her step. And during data collection you shall proceed as follows.

- 1- Go round the house in order to get its form in comparison to the forms below;
- 2- If the form is not closer to one of the forms below, you should take approximate measurements though the « method of steps» and apply the corresponding formula of calculation following the table below.

NB: Forms concerns to the base of the lodging

Formula of calculation	Geometric form	Examples
Surface area of a lodging with a rectangular form (in m ²) : S=L x w L=Length (in m) w=Width (in m)	RECTANGLE 	
Surface area of a lodging with a circular form (in m ²) : S=RxRx3,14 R=Ray (in m)	CIRCLE 	
Surface area of a lodging with a square form (in m ²): S=sxS s=side (in m)	SQUARE 	
Surface area of a lodging with a trapeze form (in m ²): S= (B + b) x h x 0,5 B=Big base (in m) b=Small base(in m) h=Height (in m)	TRAPEZE 	

<p>Surface area of a lodging with a parallelogram form (in m²) :</p> $S=B \times h$ <p>B=Base (in m²) h= Height (in m²)</p>	PARALLELOGRAM 	
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Q4: How much do you pay as rent per month or if you were renting the dwelling you occupy, at how much would you estimate the monthly rent?

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

For those on rent, ask the following question "How much do you pay as rent 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.

Q5 What is the type of lodging?

Take note of the type of house in which the household lives by observing. They could be:

- ✓ *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/duplex/mansion*: individual house of modern standing with permanent material and having some dispositions comfort (garden, swimming pool, 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.

Q6: A. How many rooms does your dwelling have in total?

The rooms are the isolated parts, surrounded by partitions or neatly separated that serve as habitation. In the case of a common lodging, rooms that are used together are taken in account.

NB: i) Are only considered here, the main rooms of the dwelling (rooms, parlours, dining rooms, office, etc). Secondary rooms such as kitchen, bath room, antechamber, corridors, etc. are not considered as rooms.

ii) Rooms exclusively used for professional purposes are not counted. On the contrary, those with mixed usage are counted.

Example: a trader who lives in his store has a room.

Q6: B. How many rooms do you usually use in order to sleep?

it is not only about bedrooms, but also any other room (kitchen, parlour, store, ...) usually used 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 must not be superior to the total number of the rooms of the lodging, i.e Q6B<=Q6A. However, in case where secondary rooms (kitchens, stores, etc.) are used for sleeping, you can have Q6B>Q6A

Q7 : A. What is your main source of drinking water ?

It is a matter of getting through this question, the main mode of supply in drinking water for the household (the mode that gives the most important part of drinking water consumed in the household). The differentiation of the mode of supply operated here takes into accounts the intention to get the expenses for water in section 13.

The term tap, refers to a service of water supply or water distribution. It is water that reaches every house and that has been treated, or at least controlled to be potable.

- « **Individual tap SNEC/CDE/CAMWATER** »: case of a household having a SNEC/CDE/CAMWATER meter that he uses alone. He directly pays his bills at the agency.
- « **Collective tap SNEC/CAMWATER (main user)** »: case of household connected to a SNEC/CDE/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.
- « **Collective tap SNEC/ CDE /CAMWATER 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.
- « **Collective tap SNEC/ CDE /CAMWATER 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.
- « **Reseller of tap water from SNEC/ CDE /CAMWATER** » : case of a household having no connection to the water distribution network and who gets supply from resellers of SNEC/ CDE CAMWATER water (including the resellers in the trucks and carts).
- « **Public tap** »: a tap put at the disposal of the population. Public taps can have one or several taps and are generally built with bricks, concrete or cement.
- « **Other collective tap** » : case of a household connected to a distribution network different from SNEC/ CDE /CAMWATER that he shares with other households.
- « **Sinking well** »: a hole dug with a specialized appliance that enables to reach the ground waters and which is equipped with pump. Wells with tubes are made with pipes thanks to which the holes with a modest diameter are protected from landslide and infiltration of running waters. Water is conveyed from a well with tube or from a sinking well by a pump that can function thanks to energy from human, animals, wind, electricity, gasoil or solar energy.
- « **Protected well** » : Well protected from running water by a well coating or a tube set above the ground and a platform that takes away water thrown from the well. Besides, a protected well is covered, from excreta from birds and animals.
- « **Unprotected well** » : An unprotected well is a well for which the two following declarations are true: (1) the well is not protected from running waters; (2) the well is not protected from animal and birds excreta. When one at least of the two is true, then the well is unprotected.
- « **Protected source** » : a protected source is the one protected from running waters, and animal or birds excretas. The source is generally protected with “a source cover” made up with bricks, cement or concrete and built around the source in way that water flows directly from the cover to a pipe, without been exposed to the outward pollution.
- « **Unprotected source** »: an unprotected source is the one that receives running waters, animal and birds excretas. Unprotected sources do not generally have any cover (described above)
- « **Rain water** » : rain water refers to rain collected from the roofs and stocked in a container, a tank or a cistern till its usage. Underground rainwaters or waters from catchment basin should not be considered here.
- « **Truck-tanks** » : the truck-tanks used as water source serves as for the transportation and the sale of water.

- « **Cart having a little tank/drum** »: the cart having a little tank/drum is by a water supplier who carries water to a community in order to sell. Transportation can also be done with a cart pulled by an ass (donkey), a motorized vehicle or other means.
- « **Surface water** » : the surface water is water from sources like rivers, streams, dams, lakes, channels and irrigation channels from which water is directly carried.
- « **Water in sachet** » : The water in sachet is water bought and which is in a sachet. This water in principle is potable, but can also be of doubtful quality.
- « **Mineral water** » : Mineral water is the one bought in a bottle. Note that the code here refers to water in bottle sold. It happens that the household members keep in bottles water from other sources; this type can not be taken as mineral water.
- « **Other (to be specified....)** »: it is any other mode of water supply not mentioned above.

7: B. In your household, what quantity of water do you often averagely use per day for the following tasks/ actions?

In this question, it is a matter of getting the daily estimate of water use for the various needs (toilet, bathing, cooking, etc.) of the household. The quantities of water consumed inside the household must not be counted independently from their supply sources. For instance, in the same household, the can have part of the water coming from SNEC/CAMWATER/CDE tap, another part from a well or sinking well and even from mineral water from a super market.

Be patient here and ask the quantity of water used for each domestic activity. You will sum up after and write the total in the spaces provided in litre. Note that we are not talking about the source of that water. Go from common containers in order to get to make easy the estimates. For example, the number of buckets of 10 litres). Be vigilant and probe the household in case they have forgotten, because in a household where a woman has just delivered, it is less possible that they spent a day without having done laundry.

NB : Do not consider water used for professional activities.

Water for washing dishes: the respondent must give here in litre, the estimate of the water used averagely per day in order to wash dishes.

Water for laundry/cleaning up: it concerns water used for cleaning up (floor, vehicle, etc.) and laundry. First ask the respondent how many times he washes dishes or makes laundry, then the average quantity of water used for washing up/laundry. Then, you will get the daily consumption from that quantity on that period. Water for washing up/laundry includes water used in washing machines, small laundries, dry cleaning of the floor, cleaning of the vehicle, etc. Of this washing takes place most often in a stream, ask the respondent the quantity of water that could be used if this washing was taking place in the household.

Water for bathing and other body cares: for this modality, begin by asking the number of corresponding installations (bathtub, bath), inside the household and ask the question about the quantities of waters used by referring to the numbers of persons inside the household. Water for body care includes water to clean the mouth, to wash hands, etc.

Water to flush excreta: begin by asking the numbers of flushing tanks in the house if the household uses flushing toilets. Then ask the number of times that each household member uses these flushing toilets per day.

Note that each time the flush, about **9 litres** of water are used.

Example: You interview the household of Mr Fotso having 5 members: Himself, his wife and his three children. Mr Fotso tells you that he uses toilets in the morning before bathing and in the evening when back from work, since at work he uses the toilet from the work place. On the contrary, his wife uses the toilets 4times per day and the children 3 times per day.

You can write it on a rough paper, the water consumption for flushing in the household of Mr Fotso as follows:

	Number of usages per day	Average quantity of water for one flushing (in litre)	Total
M. Fotso	2	9 litres	18 litres
Mme. Fotso	4	9 litres	36 litres
The 3 children	9	9 litres	81 litres
All members			135 litres

The calculations show that Mr Fotso household uses averagely 135 liters of waters per day for flushing. The transcription in the questionnaire is:

1 / 1 | 3 | 5

NB : I a household where the type of toilet is « Cesspit toilet with a slab» they will transcribe in the questionnaire.

1 / 0 | 0 | 0

Drinking water: this modality gets the estimate of the average quantity of water drank each day by household members.

Water for cooking: water for cooking includes water to cook food, to clean other things that enter in the cooking of a meal, etc.

NB: Households that get their water from administrations or enterprises are put in “*Other to be specified*”.

Q8: What is the main source of light energy of your household?

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

In the case of the use of electricity, it is not a matter of knowing only if the household has or not an electric subscription, but to identify the type of subscription of the household in case the household has any. For this, ask the head of the household having an electric subscription to describe it to you.

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

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

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

- « *other* »: torch, candle, etc.

Q9: In your household, what type of fuel do you mainly use for cooking?

It is the type mostly used by the household.

Information about the type of fuels used for cooking are got as another measurement of the socio economic status of the house. The use of some types of fuels for cooking can also have negative effects on health. Encircle and write the code of the answer given. Remember that this question

concern fuels for cooking and not fuels for lighting or warming. If the household uses more than one fuel for cooking, ask for the one most often used. If you are not able to separate, ask the most comfortable one.

Definitions of some types of fuels are as follows: « biogas » includes gas from the fermentation of manure in a closed hole. The ‘lignite’ is a by-product of charcoal that produces smoke when it is burnt, but produces less heat than the charcoal.

NB: for a household that usually uses gas and that because of “shortage”, uses temporarily the wood or kerosene for example, the main source of energy for cooking is gas.

Q10: How do you get rid of used waters?

Encircle then register the code corresponding to the most often used means.

Q11: What type of toilet facility do you use in your household?

In case of the use of several types, if we cannot decide, we take the most comfortable.

The goal of this question is to get a measurement of the way toilets of cesspit (sanitation facilities) prevent the users from being in contact with human excreta. It can be necessary to observe the toilets. In this case, first ask the permission to see it. If the respondent answers you that the household members do not have a toilet, or that they go to the bush or in the farm, encircle code “12” for “No toilet or bush or farm”.

If from one of the answers from 01 to 05 is given, insist by asking: « where do used waters go to? ». Encircle the code corresponding to the answer.

Definition of various types of toilets are as follows.

Flushing toilets use a tank or a tray for the water to flush, having a hydraulic closure with a U pipe, found under the seat where they bend and which hinders flies and stinking odors from passing. A manual flushing toilet has an hydraulic closure and they flush here with the hand and there is no tank.

‘01’ - **Connected to the sewer system:** is a system of channeling, also called sewer, conceived in order to collect human excreta and urine as well as used waters in order to send them out away from the environment of the household. Sewer systems are installations for collection, pumping, treatment and sending away of excreta and used waters.

‘02’ – **Connected to the sceptic tank:** is a hole made for the collection of excrement. It has a tight decanter generally dug, outside the house or the toilet.

‘03’ – **Linked to latrines:** refer to a system that flushes excreta towards a hole on the ground and it has a hydraulic closure.

‘04’ – **Linked to something else:** refers to the fact of sending away excreta in or near the environment of the household (can have a hydraulic closure, but not in a hole, a sceptic tank or a sewer). Excrements can be sent away in the street, the yard, a gutter or elsewhere.

‘05’ – **Linked to unknown place/not sure/DK:** must be coded in case the interviewee knows that the toilets are of the flushing type but does not know where the excreta go to.

‘06’ – **Harnessed aired latrines:** are the types of toilets having a hole aired by a pipe on the roof of the toilet. The opened end of the pipe is covered with a net against flies and the inner part of the whole structure remains in the dark.

‘07’ – **Cesspit toilet with a slab:** has a hole arranged in the ground to collect excreta, and a slab, a platform or a seat (in concrete, steel, or in wood to make things easy for the user) strongly supported all over, easy to clean and placed on the floor to prevent any infiltration of the used waters in the hole.

'08' - Cesspit toilet without slab/open hole: is a harnessed hole in the ground made to collect excreta and they do not have a slab, a platform or a seat. Open toilets have a rudimentary hole dug in the ground to collect excreta.

'09' - Composting toilets: are the ones in which excreta and a material rich in carbon (herbs, straws, ashes, woodchips) are mixed and maintained in some conditions in order to produce harmless compost.

'10' – Bucket: refers to the use of a bucket or any other container in order to collect excreta (often urine and toilet rolls). This bucket is often removed and treated or emptied.

'11' - Suspended toilets/latrines: are the ones that are built on the sea, stream or any other water point in which excreta fall directly.

'12' - No toilet/bush/farm: include excreta directly wrapped and thrown in dustbin, the "cat" method which consist in burying excreta in the bush of farm or hole, defecation inside water (draining channel, beach, stream).

If the answer is 12 "No toilet/bush/farm" go to Q12.

Q11 A: Do you share your toilets with other person who are not members of your household?
Ask the question and write/key-in the corresponding to the answer given.

Q12: What is the main material of the walls of your house?

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

Q13: What is the main material of the roof of your dwelling?

Same as in Q12. Observe the main material of the roof and write the corresponding code.

Q14: What is the main material of the floor of your lodging?

Same as in Q12. Observe the main material of the floor and write the corresponding code

Q15: If you are reimbursing a property loan or have a hire-purchase house, what is its monthly amount?

This question concern household owners of their lodging or in hire purchase situation (one of the modalities from 1 to 5recorded at Q22). If the modality hire-purchase (code 5) is selected at Q2, one expects would expect an amount declared by the interviewee.

It concerns the lodging occupied by the household. First ask the following question "*Are you paying any housing loan or hire purchase for this lodging?*" For those households who answer "yes", ask the next question "*How much do you pay per month?*" If the answer is "No", record 9999999998 and don't ask the next question

Q16: Does your household have an Internet connection?

It is a question of knowing if a member of your household a device (phone, internet key, modem, etc.) that permit him/her to access to internet.

Internet connections for business are not considered.

Q17: Are you connected to the tele or satellite in your lodging?

Ask the question as follows: « *are you connected to the television or satellite network in your lodging? »*

Sub section 6.2: household equipment.

In this section, some household equipment has been listed. One needs to know if the household owns this equipment (Q19), to know the number the household actually owns (Q20), the number owned by the household 12 months ago (Q21), the duration of ownership (Q22)and the present value (Q24) and the acquisition (Q23) of the most recent equipment.

First ask question Q19 for all the equipment before asking Q20 to Q24 for the equipment possessed by the household.

Do not ask Q23 and Q24 for fixed phone.

Owning property here entails a non precarious enjoyment (since more than 6 months or that will last at least 6 months) of the equipment by the household, no matter the date and the mode of acquisition. The first function of the good must be taken in priority. So for a cell phone that has a radio, the household has a cellphone and not a radio set.

Example 1 -1: For instance, a household that received a freezer from a friend to keep following his departure to the village 3 years ago and is currently using it to conserve foods owns a freezer and has owned it for at least 12 months. During this time the real owner is not enjoying from the services of the freezer and so, in the sense of ECAM4, he does not own a freezer.

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

Don't take into consideration equipment used for the production of goods and services (for example, a deep freezer used in cooling drinks 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 nil, for example a fan put in the store and which can no longer be used.

Filling Instructions

First ask question Q19 for all the equipment before asking Q20 to Q24 for the equipment possessed by the household.

Each time encircle/key-in the code of the equipment possessed by the household at Q18. Move to the next equipment when the household says he does not have the equipment mentioned.

Q19: Has your household possessed [name of equipment] during the last 12 months (since ... 2013)?

Ask the interviewee if his household presently has or had during the past 12 months, the concerned equipment. If the answer is "No", write 2 and move to the next equipment or to the next section if you are at the last equipment. If the answer is "Yes", write 1 and fill questions Q20 to Q24.

Q20: What is presently the number of [equipment] in your household?

It is the total number of equipment of the concerned type. (no matter the model or the trademark, the age, the size and the price,).

Concerning fixed telephone, one is interested in the number of telephone lines (number of different numbers) owned by the household during the past 12 months and not the number of telephone set used by the household.

Q21: What was that number 12 months ago ?

By convention, you will write 0 if the household did not exist 12 months ago.

Questions Q22, Q23 and Q24 concern the most recent equipment for each type owned by the household.

Q22: Since how many years do (did) you have the last equipment of that type?

For equipments bought by the household members, the number of years of ownership counts as from the day of purchase. For goods that the households enjoy without owning, the duration of ownership is counted as from the day the household uses the goods. The duration is given in complete years.

Q23: What was the value of the last equipment of that type when it was acquired?

It is the value of the equipment at the moment of purchase. For inherited equipments, received as gifts or for keeping and which the household uses, the interviewee will have to estimate the value of the equipment at the moment of its reception. Record the value in CFAF.

NB: Fixed phones are not concerned with Q23 and Q24.

For a household that received a deep freezer from a friend, he will have to estimate the value of this deep freezer at the moment of it entered the household (beginning of use by the household).

Q24 : If you were to sell this equipment, at how much would you have sold it?

It is the value at which the interviewee would wish to resell his equipment at the present state. Record the value in CFAF.

NB: If Q20=0, don't ask this question (Q24), go to the next equipment.

When you have asked questions Q19 to Q24 for the last equipment of the list, go to the next section.

The following examples illustrate the filling of questions Q18 to Q24.

- Case of a household that owns 2 mobile telephone sets, the first one gotten since 2 years 5 months at 35 000 CFAF and the second one acquired 9 months ago at 25 000 CFAF and which the interviewee estimates at 18 000 CFAF nowadays.
- Case of an individual who, since 2 years lives in a new household. This household member has furnished his house with a television set, which is the only set owned now. This set was bought 3 years and 11 months ago at 150 000 CFAF. He estimated the value of this set at 135 000 CFAF 2 years ago (date of entry in the household) and at 100 000 CFAF today.

Q18	Q19		Q20	Q21	Q22	Q23	Q24
Code	Equipment	Answ.	What is presently the number of [equipment] in your household? <i>If 0, go to the next equipment</i>	What was that number 12 months ago?	Since how many years do (did) you have the last equipment of that type? <i>In CFAF</i>	What was the value of the last equipment of that type when it was acquired? <i>In CFAF</i>	If you were to sell this equipment, at how much would you have sold it? <i>In CFAF</i>
1	Fixed phone	□□□	□□□	□□□	□□□	□□□□□□□□□□	□□□□□□□□□□
2	Mobil phone	□0□2□	□0□2□	□0□1□	□0□0□	□□□□3□5□0□0□0□	□□□□1□8□0□0□0□
3	Fixed CT Phone	□□□	□□□	□□□	□□□	□□□□□□□□	□□□□□□□□
4	CT Phone mobile	□□□	□□□	□□□	□□□	□□□□□□□□	□□□□□□□□
5	Fax / Télécopieur	□□□	□□□	□□□	□□□	□□□□□□□□	□□□□□□□□
6	Generator	□□□	□□□	□□□	□□□	□□□□□□□□	□□□□□□□□
7	Computer	□□□	□□□	□□□	□□□	□□□□□□□□	□□□□□□□□
8	Radio set	□□□	□□□	□□□	□□□	□□□□□□□□	□□□□□□□□
9	Television set	□0□1□	□0□1□	□0□1□	□0□2□	□□□□3□5□0□0□0□	□□□□1□0□0□0□0□
10	Musical set	□□□	□□□	□□□	□□□	□□□□□□□□	□□□□□□□□
11	DVD/VCD reader	□□□	□□□	□□□	□□□	□□□□□□□□	□□□□□□□□
12	Numeric/parabolic antenna	□□□	□□□	□□□	□□□	□□□□□□□□	□□□□□□□□
13	Food-mill	□□□	□□□	□□□	□□□	□□□□□□□□	□□□□□□□□
14	Refrigerator/Fridge	□□□	□□□	□□□	□□□	□□□□□□□□	□□□□□□□□

3.8 SECTION 07: MIGRATION AND RESIDENTIAL MOBILITY

3.8.1. 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, and to examine the adjustments on household size. The household migration is examined as well as that of the members of the household.

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 with the intention to live for more than 6 months.

3.8.2 Filling instructions

This section has two sub-sections. The first treats the migration and the residential mobility of the household and the second the migrations of the household members.

Sub-section 7.1: Migration and residential mobility of the household

In this sub-section, it is captured on the one hand the mobility of the households within the time and in the space and on the other hand the reasons of this mobility.

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

In this section, it can be difficult to the respondent to remember the situation of his/her household at the end of 2007. In that case, here are some elements to be used to help him to fix the period:

- In case there is a child of more or less than 7 years in the household, that is to say that he/she was born around the end of 2007, ask him/her the question while starting by positioning him/her at the end of 2007. (*Number of months before the period*) (*Number of months after the period*) the birth of the child (*name of the child concerned*), that is to say at the end of 2007, where was your household?
- If he/she can remember the demonstrations (hunger demonstrations, strike of transporters/taxi men, petrol station service burnt, ...) that took place in February 2008 and led to the salary increase, ask him/her the question, starting with: 2 to 5 months before these riots (demonstrations), that is to say at the end of 2007, where was your household?

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 very well existed 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 exist only since 8 months, it did therefore not exist in 2007.

Case 3: A household that existed very well in 2007.

The household head died in April 2010. Following this decease, 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 in.....2013?

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 in2013?

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?

We consider as migration, a continuous absence whose duration is at least 6 months from the locality of residence. If a household goes from one quarter to another one or from one village to another one in the same subdivision, it is not considered as a change of locality of residence. On the contrary, in the cities of Douala, Yaoundé, Bafoussam, Ngaoundéré, Bertoua, Nkongsamba, Edéa, Garoua, Bamenda, Ebolowa, Kribi and Kumba where there are several subdivisions, the fact for a household to leave a quarter of a subdivision in order to settle in another quarter of another subdivision is not considered as change of locality of residence. However, for the above towns, apart from Douala and Yaoundé, the settlement in an urban area from a rural area and vice versa is considered as change of locality of residence.

We are interested here with the last migration of the household, all households are therefore concerned with the question. Ask the respondent the name of the locality where was residing the household.

For households which did not change the locality (code 1), transcribe the number of the division of residence registered at S00Q6. 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.

NB: You ask question Q6 only if the household has never changed the locality, or else, pass 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: Why did your household change the lodging?

It is about the main reason. Modalities proposed for this section are:

1. Coming closer to the job side
2. Research of better comfort
3. Rent too expensive (income decrease or increase)
4. Insecurity (assault)
5. Indecent lodging (enclosed lodging, accessibility problem, insalubrities, spiritual problem)
6. Consecutive to catastrophes (flood, landslide, fire, earthquake, volcanic eruption, tsunami/tidal wave)

7. Expropriation, expulsion from lodging
 8. Acquisition of his/her own lodging
 9. Other (specify)
- then go to Q9.

Q8: Why did your household change the locality?

It is about the main reason. Modalities for this question:

- 01= Work (transfer, appointment, nomination, new work contract)
- 02=job seeking (search employment)
- 03=Insecurity (including witchcraft)
- 04=Health problem
- 05=Studies, training
- 06 =Natural Catastrophes (flood, landslide, earthquake, volcanic eruption, tsunami/tidal wave, land movement, storm, cyclone, thunderstorm)
- 07=Expropriation, expulsion from lodging
- 08=Repatriation (expulsion by the host country or due to the war)
- 09=Acquisition of his/her own lodging
- 10= Other (specify)

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 change the locality of residence; 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 and...2014 ?

If answer is «yes», go to Q10. If “No” or “does not know”, go to the next sub section (Q12).

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 is about the main reason.

Questions Q12 to Q26 bear on the individual migrations of the members of the household. This sub-section is addressed to all the households, as well as those who were existing before the end of 2007 and those who started existing after 2007.

Sub-section 7.2: Emigration of household members

This sub-section aims at capturing the emigration of the household members as well inside the country as abroad. The reasons of this emigration and some elements on the trajectory that they took till the moment of the survey.

Q12: Since the end of 2007, have members of your household left the household for any reason to settle elsewhere?

It is a question of knowing some members of your household went for economic reasons or any other reason, even if they came back later, or even if they died later. The term “to settle elsewhere” does not concern those that left the household by death. It concerns only those that left the household alive, even if they died later on.

For example for each person that left the household, ask if the person was alive at the moment of this departure. If the answer is « yes », continue to Q13; or else, go to the next section

Q13: If yes ,how many left the household during that period, even if they came back later?

It is exclusively about members who, at a certain moment, lost the status of household member, that is to say they spent a period of 6 continuous months at least out of the household.

Q14: Can you give me the name(s) of these persons who left the household during this period?

There must be as many filled lines as members who went. After making the list of the persons concerned, ask the rest of the questions of the section (from Q15 to Q26) individual by individual.

N.B : *Information that you will collect later will be strictly related to the last departure as resident of the household. In fact, some members of the household could have left as resident and continue to come to the household as visitor.*

Q15 :In which month and which year did (Name) go ?

Ask the date of departure (month and year). Then register the month and the year while referring to the codes of the months. Codes of months to be used are:

01=January, 02=February, 03= March, 04=April, 05 May, 06=June, 07=July, 08=August, 09=September, 10=October, 11=November, 12=December. As for the registration of the years, take the two last digits: 2000=00, 1987=87

Q15a: What is the relationship of (Name) with the household head at the moment of the departure?

It is about the relationship with the household head at the moment (Name) left the household. Ask the question and register the code corresponding to the interviewee's answer. For the codes, refer to question Q3 of section 01.

Register the relationship of the member that left the household with the household head of that time (2007).

Q16: Of which sex is (Name) ?

This question is asked to all the household members who migrated, even if some of these migrants died.

Q17: How old was (Name) at the moment of his/her departure?

Write the age declared in complete years.

Q18: What was (Name)'s level of education at the moment of his/her departure?

It is about the migrant's level of education at the moment of his/her departure and not his/her level of education at the present moment.

Migrants of the post primary level are here assimilated to that of primary.

Q19: Why did (Name) go to settle elsewhere?

It is about the main reason. Modalities for this question are:

- 1=Work (transfer, appointment, nomination, new work contract, coming closer or distance from the job side)
- 2=Seeking employment (search of employment)
- 3= Sanitary (health problem)
- 4=Studies, training
- 5=Marriage, cohabitation
- 6= Divorce, separation or problem within the household
- 7=Coming closer to the family members (to follow or join the family)
- 8= search of autonomy (create his/her own household, problem of lodging)
- 9= Other (specify)

Q20: Who decided for the departure?

It is about the main initiator of the journey of (Name).

Q21: In whose expenses was mainly the journey?

It concerns the main fund provider for the expenses related to the journey. The expenses include transport fees and preparation fees of the journey (passport, visa, etc.).

Q22: Where did (Name) go to ?

It is a question of distinguishing members that went abroad from those that remained in the country. For members that remained in the country, it is first of all a question of knowing if they remained in the same area of residence, and then to register the code of the division where they went. Whereas for those who went abroad, it is simply a question of specifying their country of reception.

NB: for migrant who stayed in a place before reaching the final landing point, the 1st place will be taken into consideration if the migrant spent at least 6 months there or has the intention to spend at least 6 months.

Register 60 in the boxes provided for the division of destination if the person went abroad (code from 01 to 05 at Q22). Else, register the code relating to the locality while referring to the nomenclature of administrative unit.

Q23: Is (Name) still living at that place?

Modalities 4 and 5 concern those who left the household to live elsewhere and later on died. They distinguish those who died more than 12 months ago (code 4) from those who died less than 12 months ago (modality 5). For those who died more than 12 months ago, register the corresponding code and go to the next individual or to the next section.

This question is asked only for members that went abroad. Modality 4 « Others (to be specified» comprises for example those who went and died later on.

Q24: During the past 12 months, has (Name) sent money or goods to your household?

This question and the next ones help to have an idea of the proportion of migrants who sent goods to their households of origin and on the amount of transfers. Here it is about the transfers for the household. If the answer is “No”, move to the next line.

Q25: If yes, at how much can you estimate the total value of goods and/or the total amount of money he/she sent to your household during the past 12 months?

You can estimate separately transfers in cash and transfers in kind before adding them up. Some former members of the household who went abroad or remained in Cameroon send occasionally or regularly to their family money or goods (vehicle, machines, etc.). Register the total amount in CFAF

Q26 : How did these transfers vary as compared to the past 12 months?

Ask the question while proposing modalities. For example, « During the past 12 months that is since2013, (Name) sent more or less assets or money than during the 12 previous months? »..

Ask the question, even if the migrant has just started to send money or assets. In such a case register code 4 to say “not concerned” as a matter of fact, we cannot appreciate the evolution of transfers for persons that have sent money or goods on less than two years..

3.9. SECTION 08: ACCESSIBILITY TO BASIC INFRASTRUCTURES.

3.9.1 Objectives and target population

Questions in this section are 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.) as well as the degree of satisfaction that the household get from these infrastructures.

It should be noted that the questions of this section are addressed to all the households even if the household does not use the given infrastructure. The answers are filled in rows. Ask all the six questions on each of the infrastructure before going to the next type.

3.9.2 Filling instructions

You are requested to have a good knowledge of your cluster; this is valid to urban area as well for the rural area. When you arrive a cluster, make a walk round the area in order to identify the existence of some infrastructures. This will 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.

NB: A zootechnic centre is a centre that proposes to populations methods for the improvement of the rearing of animals. These centres are the dismemberments of the Ministry of Livestock, Fishing and Animal Industries (MINEPIA).

An agric post is a post that proposes to populations improved agricultural techniques to booster the agricultural production. These posts are the dismemberments of the Ministry of Agriculture and Rural Development (MINADER)

Particular cases:

- Pharmacies that are to be taken into consideration in this section will exclude the pharmacies found in health units.
- Civil status integrates councils and special civil status centres.
- 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. Thus, if you notice that the basic infrastructure mentioned by the household is not the nearest as you have identified during the reconnaissance phase of the cluster, 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. Example: water from CAMWATER/ SNEC/CDE or SCANWATER net, sinking wells, protected and equipped well and protected and equipped springs.
- SI S00Q9=3 (we are in a rural stratum), don't ask questions for the infrastructures 12 (refuse can) and 18 (lamp post)

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

Ask the respondent to give you the distance of the infrastructure in question from his/her household. For example: “What is the distance of the nearest public primary school from your residence?”

Record the distance in meters if less than one kilometre and in kilometres if 1km or more while tallying to the right. For distances given in km, if necessary, apply the rounding up rule.

Examples: If the distance is 400 m, record 1 for the unit and then 400 for the distance If it is 1.4 Km record 1 km. If the distance is equal to 500 m, record 1km. If it is between 1.5km and 2.4 km,

record 2 for the unit (km) and 001 for the distance. Likewise, if this distance is equal to 2.5km, record 2 for km and 003 for the distance.

Generally, populations have the tendency of poorly appreciating the distances in the rural area. Consequently, it is necessary for the interviewer to have a good knowledge of the cluster in order to be able to help to fill variable.

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 follow: “Is your household connected to this nearest AES/SONEL electrical pole?” Register the answer in the space provided for it.

Q4: What is the main means of transport used by your household 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 infrastructure in question.

Q5: What average time is needed to reach (name of infrastructure) with the main means of transport used by your household

Ask the respondent to evaluate the average duration in minutes. 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.

Be careful! 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 similar distances, you cannot have substantially different durations.

Counter example: It appears not to be normal that for the same household, one takes 20 minutes on foot 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 through this distance on foot, what average time would you need to get to [name of infrastructure]?

This question must be asked to households who said they use a means of transportation different from **foot** (bicycle, car, motorbike, etc.) to get to the infrastructure; i.e those who gave an answer different from 1 at Q4.

Q6: Which appreciation do you make of the services offered by [infrastructure]?

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

In the case of a school establishment, ask the question in the following manner: “*Which appreciation do you make of the services offered by this school establishment?*”

If the interviewee finds very satisfactory, satisfactory the services offered or if he or she is indifferent, write the corresponding code and go to the next infrastructure or to the next section; else continue to Q7 if there is still an infrastructure listed in the table. If not, go to the next section (section 09).

Q7: What are, by order of importance the two main reasons for this dissatisfaction?

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

3.10 SECTION 09: PERCEPTIONS OF LIVING CONDITIONS AND GOVERNANCE

3.10.1 Objectives and target population

This section must be administered in preference to the household head, to the/her spouse or eventually to any adult member of the household susceptible to provide the researched information. The objective of this section is to outline the way the household and in particular the household head, perceives the notion of poverty, the causes of poverty, the solutions or priority actions taken by government to come out of poverty, poverty in relation to his village, his parents, his neighbours etc. Perception of governance notably corruption and the functioning of public services are also examined. These aspects on corruption will be completed further (section 16), the perception of the populations on the democratic governance, peace and security

3.10.2 Filling instructions

It should be noted here that the aim is to pick up the point of view of the household through the respondent preferably the household head. Also recall here that it is advisable for the interviewer to ensure each time that the code inscribed/key-in equally corresponds to the given answer. For the modality “Other”, carefully copy down the interviewee’s answer in full letters and write down the corresponding code.

Q0: Respondent's serial number

If several members respond to the questions, retain the one who provided more responses, his serial number is available in section 01.

Sub Section 09.1 :Fight Against Poverty

It is a question of capturing the determinants of poverty such as perceived by the populations (surjective poverty), of evaluating this poverty within the time (since 2007 and 2013) and in the space (locality, Cameroon); but also of noting the aspirations and the level of information of populations on the questions of poverty.

Q1: According to you, what are by order of importance, the three main causes of Poverty?

Ask the question to respondent without suggesting answers. The causes have to be given and recorded in a decreasing order of importance. The cause N° 1 should be the most important and the cause N°3 the least important.

Q2 : A. As compared to 2007 (7 years ago), would you say that the living standing of your household has

B. As compared to 2007 (7 years ago), would you say that the living standing in general has

Ask separately questions A for the case of the household and B for the general case, that is to say for the neighbouring households. The objective is to know if a degradation (or an improvement) of living conditions is as a result of non-favourable (or favourable) conjuncture affecting everybody or specifically the interviewed household.

Q3 : Compared to last year, you would say that the living standing has:

This question is similar to the preceding one with the only difference that it concerns the situation of the household a year ago.

Q4 : According to you are people of this village/quarter poor?

Ask these questions to the respondent without suggesting answers. If the answer is yes, ask if the whole village is poor or if, a majority or only a few persons are poor.

Q5: According to you, is Cameroon a poor country?

If the respondent answers that Cameroon is neither poor nor rich, retain that Cameroon is not poor, and write the code 2.

Q6 : In your opinion, has Cameroon enough resources on his own to pay all its external debts?

It is about all types of resources that can have the country, being them financial or not.

Q7 : According to you, should the fight against Poverty constitutes a priority for Cameroon?

It is a matter of getting the view of the interviewee. Ask the question and write the code corresponding to his/her answer in the space provided.

Q8: What are, according to you, the three priority actions that the government should realize to improve the living conditions of your household?

Ask the question in the following way to the respondent: "*In your opinion what is the first action that the government should put in place to improve the living conditions of your household?*" Then, ask him "*After this action, what the Government must do again*". Proceed in the same manner to obtain the 3rd action.

Q9 : Do you think Cameroon will reach the Millennium Development Goals (MDGs) in 2015 ?

It is fair to recall that the MDG were adopted in 2000 at New York by 193 countries of the United Nations Organization, of which the Cameroon. These objectives whose reach is fixed in 2015 are 8 in number, namely:

- MDG 1 : Reduce the extreme poverty and the hunger
- MDG 2 : Ensure primary education for all.
- MDG 3 : Promote equality of sexes and autonomy of women.
- MDG 4 : Reduce the infant mortality
- MDG 5 : Improve the maternal health
- MDG 6 : Fight HIV/Aids, the malaria and other diseases
- MDG 7 Ensure stable environment
- OMD 8 : Put in place a world partnership for the development

Ask the question and write the code corresponding to his/her answer in the space provided.

Q10 : Are you informed that Cameroon has elaborated a Growth and Employment Strategy Paper (GESP) that gives the orientations of the government over the 2010-2020 period?

The GESP is a document elaborated in 2009 to orientate the government action in the matter of economic, social and political development. It covers the period 2010 to 2020 and centred on the acceleration of the growth, the creation of employments and the reduction of poverty. Ask the question and write the code corresponding to his/her answer in the space provided.

Q11 : Do you think the government carries out actions that reflect the good distribution of wealth ?

From this question, we want to get the opinion of the interviewee on the matter the government proceed for everybody to benefit for the national wealth. Ask the question and write the code corresponding to his/her answer in the space provided.

Sub-section 09.2 Living conditions

The sub-section aims at evaluating the perceptions of households as concern the minimum needs of households to ensure a good living condition, classify households to themselves and to others

Q12 : Do you think that [name of the item] is among the minimum needs to have correct living condition ?

Ask the question for each listed item. Then write the code corresponding to the answer in the space provided.

Item 1 : «*To take 3 meals per day every day*». We are talking in general of breakfast, lunch and dinner. But the name or the time of the meals (considered as real meals) can vary according to the habits of the household.

Item 5 : «*To take a good meal on feasting days (Sundays, ceremonies)*». It is for example about Christmas, Easter, New Year, the day of the feast of Ramadan, day of the feast of the ram, Sundays or Fridays and Ceremony days etc.

Item 18 integrates the fact that to be able to take a taxi to go to work.

Item 19 corresponds to be able to hire a taxi in case of emergency.

Item 21 : «*Be able to send children to school*». This question is general and does not concern the specific context of the household. Whether the household has children of school age or not, you ask in a general way if they consider that «Be able to send children to school when they are of school age», is part of the minimum needs of the household.

Item 26 : «*Not to have many children (mastering of fertility)* ». This question is about the possibility of limiting the number of birth if we desire.

Item 27 “to have relations with persons or groups”, relations can be from marriage, private knowledge of a personality, and even relations with a specific group of individuals, of your entourage (family, neighbours, colleagues, etc.).

Q13 : Are you satisfied with the coverage of minimum needs of your household in the following domains ?

Explain well to the interviewee that the satisfaction here is not measured in the absolute manner. Even rich household can wish to consume always more than they are consuming now. It is a question to know if compared to the reference (which is the minimum consumption to have a decent, suitable live), the household feels satisfied or not. The question concerns in fact the big post of consumption such as: food, dressing, accommodation, health, body cares, household equipment, communication, transport, education and leisure and relations.

For the item «*Relations with persons or groups* », it is a matter to know if with respect to a minimum of relations desired for its social development, the household is satisfied. These relations can be: a marriage, the acquaintance of a personality, relations with specific groups of individuals, relations from his surrounding (family, colleagues, neighbours, etc.)

Q14: According to you, is your household very poor, poor, neither poor nor rich, or rich?

It is a question of apprehending the perception of the household concerning the situation of poverty. You will ask the question as it is formulated while listing the modalities in the order: too poor, poor, neither poor nor rich, rich. If necessary swipe it several times.

Q15 : According to you, what is the minimum amount of income that an adult of 15 years or more must have per month to make both ends meet?

Ask the question in the following way: «In order to live with the essential (the minimum), which amount of money per month is needed to an adult of 15 years or more? » Ask the respondent to include in this amount, the value of goods and services they produce themselves and usually consume per month. Write the answer in CFAF.

Q16: According to you, what is the minimum amount of income that a household like yours must have to make both ends meet per month?

Same instructions as in question Q15

Q17: What is the present financial situation of your household?

It is a question here to see if the means the household has at its disposal permit to provide for his needs. And in the case where the resources are sufficient, it is a matter of appreciating the amount of money the household saves. Ask the question while listing the modalities. At modality 6”You are force to resort to the help of the parents/friend/acquaintances”. We capture the cases of gifts (non reimbursable)

Q18: Are incomes of your household very unsteady, almost steady or steady?

Allow the interviewee to appreciate. Then write the code corresponding to the answer in the space provided.

Q19: Are monthly expenses of your household covered by the monthly incomes of its members?

The income does not only concern the salary, it equally comprises advantages, allowances, transfers, rentals, etc. regularly received or perceived. These incomes are perceived by all the household members (you sum up the incomes of all the household members)

Example: A household of students that regularly receives food stuffs from parents must include the value of these food stuffs in its monthly income.

Q20: How do you live compared to your neighbours, parents?

It is here for the interviewee to compare his living standard to that of the neighbours , then to that of his parents. Even if his/her parents are dead, ask the question to the respondent as compared to the time they were still living.

Q21: How many times in the past 12 months has your household been deprived from (name of service) because of unpaid bills?

Ask the question for each listed services (water, electricity and telephone). If the number of water, electricity or telephone cuts is greater or equal to 7, record 7. If the household is not abandoned, that is to say that the household does not use the service, record/key-in 8. Precise clearly the 12 months time interval, counted as from the date of the interview.

For cases of phones, it is a question of cuts for non-payment of bill for fixed phones (with cable) aid mobile phones on post paid tariffication

Example: The interview took place on the 13 October 2014, ask: « since June 2013, how many water cuts due to the nonpayment of bills were registered? ». This last remark holds for questions Q22 and Q23;

If you are in front of a tenant who regularly pays his bills to his landlord, and it comes about that the landlord in his turn did not settle his bills beside a concerned agency, do not take into account these cases of cuts since the tenant is in order.

Q22: How many times in the past 12 months has at least one child of your household been driven away from school for non-payment of school fees?

In case the answer will concern several children in the household, add all cases of exclusion observed during the last 12 months and report the figure in the appropriate place. In principle, you could record/key-in 98 if the household has no child in school during the past 12 months. If the answer at Q22 is 0 or 98, go to Q22a.

Q22a: Number of children concerned by these exclusions?

Register the number of children excluded during the past 12 months

Q23: During the past 12 months, how many months of rents arrears did you accumulate?

It corresponds to the number of months left unpaid or the number of paid months with more than a month late.

Write/key-in 98 if the household is not a tenant during the past 12 months.

Q24: If your household is going through a difficult period, who can really help you?

Ask the question for each item listed: A – The family (enlarged), B – The neighborhood, C – Friends and relatives, D – Religious associations, E – NGO, F - Other.

Family meetings enter in modality A (family (enlarged)). But you must make sure that it is about groupings of persons who have a blood link. Else, put at modality C (friends and relatives).

Sub-section 09.3 Governance

According to “ IT GOVERNANCE INSTITUTE”, governance aims at giving the strategic orientation , to ensure that objectives are reached, that risks are managed correctly and that resources are used in a responsible spirit. Good governance aims therefore at rendering the public action more efficient, close to the public and of general interest and therefore more lawful.

Q25: Compared to last year, do you think that [type of corruption] is :

The interviewee should pronounce himself on: A - Daily corruption (small corruption) and B - Corruption at the summit of the State (great corruption).

Ask the question in the following manner: «As compared to last year, do you think that daily corruption in Cameroon is decreasing, stable, or increasing?»

Corruption is considered as the fact to depart from the regulation in a legal procedure. It consists for one or several persons, to use illicit means in the aim to get facilities in exchange of some privileges. It generally leads to the personal gain of the corrupted person or at the gain of organization corrupting.

“corruption consists in the misuse of a power received as delegation for personal ends” following TRANSPARENCY INTERNATIONAL.

For ROBERT KLIGAARD: Corruption=Monopoly + Power – Transparency

It concerns person having the power to decide: political personality, civil servant, executive of private enterprise, medical doctor or any sportsmen, trade unionist, etc.

Q26: Do you think that the State play a main role in economic sphere or must he give way to the private sector and only intervenes in case of problems?

It is a question of getting the opinion of the respondent on the regulatory role of the State on the promotion of the private entrepreneurship. It is not here about engaging a discussion on the privatization with the interviewee. Simply ask the question and register/key-in the code corresponding to his answer.

Q27: According to you, what will be the impact of the policy of decentralisation, that is the fact for State to give up part of its powers to regions and local collectivities?

By decentralization, we understand the transfer of competences to the regions and to the local communities (councils). Simply ask the question and register/key-in the code corresponding to his answer.

Q28: Since last year the functioning of [Name of the public service] has ... ?

This question is decomposed in to several items (A to F) and all the households must answer this series of questions.

Adapt the question to each item. For example, for item **A on security (police, gendarmerie)**, ask the following question. « Since last year, the functioning of security (police, gendarmerie) has improved, been maintained, or deteriorated? ». Explain to the interviewee that we would like to know if the way policemen and gendarmes work today, has change as compared to 7 years ago.

Item B « Public health centers (hospitals, dispensaries etc.) »

The objective is to know if in the public health institutions (dispensaries, hospitals,...), the reception, the quality of health cares and the availability of drugs have changed comparatively to 7 years ago.

Item C « Education (basic, secondary, higher) »

The objective is to know if in nursery schools, government primary schools, government high/secondary schools and public universities, the quality of teaching has changed as compared to 7 year ago. Explain to interviewees not having children registered in any of these establishments that they can judge the quality of teaching in public establishments from information announced through media or commentaries of other persons.

Item D « Urban infrastructures (roads, markets, refuse dumps etc) »

Basic infrastructures refer mostly to roads, market, and public refuse-dump. For example, « Have roads been scraped, tarred. Are market structures the same? Have they been constructed, etc ».

Item E « Taxes/Custom/treasury services »

It is a question to know at this level if comparatively to 7 years ago. It is easy to be served in Taxation or Custom departments.

Item F « Justice »

Here we refer to services in relation to justice. Ask the question for each of the item then, record the code corresponding to the interviewee's answer.

Q29: Do you think the government policy aiming at bringing [name of the basic infrastructure] near the populations within the past 7 years was.....?

The bringing closer of basic infrastructures is expressed in terms of distance. It is to see if during the past 5 years, school establishments or health centres have been created and have therefore enable to bring the population closer to the infrastructures. It is equally to see if roads have been created and have facilitated the movements of the population. Ask the question for each infrastructure (A to E) and write the code corresponding to the interviewee's answer.

Q30 According to you, during the past 7 years, has the State policy to master the prices of essential products been very successful, averagely successful, less successful or not successful at all in the following domains:

The domains concerned in this question are: Essential drugs, essential food products (rice, fish, salt, oil for example), building materials, school books.

Example: If the interviewee declares that the degree of success in the mastery of prices of essential products is:

- Less successful (code 4) for essential drugs (A),
- Not successful at all (code 5) for food products of first necessity (B),
- Averagely successful (code 2) for building materials (C),
- Very successful (code 1) for school books (D),

Fill the table as follows:

A	B	C	D
4	5	2	1

Q31: Do you think that the results obtained in the framework of the disengagement policy of the State and the privatization of public enterprises in general, and particularly in the following sectors these last years has been: very satisfactory, satisfactory, less satisfactory or not satisfactory at all?

Ask the question for each sector (A to E).

Q32: How do you appreciate the quality of AES-SONEL electricity services?

This question concerns households using electricity supplied by AES-Sonel. Record the corresponding codes. If the household does not use electricity supplied by AES-Sonel, write 6 (not concern) and go to Q36. If the household is satisfied with these services (code 1or 2), go to Q34.

Q33: For which main reason are you not satisfied with these services?

This question is addressed only to those who answered "indifferent/don't know" or "less satisfactory" or "not at all satisfactory" at question Q32.). Simply ask the question and register/key-in the code corresponding to his answer.

Q34: Did you suffer of power cuts during the past 30 days (since ...) ?

We do not get the cases of power cuts due to non payments of a bill or an infraction.

If the household did not register any cut (code 2), go to question Q36.

Q35: If yes, how long do you estimate the total duration of power cuts for the last 30 days?

Record the time unit (TU) with which the respondent gives the answer followed by the number of time unit. If the total duration of cuts is less than a day, record the answer in hours. If there have been several power cuts during the past 30 days, make sure you sum up the various durations while taking them to the same time unit. Remember to probe the interviewee in order to get the various durations of cut for the past 30 days.

Questions Q36; Q37; Q38 and Q39 concern CAMWATER and are asked respectively as questions Q32; Q33; Q34 and Q35.

Q40: Are the community projects or the following changes been carried out in your locality during the last seven years?

This question concerns any infrastructure realized, rehabilitated or refitted in the interviewee's locality, in favour or for the well being of the population. These rehabilitations or refittings concern; schools, health centres, hospitals, roads, wells, sinking wells as well as the access of AES-SONEL and CAMWATER connections. These realizations and rehabilitations do not concern cleanings or road refittings done by a group of volunteers of a quarter or village. They have to be initiated by the state or an NGO. Ask the question for each project. If the interviewee answers « No », go to the next project. If any project wasn't realized, go to the next section.

NB: Questions Q40 to Q44 must be asked project by project (line by line).

Q41: Was at least one member of your household informed by the authorities about the realisation of this project?

This question only concerns interviewees who answered « Yes » in the preceding question. The authorities here refer to; traditional authorities (village and quarter Chiefs/heads etc.) as well as administrative authorities (Sub-Divisional officer, etc.).

Q42: Was at least one member of your household involved or consulted for this project ?

Example: At the time of the information of the construction of a school building in a locality, if the village chief requests the contributions of the population and that a member of the household gives his own participation, then we consider that one member of the household has been implicated. Similarly, if a member of the household has participated in the realization of the school building as a « bricklayer », that is as a remunerated employee, then this member has been implicated in the realization of that project. If the interviewee answers « No » or “DK”, go to Q44.

Q43: If yes, at which stage (s)?

This question only concerns the projects for which the interviewees had confirmed that one member of the household had been implicated in their realizations. We want to know here at which level of the project had the person been implicated.

- « At the conceptual level »: at the beginning of the project.
- « For the implementation »: during the realization or the application of the project.
- « For the follow up and evaluation »: This is done before, during or after the project. And this stage concerns previsions that were made as well on the financial aspect as technical.

Q44: Do you think the impact of [name of project] in the improvement of the living conditions of your household is great, average, small or has no impact?

If the interviewee declares that there was no impact, record code 4.

3.11 SECTION 10: OTHER HOUSEHOLD NON REAL ESTATE PATRIMONY ELEMENTS DURING THE LAST 12 MONTHS

3.11.1 Objectives and target population

This section should be administrated to the household head or his spouse. It has as objective to assess the main non real estate patrimony goods owned by the household during the past 12 months. **The idea of possession here refers to possession (with or without title)** and not to enjoyment as in sub section 6.2. We say that a household possesses a good, if this good is part of its patrimony, used by himself/herself or not. However the good must be functional or temporarily broken down (that is with the intention to repair the breakdown in the next 6 months) whatever its usage (personal, professional or mixed). As an illustration, a household using a hunting gun, that belongs to the boss of the household head, does not possess the good in question. This gun belongs to the patrimony of his boss who gave him the hunting gun. A household who received a photocopy machine, from a friend due to his departure to the village 2 years ago and who uses it for professional activities, does not possess the photocopy machine. This photocopy machine is the property of his friend since its acquisition.

NB: It is not only about functional goods or in temporary breakdown as considered in the preceding sections. In this section, are equally taking into consideration, goods that have been functional even on a very short period within the past twelve months, even if these goods are completely out of use during the passage of the interviewers.

3.11.2 Filling instructions

The filling of this section is done by first asking question Q2 for all the goods. Then questions Q3 to Q13 are asked for the goods existing or having existed in the household.

All through this section, we shall use the following example to illustrate the filling method.

Example:

Mr Massoma is the head of his household. In this household, we have 2 sets of parlour armchairs (the first set made out of leather with 7 sitting places, acquired 3 years 8 months ago at 450 000 CFAF by the household head; the second set, made out of cloth with 9 sitting places acquired 9 months ago at 250 000 CFAF by Massoma). In addition the household has 2 dining table sets (the first set made out of wood with 6 setting places, estimated at 58 000CFA 7 years ago at the moment of its acquisition as a heritage by Mbella, Massoma's son living in the household and used in the restaurant of the household head. The second set still in wood, with 6 setting places received in order to keep due to a journey 2 years ago and that could be taken back at any moment).

Q1: Code or serial number of patrimony good.

Q2: Did your household own (Name of the non real estate) during the last 12 months ?

This question is asked for each in order to first have the list of goods possessed by the household.

Ask to the interviewee if the household actually owns or had owned during the last 12 months the concerned patrimony good. Register the corresponding answer and go to the next good.

For Mr Massoma's example, we will record code 1 (Q2=1) in the box reserved for dining table/parlour armchair.

Q3: Number owned by your household during the last 12 months

It is the total number of [name of patrimony good] possessed goods of, including those that are no longer owned by the household during the last 12 months (due to theft, sale, gift and complete breakdown), regardless on the usage, the brand, the model, the price, the height, etc. For example, the number of dining table/parlour armchair sets possessed by Mr Massoma's household during the last 12 months equal 3 (Q3=3). As a matter of fact, the dining table set received in order to keep is not part of the patrimony of Mr. Massoma's household.

Q4: Characteristics of the (three) main ones of this type

Identify the goods of the same kind in order of importance, according to the declaration of the interviewee (1 for the most important, 2 for the next and 3 for the less important). If there are more than 3 goods of the same kind, consider only the 3 most important ones. The size, the power, the brand and the number of seats (for a vehicle, parlour armchairs, and dining table for example) are various elements that can help to characterise the same kind of goods.

In the case of Mr Massoma, the recording could be made as follows in Q4

parlour armchair in leather of 7 places
parlour armchair in cloth of 9 places
dining table made out of wood of 6 places

NB: This classification should be done by the interviewee himself/herself. If the interviewee is unable to classify the goods of the same kind, choose in preference the criteria of value (cost price) to classify these goods.

Q5: Do you possess this good presently?

Do not take into consideration faulty goods or those that are definitively out of use whose salvage value is nil, as for example a vehicle parked in the yard which is definitively out of use.

For the above example, the three goods are still in use in the household, you will write code 1 in all the cases.

Q6: Do you have/did you have a paper/document showing your ownership for [name of the patrimony]

The titre of ownership here can be a receipt, a bill, a recognisance of heritage or any other written prove of ownership.

Q7: Serial number of the main owner

Copy down from section 01, the serial number of the main owner of the good mentioned. If the good is a collective one, for instance the dining table, record the code of the person who spent the most to buy the good in particular. For goods inherited or received as gift, record the serial number of the heir or the person to whom the good was offered.

NB: Consider the co-proprietor as the proprietor. However, in the case where the good had been bought, received or inherited by several members of the household, record the serial number of the household head (if he is among the co-proprietors of the good) or the serial number of the eldest person on the contrary.

For the case of Massoma, record the number 01 (corresponding to the code of the household head) for the 2 sets of parlour armchairs and also record the corresponding code of Mbella for the dining table.

Q8: Do you use/were you using [name of the good] for personal, professional needs or for both?

In the above example, write/key-in 1 for the 2 sets of armchairs and code 2 for the dining set of chairs and table.

Q9: Since/for how many years do/did you own (Name of the non real estate)?

The duration of possession of a patrimony good starts as from the entry date of the good in the household as a property to a household member. If for example, the household member, owner of the good had just become a member of that household only 4 months ago whereas he already possessed the good, therefore, the duration for the possession of this good is 4 months. For a patrimony good acquired by the household head 7 years ago and handed over to the son who is also a household member since 3 years, the duration of possession of this good in the household is 7 years.

The duration of possession is measured in complete years. If the good was acquired since less than 12 months, record 0 and go to the next question.

In the case of the preceding example, record 03 for the first set of parlour armchair; 00 for the second and 07 for the dining table.

Q10: What was the value at the moment of acquisition/at the entry in the household?

The moment of acquisition of a good by a household is the moment when he became the proprietor (owner) either by inheritance, by gift or purchase, either because the person possessing the good has become a member of the household. As an illustration, a household to which they have offered 5 months ago, a camera, bought 3 years ago by the donor, must estimate the value of this apparatus 5 months earlier, that is to say at the time he received the gift. The value must be recorded in CFAF.

In the case of Mr. Massoma, record 450 000 for the first set of parlour armchairs, 250 000 for the second set of armchairs and 58 000 for the dining table.

Q11: Did you buy, inherit or receive as gift [name of the good] that you have?

It is a matter to distinguish here purchased goods from inherited or offered goods to the household by an external person to the household. Ask the question in the following way for example: "Have you bought, inherited or received as gift the [Name of good] that you have at your disposal?"

NB: A vehicle inherited by a son from his dead father (who was a member of the household to which the son belongs), is considered as an inherited good, since the late father is no longer part of this household. A gift received may only come from another household, from a moral person (NGO, association, enterprise, State, church, etc), or from a physical person who is not actually in the household. A typing machine bought or offered by a father to his son (the 2 living together in the same household), is considered as a good bought; the date, the mode and the value of acquisition are linked at the moment the father bought this good.

In Massoma's household, the mode of acquisition is 2 for the two set of parlour armchairs and 1 for the dining table.

Q12: Why don't you still possess this good?

This question concerns only good that are no longer possessed by the household ask the question to know why the household no longer possess the [name of the good]. If the good was sold or pawned, go to the next good own by the household or to the next section. Else go to Q13.

Q13: For which reason did you sold or pawned these goods?

Ask the question as follows: "For which reason did you sell [Name of good]", report the code corresponding to the interviewee's answer.

3.12 SECTION 11: LANDED PATRIMONY, ACCESS TO CREDIT FOR PRODUCTION AND SOCIAL CAPITAL OF THE HOUSEHOLD

3.12.1 Objectives and target population

This section should be administered to the household head or his spouse. It has as objective to identify the financial assets of the household and the access of the household to social capital and savings.

3.12.2 Filling instructions

Sub section 11.1: Access to land and property

In a country like Cameroon of which a great part of the population live of products born from agriculture, the access to the land and to property is fundamental, the land constituting the basis of the development of their activities.

In this section, it is a question of measuring the access to land, the level of possession of the land by households as well as the measure in which they are owners (let us recall that the land certificate is the only title of ownership since 1974)

Q1: Does at least a member of your household own an exploited piece of land?

(Farming and rearing, etc.)

The owner of an exploited land (for agriculture, rearing, forestry, garage, petrol station, etc.) is the person that has a legal or custom land right. Being an owner of an exploited land does not necessarily mean that we are a farmer.

If the interviewee answers «No », go to Q5.

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.

Q2: what is the total area of these lands in hectares (ha)?

We recall here that $1\text{ha} = 10\ 000\text{m}^2$ and corresponds to a square farm of 100 m by 100 m or a rectangular farm of 200 m by 50m. If the total surface area is not an integer in hectares, round it up. For example if the area is $65\ 000\text{m}^2 = 6.5$ hectare, write “007” in the corresponding box.

NB: in the northern regions of the country, the “quart” (the quarter) is often used to measure farms having the shape of a square, in reality, when they talk about the “quarter” they are referring to the quarter of an hectare.

$$1 \text{ quart} = \frac{1 \text{ ha}}{4} = \frac{10\ 000 \text{ m}^2}{4} = 2500 \text{ m}^2$$

If for example Mr. Moussa declares to possess 3 quarts of land, then the total surface area of his lands is $3 \times 2500 \text{ m}^2 = 7500 \text{ m}^2$

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 1500m^2 .

Example:

If respondent declares that his coffee farm has 12 000 stems, the cultivated surface area of the farmland is calculated as follows

$(12000/1000) * 1500 = 12 * 1500 = 18000 \text{ m}^2 = 1.8 \text{ ha}$. You will therefore register 2 in the space provided

Q3: How many household members work on this/these land(s)?

Write the interviewee answer in the space provided for that while tallying from the right. Make a link with the household size.

Q4: How much do you estimate the total value of this/these land(s)?

Bring the respondent to estimate the total value of these cultivated lands by asking how much can he/she sell these lands. You could equally inquire to know how much a square meter of land cost in the area and do the calculations yourself.

Record the value in CFAF in the space provided while tallying from the right.

Example: Mr Salihou is owner of pieces of lands used for the rearing of cows and sheep acquired respectively at 1 500 000 CFAF and 2 000 000 CFAF. His spouse has a land that she is cultivating she bought the land at 1 000 000 CFAF.

The total value of lands possessed by Mr. salihou's household is :

$$1\,500\,000 \text{ CFAF} + 2\,000\,000 \text{ CFAF} + 1\,000\,000 \text{ CFAF} = 4\,500\,000 \text{ CFAF}$$

Q5: Does at least one member of your household own an unexploited piece of land?

An unexploited land is piece of land on which no investment has been made.

If the interviewee answers « No », go to Q8.

Q6: What is the total area of these lands in hectares?

Write the answer given by the interviewee. If the interviewee cannot evaluate the surface area, estimate it by getting information on the dimensions of lands and their forms. Carry out the estimates and sum them up.

Q7: How much do you estimate the total value of this/these land(s)?

Same instruction as in question Q4

Q8: Does at least one member of your household own a house, which is not occupied by himself/herself?

We are interested here in houses not occupied by the household members, but belonging to at least one member of the household. If the interviewee answers « No », go to Q10.

We understand by habitation here, isolated houses, houses with several lodgings, modern villas, duplex, mansions, palaces, building with apartments owned by the household. These habitations can be for residential or professional use.

Q9: How much do you estimate the total value of this/these house(s)?

Bring the respondent to estimate the total value of these houses by asking him/her how much he/she can sell these houses?

Q10: What is the total number of properties owned by your household members?

By property, we mean a house or a land owned by the household or one of its members. This question is divided into two sub-questions. First ask the total number of lands, then the number of houses (lodging built on a land).

NB: If 00 all over, go to Q13

As for habitations, if for example a household possesses and does not occupy two houses, a building with apartments and a villa, the number of habitation is 4. Besides, if a household resides in part of the lodging like in a building, consider the rest as an unoccupied habitation by the household and at Q9, the value of the habitation will be estimated on the part non occupied by the household.

Q11: Among these properties, how many have a land certificate?

For each land, try to know if the land title exists. Then make a total of the existing titles and write it in the first space. Do likewise with each habitation. If several habitations are found on the same land with a land title, the number of these habitations should be written.

Q12: what is the total number of properties owned by women of the household?

See instructions at Q10, but while limiting to the properties belonging to the female household members. Make a link with Q10, the number of properties belonging to women cannot be beyond the number of household properties.

Sub section 11.2: Access to loan for production or investment

In general, means that households have are insufficient, even nonexistent. Loan is therefore the only mean that could permit them to make a productive investment. It is a question here to measure the will to access to loan, the rate of granting loans, the reasons for refusal of loan by the financial institutions, the type of loans obtained, the amount as well as the duration.

Q13: Did any member of your household attempt to obtain a loan to make business (for production or investment) during the last 12 months?

It is about loans given by banks 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 other hand, 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 Q16.

NB: Banks and micro finances are financial institutions permitting to economic agents to realize economic operations. However, the difference between two institutions resides in the conditions to access to loan. In the first, they are more rigid and in the second case they are softer. Microfinance are accessible to all the social strata (traders, hawkers, farmers ...) contrary to the banks.

The list of the 13 banks authorized in Cameroon is: SociétéGénérale des Banques du Cameroun (SGBC or SGC), Afriland First Bank, Banque Internationale du Cameroun pour l'Epargne et le Credit (BICEC), Citibank NA Cameroun, Ecobank Cameroun SA (EBC), BGFI bank, Commercial Bank of Cameroon (CBC), Credit Agricole, SCB Cameroun (SCB), United Bank for Africa (UBA), United Bank of Cameroon (UBC), Standard Chartered Bank Cameroon, National Financial Credit (NFC), Banque Atlantic.

Q14: 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 Q16 if the answer is "Yes", else go to Q15a.

Q15 : 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.

Q15a: During the past 12 months, has a member of your household try to get a loan with microfinance to make business (of production or of investment)?

It is the same type of credit as at question Q13 but this time given by an establishment of microfinance (EMF). Simply ask the question. If the interviewee says that he got a loan with a microfinance, ask him the name of the microfinance in question and confront it with the list of the authorized microfinance by the Central Africa Bank Commission at your disposal in order to ensure that it is effectively a microfinance.

Q16: Did any member of your household obtain a loan, irrespective of the source, during the past 12 months, that permitted him/her to do business?

As in Q3, current consumption loans of the household are not considered here. If the answer is "No", go to question Q23. 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 Q24- Sub section Savings and access to social capital.

Q17: Number of loans obtained

It is about the total number of loans used for business obtained by all the members of the household during the past 12 months. If the number is superior to 9, write/key-in 9.

NB: The questions Q18 to Q23 are asked 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.

Q18: Serial number of the household member who obtained the loan?

Write the serial number (**refer section 01**) of the member who obtained the loan. Record the serial number of the member of the household as many times as he/she obtained loans. For instance, if a member obtained 2 loans, record his or her serial number twice.

Q19: What is the type of loan obtained by (Name)?

For the main loans (5 at most) received, ask for the type. The codes for the various types are found below 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 respective sources on various lines.

Specify the type of loan if the answer is “other”. Like in Q13, only productive equipment loan should be considered.

1= Production loan: loan to finance several post of the production chain of goods and services. For example, loan obtained and destined to the purchase of raw materials, equipments, consumables, payment of the rent of the enterprise/production unit, etc.

2= Export loan: Loan that must be used in the conveyance of products from the enterprise/production unit to abroad.

3= Importation loan: Loan that must be used in the conveyance of products from abroad to the enterprise/production unit.

4= Production equipment loan: Loan that must be used to buy durable material necessary for the production of goods or services by the enterprise/production unit. For example, loan to get a machine, furniture, etc. for the enterprise/production unit.

5= Other production loan (*to be specified*): It is a specific production loan different from modalities 2, 3 and 4 above. For example, a loan obtained only to pay the rents of the enterprise.

6= Consumption loan used/indirect for production or investment: Loan that was obtained for the household consumption, but that was instead used/diverted for the production or the investment.

NB: These modalities are mutually exclusive. The first (production loan) is more encompassing and others are specificities.

Q20: What is the source of the loan?

Specify the type of institution that granted the loan.

Modality 2 (EMF) concerns the Establishment of microfinance, formally called COOPEC (savings and loans cooperative)

Modality 07 (tontine) refers to a source of financing to which households resort to for the financing of their economic activities or the acquisition of consumption goods, because of the difficulty to produce necessary guarantees required by the formal financial institutions. There several mechanisms to obtain money at the tontines:

- Funds that are periodically borrowed to member whose maximum, interest rate and duration are known;
- Members savings;
- Cyclical funds that members benefit everybody at his on turn, by auction sale, by random drawing or by an order known by members.

In any case, it is good to exchange with the interviewee to get the amount corresponding to really to the debt (to register/key-in Q22), and exclude what represents his saving.

Q21: What is the duration of the loan got by (Name)?

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)

Q22: What is the amount of the loan granted to (Name)?

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 deducting bank charges and other costs of banks transactions.

Q23: What was the effective use of the loan granted to (Name)?

It is a question here to know whether the loan was effectively used (totally or partially) to make business. It can happen that someone gets a loan to make business but use part for something else than business. We want to capture the main use of this loan.

Example: Mr. Fokou got a credit of 1 million of CFAF to increase his hardware store, finally he effectively 400 000 CFAF for the hardware and 600 000 CFAF for his current consumption. In this case, the appropriate code is 2 (consumption).

By convention, modality 1 (Production/investment) is chosen if at least half of the credit was used effectively for business. So, if Mr. Fokou used 500 000 CFAF for his hardware store, then the appropriate code would be 1.

Sub section 11.3: Savings and access to social capital

This sub-section tackles the savings to the social capital of the household. It is a matter of reviewing the possessions of shares/title deeds/ bonds or savings of household members.

Q24: Does any member of your household own shares, bonds of properties or have obligations in an enterprise?

This question concerns the owning of shares, property bonds or obligations (that could generate income) by members of the household, as well as savers and treasury bond owners. However Government workers who are holders of treasury bonds, as claims of their salary debt are not concerned, but buyers of these bonds are considered.

A **share** is a certificate indicating that a person owns part of an enterprise. A share holder receives dividends according to the profits of the enterprise and the percentage of his/her shares. He can intervene in the management of the enterprise.

An **obligation** is a debt to a company: It gives rights to fixe interests, the holder of such an obligation is not considered as the owner of the enterprise. An obligation can be issued by a State but a State cannot issue shares.

If the answer is « No », go to Q27.

Q25: Does this enterprise have a great part of national capital?

Here it is a question of knowing if the member of the household owns shares in enterprise. An enterprise with greater national capital is an enterprise in which the essential (more than 50%) social capital is owned by the inhabitants of the country (nationals) if the household has shares/bonds in several enterprises; take those where they have the most important number of them.

Q26: What is the total amount of bonds/shares owned by members of your household?

Insist to obtain this value and record in CFAF

Q27: Does one or many member(s) of the household have savings?

If the answer is “No”, go to question Q30.

Q28: What is the total amount of savings possessed by your household’s members?

Insist to get this value and write it in CFA F.

Q29: What is the situation of the savings as compared to that of 12 months ago?

Write the code corresponding to the interviewee’s answer in the space provided for that. For households that did not save during the 2012/2013 and who saved during the year 2013/2014, code “4” to say not concerned.

Q30: 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.

If the answer is “No”, go to section 12.

Q31: Total number of associations per type

Ask the question for each type of association.

Q32: Number of your household members who belong to an association.

Q33: who are the members of your household who belong to an association?

If several household members belong to an association, write down their names starting with the present members, first according to the decreasing order of responsibility in their associations, then according to age criteria, starting with the eldest person. Next record their serial numbers. If more than 8 persons belong to an association, only consider the 8 most important.

For each person member of an association, ask questions Q33 to Q39 (preferably to the person concerned) before going to the next person member of an association

Q34: Does the association of (Name) provide aids such as loans/ solidarity or help?

Generally, njangui and associations are structures where members can benefit various forms of aids. These include loans, solidarity or assistance.

Q35: Which type of association is it?

The codes of this question are found at the right hand margin of the questionnaire.

Q36: Does (Name) occupy any post of responsibility there?

We understand here by responsibility, any of the functions of the executive members of the association (president, secretary, treasurer, financial secretary)

Q37: If yes, how many hours per month does (Name) consecrate to activities of the association?

You can calculate the number of hours per week, and then multiply by 4.3 in case the respondent devotes every week the same number of hours. Hours devoted to associative activities that take place out of the association office should be taken into account (assistance to an afflicted person, representation of the association in a ceremony)

Q38: What is the main reason for (Name) belonging to this association?

The codes for this question are found at the right margin of the questionnaire.

Q39: Is (Name) satisfied in belonging to this association?

Ask the question and write in the space provided the code corresponding to the interviewee’s answer.

3.13 SECTION 12: AGRICULTURE AND ACTIVITIES OF THE RURAL AREA

3.13.1 Objectives and the target population

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

A part from agriculture and picking, this section is interested in other activities of the rural area: breeding/rearing, hunting, aquaculture, fishing, apiculture and forestry. It aims at describing all the activities practiced by the members of the household, identifying the auto consumed products in order to explain the eventual absence of the household expenditures for certain essential product of consumption, and to have an idea on the income generated by these activities.

The activities described here are not only those practiced by the household head, but they concern all the members of the household (excluding the visitors). Don't forget to record the activity of agriculture and of breeding/rearing practiced by the members of the household who declared formerly that they own and exploited land (yes at question Q1 of subsection 11.1).

Preliminary remarks (PR)

PR.1: in this section, auto consumption does not include the gift in kind. These gifts in kind are made up of products given to parents 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 CFAF and the period to which it refers, then by proceeding to the calculation of the annual value in CFAF. **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.**

PR.2: 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 declared for each episode. For each episode, make the annual estimate from the periodicity and the corresponding amount. Sum up the amounts obtained for these various episodes..** The value must be expressed in CFAF.

PR.3: the charges concern all current expenses linked to the activity. They also integrate the fees related to the use of services of a specialist of the domain (veterinary, agronomist, etc.). Get the value for the various charged supported for the activity during the past 12 months. Sum up the amounts declared for the charges of the activity. The result got must be expressed in CFAF. In case there is no expense was supported, write 0.

PR.4: There can be several sources for the financing of the activity. In this case, the main one is the one concerning the most important financial contribution.

PR.5: The estimate of the value at the replacement cost of the equipments during the past 12 months for the given activity (breeding, hunting, aquaculture, etc.) must be done by listing out all the material mainly used for the concerned activity during the past 12 months. To this effect, help the interviewee to make the list of all equipments that his household uses for the activity. Equipments must be used at the replacement cost, i.e at their present value and not at their value at the moment of their purchase or acquisition. In order to evaluate the present value of each equipment, ask the following question: «*At how much would you buy [Name of the equipment] in its present state?* ». Then sum up the amounts declared for the activity. The result obtained must be expressed in CFAF.

3.13.2 Filling instructions

Sub-section 12.1 Breading/Rearing

This sub section concerns cattle (lines 1 to 7, question 2) or poultry (lines 8 and 9, question 2) presently owned by one or many members of the household. Verify the coherence with sub-section 11.1 and to make sure that no item is left out or that there are no wrong declarations.

Breeding is the action of rearing animals or even, all the activity that leads to the multiplication of animals.

The filling of this section is made by first asking question Q1 and Q2 for all the animals. Then ask questions Q3 to Q13 for the animals existing or having existed in the household.

Q1: Has at least one member of your household reared cattle or keep poultry during the last 12 months?

Encircle and write the code corresponding to the interviewee answer in the space provided. If the interviewee answers “yes”, continue to question Q2 if not, write 2 for “no” and go to the next sub – section 12.2: Hunting.

Q2: Has at least one member of your household rear (name of specie) during the last 12 months?

For each of the species listed:

Ask the question and encircle the code corresponding to the interviewee’s answer. Write this code in the space provided for that. After asking Q2 for all the species, ask Q3 to Q13 for each of the species reared in the household (answer “yes” at Q2). If there is no longer any species to be listed out, move to the next section (Hunting 12.2).

Example: Mr. Mondevoir, a household head, is alone to make rearing/breeding. He rears fowls and rabbits. He started this activity a year ago and was having 15 fowls of 10 days and a pair of rabbits. Now he only has 10 fowls, 3 having been consumed during the end of year feast and 2 sold in a market. Sickness killed all the rabbits and their children a month ago.

Q3: How many heads of this does your household own presently?

Adapt the question in function of the species. For the cattle, use the following formulation: *how many [name of specie] does the household have?* For poultry, use the following formulation: *how many [name of specie] does the household have?*

Ask the question while making a link with the item in Q2. Write the answer of the interviewee in the space provided for that while tallying from the right. In the case of the cattle (bovines, caprines, ovines), you can first ask the number of herds of the species then the number of heads for each heard. An arithmetic operation will enable you to obtain the interviewee’s answer to be written in the questionnaire.

They can in some cases, ask firstly the number of herds or flocks then secondly, the number of head of each sheep. Take into consideration even the little ones when you are counting the animals.

If there are many breeders of the same species in the household, make the total of figures given by each of them. Record the total per type in the corresponding space starting from the right backwards.

In the case of Mr. Mondevoir’s household you will have for example: Fowls |__|__|__|1|_0_|; Rabbits |__|__|__|_0_|.

NB: Cows for labour should not be included in livestock

Q4: How many were there in the past 12 months i.e.?

If no household member was breeding that specie in the past 12 months, record 0. Always think of making the total per specie if there are several breeders of that specie in the household.

In the case of M. Mondevoir’s household you will have for example: Fowls |__|__|__|1|_5_|; Rabbits |__|__|__|_2_|.

Q5: Has your household consumed (Name of the species) or by-products from your breeding (skin, egg, milk, etc.) during the last 12 months ?

If the interviewee answers "yes" go to Q6, if not go to Q7.

In the case of Mr. Mondevoir's household you will have for example: Fowls |__|__|__|__|1_|;
Rabbits |__|__|__|__|2_|.

Q6: How much do you estimate the total value of cattle, poultry or by-products from breeding consumed by your household during the last 12 months?

It is the value of products from the breeding of the household and consumed by the household during the past 12 months preceding the passage of the interviewer in the household. Note clearly the value in CFAF and the concerned period in the corresponding boxes. Then the estimate of the annual value in CFAF. **Remember to take into account all the episodes of consumption recorded by the household for that specie during that period. See. PR.1.**

NB: The rearing of chickens has a short cycle (45 days in general) and some farmers do it at the eve of festivities. Estimates in that situation must concern a longer period. In fact the choice of a short reference period will give wrong estimates either by overestimating the products consumed if it is the rearing period or underestimating if it is not the rearing period.

Example: If a farmer of fowls does it at two moments within a year, at the eve of Easter and at the eve of Christmas, and that his/her household consumes 5 eggs per day, a correct registration should be done per year. If every time the rearing takes 45 days and eggs were consumed during that period, the total number of eggs consumed during the year is $(45 \times 5) \times 2 = 450$. if an egg costs 50 CFAF, the value to be registered is 23 for 22 500 CFAF for a year period.

In the case of Mr Mondevoir household, the consumption of fowls took place only during the feasting period. He estimates that one fowl of the ones consumed cost 2500 CFAF. Write clearly 7500 CFAF/year and record the annual amount in CFAF, that is |__|7|__|5|__|0|__|0|.

Q7: Have you sold products of your livestock, including by-products (skin, egg, milk, etc.) ?

If the respondent answers « yes », continue to question Q8, if not go to Q10. Refer to PR 1.

In the case of Mr. Mondevoir's household you will have for example: Fowl |__|__|__|__|1_|;
Rabbits |__|__|__|__|2_|.

NB: By-products are extended to droppings.

Q8: How much do you estimate the total amount of these sales (including the sales of by-products) for the last 12 months?

Refer to PR .2.

In the case of Mr Mondevoir, 2 fowls have been sold during the feasting periods 2500 CFAF per fowl on the market. So the sale is considered as annual. Write 5000 CFAF for the year, the coding of the amount will be |__|5|__|0|__|0|__|0|. Note the value and the periodicity in the corresponding boxes.

Q9: How has the amount of sales varied as compared to 12 months ago?

Ask the question, encircle the code of the answer and write this code in the space provided for it. If the breeding started less than twelve months ago, encircle and write code 4.

In the case of Mr Mondevoir household, it is the first time he is selling fowls on the market. So he has gone from an initial situation where he had not income from these fowls, to a situation where he had 5000 CFAF. We consider that these is an increase of his sales, and the question must be registered as follows: Fowls |1|.

Q10: Have you used veterinary products/ services for your livestock?

Here, it is a matter of knowing if the breeder uses veterinary products (vaccines, medicines, etc.) or services whatever the level of the person offering veterinary services: nurse, doctor, etc. Clearly, the breeder can use the products without consulting a specialist.

In the case of Mr Mondevoir, he does not use that type of product. The answer is therefore: Fowls|2| ; Rabbits |2|.

Q11: What was the total amount spent for these products/services and other exploitation charges during the last 12 months?

Here, charges concern all current expenses related to the activity of breeding of [Name of the specie] being them related to veterinary cares or not. These charges can entail costs of feeding allowances, veterinary cares, etc. The filling principle is the one given in PR.3.

NB: In case where no expense has been done, write 0 in the space provided for that.

In the case of Mr Mondevoir's household, he bought animal feed for 1000 CFAF per term. So, write 1000 CFAF /term in the space provided for that.

The coding of the amount will be |5| and the value |1|_0_|0_|0_| for fowls. For the rabbits, register |7| and the value |_____|_0_|, (no charge) and go to Q12.

Q12: What is the main source for the financing of this activity?

See PR 4 for filling instructions.

Modality 4 “COOPEC/EMF” (Saving and Loan Cooperative. EMF= Establishment of Micro-Finance) is a generic term to designate micro financial institutions.

For example, Mr Mondevoir says he used money from Njangui to begin his activity. We are therefore going to encircle code 5 and write it in the digit space provided, on the line of fowl and rabbits.

After having ask question Q3 to Q12 for each species owned by the household, ask question Q13 and go to sub-section 12.2 (Hunting).

Q13: What is the value, at the replacement cost, of the equipment used for livestock during the last 12 months?

Help the interviewee to list out all the equipment that his household used for rearing/breeding. The equipment must be value at their replacement cost; i.e. at the present value and not at the value of the moment it was bought or acquired. To estimate the present value for each of the equipment, ask the following question: “how much would you have bought (name of the equipment in its present state?)” Sum up the declared amount and write beginning from your write, in CFAF.

As an example, Mr Mondevoir, before the rearing/breeding has built a small fence that cost 15000 CFAF. He estimates its present value at 7500 CFAF. Write 7500 in the space provided for that. We will therefore have |__|7_|5_|0_|0_|

Sub-section 12.2: Hunting

Q14: Does at least one member of your household practice hunting?

Write the code corresponding to the answer of the respondent.

If at least one member of the household practices hunting write 1 for « yes » and continue to question Q15, if not write 2 for « No » and pass to subsection 12.3: Aquaculture.

Q15: Has your household consumed products born from hunting during the last 12 months?

Encircle and register the code corresponding to the interviewee's answer. If the answer is « yes », continue to Q16. If not, go to Q17.

Q16: How much do you estimate the products of your hunting consumed by your household hunting during the last 12 months?

It is the value of products from hunting which are consumed by the household during the past 12 months preceding the passage of the interviewer inside the household. Note clearly the value in CFAF and the related period, the estimates of the yearly value in CFAF. **Remember to probe the**

interviewee to take into account all the values related to the products from hunting auto consumed by the household over this period. See PR.1.

Q17: Have you sold products born from that activity during the last 12 months?

Encircle and write the code corresponding to the interviewee's answer. If the answer is "yes", continue in Q18. If not, go to Q21.

Q18: What is the total amount of these sales for the last 12 months?

It is the value of the sales, during the past 12 months preceding the passage of the interviewer inside the household, of products obtained by the household from the activity of hunting. Write clearly the value in CFAF and its period, then the estimate of the yearly value in CFAF. **Remember to probe the interviewee to take into account all the values related to the products from hunting sold by the household over this period. See PR.2.**

Q19: Who were your main customers?

Encircle and write the corresponding code to the interviewee's answer.

Q20: How has this amount varied as compared to 12 months ago?

Encircle and write the code corresponding to the interviewee's answer.

Q21: Have you had problems with gamekeepers (game-wardens)?

Here, the problems are conflicts with hunting guards or forces of order related to the hunting of protected species, to hunting in protected areas or the marketing of hunting products.
Encircle and write the code corresponding to the interviewee's answer.

Q22: Did you have equipment for this activity?

This question enables to know if the household has equipment for hunting activity and whether they are modern or non modern equipment. Equipment used for hunting can be tools like hunting gum, catapult, arrows, traps, spears, hunting bag, etc. If the household used equipment, verify that they are modern (gun not locally made)

Encircle and write the code corresponding to the interviewee's answer. If the house hold doesn't have equipment, to subsection **12.3 Aquaculture**.

Q23: What was the value of these equipments (at their replacement cost)?

Help the interviewee to make the list of all equipments that his household uses for hunting. Equipments must be evaluated at the replacement cost i.e. at the present value and not at their value at the moment of their purchase or acquisition. To evaluate the present value of each equipment, ask the following question: « At how much would you buy [Name of equipment] in its present state? ». Then sum up the declared amounts and write them in the space provided while tallying from the right in CFAF. See PR.5.

Example: Lambert has for hunting a traditional gun, a spear and a catapult that he calls non modern equipment. When interview on the present value of his equipment, LAMBERT gives the following information: traditional gun = 3000 CFAF, lance = 5000 CFAF and the lance Pierre = 250 CFAF. The total cost is 8250 CFAF that you will register 8250.

Subsection 12.3: Aquaculture

Aquaculture is the rearing of fish and others animals living inside water. The aim here is to have information on the rearing of these animals and income generated by this activity in the household during the past 12 months.

Q24: Has at least one member of your household bred fish or other aquatic animals (crustaceans, frogs, crocodiles, etc.) during the last 12 months?

Encircle the code corresponding to the answer and write it in the space provided. If the answer is "yes" continue in Q25 if not, go to sub section **12.4 Fishing**.

Q25: Has your household consumed products from that activity during the last 12 months?

Encircle the code corresponding to the answer and write it in the space provided. If "yes" continue in Q 26, if not go to Q27.

Q26: How much do you estimate the value of these products of consumed by your household during the last 12 months?

It is the value of products from aquaculture and auto consumed by the household during the past 12 months preceding the passage of the interviewee in the household. Write clearly the value in CFAF and its period, and then write the estimate of the annual value in CFAF.

Remember to probe the interviewee to take into account all the values related to the products of aquaculture auto consumed by the household for that period. See PR.1.

Q27: Have you sold products born from that activity?

Encircle the code corresponding to the answer and write it in the space provided. If "yes" continue in Q 28, if not go to Q30.

Q28: What is the total amount of these sales during the last 12 months?

Write the amount of sales in the space while referring to instruction PR.2

Q29: How has this amount varied as compared to 12 months ago?

Encircle the code corresponding to the answer and write it in the space provided. If *Rearing/Breeding was not yet started 12 months ago, write code 4*

Q30: What is the total amount of charges paid for during the last 12 months?

Write the amount of sales in the space while referring to instruction PR.3

Q31: What was the main source of financing for this activity?

Encircle the code corresponding to the answer and write this code in the space while referring to instruction PR.4

Q32: Did the household have equipment for this activity?

Encircle and write the code corresponding to the interviewee's answer. If the household does not have equipments, go to sub-section **12.4. Fishing**.

Q33: What is the value of these equipments (at the replacement cost)?

Write the amount of sales in the space while referring to instruction PR.5.

The sub sections 12.4 Fishing, 12.5: Apiculture, 12.6: Forestry and 12.7: Picking are similar to the preceding ones. So, the filling instructions are the same. Yet, for Picking, the interview is done product after product.

Subsection 12.8: Agriculture

Q71: During the last 12 months, was at least one member of your household a farmer or made someone exploit a land for agriculture?

An agric farmer is a person who has lands, whether he is owner or not, and who uses them entirely or partially for agric production, while working there himself or employing people to work there.

A share-cropper/produce sharing farmer is a person who rents a portion of land for agriculture, in condition that he will share the produce and the harvest with the owner.

Free of charge exploitation correspond to a case where the farmer is neither the owner, nor sharecropper. He freely benefits from the fruits of the land without being the proprietor/owner.

When a household exploits lands that he owns and some lands that he does not own, choose the modality corresponding to the largest surface. For example, if the members of a household exploit 5 ha of land that they own and 3 ha where they are sharecroppers, given him the modality 1 "yes", proprietor"

If the answer is "no", go to section 13.

Q72: What is the total surface exploited (in ha) by the members of your household (including the uncropped grounds) during the last 12 months?

Help the interviewee to evaluate the total surface during the last 12 months, while obeying to the filling instructions of question Q2 of sub section 11.1. Probe the interviewee in order to know if there are no fallow lands. In this case, get the surface area and add it to that of exploited lands and write the total in the space provided while tallying from the right after having converted it into hectares.

In the preceding example, the total surface area exploited by the household members is 8ha. The uncropped land is 0 ha.

NB: If the total surface area is above 95 ha, write 95.

Q73: Who mainly worked in these farms during the last 12 months?

It means the person who spent most of the time working on these lands whether they are household members or not.

A “labourer” is a wage earner who works in an agricultural exploitation

Q74: What is the total number of persons usually working in these farms during the last 12 months?

It means the total number of persons (household members or not) who usually worked in these farms during the last 12 months.

For questions Q75 to Q79, write in CFAF the amounts while tallying from the right. Probe the interviewee to make sure that no expenses was left out over the period under review.

Q75: How much have you paid for labour force during the past 12 months?

The total amount includes the payment of part time workers (in cash or kind).

Q76: How much have you paid to purchase the seeds during the last 12 months?

It means the bought seeds (maize, groundnuts, cassava, plantain, etc). The auto produced seeds (use of seeds from the household production) are not considered here.

Q77: How much have you spent to purchase pesticides during the last 12 months?

It is about the sum of all the expenses made during the past 12 months for the purchase of pesticides used for the various cultures.

Q78: How much have you spent to purchase manure/droppings/digestat during the last 12 months?

It is about the sum of all the expenses made during the past 12 months for the purchase of manure, droppings and digestat used for the various cultures practiced.

It is a question of valorizing the chemical or organic manure bought during the past twelve months; these purchases include the droppings of animals as well as the digestat. As a reminder the digestat is a natural fertilizer born from the biogas device. It is an organic fertilizer obtained from the production process of the biogas. It is a residue of cows dung that the bio digester (device constructed for the biogas) rejects after the fermentation that biogas produces. In case the droppings/digestats are produced and used by the interviewee, ask him/her at how much he/she could buy these products in the market and put the amount in the questionnaire.

Q79: What is the total value of other charges during the last 12 months?

The charges concern all the current expenditures linked to the activity, but they don't take into account the manure, the seeds, the pesticides and the labour. It can be expenditure concerning transport, material repairs, purchase of wrapping material and payment of other services (guarding ...).

Q80: Did you have equipment for this activity?

Write the code of the answer while referring to instruction PR.3.

Q81: What is the total value of these equipments (at the replacement cost)?

Write the code of the answer while referring to PR.5.

Q82: What was the main source of financing for this activity?

Write the code of the answer while referring to PR.4.

Q83: Are you satisfied with the interventions of the specialised services of MINADER (Ministry of Agriculture and Rural Development)?

This question concerns the intervention of the specialized services of MINADER. Explain very well to the interviewee that the issue of the interviewee without suggesting to him the answers.

Sub-section 12.9: CROPS CULTIVATION

This Sub-section is like the former one. The filling instructions are the same. First ask Q84 for each of listed products “Have the members of your household cultivated/farmed [name of the product]?” . Then, ask questions 85 to 93 for each product cultivated/formed.

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

Q84: Have members of your household cultivated [name of the product] during the past 12 months?

It is a matter of knowing if at least one household member has cultivated [name of the product] during the past 12 months. If it is the case, answer “Yes”, and continue to Q3. In case the answer is “No”, go to the next product (next line).

Q85: 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 improved 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.

Q86: How much do you estimate the value of all your production, including the quantity you offered to other households during the last 12 months?

Write the estimate about the value of production of [name of product] while referring to instruction PR.2.

Q87: Has your household consumed products born from this activity?

Encircle the code corresponding to the interviewee’s answer and write it in the space provided. Go to Q89 if the answer is “No”, else go to Q88.

Q88: How much do you estimate the value of products consumed by your household during the last 12 months?

Write the estimate of the value of auto consumption of [name of product] while referring to instruction PR.1.

Q89: Did you sell all or part of that harvest?

Encircle the code corresponding to the interviewee’s answer and write it in the space provided. Go to Q92 if the answer is « No », else go to Q90.

Q90: What is the total amount of these sales for the past 12 months?

Write the estimate of the value of sales of [name of product] while referring to instruction PR.2.

Q91: Through which channel did you sell this product?

Encircle the code corresponding to the interviewee’s answer and write it in the space provided.

Q92: Did you use fertilizers for this product?

Encircle the code corresponding to the interviewee’s answer and write it in the space provided.

Q93: Did you use pesticides?

Encircle the code corresponding to the interviewee’s answer and write it in the space provided.

3.14 SECTION 13: RETROSPECTIVE EXPENSES AND ACQUISITIONS OF THE HOUSEHOLD

3.14.1 Objectives and target population

This section intends to have non food retrospective expenses relative to the following post :

1. Dressing and Shoes Items of the household members (6 last months)
2. Rents, Water, Electricity Gas and other Combustible (3 last months)
3. Equipment for the maintenance of the house (6 last months)
4. Health (3 and 12 last months)
5. Transports (3, 6 and 12 last months)
6. Communications (6 last months)
7. Leisure, spectacle and culture (last 12 months)
8. Education (12 last months)
9. Hotels, cafés and restaurants (3 last months)
10. Goods and services including transfers and other money spent (6 last months)
11. Investments and lodging of the household (12 last months)
12. Exceptional events of the household (12 last months)
13. Constitution of the stock of the household foodstuff (6 last months)
14. Money transfers (12 months)

For each type of expense (purchase of a product or service) and acquisition, persons to be interviewed in the household are those who are susceptible to realize the concerned expenditure or acquisition. A “*goods*” is a physical object that one can own or stock. A “*service*” is a non physical good which the production and the consumption are realised simultaneously. For example, a barber, a taxi driver, a caterer,... offer services.

In principle, expenses and acquisitions should be declared person by person except cases of expenses or acquisitions having many beneficiaries and difficult to dissociate. In this last situation, when the information about the serial number of the beneficiary is asked, write 00 if it concerns the whole household or at least 5 persons of the household. If the same expenditure or acquisition concerns simultaneously 2 to 4 persons, share equally the total amount between the beneficiaries.

NB: The reference period of retrospective expenditures and acquisitions vary from one section to another, even from one sub-section to another (3, 6 and 12 months). **This period goes from the eve of the first day of the interview in the household and must be written at its indicated place in the title of the question introducing the section.** So, if the first visit in a household is the 23rd October 2014, the period of the last 3 months goes precisely from the 22nd July to 22nd October 2014 included. However, considering the fact that household remember less the precise ordinary date, it is recommended during the interview, to preferably use the terms “beginning/first week”, “middle” and “end/last week” in order to indicate the beginning date of retrospective periods. The “beginning” of a month goes from the 1st to the 10th of that month, the “middle” goes from the 11th to the 20th, and the “end” from the 21st to the end. So for example, for a first visit that takes place on the 23rd October 2014, one will specify “... during the last 3 months i.e. since the end (or last week) of the month of July 2014, ...”.

3.14.2 Presentation of section 13 questionnaire

As a reminder, for urban and semi-urban strata (Yaoundé/Douala, and other towns), the questionnaire of this section consists in a separated book. For the rural stratum, section 13 and 14 are found together in one book.

Each of the above listed post of expenses constitutes a sub-section; numbers of sub-sections vary from 13.1 to 13.14.

For the need of identification of the household and in order to avoid confusion, some information of section 00 should be transferred to the cover page at the beginning of this book namely the identifiers of the household and of the shift.

NB: it is current to see persons making purchases using electronic payments. It is the case of people paying their electricity bill via Orange Money, MTN Money or still those paying using bank cards (carte visa, Master card, Tom card, etc.). **in** such a situation, the expenses will be registered at sub-section to which belong the good and if there are charges related to this payment (transaction charges), they will be registered at section 13.12 with code 1260005. So, if Jean uses MTN money to pay electricity bills of the household, this expense will be registered at section 13.2 as electricity bill (0451001). If Joan bought clothes for the household members on line using a bank card to pay the bill, this expense will be registered at section 13.1.

On the other hand if the Orange Money operation or MTN Money is a direct money transfer to a different household, it will really be effectively a money transfer to be taken at the sub-section 13.14.1

3.14.3 Filling instructions

Start by perfectly situating the reference period. For new created households with an existing duration smaller to a given reference period (3, 6 or 12 months), it is convenient to first ask the expenditures and acquisitions done by the members since the foundation of the household, then to bring them back to the reference period retained before recording them. In these case, an observation is obligatory to make situation clear and the calculations done

Expenses and acquisitions registered for each of these posts include:

- goods and services effectively bought, whether totally paid or on credit, by any member of the household for himself or for another member of the household or for all the household.
- consumptions of goods and services auto produced, picked or subtracted by the household members.
- monetary transfers done or received (sub-section 13.14).
- transfers and gifts in kind (goods or service) received from another household or from an institution by any member of the household for himself, for another member of the household or for the whole household.

Are excluded from this section:

- Expenditures and acquisitions done within the professional framework of such as air ticket, hotel expenses paid for in order to accomplish an out of station work.
- Goods or services acquired by the household and destined for sale or used for the material production, like tools, raw materials, or transportation of goods.

This section requires many effort of memory from the household head and other household members. They must remember the different purchases, auto-production, subtraction done, and transfers in kind and presents that they have received during the reference period considered. Make an effort to interview all members of the household susceptible to realise each type of expenses. **You should equally sensitize present members of the household to make a supplementary effort to declare the retrospective expenses, transfers in kind and presents of the household members who were absent during the period of interview.**

Use calculators if necessary, to get the total (article by article or service by service) at the level of a member of the household.

Read in order, the list of goods and services at the right of the paper and note each time the exact name of product or service paid for or received, auto-produced or subtracted, the amount of money effectively paid in CFAF or the evaluation of the transfer cost of money

received (at the moment of its reception), the value of products/ services auto-produced or subtracted. The products must be codified latest the evening of the day of interview.

Note for a given post, all expenditures and acquisitions related to it; **include amounts related to it accessories if these accessories are not clearly detailed in the nomenclature of products.**

In general, the filling process of all parts of this section is the same.

Q1: Number of lines filled

This number corresponds to the total lines of expenses filled in each sub section, even if some items or articles registered for many persons are found there many times.

Q1A: Result of the data collection

At the end of the survey, you must specify the result of the interview using one of the proposed codes.

0= Heading without expense nor acquisition. Register this code when no expense of this heading has been made by the household and for no member of the household.

1= Filled. Register this code when you have fully completed all the expenses and acquisitions of the heading made for the household and household members.

2= Non-exhaustive. This code must be used in case where expenses and acquisitions of the heading were not fully completed. This code is used if till the end of your journey in the cluster you did not succeed in spite of your efforts to capture fully all the expenses of the heading for the household, because of the unavailability of some members for example.

3= Refusal. This code must be used in the cases where for one reason or another all the members of the household have categorically refused to give their expenses for this heading.

4= Temporary/postponed. If you got a rendez-vous with some members of the household to complete the expenses of this heading, write temporary this code and think of modifying it later to "1" when all the expenses will be completed or "2" if at the end of your stay the missing data are not yet completed.

Q2: Product/ service bought/ paid for, received auto-produced or subtracted/reduced

Ask this questions for all the big groups of goods and services found at the right side of the questionnaire page while asking each time if there has been any expenditure or acquisition for these goods or services during the period considered. When the answer is « yes » we must have a precise description of the product as detailed at least as in the nomenclature of products.

This column is divided into two sub columns:

- In the 1st sub column, give a precise description of the product bought or received which must belong to the big group of products listed in the last column of the table.

Example: Men gandura (gang). Don't only write gandura (gang) since one can distinguish 3 types of gandura (man, woman, child). Note that when one talks of men gandura for example it is in the meaning of the user. It means that if that gandura is made for a woman but wore by a man one should retain men gandura.

- In the 2nd sub column, write the code of the product (7 digits code) while referring to the extract of the nomenclature of products found at the right side of the questionnaire page.

Perfectly ask questions to the respondent to obtain the right answers and write the precise description of the product in order to quickly find its code in the nomenclature.

Example:

Interviewer : *Have you bought or received, auto-produced or subtracted « men's over garments » during the 6 last months, like for example ganduras (gang)/bubus, jackets/rain coats, sahariennes (Saharan), suits, trousers/half knickers/shorts, sets or other men's over garments ?*

Interviewee: « No, I have neither bought nor received nor auto-produced nor subtracted them ».

Interviewer: « Try to remember: for your child for example (*this if the interviewee have children of less than 15 years living in the household*). It is may be for one of them that you have did the purchase or made some repairs? »

Interviewee: « Yes ».

Interviewer: « which one of these *cloths* »

Interviewee: « *purchase of a set of half knickers and shirt only* ».

Then write « *set of clothes for a child* » and search the code at the margin of the questionnaire at 13.1. You will therefore find the code 0312507 corresponding to « *set of clothes for a child* ». After, write 1 in column Q5 (acquisition mode).

Q3: Total amount of the expenditure or total value of this acquisition

If the product/service was bought/paid for, the interviewee will give here the total amount spent.

If the product/service was received from another household, auto produced, picked, or subtracted from an economic activity (trade, industry, service) the interviewee will have to value the product/service at price of the local market.

For post having a fixed periodicity (rents, water and electricity bills, etc) the amount estimated over the period is the sum of the amounts of the various months. In case the household does not remember the various months, multiply the monthly amount by the number of months.

For frequent acquisitions, you can make an estimate on a short period and extrapolate it on the concerned reference period.

Example: If the respondent declares that he buys a handkerchief every 2 weeks, ask him the usual amount or if not, the amount of the last handkerchief he bought, multiply that amount by 12 (6 months comprising about a period of 2 weeks) and register the result obtained. If he declares that he usually buys an handkerchief between 150 and 200F CFA, consider the average ((150 +200)/2= 175), multiply 175 *12 and register 2100 as corresponding total expenditure during the last 6 months.

Write the total amount (declared or calculated) while tallying from the right.

Example:

For an expenditure of 3 500 CFAF :

		3	5	0	0	Good
--	--	---	---	---	---	------

For an expenditure of 3 500 CFAF :

3	5	0	0			Bad (should not be done!)
---	---	---	---	--	--	---------------------------

Q4: The control digit

The digit control enables to control the amount of expenditure registered. It is the number of significant figures that the amount comprises.

Examples:

For the expenditure of 2100 CFAF :

4	Good
---	------

For an expenditure of 225 CFAF :

3	Good
---	------

For an expenditure of 4200 CFAF :

3	Bad. The answer should be 4!
---	------------------------------

Q5: The acquisition mode

It is about identifying if the acquired good was bought/paid for (code1) or received (code 2), auto produced (code 3), picked (code 4), or subtracted (code 5).

- « *Received* » refers to a goo/service given or supplied free of charge by another household or institution. It is for example the case of an interviewee who is shaved free of charge in a barbing saloon of his aunt (the aunt lives in a different household). This modality is applied also in the case

of a household that gets water and electricity thanks to « free of charge » a fraudulent installation. For example: a household near a school and which has access to the school tap.

- « *Auto produced* » corresponds to a good/service produced by the household as a household and not as promoter of a production unit. Case for example, of the household head's spouse, who is inactive and who manufactures for herself a kaba. If on the contrary the spouse is a dressmaker on own account; it is considered that the Kaba is subtracted from the production unit.

NB: Domestic services (see the list in the nomenclatures of non remunerated work on the time use) are not taken into account in the auto production.

- « *Picked* » is essentially for products like firewood, some vegetables (mushroom) and grasses.

- « *Subtracted* »: it is about the goods /services produced per production unit of the household, and obtained “free of charge” by the household. It is for example the case of a household that owns a taxi and for which the driver sees off the children at school, this service of transport of children to school is subtracted. It is likewise for a dress that a trader subtracts for himself or for a different household member.

Q6: Serial number of the beneficiary

This number enables to identify the person who benefited the acquired product. It is the same for each person since the main questionnaire. It is therefore possible that we have many lines for the same individual and the same product, if for example, one has been bought and the other received as transfer in the reference period.

The variable serial number of the beneficiary is present in the following sub-section:

13.41.- Health during the past 3 months (consultation and pharmacies).

13.42.- Health during the past 12 months (hospitalisation and appliances for rehabilitation).

13.72.- Leisure, spectacles and culture (books, stationery, material for drawing, stationeries) during the past 12 months.

13.8 Education.

Subsection 13.1: Clothing of the household members within the last 6 months

It is about the whole expenditure and acquisitions of goods and services of clothing and shoes of each member of the household (including school uniforms). The goods and services are in general classified into 3 categories: articles for men, article for women and article for children (generally less than 15 years). This classification is linked to the age of the person who effectively uses the good.

Sub section 13.2: Lodging, water, electricity, fuel and other energy sources within the last 3 months

The cost and expenditure for the building and fixture of the lodging, as well as installation expenditure for water, electricity, and telephone are not taken into account in this sub section. These expenditures are registered in sub section 13.11 “*Investment expenses for the lodging*”. It is the same for the expenditure of equipment and the maintenance that are registered in sub section 13.3.

Any purchase of non mineral water (SNEC/CDE bill, or purchase from a reseller) should be recorded in this sub section.

NB: Mineral water bought or received in great quantity, for example, for a patient or a new born, will be rather registered in the stocks (sub section 13.13).

For households on hire-purchase or owner with a lodging credit under reimbursement, note as rent the amount of hire-purchase or credit corresponding to a period of 3 months.

For unpaid rent, valorize the amount corresponding to the period concerned and register it. The approach is that of the consumption and non of effective expenses.

Example: In a household one buys each day 4 buckets of water at a rate of 15 FCAF per bucket of water.

Estimate as follows and ask whether the interviewee confirms it.

- daily expenditure = $4 * 15 = 60$
- monthly expenditure = $60 * 30 = 1800$ (if he buys it every day of the months)
- expenditure for the last 3 months = $1800 * 3 = 5400$ to be registered in the boxes provided

NB: Note the links between this subsection and section 06 (Q2, Q7, Q8, Q9, Q18).

Subsection 13.3: Maintenance and equipment of the household within the last 6 months

It concerns all the expenses and acquisitions done by the household for its equipment and maintenance of the lodging that he occupies or has occupied during the last 6 months, whether the household is the owner of the lodging or not.

The equipment considered here concerns the following type of products: Furniture, furnishing and household item in textile, household appliance, glassware, utensils of the household, non durable equipment and articles of the household. This section also includes domestics services (guarding, laundry, etc.).

Maintenance expenditure done in the house having a professional usage and belonging to the household is not considered here.

NB: Notice that the renewal of the paint on the lodging is investment expenditure. It should be registered in sub section 13.11 that has to do with the expenditure for house building and big repairs.

Subsection 13.41 Health within the last 3 months (consultations and pharmacy)

It concerns expenses related to consultations and purchase of drugs (modern and traditional).

By **consultation** expenses one should understand all costs that the patient has engaged to see a medical doctor or other health personnel. These costs comprise therefore consultation fees and money given without receipt to be consulted.

Modern medicines are sold in the pharmacies and in the formal health institutions.

NB: How to valorize free vaccines, free treatment of some diseases in order to fill section2? For the vaccines, if they are normally free of charge, no valorization should be made. In the other hand, if the household realized an expense for the acquisition of the vaccine, this amount should be captured.

NB: Notice the relationship between this subsection and section 02 (Q5 and Q16)

Subsection 13.42: Health expenses within the last 12 months (hospitalisation and re adaptation appliances)

It concerns expenses for hospitalisation, acquisition of re-adaptation apparatus and for health care. Health care comprises fees paid to be administered treatment: dressing, injection and surgery etc.

Cost of drugs already registered under sub-section 13.41 should therefore not be registered here

NB: In the nomenclature of products the chapter « *hospitalisation without medical care* » concerns hospitalisation fees declared separately by the respondent. The chapter « *medical care without hospitalisation* » concerns expenses for health treatment declared separately and the chapter « *hospitalisation with medical care* » concerns hospitalisation and treatment fees that the respondent has not been able to dissociate.

Subsection 13.51: Transport expenses within the last 12 months (acquisition of individual transport means)

It concerns expenditure related to the acquisition of individual means of transportation, for personal usage.

The purchase of a vehicle for professional usage (taxi or motor taxi for example) is not taken into account in this sub-section.

Subsection 13.52: Transport expenses within the last 6 months (spare parts, accessories, etc.)

It is about expenditure aiming at acquiring spare parts, accessories, fuel, oil as well as expenditure for maintenance and repairs of personal means of transport. Like in the proceeding sub section, it concerns only private cars.

This subsection must be necessarily filled, if the household declared in section 07 that he owns a car.

NB: Notice the link between this subsection and section 07 (possession of transport means)

Subsection 13.53: Transport (transport services by road, railway and sea (excluding boat) during the last 3 months

It is about fees related to public transport (taxi, car, train, etc.). About sea or river transport, are recorded in this section the fees related to small trips by ferry, pirogue, or canoe, for both passengers and luggage.

A household head taxi man (owner) who takes his children every day in school benefits from a transport service subtracted from his production unit, that must be recorded and valued.

Subsection 13.54: Transport (transports services by plane or by ship) during the last 12 months

It is about the fees of transport by plane or ship of passengers and luggage. Transport by ship refers to long trips.

Subsection 13.6: Communications during the last 6 months

It concerns purchases, auto-production and subtraction of postal services (franking, etc.), acquisition of material for telephony or telecopy, services of telephony, telecopy and electronic mail. Office automation or internet training expenditures are recorded in this sub section.

The spouse of the household head, owner of a call box and who every week gives a transfer of airtime for 2000 CFAF to her husband. To this effect, the household benefits from a service of telecommunication subtracted from the production unit of the spouse. This service must be recorded and valued in this sub section.

NB: Note the link between this sub section and section 6 (possession of means of telecommunication.)

Subsection 13.71: Leisure, spectacles and culture (except stationeries, drawing material, and school or office stationery) during the last 12 months

It concerns all the purchase, auto-production, subtraction, transfers received related to apparatus, instruments and accessories of music and computer, photography, cinema and sports, shows and sport contributions, materials and accessories of games, diverse games and other leisure magazines/newspapers and periodicals and various printed paper forms

Subsection 13.72: Leisure, spectacles and culture during the last 12 months: stationery, drawing material, school or office stationery

It concerns purchases auto-production, subtractions, transfers received related to exercise-books, school books, other stationeries (pen, pencils, chalks, paper gum, etc.), books.

NB: Notice the link between this sub section and *section 03* (Education and training of household members.)

Subsection 13.8: Education during the last 12 months

It concerns purchases auto-production, subtraction, transfers received concerning education fees (registration, school fees and exam fees). They should not include here acquisition fees for school uniform and shoes that are already registered in sub-section 13.1, as well as those concerning school stationeries registered in the preceding subsection.

NB: Notice the link between this sub section and *section 03 (Education.)*. If the beneficiary is out of the household (case of a person that was member for example last year and is no longer there today), register 97 Q6.

Subsection 13.9: Hotels, cafe and restaurants during the last 3 months

It concerns purchases auto-production, subtraction, transfers received and related to hotels, café and restaurant expenses out of the household. School canteen and boarding expenses should be registered in this sub section. On the contrary, expenses done during a professional mission should not be recoded here. Concerning catering services, it is important not to make a confusion with the dishes cooked by the household. Roasted or boiled corn by the household for its own consumption is not recorded here. But the elements used for the preparation (fresh corn, charcoal, etc.) are respectively registered in correspondent sections or sub sections. On the contrary, the same roasted or boiled corn, bought outside or in a production unit of the household is recorded here regardless of the place where it is consumed. This also applies to roasted fish, sandwich, etc.

NB: This section includes the « sweets » and other drinks consumed in an off-license. It is likewise for dishes produced and consumed by an owner of a street restaurant and which are subtracted from his production. In both cases, the consumed products must be valued at the market price.

Subsection 13.10: Various goods and services and other money exits during the last 6 months

It concerns acquisitions related to articles of the toilet and personal cares, to insurance, financial services, various services (grinding, administrative services, undertaker's/ funeral director's, justice, etc) and other money exit (savings, loans, njangi).

Subsection 13.11: Investment in the household housing during the last 12 months

It is about expenses and acquisitions destined for repairs, building, as well as purchase expenses for a private lodging. This sub section includes expenses for water and electricity installation, and plumbing, renewal of paint, as well as expenses for labour. It equally includes the estimation of manual labour received free of charge from other household members.

It shows on one hand materials (in page 27) and on the other hand acquisition expenses for a lodging and labour (page 28).In some cases, it will not be possible to dissociate expenses for the purchase of materials and labour. Register therefore all the expenses / acquisition under the chapter of materials and make an observation.

Subsection 13.12: Household exceptional events during the last 12 months

It is about expenses/ acquisitions done for great events or other circumstances **not mentioned elsewhere**.

The consideration of an expenditure or acquisition as exceptional depends on the interviewee's declaration. Nevertheless, it should be noted that, are considered as exceptional, the expenditure or acquisitions that the household is not used to; and as non exceptional, expenses or acquisitions that the household renews almost every year, in the same period, during classical feast (Christmas, New Year, Easter, Feast of the ram, Ramadan, March 8th , May 1st May 20th, etc). Furthermore, it should be noted that during classical feasts, some expenditures / acquisitions can be exceptional (

unusual food expenditure during “Christmas”, etc) and others not exceptional (renewal of the wardrobe each Christmas, regular expenses for food during “ New Year” etc).

NB: Are already considered as exceptional events: funerals/ death celebrations (modality 8 of Q3), marriages/ baptisms.

The expenditures for these events are already exceptional.

In the second column of the table found in section 13.12 of the questionnaire, give a precise description of the event or the occasion concerned by the exceptional expenditure/ acquisition.

Write the code of the event in question Q3 and the nature of the expenditure or the acquisition in question Q4. These codes are given in the right margin of the page. Write the type (exceptional or not) of the expenditure / acquisition in Q5. The variables Q6 (Total amount of the expenditure or total value of the acquisition) and Q7 (control digit) are same with Q3 and Q4 of the preceding sub sections.

NB: In case of expenditure or acquisitions during a ceremony, register all that has been spent by the household and the value of all that he has received as a gift or help.

Subsection 13.13: Constitution of the stock of the household foodstuff last 6 months.

It concerns food products acquired in large quantity with the aim of making a stock progressively consumed by the household for more than two weeks. It is the case for products bought fortnightly, monthly or every term (bags of rice, bags of gari, bags of niébé beans, bags of salt, tine of oil, basket of tomatoes in fruit, cartoon of tin tomatoes sachets of magi, bundles of plantain, cartoon /palette of mineral water, etc.). The stocks have either been bought or received by the household. Products auto-produced or picked are not taken into consideration. In general, the following products are of that category:

- Cereals (millet or sorghum, maize, rice and flour)
- Tuber and starch (cocoyam, colocossa (achu); sweet potatoes, cassava, cassava flour, plantain)
- Oleaginous (groundnut, niébé, dry beans)
- Fish and meat (mostly dried or smoked)
- Kitchen oils
- Sugar
- Salt, spices and other food ingredients.

NB: Besides the questions found in sub section 13.1 to 13.12, this sub section has questions concerning the units, the quantity of stocks constituted, and the number of these constitutions during the reference period. The variable Q4 “total amount of the expenditure or total value of the acquisitions of products during the last 6 months” refer to the total amount of the whole expenditure and of the value of acquisition of products during the last 6 months.

Question 7 “ What is the number of acquisition during the last 6 months?” refers to the number of time that the stocks of the same products have been constituted during the last 6 months. Little quantity of products eventually acquired should not be taken into consideration here.

Subsection 13.14.1: Money transfers done by the household members during the last 12 months.

It concerns money transfers (gifts or offerings in cash or bonds) destined to some persons or organisations (association, cult place, health, feasts, funerals, etc.) This transfer can be done from one person to another, thru a third one, an institution of money transfer, an association/ NGO, etc.

Do not consider transfers done within the same household, nor the transfers of the household members to other households for the accounts of the senders/givers. It is the case for example of a

civil servant who sends money to his brother in the village, so that he roofs his (sender) own house, (It is an investment expense of the civil servant to be registered in sub-section 13.11, if the interview were taking place in his household) or to clear his own farm (it is an agricultural labour to register in section 13).

For each type of transfer done, you should indicate the serial number of the person who carried It (Q2) describe the transfer (Q3), indicate his amount in CFAF (Q4), its frequency while allowing the interviewee to chose freely the reference period (Q6), the main reason for the transfer (Q7), The relationship with the beneficiary (Q8) and the destination of the transfer (Q9).

For all the transfers with a reason unable to be clearly classified, in one of the modalities of the variable Q6, and for those that the reason is not given, they should be given the modality 5 “current consumption”.

To fill variable Q7, ask the following question to the giver: “To you, who is the beneficiary of the transfer?”.

The destination of the transfer (Q8) should be clearly written before the codification.

NB: In case of transfers through someone, the transfer charges should not be counted in the transfer value. These expenses should be registered in sub section 13.10, station 126003 “Service of intermediation (transfers charges, change, etc.)

NB: You must as far as possible interview all the household members likely to make monetary transfer.

Subsection 13.14.2: Money transfers received by the household members during the last 12 months

Questions are the same with the ones of the preceding subsection. But they rather concern monetary transfers intended to household members and supplied by persons or institutions (associations, place of church service, etc.) outside the household. Do not consider transfers inside the same household, transfers received by household members but for the account of the senders. Case for example of a parent in the village, who receives a money transfer from his son in order to roof the house of his son (it is an investment expenditure of the civil servant, to be recorded in section 13.11) or to cultivate the land of his son (it is an expense for a farm labour force to be recorded in section 12).

NB: You must as far as possible interview all the household members likely to make monetary transfer.

3.15 SECTION 14: HOUSEHOLD DAILY EXPENDITURES AND ACQUISITIONS

3.15.1 Objectives and target population

This section is addressed to the household head, his/her spouse(s) and any other household member who is employed or who receives an income and likely to spend for himself, for part or the entire household. It should be noted that money used for these expenses could have been received from other household members. Household members concerned who in principle must be at least 15 years are considered to be eligible for this section.

Only household members present in the household (Exclude visitors?), at least one day during *the reference period for recording daily expenses* can answer to questions in this section. Endeavour to record (through interview in rural area or through an account booklet in urban areas) expenses of household members absent at the beginning but who are now present during the next visits to the household. Expenditures are to be recorded for the time spent or the time period for which they will be spent by the household (if he is not household member).

In this section, we register all the daily expenditures (money spent, loss of money gift in cash and in kind, etc) and all daily acquisitions (gifts received in kind, auto-consumption, deductions/subtractions, etc.) done by household members within a period of 15 or 10 days depending on whether one is found in a urban/semi-urban or rural area. These expenditures and acquisitions concerned all the domains (food, transportation, accommodation, education, health, etc.). However, you should take note that destocking concern only food crops.

Purchases on credit (partially paid or not), in wholesale or retail of goods and services are registered on the day that they are purchased. Their payment is not taken into account, even if they are done during the period of the survey. Destocking of goods acquired before the period of the survey must be registered.

Carefully fill this section for the results will be extrapolated for the entire year, which will later be compared with yearly estimations, obtained from retrospective expenditures.

3.15.2 Period considered and the general collection method for this section

The period considered and the filling instructions for this section are in relation with the stratum in which the survey is taking place.

A – Case of the urban and semi-urban area

In the urban and semi-urban area, the survey will be done within 18 days, during which six visits will made in each household to collect daily expenditures and acquisitions on 15 consecutive days. Each interviewer has to follow up two households per day in Yaoundé/ Douala and three households in other towns.

Daily expenditures and acquisitions will then be carried out on 15 consecutive days as from the first day of the interview in the household and will essentially be transcribed from the daily expenditure and acquisition booklet given (with a pen each) to the different eligible household members (head of the household, spouse, and household members who are susceptible to carry out such expenses).

Endeavour to distribute these booklets to eligible household members. Irrespective of household size, not more than 9 booklets should be distributed within a household. In fact, too big number of booklets distributed will complicate the checking and the transcription of expenses and acquisitions by the interviewer in section 15 of the questionnaire. A single booklet could be given to a group of children belonging to a household and attending the same school. In such a situation, the booklet should be given to the eldest child who will be responsible to record all expenses done by the group.

Households should be visited after every three days. During the first visit to a household, (first day of the survey) explain the data collection methodology, the confidentiality and not fiscal nature of the exercise, filling instructions of the booklet to each eligible household member present in the household. The expenses of the preceding day (eve of the visit) could be used to demonstrate how the booklet should be filled. Recall that the example should not be transcribed into the booklet for fear of considering it as an interview day for this household.

Criteria of eligibility to the account booklet

- To be household head or his/her spouse
- To be household member age 15 years or more satisfying at least one of the following two criteria:
 - To have an employment
 - To receive money to make expenditure for the household (ask the following question to the interviewee: "*Who in this household receives money to make expenditures for the household?*")

However, some special cases can be observed:

- A visitor who makes expenses for the household is eligible for account booklet;
- A house personnel, member of the household or not, to whom money is given to make household expenses must receive an account booklet;
- The parent who gives pocket-money to non eligible children will register these children's expenses in his/her account booklet;
- In a polygamous household, an account booklet will be given to every spouse.

Every eligible person will receive an account booklet and a ball pen (bic) to fill it. You must explain to him/her how to fill his/her booklet according to the instructions recalled in the internal page of the cover page of the account booklet (read the instructions). The presentation of the account booklet is similar to that of section 14 that it helps to fill.

Besides, you have to invite/sensitise each eligible:

- to neatly fill his/her account booklet each day, and if possible to always have it handy during the 15 days of the interview in the household.
- to remember to write the date on each of the page used in the booklet.
- to record in his booklet the daily expenditures and acquisitions of other members of the household who did not receive the booklet because of their non eligibility, unavailability, cannot read nor write, etc.

As from the 2nd visit, in addition to your daily task related to other sections of the questionnaire, you have to proceed in the household to the transcription, day after day, in section 14 of the expenditures and acquisitions done in the three preceding days (that have already ended) and to complete, through interview, the expenditures and acquisitions eventually omitted, and which do not figure in any of the account booklets.

For each of the days in question, this transcription concerns each holder of the Account booklet. Go to the beginning of the next page to record the expenditures and acquisitions of the next day.

FILLING OF THE ACCOUNT BOOKLETS BY ELIGIBLE MEMBERS

Insist particularly on:

- The period to fill the booklet (from first to the last day included) and to register it on the appropriate at the beginning of the internal page of the cover page;
- The fact not to sum up expenses or acquisitions of a household nor of an individual, even those related to the same product. For example, a bread bought every morning must not be added to the three breads bought only to accompany the launch every Saturday and Sunday; the bread of every morning must and the three breads of Saturday and Sunday must have each its line of registration in the booklet and in section 14 of the questionnaire;

- Filling examples presented at the end of this cover page while underlining the interest on the precision of the wordings of the expenses.
- Personal examples of expenditures of household member (s) made at the eve of the first visit;
- A trial filling by each eligible member in your presence of eventual expenses of the day (especially of the first day of the survey) that occurred before or during your visit in this household;
- The filling by each eligible member in his/her booklet, of expenditures and acquisitions made during the period by children aged less 15 years or any other person who did not receive the booklet.

Remember that the expenses of non eligible members must be registered in the booklet of an eligible. In this case, all the precisions must be brought in order to identify the serial number of the non eligible person concern by the expense.

From your second visit, you are not supposed to transcribe blindly the given expenditures figuring in the booklets without verification. You have to:

- Ask if any precisions are needed, again especially with respect to the description of the commodities (name, quantity, unit, needing a trade mark,), which will facilitate the transcription of expenses in section 15 and a better codification, etc.;
- Verify omissions during each visit so as to recuperate all the expenditures of the members of the household which had been forgotten (or those he never wanted to note);
- Verify double counting during transcription and by asking questions for example in case of repetition of certain expenditures in two different booklets. This verification has to be done with much care so to avoid creating conflicts for example between parents and children since one of them may not want that the other should know his expenditures or between spouses (in case of no transparent management of their revenue) for it may create some susceptibility in the household.

B – Case of a rural strata:

In principle the interview will last for 6 days in each cluster. The interviewer should visit the household twice with the second visit done three days after the first. He or she follows-up three households per day. The reference period for daily expenses and acquisitions here is 10 days. This ten days period is divided into two sub periods of 7 and 3 days respectively.

- During the first visit, administer as far as possible sections 00 to 13 of the questionnaire and directly ask the retrospective questions on daily expenditures and acquisitions done during the past 7 days by the household and fill section 14. Taking into considerations the general homogeneity of expenditures, their focusing on market days and their number relatively reduced compared to urban and semi urban areas, just good memory ability is required from respondents in order to recall expenses for the period. If possible, try to note these expenditures day after day, starting from the furthest date; in this case try to leave a line between the expenditures and acquisitions of two consecutive days, and write the date of that day at the beginning of each group of expenditures. If the respondent has difficulties in recalling his expenditures day after day, you have to identify the day (s) of the market that held during the last 7 days and ask the questions on the daily expenditures and acquisitions as previously mentioned while distinguishing if possible, the periods “**before the market day**”, “**the market day**” and the period “**after the day of the market**”.

The day of the visit is not counted in the last 7 days.

At the end of this visit, already prepare the household on your next visit by inviting him or her to note or retain all the expenditures that will be done between your two visits.

- During the second visit in the household, you should not only do the eventual catch up exercise of other sections, but also ask directly the questions on the daily expenditures and acquisitions of the last three days (since the first visit) and record them day after day.

3.15.3 Filling instructions for section 14

a) Case of urban and semi-urban strata

Presentation of the questionnaire of section 14 for these strata

For urban and semi-urban areas (Yaoundé/ Douala, and the other towns), the questionnaire of this section is a separate book due to the variety and frequency of expenses in these areas.

For the need of identifying the household and also to avoid confusions, some information of section 00 has to be transcribed at the cover page of this booklet (identifiers Q1, Q2, Q3, Q4 and Q5). Variables Q8 and Q9 are used for the management of the account booklets whereas Q10 indicates the number of days of effective recording of expenses and daily acquisitions.

An inner page of this book is previewed for each day of the survey. If it is not enough for a day, move to the next page while writing the same date at the beginning of the new page.

For a given day, record all expenses and acquisitions that were carried out by all household members (noted in the account booklet of eligible members for that day or obtained by direct interview). Move to the expenses of the next day when you have finished recording the expenses and acquisitions of all household members for a given day.

Effective filling of section 14 by the interviewer in urban and semi-urban strata.

Flyleaf

Answers to questions Q1 (Yaoundé/Douala/region), Q2 (Serial N° of the cluster), Q5 (Serial N° of the sample household), Q6 (Household head's name) and Q7 (Shift N°) are to be transcribed from section 00 of the main questionnaire.

Q8: Number of booklets distributed

Record the number of booklets distributed (in principle the first day of the survey in the household).

Q9: Number of booklets filled

During the last visit in the household, collect all the booklets given to that household and record the total number of booklets filled (in its entirety or in part). It is the booklets in which at least one expense or acquisition has been recorded.

Exceptionally, one can have in a household 0 booklet distributed or 0 booklet filled. For example in case of total refusal of all household members to record their expenses and acquisitions in the booklets, this refusal could happen right from the first visit or among the first two visits in the household. **These case must be scarce.** Obligatorily you have, to in such cases, made an observation on such situation and try to collect these expenditures through direct interview during the different visits.

Q10: Number of days of expenses and acquisitions filled

At the end of the last day of survey in the household, write clearly: "*Expenses and acquisition not filled*" on the page corresponding to each of the days for which you could not have any information (household absent or refusal). Then count the total number of days for which you have effectively got information about the expenses and the acquisition of the household including the days where they were zero (NB lines = 00).

Q11: Result of the collect

At the end of the survey, you must specify the result of the interview using the codes proposed.

1 = Complete. Register this code when you have fully completed all the expenses and acquisitions for every day for the household.

2 = Non exhaustive. Register this code when you have at least one day of result of collection of expenses Q3 is equal to "2" or "4".

3 = Refusal. Register this code when the household totally refused to give information for section 14.

Transcription of recorded information of the daily expenditures during the 15 days of the survey

Q1: Date of the day

Verify and note the day's date as shown on the top of the page of the booklet to be transcribed.

Q2: Day's number

Write the day's number of the interview in the household (day 01 to day 15), depending on the beginning date of the survey in that household. In those two strata, day 01 corresponds to the first day of survey (1st visit) in that household and day 15 is the day before the last visit in the household.

Q3: Result of the collection of the expenses of the day

It is about the result of the collection of expenses for a given day.

1= Filled. Register this code when you have fully completed all the expenses and acquisitions of the day for the household and household members.

2= Non-exhaustive. This code must be used in case where expenses and acquisitions of the day were not fully completed. This code is used if till the end of your journey in the cluster you did not succeed, in spite of your efforts, to capture fully all the expenses of the day for the household, because of the unavailability of some members for example.

3= Refusal. This code must be used in the cases where for one reason or another all the members of the household have categorically refused to give their expenses for this day.

4= Temporary/postponed. If you got a rendez-vous with some members of the household to complete the expenses of this heading, write temporary this code and think of modifying it later to "1" when all the expenses will be completed or "2" if at the end of your stay the missing data are not yet completed

Q4: Serial number of the person concerned (by the booklet)

It is the serial number of the person who carried out the expenditure or the acquisition. Record the serial number from the flyleaf of the account booklet. And if the expense or the acquisition was obtained by interview (and does not appear in the booklet!), write the serial number of the person concerned while referring to section 01 of the main questionnaire

NB: If in a household, you have given an account booklet to the house boy/house girl, write his/her serial number if he/she lives in the household. Else, write the serial number of the person who commissioned him/her or the person to whom he/she is accountable.

Q5: Precise description of the commodity, the product or the service

This column is divided into two sub-columns. Kindly give:

- In the 1st sub-column, make a precise description of the goods, property or service bought or paid, deducted, auto produced good, gifts received or gifts offered. The degree of the precision of the good must be as detailed as in the nomenclature in order to facilitate the codification. Besides, for control, the title must indicate the quantity, the unit of measurement, the state or conditioning of the product and if possible the trade mark.
- In the 2nd sub-column, the code of goods should be written at the latest every evening after verifying the questionnaire (see the nomenclature of goods).

As far as possible, give the declared quantities in conventional standards units (codes 01 to 11), in order to facilitate the comparability of the average prices of the various products. So, the description of the good/product or service at Q5, must be as specific as possible and particularly useful to inform about the quantity concerned. If necessary, do not hesitate to look at the writing found on the wrappings of such a good/product.

So, for liquid products (various drinks, kerosene, oil, etc.) specify the volume in liters, or centiliters, regardless the conditioning. As a guide, mineral waters in Cameroon are conditioned in bottles of 1.5 litre, 1 litre or 0.5 litre or in sachets of 30 centilitres or 50 centilitres. Soft drinks ("sweets"), lemonades and orangeades) are often packaged in bottles of 30 centilitres (small), of 65 centilitres

(average or big sizes) or of 1.5 litre (very big called “family size”). As for beers, there are mostly bottles of 33 centilitres, of 65 centilitres, but also of 50 centilitres (case of Guinness Smooth for example) and of 30 centilitres.

For consumptions of quantifiable services, you must specify the number of corresponding units (for example, the number of Kwh for electricity, the number of cubic meters or liters for water, the number of pulses for fixed phones, etc. instead of the number of bills or calls); this will limit the recourse to units of measurements « Number/units » or « Electricity bill ».

NB: As in section 13, the services and products subtracted from their production unit by the household for their own consumption must be recorded. It is notably the case of transport, communication, catering services, or fritters eaten by the producers of fritters, or even products subtracted by the buyam sellam or the store keeper.

Q6: Quantity, type and unit of measurement:

These three variables are important because they permit to control the amount that shall be registered in column Q7; thus they should be well recorded. A list made up of standard units is available. It is found at the right margin of the questionnaire. It comprises a litre, a kilogram, a ton, etc, and certain local units such as a glass, a bucket, a heap, etc.

NB: - Modality « unit » refer to the smallest form of packaging usually used in the selling of the product.

- In the case of standard units, the modality for the type of unit is « Not concerned ».

The following table shows some examples of specific descriptions of the goods/product or service as well as the appropriate quantities and unit of measurement.

Specific description of the good/product or service	Unit to be written at Q6	Quantity to be written at Q6
1 bill or payment of electricity (33 KWH)	11 for the kWh	33
1 bottle of 30 cl of Fanta	05 for cl	30
1 bag of 50 kg of rice	01 for kg	50
1 bottle of 75 cl of Whisky	05 for cl	75
1 tin/ 1 big gallon of raw palmoil (20 l)	04 for l	20
1 bill or payment of water (10 m ³)	10 for m ³	10
1 big bottle of Tangui mineral water (1,5 l)	05 for cl	150
1 loin cloth yard for a lady dress (6 yards)	09 for yards	6
½ kg of fresh “mackerel”	02 for grams	500
1 bucket of 15 liters of dry red beans	04 for l	15
1 CCC soap of 400g	02 for gram	400

Conventionally, for the following types of products or services, the unit of measurement will be:

Type of product	Unit of measurement at Q6
Travelling by taxi, bus, plane, etc.	Number of trips (unit 29)
Canned or boxed drugs	Weight if possible (units 01, 02), or Number (unit 29)
Cigarette sticks	Number of sticks (unit 29)
Cigarette packets	Packets (unit 24)
Roasted fish	Prepared dish (unit 27)
A bowl of pap (porridge), a dish of prepared beans	Prepared dish (unit 27)
One bread	Weight if possible (unit 02), or Number (unit 29)
Half loaf of bread	Weight if possible (unit 02), or Loaf (unit 28)
Call in a call box	Number of calls (unit 29)
One hand of banana	Heap of banana (12)

NB: Some examples of conversion

1 M³ = 1 000 liters; 1 Kg = 1 000 grams; 1 liter = 100 Cl.

Q7: What is the total amount of this expenditure?

Record the total of expenditure or acquisition.

For any purchase on credit, write the total amount corresponding to the quantity bought, even if the respondent has not totally paid or has paid partially.

For auto consumption, deductions, and gift offered or received in kind, evaluate the amount at the local market prices or any other closer market prices where the commodity is sold. Where this exercise is difficult for the household, you have to, if necessary, help in estimating the expenditure or acquisition for example by converting the quantity declared in the units of measurement whose amounts are easy to know or known in other households surveyed in the locality/area.

In any case, **obligatorily write an observation** in the questionnaire for amounts not estimated by the respondent or judged to be wrong, by giving a detailed description of the commodity in question (name, quantity declared and unit, equivalent in a conventional unit). This will facilitate future estimation of the expenditure. On this basis, the controller or the supervisor will do this estimation later.

Q8: Digit control

It is the number of digits (including repeated digits) of the total amount of the expenditure declared or registered in column Q7.

Example: for an expense costing 1150 CFAF, Q8 = 4.

Q9: What is the mode of acquisition?

Here, we have to distinguish the purchases (goods and services, whether in cash or on credit) from auto production (self consumed), deductions/subtractions, gifts received, aid or gifts offered, and money given out without compensation (misplaced money, stolen,).

You should not be confused between deductions/subtraction and destocking

By “*deduction/subtraction*”, we mean goods taken from a quantity initially previewed for the family production unit (store, restaurant, shop etc,) for household consumption. This products were initially meant for another use.

On the other hand, the “*destocking*” consists of taking goods in a stock originally destined for household consumption.

The two modalities should be treated separately.

NB: As for food products destocked, take into consideration only those that were bought in big quantity before the survey and consumed in small quantity (rice, oil, salt, etc.) and in that case, only the quantity consumed by the household during the survey will be taken into consideration. It is not a question of estimating the value of a pinch of salt or of the half tomato, the most important thing is to ensure that this destocked product has been registered at section 13 and to signal it in observation here.

Examples

- The household has bought during the survey period (10 days in rural areas and 15 days in urban and semi-urban areas) a bag of cocoyam for consumption, and a quantity is used for household consumption for a particular day. The value of this quantity of cocoyam is not to be recorded. It has already been recorded when the household bought the bag of cocoyam. On contrary, if the stock was constituted before the period of the survey and if a quantity is used on a particular day, you have to record the value of the cocoyam consumed, specify “destocked” (code 6), then make sure this expenditure has been noted in section 13.13.

- The spouse of the head of the household has a shed in the food market and regularly sells cocoyam. On a given day, he/she has taken a quantity of these cocoyam for household consumption because he/she hadn't money to buy a complement. The value of this quantity has to be recorded as a deduction (code5).

Take time to explain this difference to holders of account booklets.

Q10: What is the place of acquisition?

This variable is filled for all the products/goods or services that have been bought, auto-produced, picked, destocked reduced/subtracted (modalities 1, 3, 4, 5, 6 and 9 of column Q9).

The codes for expenditures/acquisitions places are found on the right margin of the questionnaire.

Definitions of some places of acquisition

Supermarkets, big stores and superette (mini-market) have in common:

- A big commercial surface area.
- The possibility for clients (customers) to move freely along the ranges/departments.
- Self-service.
- A wide range of products sold.

Specialised shops: jewelleries, chemistries (pharmacies), shoe shop, car distributors/franchisee, ready-to-wear shops, etc. They are located in a store.

Specialised sellers without store: this category is different from the previous one just by the fact that they don't have a store (sell on open air or a non professional local).

Groceries/Shops/stores: these are small food stores managed by the family, selling different kinds of products, kiosks, etc.

Markets can be daily or weekly; it can be night markets like in some big cities. In urban area, we will consider all the markets of a subdivision as a unique market.

Transport sector: agencies or companies of passengers' transportation (CAMAIR, CAMRAIL, GUARANTI Express, AMOUR MEZAM Express, etc), taxi men, bus and auto bus, etc.

Individual services supply: hairdressing saloon, shoemaker's shop, dry-cleaning, theatre/show room, Petrol station, clinic, etc.

Public services supply: AES-SONEL, SNEC/CDE/CAMWATER, PTT, Councils, etc.

Street sales/ mobile sales (hawkers): vendors who don't sell in stores and who do not sell in a fixed place.

In the nature/Forest/Bush: it is products that were picked (firewood, some vegetables and grass).

Q11: What is the duration since the previous similar acquisition of the same product?

We are seeking here to grasp the information on the duration separating two successive acquisitions of the similar product. Ask the question as follows: "*since when have you last acquired a product similar to (name of the product)?*" Go to the next line to register another acquisition of the household.

NB: Make sure that products acquire on daily basis are effectively found everyday or almost, if not, politely probe the household in order to check the frequency.

Control totals

After filling the expenses or acquisitions of the household (section 14) for each day in the booklet, calculate the total of all the codes or amounts figuring in each column of the table and record this total in that column titled "control totals" of the last row of the questionnaire.

These totals serve purposely for controls, especially during the computer data processing.

If the expenditures of that day are recorded on more than one page, the line "control of totals" of each of the pages will have to indicate the cumulated totals calculated as from the beginning of the first page reserved for that day.

For example, if for the second visit expenses are recorded on three different pages, the line "control of totals" of the first page will carry the totals of that page; the line "control of totals" of the second page will carry the total for the second page and the cumulated totals for both pages; and the line "control of totals" of the last will show the total for the third page and the three pages as a whole.

B) Case of the rural area

For rural area, this section is attached to section 13 and as such transcription of information on identification is not needed.

Effective filling of section 14 in rural strata by the interviewer

Q1: Date of the day

Record the date of the day you effectively started interview in the household (the day during which you note the expenses of the last 7 days of household members). The other dates to be written after the second visit correspond to each of the three passed days since the first visit and for which you must note separately the expenses. You will therefore have four different dates to record on each completed rural questionnaire.

Q2: Day's number

While in the household conducting the interview, record the day's number of the survey in the household in two positions (day 01 to day 04) following the starting date of the survey in the household.

Example

If the interview in the household started on the 5th of December 2013, the day's number will be as follows:

- 5th November 2014, day N°= 01; for expenditures of 29 December to 4th December 2014.
- 6th November 2014, day N°= 02 for expenditures of 5th November 2014.
- 7th November, 2014 day N° 03 for expenditures for 6th November 2014
- 8th November 2014, day N° =04, for expenditures of 7th November 2014

Q3: Number of lines filled

The interviewer will fill this variable away from the household latest every evening while re-reading the questionnaire.

For each expense in the rural stratum, the related information in column Q4 to Q11 are obtained by interview and immediately written (Except the product code at Q5 to be completed latest the evening of the interview), for each household member, without grouping. Respect the instructions concerning the filling of questions Q5 to Q11 of section 14 in urban and semi-urban strata.

Q4: Serial number of the person concerned

Record the serial number of the person concerned by recopying it from section 01 of the main questionnaire (composition of the household).

NB: Don't hesitate to write several time the name of an item if the acquisition concerned different persons or if the frequencies of acquisitions are not identical. For example, bread bought every morning by the household head should not be added to the bread bought one evening per week by the same person; the bread of the morning and that of the evening should have each its line of registration in the questionnaire of section 14.

3.16 SECTION 15: TIME USE

3.16.1 Target population and objective

This section must be administered to one household out of two of the survey sample. For each household selected, this section will be administered to the various household members selected who are 5 years old at least, including visitors. A maximum of six persons will be chosen in each household according to the following criteria:

1. To choose automatically the household head;
2. To choose automatically the spouse of the household or one of his spouses in case of polygamy;
3. In each of the following age brackets:
A- In the age bracket 10 to 14 years
 - To choose at random a boy among the boys of this age bracket;
 - To choose at random a girl among the girls of this age bracket;
B- In the age bracket 15 years and more
 - To choose at random a man among the men of this age bracket;
 - To choose at random a woman among the women of this age bracket;

This section on the use of time enables to record **the activities** carried out by the various persons of the household, and **the time** devoted to each activity listed. The time devoted to an activity is measured according to the number of minutes or hours that are consecrated to it during a day of 24 hours.

Questions of this section must be asked in an individual way to every household person selected according to the age criterion (10 years or more) during an interview based on a direct interviewer -interviewee relationship. Exceptionally, one member of the household, preferably the mother or the person who spends most time with this child, can help this child (aged between 10 and 12 years) to answer.

The goals of this section are:

- to measure the work overload of individuals and their double time use, in paid commercial activities and in unpaid domestic activities;
- estimate the unpaid work of individuals (defined here as the work which is not counted in the GDP, because it contributes to the production of services for auto consumption by the households : domestic work, cares given to the household members);
- measure the time (or the lack of time to make a profitable activity) of women in order to account for the « feminization of poverty and eventually of the women's overloading in terms of non remunerated works ».

The quality of answers depends on:

- the relationship of confidence that you have established with the interviewee;
- your capacity to master the concepts used and if necessary to insure their « reformulation » in a simple and understandable vocabulary for the interviewee.

NB. : The concepts "activity" and "duration" are very difficult elements to collect and most useful to reach the goals. The interviewer must therefore use all possible means to be able to collect information related to them.

i. Definition of concepts

Activity: It is a task or a set of tasks executed by a household member whether at home, on the roadside, in the office, etc. It can be primarily or simultaneously.

Main activity: It differs from the simultaneous one by the fact that it begins before the latter.

Simultaneous activity: It is an activity realized at the same time with the other activity but has started after the main activity.

Duration: it is the time (in minute) devoted by a household member in order to carry out a given activity.

It must be noted that populations can situate their activities not according to the time as given by a classic clock, but with regard to other « references », such as the variations of the nature notably the position of the sun, among others. Religious activities carried out during the day, (for example, the five daily prayers of the Muslim) or other cultural, traditional practice, activities of production, the daily programs of radio and television, and the routine activities of their daily programs. In order to collect data on time use in these regions or households, the interviewer will be able to translate the local perception of time in a 24 hours classic time use

3.16.3 General instructions

The interviewer must interview the interviewee on the activities of the day that preceded the day of the interview. For example, if the interview takes place on Monday, the information to be collected must concern Sunday.

It is advised to the interviewer to collect information per hour. For a given hour, it is a matter of asking the interviewee to list out in a chronological way, what he has done between this hour and that hour. For each activity listed out, fill its information and make sure activities have not been forgotten by using exploring questions. The goal of these questions is to minimize vague answers, to help reminding omitted activities and contextual information as well as to bring out simultaneous undeclared activities. For instance, when they have finished cooking a meal, one of the logical activities expected is consumption. It is therefore important to ask questions in order to take away these ambiguities.

The duration of activities given must be well brought out while ensuring that the sum of durations declared per hour of main activities is not more than 60 minutes.

3.16.4 Filling instructions

15.0: Identification of the respondent

For the filling of questions Q00, Q01, Q02, Q03, Q04 and Q05 refer to instructions for questions Q1, Q2, Q4, Q5, Q8 and Q10 de la section 00: GENERAL INFORMATION of the above main questionnaire

Q06: Name and first name of the respondent

Write in full the name of the respondent that you are interviewing. If the interviewee refuses to give his true name, try to record at least a nick name of the respondent which is known and regularly used. Separate names with a digit space, to make them distinct.

Q07: Individual's number in the household

It is about the number assigned to the person interviewed at section 01. It has therefore to be recopied from this section after the registration of the names of the interviewee in the space reserved for it.

Q08: Day and date of the interview DD/MM/YY

Write the day of the week, the day of the month, the month and the year where you are interviewing the respondent. For the year, only the last two figures will be recorded.

Example: you are interviewing on Wednesday the 15th October 2014. You will record:

|_3_|/_1_|/_5_|/_1_|_0_|/_1_|_4_|.

1=Monday 2=Tuesday 3=Wednesday 4=Thursday 5=Friday 6=Saturday 7=Sunday

Q09: Day of the week for which the activities are recorded

Write the code corresponding to the day in which the activity is carried out. For example, if you interview on Tuesday for the activities that took place on Monday, write code 1 in the space while tallying to the right.

Q10: Beginning hour of interview

Write the beginning hour of your interview with the interviewee. If you begin for example at 3:15 pm, record it in the space on the right |_1_|_5_|/_|_1_|_5_|

Q11: End hour of the interview

Same instruction as in Q010.

Q12: Result of data collection

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

The interview is complete (code 1) : if all questions of the section have been filled.

The interview is incomplete if :

- Some questions were filled and others were not (code 2);
- the interviewee was absent during the visit (code 3);
- the interviewee refused to answer the questions asked (code 4);
- the interviewee is in a state that does not enable him to be interviewed (case of a disable or a seriously sick person) (code 5);
- Code 6 corresponds to another case of hindrance not cited above that could happen and that must be specify.

NB: The incomplete sections of the questionnaire and the reasons for which the survey was not complete must be written and well explained in observation at the end of the questionnaire, while indicating each time the concerned section(s) and question.

15.1: Time use

Q100: Hourly bracket

It is the division of the 24 hours of the day into hourly bracket of 1 hour each. It is assumed that the day begins for the interviewee at 4 a.m. It is already pre-typed and it will enable you to continue your interview chronologically.

Q102: Activity Number

In each hourly bracket, at most five main activities and ten simultaneous activities can be recorded per hour. For a given main activity, at most two simultaneous activities can be given.

Q103: What is the activity that (Name) carried out between ... hour and ... hour.

Ask the question for each hour and write the concerned activity. It is advised to list out the activities by chronological order in each hour. Besides, it is advised to fill the questionnaire line after line.

NB: Refer to the nomenclature of non remunerated (reserved for this section) as from page 107 of the document of nomenclatures.

Q104: Duration of the activity in minutes

Write in minute the duration of the corresponding activity.

Q105: Did you realize the activity with someone else?

Register the code that corresponds to the answer given. If the answer is no, go to Q6.

Q105A: Serial number of the person with whom the activity was realized?

Refer to section 01 (characteristics of household members) to fill this question

00= person out of the household

97= Domestic non household member

Q106: Who was the main beneficiary of the [activity] that (Name) carried out?

It is a matter here of declaring for who the activity previously stated out was carried out. Write the code corresponding to the answer given.

1 If the activity is done for one's self; for example, it can happen that a man declares having ironed dresses; if the dresses are his, then he has carried out that activity for himself;

2 If the activity is carried out for one's household, for example, the case of a woman who says she cooked food for her household, then it is her household who is beneficiary of that activity;

3 If the activity is done for one's job;

4 If the activity is done for one's friend;

5 If the activity is done for the community;

6 If the activity is done for his child;

7 If the activity is done for one's spouse;

8 If the activity is done for another physical or moral person (to be specified).

Questions on the place where the activity was carried out will enable you to better answer this question.

Q107: Where was the [activity] carried out?

Write the code corresponding to the answer given. For example, write 6 if the activity was carried out on the trip, and continue with question Q108, if not go to question 109

Q108: If on the trip, specify the means of trip.

This question is filled if the code of the preceding question is 6. Write therefore the code corresponding to the means of trip given by the interviewee. Write 1 if the interviewee answers “*on foot*”.

Q109: Is the activity simultaneous to another activity?

A simultaneous activity is the one carried out at the same time with another by an individual. For example, when an interviewee declares preparing breakfast while listening to the radio, preparing the breakfast is the main activity and to listen to the radio is the simultaneous activity.

Write code 1 if he has carried out a simultaneous activity and 2 if not. If the interviewee's answer is no, go to another hourly bracket.

NB: According to the cases the activity that implicates the others or the one that is continuous has priority on all the other activities.

The interviewer could help the respondents in some cases to make the choice between the main and the simultaneous activities.

In case of doubt by the latter, the classification as main activity will be based on the following distinctions:

- The activity that implies the others that are realized at the same moment with that one;
Example: To go to work by bus: main
To read in the bus: simultaneous
- The activity that is continuous when the others are intermittent;
Example: To make housekeeping: main
To watch the children: Simultaneous

Example 1:

Paul is a young resourceful man. During the day of yesterday, he left his work at 5PM to go to at home. He found the taxi at 5.15 PM and the trip lasts 30 minutes. During this trip, Paul listened to the music (coming from the taxi man's radio) and participated to a conversation on various subjects in the taxi. Before arriving his house at 6.15 PM, he spent some time in the small market near his house to buy mangoes to the household children. The interviewer while digging to understand why Paul put up to 30 minutes to buy mangoes, learns that the latter move round for 25 minutes to compare the prices and the qualities of mangoes in this market that he does not know well.

Example 2:

Mrs Adja is an executive of the MINPOSTEL at Bertoua. When she came back from launch brake yesterday at 1.15 PM, she presided over the coordination meeting of the activities of her service. The work section lasted 1 hour 30 minutes. As soon as she finished, she made several phone calls to manage the maintenance of the taxi she gave to a taxi man. As all the high rank civil servant, she has a television set in her office. It is why she watched the end of the 1.30 PM news of France 24 and also the broadcasting of the observers. She made her phone call to the mechanic and zapped to watch the 3.00PM news in the national station.

Q110: What is this activity that (Name) carried out at the same time with the [main activity]?
It is a matter of writing the name of the simultaneous activity realized by the interviewee. It will be the fact of listening to the radio in the preceding case. Note that there are at most two simultaneous activities for a main activity.

NB: Refer to the nomenclature of non remunerated work (reserved for this section) from page 107 of the nomenclatures document.

Q111: Duration of the activity in minutes

As in question Q104, write in minutes the duration of the simultaneous activity.

15 2: Use of time for special activities

Information sought in this part (15.2) enable to control if some special activities like the keeping of children or elderly persons were not forgotten in part 1 (15.1) that deals with the use of time.

Q200: Between 4 AM yesterday and 3.59 this day, have (has Name) devoted time to keep children

Register code:

- 1 If the interviewee answers "Yes, but the activity has not been listed out or its duration was underestimated or not filled". Fill it and go to the above table and complete this information, then, mark it with an asterisk "*" on the corresponding line.
- 2 If the interviewee answers « Yes the activity has been well recorded above».
- 3 If the interviewee answers « No ».

Q201: Between 4 AM yesterday and 3.59 this day, have (has Name) devoted time to take care of the elderly persons or sick adults persons?

Same instruction as Q200.

Q202: Was the day of yesterday an ordinary one for (Name)?

A day is an ordinary one if it went on as usual. Ask the question while explaining clearly the notion of "ordinary day" and write the code corresponding to the answer given.

Registered code 1 if he/she says his/her day was an ordinary one.

Q203: Do you (Does Name) have a watch or any other means in order to measure time away from the house?

The existence of the watch enables to check the truthfulness of the durations given by the interviewees.

Write 1 if the answer is "Yes" and 2 if "No".

3.17- SECTION 16: GOVERNANCE, PEACE AND SECURITY

3.17.1 Objectives and target population

This section must be administered in one household out of two, which is about 6424 households in total, according to the size of the sample of ECAM4. For each sample household, interview one person of 18 years or more, following an adequate methodology of selection notably the Kish table. The household head is not targeted in advance. Note that this random choice (by the Kish table) is made automatically by the machine

This section has two parts: the first deals with democratic governance and the second with peace and security

The notion of « governance » includes a very large domain. The module focuses on democratic governance which supposes the implementation of a certain number key principles: The priority of right, equity, transparency, democratic responsibility, participation. Most particularly, the survey indicators and questions retained concern 11 fundamental principles underpinned by the *African Charter on Democracy, Elections, and Governance*, notably: human rights, the state of rights, representing governments, fair, free and regular elections, separation of powers, gender equity, the citizen participation, transparency, fight against corruption, maintenance of constitutional order, and political pluralism.

The goal of these two parts is therefore to get the opinion of population about governance, peace and security in the country. The questionnaire aims at getting at the same time three categories of information:

- practices (experiences and behaviors) of the population;
- norms and values;
- appreciations and judgments.

The combination of information will make it possible to draw up the most comprehensive picture of the different dimensions of governance, and peace and security. Their crossing these with the socio-economic variables, it will then be possible to identify groups or sub-groups in the population that are most affected by the dysfunctions of the governance and peace and security system, with a view to putting in place appropriate, targeted policies that are adapted to the specific situation of the country.

The questions selected in both modules are derived from the experience of various, successful past or ongoing surveys from the last two decades. These include, more specifically, the “democratic governance” survey developed by DIAL (Development, Institutions et Analyses a Long terme) and the Afrobarometer surveys for collecting and monitoring governance indicators, as well as the “victimization” surveys, where peace and security indicators are concerned. Questions were chosen for their two-fold relevance: relevance with regard to the objectives (themes, harmonization, which requires indicators that can be applied in all countries) and also statistical and analytical relevance (simple, easily comprehensible questions that allow for sound interpretation)

Attitude during the interview

The module must be filled out by the interviewer, and not by the respondent, during a face-to-face interview. The conduct of the interviewer during this interview is thus of prime importance. As indicated above, the interview questions have already been tested and experience has shown that people tend to respond favorably to this type of questionnaire. Non-response rates are generally very low. But the quality of responses however clearly depends on the way the questionnaire is administered and the atmosphere of trust that the interviewer manages to install. Apart from general instructions given at section 2.2 of the present manual, it is worth to observe the following instructions:

- Generally speaking, in order for respondents to feel comfortable enough to express their views, especially about issues that may be considered sensitive, they need to be reassured about the confidentiality of the survey and its objectives.
- As much as possible, the interviewer must avoid having third parties present during the interview as they might influence the answers or intimidate the respondent. It is especially important to avoid having representatives of local authorities present, but also the presence of neighbours and other family members could hinder the respondent in expressing their opinion freely).
- For the multiple choice questions (4 possible answers are suggested for several questions), it is most often necessary to repeat the question and then slowly and clearly read out the choices of answers. This makes it possible to avoid having the respondent focus on the first or last response option and gives them time to think.
- Always insist on obtaining answers to all questions, as much as possible. If a respondent answers “*I don't know*” the first time, one must persist by repeating the question and stating that the survey seeks to obtain a point of view and a perception and that, as such, there are no right or wrong answers. In the vast majority of cases, the respondent has an opinion, even if it is very vague. The interviewer therefore needs to encourage them to express their opinion.
- As a last resort, if after really being persistent, the respondent is unable or totally unwilling to provide an answer, the interviewer must write “Does not know” or “Does not wish to respond” next to the questions or boxes to show that they insisted (and reassured, built trust) with the person interviewed. The interviewer may also include a remark or some explanation.

Remark: If a questionnaire includes many “does not know” answers or if many questionnaires from the same interviewer contain “does not know”, this may be an indication that the interviewer is not doing their work properly. They may not be persistent enough; they may be going over the questions too quickly, or they are not capable of reassuring respondents and putting them at ease. The supervisor may thus intervene and draw the attention of the interviewer to what might be going wrong, or give them a warning.

- The interviewer must only read out the questions (as they are written down) in the questionnaire. DO NOT paraphrase or interpret questions. If necessary, repeat the question slowly. If the respondent really feels unable to answer, it is important to note this by writing “Does not know/DK”.
- In exceptional cases, the interviewer may have to translate and/or explain a concept or a term in a question. In such a case, they must refer to the specific explanations given in this manual (see below) and to the information provided during the training session, which may give examples/clarification that relate to local realities.
- It is absolutely indispensable to maintain the wording of the questions. This is to ensure that the results remain comparable among countries (harmonization of indicators), but also to allow for monitoring of indicators over time, with different successive rounds of surveys.

How to fill the questionnaire

It is suitable to first fill the cover page following instructions given in the preceding sections.

The grey area on the right of each column is reserved for coding by the controller who at the same time checks the coherence of responses and missing data (Interviewers shall only fill in the left side of each column).

- ➔ The sequence of the questionnaire (order of questions) must be scrupulously adhered to, as this has been carefully designed and the answer to certain questions may influence the choices for others.
- ➔ All efforts must be made to avoid missing data (i.e.: missed questions, no code circled, answers not filled in).
In case you must conduct the interview with the paper questionnaire, interviewers must:
 - Either circle the corresponding figure for each answer (either in the box or in the list of suggested modalities).
 - Or write the corresponding figure in the box
 - If you mistakenly circle the wrong figure, or if the respondent changes their mind, put a cross “X” through the first response and CIRCLE the right response.

More specifically (the examples shown below concern the governance module; the principles are identical for the peace and security module and must be applied in the same way):

- Circle the corresponding figure (1 or 2) for the chosen modality for questions with a single answer (Yes/No)

Example: Q6. Do you yourself agree with the idea that women should have the same chance as men of being elected to political office? 1. Yes 2. No

If the answer is yes, circle figure 1; if the answer is no, circle figure 2

- For questions where there is a numbered grid, circle the appropriate figure (1, 2, 3 or 4) in the grid next to each item, according to the answer given by the respondent. The figures in the grid refer to the modalities indicated in the question.

Example: Q1. Are human rights respected in this country?

(Circle the corresponding figure 1. Never 2. Sometimes 3. Often 4. Completely)

Not never (respected) → encircle 1 in the grid

Sometime (respected) → encircle 2

Often (respected) → encircle 3

Always (respected) → circle 4

- For questions with empty boxes, note the corresponding figure to each answer in each of the boxes.

For example, for Q2. Democracy is often associated with the following characteristics.

a) Which ones do you consider essential? (1. Yes 2. No)

b) Are they respected in this country? (1. Never 2. Sometimes 3. Often 4. Always)

For item A on freedom of expression:

- First box (a. Essential): if it is indeed considered essential, note 1 in the box; if it is not considered essential, note 2 in the box.
- Second box (b. Respected): if the respondent considers that yes, it is “always” respected, note 4; similarly if it is “often” respected (note 3), “sometimes” respected (note 2) or “never” (note 1) respected.

- ➔ The questionnaires must be filled out legibly. The interviewer must be careful of the following when filling out the questionnaires:
 - Write all figures and words clearly and distinctly;
 - When circling figures, make sure that there is no overlap into the adjacent boxes or questions or into the grey areas.

Remark: to guarantee the quality of the information gathered, the instructions above must be scrupulously adhered to.

3.17.2 Filling instructions

Some useful precisions about some questions

In principle, the answer modalities for each question are explicitly (and clearly) described in the questionnaire. We will however find some additional information for certain questions where further explanation might be useful.

Questions in the questionnaire are very concise. This is mainly for practical reasons, in order to have an overall view of the module on a single page. Below is a more detailed presentation of questions.

Some preliminary remarks

- ➔ There are some repetitions in the questionnaire (questions that are more or less the same, but formulated slightly differently). This is deliberate and aimed at various purposes: ascertaining that respondents have properly understood the concept; understanding respondents' perception, or checking the coherence of answers to ensure that they are not influenced by the phrasing or wording of the questions (triangulation process).
- ➔ Generally speaking, respondents refer to what they know, have heard, or to things that affect them more or less directly, in order to express a view, a feeling, an opinion, an assessment, or to make a judgment. They do not need to know what is happening in absolute terms throughout the country, nor do they need to be specialists on each issue. They may form an opinion (or an impression) on the basis of their experience, perceptions, or what they have heard about events around them and/or in the country.

16.A- Democratic governance

This part comprises 23 questions (or sequences of questions), which may be divided into five major groups:

- the first series of questions focuses on human rights and democratic principles (Q1 to Q6)
- the second series covers institutions (access, trust, functioning) (Q7 to Q10)
- the third series seeks to assess transparency and control of corruption (Q11 to Q15)
- the fourth series focuses on electoral processes (Q16 to Q18)
- the final series attempts to define the nature and extent of citizen participation (Q19 to Q23).

Human rights and democracy

Q1. Are Human rights respected in Cameroon? Encircle the figure corresponding to the answer (1. Never 2.Sometimes 3. Often 4. Always)

The aim here is to capture the perception of the respondent (on respect for human rights in the country, but also on the very concept of "human rights"). The interviewer must not explain.

The interviewer may only intervene if the respondent appears to be in great difficulty and has no notion of what is meant by human rights. He/she may then cite a few examples of what is included in human rights: equality before law, freedom from discrimination, freedom of expression, freedom of the press, political freedom (right to choose party), freedom of association, freedom of conscience, religious freedom, right to work (not hard labour), etc.

Question Q2.Democracy is often associated to the following characteristics.

- A. Freedom of expression
- B. Freedom of press (media)
- C. Equality before the law
- D. Political freedom
- E. Free and transparent elections
- F. Liberty of movement

- G. Liberty of religion
- H. Liberty of association
- I. Absence of discrimination)

- a) Which of the points below (from A to I) seem essential? (Essential: 1. Yes 2. No)
- b) Are they respected in Cameroon? (Respected: 1. Never 2. Sometimes 3. Often 4. Always)

This question provides a list of 9 key principles generally associated with democracy. In order to illustrate these principles in a concrete way, especially for respondents who may not understand what is meant exactly by these abstract principles, simple explanatory sentences are used. For instance, to describe the principle of “*Freedom of expression*”, the explanation provided is: “People are free to say what they think.” This double formulation (conceptual and empirical) is proposed for each one of the 9 principles (see questionnaire).

For each principle or characteristic (A to I), the respondent must answer two questions:

- (i) Does he/she consider this characteristic or principle (freedom of expression, for example, in A) to be essential (i.e. essential *for the respondent*) for democracy? The answer is 1. yes or 2. no.
- (ii) In the view of the respondent, to what extent is this characteristic respected in the country (at the time of the survey)? Answer: 1. Never 2. Sometimes 3. Often 4. Always

For each characteristic or item, do not forget to fill in the two corresponding boxes (a. essential and b. respected).

Question Q3. . In general, are you satisfied with the way democracy functions in Cameroon?

- | | |
|----------------------|------------------------|
| Not at all satisfied | → circle 1 in the grid |
| Not really satisfied | → circle 2 |
| Enough satisfied | → circle 3 |
| Very satisfied | → circle 4 |

For this question, the focus is on the concept of satisfaction. It defines the respondent's level of satisfaction (the answer will thus depend on the nature and extent of their expectations and demands with regard to democracy). It is therefore a general point of view, which includes all the components that the respondent considers to be important for the functioning of democracy (at the time the survey is conducted).

Question Q4: What do you think of the following possibilities of governing this country?

- A. That one leader appropriates all the power and doesn't worry about parliament or elections.
- B. That a soldier rules the country
- C. That the people choose their own representatives to govern the country

For each of the suggested political systems, the interviewer must circle the figure corresponding to the answer. The respondent has a choice of four answers: 1. *Totally disagree* 2. *Disagree* 3. *Agree* 4. *Totally agree*

This question seeks to measure how the respondent assesses the different types of political systems, with the democratic system being just one example among others. The respondent is required to give their assessment, in principle, of these political systems. They may not exist, or may not be applied or may never have been applied in the country. What is required is a judgment in absolute terms (that is, theoretical, but taking into account the national context) of the types of systems suggest here, and not an assessment of what currently obtains or has obtained in the past in the country.

Question Q5. People are often discriminated following their personal characteristics. The considered characteristics are:

- A. Ethnic group
- B. Language /vernacular
- C. Religion
- D. Regional Origin (Region)

- E. Foreign nationality**
- F. Poverty or riches**
- G. Gender/Sex**
- H. Handicap**
- I. Minority (bororo, pygmées)**
- J. Albinism**

In Cameroon:

a) In Cameroon, do you think there are discriminations linked to [this characteristic]?

(1. Not at all 2. Not really 3. Averagely 4. Much)

b) Have you been a victim of discrimination due to your [characteristic]? (1. Yes 2. No)

This question suggests a list of personal characteristics that could be grounds for discrimination (specific, unfair or illegitimate treatment) against those who do not present this characteristic.

The principle in filling out this question is the same as for question Q2. For each characteristic (A to J), the respondent must answer two questions:

(i) Does the respondent think that there is discrimination related to this [characteristic] (ethnic discrimination for example, for A)? The answer is *1. Never 2. Sometime 3. Often 4. Always* (in column “a. Opinion” of the table).

(ii) The second question refers to the respondent’s personal experience. (i) Has he/she personally been a victim of discrimination due to this [characteristic] (due to their ethnic origin for example, for A)? Answer: *1. yes or 2. no* (in column “b. Victim” of the table).

Note: For E, H, I and J indicate “non concerned” if the respondent is not a foreigner, does not have a disability.

For each characteristic or item, do not forget to fill in the two corresponding boxes (“a. Opinion” on the existence of discrimination in general, and “b. Victim” on being personally affected or not).

Question Q6. According to you, must women have equal chances with men to be elected to political positions? 1. Yes 2. No

This question seeks to determine the point of view of the respondent: does s/he personally believe that in the country women should have the same chance as men of being elected to political office or not? This question aims at assessing to what extent the principle of gender equality is integrated in society, at least in theory (cf. the term “should have”). This is therefore a personal opinion. In the light of the overall theme of the module (democratic governance), this question focuses more specifically on political office, bearing in mind that equal opportunities for both sexes may apply to other areas such as education, employment, etc).

Institutions (access, trust, and functioning)

Questions Q7. Two questions are asked for each service or institution:

Q7.a) Have been in contact with the following institutions or services (A to L) during the past 12 months? (1. Yes 2. No)

Q7.b) Do you trust them? (1. Never 2. Sometime 3. Often 4. Always)

- A. The administration (in general)**
- B. The courts of justice**
- C. The police/gendarmerie**
- D. Public health institutions**
- E. Public schools**
- F. Tax institutions (Taxes, customs)**
- G. Social security system**

H. State media

I. The army

J. The Senate

K. The National assembly

L. The Council

The principle in filling out this question is the same as for question Q2 and Q5. For each service or institution, do not forget to fill in the two corresponding boxes (a. Contact or not, and b. Degree of trust → 1to4).

A list of main public institutions is proposed to the interviewee:

Question Q7a on whether or not there has been contact over the last 12 months makes it possible to measure both access to the service/institution and the degree of knowledge of such services or institutions (and also if the respondent has had any recent experience that might affect their assessment).

For question Q7b (on trust): The respondent refers to things they may have heard, or to things that affect them more or less directly, in order to say whether they trust these services or not. They do not need to have absolute knowledge of everything happening throughout the country. They can form an opinion based on their experience and what they may have heard about events in the neighborhood, the town, the village or the country. Does she/he trust them or not?

Question Q8. To what extent do the following persons listen to what people like you have to tell them?

Encircle the corresponding code. (1. Never 2. Sometimes 3. Often 4. Always)

A. The Senators

B. The Deputies at the National Assembly

C. The municipal councilors

D. Traditional rulers

The objective of this question is to assess to what extent members of the National Assembly and locally elected officials, as well as traditional leaders (who may play a role locally) take account of the needs and expectations of ordinary people. To what extent do the latter manage to have their voices heard at these three levels of formal (modalities A, B and C) and informal (modality D)?

Question Q9. To what extent do you think your council implements the following actions:

(1. Very poor 2. Rather poor 3. Good 4. Very good)

A. To give account to populations

B. To consult traditional/collectivities heads

C. Supply of services at local level

Like the previous question, Q9 aims at determining to what extent local authorities take account of the interests of the population in the various activities they are expected to implement:

- information of citizens on the decisions taken at local level ;

- consulting traditional or community leaders, which would translate into greater proximity to the population;

- and finally, concrete service delivery, that is, providing public goods in their various areas of competence (health, education, infrastructure – for instance, building a road or a market, renovating a school, etc.)

**Question Q10. According to you, to what extent do local authorities have powers? (1. None
2. Little 3. Enough 4. Too much)**

Question Q10 seeks to measure how ordinary citizens view the effectiveness of decentralization policies and, more generally, the type of power exercised by local authorities. The underlying principle is that local authorities could play a positive role because they have a closer picture of the concerns of the population. This is however far from being the case in practice.

The answer modalities describe four possible cases:

1. They have no power at all;
2. They do not have enough power to enable them fulfill their role;
3. They have enough power to carry out their role effectively (to the benefit of the ordinary citizen)
4. They have a lot of power and misuse it (at least in part) to the detriment of the population.

Transparency and control of corruption

Question Q11. Information given to citizens concerning decisions taken by authorities at the national level are: 1. Non-existent 2. Insufficient 3. Sufficient 4. Very complete

Unlike the previous question (Q10), this question refers to central government. It refers to the availability of information about policies, ongoing reforms, and budgets. It assesses the application of the principle of accountability to the citizen.

Questions about corruption (Q12 to Q15)

Remark : Corruption can be a sensitive issue. Once again we must underscore the importance of the interviewer's attitude, which must be completely neutral.

- The respondent must be made to feel totally at ease.
- Defining corruption can also be difficult. Above all, the line between "corruption" and a simple gift (in the etymological sense) can be somewhat blurred. Generally speaking, to resolve this problem, one can go along with the respondent's own appreciation. In general they do know whether or not it is a case of corruption.

If in doubt, a gift is given without constraint and without requesting or obtaining a service/favor in return. When a "gift" is given in exchange for a service or favor rendered by a civil servant in the discharge of their duties (to accelerate/simplify a process, for example) then it constitutes an act of corruption, even if the gift is given in recognition of such service.

The simplest (and most common) definition of corruption is the following: "misuse of public powers (by a public official or political figure, for example) for purposes of personal, material or other gain ».

These questions have been tried and tested. Experience has shown that respondents are ready to answer them and that it is thus possible to deduce reliable indicators for monitoring developments with regard to corruption.

Question Q12. To what extent is corruption a preoccupation for Cameroon?

- (1. Not at all 2. Not really 3. Sometime 4. Always)

This question seeks to determine how the respondent perceives issues of corruption in the country. 'Problem' refers obviously to the extent of corruption, as well as its harmful effects (in particular the negative impact on ordinary people in general, and the capacity to hinder development).

It must be pointed out here that this refers to corruption in general, which includes both small-scale and large-scale corruption:

- Small-scale corruption or commonplace corruption tends to affect households (or micro-enterprises) in their administrative processes (sundry applications, documents to be renewed, etc.).
- Large-scale corruption (often at the highest level of government) rather affects medium and large-sized enterprises in their administrative processes. It may also concern the country's leaders (e.g.:

embezzlement, payment of a percentage in order to be awarded a contract or to evade the law, the justice system, etc.

Question Q13a. During the past 12 months, were you forced to offer a present, make a favor or give money to a civil servant for a service? ((1. Yes 2. No) (If no → Q14)

The emphasis must be on “*were you forced*”, which presents the respondent as a ‘victim’ of corruption (so that they do not feel that they are being accused of being an agent of corruption). The respondent must not feel afraid to speak out.

What is being measured here, in principle, are minor cases of corruption or small-scale corruption, irrespective of the service: general administration, police, justice system, health services, tax authorities, civil registry, etc. Respondents may however relate a case of major corruption if they wish.

A priori, we are measuring here cases of small corruption, therefore at a small scale, whatever the service considered: general services, police, justice, health, domanial services, tax, registration, civil status, etc. The interviewee can nevertheless state a case of big corruption if he likes.

It is important to isolate those who have not had contact with the administration (*by referring to answers provided to Q7a*) since in this case, the respondent could have been a victim of corruption if he had been in contact with public servants (some respondents might actually have avoided contact with public servants precisely to avoid having to pay bribes).

Attention: A ‘No’ from a respondent who has not had any contact with the public service is very different from a ‘No’ from a respondent having had some contact with the public service. It is critical to distinguish the types of responses, in the analysis

Question Q13b: If yes, at which frequency?

The various modalities from 1 to 3, correspond to a level of increasing frequency of corruptive transactions (from 1. Once 2. Two to five times 3. More than five times, which means that corruption is a common practice).

Question Q13c. If Yes, for most of the time, for which service was it?

1. Health 2. Education 3. Police/Gendarmerie 4. Other basic social services (water and electricity) 5. Taxes/customs 6. Justice, 7. Other (Specify)

The respondent is here asked to identify the main service / department that *most frequently* requests an illegal payment (or “gift”) from him.

Question Q14. To what extent are the following persons (from A to L) involved in corruption?

- (1. Not at all 2. Not really 3. Often 4. Much)

An assessment on a scale of 1 to 4 is suggested. The proposed choices can be more explicitly expressed as follows:

1. No members of the group are involved in corruption (Not at all)
2. If certain members of the group are involved in corruption, these cases are rare (Not really)
3. A section only of the group is involved in corruption (Sometimes)
4. A majority of the group’s members are involved in corruption (much)

Fill in the line for each type of institution: The respondent must answer for each of the institutions (groups or personalities) concerned:

- A. State agents (in general)
- B. The police/Gendarmerie
- C. Tax agents (Tax, customs)
- D. Judges, magistrates, personnel of justice
- E. Health personnel
- F. Education personnel

- G. Ministers
- H. Deputies
- I. Senators
- J. Council authorities
- K. Religious authorities
- L. Traditional/collectivities heads

NB: All respondents must answer question Q14, even if they have had no contact with the institution in the last year.

Questions 15

The aim of these questions is to determine whether respondents are aware of the existence of any official anti-corruption mechanism, and to obtain their assessment of its effectiveness, with an emphasis on the strategic value of information

Q15a. Do you know about the existence of anti-corruption organizations in Cameroon?

- 1. Yes
- 2. No

The objective here is simply to determine whether respondents are aware of the existence of an anti-corruption body or bodies, often known as the “national anti-corruption commission”. What we are interested in here are state or para-public institutions in charge of implementing government anti-corruption policy, and not civil society organizations (NGOs, private sector) such as the national chapters of Transparency International, etc. that deal with issues of corruption.

Q15b. According to you, is the government efficient in the fight against corruption?

- (1. Not at all
- 2. Not really
- 3. Often
- 4. Effectively)

This is an overall assessment of government effectiveness in controlling corruption, and not just the effectiveness of the specific bodies identified under question Q15a. One could imagine a (rather unlikely) case for example where a government could be considered effective although there is no specific anti-corruption body in the country. Each respondent must therefore answer Q15b, irrespective of the answer given for question Q15a (yes or no).

Q15c. Are you informed about the efforts of the government in the fight against corruption? 1.

- Yes
- 2. No

This question seeks to determine whether the respondent considers that they are well-informed or not about anti-corruption strategies, not if these strategies are effective or not, which is covered by the previous question. The aim here is to assess the transparency and the accountability dimension.

Electoral processes

Question Q16a Did you vote during the last presidential election (of 2011)?

- 1. Yes
- 2. No (If ‘Yes’ → Q16c)

Voting is a major political act, especially in democratic systems. We must therefore determine if the respondent effectively cast their vote, which is a measure of political participation. Given the pyramidal structure of power in the vast majority of countries, the presidential election is the most important of all possible elections. Furthermore, voters’ behavior (rate of participation, etc.) may vary according to the type of election.

Question Q16b. If no, why?

- 1. No candidate/ no party representing your opinions
- 2. To vote changes nothing
- 3. Not registered on voting list (refusal, lack of time, etc.)
- 4. Difficulty to register on voting list
- 5. Non appearance of name on voting list despite the registration
- 6. Not of voting age at the moment of election

7. Did not succeed to get the voting card
8. Place of vote very far (change of Subdivision, Division, Region at the voting day).
9. Other reason _____ (specify)

Since casting one's vote is a major political act, it is essential to find out the reasons that may have led some respondents not to go to vote. Some may be linked to the lack of a match between the supply side of politics (candidates) and the demand from citizens (Answer 1). Others may reflect a general disaffection with the electoral process (Answer 2). Yet others may be related to administrative factors (Answer 3, 4, 5 and 7). Others were not of age to vote (too young) at the time of the election (Answer 6). It must be noted that the focus here is on the legal age for voting (for instance, 20 years old) and not on the respondent's own perception of himself as being too young to vote. Finally, Answer 8 covers all other reasons for not participating.

Attention: The issue of participation in an election may be sensitive. The respondent must therefore be reassured. They must not feel that they are being judged for not having voted. In particular, care must be taken not to lead the respondent to state that they voted when this is not the case. The objective is to define the categories of persons who participate and those who do not, and to determine the reasons for the lack of participation.

Question Q16c. Did you vote during the last municipal/legislative elections municipal/legislative of September 2013? 1. Yes 2. No (If Yes →Q17)

Same filling instructions as in Q16a

Q16d. If no, why ?

(See modalities in Q16b).

Question Q17. Do you think that politicians (like Ministers and heads of political parties) take into account the preoccupations/requests of the population?

1. Not at all
2. Not really
3. Often
4. Always

One of the major problems encountered in many countries is distrust of the political class as whole, which seriously undermines the smooth functioning of democracy. The objective is to determine whether this phenomenon also occurs in the country.

The respondent must give their view of the political class as a whole (in its majority). Some of the respondents, especially those who are politically active, might consider that their candidates or party do respond to their own concerns, while others do not. What is required here is a general opinion about the political class as a whole and not about any of its specific components

Question 18. To what extent does the government consider the voice of the following groups?

1. Not at all
2. Not really
3. Often
4. Effectively

- A. Political parties of the opposition
- B. Civil society Organizations/ Non Governmental organizations (NGO)
- C. Local authorities
- D. Private sector

If democracy is based on the rule of the majority, it must also guarantee respect for the minority. This is what we are trying to assess under question Q18. The respondent must give their opinion of the ruling party in the country. The question seeks to determine to what extent, after election, the latter attempts to govern while taking into account the concerns of the whole population, including the opposition. This question is linked to question Q5 on discrimination, but is more focused on the strictly political dimension of this phenomenon

Nature and degree of participation of citizens

Question Q19. Are you a member (or leader) of an association?

Three answer modalities are suggested: 1. Yes (Leader) 2. Yes (member) 3. No

- A. Local (quarter, etc.)
- B. Religious

- C. Professional
- D. Family/friends
- E. Savings (njangee, etc.)
- F. Political Party
- G. Sport Organizations
- H. Recreational Organizations /
- I. Other (specify)

Citizen participation is essential for the smooth functioning of any society. It enables an individual assessment of the social capital of the respondent. This question seeks to measure the extent to which the general population is active in associations of all types. Eight of the most common types of associations are listed, while provision is made with the last item (I) for any other type of association that may not have been identified in the list (e.g. alumni, etc.) The answer must thus be clearly reported with as much detail as possible and will subsequently be coded in the office.

For each type of association (A to I), the respondent must state if they are a member or not. If they are a member, their level of involvement is assessed according to whether they bear office or enjoy simple membership.

Question Q20. Among political parties, is there any with which you have affinities/ that represents your opinions and interest? 1. Yes 2. No

The idea is to measure how close the respondent feels to one (or several) political organizations. This question is therefore a way of evaluating the match between the supply side of politics (comprising parties) and the political beliefs of ordinary citizens. It must be made clear that at this stage the question is not whether or not the respondent is a member of a political party of their choice; that question has already been put under Q19 (modality F). Generally speaking, political party activists would be expected to feel close to their own party, but this may not necessarily be the case (forced membership or joining for convenience, to avoid stigmatization, etc.). Here, the respondent is asked to state if they feel close, based on their own perception of closeness (this closeness may be due to the orientations of the party; the image of the party, or the characteristics of its members, etc.).

Question Q21: At which degree are you interested in politics?

1. Not at all 2. Not really 3. Often 4. Effectively

Interest in politics is an essential part of the link to politics. In this question, the concept of politics is not limited to the internal workings of political parties, their arrangements, alliances, or conflicts among leading politicians (often qualified as “politicking”). Politics must be understood in the broadest (and most noble) sense of “political affairs”, which denotes a wider interest in public life. Being interested in politics does not necessarily imply a concrete political commitment (membership or feeling close to a party, etc.)

Question Q22. Do you often talk of politics with those close to you (relative, friends, relations)?

- (1. Never 2. sometimes 3. Often 4. Most often)

Talking about politics (or talking politics) is another way of seeing politics as an important dimension of societal life. Question Q22 covers social interactions where politics may come into play in daily life in the form of discussion and exchange of ideas, away from the actual political arena. Politics must be understood in the broadest sense, in the same way as for question Q21.

Question Q23. During this year, have you taken part in movements of contest like :

- A. Petition (1. Yes 2. No)
- B. Strike (1. Yes 2. No)
- C. Other manifestations (1. Yes 2. No)

The aim of this final question is to assess forms of participation (or involvement) in national political life which are different from those previously identified. These represent a more tangible

commitment than simple interest or discussions, and in certain environments could actually lead to greater risks. For this reason, it is essential to ensure the confidentiality of data and instill an atmosphere of trust between the interviewer and the respondent in order to obtain reliable answers to this question. There is no preset interpretation of the results for this question. While a high level of participation in such movements may indicate a strong degree of conflict in a given country, in certain environments it may also be the demonstration of more significant citizen engagement and thus be seen as a positive factor.

NB: The right to **petition** is a right given to populations to make a direct demand to the sovereign or to the representative of the executive (administrative authority or the enterprise head). It is possible to make a petition with any moral person having a power. It can be collective or individual.

The **strike** is a collective action, which consists in a concerted cessation of work by wage-earners of an enterprise. It aims at fighting against a situation or fixed measure judged unacceptable while making pressure on the hierarchical superior or the employer by the loss of productivity that it involves.

16.B- PEACE AND SECURITY MODULE

The part comprises 13 questions (or sequences of questions), which may be divided into five major groups:

- The purpose of the first series of questions is to draw up a general diagnosis of the peace and security situation by defining which threats are perceived as most worrying, as well as people's general feelings of safety and satisfaction with their lives (Q1, Q2, Q13).
- The second series focuses on citizens' safety as a whole, and especially their physical integrity and the crime levels that they have to deal with (Q3 à Q5).
- The third series covers peoples' perceptions of conflicts, in particular the prevalence of conflicts, their underlying causes, and the future trends where conflicts are concerned (Q9, Q10, Q12).
- Finally, the last series of questions specifically covers public security forces (mainly police, gendarmerie, and the military) and examines how ordinary people perceive their efficiency and transparency, and to what extent they are trusted (Q6 to Q8, Q11).

Preliminary remarks

- As many of the questions use the same scale of 1 to 4 that is found in the *Governance* module. There are two questions on discrimination (Q6a and Q6b) and corruption (Q8a and Q8b), which are similar to the ones on the same topics in the *Governance* module, but here they apply only to public security forces (PSF), the institutions covered by this module.

Questions Q1. Do the following threats presently worry you in your daily life?

4 answer modalities are suggested: 1. Not at all 2. Not really 3. Enough 4. Much

- A. Violence of the criminal type (general)
- B. Violence between collectivities
- C. Violence against women
- D. Armed conflict or war
- E. Terrorism
- F. Death or injuries caused by natural disasters
- G. Risks for health (Pandemic, endemic disease, etc.)
- H. Poverty
- I. Unemployment
- J. Famine
- K. Expulsion (from your lodging / your land)
- L. Children traffic
- M. Highway robber (coupeurs de route)
- N. External aggression (Seleka, Boko Haram, anti balaka. etc)

The feeling of insecurity or fear is very important for two reasons: a) it could lead to personal dissatisfaction/unhappiness, and b) it can prevent people from engaging in various practical acts of daily life (moving around, interacting with others, investing, etc.)

The purpose of this multiple-choice question is to determine and classify the respondent's general feeling of insecurity in the face of various risks. These risks may be linked to acts of physical violence by third parties (modalities A. to E. and L.), the perception of an economic risk (poverty, unemployment, hunger), a health hazard, or the risk of a natural phenomenon (flooding, cyclone, etc.). Modality K. may go with violence, but not necessary.

The feeling of insecurity it is about here is focused on the respondent's daily live (neighborhood, village) and not to what may occur elsewhere in the country, the region, or the world. For example, for *E. Terrorism*, what is of interest is not whether the individual is concerned about the rise of terrorism in certain foreign countries and the consequences for the future of the world, but rather whether the respondent perceives this type of threat in their daily life.

For modality *C. Violence against women*, both men and women are concerned.

Attention: What we want to measure here is a perception. This is by nature subjective and may not reflect actual, existing threats.

Questions Q2. . Do you feel safe in the following situations (From A to F)?

Five (5) answers modalities are suggested: 1. Not at all 2. Not really 3. Averagely

4. Totally 5. Not applicable

- A. When you are moving alone in your quarter during the day
- B. When you are moving alone in your quarter during, in the night
- C. When you are alone in the house during the day
- D. When you are alone in the house during the night
- E. When you are waiting or you are in public transport (in your locality)
- F. At your job side (ex: farm, market, workshop, etc.)

This question on the feeling of safety is a supplement to question Q1, but is more specific. Four concrete situations are suggested: feeling safe in public (in the street, close to home), at one's place of residence (home), with regard to public transport, or at the workplace. These four locations were selected because they are the most common and generally apply to a majority of people.

For modalities A. to D, two distinct possibilities are described, according to the time of day: daytime or night. In general, a strong feeling of insecurity during daytime (at a time of the day when social interactions are most vibrant and when public security forces are more visible, thus making it more difficult to commit a crime) will be an indication of a higher level of criminality generally.

Modality: "5. Not concerned/applicable" can here be selected if the respondent does not work outside of his home (F), or if he/she does not use public transport (E), etc.

Questions Q3.

The series of questions under Q3 are aimed at assessing the actual levels of violence (against persons or goods) that the respondent has directly suffered during the reference period (last 12 months prior to the survey). Here, we are no longer measuring subjective perception, but rather actual experience.

Eight types of violence are described:

Modality A. Physical assault (excluding sexual assault): *You were physically assaulted (injured, slapped, punched, kicked, etc.)*

Modality B. Burglary at home with (attempted) robbery: *Someone got into your residence without permission and stole or tried to steal something*

Modality C. Specifying modality B: *With or without violence.*

Modality D. Damage to property: *Someone deliberately destroyed or damaged your home, shop, or any other property that you or your household owns*

- Modality E. (Attempted) personal theft outside your home: *Something was stolen from you outside your home*
- Modality F. Specifying modality E: *With or without violence.*
- Modality G. Sexual assault: *You experienced sexual harassment*
- Modality H. Rape: *You were raped or experienced attempted rape*

They are formulated according to the same type of three embedded sequences.

Q3.a) During the last 12 months, have you experienced the following situations (A-H below)?

- 1. Yes
- 2. No (If 'No' → Q4)

The respondent is asked if they have been a victim of one of the eight types of violence cited above.

NB: Sexual harassment: The fact to bother somebody with sexual connotation behaviour being it in the physical (for example with stroking), verbal (with out of place reflections on the other's appearance), or non verbal manner. It is expressed sometime directly with indecent propositions.

Q3.b) If yes, did you or did someone else report the situation to the forces of order, or to any other institution?

Eight (8) answer modalities are suggested: 1. Not reported 2. To the forces of order 3. To the family /Friend/Neighbor 4. To the community structures 5. Justice 6. Social services (MINAS/MINPROFF) 7. Civil Society Organization 8. Other (specify)

If the respondent has experienced one (or several) of the 8 situations mentioned above, s/he is asked if they or someone else (a family member, someone close to them, or a simple witness) reported the event. There are eight different options, depending on the institution to which the report was made. If the respondent contacted both the Public Security Forces (PSF) and other bodies, priority shall be given to the PSF in noting the answer.

Q3.c) If you reported the situation, were you satisfied with the way the problem was solved?

- Four (4) answer modalities are suggested: 1. Not at all 2. Not really 3. Rather 4. Totally

Finally, if the respondent (or someone else) reported the incident, how satisfied were they with the way the problem was dealt with? The conventional four levels of satisfaction (from "not at all satisfied" to "completely satisfied") are described here. The level of satisfaction recorded relates to the institution contacted and indicated in the previous question.

The principle in filling out this question is the same as for questions Q2, Q5, and Q7 of the governance module:

- 1) For each type of incident, the first column of the table (a. Victim or not) must be filled in systematically (with "1" or "2")
- 2) For each type of incident where "1" is marked in the first column, the second column (b. Reported or not) must be filled in systematically with one of the 8 possible options: ("1", "2", "3", ..., "8")
- 3) For each type of incident where "1" is marked in the first column, and any number *except 1* in the second column, the third column (c. Satisfied or not) must be filled in systematically with one of the 4 possible options ("1", "2", "3" or "4").

NB: Sexual assault is a sensitive and often taboo subject. Due to the fact that in many cases the offender may be a member of the victim's immediate entourage, it is even more imperative for the respondent to be interviewed in the best possible conditions of confidentiality (in particular in the absence of third parties).

Questions Q4.

The series of questions under Q4 aims at evaluating ownership and dissemination of weapon of all types (firearms and others), and how frequently they are used. While owning a weapon might be a part of local custom (in particular for hunting, in rural areas), this question nevertheless provides an indication about how people could come into contact with such potentially lethal instruments (either

as victims or in seeking some form of protection). It can therefore serve to define the level of violence in a given country.

There are 5 questions in total:

Q4a. During the last 12 months, has anyone threatened you with a firearm? 1. Yes 2. No

This question relates to facts and requires no specific comment. It refers to cases where the respondent was directly threatened, meaning that they had direct contact with the weapon. Verbal threats of future use of such a firearm should not be taken into account. The circumstances under which the threat was made are not specified.

Q4b. During the last 12 months, has anyone threatened you with any other weapon (e.g. knife, machete, razor blade, screwdriver)? 1. Yes 2. No

The same comments under question Q4a apply here as well. The difficulty lies in determining what constitutes a weapon (excluding firearms). Instead of trying to list all the types of weapons in existence, which would be impossible to do, it is therefore up to the respondent to determine if they feel that they were threatened with a weapon (of whatever nature).

Q4ba. During the past 12 months, did they threaten you verbally (ex. By phone, SMS, verbally, etc.)

Instructions received from the service are not threats. In this question it is a matter of illegal verbal threats.

Q4c. How widespread would you say firearm ownership is in your area?

This question in reality has two questions: as a matter of fact, as the question is worded now, the respondent could answer by "yes" or "no". You will then be forced to ask another question in order to capture the degree. For example, if he answers "No", ask "Not at all or scarcely". 4 answer modalities are suggested: 1. Not at all widespread 2. A little widespread 3. Fairly widespread 4. Very widespread

Question Q4c deals with perception (subjective), unlike question Q4a and Q4b (facts). The emphasis from this question onwards (from 4c to 4e) is on firearms (rather than other types of weapons) for two main reasons: a) they are more easily and clearly identifiable, and b) in principle, they are the most dangerous weapons.

Q4d. Do you feel the need to own a firearm to protect yourself and your household?

1. Yes 2. No

Question Q4d also deals with perception. What we are interested in here is the motivation of the respondent (or their household): the reason they own a firearm (or not) is to protect themselves.

Q4e. Do you (or someone in your household) own a firearm? 1. Yes 2. No

The issue is not to determine to what (real or potential) use the weapon is put.

NB: The subject of firearms can be a sensitive topic. In some countries, including Cameroon, holding of fire arm is illegal and strictly regulated (requires a permit). It is thus even more important to gain the trust of the respondent.

Question Q5. According to you, is it possible that you be a victim of criminality?

4 answer modalities are suggested: 1. Not possible at all 2. Less possible 3. Possible enough

4. Much possible

Question Q5 seeks to assess the respondent's perception of the potential level of violence to which they may be subjected. 'Crime' here refers to the different types of acts of violence against goods and persons described under question Q3.

Questions Q6.

This series of questions is the equivalent of questions Q5 in the governance module, but it applies only to public security forces. The answer modalities and those for filling in the corresponding table are exactly the same.

Q6a. Do you think that some people are discriminated against by public security forces? (1. Yes 2. No)

Q6b. Is there discrimination by public security forces in relation to... [A-J below]?
(1. Not at all 2. Not really 3. Often 4. A lot)

Q6c. Have you yourself ever been a victim of discrimination by public security forces, due to your... [A-J below]? (1. Yes 2. No)

- A. Ethnic group
- B. Language /vernacular
- C. Religion
- D. Regional Origin (Region)
- E. Foreign nationality
- F. Poverty or riches
- G. Sex
- H. Handicap
- I. Political belonging

This question suggests a list of personal characteristics that could be grounds for discrimination (specific, unfair or illegitimate treatment) against those who do not present this characteristic.

For **Q6b** and **Q6c**, the respondent must answer two questions, for each characteristic (A to J):

(6b) Does the respondent think that PSF discriminate against people on the basis of this [characteristic] (ethnic discrimination for example, for A)? The answer is 1. *Not at all* 2. *A little* 3. *Often* 4. *A lot* (in column “b. Opinion” of the table).

(6c) The second question refers to the respondent’s personal experience: Has he/she personally been a victim of discrimination by PSF due to this [characteristic] (due to his/her ethnic origin for example, for A)? Answer: yes (1) or no (2) (in column “c. Victim” of the table).

For each characteristic, do not forget to fill in the two corresponding boxes (“b. Opinion” on the existence of discrimination in general, and “c. Victim” on being personally affected or not).

But for E, H and J indicate ‘not concerned in column “c. Victim” if the respondent is not foreign (E), does not have a disability (H), or does not belong to a political party (I).

Questions Q7. On the whole, are the forces of order efficient in their management of security problem in the following cases?

4 answer modalities are suggested: 1. *Not at all* 2. *Not really* 3. *Rather* 4. *Very*)

The purpose of the series of questions under Q7 is to measure the respondent’s assessment of how effectively public security forces deal with violence. ‘Violence’ here refers to the different types of acts of violence against goods and persons described under question Q3. Other functions of the PSF (regulating traffic, etc.) are not taken into account by this question.

There are five different modalities. The first (Modality A.) is the broadest and deals with all forms of crime. The four others (Modalities B-E) only cover a subset of Modality A as it applies to four categories of population that are particularly vulnerable to violence, namely women, children, the handicapped and the elderly.

- A. All forms of violence
 - Among these, specifically
- B. Violence against women
- C. Violence against children
- D. Violence against handicapped persons
- E. : Violence against the people of the 3rd age (60 years or more)

Questions Q8.

This series of questions is the (simplified) equivalent of questions Q12 and Q13 on corruption in the governance module, but it applies only to public security forces. The answer modalities are exactly the same.

Questions Q9.

The purpose of this series of questions is to identify the degree and sources of tension that (could possibly) lead to violence in the area where the respondent lives.

**Q9a. These days, is there any tension, conflict or violence between groups in your area? (1. Yes
2. No) (if no → Q10)**

The groups referred to under question Q9a are not predetermined: they are those that are relevant to the respondent in his area of residence. If the respondent answers 'no', go to Q10a.

Q9b. If yes, according to you, from where is the tension?

Ten (10) answer modalities are suggested: 0- Agro-pastoral conflicts 1. Economic competition 2. Scarce natural resources 3. Ethnic / racial differences 4. Linguistic/dialect differences 5. Religious differences 6. Political factors 7. Territorial disputes 8. Gangs 9. Other (specify)

The 9 first modalities are the most frequently encountered factors triggering conflicts/tensions. Answer 9. Other (specify) allows for the reporting of any other source of tension. The answer must be clearly reported with as much detail as possible and will subsequently be coded in the office.

Q9c. During the last 12 months, did the tension or violence between the various groups increase or reduced?

Four (4) answer modalities are suggested: 1. Reduced 2. Has not changed 3. Increased 4. Increased too much

The objective of question Q9c is to assess the perception of developments regarding intercommunity violence over time. It refers to the past, and the reference period is the past year.

Q9d. How do you think the situation will look like during the next coming 12 months

4 answer modalities are suggested: 1. Will improve 2. Will not change 3. Will be worse 4. Will be worst 5. DK

Question Q9d is symmetrical to question Q9c, but this time the respondent is required to look to the future (the coming year). It must be noted that where the past is concerned, the respondent can base their judgment on actual facts. For the future, however, they have to make a guess based on available information and their own intuition. When questions Q9c and Q9d are analyzed together, it is possible to derive a diagnosis of how conflicts may evolve over a two-year period.

Questions Q10.

The aim of this series of questions is to describe local conflict resolution modes (at the respondent's place of residence): types of institutions, and their effectiveness.

Q10a. In your area, is there any means, institution or person to help resolve conflicts?

1. Yes 2. No

Question Q10a simply seeks to determine if the respondent is aware of the existence of an institution/mechanism established to resolve conflicts that may arise in the area. In the same area (enumeration zone) some respondents might answer yes while others answer no. The interviewer must in no way substitute for the respondent in answering this question nor suggest an answer based on what others may have said because the objective here is precisely to capture the level of information of each respondent.

Q10b. Where do people usually go to get help for resolving a conflict?

7 answer modalities are suggested:

1. Forces of order 2. Local committee 3. Administrative authorities 4. Political leaders 5. Traditional authorities 6. Religious authorities 7. Other (To be specified) _____

The presence of public security forces and/or the existence of a local conflict resolution mechanism established by the government does not necessarily mean that people will use it. They may prefer to turn to other informal/traditional institutions. This is what question Q10b seeks to identify.

If the respondent selects several of the 7 identified modalities, choose the main modality.

NB: All the respondents must answer this question (irrespective of their choice under Q10a = yes or no).

Q10c. How effective is this?

Four (4) answer modalities are suggested: 1. Not at all 2. Not really 3. Averagely 4. Much
As per the usual sequence of questions in GPS modules, question Q10c seeks to determine the respondent's opinion of the effectiveness of the local conflict resolution mechanism which he/she identified in Q10b.

Question Q11. How much do you trust the government to protect you, your household and your property from crime and violence?

Four (4) answer modalities are suggested: 1. Not at all 2. Not really 3. Averagely 4. Totally
Question Q11 seeks to measure trust in government's ability to provide protection from crime and violence. Unlike question Q7b of the governance module, which related to peoples' level of trust in a certain number of government institutions, this question is more focused (protection from crime and violence).

Questions Q12.

The series of questions under Q12 also deals with trust. Unlike question Q11 of this module and Q7b of the governance module, however, this relates to interpersonal trust (or trust in groups of persons) and not trust in institutions. This is an extremely important question because numerous studies have shown that there is a direct link between the interpersonal trust index and social cohesion (at macro level) and the behavior of individuals in various areas (at micro level). The question is broken down into 2 sub-questions: one general and the other more detailed.

Q12a. In your country, to what extend can most people be trusted?

Four (4) answer modalities are suggested: 1. Not at all trusted 2. Not really trusted 3. Enough trusted 4. Completely trusted

Through question Q12a, we are seeking a general and summary view of the level of interpersonal trust that the respondent feels with regard to all their fellow citizens (the country).

Q12b. In particular, to what extent do you trust:

4 answer modalities are suggested: 1. Not at all 2. A little 3. Fairly 4. Completely

A. Your family

B. Your neighbors

C. People from an ethnic group different from yours

D. People speaking a language/vernacular different from yours

E. People from a religion different from yours

F. People from a political affiliation different from yours

G. People from a nationality different from yours

Question Q12b details question Q12a for 7 population groups. Modalities A and B will make it possible to compare differences in confidence level depending on whether the respondent belongs (modalities A and B) or not (modalities C-G) to the specified groups.

Questions Q13.

Q13 deals with the respondent's general perception with regards to safety and happiness. The respondent is supposed to express a summary judgment that takes account of all the parameters that affect him/her, both positively and negatively. The respondent's assessment refers to the period of the survey (or close to the same).

The question on happiness (B. Happy?) does not relate directly to peace and security. It is however the main variable by which all programs and policies are supposed to be evaluated. Above all, particular attention must be paid in cross-referencing the different governance indicators on the one hand and peace and security indicators on the other, with the question on happiness.

Q13. Globally, would you say that you feel:

A. In security? (

Four (4) answer modalities are proposed: 1. Not at all in security 2. Not really in security

3. Averagely in security 4. Very much in security

B. Happy?

Four (4) (1. Not at all 2. Not really 3. enough 4. Very happy

CHAPTER IV: ORGANISATION OF DATA COLLECTION

Field work **will be carried on by teams**, each made up of a controller who leads three, four or five interviewers. These interviewers shall work together or in sub groups following the organisation decided by controller and agreed by supervisor.

4.1 Organization of the task of data collection

Organisation of work varies according to the stratum (urban, semi urban or rural), considering accessibility and the workload to be done in each cluster. Reminder, we have to interview in the course of the survey in each cluster:

- in Yaoundé and Douala 10 households
- In other urban centers, 12 households;
- In semi urban and rural areas, 15 households.

In each cluster, two interviewers will be in charge of administering the questionnaires to all the sample households in one shift and this within the time limit. The distribution of the workload between the two interviewers is equitable.

For each household, several visits are envisaged to enable a total administration of the questionnaire. Besides prescribed visits to the household as on the tentative programme for visits to the household, supplementary or additional visits can be done so as to get in touch with some household members who were absent or busy during previous visits. It is advisable that after thanking the respondent at the end of each visit, you pick up a rendez-vous for your next visit.

NB: Outside Douala and Yaoundé regions, the field work shall be simultaneously implemented in urban, semi urban and rural areas of each survey region. So, there are teams that are supposed to work in a specific stratum; supervisors have all rights to decide when needed, to permute two teams from different urban, semi urban or rural strata in order to save time and resources.

4.2 Organization in Yaoundé and Douala

In each cluster of Yaoundé and Douala, 10 households will be drawn. These households will be interviewed for 18 days. Work will be organized into four shifts continuous shifts as described in table 3 below.

Table 3: Plan of data collection in Douala and Yaoundé

Shifts		Work to be down during the whole period of the survey (80 days)							
Shift 1	1 st –18 th day	19 th –20 th day	21 th day						
	Interview	catch up	Debriefing						
Shift 2				22 th -39 th day	40 th -41 st day				
				Interview	catch up and rest				
Shift 3						42 th -59 th day	60 th - 61 th jour		
						Interview	catch up and rest		
Shift 4								62 th - 79 th day	80 th day
								Interview	catch up And End

During each shift, interviewers will be deployed by group of interviewers by cluster, this in order to cultivate the team spirit. The controller will share the 10 households drawn to the two interviewers, 5 households by interviewer for a period of 18 days of survey. This period has been retain taking

into consideration the constrain of the daily acquisitions on 15 days and the proposed survey plan below that preview in principle one passage in each household every three days. The group will take one day or catch up king and resting before starting work in another cluster.

In total, a shift of survey in a cluster will last 18 days, two interviewers must have finished the work within the cluster. In Douala, the 1500 households to be interviewed will be covered within four shifts of 18 days by 36 teams comprising 76 interviewers and 19 controllers. In Yaoundé, the 1480 households will equally be covered by 36 teams of 74 interviewers and 19 controllers.

In summary, for the properly so called survey, every interviewer will have in principle to make 6 visits spaced by three days each in every household that will be assigned and this, in a cyclical manner.

- The first day, the interviewer will visit households A1, A2 ;
- The 2nd day, he will visit household B1, B2 ;
- The 3rd day, he will visit household C1,
- The 4th day, he will go back to households A1, A2, etc.

During each visit in the household, the interviewer has a workload well defined for each of the 18 days of survey in a shift as indicated in the table 4 below.

Table 4: Indicative Calendar of each shift in Yaoundé and Douala

Day N°	Visit 1			Visit 2			Visit 3			Visit 4			Visit 5			Visit 6		
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
households	A1 A2			A1 A2			A1 A2			A1 A2			A1 A2			A1 A2		
	B1 B2	C1		B1 B2	C1		B1 B2	C1		B1 B2	C1		B1 B2	C1		B1 B2	C1	
Tasks	Sections 00, 01, 02, 03 and 04 Distribution of booklets One eligible of section 15, if eligible household for the section 15	Sections 04 (continuation and end), 05, 06, section 13.1 one eligible of section 15, if eligible household for the section 15, Transcription carnets de compte dans la section 14	Sections 07, 08, 09, 13.2 and 13.3 Transcription of account booklets in section 14 One eligible of section 15, if eligible household for the section 15	Sections 10, 11, 13 (continuation and end) Transcription of account booklets in section 14 One eligible of section 15, if eligible household for the section 15	Section 12 and section 16 on Governance catch up s Transcription of account booklets in section 14 One eligible of section 15, if eligible household for the section 15	Section 12 and section 16 on Governance catch up s Transcription of account booklets in section 14 One eligible of section 15, if eligible household for the section 15	section 16 on peace and security catch up s Transcription of account booklets in section 14 One eligible of section 15, if eligible household for the section 15											

4.3 Organization in the other urban and semi urban strata

In general, teams of four interviewers per controller will still be constituted. Interviewers of each team will be divided into groups of two interviewers each. They might be called upon to work in several divisions during the survey, and eventually in more than one region.

The scheme of work remains globally the same as in Douala and Yaoundé; a group of two interviewers still working together. The survey will therefore last 18 days in the urban strata (6 households followed up by each interviewer) and semi urban (7 or 8 households followed up by each interviewer) and two days of catch up/catch up, resting and travelling towards the next cluster, that is 20 days of work for the shift. The work here will have four shifts, that is 80 days in total on the field as indicated in table 5 below.

Table 5: Schema of the data collection in the other urban strata and semi urban strata

Shifts	Work to be done during the period of survey (80 days)							
Shift 1	1 st - 18 th day	19 th -20 th day	21 th day					
	survey	catch up	Debriefing					
Shift 2				22 th - 39 th day	40 th - 41 th day			
				survey	catch up and resting			
Shift 3					42 th - 59 th day	60 th - 61 th day		
					survey	catch up and resting		
Shift 4							62 th - 79 th day	80 th day
							survey	catch up and End

The organization of works is the same as in Douala and Yaoundé, with the only difference that here, the interviewer follows up 6 households per shift (urban area) and consequently, visits 2 households during a day of work, that is A1, A2 the first day; B1, B2 the second day and C1, C2 the third day, A1 and A2, the fourth day, etc.; and 7 or 8 households (semi-urban area), see table 6 below.

During each shift (for one cluster), each interviewer will carry out interviews in:

- 5 households (that is two groups of 2 households and one group of one household followed up in six visits for 18 days, three days of interval for each) in Yaoundé/ Douala ;
- 6 households (that is three groups of 2 households followed up in six visits for 18 days, with three days of interval for each) in other urban strata;
- 7 households (that is one group of three households and two groups of 2 households followed up in six visits for 18 days, with three days of interval for each) or 8 households (that is two groups of 3 households and one group of 2 households followed up in six visits for 18 days, with three days of interval for each) in the semi-urban strata.

Visits in a household will be spaced by three days. The workload for each of the 18 days of survey in each shift is indicated in the following table.

Table 6: Indicative timetable for each Shift, cases of other urban strata

Day N°	Visit 1			Visit 2			Visit 3			Visit 4			Visit 5			Visit 6		
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Households	A1 A2	B1 B2	C1 C2	A1 A2	B1 B2	C1 C2	A1 A2	B1 B2	C1 C2	A1 A2	B1 B2	C1 C2	A1 A2	B1 B2	C1 C2	A1 A2	B1 B2	C1 C2
Tasks	Sections 00, 01, 02, 03 and 04 Sharing of accounts booklets	Sections 04 (continuation and end), 05, 06, section 13.1 and One eligible section 15, if household eligible for section 15, Transcription of account booklets in 14	Sections 07, 08, 09, 13.2 and 13.3 Transcription of account booklets in 14	Sections 10, 11, 13 (Continuation and end) Transcription of account booklets in 14	One eligible section 15, if household eligible for section 15	One eligible section 15, if household eligible for section 15	Section 12 and section 16 on Governance Catch up. Transcription of account booklets in 14	One eligible section 15, if household eligible for section 15	Section 16 on Peace and Security Catch up. Transcription of account booklets in 14	One eligible section 15, if household eligible for section 15								

Table 7: Indicative calendar for each shift; case of other semi urban shifts, Case where an interviewer follows 8 households per shift.

Day N°	Visit 1			Visit 2			Visit 3			Visit 4			Visit 5			Visit 6		
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
household	A1 A2 A3	B1 B2 B3	C1 C2	A1 A2 A3	B1 B2 B3	C1 C2	A1 A2 A3	B1 B2 B3	C1 C2	A1 A2 A3	B1 B2 B3	C1 C2	A1 A2 A3	B1 B2 B3	C1 C2	A1 A2 A3	B1 B2 B3	C1 C2
Tasks	Sections 00, 01, 02, 03 and 04 Sharing of accounts booklets	Sections 04 (continuation and), 05, 06, One eligible section 15, if household eligible for section 15, Transcription of account booklets in 14	Sections 07, 08, 09, 13.2 et 13.3 Transcription of account booklets in 14	Sections 10, 11, 13 (continuation and end) Transcription of account booklets in 14	One eligible section 15, if household eligible for section 15	One eligible section 15, if household eligible for section 15	Section 12 and 16 on Governance Catch up Transcription of account booklets in 14	One eligible section 15, if household eligible for section 15	Section 16 on Peace and Security Catch up Transcription of account booklets in 14	One eligible section 15, if household eligible for section 15								

Case where an interviewer follows 7 households per shift.

Day N°	Visit 1			Visit 2			Visit 3			Visit 4			Visit 5			Visit 6		
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
household	A1 A2 A3	B1 B2	C1 C2	A1 A2 A3	B1 B2	C1 C2	A1 A2 A3	B1 B2	C1 C2	A1 A2 A3	B1 B2	C1 C2	A1 A2 A3	B1 B2	C1 C2	A1 A2 A3	B1 B2	C1 C2
Task	Sections 00, 01, 02, 03 and 04 Distribution of account booklets One eligible section 15, if household eligible for section 15	Sections 04 (continuation and), 05, 06, section 13.1 and One eligible section 15, if household eligible for section 15 Transcription of account booklets in 14	Sections 08, 09, 10, 13.2 and 13.3 Transcription of account booklets in 14 (continuation) One eligible section 15, if household eligible for section 15	Sections 11, 12, 13 (continuation and end) Transcription of account booklets in 14 (continuation) One eligible section 15, if household eligible for section 15	Section 12 and 16 on Governance Catch up Transcription of account booklets in 14 (suite) One eligible section 15, if household eligible for section 15	Section 16 on Peace and Security if household eligible for this section Catch up Transcription of account booklets in 14 One eligible section 15, if household eligible for section 15												

NB: the number of household will be alternate between interviewers of each binomial in the semi urban stratum.

4.4 Organisation in rural areas

In general, rural cluster are relatively more difficult for access, and often scanty with habitations. The number of rural cluster selected varies according to the region and according to the administrative partitioning.

In order to improve the quality control by reducing the dispersion of interviewers on the field, and the movement of the controller, a pair of will work together in the same cluster under the leadership of its controller.

The work of the teams in the rural areas will comprise in principle 10 shifts in total in each region. The scheme of data collection in each rural stratum is summarized in table 8 below'

Table 8: Scheme of data collection in the rural strata

Shift S	Work to be done during a period of survey (48 first days of work in the field)										
Shift 1	1 st – 6 th d	7 th - 8 th day									
	survey	catch up and travelling									
Shift 2		9 th – 14 th d	15 th -16 th day								
		survey	catch up and travelling								
Shift 3				17 th – 22 nd d	23 rd - 24 th day						
				survey	catch up and travelling						
Shift 4						25 th – 30 th d	31 st - 32 th day				
						survey	catch up and travelling				
Shift 5								33 rd – 38 th d	39 th - 40 th day		
								survey	catch up and travelling		
Shift 6										41 st – 46 th day	47 th - 48 th day
										survey	catch up and travelling

NB: D=days

Table 8: Scheme of data collection in the rural strata (continuation and end)

Shifts	Work to be done during the survey period (32 last days of work in the field)									
Shift7	49 th – 54 th d	55 th - 56 th day								
	survey	catch up and travelling								
Shift8		57 th – 62 nd d	63 rd - 64 th day							
		survey	catch up and travelling							
Shift9				65 ^e – 70 th d	71 th – 72 rd day					
				survey	catch up and travelling					
Shift10						73 th – 78 th day	79 80 th – 80 th day			
						survey	catch up and travelling and end			

In total, 7 days are needed per shift of survey (6 days of survey, one day of resting and moving towards the next cluster), that is 7 households (in one group of 3 households and two groups of 2 households to be followed per day) or 8 households (organized in two groups of 3 households and one group of 2 households to be followed per day) and per interviewer. Besides, after having done two shifts of survey, each binomial of interviewers will have one more day for catch up.

In order to improve the quality of the control while reducing the spray of interviewers in the field and the movements of the controller, sub-groups of two or three interviewers will be deployed in the same cluster under the leadership of the controller.

The daily workload for each interviewer during the 6 days of effective survey per shift is in the table 9 below:

Table 9: Indicative timetable for each Shift in the rural strata

Case where an interviewer follows 8 households per shift

Day N°	Visit 1			Visit 2		
	1	2	3	4	5	6
Household	A1 A2 A3	B1 B2 B3	C1 C2	A1 A2 A3	B1 B2 B3	C1 C2
Tasks	Sections 00 to 04, Section 15, Sections 05 to 12, Sub-sections 13.1, 13.2 and Section 14 (recording of the expenses/acquisition of the last 7 days). Three eligible of section 15 if household eligible for this section	Section 13 (continuation and end) and Section 16 if household eligible to this section, section 14 (continuation and end) : recording of the daily expenses/acquisitions of the last three days) Catch up (all the sections) Three eligible of section 15 if household eligible for this section				

Case where an interviewer follows 7 households per shift

Day N°	Visit 1			Visit 2		
	1	2	3	4	5	6
Household	A1 A2 A3	B1 B2	C1 C2	A1 A2 A3	B1 B2	C1 C2
Tasks	Sections 00 to 04, Section 15, Sections 05 to 12, Sub-sections 13.1, 13.2 and Section 14 (recording of the expenses/acquisition of the last 7 days). Three eligible of section 15 if household eligible for this section	Section 13 (continuation and end) and Section 16 if household eligible to this section, section 14 (continuation and end) : recording of the daily expenses/acquisitions of the last three days) Catch up (all the sections) Three eligible of section 15 if household eligible for this section				

The scheme of data collection in the rural stratum is more compulsory, in the sense that there are only two visits, there must therefore be a rigorous organization in order to complete the 16 sections of the questionnaire. The advantage here is in the homogeneity of the household consumptions in the cluster, their availability, the limited numbers of expenses and a good sensitization of sample-households.

CHAPTER V: SOME STUDIES OF PRACTICAL CASES FOR THE FILLING OF QUESTIONNAIRES.

5.1- Case Study on section 01 to 04

Section 01:

The household of Mr. Jacques Parpaing was drawn in Bafoussam town and your first visit took place on Friday 2nd May 2014. From information got by interview and registered hereunder, fill section 01 of the main questionnaire.

Jacques is aged 33 years and lives in his father's house, who, became sighted impaired since 1998 and has no activity since then, in addition he is a widower since 15 years.

Jacques' father is called Andrew and does not remember his age; after efforts you made to lead him to give information that can help you to estimate his age, he can remember that at the moment of the independence of Cameroon, he was 25 years old.

Mary, Jacques' wife is 29 years old. Her younger brother, Vincent (23years) arrived the household 2 days before your first visit in the household. Vincent was welcomed by his sister since his job as hawker plumber does no longer yield in the Nde Division where he was living with his parents (more specifically in Bangangté town he and the sister Mary are born.). Having noticed that plumbing yields in Mifi division, his sister, Mary called him to come and live with her. Mary came to Mifi for marriage.

Castor, one of Jacques' younger brothers is 24 years; he lives in the household since birth, he is off his nut (mentally unbalanced) and does not talk.

Jacques declares that he got married a year after his father became blind. His wife came from Bangangte, where she was living with her parents. Nda Norbert, Jacques' first son is born on the 17th novemer 2003. His younger sister, Arlette is born on the 27th of February 2007. Brunda, Arlette's younger sister celebrated her fourth birthday a week before you arrived in the household, her younger brother, Rodrigue has only 11 months. The children have always been staying with their parents since they were born.

Section 02:

Since more than a year, no member of the household has been sick apart from Rodrigue who had jaundice at birth. Everybody is doing well now. Besides Rodrigue receives a routine consultation at the paediatrician's of the Protestant Hospital of Mbo when he was 3 months old. This Paediatrician has a very high reputation in town and you have to pay 2000 CFAF to see him in addition to the 1000 CFAF for consultation fees. On the occasion of her last pregnancy, Mary made an antenatal consultation at the first quarter of the pregnancy. Her younger brother, Vincent says he made the HIV/AIDS screening test last January on the occasion of the army recruitment test.

Work to be done: Fill section 02 of the main questionnaire as far as possible.

Section 03:

Jacques' father has never been to school but before becoming blind, he knew how to read and write a sentence only in French. Jacques and his wife, as for them, know how to read and write only in French. These latters stopped their studies after obtaining their FSLC. Later on Jacques became brick layer, by din of (in the course of) working in building yards.

The bilingual Public nursery school where Brunda is registered was settled in Jacques' quarter at the 2013/2014 school re-opening. When Nda started going to school, there was no nursery school in

the quarter. Arlette was registered in primary one in September 2012 and is presently in primary 3 Nda is already in primary six in the unique francophone Public school of the area. He started school at the age of 5 and has never repeated a class.

Vincent stopped his studies in form 2 technical school to learn plumbing because he was not brilliant. The establishment where he was schooling did not want him to quadruple at the age of 20 years in form 2 and he was dismissed. He started directly in primary one when he was 6 years. Considering the proliferation of Chinese Motorcycles, Vincent wants to learn how to repair motorcycles in the months to come.

Jacques started going to school at 6 years and got his FSLC at 18 years, after spending 3 years in primary 6. He could not continue because he was not brilliant.

Mary started going to school at 6 years and got her FSLC at 15 years. She made only one year in primary 6. She did not continue her studies because in their family only boys were registered in the secondary schools (father's decision).

Work to be done:

Fill section 03 of the main questionnaire as far as possible.

Section 04:

Mary cultivates maize in Jacques' farms and it is the latter that manages the harvest. Every Tuesday, on the area market day, Mary sells corn beer ('akwacha') / 'sha' that she produces and it yields her averagely 1500 CFAF per week. The other days, apart from Sunday, she goes to the farm.

About 2 weeks before your arrival in the household, works were interrupted in the building yard where Jacques was working. They will start again, as soon as the landlord will make the building permit. Meanwhile Jacques assists his wife in the farm because it is the weeding period. Only

Last year the family production was 20 bags and Jacques sold 15 bags at the proportion of 11000 CFAF for 8 bags, 10500 CFAF for 5 bags and 9800 CFAF for 2 bags. The rest was kept for consumption. Mary bought seeds for 3000 CFAF, fertilizers and pesticides for 15000 CFAF. The transport of the production to the house cost 2500 CFAF.

SCANWATER, which settled in the area 5 years ago decided not only to construct public payable taps, but to sell also services to households that need them. Vincent must thus make the door by door to make installations to households who paid for a SCANWATER meter, in short to solve all the plumbing problems in these households, activities that he was making in Nde division. Before coming to settle at Mary's, he spent 5 weeks without making an activity that gave him money, during all his period although he looked for a job, he had no customer, it is why his sister asked him to come and offer his services in the Mifi division.

Work to be done: Using the above information, fill in as far as possible, questions of section 04.

5.2- Case Study on Section 13

You go to Mr. and Mrs. Oumarou's house to collect data on the retrospective expenses and acquisitions of the household. This household has 5 members: Seydou (17 years), Fatima (14 years) and Djibril (5 years). All the children of Mr. and Mrs. Oumarou are going to school. Fatima is in form 3 and Seydou in lower sixth in a Government High School of the area. As for Djibril, he is registered in a nursery school near Fatima's school.

For each group of expenses made in the household, you are asked to identify the sub section in which information should be registered and to register them.

The family takes breakfast every morning, Mr. Oumaru's job side being far enough from his home, he does not come back at noon. He takes lunch in a restaurant in town at noon. He estimates expenses related to it at 15000 CFAF per month. Besides he gives 10000 CFAF to Seydou and 7000 CFAF to Fatima to take lunch in school per month.

The children declare that they effectively use this money to eat in the school canteen.

As for the clothing expenses of the household, Mrs. Oumaru answers you that her household made the following expenditures during the past six (6) months.

Mr. Oumaru:

Purchase of:

- 4 men polo shirts at 12000 CFAF
- 3 men shirts at 15000 CFAF
- 1 pair of trousers at 3500 CFAF
- 1 women loin cloth of 5000 CFAF (for his mother-in-law living out of the household)
- 1 women school uniform at 2500 CFAF (for his daughter living with his brother)
- 1 pair of men tennis(gym shoes) at 5000 CFAF (for his son Seydou)
- 1 wax loin cloth at 50000 CFAF for his spouse
- 1 boubou for Seydou(15000 CFAF)
- 1 boubou (men) for Djibril (5000 CFAF) and
- 1 pair of sandals for Fatima (15000 CFAF)
- Shoes repairs for 500 CFAF.

➤ Mrs. Oumaru:

Purchase of:

- 2 pairs of women slippers at 3000 CFAF each.
- 2 woman 'gandouras' at 12000 CFAF each (of which one is for the feast of the ram)
- 1 man 'gandoura' at 8000 CFAF for her husband.
- 1 children's 'up and down' at 6000 CFAF (for her son Djibril)
- 5 children pants at 1000 CFAF (for Djibril)

Present:

- 1 pair of sandals of 25000 CFAF (received from her father in-law on her birthday)

➤ Seydou:

Purchase of:

- 2 polo shirts for men at 4000 CFAF
- 1 pair of trousers at 2000 CFAF
- 1 pair of leather shoes at 6000 CFAF

➤ Fatima:

Purchase of:

- 3 women polo shirts at 3800 CFAF
- 3 strings at 1500 CFAF
- 1 men gandoura at 8000 CFAF (for her boy friend for St Valentin)
- 1 women gandoura at 4500 CFAF

Present:

- 2 bras (breasts-wears) of 1000 CFAF (received from her aunt)

Work to be done:

Using this information, identify the sub section concerned in section 13 and fill it.

As for lodging expenses, water, electricity, fuel and other sources of energy during the past 3 months we have the following information:

➤ Mrs. Oumaru:

Purchase of water at the street fountain (public tap) at 80 CFAF per week

Electricity bill 12000 CFAF per month

Monthly rent 55000 CFAF per month

Purchase of firewood 500 CFAF per week

Saw dust of 350 CFAF per month

The household equally gathers firewood in the bush once a week. On the insistence of the interviewer, the value of the firewood gathered is estimated at 800 CFAF.

Matches of 25CFAF, every two weeks.

Candles of 150CFAF per month

TV Cable at 5000 CFAF per month.

➤ Mr. Oumaru:

Purchase of cement to restore the wall of the house 12000 CFAF (which were later on deducted from the rent)

Quicklime (whitewash) of 1000 CFAF for his store in the Central Market.

Lock for his room door at 3500 CFAF

Work to be done:

Using this information, identify the sub section concerned in section 13 and fill it.

As for expenses for equipment and maintenance of the house during the last 6 months, the household declares that they bought;

Household lump soap at 12900 CFAF

Household powder soap at 400 CFAF per week

Brooms at 1200 CFAF

1 pair of bed sheets at 6000 CFAF

1 thermos flask at 3000 CFAF

1 insecticide per month at 1000 CFAF

Work to be done:

Using this information, identify the sub section concerned in section 13 and fill it.

In the matter of health, the household tells you that it made the following expenses during the past 3 months:

Paracetamol 100 CFAF per week for the whole family bought from a hawker.

Besides, for Djibril's illness, the household bought the following drugs from a health centre:

Bactrim for 500 CFAF and one packet of Rhinofebral of 3000 CFAF for Djibril's cold.

Ibuprofen for 600 CFAF for Djibril

Amoxicillin for 1200 CFAF for Djibril

Vermox for 1800 CFAF for Djibril

Mrs. Oumaru paid 5000 CFAF as consultation fees to consult a Gynaecologist. The latter prescribed her laboratory tests of blood, urine and stools. She paid in total 10000 CFAF for the laboratory tests in a private laboratory but she does not remember the cost of every test. Besides, her neighbour advised her to drink herbs for yellow fever. The latter gave her leaves and barks of trees to prepare that medicine. She estimates that if she was to pay they would have cost 1000 CFAF.

Work to be done:

Using this information, identify the sub section concerned in section 13 and fill it.

As for hospitalisation and purchase of adjustment apparatuses, the household did not have to resort to it during the past 12 months. What to do?

As far as the individual transport is concerned, Mr. Oumaru tells you that during the last 6 months, he bought a vehicle at 1 800 000 CFAF and put it in taxi business. The taxi takes the children every school day to school and brings them back home. Every weekend the taxi takes Madam to and fro the market. He also bought a 'Kymco' motorbike at 400 000 CFAF that will help him to move easily in town.

Work to be done:

Using this information, identify the sub section concerned in section13 and fill it.

Transport expenses as spare parts, maintenance and repair, other services of transport are:

Purchase of sparking plugs (for the taxi) at 3200 CFAF

Tube for motorbike at 2000 CFAF

Petrol for 540 CFAF per week for motorbike

Work to be done:

Using this information, identify the subsection concerned in section 13 and fill it.

As for public transport expenses, you have:

Taxi for 1000 CFAF per week for madam

Township bus for 9000 CFAF per month for Seydou

A journey of Mr. Oumaru; Garoua- Maroua- Garoua at 5000 CFAF, paid by his brother in-law.

Work to be done:

Using this information, identify the subsection concerned in section 13 and fill it.

For communications during the past 6 months, Mr. Oumaru says that he buys orange prepaid card at 10000 CFAF per month and transfers from his phone credit for 3000 CFAF and 2000 CFAF respectively to his wife and his girl friend (sweet heart). He equally says that he spends averagely 2000 CFAF at the call-box and 500 CFAF per week at the internet (to surfer) in a cyber café. Every month, Fatima sends a letter by post to her aunt who is in France. She buys a postal stamp of 250 CFAF.

Work to be done:

Using this information, identify the subsection concerned in section 13 and fill it.

The table below makes the summary of education and leisure expenses made by the household during the past 12 months.

CD Music	2100
Seydou's and Fatima's exercise books (15000+10000)	25000
School books for Fatima	30000
School books for Seydou	50000
Nursery school materials	5600
Pens	700
Djibril's school bag	9000
School fees in the Government High School (10000x2)	20000
School fees in the Public Nursery School	5000
Dossier charges (Seydou's Exam)	18000

NB: the household could not dissociate registration fees from PTA fees.

As expenses of various goods and services (last 6 months).

Mr. Oumaru shaves at 150 CFAF per month.

He bought earrings for his daughter and wife at 6000 CFAF.

The household spends averagely 400 CFAF to grind the maize and the same amount for grinding groundnuts.

Mr. Oumaru's household is a Moslem one and moreover he changed the paint of his house last December at a cost of 30 000 CFAF (paint and labour included on the occasion of the feast of the ram). The household prepared various meals during this feast of the ram of which rice with tomato sauce, braised mutton, DG chicken accompanied with drink. In the other hand he made a loin cloth up and down to all his family members. In January 2007, Mr. Oumaru evaluated the expenses during the feast of the ram and New Year. He did the same for the Ramadam. Expenses for all these feasts are registered in the table below:

Items	Tabaski Amounts (in cfaf)	New Year Amounts (in cfaf)	Ramadan Amounts (in cfaf)
Loincloths	24000		
Sewing Charges	13000		
Food Market	40000	18000	9000
One bottle rack of drinks(mixture of beer and soft)	6800	5400	4700
One bottle of champagne	15000		
One bottle of J&B	8500		
Offertory (alms, Zakat) at the mosque	2500	1500	500
Hair dressing	6000		

Work to be done: Using this information, identify the subsection concerned in section 13 and fill it.

Mr. Oumaru is tidy. He makes purchases for the household every end of the month. So he buys every month a 50 kg bag of rice at 12000 CFAF, a tin of palm oil at 7000 CFAF, a packet of magi cube at 1000 CFAF. After every three months, he buys a bag of maize at 18 000 CFAF, a bag of niebe beans (koki) at 16000CFAF, a cartoon of Diamor at 7000 CFAF. A bag of salt of 2000 CFAF makes about 6 months in the household. Mr. Oumaru makes the purchases without taking into consideration the fact that some items may still be in stock in the house. After these big purchases, the rest of the food expenditure is made of small purchases (ingredients, some articles of food,...) done by Mrs. Oumaru in the quarter market.

Work to be done: Using this information, identify the subsection concerned in section 13 and fill it.

Assadjam, one of the daughters of Mr. Oumaru living in the USA sends every month the sum of 30000 CFAF to the family. She especially sends 18000 CFAF to Seydou last month for the purchase of his CD sholling musical apparatus 'baladeur' in addition to the 30 000 CFAF of the month. In the other hand, she takes care of the younger sister' school fees. She sends every year 50 000 CFAF for the school fees and school materials (10000 CFAF and 40 000 CFAF respectively). Mr. Oumaru sends to his mother in the village every three months the sum of 25 000 CFAF and to

his son in the Yaoundé university the sum of 40 000 CFAF every month for their current consumption.

Work to be done: Using this information, identify the subsection concerned in section 14 and fill it.

5.3- Case study on section 14 and account booklets

In a household of the urban area, you are making your 2nd visit to collect ECAM4 data on 26 October 2014. During this visit, you retrieve the account booklets you distributed three days earlier, during your first visit. It is the occasion to verify that these booklets were well filled and to transcribe the expenses of all the eligible members to section 14.

Only that, during this 2nd visit, you notice that the account booklets were not filled. You must therefore reconstitute the expenses with the eligible persons. Note that the account booklets were given to three members of the household: Joseph, the household head, Mary his spouse and Merveille the baby-sitter who is a household member.

Merveille declares that at the eve of your 2nd visit, she bought the following products, goods or services:

Expenses/acquisitions	Duration since the last acquisition of the same product
2 breads at 150 CFAF each in the shop	3 days
1 packet of SUMOCAM sugar at 800 CFAF in the shop	1 months
1 taxi at 100 CFAF to go and take children from school,	1 day
1 taxi at 200 CFAF to bring back children home	1 day
1 ice-cream from a seller settled by the road side at 100 CFAF	1 months
A little cup of black fruits for 50 CFAF	1 year

Two days before, she bought the following products, goods or services:

Expenses/acquisitions	Duration since the last acquisition of the same product
1 bread at 150 CFAF in the shop	2 days
4 fritters (beignets) at 50 F each from a seller settled by the road side	1 week
8 koki fritters at 25 F each from a seller settled by the road side	3 weeks
1 taxi at 100 F to go and take children from school	1 day
1 taxi at 200 F to bring back children home	1 day
1 pawpaw at 300 F from a seller settled by the road side	First time
1 bunch of green condiments at 50 F at the nearby grocer's	8 days
1 pimento (green pepper) of 50 F at the nearby grocer's	8 days
2 roasted fishes at 600 F each, accompanied with 2 sticks of cassava at 100 F each and plantain chips of 200 F from a woman settled by the road side	4 days
1 bottle of 1,5 litre of Fanta at 900 F in the shop	2 weeks
Hiring of a Nigerian film from a nearby kiosk selling and exchanging CD at 200 F.	10 days

Three days earlier, she made the following expenses:

Expenses/acquisitions	Duration since the last acquisition of the same product
1 bread of 200 F from the bakery	1 month
2 "bergeres" (drinkable yoghurt) at 350 F each from the bakery	4 days
2 small cakes at 100 CFAF each at the bakery	1 week
2 taxis (return ticket) to the market at 400 F	1 week
2 average heaps of ripe plantain at 1000 F in the market	1 week
1kg of meat without bones at 2200 F in the market	1 week
1 bucket of 4 litres of tomatoes at 1500 F in the market	2 weeks
5 heaps of washed ndolè at 100 F each in the market	2 weeks
4 average cups of dried husked groundnuts at 100 F each in the market	2 weeks
2 cups of dried crayfishes at 100 F each in the market	2 weeks
1 heap of onions at 500 F in the market	2 weeks
1 heap of pimento at 500 F in the market	First time
2 second handed (bras) breast wears at 1000 F in the market	First time
6 children's pants, made in Douala at 1000 F in the market	First time
1 transport fair by wheelbarrow at 100 F	First time s
1 taxi at 100 F to go and take the children from school	1 day
1 taxi at 200 F to bring back children from school	1 day
grinding of corn at 150 F, near the house	First time

As for Mary, she tells you that the day before, her main expenditure consisted in filling her fuel tank at 25 000 CFAF, meaning 542 CFAF the litre of Gas oil, that is about 46 litres. Her last full tank lasted for 3 weeks. Then, as each month, she paid her water and electricity bill, respectively for an amount of 9 879 CFAF and 11 475 CFAF corresponding to a consumption of 20m³ and 167 kw. She remembers that as usual, she lay hold on the opportunity to buy a female magazine (Amina) at 1 000CFAF in a kiosk. She has also bought three chewing-gum at 50 F whereas the last time she bought it was four months ago.

Mary remembers that she communicated with her mother from a nearby call box. The call cost her 600 frs, then she also but airtime for her phone (transfer) of 5800 CFAF. She paid 5000 CFAF; it was transfer with a bonus. she says it is only 5days that she did such an expense.

Two days before, she gave 6000 CFAF to the baby-sitter for the current purchases of the household and a gift (a bale of toilet rolls bought in the supermarket) at 10 000 CFAF to her parish to sustain missionaries works. It was the first time for her to make such a gesture. When she came back home, she found her son Joel in feverish state. She called a paediatrician who, after examining the child, prescribed laboratory exams and medicines. The consultation fees were 5000 CFAF. Medicines prescribed, an anti-malaria (paediatric Artequin) at 3 700 CFAF and Efferalgal syrup 1700 CFAF were immediately bought. . It is about five months before that Joel lastly had malaria crises, the same expenses were made.

Three days earlier, she devoted herself to a recruitment dossier in a big school which cost a total of 32 000 CFAF including fees in cash estimated at 20000 CFAF, the other expenses being related to various photocopies (close to 500 CFAF), purchase of a sub-file jacket (100 CFAF), purchase of two birth certificates forms (200 CFAF), purchase of 4 other forms (800 CFAF) from the hawker, and at the certification of documents,(8 fiscal stamps at 8 000 CFAF and 2 communal stamps at 400 CFAF) and lastly at the tips of middle men (2 000 CFAF). Last year, at the same period, she put in another dossier in order to enter the same school which resulted in a failure. Apart from expenses related to this dossier, this very day she gave 10 000 CFAF to the baby-sitter for the market.

When you ask Mary about meals taken in her household during the past three days, she answers that three days ago, it was ndolè-meat with ripe plantains, of which, ingredients were bought by Merveille that day. The next day, the rest of that meal was eaten at noon and in the evening, the household members ate roasted fish. At the eve of your visit, the household ate, just as 2 weeks earlier 2kg of imported rice that cost 600 FCFA with tomato sauce with chicken. All the necessary items to make this dish were subtracted from an existent stock.

Remark: The chicken consumed that day is part of a gift received. In fact, a week before your second visit, Mary received from her mother, three chickens of about 2 500 CFAF each. It was already 2 years that she received the same gift from her mother. A bag of Irish potatoes (2 buckets of 15 litres estimated at 2500 CFAF each), carrot estimated at 500 CFAF, green beans estimated at 500 CFAF and pimento (green pepper) estimated at 200 CFAF.

Joseph, as for him declares that, in principle, he eats all the working days (from Monday to Friday) in the restaurant, alone or with friends. But during the last three days, due to work pressure, he ate only two days in the restaurant.

Three days earlier, he did not have time to take his lunch break. At the end of the day, he was at a friendly meeting that takes place every month and where he contributes 60 000 CFAF for the tontine (njangi) and 2500 CFAF for the collation. He bitterly remembers that, that evening, a clumsy driver hit the back of his car, breaking all the left rear lights. Ascertaining this accident, he was forced to buy a prepaid card of 5 000 CFAF to call his mechanic for a rendez-vous (appointment). Just three days ago, Joseph bought another prepaid card for 5 000 CFAF.

The next day, the mechanic effectively came to take the car for the repairs that cost 86 000 CFAF. Without his car that day, Joseph was taken from his office by a friend for a break entirely paid for by that friend. The restaurant bill was 4800 CFAF for the 2: and the friend gave 5000 CFAF, left the 200 CFAF balance as tips. A part from these expenses, Joseph did not make any other one.

At the eve of our visit, he gave 140 000 CFAF to his wife of which 75 000 CFAF as monthly food intake, 60 000 CFAF for the monthly rents and 5 000 CFAF for the monthly television cable bill. He ate in the restaurant with his wife for 6 400 CFAF, and before leaving the restaurant, he left 100 CFAF for tips. Before they separate, Joseph gave 10 000 CFAF to his wife as pocket allowance just as 6 weeks ago. They make an effort to eat once a month in a restaurant at the same cost.

Remark: The rents and the cable bill were effectively paid that day by his spouse, whereas, as for the food intake, expenses will be spread on the whole month.

Work to be done: using this information, fill Merveille's, Mary's and Joseph's account booklets, knowing that they were registered respectively on columns 5, 2 and 1 of section 01 of the main questionnaires. Then fill section 14.

ANNEX

*REPUBLIQUE DU CAMEROUN
Paix –Travail – Patrie*

*REPUBLIC OF CAMEROON
Peace –Work – Fatherland*

FOURTH CAMEROON HOUSEHOLD SURVEY: ECAM 4

HOUSEHOLD SAMPLE FORM

DOUALA/YAOUNDE/REGION <input type="text"/>	3 rd GPHC N° OF THE EA	<input type="text"/>
DIVISION <input type="text"/>	CLUSTER SERIAL N°	<input type="text"/>
SUBDIVISION/ <input type="text"/>	NAMES AND VISAS OF INTERVIEWERS	
VILLAGE/QUARTER.....		1..... <input type="text"/>	<input type="text"/>
STRATUM: 1 = Urban 2 = Semi urban 3 = Rural <input type="text"/>		2..... <input type="text"/>	<input type="text"/>
NAME AND VISA OF THE CONTROLLER		<input type="text"/>	
DATE OF THE CONTROL ...		<input type="text"/>	<input type="text"/>
OBSERVATIONS:			

0	1	2	3	4	5	6	7	8
Serial N°	Structure N°	Household (hh) N° in the structure	Household Sequential N° in the EA	Name and surname of the household head	Optional Section N	Household surveyed? 1=Yes -> 8 2>No	Reasons? 1=Refusal 2=Absence	Observations (Employment and education level of the household head, characteristics of lodging, etc.)
01								
02								
03								
04								
05								
06								
07								
08								
09								
10								
11								
12								
13								
14								
15								