

REPUBLIQUE DU CAMEROUN
Paix – Travail – Patrie

**INSTITUT NATIONAL DE
LA STATISTIQUE**



REPUBLIC OF CAMEROON
Peace – Work – Fatherland

**NATIONAL INSTITUTE OF
STATISTICS**

**THIRD SURVEY ON EMPLOYMENT AND THE INFORMAL
SECTOR IN CAMEROON (EESI 3)**

PHASE 1

HOUSEHOLD AND EMPLOYMENT SURVEY QUESTIONNAIRES

INTERVIEWER'S INSTRUCTIONS MANUAL

October-January 2020

TABLE OF CONTENTS

FOREWARD -----	3
INTRODUCTION -----	4
CHAPTER I : PRESENTATION AND CONDUCT OF THE SURVEY -----	5
1.1. PRESENTATION OF THE SURVEY-----	5
1.1.1. Geographic scope -----	5
1.1.2. Statistical units -----	5
1.1.3. Size of the sample-----	6
1.2. ORGANIZATION OF THE SURVEY -----	6
1.3. CONDUCT OF THE SURVEY -----	6
1.3.1. Rules to follow in order to conduct a good survey -----	7
1.3.2. Advice to establish good relationships with the respondent -----	7
1.3.3. Advices to conduct the interview -----	8
1.3.4. Conventions and general guidelines. -----	9
CHAPTER II: PRESENTATION OF DATA COLLECTION INSTRUMENTS -----	10
2.1. PRESENTATION OF DATA COLLECTION INSTRUMENTS -----	10
2.1.1. Structure of the questionnaire -----	10
2.1.2. Sequence of questionnaires -----	12 11
2.2. FILLING OF THE QUESTIONNAIRE -----	14 13
CHAPTER III: INSTRUCTIONS FOR FILLING THE HOUSEHOLD QUESTIONNAIRE -----	16 15
3.1- G. General Information -----	16 15
3.2- M. Composition et caractéristiques des membres du ménage-----	1716
3.3- H. Characteristics of the habitat-----	33 31
3.4- E. Durable Goods -----	37 35
3.5- F. Telephone contacts of household head -----	37 35
CHAPTER IV: FILLING INSTRUCTIONS FOR THE INDIVIDUAL QUESTIONNAIRE -----	38 36
4.1. Identification and general Information-----	38 36
4.2. SE. Employment situation -----	39 37
4.3. AP. Main Activity-----	40 38
4.4. ST. Security at work -----	5349
4.5. DS. Social dialogue -----	56 51
4.6. AS. Secondary activity -----	62 57
4.7 – STAS. Safety at work in the secondary activity-----	63 58
4.8 – DSAS. Social Dialogue in the secondary activity-----	63 58
4.9- R. Search of employment -----	64 58
4.10-SCH. Situation vis-à-vis unemployment or out of the labour force-----	64 59
4.11- C. Unemployment -----	65 60
4.12- TP. Path and prospects-----	69 63
4.13- RHE. Income outside employment -----	73 67
4.14: EH. Usual employment -----	74 68
ANNEX -----	82 75
1- Enumeration form -----	82 75
2- Location plan of the EA -----	82 75
3- Sketch -----	82 75

FOREWARD

Interviewers!

The operation you are involved in is **the Survey on Employment and the Informal Sector**. It is in its third edition. It has two phases. The first phase, which is the objective of this manual, is on household characteristics and on employment.

The Government gives great importance to the realisation of this survey and to its success.

This success depends on you; that is, on the way you will administer the questionnaires and on your attitude towards the people you will interview.

Carefully follow all the instructions given in this manual. It is the result of a cumulation of experiences acquired over several years. The good understanding and the strict respect of these instructions is the key condition for the success of your work and thus of this of this survey.

Simply explain your work. Do not meddle with internal household issues, the Informal Production Unit (IPU), or topics that may derail you from your work.

Make good use of the material you have been given (tablet and accessories, notebook, bag, umbrella, calculator, questionnaires, badge, etc.) and return them to the National Institute of Statistics at the end of the work.

INTRODUCTION

The survey on Employment and the Informal Sector in Cameroon (EESI) is a nationwide data collection operation, carried out by the National Institute of Statistics (NIS). It aims at putting in place a system of surveys based on the monitoring and evaluation of employment and the informal sector. Its success depends on the quality of data that will be collected from the field and therefore on your work.

You have been chosen to take part in the first phase of this study titled “Household and Employment survey”. For this purpose, you will collect from each household that will be selected information on the demographic characteristics of its members, the activity status of the its members and the characteristics of the IPU's owned by its members.

Once the household questionnaire is administered in each selected household, the computer application will automatically generate those eligible for Phase 1 which is on employment. At the end of the interview of this phase, the application will eventually roll out for each eligible individual as many IPU questionnaires as the number of non-agricultural IPU's owned by the individual.

The purpose of this document is: to give an overview of the study, to present the tools used for Phase 1 (Household Survey and Employment Survey), and to give guidelines which are necessary to properly fill the questionnaires. The document is composed of three chapters:

- The first chapter in on the presentation and the conduct of the Survey;
- The second chapter presents the different data collection tools that will be used for phase 1;
- The third chapter gives instructions on how to fill the questionnaires.

CHAPTER I: PRESENTATION AND CONDUCT OF THE SURVEY

The third Survey on Employment and the Informal Sector (EESI 3) in Cameroon is a statistical operation with two phases which are based on the evaluation and monitoring of employment and the informal sector. The first phase is an employment survey that will help to collect data on the socio-demographic characteristics of the population and on employment. The second phase is an enterprise survey which will be conducted in non-agricultural informal units that were identified in the first phase.

1.1. PRESENTATION OF THE SURVEY

The employment survey is a household survey whose purpose is to analyse the labour market, notably, activity conditions, income generation, characteristics of unemployment and those of under employment, etc. At the end of this survey, we must be able to achieve among other things, a picture of the labour market presenting the structure of the entire population. The presentation of this population structure will be in terms of the population below working age and the population of working age.

The latter will also be broken down into: economically active persons, the unoccupied active persons (unemployed) and inactive population according to the old approach. According to the new approach, this decomposition will be as follows: labour force, potential workforce and out of workforce.

The active population is made of persons susceptible to participate in an economic activity that has as main goal the production of goods or services. From this point of view, **inactive people** are those without an employment and do not seek one.

The economically active population is made of active persons who effectively participate in the economic activity as previously defined; the actives unoccupied persons are active persons in search of a job.

The labour force comprises persons of working age who are either employed or unemployed.

The potential workforce consists those of working age who have not sought an employment but are ready for one if offered, or those who have sought an employment but are not available for that employment.

The persons out of the labour force are persons of working age who are neither employed nor unemployed.

The employed labour force (or workforce) is defined as all persons of working age who, are in engaged in any activity aimed at producing goods or providing services in return for a remuneration or profit.

The unemployed persons are defined as all persons of working age who were not in employment, had undertaken job search activities during a specified recent period, and were currently available for employment if the possibility is offered to them.

1.1.1. Geographic scope

The geographic scope of EESI 3 is the national territory. This scope provides a wide environmental diversity and leads to results that are representative. The choice of the national territory reflects the desire to explore the rural areas while restricting the survey to non-agricultural activities for phase 2. Thus, the survey will be carried out both in urban, semi urban as well as in rural areas.

1.1.2. Statistical units

The employment survey is conducted in ordinary households (contrary to collective households such as dormitories, barracks, hospitals, convents, etc.) found within the scope of the survey

excluding members of the diplomatic corps and their households. The questions that are asked concern both the household and its members.

1.1.3. Size of the sample

About 10 786 households are previewed to be interviewed throughout the national territory. These households are selected from 882 EAs (enumeration areas) drawn proportionally with respect to their sizes in terms of households in each stratum. The distribution of the number of EAs and households in the different survey regions is given in the table below.

Table 1.1: Distribution of EAs and households per survey region according to the area of residence

Survey region	Enumeration Area/Cluster				Households			
	Urban	Semi-urban	Rural	Total	Urban	Semi-urban	Rural	Total
Adamawa	17	9	26	52	204	108	312	624
Centre (without Yaoundé)	12	13	36	61	144	156	432	732
Douala	101	///	///	101	1 414			1414
East	14	8	28	50	168	96	336	600
Far-North	23	12	63	98	276	144	756	1176
Littoral (without Douala)	22	15	14	51	264	180	168	612
North	24	7	43	74	288	84	516	888
North-West	27	13	39	79	324	156	468	948
West	35	11	41	87	420	132	492	1044
South	16	6	26	48	192	72	312	576
South-West	36	7	36	79	432	84	432	948
Yaounde	102	///	///	102	1 224			1224
Total	429	101	352	882	5 350	1 212	4 224	10 786

Mis en forme : Couleur de police : Automatique

1.2. ORGANIZATION OF THE SURVEY

The data collection operation related to the EESI 3 survey will be conducted following a defined timetable of 60 days, for the two phases. In order to better carry out these data collection operations, a specific staff has been assigned to them. Its hierarchical organization is as follows: a national director, a technical director, supervisors, controllers and interviewers. The national and technical directors are responsible for the coordination of data collection at the national level amongst other activities. One or several supervisors (depending on the size of the survey region in terms of households and the dispersion of survey zones) ensure the coordination of data collection activities in each region. They are responsible for the administrative and financial management of the operation in the region. They also ensure the smooth running of the data collection process by ensuring the follow up and the monitoring of controllers and by carrying out unexpected visits in various teams responsible for the collection of data in the survey areas. Apart from the supervisors, the data collection personnel in each region is divided into teams.

Each team is constituted of four interviewers and a controller. The controller (team leader) ensures the good execution of data collection activities in households. More specifically, he/she is responsible for monitoring the data collection from sampled EAs, supervising and giving directives to interviewers, assigning households to interviewers, forwarding his/her team's data to the central office, checking data collected data, and follow up the good care of the material given to his/her team. The interviewers, split into two persons per team, are responsible for collecting data from households assigned to them by the controller.

1.3. CONDUCT OF THE SURVEY

Conducting an interview with success shouldn't be considered as a mechanical process. Each interview is a new source of information and must be made interesting and enjoyable. The art of interviewing develops with practice, but there exist some basic principles that interviewers must respect in order to successful carry out data collection. You will find here some general guidelines on how to establish good relationship with the respondents and how to conduct a successful interview. You will equally find some advices for a smooth conduct of the survey as well as information on the language of interview.

1.3.1. Rules to follow in order to conduct a good survey

To increase the chances of success in your work, make sure you respect the following six rules:

1. *Never start the interviews in a survey area without having met the administrative and traditional authorities concerned.*
2. *In each survey area, begin interviews with the most readily available households, which might make things easier for other households.*
3. *A poor mastery of your subject will create doubts in the mind of the respondents and may give rise to reticence, even with those who were willing to cooperate. Make sure you master your subject.*
4. *You should permanently have an attitude of courtesy and know how to integrate yourself in your working milieu. Do not especially make promises.*
5. *The questionnaire is produced in French or English. Use one of the two official languages in which the respondent feels most comfortable. If it happens that in a given household, neither French nor English is spoken, a member of the team or a local guide will attempt to translate the questions to the respondent without changing their meanings.*
6. *Before you engage in collecting data electronically during an interview, make sure that your tablet is sufficiently charged in order to do a complete CAPI interview.*

1.3.2. Advice to establish good relationships with the respondent

The need to establish good relationships with the respondent both concerns the household survey as well as the individual survey.

In principle, the respondent and you are generally strangers to each other. Therefore, one of your main tasks is to "establish confidence". The first impression the respondent will have on you will influence his/her willingness to cooperate in the survey. Make sure your dressing is clean and correct, and your amicable attitude when you come.

➤ *Give a good impression of you at the beginning of the operation*

When you approach the respondent for the first time, do your best to put him/her at ease. With some few words well chosen, you can put the respondent in a state of mind favourable for the interview. Begin the interview with a smile and a greeting while saying "good morning or good evening," and introduce yourself.

An example of a good presentation could be as follows:

« Good morning, my name is _____. I represent the National Institute of Statistics (while indicating your badge). You have heard of the national survey on employment and the informal sector in Cameroon (while presenting your letter of introduction to the household). Your household was selected at random to be part of this study and I would like to entertain you on this topic».

➤ *Always have a positive approach.*

Thank the respondent for his eventual participation in the preceding surveys. For that, you could quote these surveys while telling him what they served for. For example, a good formulation could be: "it is thanks to your collaboration and that of other households to surveys like this one, such as EESI 2010 and EC-ECAM4 in 2016/2017, that we had a better knowledge on the situation of employment and living conditions of populations".

In any case, never have an air of apology, and do not use the expressions such as "are you too busy?" or "could you spare me few minutes?" or will you be worried to answer some questions? Such questions may lead to a refusal even before the start of the interview. Rather tell the respondent, "I would like to ask you some few questions" or "I would like to talk with you for a moment".

➤ ***Answer sincerely to the respondent's questions***

Before accepting to be interviewed, the interviewee can ask you some questions about the survey or the way he/she was selected to be interviewed. Be direct and friendly when answering. The interviewee can also be worried on the duration of the survey. Give him/her clear answers without the least exasperation. Always move along with your identity card, your badge and the letters of introduction in households, and do not hesitate to present them on a simple request of your interlocutors.

➤ ***Always look serious in your work by strictly respecting the dates and times of appointments with the members of the household. If you cannot honour a rendezvous, you must notify to the interviewee in advance such that he does not wait for you.***

1.3.3. Advices to conduct the interview

➤ ***Be neutral throughout the interview***

Most people are polite and tend to give the answers they think you wish to hear. Consequently, it is very important that you remain neutral while asking questions. With the expression of your face or the tune of your voice, never make the interviewee think that the answer he/she gave is correct or wrong. Never give the impression that you approve or disapprove one of the answers given.

All questions are carefully formulated for them to be neutral. They do not suggest that one answer is more likely or more preferable to another. If you do not first of all read the question completely, you can destroy that neutrality.

If the interviewee gives an ambiguous answer, try to dig deeper in a neutral manner by asking questions like: "*Can you please explain a little more?*"

➤ ***Suggestion of answers to the interviewees***

If the interviewee's answer is irrelevant, do not help him/her by saying something like "*I suppose you want to say that isn't it?*" Most often, he/she will agree with your interpretation, even if it isn't the case. You should instead dig deep into the problem until the respondent gives the relevant answer.

In principle, you should never read the list of coded answers to the interviewee even if he/she has difficulties to answer the question. This is because most often, he/she will agree with your proposal. *Nevertheless, you must do so in some cases prescribed by the manual.*

➤ ***Formulation and sequence of questions***

The formulation of questions and their sequences in the questionnaire must be respected. If the respondent misunderstands a question, you must repeat the question slowly and clearly. If he/she does not still understand, you can reformulate the question without changing the meaning of the original question. In this manual, some questions have been reformulated and in principle, you must administer them as stated by the manual.

➤ ***Tactfully treat hesitating interviewees***

In some cases, the interviewee will either respond "*I don't know*", or give an irrelevant answer, or seem to be bored or not interested, or contradict something he or she earlier said, or refuse to answer the question. In such cases, it is your duty to revive his/her interest in the conversation. For example, if you feel that he/she is afraid or intimidated, try to make him/her feel comfortable before you ask the next question. Talk about things which have nothing to do with the survey (for example, his/her town or village, his/her daily activities, the weather, etc.).

If the interviewee gives irrelevant or complicated answers, do not stop him/her brutally or impolitely, but listen to what he/she has to say. Then, try to guide him or her towards the original question. A good atmosphere should be maintained throughout the interview. You will attain the best atmosphere for an interview when the respondent will consider the interviewer to be a nice,

receptive and sympathetic person who does not intimidate and to whom he or she can say everything without being intimidated or embarrassed.

➤ **Preconceived ideas**

Do not have preconceived ideas on the capabilities and knowledge of the respondent. For example, do not think that people exercising a certain activity, can't reach a certain level of education.

Moreover, you should remember that disagreements between you and the respondent can have an influence on the interview. The interviewee who believes that you disagree with him or her may be afraid of or mistrust you. Always behave and speak the way he or she will feel at ease while talking to you.

➤ **Rhythm of the Interview**

Administer the questionnaires gently to make sure that the interviewee better understands what he/she is being asked. After asking a question, wait a moment, and give some time to the interviewee to think. If the interviewee feels rushed or if he or she is not given the necessary time to formulate his or her opinion, he or she may answer "I do not know" or give a wrong answer. If you believe that the interviewee is answering without thinking in order to accelerate the interview, tactfully bring him or her back into more collaboration.

1.3.4. Conventions and general guidelines

➤ **Conventions used in the questionnaires**

- **All questions are in bold italics and are preceded by code composed of a capital letter (or a series of capital letters** (indicating the section) **and a number** (indicating the number of the question in the section). This text must be read by the interviewers with high and intelligible voice to the respondents.

Mis en forme : Retrait : Gauche : 0,73 cm, Suspendu : 0,02 cm, Avec puces + Niveau : 1 + Alignement : 0,63 cm + Retrait : 1,27 cm

Example: M4. Of which sex is (Name)?

In some cases, the code can end with a small letter (Example: **M3a**).

- **Italics which are not in bold: Indicate an instruction or help for the interviewer, should not be read**

Example: In question **M5**, you will find **Enter age in complete years (95 for age >= 95 and 98 for DNK)**.

- **Each modality of response choices consists of a code followed by the wordings in normal characters.** The code must be entered or saved and the wording of the category must not be read to the respondents.

Example: In question **M4**, you will find "1 = Male, 2 = Female"

- **(Parentheses):** Indicates that the choice or substitution must be made

Example: **(Name)** should be replaced by the name of the household member referred to in section "M. HOUSEHOLD COMPOSITION AND CHARACTERISTICS"

➤ **Reference period used in the questionnaires**

- **Last month:** Refers to the fixed calendar month before the date of the interview.
- **Past 4 weeks:** Refers to the four calendar weeks before the interview date.
- **Last week:** Refers to the calendar week before the interview date, from [DAY] to [DAY].
- **Past 30 days:** Refers to the 30 days preceding the date of the interview.
- **Past 7 days:** Refers to the seven days preceding the date of the interview.
- **Past 12 months:** Refers to the 12 months calendar preceding the date of the interview.

Mis en forme : Police :Non Gras

Mis en forme : Police :Non Gras

Mis en forme : Police :Non Gras

Mis en forme : Police :Non Gras

CHAPTER II: PRESENTATION OF DATA COLLECTION INSTRUMENTS

2.1. PRESENTATION OF DATA COLLECTION INSTRUMENTS

2.1.1. Structure of the questionnaire

Data collection instruments in the framework of this phase are in the form of questionnaires. Two types of questionnaires will be administered in each household in phase 1: one household questionnaire and one or several individual questionnaires.

THE HOUSEHOLD QUESTIONNAIRE

The household questionnaire is aimed at making an exhaustive list of all persons of the household and at getting for each of them a description of their characteristics. This questionnaire is subdivided into five modules:

- **Module G (General information)** identifies the household, and the data collection and data entry teams;
- **Module M (Household composition and characteristics of its members)** grasps the characteristics of each household member;
- **Module H (Characteristic of the Habitat)**, collects information on the housing conditions of the household;
- **Module E (Durable equipment/goods and patrimony of the household)** which grasps the characteristics of the household patrimony.
- **Module F (Telephone contacts of the household head)** enables the acquisition of the household head's telephone contacts.

THE INDIVIDUAL QUESTIONNAIRE

The individual questionnaire is meant for **all the members of the household aged at least 10 years**. It enables to grasp the activity conditions of the household members. This questionnaire is subdivided into fifteen modules:

- **Module SE (Employment Situation)** helps to determine if the individual under interview is employed or not. This section functions like a filter section;
- **Module AP (Main Activity)** is designed to get and to describe main activity of the individual under interview;
- **Module ST (Security at Work or Work Safety)** which captures the risks associated with the main job and Social Insurance from the interviewee aims at identifying the categories of people who benefit from a social protection system;
- **Module DS (Social Dialogue)** makes it possible to grasp the extent of groupings and participation in civil society activities;
- **Module AS (Secondary Activity)** enables to grasp the pluri-activity of the person under interview and register a maximum of four of these activities. Here, the characteristics of the most important secondary activity Information gathered here on the most important listed secondary activity are also registered;
- **Module STAS (Work safety in the secondary activity)** makes it possible to identify the categories of persons who benefit from a social protection system in the context of the exercise of their secondary activities;
- **Module DSAS (Social Dialogue in Secondary Activity)** captures the extent of groupings and participation in civil society activities in the context of the secondary activity;

- **Module R (Job Seeking)** helps to grasp the reasons and the conditions of seeking another employment. This module is therefore meant for all those already having an employment (they answered module AP and may be also module AS) but looking for another one;
- **Module SCH (Situation with regards to unemployment or out of work)** makes it possible to clearly identify people who are unemployed or who are outside the labour force;
- **Module C (Unemployment)** enables on the one hand, to get information on the sources of income of the unemployed persons and the channels they use to seek employment, and on the other hand, to grasp the types of unemployment (first insertion unemployment and unemployment with professional experience), the duration of the unemployment, the type of job needed and the salary claims of the unemployed;
- **Module TP (Paths and perspectives)** which comprises three parts is meant for **persons aged from 15 years and above**. The first part helps to treat the problem of social mobility observed through the characteristics of the activity of the respondent's parent. The second part helps to deal with the theme on the occupational mobility while gathering information on the previous employment of individuals who exercised one. Finally, the third part has an interest on the employment perspectives of individuals (characteristics of the job sought);
- **Module RHE (outside employment income)** permits to grasp all incomes received by an individual that are not related to the activity (main and secondary employments);
- **Module EH (Usual employment)** describes and characterises the employments of those who have not had a continuous employment for at least the past 1 year;
- **Module PUP (Production of Goods for Personal Use)** describes the activity of people who produce goods for personal use;
- **TBC Module (Voluntary Community Work)** describes and characterizes the activity of people doing volunteer or community work (for no remuneration).

2.1.2. -Sequence of questionnaires

The sequential structuring of the questionnaires is presented in the diagram below.

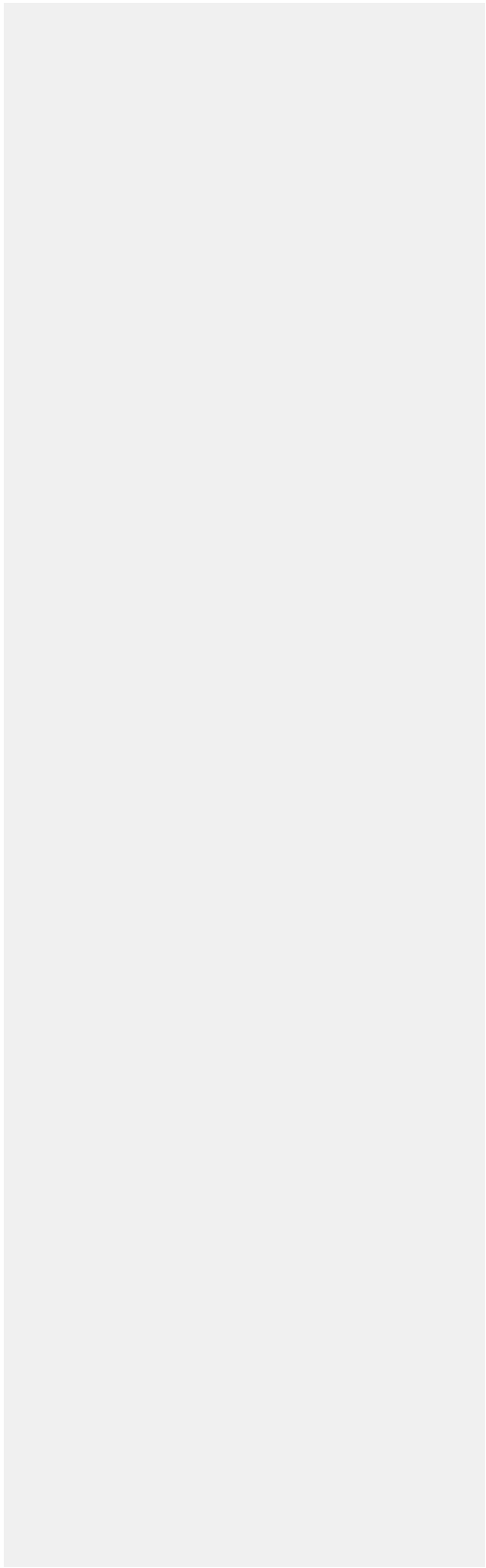
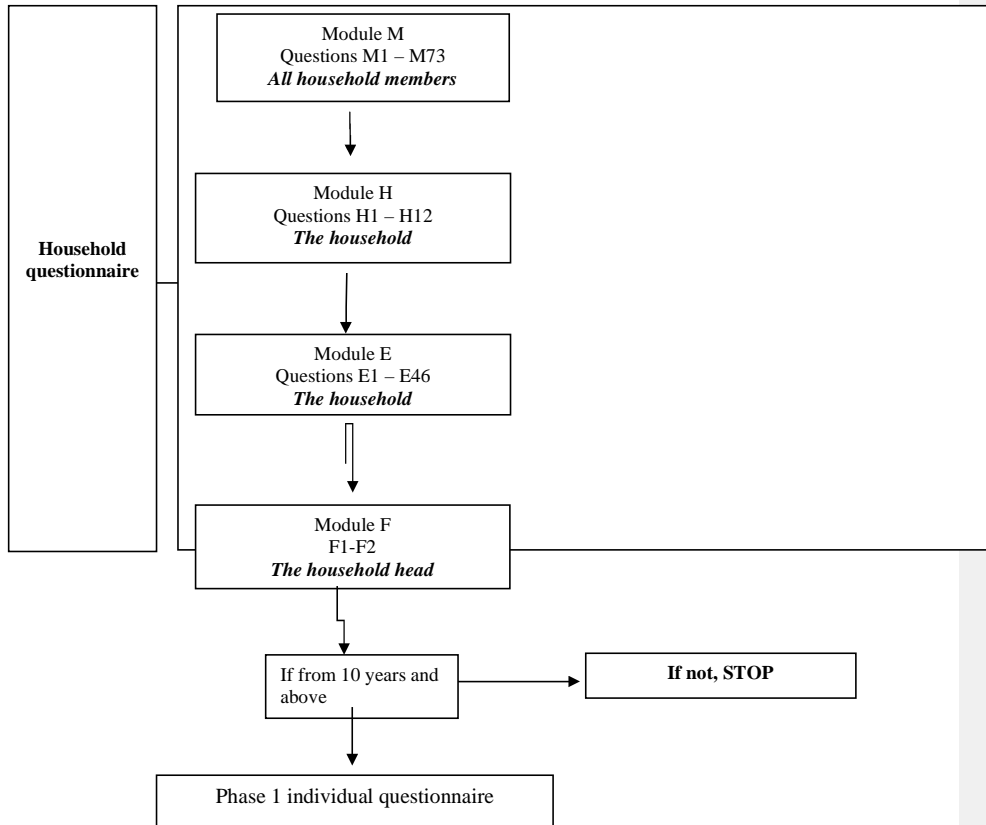
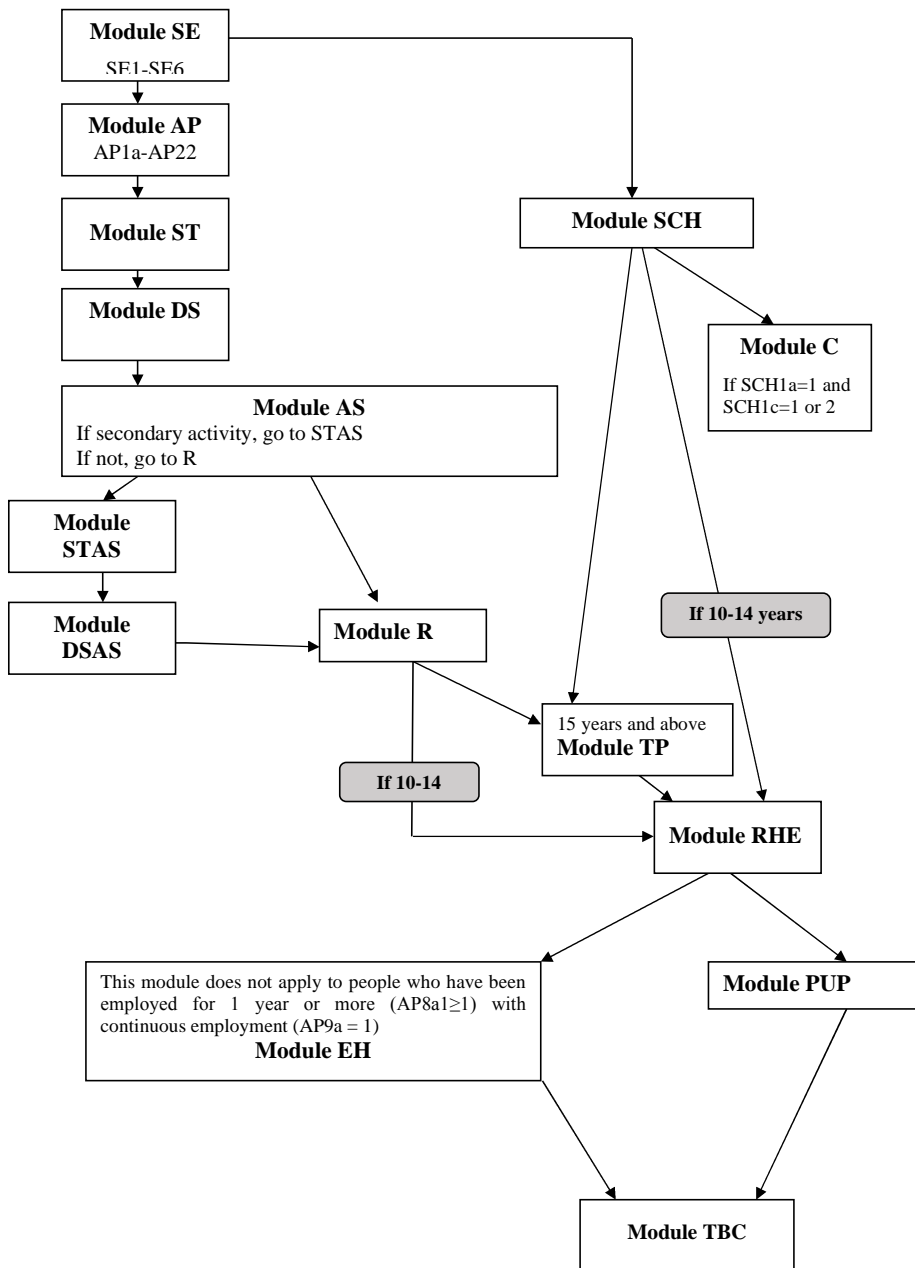


DIAGRAM 1: Sequence of the questionnaires





CHAPTER III: INSTRUCTIONS FOR FILLING THE HOUSEHOLD QUESTIONNAIRE

This chapter gives instructions on how to fill the household questionnaire. The instructions are guides to fill the different modules that constitute the household questionnaire: Module G (General Information), Module M (Household composition and characteristics of its members), Module H (Characteristic of the Habitat), Module E (Durable equipment/goods and patrimony of the household) and module F (Telephone contacts of the household head).

3.1- G. General Information

This module is divided into two groups: (i) Identification and information of the household and (ii) Information on the data collection.

The information required to fill questions G1 to G8 will either be provided to you by your supervisor or automatically generated by the data entry application. For each of these questions, make sure you write the required answer on the lines provided before filling in their corresponding codes in the boxes provided.

A- HOUSEHOLD IDENTIFICATION AND INFORMATION

This part identifies, locates and gives some information about the household. Questions G1 to G8 are either got from the household enumeration form or generated from the assignment. Make sure to carefully transcribe all the information on the form. For example, for the survey region (G1) transcribe: WEST | _1_ | _0_ | instead of only filling in the code.

G9. Name of household head

Enter in full the surname and given names of the head of the household under interview.

Questions G10 and G11 are filled in at the end of household questionnaire. With the CAPI, the question G10 must be filled at the beginning of the interview and the G11 at the end of the household questionnaire.

G10. Number of persons in the household (Including visitors and absent residents)

Enter the number of persons identified in the household. This number should correspond to the number of persons listed in Module M (Household composition and characteristics of its members). This information should be entered only after the completion of Module F. Make sure to alert your controller if this number is different from what was recorded during the household numbering phase. It is advisable to draw the complete list of household members before starting the household interview. With PAPI, this will be done on a piece of paper whereas with CAPI, a table will appear for this purpose.

G11. Number of persons aged 10 years or more in the household (Including visitors and absent residents)

Enter the number of persons aged from 10 years and above who are in the household. In order to do this, refer to question M5 which gives the age of household members and count the number of times you entered ages greater than or equal to 10 years. This question must be answered after administration of module F. With CAPI, this number is generated automatically.

Question G12 will be entered only after the administration of the **household questionnaire**. Questions G13 and G14 will be entered only after filling all the **individual questionnaires** in the household. Question G15 will be entered after the administration of the **questionnaires** the **IPUs** whose promoters were identified in the households.

G12. Name of respondent to the household questionnaire

In the space and boxes provided, enter the names and sequential number of the main person that answered to the household questionnaire. Most often, this number usually corresponds to that of the household head or his/her spouse. Note that each household member is uniquely identified by

a number (sequential number) in the household questionnaire. With CAPI, question G12 is filled only after the household interview.

With CAPI, questions G13 and G14 will be automatically filled after the employment interview (i.e. after the administration of the individual household questionnaires).

G13. Number of individual questionnaires filled

After administering all the individual questionnaires to the household members who are aged from 10 years and above, enter the total number of individual questionnaires administered. In principle, this number should correspond to that of G11 unless some of the persons met in the household are visitors and/or unless for some exceptionally pertinent reasons that need to be specified, some household members aged 10 years or more did not respond to the individual questionnaire and that there was no one to answer the questionnaire on their behalf.

G14. Number of IPU's identified in the household.

This variable must be filled in by the interviewer and verified by the controller who, after having checked all the individual questionnaires of the members of a household, totals the number of IPU's identified in the household. It is this total number of IPU's that the interviewer enters here.

G15. Number of IPU questionnaires filled for the household.

This variable must be filled by the controller after he/she must have done control checks.

B- INFORMATION ON DATA COLLECTION

The aim of this second block is to, at each point in time, identify the team in charge of the data collection from a household (interviewer, controller, supervisor), the starting date of the data collection, as well as some information on the data entry of the questionnaires.

G16. Interviewer

First, write your name and surname in full. The supervisor will assign you a number following the alphabetical order of all the interviewers in the Region. Enter this number in the boxes provided.

G17. Controller

This variable is filled in by the controller who inscribes in full his surnames and names as well as his identification number given by the supervisor or automatically filled in by the data entry application.

~~Cette variable est remplie par le contrôleur qui inscrit en toutes lettres ses noms et prénoms ainsi que son numéro d'identification donné par le superviseur ou alors renseigné automatiquement par l'application.~~

G18. Supervisoreur

This variable is filled in by the controller who inscribes in full his surnames and names as well as his identification number given by the supervisor or automatically filled in by the data entry application.

Mis en forme : Couleur de police : Automatique

G19. Date of the interview

Enter the date of your first day of interview in the household (mention day and month).

G19a. Result of the data collection of the household questionnaire

This variable gives the result of the collection in the household.

Mis en forme : Anglais (États-Unis)

3.2- M. ~~Composition et caractéristiques des membres du ménage~~ Composition and characteristics of household members

In this module, we find on questions each row (questions M1 to M73) and on each column numbers ranging from 1 to 10. Each number with its corresponding column corresponds to one and only one person in the household. This questionnaire allows you to survey households of up to 10 people if you are working on a paper questionnaire: and if, exceptionally, you are

Mis en forme : Couleur de police : Automatique

Mis en forme : Couleur de police : Automatique, Anglais (États-Unis)

Mis en forme : Couleur de police : Rouge, Anglais (États-Unis)

conducting the interview in a household of more than 10 people, you will just have to add a new household questionnaire and continue the numbering of the individuals (11, 12, 13, 14, etc.). In this case, remember to fill on the first page of the supplementary questionnaires numberings as follows 1/2, 2/2.

You will first list all the members of the household (not forgetting to mention absent members and visitors) and write their name(s) and first name(s) in the vertical direction in the row M1, in a way that each person is assured to be identified with one and only one number. Make this list in the order of the modalities of question M2: first, the head of the household, then the spouse or spouses, the children of the head or the spouse, father or mother of the head or the spouse, then the other parents of the head or the spouse, the other unrelated persons and finally the household help(s) living in the household.

To make sure no household member has been forgotten, first write down the names on a draft sheet of paper (or the exercise book given to you) and then transfer them on the questionnaire in the order described above.

In the CAPI data entry application, the number of columns representing household members is not fixed. A table to collect some essential variables (name, first names, relationship with household head, sex, residency status) will be generated under CAPI to identify household members and will be displayed before section M.

The household head must always be registered in the first column (column 1).

If it's possible, each member of the household must personally answer questions that concern him/her. If this is not possible, the person to be interviewed on behalf of the household member should be, in order of preference, the household head, the spouse of the household head, or any other adult capable of providing the required information.

Cette section doit être remplie individu par individu, c'est-à-dire colonne par colonne, après avoir établi au préalable la liste des membres du ménage à la question M1. C'est donc lorsque vous avez recueilli toutes les informations concernant un membre du ménage que vous pouvez passer au membre suivant.

This section must be filled in individual by individual, that is, column by column, after having established the list of household members in question M1. It's only when you must have collected all the information on a household member that you can pass to the next member.

M1. Sequential number

This is the unique registration number of a household member in a household.

THE CONCEPT OF A HOUSEHOLD

An ordinary household is a set person, related or not, living in one or several lodgings of the same concession. These people often take their meals together and put all or part of their resources together to take care of their basic needs. They also recognize the authority of a single person known as the **household head**.

This notion is should not be confused with that of a family. Indeed, all members of a family are related and may not live in the same compound, which is not the case for members of a household.

Collective households are not included in this survey. Example include :

- Members of a religious community living in a convent, a monastery, etc.;
- Students living in a boarding school or in a student residence *résidents dans un internat, ou dans un foyer* ;
- Workers living in a group home;
- patients or residents of a health care facility for a period exceeding six months
- People living in barracks;
- People living in prisons; etc.

In addition, members of the diplomatic core resident in Cameroon are also excluded from the scope of this survey.

Mis en forme : Anglais (États-Unis)
Mis en forme : Anglais (États-Unis)
Mis en forme : Anglais (États-Unis)

There are four fundamental principles that are used to determine if one is or is not in a household.

- The common residence criterion (hut, house, apartment, concession or compound);
- The criterion of generally taking meals together; most often in the evenings in urban areas;
- The criterion of putting part or all resources together. Expenditures made with some or all of the resources contributed by a member benefit to a certain extent to all individuals in the household;
- The criterion of recognizing the authority of a household head. The recognized person is usually known, but, in case of any doubts, the oldest household member is considered as such.

Considering only one or two of the above criteria is not sufficient to define the contours of a household.

Examples:

A tenant who lives independently in the same compound as his/her landlord does not belong to the household of the landlord, even if he is occasionally invited by the landlord, to share some meals, or if he/she regularly take meals that are more or less paid.

On the other hand, a son living in a separate hut but, in the same concession as his parents and who shares their meals with them and uses part of his income for expenses that are profitable to all (food, schooling of the little brothers, maintenance of housing, etc.) is part of the household of his parents.

A needy neighbour (widowed, disabled, unemployed, etc.) invited more or less regularly to share household meals or a neighbour to whom a portion of the prepared food is sent is not part of the household. This neighbour is simply helped by the household but not dependent on the household.

A husband who has been away for more than 6 months working abroad is no longer a member of the household even though he contributes to household expenses.

In the case of a polygamous marriage, if each woman lives in a separate home (the homes are not in the same compound and are far away enough), then each of the women is a household. However, if the women live in the same compound, they share their meals together and put all or part of their resources together for basic needs, then they all live in the same household.

M2. What relation does (NAME) have with the household head?

This question indicates the relationship or affiliation of each member of the household with the household head. To be more explicit, ask the respondent the question thus: "Who is (Name) for you?" if the household head is the respondent or, "Who is (Name) to the household head?" if the respondent is someone else.

NB :

The modality 4 = Child of household head or of his/her spouse refers to a child with one of the biological parents being either the household head or his/her spouse and the other biological parent does not live in the household.

The modality 8 refers to a house help living in the household.

M3a. Does (Name) usually live in this household?

Ask the question and put the respondent's answer in the box provided. The concept of "someone usually lives in a household" means that the person has been living in the household for at least 6 months or intends to live there for at least 6 months.

M3b. Did (Name) spend last night in this household?

The question is to know if (Name) spent the night with the household the night before the interviewer's visit.

RESIDENTIAL STATUS

A person is considered to be a resident of a household if he/she usually lives in that household, that is he/she has been living in the household for at least six months. However, a person who has been living in a household for less than six months, but with the intention of staying for at least six months is considered as a resident (this is the case of a student who arrives in a household in September to spend the academic year).

There exist three situations so far as residential status is concerned, and which are characterized following the night preceding the arrival of the interviewer in the household.

Present resident: A present resident, is any resident (as defined above) who spent the night preceding the visit of the interviewer in the household.

Absent resident: An absent resident, is any resident who did not spend the night preceding the visit of the interviewer in the household.

Visitor: A visitor, is any person who spent the night preceding the arrival of the interviewer in the household but who does not usually live in the household, that is to say that he /she has been living in the household for less than six months and has no intentions to remain there for up to six months.

NB: The following persons will be considered as **present residents** even though they didn't spend the night preceding the visit of the interviewer in the household:

- Those who spent the night in their job sides (Uniformed persons, medical personnel, etc);
- People who work in the night and night watchmen;
- People who went for a vigil;
- Any person residing in the household and present at the moment of interview, etc.

M4. What is (Name)'s Sex?

Ask (Name)'s sex and enter the corresponding code in the box. Do not rely on the face or the name of (Name) to fill this question. It will always be advisable to reassure oneself, for example, by using questions such as: "(Name) is a boy of what age?" which will enable you to enter the answers to questions M4 and M5.

Avoid asking embarrassing questions such as "what is your sex Madam?".

M4a. Completeness of the list of household members

This question is a reminder to ensure the completeness of the list of household members. If the respondent has omitted a member or members, check modality 1 and return to insert these people in M1 and proceed with the questions.

M5. Age:

We want to get the age of an individual in completed years, that is to say the age at the last birthday. If the interviewee gives his / her year of birth without specifying neither the day nor the month, ask if his or her birthday in 201920210 has passed. If the answer is "yes", (name's) age is (201920210-year of birth). If the answer is "no", (Names)'s age is (201920210 - year of birth -1).

For old persons who do not know their age, ask questions related to some events such as the age when they had their first child, the age at the first marriage, at the First World War, at independence etc. Do as follows: "How old were you when you had your first child " or "How old were you at your first marriage or when you got married (if the interviewee got married only once)". Deduce the interviewee's age on the basis of this information.

Write down the figure in the boxes provided. Write 95 for anybody aged 95 years or more.

If there is no way to get the information related to the age of the interviewee, write 98.

The following table will help you to calculate the ages from the year of birth. The first column, gives the years of birth with the birthday in 201920210 not yet celebrated while in the second column gives the years of birth with the birthday already celebrated in 201920210. The third column gives the present age of the interviewee.

Example:

The interviewee declares that he is born in 1980. Ask him if the date of his he has celebrated his birthday has already passed in 201920210.

- If the answer is "no", his age is (201920210 - 1980 - 1 = 40398) or you read 1980 in column 1 (birthday not yet celebrated in 202149) and write down the corresponding age found in column 3 (present age). This age is 38-3940 years.

Mis en forme : Non Surlignage

- If the answer is "yes", the age is $(20210 - 1965 - 1980 = 39410)$ or you read 1980 in column 2 (birthday already celebrated in 201920210) and write down the corresponding age which is in column 3. This age is 39410 years.

Age-date of birth consistency table in 2021 / Tableau de cohérence âge-date de naissance en 2019/2021

Year of birth			Year of birth		
Birthdate not yet celebrated in 2021 (Column 1)	Birthdate already celebrated in 2021 (Column 2)	Present age (Column 3)	Birthdate not yet celebrated in 2021 (Column 1)	Birthdate already celebrated in 2021 (Column 2)	Present age (Column 3)
2021	-	0	1966	1967	54
2020	-	0	1965	1966	55
2019	2020	1	1964	1965	56
2018	2019	2	1963	1964	57
2017	2018	3	1962	1963	58
2016	2017	4	1961	1962	59
2015	2016	5	1960	1961	60
2014	2015	6	1959	1960	61
2013	2014	7	1958	1959	62
2012	2013	8	1957	1958	63
2011	2012	9	1956	1957	64
2010	2011	10	1955	1956	65
2009	2010	11	1954	1955	66
2008	2009	12	1953	1954	67
2007	2008	13	1952	1953	68
2006	2007	14	1951	1952	69
2005	2006	15	1950	1951	70
2004	2005	16	1949	1950	71
2003	2004	17	1948	1949	72
2002	2003	18	1947	1948	73
2001	2002	19	1946	1947	74
2000	2001	20	1945	1946	75
1999	2000	21	1944	1945	76
1998	1999	22	1943	1944	77
1997	1998	23	1942	1943	78
1996	1997	24	1941	1942	79
1995	1996	25	1940	1941	80
1994	1995	26	1939	1940	81
1993	1994	27	1938	1939	82
1992	1993	28	1937	1938	83
1991	1992	29	1936	1937	84
1990	1991	30	1935	1936	85
1989	1990	31	1934	1935	86
1988	1989	32	1933	1934	87
1987	1988	33	1932	1933	88
1986	1987	34	1931	1932	89
1985	1986	35	1930	1931	90
1984	1985	36	1929	1930	91
1983	1984	37	1928	1929	92
1982	1983	38	1927	1928	93
1981	1982	39	1926	1927	94
1980	1981	40	1925	1926	95
1979	1980	41	1924	1925	95
1978	1979	42	1923	1924	95
1977	1978	43	1922	1923	95
1976	1977	44	1921	1922	95
1975	1976	45	1920	1921	95
1974	1975	46	1919	1920	95
1973	1974	47	1918	1919	95
1972	1973	48	1917	1918	95
1971	1972	49	1916	1917	95
1970	1971	50	1915	1916	95
1969	1970	51			
1968	1969	52			
1967	1968	53			

- Mis en forme : Police :12 pt, Gras, Couleur de police : Automatique, Anglais (Royaume-Uni)
- Mis en forme : Couleur de police : Automatique, Anglais (États-Unis)
- Mis en forme : Anglais (États-Unis)
- Mis en forme : Couleur de police : Automatique
- Mis en forme : Français (France)
- Mis en forme : Couleur de police : Automatique
- Mis en forme : Couleur de police : Automatique
- Mis en forme : Couleur de police : Automatique, Français (France)
- Mis en forme : Couleur de police : Automatique, Français (France)
- Mis en forme : Couleur de police : Automatique, Français (France)
- Mis en forme : Couleur de police : Automatique
- Mis en forme : Couleur de police : Automatique
- Mis en forme : Couleur de police : Automatique

M6. What is the marital status of (NAME)? It is about the transcription of the exact “marital status” at the moment of the survey (even if the status may soon change). A person is said to be married only if his or her marriage is recognised by the society (traditional), the administration (court or council) or the church (religious).

Example: A polygamous man who divorces with one of the spouses, but remains married to at least one of his other women will have the modality 'married' and not 'divorced'. If after this divorce he remains with only one wife, he is 'married monogamous'.

MARITAL STATUS

Single: Someone who has never been married and is not in free union

Free union: Person living martially with his or her partner without any marriage celebration, being it traditional, court (or council) or religious.

Married monogamous: Person married to only one spouse.

Married polygamous: This modality concerns a man who is married to several women as well as women with at least one co-spouse.

Widow(er): This is any person previously married whose spouse died and is not engaged in any other union.

Separated / Divorced: Person whose marriage is broken off for reasons other than the death of the spouse, or is in the process of breaking down (decision pronounced by a judge), and which is not engaged in another union.

Mis en forme : Police :Non Gras

Mis en forme : Police :Non Gras

Mis en forme : Police :Non Gras

Mis en forme : Police :Non Gras

Mis en forme : Police :Non Gras

NB: This question will be asked to persons from 10 years and above.

Mis en forme : Non souligné

M7. Of what nationality is (NAME)?

We want to grasp the nationality of the individual and not his country of origin. An individual living in Cameroon may be of Chadian origin and having a Cameroonian nationality. In case the interviewee pretends to have two nationalities he/she is supposed to choose one.

The modality **“Other CEMAC countries”** concerns all the countries belonging to the Economic and Monetary Community of Central Africa except Cameroon (Congo, Gabon, Central African Republic, Equatorial Guinea and Chad). By **“Other West African countries”**, we mean West African countries apart from Nigeria (Benin, Burkina-Faso, Côte-d'Ivoire, Gambia, Ghana, Guinea, Guinea-Bissau, Liberia, Mali, Niger, Senegal, Sierra-Leone, and Togo). By **“Other African countries”**, we mean all the other African countries other than those listed above.

M8. Of which religion is (NAME)? Just like in the previous question, ask the religion of each household member. Note that individuals of different religious denominations may live in the same household. For children below 10 years, stick to the household head's declaration.

RELIGIOUS DENOMINATIONS

1. Catholic: This modality rallies to Roman Catholic and Greek Orthodox Churches and others.

2. Protestant: This modality brings together Presbyterian Church of Cameroon (PCC), **Eglise Presbytérienne Camerounaise (EPC)**, **Union des Eglises Baptistes du Cameroun (UEBC)**, Cameroon Baptist Convention (CBC), 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 Pentecostals (True Church of God, **Eglise Messianique et Evangélique du Cameroun (EMEC)**, Apostolic, Plein Evangile/Full Gospel, Living Word Fellowship, Bethel, International Missionary Christian Community (CMCI), King's Chapel, Holy Church of Christ, the 7th day Adventists and other Christian religions (followers

Mis en forme : Couleur de police : Rouge

Mis en forme : Justifié

Mis en forme : Couleur de police : Rouge

Jesus Christ) not mentioned elsewhere.

4. Moslem: This modality regroups all those who follow Mohammed and believe in Allah.

5. Animists: This modality gathers all those who attribute to things a soul analogous to a deity (they are, among others, those who practice ancestral worships).

6. Other religion: This modality brings together Jehovah witnesses and the other religions non-mentioned elsewhere

7. Without religion: The modality takes into account all those with no religion. You must verify that the interviewee does not practise animist worship which is not assimilated to a religion on its own.

M10a, M10b and M10c: (Name) place of birth place

Write down at **M10a** the country where every member of the household was born according to the codes used at **M7**.

If the member of the household is born in Cameroon (you then enter the figure 1 at **M10a**). Ask the **nature of his place of birth at the moment he was born** (you can list all the modalities to the interviewee, see questionnaire) and record the corresponding modality at M10b. For question M10c, refer to administrative units in the nomenclature document in order to fill the code corresponding to the Division of origin.

NB: It is important for each interviewer to be vigilant in order not to attribute wrong codes to localities whose administrative rank has changed. In case you hesitate on which codes to use in question M10a and M10b, clearly write down at the margin of the questionnaire, the names of the locality, subdivision and division of birth as declared by the interviewee. The place of birth is understood here as the place of residence of the parents (mother) during birth.

Example: If a pregnant woman goes from one locality or country to another in order to give birth and to stay there for less than six months, then the effective place of birth in this case is the locality or the country of departure.

For question **M10c**, ask the interviewee's Sub-Division or Division of birth (**following the present administrative partitioning**). Write down the name of the Division in the space provided or at the margin while indicating the individual concerned. As for the codification, refer to the codes of divisions (nomenclatures of administrative units).

M11 and M11a. Time spent in the locality (Sub-Division):

It involves two questions; first of all, we want to know if the person has always lived in the present locality of residence. If the answer is **yes**, go to **M14**. If the answer is **no**, we try to measure the time in completed years spent in the locality since the last migration. This time must be recorded in months in the boxes in the middle if it is less than 2 years (0 to 23 months), else in completed years in the boxes under if it is more than or equal to 2 years.

We consider as migration, a continuous absence of at least six months from your locality of residence. The notion of locality is assimilated here to that of Sub-Division. So, if an interviewee moves from one quarter to another or from one village to another of the same Sub-Division, this will not be considered as a migration. Also, as concerns the cities of Douala, Yaoundé, Bafoussam, Ngaoundéré, Bertoua, Nkongsamba, Edéa, Garoua, Bamenda, Ebolowa, Kribi and Kumba that each have many subdivisions, if an interviewee moves from one quarter of a Sub-Division in any of the cities and settle in a quarter belonging to another Sub-Division of the same city, then, this is not considered as migration.

Examples:

1. A person who has been absent for 3 months (seasonal work, short-term probationary or internship period, holidays, etc) is not considered as a migrant for that period, and therefore his/her absence will not be taken in to account.

M11. Has (NAME) always lived continuously in the present locality (sub division) of residence? 1= Yes → Go to M14 2= No		_1_	_	_
M11a. How many years has (NAME) been always living continuously way in this present locality (subdivision) of residence? <i>Record the duration in months if it's less than 2 years, and in years otherwise</i>	M	_	_	_
	Y	_	_	_

2. On the other hand, for a 45 years old man who was born in Yaoundé and lived in Douala between the ages of 5 and 10 years, then went to Garoua (between the ages of 10 and 20 years) and later came back to Douala and has been living there since then, you will fill 25 which corresponds to the time spent in Douala since his last migration from Garoua. . **In this case, this is how to fill the question.**

M11. Has (NAME) always lived continuously in the present locality (sub division) of residence? 1= Yes → Go to M14 2= No		_2_	_	_
M11a. How many years has (NAME) been always living continuously way in this present locality (subdivision) of residence? <i>Record the duration in months if it's less than 2 years, and in years otherwise</i>	M	_	_	_
	Y	_2_ _5_	_	_

For someone whose mother was residing in Yaoundé when he or she was born, but that this person was effectively born in Mbalmayo simply because the mother chose to put to birth in this town, if the mother indeed came back to Yaoundé less than six months after his or her birth, we consider that the person has always lived in Yaoundé.

M12. Where was (NAME) living before settling in this locality?

It is a question about the place of residence before the last migration. It is the place of residence where (Name) lived for at least 6 months before settling in the present place of residence. The codes of question M12a are identical to those of M7. Similarly, the codes of M12b are identical to those of M10b and those referring to Divisions (M12c) are identical to those of M10c.

The nature of the residence refers to the administrative partitioning at the time of migration.

M13. Why did (NAME) come to settle in this locality?

This question aims at grasping the part played by employment among the causes of migration. The modality "~~work~~ work" refers to all migrations due to work reasons such as, a transfer, seeking better working conditions, etc.

Modality 10 captures the case of persons who displaced due to reasons related to the security situation in the regions concerned. In case any of the modalities 1, 2, 3, 4, 6 or 7 are registered at M13 and the Division of origin (M12c) is a Division of any of the five concerned regions (Adamawa, East, Far North, North West and South West) having security problems, insist on whether the reason is not rather related to this security situation. Correct the recorded answer if necessary.

M13A. Check M5 if (Name) aged 2 years or above

This question is a filter that makes it possible to verify if the person surveyed is aged 2 years or more. If the answer is No, i.e. code 2 is encircled, go to the next person or to M25A.

M14. Has (NAME) ever been to school or nursery school?

This question grasps the attendance of a school or establishment of the formal educational system at a given moment in a person's life. If the interviewee answer is no, go to question M21.

M15. Level of education:

L. What is the highest level of education attained by (NAME) has?

~~C~~ C. What is the last class that (NAME) completed with success at that level?

T. What is the type of education?

This question has three aspects: the highest level of education attained, the last class successfully completed at this level and the type of education.

Mis en forme : Retrait : Gauche : 0,5 cm, Sans numérotation ni puces

The highest level of education attained is that of the level corresponding to the last class attended and successfully completed or not. The possible answers are: Preschool, Primary, 1st Cycle Secondary, 2nd Cycle Secondary and Higher education.

The last class successfully completed is relative to the class that the respondent successfully completed at the highest level attained.

The type of education refers to the technical or general education that the respondent followed for the highest level of education. Technical education corresponds to teaching leading to a profession (example: medical doctor, engineer, computer scientist, statistician, teacher, etc.). General education is more transversal and conceptual.

In this question, we are interested in formal education (and not in non-formal education offered, for example, by Quranic or Islamic schools and other non-formal education or training structures).

For classes not included in the list of codes proposed on the questionnaire, ask the respondent the equivalence in the list available for codification. The answer to this question should help you to check the next question M16 about the highest academic certificate obtained by the respondent.

NB: The classes of junior, medium and higher sections of kindergarten correspond to the preschool/nursery school level = 0 and the class = 1.

Mis en forme : Soulignement

For classes such as the class 6/7 year of primary education and form 5 of secondary education, for which admission into higher a higher class is not dependent on the obtainment of an academic certificate at that level of education (FSLC or GCE OL), success in the exams leading to the obtainment of these certificates is however sufficient for a declaration of success in that class.

Examples:

Mis en forme : Non souligné

- 1- If a primary school child is currently in class 3, enter 1 at level (primary) and 2 at class successfully completed because he has successfully completed class 2.
- 2- If a child is currently in form 1, enter 2 for level (1st cycle secondary) and 0 for class because he has not completed secondary school classes.
- 3- If a person left school after form 2 in the general or technical education, then enter 2 for 1st cycle secondary, then enter 2 for class if his end-of-year result was positive. Otherwise, enter 1 for class.
- 4- If a child repeats class 6 whereas has already passed the FSLC, enter 1 for the highest level achieved, then 5 for the class successfully completed because he has successfully completed the class 5.

M16. What is the highest certificate obtained by (NAME)?

Write down the code corresponding to the interviewee's answer.

Examples:

- 1- If a person stopped schooling after having completed class 6/7, but did not pass the FSLC, record code corresponding to ~~"No diploma"~~.
- 2- If a person is currently in Lower Sixth, his highest diploma can be GCE OL. If he passed the GCE OL, record the code corresponding to ~~"BEPC/CAP/GCE OL"~~. If he did not pass, ask him if he has got the FSLC; if yes, enter the code corresponding to ~~"CEPE/CEP/FSLC"~~ and if no, enter the code 1.

For individuals who followed a training and obtained a diploma not found in the list proposed, establish an equivalence between the diploma obtained and those listed following the duration of the training. For these equivalencies, intermediary diplomas will be classified by default (at the immediate lower certificate) with respect to the list found in the questionnaire.

Examples:

- 1- A teacher who entered GTTC with GCE OL and who successfully did a three years training, will have as highest certificate ~~"GCE"~~ ~~"GCE AL/BAC"~~ ~~"BAC"~~ (code 5); he who entered with ~~"PROBATOIRE"~~ ~~"PROBATOIRE"~~ or one GCE AL) and successfully did a two years training will have as highest certificate ~~"BAC/GCEAL"~~ ~~"GCE AL"~~. The highest certificate of someone who entered GTTC with

BAC/GCE AL and successfully did a one-year training will also be considered to be "BAC/GCEAL" because he does not have the equivalence of "BTS/DUT/DEUG/NHD" which is obtained in principle two years after the GCE AL.

2- A holder of the GCEAL who successfully followed a three years training course has as highest certificate the Bachelor's Degree and he who successfully followed a five years training course after the GCE AL has as highest diploma the "MAITRISE/DEA/MASTERS/MBA" (code 8). The training followed in these two examples must have as prerequisite the GCE AL.

M16a. How long ago did (NAME) get this certificate-?

This question captures the length of time elapsed in months or years since the last certificate was obtained.

M18. Which type of school did (NAME) lastly attend?

Here, we shall distinguish public establishments, confessional private, lay private and foreign establishments.

NB: Parents' schools are in modality 3 (Lay Private).

Confessional educational establishments regroup all those that are founded by religious bodies (Catholics, Protestants, Islamic, etc.). Lay establishments do not belong to any religious institution.

NB: Inter-States establishments are considered as public establishments.

Example: ISSEA, ENSEA, EIER, IPD, IIA, IAI, IFORD, Inter-State University of Sangmelima, etc.

M18a: At what age did (NAME) start going to school?

This question aims at determine the age at which the individual started to go to school.

M19. Did (NAME) ever go to school during the 20198/202019 academic year?

It is a matter of specifying if the interviewee went to school during the just ended academic year (20198/202019). If yes, enter the code 1 in the box provided.

M19A

L. In what level was (Name) during the 20198/202019 academic year?

C. In what class was (Name) during the 20198/202019 academic year?

T. What type of education was (Name) undergoing during the 20198/202019 academic year?

This three-part question on level, class and type of education in 20198/202019 captures the level, class and type of education taken during the 20198/202019 academic year. Contrary to the question M15, it is impossible to have the class 0 in this question because it deals with the class attended and not completed successfully.

M20. ~~M20~~-Is (NAME) going to school during this 202019/20210 academic year?

This question to specify ~~ies~~ if the respondent went to school at some point during the current academic year. If yes, enter the code 1 in the box.

M20A

L. What level is (Name) during this 202019/20210 academic year?

C. What class is (Name) during this 202019/20210 academic year?

T. What type of education is (Name) undergoing during this 202019/20210 academic year?

The aim here is to capture the level, class and type of education followed during the current academic year (202019/20210).

NB: ~~T~~he same remark of the M19a is valid here but for the current academic year.

M21. Why has (NAME) never been to school?

This question is asked only to those who have never been to school (M14 = 2). Enter the code corresponding to the response of the interviewee. The modality 7= **Security problems** helps to capture the security situation in certain Regions of the country (Adamawa, East, ~~Far-Extreme~~-North, North-~~West~~ and South-~~West~~).

Mis en forme : Soulignement

Mis en forme : Soulignement

Mis en forme : Police :6 pt

In case the interviewee gives many reasons, which led him / her to never go (or stop going) to school, ask for the main reason.

Example:

If the interviewee says that he is not going to school because the fees are too high and he got a job or that he is learning a trade, ask the following question: "If they reduced school fees, would you have continued to go to school?" If the interviewee says "yes", record modality 1 "lack of financial means" since it's the main reason. On the other hand, if the interviewee says 'no', record modality 2 "Employment or apprenticeship" as the main reason.

M22. Does (Name) know how to read and write any of the following languages?

For each of the languages listed here, you will ask the question to the interviewee as follow "Does (Name) know how to read and write any of the following languages?" You will write down 1 for a language only if (Name) knows how to read and write that language and 2 otherwise (rely on the interviewee's answer). For the other cases.

M22AE. CHECK M5: IS PERSON AGED 10 YEARS OR OLDER?

This question is a filter to check if the respondent is 10 years old or older. If the answer is No, i.e. code 2 is encircled, go to the next person or to M25A.

M22BF. Is (Name) in possession of a valid national ID/ residence permit/ valid refugee card?

The respondent is asked to say if he has a National Identity Card.

NB: The residence permit or the refugee card only concerns foreigners. The certificate of loss of the NIC, the residence permit or the valid refugee card can also be considered as an identity document.

It is a matter of whether the respondent has a NIC or not. Note that the receipts take the place of NICs. All these documents are to be considered to the extent that they are valid. Enter the code corresponding to the respondent's answer. If the respondent hesitates or lacks confidence, explain that as one of the most important documents (to confirm the identity of the holder, to travel, to take full advantage of the rights and privileges enjoyed by all Cameroonian citizens, etc.) of the life of an adult, the survey aims to measure only the extent of ownership of this documents by citizens. Assure the respondent of the maintenance of confidentiality. Remind the respondent that the information they provide is combined with information from other interviews, and is reported in summary form.

M23. Is (NAME) undergoing or has (NAME) ever undergone a professional training or an apprenticeship?

Questions M23 aims at verifying if the individual is undergoing or has ever undergone a professional training or an apprenticeship.

NB: For children less than 5 years old, record code 3 without asking the question.

M24. What is/are the level and the name of the specialty of the main training is (NAME) undergoing or ever undergone and its level??

For codes, see the document of Nomenclatures.

On the job training: It is a training in the enterprise; i.e. a structure into which the training aspect is only accessory. This training distinguishes itself from the "absence of training" by the "consciousness aspect of the individual" that receives it. For example, a young restaurant keeper who learnt how cooking near her mother in the framework of household works cannot declare this training as being an on the job training. In the framework of this study, it is not a training.

Training in an institute or training centre: it refers to a training that took place in a training structure without ending with an official certificate (diploma of technician, BTS, Engineer, etc.); this training can nevertheless be awarded an attestation.

Examples:

- Mis en forme : Anglais (États-Unis)
- Mis en forme : Police par défaut, Police :Gras, Italique, Anglais (Royaume-Uni)
- Mis en forme : Couleur de police : Rouge
- Mis en forme : Soulignement

1. An individual trained for office automation in a training centre of the quarter will have code 201. If on the contrary, this person learnt how to use WORD and EXCEL near an individual, this training is received on the job and the corresponding code is 101.
2. In the case of another person who, after stopping school in form 4, and the last time he/she underwent an on the job training was in a tailoring workshop, we will have for type of last training undergone: "tailoring".

NB: The principle of a training or an apprenticeship even on the job supposes that the concerned person is conscious of the process of acquisition of knowledge.

M25A. CHECK M5: IS PERSON AGED LESS THAN 2 YEARS-?

This question is a filter which verifies if the interviewee is less than 2 years old. If the answer to this question is yes i.e. code 1 is encircled, go to the next person or section H.

M25B. CHECK M5: IS PERSON AGED 18 YEARS OR OLDER?

With this filter, we wish to get people aged from 18 and above because questions M26 to M32 are about disability and are destined for people aged from 18 and above. If the answer is No, i.e. code 2 is encircled, go to M33.

M26. Is (NAME) having difficulties in seeing, even when he/she wears medical eye glasses/contact lenses?

We are interested to know if the respondent has difficulties in seeing even when he wears glasses.

M27. Is (NAME) having difficulties in hearing, even when he/she wears a hearing aid?

The aspect to capture here is if the respondent has difficulties to hear even when he/she uses hearing aids.

M28. Is (NAME) having difficulties to walk or to climb steps or a hill?

The respondent is asked if he has difficulty climbing stairs or a hill.

M29. Is (NAME) having difficulties of memorizing or of concentration?

We are interested in the difficulties of concentrating or memorizing of the respondent.

M30. Is (NAME) having difficulties to take care of himself/herself, like for example, to bathe and to dress up?

We want to know if the respondent has difficulties taking care of himself. Difficulties are observed on the acts of completely dressing and bathing oneself.

M31. Is (NAME) having difficulties to communicate, for example to understand or to make himself understood, when he/she uses a usual language?

The difficulty captured here is the difficulty to communicate, to be understood in one's usual language.

M33. Filter

This filter is used to select children aged 2-4 to respond to the module on disability in children.

Questions M34 to M49 will be asked to children aged 2-4 years old.

M34. Is (NAME) wearing medical eye glasses/contact lenses?

The respondent is asked if the 2-4 years old child is wearing glasses. If the child does not, go to M36.

M35. When (NAME) wears the glasses, does he/she have difficulties to see?

Would you say that (NAME): has no difficulty, some difficulties, much difficulties, or is completely unable?

We want to know if the child has difficulties in seeing when wearing glasses.

M36. Is (NAME) having difficulties to see?

Would you say that (NAME): has no difficulty, some difficulties, much difficulties, or is completely unable?

The question is asked when the child does not wear glasses (M34 = 2). We want to know if the child has difficulties to see.

M37. Is (NAME) wearing hearing prosthesis?

The respondent is asked if the child aged 2-4 is using a hearing aid. If not, go to M39.

M38. When (NAME) wears hearing aids, is he/she having difficulties in hearing sounds, like the voices of people or music? Would you say that (NAME): has no difficulty, some difficulties, much difficulties, or is completely unable?

We want to know if the child has hearing difficulties when he/she has his hearing aids.

M39. Is (NAME) having difficulties in hearing sounds, like the voices of people or music? Would you say that (NAME): has no difficulty, some difficulties, much difficulties, or is completely unable?

The question is asked when the child does not use hearing aids (M37 = 2). We want to know if the child has hearing difficulties.

M40. Is (NAME) using an equipment or is he/she assisted to walk?

We want to know if the child uses equipment or assistance to walk. If not, go to M43.

M41. Without equipment or assistance, is (NAME) having difficulties in walking? Would you say that (NAME): has no difficulty, some difficulties, much difficulties, or is completely unable?

This question is asked to parents of children who are using walking equipment or assistance (M40 = 1). Here we want to know if **without using the equipment / assistance the child has difficulties in walking.**

M42. With his/her equipment or assistance, is (NAME) having difficulties in walking? Would you say that (NAME): has no difficulty, some difficulties, much difficulties, or is completely unable?

Contrary to the previous question, we want to know if **with the aid of the equipment or the assistance the child has difficulties to walk.** Whatever the answer to this question, go to M44.

M43. ~~M43.~~ Compared to children of the same age, is (NAME) having difficulties in walking? Would you say that (NAME): has no difficulty, some difficulties, much difficulties, or is completely unable?

The child is compared to other children of the same age with respect to the ability to walk. This question is asked only if the child uses no equipment or assistance to walk (M40 = 2).

M44. Compared to children of the same age, is (NAME) having difficulties in holding small object with his/her hand? Would you say that (NAME): has no difficulty, some difficulties, much difficulties, or is completely unable?

Compared to children of the same age, we want to know if the child has difficulties in grasping small objects with the hand.

M45. Is (NAME) having difficulties in understanding you? Would you say that (NAME): has no difficulty, some difficulties, much difficulties, or is completely unable?

The question is whether the child has difficulties understanding what others are telling him/her.

M46. When (NAME) speaks, do you find difficulties in understanding him/her? Would you say you: have no difficulty, have some difficulties, have much difficulties, completely unable?

Here we are interested in the difficulties that the child might have to make himself/herself understood by others.

M47. Compared to other children of the same age, is (NAME) having difficulties in learning things? Would you say that (NAME): has no difficulty, some difficulties, much difficulties, or is completely unable?

We want to know if the child has difficulties in learning things.

M48. Compared to children of the same age, is (NAME) having difficulties to play? Would you say that (NAME): has no difficulty, some difficulties, much difficulties, or is completely unable?

Compared to children of the same age, we want to know if the child has difficulties in playing.

M49. Compared to children of the same age, does (NAME) kick, bite or beat other children or adults? Would you say: not at all, rarely, often or more often?

Compared with children of the same age, we want to know if the child has bitten or hit other children or adults.

Questions M50 to M73, that constitute the last series of questions on disability, are for people aged 5-17.

M50. *Is (NAME) wearing medical eye glasses or contact lenses?*

The respondent is asked if he/she is wearing glasses or contact lenses. If the individual does not wear them, go to M52.

M51. *When he/she wears the eye glasses or contact lenses, is (NAME) having difficulties in seeing? Would you say that (NAME): has no difficulty, some difficulties, much difficulties, or is completely unable?*

This question is asked to respondents that use glasses or contact lenses (M50 = 1). Here we want to know if **with the glasses or contact lenses the respondent/the child has difficulties to see**. After recording the answer to this question, go to question M53.

M52. *Is (NAME) having difficulties in seeing? Would you say that (NAME): has no difficulty, some difficulties, much difficulties, or is completely unable?*

This question is asked to people who do not have glasses or contact lenses (M50 = 2). Here we want to know if the respondent has difficulties in seeing as he/she does not wear glasses.

M53. *Is (NAME) using a hearing aid?*

The respondent is asked if he / she has a hearing aid. If he/she does not, go to M55.

M54. *When he/she uses a hearing aid, is (Name) having difficulties in hearing sounds like the voices of people or of music? Would you say that (NAME): has no difficulty, some difficulties, much difficulties, or is completely unable?*

We want to know if the child has difficulties in hearing with his/her hearing aids. Following this question, we move to question M56.

M55. *Is (NAME) having difficulties in hearing sounds like the voices of people or of music? Would you say that (NAME): has no difficulty, some difficulties, much difficulties, or is completely unable?*

The question is asked to the individuals who do not wear hearing aids (M53 = 2). We want to know if the individuals have difficulties in hearing.

M56. *Is (NAME) using an equipment or receiving assistance to walk?*

We want to know if the child uses equipment or assistance to walk. If the child does not have one, go to M61.

M57. *Without his/her equipment, is (NAME) having difficulties in walking a distance of 100 meters on flat land? This distance corresponds to about the length of a football field.*

Would you say that (NAME): has no difficulty, some difficulties, much difficulties, or is completely unable?

This question is asked to parents of children who are using equipment or assistance to walk (M56 = 1). Here we want to know if **without the equipment / assistance the child has difficulties in walking a distance of 100m**.

M58. *Without his/her equipment or assistance, is (NAME) having difficulties in walking a distance of 500 meters on flat land? This distance corresponds to about the length of 5 football field.*

Would you say that (NAME): has no difficulty, some difficulties, much difficulties, or is completely unable?

The difficulties to walk without the equipment or the assistance is evaluated this time on 500m and not on 100m.

M59. *With his/her equipment, is (NAME) having in walking a distance of 100 meters on flat land?*

Would you say that (NAME): has no difficulty, some difficulties, much difficulties, or is completely unable?

Emphasis is laid on if with the aid of the walking equipment / assistance the child has difficulties in walking a distance of 100m. If the child has a lot of difficulties or cannot walk (that is code 3 or 4 is entered) then go to question M63.

M60. With his/her equipment, is (NAME) having difficulties in walking a distance of 500 meters on flat land?

Would you say that (NAME): has no difficulty, some difficulties, much difficulties, or is completely unable?

The difficulties to walk with the aid of the equipment / assistance is evaluated this time on 500m and not on 100m. If the respondent has no difficulties (that is, the code 1 is entered), then go to M63.

M61. Compared to children/persons of the same age, is (NAME) having difficulties in walking a distance of 100 meters on flat land? This distance corresponds to about the length of a football field.

Would you say that (NAME): has no difficulty, some difficulties, much difficulties, or is completely unable?

This question is asked in case the respondent does not use equipment or assistance to walk (M56 = 2). Here, the difficulties are evaluated with respect to children / people of the same age over a distance of 100m. If the code entered is 3 or 4 (respectively a lot of difficulties and completely unable) then go to question M63.

M62. Compared to children/persons of the same age, is (NAME) having difficulties in walking a distance of 500 on flat land?

This distance corresponds to about the length of five football fields:?

Would you say that (NAME): has no difficulty, some difficulties, much difficulties, or is completely unable?

The question is posed to the respondent in case he/she has no difficulties in walking a distance of 100m or has some difficulties (codes 1 or 2 in M61). Here, the difficulties are evaluated with respect to children / people of the same age over a distance of 500m.

M63. Is (NAME) having difficulties in taking care of himself/herself, like to feed alone or to dress up alone?

Would you say that (NAME): has no difficulty, some difficulties, much difficulties, or is completely unable?

We want to know if the respondent has difficulties in taking care of himself/herself. The difficulties here are observed on acts like dressing of oneself and feeding oneself.

M64. When (NAME) is speaking, is he/she having difficulties in making himself/herself understood by the members of this household?

Would you say that (NAME): has no difficulty, some difficulties, much difficulties, or is completely unable?

Here we are interested in the difficulties that the child could have to be understood by the household members.

M65. When (NAME) is speaking, is he/she having difficulties in making himself/herself understood by people who are not of this household?

Would you say that (NAME): has no difficulty, some difficulties, much difficulties, or is completely unable?

Here we are interested in the difficulties that the child could have to be understood by non-household members.

M66. Compared to the children/persons of the same age, is (NAME) having difficulties in learning things?

Would you say that (NAME): has no difficulty, some difficulties, much difficulties, or is completely unable?

We are trying to find out if the child has difficulties in learning things or remembering things that have been said to him/her, or easily acquire a set of knowledge through intellectual work or through experience or teaching. Examples include singing, counting, drawing, etc.

M67. Compared to the children/persons of the same age, is (NAME) having difficulties in remembering things?

Would you say that (NAME): has no difficulty, some difficulties, much difficulties, or is completely unable?

We want to know if the child has difficulties in remembering things that happened or were told to him/her a few days ago. That is to say if the child has difficulties to still have past things in mind and if he/she does not forget them easily.

M68. Is (NAME) having difficulties in concentrating on any activity that he/she likes?

Would you say that (NAME) has no difficulty, some difficulties, much difficulties, or is completely unable?

Children often have activities that appeal to them and that require their attention. We want to know if the child can concentrate when he/she is involved in these activities.

M69. Is (NAME) having difficulties in accepting changes in his/her routine, that is to say in things that he/she is does habitually?

Would you say that (NAME): has no difficulty, some difficulties, much difficulties, or is completely unable?

Parents often push children to change some of their habits. Consequently, we want to know if the child is having difficulties in accepting these changes.

M70. Compared to the children/persons of the same age, is (NAME) having difficulties in controlling his/her behaviour?

Would you say that (NAME): has no difficulty, some difficulties, much difficulties, or is completely unable?

Here we are interested in the difficulties that the child could have to control his/she behavior.

M71. Is (NAME) having difficulties in making friends?

Would you say that (NAME): has no difficulty, some difficulties, much difficulties, or is completely unable?

The difficulties captured here are those of making friends. The difficulties here refer, for example, to children who are not sociable, or who rarely play with children of the same age, or who have difficulties in interacting with other children.

M72. How often does (NAME) seem too anxious, nervous or worried?

Would you say that (NAME) seem too anxious, nervous or worried: every day, every week, every month, sometimes in the course of the year or never?

There may be times when the is anxious, nervous or preoccupied. In the absence or presence of psychological stress, anxiety can create feelings of fear and worry. The facial expression generally expresses fear and anxiety when an individual is faced with a psychological situation that is more than him/her. We are interested in knowing the frequency of at which children are faced with such situations.

M73. How often does (NAME) seem very sad or depressed?

Would you say that (NAME): seem very sad or depressed Every day, Every week, Every month, Sometimes in the course of the year or Never?

There are moments when the child may be expressing sadness or depression. We seek to know the frequency at which the child is faced with such situations.

3.3- H. Characteristics of the habitat

The aim of this module is to grasp some characteristics on habitat and on the living surrounding of the household.

Here you have to register at each time the main characteristic, that is to say the one that prevails or the most used.

H1. Type of lodging:

Record the type of lodging occupied by the household.

Mis en forme : Couleur de police : Rouge

TYPES OF LODGINGS

- **Hut / Tent:** house or traditional dwelling most often made of precarious, natural or of lower quality material (wood, board, leaf, straw, metal sheets, etc.).
- **Isolated house:** a house of one piece (lodging) in a yard not having the standards of a villa.
- **House with several lodgings:** house divided into several independent lodgings.
- **Modern villa/duplex/castle:** individual modern house with durable or definite building materials having certain elements of standard (fence, garden, air conditioner, etc).
- **Building with apartments:** modern storey building made up of one or several floors each divided into apartments (part of the house or building made of many rooms used for habitation).
- **Compound or concession:** set of houses or buildings separated from each other and generally built around a main structure used as dwelling unit for a household.

H2, H3, H4: Wall, roof and floor materials:

Observe the main type of material used for the wall, the roof and the floor and write down the corresponding codes. In case several materials are used, ask for the main one; that is to say the most prevailing in quantity. If the prevalence in terms of quantity between materials is not clear, consider the most comfortable.

H5. Occupancy status:

Ask the following question "*are you the owner of your lodging?*". If the interviewee says yes, ask if he /she is an owner with or without a land certificate, a building permit, etc. Write down the correct modality. If he/she is a tenant, ask the mode of tenancy. The different modalities for this question are:

- 01= Owner with land title and with building license/building authorization/ implantation title
- 02= Owner with land title and without building license/building authorization
- 03= Owner without land title and with building license/building authorization/ implantation title
- 04= Owner without land title and with building authorization/ implantation title
- 05= Hire purchase
- 06= Simple hiring
- 07= Lodged by the employer
- 08= Lodged by a relative or friend
- 96= Other (to be specified)

We will understand by:

- "*Hire purchase*", a situation whereby while the tenant is living in the lodging, he/she pays in some dues in instalments in order to eventually own it.
- "*Lodged by the employer*", a situation whereby the individual's employer takes responsibility of part or all of his/her rents.

H6/H6a. Total number of rooms of the lodging/rooms for sleeping:

Ask the interviewee the total number of rooms of the lodging.

NB: Only the main living of the lodging is considered here (rooms, living rooms, dining rooms, offices etc.). Kitchens, bathrooms, ante-rooms (waiting rooms), corridors etc. are not counted as rooms.

Get the total number of rooms of the house and among them, get the number of rooms used for sleeping.

H7. What is your main mode of drinking water supply?

Ask the most commonly used drinking water supply by the household.

H7a. How much time does it take for a household member to go fetch water and return home?

Write in minutes the time generally spent to and from the water supplying point by the household members who usually fetch water, when using their main mode or means of transportation. If there is water in the household, write « 000 ».

FORMS OF DRINKING WATER SUPPLY

- « *Individual CDE/CAMWATER tap* »: Case of a household having a CDE/CAMWATER meter that he uses alone. He pays his bills directly to the agency;
- « *Collective CDE/CAMWATER tap (main user)* »: Case of a household connected to a

Tableau mis en forme

CDE/CAMWATER meter that he shares with other households and ensures the management (whether he has an individual meter or not). To manage means that he receives and pays the bills, whether he is owner of the meter or not;

- « **Collective CDE/CAMWATER tap without individual meter** »: case of a household not having an individual meter but connected to a CDE/CAMWATER meter that he shares with other households but without being responsible of the management.;
- « **Collective CDE/CAMWATER tap with individual meter** »: Case of a household having an individual questionnaire and connected to a CDE/CAMWATER meter that he shares with other households without being responsible of the management.;
- « **Reseller of CDE/CAMWATER water** »: Case of a household that has no connection with the distribution network and that gets water from resellers of CDE/CAMWATER water (including resellers in rickshaws and trucks).;
- « **Other individual tap** »: It is the case of a household having a water subscription that comes from a source different from CDE/CAMWATER and which uses the water alone.;
- « **Public water distribution point** »: A public tap put free of charge at the disposal of the public.;
- « **Other collective taps** »: Case of a household connected to a water distribution network different from that of CDE/CAMWATER, that it shares with others households.;
- « **Borehole** »: a deep hole dug or drilled for the purpose of reaching the groundwater. Pipe wells / boreholes are made of ducts or pipes with a small diameter which are protected from collapse and infiltration of runoffs. Water is delivered from borehole through a pump that can run on energy provided by humans, animals, wind, electricity, diesel or solar energy.
- « **Well with pump** »: It is a protected well with a pump for the conveyance of water.
- « **Harnessed Well** »: It's a well that is protected from runoffs by a well-casing or casing that rises above ground level and a platform that removes water from the well. In addition, a protected well is covered, to be protected from falling bird droppings and animal dung.
- « **Unharnessed Well** »: It's an unprotected well. An unprotected well is one for which one or both of the following statements are true: (1) the well is not protected from runoff; (2) the well is not protected from bird droppings and animal dung. When at least one of these assertions is true, the well is unprotected.
- « **Protected spring** »: A protected spring is a spring protected from runoffs, bird droppings and animal dung. The spring is usually protected by a 'spring cover' made of bricks, cement or concrete and built around the source, so that water flows directly from the cover into a pipe, without being exposed to external pollution.
- « **Unprotected spring** »: An unprotected spring is a one that is exposed to runoffs, and/or bird droppings and/or animal dung. Unprotected sources generally do not have a 'source cover' (described above).
- « **Rain water** »: Rainwater refers to rain collected from roofs and stored in a container, a tank or reservoir until it is used. Underground or watershed rain water should not be considered here.
- « **Water tanker** »: It's a truck used as a water source which transports and sells water.
- « **Cart with a small tank/drum** »: A cart with a small tank / barrel is used by a water supplier who transports water to a community to sell. Transportation can also be done by donkey cart, a motorized vehicle or other means.
- « **Surface water (river, stream, dam, lake, flac water, irrigation channel)** »: Surface water is water from sources such as rivers, streams, dams, lakes, ponds, canals and irrigation canals from which water is drawn directly.
- « **Bottle (mineral) water** »: Bottled water is water bought in bottles. Note that the code refers exclusively to commercially-sold bottled water. Household members may store water from other sources in bottles; this case cannot be registered under the same code as bottled water. Examples: Tangui Water, Evian, Supermont, SEMME, etc.
- « **Sachet water** »: This is a water bought in sachets. In principle, it is considered to be drinkable even though its quality may be doubtful.
- « **Other (to specify)** _____ »: This is any other source of drinking water supply not mentioned above.

NB: Households benefiting from sources from administrations / enterprises will be classified as "other (specify)".

Mis en forme : Police :Non Gras

Mis en forme : Police :Non Gras

Mis en forme : Police :Non Gras

Mis en forme : Police :Italique

Mis en forme : tliid-translation, Police :12 pt, Non Gras, Non Italique,

Mis en forme : Police :Italique

Mis en forme : Police :Non Gras

Mis en forme : Police :Italique

Mis en forme : Police :Non Gras

Mis en forme : Police :Italique

Mis en forme : Police :Non Gras

Mis en forme : Police :Italique

Mis en forme : Police :Non Gras

Mis en forme : Police :Italique

Mis en forme : Police :Non Gras

Mis en forme : Police :Italique

Mis en forme : Police :Non Gras

Mis en forme : Police :Italique

Mis en forme : Police :Non Gras

Mis en forme : Police :Italique

Mis en forme : Police :Non Gras

Mis en forme : Police :Italique

Mis en forme : Police :Non Gras

Mis en forme : Police :Italique

Mis en forme : Police :Non Gras

Mis en forme : Police :Italique

Mis en forme : Police :Non Gras

Mis en forme : Soulignement

Mis en forme : Police :Non Gras

H8. What type of toilet facility do your household members usually use-?

It is a matter of recoding the type of toilet facility mostly used by the household members. If it is difficult to make a choice on the toilet facility mostly used, consider the most comfortable.

A FLUSHING TOILET here is the kind of modern toilets where water leads the waste into pipes, whether the water comes from a tap or is poured with buckets. PIT TOILETS / LATRINES can be of two types: (i) *WITHOUT SLAB / OPEN HOLE / SUSPENDED*, which are pits or latrines that have no upgrades (it is mostly a simple hole, sometimes covered with a simple board); (ii) *ENHANCED*, which are latrines that have been upgraded by the addition of any construction (usually a pipe, and / or cement-coated that can be cleaned) that provides an evacuation other than the hole itself.

Finally, since the question is about the toilets used by household members, it will be necessary to circle '12' (Bush / Farm) if the household has latrines, but most household members use the bush or farms.

H9. What is the main lighting source of your household?

Ask the main lighting source of the household.

LIGHTING SOURCES

01 «Kerosene Lamp» : This is the case of a household using kerosene lamp;

02 «Individual AES-SONEL/ENE0 meter» : Case of a household with an AES-SONEL meter that it uses alone;

03 «Collective AES-SONEL/ENE0 meter (main user)» : The case of a household which is connected to an AES-SONEL meter, it shares electricity from the meter with other households and have control over the electricity supply (whether or not the other households have division meters). Having control over the electricity supply means that the household receives and pays the bills, whether it owns the meter or not;

04 «Collective AES-SONEL/ENE0 meter without a division meter» : Case of a household that does not have a division meter and is connected to an AES-SONEL meter that it shares with other households but does not have control over the electricity supply;

05 «Collective AES-SONEL/ENE0 meter with division meter» : The case of a household with a division meter connected to an AES-SONEL meter that it shares with other households but does not have control over the electricity supply;

06 «AES-SONEL/ENE0 without meter (direct)» : This is the case of a household that connects directly to an ENE0 pole without the use of a meter;

07 «Generator» : This is the case of a household having its electricity supply from a generator (either belonging to the household or belonging to another household which aids it with electricity supply);

08 «Gas» : Households using gas lamps;

09 «Solar energy» : This is a household using electricity generated from the energy provided by a device based on solar plates (a solar plate captures and stores energy with the help of a battery and supplies electricity);

10 «Solar Lamp» : Household using solar rechargeable as the main household lighting system (Example: lamp sold in Total petrol stations, in hardware stores or by street vendors);

96 «Other (Specify) » : Household using candles, torches, etc. As the main means of lighting.

H10. In your household what type of energy for cooking do you mainly use?

Ask the main source of energy the household uses for cooking. Consider the modality mostly used by the household in case the interviewee declares several answers. In case the household uses several sources and you can't decide on the main one, consider the most comfortable according to the household.

Although liquefied petroleum gas (LPG) and natural gas have the same function the same in households, they are distinguished beyond their composition by the fact that LPG is sold in bottles while natural gas is distributed through an inter-connected network.

Biogas is a gas produced from vegetable or animal organic matter.

Coal / lignite is an ore used as fuel and quite different from charcoal.

H11. How do you get rid of your Household refuse?

Take down the main means through which the household gets rid of refuse. Recycling here refers to the use of the household's refuse to produce other products like fertilizers, etc.

H12. How do you get rid of Waste water?

Note the main means used to get rid of waste or worn water by the household. The modality "poured in the bush" equally takes into consideration water poured in the farm.

3.4- E. Durable Goods

In this module, the list of some household equipment is given. For each equipment, ask to know whether the household possesses it or not. If the answer is yes, ask the number of this equipment possessed by the household and write down the answer. Write 0 to signify that the equipment is not possessed by the household.

Take note that the possession of equipment here refers to its lasting use (since at least 6 months or since less than six months and will last in total at least 6 months) by the household whatever the date and the mode of acquisition. For example, a household that received for keeping a deep freezer in the last 3 years and is using it to preserve its foods, has a deep freezer. Equipment which has a break down for a short period must be taken into consideration contrary to those whose repairs are not programmed.

In principle, you do not have to take into consideration equipment used for production of goods or services (for example, deep freezer used to cool drinks in a bar which belongs to the household). In fact, such equipment is generally used for business and not for the household. Nevertheless, since the household equally uses the equipment for its needs, you have to dig so as to know the main use of the equipment.

By "fixed phone" we refer to the number of telephone lines (numbers) and not the number of telephone sets.

On the contrary 'mobile telephone' corresponds exactly to the number of mobile phones possessed by all the household members.

Simple electrical or gas plates will be considered as stoves. A cooker is different from the stove since it is bigger and very often it has an oven and you can put a gas bottle inside some of them (some gas cookers).

Question E37 captures whether the household or at least a member of the household owns livestock, flocks or farm animals. If the answer is No, then go to F1, if not, go to E38.

For questions E38 to E46, enter the number possessed by the household. Enter 000 if the household does not have the specified animal type. Enter 998 if a household member cannot determine the number of any specified animal.

3.5- F. Telephone contacts of household head

F1/F2. Does the household head have a telephone contact?

If the answer is Yes, enter 1 in the box provided in F1 then continue to F2, otherwise, enter 2 to F1. If at F2, he refuses to give his phone numbers, enter 3 in the coding boxes reserved for the first number. The household interview ends.

Thank the respondent, rest assured that some members of the household have not been omitted, fill G10 and proceed to the individual questionnaires.

At the end of the household interview, fill in the number of the main respondent and the result of the interview in the household.

CHAPTER IV: FILLING INSTRUCTIONS FOR THE INDIVIDUAL QUESTIONNAIRE

This questionnaire will be administered to every member of the household of at least 10 years. Refer to questions M3a (M3a=1) and M5 (M5≥10) of the household questionnaire.

It helps to grasp the activity situation of the household members who are 10 years or older. Just as all individual questionnaires, you must ask a certain number of questions to every interviewee during a talk based on a direct interviewer-interviewee relation.

Exceptionally, a household member can answer for another long-term absentee member provided he/she has reliable information about the absentee member.

The quality of the answers depends on:

- The confident relation that you established with the interviewee;
- Your capacity to master the concepts used as well as your capacity to "translate" these concepts into a simple and understandable vocabulary to the interviewee.

In addition to the fifteen main modules that were previously presented, namely the modules SE (Employment Situation), AP (Main Activity), ST (Security at Work or Work Safety), DS (Social Dialogue), AS (Secondary Activity), STAS (Work safety in the secondary activity), DSAS (Social Dialogue in Secondary Activity), R (Job Seeking), SCH (Situation with regards to unemployment or out of work), C (Unemployment), TP (Paths and perspectives), RHE (outside employment income), EH (Usual employment), TBC (Voluntary Community Work) the individual questionnaire as well as the household questionnaire, begins with elements relating to identification and general information.

4.1. Identification and general Information

The identification and general information section helps to grasp information of general interest related to the identification of the interviewee, the data collection, and to the quality of the interview.

The information about the respondent links his/her information entered in the household questionnaire to that of the individual questionnaire. First, you will transcribe from the household questionnaire, the name(s) and first name(s) of the respondent (M1) and his age (M5). Then, you will transcribe the information of all four identical questions G1 (Region), G2 (EA number), G3 (household number in the sample) and G8 (Middle of residence) of the GENERAL INFORMATION module and the number of the respondent of the question M1 in the household questionnaire.

“The number of identified ~~IPUs~~”-IPUs” is the number of IPU promoted by the interviewee. The controller must fill this variable after the control and the codification of the questionnaire.

Information on data collection concerns first of all the date of realisation, the duration, names and codes of the personnel who directly intervened in the data collection (interviewer, controller and supervisor). Concerning the duration of interview, interruptions may arise in the course of the administration of the questionnaire. In this situation, you should take down the beginning time of the interview in the questionnaire and jot down in a rough paper the different interruptions and resuming times in order to determine the total effective duration of the interview. In this case, the ending time you will enter is one that will reflect the duration of the interview.

As for the quality of the interview, a space for 'observations' is provided. Do not hesitate to jot down all the problems encountered during interview (doubt on some answers, reason of refusal to answer by an interviewee, etc) as well as relevant information on the location of the IPU if there exists any. At the end of the interview, you will discretely fill the space provided for the quality of the interview which consists of two questions:

- The identity of the person who answered the questions. If the person concerned did not answer, write the reason why he /she didn't do so;
- The result of the data collection will be filled here in conformity with the answers proposed;

- The quality of the answers given is by your free appreciation.

The table that enables the identification of IPU promoters must be filled by the controller.

4.2. SE. Employment situation

This module helps to classify the working age population (individuals of at least 10 years) in three categories: economically active population, the unemployed and the inactive population. **Any person of at least 10 years old must be subjected to this module** (including visitors, students going to school, etc.).

ACTIVITY - EMPLOYMENT - UNEMPLOYMENT

According to the ILO (International Labour Organisation),

Work is defined as all activities performed by persons of any sex and age to produce goods or services for consumption by others or for personal use. This definition of work is independent of the formal or informal nature or legality of the activity. It excludes activities that do not involve the production of goods or services (eg, begging and theft), caring for oneself (e.g. personal hygiene (bathing) and hygiene) and activities that cannot be realized by someone other than oneself (for example, sleeping, learning and leisure activities).

Employment is defined as any activity carried out for at least one hour during the previous week. This activity can be done for income or not. However, this category includes persons who are employed, but who have not worked during the period in question because of vacation or occupational leave, sick leave or confinement, or even temporary cessation of work due to strike, off season, technical stop, etc. intended to last for less than a month.

Unemployed persons: An unemployed person is defined as any person of working age fulfilling simultaneously the following three (3) conditions:

- Does not have a job (as defined in the previous definition);
- Take steps to obtain one (effective search);
- Be available to work immediately.

The **inactive population** consists of those who are neither employed nor unemployed.

Mis en forme : Police :6 pt

SE1. During the past 7 days, did you carry out one or several of the following activities?

SE1_H. If yes, how much time did you spend on each of the activities?

This question aims at estimating the number of hours spent by individuals in activities which are not considered as employments, but that resemble certain forms of employment. Enter the code 1 in the box under column SE1 for any activity carried out and fill the corresponding number of hours under column SE1H. If the individual carried out the activity, register the number of hours devoted to it within the reference week (the week preceding your visit in the household).

NB: Rounding up rule: If this number has a whole number plus an additional number of minutes (not up to an hour), round it up to the next whole number if the number of minutes is greater than or equal to 30 minutes. Otherwise, only consider the whole number part.

If the interviewee carried out none of these activities, write down code 2 under column SE1.

SE1a. During the past 4 weeks, did you work even just for one hour during the past 4 weeks?

This question determines whether the respondent worked for at least one hour within the past 4 weeks. Ask the question and enter the code corresponding to the respondent's answer in the box provided for this purpose.

SE2. During the past 7 days, did you work for even just for one hour?

The objective of this question is to know if the respondent worked for at least one hour during the past 7 days. If this is the case, go to module AP.

SE3. Though you declared that you did not work during the past 7 days, did you carry out any of the following activities during the past 7 days at home or out of home, in order to help the family?

The objective of this question is to identify persons who effectively worked but did not declare it spontaneously. You have to be particularly careful and try to know with supplementary questions if the person effectively worked the week preceding the survey. Remember that all the activities defined at SE1 are not considered as employments.

Meaning of some modalities

“By delivering a service”: Activities for another household, remunerated or not. For example, to fetch firewood for another household, repair the neighbour’s blender, carry out masonry in another household, etc.

“By helping in a family enterprise”: Family help in an enterprise owned by the household eventually paid in cash or in kind.

“Student/pupil who works”: the notion of employment has primacy over any other (unemployed and inactive person), a student/pupil who works (for example does plastic arts painting or offers private classes) is considered as an economically active persons and should be declared as such.

“By working for another household”: remunerated or not for non-domestic activities done for another family.

Go to module AP if the interviewee's answer is between 01 and 09.

SE4. Though you did not work during the **last 7 days**, do you have an employment?

The objective is to know if the interviewee has an employment even though he/she did not work last week. This question and the next two help us to grasp the regular active persons who are not working presently. If the answer is **“No”** go directly to module SCH.

SE5. What is your main reason **why you did not work during the last 7 days** ~~for not working during the past 7 days?~~

It is about the reason why the interviewee did not work the week preceding the survey. The first seven modalities correspond to persons who temporary stopped working and will surely resume when the cessation period will be over. If the interviewee's answer falls within these seven modalities, go to module AP.

SE6. Taking into account the number of days which you have been absent from work, how long do you have to resume duty; or how long from now will you start to work (in case of first employment)?

Ask this question and enter the code corresponding to the respondent’s answer in the box provided.

Those who answer *"less than 4 weeks"* or *"1 to 3 months"* are considered to be employed. For these persons, you have to go to module AP. For codes 3 or 8 go to the module SCH.

4.3. AP. Main Activity

Module AP (main activity) helps to get information on the main activity of each individual identified as **“an employed person”** in the previous module. Information gathered here are related to the type of employment the person has (characteristics of the enterprise, characteristics of the employment, remuneration conditions, etc.).

NB: Do not forget to use the introductive sentence found in the questionnaire for the introduction of this module.

The **employment** is defined by a profession (AP1), the activity of the enterprise in which the employment is exercised (AP2), the socio-professional category abbreviated as SPC (AP3) and an enterprise in which the employment is exercised (AP4 and AP5).

The **main employment** corresponds to the employment the interviewee exercised during the **last seven days** preceding the survey or the employment he or she usually exercises. The determination of the main employment may pose some problems in case where the interviewee exercises several employments. In general, the main employment is the one declared as such by the interviewee. In case where the

Mis en forme : Police :12 pt, Anglais (Royaume-Uni)

interviewee exercises several employments and has some doubts in determining the main employment, you will consider the one which the interviewee consecrates more time on. If the interviewee still remains undecided, consider the employment that generates the highest income.

AP1. What is the name of the trade, profession, post, task of the main employment that you exercised during the last 7 days or that you usually exercise?

You will try as much as possible to get maximum information that will help to define the profession of the interviewee. Among other information, you can note the name of the trade, the profession, the post the interviewee occupies within the structure where he or she works, the tasks assigned to him/her, his/her category (rank, echelon). You will equally note the name of the enterprise where the interviewee exercises his or her employment.

NB: Teacher, computer scientist, farmer are not precise professions. On the contrary, college or high school teacher, data entry agent, horticulturist are much more descriptive.

For interviewees working in the armed forces and police, specify their function and ranks. For those working in the public service, specify if they are civil servants or contract officers or temporary workers and specify their categories.

NB: You must copy in full and clearly all this information in the questionnaire. If the space provided is too small, you can use the space provided for observations in the first page of the "individual questionnaire".

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

AP1a. Is this job/employment the one for which you devote most of your time?

Ask the respondent whether the job mentioned at AP1 is the one for which he devotes the most of his/her time.

AP2. What is the activity of the enterprise/administrative in which you exercise your main employment, or which type of product does it produce/sells/offers as service?

This question helps to identify the main activity carried out in the interviewee's enterprise in order to get a classification of employments following the different branches of activities. A **branch of activities** is made of enterprises which are engaged in the same type of activity or similar activities.

NB:

1- The notion of enterprise raised in this question does not refer necessarily to the existence of production infrastructures (a physical area made especially for this purpose such as a store or workshop), a staff, a signboard, etc. This notion instead refers to a *production unit* which is a structure mobilizing production factors (labour and capital) in order to generate a production of goods or services. So, employments which are exercised at home or which have hawking characters will be considered as production units and therefore as enterprises. For example, a seamstress who works alone in the house and makes dresses for private customers (neighbours who come and place orders) is considered as a manager of a production unit, thus we talk of an enterprise. This also applies for a hawker.

2- Just like in the previous question, you must write down in full all the information given to you by the interviewees concerning the activities carried out by their enterprises or the type of products these enterprises produce. If the space provided is insufficient for the transcription, you can use the space reserved for observations in the first page of the 'individual questionnaire'.

Example: For a chief accountant working in Brasseries du Cameroun, the activity (of his company) is the manufacturing of fizzy drinks.

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

AP3. What is your socio-professional category?

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

Ask the question as follows: "Are you a senior staff, a medium staff, a labourer, etc?" You must list all

the modalities found in the questionnaire till the interviewee gives the answer.

NB:

1. For workers on pre-employment internship or on probation, they will be attributed 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, sales assistant, house girls (maids), etc. often have contracts (written or not) which makes that they do not receive all their remuneration at the moment.

In this case, they will be classified as « *skilled employee/worker* » or « *semi-skilled employee/worker* » following the qualification (case of taxi-men or some sales assistant who have completed the apprenticeship), as *labourers* (case of house girls having a fixed salary even if they live in the employer's household), as *apprentices* (case of sales assistants in the course of apprenticeship), as *family helps* (case of sales assistants and house girls who did not make any agreement on their remuneration, living most often in the employer's household and generally having a relationship with the latter).

SOCIO-PROFESSIONAL CATEGORIES

➤ **Senior executive staff/engineer/assimilated persons:** It refers to persons who participate effectively in the management of the enterprise (production unit) or who have duties within which they can take important initiatives in an enterprise which is not theirs. These persons are often called "conception staff". In general, will be classified in this category, persons with the GCEAL + at least three successful years of higher education.

Example: Remunerated directors and managers, chiefs of services, research officers, manufacturing engineers, maintenance chiefs, etc.

➤ **Medium executive staff/foreman:** Execution staff who can equally participate in conceptions in the enterprise (production unit) which is not his or her property. It's an intermediary category between the senior staff and the employee/labourer. This category is made of persons who are assistants to senior staff. These persons control and supervise works conceived at a higher level by senior staff. They carry out duties which need a high level of competence in a specialised technique. They organize, control and lead the daily activities of a group of subordinate workers. In general, are considered in this category persons with a level higher than six successful years of secondary education but lower than the third year of higher education. The diploma criterion is not the only variable that helps to make possible this classification.

Example: foremen, technicians, chiefs of maintenance in general mechanic, work supervisors, crew leaders, etc.

➤ **Skilled employee / worker:** Execution staff having received in general a professional training related to the duties assigned to him or her. By assimilation, we find in this group persons working with a diploma which is generally not higher than the level of five successful years of secondary education as well as persons of a lower level but having followed an appropriate professional training for their job.

➤ **Semi-skilled Employee/worker:** Execution staff, generally having a level lower than four years of secondary education, having followed only on the job training related to the tasks that have been assigned to them.

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

➤ **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.

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

➤ **Family help:** Person having an employment in an enterprise managed by a parent generally living together in the same household, but who cannot be considered as a partner because he or she has a degree of engagement which cannot be compared with that of the manager. 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 of his work is often paid in kind (accommodation, feeding, etc.). Don't mix up the notion of a family help with that of domestic servant, for the latter is remunerated.

➤ **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 receive allowances or not (transport, food, etc.) which cannot be considered as a salary.

Mis en forme : Police :Non Gras

AP4. The enterprise in which you exercise your main employment (or that you manage) is:

This question is aimed at capturing the nature of the enterprise in which the interviewee has an employment. We shall understand by:

"Sole proprietorship or own or self-employment account (self-employed)" means an company enterprise or a production unit that belongs to the respondent.

Modality 67 refers to NGOs (Non-Governmental Organization), Associations (defined as conventions by which people put together their knowledge or activities for a purpose other than to share profits), non-profit organizations like churches, foundations, federations that are not intended to seek pecuniary

Mis en forme : Espace Avant : 12 pt

Mis en forme : tlid-translation, Police :12 pt, Gras, Italique,

benefits.

Modality 78 refers to "Household" which as a company, refers to some households that recruit housekeepers such as servants, maids, drivers, gardeners, caretakers who work for the households that employ them.

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

NB: Some interviewees (especially employers and own account workers) can make a confusion between the institutional sector of the production unit and that of the enterprise in which they are rendering a service. Let us take the example of a joiner/carpenter (employing only two apprentices) who has his small joinery/carpentry workshop and who has got a contract to make few benches for a public school in the locality at the eve of schools re-opening. **This carpenter remains a worker for own account in a small private enterprise and not in a public establishment.** Practically, one cannot be an employer or own account worker in a public or para-public enterprise since they all belong to the state.

For council workers and in general for workers of local communities, you should attribute them the modality "public administration".

If the interviewee answers 'public administration' (modality 1) or household (modality 78), he or she is not concerned with questions AP5, AP6 and AP7. Go directly to question AP8a1.

AP5. How many persons in total work in this establishment (including yourself)?

Here, it is about the number of persons working in 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 with branches in different towns), it is not often certain for the interviewee to know the total number of people working in that enterprise. On the other hand, he or she can know the approximate size of the establishment in which he or she works. You will therefore register the total number of people working in the establishment (including apprentices and family helps).

Example: In case of a taxi driver who is not the owner of the vehicle, who is being helped exclusively by another driver, we shall consider that the enterprise is composed of 3 persons (2 drivers and the owner).

The next three questions (**AP6a, AP6b and AP6c**) help to know if the enterprise is registered or not. These questions are very important because they help to identify the non-agricultural Informal Production Units which will be interviewed in the second phase of the study.

AP6a. To which tax system is this establishment subjected to?

It is a question that helps in indicating the tax regime which the enterprise is subjected to. Ask the question as follow: "Does your enterprise pay the global tax or is it subjected to the real simplified regime or to the regime of the *real*?"

NB: Communal taxes (Place duty, TOHW (Temporary Occupation of High Way), etc.) are not taken into consideration here.

Here it is a matter of getting the tax regime of the enterprise in which the respondent works and not a test of knowledge of the respondent. So, if the respondent gives the name of a well-known enterprise, and says he doesn't know the tax regime, the interviewer can answer this question if the information is available. A brasseries driver may not know the tax regime, but it is obvious that it is of the real regime.

TAX REGIMES

The general tax code for the year 2018 on page 45 proposes the following definitions:

The real regime concerns sole proprietorship enterprises or legal persons who realise an annual tax-free turnover of at least 50 million CFA francs.

Outside tax regime: which concerns NGOs, associations, ICGs, hospitals, schools, churches.

The real simplified regime: concerns sole proprietorships and legal persons with annual turnover of at

Mis en forme : Espace Avant : 12 pt

Mis en forme : Police :6 pt

Commenté [N1]: Est-il possible d'actualiser avec les données de 2019??

least 10 million and less than 50 million FCFAE, excluding transporters and gambling businesses and entertainment companies.

Global tax regime: concerns sole proprietorships that realise an annual turnover of less than 10million CFA Francs. It however excludes forest exploitations and liberal professions (or professional services).

AP6b. Is the enterprise in which you exercise your main employment (or which you manage) registered?

Mis en forme : Espace Avant : 12 pt

It is a question of identifying institutions with which the enterprise is registered. Three types of registrations are proposed: the taxpayer's number, the business registration number and the NSIF. In order to gather better information, ask if the interviewee can present some relevant documents.

NB:

1- We don't want to know if the interviewee has a personal taxpayer's number or if he is personally registered to the NSIF, but if the establishment in which he exercises his main activity has a taxpayer's number or is affiliated to the NSIF (that is to say if the establishment declared at least one wage-earner at the NSIF).

2- If the interviewee declared at AP6a that the enterprise does not pay taxes and at AP6b that the enterprise has no taxpayer's number, then write down 2 for "No" at "b) business registration number" and at "c) NSIF" before going to AP7.

AP6c. Availability of supporting documents in the company for the enterprise

Mis en forme : Espace Avant : 12 pt

This question is about the availability of supporting documents (at least photocopies). For each document, record 1 or 2 depending on whether the respondent presented the document or not. The taxpayer's card or its attestation is that of the company and not that of the individual.

NB: The possession of a licence (patent) or of a global tax receipt is enough to justify the possession of a tax payer's number.

AP7. In what type of place do you exercise your main employment?

The objective of this question is to identify the place the respondent exercises his/her activity. Encircle the modality and write down the number in the box.

For activities carried out on the river or sea, clearly jot down the answer and enter code 10 in the boxes provided.

For a worker rendering services in the customer's residence, classify him or her in modality 05 whether the enterprise where he is working possesses fixed premises or not. Home delivery persons or distributors with a vehicle are classified in modality 04 "vehicle/motorbike/bicycle/truck/rickshaw/wheelbarrow".

Example:

1- Security guards, the brick layers and cable operator employees, exercise their activities at their "customer's residence" (code 05).

2- Drinks or water suppliers exercises their activity in a "vehicle/motorbike/bicycle/truck/rickshaw /wheelbarrow" (code 04).

3- Sellers in train or vehicles of transport is a hawker, (code 01).

Permanent post on the highway refers to "counters or boxes" on the highway whereas **improvised posts** refer to those displayed on the highway.

AP8a1. For how many years have you been exercising this employment?

Mis en forme : Police :Gras, Italique, Anglais (États-Unis)

It's a question to know the number of years of activity in the current employment in completed years. For all those who are exercising their employment since less than a year, enter code 00. If the interviewee has difficulties to give the number of years, ask the date he or she started exercising this employment in order to do the calculations yourself. You can use the age-date of birth coherence table of question M5.

NB: Be careful with the notion of current employment. We are referring to the one presently exercised.

For example, consider a person, who during his or her active life time always worked as a 'secretary', but who first worked in a big private enterprise and now works in a small enterprise. This person had two employments. It is of course the time spent in the present employment (the one of the small enterprises) that we want to evaluate. In the same way, a person who has always worked as a "skilled labourer" in the same enterprise, got a promotion to become a "medium staff" has exercised two different employments.

AP8a2. For how many years have you been working in this enterprise/administration?

The aim is to measure the duration of employment in the enterprise in order to grasp the possible internal promotions. Refer to the previous question in case the interviewee has difficulties to give the number of years he/she has worked in the enterprise.

Verify the coherence between AP8a1 and AP8a2. The number of years in the employment cannot be greater than the number of years of work in the enterprise. If the interviewee has occupied only one post in the enterprise, then, AP8a1 = AP8a2.

AP8a3. Before getting this employment, for how long have you been unemployed? (follow the 3 criteria for unemployment) Before finding this job, how much time did you spend without a job?

Record the number of years of unemployment prior to the exercise of the current job. Note that for an individual who has not experienced a state of unemployment before the getting his current job, we will record 00. We must also be very vigilant to consider unemployment within the meaning of the definition presented above, that is to say: *not having a job, taking steps to obtain it (effective search), being available to work immediately (or within 15 days at most-)*. Ask the question and record the answer given by the respondent in the box provided for this purpose.

Mis en forme : Police :12 pt, Gras

Mis en forme : Police :12 pt, Gras

Mis en forme : Couleur de police : Rouge

AP8a4. Have you had a promotion in your enterprise/administration?

For all those who have had at least two employments in the same enterprise (duration in the enterprise AP8a2 is greater than that in the present employment AP8a1), we want to know if they got a promotion, that is to say if there have been a change of post corresponding to an improvement of their position in hierarchy in the enterprise. This situation corresponds to an appointment or a reclassification in the public service (this is not the case with advancements).

AP8a41. Did you undergo a professional training/refreshing course corresponding to your main employment, sponsored by your enterprise?

It is about evaluating the investment of enterprises in the improvement of the work quality. We want to know if the interviewee underwent a training or refreshing financed by his employer and which corresponds to his present employment.

NB: The training can be formal or on the job within the enterprise. For example, the upgrade of the staff level in computer sciences done within the premises of the enterprise by a specialised establishment.

AP8a42 (Does the employment you have correspond to the last training you underwent?) ~~a~~And AP8a43. (If no, does it correspond to a former training?)

These two questions ~~that are asked here make it possible~~ help to evaluate the adequacy between the training received by the respondent-interviewee and the job-employment he / she has exercised. Ask the two questions as they are given/written.

Ap8a5. You declared being (name of position in AP1) is your main place of employment. For how long have you occupied such a position in your entire working carrier?

Mis en forme : Espace Avant : 12 pt

This question helps to estimate the professional experience of the interviewee, that is to say, the number of years during which the person exercised the profession declared at AP1 since the beginning of his working career.

NB: This number is necessarily greater than or equal to the time spent in the present employment

(AP8a1). For example, a person who has successively been a carpenter in a big enterprise (6 years), inactive because of illness (1 year), trader (3 years) then presently carpenter on his own account (2 years), has a duration of 2 years in the present employment, a duration of 2 years in the enterprise and 8 years of professional experience in carpentry work.

For interviewees with high degrees of mobility in their employment careers, this question will require many calculations on their part. You could help them in calculating the completed years following the dates declared and in adding up the completed years of the different employments.

AP8b. How did you get your employment?

It is about grasping the mode of recruitment in the establishment where the interviewee is currently working. This question concerns all the economically active persons, although it remains much significant to dependent workers (wage earners, family helps, apprentices).

A "personal initiative" refers to self-employment. Recommendations are part of "personal relations". Specify if the modality is "other".

The modality 03 concerns the Classified Ads (radio, newspapers, posters, internet, etc.)

LO: Labour Office ~~and and~~

FNE: Fonds National de l'Emploi.

FNENEF: National Employment Fund.

PIAASI: Integrated Support Project for Actors of the Informal Sector.

PAJER-U: Rural and Urban Youth Support Program.

FONIJ: National Fund for the Youth Integration.

PTS-Jeune: "Special Youth" Triennial ~~Plan-Plan~~.

Mis en forme : Français (France)

Mis en forme : Couleur de police : Automatique, Français (France)

Mis en forme : Couleur de police : Automatique

Mis en forme : Couleur de police : Automatique, Français (France)

Mis en forme : Couleur de police : Rouge, Français (France)

AP8c1. Do you keep accounts?

Ask the question and enter code 1 for No, 2 for STR or formal accounts, 3 for non-detailed accounting and 4 for other.

AP8c2. When you started managing the enterprise, how many persons were working there (including yourself)?

The two questions, **AP8c1** and **AP8c2**, asked here are meant for employers and own account workers (self-employed workers). Refer to question **AP3** (**AP3=6** or **AP3=7**) in order to identify these two categories of workers.

At question **AP8c1**, we would like to know if the employer or the own account worker keeps formal accounts. In the framework of this survey, we shall consider that an employer or an own account worker keeps formal accounts if he registers his activities in an accounts system which is in conformity with an official accounting system (OCAM or OHADA); that is to say it is this accounting system that helps to draw up the balance sheet and the operating accounts of the enterprise.

IMPORTANT: IDENTIFICATION OF INFORMAL PRODUCTION UNITS (IPU)

One of the objectives of this phase of the EESI survey is to identify the IPUs to which Phase 2 will be devoted.

Questions AP3, AP4, AP6 and AP8c1 help to identify the Informal Production Units (IPUs) (IPUs are production units managed by an employer or an own account worker (**AP3 = 06 or 07**) and which are not registered (that is to say with no tax payer's number (**AP6b a**) = **2 or 3**), and/or do not keep formal accounts (according to the formal accounting system) (**AP8c1 ≠ 2**)).

For all employers and own account workers (**AP3 = 06 or 07**) who do not have tax payer's number (**AP6b a = 2 or 3**) and/or who do not keep formal accounts (**AP8c1=2**) and exercising in premises located out of their residences, ask and jot down on page 2 (observations) of the individual questionnaire, the address of the premises in order to easily find the site of the establishment in the second phase of the survey. You must fill the maximum information that will help to locate the premises (name of the quarter, names of famous establishments in the neighbourhood, etc.) You can even attach a site plan so as to accurately locate the premises as well as the telephone number if any.

In case the activity is carried out at home (**AP7=06 or 07**), equally notify on page 2 of the questionnaire.

In question **AP8c2** meant for employers and own account workers (self-employed) as previously stated, we want to know the size of the enterprise at the moment the interviewee started managing it or when he created it.

Questions AP8d1 and AP8d2 are meant for wage earners and family helps (AP3 = 01, 02, 03, 04, 05, 08 or 09).

AP8d1. Is there a document justifying the payment of your salary? Do you have a pay voucher/ pay slip?

It is about any document materializing each time the payment of the remuneration. Encircle the interviewee's answer and write down the corresponding code.

AP8d2. Do you have any contract for your employment?

A working contract is a written or oral convention by which a wage earner puts his activity at the disposal of an employer against a salary. Verbal agreement (modality 3) corresponds to a unformalized written contract between an employer and an employee.

- "**Over-the-counter/mutual agreement contract**" is the one concluded after the exchange of points of view and taking into account the expectations of each party. It defines the special conditions that may be ~~on the~~ constraints of the conventions ruling the contracts but accepted and desired by both parties.

- "**Membership Contract**" is the one that establishes the imbalance in the contractual negotiation where the employer imposes its conditions on the employee.

Questions AP9a and AP9b concern all the interviewees.

AP9a. Is the work you do in this enterprise regular or occasional/temporal?

The regularity of work here refers to the continuous exercise of the latter. Continuous work is the work done throughout the year without interruption for seasonal reasons or cessation of activities except in cases of leaves, internships, etc. On the contrary, an occasional work is work which, in the course of a year has interruptions for various reasons (end of season, end of the piece of work, end of the task, etc.). Record the code corresponding to the interviewee's answer. If the work is regular, go directly to AP10a.

NB: Semester or quarterly services are considered as "regular". On the contrary, a labourer's work in a construction yard, even if it lasts many years, is considered as an occasional job.

AP9b. What type of occasional work is it?

Ask the question while reading the modalities to the interviewee "Is the type of occasional employment you have Occasional daily, occasional at the task or occasional seasonally?" and record the modality corresponding to the interviewee's answer. Is the type of occasional employment you have Occasional daily, or occasional on the task or occasional seasonally?

Ask the question and record the modality corresponding to the interviewee's answer.

Occasional daily: The person concerned works for a given day and receives his remuneration without

Mis en forme : Police :12 pt, Anglais (Royaume-Uni)

Mis en forme : Police :Gras

Mis en forme : Espace Avant : 12 pt

Mis en forme : Police :12 pt, Anglais (Royaume-Uni)

Mis en forme : Espace Avant : 0 pt

Mis en forme : Police :Italique

being sure to get the same job the next day.

Occasional at the task: The person concerned is solicited for punctual task.

Occasional seasonal: Work with definite period which comes back cyclically. **Example:** Individuals who plough during the farming season for remuneration.

AP9c. In with months did you exercise your main employment within the last 12 months? What are the months in which (Name) exercised his main employment in the past 12 months?

Enter the letters in the order obtained in the boxes provided for this purpose. In principle, a person declaring having occasional work cannot have exercised over the entire period covering the past 12 months.

AP10a. How many months did you devote to your main employment during the last 12 months (or usually per year)?

Indicate the number of months the interviewee devoted to his main employment within the last 12 months or that he usually devotes annually. We are talking of 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).

AP10b. How many days did you devote to your main employment during the last 7 days (or usually per week)?

Indicate the number of working days within the reference week for a person who worked. As for someone who has an employment but did not work within the reference week for one reason or another (strike, illness, holiday, etc), write down the usual number of working days per week.

AP10c. How many hours did you devote to your main employment during the last 7 days (or usually how many hours per week)?

Just like in the previous question concerning the number of days worked during the past 7 days, he or she will give the number of hours worked within that week. As for a person with an employment but who, for one reason or another, did not work during the reference week, you will indicate the usual number of working hours per week. If this number is between 40 and 48 hours (inclusively), go directly to **AP12**.

NB: In this question, we grasp the effective number of hours at work and not the number of hours prescribed. You must help the interviewee to calculate if necessary. Lunch breaks and the time covered for transportation to and from the job side will not enter into the estimate of the number of working hours per week of the interviewee.

AP11a. Why did you work for less than 40 hours during the last 7 days? What is the reason why you worked less than 40 hours in the past 7 days?

This question is reserved for those who declared to have worked less than 40 hours in the previous question. It is a question of determining the reasons of this situation. Start by telling the interviewee that his or her work load is below the normal work load. Ask the question as follow "why did you work less than 40 hours last week whereas the normal weekly work is at least than 40 hours?" If the interviewee gives a reason different from the first four, encircle 5 and specify the reason. [If the respondent reports having worked less than 40 hours due to COVID-19, circle 7.](#) If necessary, dig in to the question in order to get the correct information. Then go to AP12.

AP11b. Why did you work for more than 48 hours during the last 7 days? What is the reason why you worked more than 48 hours in the last 7 days?

This question is meant for all those who declared to have worked more than 48 hours in question AP10c. It is a question of determining the reason of this situation. Just as in the previous question, start by telling the interviewee that his or her work load is greater than the normal work load. Ask the question as follow "why did you work for more than 48 hours last week whereas the normal weekly work load is at most 48 hours?" Encircle the number corresponding to the chosen modality. If the interviewee gives a reason different from the first three, encircle 4 and specify the reason. [If the respondent claims to have worked more than 48 hours during the week due to COVID, circle 5.](#)

Mis en forme : Police :12 pt

Mis en forme : Anglais (États-Unis)

Mis en forme : Police :12 pt, Anglais (Royaume-Uni)

Mis en forme : Anglais (États-Unis)

Mis en forme : Police :Gras, Anglais (Royaume-Uni)

Mis en forme : Justifié, Autoriser lignes veuves et orphelines, Ne pas ajuster l'espace entre le texte latin et asiatique, Ne pas ajuster l'espace entre le texte et les nombres asiatiques, Taquets de tabulation : Pas à 1,62 cm + 3,23 cm + 4,85 cm + 6,46 cm + 8,08 cm + 9,69 cm + 11,31 cm + 12,92 cm + 14,54 cm + 16,16 cm + 17,77 cm + 19,39 cm + 21 cm + 22,62 cm + 24,23 cm + 25,85 cm

Mis en forme : Police :(Par défaut) Times New Roman, 12 pt, Anglais (Royaume-Uni)

Mis en forme : Police :(Par défaut) Times New Roman, 12 pt, Anglais (Royaume-Uni)

Mis en forme : Anglais (États-Unis)

Mis en forme : Police :12 pt

AP12. In your main employment, in which form/what way are you paid, or how do you receive your income?

It is a question of determining the main way through which the interviewee is remunerated in his main employment.

The modality "On commission" refers to remuneration by applying a percentage on the total amount of transactions realised.

The modality "in kind" also concerns farmers whose incomes are obtained in the form of harvests. In this case, in questions **AP13a** and **AP13b**, you will have to estimate the amount at which all the harvest would have been sold whatever the use.

NB: If the interviewee declares several forms of remuneration, consider the one which usually yields the highest income within a period of 12 months.

Mis en forme : Soulignement

Entrepreneurs and own account workers are remunerated through their "benefits/profits".

Example: A marketing agent who earns 15 000 ₣CFA₣ as fixed salary and 50 000 ₣CFA₣ as commission is remunerated "on commission".

AP12a. Where do you receive your payment?

This question tracks the status of the payroll requirement in the company or in a financial institution. Ask the question and code 1 if within the company, 2 if in a financial institution and 3 for other.

AP12b. Is the period for the payment of your salary known and respected?

This is to observe if the pay is regular and allows the employee to plan his expenses over time. Ask the question and for each case code 1 if the answer is Yes and 2 if No.

AP13a. In your main employment, how much did you earn last month or during the past 12 months (or how much do you estimate your income for this work)?

This question is very important but difficult to grasp. Special attention should therefore be paid. Take your time and do not hesitate to help the interviewee to remember his or her income. If necessary, establish accounts on a sheet of paper. If the interviewee declares an amount, choose code 1 if the amount given is monthly or code 2 if it is annual, then note clearly with a pencil the declared result and code in thousands of CFA₣ after verification.

For dependent workers, indicate the total amount (minus deductions and contributions) received during the month preceding the survey. If possible, check the last pay voucher. For wage earners, there is no difficulty to calculate the monthly income since the majority of them are paid monthly. For incomes that are not monthly, you are required to carry out the necessary calculations for conversion. For example, if you have the daily remuneration, multiply it by the number of working days within the month.

For employers and independent (own account) workers, carry out calculations to obtain the net operating income. This income is equal to total returns minus total expenditures (intermediate consumptions, charges of the personnel, taxes, interests and investment expenses). For some non-wage earners, the month may be meaningless as reference period (case of farmers and breeders). You should therefore allow the interviewee to choose freely the reference period that suits him better so as to easily establish his or her accounts. Assist the interviewee in calculating his or her income in case of any difficulty. It is at the end that you will convert the declared income in to monthly or annual income.

In case the interviewee declares the week as reference period, remember that a month has 4.3 weeks.

ACTIVITY INCOME

Case of a wage earner.

It includes *salaries, remunerations or other earnings* in cash or kind.

Case of an own account (self-employed worker).

It corresponds to the net income of the enterprise, that is to say the *profit or mixed income* for the IPU's since in their case, it is difficult to evaluate the profit. Mixed income can be defined as GOS (Gross Operating Surplus =

total returns – total charges (of the IPU) for a given period)

Salaries and other benefits obtained from the activity:

They include the following notions:

- Direct salaries and remunerations [they are the remuneration in cash or in kind given to wage-earners after deduction of contributions for social security paid by the employer, and other obligations of wage-earners. Following the number of hours worked or of the task executed, the salary is paid at regular intervals (month, week, and day). Its amount is calculated either presumptively (with time), according to the quantity of work done (work in pieces), or according to the general output of the enterprise (allowances)];
- Remunerations of non-worked hours (paid leaves or public holidays);
- Allowances and bonuses (seasonal, end of year or profit-sharing allowances);
- Housing and family allowances when directly paid by the employer.

Benefit

Financial product realized by a production unit thanks to its activity.

Filter: For all those who declare the amount of their income (monthly or annual evaluation), write the amount and go to AP14.

AP13b. In which income interval are you found? What is your pay rate interval?

The aim is to get the income interval for all those who did not want to answer or who did not know how to answer the previous question despite the efforts made (code 3 at AP13a). Ask the following question:

“Could that amount be greater than 752 000 CFAF per month, between 376 000 and 752 000 CFAF per month or between 188 000 and 376 000 CFAF per month?” etc.; Go through all the modalities from 07 to 01, until the interviewee situates the precise interval of his or her incomes in case he makes a monthly income evaluation. If he instead makes an annual evaluation, go through the modalities 08 to 14 in the same way.

AP14. If you have not changed your employment since one year (AP8a1 ≥ 1), has your remuneration changed compared to last year?

We want to measure the evolution of 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).

In fact, two-three questions are asked here. The first one is related to the duration of exercise of the present employment. You will ask the interviewee as follow: “Since how long are you exercising this employment?” for how long have you been exercising this employment? If this duration is less than a year, write down “3” for “not concerned” and go to question AP15. On the contrary, if the duration is greater than or equal to one year, ask the interviewee if “his income has increased or decreased compared to the same month last year”, write down “1” for “Yes, it increased” or “2” for “Yes, it decreased” according to the respondent’s response, and ask the second-third part of this question which is related to the amount of the income received by the interviewee in the same employment a year ago (you can ask the income of the interviewee for the same month last year). Make sure that the two incomes are perfectly comparable. The interviewer shall clearly note the income with a pencil and shall code it in thousands of CFAF after confirmation.

If the income has not changed, write down “3” for “No” and go to question AP15.

NB: The evaluation of the income for last year is subject to the same rules like the one done in AP13a.

Example: A wage earner who declares having earned 100 000 CFAF in February 2019-2020 and 150 000 CFAF in February 2018-2019, (of which 90 000 CFAF is the salary and 60 000 CFAF are arrears on the previous salaries), indeed earned 90 000 CFAF in February 2018.

AP15. In your main employment, do you benefit from the following items:

The aim of this question is to evaluate the advantages received by the interviewee in relationship to his or her activity. It is about the benefits that are the interviewee’s rights, even if he or she did not receive them within the reference period.

This question is especially valid for dependent workers (wage earners, family helps and apprentices). But

Mis en forme : Police :12 pt, Anglais (Royaume-Uni)	
Mis en forme : Anglais (Royaume-Uni)	
Mis en forme : Police :Gras	
Mis en forme : Espace Avant : 6 pt, Après : 6 pt	
Mis en forme : Police :Times New Roman, 12 pt, Anglais (Royaume-Uni)	
Mis en forme : Préformaté HTML, Espace Avant : 0 pt, Éviter veuves et orphelins, Espacement automatique entre les caractères asiatiques et latins, Espacement automatique entre les caractères asiatiques et les chiffres	
Mis en forme : Police :Times New Roman, 12 pt, Non Italique, Anglais (Royaume-Uni)	
Mis en forme : Police :Times New Roman, 12 pt, Anglais (Royaume-Uni)	
Mis en forme : Police :Times New Roman, 12 pt, Non Italique, Anglais (Royaume-Uni)	
Mis en forme : Police :Times New Roman, 12 pt, Non Italique, Anglais (Royaume-Uni)	
Mis en forme : Police :Times New Roman, 12 pt, Anglais (Royaume-Uni)	
Mis en forme : Police :Times New Roman, 12 pt, Non Italique, Anglais (Royaume-Uni)	
Mis en forme : Police :Times New Roman, 12 pt, Non Italique, Anglais (Royaume-Uni)	
Mis en forme : Police :Times New Roman, 12 pt, Anglais (Royaume-Uni)	
Mis en forme : Police :Times New Roman, 12 pt, Anglais (Royaume-Uni)	
Mis en forme : Police :Times New Roman, 12 pt, Anglais (Royaume-Uni)	
Mis en forme : Police :Times New Roman, 12 pt, Non Italique, Anglais (Royaume-Uni)	
Mis en forme : Police :Times New Roman, 12 pt, Italique, Anglais (Royaume-Uni)	
Mis en forme : Police :Times New Roman, 12 pt, Anglais (Royaume-Uni)	
Mis en forme : Police :Times New Roman, 12 pt, Anglais (Royaume-Uni)	
Mis en forme : Police :Times New Roman, 12 pt, Non Italique, Anglais (Royaume-Uni)	
Mis en forme : Police :Times New Roman, 12 pt, Non Italique, Anglais (Royaume-Uni)	
Mis en forme	... [1]
Mis en forme	... [2]
Mis en forme	... [3]
Mis en forme	... [4]
Mis en forme	... [5]
Mis en forme	... [6]
Mis en forme	... [7]
Mis en forme	... [8]
Mis en forme	... [9]

in some cases, it can also be asked to independent workers (employers, own account workers).

BENEFITS RECEIVED

Others: It is a matter of knowing if the respondent receives any other benefit included in his/her salary, different from the ones already cited. If there is any, copy it in the questionnaire and enter code 1 in the previewed space.

Medical service: it concerns all medical charges (consultation, hospital and pharmacy charges) paid by the employer within the past six months for the interviewee and members of his family. You have two possibilities: either the employer effectively gave money in cash, or the interviewee had access to free medical services or drugs thanks to the status of his/her employer.

NSIF/CNPS, other bonuses: Write 1 in the space provided for codification if the respondent says he/she receives another benefit from NSIF/CNPS but not included in his/her salary.

Advantages in kind: (Lodging, water, electricity, meals, etc.). Ask the question to the interviewee to know whether he receives any advantage in kind. For example, a wage earner lodged by his/her employer.

Others: It is a matter of knowing if the respondent receives any other benefit not included in his/her salary, different from the ones already cited. If there is any, copy it in the questionnaire and enter code 1 in the space previewed.

Some of these allowances may have been already included in the salary registered in question AP13. For example, allowances from NSIF, retirement funds and monetary advantages (lodging, transport, or car maintenance allowances, output bonus, duty allowances, etc). In case these allowances do not appear in the income declared in question AP13a or AP13b, you should write them down not in the first block of AP15 (*allowances included in the salary*) but rather in the second block (*allowances not included in the salary*), more specifically at the level of NSIF/CNPS, other bonuses.

NB:

1 - In general, wage earners of the formal sector (private and public) benefit from housing and paid leaves allowances. They can also benefit from allowances, the 13th month, etc.

2 - In case the interviewee has one or several allowances not mentioned (profit sharing, 13th month, etc.) record code 1, in modality "others".

Questions AP16 to AP22 concern only respondents who work in agriculture (including animal husbandry).

AP16. What were the main products you worked on in this activity (or the main animals raised/bred)?

This question helps to identify the main agricultural products on which the individual worked in this activity. Record the respondent's answer and write the code corresponding to his answer in the box provided.

In practical terms, it may be useful to give examples to help the respondent. For example, you can give a list of agricultural products specific to the Region or environment (e.g.: citrus fruits, vegetables, freshwater fish, livestock, chicken, cocoyam, rice).

If the interviewee reports several products, ask him / her to indicate the main product (which could be based on the quantity, the value, the amount of time spent, but above all the interviewee should be asked to identify this directly without any further guidance, if possible). It is recommended to have sufficient detailed information on the main products or products manufactured or service rendered at the workplace to be able to identify their 9-digits codes.

AP17. The products you worked on (or animals you raised) are: ...

This question captures the destination of the main product obtained after work in agriculture, animal husbandry or fishing. The possible responses are 1. "All destined for selling", 2. "Some are destined

Mis en forme : Police : (Par défaut) Times New Roman, 12 pt, Gras, Italique, Couleur de soulignement : Bleu, Anglais (Royaume-Uni)

Mis en forme : Justifié

Mis en forme : Police : (Par défaut) Times New Roman, 12 pt, Gras, Italique, Couleur de soulignement : Bleu, Anglais (Royaume-Uni)

Mis en forme : Police : Gras, Italique, Couleur de soulignement : Bleu

for selling while some are used for family consumption" and 3. "All are destined for family consumption"

AP18. Thinking about the products (or animals) that you intend to sell, would you say that you want to sell more or less than half?

This question aims to know the sales prospects of the products or animals. It's a question of whether the respondent wants to sell more or less than half of the products (or animals).

Ask the question, and enter code 1 for "more than half", 2 for "about half", 3 for "less than half" and 4 if he/she cannot determine. If less than half, go to AP20 and if code 1, go to ST1.

AP19. Generally, in the past, were these products mainly sold or where they mainly for household consumption?

This question helps to determine the principal use/destination the agricultural product is intended for. If this product is mainly sold enter 1 in the box provided. If it is mainly kept for use or for family consumption, enter 2.

AP20. Were you hired by someone else to do this work?

This question determines whether or not the worker was hired by someone else to do this work in Agriculture. The answer is either YES or NO. If YES, enter code 1 else enter code 2. If the person answered YES to this question go directly to ST1.

AP21. Did you do this work in exchange for another work?

This question makes it possible to know if this work in Agriculture was carried out in exchange for another work. Ask the question and record the code corresponding to the respondent's answer. 1 for YES and 2 for NO.

AP22. With whom did you do this work exchange?

In this question, we want to know with whom the respondent did this work in exchange for another job.

AP22a. Before March 03, 2020, the start date of the COVID-19 pandemic, were you mainly planning to sell the products you worked on or keep them?

This question allows us to know whether before March 3, 2020, the start date of the COVID -19 pandemic, the respondent had planned to sell or keep his production. If the respondent declares that he mainly planned to sell the products on which he worked, circle 1. If he had planned that his production was mainly intended for family consumption, circle 2. If, on the contrary, he had no production pending before March 03, 2020, circle 3.

4.4. ST. Security at work

ST1. Have you been a victim of any work-related accident (in your place of work, or on your way to or from work) in your main employment during the last 12 months?

Have you been a victim of any occupational accident in your main employment during the past 12 months?

This question aims at recording workers who suffered from an occupational accident in their enterprises or job sides during the past 12 months. Occupational accident depends on the type of profession exercised; it is related to the exercise of the function. Following the declaration given by the interviewee, encircle the answer and enter code 1 (for yes) or code 2 (for no) in the box provided.

ST1a. Have you benefitted from support related to the last work accident in the enterprise where you exercise your main employment? Did you benefitted from the services linked to the occupational accident in the enterprise where you exercise your main employment?

Mis en forme : Police :12 pt

Mis en forme : Espace Après : 12 pt

Mis en forme : Police :(Par défaut) Times New Roman, 12 pt, Gras, Anglais (États-Unis)

Mis en forme : tldi-translation, Police :(Par défaut) Times New Roman, 12 pt, Anglais (Royaume-Uni)

Mis en forme : Couleur de police : Automatique

Mis en forme : tldi-translation, Police :(Par défaut) Times New Roman, 12 pt, Anglais (Royaume-Uni)

Mis en forme : Couleur de police : Rouge

Mis en forme : Police :12 pt, Couleur de police : Noir, Anglais (Royaume-Uni)

Mis en forme : Police :12 pt, Couleur de police : Noir, Anglais (Royaume-Uni)

Mis en forme : Police :12 pt, Couleur de police : Noir, Anglais (Royaume-Uni)

Mis en forme : Espace Avant : 6 pt

Mis en forme : Police :12 pt, Couleur de police : Noir, Anglais (Royaume-Uni)

Mis en forme : Police :12 pt, Couleur de police : Noir, Anglais (Royaume-Uni)

Mis en forme : Couleur de police : Noir, Anglais (Royaume-Uni)

The objective of this question is to know if the worker benefited from the direct services of a health facility or indirectly through insurance supported by the company for the last occupational accident of which he/she was victim within the past twelve months.

ST2. Have you suffered from an illness potentially related to the exercise of your activity in your main employment during the last 12 months? Have you been a victim of an occupational disease (i.e. illness caused by the act of doing your work) in your main employment during the last 12 months?

This question is intended to identify workers who have had an occupational disease, ie related to their work in their company or in their place of work during the 12 months preceding the survey. According to the answer given by the respondent, record code 1 (for yes) and go to ST2a, or 2 (for No) and go to ST3.

ST2a. Have you benefitted from support related to the last professional illness in the enterprise where you exercise your main employment? Linked to that occupational disease, did you benefit from the health services in the enterprise where you exercise your main employment?

Same instructions as ST1a for occupational diseases.

ST2b. Have you benefitted from services of medical care in your main employment during the past 12 months? Have you had any benefits from services of medical care in your main employment during the past 12 months?

The objective of this question is to know if the worker has benefited from direct services from a health facility or indirect through insurance supported by the company for any type of disease during the past twelve months.

ST2c. Does your enterprise have any of the following? Have you benefit from services of medical care in your main employment during the past 12 months?

This question is to determine if the ~~company~~ enterprise has certain health devices.

Ask the question for items a to d and code with 1 if yes and 2 if no.

- a. First aid box
- b. Infirmary / health center
- c. Medical visit agreement with approved health personnel
- d. Health and Safety Committee (HSC).

ST3. Did you have salary/payment arrears in the enterprise during the last 12 months?

This question ~~helps aims to identify find out whether the number worker has had of employees having~~ unpaid months of ~~salary wages in the last 12 months, even if at the time of the interview, these months~~ have already been paid. Encircle the interviewee's answer and inscribe in the box provided, if yes or no the interviewee has unpaid months of salary. The "not concerned" modality relates to workers who do not receive wages.

ST4. Are you covered by an insurance policy within the framework of your main employment?

Specify whether or not the interviewee has insurance in his or her job side i.e. if the interviewee benefits from any of the insurance types listed from a to e below:

- a. Affiliated to NSIF/CNPS (Compulsory regime)
- b. Voluntary insurance (NSIF/CNPS)
- c. Occupational mutual insurance
- d. Private insurance with an insurance company or a bank
- e. Other (to specify)

ST5. Is the convention of the scale of salaries respected in the enterprise where you exercise your main employment?

A salary scale is a salary table. It is specific to each enterprise and represents the different salary amounts following the category of the employee.

Mis en forme : Espace Avant : 12 pt

Mis en forme : Police :12 pt, Couleur de police : Noir, Anglais (Royaume-Uni)

Mis en forme : Couleur de police : Noir, Anglais (Royaume-Uni)

Mis en forme : Espace Avant : 12 pt

Mis en forme : Police :12 pt, Couleur de police : Noir, Anglais (Royaume-Uni)

Mis en forme : Police :12 pt, Couleur de police : Noir, Anglais (Royaume-Uni)

Mis en forme : Couleur de police : Noir, Anglais (Royaume-Uni)

Mis en forme : Espace Avant : 12 pt

Mis en forme : Police :12 pt, Couleur de police : Noir, Anglais (Royaume-Uni)

Mis en forme : Espace Avant : 12 pt

Mis en forme : Police :12 pt

Mis en forme : Police :12 pt, Couleur de police : Noir, Anglais (Royaume-Uni)

If there exists a salary schedule in the interviewee's enterprise, encircle the corresponding answer and fill the code in the box. The "not concerned" modality relates to the cas where there is no salary scale in the enterprise.

ST6. Are your advancements respected in the enterprise where you exercise your main employment?

This question aims to know if advancements of salary exist in the interviewee are respected in the's enterprise where he exercises his main employment. Encircle the corresponding answer and fill the code in the box provided.

Mis en forme : Police :12 pt, Couleur de police : Noir, Anglais (Royaume-Uni)

ST7. ~~Did~~ Have you benefitted receive from maternity benefits in your main employment job during in the past 12 months?

This question is for women. It must be asked in two stages. Ask first if the respondent was pregnant or put to birth within the 12 months. If no, record 3 "not concerned". If yes, ask whether the respondent **benefited from the maternity benefits** linked to that event. These benefits include medical care before, during and after delivery, given by a doctor or a qualified midwife, and hospitalization if necessary, etc.

Mis en forme : Police :12 pt, Couleur de police : Noir, Anglais (Royaume-Uni)

Mis en forme : Police :12 pt, Couleur de police : Noir, Anglais (Royaume-Uni)

ST8. Are you satisfied with the working conditions of your main employment?

Ask the question and enter the code corresponding to the level of satisfaction of the working conditions of the main employment.

4.5. DS. Social dialogue

➤ **A Syndicate (Trade union)**

A trade union is a group or association of physical or legal persons whose objective is the defense or management of common professional interests. In Cameroon, it is the law N° 53/90 of December 19th, 1990 which regulates these unions. Syndicates can form in unions, federations and confederations.

A **Syndicate union** is made of unions of the same locality (Division or Region), UGTC (General Union of Cameroonian Workers).

A **Federation** is made of unions of the same function. They can be Divisional, Regional, National and International (Cameroon Education Unions Federation FECASE).

A **Confederation** brings together unions and federations of the same trend (The Confederation of United Workers of Cameroon CTUC).

As an example, the *National Union of Transporters by Cars and Buses of Cameroon (SETRACAU CAM)*, the *National Syndicate of Pharmacists of Cameroon (SNPC)*, etc ... We can add on to these, the employers' unions such as the *Cameroon Employers' Organisation (GICAM)*, the *Cameroon Business Women's Organisation (GFAC)*¹.

Source: (CCIMA) Chamber of Commerce, Industry, Mines and Crafts of Cameroon, Camerecole

➤ **An Association**

An association is defined as a convention by which people pool their knowledge or activities for the purpose other than to sharing of profits. In Cameroon, associations are part of civil society organisations and are governed by Law N° 90/053 of 19 December 1990. The law demands two schemes of creation of associations:

- ✓ *The declaration scheme: here, it is for the founders to bring to the attention of the authorities its creation and its existence under the legal regime in force.*
- ✓ *The authorisation scheme: the authorisation is a permission granted by the competent authority to a person or group of persons to perform a legal act which, in this specific case, is the creation of an association.*

There are several types of associations:

- **Religious associations** (all groups of people living in communion according to a religious doctrine);
- **Foreign associations** (associations with their headquarters located abroad);
- **The friendship associations** (here, the members are friends having some common objectives, they serve more for the mutual help of the members);
- **Village associations** (indigents of a village);
- **Professional associations** (members are brought together by their profession as the Professional Association of Credit Institutions of Cameroon (APECCAM)).

*Some other associations also assume the form of a public utility. An association is said to be a "public utility" if it plays a considerable role in the development of the communities, in relation with the orientations and the strategies decided by the government. To this end, it must contribute to the achievement of the Government's developmental objectives. The advantage for an association to be declared a public utility is that it will be able to receive funds from the government and from other donors. Associations that are not recognised as public utilities have no other sources of income than their contributions, their membership fees ...*²

Source : Philanthropie et développement local à Yaoundé : cas des associations des quartiers Melen 4 et Melen 8 ONANA Meuble par chryseine KAMGA KAMGA Université de Yaoundé 2.

➤ **Professional order**

A professional order is a group of persons of same profession charged with monitoring the ethics and professional conduct of their profession. In fact, there are professions regulated by law, and the professional order to which they belong has the role of enforcing the rules of the regulated profession.

In Cameroon, we can mention: *the Cameroon National Order of Medical Doctors (ONMC), the Cameroon National Order of Lawyers, the Cameroon National Order of Architects (ONAC), the Cameroon National Order of Opticians (ONOC), the Cameroon National Order of Accountants (ONECCA)*, etc.

Source (CCIMA) Chamber of Commerce, Industry, Mines and Crafts of Cameroon

¹ Source: (CCIMA) Chamber of Commerce, Industry, Mines and Crafts of Cameroon, Camerecole

² Source : Philanthropie et développement local à Yaoundé : cas des associations des quartiers Melen 4 et Melen 8 ONANA Meuble par chryseine KAMGA KAMGA Université de Yaoundé 2.

Mis en forme : Police :6 pt

Mis en forme : Retrait : Gauche : 1,27 cm, Sans numérotation ni puces

Mis en forme : Police :Gras, Italique

Mis en forme : Police :Gras, Italique

Mis en forme : Police :6 pt

Mis en forme : Normal, Justifié

Mis en forme : Anglais (États-Unis)

Mis en forme : Police :10 pt, Soulignement

Mis en forme : Police :10 pt

Mis en forme : Police :10 pt,

Mis en forme : Français (France)

Mis en forme : Police :10 pt, Soulignement , Couleur de police : Automatique

Mis en forme : Police :10 pt, Couleur de police :

Mis en forme : Français (France)

DS1. Do you know any text that regulates employment or work in Cameroon?

If the interviewee doesn't know any text governing labour or employment in Cameroon, go to question DS3.

DS2. What is (/are) this (these) text(s)?

This question is directed to the interviewee who answered "yes" in the previous question.

List of ILO conventions ratified by Cameroon

N°	Convention number	Title / purpose of the convention	Date of adoption by the ILO	Date of ratification by Cameroon
1.	C.3	Maternity Protection Convention (No. 3)	1919	25/05/1970
2.	C.4	Night Work (Women) Convention (No. 4)	1999	07/06/1970
3.	C.5	Minimum Age (Industry) Convention (No. 5)	1952	07/06/1960
4.	C.6	Night Work of Young Persons (Industry) Convention (No. 6)	1919	07/06/1960
5.	C.9	Placing of Seamen Convention (No. 9)	1920	25/05/1970
6.	C.10	Minimum Age (Agriculture) Convention (No. 10)	1921	25/05/1970
7.	C.11	Right of Association (Agriculture) Convention (No. 11)	1921	07/06/1960
8.	C.13	White Lead (Painting) Convention (No. 13)	1921	07/06/1960
9.	C.14	Weekly Rest (Industry) Convention (No. 14)	1921	07/06/1960
10.	C.15	Minimum Age Convention (No. 15) (trimmers and drivers)	1921	03/09/1962
11.	C.16	Convention (No. 16) on the medical examination of young persons (maritime work)	1921	03/09/1962
12.	C.19	Equality of Treatment (Accidents at Work) Convention (No. 19)	1925	03/09/1962
13.	C.26	Convention (No. 26) on Minimum Wage-Fixing Methods	1928	07/06/1960
14.	C.29	Forced Labor Convention (No. 29)	1930	07/06/1960
15.	C.33	Minimum Age Convention (No. 33) (non-industrial work)	1932	07/06/1960
16.	C.45	Convention (No. 45) on Underground Work (Women)	1935	03/09/1962
17.	C.50	Convention (No. 50) on the Recruitment of Indigenous Workers	1936	03/09/1962
18.	C.52	Holidays with Pay Convention (No. 52)	1936	25/05/1970
19.	C.64	Contracts of Employment (Indigenous Workers) Convention (No. 64)	1939	03/09/1962
20.	C.65	Convention (No. 65) on Criminal Sanctions (Indigenous Workers)	1939	03/09/1962
21.	C.77	Medical Examination of Young Persons (Industry) Convention (No. 77)	1946	25/05/1970
22.	C.78	Medical Examination of Young Persons (Non-Industrial Occupations) Convention, 1958 (No. 78)	1946	25/05/1970
23.	C.81	Labor Inspection Convention (No. 81) Excluding Part II	1947	03/09/1962
24.	C.87	Freedom of Association and Protection of the Right to Organize Convention (No. 87)	1948	07/06/1960
25.	C.89	Night Work (Women) Convention (Revised), No. 89	1948	25/05/1970
26.	C.90	Night Work of Young Persons (Industry) Convention (Revised)	1948	25/05/1970
27.	C.94	Labor Clauses (Public Contracts) Convention (No. 94)	1949	03/09/1962
28.	C.95	Protection of Wages Convention (No. 95)	1949	07/06/1960
29.	C.97	Migrant Workers Convention (Revised), 97 (No. 97) Excluded from Annexes I and III	1949	03/09/1962
30.	C.98	Right to Organize and Collective Bargaining Convention (No. 98)	1949	03/09/1962
31.	C.99	Minimum Wage Fixing Machinery (Agriculture) Convention (No. 99)	1951	25/05/1970
32.	C.100	Equal Remuneration Convention (No. 100)	1951	25/05/1970
33.	C.101	Holidays with Pay (Agriculture) Convention (No. 101)	1952	25/05/1970

Tableau mis en forme

Mis en forme : Anglais (États-Unis)

34.	C.105	Abolition of Forced Labor Convention (No. 105)	1957	03/09/1962
35.	C.106	Weekly Rest (Commerce and Offices) Convention, 1990 (No. 106)	1957	13/05/1988
36.	C.108	Seafarers' Identity Documents Convention (No. 108)	1958	29/11/1982
37.	C.111	Discrimination (Employment and Occupation) Convention (No. 111)	1958	13/05/1988
38.	C.116	Convention (No. 116) revising the final articles	1961	29/12/1964
39.	C.122	Employment Policy Convention (No. 122)	1964	25/05/1970
40.	C.123	Minimum Age (Underground Work) Convention (No. 123) Minimum age specified: 16 years	1965	06/11/1970
41.	C.131	Convention (No. 131) on the fixing of minimum wages	1970	06/07/1973
42.	C.132	Revised Holidays with Pay Convention (No. 132) Length of holiday specified: 3 weeks. Has accepted the provisions of Article 15, paragraph 1 (a) and (b)	1970	07/08/1973
43.	C.135	Convention (No. 135) concerning workers' representatives	1971	05/04/1976
44.	C.138	Convention (No. 138) Minimum Age (minimum age specified: 14 years)	1973	13/08/2001
45.	C.143	Migrant Workers (Supplementary Provisions) Convention (No. 143)	1975	04/07/1978
46.	C.144	Tripartite Consultation Convention (No. 144)	1976	01/06/2018
47.	C.146	Convention (No. 146) on annual holidays with pay (seafarers) Length of leave specified: 60 consecutive days for officers and 3 consecutive days per month for seamen	1976	13/06/1978
48.	C.158	Termination of Employment Convention (No. 158)	1982	13/05/1988
49.	C.162	Asbestos Convention (No. 162)	1986	20/02/1989
50.	C.182	Worst Forms of Child Labor Convention (No. 182)	1999	05/06/2002

DS3. Is (are) there a (several) syndicate(s) in the enterprise / administration / organization or the body where you exercise your main employment or profession?

A syndicate (trade union) is an organization or association of natural or legal persons whose objective is to defend or manage their common professional interests.

Examples of syndicates :

UGTC: General Trade Union of Cameroon

CATU: Cameroon Teachers' Trade Union

CCTU: Confederation of Cameroon Trade Unions

SETRACAUCAM: National Union of Transporters by Cars and Buses of Cameroon

Ask the question and register the corresponding code. If the answer is "no" or "do not know", go to DS9

DS4. If yes, how many syndicates are there in your enterprise/administration/ organisation/corps?

In the boxes provided, fill in the number of syndicates found in the enterprise interviewed.

DS5. Are you a member of one (or several/more) of this/these syndicate(s)?

Encircle the answer and fill the corresponding code in the box. If the interviewee is not a member of a syndicate, go to DS9.

DS6. Are you up to date with your effective contributions and participations as a member?

It is to know whether the interviewee regularly pays his or her dues on time as a member.

DS7. Do you occupy a post of responsibility in this (these) syndicate(s)?

The aim of this question is to know whether the interviewee occupies a post of responsibility or is a member of the executive in the syndicate. If the interviewee answers "no", go to question DS9.

DS8. Which post do you occupy in theis (these) syndicate(s)?

If the interviewee occupies several posts of responsibility in several syndicates, take the most important post according to the order of modalities listed in the questionnaire. For example, if the respondent

occupies the post of « President » in one of the syndicates and « Treasurer » in another, his post considered here will be « president ».

DS9. Have you ever undergone a syndicate training?

This question is aimed at knowing if the interviewee has already followed syndicate training. If the interviewee's answer is "no", go to question DS11.

DS10. If yes, which channel by what aid did you undergo it?

This question is meant for interviewees who have undergone a syndicate training. The following propositions are made:

1. By the aid of a syndicate: the choice of this proposition indicates that the training as well as its related costs were paid by the syndicate.
2. Personal initiative: the choice of this option indicates that the interviewee deliberately decided to follow the training and equally paid for it.
3. The enterprise's initiative: the enterprise's initiative indicates that the training was directed by the enterprise.
4. Other: specify any other aid by which the interviewee underwent a training apart from those listed above.

DS11. Is (are) there a (several) staff representative(s) in the enterprise/administration / organisation where you exercise your main employment or profession?

In this question, we want to know if staff representatives are present in the enterprises or companies where the interviewees work. If there are no staff representatives, go to question DS13. Staff representatives are workers of an enterprise elected by the workers of the aforementioned enterprise, who are in charge of the intermediation between the workers and the hierarchy of the enterprise for eventual problems or propositions.

DS12. If yes, how many staff representatives are there in your enterprise/administration/ organization?

Write down the number of staff representatives present in the structure where the interviewee works in the box provided.

DS13. During the past 12 months, have you been dismissed/laid off?

Go to DS24 in case the interviewee has not been dismissed or laid off. The dismissal of a worker is the separation of the latter with his enterprise for an attributed fault. Lay off is also a separation but with the difference that the reason of separation is attributed to the enterprise that may, for example, be experiencing bankruptcy.

DS14. Did you resume duty/work in the same enterprise /administration / organization after the dismissal/laying off?

This question outlines the number of employees recruited back in service after an eventual dismissal by the same enterprise.

DS15. Have your rights or your salary arrears been paid by your employer?

In this question, we assess the respect of salary arrears by the employer after re-recruiting sacked employees.

DS16. Did you contact the instances or organisations that defend the worker's rights after you were dismissed/laid off?

The objective is to know if the interviewees are aware of the existence of organisations for the defence of workers' rights that may help them in order to recover their rights in their structures of employment.

DS17. Why did you not contact any instance or organisation that defends the rights workers?

We have to record all the main reasons why the interviewee did not resort to an instance or organisations for the defence of workers' rights.

DS18. What are these instances?

Mis en forme : Police :12 pt, Couleur de police : Noir, Anglais (Royaume-Uni)

The objective is to ~~highlight sort out~~ the instances or organizations most-solicited in this specific case/instances or organisations.

DS19. ~~For~~ How long did you wait before consulting (this) these instance(s)?

This question evaluates the time spent by the interviewee before referring the matter to an instance. The different modalities vary from one month to one year. Encircle the corresponding modality and fill the code in the box provided.

DS20. What was the outcome of arbitration ~~played by~~of this (these) instance(s) with regards to the payment of your rights or arrears?

This question helps to grasp the results of the intervention of the instance for the payment of the dues of dismissed workers.

The following modalities are given:

1. Total payment of dues or arrears: salary arrears of interviewees have been entirely paid;
2. Partial payment of dues or arrears: just part of the employee's arrears have been paid;
3. OngoingIn progress: the payment transactions are still in progress;
4. No payment of arrears or dues: No dues or salaries have been paid to sacked workers.

Mis en forme : Surlignage

Mis en forme : Surlignage

DS21. In case of non-payment of your rights or arrears did you contact the legal authorities?

The objective of this question is to know whether the interviewee resorted to a jurisdiction because of unpaid arrears. If no, go to DS23.

DS22. If yes, what was the outcome of the case?

If the interviewee resorted to a judicial proceeding, what was the result of the cases?

1. Won: the enterprise pays salary arrears of the interviewee at the end of the case;
2. Lost: This modality signifies that despite the resort to a judicial proceeding, the interviewee wouldn't be paid his or her salary arrears;
3. OngoingIn progress: the judicial proceedings are still ongoing.

Mis en forme : Surlignage

Following the interviewee's declaration, encircle the answer and fill the corresponding code in the box provided.

After this question, go to DS24.

DS23. If no, ~~what is the~~for which reason?

This question is addressed to interviewees who answered « no » in the question DS21. Here, it is about gathering the reasons for which the interviewees did not refer the matter to legal authorities.

DS24. During the past 12 months of your professional life, have you ~~had-undergone any~~ technical unemployment?

Technical unemployment can be defined as a temporary stoppage of activity because of the economic situation (break down of machine, lack of equipment, etc.).

This question is not specific to the enterprise where the respondent is doing his main job.

If the interviewee did not suffer from any technical unemployment, go to DS26.

DS25. Did you resume work in the same enterprise/administration/organization after the technical unemployment?

This question is about resumption of work in the same company by the respondent after technical unemployment.

Encircle the answer and fill the corresponding code in the box.

DS26. During your employment or profession, has (have) there been any (some) strike(s) in the enterprise/administration/organization ~~of your employment~~or body that employs you?

A strike is a collective and voluntary cessation of work for protest.

Ask to the interviewee whether he or she has ever experienced a collective uprising at the job side.

If the answer is "no", go to module AS.

DS26a. Was there any strike notice?

A strike notice is an announcement of a strike in advance (2 days, 3 days or a week in advance). The legal provisions stipulate that before conducting a strike in its final phase, a strike notice must be made to inform the bodies concerned (the company, the administrative authorities, ...).

DS27. Did you take part in this (these) strike(s)?

This question is addressed to interviewees who witnessed a strike situation at their job sides. It is about knowing whether the latter actively took part in the strike by raising voices and placards during this strike.

If the answer is « yes », go to question DS29.

DS28. For which reasons did ~~What is the main reason why you didn't not participate in the that~~ (those) strike(s)?

Mis en forme : Police :12 pt

Reasons for not participating in the strike in the interviewee's enterprise.

1. Does not want to take any risk: the interviewee did not participate in the strike, for example because he or she did not want to face any dangerous situation that could put his or her life in danger.
2. Indifferent: the interviewee is not interested in strikes.
3. Not available: the interviewee is not available because of various reasons.
4. Not informed: the interviewee wasn't informed on the strike movement.
5. ~~Wasn't~~ Not convinced: according to the interviewee, the strike movement will not lead to any solution.
This modality also takes account of the fact that the strike has no basis.
6. Other reasons: the interviewee gives a reason other than any of the above listed reasons.

After answering to this question, go directly to section AS: (SECONDARY ACTIVITIES).

DS29. What was the main subject of ~~your~~ claims (talk about the most recent strike in case you have participated in many)?

This question is meant for those who answered « yes » in question DS27. The modalities of this question are the different reasons of claims made by ~~the~~ those who were on strike.

DS31. What was the outcome of the strike?

If the strike occurred, it is a question to grasp the outcome of the strike. The following 4 modalities are proposed:

1. Repression of the strike: the strike final stopped by force.
2. Defused by conciliation: the strike stopped following an amicable settlement.
3. Ongoing in progress: the strike is going on. In this case, go to question DS33.
4. Strike came to its ended: The strikers could not achieve their objectives and went on strike until the end.
5. Other (to sSpecify) ~~other options~~.

Mis en forme : Surlignage

DS32. In case of anticipated arrangements or defusing, termination or repression of the strike, has the employer satisfied your grievances?

This question is addressed to those for which the outcome of the strike was obtained following an arrangements or repressions. It is to know whether the employer of the interviewees satisfied the request of the employees. Several modalities are provided to that effect.

1. Yes, completely in totality: the employer has satisfied all the claims of the strikers.
2. Yes, partially: only part of the strikers' claims was satisfied.
3. No: no strikers claim was satisfied.
4. Other: specify any other answer given by the interviewee.

DS33. How do you appreciate the work of intermediation played by?

- A. Staff representative(s)?
- B. The State/labour inspectorate?
- C. Syndicate(s)/syndicate official(s)?

This question enables to appreciate the quality of intervention made by the staff representatives, the State or syndicates faced to a professional conflict in the interviewee's job side.

The interviewee must give his or her appreciation according to whether the intermediation role is/was led by the staff representative, the labour inspector and/or the syndicate.

For each intermediary, fill the code corresponding to the answer given in the box provided. The modalities vary from "very good" to "don't know".

4.6. AS. Secondary activity

Some persons have many activities. A teacher in a government school can give part time teaching in a private school. A staff of a big private enterprise may own a taxi; a health technician may carry out agropastoral activities. For all these persons, the activities are considered as secondary activities. The aim of this module is to provide in general the same information for the secondary activity as for the main one. Take note that it is about the main secondary activity. The questions in this section are generally the same model like those of module AP.

NB: The interviewees often forget to mention that they carry out one or several secondary activities. You therefore have to insist in order to know if the interviewee does not effectively exercise other employments even if they are marginal ones. Do not neglect any activity even if it looks minor, occasional or parallel (example: parallel work of a civil servant, helping hand in a family enterprise during part of the periods when he/she is not busy with his/her main activity). Moreover, it is suitable to differentiate between a previous activity and a secondary one. A previous activity is the one you exercised before the present ones. On the contrary, a secondary activity is exercised at the same time and in addition to the main employment.

The instructions for this section are consistent with those of the AP module.

AS1a. Apart from your main employment, did you exercise other employment of any type (wage earner, independent, not remunerated, etc.), during the last 12 months?

This question helps to know if the interviewee exercised one or several secondary activities within the past 12 months preceding the survey.

If the interviewee answers 'No', write down 2 and go directly to module R (Job Seeking). If he or she instead answers 'yes', write down 1 and continue with the next question.

AS1b. List-Give in order of importance (number of hours) the list of these other secondary employments:

It is about of getting:

- The four most important secondary employments (activities) classified in order of importance following the time devoted to each of them. You may ask the interviewee "in order of importance, what are the activities that occupy you the most?".
- The number of declared secondary employments exercised by the interviewee.

AS1c. Apart from your main employment, did you have other employment of any type during the last 7 days? Although you did not exercise any other employment of any type within the past 7 days, do you usually have other employments of any type, in addition to your main employment?

This question aims at identifying individuals who had one or several secondary employments within the reference week. This question is similar to AS1a, the only difference being that the reference period is the week preceding the survey. If the answer is YES, then got to AS2.

NB: Persons who did not exercise a secondary employment within the past 7 days but who keep a formal link with the secondary employment they exercised within the past 12 months must answer as if they had a secondary employment within the reference week. The objective of this approach is to grasp the persons who "usually" have a secondary employment but who did not exercise any during the reference week.

Mis en forme : Police :12 pt, Anglais (Royaume-Uni)

Mis en forme : Couleur de police : Automatique

Mis en forme : Anglais (Royaume-Uni)

Mis en forme : Couleur de police : Automatique

AS1d. Although you did not have not done any other other employments of any type within work in the last 7 days, are do you usually have to other employments jobs of any type, in addition to your main job employments?

This question helps to grasp persons who did not exercise any secondary activity within the reference period but who usually have one. For interviewees who, at the end of this question answer 'No', go directly to module R (Job Seeking).

The questions that follow in this module deal with the most important of the secondary employments that the interviewee exercised within the past seven days or that is usually exercised in addition to his or her main employment. The most important of the employments is that which the interviewee spends most his/her time.

AS1. What is the name of the trade, profession, post, task the occupation of the secondary employment job that you have had exercised during the last 7 days or that you usually exercise work in addition to your main employment job?

This question is identical to AP1, with the only difference that it concerns the secondary activity. It must be filled following the same instructions.

AS2. What is the activity of the enterprise where you exercised your secondary employment or which type of product does it produce/sells/offer?

This question is identical to AP2 with the only difference that it concerns the secondary activity. It must be filled following the same instructions.

AS3. What is your socio-professional category in this secondary employment?

This question is identical to question AP3 with the only difference that it concerns the secondary activity. It must be filled following the same instructions.

AS4. The enterprise in which you exercised your secondary employment (or that you manage) is...

This question is identical to question AP4, the only difference being that it is relative to the secondary activity. It must be filled following the same instructions.

AS5. How many persons in total work in this establishment (including yourself)?

This question is identical to question AP5 with the only difference that it concerns the secondary activity. It must be filled following the same instructions.

AS6a. To which tax system is this establishment subjected to?

AS6b. Is the enterprise in which you exercise your secondary employment (or ~~that~~ which you manage) registered?

Questions AS6a and AS6b relate to the registration of the company. The questions asked here are the same as in AP6a and AP6b, the only difference being that they relate to the secondary activity. They must therefore be completed according to the same instructions.

AS6c. Availability of supporting ~~Are the documents available for in~~ the enterprise?

This question aims to know first of all if the company has taxpayer's card and in a secondly if the company issues a payslip. Ask questions and record 1 for YES and 2 for NO.

The questions AS7 to AS22 have the same instructions as the corresponding questions in module AP (Principal Activity)

Modules STAS and DSAS are administered to persons who, within the past 7 days, spent more time on their secondary employment than on their main employment (AP10c < AS10c).

4.7 – STAS. Safety at work in the secondary activity

The questions STAS1 to STAS7 are the same as those for the occupational safety module, the only difference being that they relate to the secondary activity.

4.8 – DSAS. Social Dialogue in the secondary activity

The questions DSAS3 to DSAS8, DSAS11, DSAS12, and DSAS264 to DSAS33 are the same as those for the Social Dialogue (ST) module, the only difference being that they relate to the secondary activity.

If the respondent is between the ages of 10 and 14, go to the Non-Employment Income (RHE) module.
If the respondent is 15 years or older go to the trajectory and perspectives module.

4.9- R. Search of employment

This module concerns all persons who already have an employment (They answered module AP and may be also module AS), but who are seeking another employment, maybe in order to improve their working conditions or because their contract will soon come to an end.

R1. Within the past 4 weeks, did you look for another employment (as a wage earner, independent, or of any form)?

It is about the seeking of an employment which will substitute the present main employment. It could also mean an additional employment which may come as a secondary job. A person looking for an employment must be ready to resign from the present main employment in case he / she finds one or should be ready to get the job as a secondary employment.

NB: Only retain the modality **"yes"** (the first three modalities) for those who really made actual acts to look for a job (reading announcements, asking from friends, sent in applications for job, writing a competitive examination, etc.).

For those who will answer "No", go to question R3.

R2. Why do you look for a new employment?

It is a question of determining the main reason to seek an employment. The modality **"To improve working on conditions"** is meant for example, for persons who will like to change the rhythm of work (number of working hours per week too high) or the working environment (problems with colleagues, employer, transport problems to go to work, etc.). **"To get a more interesting work"** is meant for persons who consider that "intellectually" speaking, their present work is not satisfactory enough (repetitive, boring, etc.).

R3. You devoted... hours to your main employment within the past 7 days (see AP10bc). Are you ready to work more than that in that employment?

There are two questions at this level. First of all, we want to know if the interviewee can devote more time to his or her main employment on the basis of the present working and remuneration conditions.

Then, we would like to know for those who can devote more time to their main activity, how many hours per week can they offer in addition.

R4. You devoted... hours to your main-secondary employment within the past 7 days (see APS10c). Are you ready to work more than that in that employment?

Same instructions as in R3

4.10-SCH. Situation ~~vis-à-vis~~ **concerning unemployment or out of the labour force**

This section applies only to those who are not in employment and who are either unemployed or out of the labour force [SE4 = 2, (SE6 = 2 or 3) or AP12 = 7].

SCH1a. Have you looked for an employment job during the past 7 days?

Ask the question and code 1 for YES and 2 for NO.

SCH1b. Have you looked for an employment a job in during the past 4 weeks?

Ask the question and code 1 for YES and 2 for NO.

SCH1c. Are Will you be ready available to work?

This question makes it possible to know if the respondent would be available-ready to work in the next days if an opportunity were offered to him. Ask the question and code 1 if "immediately", 2 if "within 15 days", 3 if "from 15 days to one month" and 4 if "in more than one month".

SCH1d. Why-For which reason are you unavailable-not available to work in the next-15 coming days?

This question aims to identify why the respondent is unavailable to work in the next few days. Ask the

question and code the respondent's main answers from the following possibilities:

1. Disabled or sickness of long duration
2. Attending school, pupil/student
3. Retired
4. House wife
5. ~~Stock holder~~ Annuitant
6. Expecting to be called for a previous employment
7. Waiting for the season to start
8. Other (Specify)

SCH2a. You don't work and do not seek an employment because you are:

This question aims to identify the main reason why the respondent does not work and does not look for a job. Ask the question and record 1 for "disability or long-term illness", 2 for "Attending school pupil/er student", 3 for "retirement", 4 for "housewife", 5 for "aAnnuitant/ stock holder" and 6 for " other ».

SCH2b1. Why did you not seek an employment (or why do you not want to work)?

This question seeks to know the voluntary or involuntary reasons why the respondent did not seek employment or does not wish to work.

Ask the question and record the respondent's answer. If the reason is unintentional codes 1 to 7 continue the interview. On the other hand, if the answer the reason is voluntary (codes 8 to 13) go to SCH2c.

SCH2b2. Though you did not seek an employment these past 4 weeks, would you be immediately available if you were proposed an employment now?

This question allows us to know the immediate intention of the respondent if ever a job opportunity was offered to him. Ask the question and record the respondent's answer. If the answer is YES code 1 if NOT code 2.

SCH2c. How do you ~~manage to take care yourself~~ provide for your need? (main resource)

This is to apprehend the main source of income of the inactive persons. In case the respondent gives you several modalities, insist on having the source that gives him/her the most important income.

At the end of this question, if you realize that the respondent exercised a small economic activity during the reference period (past 07 days), do not hesitate to restart the module SE (Employment Situation).

4.11- C. Unemployment

This module is meant for individuals who are registered as unemployed according to the accepted definitions. The persons concerned have been filtered through the questions **SCH1a, SCH1b, SCH1c, ~~SCH1d, SCH2b1a, and SCH2b2.~~** The objective of this module is to get information on the means used by these persons to seek an employment and the characteristics of the employment sought.

C1. ~~Since when are you For how long have you been without employment or seeking an employment?~~

It is a question of grasping the **date since when the individual is actively seeking a job**, or without employment and available to work. You will have to indicate the month and the year (for example, for a person with an unemployed status since January 1996, code month = 01, and code year = 96). It must be a real continuous period of unemployment (therefore of active job seeking) or a period of being available to work.

Adapt the question according to the fact that the interviewee is seeking employment or is not seeking but is available to work.

Example: Let us suppose that a young graduate from university finished his or her studies in August 1997; he went for holidays till the end of September, between October and December the graduate was helping his father in pastoral activities (as a family help); from January 1998, he sends in employment applications in enterprises; record month = 01, year = 98.

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

Mis en forme : Police :12 pt, Anglais (Royaume-Uni)

Mis en forme : Anglais (Royaume-Uni)

Mis en forme : Police :Non Gras

Mis en forme : Police :12 pt

C2. Why are you looking for an employment?

It is a matter of distinguishing the unemployed persons seeking their first job (persons who have never worked) from the others. Ask the question as such to the interviewee and write down the corresponding answer.

C3. What is the main reason of the loss of your former employment?

For those who declared that they are unemployed because they lost the previous employment, it is a question of identifying the main reasons which led to the loss of their job. For interviewees who will give you many reasons, insist to get the main one.

We mean by:

“Laying off of staff”: a reduction of staff following difficulties encountered in an enterprise or in the public service. In this latter case, they often talk of 'deflation'. Meanwhile **“dismissal”** refers to the loss of employment caused by the employee himself, following a professional fault for example.

“Liquidation of a public enterprise”: loss of employment following the bankruptcy and the closing down of a public enterprise.

“Privatisation”: loss of employment following the transfer of an establishment which was a state owned to the private sector.

“Unsatisfactory working conditions”: loss of job following a voluntary departure for reasons other than insufficiency of the remuneration, love for the work or family reasons.

In order to distinguish the different forms of voluntary departure, you may have to ask additional questions to the interviewee. We consider here that an early retirement is a voluntary departure.

C3a. Is this reason related to the context of COVID-19?

If the respondent states that the loss of the previous job to be unemployed is due to COVID-19, circle 1. If no otherwise, circle 2.

C4. How do you provide for your needs during the time of your unemployment?

This question helps to have an idea on the main source of income of the unemployed persons. In case the interviewee gives you many modalities, insist to have the source which generates the highest income.

After asking this question, if you notice that the interviewee exercised a small economic activity within the reference period, do not hesitate to go back to the module “Main activity AP” to grasp the conditions of that activity.

C5. Which main means do you use to seek an employment. What is the main means which you use to seek an employment?

Here it is a question for the interviewee to tell us the main means used to seek employment. The majority of the interviewees will give you several means. Insist to have the main channel, that is to say the one on which he relies most on or that he/she has been using till now.

Modality 3 **“Classified adverts”** corresponds to both the reading or listening of communiqués related to job offers, to the competitive examinations and to announcements made by the interviewee for job applications.

C6a. Why did you not create or work in a small business (small trade by the road side, small workshop) or small agricultural farm (farm, breeding, etc.)?

We want to know why the unemployed person did not exercise an employment even a marginal one (selling of cigarettes on the road side, newspapers distribution, truck pushing, etc.) or why he or she did not create an agricultural exploitation (farms, breeding), etc. in order to earn some money.

C6b. If the unemployment period continues would you be ready to do that type of activity?

This question is narrowly related to the previous one. It is a question of knowing if the interviewee would be ready to exercise an employment, even a marginal one in case his unemployment is protracted. For the interviewees who answer 'yes', ask them within how many months will they be ready to exercise this type

Mis en forme : Police : (Par défaut) Times New Roman, 12 pt, Gras, Anglais (États-Unis)

Mis en forme : Couleur de police : Automatique

Mis en forme : Police : (Par défaut) Times New Roman, 12 pt, Anglais (Royaume-Uni)

Mis en forme : Couleur de police : Automatique

Mis en forme : Police : (Par défaut) Times New Roman, 12 pt, Anglais (Royaume-Uni)

Mis en forme : Police : 12 pt, Couleur de police : Automatique, Anglais (Royaume-Uni)

Mis en forme : Anglais (Royaume-Uni)

of activity.

C7. What type of employment are you looking for?

Series of questions asked here will help to have an idea on the type of employment sought by unemployed persons. In this question, you have to propose the modalities to the interviewee for him/her to understand the meanings of the questions.

Question C7a (Would you like a salaried or independent job?) is related to the status of the employment sought: This question helps to know if the interviewee would like to be a wage earner, an independent worker or if he is indifferent to these two categories.

“Wage earner” means that the interviewee will receive a salary in cash or in kind as a remuneration of his work, he will therefore be under one or several persons who could be considered as his employers.

“Independent” means that the interviewee would like to work on his/her own account or with one or several partners.

Question C7b (Would you like a permanent full time, permanent part time or provisional (temporary) job ?) is related to working time: We would like to know what is the interviewee’s preference as far as the working time is concerned. So, the interviewee would tell you if he prefers a permanent full time (every day) employment, a permanent part time (just a fraction of a day) or whether he prefers a temporary job (only part of the year). Following the choice of the interviewee, register one and only one modality.

Question C7c (Would you like a job....) is relative to the type of job sought: We would like to know if the interviewee is seeking an employment which corresponds to trades he exercised previously (or for which he was trained), or he seeks employment corresponding to trades other than those he exercised previously (or for which he was trained). You then ask the interviewee to specify the activity he wants to exercise. As for the code, refer to the nomenclature of activities.

Question C7d (Would you like a job in a business of...) is related to the type of structure the interviewee would like to work with: This question is identical to question AP4 with the only difference being that it is related to job seeking. It will therefore be filled following the same instructions.

C7d1. What is the Type of enterprise?

Ask the question and enter the code corresponding to the respondent's answer. If the answer is household enter code 08 and go to C7d3.

C7d2. What is the range of the Number of employees of the enterprise/company?

In this question, it is a matter of registering the number of employees of the company in which he wishes to have a job. Ask the question and record the code corresponding to the respondent's answer.

01. 1-5 persons
02. 6-20 persons
03. 21-100 persons
04. More than 100 persons
05. Indifferent

C7d3. What is the business/Activity's sector of the company/enterprise?

Ask this question and register the interviewee’s answer

1. Agriculture, breeding, fishing, hunting
2. Industry and Public Works Buildings
3. Commerce
4. Services
5. Indifferent

C8a and C8b. Reasons of the choice for an independent or wage-earning activity sought:

Through the two questions asked here, we would like to have the justification of the choice of the interviewee concerning the type (wage-earner or independent worker) of activity he is looking for.

Mis en forme : Police :12 pt, Couleur de police :

Mis en forme : Police :12 pt, Couleur de police :

Mis en forme : Police :12 pt, Couleur de police :

Mis en forme : Police :12 pt, Anglais (Royaume-Uni)

Mis en forme : Police :12 pt, Anglais (Royaume-Uni)

Mis en forme : Taquets de tabulation : 1,5 cm,Gauche

Question C8a (**Why are you looking for a salaried job?**) is only for persons who said they are seeking a wage-earning job. You will ask them the main reasons of their various choices. After you have made sure that the interviewee is seeking a wage-earning job (C7a=1), you will ask the question as follows: "why are you seeking for a wage-earning employment?"

Mis en forme : Police :Gras

Mis en forme : Police :12 pt, Anglais (Royaume-Uni)

Mis en forme : Police :Gras

Question C8b (**Why are you looking for an independent job?**) is reserved only for persons who declared seeking for independent employment. You will ask them the main reasons of their choices. After you have made sure that the interviewee is seeking for an independent job (C7a=2), you will ask him/her the question as follows: "why are you seeking for an independent employment?"

Mis en forme : Police :12 pt, Anglais (Royaume-Uni)

C9. How many hours per week would you like to work?

Ask the interviewee the number of working hours he wishes to do per week. It may be easy for an interviewee to give you some daily estimation. After you have made sure of the number of working hours he/she would like to do on weekends, you will have to convert it, to have the number of working hours per week.

C10a, C10b and C10c. Salary ambitions of the interviewee: The three questions asked here help to have an idea of the salary ambitions of the interviewee.

Question C10a (**For that number of hours how much would you like to earn?**) is relative to the desired income:

Mis en forme : Police :12 pt, Couleur de police : Automatique, Anglais (Royaume-Uni), Non Surlignage

Mis en forme : Police :12 pt, Anglais (Royaume-Uni), Non Surlignage

After the interviewee must have told you at the previous question how many working hours he would like to do per week, ask him how much he would like to earn per month for that number of working hours. If he gives you a weekly salary do not forget that a month counts 4.3 weeks.

Question C10b (**Are you ready to change your ambitions if the unemployment period continues?**) is relative to the rigidity of the interviewee's ambitions concerning the income or the salary: In order to measure the rigidity of the ambitions of the interviewee, ask him/her if he/she is ready to reduce his/her income or salary ambitions if the unemployment period is protracted.

Mis en forme : Police :12 pt, Anglais (Royaume-Uni)

Question C10c (**What is the minimum monthly salary that you would be willing to accept?**) helps to determine the acceptable minimum salary or income:

Mis en forme : Police :12 pt, Anglais (Royaume-Uni)

This question is for those who in the preceding question said they were ready to reduce their salary ambitions. Register the minimum level of these ambitions.

C11. Are you already experienced with respect to that employment?

After the interviewee has described, through the previous questions asked to him/her, the type of employment he would like to have as well as his salary ambitions, ask him if he has a working experience concerning this desired job.

C12a. Are you registered with any structures promoting employment?

Through this question we want to measure how often unemployed persons go to promoting structures. We shall consider, here, as a job promoting structure any structure likely to help the unemployed in the seeking for employment (example: Labour Office (LO), National Employment Fund (NEF), PAJER-U, PIAASI etc). You will ask the interviewee: "Are you registered with a job promoting structure?" If the answer is negative go directly to question C12d.

Questions C12b and C12c are directed to persons who declared at C12a that they are registered with an employment promoting structure.

C12b. With which structures?

This question aims at identifying the types of structures where the interviewee is registered.

C12c. What do you expect mainly from this (these) structure (s) them?

Mis en forme : Police :12 pt, Couleur de police : Noir

Mis en forme : Police :12 pt, Couleur de police : Noir

This question aims at identifying the main expectation of the interviewee with regards to this structure. Here, the interviewee must give you his main expectation. If he gives many, insist that he gives the main one.

At the end of this question, go directly to the next module, that is to say module TP (paths and prospects) if the interviewee is 15 years or more and to module RHE (out of employment income) if the latter is between 10 and 14 completed years.

C12d. Why are you not registered with such a structure?

This question is directed to interviewees who declared at question C12a that they were not registered in an employment promoting structure. Here, it is a question to get the main reason for which the interviewee is not registered in these structures. Once more, insist to get the main reason in case the interviewee gives you several answers.

4.12- TP. Path and prospects

This module is for persons who are 15 years or older. It has three parts: part one (Parent's activity) helps to treat the problem of social mobility, part two (Former employment) helps to tackle the theme of professional mobility and part three (Employment prospects) concerns employment prospects.

Part one: Parent's activity (TP1 to TP5). Questions asked here concern the characteristics of activity of the interviewee's parents.

It can be the biological father/mother or the legal guardian. It concerns the employment the interviewee's father occupied when the interviewee was 15 years, and not the present activity of the father/mother. To easily get answers to this heading, you have to help the interviewee as far as possible to remember the year he was 15 years. In case the father/mother belongs to the same household, we can likely refer to him/her. Or else, the interviewee, especially if he/she has a low level of education could have difficulties to answer.

TP1. When you were 15, was your father/mother working?

Through this question we want to make sure that the interviewee's father/mother had an employment when he/she was 15 years old. You will ask the following question: "*when you were 15 years old, was your father/mother working?*".

The modalities of this question are:

"Yes": The father/mother was effectively working when the interviewee was 15 years.

"No": The father/mother was not working when the interviewee was 15 years.

"Absent father/mother": The father/mother is dead or still the interviewee knows that may be he/she was living somewhere but had no information about him/her or his/her activities. This last case can be the one of a father/mother who abandoned his family (through a divorce for example), of a father/mother who has never recognized his children, etc.

"Does not know": Although his father/mother was present, the interviewee knows nothing about his father's activities when he was 15 years.

For modalities 2, 3 and 4, go directly to TP5.

TP2. What was the socio-professional category of the father/mother?

The notion of socio-professional category and the modalities of this question are already explained at question AP3. Refer to the instructions related to that question.

Questions TP3 and TP4 help to determine the characteristics of the enterprise which the respondent's father or mother worked when the latter was 15 years old

If in TP3, the respondent doesn't know the answer, register the code 8 for DOES NOT KNOW

TP3. In which type of enterprise was he/she working

1. A public administration/Regional and Local Bodies (CDT)
2. Public or para public enterprise
3. Private enterprise
4. International organization/foreign embassy
5. Individual enterprise or own account worker

6. NGO/association/ non-profitable organisation
7. Household (House personnel)
8. DNK

The modality DNK valid in a case where the respondent does not remember the legal form of the enterprise in which his father or mother works.

TP4. In which sector was he/she working?

1. Agricultural exploitation (plantation, farm, breeding, fishing, hunting, forestry)
2. Industry and PWB
3. Trade
4. Services
5. DNK

The modality DNK is valid in a case where the respondent does not remember the activity sector of the enterprise in which his father or mother works.

TP5. What is the last class and level he/she successfully attended?

This question is identical to M15 asked in module M (characteristics of the household members). Refer to filling instructions of question M15. For the codes, refer to the equivalence table, number of years of study, last class successfully attended in the table of codes in the household questionnaire.

Part two: Former employment of the interviewee (TP6 to TP14).

It is the main employment the interviewee occupied just before his present status of activity. This former employment can either be in the same enterprise (for example, promotion from labourer to foreman), or in a different enterprise, if the person changed the enterprise.

The previous employment is the employment the interviewee stopped exercising.

TP6. You are today economically active, unemployed, or inactive person. Did you exercise another previous employment?

Through this question, we want to make sure that the interviewee had an employment before his present status of activity. Adapt the formulation of this question to the situation of activity of the interviewee defined at module SE. If the interviewee did not have a job before the one, he occupies now or if he has never worked, then he is not concerned by the continuation of this part. Go therefore directly to the next part (TP15).

NB: Any change of post of work, or any promotion in the hierarchy of his/her enterprise must be considered as a change of employment.

Do not confuse the notion of **previous employment** of an individual with his/her secondary employment. In fact, the secondary employment is the one the individual currently exercises in addition to his or her main job, whereas the previous employment is the employment that the individual exercised at some point in his working life a, regardless of whether it was his/her main or secondary employment, but no longer does it anymore.

Employment changes because of promotion, assignment or change of enterprise.

Some examples:

- 1) A math teacher came to Government High School Guider in 2015 to teach. The latter is appointed Discipline Master in 2017 and later became Principal of Government High School Tcholliré in the North since September 2019.

Previous employment: Discipline Master of Government High School Guider

Current employment: Principal of Government High School Tcholliré

- 2) Ahmadou was recruited by the in 2018 and placed as sales manager at the Yaoundé agency. Following the recent postings of July 2019, he was placed at the Garoua Agency of Brasseries du Cameroun still as sales manager.

Previous employment: sales manager at the Yaoundé Agency of Brasseries du Cameroun

Mis en forme : Non souligné

Mis en forme : Couleur de police : Rouge

Mis en forme : Couleur de police : Rouge

Current employment: sales manager at the Garoua Agency of **Brasseries du Cameroun**

Mis en forme : Couleur de police : Rouge

3) Asta was the proprietor of a restaurant. By being in constant contact with fire, she became ill and e went to the hospital. The doctor asked her to immediately change her job. Now, she is cCurrently the owner of a shop. Apart from her shop, Asta has no other activity.

Asta's Previous employment: Restaurant proprietor

Asta's Current employment: Shop owner

4) In 2010, Paul was the only call-box owner of his community. In the meantime, Paul passed the public examinations for peacekeepers (Guardien de la Paix). Currently, he works in a police station of the community. Paul also bought a motor cycle which he uses during his off days for passenger transportation in order to supplement his salary.

Mis en forme : Surlignage

Mis en forme : Couleur de police : Rouge

Paul's previous employment: Call-box owner

Paul's main employment: Peaceker

Paul's secondary employment: Moto-taximan

5) Mary is a seamstress. This activity gives her most of her income and takes most of her time. At the same time, Marie produces a local drink, bili-bili, she does it twice a week. Before embarking on the production of bili-bili, Mary was roasting fish, an activity she ceased practicing two years ago.

Previous employment of Mary: Fish roaster

Marie's main employment: Seamstress

Secondary employment of Marie: Producer of bil-bil.

TP7. What was the name of the trade, profession, post, task of your previous employment? see Nomenclature of employment for codification?

This question is identical to question AP1, with the only difference that it concerns the previous job. It must therefore be filled following the same instructions.

TP8. What is the activity of the enterprise or of the exploitation in which you exercised your previous employment?

This question is identical to question AP2, with the only difference that it concerns the former employment. It must therefore be filled following the same instructions.

TP8a. Was that employment remunerated?

Ask the question and enter the code corresponding to the respondent's answer.

TP9. What was your Socio-professional category?

This question is identical to question AP3, with the only difference that it concerns the former employment. It must therefore be filled following the same instructions.

TP10. The enterprise or the exploitation where you had your previous employment (or that you were managing) was...

This question is identical to question AP4, with the only difference that it concerns the former employment. It must therefore be filled following the same instructions.

TP11. How many persons (including yourself) were working in that establishment?

This question is identical to question AP5, with the only difference that it concerns the former employment. It must therefore be filled following the same instructions.

TP12. Was the enterprise where you exercised your previous employment (or that you managed) registered?

This question is the same with question AP6b, with the only difference that it concerns the former employment. Refer to the filling instructions of question AP6b.

TP13a. When did you start your previous employment?

It is the date (year) which the interviewee started his former employment. This question may need, from

some persons, big memory efforts. Be patient and if possible, help the interviewee by asking him/her if he/she did not have any special events in his/her live or around him/her that year. Register only the last two digits of the year in the box reserved to that effect (Example: 98 for 1998 and 00 for 2000).

TP13b. For how many years did you exercise your employment?

This question is identical to question **AP8a1** with the only difference that it concerns the former employment. It must be filled following the same instructions.

TP14. What is the main reason why you left your previous employment?

It is a matter of identifying here the main reason why the interviewee left/lost his/her previous employment. If an interviewee gives you several reasons, insist on having the main one.

Part three: Employment prospects (TP15 to TP18): Questions asked here concern the future fantasy employment projects of the interviewee.

In this part, the future fantasy employment referred to corresponds to the one that the interviewee really desires and has possibilities to getting.

TP15. What are your desired employment projects for the future?

Ask the interviewee what are his/her employment projects for the future without reading the modalities of the question. Register the modality that corresponds better to the project of the interviewee. In case of misunderstanding, do not hesitate to ask for enlightenments. For students who have holiday jobs, code 4 “keep the present employment or remain inactive” if they say that they want to continue their studies. If they are by so doing entering the work world, code 1 “to get the first employment”.

If the interviewee's projects correspond to modality 4, then the rest of the questions of this part will not be of his/her interest. In this case, go directly to the next module RHE (out of employment income).

TP16. Desired employment:

Five-Six questions related to the employment the interviewee desires are asked here.

TP16a. What is the name of the employment (trade, profession, duty, post, etc) desired?

You will make a brief and precise description of the profession by getting, among other information the name of the profession, the post in the host structure, the task to be done, the classification category (grade, echelon).

TP16b. What is the activity of the desired enterprise?

Register the information on the activity of the enterprise in which the interviewee would like to work. Also register information on the products of the enterprise.

Questions TP16c1 to TP16c3 are on the characteristics of the interviewee's desired employment enterprise.

TP16c1. What is the legal form of the desired enterprise?

The respondent is asked to give the type of enterprise in which he intends to work. Ask the question and record the code corresponding to the respondent's answer.

TP16c2. What is the total number of staff of the desired enterprise?

Ask the question and record the code corresponding to the respondent's answer.

TP16c3. What is the sector of activity of the desired enterprise?

Ask the question and record the code corresponding to the respondent's answer.

1. Agricultural exploitation (plantation, farming, livestock, fishery, forestry);
2. Industry and PWB or construction (extractive industry including quarries, gold, diamond, other industries including bakeries, joinery, etc.);
3. Trade (sales in state (that is, without transformation));
4. Services (transport, accommodation and catering, education, health, domestic activity, games and leisure);
5. Indifferent.

TP16d. What is the desired socio-professional category of the employment?

This question is identical to question AP3, with the only difference that it concerns the desired employment. It must therefore be filled following the same instructions. If the desired job is a non-wage-earning job, go directly to question TP17b.

TP17a and **TP17b** provide information on the reasons for choosing the wage-earning or independent character of the desired job: The two questions (TP17a and TP17b) which are asked here are identical to questions C8a and C8b with the only difference being that they relate to the job desired. They must therefore be completed according to the same instructions.

TP18. How soon do you hope to get the employment?

The interviewee must tell us here, how soon he hopes to get the desired employment. The duration here is measured in completed years. For interviewees who hope to get the job within less than a year you will register 00.

4.13- RHE. Income outside employment

The module is for all individuals aged 10 years or older. It concerns all the incomes, in cash or in kind, different from those that are linked to the individual's employment(s) (main employment and secondary employment).

Incomes must be treated in a sequential manner and in the order given by the questionnaire. For each type of income register in the second column 1 for "yes" or 2 for "no" depending on if the interviewee perceives or not that type of income. In the third column, register the periodicity of the incomes perceived. In the fourth column, register the average amount perceived at each period. Finally, in the last column, convert, if necessary, the amount perceived following the monthly periodicity and write down in thousands of CFAF. (Remember in the conversion that a month has 4.3 weeks and a year has 12 months).

For example, one person says he has a quarterly retirement pension of 90 000 CFAF. On the line RHE 1 "Work pension" code 1 for "yes" in the second column; register **quarterly** in the third column (periodicity). In the fourth column (amount), write **90 000** (while tallying to the right) and in the last column (monthly amount) write **30 000** (90 000 divided by 3).

NB: In this module, we are concerned with regular incomes and not with exceptional money receptions. Incomes taken into consideration must be recurrent. They must therefore be perceived according to a fixed periodicity and not occasionally (the periodicity must be inferior or equal to a year).

Examples: 1- Mr. ONANA who is a civil servant sends a monthly amount of 20_000_CFAF to his father, Mr. AZAFACK who is no longer engaged into any activity. For Mr. AZAFACK, it is a monthly income of 20 000 CFAF that will be classified in RHE5 (transfers received from other households within the national territory). On the other hand, if Mr. ONANA, gives the sum of 10_000 CFAF to his sister, Miss DONNGMO, because she has some monetary difficulties, then that money is an exceptional entry for Miss DONNGMO which must not be recorded in this table. Likewise, a gain at PMUC for example is not an income, but an exceptional monetary entry.

2- Transfers within the same household are not considered here. For example, the pocket allowances a parent gives to his son living with him will not be considered as the son's income.

RHE1. Work pension: It is retirement or invalidity pensions following an industrial accident.

RHE2. Other pensions: This item concerns food pensions, pensions to widows or to orphans, etc.

RHE3. Land or real estate incomes: Incomes from the renting of unconstructed lands or of buildings. A civil servant who is renting a 2 rooms house which he constructed next to his main house or a room in his dwelling house has an income from the property

RHE4. Stocks and shares: incomes from shares and obligations that the interviewee has on an enterprise. It can also be income from financial investments (savings) reselling of shares, etc.

RHE5. Transfers received from other households within the national territory: This item concerns incomes, in cash and in kind that they receive from other households. It does not concern pensions from

legal decision (food pension following divorce for example.) which are classified in RHE2. On the other hand, it takes into consideration transfers from a parent to a son who is studying in another town.

RHE5a. Transfers received from households abroad

It is about income, in cash and in kind, that is received from households outside the national territory. The other instructions, are identical to those of the question RHE5.

RHE6. Scholarship: This item concerns incomes that some students perceive for their school attendance.

RHE7. Other incomes: This item concerns incomes you could not previously classify. Specify below the questionnaire the nature of that income.

4.14. EH. Usual employment

Module EH (usual employment) is meant for persons aged 10 years or older, except for the economically active persons who declared in **AP8a1** that they have been exercising their main employment for at least a year. This module helps to get, for each individual, information on the activity situation and on some characteristics of his employment in the course of the past 12 months.

NB: You have to ask systematically, for each of the past 12 months, all the questions of the module to the interviewee, starting from the month preceding the month of the survey and progressing backwards. The names of the months must be filled by the interviewer before carrying out the interview.

EH1. During the month of ...did you work even for just an hour?

Ask the interviewee if he worked even just for one hour in the course of the month concerned. If the interviewee answers "No" go to EH5.

NB: Some activities that have resemblance to some types of work are not considered here as employments. They are:

- Studies;
- Domestic works in one's own house; taking care of children, aged or sick persons without remuneration;
- Fetching of wood or water, doing shopping;
- Construction of one's own house;
- Giving free services to the community.

But, are considered as employment, activities made to help the family:

- Working in a personal business;
- Producing a product for sale;
- Working in the house remuneration;
- Delivering a service;
- Helping in a family enterprise;
- As a paid or non-remunerated apprentice;
- As a student/pupil who works;
- Working for another household;
- Any other activity against an income.

Questions **EH2**, **EH3** and **EH4** refer to the main employment that the interviewee exercised in the course of the concerned month. As for the filling instructions of **EH2** (trade or profession) and **EH3** (activity), refer to **AP1** and **AP2** respectively while considering each of the 12 months as the period of reference and no longer the last week as in module **AP**.

EH2a. Is this job the same as last month?

This question aims to find out if the respondent kept the same job as the previous month. If-yes, circle enter 1 and go to EH2b. Otherwise if no, circle enter 2 then go to EH3.

EH2b. Is this job change caused by COVID-19?

Mis en forme : Police :(Par défaut) Times New Roman, 12 pt, Gras, Anglais (États-Unis)

Mis en forme : Justifié

Mis en forme : Police :(Par défaut) Times New Roman, 12 pt, Anglais (Royaume-Uni)

Mis en forme : Couleur de police : Automatique

Mis en forme : Police :(Par défaut) Times New Roman, 12 pt, Anglais (Royaume-Uni)

Mis en forme : Couleur de police : Automatique

Mis en forme : Police :(Par défaut) Times New Roman, 12 pt, Anglais (Royaume-Uni)

Mis en forme : Couleur de police : Automatique

Mis en forme : Police :(Par défaut) Times New Roman, 12 pt, Gras, Anglais (États-Unis)

This question allows enablers to know if the change of job of the respondent is attributable to the COVID-19 pandemic. If **yes**, circle enter 1. Otherwise if **no**, circle enter 2.

EH4. How much did you earn in that employment this month? Monthly income drawn from the activity in the course of the month of... This question is identical to AP13a, the only difference being that it deals with the income of the month concerned. It must therefore be filled following the same instructions.

At the end of this question, go to the next month.

Questions **EH5 and EH6** concern persons that did not work in the course of the concerned month.

EH5. Did you seek an employment during this month?

This question contributes to the identification of unemployed and inactive persons. For each of the months, ask the question as it is worded and register the interviewee's answer.

EH6. Were you immediately available (i.e. in the next 15 days) to work if you got an employment?

This question contributes to the identification of inactive persons. For each of the months, ask the question as it is worded and register the interviewee's answer.

At the end of this question, go to the next month. After the last month, go to the next module.

4.15- PUP module. Production of goods for personal use

Module PUP (Production of goods for personal use) is intended for all persons aged 10 years or older (employed or not). This module makes it possible to obtain, for each individual, information on any activity intended to produce goods or to provide services for their own personal use.

PUP01. Did you carry out one of the following activities in order to produce foodstuff essentially for household consumption?

This two-part question identifies all producers of goods for personal consumption and subsistence food producers in the past 7 days by focusing on activities linked to hunting or gathering of other foodstuffs essentially intended for the final consumption of the household.

If this is not the case, then go to PUP03.

In this question, use the specific dates that cover the 7 days before the interview. For example, if the interview taking place today the 15th of April, the question will cover the period "from April 8th to yesterday the 14th of April".

The intended main use of the production is based on the declarations of the interviewee. Even if a small quantity is sold or bartered, as long as the respondent indicates that the goods are primarily for the household or family, it should be entered here.

- Modality **a** includes hunting, trapping animals primarily to obtain meat, hair, skin, bones or other products;
- Modality **cb** includes the gathering of wild fruits, mushrooms, roots and medicinal and other plants intended primarily for household consumption.

Recreational hunting is included if it is done to produce food or fur for household use or consumption.

PUP02. How many hours did you devote to these activities during the past 7 days?

This question on the number of hours usually worked per week for activities covered by PUP01 in the last 7 days is aimed at producing estimates of working time in the production of subsistence goods and producing estimates of the contribution of subsistence work in the calculation of the SNA.

- Hours actually worked refers to the time spent directly on the respondent's hunting or gathering activities to produce goods intended primarily for the household or family's own final consumption. Time spent on activities primarily for sale or barter should be excluded.
- Recording times are in 0.5 hours intervals. If the respondent indicates less than 0.5 hours, round up or down to find the nearest rounded value.

Mis en forme : Police : (Par défaut) Times New Roman, 12 pt, Anglais (Royaume-Uni)

Mis en forme : Police : (Par défaut) Times New Roman, 12 pt, Anglais (Royaume-Uni)

Mis en forme : Espace Avant : 0 pt, Taquets de tabulation : 1,62 cm, Gauche + 3,23 cm, Gauche + 4,85 cm, Gauche + 6,46 cm, Gauche + 8,08 cm, Gauche + 9,69 cm, Gauche + 11,31 cm, Gauche + 12,92 cm, Gauche + 14,54 cm, Gauche + 16,16 cm, Gauche + 17,77 cm, Gauche + 19,39 cm, Gauche + 21 cm, Gauche + 22,62 cm, Gauche + 24,23 cm, Gauche + 25,85 cm, Gauche

Mis en forme : Couleur de police : Automatique

Mis en forme : Couleur de police : Automatique

Mis en forme : Police : (Par défaut) Times New Roman, 12 pt, Anglais (Royaume-Uni)

Mis en forme : Couleur de police : Automatique

Mis en forme : Police : (Par défaut) Times New Roman, 12 pt, Anglais (Royaume-Uni)

Mis en forme : Couleur de police : Automatique

Mis en forme : Police : (Par défaut) Times New Roman, 12 pt, Anglais (Royaume-Uni)

Mis en forme : Police : (Par défaut) Courier New, 10 pt, Anglais (États-Unis)

- If the respondent cannot provide the total number of hours actually worked in these activities, help them by asking about the hours worked per day and the number of days worked in the past 7 days.

Exclude the time for displacement between home and the parcel, for example at the beginning and end of the work day, as well as time spent on long breaks, for example, meal breaks.

PUP03a. Did you fetch firewood or other natural products to be used as combustible fuel by the household?

Here, participation in wood picking activities for fire and other natural products to be used primarily as combustible fuel for the household or family is captured. The goal is to identify all producers of goods for personal consumption during the short reference period. This includes cutting, collecting and transporting wood, dung, peat or other combustible products on foot or using handcarts or animal drawn carts and intended primarily for final consumption by the ~~farmer~~ household or family.

The main use of the products is based on the interviewee's declarations. Even if a small quantity is sold or bartered, if the respondent indicates that the products are basically for the household or family, it should be listed here.

PUP03b. How many hours did you devote to these activities during the last 7 days?

This is to capture the number of hours worked in the past 7 days in the activities covered by PUP3a to produce estimates of working time in the production of subsistence goods to produce estimates of the contribution of subsistence work in the calculation of the SNA.

Record only the hours actually worked to collect firewood and other natural fuels primarily for final consumption by the household or family. Exclude the time usually spent on these activities intended primarily for sale or barter.

Recording hours are in 0.5-hour intervals. If the respondent indicates less than 0.5 hour, round up or down to find the nearest rounded value.

If the respondent cannot provide the total number of hours actually worked in these activities, help them by asking about the hours worked per day and the number of days worked in the past 7 days. If the respondent reports variable hours, encourage them to estimate the average over the course (last month / last 4 weeks).

PUP04a. Collect water for consumption

Here we capture participation in water harvesting activities from natural or public sources primarily for use by the household or the family.

This includes water harvesting activities from natural or public sources where the water is primarily intended for household or family use. This includes drawing water from wells, rivers, pools or lakes for the family; or to fetch water from public distribution centers, including taps.

The intended main use of the products is based on the statements of the interviewee. Even if a small quantity is sold or bartered, if the respondent indicates that the products are primarily for the household or family, it should be listed here. This excludes the purchase of water in shops and the transport of water from different places in the house, from a courtyard for example.

PUP04b. How many hours did you devote to these activities during the past 7 days?

This is to capture the number of hours usually worked per week in activities covered by PUP4a.

Record only hours actually worked to collect water for consumption mainly for final consumption by the household or family.

Exclude the time usually spent on these activities intended primarily for sale or barter. The hours are recorded in intervals of 0.5 hours. If the respondent indicates less than 0.5 hours, round up or down to find the nearest rounded value. If the respondent cannot provide the total number of hours actually worked in these activities, help them by asking about the hours worked per day and the number of days worked in the past 7 days. If the respondent reports variable hours, encourage them to estimate the average over the course of time (last month / last 4 weeks).

PUP05.a-f): During the past 7 days, how much time did you devote...

This is the time spent in the past 7 days by the interviewee on activities listed in points (a) to (f)

Mis en forme : Couleur de police : Automatique

Here, we refer strictly to the number of hours effectively worked, i.e. the time spent directly on or in relation to the activities listed in points (a) to (f), done strictly for the benefit of the household without any remuneration.

- Record the number of hours spent in the activities listed in each category in the past 7 days as reported by the respondent. If the respondent is unable to recall the total for each item, try to help estimate the time spent each day and add to get the weekly total for each item.
 - Recording times are in 0.5 hours intervals. If the respondent indicates less than 0.5 hour, round up or down to find the nearest rounded value. Record 0 hours if the interviewee did not spend any time doing any of the activities listed in (a) to (f).
- a. includes typical home activities such as feeding the family, and organising for household foodstuff, its preparation, cooking and serving as meals for consumption by the household, dishes, organization of food stock. This also includes activities related to the care and maintenance of household linen and other textiles such as washing, ironing, sorting, and arranging clothing.
 - b. includes activities such as the processing and preservation of meat and fish (eg curing, smoking, drying, salting); the manufacture of dairy products such as butter, cream, cheese ...; the processing and preservation of fruits and vegetables (for example, pickling, salting, roasting, grinding, oil pressing, jammers, canning); cereal processing (eg, dehulling, drying, threshing); make flour; brewing, fermentation and preparation of beverages for storage. It excludes the preparation of food and beverages for immediate consumption which should be recorded under **Aa**.
 - c. includes activities to produce household goods, excluding food products, such as pottery, furniture (eg cutting, carving, sanding, varnishing, painting, assembling of wood products), clothing and other textiles (for example, weaving, spinning, sewing, leather work, embroidery, sewing, knitting ...); the manufacture of shoes, handbags, carpets, baskets, paper, paper products, soap, perfume, candles, utensils and other goods.
 - d. includes activities performed without pay to manage the household of the interviewee such as the management and payment of household bills, organisation of services for the household (such as plumbers ...).
 - e. includes painting, decorating or maintaining the house, doing minor repairs, installing equipment and accessories such as lamps, bathroom accessories ...
 - f. includes activities related to the construction and major renovation of the household lodging and other structures such as animal shelters, roof, walls and fences, product storage facilities, garage, demolition or the destruction of building structures. It also includes activities to acquire supplies and materials for construction or repair, including the collection of wood, palm leaves, bamboo, stone, brick making for use in repairing or repairing wood, construction of own real estate unless such supplies and materials are purchased. The purchase of materials must be corresponded to the activities mentioned in (a).

PUP05eg. Would you say that because of COVID-19, the time you spent cooking, doing other housework, or doing home repairs is ...

f This question provides information on the time allocated by the respondent to household activities due to the COVID-19 pandemic. If this time is longer than usual, circle 1. If it takes as long as usual, circle 2. If shorter than usual, circle 3.

PUP06: During the past 7 days, did you help or assist without remuneration members of your family living in your household aged 18 years or older because of a handicap, sickness or age-related problem?

This question captures participation in unpaid care activities for dependent adult members of the household or family over the last 7 days.

Go to PUP07, if no such activity was done.

Mis en forme : Police :Gras

Mis en forme : Retrait : Gauche : 1,26 cm, Sans numérotation ni puces

Mis en forme : Police :Gras, Couleur de police : Automatique, Anglais (États-Unis)

Mis en forme : Couleur de police : Automatique

Mis en forme : Sans numérotation ni puces

Mis en forme : tIid-translation, Couleur de police : Automatique,

- This includes activities performed without pay to provide care or direct assistance to dependent adult members of the household or family due to disability, illness or age-related problems. Dependent adults refer to people over the age of 18 who have a physical or mental illness, handicap or deficiency. This includes activities like accompanying to the hospital, giving drugs; assisting the in bathing, to dress them, to feed them; read or provide other forms of direct emotional support; accompany them during a trip; etc.
- This excludes unpaid household activities performed as part of the care and general maintenance of the household and its members, such as cooking, laundry, cleaning, etc., which are included in PUP05 (a).

PUP06a. How many hours did you devote to these activities during the past 7 days?

This question captures the number of hours actually spent on activities during (the previous week/past seven days) mentioned in PUP06. Produce estimates of working time devoted to the provision of services for personal consumption.

- Hours effectively worked refers to time directly spent on or related to unremunerated care activities for dependent adults, as reported by the respondent.
- The hours are counted in increments 0.5 hours. If the respondent indicates less than 0.5 hours, round up or down to the nearest half hour.
- If the respondent cannot provide the total number of hours actually spent on these activities, help them remember by asking them how many hours they worked per day and how many days they completed those hours in performing the activities during the previous week or the previous seven days.

This excludes unpaid household activities performed as part of the care and general maintenance of the household and its members, such as cooking, laundry, cleaning, etc., which are included in question PUP05 (a).

PUP07. ~~PUP07.~~ During the past 7 days, did you spend any time providing similar care to family members aged 18 years or older living in other households because of a disability, illness or problems related to old age?

This question captures participations, over the past 7 days, in unpaid care activities for dependent family-adults living in other households. This includes activities performed without pay to provide care or direct assistance to adult family members living in other households because of disability, illness or age-related problems. Dependent adults refer to persons aged from 18 years and above who have a physical or mental illness or disability or deficiency. This includes activities such as the supply of drugs; help with swimming, clothing, feeding; reading or providing other forms of direct emotional support; a companion during a trip.

PUP07a. How many hours did you spend on these activities in the last 7 days?

This question captures the time spent on unpaid care activities for people 18 years of age or older. This excludes unpaid household activities performed as part of the care and general maintenance of the household and its members, such as cooking, doing laundry, cleaning, etc., which are included.

PUP07b. Would you say that as a result of COVID-19, the time you have spent caring for family members aged 18 years of age or older living in OTHER households due to a disability, illness or of old age problems is ...

This question provides information on the time allocated to providing care to vulnerable people in the respondent's family living outside their household due to COVID-19.

Circle 1 if the time spent is longer than usual.. 2 if it is the same as usual and 3 if it is shorter than usual.

PUP08. In the past 7 days, did you spend time looking after children under 18 living in your household?

- Mis en forme :** Police :(Par défaut) Times New Roman, 12 pt, Gras, Anglais (Royaume-Uni)
- Mis en forme :** Justifié
- Mis en forme :** Couleur de police : Automatique
- Mis en forme :** Police :(Par défaut) Times New Roman, 12 pt, Gras, Anglais (Royaume-Uni)
- Mis en forme :** tlid-translation, Police :(Par défaut) Times New Roman, 12 pt, Anglais (Royaume-Uni)
- Mis en forme :** Couleur de police : Rouge, Anglais (États-Unis)

This question captures participation, over the past 7 days, in unpaid care activities for children members of the household. This includes activities performed without remuneration to provide care or direct assistance to the children of family members living in the household. The children we refer to in this question are persons aged 17 or younger. The activities referred to are activities related to caring of very young children (0-4 years old) or children in need of constant care and supervision, such as transportation, feeding, cleaning, bathing, changing diapers ... It also includes direct care activities for older children (ages 5-17) such as putting children to bed, getting children ready for school, giving personal care and medication to children; teaching, tutoring and reading to children, giving advice to teenagers, active games with children, supervision games ...

If the answer is No or Not Concerned go to PUP09

- This excludes unpaid household activities performed as part of the care and general maintenance of the household and its members, such as cooking, laundry, cleaning, etc., which are included in PUP05.

This question captures the number of hours actually spent on activities during (the previous week / last seven days) mentioned in PUP08a.

- Hours effectively worked refers to the time directly spent on or related to unremunerated care activities for children, as reported by the respondent.
- The hours are counted in increments 0.5 hours. If the respondent indicates less than 0.5 hours, round up or down to the nearest half hour.
- If the respondent cannot provide the total number of hours actually spent on these activities, help them remember by asking them how many hours they worked per day and how many days they completed those hours in performing the activities during the previous week or the previous seven days.

PUP08a. How many hours did you spend on these activities in the last 7 days?

This question concerns the time taken to take care of under 18 children. Follow the same instructions as in question PUP7a.

PUP09: During the past 7 days, did you spend time looking after under 18 family members living in other households?

This question captures participation, over the past 7 days, in unpaid care activities for children living in other households. This includes activities performed without remuneration to provide care or direct assistance to the children of family members living in other households. The children we refer to in this question are persons aged 17 or younger. The activities referred to are activities related to caring of very young children (0-4 years old) or children in need of constant care and supervision, such as transportation, feeding, cleaning, bathing, changing diapers ... It also includes direct care activities for older children (ages 5-17) such as putting children to bed, getting children ready for school, giving personal care and medication to children; teaching, tutoring and reading to children, giving advice to teenagers, active games with children, supervision games ...

Ask the question and register the code 1 if the answer is YES, or the code 2 if the NO. If the respondent answers NO, then go to Module TBC.

PUP09a. How many hours did you spend on these activities in the past 7 days?

This question captures the time spent on unpaid care for under 18 to the children of family members living in other households. ~~children living in the household or on the children of family members. This includes unpaid activities to provide care or direct assistance to children living in the household or to the children of family members.~~ It includes caring for one's own children, adoptive children, or spouse's children aged 17 or younger. This includes all activities related to the care of very young children (0-4 years) or children who constantly need care and supervision, such as carrying, feeding / breastfeeding, cleaning, bathing, changing diapers. It also includes activities to care for older children (5-17 years) such as putting them to bed, preparing them for school, giving them personal care and medication; teaching

them things, counseling them, reading to them, helping them with tasks, giving advice to teenagers, playing with children, supervising their games.

Ask the question and fill in the Number of hours for children under 5 and the number of hours for children aged 5-17.

PUP09b. Would you say that due to COVID-19, the time you spent caring for children under the age of 18 living in your household is ...
This question is the same as PUP07a but this time concerns children under 18 years who live in the same household as the respondent.

4.16- Module TBC. Other volunteer and community works

This last module aims at capturing other aspects of volunteer works and community works done without remuneration.

TBC01. During the past 12 months, that is to say from [Month of] till the month of [Last month], did you carry out a non-remunerated and non-obligatory work benefiting a cause, someone from another household or from another family?~~that profits someone of a different household or family?~~

The question is whether the respondent **voluntarily** did work to produce goods or to offer services, **without remuneration**, to promote a cause or to help someone outside of his household or his family. Reimbursement of expenses incurred in connection with the activity should not be confused with compensation.

If the respondent answers "yes" to the question asked, relaunch it to see if he continues to do this volunteer activity to date. If he answers "Yes" to this second question, enter 1 in the box otherwise enter 2.

On the other hand, if on reading the question he answers "No", that is to say has not done a volunteer work in the past 12 months, relaunch to find out if he did it in the past and code 3 or 4 according to his answer.

TBC02. When was the last time you did such an unremunerated and non-obligatory activity for the benefit of third parties?

Ask the question and give the respondent time to remember when he or she did this activity. In case of any difficulty remembering the exact day, take the closest wide period.

TBC03. You usually consecrate or have consecrated more time to the benevolent activity (non-remunerated and non-obligatory)?

This question captures the recipient of the volunteer activity that the respondent spent more time

TBC04. How often do you spend time on this main volunteer activity?

Ask the question and save the code of the corresponding modality.

TBC05. In which sector (s) of activity do you spend time in this volunteer activity?

In some cases, you may have to ask the interviewee to give you a brief description of the activity if you feel that his answer does not allow you to do the coding well.

TBC06. What was the main thing that motivated you to do this volunteer work?

Ask for the main motivation that prompted the respondent to choose to volunteer time for the activity.

TBC07. During the last 12 months, that is to say from the month of [... ..] till the month of [.....], did you carry out a non-remunerated work related your obligations as a member or person in charge of a collectivity, an association, a church, or for someone else from a different household/family?

Same instructions as in question TBC01, except that here the activity carried out is a social obligation or the status of the respondent in a structure.

Mis en forme : Police : (Par défaut) Times New Roman, 12 pt, Gras, Anglais (Royaume-Uni)

Mis en forme : Justifié

Mis en forme : tliid-translation, Police : (Par défaut) Times New Roman, 12 pt, Anglais (Royaume-Uni)

Mis en forme : Espace Avant : 0 pt, Taquets de tabulation : 1,62 cm,Gauche + 3,23 cm,Gauche + 4,85 cm,Gauche + 6,46 cm,Gauche + 8,08 cm,Gauche + 9,69 cm,Gauche + 11,31 cm,Gauche + 12,92 cm,Gauche + 14,54 cm,Gauche + 16,16 cm,Gauche + 17,77 cm,Gauche + 19,39 cm,Gauche + 21 cm,Gauche + 22,62 cm,Gauche + 24,23 cm,Gauche + 25,85 cm,Gauche

Mis en forme : Couleur de police : Automatique

Mis en forme : tliid-translation, Police : (Par défaut) Times New Roman, 12 pt, Anglais (Royaume-Uni)

Mis en forme : Police : (Par défaut) Courier New, 10 pt, Couleur de police : Rouge

TBC08: When did you last carry out such a non-remunerated work related to your obligations of membership or person in charge of a collectivity, an association, a church, or for someone else from a different household/family?

Same instructions as in question TBC02.

Quickly go through the questionnaire to make sure you have not forgotten any questions and thank the respondent for his availability and for the "good" conduct of the interview.

At the end of the working day,

- Review quietly and codify the questionnaires you have administered because at this point, some information is still fresh in your memory;
- Check the consistency between the questions;
- Do not hesitate to discuss ambiguous cases of codification with your fellow interviewers and with your controller;
- Verify that you have correctly reported all the identifiers in each of the questionnaires (EA number, household number, individual number, area (urban, semi-urban or rural), region) as well as your name and code.

NB: Make sure that on the following day, you hand all the filled questionnaires for the day to your controller. Avoid any accumulation of questionnaires at your level.

Mis en forme : Soulignement

TEL : Please, may I have your functional phone number through which we can contact you?

(write 0 if no functional phone number)

Record a functional phone number through which we can contact the interviewer. He is not obliged to possess a functional phone.

Mis en forme : Anglais (États-Unis)

Mis en forme : Anglais (États-Unis)

Mis en forme : Anglais (États-Unis)

Mis en forme : Anglais (États-Unis)

Mis en forme : Anglais (États-Unis)

Mis en forme : Anglais (États-Unis)

Thank the interviewer for his disponibility.

ANNEX

1- Enumeration form

2- Location plan of the EA

3- Sketch

REPUBLIQUE DU CAMEROUN

Paix – Travail – Patrie

INSTITUT NATIONAL DE LA
STATISTIQUE



REPUBLIC OF CAMEROON

Peace – Work – Fatherland

NATIONAL INSTITUTE OF
STATISTICS

**THIRD SURVEY ON EMPLOYMENT AND THE INFORMAL SECTOR
IN CAMEROON (EESI 3)**

ENUMERATION FORM

LABELLINGS	Code
REGION _____	_ _ _ _
DIVISION _____	_ _ _ _
SUBDIVISION _____	_ _ _ _
MAPPER'S NAME _____	_ _ _ _
LISTER'S NAME _____	_ _ _ _
N° RGPH 4 OF THE EA _____	_ _ _ _
SEQUENTIAL N° OF THE EA _____	_ _ _ _

Mis en forme : Couleur de police : Rouge

Mis en forme : Couleur de police : Rouge

REPUBLIQUE DU CAMEROUN
Paix – Travail – Patrie

INSTITUT NATIONAL DE LA
STATISTIQUE



REPUBLIC OF CAMEROON
Peace – Work – Fatherland

NATIONAL INSTITUTE OF
STATISTICS

**THIRD SURVEY ON EMPLOYMENT AND THE INFORMAL SECTOR
IN CAMEROON (EESI 3)**

LOCATION PLAN OF THE EA

Region: |_|_|

Division: |_|_| Division: |_|_|

-----|_|_|_|_|_|_|_|

Subdivision: |_|_|_|_|_|_|_| EA N°: |_|_|_| CLUSTER N°: CLUSTER

N°: |_|_|_|

Name of locality:.....Area of residence:

Area of residence : |_|

Mis en forme : Couleur de police : Rouge foncé

Fiche I, EESI 3

EESI 3: |_|_|_|

Observations :

Pathways:

.....

.....

.....

.....

Possibility of accommodation

.....

.....

.....

Other useful information:

.....

.....

.....

Page 51 : [1] Mis en forme **pc** **23/03/2020 15:40:00**

Police :Times New Roman, 12 pt, Anglais (Royaume-Uni)

Page 51 : [2] Mis en forme **pc** **23/03/2020 15:40:00**

Police :Times New Roman, 12 pt, Non Italique, Anglais (Royaume-Uni)

Page 51 : [3] Mis en forme **pc** **23/03/2020 15:40:00**

Police :Times New Roman, 12 pt, Anglais (Royaume-Uni)

Page 51 : [4] Mis en forme **pc** **23/03/2020 15:40:00**

Police :Times New Roman, 12 pt, Anglais (Royaume-Uni)

Page 51 : [5] Mis en forme **pc** **23/03/2020 15:40:00**

Police :Times New Roman, 12 pt, Anglais (Royaume-Uni)

Page 51 : [6] Mis en forme **pc** **23/03/2020 15:40:00**

Police :Times New Roman, 12 pt, Anglais (Royaume-Uni)

Page 51 : [7] Mis en forme **pc** **23/03/2020 15:40:00**

Police :Times New Roman, 12 pt, Non Italique, Anglais (Royaume-Uni)

Page 51 : [8] Mis en forme **pc** **23/03/2020 15:36:00**

Police :Times New Roman, 12 pt, Anglais (Royaume-Uni)

Page 51 : [9] Mis en forme **pc** **23/03/2020 15:36:00**

Police :Times New Roman, 12 pt, Anglais (Royaume-Uni)