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Innovations for Poverty Action, Philippines

**FIELD OFFICER'S MANUAL FOR  
BASELINE OF HOUSEHOLD TIME ALLOCATION STUDY OF LUZON  
INNOVATIONS FOR POVERTY ACTION  
JAN 2016  
PHILIPPINES**

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## **Part 1: Field Preparations**

### **1. Introduction**

Innovations for Poverty Action (IPA) is a US-based non-profit research organization with operations in 30 different countries in Africa, Asia, and North and South America. IPA was founded by Yale professor Dean Karlan with the goal of serving as the link between academic research and real-world problems faced by the poor in developing countries. IPA works to develop and evaluate approaches to solving development problems, and works to scale up successful projects through implementation and dissemination to policymakers, practitioners, investors and donors around the world. IPA partners with academics and practitioners and governments from around the world to determine the cost-effectiveness of poverty alleviation programs, using the most rigorous evaluation techniques.

The purpose of this baseline survey is to better understand characteristics of households in Luzon, and also to learn relevant information about how household members, including children, spend their time. The endline survey will take place in February 2018 and will interview the same households again. The findings will help inform organizations working to improve livelihoods throughout the Philippines.

You have been selected as an interviewer for this research study. This questionnaire has been designed to enable you to administer it with as little difficulty as possible. It is nevertheless a complex questionnaire. This manual and your training are designed to help you in this process.

Each interviewer will be responsible for the complete administration of the household and child survey questionnaires during a period of approximately **two months** that the survey is being implemented across Luzon.

#### **1.1 Objectives of the Survey**

The survey has the following objectives:

- Goal 1: Interview the individual in the household most informed about the household's economic activities.
- Goal 2: Interview all children in the household between the ages of 10 and 17 for the Child Survey. This is inclusive: children aged 10 and 17 must also be interviewed.

To achieve these objectives, in-depth data will be collected on the following key elements:

- Time Allocation
- Enterprise
- Agriculture
- Livestock
- Savings and Loans
- Work characteristics
- Education
- Migration
- Health
- Household demographic information
- Household assets
- Food security
- Consumption
- Parenting Styles

## 1.2 Survey

Features of the electronic survey and other precautions have been taken to ensure that good quality data are collected and processed without delay, including the following:

- The survey is almost entirely pre-coded to eliminate the tedious coding process, which is liable to various types of errors.
- Supervision will be close. You will maintain daily contact with your Senior Field Officer and the Field Coordinator. In addition, Senior Field Officers will actively verify the quality of data collected.
- Spot checks will be conducted to test adherence to study protocol covered in this manual
- Daily frequency checks will be done to test for data abnormalities. The Research Associate will run statistical tests on the surveys that you upload. Any suspicious entries will be flagged for further scrutiny.
- We will check if any Field Officers skip questions or answer the questions for the respondent. This is a violation of study protocol and will be grounds for termination.

## 2. Interviewer's Tasks

Your role as an interviewer is crucial to every part of the survey and the study. The quality of the data collected will be determined by the quality of your work. It is extremely important to ask questions about anything on the survey that is confusing or unclear. Try to have all questions answered during training and before going into the field, but do not hesitate to ask questions if something comes up in the field.

Your principal task is to administer surveys to households at the rate of 4 households fully surveyed per day for each team of 2 Field Officers. You will be working in a pair of 2 Field Officers. The pair of 2 Field Officers must interview the individual most informed about the economic activities of the household and all eligible children within that household to count as fully surveyed.

You must follow strictly all instructions contained in this manual. Read all questions exactly as they appear in the survey.

You should keep in constant touch with your Senior Field Officer and immediately inform them of any problems you encounter in your work in the field. Please be assured that asking questions or voicing uncertainties will only reflect *well* on you as a Field Officer – it makes it clear to the Senior Field Officers, Field Coordinators and IPA research staff that you are thinking hard about the survey task.

The Senior Field Officers and Field Coordinators, on their part, will provide you with all necessary materials and instructions, will collect and check your work, and help you solve any problems that may arise.

Though Senior Field Officers and Field Coordinators are in the field to check your work, their most important role is to serve as a resource for you. Their job is to enable you to do your work as a Field Officer. It is your responsibility to constantly communicate, so that they can better assist you.

Similarly, you are expected to use your fellow Field Officers as support. You are to work together as a team to ensure that you are all administrating the survey in the exact same way. Uniformity is one of the most important goals of our enumeration team.

## 2.1 Identifying the correct respondent in the Household Survey

We'd like to speak to the person who is most informed about this household's economic activities. This person should be informed about household purchases, assets, savings, and any enterprises or agricultural activity. You must interview the person who is the most informed about the economic activities of that specific household. The list of respondents has been validated. In the rare case where adult respondents, who are most aware of the household's economic activities, are involved in a medical emergency and are unavailable to be interviewed, the "three strike rule" will apply and you should seek a replacement household from your Field Coordinator. Field Officers are required to make 2 attempts on the first day in the barangay and then one more attempt in the morning of the second day, then seek a replacement household from the Field Coordinator. **We are looking for the people who are most knowledgeable in the household about economic issues, not just the most knowledgeable person at the time of the interview.** For example, if you find out that both parents are temporarily away on an emergency and the only available respondent is the grandparent, you should assess if the grandparent is the most knowledgeable in the household when it comes to economic decisions. If you think the grandparent does not know anything about the household's purchases, assets, savings and any enterprises or agricultural activity, seek a replacement household after three attempts.

## 2.2 Field Preparations

Before leaving for the field, the Field Officer should check that his/her survey kit is complete. Knowing what to do and being equipped with the necessary materials will make you better prepared for the interview and is a major indicator of your professionalism. Each Field Officer should have the following materials with them:

- List of households for interview
- Mirror, shoebox, and tracking sketches
- Flash card for parenting style questions
- Fully charged tablet
- Notebook
- Pencils
- Emergency contacts
- Umbrella
- Letters of informed consent
- Token gifts for adult respondents
- Power banks (one Field Officer in the pair must have this)
- Helmets (if you plan on riding a motorcycle)

In addition to possessing the necessary materials, the Field Officer should be mentally and physically prepared for field interviews. This includes:

- **Good knowledge of questionnaire:** You must know the questionnaire and responses by heart. You must be well versed in the questionnaire's content, short of being able to memorize the exact question wordings so that you will be able to conduct the interview well. Such command over the survey will convey to the respondent confidence and pride in your work, and it will help allow the interview to be conducted more efficiently.

- **Looking presentable:** Since you are there to represent the institution, you must appear professional-looking. Always wear your IPA issued shirt and ID cards. Wear comfortable shoes for fieldwork. Do not wear slippers.
- **Good physical condition:** Fieldwork may demand a lot of travel on foot in various types of weather (e.g. rain, hot weather, etc.). Fieldwork may require you to travel in jeepneys and tricycles. If you are sick, inform your Senior Field Officer and Field Coordinator.

How to prepare the interview is vital. However, bear in mind that two issues supersede all others:

1. Your personal safety and the safety of the other members of the field team
2. The rights and welfare of survey respondents

### **2.3 Replacement household protocol**

Replacement households should be sought from your Field Coordinator in the following cases:

1. You visited the household three times and no one was present.
2. You visited the household, but you could not find the respondent that knows the most about the household's economic decisions on three occasions.
3. You visited the household and the respondent in the household survey did not give consent to be interviewed. Report this to FC and ask the FC to explain the survey to this respondent. If the household survey respondent still does not give consent, ask for a replacement.
4. You visited the household, but the parent/guardian did not give consent to interview all the children in that household. Report this to FC and ask the FC to explain the survey to this respondent. If the the parent/guardian still does not give consent to interview all the children in that household, ask for a replacement.
5. You find out that the household has moved away permanently.

For the cases 1 and 2, you must visit the household twice on first day in that barangay and 1 more time on day two in that barangay. Senior Field Officers will audit any usage of the replacement list. Field Officers will be audited on households they replaced.

Field Coordinators will be given the list of replacement households by the FM. Field Coordinators are to give replacement households in order as they appear on the replacement list.

If there are no replacement households available for this barangay from the Field Manager, then the Field Coordinator or Senior Field Officer can ask the barangay official to provide a replacement household that has potential child laborers. If it's verified that there are less than 14 eligible and willing households in the barangay, from our list and any replacements from the barangay officials, then the team should cease operations in that barangay as soon as possible and move onto the next one to maintain efficiency.

### **2.4 Relations with your Supervisors**

You should always follow the advice given to you by your field supervisors. They will assign you work at the beginning of each day. In order to ensure that your work follows the protocol in this manual, the Senior Field Officers will carry out the following checks in the field.

Each day they will discuss your work with you and address any problems you may have or any inconsistencies in your work. This debrief will happens twice a day. In the morning the Senior Field Office will discuss the team's progress so far and assign interview subjects to teams. In

the evening the Senior Field Officer will conduct a debriefing sessions to hear your feedback and comments on the interview process.

Your field supervisors are the link between you and IPA. Just as you will receive instructions from them, you must inform them of any difficulties or problems that you encounter. For instance, if you do not understand a procedure or the meaning of a question in the survey, you should ask your Senior Field Officer for an explanation. They are there to help you, so use them as a resource!

Your work will also be reviewed by Senior Field Officers that will carry out checks on the answers to various questions, parts and sections of the survey. Additional frequency checks will be conducted on your output each day to test adherence to study protocols.

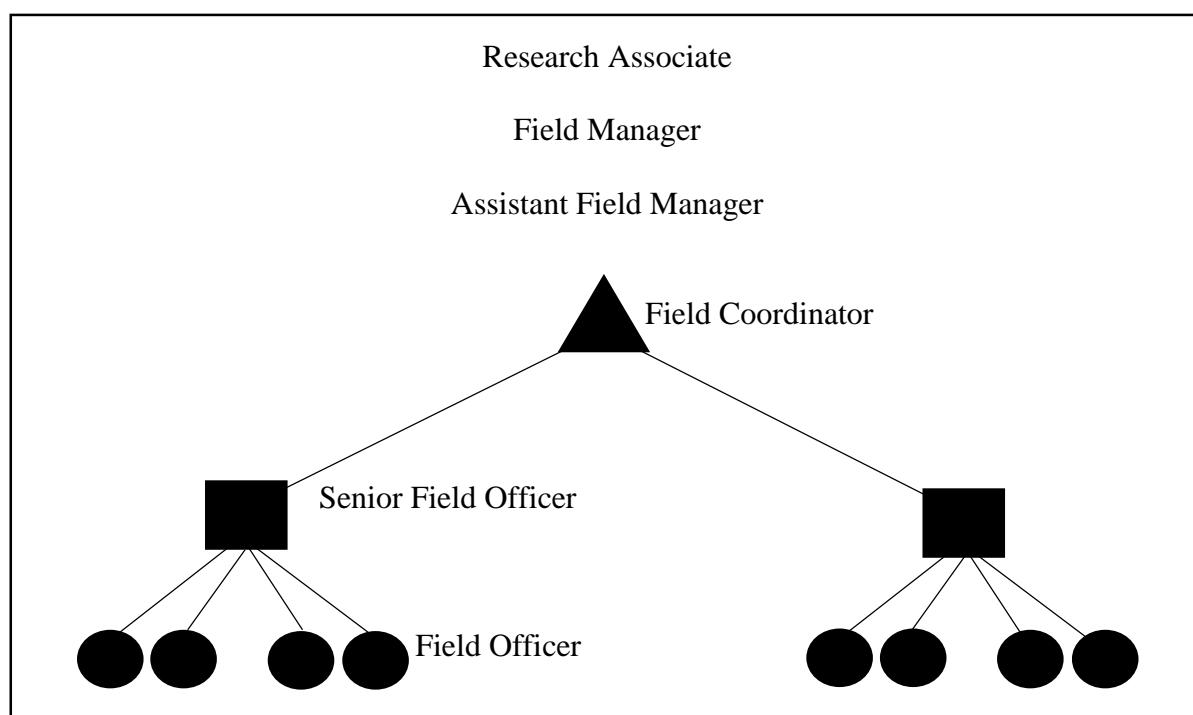
## 2.4 Team Structure

All Field Officers will work in pairs. This is done for three reasons: 1) to shorten the duration of interviews in the household, 2) to limit parental interference with child interviews, and 3) to improve the safety of Field Officers. One team member will interview the household member most informed about the household's economic activity while the other team member simultaneously interviews children in the household.

Senior Field Officers are to conduct spot checks and back checks. They will check all surveys completed by Field Officers at the end of each day, before clearing the survey for submission. Senior Field Officers are to assist the Field Coordinator in arranging logistics for the team of 4 Field Officers.

Field Coordinators will be making courtesy calls to mayors and barangay officials, encoding daily accomplishment reports, and implementing the logistical plans created by the Field Manager. The Field Coordinator will ask barangay officials and local residents about the location of households on the list and the cost of transportation in the survey area. The Field Coordinator will assign which households are to be interviewed by each pair of Field Officers, in a cost-effective manner. Barangay officials can guide the team to the target household, but they cannot stay and observe the interview.

The overall team structure will be as follows:




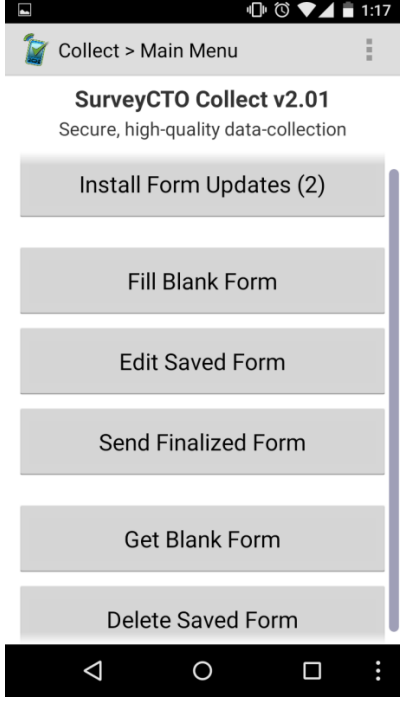
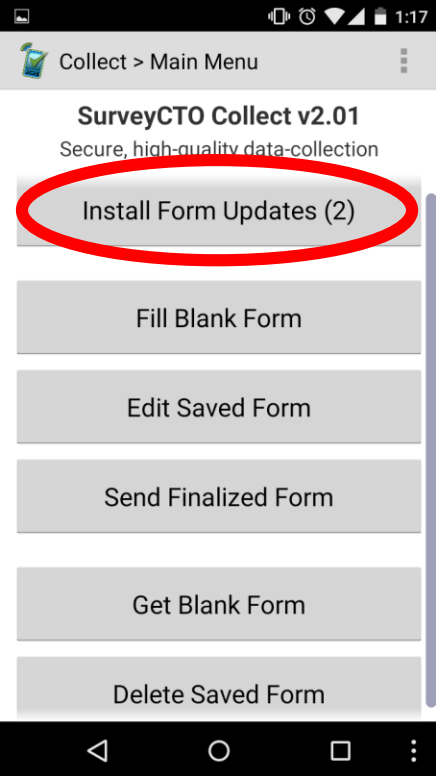
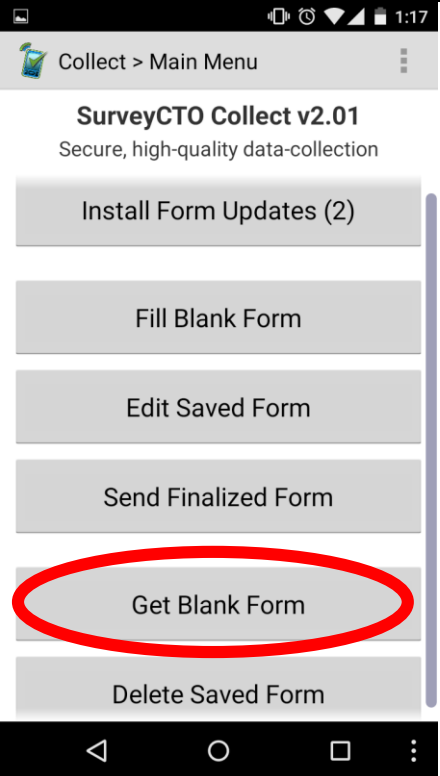


### 3. Interviewing Procedures

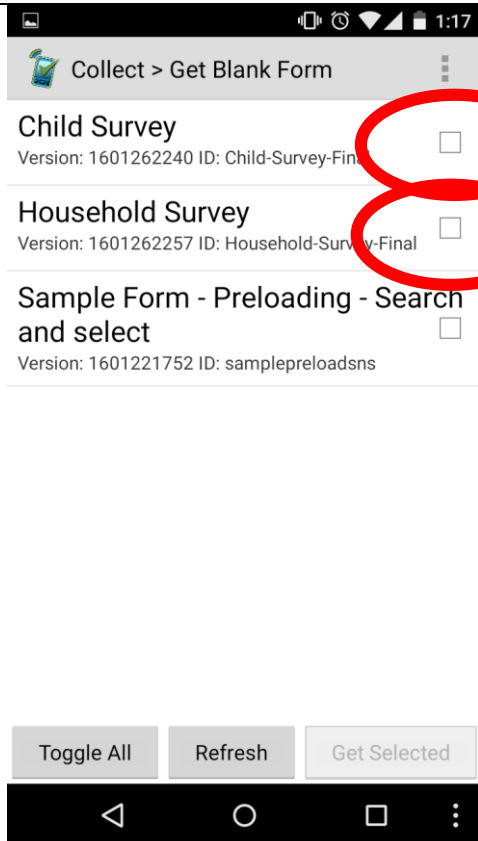
#### 3.1 SurveyCTO and Tablets

##### Introduction to SurveyCTO

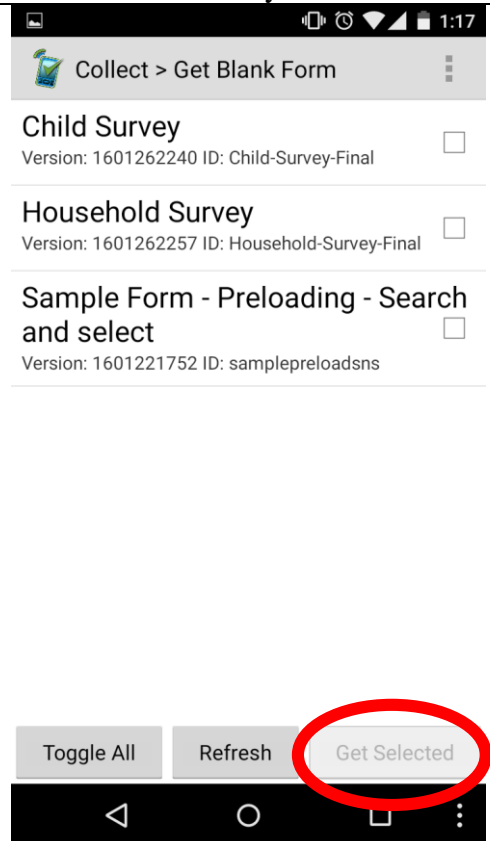
SurveyCTO is the software we are using to conduct both Household and Child surveys.

<p>To open the application click on the SurveyCTO icon.</p>	<p>When you launch the application the main screen looks like this.</p>
	
<p>Always get the latest version of the surveys by clicking on the Install Form Updates button.</p>	<p>If the Senior Field Officer or Field Coordinator informs you that a new version of the survey is available, click on the Get Blank Form button.</p>
	

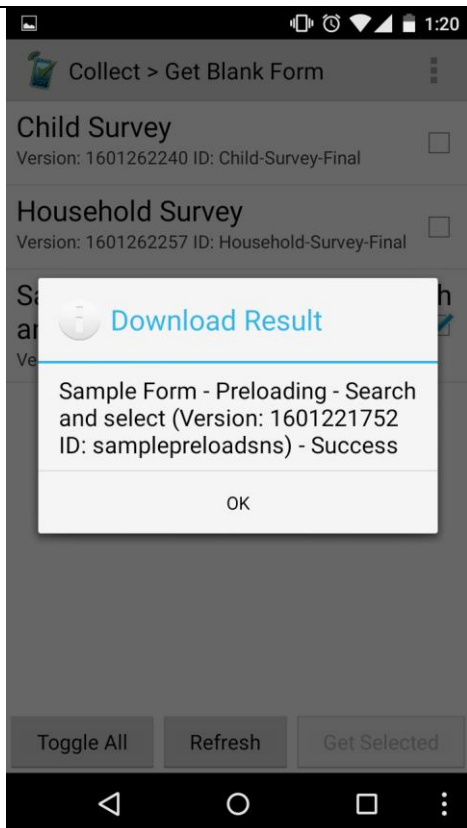
Select the Child Survey and Household Survey.



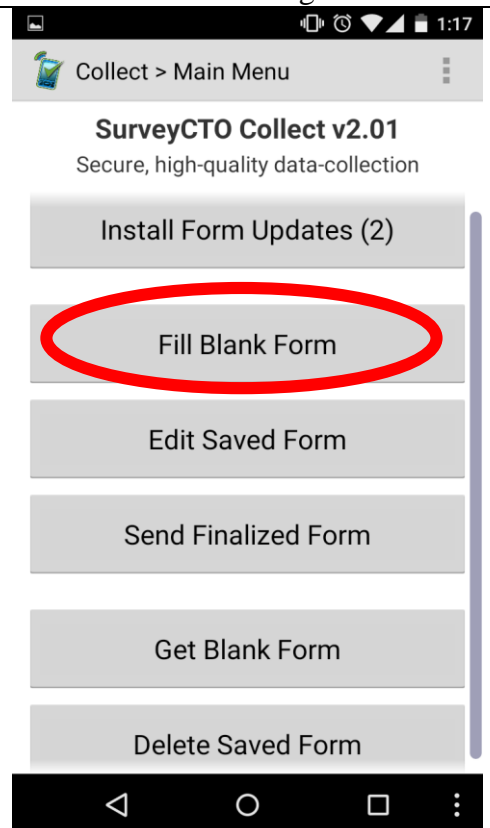
Then click the Get Selected button. This will get the latest version of the surveys.



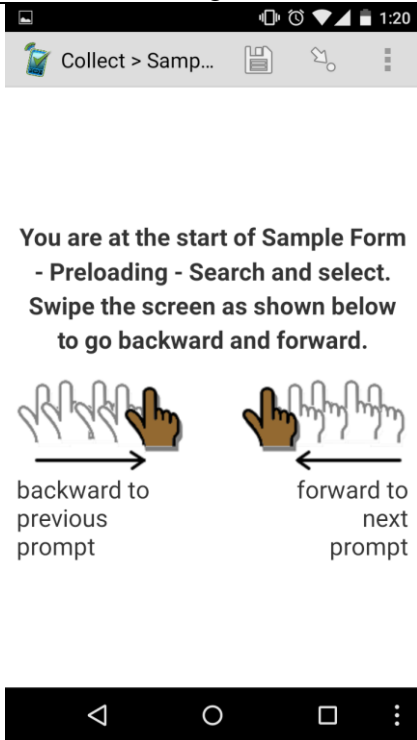
You will get a message similar to this when you download the new version successfully.



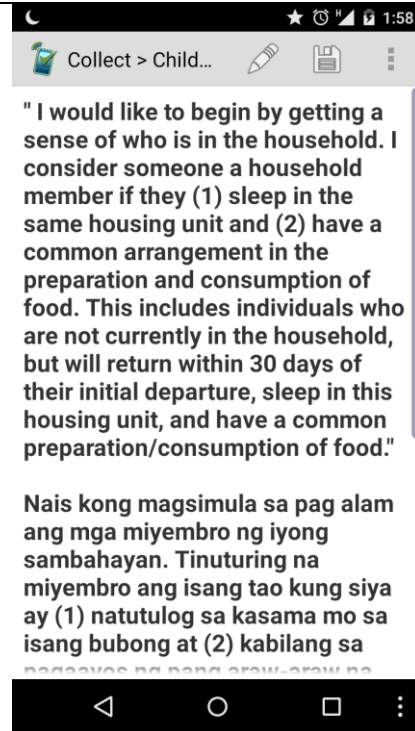
To start a new survey, click on Fill Blank Form and choose which survey you are conducting.



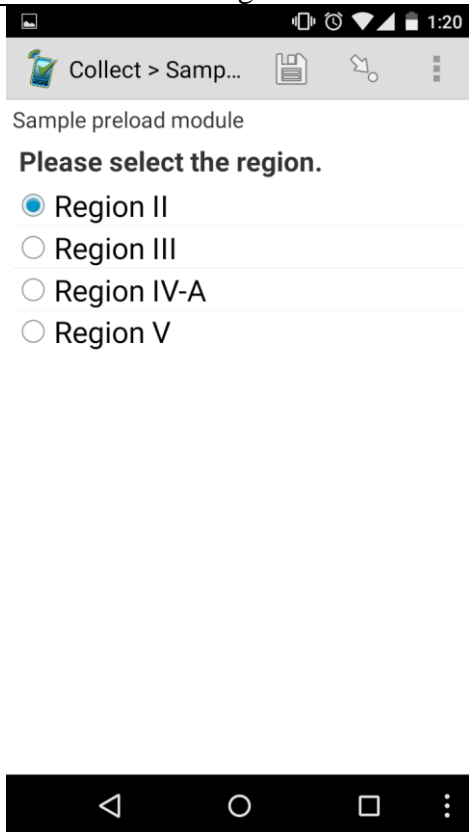
When you start a survey, you will see this screen. You can swipe left or right to navigate.



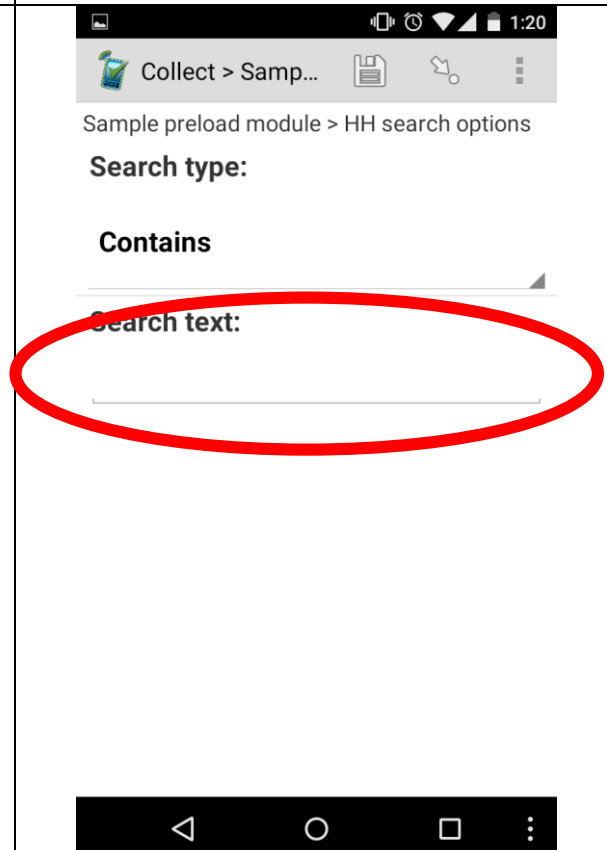
This is an example of a Note.



This is a type of question, where you have to choose 1 option. You can swipe right after doing so.

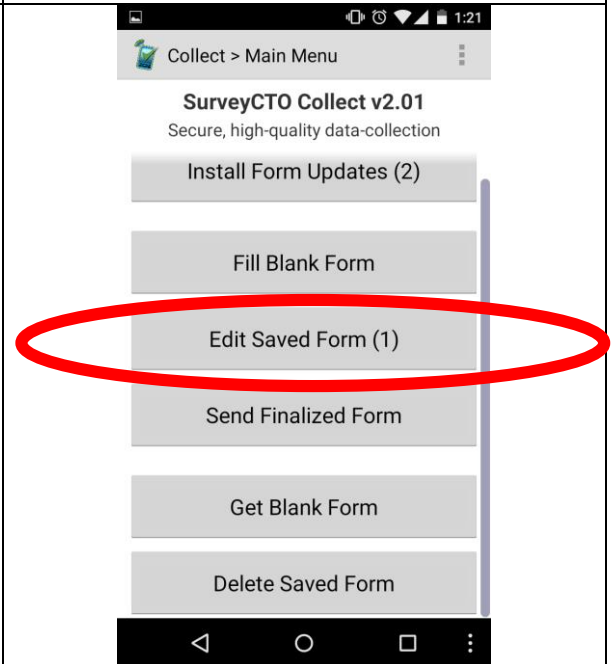
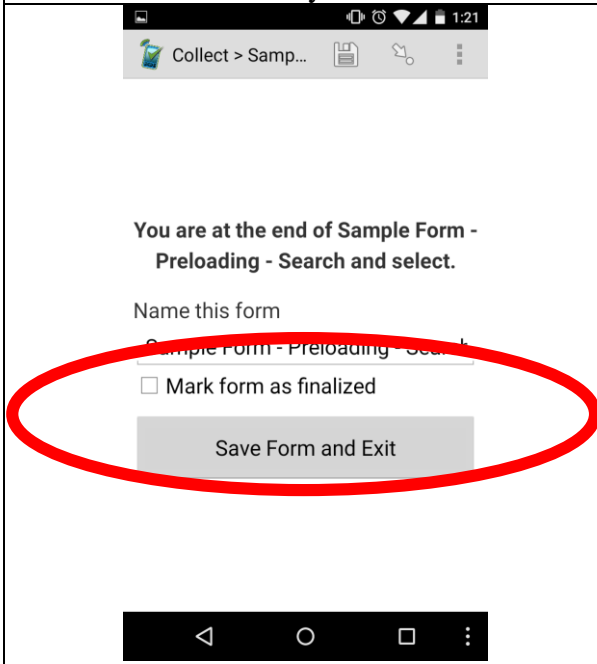


This is a type of question, where you have to enter text using the tablet keyboard.



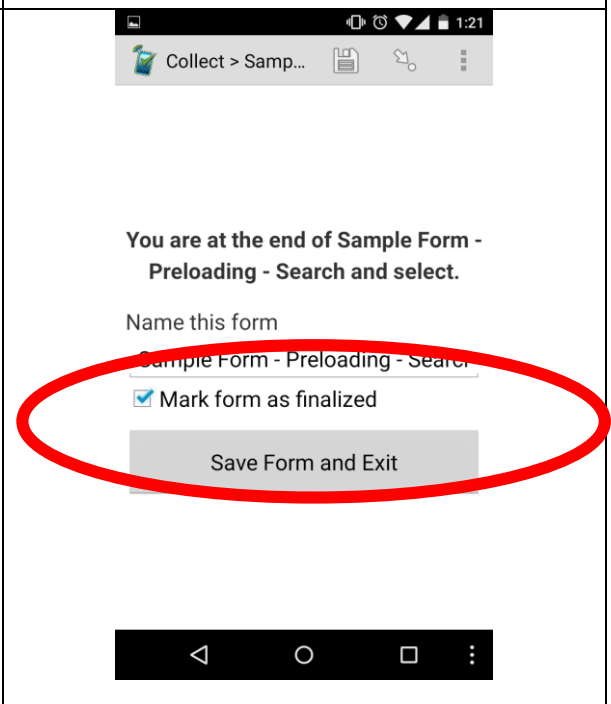
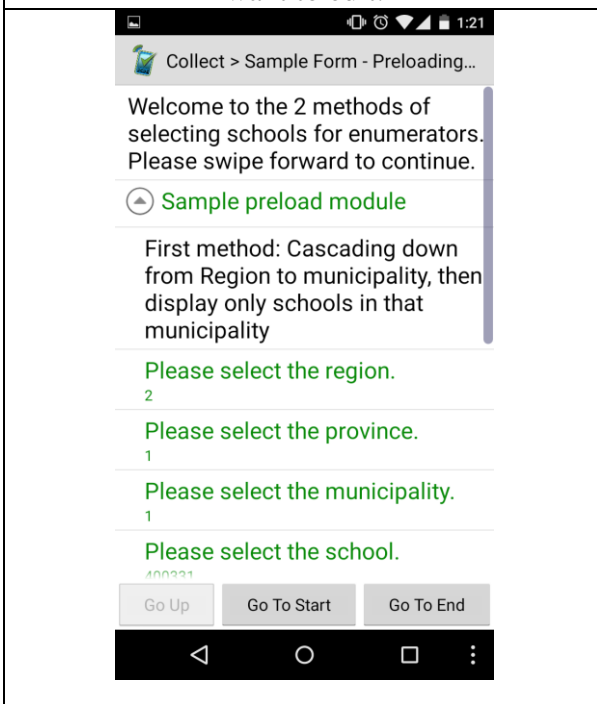
When you come to the end of a survey, you will be presented with this screen. Always save the form and exit. Do not mark the form as finalized. You can finalize your survey after the Senior Field Officer conducts a quality check at the end of each day.

You will be returned to the main screen. The saved survey will now be stored on your tablet. You or the Senior Field Officer can return to the saved survey by clicking on this button.

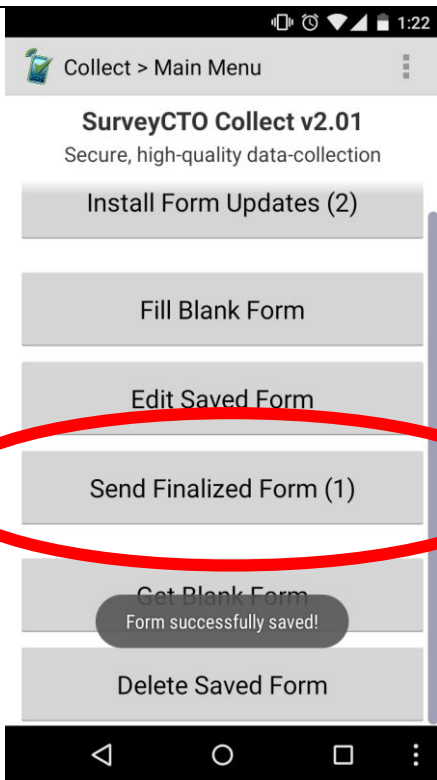


When you click to edit the saved survey, you will be brought to this navigation screen. You can see every question in the survey from this list. Click on the one you want to edit.

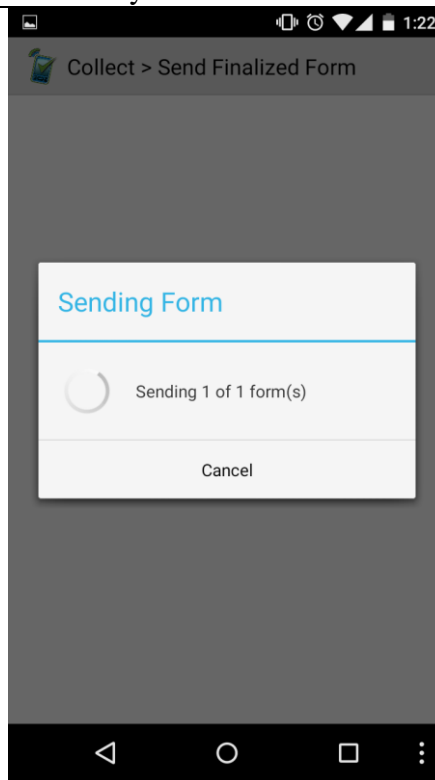
When all edits to the survey are finished, check the "Mark form as finalized" button and click on Save Form and Exit



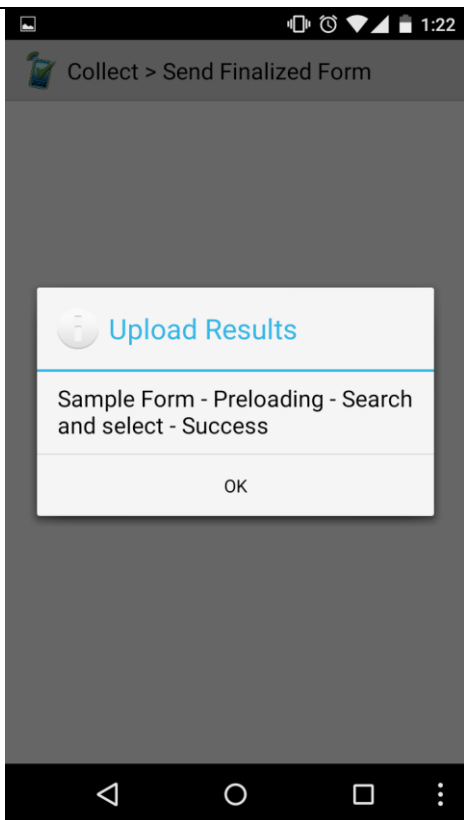
Now the finalized surveys are stored on the tablet. Click Send Finalized Forms button to upload your survey to the server.



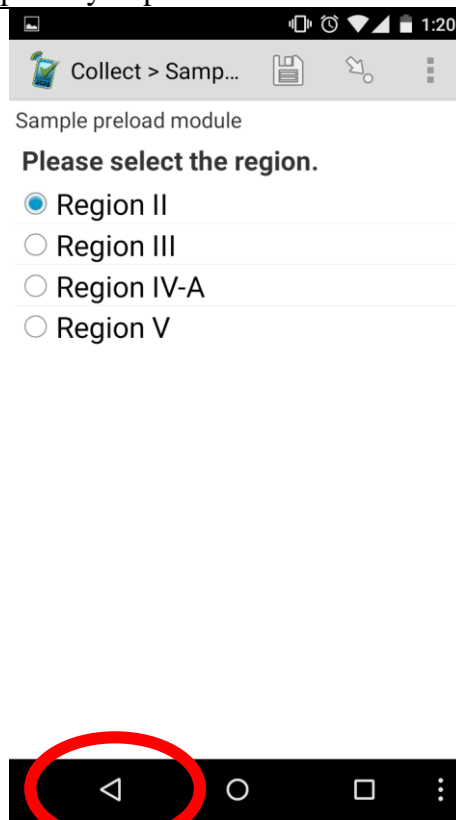
When you have internet connection, upload the surveys. You will see this screen when the SurveyCTO is trying to upload your finalized survey.

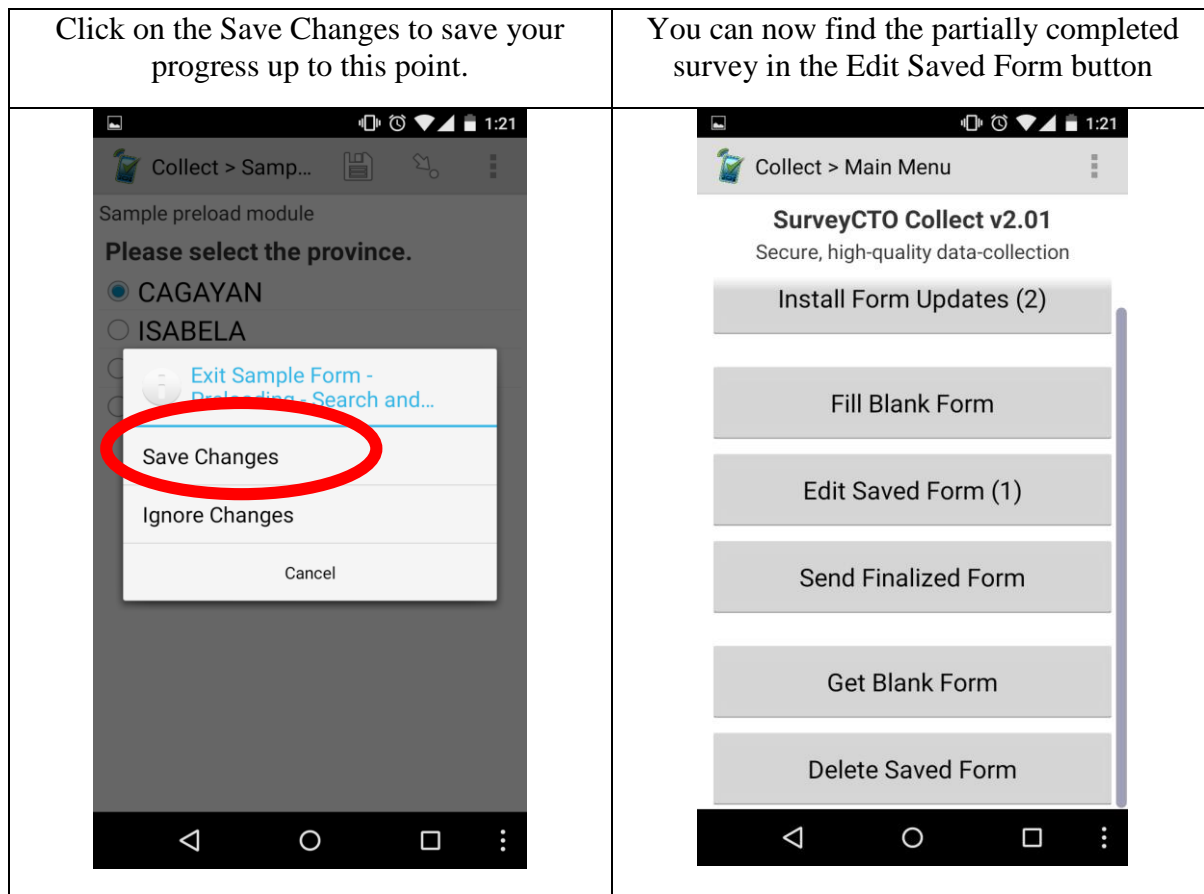


You will get this screen when your upload has been successful.



If you need to save the survey part way through, click on the back button. This is especially important for the child survey.



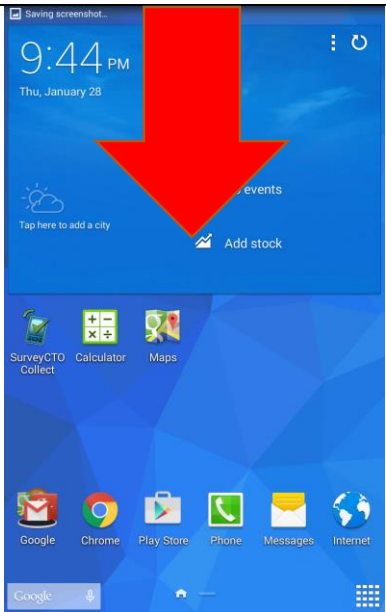
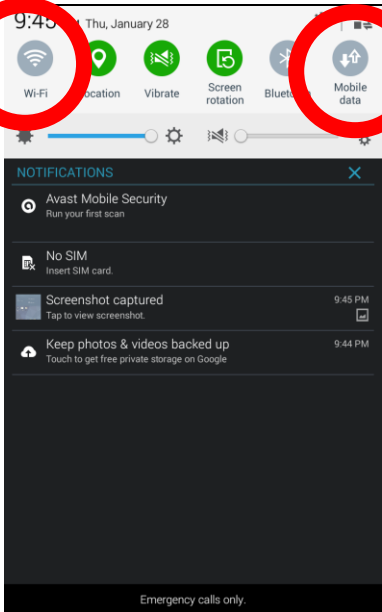
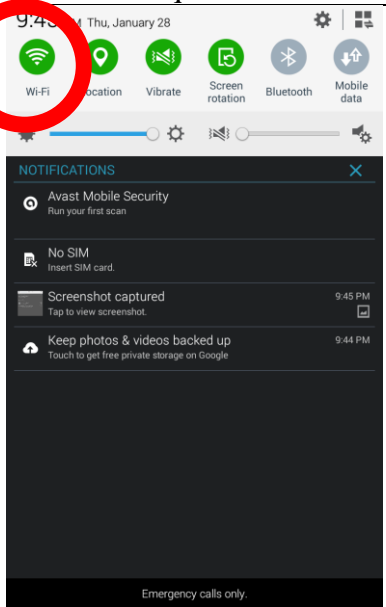
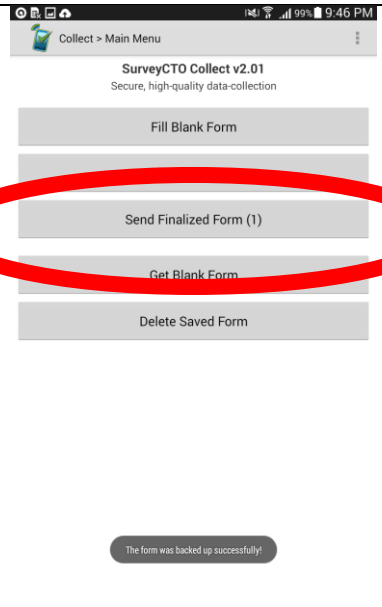


### Time and date settings

The time and date settings on your devices are synchronized and should never be changed. We use the time and date settings to monitor the amount of time the survey took and to assess at what times respondents aren't reachable to better schedule re-visits. For this to work, we need the time/date settings to be correct at all times.

### Sending finalized forms

Make sure to send all finalized forms to the SurveyCTO server when the Senior Field Officer checks the saved surveys at the end of each fieldwork day. We use the surveys you send back to monitor which households we still need to visit. The Senior Field Officer's and Field Coordinator's tablets are equipped with SIM Cards. They will setup a mobile Wi-Fi hotspot for you to upload your surveys at night and also to update the SurveyCTO forms in the morning. Alternatively, you can upload the survey using the free Wi-Fi connection at your accommodation, if available. Below are the steps you need to take to upload the finalized surveys.

<p>Step 1. Scroll down the top utility bar.</p>	<p>Step 2. Choose either Mobile Data or Wi-Fi connection</p>
	
<p>Step 3. Login to the Wi-Fi connection, if required</p>	<p>Step 4. Click on the Send Finalized Form button</p>
	

**Data usage**

The tablets provided to you are property of IPA and are intended for work use only. You are expected to properly maintain the tablets and to sign liability forms when you checkout the tablets from IPA. Field Officers must refrain from using the tablets for personal things. Please turn off the mobile data on your tablets if you are not uploading data in the field. You can use the tablets for the map function. Do not take pictures of the respondents with your tablets or your cellphones.

<p><b>Approved use of IPA Tablet</b></p>	<p><b>Un-approved use of IPA Tablet</b></p>
<p>Using SurveyCTO</p>	<p>Surfing the internet</p>
<p>Using Google Maps</p>	<p>Personal texts or phone calls</p>
<p>Using Calculator</p>	<p>Playing video games</p>
	<p>Taking pictures of respondents</p>

### 3.2 Interview Schedule and Logistics

Your Field Coordinator will give you a list of assigned households to interview for each area. Your supervisor will give you information about household locations (where applicable) and transport options in each area, and you will have to take care to balance efficiency with cost. Use common sense in planning trips and choose the reasonably priced fastest transportation option. For example, do not take taxis as that is a very expensive mode of transportation for fieldwork. However you should not take an hour longer trip just to save 40 pesos. Do not take a form of transport, if you are uncomfortable or feel unsafe. IPA will provide you with helmets, if you need to ride motorcycles. Field Officers and Field Coordinators should always balance the cost of traveling back to the Field Officers' home location or to be accommodated near the fieldwork site.

To locate the exact household, you may need to ask local barangay officials, tricycle and pedicab drivers, sari-sari store owners, and local residents. Each Field Officer will be given transportation advances and will be required to complete transportation expense reports. All transport costs over 100 pesos require a receipt or a duly filled out Acknowledgement Form. The Field Coordinator will use the map from the courtesy visit to assign households to each pair of Field Officers. Refer to the IPA Field Staff Expenses document for additional details.

### 3.4 Explanation of the Survey

Introduce yourself and say that you are working as a Field Officer for Innovations for Poverty Action.

You must explain that:

- You are conducting a study on household time allocation in Luzon.
- IPA is a non-profit research organization, and we do not engage in program delivery or any charity giveaways.
- The study will help shape future social programs in the Philippines.
- Participation is entirely voluntary. Respondents can refuse to answer the entire survey or can refuse to answer any question that makes them uncomfortable. They will not be punished in *any* way for refusing to participate.
- The survey is not concerned in any way with taxes or the upcoming election!
- All the information recorded will be regarded as confidential and private. We are bound to keep their answers confidential. **Emphasize confidentiality.**

If a respondent asks how they were selected for the interview, you should just say that your supervisor provided a list of households for interviews, and they can call the number in the letter of informed consent if they have further questions.

### 3.5 The Interview

You must be careful to follow all the instructions set out in this manual. Most importantly, you must ask the questions exactly in the form they appear on the survey. The survey should be filled in during the interview. You must not record the answers on scraps of paper with the intention of transferring to the survey later. Neither should you count on your memory for filling in the answers once you have left.

#### *Tempo of the Interview*

You must maintain the tempo of the interview; in particular, avoid long discussions of the questions with the respondents. This is to ensure that you and your team are able to maintain the team's schedule. If you are receiving irrelevant or complicated answers, do not break in too suddenly, but listen to what the respondent is saying and then lead him back to the original question. Remember it is you who are running the interview and therefore you must be in



control of the situation at all times. However you should probe the respondents if they have trouble answering a question (like in the consumption module), but do not lead them to a response you want.

To help keep the tempo, you should know the questions as these are asked in the right order, short of memorizing them. Referring to the instructions for the next question is allowed during the first few interviews. After that, the Field Officer should be able to easily read the questions and follow instructions without sounding mechanical. If the Field Officer is not prepared, the respondent will show signs of irritation towards the middle of the interview and may even become uneasy and impatient for the interview to conclude. This is because the Field Officer gave the respondent an opportunity to feel this way.

While you want to keep the pace of the interview, sufficient time should be given for the respondent to think, as some may be slow in giving answers. Irritability or impatience should never be shown. However, if there are indications that the respondent can no longer continue or will no longer want to continue with the interview, the Field Officer can politely request for another appointment, or politely terminate the interview should the respondent refuse to continue participating in the survey. You want to make sure you are interviewing the respondent at a time where s/he can give thoughtful, accurate, and complete answers.

### ***Objectivity of the Interviewer***

It is extremely important that you should remain absolutely NEUTRAL about the subject of the interview. Most people are naturally polite, particularly with visitors, and they tend to give answers and adopt attitudes that they think will please the visitor. You must not express surprise, approval or disapproval about the answers given by the respondent and you must not tell him/her what you think about these things yourself. Assure the respondent that there are no right or wrong answers to ANY of the questions – everything they say is right! – and their answers will not affect them or their households in any way.

This is particularly important during the children's mirror sketches. Do not laugh, correct or instruct the children during their exercise. Children must be free to stop at any time they want. You should also try to limit interference from parents or other children during the mirror exercise.

You must also avoid any preconceived ideas about the respondent's ability to answer certain questions or about the kind of answer he/she is likely to give. Your most important task is to read the questions exactly as they are written in the survey and record the respondent's response exactly as he or she answers. Never answer a question for the respondent. Even if you think you know the answer, you should always read the question out to the respondent and mark down their answer.

### ***Private Nature of the Interview***

All the data collected are strictly confidential. In principle all the questions should be asked in complete privacy to ensure that his/her answers remain confidential. The presence of other people during the interview may cause the respondent embarrassment and change the way he or she answers some questions. Many sections of this survey require enhanced privacy, particularly:

- Assets
- Loans and Credit
- Food Security

Respondents should know that his or her name will never be connected to any of their responses. The only people who will ever see personal identifying information are professional IPA staff. **Never write down the household roster on paper.** Always secure any notes you make in your notebooks and do not let anyone outside IPA see your notes. You can write down the names of people in your notebook. For example: “I took a jeepney from Ramirez’s house to Punay’s house, cost 8 Peso”, “Visited Ramirez’s house at 12:15pm, no one home” is allowed.

Given that the survey requires privacy, you should ask the respondent at the beginning of the interview to go to a place in their household where he/she is least likely to be disturbed. If another household member or other person does not understand and refuses to leave, you must use tact and imagination to try and get rid of him/her.

- Ask the respondent to persuade the other person to leave.
- Explain as politely as possible that the interview must be conducted in private.
- Try to satisfy the person's curiosity by reading the first few questions, and then say something like "you have heard some of the questions. Will you now excuse us for a little while"?
- Diverting and sidetracking the outsider.
- Ask the onlooker “What would it feel like if I were interviewing you and other people were trying to overhear our conversation?” Explain the reason for needing privacy and that the presence of another person might bias the respondent’s answers.
- Maintain that you are contractually obliged to ensure confidentiality of all data, and such confidentiality begins by conducting the interviews in private.

The survey should not be conducted in the presence of another person. In some instances you may be forced to interview children at their school or another public setting. If that is necessary, take every measure that the child’s privacy is secured and no other children or adults (including teachers) are overhearing their answers. You should always prioritize interviewing the children in their house.

### **3.6 Completing the Survey**

#### *Conduct of the Interviewer*

The interviewer must observe the following rules:

1. Ask every questions in the survey. You cannot refuse to ask any of the questions in our survey. Every question is important to our research and the success of this project. We took many steps to make sure our questionnaire will not cause any distress or “loss of face” to you or the respondent. Please report any such problems to the Field Coordinator.
2. You must be courteous towards everyone. Your behavior can have an enormous influence on people's opinions in the localities covered by the survey.
3. You must avoid disturbing or upsetting anyone by your behavior.
4. You must be properly dressed, so that the respondent will be inclined to trust you, as a reliable and responsible person.
5. You must arrive at the stated time, and never keep the respondents or fellow team members waiting.
6. You must exercise patience and tact in conducting the interview, to avoid antagonizing the respondent or leading him to give answers that are not in conformity with the facts.

### **3.7 Checking the Completed Surveys**

#### **For the household survey:**

You must end the SurveyCTO form when all sections have been filled in and the interview is over. You can save the survey, but do not mark it as finalized. This must be done immediately after the interview and before you continue to the next respondent. The Senior Field Officer will go through all completed surveys at the end of the day to see if survey protocol is properly followed.

#### **For the child survey:**

The Child Survey captures all child interviews in one SurveyCTO survey form. This means you can save the form after each child is interviewed and then resume when the next child becomes available to interview. You can keep the form as saved, but not finalized, until all eligible children have been interviewed. This is necessary in cases when some children are not available to be interviewed during your first visit to the household. The Senior Field Officer will go through all completed surveys at the end of the day to see if survey protocol is properly followed.

## ***Part 2: Enumeration Protocol***

### **1. General Instructions for Filling out the Survey**

There are a number of basic principles that the interviewer must observe throughout the survey.

1.1 Surveys must be read to the respondent just as they are written in the survey, especially in Tagalog. Read all questions in a clear and comprehensive manner, and wait patiently for the reply. Respondents may delay in giving the reply because either he/she (a) has not heard the question well or (b) not understood the question or (c) does not know the answer. In any case, repeat the question clearly.

1.2 All parts of the survey that are in ALL CAPS should not be read aloud to the respondent. These include some directions to the Field Officer as well as most of the answers. Those parts that are not in all caps must be read to the respondent. A few questions have answer options which should be read to the respondent – these questions have specific instructions about what to read.

### **2. “No Response”**

Every question is required in both surveys. A response must be entered for every question in the SurveyCTO form. This means that every question must be answered before you can move on to the next question. Sometimes this causes problems when the subject of your interview cannot answer your question. It is possible that they do not know the answer or that they are refusing to give you a response.

Every question in the survey has a “No Response” option. This option is to only be used in cases where you cannot elicit an answer from the respondent through probing or repeating the question. If you choose “No Response” option you will be directed a comment box that will ask you “Why No Response”. You have to give a reason why this question does not have a response.

For example:

A good example of correct usage of “No Response” option is when the father in the household is deceased and there is no individual acting as a father figure for the child. The child thus cannot answer the Parenting Style questions about the father. Then the Field Officer can choose “No Response” and enter “Father is deceased” as the reason for no response.

### **3. “Other” Responses**

The “Other” option in the survey is different from “No Response”. “Other” usually asks for a response to a question that we did not anticipate. These options are especially important for the Child Survey and Agricultural Section. When you select “Other”, you will be directed to a text box that asks you to type in the answer the respondent is giving. You must translate the response into English text.

### **4. Probing**

You should PROBE for all questions in the survey. Probing is different from leading. Leading is when you try to guide the respondent to an answer that you chose. You should never lead the respondent to an answer you want.

However you should always probe to get a response from the respondent. For this you need to ask qualifying questions. For example, if you ask a person about how much they spent on eggs in the last 7 days, but the respondent only remembers what she spent on eggs in the last 2 days, then you should ask how many times she went to the market to buy eggs in the last week. Then ask her how much she spent on eggs each time.

Additionally you can ask the respondent if someone else in the household knows how much they spend on a specific item each week or each time they buy it. Asking others is especially important when you are asking for market value of specific items. Ask how much other people are selling crops for, or how much their neighbors are paying for a similar item. For example, if a respondent does not know the market value of their electric fan, you can ask if any neighbors bought a similar fan and how much they paid.

You will find that a respondent may not readily provide an answer to your question, or it may not come in the form in which you are asking. For example, you may ask for their income in the past three months, and they respond with the past week’s income. It is important that you follow up and probe the respondent and try to get them to at least estimate an answer, or ask a household member who might know the answer. For example, if you want to know the respondents income in the last month, but they respond with their income for the last week. You can ask if they make roughly the same amount of money week to week and if so, you can use your calculator to multiple their given weekly income by four and asking if this is the amount they make in a month. If they respond with yes, then record that value.

Probing can be hard work, but it is very important that answers are given where possible. You may be tempted to write the code for “don’t know” at times, without sufficiently probing. If every Field Officer is quick to write in “don’t know”, there will be a lot of missing data, which will severely affect the analysis. Remember, you are being audited on randomly selected questionnaires. If it is found that the auditor tends to get answers where you wrote in “don’t know”, you will have to re-interview these households. Though probing may be a time consuming task, it is better than having to conduct the interview over again!

Whenever a question includes a recall period (e.g. in the past 30 days), it is good practice to also confirm that the answer given happened within the recall period. Such probing questions can help you catch incorrect answers early on (vs. finding contradictions further along the interview) to help aid the flow and shorten the length of the interview. For example, if a child respondent says that they did not spend any time in the last 12 months babysitting, but in the next questions they answer that they spent 3 days in the last 7 days babysitting. This would be a contradiction. You should clarify with the child, that if they spent 3 days in the last 7 days babysitting, it also means that they performed babysitting in the last 12 months. These types of contradictions can be caught early if you remind the respondent of the recall period after they give you their answer.

Here is one example of how to probe:

*FIELD OFFICER: Over the last 30 days, how much did [HH MEMBER] earn from employment? This includes all income that [HH MEMBER] received as a wage from another person or entity but excluding self-employment such as trading or driving a pedicab.*

*RESPONDENT: I make 300 pesos a day.*

*FIELD OFFICER: OK po, over the past 30 days, may I ask about how many times you worked and received 300 pesos?*

*RESPONDENT: (Pause) I worked three times a week.*

*FIELD OFFICER: OK po, so if you worked 3 times a week over the past 30 days, is it correct to say you worked 12 times over the past 30 days? And you received 300 pesos each time you worked?*

*RESPONDENT: Yes.*

You can then calculate that the respondent received 3,600 pesos in the past 30 days (12 X 30). Confirm your calculation with the respondent.

## **5. Skip Pattern**

5.1 We are using Computer Assisted Interviews using tablets. For this reason, all skip patterns should be coded in by the Research Associate. If you find any errors or flaws in the skip pattern, inform the Senior Field Officer. The Senior Field Officer should contact the Field Coordinator to confirm if this is a real error or a misunderstanding on the part of Field Officer. If the issue persists, the Field Coordinator can bring this to the attention of the Assistant Field Manager and then the Field Manager, who will inform the Research Associate.

## **6. Other Survey Issues**

7.1 When dealing with units of time, round appropriately to the nearest whole number. Anything less than half is rounded down and one half and above is rounded up. For instance if the question asks for minutes and the respondent says “12 minutes 40 seconds”, record their response as “13” minutes.

7.2 Do your best to avoid accepting answers like "I don't know" by helping the respondent to consider his/her response. It does happen that even with the help of the interviewer, the respondent cannot give an answer. In that case choose "No Response" and enter why.

7.3 If a person says they did not consume an item, you must enter the number 0 as the answer.

7.4. If you suspect that the respondent is not answering as accurately as possible, whether unintentionally (he/she is becoming fatigued or distracted) or intentionally (lying or exaggerating), then encourage him/her to re-focus by discussing his/her questionable responses in greater depth. Take note of this in the comments question at the end of each survey and report any instances of survey fatigue or distraction to the Senior Field Officer during your daily debriefs.

Respondents may request to stop during the survey. Try taking a break and re-engaging the respondent. In particular, child respondents may ask to stop during the survey. If this occurs, please take a break and do something fun with the child, like playing a game with marbles. Then, see if you can re-engage the child to complete the rest of the survey. Give the child enough time to regain their focus and calm down. Engage with the child during this cooldown period, do not leave the child unattended during this period. The child may construe this as the end of the survey and leave.

7.5 Many questions in the household survey ask about market value. The term market value refers to how much a given item can be sold on the market. For example, if you wanted to know the market value of a respondent's bed, you can explain to the respondent that the market value is the amount of money the respondent can get if they were to sell the bed right now on the market. Even if the person is not intending to sell the bed, you can still ask what other people are selling this type of bed for.

Market value questions are different from revenue questions. For example if we ask what the market value of their crop of rice was, this means how much they hypothetically can get by selling all their rice on the market. However, in reality they might only sell a portion of their rice crop on the market and eat the rest. Revenue refers to the cash money they actually received on the market from their sale of rice. Market value is hypothetical and revenue is actual sales.

7.6 If you get permission to interview the household survey respondent, but the household does not have any children that are eligible for interviews based on age. Record this instance in the comments section in the back of the household survey.

## **7. Handling Challenging Situations**

It is possible that some respondents are more difficult to interview than others. Here is a rough categorization of these types of respondents and how you might deal with them.

***The gossip type.*** When interviewing a perfectly amiable type who happens to be a great gossip, you should not entertain his/her chatter or the interview will never progress. When the respondent pauses for breath, the next question should be asked. He/She will not notice that he/she has been interrupted.

***The busy type.*** When coming across a respondent who says he/she does not have time for the interview, you should not get easily discouraged. The respondent may just be trying to put the interview off. Schedule a time that is comfortable for the respondent to complete the entire survey in one sitting, that way he/she will give you his/her full attention. Contact your

Field Coordinator to speak with this respondent and explain the survey to him/her. The respondent may simply want more information about the validity and purpose of the survey.

***The hostile/uncooperative type.*** When coming across the type who simply refuses to answer questions or for some reasons is antagonistic to surveys, the first thing to do let the respondent air his/her grievances. If the respondent makes a few strong statements and you listen to him/her sympathetically, the respondent may soon identify himself with you. If he/she stills refuses to cooperate, repeating the purpose of the survey, without overdoing it, may help. However, insincere praise, which can be spotted as an obvious sales pitch, should be avoided.

Should you see that he/she is not getting anywhere despite all the efforts to establish rapport, it is better to terminate the interview and record the call as an outright refusal.

***The suspicious type.*** Some respondents are suspicious at the start. You should listen carefully to what they say. Suspicions are usually allayed by explaining to the respondents the purpose of the study and that the information would be used for statistical purposes. An assurance that everything they say will be treated with utmost confidentiality can also help. Often, their suspicions will disappear as the interview goes on.

***The nervous type.*** Some respondents are nervous in giving answers for fear that they might not have the correct answer. Prior to the start of the interview, it is necessary to give the respondents assurance that there are no wrong answers to the questions to allay the respondent's fear of saying the wrong things.

## **8. Token Gifts**

The respondents in the Household Survey will be given a token gift to compensate them for their time and express our gratitude. Field Coordinators will be in charge of procuring and distributing them to the field teams.

## **9. Initiating Household Visits**

The following are some issues concerning the proper identification of a potential survey respondent:

1. **If no one is at home** when you go to interview the household, you should ask the neighbors whether the house is inhabited. If it is occupied, ask the neighbors when the household members will return. Go back to the dwelling when it will be occupied or at the end of the day, but not after 6PM. Make note of every visit in your Daily Accomplishment Report.

2. **If no adult is at home**, arrange to come back at another time. Do not interview a temporary caretaker of the children, such as a babysitter; do not interview anyone who does not usually live in the household. If the adult is reachable through telephone, you should try to schedule an appointment at a better date or time.

3. As much as possible, **interviews should take place within the household itself**. In the event that this is not possible, the interview should be conducted in a private location. It should never be conducted in a public area such as the barangay hall. This is to preserve the privacy of respondents, ensure that you have access to as many household members as possible in order

to get the most accurate data, and so that you can visually confirm various details such as housing and amenities, the location of the kitchen, the toilet facilities, etc.

4. **Ask your supervisor if you are in doubt about what to do** when you cannot locate a household, or you cannot complete an interview. Always keep a record of the households you visited where nobody was at home. These events should be recorded in your Daily Accomplishment Reports and given to the Field Coordinator.

### **Part 3: The Surveys**

BEFORE YOU BEGIN THE INTERVIEW, make sure you have ALL the materials you will need in order to successfully complete the interview as instructed!

#### **Informed Consent**

The purpose of the informed consent section is to introduce yourself to the respondent and to give him a brief overview of the study purpose and procedures so that he/she can make a knowledgeable decision as to whether he/she wants to participate in the survey. It is important that you read the informed consent in its full length to the respondent. After you have read it, ask the potential respondent whether he/she is willing to participate. If the answer is yes, proceed with the survey. If the answer is no, inform the Field Coordinator.

Reading the informed consent and obtaining verbal consent is also important for legal reasons. As an international research organization, IPA has to comply with the standards set by the Institutional Review Board (an Ethics Committee) in the United States. Any survey without an informed consent will be invalid.

If a household respondent or child refuses to participate in the study, you should still fill out a SurveyCTO form in each case, however during the question “May we begin” you can pick the answer “No.” This will end the survey and we will have a record that this respondent did not want to participate in the survey. You will be directed to a textbox to explain why the respondent or child refused consent.

Informed consent for the child must be obtained from the parent or guardian for each child. For example, if there are two children in the household and they each have a different mother and a different father, consent must be obtained from a parent for each child. If you do not obtain consent from each child in the household, you should end both the household and child surveys, noting the reason why the survey ended and inform the Field Coordinator. Senior Field Officers will conduct audits and investigate every such occurrence.

However, if you get consent from the parent and/or guardian to interview all the children, and one of the children refuses to be interviewed, you need to record this as the child refused to participate and then move on to interview the next eligible child in this household.

#### **Household Definition and Roster**

It is critical that you understand our definition of the household and how it differs from the everyday concept of family. We consider someone a household member if they: (1) sleep in the same housing unit and (2) have a common arrangement in the preparation and consumption of food. This includes individuals who are not currently in the household, but will return within 30 days of their initial departure, sleep in this housing unit, and have a common preparation/consumption of food.



One should make a distinction between family and household. The first reflects social relationships, blood descent, and marriage. The second is used here to identify an economic unit. While families and households are often the same, this is not always the case. You must be cautious and use the criteria provided on household membership to determine which individuals make up a particular household.

For the household roster you must check if every member of the household meets this definition. The household roster must be entered by both Field Officers simultaneously at the beginning of the household interview. We want to make sure that both Field Officers are working with the exact same household roster for both surveys.

At the beginning of the household survey, the Field Officer interviewing the respondent will ask all the relevant questions, like full name, age, gender, relation to respondent and whether they meet the household definition. Both Field Officers must enter this information in their survey. (Household Field Officer will enter this into the household survey, while the other Field Officer will enter this into the child survey.) After entering the information, they must see if the two rosters match in their content and order of names. This must be done before the Field Officers can proceed further. The roster must be entered into the tablet only, do not write down any names on a loose piece of paper.

The respondent in the household survey must be the individual most informed about the economic activities of the household. They may or may not be the child's parent. The respondent should always be the first name entered in the household roster.

## **Modules**

The survey is divided into "modules". These modules define groups of similarly themed questions. Breaking the survey into modules serves two purposes:

1. Signaling to the Field Officer when the subject of questions will change, allowing for the Field Officer to provide a more natural flow of questions
2. Dividing the survey into sections relevant for later processing and analysis.

## ***Household Survey***

### **Household Identification Module**

**This module asks for detailed information on the household's location.** You should record as many details as possible in this module, especially street names, landmarks and contact information that can be used by future Field Officers during subsequent surveys.

<b>Question:</b>	<b>Directions:</b>
------------------	--------------------

Field Officer: What is your name?	Please select your(Field Officer's) name
Please enter the unique ID to pre-load. (Edit this label, change this field to a calculate field, or otherwise customize to meet your needs...)	In this question you must enter the unique household ID number given to you in the household roster sheet. This information helps pull household addresses given to us.
Take a GPS coordinate at the entrance of the house.	Click the GPS button and wait for the tablet to record a GPS coordinate of the interview.
Household Time Allocation Study	This informs you that you are doing the household survey
Region	Select the region
Province	Select the province
Municipality	Select the municipality
Barangay	Select the barangay
Household Number	Record the house number, it is usually located by the front door of the house. If the house does not have an official number, then skip the question.
Record the address of the household.	Put the address of household, include nearby landmarks
Date of interview	Just press enter, tablet should automatically select today's date
Respondent Name	Name of respondent you are interviewing, full name. Make sure to confirm the correct spelling of the name.

## Consent Module

**This module asks for consent from the household respondent to be interviewed in the household survey. It also requests consent from the parents/guardians to allow IPA to interview their children of eligible age. You cannot proceed with the survey if you cannot obtain a verbal consent.**

<b>Question:</b>	<b>Directions:</b>
<p>Hello, my name is _____.</p> <p>I am from Innovations for Poverty Action (IPA), a non-profit research organization dedicated to finding innovative solutions to development issues in various countries.</p> <p>I am visiting you today because we are a conducting a study about household economic activity and welfare. The purpose of this survey is to better understand characteristics of households in Luzon, and also to learn relevant information about the economic activity of household members, including children. We hope our findings will help inform</p>	<p>Consent notice for the respondent to be interviewed.</p>

<p>organizations working to support households like yours and to improve livelihoods throughout the Philippines.</p> <p>We would like to invite you to participate in this survey, which will ask questions regarding the composition of your household as well as the education, economic activity, income, and consumption of you and your household members. The survey will require approximately 90 minutes of your time. For participating in this survey, you will receive a small token gift. I or another member of our survey team will return in 24 months for a follow-up survey, but you can choose not to participate in the follow-up interview if you wish.</p> <p>This research will help us better understand the needs of the community in order to improve future interventions directed toward households in this region. You may experience distress over the nature of some of the questions, specifically those questions related to children in this household. Please know that all your answers will be kept confidential, and no names will be stored or published with survey responses. Only research staff will have access to any data that could potentially identify you.</p> <p>Participation in this study and in this interview is completely voluntary. You are free to decline to participate, to end participation at any time for any reason, or to refuse to answer any individual questions. There is no penalty for refusing to participate or to not answer any individual question.</p>	
<p>May we begin?</p>	<p>This is the consent question. If the respondent gives you consent to interview them, press “Yes”.</p>
<p>As mentioned previously, IPA is conducting research about household economic activity and welfare. To conduct this research, we are not only interviewing the heads of the household but also children between the ages of 10 and 17.</p> <p>Thus, with your permission, we invite your child to participate in the part of this study that asks about the child’s education, position in the household, allocation of time, perceptions, and a game where s/he is asked to trace basic shapes using a pencil and mirror. This interview will take about 20 minutes of your</p>	<p>Consent notice to allow IPA to interview the children. This must be asked of the parent or guardian of each child. There may be children in the household with different parents or guardians. Consent must be obtained from the appropriate parent for each child. This may or may not be the respondent for the household survey.</p>

child's time. Your child's participation in this interview is completely voluntary. There is no penalty if you or your child refuse to participate.

Before you and your child decide whether s/he will be part of this study, it's important for all of you to understand why we're doing the research and what's involved. We encourage you to discuss the study with your child. If you or your child has questions about the research, feel free to ask us. In about two years, we will come back for a follow-up interview to ask the same questions again, and you and/or your child can choose to decline to participate for the follow-up interview as well.

You may find that the time and effort you take to be a participant in this study to be inconvenient. You may also find one or more of the questions that we ask to be upsetting. You or your child do not have to respond to any question that makes you feel uncomfortable, and you may end the interview at any time.

There is no individual benefit expected from your child's participation in this study. You will not be paid nor will you have to pay for your participation in this study. This study will help researchers learn how to improve the livelihoods of you and your children.

We will keep all the information your child shares with us confidential. The study team will make every effort to protect their privacy and maintain the confidentiality of all the information that they provide, though there is a risk that it may be lost. Only research staff will have access to the information gathered during our conversation and no personal identifiers will be connected to the data for analysis.

Do you give consent to interview your children?

If the respondent gives you consent to interview their children, press "Yes". If the respondent does not give you consent to interview 1 or more children, stop both household and child surveys. Also enter the reason the respondent gives you or the reason you think they refused consent in the provided textbox.

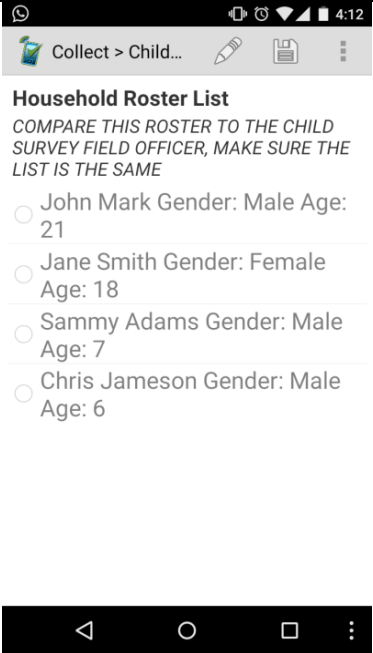
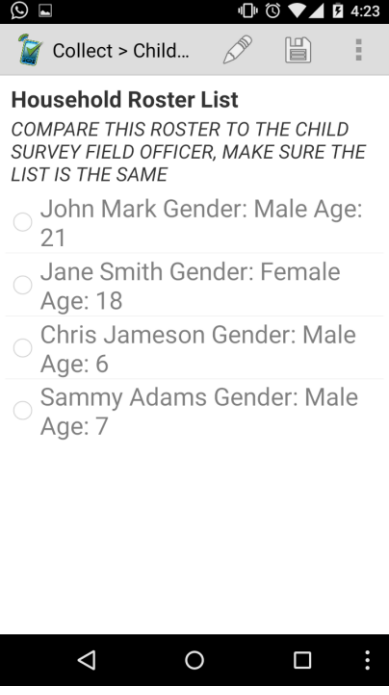
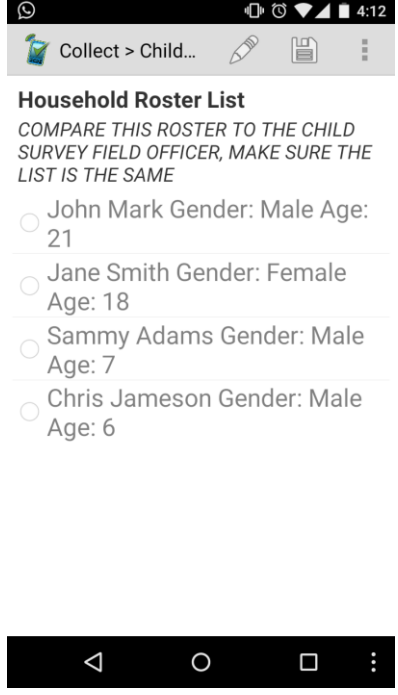
## Household Roster Module

**This module asks background questions about every member of the household. We are asking background, time allocation, health and education questions. Some questions will be skipped for certain people based on their age.**

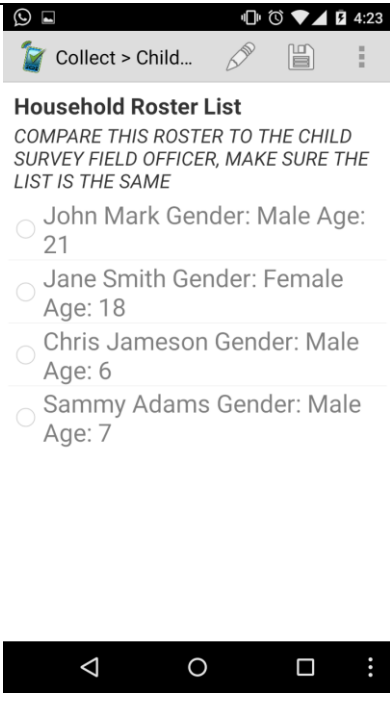
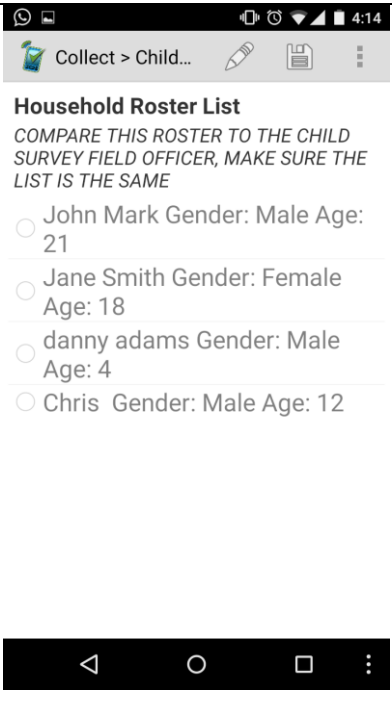
### Definition:

- NAME refers to the name of the individual in the household roster.
- NUMBER refers to the roster number of a specific individual.

<p>"I would like to begin by getting a sense of who is in the household. I consider someone a household member if they (1) sleep in the same housing unit and (2) have a common arrangement in the preparation and consumption of food. This includes individuals who are not currently in the household, but will return within 30 days of their initial departure, sleep in this housing unit, and have a common preparation/consumption of food."</p>	<p>Read the definition clearly. If someone will return to household in 30 days that means they are part of household roster. Children going to school outside the house and sleeping there also count as part of household if they will return in 30 days. Example: If a Son-in-law is only visiting temporarily during the interview, then his name should be recorded, but in the question of whether he meets the definition of households, you should put "No", because he does not sleep in the same housing unit.</p>
<p>How many people live in this household, including you?</p>	<p>Enter number of people in HH</p>
<p>What is the full name of household member # NUMBER?</p>	<p>This question will repeat for every person in household, enter their full names. START WITH respondent, then include parents. THE FIRST NAME IN THE HH ROSTER SHOULD ALWAYS BE THE RESPONDENT! Note: "HH MEMBER 1" is the first respondent.</p>
<p>Age in Years</p>	<p>Enter their age in years. No months.</p>
<p>What is the gender of NAME?</p>	<p>What is the person's gender</p>
<p>Relation to respondent</p>	<p>Select how this person relates to respondent. When this questions is asked of the first person in the roster, who is the respondent. Then choose "Self"</p>
<p>Does household member #NUMBER meet the criteria of household member?</p>	<p>Read the household definition again to the respondent and ask if this person</p>

	meets the definition of household member. Enter the response.
<p>At this point you should get a printout of the household roster you entered previously. You cannot choose any names on this page. Use this page to compare it with the child survey Field Officer and vice versa. Make sure all names are identical and are in correct order. Examples of properly filled out household roster are below:</p>	
Field Officer doing the Household survey	Field Officer doing the Child survey
	
<p>Notice that both Field Officers copied down the responses to the household roster questions the same way. All names are spelled identically. Gender for every member of household is correct and ages are the same across both surveys. Below are examples of incorrectly filled out household surveys.</p>	
Field Officer doing the Household Survey	Field Officer doing the Child Survey
	

As you can see above the Field Officer doing the Household Survey put Chris as person number 3 in the roster, while the Field Officer doing the Child Survey put Chris as person number 4 in the roster. This is a mistake and should be corrected when both enumerators are simultaneously recording the household roster from the respondent.

Field Officer doing the Household survey	Field Officer doing the Child survey
	

In this example the Field Officer doing the Child survey did not capitalize the names, entered only the first name, and also put different names in his household roster.

The following questions will repeat for all household members that are eligible based on whether they meet the definition of the household member and age.

Is Guardian a Member of Household?	This questions is only asked of children aged 10-17, inclusive.
If Yes, who is he/she?	Choose from the household roster.
If No, What is the name of the guardian?	Enter the name of the guardian in the textbox provided.
Year of Birth	Enter year of birth.
Marital status	
Born in this Community?	<p>In many cases the mother would deliver the child in the municipal city and then move back to the barangay after birth. This still counts as being born in this community, because the woman was pregnant for the whole time in the barangay and the child lived after birth in the barangay.</p> <p>For example you should only enter “No” if someone was born in Mindanao, but now lives in Luzon.</p>

Present in the house at some point on the day of interview?	People, especially children, will keep going in and out of the HH during the interview. So this question is important
Highest education level completed	Until March 2016, an individual graduated from high school after 10 years. Starting in March 2016, 12 years of schooling will be necessary to receive a high school degree. For this question, it's important to choose "High school graduate" if the respondent has completed high school (whether it was under the 10 or 12 year system). This means that someone who is in the 11 <sup>th</sup> grade, but part of the k-12 system is not a high school graduate.
Specify other	These type of questions will show up if you choose "Other" or "No response" as the respondent's answer. You must answer it with text explaining why they chose "Other" or why they did not respond.
Was this grade completed through ALS (Alternative Learning System), PEPT (Philippine Education Placement Test), home schooling, or another non-traditional mode of education?	This questions asks if the education picked in the previous questions was done through the ALS system. If they took the classes through the ALS system, you should select "Yes".
Is (Name) currently attending school/college? This could be in a traditional classroom-based school or non-traditional mode such as ALS?	For the following questions NAME will be replaced by the name of each person in the Household Roster.
At what grade is NAME currently studying?	Select from list.
What type of school is NAME attending?	Select from list.
How much did you have to pay in fees to NAME's school in order to enroll NAME in NAME's current grade?	Enter amount in Pesos
In the last 12 months, how much has this household spent out of pocket for NAME's education beyond the school fees you just mentioned. Please consider uniforms, books, PTO fees, bus or transport fees, school supplies, and anything else you believe NAME needs in order to attend school	
In the past 7 days, how many days did NAME go to school?	



In the past 7 days, how many days was NAME's school open for teaching?	We are asking how many days teaching was conducted at that school. Some schools may be open 3 days out of the week and the children went 3 days. This is different if children went 3 days and school was open 5 days.
What is the lowest level of education you can imagine NAME completing?	
What is the highest level of education you can imagine NAME completing?	
What level of schooling do you expect NAME to complete?	
Time Allocation - NAME	The following are time allocation questions for the specific person
Did NAME spend any time in the last 12 months ...	For the following list of activities choose if the named person spent any time in the last 12 months doing the specified activity.
Working or helping on farm land owned, rented or leased by the household	
Tending animals owned, rented, leased, or managed by the household	
Working in business (aside from farming or tending) operated by NAME or any household member	Any non-farm business, example: Carenderia, street vending etc.
Fishing	
Doing casual labor nearby (farming other households' land, daily construction work, etc.)	
Doing housework in another household for pay	
Working in a salaried or formal job	
Migrating to another town, village, city, or country for work (meaning that they spend nights away from home for this work)	

How many hours in total did NAME spend in these activities in a typical week over the last 12 months including travel time to and from work?	We are asking how many hours they spent in a typical week.
How many hours did NAME spend in collection activities in a typical week over the last 12 months? This would include fetching water and wood and should include travel time from this residence.	
How many hours did NAME spend doing household chores such as cooking, cleaning, shopping, taking care of others, etc. in a typical week over the last 12 months?	
In the last 12 months, has NAME started any new types of work or economic activity that NAME did not engage in before the last 12 months?	
If so, what type of activity?	
Over the last 12 months, how much did NAME earn from employment? This includes all income that NAME received as a wage from another person or entity but excluding self-employment such as trading, driving a pedicab for oneself, farming, or fishing.	We are looking for wages, or in-kind transfers paid from one person to another.
Health Related Questions	The following will be health related questions
Was NAME sick or injured in the past four weeks?	
Illness/injury suffered	You can choose more than 1 illness/injury if applicable.
Select which illnesses are long-term	From the list of injuries you already selected in previous question. What subset are long term illnesses?
Did NAME consult a health care provider for the illness/injury?	Faith healers are not considered health care providers.
How many days of work/school were missed by NAME due to illness/injury in the past four	

weeks?	
Has the household been able to pay for treatment of NAME?	
How much in total has been spent on treatment because of this illness/injury, including doctor's visits, hospitalization, medicine, tests, X-rays, and costs of traveling to get treatment?	Probe to get a good estimate from respondent. Sometimes people forget small costs like travel, small medicines, faith healer costs,
Is NAME's mother in the household?	Skip logic will determine which of the following questions will be asked for each individual in the HH roster. The aim of the following questions is to determine if there are children in the household that are not living with their parents and for what reason.
Who is she?	Choose the mother from HH roster
Is she alive?	
How old was NAME when the mother died?	Enter age
How old was NAME when NAME's mother stopped living with her?	Enter age
What was the highest level of education NAME's mother completed?	
Where is NAME's Mother currently living?	
What is NAME's Mother currently doing in that location?	
Is NAME's father in the household?	
Who is he?	Choose from HH roster
Is he alive?	
How old was NAME when the father died?	Enter age
How old was NAME when NAME's father stopped living with her?	Enter age
What was the highest level of education NAME's father completed?	
Where is NAME's father currently living?	

What is NAME's father currently doing in that location?	
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## Migrant Roster Module

**This module asks questions relating to migration of people that used to be household members in the last 24 months.**

### Definition:

- NAME refers to the name of the individual on the migrant roster.

Section 2: Out Migrants	
Are there any individuals, not listed in the household roster, who have been household members at some point over the last 24 months?	Only include people that meet this definition in the Migrant Roster
How many people not listed in the household roster have been household members at some point over the last 24 months?	Read the definition clearly.
	The following questions will be asked of every person included in the migrant roster
What is the name of former household member #1?	Enter the name of person who used to be a household member
Relation to respondent	
Age in Years	
Male or female?	
Marital status	
Born in this Community?	
Highest Education level completed	
What was NAME's principal usual activity when they were last living in this household?	What did the migrant used to do before they migrated? For example: A migrant used to be a farmhand, but is now a truck driver Note that if the respondent answers "Bar Girl" you should choose the Commercial Sex Worker category.
Where does NAME currently live?	
Is NAME an Overseas Filipino Worker (OFW)?	
What is NAME's principal activity in the location where NAME currently lives?	What is the migrant doing now after they migrated? For example: A migrant used to be a farmhand, but is now a truck driver

Has anyone in this household sent money to NAME or on NAME's behalf to NAME's current location?	This questions relates to people who migrated to another place, but are receiving money from the household members left behind
Has anyone in this household sent in-kind transfers (for example, goods or services, rather than money) to NAME or on NAME's behalf to NAME's current location?	
Has anyone in this household received money from NAME or on NAME's behalf from NAME's current location?	This includes remittances, like MoneyGram or Western Union
Has anyone in this household received in-kind transfers (for example, goods or services, rather than money) from NAME or on NAME's behalf from NAME's current location?	Include balikbayan boxes
Would NAME be free to leave their current location and move back to this residence if they desired?	This can refer to former household members that are now incarcerated.

## Gifts and Remittances Module

**This module asks questions relating to any gifts and remittances the household members are either receiving or giving.**

Gifts and Remittances	
Gifts Given: Now I would like to ask you about any money or items your HH has given as a gift or remittance to non-household members in the last 12 months.	
In the past 12 months, did you or other members of your household give any monetary gifts to non-household members?	Include charity giving, church
What was the total value of these monetary gifts?	
In the past 12 months, did you or other members of your household give gifts other than money to non-household members?	Include food charity and gifts
What was the total value of these non-monetary gifts?	Get the best estimate of this transfer

Gifts Received: Now I would like to ask you about any money or items you or your household members have received as a gift or remittance by non-household members in the last 12 months.	
In the past 12 months, did you or other members of your household receive any monetary gifts from non-household members?	
What was the total value of these monetary gifts?	
In the past 12 months, did you or other members of your household receive gifts other than money from non-household members?	
What was the total value of these non-monetary gifts?	Get the best estimate, Probe.

## Background Module

**This module asks questions relating household background.**

Background and Informant Information	
What language do you normally speak at home?	Select one
What is the ethnicity of this household?	Choose more than 1 if it's a mixed household.
What is your religion?	You can choose more than one. For example if one parent is a different religious sect than the other.
What type of employment is most important to this household's economic well-being?	Imagine if that employment was gone. The loss of which income source would have the biggest detriment to the household?
Specify Other	
Does any member of the household have a bank account?	
How long does it take you to travel from your house to the nearest bank?	For these travel questions, we want to know how long it <i>usually</i> takes to travel to these locations. They may use various transport modes, though we want to know how long it takes using the transport mode they take most often. Use minutes, round up to nearest minute. 12:39 is 13 minutes, 11:10 is 11 minutes.

How long does it take you to travel from your house to the nearest health clinic or doctor?	Use minutes, round up to nearest minute
How long does it take you to travel from your house to the nearest elementary school?	Use minutes, round up to nearest minute
How long does it take you to travel from your house to the nearest high school?	Use minutes, round up to nearest minute
How would you describe the area you live	Please verify visually, you do not have to go and see every detail, but don't let the respondent lie to you.
What is the household's main source of drinking water?	
What type of fuel does your household mainly use for cooking?	
What type of construction materials are the outer walls made of?	Check visually when you enter the household
What is the tenure status of the property occupied by the household?	
What type of toilet facility does the household have?	
Is there electricity in the house?	
Who is the primary decision maker in the household for day-to-day purchases?	Like groceries.
Who is the primary decision maker in the household for large, infrequent purchases?	Like refrigerator, motorcycles or cars
In the past 12 months, did you or other members of your household participate in any gambling, raffles, or sweepstakes?	
In the past 12 months, how much did you or other members of your household spend on gambling, raffles, or sweepstakes?	

In the past 12 months, how much did you or other members of your household win from gambling, raffles, or sweepstakes?	
Next we would like to ask you about events that this household experienced in the last 12 months.	Select Yes/No for the following questions.
Has the household experienced "Death among household members" during the last 12 months?	
Has the household experienced "Grave illness among household member requiring hospitalization or continuous medical treatment" during the last 12 months?	
Has the household experienced "Loss of employment or business failure of household member" during the last 12 months?	
Has the household experienced "Any loss due to fire, earthquake, typhoon, flood, or other disaster" during the last 12 months?	
Has the household experienced "Harvest failure" during the last 12 months?	This can refer to complete crop loss or partial crop loss.
Has the household experienced "Displacement due to natural / manmade disaster, armed conflict, infrastructure development project, or for other reasons" during the last 12 months?	

## Household Assets Module

**This module asks questions relating household background.**

Does your household fully or partly own any of the following?	Financed assets do count, so if someone is making monthly payments on an asset, that asset should be counted
Household Assets	For the complete list of assets ask the following 2 types of questions.
"How many houses does your household own?"	Enter 0 (zero) if the household does not own this asset



"What is the total value of the house?"	Probe if respondent does now know. He/she may not know what their house is worth, but may know how much someone sold a similar house for in their neighborhood.
In the past 12 months, did you or any member of your household receive benefits from the Pantawid Pamilyang Pilipino Program (4Ps)?	
When did you or that household member become a beneficiary of the 4Ps?	
Enter Year	Enter the year when He/she became beneficiary of 4p
Select Month	Enter the month when He/she became beneficiary of 4p
How many times were these benefits received in the past 12 months?	
How much did your household receive in total from the 4Ps in the past 12 months?	
How much did your household receive in total from the 4Ps in the past 4 weeks?	
Was this the same, larger, or smaller than your household's typical 4Ps benefit?	
Other than 4P's, did you or any member of your household receive any other money from a government transfer in the past 12 months? (for example: GSIS, SSS, or scholarships)	
How much did your household receive in total from these government transfers in the past 12 months (excluding 4Ps)?	Enter amount in Pesos. The respondent can refer to their booklet of monthly receipts to calculate the total.
What government transfers did you received in the past 12 months?	Select all that apply

## Land and Agriculture Module

**This module asks questions relating to agricultural activities of the household.**

Now I would like to ask you some questions about how much and what you cultivate.	If they don't know or remember, For example if wife is answering the questionnaire, but the husband knows. Ask the wife to contact her husband via SMS and ask him. Use the tablet to send the text.
Does your household own the land you live on?	

What unit is the land measured in?	How do they measure the land? Is it in tupong, or square meters, or hectares?
How many units is this land?	
Who owns this land?	Even if they bought the lot on credit or monthly installments, it still counts as owned.
Does your household own any land separate from the land you live on?	
What unit is the land measured in?	How do they measure the land? Is it in tupong, or square meters, or hectares?
How many units is this land?	
Who owns this land?	Even if they bought the lot on credit or monthly installments, it still counts as owned.
In the past 12 months, did your household rent any land from someone outside your household?	
How much did your household pay to rent this land in the last 12 months?	
In the past 12 months did your household sharecrop any land?	Sharecrop means someone is working the land and receiving a portion of the crop output as their wages
What was your household's share as a percentage of output?	For example, if a household sharecrops land and harvests 10 tons of sugarcane and receives 4 tons as payment. Then their percentage will be $4/10 = 40\%$ .
How much did your household earn from sharecropping?	Enter amount in pesos
In the past 12 months did your household rent any land to someone outside your household?	
How much did your household receive as rental payment for this land in the last 12 months?	
In the past 12 months, did your household pawn or mortgage any land, meaning you allowed someone outside your household to cultivate your land in exchange for a loan?	
Did you cultivate (harvest) anything in the last 12 months?	Include backyard garden plots

How many crops did you grow In the last 12 months?	
Was any startup capital needed to start these crops?	
What was the main source of start-up capital (such as money or goods) for these crops?	Ask this question for each crop grown. So for example, maybe a HH grows rice and bananas. They got a loan from the bank to grow the Rice, but maybe they got the banana seeds from their relatives.
How much was this start-up capital?	
What crop did your household cultivate in the last 12 months?	Select the crop that is grown
Was this crop cultivated on sharecropped land? (1=Yes 0=No, 2=Partially: Specify % of crop cultivated on sharecropped land)	For example, if a respondent grows 10 acres of sugarcane, but 3 of those acres are on sharecropped land. Then you should enter "Partially" as the answer and specify that the percentage of the sugarcane in sharecropped land is $3/10 = 30\%$
What is the quantity of the crop harvested in the last 12 months?	
How is crop quantity measured?	
[If units other than kg or tons] How many kilograms are in one unit?	For example: 1 basket might be equal to 15 kilograms on average.
What is the total market value of the quantity harvested in the last 12 months?	Hypothetically: If they could sell all of this crop, how much would they get it from it? Do not subtract the money they paid traders, harvesters or anyone else involved in producing this crop.
What was the total revenue received from this crop harvest (sold in market transactions) in the last 12 months?	This questions asks for the amount actually received from actual sales in the last 12 months.
Farming Inputs	The following types of questions ask about how much each household spent on each type of input and whether it was more or less than 2 years ago.
In the last 12 months, how much in total did your household spend on Seeds?	Enter the amount in Pesos, enter 0 if the household did not spend any money on this input
Is the household using more or less Seeds compared to two years ago?	In cases when the household did not spent any money on this input 2 years ago and still does not spent any, choose "Same as before"

What are your household's total profits from farming in the last 12 months?	Explain that profits are: All revenue – All costs
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## Livestock Module

**This module asks questions relating to livestock activities of the household.**

### Definition:

- Livestock refers to a farm animal regarded as an asset.

Livestock	Following is for large livestock
I will now ask you some questions about your livestock.	Read this to the respondent
How many large livestock (cows, bulls, calves, horses etc.) does your household own?	
How many large livestock (cows, bulls, calves, horses, etc.) does your household rent or lease?	
How many large livestock does your household manage/take care of which it neither owns nor leases?	
Large Livestock (Cattle, Carabao)	
Was any startup capital needed to get these livestock?	We are trying to understand how they got this livestock. Was this a gift from family? Loan from a bank? Or a gift from a charity?
What was the main source of start-up capital (such as money or goods) for these livestock?	For livestock, start-up capital is usually baby cows or calves. Ask the respondent how they received them. Did a relative give them? An NGO? Or did they get a loan to buy it?
How much was this start-up capital?	If they received an in kind transfer of a baby cow, ask the respondent how much that would have cost them, if they had to pay.
In the past 12 months, how many liters of milk did your large livestock produce?	
What is the total market value of this number of liters of milk regardless of whether the milk was sold or own-consumed?	Hypothetically: If they could sell all of this crop, how much would they get it from it?
What was the total revenue receive from sales of this milk?	This questions asks for the amount actually received from actually sales in the last 12 months.

In the past 12 months, how much have you spent to care for these large livestock (e.g. on fodder, veterinary care, etc.)?	
In the past 12 months have you received any other income from these large livestock (excluding the sale of the animals or calves), such as from animal products (e.g. manure), by leasing the animals, etc.?	Excluding the income from milk that was mentioned in the previous question.
How much income have you received?	
In the past 12 months have you consumed any such additional animal products yourselves?	
What is the total market value of these additional animal products that you consumed?	
In the past 12 months, how many large livestock have you sold?	
How much did you earn from these sales in total?	
"In the past 12 months how many large livestock of yours have you butchered for meat?"	We want to know how many animals they have butchered. This is not the amount of meat in kilograms.
"How much did this butchered meat weigh in kilograms?"	Enter the amount in Kilograms. Note: if they didn't butcher any, then it is zero in kg.
What is the total market value of this butchered meat regardless of whether you sold it or consumed it yourself?	Market value or hypothetical value of this meat if they could sell it all on the market
What was the total revenue from sales of this butchered meat?	How much did they actually get from the sale of this meat
Livestock	Following questions are for small livestock
How many small livestock (goats, sheep, pigs, etc.) does your household own?	
How many small livestock (goats, sheep, pigs, etc.) does your household rent or lease?	

How many small livestock (goats, sheep, pigs, etc.) does your household take care of which it neither owns nor leases?	
Was any startup capital needed to get these livestock?	
What was the main source of start-up capital (such as money or goods) for these livestock?	
How much was this start-up capital?	
In the past 12 months, how much have you spent to care for these small livestock (e.g. on fodder, veterinary care, etc.)?	
In the past 12 months have you received any other income from these small livestock (excluding the sale of the animals or calves), such as from wool or other products?	
How much income?	
In the past 12 months have you consumed any such additional animal products yourselves?	
What is the total market value of these additional animal products that you consumed?	
In the past 12 months, how many small livestock have you sold?	
How much did you earn from these sales in total?	
"In the past 12 months how many small livestock of yours have you butchered for meat?"	Number of animals butchered
"How much did this butchered meat weigh in kilograms?"	Note: if they didn't butcher any, then it is zero in kg.
What is the total market value of this butchered meat regardless of whether you consumed it yourself or sold it?	

What was the total revenue from sales of this butchered meat (sold)?	
How many birds (chicken, ducks, quail, roosters/fighting cocks,roosters/fighting cocks, etc.) does your household own?	
How many birds (chicken, ducks, quail, roosters/fighting cocks, etc.) does your household rent or lease?	
How many birds (chicken, ducks, quail, roosters/fighting cocks, etc.) does your household take care of which it neither owns nor leases?	
Birds	
Was any startup capital needed to get these livestock?	
What was the main source of start-up capital (such as money or goods) for these livestock?	
How much was this start-up capital?	
In the past 12 months, how many eggs have your birds produced?	Please probe by asking how many eggs the chickens make a week and then multiplying that by 52
What is the total market value of these eggs?	Hypothetically: If they could sell all of these eggs, how much would they get it from it? We are referring the eggs in the past 12 months from the previous question.
What was the total revenue from these eggs (sold)?	This questions asks for the amount actually received from actually sales in the last 12 months.
In the past 12 months, how much have you spent to care for these birds (e.g. on bird feed, veterinary care, etc.)?	
In the past 12 months, how many birds have you sold?	
How much did you earn from these sales in total?	

“In the past 12 months, how many birds of yours have you butchered for meat?”	Number of animals butchered
“How much did this butchered meat weigh in kilograms?”	Note: if they didn’t butcher any, then it is zero in kg.
What is the total market value of these butchered birds regardless of whether you sold them or consumed them yourselves?	
What was the total revenue from sales of these butchered birds (sold)?	

## Enterprise Module

**This module asks questions relating to enterprise activities of the household. That is non-agricultural enterprises of the household. These can be small businesses like sari-sari stores, shops and services.**

Enterprises	NEW GROUP IN THIS SECTION REFERS TO A NEW BUSINESS, SO IF A HOUSEHOLD HAS 4 BUSINESSES, THEN IT WILL CREATE 4 “GROUPS”
Now I would like to ask you questions about non-agricultural business activities your household engages in.	
Does anyone in this household fully, or partly, own and operate one or more non-agricultural, non-livestock income generating activities?	
Enterprises	
What is the nature of this enterprise?	
In the last 12 months, how many months did the household operate this enterprise?	
How many months ago was this enterprise first started?	Enter months only, round to the closest month, do not include days
Who was the principal operator of this enterprise when it first started?	
Who decides how to allocate the profits from this enterprise?	Probe, by asking if the money is reinvested or spent on the children. Whatever the answer, ask who decided that was the way this household decided to allocate the profits of their business.
Was any startup capital needed to start this enterprise?	Startup capital is not limited to cash money. It can be a tricycle to start a people carrying business.



What was the main source of start-up capital (such as money or goods) for this enterprise?	
How much was this start-up capital?	
In the last 12 months what was spent on machinery or durable goods (e.g., tools, cooking pots, ovens, sewing machines) for this enterprise?	
What was the main source of money used to purchase these goods?	
How many employees in this enterprise are not household members?	
In the last 12 months what was spent for this enterprise on:	Following questions refer to different costs of this enterprise
Electricity	Enter 0 if they did not spend money on this category
Salaries/Wages	Enter 0 if they did not spend money on this category
Water	Enter 0 if they did not spend money on this category
Transport	Enter 0 if they did not spend money on this category
Purchase of inputs, inventory, and products	Enter 0 if they did not spend money on this category
Other costs (exclude machinery, tools, durables already mentioned)	Enter 0 if they did not spend money on this category
Please specify what some of these other costs were	
What was the main source of money used to cover these costs?	
What was the total revenue received from this enterprise in the last 12 months?	Total revenue is total sales.

What are the sales of this enterprise in an average month?	Probe, Ask how much they sell on an average day, then week, and then estimate for month. Small business owners are very bad at tracking monthly sales, Probe to help them get an estimate
In the last twelve months did this enterprise earn a profit, make a loss, or break even?	Explain what a profit is and ask the question.
In the last twelve months, what was the amount your household earned as profit or lost from this enterprise?	Explain that profit is revenue minus all costs.

## Consumption Module

**This module asks questions relating to consumption of the household.**

Definition:

- Consumption is referring to the act of using up a resource.

Now I would like to ask you questions about how you spent money in the last few months	In this section, you should probe as much as possible. If they did not spend any money on this item, just enter 0
Consumption	
In the last 7 days:	For the whole list of listed consumables we ask the following 2 types of questions. Note the recall period is 7 days.
Did your HH consume Bread and Cereals in the past 7 days?	Select Yes or No
How much did the household spend on Bread and Cereals?	If the household did not spend any money on this asset, enter 0 (zero)
In the last 30 days:	For the whole list of listed consumables we ask the following 2 types of questions. Note the recall period is 30 days.
Did you spend money (or goods) on Airtime, internet, other phone expenses in the past 30 Days	Select Yes or No
How much did the household spend on Airtime, internet, and other phone expenses?	If the household did not spend any money on this asset, enter 0 (zero)

In the last 12 months did you spend any money on other expenses greater than PHP 1000?	
How much did you spend on these other expenses in total in the last 12 months?	Expenses not listed above.
In the past one month, how much, in Pesos, of the household's total resources was spent on:	For the following items, enter 0 if the household did not spend any money on these items.
Clothing for you?	
Clothing for your spouse/partner?	
Clothing for the children?	
Medical expenses for you?	
Medical expenses for your spouse/partner?	
Medical expenses and vaccinations for the children of the household?	

### Loans/Savings Module

**This module asks questions relating to Loans/Savings of the household.**

Loans/Savings	
Loans: Now I would like to ask you about any money that you and your family may have borrowed IN THE LAST 12 months from various individuals or institutions.	
In the past 12 months, did you or a member of your household have any loans from a bank?	
What is the total amount of the loan? If your household has had multiple loans from banks, please give the total amount.	
In the past 12 months, how much did your household pay in interest on these loans?	

In the past 12 months, did you or a member of your household have any loans from MFIs and coops?	
What is the total amount of the loan? If your household has had multiple loans from MFIs and coops, please give the total amount.	
In the past 12 months, how much did your household pay in interest on these loans?	
In the past 12 months, did you or a member of your household have any loans from friends or family living outside your household?	
What is the total amount of the loan? If your household has had multiple loans from friends or family living outside your household, please give the total amount.	
In the past 12 months, how much did your household pay in interest on these loans?	
In the past 12 months, did you or a member of your household have any loans from agricultural traders?	
What is the total amount of the loan? If your household has had multiple loans from agricultural traders, please give the total amount.	
In the past 12 months, how much did your household pay in interest on these loans?	
In the past 12 months, did you or a member of your household have any loans from informal moneylenders apart from traders?	
What is the total amount of the loan? If your household has had multiple loans from informal moneylenders apart from traders, please give the total amount.	
In the past 12 months, how much did your household pay in interest on these loans?	

In the past 12 months, did you or a member of your household have any loans from sari-sari stores?	
What is the total amount of the loan? If your household has had multiple loans from sari-sari stores, please give the total amount.	
In the past 12 months, how much did your household pay in interest on these loans?	
In the past 12 months, did you or a member of your household have any other loans that you have not previously mentioned? For example, loans from pawn shops, agricultural supply stores, etc.	
What is the total amount of the loan? If your household has had multiple loans other loans, please give the total amount.	
In the past 12 months, how much did your household pay in interest on these loans?	
In the past 12 months, have you or any members of your household taken any goods from shops for which you have not yet paid?	
How much do you owe these shops for items taken on credit?	
Savings. Now I would like to ask you about any money that you and other members of your household may have saved <b>IN THE LAST 12 MONTHS</b> with various individuals or institutions.	
Do you or any member of your household own a savings account with a bank? (Mobile money accounts <b>DO</b> count)	
What is the total amount currently saved in these bank accounts by you and all members of your household?	
In the past 12 months, what is the total amount added to these bank accounts by you and all members of your household?	
In the past 12 months, what is the total amount withdrawn from these accounts by you and all members of your household?	
In the past 12 months, did you earn any interest on this savings?	

In the past 12 months, how much income did you earn from interest on these accounts?	
Do you or any member of your household have any savings with a coop or MFI?	
What is the total amount currently saved with coops and MFIs by you and all members of your household?	
In the past 12 months, what is the total amount added to these accounts by you and all members of your household?	
In the past 12 months, what is the total amount withdrawn from these accounts by you and all members of your household?	
In the past 12 months, did you earn any interest on this savings?	
In the past 12 months, how much income did you earn from interest on these accounts?	
Do you or any member of your household have any savings with ROSCAS? (1=Yes 0=No)	
What is the total amount currently saved with ROSCAS by you and all members of your household?	
In the past 12 months, what is the total amount added to these accounts by you and all members of your household?	
In the past 12 months, what is the total amount withdrawn from these accounts by you and all members of your household?	
In the past 12 months, did you earn any interest on this savings?	
In the past 12 months, how much income did you earn from interest on these accounts?	
Do you have any other savings (for example savings at your home or with relatives or friends? Please include any outstanding loans you may have made to individuals outside your household)?	
What is the current amount of these other savings?	
In the past 12 months, what is the total amount added to this savings by you and all members of your household?	
In the past 12 months, what is the total amount withdrawn from this savings by you and all members of your household?	
In the past 12 months, did you earn any interest on this savings?	
In the past 12 months, how much income did you earn from interest on this savings?	

## Food Security Module

**This module asks questions relating to Food Security of the household. Every question in this module must be asked as written.**

Food security	
We would like to ask a few questions about the adequacy of food in your household	Please stick to the question script.
In the last 30 days, have adults cut the size of meals or skipped meals?	
How often?	
In the last 30 days, have adults gone a whole day without meals?	
How often?	
In the last 30 days, have children under 14 years of age cut the size of meals or skipped meals?	
How often?	
In the last 30 days, have children under 14 years of age gone a whole day without meals?	
How often?	
In the last 30 days, have household members had to eat less preferred or less expensive foods?	
How often?	
In the last 30 days, have household members had to borrow food or rely on help from a friend or relative to get enough food?	
How often?	
In the last 30 days, have household members had to purchase food on credit?	
How often?	
In the last 30 days, have household members had to gather wild food, hunt, or harvest immature crops because of food shortage?	

How often?	
In the last 30 days, have household members had to go ask for help from others because there was not enough food in the house?	
How often?	
Do all members of your household regularly eat at least 2 meals a day?	
Do all members usually eat until they are content each day?	
How many times in the last 7 days did you eat meat, eggs, or fish?	
Do you have enough food in your home for tomorrow's meals?	

### Re-contact Module

**This module asks questions that will help IPA re-contact the survey respondents again in 2 years. These questions are critical to running a successful endline survey.**

Re-contact Survey	
Do you have a mobile phone with you?	
Please provide us your mobile phone number.	
Do you have a landline phone with you or near your residence that may be used to contact you?	
Please provide us the landline number	
If you moved from this place, who would be the best person to contact for information about you? Please provide the names of two closest relatives/friends who will know your whereabouts if you leave this location.	Ask for someone who will be in the community in 2 years. So someone who is also likely to move with the participant is a bad choice. This section is especially important for our endline survey in 2 years.
Name 1	
Name 1's Province of Residence	
Name 1's Barangay of Residence	
Name 1's Location within barangay	



How is Name 1 known in that locality	
Name 1's Mobile number	
Name 1's Nearest Available Landline	
Name 2	
Name 2's Province of Residence	
Name 2's Barangay of Residence	
Name 2's Location within barangay	
How is Name 2 known in that locality	
Name 2's Mobile number	
Name 2's Nearest Available Landline	
ENTER ANY REMARK YOU HAVE ABOUT THIS INTERVIEW	This is where you would enter any remarks about this interview. For example issues like survey fatigue, disruptions, or anything out of the ordinary.

### ***Child survey***

You will complete the same household roster as the household Field Officer. Do this simultaneously with the household interview so you can enter the same information. You will use this roster to select which child to interview for the child surveys.

### **Identifying Information Module**

**This module asks questions relating to Loans/Savings.**

<b>Question:</b>	<b>Directions:</b>
Please choose your name:	Field Officer please select your name
Unique Household Identification Number	Unique Household ID number
Name of Child	Select the child you are interviewing from the household roster you entered before.
Date of Interview	Press enter
INSTRUCTIONS TO INTERVIEWER: CONDUCT THIS INTERVIEW IN PRIVATE. READ THE FOLLOWING STATEMENTS TO THE RESPONDENT AND ANSWER ANY QUESTIONS THE INDIVIDUAL MAY HAVE. IF THE INDIVIDUAL ASKS ABOUT THE SPONSORSHIP OF THE STUDY AND HOW THE FINDINGS WILL BE USED, READ THE EXPLANATION THAT HAS BEEN PROVIDED TO YOU. DO NOT BEGIN THE INTERVIEW UNTIL ALL QUESTIONS HAVE BEEN ADDRESSED AND THE INDIVIDUAL HAS AGREED TO	Note for the Field Officer

PARTICIPATE IN THE STUDY.	
<p>Hello, my name is _____. I am from an organization called Innovations for Poverty Action (IPA). I am talking with parents and their children in the area to discover ways to improve the wellbeing of households like yours and children like you.</p> <p>To do this, I am inviting you and other children to take part in my research study. If you decide you want to be in this study, we will ask you to answer some questions about school, how you spend your time, your perceptions, and also ask you to play some games. This activity will take about 20 minutes.</p> <p>You do not have to participate in this study if you do not wish to. You can skip any question or stop at any time. If there is a question you do not want to answer or are afraid to answer, you can skip it.</p> <p>We will come back in about two years for a follow-up interview, and we will ask you again if you want to participate.</p> <p>Apart from your parent or guardian, other people will not know if you are in the study. The information I write down about you and other children will be kept safely locked up. When we tell other people or write an article about our research, we will not use your name. Your parent or guardian has said it is okay for you to be in the study. Now you get to choose if you would like to participate or not. You can choose to continue, or you can choose to stop at any other time. It is your decision. You can say no even if your mom or dad (or guardian) say yes. No one will be upset with you.</p> <p>Do you have any questions? You can also speak with your parent or guardian before you decide to continue with the interview.</p>	<p>Read this to the child to get their assent to be interviewed. The child can refuse to be interviewed. If you have the parents' permission to interview the child you can remind the child that their parent gave their consent. See if this will change the child's decision to be interviewed.</p>
May we begin?	This is the child assent question. Choose "Yes" if the child agrees to be interviewed.

### Mirror Sketch Module

**This module helps us capture the Mirror Sketch game that is administered to each eligible child in the target households.**

Mirror Game	
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I would like to begin with a game. Please look at your hand in the mirror. While looking at your hand the whole time, try to trace along the picture you see. Take as much time as you like. Now, I'm going to give you a few more objects to trace.	Read this to the child.
<p>SETUP AS FOLLOWS: IMAGE PLACED SO THAT RESPONDENT ONLY SEES IT IN THE MIRROR BECAUSE THE ACTUAL IMAGE IS BLOCKED BY A PIECE OF CARDBOARD OR SOMETHING SIMILAR. RESPONDENT ATTEMPTS TO TRACE EACH IMAGE. START WITH SIMPLEST IMAGE, PROCEEDING TO MORE DIFFICULT ONES UNTIL RESPONDENT DECIDES TO QUIT. RECORD NUMBER OF IMAGES ATTEMPTED AND TIME SPENT ON EACH ONE. (IMAGES BELOW ARE SUGGESTIONS)</p> <p>INTERVIEWER RECORD WHETHER ATTEMPTED BY THE CHILD, THE NUMBER OF ERRORS IN THE DRAWING, AND THE TIME IT TAKES FOR EACH IMAGE. END SECTION WHEN THE CHILD NO LONGER WISHES TO ATTEMPT DRAWING.</p>	<p>Do not encourage or discourage the child from completing or stopping the sketch. The child is free to stop at any time. Do not laugh or prod the child during her/his sketch. Limit influence from other children or parents on the child doing the sketch.</p> <p>Remind the child that this is not a test or examination. This is a fun game!</p>
First image	
Does the child want to attempt this image?	
Timing the first image	
STAY ON THIS PAGE UNTIL THE CHILD FINISHES THE ATTEMPT, ONLY SWIPE TO NEXT PAGE WHEN CHILD SAYS HE/SHE IS FINISHED	We do not need to manually time the child survey anymore. You must stay on this page until the child finishes the sketch.
Did the child finish the image?	
# of errors in drawing	Errors are how many times the market crosses the line of the image. Count the errors even if child gives up the sketch halfway through.

### Family Background Module

This module asks questions relating to family background of the child.

Family Background Information	
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How many siblings do you have that share at least a mother or father (regardless of whether they live in the same residence)?	Half brothers and sisters do count
In order of age, what number are you considering all of your siblings (full and half, regardless of whether they live in the same residence)?	
How many older sisters do you have? (Full and half, regardless of whether they live in the same residence)?	

## Schooling Module

This module asks questions relating to schooling of the child.

Schooling	
What is your highest level of completed education?	High school graduates must choose “High school graduate” regardless of whether they are a grade 10 High school graduate or grade 12 High school graduate.
Please provide the name of the school you most recently attended	
What type of school was this?	
What is the earliest grade a person like yourself can study in this school?	
What is the last grade a person like yourself can study in this school?	
Have you attended school during the current academic year (since June 2015)?	Even if they attended school for 1 week in July, it still counts
What grade level have you most recently attended in the current academic year?	
In the past 7 days, how many days did you go to school?	
In the past 7 days, how many days was your school open for teaching?	

## Time Allocation Module

**This module asks questions relating to time allocation of the child. We want to know if the child spends any time doing the following activities. For this section, if the child spends even 1 day engaged in an activity in the last 12 month, it counts as performing that activity in the last 12 months.**

Time allocation	
I want to begin by asking you a few questions about what activities you've participated in during the last 12 months and then collect more information on how you spend your time in the last 7 days.	The following questions list all the activities we are interested in.
A	
Babysitting / caring for other children in your household?	
Did you perform this activity in the last 12 months	If the child did not perform this activity in the last 12 months, then they should not have spent any time doing this activity in the last 7 days.
How many days did you perform this activity in the last 7 days	
How many hours did you spend doing this activity in the last 7 days? (in total)	
B	
Caring for elderly, sick, or disabled in your household?	
Did you perform this activity in the last 12 months	

How many days did you perform this activity in the last 7 days	
How many hours did you spend doing this activity in the last 7 days? (in total)	
C	
Cooking, cleaning, laundry, dishes, or shopping for your household?	
Did you perform this activity in the last 12 months	
How many days did you perform this activity in the last 7 days	
How many hours did you spend doing this activity in the last 7 days? (in total)	
D	
Collecting Wood, dung-cakes, or fodder for your household	
Did you perform this activity in the last 12 months	
How many days did you perform this activity in the last 7 days	
How many hours did you spend doing this activity in the last 7 days? (in total)	
E	
Collecting water for your household	
Did you perform this activity in the last 12 months	

How many days did you perform this activity in the last 7 days	
How many hours did you spend doing this activity in the last 7 days? (in total)	
F	
Minor Construction, repair work, tailoring, or handicrafts for your household's own use (not for sale)	
Did you perform this activity in the last 12 months	
How many days did you perform this activity in the last 7 days	
How many hours did you spend doing this activity in the last 7 days? (in total)	
G	
Run or do any kind of business, big or small, by yourself or with one or more partners?	This sections refers to children running their own business. For example if a child gets up in the morning, buys the supplies for pancakes, then cooks and sells the pancakes on their own. This activity will be in this section. If the child is merely helping their parent's business, then it will go into another category.
Did you perform this activity in the last 12 months	
How many days did you perform this activity in the last 7 days	
How many hours did you spend doing this activity in the last 7 days? (in total)	
H	
Do any work for pay, wage, salary, commission, or any kind of payment in kind (excluding domestic work)	
Did you perform this activity in the last 12 months	

How many days did you perform this activity in the last 7 days	
How many hours did you spend doing this activity in the last 7 days? (in total)	
I	
Do any work as a domestic worker for a wage, salary, or any payment in-kind	
Did you perform this activity in the last 12 months	
How many days did you perform this activity in the last 7 days	
How many hours did you spend doing this activity in the last 7 days? (in total)	
J	
Help without pay in own household-operated business of any kind	For example, helping the household's sari-sari store will go into this category.
Did you perform this activity in the last 12 months	
How many days did you perform this activity in the last 7 days	
How many hours did you spend doing this activity in the last 7 days? (in total)	
K	
Help or do any work on your own or your household's plot, farm, food garden, or help in growing farm produce or in looking after animals	For example: looking after household pig, or farming the household garden.
Did you perform this activity in the last 12 months	
How many days did you perform this activity in the last 7 days	
How many hours did you spend doing this activity in the last 7 days? (in total)	
L	



Help or do any construction or major repair work on your own home, plot, or business, or those of other household's not mentioned above	
Did you perform this activity in the last 12 months	
How many days did you perform this activity in the last 7 days	
How many hours did you spend doing this activity in the last 7 days? (in total)	
M	
Catch any fish, prawns, shells, wild animals, or other food for sale or for your household's own consumption	
Did you perform this activity in the last 12 months	
How many days did you perform this activity in the last 7 days	
How many hours did you spend doing this activity in the last 7 days? (in total)	
N	
Produce any goods that you haven't already told us about that could be bought or sold in local markets (even if they are just for your household's own use)	
Did you perform this activity in the last 12 months	
How many days did you perform this activity in the last 7 days	
How many hours did you spend doing this activity in the last 7 days? (in total)	
O	

Do anything else that we haven't mentioned that contributed to your or your household's economic livelihood	
Did you perform this activity in the last 12 months	
How many days did you perform this activity in the last 7 days	
How many hours did you spend doing this activity in the last 7 days? (in total)	
Now I am going to ask for a little more detail about about some of the economic activities we just mentioned (items G-O)	These questions only apply to the Activities G-O
How would you describe the type of work where you spent the most time over the last 7 days?	
How would you describe the type of work where you spend the most time over the last 12 months?	
How would you describe the type of work where you spent the second most time over the last 7 days?	If a child is engaged in sugarcane farming and then goes to school, with no other work. Then the type of work where he spent most of his time will be Sugarcane. For the second most time, he will choose the "No other work" option.
How would you describe the type of work where you spend the second most time over the last 12 months?	

## Work Characteristics Module

**This module asks questions relating to the work conditions of the child. We want to know if the child spends any time working in the following environments or conditions.**

Work Characteristics	
In my next set of questions, I am going to ask you about what you have experienced while working over the last 12 months. I'm interested in both time you've spent in a family farm or business, in your own business, or in any work you've done for others.	
Over the last 12 months:	The following questions refer to the last 12 months.

Was any of this work done after the sunset or before sunrise?	
Do you ever have problems seeing while doing any of this work because of inadequate lighting?	
Are there loud noises from machinery or people when you do this work?	
Have you ever had to do this work in extreme temperatures or in a setting with poor ventilation?	
Have you worked in an environment with lots of dust or debris?	
Do you carry heavy loads while doing this work?	
Do you operate any machinery or heavy equipment in this work?	
Do you operate a motor vehicle in this work?	
Are you ever exposed to an open flame or need to be concerned about being burned in this work?	
Have you been injured while doing any of this work?	
Do you handle any chemicals or toxic substances in this work including pesticides or fertilizers?	
Do you wear protective gear such as gloves and masks when working with these chemicals?	
Have you noticed headaches, skin problem, breathing problems, stomach problems, or a general feeling of unwellness after doing this work?	
Do you think any of the work you've done is hazardous or dangerous to you?	
Who decides whether and how you work?	We want to know who is in charge of this child's work decisions. Does the child decide on their own? Or are they directed by someone else.

How would you describe the worksite you've worked at most frequently over the last 12 months?	
Have you ever worked outside of your family's dwelling or family owned fields in the last 12 months?	
Are there workers who are not members of your family at any of the worksites you've worked in over the last 12 months?	
Did you ever work in a setting where you weren't accompanied by a caregiver (such as a parent or grandparent)?	
In your work, are you able to take days off if you are not feeling well?	
In your work, are you able to refuse to do a task or job if it makes you uncomfortable or if you do not want to perform the task?	
Are you able to leave this work if you wanted to?	
Why are you unable to leave this job? <b>PROBE. DO NOT READ POSSIBLE ANSWERS</b>	Just ask follow up questions on why they cannot leave this job. Ask: Why can't you stop doing that job? Can other children doing the same job stop? Why can they stop and not you?
Working off debt that still owe	
Parents would punish	
Employer or other person would punish me or family	
No other work available	
Not enough money to leave	
Wouldn't know where to go	
Other (specify)	
How many hours do you work in a typical week over the last 12 months?	This is typical week. This means 7 days.

Have you received any of the following in exchange for your work?	Select a response for the following items.
Cash	
New Skill	
Education	
Shelter, food, clothing	
Medical support	
Nothing	If they Received nothing for their work. Then choose “No” to Cash, New Skill, Education, Shelter, Medical and just choose “Yes” to Nothing.
Other (specify)	
Why No Response	
Do you or your employer give part or all of your earnings/benefits to your parents/ guardians or other relatives?	
How much do you earn in a typical week (in cash or in kind and including the amount given to your parents)?	<p>Probe the child if they know how much their parent is getting for their labor. Ask how they know that information. Were they told that? Or did they overhear it? If the child has no idea, choose No Response. Do not enter 0 if the child does not know how much money their parents earn for their labor.</p> <p>Also it is possible that children are receiving allowance for school in return for their work. If the child is getting allowance regardless of work, then do not enter that amount here, however if the child is getting the allowance in exchange for their work (or they stop getting the allowance if they stop working) then enter that amount here.</p>

### Life Satisfaction Module

**This module asks questions relating to the life satisfaction of the child. We want to know how the children feel about their life outcomes.**

**Definitions:**

- Mother: We are referring to the mother of this child or someone who fills the role of the mother.
- Father: We are referring to the father of this child or someone who fills the role of the father.

Life Satisfaction	
Please imagine a ladder with steps numbered from 0 at the bottom to 10 at the top (show picture). Suppose the ladder represents the best possible life for you (10) and the bottom represents the worst possible life for you (0). On which step of the ladder do you feel you stand at the present time?	Show them the picture of the ladder and ask the question.
Mother	
I would like to get a sense of your thoughts about your mother's parenting style over the last 12 months. I will read to you a series of statements reflecting a parenting approach, and I would like to know whether the statement sounds a lot like your mother, moderately like your mother, moderately unlike your mother, or very unlike your mother.	Read these statements for mother, and then read the same statement for father. We want the responses for each parent to stand on their own. Use the provided flash card. If, for example, the mother is deceased, ask the child if someone else in the household serves the role of mother. If yes, the child should answer the questions about that individual.
Speaks to me in a warm and friendly voice.	
Does not help me as much as I need.	
Lets me do things I like doing.	
Seems emotionally cold to me.	
Appears to understand my problems and worries.	
Is affectionate to me.	
Likes me to make my own decisions.	
Doesn't want me to grow up.	
Tries to control everything I do.	
Invades my privacy	
Enjoys talking things over with me	
Frequently smiles at me	
Tends to baby me	
Does not seem to understand what I want or need	

Let me decide things for myself	
Makes me feel I'm not wanted	
Makes me feel better when I'm upset	
Does not talk with me very much	
Tries to make me feel dependent on her	
Feels I cannot look after myself unless she is around	
Gives me as much freedom as I want	
Lets me go out as often as I want	
Is overprotective of me	
Does not praise me	
Lets me dress in any way I please.	
Father	
Now I am going to ask you the same set of questions about your father's parenting style over the last 12 months.	Now ask the same questions you asked previously about the mother. However they will be looking at the father's parenting style. You must read every statement as written and mark the response. If, for example, the father is deceased, ask the child if someone else in the household serves the role of father. If yes, the child should answer the questions about that individual.
End of Survey	You can now thank the child for his/her time and let them know the interview is over.
Time of End of Interview: Hour in 24 hour format	Press enter.
Please give your assessment of the participant's engagement and demeanor during the survey	Please fill this out right after the interview, so you don't mix up these questions from one child to another.
Pays attention during instructions	You need to answer these questions. Select from the give options.
Careful, interested in accuracy	You need to answer these questions. Select from the give options.

Alert and Interactive	You need to answer these questions. Select from the give options.
Shy to confident	You need to answer these questions. Select from the give options.
Was anyone else present during the interview?	You need to answer these questions. Select from the give options.
Who was present? Answer whether each of the following was present for the full interview with subject, part of the interview, or not at all:	Select for each of the following people
Father	
Mother	
Grandparent	
Sibling	
Other family member or relative	
Neighbor	
Other person, unknown	
Where did the interview take place?	This question asks about the location where the child interview took place. Please choose from the given list. You should always try to interview the children in the privacy of their house.
ENTER ANY COMMENTS YOU HAVE ABOUT THIS INTERVIEW	Enter any comments you have about this interview, for example survey fatigue, distractions or anything else out of the ordinary.