



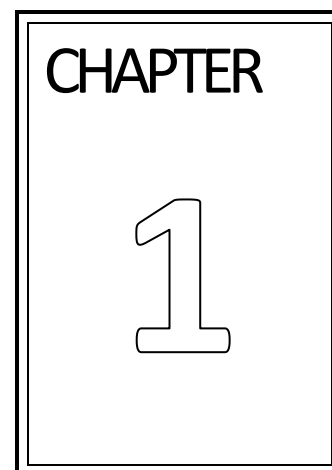
**NAMIBIA INTERCENSAL DEMOGRAPHIC AND LABOUR FORCE SURVEY
(NID & LFS)**

**DATA COLLECTION INSTRUCTIONS MANUAL
2016**

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1. INTRODUCTION

1.1 Introduction

The Namibia Intercensal Demographic and Labour Force Survey of 2016 will be the first of its kind to be conducted by NSA since its establishment in April 2012. The survey will provide updated information on population size, growth, migration, labour force, fertility, mortality, housing and household characteristics in Namibia. **The pilot survey was conducted in August 2016 during the period: 29 August to 2 September 2016 , with the 28th August being the reference night for pilot survey.**

The main field work will be conducted during the period 31st October 2016 to 11th November 2016, with the 30th October being the reference night for the main field work.

The findings will be used mainly in measuring the national development objectives as well as identifying areas which need interventions, to meet targets as stipulated in the development plans particularly National Development Plan 4 (NDP4), Millennium Development Goals (MDGs) as well as Vision 2030.

1.2 Rationale

Namibia's Vision 2030 anticipates reduction in population growth rate between now and 2030 (Vision 2030). Namibia's population is projected to be about 2.5 million persons in 2021. In order, to effectively evaluate and monitor the progress of national development programmes geared towards achieving vision 2030, there is a need to undertake NIDS & LFS to provide up-to-date demographic and socio-economic characteristics of the population. National efforts have been intensified through intervention programmes to achieve goals outlined in National Development Plan 4 (NDP 4).

At the international level, Namibia like other countries has joined hands with other governments to negotiate a set of Sustainable Development Goals (SDGs) for the period 2016-2030. The SDGs will continue the fight against extreme poverty, but will add the challenges of ensuring more equitable development and

environmental sustainability, especially the key goal of curbing the dangers of human-induced climate change.

Thus, it is vital for the country to regularly collect up-to date information to monitor the progress made towards achieving the set of national and international development goals.

1.3 Objectives of the 2016 NID & LFS

- (i) To provide data for the evaluation of the performance of NDP4, MDGs for monitoring the improvement of social welfare of the Namibia people
- (ii) To collect data for estimation of benchmark indicators for monitoring of development initiatives such as NDP4
- (iii) Provide base indicators to update population projections
- (iv) To serve as pilot for the 2021 Population and Housing Census
- (v) To provide data for updating the Namibia Master Sample Frame
- (vi) To measure the extent of available and unused labour time and human resources for the purpose of macro-economic monitoring and human resources development planning.
- (vii) To measure the relationship between employment and other socio-economic characteristics for purposes of formulating and monitoring employment policies and programs, income generating and monitoring schemes, vocational training and other similar programs.

1.4 Survey Coverage

The survey will be conducted on sample basis and will be based on a representative sample that will give reliable statistical estimates at national, regional and urban and rural areas at national level.

1.5 Survey organization

The survey will be coordinated by Surveys and Field Operations' division while the Demographic and Vital Statistics and Household Welfare and Labour Statistics divisions under the department of Demographic and Social statistics are the subject matters.

The Statistician General has the overall responsibility to ensure that the survey delivers quality results that contributes to NSA strategic objective being the delivery of relevant, quality and timely statistics.

The survey coordinator who is heading the Surveys and Field Operation division will oversee daily operations and ensure efficient implementation of the survey; supported by the technical staff in the following units/divisions that will assist in the planning and implementation of the survey activities:

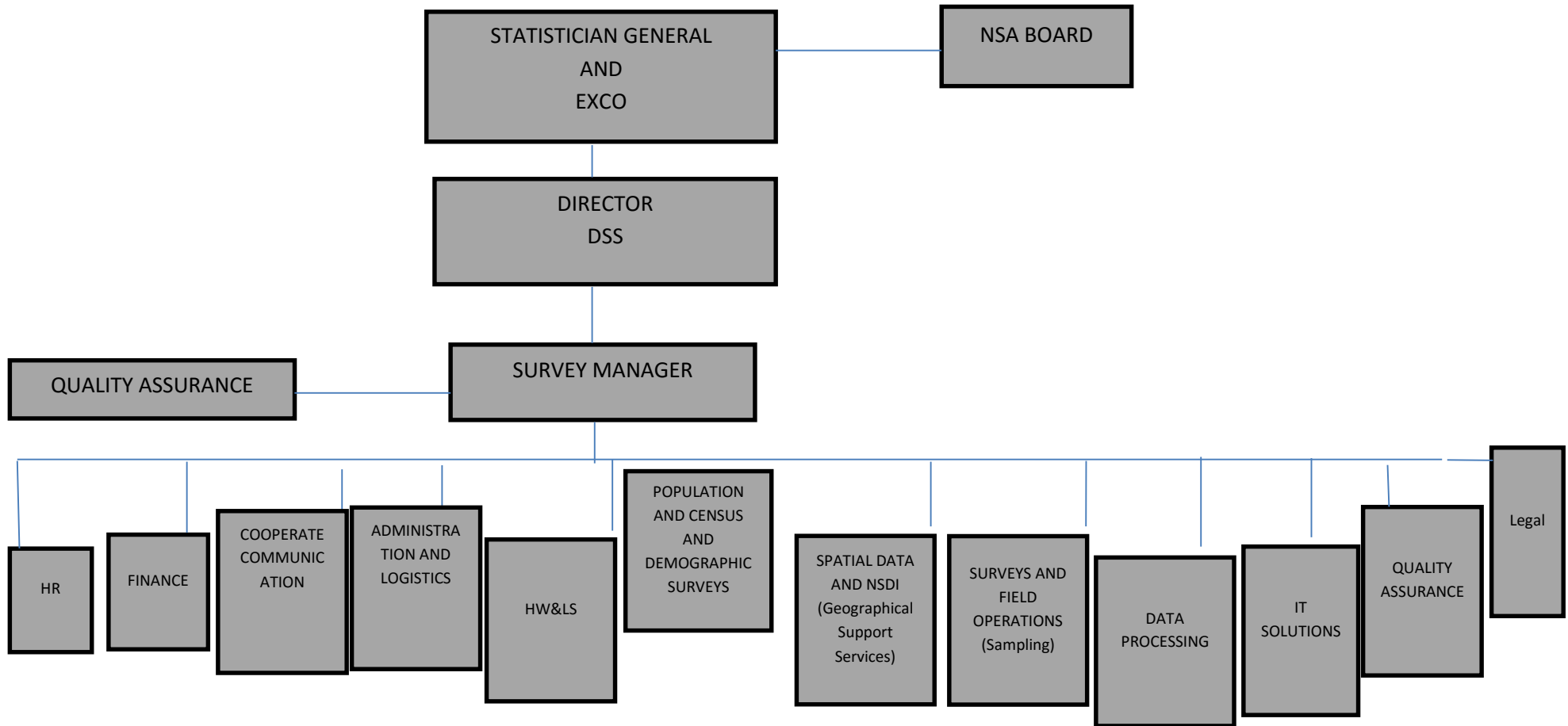
- i) Population and housing censuses and demographic surveys
- ii) Labour statistics and social statistics
- iii) Surveys and field operations
- iv) Spatial Data and NSDI
- v) Quality Assurance
- vi) Administration and Logistics
- vii) Cooperate Communication
- viii) Information Technology

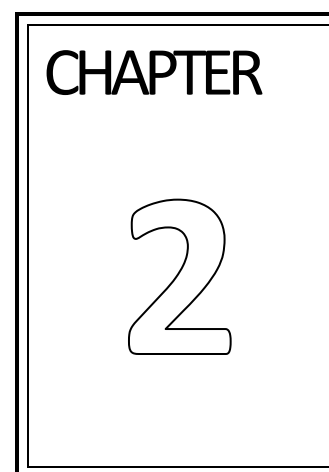
ix) Data Processing

These activities to be carried out by the above mentioned units/divisions include mainly developing survey tools (questionnaire and manuals), sampling, development of quality control measures, training of field staff, and supervision of fieldwork, data processing , data analysis, report writing and dissemination. A team led by senior management of NSA will monitor the fieldwork to ensure data quality.

To ensure successful implementation of the survey, support services will be provided by the following departments: Operations, Human Resources and Finance with regard to logistics, administration, procurement of survey materials, transport arrangement, recruitment and payment of field staff. The division of Corporate Communication will play a crucial role to ensure cooperation from the public and communities in order to achieve high response rate.

1.6 NAMIBIA INTER-CENSAL DEMOGRAPHIC & LABOUR FORCE SURVEY 2016 ORGANISATIONAL STRUCTURE





2. KEY CONCEPTS, DEFINITIONS ON AND CODING THE QUESTIONNAIRE

2.1 Households

A **household** usually consists of one or more persons, related or unrelated, who live together in the same house/homestead/compound, but not necessarily in the same dwelling unit and have the same or common **catering or eating arrangement (cook and eat together)**, and are answerable to the same **head of household**. It is important to remember that members who belong to the same household need not necessarily be related in blood or marriage.

- i) Determination of households is not easy. However, the following examples should guide in deciding who should form one household.
- ii) A household may consist of one or more persons and may occupy a whole building or part of a building or many buildings in the same compound/homestead.
- iii) A person who lives alone and caters for herself/himself forms a one-person household.
- iv) If two or more groups of people live in the same dwelling unit, but have separate catering/eating arrangements treat them as separate households.
- v) A domestic worker who shares meals with her/his employer should be included in her/his employer's household. However, if she/he cooks and eats on her/his own or with her/his family, treat her/him as a separate household.
- vi) In a polygamous marriage (a man with more than one wife), if the wives cook and eat separately, treat the wives as separate households. But if the wives and their children share a common kitchen (eating arrangements) treat them as one household.
- vii) In a polygamous marriage, the husband will be recorded as a household member where he spent the survey reference night.

Households occupy dwelling units, which may be a building or a part of a building or a group of buildings regardless of its/their physical condition. Buildings can be classified into dwelling units, living quarters other than dwelling units (institutions) and non-housing units.

2.2 Household members

Refers to all people who were actually present in the household on the survey reference night, including visitors, employees on night shift and resident domestic servants and their families.

2.3 Head of household

- The head of household is the person of either sex who is looked upon by the other members of the household as their leader or main decision-maker. If she/he was absent on the survey reference night, the next responsible adult member should be entered as head.
- The head should be 12 years or above

2.4 Survey Reference Night (SRN)

All interviews must relate to SRN, except for selected parts of the questionnaire, in this case an alternative reference is stated (e.g some questions in Section E have a reference of last 7 days) . The reference night will be the night of 30 October 2016.

Instructions

- Only persons alive in Namibia at this time should be interviewed. The survey reference night will be publicized in advance particularly in PSU areas with selected households.
- Between the RN and the time of the interview, the composition of a particular household might have changed.
- If somebody died after the SRN, you should enumerate him/her as alive on the SRN by obtaining his/her particulars from the head of the household or the main respondent in the household.
- If a baby was born after the SRN, you should not enumerate him/her.
- Visitors are interviewed if they spent the SRN in the household.

2.4.1 De facto

A de-facto method enumerates all persons found within the borders of a particular country at a particular point in time (i.e. SRN). For example every person is enumerated at a place or household where he/she spent the SRN. The advantage in using this approach is that it reduces coverage errors. Thus, this is the approach that has been adopted for 2016 NID & LFS.

2.4.2 De Jure

A de jure method interviews all persons who are usually living within the borders of a particular country, even if they were not present during the time of the survey.

2.5 Birth place

Birthplace refers to the place where **the respondent's mother was usually living when she gave birth**, not the town or hospital where the respondent was born.

2.6 Place of usual residence

Place of usual residence refers to the place where a person usually lives for the most part of any year (at least 6 months). It should not be confused with hometown or where a person originally comes from.

2.7 Previous residence

Previous residence refers to the place of residence **12 months prior to the survey date** i.e. since November 2015 to October 2016.

2.8 Orphan hood

Orphan hood refers to persons aged 18 years and below who have lost either one or both parents.

2.9 Disability

A disability is a condition of loss of physical or mental function resulting in inability to perform daily activities. Disability is aggravated by physical, personal and environmental barriers. In the survey long term is defined as a condition lasting **more than six months**.

2.10 Live birth

Thus, a live birth is a birth, which results in a child that shows any sign of life irrespective of the time or period within which these signs are manifested. Miscarriages or abortions and stillbirths are not live births.

2.11 Employment

Employment is a basic source of both income and output for an individual, household or nation. Employment encompasses both 'paid employment' and 'unpaid employment'. Unpaid employment includes working without pay in a household's business or farm, working in your own business, farm or professional practice, alone or in partnership, working for wages, salary, tips or commissions, but excludes volunteer work, housework or unpaid domestic services by the household members (cooking, washing and cleaning, child and care of the elderly in the household).

2.12 Work

People are engaged in many kinds of work. They may be paid employees, employers, own account workers or paid family workers, either working full-time or part-time, etc. To encompass the various kinds of work for the measurement of employment the concept of work is broadly defined. In the NILFS, working in an economic activity for at least **one hour for pay, profit or family gain in a seven-day reference period** is considered work.

2.13 Homemaker

This category includes all persons, male or female (aged 8 years or above) who, during most of the last 7 days were engaged in household duties.

2.14 Domestic worker

A domestic worker is a person who is employed by a private household to carry out tasks related to the household, e.g. household chores, guarding the premises, do gardening, child minding, etc. the domestic worker is an employee and the private household is the employer.

If the domestic worker lives in the same dwelling unit as the main household and shares its meals, she/he can be regarded as a household member, even if she/he does not pool her/his income and does not share the expenditures with the main household.

If the domestic worker lives somewhere else and do not share the catering arrangements with the main household, then she/he belongs to another household.

2.15 Employee

An employee is a person, woman or man (aged 8 years and over), who during the survey or survey period worked for a public or private employer and received remuneration in wages, salaries, tips or piece-rate, either in cash or in kind.

2.16 Employer

An employer is a person, woman, man (aged 8 years and over), or an institution, who during the survey or survey period, operated her or his own economic enterprise and used one or more employees.

2.17 Own account worker

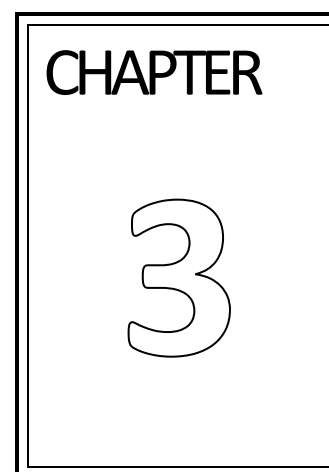
Own account worker is a concept which includes all persons who operate her or his own economic enterprise for the market, e.g. commercial farmers, shopkeepers, craft workers, etc. or engages independently in professional services for a fee, or trade, such as doctors, lawyers, architects, beauticians, etc. and hires no employee.

2.18 Coding Interviews and Non-Interviews results

An interview household is a household for which you can obtain information-

- The unit is occupied and the interview was completed
- The unit is occupied but the interview was partially completed
-
- If you are able to complete an interview and the first condition is met, classify the household as "Completed (1)"; if you are able to start an interview and could not complete it, classify the household as "Partially Completed (2)".
- A non-interview household is a household for which you cannot obtain information-
- The unit is occupied, but the interview was not possible due to non-contact;
- The unit is occupied, but the household refused to be interviewed.
- A unit is vacant, or not eligible for a sample. An example for not eligible for a sample could be that the occupant may be mentally challenged.
-

- If you are unable to get an interview, classify the household as “Non-contact (3)”, if the first condition is met; classify the household as “Refusal (4)”, if the second condition is met; and classify the household as “Other (5)”, if the third condition is met.



3. Survey Instrument (Questionnaire)

3.1 Introduction

The survey instrument for 2016 NID & LFS is the questionnaire that will be administered in CAPI or PAPI (when necessary). The questionnaire has the following sections:

Section A: Identification section of the household

Section B: Information on all members of the household

Section C: Child Protection, for all persons aged 0 - 18 years

Section D: Early Childhood Development for children aged 0 to 5 years and
Literacy and Education for persons aged 6 years and above

Section E: Labour Force for all household members that are aged 8 years and above

Section F: Fertility information for all women aged 8 - 54 years

Section G: Mortality/Deaths in the household in the last 12 month

Section H: Housing Characteristics for each household

A complete questionnaire has all sections i.e. section A to H with information that is filled in. The enumerator should complete a separate questionnaire for each household.

3.2 Instruction for completing the questionnaire

Section A: Identification part

Before beginning an interview, fill in the identification part of the questionnaire in section A. The information to be filled in this section is the identification of each household indicated on your PSU map. Every PSU has been given a nine digit code. An example of the unique PSU number in your map represents the following:

- 1st and 2nd digits represent the region
- 3rd and 4th digits represent the constituency
- 5th and 6th digits represent rural/urban residence
- 7th , 8th and 9th digits represent the PSU code

- E.g. 1405 01019
- 14 represent Zambezi region
- 05 represent Katima Mulilo Urban
- 01 represent urban part of Katima Mulilo constituency
- 019 represent the 19th PSU in Katima Mulilo constituency

Urban/Rural code: The classification whether the PSU is urban or rural is on the PSU map. Record the two digits code representing an urban locality (01) or rural locality (99) or semi-urban (98).

Staff code: Each staff will be given a unique identification number. Write the given staff number.

Physical location of the household: Write the physical location of the household

Questionnaire number: Record the number of questionnaires used for this household.

Name of head of household: The head of household is a person, either male or female, who is looked upon by other members of the household as their leader or main decision-maker. The head should only be recorded in B2 if they have spent the reference night in that household. Furthermore, the head should be 12 years or above.

Respondent: A respondent is a household member, preferably an adult, who is most knowledgeable about the characteristics of the household. If there is no such adult member, any knowledgeable member can be a respondent. Note that the respondent may not necessarily have spent the reference night in the household.

3.3 Result codes of the questionnaire:

Write code of the final result of the questionnaire.

- 1 Completed: This category means full participation by the household, and includes information for all household members in all relevant parts of the questionnaire.
- 2 Partially completed: This result code applies when certain parts of the questionnaire are completed, while others are not, despite your best efforts to get responses from the respondent.
- 3 Non-contact: Despite your best efforts and help from the Team Supervisor you were not able to contact any responsible adult in the selected household. The household could have moved away or gone on a long holiday.
- 4 Refusal: As opposed to Non-contact (Code 3) you have made contact, but the household refuses to be interviewed or participate in the survey. Make sure that all avenues, the supervisors, councilor, headman, etc. to get the household to be interviewed, are completely exhausted before recording 'refusal'.
- 5 Other (Specify): Non-response, other than the above mentioned, can be recorded here.

Note: All non-response, i.e. for final result codes 2-5, must be commented on in the space provided.

3.4 Field staff

- Each member of the NID & LFS field staff will be given a personal survey number. Record your name and survey number in the spaces provided. If you record the wrong personal survey number your work will be rejected during processing.
- Do not append your signature until you are satisfied that you fully completed and checked your work. Appending of your signature before you are certain is lying and could lead to summary dismissal.

3.5 Section B: For All Persons In The Household

- This section contains the following sub-sections:
- Rooster
- Migration and Citizenship
- Disability and Grants
- ICT and Health

3.5.1 ROSTER (Section B)

Information in this section relates to all the members of the household from the youngest child/baby to the oldest person.

PURPOSE: The purpose of this part is to collect demographic information of the members that reside in the household and how they are related to the household head.

In addition the rooster aims to:

- To identify the household members and the head of the household
- To identify eligible household members for certain sections of the questionnaire (education, orphan hood, labour force , fertility etc...)

Thus, for members in a household, this section asks questions about:

- B02 Name of Person
- B04 Sex
- B03 Relationship
- B05 Age (Years)
- B06 Marital Status
- B07 Age at first Marriage
- B20 Biological Mother Alive
- B21 Biological Father Alive

B02 Name of Person:

When starting the rooster, the interviewer should begin by listing all persons who spent the reference night in the household. Listing should begin with the household head's name and be able to clarify to the respondent who is considered a head of household and who should be listed as members of the household.

The order of the listing should be as follows:

- (i) Head of household, followed by spouse (wife or husband) if has any, unmarried children if any
- (ii) Married children (if any), their spouses and children (if any)
- (iii) Relatives of head/spouse (if there is any)
- (iv) Non-relatives (if any)

The persons to be listed are the persons who:

- i) Are usual members of the household and were present on the survey reference night Sunday 30th October 2016; this note includes the head of household.
- ii) Are usual members and were traveling the entire night coming back the next morning;
- iii) Are usual members and were at work during the survey reference night (shift work e.g. security guards, policemen, nurses/doctors, etc.);
- iv) Are visitors and spent the survey reference night with the household

The main target of the survey is the household defined in 2.1.1. A similar concept is the family. A family might be a part of a household, the same group of individuals as a household or a larger group of individuals. In general, a family consists of a man, his wife, and their children with or without other relatives, domestic workers, visitors, boarders and lodgers. In this survey the **target is the household and not the family.**

Instructions

- In situations where a man has more than one wife list the first wife with her children, followed by the second wife and her children, etc.
- For babies who have not yet been named, write Baby of (mother's or father's name) in the space for name after person number.
- Write both the first name and the surname but where members of the household have the same surname; the first name and the first letter of the surname can be used for the members other than the head.

An example of a household– Simon Kapolo (husband), Bertha Kapolo (head), Maphion Kapolo (son), Arne Kapolo (daughter), Baby (newborn to Simon and Bertha), Joseph Hein (visitor), Eben Kahitu (domestic worker). These will be listed as follows:

- Bertha Kapolo
- Simon K
- Maphion K
- Arne K
- Baby of Simon
- Eben Kahitu
- Joseph Hein

The purpose of abbreviating the last name is to save time.

- In cases where a respondent refuses to give the first name, explain that the name is used only in relation to subsequent information. State that publication of information will only be in statistical form and at no time will names be published. The names are entered on the questionnaires but will not be data captured.
- Please note that the name of the head of household should be entered on the first row, as person number "01".
- When you have entered all the names: Check the above information by reading out the names you have written down and then by asking the head of household if the list is correct and complete. At this stage probing and observation is essential especially where you feel someone who is physically present at the time of interview has been left out, e.g. a domestic worker, baby, old persons etc.

If the household has more than ten members continue on the next questionnaire and write on the space provided 1 of 2 for the first questionnaire and 2 of 2 in the second questionnaire.

If the members are more than twenty (20) continue on the third questionnaire and write 1 of 3 in the first questionnaire, 2 of 3 in the second questionnaire and 3 of 3 in the third questionnaire. Follow this process if there are more than 10 members in the household.

B04 Sex:

Instructions:

If the person is present, you can observe the sex without necessarily asking the question but avoid inferring the sex of the person from names as there are names used by both sexes. In the case of young children, you should not assume their sex by their appearance, e.g. dress.

B03 Relationship: The purpose of this question is to collect information on the composition of the household. Note that the head of the household **MUST** not be younger than 12 years of age. Adopted

children and step children to the head of the household/spouse will be recorded under "Son/Daughter". Nieces, nephews will be included under "Other relative" category. In a situation where several persons who are not related by blood or marriage constitute a household, code one of them as head and the rest as other non-relative

B05 Age (Years): Enter age of person as per last birthday in completed years **without rounding up to the next birthday**. For example, a child who is aged four years and eleven months on the survey reference night should be recorded as 04 and not 05.

If the respondent is the household head himself/herself, then the interviewer should re-phrase the question such that, "Can you tell me the date of birth of [NAME]?" becomes "Can you tell me YOUR date of birth?"

Instructions

- Persons aged less than one year should be coded 000
- Persons aged 120 years and above should be coded 120
- For age that is known , ask the respondent to estimate
- Most people in Namibia either know their ages or dates of birth or have documents, which show their dates of birth. If the respondent only remembers the year when he or she was born, use the Age Conversion Table given below to calculate his or her age.
- If you have any doubts on the reported age, probe further. You can e.g. use the ages of other persons in the household to estimate the age. This is time consuming and sometimes tedious. But it is important to take time to try to get the best possible information.
- A mother shall be at least 8 years older than her oldest child. If age of the oldest child is not known, estimate age, such that the age difference should be 8 years or more.
- In the past, the age of a person was estimated using a memorable event, which happened during the time a person, was born. Most of the elderly in rural areas still use this practice e.g. they will tell you that they were born during the year of the big floods which caused the Kunene river to overflow its banks.
- If all other efforts failed you may have to estimate the age as a last resort.

For persons age 120 years and older, write down 120.

Year	Age	Year	Age	Year	Age	Year	Age	Year	Age	Year	Age	Year	Age
1896	120	1915	101	1934	82	1953	63	1972	44	1991	25	2010	6
1897	119	1916	100	1935	81	1954	62	1973	43	1992	24	2011	5
1898	118	1917	99	1936	80	1955	61	1974	42	1993	23	2012	4
1899	117	1918	98	1937	79	1956	60	1975	41	1994	22	2013	3
1900	116	1919	97	1938	78	1957	59	1976	40	1995	21	2014	2
1901	115	1920	96	1939	77	1958	58	1977	39	1996	20	2015	1
1902	114	1921	95	1940	76	1959	57	1978	38	1997	19		
1903	113	1922	94	1941	75	1960	56	1979	37	1998	18		
1904	112	1923	93	1942	74	1961	55	1980	36	1999	17		
1905	111	1924	92	1943	73	1962	54	1981	35	2000	16		
1906	110	1925	91	1944	72	1963	53	1982	34	2001	15		
1907	109	1926	90	1945	71	1964	52	1983	33	2002	14		
1908	108	1927	89	1946	70	1965	51	1984	32	2003	13		
1909	107	1928	88	1947	69	1966	50	1985	31	2004	12		
1910	106	1929	87	1948	68	1967	49	1986	30	2005	11		
1911	105	1930	86	1949	67	1968	48	1987	29	2006	10		
1912	104	1931	85	1950	66	1969	47	1988	28	2007	9		
1913	103	1932	84	1951	65	1970	46	1989	27	2008	8		
1914	102	1933	83	1952	64	1971	45	1990	26	2009	7		

B06 Marital Status: The question will be asked to persons aged 8 years and above and it **refers to the marital status of the person on the reference night**. It provides information on family formation as rates of marriages are sometimes associated with levels of fertility and family formation. For example delayed marriages sometimes lead to low levels of fertility, when linked with other population characteristics, it provides an input in the formulation of social policies relating to families.

Instruction

It is the respondent who must define their marital status. Your duty is to probe as much as possible to establish the proper marital status of the respondent. But do not engage the respondent in an argument about their marital status or challenge the legality thereof. Neither should you insist on seeing the marriage certificate/documents.

Definition of the categories for marital status:

- 1 **Never married:** Persons who have never entered into any marital union. "Never married" is not equivalent to "single" as the latter includes those who were never married and those who have been married but are currently divorced, separated or widowed.
- 2 **Married with certificate:** Certificate is issued by the state at marriage through competent authorities for example church or magistrate. A person shall be classified as "married" if currently married under the legal system or according to the customs of the local area. For persons aged less than 18 years, it is not legal to be married with certificate.
- 3 **Married traditionally/customary:** Persons who live together as husband and wife after going through a customary ceremony with witnesses.
- 4 **Consensual union:** In Namibia, a person should be classified as being in a "consensual union" if living with the person of the opposite sex as husband and wife without any legal or customary ceremony.
- 5 **Widowed:** These are persons whose spouses are no longer alive on the survey reference night
- 6 **Divorced:** These are persons who have gone through the legal procedures to dissolve marriages and they have legal document.
- 7 **Separated:** These are person who have not gone through the court or other legal formalities to dissolve their marital unions. They are separated, do not live together any longer but are still legally married.
- 9 **Don't Know:** If the marital status is not known, record the appropriate code

B07 Age at first Marriage: This question try to establish age at first marriage for those that are married (traditionally, with certificate); widowed, divorced and separated. For persons that indicated never married in B6, they should not be asked age at first marriage. *If age at first marriage is not known enter 999.*

B20 Biological Mother Alive: Ask each person that is aged 18 years and below whether his/her biological mother is still alive.

Instructions

- The enumerator must explain that stepmothers or mothers by adoption or aunts or grandparents who may be providing (or have provided) care to the person are not biological mothers, therefore they must be excluded.
- Note that at times destitute children are brought up or adopted at a very young age by relatives. Such foster parents should not be considered as biological parents of the respondent. Please always probe to establish the reality of the situation.
- In some cases, a child's mother may not be married or living with the father. In this case the father might report that he does not know whether the mother of his child is alive or not. In this case enter "9" for "Don't Know".

B21 Biological Father Alive: Ask each person that is aged 18 years and below whether his/her biological father is still alive.

- The enumerator must explain that stepfathers or father by adoption or uncles or grandfather who may be providing (or have provided) care to the person are not biological father, therefore they must be excluded.
- In some cases, a child's mother may not be married or living with the father. In this case the mother might report that she does not know whether the father of her child is alive or not. In this case enter "9" for "Don't Know".
- You should always probe to ensure you obtain the most satisfactory answer.

3.5.2 Citizenship and Migration (Section B)

PURPOSE: The purpose of this section is to collect information on the population migration and the citizenship status of the people who reside in Namibia. People move from one region/country to another for many reasons, such as in search of work, for education and for better opportunities. This impacts the need for infrastructure such as schools, provision of basic services, medical services, roads, etc...

This section asks questions about:

- B08 Citizenship
- B09 Birth Certificate Hold
- B10 Birth Certificate Service Refused
- B11 Namibian ID
- B12 Birth Place (Region/ Country, Constituency)
- B13 Usual Residence (Region/ Country, Constituency)
- B14 Duration of Residence
- B15 Moved YN
- B16 Moved (Year and Month)
- B17 Region/ Country Moved From (Region/ Country, Constituency)
- B18 Reason Moved
- B19 Moved With Whom

B08 Citizenship: The information required is the one in which the respondent is a legal citizen, either by birth or by country of naturalization (e.g. by marriage, migration). Do not deduce someone's citizenship from the language an individual speaks or from the country of birth. Record what the respondent tells you.

B09 Birth Certificate Hold: The purpose of this question is to determine the coverage of birth registration in Namibia.

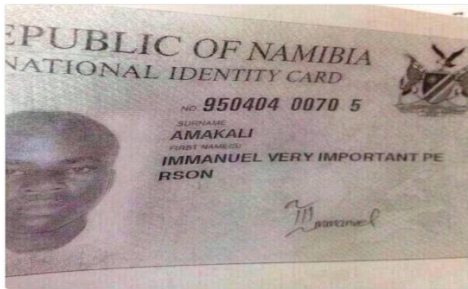
B10 Birth Certificate Service Refused: The purpose of this question is to determine the number of those that were refused any services in Namibia for not having a birth certificate. Example pension or register for school etc...

B11 Namibian ID: This question should be asked to all persons aged 16 years and above. The purpose of this question is to determine the coverage of identification cards in Namibia.

Categories:

- 1 Yes, New ID: This category provides information on persons with new ID cards.

An example of the new ID card:



- 2 Yes, South West Africa (SWA) ID: This category provides information on persons with old ID cards i.e. South West Africa ID cards.

An example of the SWA ID



- 3 No: This category is applicable for those with no ID cards
- 9 Don't know

Migration

B12 Birth Place (Region/ Country, Constituency): Some members of the population no longer reside in their areas of birth. Information on this provides the basis for analyzing lifetime migration. Mobility of human population is common and knowledge about lifetime migration is useful for future population projections and policies.

Birthplace refers to the **place where the respondent's mother was usually living when she gave birth**, not the town or hospital where the respondent was born. Sometimes expectant mothers move from the rural areas to urban areas for purposes of delivery since maternity services are better in urban areas. This kind of movement is short lived and must not be confused with a migratory one. For example, if a woman who usually resides in Karas region, then moves to Windhoek in Khomas region to deliver her child, it will be assumed that the woman went to Windhoek purposely for maternity services but not to reside there. Thus, the region of birth of the child will be recorded as Karas. But record the answer as given to you by the respondent.

For those born *inside* Namibia:

- Write the name of the region and constituency.

- However, if the respondent only knows the village name, the enumerator should try to locate the constituency name in the locality book, loaded in the tablet.
- Record the region code with 0 to take care of the 3 digit codes for region/constituency. E.g Erongo's code is 002

For those born *in another country other* than Namibia:

- Write ONLY the name of the country.
- Record the 3 digit codes for country. E.g Botswana's code is 104.

B13 Usual Residence (Region/ Country, Constituency): Place of usual residence refers to the place where a person usually lives or intends to leave for at least 6 months. Place of usual residence should not be confused with hometown or where a person originally comes from.

Responses on the questions on where the person usually lives also help to establish levels and patterns of migration.

For those usually living *inside* Namibia:

- Write the name of the region and constituency.
- However, if the respondent only knows the village name, the enumerator should try to locate the constituency name in the locality book, loaded in the tablet.
- Record the region code with 0 to take care of the 3 digit codes for region/constituency. E.g Erongo's code is 002

For those usually living *in another country other* than Namibia:

- Write ONLY the name of the country.
- Record the 3 digit codes for country. E.g Botswana's code is 104.

B14 Duration of Residence: **NOTE:** The place referred to here is the usual place of residence in B13

- Enter number of years lived in completed years
- If less than a year, enter 00 and if 120 or more enter 120, if Don't know enter 999

B15 Moved YN: This information will enable us to capture migration that took place in the past 5 years i.e. from September 2011 to October 2016.

B16 Moved (Year and Month): This question provides information to help establish the most recent moves or intentions to move for atleast 6 months or more.

B17 Region/ Country Moved From: This question provides information to help establish patterns and levels of migration.

For those with previous residence as in Namibia:

- Write the name of the region and constituency.

- Record the region code with 0 to take care of the 3 digit codes for region/constituency. E.g Erongo's code is 002
- However, if the respondent only knows the village name, the enumerator should try to locate the constituency name in the locality book, loaded in the tablet.
- Record the region and constituency codes

For those with previous residence *other* than in Namibia:

- Write ONLY the name of the country.
- Record the 3 digit codes for country. E.g Botswana's code is 104.

B18 Reason Moved: This question provides information on main reason for recent move. For persons aged 8 years and above.

B19 Moved With Whom: This question provides information on the relationship among those who moved. For persons aged 8 years and above.

3.5.3 Disability And Grants (Section B)

PURPOSE: The purpose of this section is to collect information on the persons with disabilities and the types of social grants/pensions people receive in Namibia. It is the Government's commitment that all citizens should be catered for. To do so, it is important to know the number and the distribution of population by various categories of disability. This questions seeks information to help the Government to know the proportion of persons with disability in the society, types of disability and how the persons with disability are distributed by age, sex and region.

This section asks questions about:

- B22 Long Term Disability
- B23 Difficulties Economic Activity
- B24 Difficulties Learning Activity
- B25 Social Grants/ Pension

Disability is a condition of loss of physical or mental function resulting in inability to perform daily activities. Disability is aggravated by physical, personal and environmental barriers. In the Census long term is defined as a condition lasting **more than six months. However, obvious disabilities such as leg amputation, arm amputation can be recorded even if they happen within less than six months.**

Disability is manifested in any of the forms listed below and can either be mild or profound (severe). But in the Census we are not interested in the seriousness of disability.

NOTE: It is important to emphasize to the household that the survey also collects information on albinism in order to identify these groups for the formulation of special programmes targeting them.

If the person is having one disability, record the appropriate type. Remember, do not report persons with disability suffering from injuries e.g. a person with a fracture from a recent accident and who still undergoing treatment.

B22 Long Term Disability: This question should be asked to all persons. If more than one, record the main three types of disability or limitation, starting with the most severe, from the categories :

- 00 No Disability:** A person without any type of disability
- 01 Hearing impairment:** Able to hear with difficulty and not able to hear completely. Cannot hear clearly and easily (with one or both ears) complete loss of hearing.
- 02 Visual impairments:** Able to see partially and not able to see completely. Cannot see clearly with one or both eyes and not able to see completely (not able to tell between light and darkness).
- 03 Speech impairment:** Able to speak with difficulty and not able to speak completely. Able to communicate vocally but with difficulty (stuttering and stammering) and complete loss of speech (cannot communicate vocally with other people)
- 04 Physical impairment upper limb:** Able to use upper limbs partially and not able to use upper limbs completely. Person is able to use one or both sides of the upper limb with some difficulty and person is not able to use both sides of the upper limb completely.
- 05 Physical impairment lower limb:** Able to use lower limbs partially and not able to use lower limbs completely. Person is able to use one or both sides of the lower limb with some difficulty (e.g. person can walk with difficulty but without other people's assistance and person is not able to use both sides of the lower limb completely (e.g. cannot walk without wheelchair).
- 06 Mental disability:** Mild to moderate mental disability and severe mental disability. Persons with some level of mental health problems, but able to carry out daily functions independently (e.g. able to attend school, engage in productive work) and persons with mental health problems and not able to carry out daily functions independently.
- 07 Albinism:** Absence of any pigmentation or coloration in a person (e.g. skin and hair).
- 08 Autism:** Developmental disability that severely affects verbal and non-verbal communication and social interaction.
- 09 Other (specify):**
- 99 Don't know**

B23 Difficulties Economic Activity: This question tries to establish whether the person's disability hinders him/her from engaging in any economic activities and it should be asked to persons aged 8 years and above.

B24 Difficulties Learning Activity: This question tries to establish whether the person's disability hinders him/her from engaging in any learning activities and it should be asked to persons aged 4 years and above.

SOCIAL GRANTS

B25 Social Grants/ Pension: This question provides information on the number of persons that receives grant/pension.

Categories:

- 01 **Old age pension:** This is a sum of money paid regularly by the Government to old people from 60 years and above.
- 02 **Disability Grants for adults (over 16 years):** This is a sum of money paid regularly by the Government to persons aged 16 years and above with disabilities.
- 03 **Child Maintenance Grant:** Maintenance Grant is a state financial support given to a biological parent with a child (ren) that are under the age of 18 whose spouse has died; this financial support is for the care of child (ren). Such surviving spouse should be earning less than N\$1000.00 per month or is unemployed, a child whose parent receives an old-age pension or a disability grant and parent whose spouse is sentenced to imprisonment for six months or longer Namibian citizens and permanent residents.
- 04 **Foster care grant:** Foster care grant is a state financial support given to a caregiver who's taking care of a child (ren) who lost both parents or any child who need care and protection. Such children should be found in need of care by the Children's Court and a court order is issued to such caregiver as a proof of legal responsibility of the caregiver to the child. This are the monies paid to the parents who are taking care of a child.
For example a child who is removed from their parents and legally placed in the care of foster parents.
- 05 **Special Maintenance Grant for disable children (16 years and less):** Special Maintenance Grant is state financial support designed specially to assist Namibian children under the age of 16 with disabilities.
- 06 **From the workmen's compensation unemployment insurance:** This is the money from the workmen's compensation unemployment insurance.
- 07 **Social security:** This is money paid from social security.
- 08 **MVA and similar funds:** This is money paid from MVA and similar funds.
- 09 **Pension from previous job:** This is a sum of money paid out to an individual at retirement age.
- 10 **GIPF:** Included here are pensions and monthly payments received by beneficiaries of deceased parents/spouses from the fund.
- 11 **Other grants:** This refers to any other fund that is not listed above.
- 99 **Don't know:** if the grant is not known

3.5.4 Ict And Health Facility (Section B)

PURPOSE: This sections provides information which serves a large number of information requirements including CRAN, ITU and Scan ICT and provides information on health facility where household members acquire medical services in Namibia.

This section asks questions about:

- B26 Own/ Use Mobile Phone (Last 3 Months)
- B27 Mobile Phone Type
- B28 Use Computer (Last 3 Months)
- B29 Use Internet (Last 3 Months)
- B30 Usual Health Facility Region, Type, Name

Information Communication and Technology (ICT): This section should be asked to persons aged 3 years and above

B26 Own/ Use Mobile Phone (Last 3 Months): This question provides information on the number of people owning mobile phone or used mobile phone in the last 3 months.

B27 Mobile Phone Type: This question provides information on the type of mobile phone that is owned by household members. This question intend to find out the number of people owning smartphones in rural areas or which part of the country own more smartphones and other advance devices, for proper planning on how to provide services to the end users.

Differences between feature phone and smartphone

- Feature phone
 - They usually provide basic services such as sms, calling, 3G internet and other basic features.
 - Their prices are usually moderate
 - They usually only support basic features such as MMS and gprs for 3G
- Smartphone
 - They usually work as a computer and they support all the modern features.
 - They are usually expensive than the feature phones.
 - They support all the phones features such as whatsapp, skype, IMO and other applications.

B28 Use Computer (Last 3 Months): This question provides information on internet usage in the last 3 months

B29 Use Internet (Last 3 Months): This question provides information on computer usage in the last 3 months

B30 Usual Health Facility Region, Type, Name: This question provides information on health facility where household members acquire medical services. Record/search the name of the health facility and all other information i.e. facility type; district, constituency and region will be auto populated.

Note: Private doctors operating from their consulting rooms and family practice will be recorded under private doctors, and those practicing in hospitals or clinics, should be coded under that specific facility.

Traditional healers: This are long-established methods passed down from one healer to another to treat a person suffering from various illnesses. E.g the use of roots or herbs.

Spiritual healers: the use of spiritual practices, such as prayer, fetish dolls, voodoo dolls, witch doctors and the smoking out of a possessing spirit or spell for the purpose of effecting a cure of or an improvement in an illness.

Others Specify: all other health facilities that are not listed should be coded in this category.

3.6 Section C & D

3.6.1 Child Protection And Education (Section C & D)

PURPOSE: Section C is applicable to persons aged 0-18 years.

The information to be collected in Section D is useful in assisting the Government to know areas that are lagging behind in early childhood development programmes and educational levels in Namibia, to take appropriate action to rectify the situations.

This section asks questions about:

- C1 Legal Responsibility
- C2 Inheritance Taken Away
- D1 Attending ECD
- D2 Why Not Attending ECD
- D3 Read and Write
- D4 Attend School
- D5 Highest Grade Completed

INSTRUCTIONS

SECTION C: CHILD PROTECTION: This section is applicable to persons aged 0-18 years

C1 Legal Responsibility: This question provides information on who has the legal responsibility of taking care of persons aged 0-18 years.

Definition of legal responsibility: This is the legal relationship exists between a biological parent of a child or guardian appointed by a court to take care of and manage the property of a minor child because such minor does not possess the legal capacity to do so by reason of age.

Such responsibilities include all the rights, duties, powers authority which by the law a parent/guardian of a child has. Such parent/guardian has a right to take part in major decisions in the child's life such as schooling, medical treatment, inheritance and properties (MGECW).

C2 Inheritance Taken Away: This information will enable the Ministry of Gender equality and Child Welfare to know if there are cases of property of or inheritances that were taken away from persons aged 0-18 years.

SECTION D: EARLY CHILDHOOD DEVELOPMENT (ECD) AND EDUCATION**EARLY CHILDHOOD DEVELOPMENT (ECD) FOR PERSONS AGED 0-5 YEARS**

Early Childhood Development includes kindergarten, nursery school and pre-primary for preparation to enter Grade 1. Answers to this question will provide information on regional differentials in preparation of children to enter primary school.

D1 Attending ECD: This question provides information on the number of children aged 0-5 years that are attending ECD programmes by type. The categories for Early Childhood Development are given below:

- 1 **Edu-care (Day Care Centre, Crèches/Kindergartens):** refers to facilities that offer full-day care programmes for children from 0 to 5 years of age. They usually include an educational component, element of stimulation and care giver child interaction.
- 2 **Pre-primary:** refers to formal-based pre-primary school programmes for children between 0-5 years of age. These include school readiness programmes in preparation for formal primary education.
- 3 **Attending Primary:** refers to primary school that is being attended by persons aged 0-5 years.
- 4 **No:** These are children (0-5 years) who are not attending any ECD programme.
- 9 **Don't know:** Enter the appropriate code.

D2 Why Not Attending ECD: This question is for person aged 4-5 years and provides information on the reasons why children aged 4-5 years are not attending ECD. The categories for not attending Early Childhood Development are given below:

- 1 **Financial constraints:** refers to inability to pay costs that are related to ECD programmes.
- 2 **Illness:** inability to attend ECD due to health related reasons
- 3 **Disability:** inability to attend ECD due to limitations caused by disability
- 4 **Distance to centre:** inability to attend ECD due to long distance to access centre for ECD
- 5 **Other Specify:** inability to attend ECD apart from categories listed above
- 9 **Don't know**

LITERACY FOR PERSONS AGED 6 YEARS AND ABOVE

D3 Read and Write: The purpose of this question is to measure the level of literacy. For the purpose of the survey literacy means the ability to read and write in any language with understanding. A person who can **ONLY** write or read but not both is illiterate.

INSTRUCTIONS

- Here, it is assumed that a person who can write a simple message or letter can also read.
- If no enter 00, if yes enter language code
- If more than two language, enter **ONLY** two language
- If Don't know enter "99"

D4 Attend School: The purpose of this question is to obtain information on school enrolment. The question on school attendance will help give a measure of school enrolment and the numbers of school-going age children who are not attending school by sex and region.

School attendance: refers to any regular educational institution, public or private, for systematic instruction at any level of education. Examples on educational institutions are Pre-primary, Primary schools, Secondary or High schools, technical schools, agricultural institutions, teacher training colleges, Polytechnics and universities.

The attendance should have been on a full time participation. Adult or short-term vocational training are not to be classified as school attendance. School attendance is not applicable to those that do not attend classed physically.

Categories :

- 1 **Never attended:** For those persons who have not attended any formal educational institution at all.
- 2 **Attending Pre-primary:** Refers to all persons who are attending Pre-primary educational institutions and include those who are temporarily absent from school or those on holiday.
- 3 **Attending adult education programme:** Refers to all adult persons who are registered and attending adult education programmes including those on holiday/break.
- 4 **Attending school :** Refers to all persons who are attending formal educational institutions from Grade 1 and above (excluding Pre-primary) and include those who are temporarily absent from school or those on holiday.
- 5 **Left school:** Refers to all persons who once attended formal school (Pre-primary, Primary schools, Secondary or High schools, Technical schools, Agricultural institutions, Teacher training colleges, Polytechnics and Universities), but have left or completed their cycle and are no longer attending school.
- 9 **Don't know**

D5 Highest Grade Completed: The purpose of this question is to establish the respondent's highest level of education attained and also to produce a "proxy" and a check for the literacy question. It should be emphasized that the full grade or standard must have been completed.

For example, the current grade/standard a person is in is not yet completed and therefore cannot be taken as the highest Grade/Standard completed, e.g. a person presently in Grade 4, has completed Grade 3.

Notes: For those who are currently in Grade 1 and completed pre-primary code "95", and those who are currently in grade 1 but did not complete pre-primary and those who are currently in pre-primary write "00".

Highest level completed for grade/tertiary is the level lower. *Honorary/recognition degrees (such as those given to successful members of the community) should not be consider as highest level of education completed.*

A list of the codes for highest level of education completed is shown in **Code list**. Enter Code from Code list. For don't know use code "99".

3.7 Section E: Labour Force – For All Persons Aged 8 Years And Above

PURPOSE: The aim of this section is to collect information on the work; members of the households aged 8 years and above performed in order to determine the Labour force (employed and unemployed).

This refers to all work performed with agreement to receive remuneration in cash or in-kind and it also includes profit or loss in business in the past 7 days.

INSTRUCTIONS:

This section is asked of all household members age 8 years and above. You should try to find each household member to respond to questions personally. If the children are not present, however, someone else (e.g. parents) could answer on their behalf.

Where some household members are absent, proceed with the interview for all those present but make the necessary arrangements to come back and continue the interview with absentee members after determining the appropriate time that they could be found at home.

Respondents must be assured that their responses will be treated with utmost confidence. Where a respondent, for some reasons is reluctant to disclose his/her income in the presence of other household members, the interviewer should ask other members of the household to excuse them.

The interviewer should ask all questions as they appear in CAPI.

For questions in this section which have a list of answers, the interviewer should not read them out, but record the response given by the respondent appropriately.

Work is more important than any other activities; if a person was working during the reference period and he/she was also involved in any other activities then that person will be considered to be employed.

The following household chores are not considered work, i.e. the answer for them would be “NO” to this part: minding baby, cooking, washing dishes and clothing, ironing, cleaning home, making bed, etc.

Detailed definitions of those who are regarded as have worked are given below:

- All persons aged 8 years and above who were in paid employment during the 7 days before the interview day irrespective of how much they were paid.
- All persons aged 8 years and above who worked at least for one hour during the 7 days, preceding the interview day.
- All self-employed persons who during the 7 days prior to the interview day did some work. These are persons who are in business themselves and include subsistence and commercial farmers, shop owners (including cuca shops), basket weavers, traditional beer-makers etc. Those who sell fruits, vegetables by roadside or under trees, roadside barbers etc
- All persons aged 8 years and above who helped without being paid in any kind of business run by his/her household, for at least only one hour
- Apprentices/interns who received pay in cash or in kind
- Students, who while studying, were at the same time in paid or self-employment.
- Persons engaged in household duties but were at the same time in some form of paid or self-employment.

For example, persons who in addition to the household duties engaged in any of the following activities during 7 days before the interview should be considered as having worked.

- Persons who collect wood mainly for sale
- Persons who make traditional beer mainly for sale
- Persons who milk cattle and sell most or all of the milk
- Persons who weave baskets mainly for sale
- Persons who pound Mahangu mainly for sale

IMPORTANT TERMS:

Past 7 days: refers to the seven days starting from a day before the interview going backwards.

Work for pay: means activities performed/carried out in exchange for remuneration; in the form of cash wages, salaries, tips, commission, bonus, gratitude, etc.

Work for profit: refers to work performed/carried out in order to gain benefits such as, work performed in own business or family/friend enterprise.

Worker: is someone who is having work in any occupation and can be self-employed or employed by another person.

Payment in-kind: refers to remuneration received/accrued in kind (food, drink, clothes, housing, fuel, transport, etc.), or without any remuneration at all, but the family/household will gain from the business.

Usual hours: refer to the hours that the respondent usually works on each day in his / her main job.

Note: Enter usual hours for each day here refers to the hours one is contracted to work and not the hours the person actually work.

3.7.1 Part 1: Activity Status:

Purpose: The aim of this section is to collect information on work; members of the households aged 8 years and above performed in order to determine the labour force(employed & unemployed).

E2: In the past 7 days, did (NAME) do any work for pay in cash or in-kind (including paid domestic work) for at least one hour?

1 YES

2 NO

This question tries to filter out whether there was any economic activity that was carried out by the respondent during the last seven days preceding the interview. This activity could have been for pay (cash or in kind).

Examples: a regular job, contract, casual or piece work for pay, work in exchange for food or housing, paid domestic work

If coded 1 (yes) go to E 10 or else continue.

E3: In the past 7 days, did (NAME) do any kind of business or self-employed activity, big or small, for her/himself or with partners, or for a business owned by the household or any member, for at least one hour?

This question tries to filter out whether there was any economic activity that was carried out by the respondent during the last seven days preceding the interview. This could have been a business for self, with partners or even with family members.

Examples: Commercial farming, beer brewing, collecting wood or water for sale, hairdressing, crèche businesses, taxi or other transport business, having a legal or medical practice, performing in public, having a public phone shop, etc.

1 YES

2 NO

If coded 1 (yes) go to E 10 or else continue.

E4: Even though (NAME) say she/he did not work in a business or self-employed activity excluding subsistence farming in the past 7 days, did she/he work for at least an hour at an activity, for example as a trader, selling in the market, collecting wood or dung to sell, making handicrafts for sale, etc.?

1 YES

2 NO

This question tries to filter out the small scale self-employment activities that were carried out by the respondent during the last seven days preceding the interview. These are activities which might be viewed as none economic, but HHs could be generating income for livelihood. Therefore, it is of paramount to measure them. The most important words in this question are "FOR HOUSEHOLD SALE" which should be asked correctly for the respondent to know and give proper response.

Examples: traders, selling in the market and street (street vendors), wood or dung sellers.

If coded 1 go to E 10 or else continue.

E5: Even though (NAME) did not do any kind of work in the past 7 days, did (NAME) have work or business (not including farming), from which (NAME) was temporarily absent because of vacation, illness, layoff, etc., and to which (NAME) will definitely return?

1 YES

2 NO

The purpose of this question is to filter out all the employed persons including those persons who may be temporarily absent/away from work, for one reason or another, during the last 7 days preceding the interview.

Note: although the person did not work during the last 7 days in the job/business:

- The job/business should continue during the 7 days.
- The person should have a guarantee of his/her job/business to return to.
- The person continues to do some of the tasks/duties of the job/business.

*For example: NAMDEB employees
If coded 2 go to E 8 or else continue.*

E6: What is the main reason that (NAME) was absent from work in the past 7 days?

This question intends to find out the reasons why workers were temporary absent from their work during the last 7 days. Possible answers are provided below. There may be more than one reason, but you should record only the main one, i.e. only one code should be crossed.

(a) Included in this category are persons who have a job, business or a farm, but were temporarily not at work during the 7 days before the interview date for any specific reason. Thus a farmer who did not go to his/her farm during the reference period because of drought, or sickness should be classified under this category. Persons in the fishing industry who did not work because of the slack season, but who have assurance to go back to work also fall under this category.

(b) Persons who were temporarily absent from their main job before during the 7 days before the interview date because of maternity leave, reduction in economic activity, shortage of raw materials, mechanical or electrical breakdowns should be included in this category, provided that they have an assurance of returning to work after short absence, or following the end of the contingency.

The possible answers are:

- 01 **Illness/ Injury:** The person did not work because of sickness or injury
- 02 **Maternity/Paternity, Parental Leave:** Time taken off for pregnant females to give birth or parents to attend to own children.
- 03 **Holiday/ Vacation:** Allows employees to have some rest from their working environment.
- 04 **Education leave:** Given when a person needs to write exams/tests or attend a course or training.
- 05 **Strike/Lock-Out:** A strike is a temporary work stoppage by employees and lockout is denial of employment during a labor dispute initiated by the management of a company.
- 06 **Temporary lay-off:** If the employer doesn't have enough work, they may tell employees to stay home for a short-term and they may be called back anytime.
- 07 **Reduction in economic activity:** When economic activity is high, more production happens overall, and more people are needed to produce the higher amount of goods or services. And when economic activity is low, firms reduce their workforce or working hours since only few activities are taking place.
- 08 **Temporary reorganization/Suspension:** The respondent may have been absent due to the company's renovation, have to be deploy somewhere else, she/he was suspended from work, etc.
- 09 **Personal, family responsibilities:** A person did not work because she/he was attending personal or family responsibilities.
- 10 **Off season:** Time of year when a particular activity or production is not engaged in or taking place.

11 Other Specify...

E7: Was (NAME) paid while (NAME) was off work, or did (NAME)'s business enterprise continue to function?

This question seeks to determine if the respondent was in formal job attachment. A person is in formal job if they have:

- a) Assurance of return to work for the same employer **AND**
- b) Is in receipt of all or significant part of wage/salary **OR**

There are two possible answers: code "1" for "yes"; code "2" for "no."

If coded "1" or "2" go to E10

Note: Questions E8&E9 is only applicable to the head of Household and spouse, coded 1 or 2 in B3.

E8: In the past 7 days, did (NAME) do any agricultural work on (NAME)'s household farm/ plot/ garden/ cattle post or kraal, or help in growing farm produce or take care of (NAME)'s own or household livestock?

- 1 YES
- 2 NO

This question tries to filter out whether there was any economic activity that was carried out by the respondent during the last seven days preceding the interview. These are activities which might be viewed as for household consumption only, but can be of economic value. Therefore, an interviewer has to probe for more in these activities.

Examples: planting the fields with crops (mahangu etc.), harvesting the crop and looking after livestock.

If coded "1" go to E10 or else continue.

E9: Does (NAME) have any agricultural work on (NAME)'s own or household farm/ plot/ garden/ cattle post or kraal, or help in growing farm produce or take care of (NAME)'s own or household livestock that (NAME) will definitely return to?

- 1 YES
- 2 NO

The purpose of this question is to filter out all the persons who may be temporarily absent/away from their activities that might be viewed as for household consumption only, for one reason or another, during the last 7 days preceding the interview.

There are two possible answers: code "1" for "yes"; code "2" for "no."

E10-12: Asks if the individual belongs to any union. E12 is for office use only

3.7.2 Part 2: Employment Characteristics:

FOR ALL HOUSEHOLD MEMBERS 8 YEARS AND OLDER (who answered Yes in E2, E3, E4, E5, E8 OR E9)

E13: In the last 7 days, did NAME have more than one job/business?

This question tries to find out whether the person has more than one job/business.

E14: What kind of work did (NAME) do on his/her main job? Please describe the work or give the job title.

This question tries to find out what kind of work the person did in his/her main job during the past 7 days preceding the day of the interview.

For example the description for a person selling Kapana should be "Kapana seller in street" or "Kapana seller at own house" etc. The occupation/job title of the person could also be written down. Occupation is the kind of work done during the reference period by the person employed, **regardless** of the industry or status in employment of the person. *Examples of occupations are accounts clerk, legal secretary, domestic worker, fisherman, human resource manager, etc.*

State the person's occupation in his/her main job during the reference "past seven days" AND the type of work done. Be sure to obtain a description of their main tasks/duties since often times a job title does not sufficiently describe the occupation for the purpose of coding. *For example occupations such as "clerk," "engineer," "manager," "seaman," "supervisor," "teacher" etc. are too vague.* You will need to PROBE for a more detailed answer.

Examples of various occupations are provided in the code list. Do not use any abbreviations, e.g. do not put 'EMT, but instead write 'Emergency Medical Technician.

Record at least two words: Car sales person, Office cleaner, Vegetable farmer, Primary School teacher, etc. OR Selling fruit, repairing watches, keeping accounts, feeding and watering cattle, teaching children

The interviewer is responsible for entering the occupation code using the code list 6 - **Standard Classification of Occupations** -.

E15: What kind of activities are carried out at (NAME)'s work place? What are its main functions?

The interviewer must record the type of activities, which were taking place at the respondent's work place as given by the respondent.

Industry is the branch of economic activity carried out at the person's place of work during the reference "past seven days". This is defined in terms of the kind of goods produced or services supplied by the unit in which the person works and NOT necessarily the specific duties or functions of the person's job. *Examples of industries are construction/ electrical installation, baking of bread, repair of boats/yacht.*

Errors in the classification of industries could occur when an Interviewer does not give adequate or complete descriptions of economic activities.

For example, inaccuracies may arise when an Interviewer lists the economic activity of an establishment by the occupation of the person employed there rather than the activity that is carried out at the business.

Examples: Repairing cars, Selling commercial real estate, Sell food wholesale to restaurants, Retail clothing shop, Manufacture electrical appliances, Bar/ restaurant, Primary Education, Delivering newspapers to homes. For domestic workers write "private household.

E16: How many hours per day does (NAME) usually work on his/her main job/activity?

This question will capture the number of hours per day that a person usually works.

Usual hours - Usual hours refer to the hours that the respondent usually works on each day in his / her main job.

Note: usual hours are not hours worked. *Those people who have been absent at their work or on leave; you must record their USUAL hours.*

Note: actual hours are hours worked.

You must ALWAYS round off to the nearest hour. If the person worked 1 hour and 30 minutes, record 2 hours. If the person worked 5 hours and 15 minutes, record 5 hours only.

E21: In (NAME)'s job, did he/she work as?

This question is to collect information on the employment status. Different employment statuses are given. The interviewer should click the corresponding code of the respondent's status.

Note: read all the categories

All employed persons of either sex, aged 8 years and above, should be classified in one of the categories:

- 1 **Subsistence / communal farmer (with paid Employees):** A person who, for at least one hour during the reference period, worked or had his/her own subsistence or communal farm and hired one or more employees.
- 2 **Subsistence / communal farmer (without paid employees):** A person who for at least one hour during the reference period, operated his/her own subsistence or communal farm without paid employees. And worked for own consumption or profit. These are people who are in crop farming (mahangu, maize, etc.), animal rearing (cattle, goats) or poultry.
- 3 **Other employer (with paid employees):** A person who, for at least one hour during the reference period, operated his/her own economic enterprise or engaged independently in a profession or trade, and hired one or more employees e.g. a person who operate a motor vehicle repair garage with a few employees, a commercial farmer with paid employees, etc.

- 4 **Other own account worker (without paid employees):** Own account workers are those who, for at least one hour during the reference period, operated their own enterprise, e.g. farmer, carpenter, etc., without paid employees and worked for own consumption or profit. This also includes persons in own business such as basket weavers, traditional beer makers, etc. Persons who were selling fruits or vegetables under trees are also included in this category.
- 5 **Employee:** A person who, for at least one hour during the reference period worked as a domestic worker (cleaning, cooking, washing, ironing, looking after children, gardening, etc.) in a private household and was paid a wage, salary or in kind by the employer and those who worked for pay in government or private employer.
- 6 **Unpaid family worker:** refer to those members of the household who are related to the head of the household and who, for at least one hour during the reference period, worked without pay or profit in the subsistence / communal farms owned by the household and those worked in the enterprise operated by the household without pay or profit.
- 7 **Other, specify**

Cross code 09 and write specification in the comment box at the back of the questionnaire.
Remember to make reference to person number and column number.
- 9 Don't know: For those who does not know their employment status.

We consider **activities** more than the geographical areas where the respondents are located.

Note: for all person coded 1, 3, and 4, they should be taken to question E30. The rest should continue to the following question. *For example, If Mr. Hasholo is staying in a Resettlement farm and he was involved in subsistence activities with paid employees, we record Mr. Hasholo under code "1". But, if Mr. Hasholo was involved in profit-making activities, we record him under code "3".*

EMPLOYEES: FOR ALL HOUSEHOLD MEMBERS 8 YEARS AND OLDER (who answered 5 in E21)

E22: Which of the following was (NAME)'s employer for this job?

This question seeks to identify in which entity/business the person is employed. These are main categories of entities which employs most of the workers in the country.

Note: read all the categories and choose one!

- 1 **Private company, Enterprise or cooperative.**
 - Business or industry that is managed by independent companies or private individuals rather than by the state. This is businesses that are registered officially, such as CC's PTY's etc.
 - Business or industry that is managed by independent companies or private individuals rather than by the state. This would be businesses that are not registered officially, that are operating illegal.

- A farm, business, or other organization that is owned and run jointly by its members, who share the profits or benefits.
 - Non-Profit Organization (NGO) Any, organization, trust or an association that is operated primarily for service, charitable, scientific, educational or other similar purposes; is not organized for profit; and uses its net proceeds to maintain, improve and/or expand its operations.
- 2 Government, public sector or army:** This includes the governing body of a nation or state.
- 3 A state owned enterprise** is a company or agency owned or controlled by a government (Parastatals); either wholly or partly , like Namibia Statistics Agency (NSA), Telecom Namibia, Namibian Broadcasting Corporation (NBC), etc
- 4 Private household/individual**
- Individual or household members running a farm for profits or benefits.
 - Individual or household members running a business or employment. For example, a domestic worker recruited by a household in town.

E23: Is (NAME) allowed/entitled to any annual paid leave in this job?

This question is trying to find out if the employee has annual paid leave which refers to the benefits an employee can get when it is due to him/her.

- 1 Yes
- 2 No
- 9 Don't know

If respondent answers "no" or "Don't know", then go to E25 or else continue.

E24: Which of the following paid leaves would (Name) entitled to/ benefit from in this job?

This question is trying to find out, the benefit given to employed persons. **(Multiple answers possible)**

- A Sick:** The person did not work because of sickness
- B Maternity:** Time taken off for pregnant females to give birth or to attend to own children.
- C Vacation:** Allows employees to have some rest from their working environment with full pay
- D Compassionate:** Time taken off to attend to a death or a to take care of sick person in the family
- E Study:** Given when a person needs to write exams/tests or attend a course or training.
- F Other, specify:** For explanation or specifications please make use of the comment box at the back of the questionnaire. Remember to make reference to person number and column number.

E26: Is the contract or agreement? (READ OUT THE POSSIBLE ANSWERS)

This question is to find out if a person who is employed and the type of agreement.

- Limited duration:** Employed on contract and the period is given
- Permanent:** Employed permanent

Unspecified: Employed but no specific time given

If coded 2 or 3, go to E28 otherwise continue.

E28: How many people altogether work at the place where you do/did this job? (WORKPLACE IS THE BUILDING /BRANCH / UNIT /SCHOOL /CLINIC, ETC)

This question seeks to identify the number of persons including the respondent, working at the different workplaces; it aims at measuring the **size of the workforce by number** of employees.

Indicate how many employees work at respondent's workplace related to the main job by choosing the appropriate range.

For persons working in the government, mark the number of employees working in their department. For the private sector, mark the number of employees working at the branch where the respondent works.

- 1 Less than 5 worker
- 2 5 – 10 workers
- 3 11 – 50 workers
- 4 51 – 100 workers
- 5 More than 100 workers

E29: How much is (NAME)'s gross salary/wage per month in his/her main job?

- Gross salary/wage is individual's total personal salary/wage , before deductions.
- Select the appropriate response category.

EMPLOYERS: FOR ALL HOUSEHOLD MEMBERS 8 YEARS AND OLDER . Enterprise (If coded 1, 3,4 in E21)

E34: How many employees (excluding business partners and unpaid family workers) are employed at (NAME)'s business?

This question will filter out the employed people that work for the business not including business owners and unpaid family workers.

Unpaid family workers refer to those members of the household who are related and who, for **at least one hour** during the reference period, worked **without pay or profit** in the in the business owned by the household.

E35: What is the estimated monthly turnover of the business?

The purpose of the question is to get the estimates of the amount of money the business make every month. The estimated amount is than entered by the interviewer.

- Turnover is another term used for what is more commonly known as gross income or total income received from sales or service rendered before any deduction.

3.7.3 Part 3: Unemployment Characteristics:

FOR ALL HOUSEHOLD MEMBERS 8 YEARS AND OLDER (who answered No in E2, E3, E4, E5, E8 AND E9)

PURPOSE: The aim of this section is to find out persons aged 8 years and above that are not working even if they were willing and seeking to work in the past 7 days.

IMPORTANT TERMS:

Actively looking for a job refers to specific actions that a person has taken to find a job in the past 7 days.

Available for work refers to persons who are ready to start work within the next 2 weeks from the time the job is offered or ready to start a business.

Awaiting the season for work: Some economic activities such as fishing and hunting are of temporary nature or operate seasonally as it is necessary to give time for species reproduction. It is also possible that a company is temporarily closed due to re-organisation and employees are temporarily out of their work.

Family responsibility or housework: A family member who takes care of ill health or vulnerable members of his/her household may not be able to be employed due to personal situations. (E.g. Single parents who cannot work night shifts because no one else could take care of their children).

Unable to find work requiring my skills: These are persons who are unable to find any jobs in line their professional skills.

Illness/disable: Persons who were neither working nor available for work because of their illness or disabilities. Do not assume that a person with disabilities cannot or is not available for work.

Income recipient: Persons not in any paid employment or self-employment, but who received income from rents or other investments.

Retired or too old to work: Retired or pensioned and not in any paid or self-employment.

Other reason: Persons who are not able to classify into any of the categories above. Please give a detailed specification.

E36: If there was an opportunity for work in the past 7 days, would (NAME) have been available to start work within the next 2 weeks?

This question determines whether the person is available for work, one of the criteria that must be met, to be considered as unemployed.

Here there are only two possible answers: code "1" for "yes" and code "2" for "no". Choose the appropriate box.

If coded 1 = yes go to E38, otherwise proceed to E37.

E37: Since (NAME) was not working for pay, profit, family gain, or in agriculture nor available to start work within the next 2 weeks, what was (NAME) doing in the past 7 days?

The question is aimed at collecting information on the activity status of all those persons who neither worked nor were they unemployed during the last 7 days, i.e. all persons aged 8 years and above who

have neither worked, nor have a job, business or holding to return to (employment/self-employed), nor were they ready to work if offered a job (unemployed).

categories

- 1 **Retired:** These are persons who are retired or pensioned and not in any paid or self-employment. There could be various reasons for a person to retire from work: ill health, have enough money to live on, etc. Note that retired persons currently in paid or self-employment should not be included here. Likewise, retired persons who are receiving income from rent or other investments should be coded 6.
- 2 **Old age:** These are persons who are not in any paid or self-employment, and not working because of old age. Note that old persons currently in paid or self-employment should not be included here. Old persons who meet these criteria but are receiving income from rent or other investments should be coded 6.
- 3 **Illness, Disabled:** These are persons, male or female, who were not working and were not available for work during the last seven days because of illness, disability or handicap. Disabled persons looking for work or available for work should not be included here. In the same way, disabled persons who are income recipients should be coded 6 while those receiving pensions 1.
- 4 **Homemaker/ Housewife:** All persons, male or female, who are aged 8 years and above, and who, during most of the last 7 days were wholly engaged in household duties and were neither engaged in any paid or self-employment nor available or looking for work.

Remember that homemakers who while doing household activities were also actively looking for work and available for work should be considered as unemployed and not be included here.

- 5 **Student:** This category includes all persons, male and female, aged 8 years and above who, during the last 7 days were attending school and who were not in any paid employment or enterprise and were not available or ready for work.
- 6 **Income recipient:** These are persons, male or female, who were not in any paid or self-employment during the most of the last twelve months' period but who received income from rents or other investments.
- 7 **Other, specify:** For persons not falling into any of the above categories, cross code 7 and specify.

Note that for all persons that are transferred to this column, no further questions in this section should be asked i.e. End Labour Force Section for this person.

E38: In the last 30 days ,was (Name) actively looking for a job(that would give wage,salary,or in-kind payment)or did (Name) try to start business?

The question seeks to determine whether the respondent made any effort to search for a job in the last four weeks.

Actively looking for work is one of the criteria used to determine unemployment even though this criterion can be relaxed for some reasons. For example, some people may be ready to work but may not be actively looking for work and the reasons may be that they are discouraged / given up after a long time of searching for work and not finding.

1 Yes

2 No

If coded 2 go to E40, else proceed to the next question

E39: What steps did (NAME) Take to look for work or try to start business during the past 7 days?

There exist many ways an unemployed person can use to look for a job or start his/her own business. Here there are 7 possible response categories. The respondent should state the main means for looking for work or starting a business. You should not read or state these categories to him/her. It is possible to have more than one response. You should click the 'yes' for the relevant response categories mentioned by the respondent. More than one response is possible.

Categories:

- A Registration At The Ministry Of Labour Offices
- B Registration At Other Employment Agencies
- C Direct Applications To Employers
- D Checking At Work Sites, Farms, Factory Gates, Market, Or Other Assembly Places
- E Placed Or Answered Media Advertisements
- F Seeking Assistance of Friends, Relatives, Colleagues, Unions, etc.
- G Other, Specify

For any answer in E39 go to E41 or else proceed to E40

E40: What was the main reason that (NAME) didn't look for work or try to start his/her business during the last 30 days? *The question applies only to those coded "2" in column E38*

Only the MAIN reason should be indicated for various response categories:

- 1 Thought no work available
- 2 Awaiting replies from employers
- 3 Got tired of seeking work
- 4 Already found work to start within one month
- 5 Awaiting busy season
- 6 Lack of resources
- 7 Others, specify...

E41: How long has (NAME) been without work and available for work?

The respondent should give information on the duration he/she had been **unemployed and available for work. Remember**, this question does not refer to the last 30 days only.

You should cross of the appropriate time period of being without work as given below:

- 1 Less than one month
- 2 1 month, but less than 3 months
- 3 3 months, but less than 6 months
- 4 6 month, but less than 1 year
- 5 1 year, but less than 2 years
- 6 2 years or more

3.8 Section F: Fertility (Births) - for females aged 8 to 54 years

PURPOSE: This section collects information on fertility all females aged 8 -54 years irrespective of their marital status or whether they have never born any child. Efforts should be made to get **responses from women themselves** and permission to do so should be obtained from the head of household. If the woman concerned is not present, and not likely to return within the enumeration period, a proxy, preferably an adult woman who might have information on the fertility history of the woman absent, should be used to answer the questions, else a **CALLBACK** is advised.

This section asks questions on:

- **Live births**
- **Last live birth**

Live Birth

A child born alive is one who cries after being born. Thus, a live birth is a birth, which results in a child that shows any sign of life irrespective of the time or period within which these signs are manifested. Miscarriages or abortions and stillbirths are not live births.

F01 Live Births: Record the number of children born before the survey reference night. If the woman has had live birth, enter the number of livebirths by sex. For example if a woman gave birth to three children, one girl and two boys enter "03" for livebirths Total, "01" for female and "02" male.

Instructions:

- If the woman has never had a live birth, enter "00" for livebirth total, females and males, leave the rest of the section blank to show that the following questions are not applicable to that woman and move on to the next eligible woman in the household or go to Section G if there are no other eligible females.
- It should be noted that the children referred to are the respondent's own children in biological sense and not foster or adopted children, e.g. children of the husband by another female or children of another relative should not be recorded as they are not biologically related to the respondent.
- If the female concerned is not present and the person present does not know the answer to this question give code "99" for "don't know" leave the rest of the section blank to show that the following questions are not applicable to that woman and move on to the next eligible woman in the household.
- This should happen in very rare cases. First of all, efforts should be made to get responses from the females themselves before asking other persons and permission to do so should be obtained from the head of household.

Note: The total number of children born to the mother should be consistent with her age in B5. Females in younger age groups usually have less number of children than females in the older age groups. *For example, one does not expect an 18 years old mother to have given birth to eight children.*

F02 Children Present: Record the total children with you, children with you females and children with you males in F2. This refers to the children that the respondent gave birth to. Remember that these are the children who **physically spent the reference night** with the respondent (mother) in that household. They will all have been listed in B2, and B4.

For example if three (3) of her children, two (2) daughters and one (1) son, were with her on the reference night, you should record "03" for total, "02" for female and "01" for male. If only two boys were with her enter "02" for total, "02" for male and "00" for female.

F03 Children Elsewhere: These are children, that the respondent gave birth to and still alive, but **did not spend the reference night** with the respondent (mother) in the household, e.g. they may be staying with some relative, be at a boarding school, have been given up for adoption or are grown up children who have left the household.

Record the number of females and the number of males in F3. **For example one** (1) son was not with the respondent (the mother) on the **reference** night, enter "01" for children elsewhere total, "01" for males and "00" for females.

F04 Children not Alive: This information is extremely important for estimating infant and child mortality. At times it may be rather difficult to obtain accurate data because some respondents may fail to mention children who died very young while others simply do not want to remember their children who have died.

Probe by asking "Any male or female who was born alive but only survived a few hours or days?"

Some respondents may be reluctant to talk about it or may become sad or upset that you are asking such questions. Be tactful in such situations. If no children have died enter "00" for children not alive total, females and males.

If three of her children have died, i.e. two boys and one girl, enter "03" for children not alive total, "01" for female and "02" for male.

F05 Age at first live birth: The question refers to the age of the mother at the time of delivery of her first live birth and has to be recorded in completed years, i.e. **age at her last birthday at delivery**.

Enter "99" if the respondent does not know the age (very limited cases).

Check consistency with her current age in **B5** and the number of live births in F1. You can also check the age of her first born if the child is listed as a member of the household in B2.

Note: If all the children were with the mother during the reference night, and no children have died, you should check the age of the first born against the age of the mother at her first live birth. The age of this child should be the same as the difference in years between the present age and the age at first live birth of the mother.

THE FOLLOWING QUESTIONS REFERS TO THE LAST LIVE BIRTH

F06 Last live birth: Here you ask for a **month and year** for the woman's last live birth. Enter two digits for the month, i.e. enter "01" for January; "02" for February and so on and the last two digits for the year; i.e. if the last live birth was in 1994, and enter "1994". If the woman does not remember the year of last live birth, try to find out her age at last live birth and work out the year of last live birth.

Note: If year of birth is not known enter Don't know (9999) for both month and year. If year of birth is known and month is not known enter "00" for month and the correct year.

F07 Last live birth type: Enter the appropriate code corresponding to the birth. For example if it was a single birth, enter "1" and if it was a multiple birth (twins, triplets, quadruplets, etc) enter "2".

F08 Sex of last live birth: Enter the number of female births and that of male births in F8. For example, if the last live birth is one boy enter "01" in the box for males and "00" in the box for females. If the last live birth is one girl and one boy (twins) then write "01" in the box for male and '01" in the box for female.

F09 Last live birth alive: Here you ask if the child/children from the last live birth is (are) still alive. If the answer is yes record the number living.

Enter the number of the child (ren) of each sex female and/or male who is still alive from the last live birth in the corresponding box e.g. If the last live birth was one boy and still alive enter "01" in the box for male and "00" in the box for female. If it was two girls (twins) and one died then write "01" for females and "00" for males. If the last live birth was two boys and none is alive enter "00" in the box for females and males.

3.9 Section G: Mortality (Deaths in the household in the last 12 months)

PURPOSE: This section collects information on deaths of the usual members of the household in the last twelve (12) months. This means, persons who were staying in the household for at least 6 months and died while in the household, then his/her death **MUST** be recorded in that household.

Instructions:

- If someone who stays in Oniipa, Oshikoto region gets very sick and is brought to his/her relatives in Windhoek, Khomas region and then dies in Windhoek after one month, his/her death **MUST** be recorded with the household in Oniipa. But if he/she stays with his/her relatives' household in Windhoek for more than 6 months then the death **MUST** be recorded in the household where the deceased was in Windhoek.
- A person who came to Windhoek hospital and died after six months, the death should be reported by the household where he/she was a usual member before coming to Windhoek hospital.
- A person, who usually lives in Windhoek and dies in Windhoek but is buried elsewhere, must be recorded by the household in Windhoek where he/she was a usual member.

IMPORTANT TERMS

Cancer: a disease caused by an uncontrolled division of abnormal cells in a part of the body. Some of the major types of cancer: Cervix, breast ; lung, prostate and skin cancer.

Pregnancy related death (maternal death): Death of a woman while pregnant or during child birth, or within two months after child birth, or death within 42 days of termination of pregnancy irrespective of the duration and site of pregnancy from any cause related to or aggravated by pregnancy or its management but not from accident or incidental causes.

Diabetes: a disorder of the metabolism causing excessive thirst and the production of large amounts of urine.

Heart Disease: Any disorder that affects the heart. Heart disease should not be confused with cardiovascular disease which is any disease of the heart or blood vessels. Some of the many types of heart disease: Congenital heart disease; Coronary artery disease (CAD); Heart attack (myocardial infarction); Heart failure; Hypertrophic cardiomyopathy; Mitral regurgitation; Mitral valve prolapse; and Pulmonary stenosis. Record the type as provided by the respondent.

Hypertension (Stroke): High blood pressure, also known as hypertension, is the single most important risk factor for stroke.

Any Lung Diseases: Any problem in the lungs that prevents the lungs from working properly. There are three main types of lung disease: Airway diseases -- These diseases affect the tubes (airways) that carry oxygen and other gases into and out of the lungs. They usually cause a narrowing or blockage of the airways.

Accident: Something unpleasant or damaging that happens unexpectedly (unplanned), (that may be fatal leading to death). A sudden fatal incident that leads to death i.e. motor accident, someone falling from a tree, falling from a donkey cart etc.

Murder: A crime of killing a person intentionally

Suicide: The act of killing oneself

G01 Death occurred: This question provides information on whether deaths occurred in the particular household in the last 12 months i.e. November 2015 to October 2016.

G02 Name of deceased: List all names and surnames of persons who died in this household in the last 12 months

G03 Sex of deceased: This question provides information on the sex of the deceased. Enter the appropriate code for the sex of the deceased.

G04 Age of deceased: This refers to age at last birthday of the deceased at his/her death.

- Entries should be made in completed years in column G4 i.e. You **MUST** enter the actual age of the deceased at the time of death
- Enter "00" for children who died before their 1st birthday (aged less than a year)
- For persons aged 120 years and above record/enter 120
- For age that is unknown, ask the respondent to estimate

G05 Registration: The objective of this question is to assess the coverage of the registration of deaths in the country. When a registration takes place a death certificate is issued. *Probe whether family members obtained a death certificate for the deceased.* **This should not be confused with a burial permit.**

G06 Cause of death: This question provides information on the possible cause of death. Thus, enter the appropriate code corresponding to the information that is provided by the respondent.

G07 Cancer type:

- 01 **Breast cancer:** is a malignant tumor that starts in the cells of the breast.
- 02 **Cervix cancer:** is a type of cancer that occurs in the cells of the cervix. Various strains of the human papillomavirus (HPV), a sexually transmitted infection, play a role in causing most cervical cancer.
- 03 **Prostate cancer:** is cancer that occurs in a man's prostate. Prostate cancer is one of the most common types of cancer in men.
- 04 **Skin cancer:** is the most common type of cancer. It usually forms in skin that has been exposed to sunlight, but can occur anywhere on the body.
- 05 **Other, specify:** refers to any type of cancer that is not listed above
- 09 Don't know: Enter the appropriate code "9" for don't know.

G08 Maternal Deaths: These questions should be asked for women aged 08-54 years, coded "02" pregnancy related in G6

G09 Children born alive: If the woman has had a live birth, enter the number of live births by their sex.

For example

- If a woman gave birth to one girl and two boys enter "01" for females and "02" for males.
- It should be noted that the children referred to are (NAME)'s own children in biological sense and not foster or adopted children, e.g. children of the husband by another female or children of another relative should not be recorded as they are not biologically related to (NAME).

Note: If the woman has never had a live birth, i.e. "00" for both female and male, leave the rest of the section (G10 & G11) blank to show that the following questions are not applicable to that woman and move on to the next section H (Housing characteristics).

G10 Children alive

- If the woman has had a live birth, enter the number of live births by their sex. For example, if a woman had one girl and two boys enter "01" for females and "02" for males.
- If the woman has never had a live birth, enter "00" for both females and males.
- It should be noted that the children referred to are (NAME)'s own children in biological sense and not foster or adopted children, e.g. children of the husband by another female or children of another relative should not be recorded as they are not biologically related to (NAME).
- This question should only be asked if live birth is recorded in G9
- If the woman has never had a live birth, i.e. "00" for both female and male, leave the rest of the section blank to show that the following questions are not applicable to that woman and move on to the next section.

G11 Children not alive: At times it may be rather difficult to obtain accurate data because some respondents may fail to mention children who died very young while others simply do not want to remember their children who have died. Probe by asking "Any male or female who was born alive but only survived a few hours or days?"

- Some respondents may be reluctant to talk about it or may become sad or upset that you are asking such questions. Be tactful in such situations.
- If no children have died enter "00" for both females and males.

3.10 Section H: Housing conditions and household characteristic

PURPOSE: Information on housing and access to various basic services is useful as a measure of the living conditions of people across the regions. It will help the government to plan for better sanitation facilities, provision of housing and safe drinking water. It is important, therefore, that the survey collects very accurate data on housing materials, distances and sources of water supply.

The section asks questions on the:

- Type of dwelling unit
- Main material for roof, outer walls and floor of the dwelling unit
- Number of rooms in the dwelling unit and rooms for sleeping
- Main source of water drinking and cooking
- Main source of energy for cooking, heating and lighting
- Main toilet facility
- Waste disposal
- Main source of livelihood/survival

Instructions

- For questions in this section which have a list of answers, the interviewer should not read them out, but record the response given by the respondent appropriately.
- The interviewer should note that: The household head is the best person to answer this section. If the household head is absent, a representative and knowledgeable member of the household, selected by other household members can answer in his/her place.
- If the household occupies more than one unit, report on the main dwelling unit.
- On the number of rooms in the dwelling unit, these should not include kitchens, bathrooms, hallways, verandas and sitting/living rooms.
- **Also note that:** On the number of rooms used for sleeping in the dwelling unit, these should include kitchens, bathrooms, hallways, verandas and sitting/living rooms if used for sleeping purposes.
- On questions about the type of dwelling and the materials used for the outer walls, roof and floor, the interviewer should observe the dwelling and record the answers accordingly. Where the materials are not visible or clear, the interviewer should ask the respondent for the actual material used.
- The interviewer must note that the survey is interested in source of drinking water and not for washing, laundering or for cattle, therefore, enter the most usual source for all year round.

In case of “Don’t know” , ask if there is another household member who may know better.

IMPORTANT TERMS:

Type of housing unit: Type of housing unit refers to a separate and independent living premises occupied by the household.

Dwelling unit: Dwelling unit is a building/structure where households live. It's a place of residence occupied by one or more households. Sometimes a household can occupy more than one building/structure, in that case, these structure are all considered as one dwelling unit for the purpose of this survey.

On the other hand, households can occupy only part of the buildings/structure; in that case, that building/structure becomes the Dwelling unit for all households within it. Buildings/structures can be classified into dwelling units, living quarters other than dwelling units (institutions) and non-dwelling units.

Main dwelling unit: Main dwelling unit is where most activities take place or most household members sleep. If these criteria fail, take the main dwelling unit as the one in which the head of the household sleeps.

H01: Type of housing unit: What type of housing unit does this household live in? Type of housing unit refers to a separate and independent living premises occupied by the household. Note that the Housing Unit referred to here is the main dwelling unit where most activities of the household such as cooking takes place, or the main dwelling for the head of the household.

You should select responses from the following housing types:

- 01 **Detached house:** Is a house on its own or without an outhouse and not attached to another house. In case of mixed set up i.e. traditional and detached housing, record the main type of housing for the particular household.



- 02 **Semi-detached/town house:** Is a house, which is attached to another but with its own facilities and a separate entrance.



- 03 **Apartments/flat:** Is a self-contained living premise in a building with one or more floors. All apartments or flats in the building will have a common entrance.



- 04 **Guest flat:** Is a self-contained, separated living premise in the same compound as a detached house, and usually on outhouse of the detached house.



- 05 **Part Commercial or Industrial or Business:** These are living premises, which are also used for commercial or industrial purposes. A housing unit, which is partly used as a bottle store or a supermarket, or a workshop, will come under this category. An apartment/flat on the top of a commercial building should be coded as "03" and not as "05". A detached house that is partly used as a cuca-shop or shebeen should be coded under this category.

- 06 **Mobile homes (Caravans, Tents):** Refer to living premises, which could be shifted or transplanted or transported, such as tents, caravans, etc.



07 Single Quarters: Consists of either a room or a set of rooms with shared toilet and kitchen facilities.

08 Traditional dwelling: A compound consisting of a hut or a group of huts walled or un-walled with sticks, poles with or without thatch or grass. Ongandas come under this category.



09 Improvised housing units (shacks): These are housing units built of corrugated iron sheets, discarded materials, such as cardboards, plastic sheeting, flattened empty tins, etc. Derelict vehicles and carts used as housing are also classified in this category.



10 Other, specify: Any other type of housing unit not specified above.

H02: Tenure status: refers to the arrangements under which the household occupies all/ or part of a housing unit. Column H2 seeks information on status of tenure i.e. whether the dwelling unit is owned by one of the household members (owner occupied or rented by the household). Ask the head of the household or any other responsible person whether the main residential/dwelling unit is owned or rented by him/her or any other member of the household?

Categories:

01 Owner occupied (with mortgage): The household owns this housing unit with Mortgage: The housing unit is considered owner-occupied if used wholly or partly for own occupation by the owner. If the housing unit is still being paid in installments or mortgage it should be considered owner-occupied.

Mortgage refers to property bond. The house owner secured financing by mortgaging the house, which is registered in his/her name, with a financial institution. For security reasons the property is tied to the financing institution e.g. bank, so that should the owner fail or unable to pay back, the financing institution will have some ways of recovering its money. In cases of a house, the owner enters into an agreement with the bank whereby the mortgage is paid on installments.

For example if you find mobile homes, traditional dwellings, shacks etc. probe as banks don't finance these type of housing units

- 02 **Owner occupied (without mortgage):** The household owns this housing unit without Mortgage: The housing unit is considered owner-occupied (without mortgage) if used wholly or partly for own occupation by the owner paid in cash or with no outstanding payments to the property. Inherited premises are included in this category.
- 03 **Rented (government):** This housing unit is rented by one of the household members from government, for a fee. *For example, government employees renting from their employer e.g. nurse's homes/flat.*
- 04 **Rented (local authority):** This housing unit is rented by one of the household members from a local authority (municipality/town council) for a fee. *For example renting from City of Windhoek or from Ondangwa town council.*
- 05 **Rented (parastatal):** This housing unit is rented by one of the household members from a semi government institution or state owned enterprise (NamPower, Namwater etc) for a fee.
- 06 **Rented (private firm):** This housing unit is rented by one of the household members from a private firm or company for a fee.
- 07 **Rented (individual):** This housing unit is rented by one of the household members from an individual for a fee.
- 08 **Occupied Rent Free:** The house is not owned by any of the household members and is occupied rent-free, meaning that no periodic payments are made.
- 09 **Other, Specify:** This covers any other form of tenure, which does not fall in any of the above categories. Please specify in the comment box.

H03: Roof material: In the context of the NID & LFS , roof refers to the upper covering of the house. If a household is occupying the ground floor of a 2-storeyed house and concrete slabs are used for separating the ground floor from the 1st floor and the top of the building i.e. the upper floor is covered with corrugated iron sheets then the material for the roof of the latter is corrugated iron sheet and for all the housing units in the building will be concrete.

Categories:

- 01 **Corrugated iron sheets:** The outer walls of the building are constructed mainly with corrugated iron sheets.
- 02 **Asbestos sheets:** This category covers buildings with roofs constructed with asbestos sheets, mainly found at the coastal areas in Namibia.
- 03 **Brick tiles:** A thin flat slab of fibre clay used for roofing

- 04 **Concrete:** This type of roofing is mainly used or found in multi storey buildings i.e. between ground and other floors excluding the top floor.
- 05 **Thatch, grass:** Roof that is made from grass and wooden poles/sticks.
- 06 **Slate:** Slate is a type of a rock, which easily breaks, in thin layers; these layers are often used for roofing.
- 07 **Wood covered with melthoid:** This roofing material is mainly wood covered with melthoid fibre strip found along the coast.
- 08 **Sticks with mud and cow dung:** If the sticks used for the roof are covered with mud and cow-dung.
- 09 **Tin:** Flattened empty tins such as crude oil or cooking oil drums that can be used for construction of roof.
- 10 **Other, specify:** If the roof is constructed with materials other than the ones listed above write down briefly the main material used for the roof in the comment box.

H04 Wall materials: The information required is the main materials used for constructing the outer walls i.e. the main frame of the building.

Categories:

- 01 **Cement blocks/bricks/stones:** This category refers to buildings with cement blocks or bricks as the main material used.
- 02 **Burnt bricks/face bricks:** This category covers buildings with burnt bricks as the main material used for constructing outer walls. Burnt/face bricks have very nice colours and are usually not plastered.
- 03 **Mud/Clay bricks:** This is usually found in traditional houses. It is bricks formed from treated or seasoned mud/clay, which is sometimes mixed with cow dung.
- 04 **Corrugated iron/zinc:** This category refers to building with outer walls of the building that is constructed mainly with corrugated iron sheets.
- 05 **Prefabricated materials:** These are walls, which are constructed with concrete slabs, fiberglass, asbestos and cement, gunnite, hardboard, wood and asbestos or wood only.
- 06 **Wood poles/ sticks or grass /reeds:** If wooden poles or sticks with or without grass (thatch) are used for the construction of outer walls.
- 07 **Sticks with mud/clay and/or cow dung:** The sticks used for the outer walls are covered with mud or cow-dung.
- 08 **Tin:** Flattened empty tins such as crude oil or cooking oil drums that can be used for construction of outer walls.
- 09 **Other, specify:** If the outer walls are constructed with materials other than the ones listed above write down briefly the main material used for the outer walls in the comment box.

H05 Floor materials: The information required is the main materials used for constructing the floor i.e. the bottom part of the building.

Categories:

- 01 **Sand/Earth:** This is when there is no artificial material on the floor. The floor is only the natural environment (earth or sand).
- 02 **Cement:** If the floor of the house is constructed with cement.

- 03 **Mud/clay:** This is usually found in traditional houses. It is treated or seasoned mud/clay, which is sometimes mixed with cow dung.
- 04 **Wood:** Sometimes the floor of a housing unit may be constructed from wooden planks, usually this type of floor is mainly found at the coast.
- 05 **Concrete:** This type of flooring material is mainly used or found in multi storey buildings i.e. between first and top floor.
- 06 **Tiles (Ceramic/plastic/wood):** This is when the floor is cement or concrete covered with tiles
- 07 **Other, specify:** If the floor is constructed with materials other than the ones listed above write down briefly the main material used for the floor in the comment box.

H06 Number of rooms: record the number of rooms that are used for sleeping purposes; this includes living rooms, dining rooms, study rooms and kitchens. If a garage is used as a sleeping room counts it so. But exclude bathrooms, toilets, stoops, verandas and passageways. Number of rooms for sleeping purposes refers to dwelling units occupied by the household.

In addition, some of the household members may be using traditional or other outhouses (e.g. shacks) as sleeping quarters. In such a case the number of sleeping rooms should include the number of rooms in the main building plus rooms for sleeping in the other outside units. This is usually common in traditional set up.

Note: Traditional kitchens and dining places that are not enclosed should not be counted as rooms.

H07 Water source: The purpose of this question is to find out how **safe the water used for drinking and cooking is as a measure of well-beings**. Note that we are only interested in **water used for drinking and cooking** and **NOT** for **washing, laundering or for domestic animals**. If several sources are mentioned, probe to determine the main source.

Important Terms:

Piped water inside: This refers to water drawn from pipes installed in the house and originating from a central source-river, pond, lake or borehole.

Piped water outside: This refers to water drawn from pipes installed in a homestead, but not inside the house, and originating from a central source-river, pond, lake or borehole.

Public pipe: This refers to water drawn from pipes installed in a locality to serve the whole locality and originating from a central source-river, pond, lake, lake, or borehole.

Borehole/Borehole with tank covered: This refers to water from the borehole where the water is pumped into a tank which is covered right next to it.

Borehole with open tank: This refers to water drawn from a borehole where the water is pumped into an open tank right next to it.

River/Dam/Stream: A river or naturally flowing source of water or reservoir formed by man building a barrier across a river to hold back water

Canal: Man-made open flowing water source.

Well Protected: A man-made hole/shaft dug in the ground from which water is obtained. Water is drawn using buckets. A protected well has a fence and/or a cover.

Well Unprotected: A man-made hole/shaft dug in the ground from which water is obtained. Water is drawn using buckets. An unprotected well does not have a fence around it.

Bottled /filtered/purified water: Bottled water that is filtered or processed to remove impurities and make it suitable for use.

Other (Specify): If the main source of water for cooking/drinking is other than the ones listed above write down briefly the main source of water for cooking/drinking.

H08-H10 Energy source for cooking, lighting and heating: “What is the main source of energy used for cooking, lighting or heating by this household?”.

Note: some households may use electricity, paraffin/kerosene, gas and firewood, intermittently. The answer required here is the type of energy most often used during the year for cooking. Paraffin for lightning includes pressure lamps using paraffin.

Avoid using other specify for existing categories e.g. stove for cooking energy instead of electricity.

H11 Type of toilet facility: This information can be used in obtaining a measure of sanitation level of the household since these facilities are important for disease control and health improvement. Please note that it is access to a toilet facility, which is referred to here and not the ownership. If several toilet facilities are given (e.g. children use the bush, while adults use the latrine), probe to find out which facility is used by most of the household members most of the time.

- 01 **Private flush connected to main sewer:** Household has water closet or flush/pour toilet connected to main sewer used only by the household members and their visitors.
- 02 **Shared flush connected to main sewer:** Household shares water closet or flush/pour toilet connected to main sewer with other households.
- 03 **Private flush connected to septic /cesspool:** Household has water closet or flush/pour toilet connected to a septic tank (empties to piped system connected to an individual sewage disposal system) used only by the household members and their visitors.
- 04 **Shared flush connected to septic /cesspool:** Household shares water closet or flush/pour toilet connected to a septic tank (empties to piped system connected to an individual sewage disposal system) with other households.
- 05 **Pit latrine with ventilation pipe:** Household members use VIP (Ventilated improved pit latrine).
- 06 **Covered pit latrine without ventilation pipe:** Household members use a Pit latrine, long drop without ventilation pipe and with covering.
- 07 **Uncovered pit latrine without ventilation pipe:** Household members use a Pit latrine, long drop without ventilation pipe that is not covered.
- 08 **Bucket toilet:** The household members use bucket toilet.

An example of bucket toilet:



- 09 **No toilet facility:** The household members use the bush or open space, meaning no toilet. The no toilet facility includes the usage of bush, riverbed, and fields.
- 10 **Other, specify:** The household use any other toilet facility other than the ones mentioned above, specify in the comment box.

H12 Garbage disposal: This information can be used in obtaining the hygienic level of households since these facilities are important for disease control and health improvement. Please note that “This is access to disposal of refuse or garbage referred to here and not the ownership. Try to find out which facility is used by **MOST** of the household members most of the time.

If the household uses more than one way of disposing garbage, record only the MAIN.

- 01 **Regularly collected:** This is whereby refuse is collected at fixed intervals, for instance once every week on a fixed date. The collection is usually done by the local authority (Town council/Municipality).
- 02 **Irregularly collected:** Here collection of refuse is not consistent, waste is collected at irregular intervals i.e. no fixed date for waste removal.
- 03 **Burning:** This is whereby the household would dispose refuse/waste by burning it, either digging a pit and burn it or burn it in open space.
- 04 **Roadside dumping:** Here the household would collect its refuse and dispose it alongside the road, often the road may be located close to where they reside.
- 05 **Rubbish pit:** The household would dig a pit either inside or outside the yard. The pit would then be used to dispose of waste, once full a new pit is dug once again.
- 06 **Burying:** Households digs the hole and buries the waste. The site does not matter.
- 07 **Other, specify:** Any other category than the ones mentioned above.

H13 Main language spoken: refers to the **language usually spoken or most often spoken** in the household. Enter the appropriate code based on the language that is reported by the respondent.

H14 Main source of livelihood: collects information on the livelihood of the household, since these aspects are very important for the elimination of poverty and hunger and the improvement of the living standard of the people. It is very difficult for some respondents to classify themselves into the categories of their sources of income. It is therefore of outmost importance that you understand the definitions given below.

The **main source of income that is referred to is not only money** but these can also be 'the main products that are produced for consumption and / or sale (*e.g. some farmers cultivate and depend on Mahangu, in this case farming is the main source of income for these farmers*).

Categories

- 01 **Wages and salaries:** Those who are getting wages and salaries from their jobs/work and depend mostly on these wages and salaries as their main source of income to sustain their livelihood.
- 02 **Subsistence farming:** Subsistence agriculture is self-sufficiency farming in which the farmers focus on growing enough food to feed themselves and their families. The typical subsistence farm has a range of crops and animals needed by the family to feed and clothe themselves during the year.
- 03 **Commercial farming:** Farming for a profit, where food is produced by advanced technological means for sale in the market. Often very few workers are employed.
- 04 **Business activities non-farming**
 - Those who are involved in business activities (non-farming)
 - Persons who mostly depend on profit making business activities
- 05 **Pensions from employment and/or annuity funds:** This is a sum of money paid out to an individual at retirement age.
- 06 **Cash remittances (not including alimony/child support):** This is any allowance either from parents or any family members aiming at improving the livelihood of a household.
- 07 **Rental income:** This is money generated from rent
- 08 **Interest from savings/investments:** This is any interest received from savings/investments.
- 09 **State old age pension:** This is a sum of money paid regularly by the Government to old people from 60 years and above.
- 10 **War veterans/Ex-combatants grants:** War veterans/ex-combatants grants are money paid regularly by the Government to war veterans.
- 11 **Disability grants for adults (over 16 years):** This is a sum of money paid regularly by the Government to persons with disabilities over 16 years.
- 12 **State child maintenance grants:** Maintenance Grant is a state financial support given to a biological parent with a child(ren) that are under the age of 18 whose spouse has died; this financial support is for the care of child(ren). Such surviving spouse should be earning less than N\$1000.00 per month or is unemployed, a child whose parent receives an old-age pension or a disability grant and parent whose spouse is sentenced to imprisonment for six months or longer Namibian citizens and permanent residents.

- 13 **State foster care grants:** Foster care grant is a state financial support given to a caregiver who's taking care of a child(ren) who lost both parents or any child who need care and protection. Such children should be found in need of care by the Children's Court and a court order is issued to such caregiver as a proof of legal responsibility of the caregiver to the child.
- 14 **Vulnerable grant:** Vulnerable grant is a state financial support given to biological parents (both parents alive) of a child(ren) in the household and such parents should be earning less than N\$ 1000. 00 per month or without any source of income at all.
- 15 **State special maintenance grants (Disabled under 16 years):** This is a sum of money paid regularly by the Government to persons with disabilities under 16 years.
- 16 **Alimony or similar allowances:** Alimony is a legal obligation on a person to provide financial support to his or her spouse before or after marital separation or divorce.
- 17 **Drought relief assistance:** Food AID given to people identified as being vulnerable to hunger as a result of natural disasters, in this case drought.
- 18 **In-kind receipts:** In kind refers to goods, services, and transactions not involving money or not measured in monetary terms which are received by the household.
- 19 **Other (Specify):** Any other category than the ones mentioned above

H15 Households assets: This question intends to establish the various types of assets OWNED by the household or and those which they have ACCESS to. The assets provide an indication of household wealth or socio-economic status. The household may own one or more assets. You MUST record all applicable assets.

Note: Please read out the categories from the questionnaire to the respondent.

CHAPTER

4

4. CS Entry Application

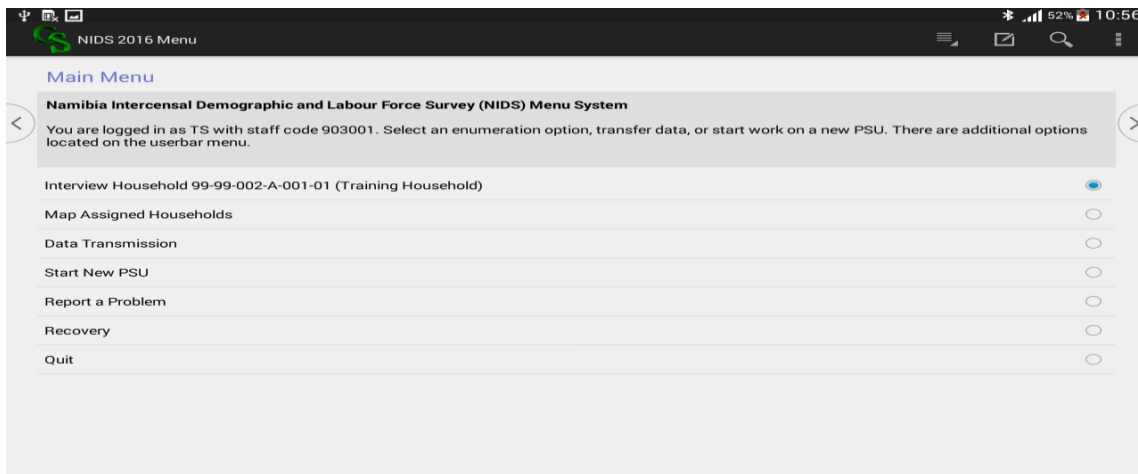
4.1 Introduction

CSEntry is the tablet version of the popular Census and Survey Processing (CSPro) software, developed by the U.S. Census Bureau and its partners. As the name suggests, CSPro is used to manage data during a census or survey operation, including editing, tabulating, and disseminating.

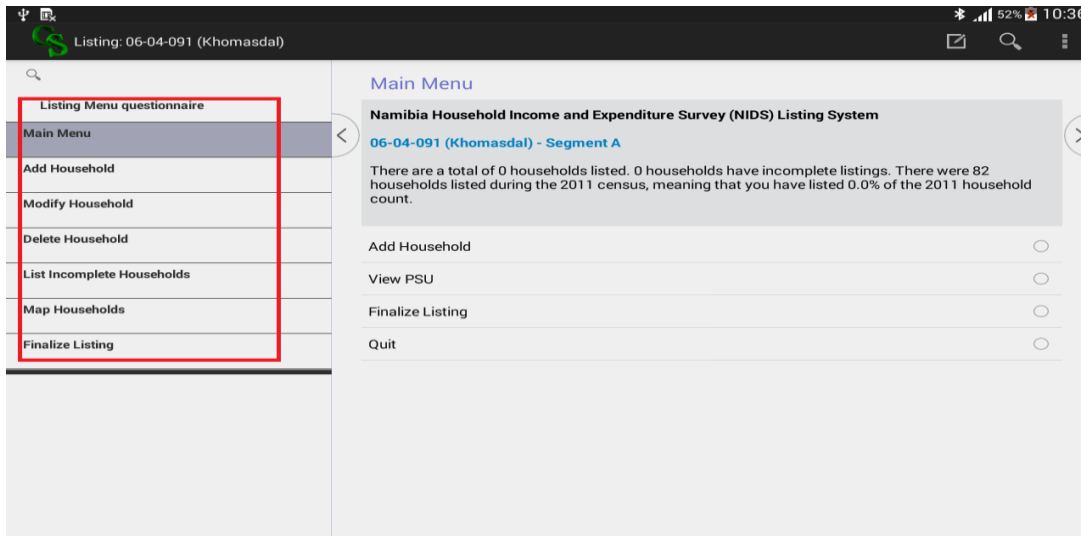
CSEntry is used primarily to collect data from the field in place of a traditional paper questionnaire. By using an electronic questionnaire, NSA can save a significant amount of time and energy processing paper questionnaires and receive higher quality data which will require fewer edits.

4.2 Getting started

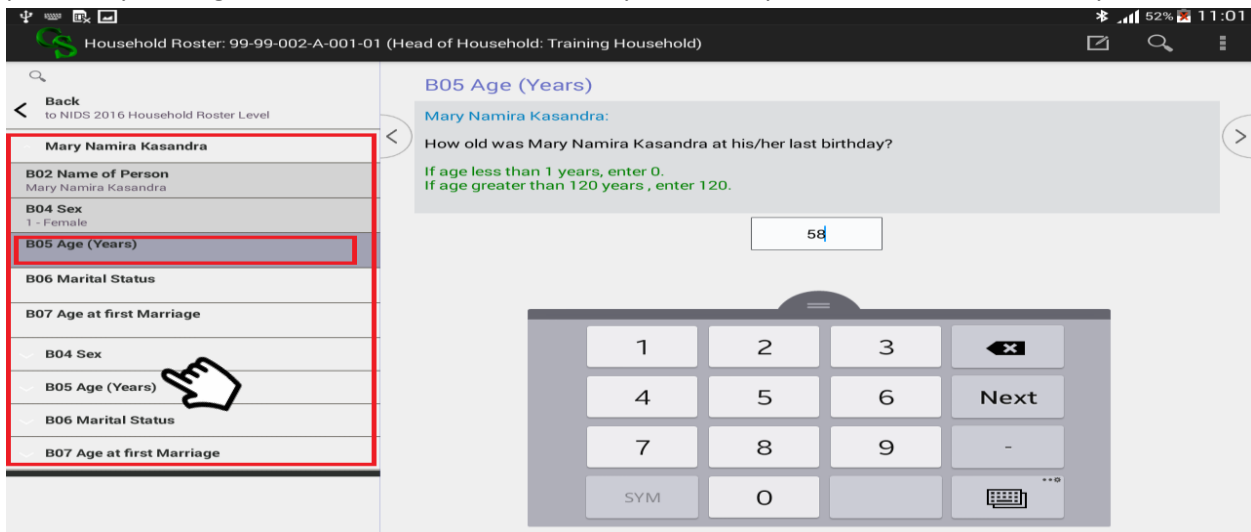
Due to the nature of the questionnaire, you should hold the tablet in **landscape** orientation. This orientation will ensure the questions appear as designed. CSEntry appears as below when you first **open** (start) the program.



The **Navigation Panel/Case Tree** to the left will help you remember your place within the program as well as other pertinent information.

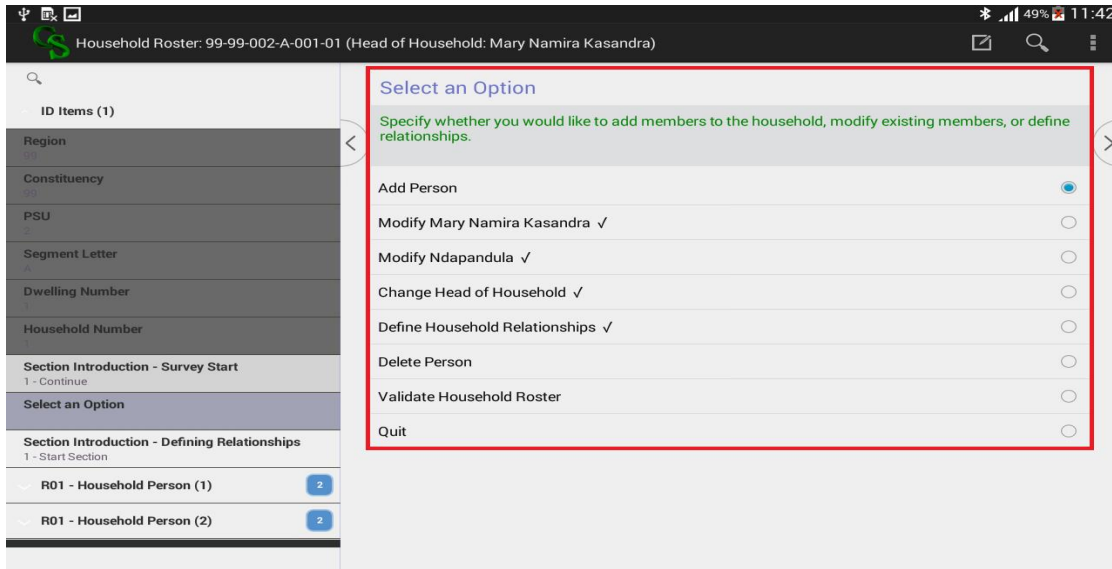


The **Case Tree** shows you question/item titles and data already entered, for the active household or person. By clicking on a data line in this tree, CSEntry will move you to the related data entry screen.

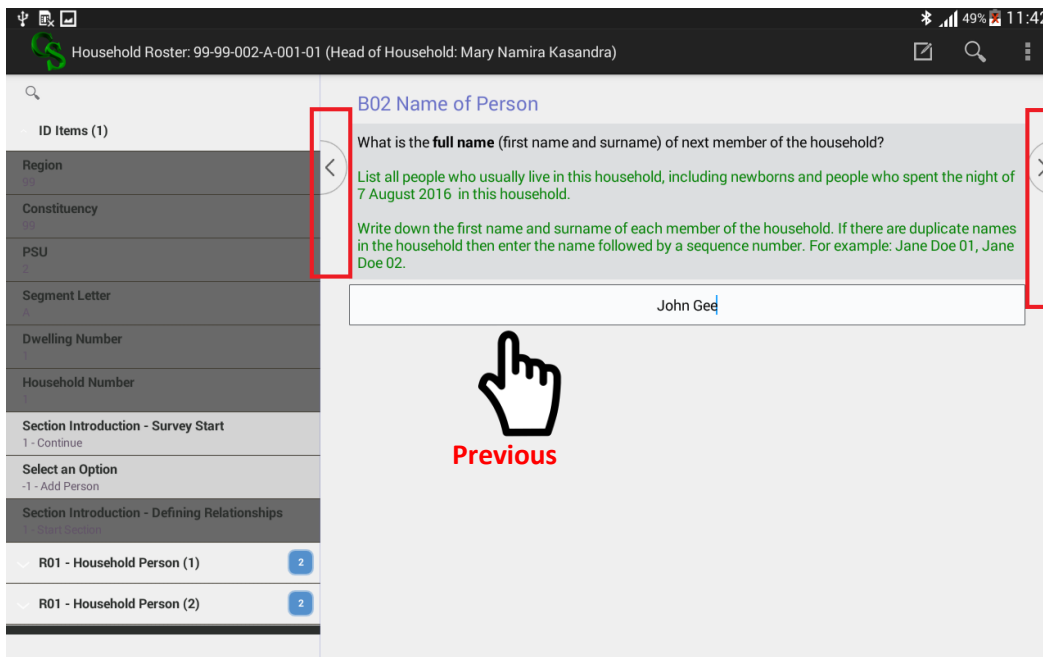


The **Primary Panel** on the right side will display the relevant question or navigation options. At this point, we need to add a person to the existing roster.

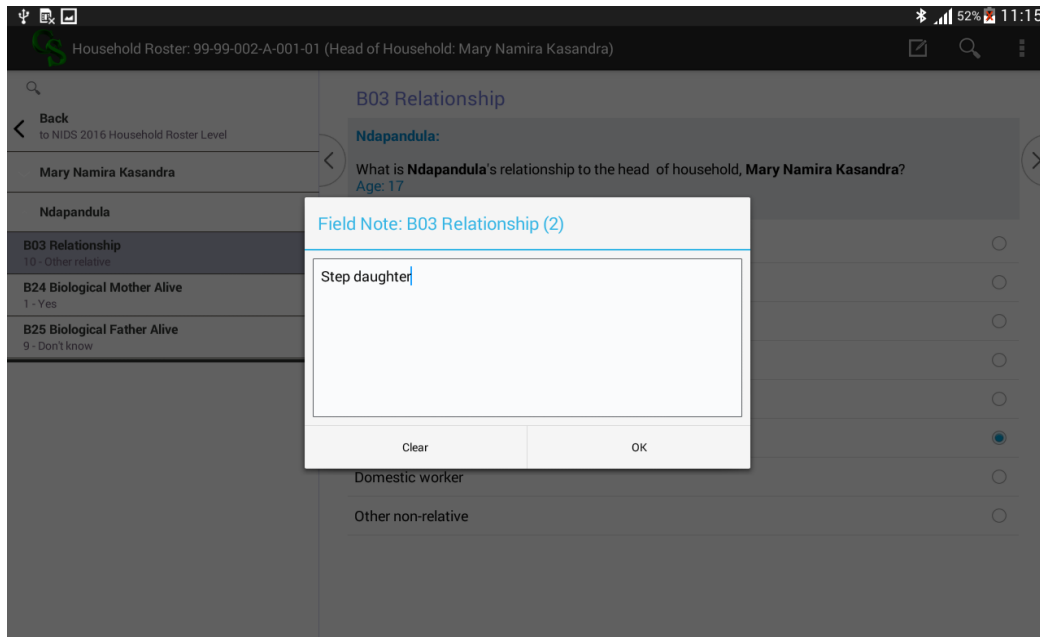
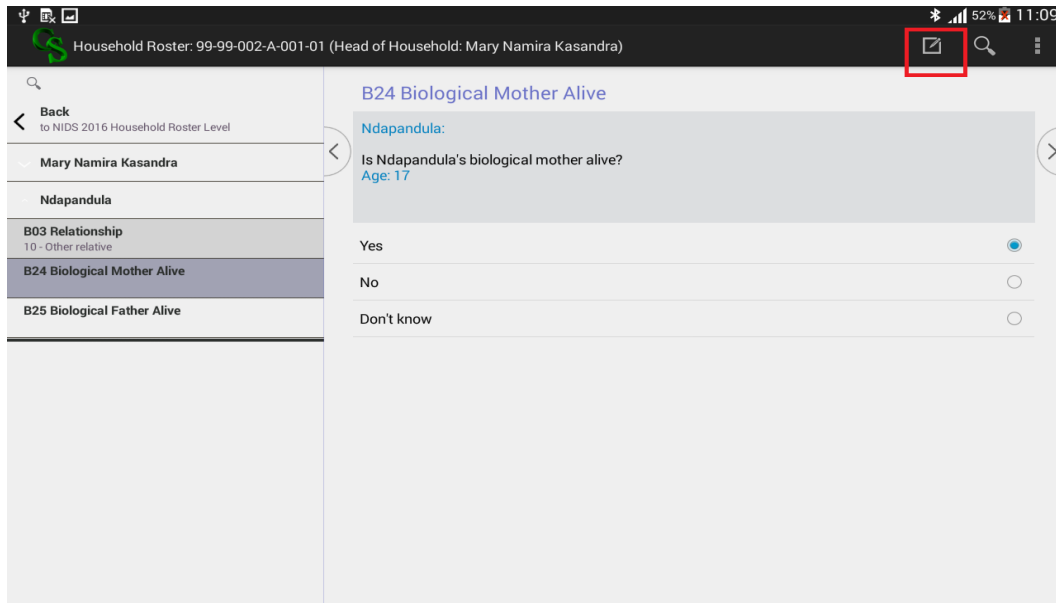
Note: The household questionnaire will be partially demonstrated in the next section.



The **Navigation Arrows** allow you to advance to the next or previous page by touch.

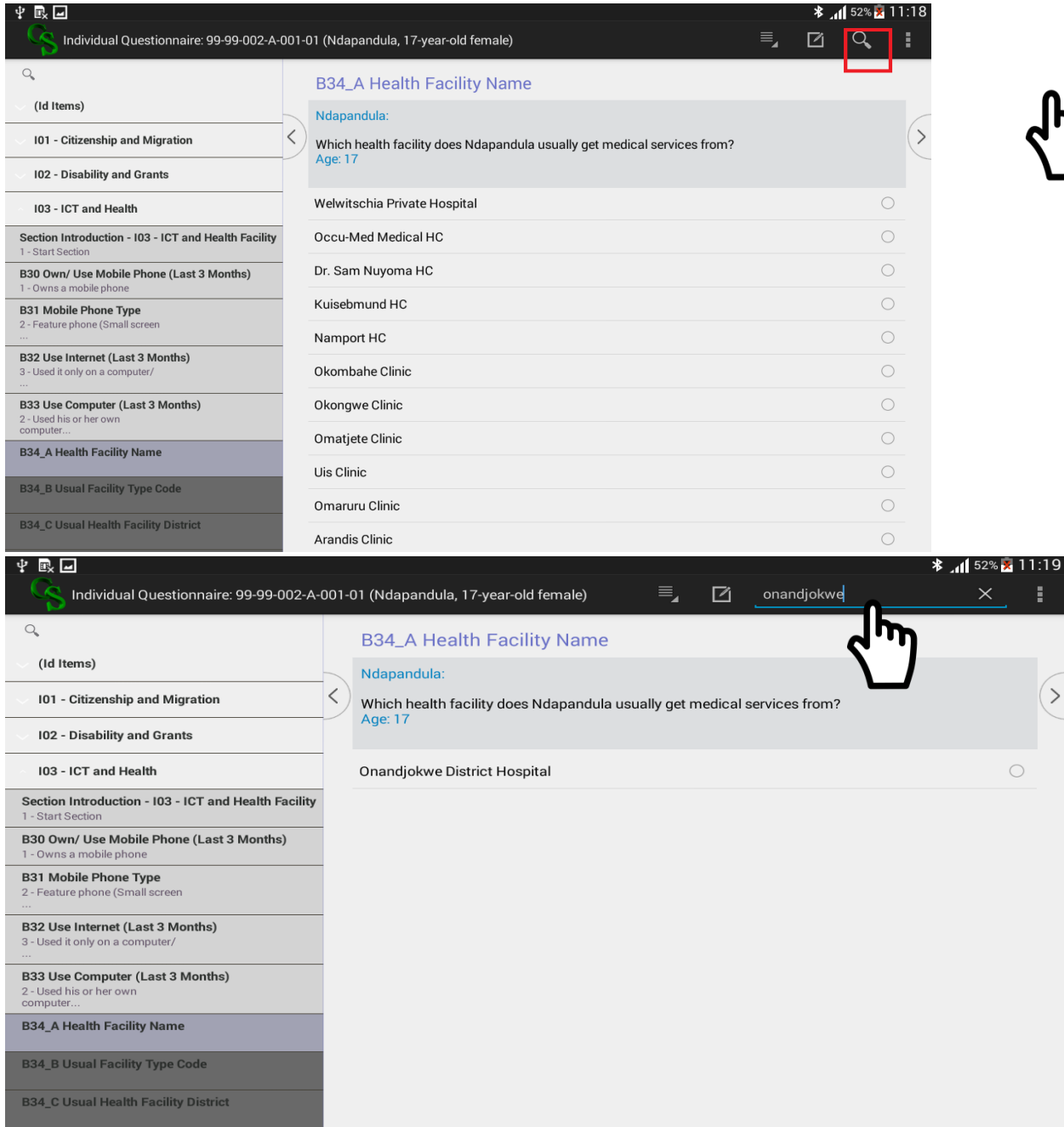


At any time, you can write **Notes** to document anything of importance. During the actual questionnaire, you can also write notes for specific questions. You can always add a **Note** to an answer item, e.g. to further explain an answer or make a remark for data review, analysis, etc. Just click on the pencil sign in the right menu on top and edit and save the note. CSEntry will store your note to this question/answer for exactly this case.



In the case of an **“Other (Specify)”** answer items, after you select it, CEntry will automatically open an edit note window. Please, specify the “Other” case here, with more details.

If a specific question has many possible responses, you can use the **Search** tool to narrow the possible choices to quicken the interview.

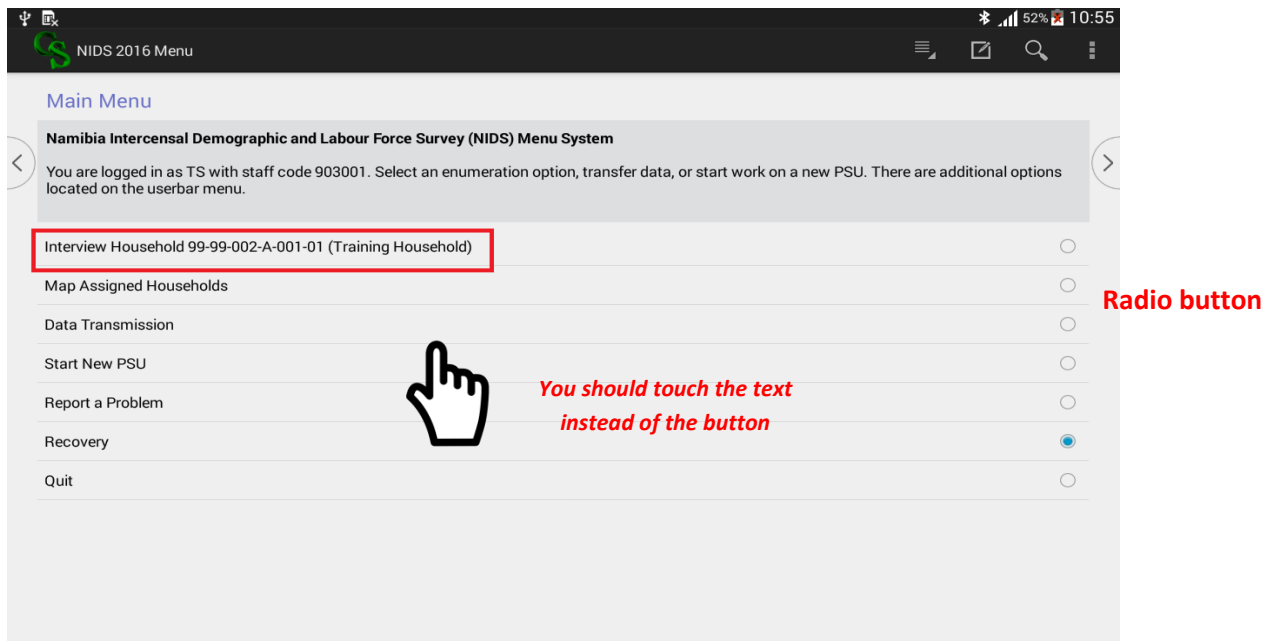


4.3. Demonstration

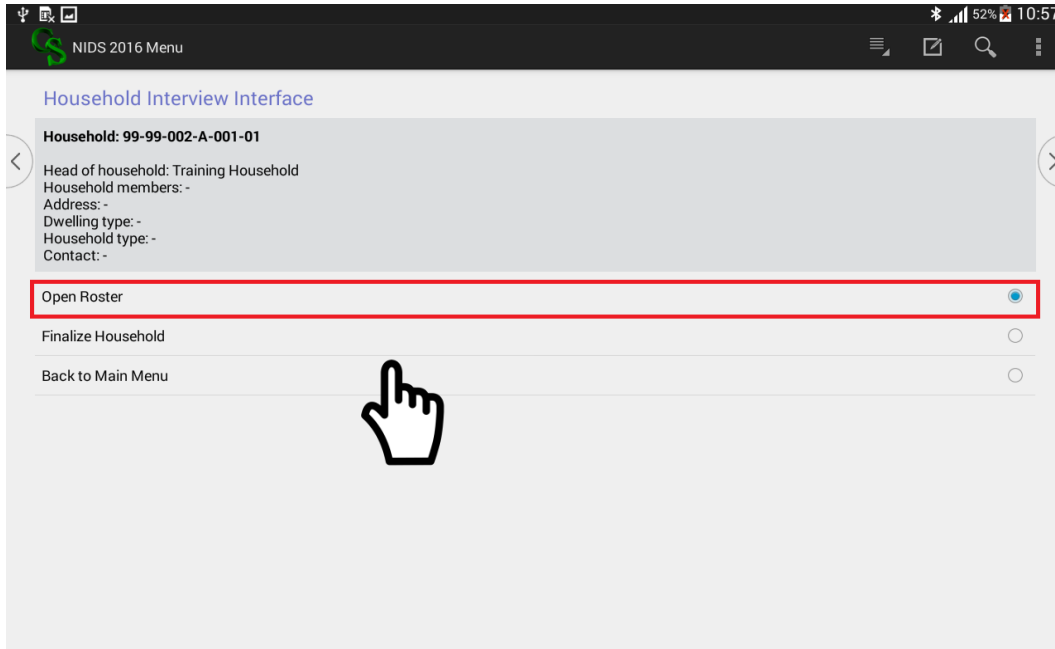
When you first open CSEnter, you will see a list of households assigned to you by your supervisor. See the screenshot below for an example with two households. To begin familiarizing yourself with the software, we will run through some of the questionnaire using a sample household shown below.

*Note: since the questionnaire is very long, we will only work through a short sample of questions to demonstrate the different types of questions you will encounter. **You should refer to additional documentation in the manual regarding the questionnaire for guidance.** Do not use the following demonstration as an example of best practices or appropriate procedures. This demonstration is only to familiarize you with the technical functionality of the software.*

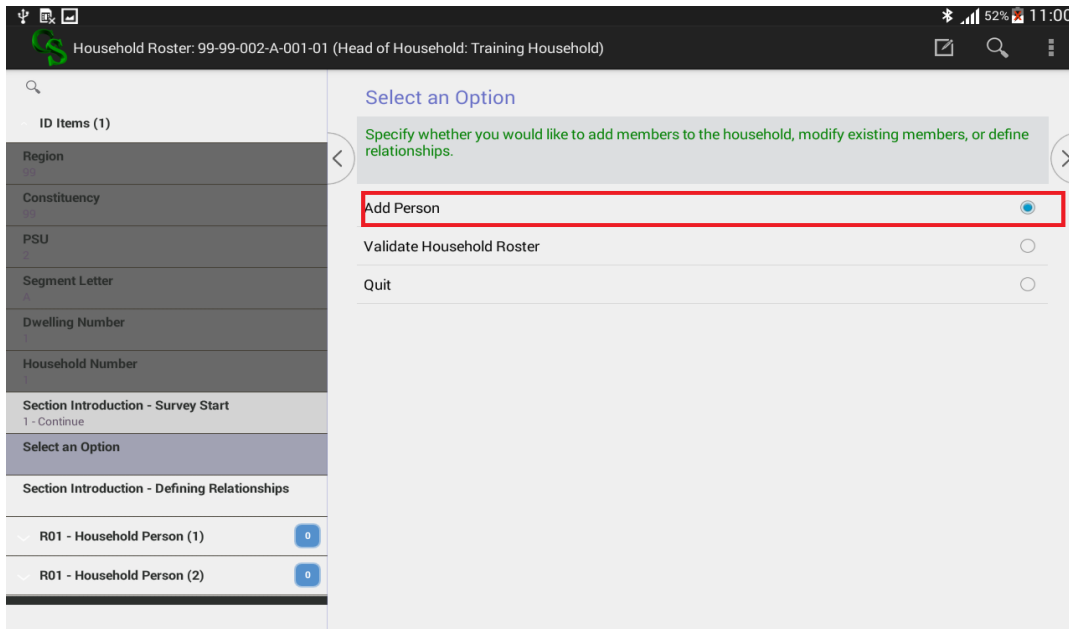
The list of options is in a **radio list** format, which means only one option can be selected at a time. To select the first household, you can touch either the **radio button** or the text itself. You should touch the text to avoid selecting the wrong option. Select the first household.



The next screen shows several options. When first enumerating a household, you will run the **Roster Program**. The Roster Program will add every member of the household into CSEntry. Select the Roster Program and then click the **next arrow**.

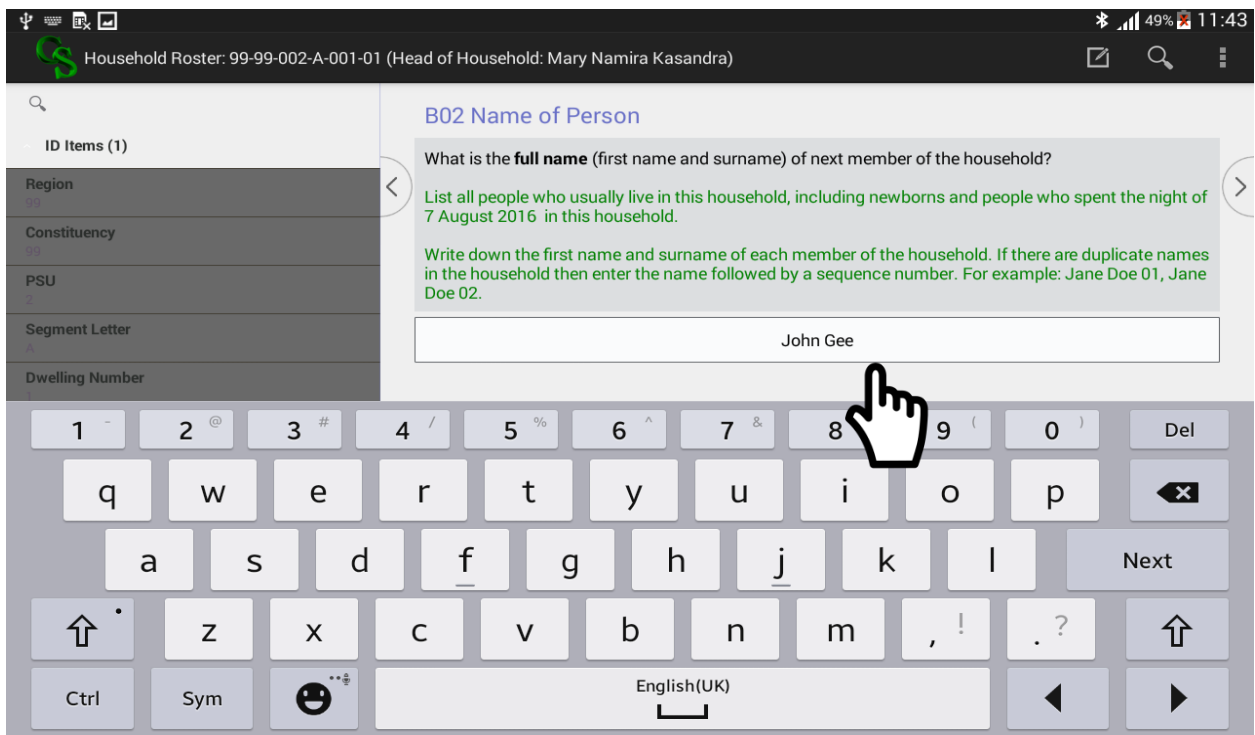
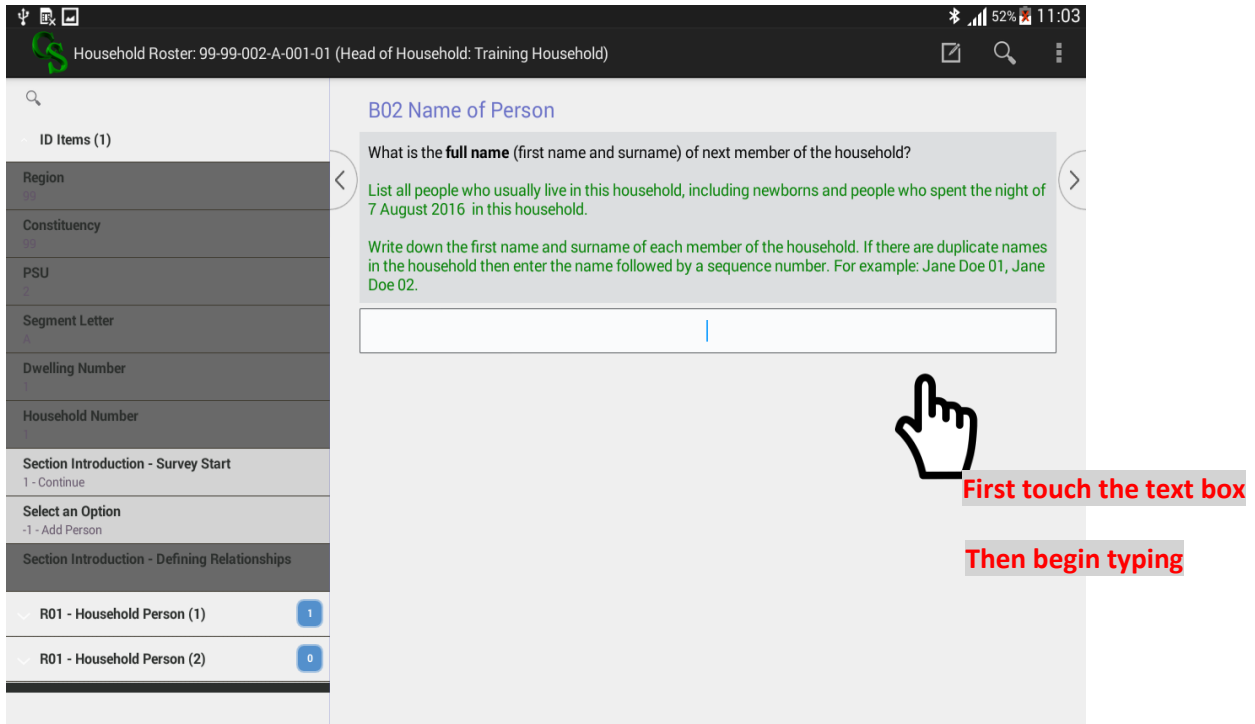


We will now add a person to the household. Select **Add Person** and then click the **next arrow**.

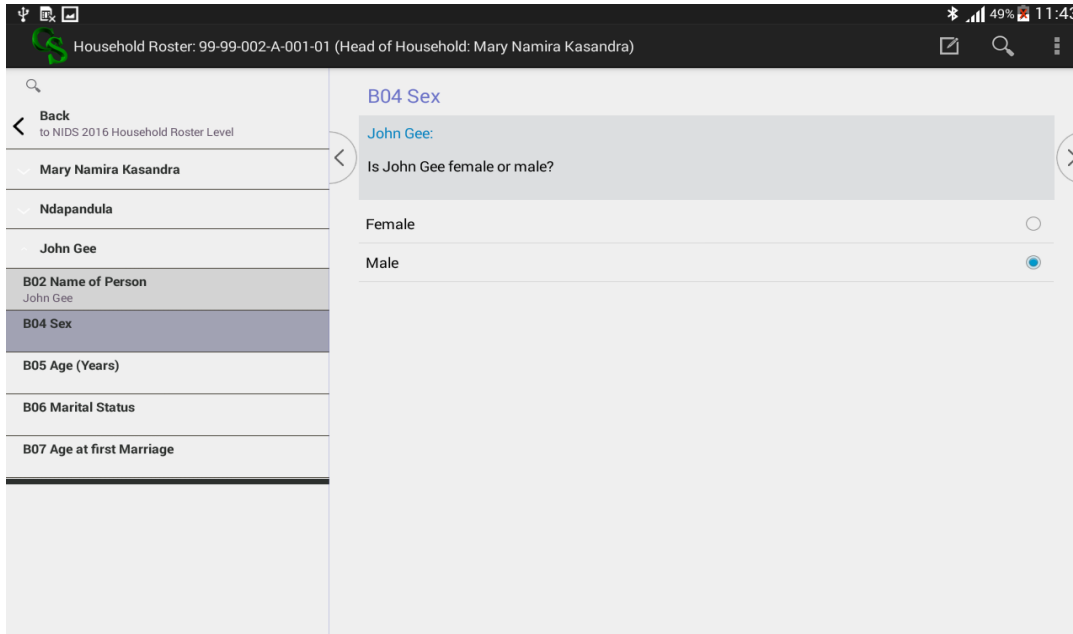


For example purposes, we will use the name John Gee for one individual in the household. The screen below also shows you a different type of response option: the **Text Box**. The text box allows for custom entries, such as names and quantities. When you touch the text box, a keyboard will appear. Depending on the type of question, the keyboard will either display numbers and letters or just numbers. This response option can include numbers and letters.

Type **John Gee** into the text box and then click the **next arrow**.

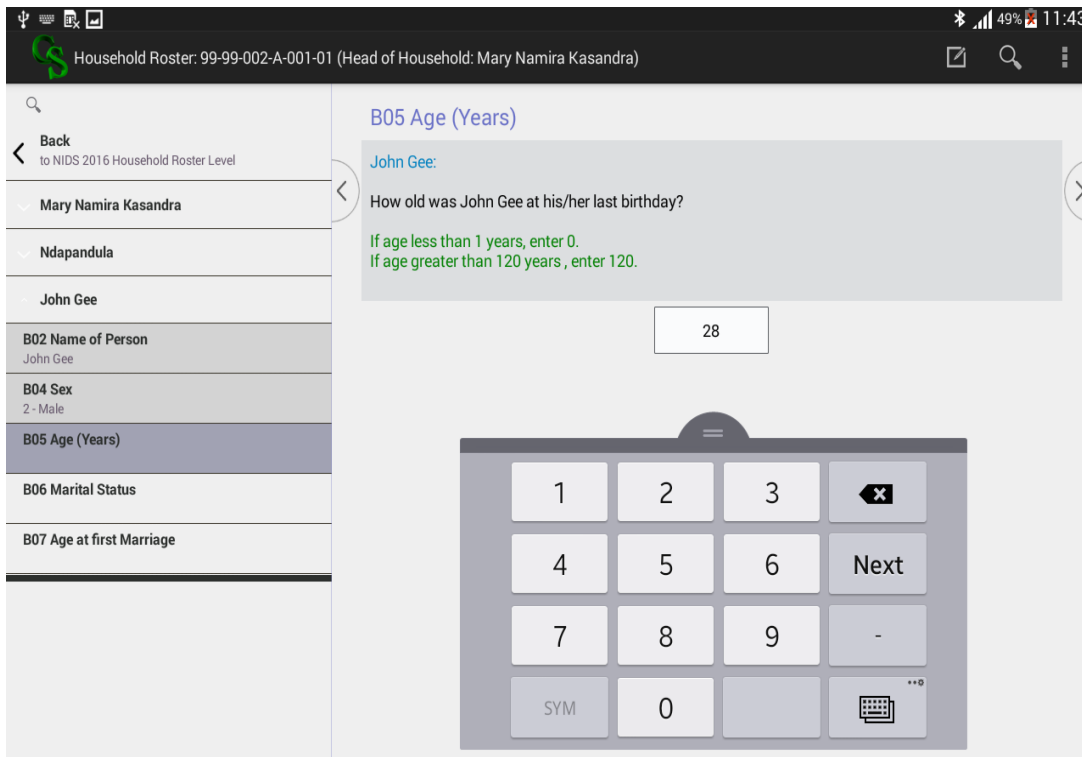


On the **Sex** screen, choose **Male** and then click the **next arrow**.



On the **Age (years)** screen, type in the age in numbers and click the **next arrow**.

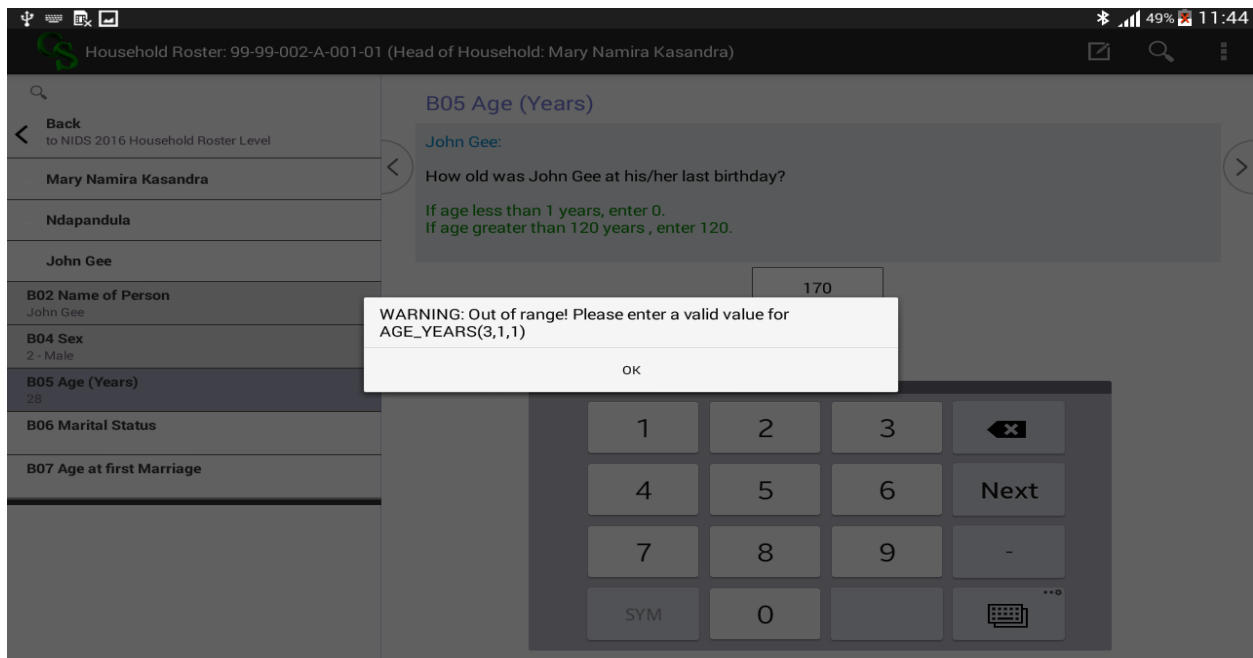
Age (Years), is a numeric-only text entry box. When you touch the text box to enter the years, you will notice the keyboard contains only numbers.



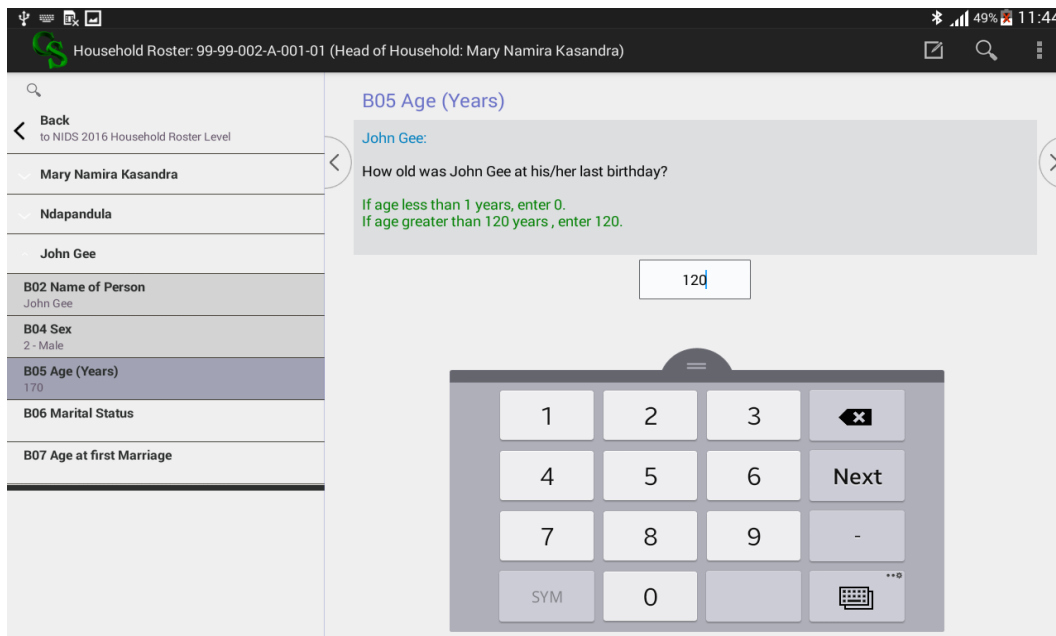
If you enter age greater than 120, You will notice an **error message** appears. CSEntry includes many forms of **error checking** to improve the quality of the data used by NSA and save time making corrections later.

In this instance, the age 170 is more than 120. During an actual interview, you would be required to enter 120 for any age greater than 120. Press OK, and re enter the age as below.

Pre



After choosing to re-enter the age, enter the correct age and then click the **next arrow**. *Note: when this manual was prepared, John Gee's age would be 130.*



Next we will select John Gee's country of citizenship. Choose **Angola** and click the **next arrow**.

Individual Questionnaire: 99-99-002-A-001-01 (John Gee, 120-year-old male)

B08 Citizenship

John Gee:
What is John Gee's country of citizenship?
Age: 120

Namibia

Angola

Botswana

South Africa

Zambia

Zimbabwe

Other SADC

Nigeria

Other African countries

China

(Id Items)

I01 - Citizenship and Migration

Section Introduction - I01 - Citizenship and Migration
1 - Start Section

B08 Citizenship

B09 Birth Certificate Hold

B10 Birth Certificate Service Refused

B11 Namibian ID

B12_A Birth Place Region/ Country

B12_B Birth Place Constituency

B13_A Usual Residence Region/ Country

B13_B Usual Residence Constituency

B14 Duration of Residence

B15_A Previous Residence Region/ Country

Choose **Yes, Non Namibian** for John's birth certificate ownership question and click next.

Individual Questionnaire: 99-99-002-A-001-01 (John Gee, 120-year-old male)

B09 Birth Certificate Hold

John Gee:
Does John Gee hold a Birth Certificate?
Age: 120

Yes, Namibian

Yes, Non Namibian

No

Dont Know

(Id Items)

I01 - Citizenship and Migration

Section Introduction - I01 - Citizenship and Migration
1 - Start Section

B08 Citizenship
102 - Angola

B09 Birth Certificate Hold

B10 Birth Certificate Service Refused

B11 Namibian ID

B12_A Birth Place Region/ Country

B12_B Birth Place Constituency

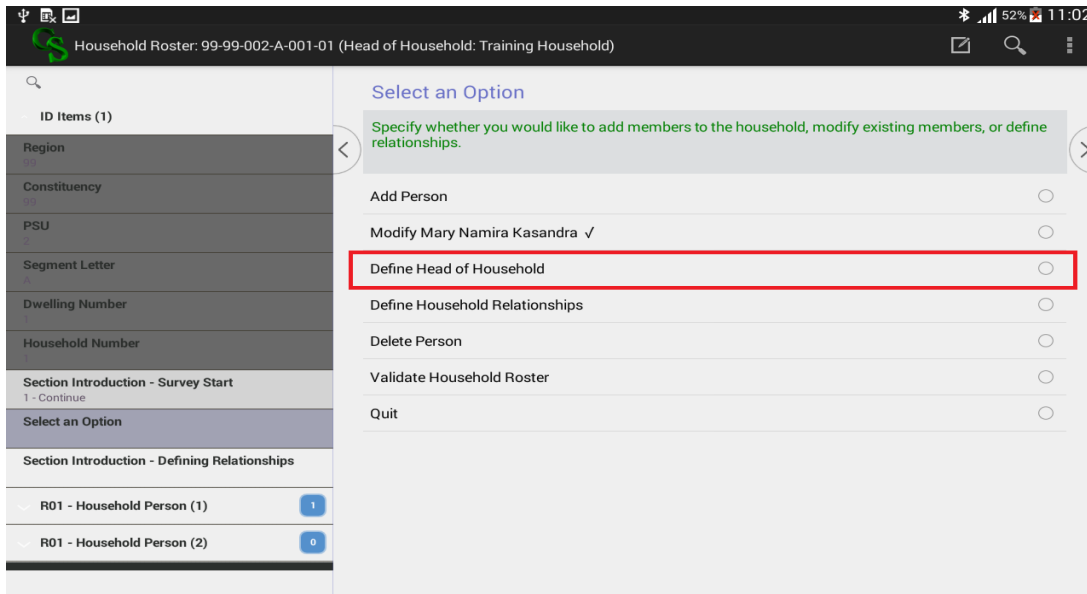
B13_A Usual Residence Region/ Country

B13_B Usual Residence Constituency

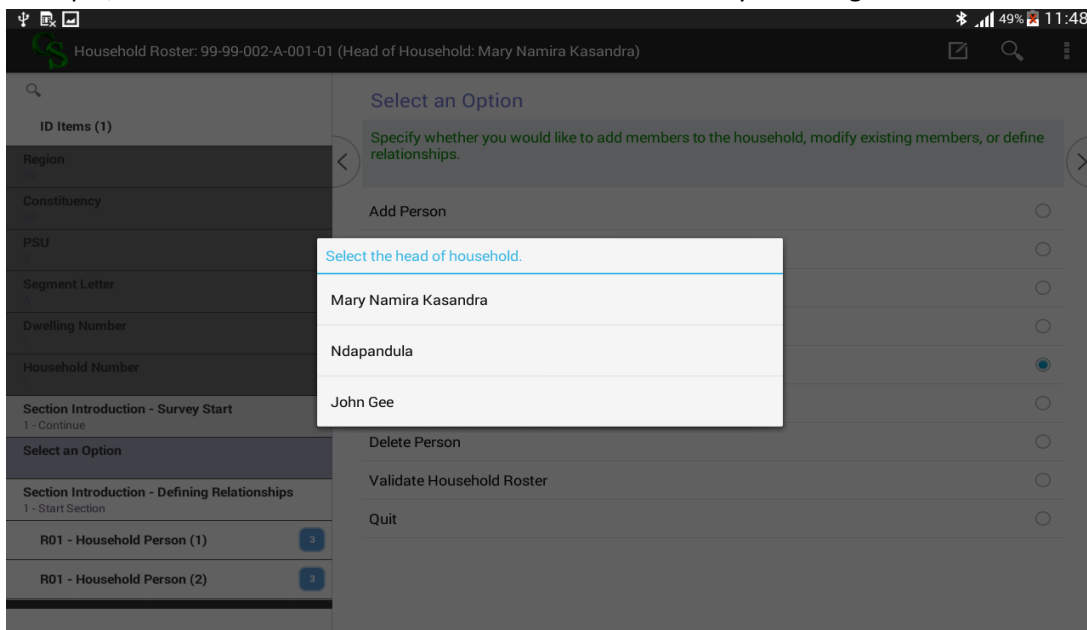
B14 Duration of Residence

B15_A Previous Residence Region/ Country

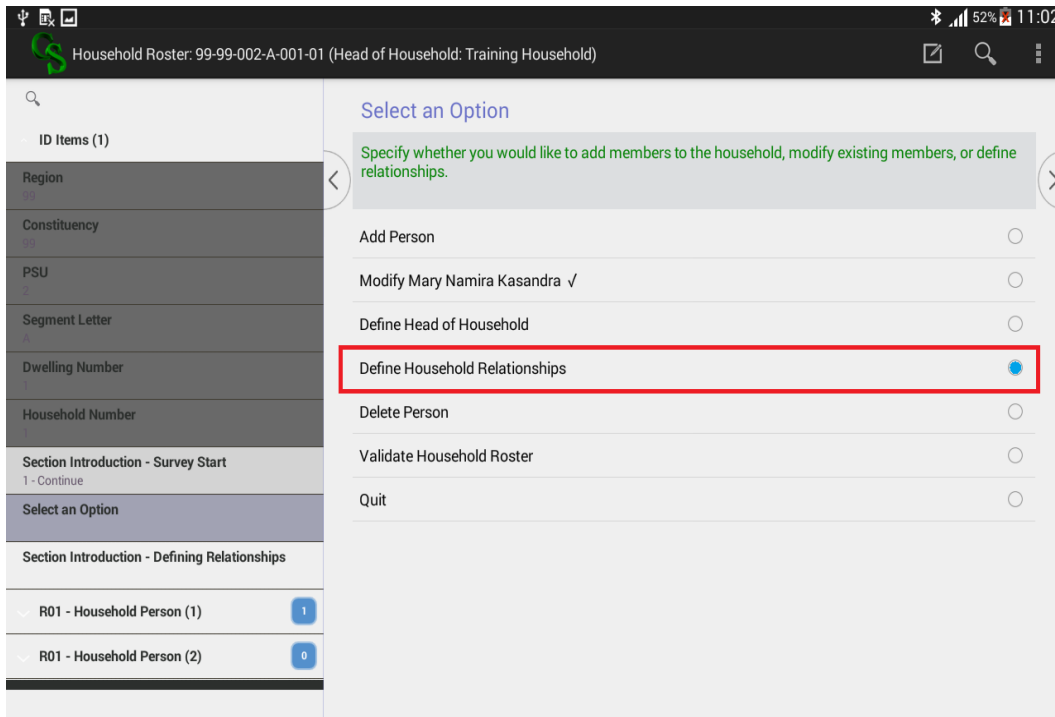
After several other questions, We have now completed adding a person to the roster. You will notice we have returned to the **Select an Option** screen, and a new option **Modify John Gee** has appeared. The next stage is to define the head of household. Select **Define Head of Household** and click the **next arrow**.



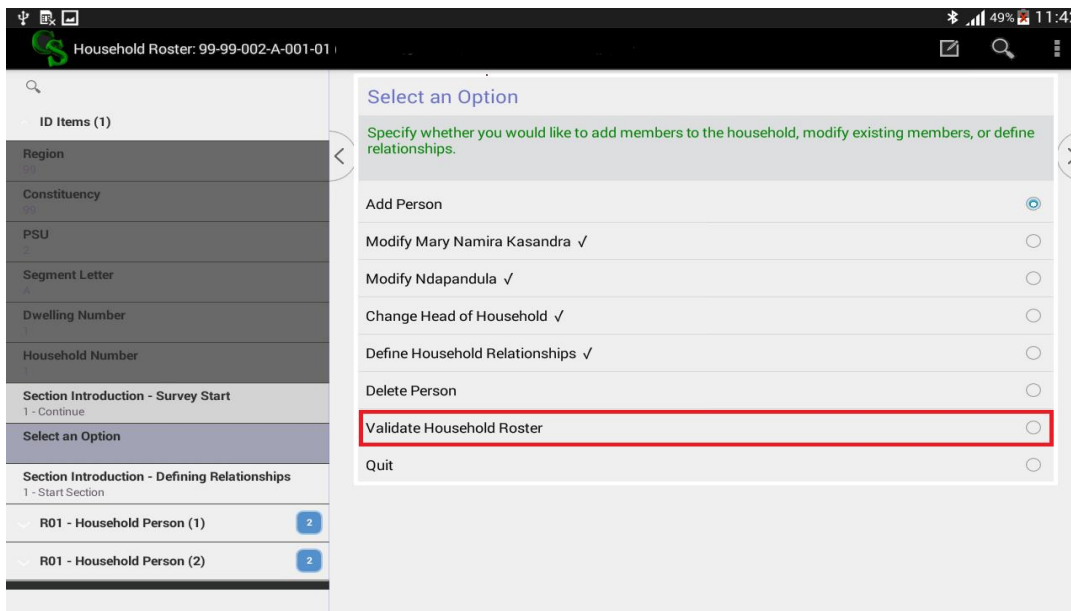
When prompted to choose, select **John Gee** from the list of people in the household roster. For this example, we choose John Gee to be the Head of Household by selecting his name.



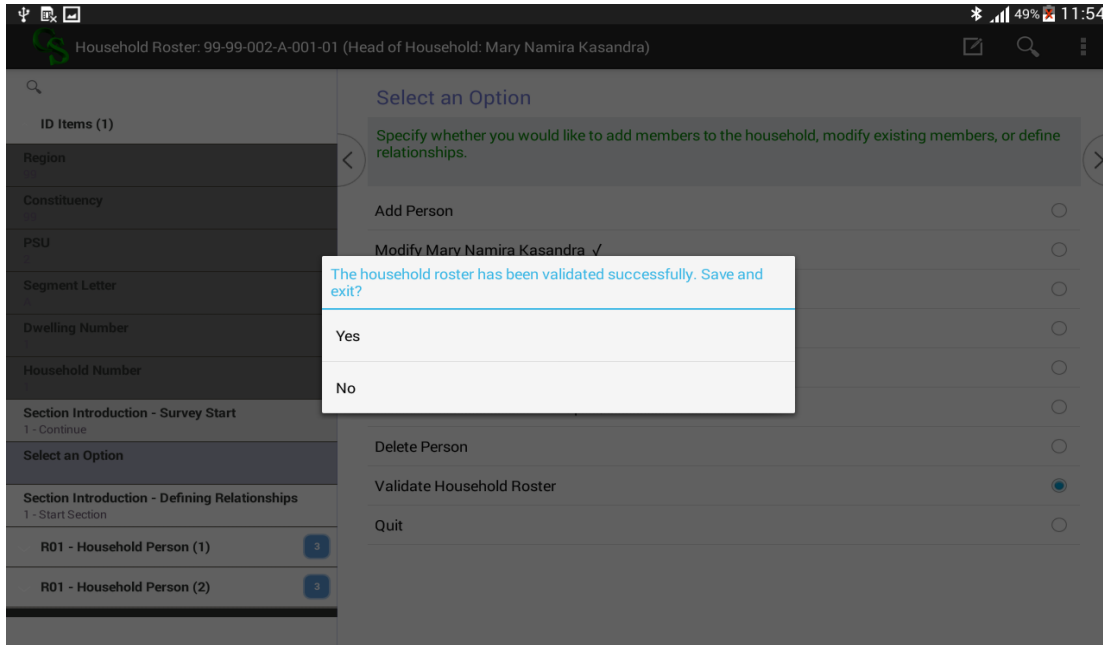
Now choose **Define Household Relationships**. At this point we define specific relationships within the household, such as spouses, grandchildren, other relatives and so forth. Select the **next arrow**.



The final step in the Roster Program is to validate our data. As stated previously, CSEntry repeatedly checks for errors to ensure the highest data quality. Choose **Validate Household Roster** and select the **next arrow**.



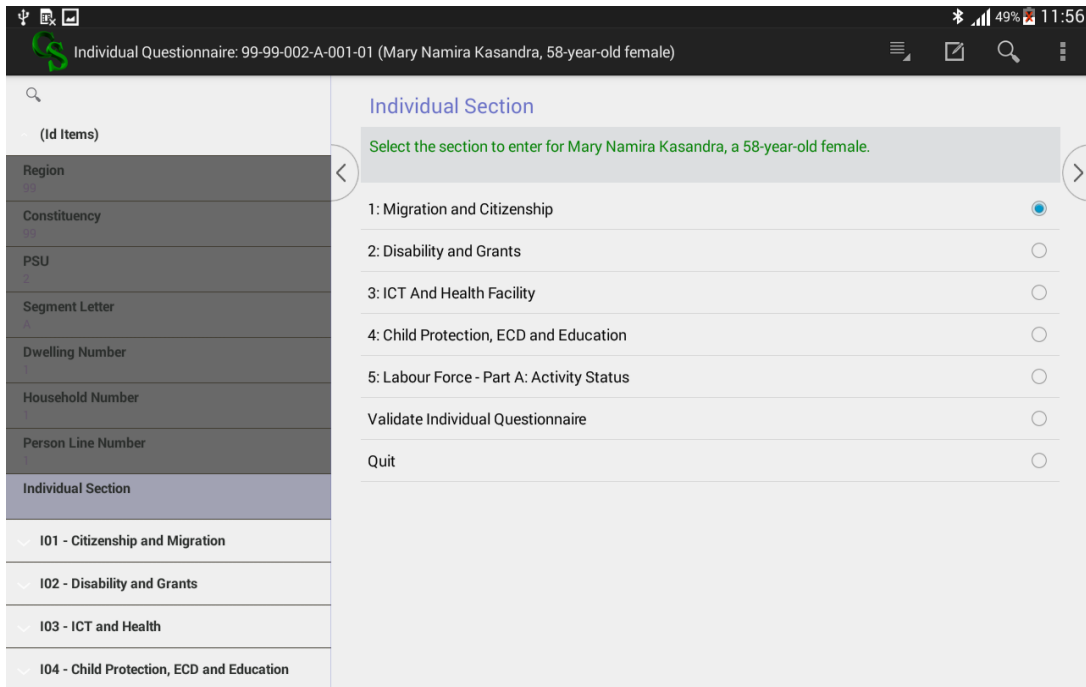
A popup should appear indicating the roster has been validated successfully. Select **Yes** to proceed.



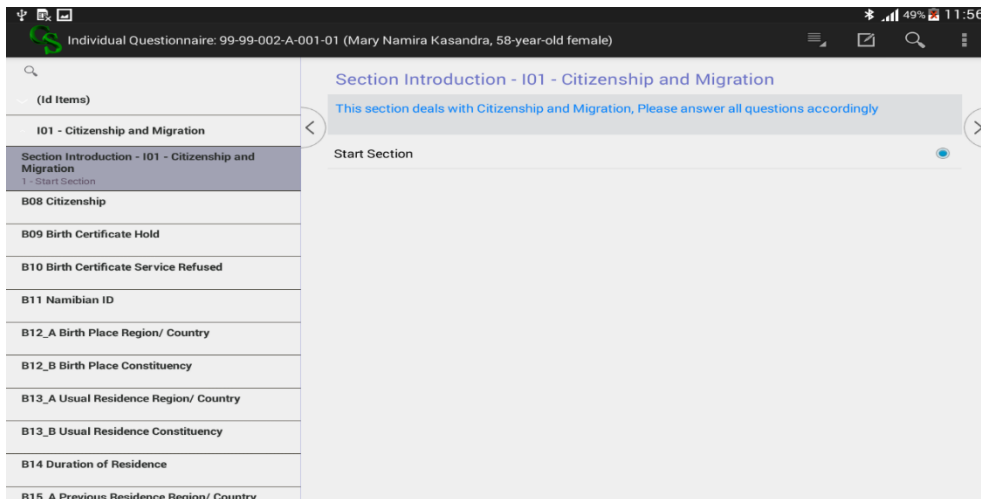
The Roster Program is now complete. The next step is the **Individual Program**, which will ask questions about individuals in the household. Select **Open Individual Program: Choose any member of the household (in this example we choose Mary)** and select the **next arrow** to begin.



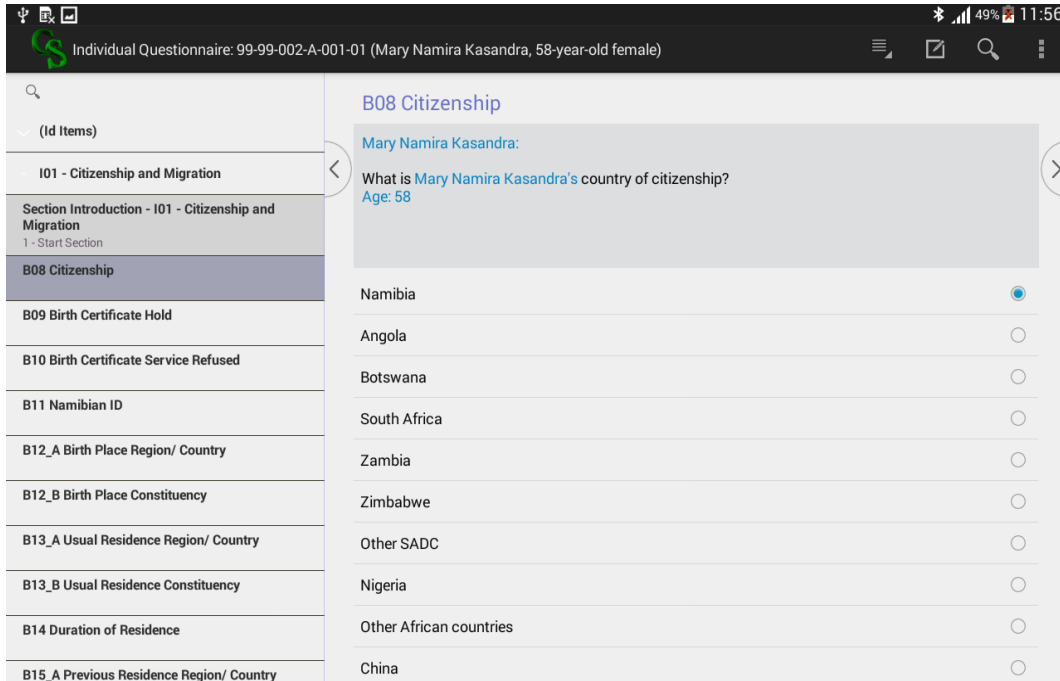
Select **Migration and Citizenship** and the select the **next arrow**.



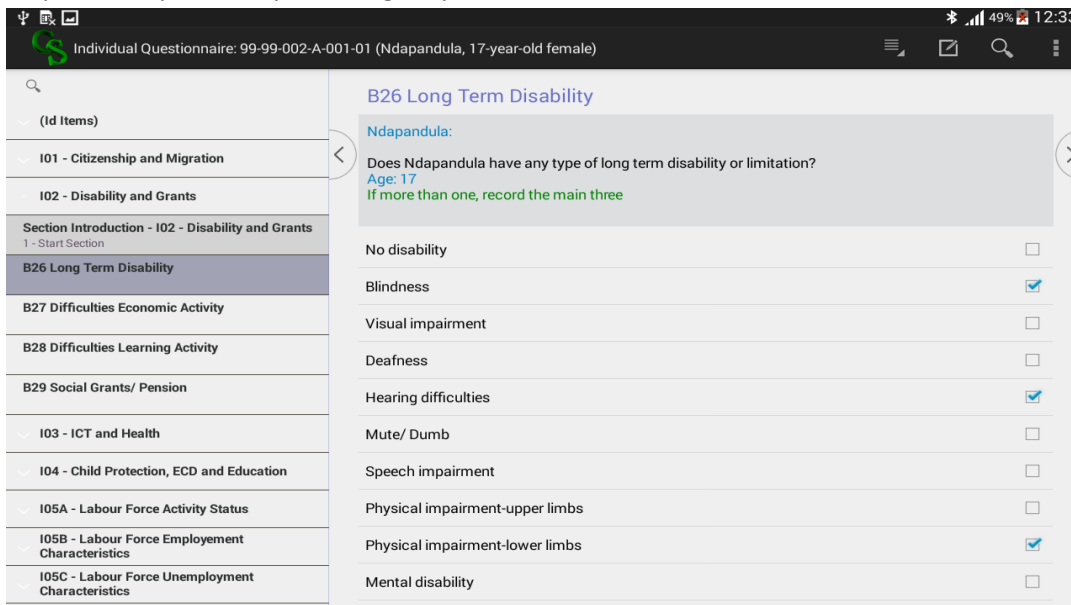
Select **Start Section** and then the **next arrow**.



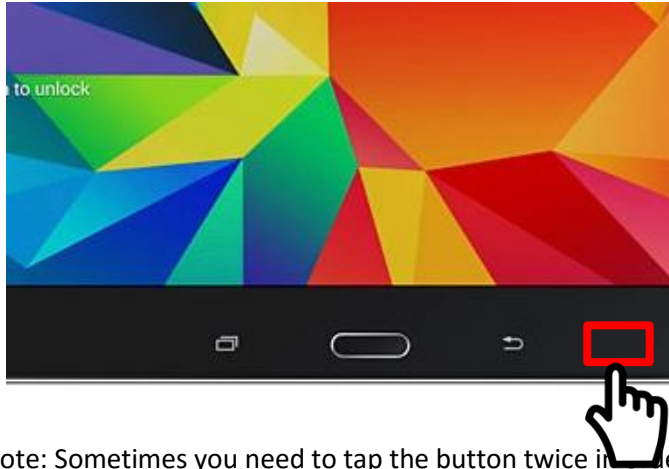
For Citizenship, **choose** Namibia and then select the **next arrow**.



In the whole application, you may see other types of response option: the **multiple selection checkbox**. These checkboxes allow for multiple selections, not just one, which will alter the order of questions which appear thereafter. As you can see below. If you were to proceed, you would then have to ask the respondent questions pertaining only to those items.

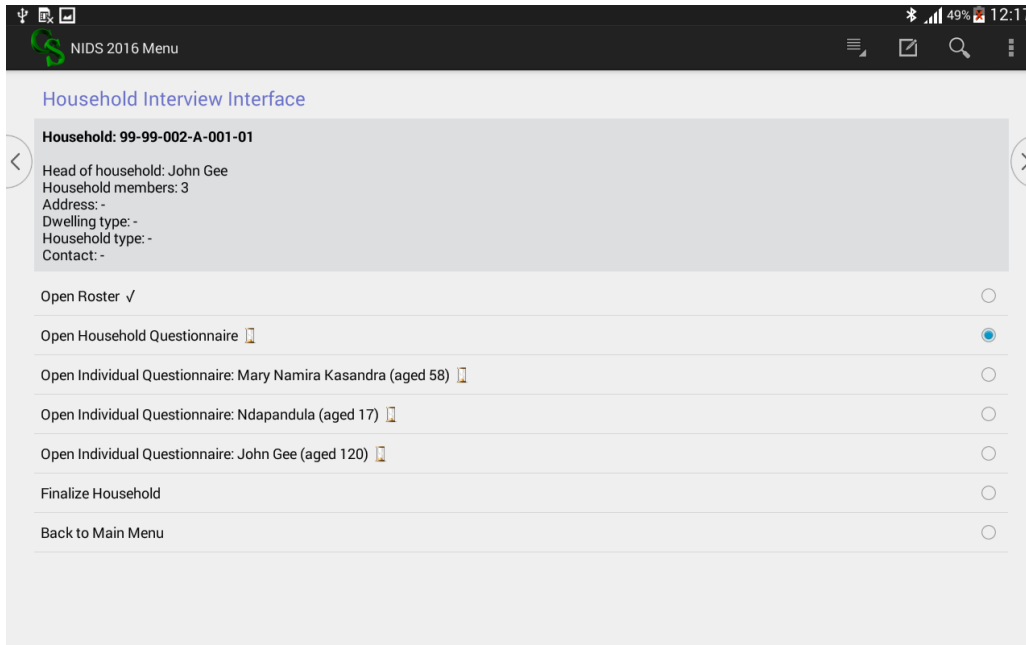


Now, instead of proceeding further, assume you have been interrupted and need to exit this section. Press the **back arrow** near the bottom of the tablet to exit this section.

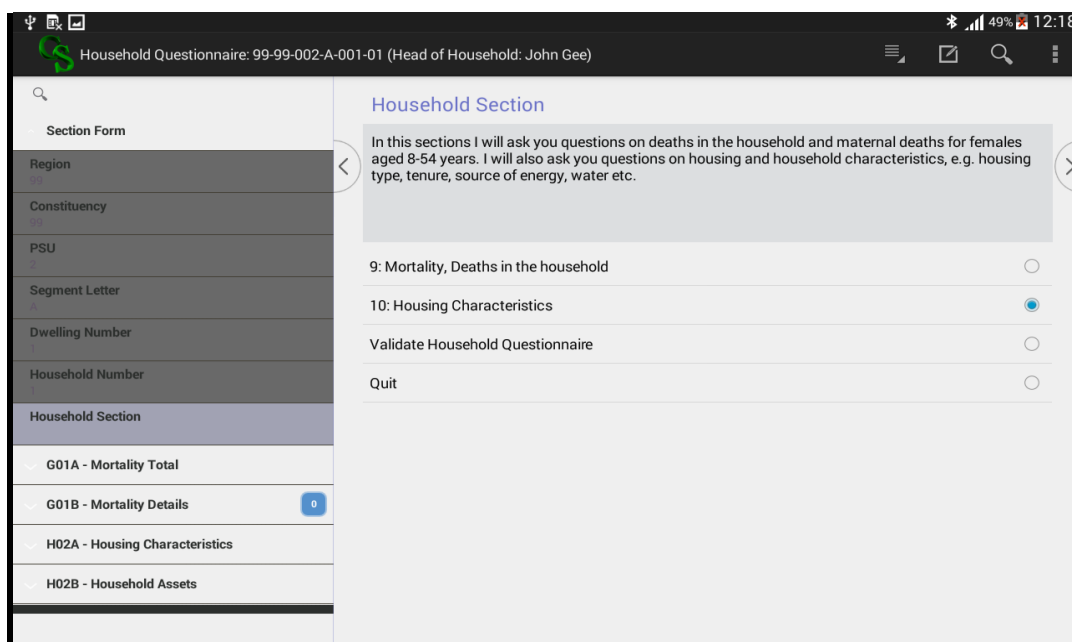


Note: Sometimes you need to tap the button twice in order to exit an application.

You have returned to the **Select an Option** screen. As the final demonstration, select and open the **Household Questionnaire**. These questions all pertain to the entire household, not specific individuals.



For demonstration purposes, select the **Housing Characteristics** section and then select the **next arrow**.



You continue on until this section is finished and validated too. This concludes the CSEntry demonstration.

4.3.1 Preserving battery life while using CSEntry

Since the tablet battery will only last a few hours and power outlets are not always readily available, you should make every effort to preserve the battery power of the tablet while using CSEntry. One of the best measures for preserving battery life is to temporarily disable data transmission capabilities. You can disable these capabilities in the tablet itself in the system settings popup as described previously. You can also preserve battery life by reducing the screen brightness. Screen brightness can be adjusted in the system settings popup as shown previously.

Remember, to always turn off the whole tablet, if not used for longer time. This is an essential factor for power saving, i.e. extending the tablet usage without re-charging.

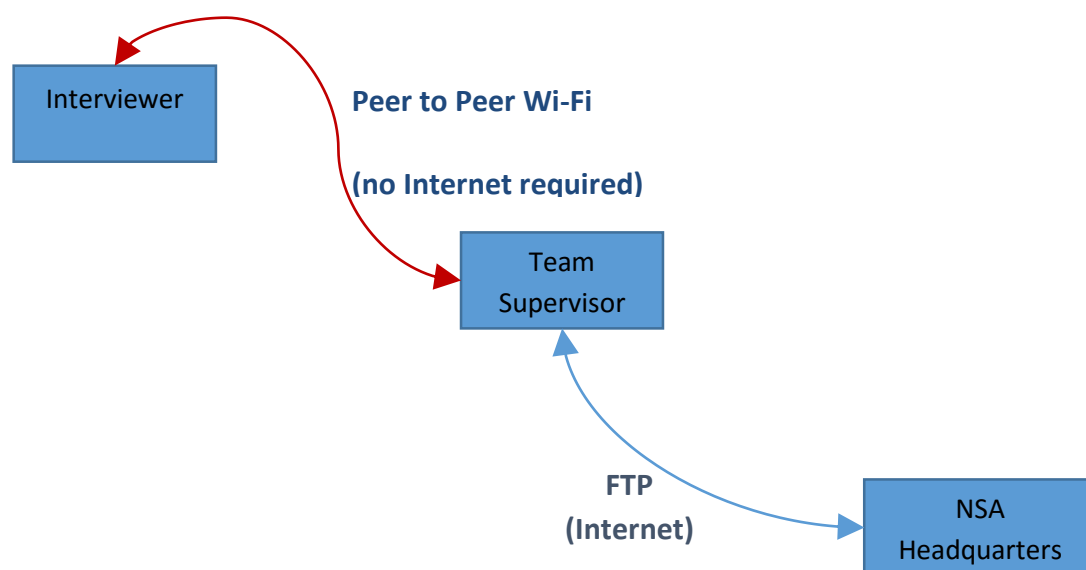
4.4 Data Transfer and Backup

The CSEntry Application also includes features for data transfer between Interviewer and Team Supervisor.

4.4.1 Overview: Data Transfer

Data will be transferred in two directions:

- PSU assignments and other control files will be sent from NSA Headquarters to Team Supervisors. Household Assignments and other relevant files will be sent from the Team Supervisors to the Interviewers in the field.
- Collected listing and Household data will be sent from the Interviewer to her/his Team Supervisor. After validating the data and finishing the PSU work data will be sent from the Team Supervisor in the field to NSA Headquarters.



Both Interviewers and Team Supervisors will have the same tablets, however only Team Supervisors will have access to the Internet. Team Supervisors will send and receive files to/from a server at Headquarters (using FTP).

Interviewers will send/receive data to/from Team Supervisors using a local peer to peer Wi-Fi network that does not require Internet access. This way data will be indirectly transferred between Headquarters and the Interviewers via the Team Supervisor.

Interviewers will transfer data to/from supervisors on a daily basis.

Supervisors will transfer data to/from headquarters at least every two weeks, upon completion of a PSU. Note that Regional Supervisors are NOT included in the data flow. Regional supervisors will have access to the data by accessing it through the headquarters server. This gives them the ability to run reports and do any review and analysis they need to.

4.4.2 Interviewer to Team Supervisor Data Transfer

Transfers between Team Supervisor and Interviewer will be done over a local peer to peer Wi-Fi network that does not require an Internet connection, but presence of both tablets. Interviewers' tablet will create a Wi-Fi hotspot which Supervisors' tablet will connect to.

The Team Supervisor to Interviewer connection will be done automatically by the data entry program with minimal intervention on the part of the interviewer and supervisor. The interviewer will simply select **"Connect to Supervisor"** from the data entry program on his/her tablet and then the supervisor will select **"Connect to Interviewer"** from the data entry program on his/her tablet. The data entry program will automatically create and connect to the Wi-Fi hotspot and transfer the required files, notifying both the Interviewer and Team Supervisor when the data transfer is complete and if there were any errors.

When the Team Supervisor and Interviewer choose to synchronize, the following files will be copied from the Team Supervisor's tablet to the Interviewer's tablet:

- All data entry program files (listing, household, roster, individual, menu, daily record book)
- Listing of PSUs
- Staff codes

- Updated PSU boundary (kml) files
- Interviewer PSU listing assignment
- Interviewer household assignments
- Backup copy of Supervisor's data.

The following files will be transferred from the Interviewer's tablet to the Team Supervisor's tablet:

- Household interview assignment files with updated status for completed households
- Listing assignment files with updated status for completed households
- All household data files for households assigned to the interviewer that have not already been sent to supervisor (household, roster, individual, daily record book, etc.)
- Listing data files not already sent to supervisor
- Backup copy of Interviewer's data.

4.4.3 Interviewer and Team Supervisor Data Backup

Whenever the Interviewer and Team Supervisor synchronize, a complete backup copy of the data from each tablet is sent to the other tablet. This will allow the system to restore either an Interviewer's or Team Supervisor's data from another tablet in the case of loss, damage or theft. In addition the Team Supervisor's data will be backed up on the FTP server whenever she/he synchronizes with headquarters. The data entry program will have options to automatically restore a backup from either the FTP server or another tablet.

5. CASE STUDY

Elise got married at early age of 18 while she was in standard 10. Her first husband Simon and their second born Helena passed away two years after their marriage when her husband failed to control the car when they were traveling to the north since then she got another man whom she marry and they have 3 children, Maria, Selma and Toivo aged 12, 8 and 4 respectively. The elder daughter Maria moved to Windhoek five years ago in order to attend school and she lives there with her uncle and currently she is in grade 6. The family owns a car which they use as mode of transport especial to take Toivo and Selma to school which is 1km away where they live. Since they have different work place they use cell phones to communicate while their children are not allowed to use cell phones because is prohibited during school hours. They only use school computers to do their school work.

Elise is 45 years old now and works on her own selling fruits in a stall that she sets up on the street every single day from sunrise to sunset. She only rests on Sunday as God intended. Her younger daughter Selma who is a grade two learner helps her on Saturdays when there are more people on the street. Despite that, her business is small and she doesn't think if there is a need to register it with any registering body, her husband Pedro aged 49 is employed as waiters at Ocean Basket in Eenhana town since the family moved from Angola in 2012 to search for work opportunity. Mr Pedro is casual worker and he only works three days per week from 12pm to 17pm he is still searching for a well-paid permanent job where he will spend most of his time.

His wife last week left the house at 6am and did not return back until 8pm. It is true that she lives far from where she usually puts her stall, close to the beach. It takes nearly 50 minutes to get there.

Anyway, the first customers arrive after noon. Consequently she spends almost five hours every morning without doing much. The misfortune is that precisely at that time she begins to get hungry. As a result she always goes to buy something to eat and takes with her the stall to be ready in case a customer arrives. Customers only buy fruits earlier in the summer when it is warmer.

She thought about going to live closer to the beach. Where she lives there are no customers willing to pay her well for the fruits she sells, Elise has a nice semi-detached house with electricity and water inside the house. The house is spacious and has three bedrooms. One is theirs, the second room is for Toivo and the other one is currently occupied by her Step child (20 years old) who worked in Windhoek. Since he was fired unlawful from Windhoek Stationary where he worked as a sale person now he is waiting for the Namibia National Labour Organization (NANLO) to complete the investigation. She is thinking of renting one of the rooms to earn some money, but she would not feel comfortable living with strangers, as she spends all day outside, someone can easily steal something.

She would like to change jobs, to one that will provide her with more money working fewer hours. But she has not been looking for another job, because she spends all day on her stall. She only has enough customers during the summer (for two months).

During that time she hires an employee to help her to make more profit. The fruits she sells are bought by her in the central market. However, she also has a small garden where she grows vegetables, mostly onions, cabbages, carrots, green peppers, tomatoes and sweet potatoes, which still grow anyway! Occasionally, she sells part of the vegetables that she produces, but usually that is very little, since she divides them between her sons and daughter who are married and have families.

At this time the green peppers and tomatoes are already mature, so last week she spent an hour picking the good ones from her garden. The tomatoes that were very mature were used to make sauce. She spent more than 3 hours preparing the sauce. But she could not finish because her stove broke. For a while it has been giving her problems. Two weeks ago she spent half a day looking for someone who could repair it but they wanted to charge her too much so she did not hire anyone. Now she will have to invest another day to solve this problem.

References

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