



**NATIONAL MASS HOUSEHOLD SURVEY
DATA EDITORS MANUAL**



NATIONAL BUREAU OF STATISTICS (NBS),
Plot 762, Independent Avenue, Central Business District, Abuja

AND

APRM NATIONAL FOCAL POINT SECRETARIAT,
Office of the Secretary to the Government of the Federation,
Federal Secretariat, Abuja

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Editing Procedure of the APRM Questionnaire

SECTION A:

1.0 Introduction: Editing is the next important stage after data collection phase has been completed. It is a stage that deserves much attention if the quality of the data collected is to be guaranteed.

It is the responsibility of the editors to scrutinize, edit and code where necessary, using instruction manual as guide.

1.1 Scope of Editing

1.2 Data editing includes the following:

i) Consistency checking: For instance, a household member may be classified as a housewife and her sex is provided as male.

ii) Unreasonable Entry: Is the case where the data collected in respect of some variables may become doubtful. For example, if the age of a married household member is recorded to be below **10 years, say 8 or 7 years.**

iii) Omission: Editing sometimes, involves making imputation for missing information, especially in cases where other information available in the same questionnaire or in other questionnaires could lead one to arrive at the missing information.

iv) Double Entries: Most questions allow response for one code, therefore double responses or entries are wrong in such cases and they should be corrected.

Procedure for correcting codes and numbers must be done carefully and in such a way that the initial code and the corrected code can be seen. Do not erase but cross out with two straight lines on the wrong code.

If a code has been written in pencil, the correction should be made in red biro.

2.0 Survey Design

The African Peer Review Mechanism (APRM) is a flagship programme of the New Partnership for Africans Development (NEPAD) for fostering

governance in African Countries. It is basically a mutually adopted instrument for self-monitoring by African Countries, using agreed African and International standards, for enthroneing and deepening good governance in the continent. Accession to the APRM is voluntary and open to all African Union (AU) member States. The mechanism carries neither punishment nor sanctions. Its primary mandate is to encourage acceding countries to adopt polices and practices that conform to the agreed political, economic and corporate governance values, codes and standards, as well as the socio-economic objectives enunciated in the NEPAD Declaration on Democracy, Political, Economic and Corporate Governance document (2002). Thus, the APRM presents the collective expression of African leaders for sustainable good governance. Its ultimate focus is on cross-country experience sharing, comparison, capacity building and peer learning by experience exercise constructive peer dialogue and persuasion in order to achieve improvement in all aspect and at all levels of governance.

This editing manual is specifically meant for the training of the enumerators, supervisors, editors and data entry personnel.

Objective of the Survey:

The key objective of the survey is to cover perception of the general population on issues of governance in four thematic areas using a household based sample survey. It will also seek to assess and monitor progress towards good governance.

2.1 Survey Coverage:

The survey will cover 111 Local Government Areas (LGAs) in the country. Three LGAs will be selected in each of the states of the Federation and also three LGAs in FCT (Abuja).

Scope: The scope of the survey will be the four thematic areas: Socio-Economic Development, Economic Governance and Management, Corporate Governance, and Democracy and Political Governance.

Sample Size: Given that 10 EAs will be selected in each of the three LGAs selected in a State with 20 HHs from each EA, a total of 1,110 EAs will be

selected for the survey with an expected 22,200 households. The size is robust at the National, LGA and Senatorial levels.

Data Collection Arrangement: The field staff of the National Bureau of Statistics will carry out the data collection. In each state, 12 interviewers 3 supervisors will be required for the data collection. They will be constituted into 6 roving teams. Each team will comprise of 2 interviewers. One supervisor will man two teams. The 30 EAs selected in each State will be equally allocated to each team at 5 EAs per team. Working at the rate of 2 days per EA, the data collection is expected to be concluded within 12 days (including travel time).

Retrieval of Records: The supervisor will bring the completed and edited records (questionnaires) to the State office on weekly basis. First retrieval of records to the Headquarters, Abuja will be done by 6 monitoring officers from Headquarters, Abuja after 5 days of the field work. The second retrieval will be done by 6 zonal controllers at the end of the fieldwork. State officers are to ensure the first batch of records reach the zone 21st of September 2006 unfailingly with reasonable returns. The second batch must also reach the zones through the State officers on the 29th September 2006.

3.0 Editing Procedure for Demographic Characteristics:

3.1 Verification of Questionnaire's identification codes:

You are to verify the cover page details as follows:

- i) Check household listing and the head of household's name if they are properly written for the household.
- ii) Check if household number and the name of the head of household correspond to the inscription in the household list.
- iii) Verify if all items such as State code, LGA code, Sector code, etc. are properly filled.
- iv) Ensure that digits or codes are entered into the boxes and no ticking of responses is allowed.

When you take a batch of one EA records- verify whether or not you have **20 household questionnaires attached.**

v) For all pages of the questionnaire check if the reference number is the same as the one on the first page.

vi) For Response Status: verify that there is information for each question from section A to section B. Apply the appropriate response codes based on your verification. If for example, code 1 is recorded check through the entire questionnaire to confirm that most questions are filled. For every questionnaire its response status must be recorded.

4.0 Editing of the Demographic Information:

List of persons in the household: 18 rows are provided in the questionnaire on page 4, to list members of household. Ensure that you check the names of members listed to check whether their sex code in **column 3** is correct.

4.1 Age in completed year:

- i) The ages of members can be checked by making comparisons. For example, the husband should generally be older than the wife. The mother should be **at least 15 years older than the eldest child.** Children of the same mother should normally have age differences of two years or more.
- ii) If the age of a member is not up to 12 months such member should be coded **00 as completed year.**

4.2 Relationship to Head of household:

- i) In column 5 there should be no blank. Every person listed in the household must have one of the relationship codes
- ii) Own child is coded **03** which stands for both boy and girl child.

4.3 Marital Status:

In the column for marital status (column 6), if one of the codes **02 to 05** is applied against any member of the household, check in each case the age of the individual to ensure that his or her age is not less than 10 years.

There should be no omission for any member of the household whether adult or child.

4.4 Education highest level completed:

If highest level completed by a household member is primary school (i.e. code **03** is entered in the space provided. There should be no blank.

4.5 Employment Status: every body listed in the household should have a code. Children or students who are not employed in the right sense should be coded **06** which stand for others.

4.6 Main Occupation:

There should be no blank for any member. For students enter **00** codes.

4.7 Institutional Sector: For every employed person **in column 9**, ensure that **01 to 05 in column 10 is entered**. Informal jobs like trading, farming, carpentry etc. should be coded **5**.

4.8 Religion: There should be no blank for any member whether adult or children.

4.9 Main Respondent: Ensure that **1** is coded against person interviewed in each household while other members should be coded **2**. Check if more than one person has code **1**.

5.0 Editing on General Knowledge about APRM

In this section you are expected to check the following skip patterns:

Q1 if No go to Q5

Q8 if No go to thematic 1 on page 7.

Q9 if No go to thematic 1.

How to check multiple choices in **Q2 and Q10**

Every response ticked is to be coded **1**, while those not ticked to be coded **2**

SECTION B

Guideline for Editing Socio-Economic Development

Introduction:

The Mass Household survey covered four thematic areas namely:

- Socio-Economic Development;
- Economic Governance and Management;
- Democracy and Political Governance;
- Corporate Governance.

This editing guideline is written for the use of editors to identify and correct errors found in the completed questionnaires returned from the field on only one thematic: Socio-Economic Development.

Objective:

This guideline is written to achieve the following key objectives.

- (i) To ensure that questionnaires being sent/passed to the data entry officers are error-free and to high quality.
- (ii) To serve as instrument for training the editors
- (iii) To serve as reference material during the course of doing the editing

Coverage:

Socio-Economic Development started on page 7 of the questionnaire and ended on page 17. All the questions in these pages will be examined and treated to ensure that the entries are valid, correct and in compliance with the instruction given.

Scope:

Each thematic area has set of objectives on which information is to be collected. Set of questions are asked under each objective. The editing exercise will cover all the 6 objectives as well as the questions under them.

Identification and Correction of Errors:

Objective 1: Promotion of Self-Reliance and Sustainable Development

Q1: The box in front of this question should not be left blank. Where no code is entered from the field, editor should leave it blank.

Q2: At least one of the poverty reduction programmes and projects must be ticked. If none of the programmes and projects is ticked, then it is taken that the respondent does

not know any programme of project. Generally, wherever you have a tick, code it as 1 and those that are not ticked code them as 2.

Q3: At least one suggestion must be ticked.

Q8: If code 2 (No) or code 3 (Don't know) is entered for all the five services listed here, the interviewer is expected to skip to Question 14. In this case ensure that Q9 to Q13 are left blank.

Q9: If code 2 or 3, go to Q11

Q10: There must be a response against each facility/service that has "Yes" i.e. code 1 in Q8.

Q11: This question will be answered if code 2 or 3 is entered in Q9. All the boxes must be filled with either code 1 or 2.

Q14: If code 2 or 3, go to 16.

Objective 2: Accelerating Socio-Economic Development

Q1-Q3: For each question, all the boxes must be completed with a code.

Q4: If code 2 or 3, go to Q6

Objective 3: Strengthening Policies and Delivery Mechanism

Q1: If code 2, go to Q3.

Q4: Wherever you have a tick, code it as 1 and where blank code as 2. This is applicable to strengths and weaknesses.

Q25: If code 2 or 3 or 4, go to Q27.

Objective 4: Ensuring Affordable Access to Water, Sanitation, Energy and Finance

Q1 and Q2: Where there is blank, leave it blank.

Objective 5: Ensure that all the questions are completed by entering the appropriate code.

Objective 6: Promote and Encourage Broad Based Participation in Development by all Stakeholders at all Levels

Q2: If code 2 or 3, go to Q4.

Q4: If code 1, go to the next thematic.

Q5: Enter code 1 for any reason that is ticked and code 2 for those not ticked.

Guideline for Editing Economic Governance and Management

- The questions were direct. The codes entered by the enumerators are to be keyed in, directly into the system.

- What has to be observed in the questionnaire were:
 - Questions with multiple responses which must be completely answered. Responses were expected in all the boxes against the options.
 - Questions that has to be answered conditionally. There are responses that led to transfer of control to a particular question.
 - Questions with options of ticking.
 - Questions with direct responses.
- The editors should check through the questions with multiple responses and make sure that they were completed. In case of omission, they should find out may be it is a deliberate omission by the enumerators to be completed later
- The conditional questions must be consistence, if response is given when they are supposed to transfer control, the editors should check for possible solution, either, the previous response was wrong or write.
- The tick options were to be coded by the editors. If the box is ticked it should be coded as “1” while any space not ticked should be coded “2”. This must be done to facilitate quick data entry.
- Questions with direct responses have no problem as the responses must be keyed in directly.
- Question 27, objective 1, needs special attention by the editors. Calculate the amount using the percentage in case percentages were quoted. If the amount is quoted or calculated by the editor, then, code 1 for correct option and 2 for the others.

OBJECTIVE 1				
Questions with multiple responses		Questions with conditional Transfer		
Question No.	Responses	Question No.	Condition	Expected Action
Q6	5	Q6	If “Yes” in Q5 Only	Answer Q6
Q8	3	Q8	If “Yes” in Q7 Only	Answer Q8
Q17	10	Q10	If “Yes” in Q9 Only	Answer Q10
Q24	6	Q23	If “No”	Go to Q28
Q26	6	Q24	If “Yes” in Q23 Only	Answer Q24

Q32	4	Q35	If "No"	Go to Q38
Q34,Q39	11			
Q36	4			
Questions with Tick Instructions				
Q10, Q12, Q13, Q15, Q25, Q27				

OBJECTIVE 2				
Questions with multiple responses		Questions with conditional Transfer		
Question No.	Responses	Question No.	Condition	Expected Action
Q2	6	Q14	If "Yes" in Q13 Only	Answer Q14
Q3	10	Q15	Once there is response to the question	Go to Q17
Q6	4			
Q8	36			
Q9	3			
Q10	5			
Q12	7			
Q17	26			
Questions with Tick Instructions				
Q1, Q7, Q14				

OBJECTIVE 3				
Questions with multiple responses		Questions with conditional Transfer		
Question No.	Responses	Question No.	Condition	Expected Action
Q4	3	Q5	If the option picked in Q4 = " Unfavorable "	Answer Q5
Q5	4			
Q7	5			
Q14	6	Q17	If "Yes" in Q23 Only	Answer Q17
Q15	7			
Questions with Tick Instructions				
Q1, Q3, Q6				

OBJECTIVE 4				
Questions with multiple responses		Questions with conditional Transfer		
Question No.	Responses	Question No.	Condition	Expected Action
Q3	5	-	-	-
Q14	4	-	-	-
Q16	9	-	-	-
Questions with Tick Instructions				
Q5				

OBJECTIVE 5

Questions with multiple responses		Questions with conditional Transfer		
Question No.	Responses	Question No.	Condition	Expected Action
-	-	Q1	If "ECOWAS" is Ticked	Skip Q2
-	-			
-	-	Q2	If "NO" or "DON'T KNOW"	Go to The Next Thematic
-	-			
Questions with Tick Instructions				
Q1, Q3, Q4				

EDITING GUIDELINE ON CORPORATE GOVERNANCE

The questionnaires on Corporate Governance was designed to highlight efforts of Nigerian Government to revive the economy and improve the living conditions of Nigerians.

Definition: Corporate Governance is a system by which enterprises in both private and public sectors are directed, controlled and held responsible to shareholders and the community in which they operate.

Manual Editing/Coding of the questions under each of the Objectives: All the questions in this thematic are coded. Editors should check if the interviewer recorded the codes in the appropriate box.

Objective 1:

Promotion of enabling environment and effective regulatory environment and effective regulatory frame work for economic activities.

Q1 and Q2 ask the respondent whether he/she owns a business and the type of the business. If the response to Q1 is No skip to Q7. If yes continue with Q2.

Q3 and Q4 ask the respondent about the performance of his/her business. If response to Q4 is No or don't know skip to Q7.

Q5 is answered if Q4 is Yes.

Objective 2:

Ensuring that corporations act as good corporate citizens with regards to Human rights, Social responsibility and environmental sustainability.

Q2 and Q3 – These questions seek to find out whether labour laws are observed by corporation in this country. If the response in Q2 is Yes/Don't know skip to Q5. If No continue with Q3.

Q8 - Q9 – These questions seek to find out whether workers are protected in their place of work. If the response to Q8 is Yes/Don't know skip to Q10.

Q9 is answered if response to Q8 is No.

Q11 – Ask if Nigeria has adequate laws and institutions to protect the environment. If No or Don't know skip to Q13, if Yes continue.

Note: - Q10 – Cancel one of the column and the headings

Objective 3:

Promoting and Adoption of Good Business ethics

Q1 – Q9 - Address the issue of corruption in Nigeria as regards the level and causes of it. If response to Q1 is No skip to Q4. If Yes continue.

Objective 4:

Rights of shareholders and stakeholders.

Q1 – Ask the respondent if he/she own share in any company. If the response to Q1 is No skip to the next Thematic. If Yes continue.

Q2 – If Q2 is No skip to Q5

Q3 – If Yes to Q3 skip to Q5

Q4 – is answered if Q3 is No

Objective 5:

Accountability of Corporations, Directors and Executive Officers.

Q14 – The question tries to establish from the respondent whether the best people in terms of training, qualifications, skills and integrity are appointed as Chairman, Directors and Chief Executives. If the response is Yes skip to Q16.

Q15 – If response to Q14 is No continue with Q15

Q17 – The question wants to know if the Board of Directors/Management Committee always acts in the best interest of the company. If the response is No skip to Q19.

Q18 is only answered if Q17 is Yes.

Generally, editors should check if all questions are coded. Any empty box should be left blank.

The editor should code questions that require ticking properly. If a question is ticked code as 1, if not ticked code as 2. For any MULTIPLE CHOICE QUESTIONS ONLY

EDITING GUIDELINE ON DEMOCRACY AND POLITICAL GOVERNANCE

Objective 1

Prevention and Reduction of Intra- and Inter-state Conflicts.

Q1, 5 & 6. Check that entries are made by recording either '1' for very high; '2' for high; '3' for medium; '4' for low or '5' for very low for each of the 7 factors or sources listed in these questions.

Q2. Is to assess the effectiveness of the 6 listed measures taken by government to prevent and manage internal conflicts. Entries must be made for each of the measures by entering (recording) either '1' for very effective; '2' effective '3' for Moderate '4' Not effective or '5' Don't know.

Q3. The role of the mentioned stakeholders in the prevention and management of internal conflicts should be stated by recording either '1' Supportive; '2' Non-supportive or '3' Don't know.

Q4. The question assess the security of lives and property of citizen in Nigeria as at today. One entry (code) is expected to be recorded among the three options provided in the box.

Objective 2

Constitutional Democracy, Political Competition, the Rule of Law, Citizen Rights and Supremacy of the Constitution

Q1, 5, 6, & 8. In these questions, it is expected that code corresponding to the response i.e. '1' Strongly Agree; '2' Agree; '3' Disagree; '4' Strongly Disagree and '5' Don't know should be recorded in the box provided.

Q2. Here, each of the three elected representative i.e. Councilors, State Assembly and National Assembly is to be judged in term of how well they have represented their people. Data entry operator should check that each of these representative (column) is coded either '1' Very well; '2' Well; '3' Moderately well; or '4' Poorly in each of the listed Areas (row).

Q3. The question seeks to know if the rule of law apply equally to everyone in Nigeria. Ensure that code corresponding to the option is recorded in the box provided.

Q4. If yes to Q3 skip to Q5 but if No what is responsible for the partiality? Here one or more options is required. Data entry operator should enter 1 for every option ticked and 2 if otherwise.

Objective 3

Promotion and Protection of Political, Civil, Economic, Social and Cultural Rights

Q1, 7, 9, 16 & 17 For these questions, it is required that code corresponding to the response i.e. '1' Strongly agree; '2' Agree; '3' Disagree; '4' Strongly disagree and '5' Don't know should be recorded in the box provided.

Q2, 3 & 4 These questions evaluate elections conducted in 1999 and 2003 in term of free and fairness. Ensure that code corresponding to each of the elections is recorded in the boxes provided.

Q5 Each of the mentioned factors affects conduct of free and fair election. Check that each of the factors is ranked from '1' Very high; '2' High; '3' Medium; '4' Low to '5' Very low.

Q6. Here the code for the option should be recorded in the box provided.

Q8. The question is to measure the level to which the 3 tiers of government takes account of and respond to public comments (opinion). Ensure that the response is recorded for each tiers of government.

Q10. The question seeks to know the relevance of traditional rulers to democratic governance. Check that correct code i.e. '1' Very relevant; '2' Relevant and '3' Not relevant is recorded in the box provided.

Q12. The question is to determine to what level the 3-tiers of government respect the supremacy of the constitution from '1' Very high to '5' Very low.

Q11. Check that code is assigned to each of the listed impact of.

Q13. The question is to measure the rate of protection and promotion of various rights. Ensure that response code is recorded against each of the rights.

Q14. The question seeks to measure the performance of each of the listed organization towards protection and promotion of some rights. Checks that code is assigned to each of the rights.

Q15. Each of the 8 listed actors is to be judged in term of violation of fundamental human rights. Ensure that response code is assigned to each of the actors in the boxes provided.

Objective 4

Separation of Powers and Protection of the Independence of the Judiciary and Legislative

Q1. Here it is expected that code should be assigned to the executive in each of the three tiers of government in term of respect of powers to both legislature and judiciary. Each of the three cells in both legislative and judiciary should be assigned code in term of '1' Strongly agree; '2' Agree; '3' Disagree; '4' Strongly Disagree and '5' Don't know.

Q2 & 3 Ensure that code corresponding to the response is recorded in the box provided.

Q4 & 6. Check that response code is recorded in the box provided for legislative in the 3 tiers of government.

Q5. Ensure that code corresponding to the response is recorded in the box provided.

Objective 5

Accountable, Efficient and Effective Public/Civil Service

Q1 – 4 These questions seeks to measure the degree to which a respondent agree to some of the measures put in place by government towards having an accountable, efficient and effective public/civil service. Check that response code is recorded in the box provided for each of the questions.

Q5. If response code in Q4 is either 1 or 2, then there must be any entry in the box provided for Q5, but if otherwise i.e. response code is not 1 or 2, then the response box in Q5 will be empty in other word skip Q5.

Objective 6

Fighting Corruption in the Political Sphere

Q1. The question seeks the opinion of the respondent on whether government efforts in fighting corruption have been on the increase since 1999. Ensure that response code is entered in the box provided.

Q2. Ensure that response code is assigned to each of the group of persons listed.

Q3. The question intends to find out if government has power or determination to fight corruption. Ensure that response code is recorded in the box provided.

Q4. The question is to determine the level of corruption in Nigeria today in term of '1' Very high; '2' High; '3' Medium; '4' Low; '5' Very low. Check that response code is entered in the box provided.

Q5. Contribution of each of the listed factors to corruption is to be measured in term of '1' Very high; '2' High; '3' Medium; '4' Low; '5' Very low. Response code should be provided in the box for each of the factors.

Q6. Here the performance of various institutions put in place by government to fight corruption is to be measured. The performance is measured by assigning code to each of the organization by recording response code in the box provided for each institution.

Objective 7

Promotion and Protection of the Rights of Women

Q1. Code corresponding to the response should be recorded in the box provided.

Q2 & 4. Ensure that code is assigned to box provided for each of the measures and factors.

Q3. The question intends to know the level of participation of women in governance at the 3-tiers of government. Ensure that code is assigned to each of the 3 tiers for both the executive and legislative (elective offices) and for judiciary, executive and bureaucracy in case of appointments.

Q4. Each of the factors militating against gender balance in Nigeria is to be scored. Ensure that code is assigned to each of the box provided for the factors.

Objective 8

Promotion and Protection of the Rights of Children and Young Persons

Q1 & 2. For each of the listed practices and factors, ensure that response code is recorded in the box provided.

Q3 & 5. These questions seeks to measure the respondents degree of agreement to the question being asked. Make sure that response code is recorded in the box provided.

Q4. Contribution of various organization towards the promotion of child rights is to be measured. It is expected that response code should be recorded in the box in front of each of the organization.

Objective 9

Promotion and Protection of the Rights of Vulnerable Groups

Q1, 2 & 3. These question seeks to judge the attitude and actions of government at all levels towards the protection of rights of vulnerable groups (disabled, internally displaced persons and refugees). Make sure that response code is provided in the box provided for each tier of government i.e. '1' Very impressive; '2' Impressive; '3' Fairly impressive; '4' Not impressive.

Q4. The question seeks to know the chances or possibility of a lasting democracy in Nigeria. Ensure that response code i.e. '1' Very high; '2' High; '3' Medium; '4' Low; and '5' Very low is recorded in the box provided.